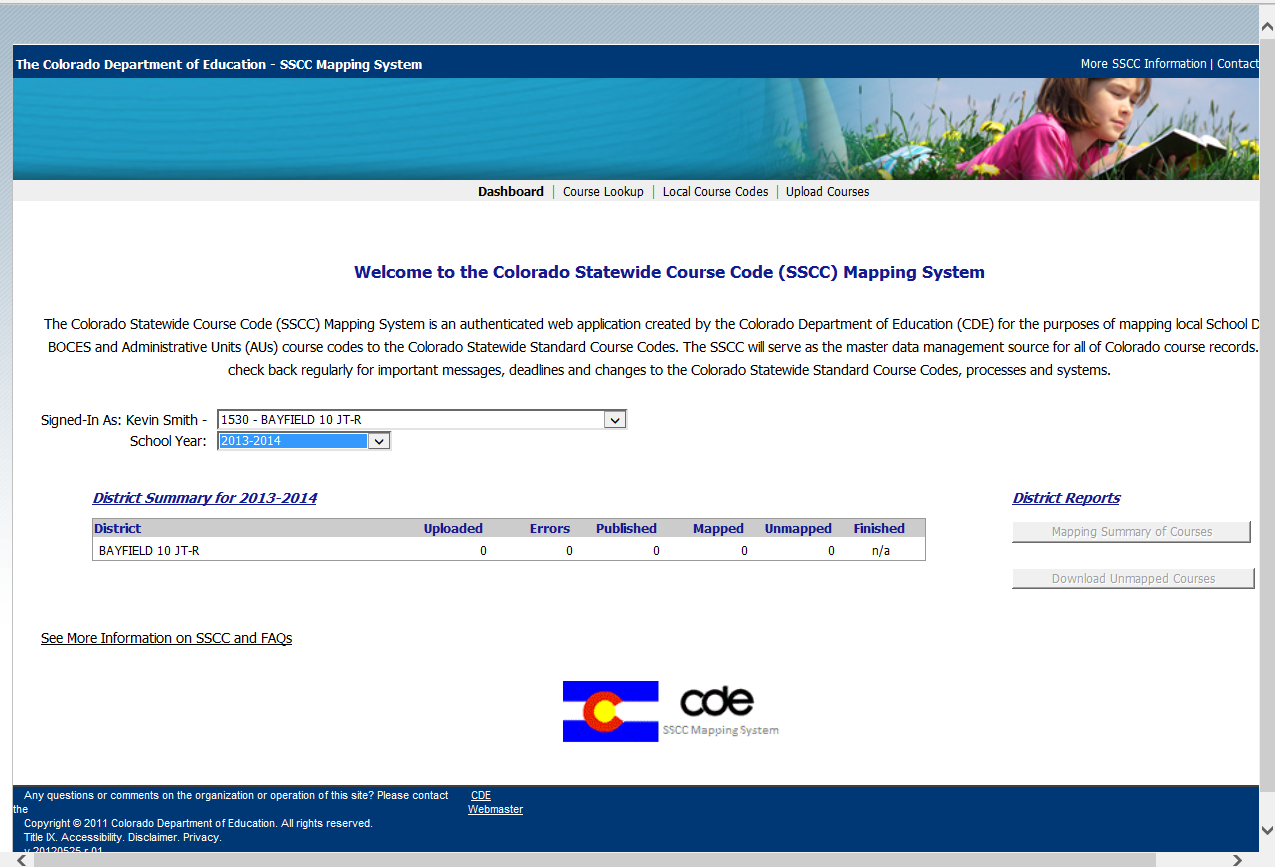
This document contains the steps required to copy the course code mappings for the 2012-2013 school year to the 2013-2014 school year. The application refers to this process as replicating the course codes. It will take approximately 15 minutes to complete this process.

1. Go to the following link: <https://cdeapps.cde.state.co.us/index.html>
2. Click on the Statewide Standard Course Codes System (SSCC) menu option on the left side of the screen.
3. Log into the system using your single sign on. (Note: if you get an error indicating you do not have privileges please contact your local access manager to get the appropriate privileges.)

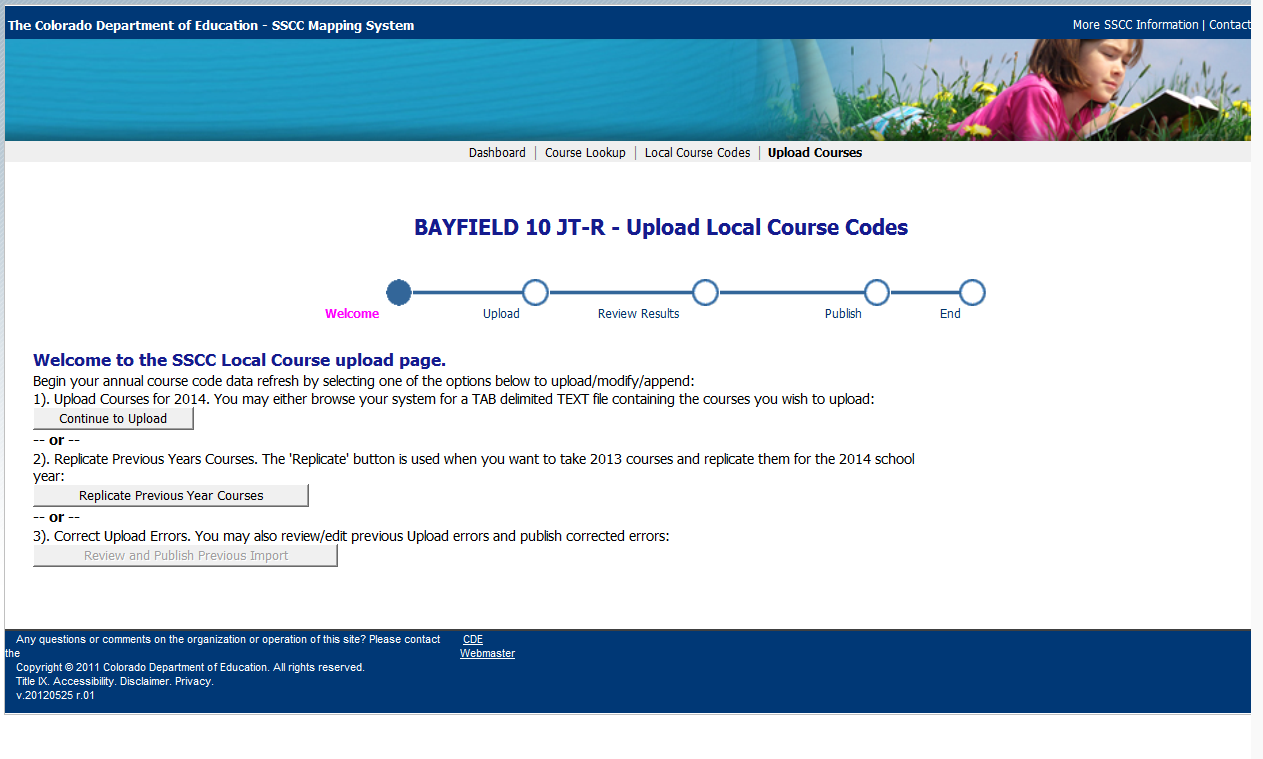


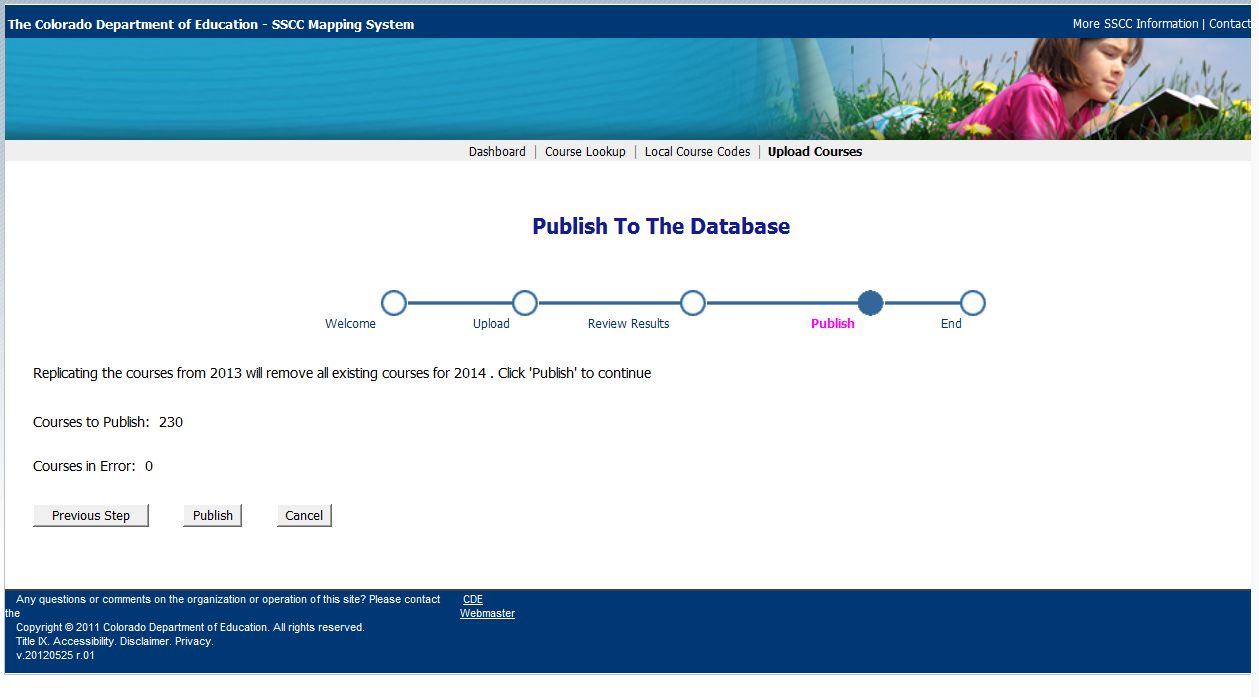
1. Make sure you select the 2013-2014 school year.



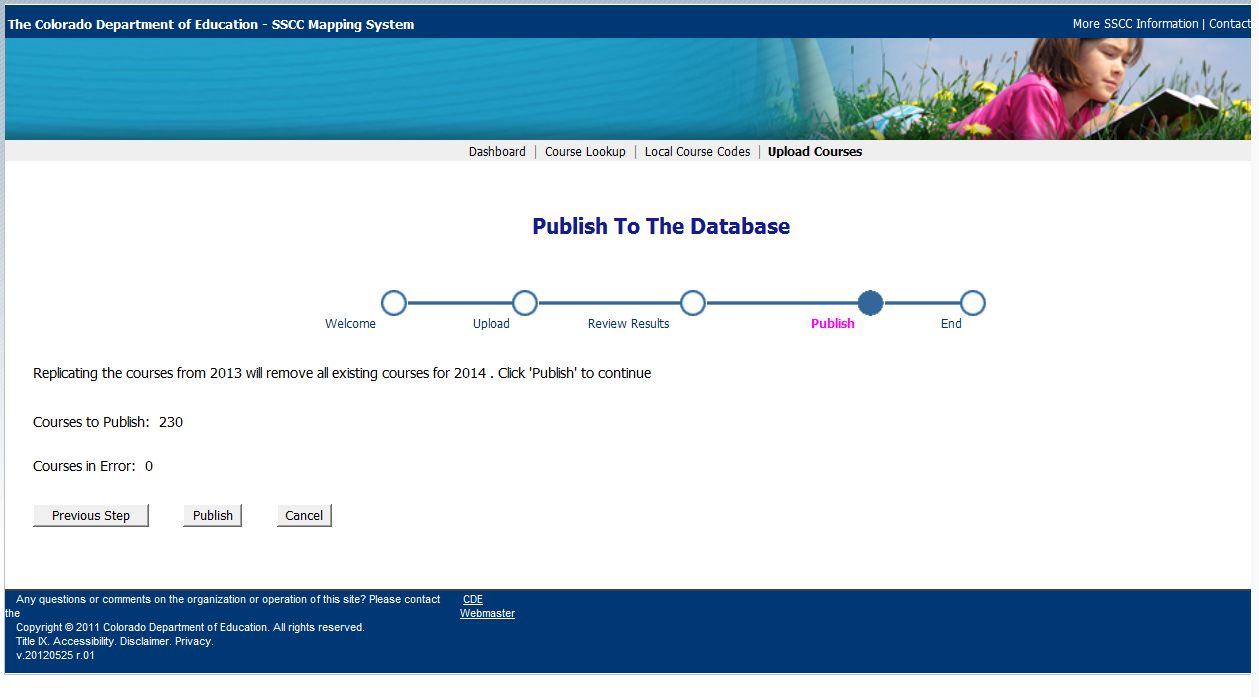
1. At the top select the Upload Courses option

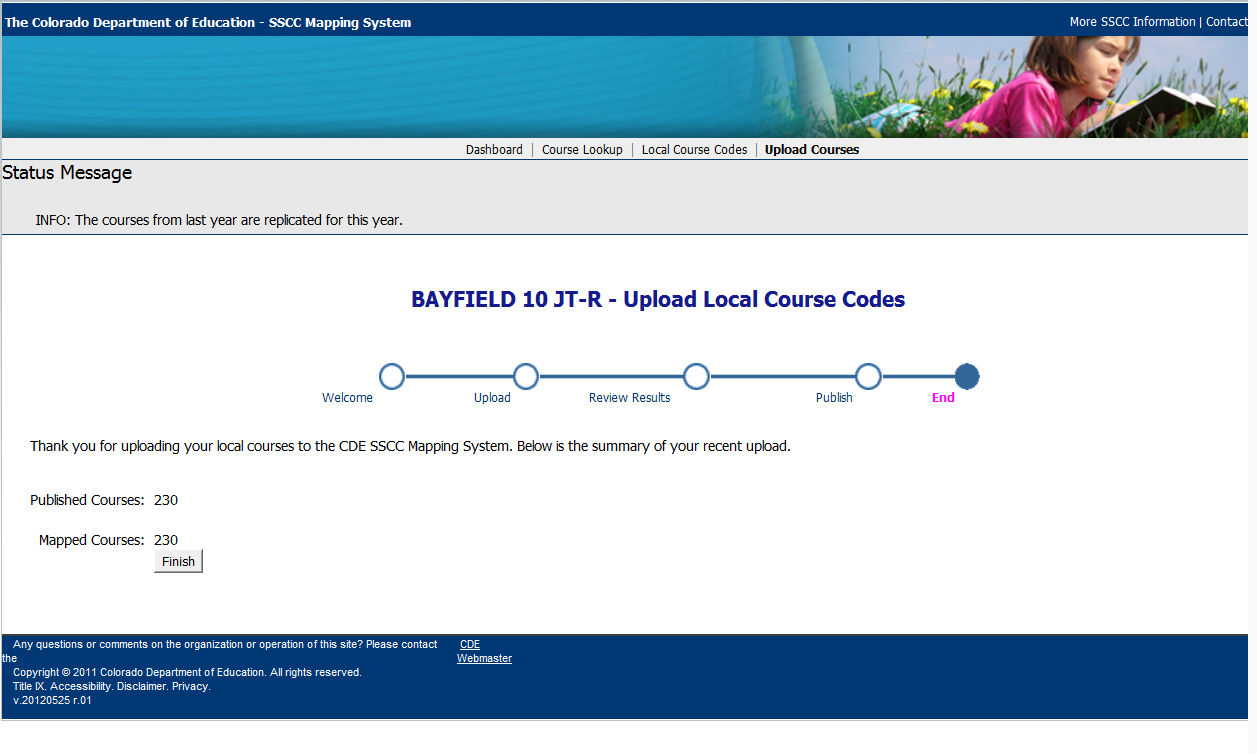


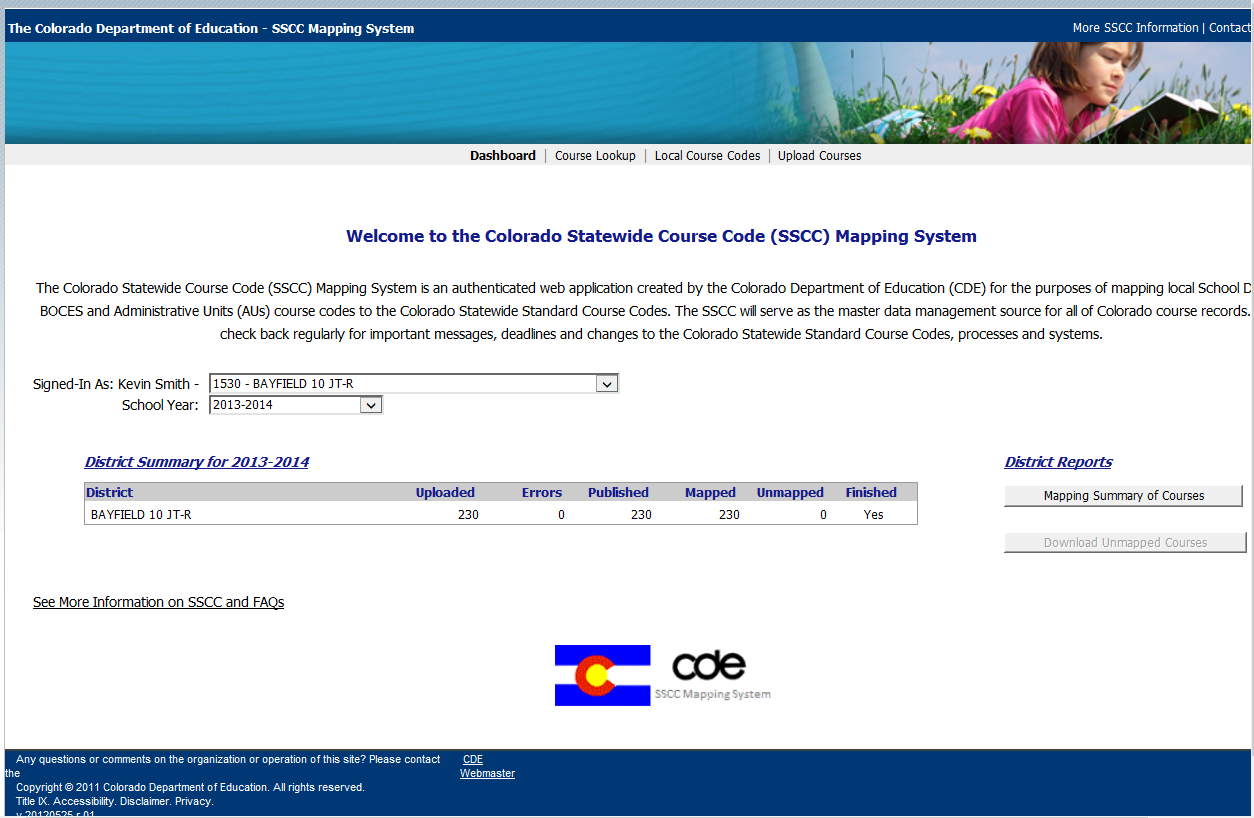
1. Select the Replicate Previous Year Courses button in the middle of the screen
2. Notice the number of Courses to Publish. This should match the number of course mappings in the 2012-2013 school year.



1. Click the publish button



1. Make sure the number of Published and Mapped courses is correct. Click the Finish button.
2. The system will return to the main screen and you should see all of the courses in the 2013-2014 school year.



That is it. You have replicated all of the 2012-2013 courses to the 2013-2014 school year.

Please feel free to contact me at 303-866-6723 or [smith\_k@cde.state.co.us](mailto:smith_k@cde.state.co.us) if you have any questions.