This document contains the steps required to copy the course code mappings from the 2018-2019 school year to the 2019-2020 school year. However, CDE will automatically replicate all course codes from 2018-2019 for 2019-2020 for each district. For districts without courses mapped in 2018-2019, the 2017-2018 courses will be replicated for 2019-2020. To export the course codes and modify, please reference the directions found at: <https://www.cde.state.co.us/datapipeline/exportlocalcoursecodes>.

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 2018-2019 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



1. Notice the number of Courses to Publish. This should match the number of course mappings in the 2018-2019 school year.



1. Click the publish button
2. Make sure the number of Published and Mapped courses is correct. Click the Finish button. 
3. The system will return to the main dashboard screen and you should see all of the courses in the 2019-2020 school year. 

That is it. You have replicated all of the 2018-2019 courses to the 2019-2020 school year. Please feel free to contact Annette Severson at 303-866-6824 or severson\_a@cde.state.co.us if you have any questions.