Add a Subject

A subject is an area of study, such as math or science. In HeadMaster, a subject has credits associated with it as well as grading options. It is usually identified using a code. For example, science could use the code SCI or Language Arts may have a code of LNGART.

Subjects should be set up before you begin entering courses, classes, or schedules. You can make changes or additions to the list of subjects at any time. For more information about selecting grading options when setting up subjects, see Enter Grading Information for Subjects and Classes.

Before you begin adding subject, have the following information on hand:

- A list of subjects offered by your school
- The number of credits a student can earn for each subject, if applicable
- Specific details about the subject, such as whether or not it should be included in the GPA or transcript, if it is an honors or AP class, and how the final grade will be calculated.

1. On the Home screen, click **Subjects**.
2. Click **New**.
3. Enter a Code. The code is usually a shortened version of the subject name, but you can use any combination of letters and numbers. For example, if entering "Language Arts," your code could be "LNGART."

   Useful Information

   Using a code is optional for lower school subjects.
4. Enter the number of Credits the students will earn in a year for this subject.

   Useful Information

   If the subject is taught for part of the year, or, if you want to view credits on a semester/quarter basis, select the Semester/Quarter option. If you select the Year option, this displays the total number of credits that can be earned for this subject. For example, if the subject is worth 1 credit and Mrs. Smith selects the Semester/Quarter option and checks the credits at the end of the first semester, she will see that the student has earned .5 credits. However, if she selects the year option, she will see 1 credit.
5. Enter a description of the subject. This is the subject name and can be displayed on the report card.
6. Click the **Grade Type** drop-down list, and select the type of grade.
7. Make your other selections, and click **OK**.

Tip

You can add or edit notes about subjects on the Notes tab.