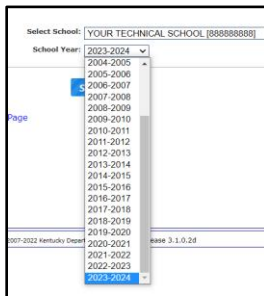# How to Identify Courses Offered in Your Pathways
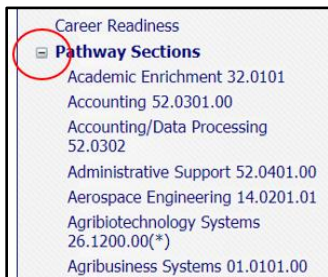
READ EVERYTHING BEFORE YOU DO ANYTHING…

➢ The window to identify courses for the 23-24 school year is December 15, 2022 – May 15, 2023.

➢ If your course offerings are staggered due to limited staff, select the full four courses that will be offered during the two-year period.

➢ **PATHWAY MODIFICATIONS**: If you have been approved for or submitted a request for a pathway modification, select the course that *WOULD* be offered if the modification were not approved.

➢ Each category has a minimum and maximum number of courses that can be selected. If you do not follow the minimum/maximum indicators, you will receive an error message and be required to make corrections.

➢ Remember, you are preparing information for NEXT YEAR, not current year

Log in to TEDS.

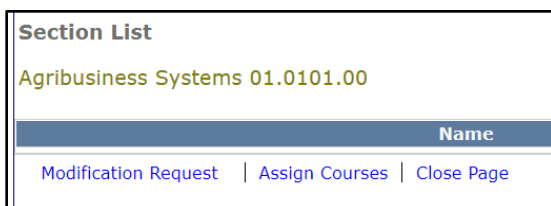**1.** Click on Select School and change year to 2023-2024, then click save.

2. If you do not see your list of pathways, click + sign next to Pathway Sections then Click on a pathway to update/identify courses.

(figure 1)

3. Under Section List, select Assign Courses.

(figure 2)

NOTE: Each category has a minimum and maximum number of courses that can be selected. If you do not follow the minimum/maximum indicators, you will receive an error message and be required to make corrections.

4. For each category, select the course(s) you will offer in the upcoming year and click the arrow to move it to the active field.

5. Once all courses have been selected and moved to the boxes on the right, select SAVE.

6. Repeat steps 2 through 4 for each pathway.

7. ONCE YOU ARE FINISHED ENTERING DATA
   a. Click on Select School and change year back to 2022-2023
   b. Click save

NOTES

A. Each category has a minimum and maximum number of courses that can be selected. If you do not follow the minimum/maximum indicators, you will receive an error message and be required to make corrections.

B. **PATHWAY MODIFICATIONS:** If you have been approved for or submitted a request for a pathway modification, select the course that ***WOULD*** be offered if the modification were not approved.

C. If the pathway courses have not been identified by the deadline of May 15, 2023, the pathway will not be considered valid for the school year and may not be funded.

D. Course selections can be changed until the deadline of May 15, 2023