Editing a Curriculum

The Curriculum Editor is where you finish setting up a curriculum after you create it, and where you make changes later. You can update the curriculum's details, change its ending award requirements, set who is eligible for it, and manage its tracks.

To open the editor, go to **Curricula** in the Connect25 left menu and click **Edit** on a curriculum. For information on the Curricula list and on creating a curriculum, see Creating and Managing Curricula.

Security Note

To edit curriculum, you must have the following permission set in Connect25 security settings:

- Manage Curricula = Full Control

Understanding the Editor

The editor opens with a status badge near the top shows whether the curriculum you're viewing is a **Draft**, has been **Published**, or is **Disabled**. What you can change depends on that status.

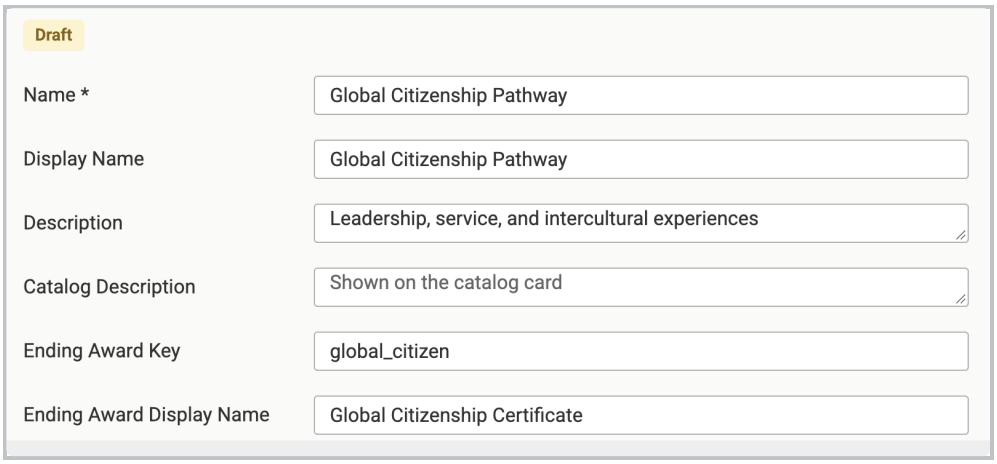
Nothing you change is saved until you click **Save Curriculum** at the bottom of the page. Click the **← Back** button to leave without saving.

Curriculum Details

The form at the top of the editor has these fields:

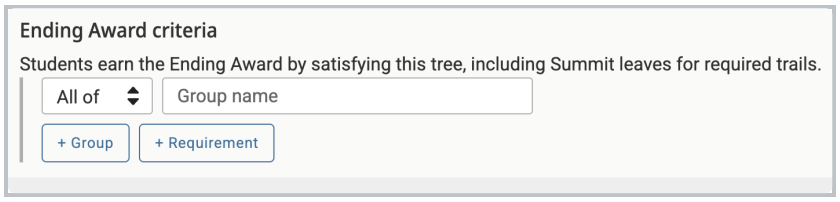
- **Name** (required)
- **Display Name** — The name shown to students.
- **Description**
- **Catalog Description** — The text shown on the curriculum's card in the student catalog.
- **Ending Award Key** — The code for the award. This field is locked once the curriculum is published.
- **Ending Award Display Name** — The award name students see.

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Ending Award Criteria

The **Ending Award criteria** section holds the curriculum's requirement tree. Students earn the ending award by satisfying this tree, including Summit requirements for any required trails.

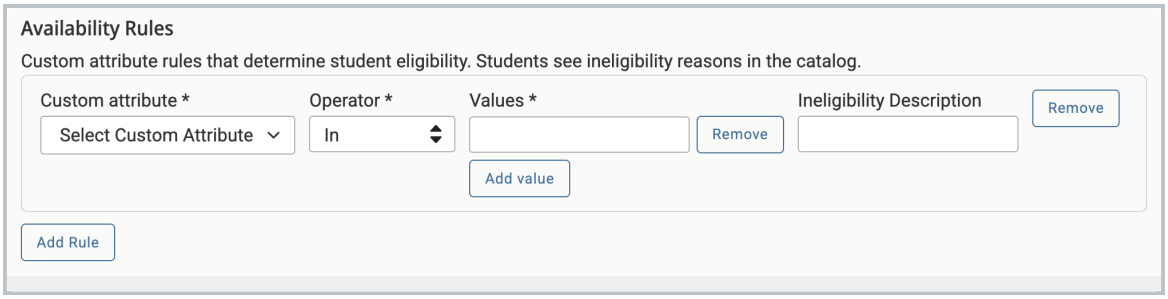


Use the tree to add groups and requirements. For a full explanation of the group types, requirement types, and their settings, see Building Requirement Trees and Using the Requirement Library .

- If the curriculum has no tree, the section reads "No ending award tree defined." Click **Initialize Ending Award tree** to start a new tree with an empty top-level group.
- You can edit the tree on Draft and Published curricula. The tree is read-only on Disabled curricula.

Availability Rules

Availability rules limit which students can take a curriculum. Each rule checks a custom attribute on the student's contact record. Note that students will see the reason they are not eligible in the catalog.



To add a rule, click **Add Rule**. For each rule, set:

- **Custom attribute** (required) — The contact custom attribute to check.
- **Operator** (required) — One of **In**, **Not In**, **Contains**, **Exists**, or **Not Exists**.

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- **Values** or **Value** — Enter the custom attribute value you want to add a rule for.
  - With **In** or **Not In**, you can enter several values. Click **Add value** to add another and **Remove** to delete one.
  - With **Contains**, enter a single value.
  - With **Exists** or **Not Exists**, no value is needed.
- **Ineligibility Description** — Text explaining why a student is not eligible.

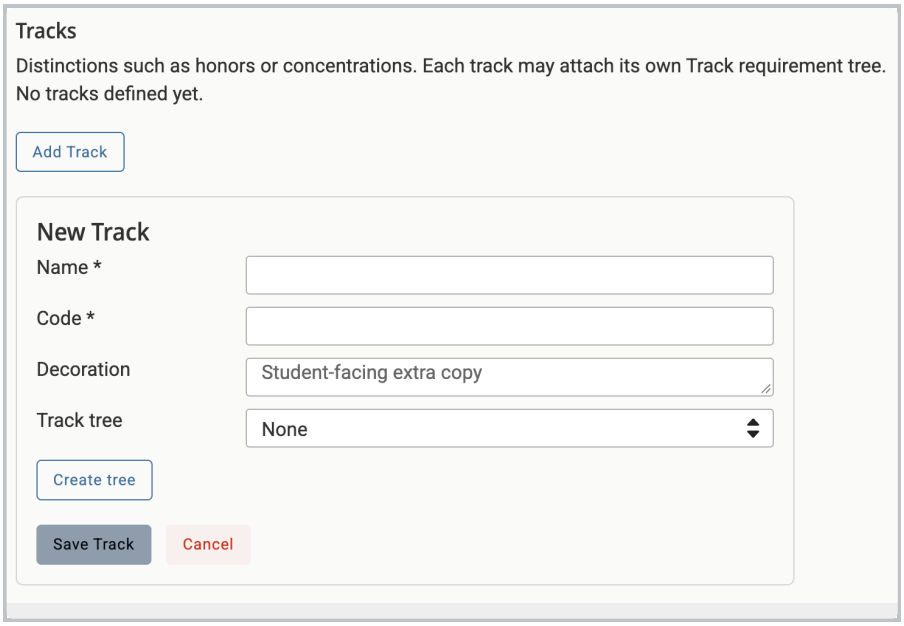
You can add and remove availability rules only while the curriculum is in Draft. On a Published curriculum, you can still change the operator, values, and description of existing rules, but you cannot add or remove rules.

Tracks

The **Tracks** section lists distinctions such as honors or concentrations. Each track can have its own requirement tree. Tracks are saved as soon as you click **Save Track**, separately from **Save Curriculum**.

The track list shows **Name**, **Code**, **Tree**, and **Cannot be combined with**. If there are none, it reads "No tracks defined yet." Drag the handle at the left of a row to change the order of the tracks. The new order saves automatically.

Adding or Editing a Track



1. Click **Add Track**, or click **Edit** beside an existing track. A **New Track** or **Edit Track** form opens.
2. Enter a **Name** (required) and a **Code** (required).
3. Optionally, enter supplemental text in the **Decoration** field.
4. Choose a tree for the track with the **Track tree** dropdown. Choose **None** for no tree, or pick an existing track tree (shown as name and code). When a tree is chosen, it opens below the form so you can edit it in place.
   OR
   Make a new tree. Click **Create tree** and enter a **Tree name** and **Tree code** (both required). After saving the track, the form will stay open after so you can continue building out the new tree.
5. If there are other tracks on the curriculum, a **Cannot be combined with** list appears. Check the tracks that a student cannot hold together with this one.

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6. Click **Save Track**. Click **Cancel** to close the form without saving.

Removing a Track

Click **Disable** beside a track. **This is a permanent action.** Confirm to remove it.

Buttons at the Bottom of the Editor

- **Save Curriculum** — Saves the details, ending award tree, and availability rules. If the curriculum is Published. See the next section.
- **Publish** — Appears on Draft curricula. Published curricula becomes visible to end-users. The curriculum cannot be published if its tree has no requirements.
- **Disable** — Appears on Published curricula. Disabled curricula is no longer be visible.

Editing a Published Curriculum

You can change a curriculum after it is published, but keep in mind that students may already be working on it.

Click to confirm to continue, or cancel to stop. Note:

- The ending award key cannot be changed.
- Availability rules cannot be added or removed.
- A published tree cannot be saved empty.
- When you save a published track tree or a published tree in the Requirement Library, the change affects active students and is not retroactive. It only applies going forward and does not undo progress students have already made.
- If you remove a requirement that students have submitted experiences for and that are still waiting for review, those pending experiences are automatically denied.

Previewing as a Student

The editor includes a way to see the curriculum as a student would:

1. Optionally, under **Optional student**, click **Search contacts** and choose a student. Click **Clear** to remove your choice.
2. Click **Preview as student**. The preview opens in a new tab.

If you chose a student, the preview shows that student's progress on the curriculum. If you did not, it shows your own view.

Trails, Summits, Trail Icons, and Focus Areas

The Curriculum Editor does not add or edit trails. Trails belong to a cohort, and you manage them where you manage the cohort. That is also where a trail's focus area is assigned. See Managing Cohorts and Managing Focus Areas.

Once a cohort has trails, you can require them in a curriculum by adding a **Summit** requirement to the ending award tree and choosing the trail. See Building Requirement Trees and Using the Requirement Library .

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