

2.2 Registering subject/course offerings

This section provides instructions to enable WACE providers to extract the subject/course offerings information from their information systems and upload it to the Curriculum Council SIRS database.

This manual has been customised to provide only the relevant documents from the following list for schools using SIS, MAZE or other systems from which data may be uploaded to the Curriculum Council via EXCEL.

- 2.2.1 **SIS** instructions for extracting subject offerings
- 2.2.2 **SIS** instructions for extracting course offerings
- 2.2.3 ***MAZE** instructions for extracting subject offerings (see note below)
- 2.2.4 ***MAZE** instructions for extracting course offerings (see note below)
- 2.2.5 **EXCEL** instructions for creating a CSV file of subject offerings
- 2.2.6 **EXCEL** instructions for creating a CSV file of course offerings
- 2.2.7 **SIRS** instructions for uploading subject/course offerings
- 2.2.8 **SIRS** instructions for verifying subject/course offerings

NOTE:

Instructions for schools using MAZE are in the *MAZE Curriculum Council Processing Manual*, provided in Appendix 3 of this manual.

For	Refer to MAZE manual
Section 2.2.3	Section 4: Curriculum Council register of subject records
Section 2.2.4	Section 3: Courses