Determining the Number of Sections Needed
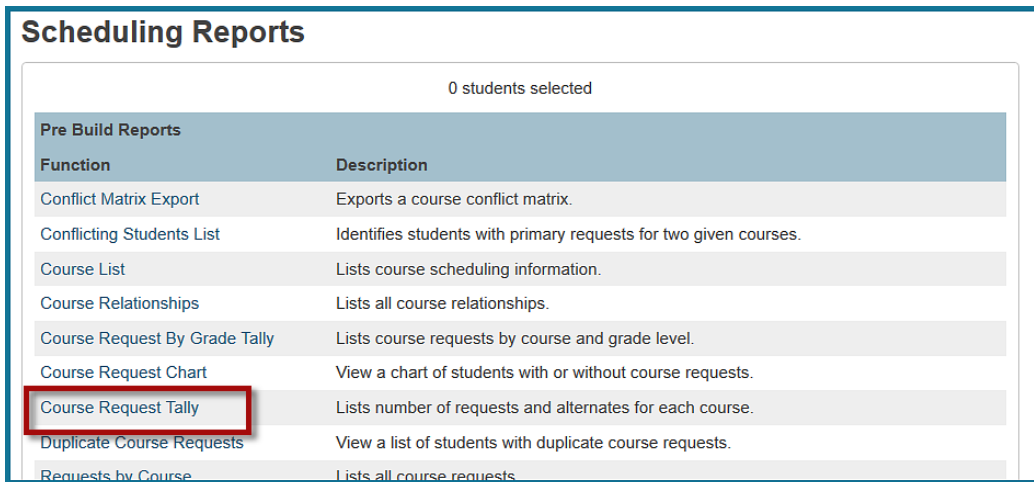
February 27, 2019 ● Version 2.0

Once Course Requests have been added, two methods can be used to determine the number of sections needed:

- Use the results from the **Course Request Tally** report to create a spreadsheet to calculate the target number of sections to offer.

- Use the **Calculate Target Number of Sections to Offer** function to allow the system to calculate the recommended number of section needed for each course.

Using the Course Request Tally Report

1. From the **Start Page**, under Applications, select **PowerScheduler**.

2. On the **Scheduling** page, below **Tools**, select **Reports**.

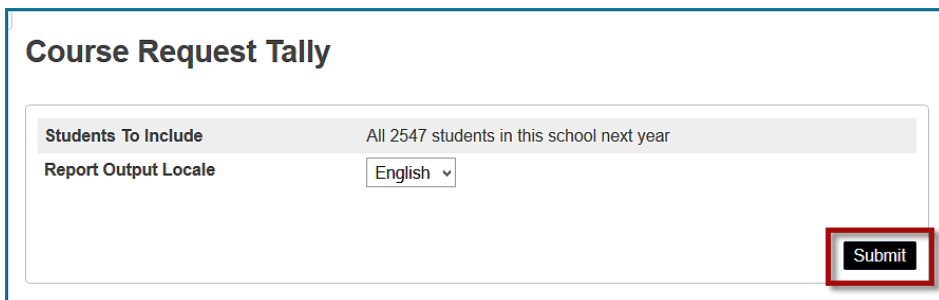3. Under **Pre Build Reports**, select **Course Request Tally**.

Scheduling Reports

0 students selected

Pre Build Reports	
Function	**Description**
Conflict Matrix Export	Exports a course conflict matrix.
Conflicting Students List	Identifies students with primary requests for two given courses.
Course List	Lists course scheduling information.
Course Relationships	Lists all course relationships.
Course Request By Grade Tally	Lists course requests by course and grade level.
Course Request Chart	View a chart of students with or without course requests.
Course Request Tally	Lists number of requests and alternates for each course.
Duplicate Course Requests	View a list of students with duplicate course requests.
Requests by Course	Lists all course requests.

4. Click **Submit**.

Course Request Tally

Students To Include	All 2547 students in this school next year
Report Output Locale	English

Submit

5. On the **Course Request Tally** report, drag and highlight the data.

6. **Right Click**, and select **Copy** from the pop-up window.
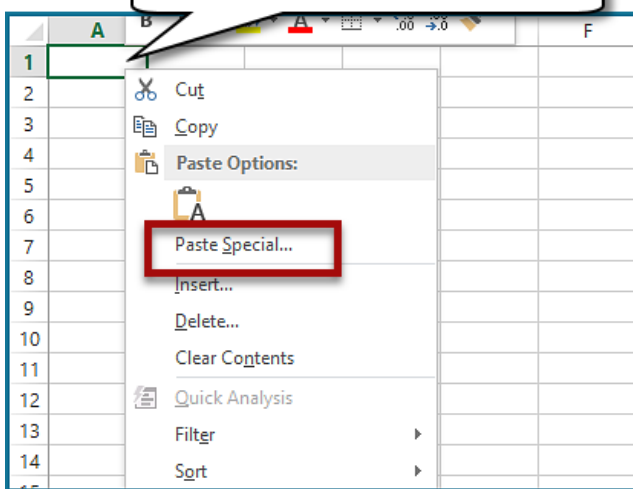

Course Request Tally

Build: 2017-2018 Build-Load   Catalog: 2017-2018 Course Catalog

Course	Course Name	Primary	Alternate	Elective Alt	Total
0231	CERAM 1 (P)	145	0	0	145
0232	CERAM 2 (P)	132	0	0	132
0244	DES MIX MED1(P)	48	0	0	48
0245	DES MIX MED2(P)	45	0	0	45
0271	DRW & PTG 1(P)	69	0	0	69
0272	DRW & PTG 2(P)	59	0	0	59
0381	ART HST 1AP(HP)	12	0	0	12
0382	ART HST	13	0	0	13
0615	MIRA-CO	2	0	0	2
0685	THEATR	2	0	0	2
0686	THEATR	1	0	0	1
1163	CAR LIFE	1	0		1
1165	FOOD PR	19	0	0	19
1166	FOOD PRE/NUTR 2(P)	18			18

Pop-up menu:
Copy
Select All
Search Google for "Course Course N..."
Share Selection
This Frame ▶
View Selection Source
Inspect Element (Q)

Drag and highlight the data in the report, then right click and select **Copy** from the pop-up window.

7. Open **Excel** and right click in the upper left cell, then choose **Paste Special**.

Right Click, and select Paste Special from the pop-up window.

Cut
Copy
Paste Options:
Paste Special...
Insert...
Delete...
Clear Contents
Quick Analysis
Filter ▶
Sort ▶

8. On the Paste Special pop-up window, select **Text**.

9. Click **OK**.
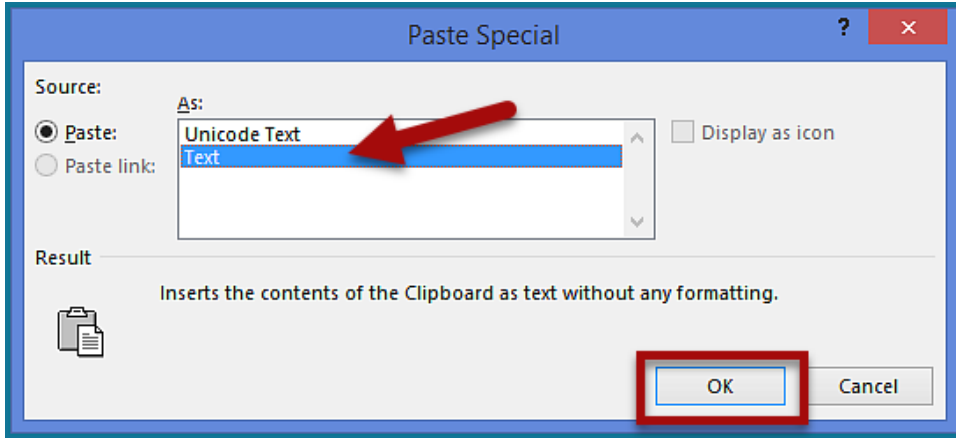
10. Format the Excel spreadsheet as needed.

11. Delete the Alternate, Elective Alt and Total columns, unless you want to calculate the Alternate course requests with the Primary requests.

	A	B	C	D	E	F	G	H
1	Course	Course Name	Primary	Alternate	Elective Alt	Total		
2	231	CERAM 1 (P)	145	0	0	145		
3	232	CERAM 2 (P)	132	0	0	132		
4	244	DES MIX MED1(P)	48	0	0	48		
5	245	DES MIX MED2(P)	45	0	0	45		
6	271	DRW & PTG 1(P)	69	0	0	69		
7	272	DRW & PTG 2(P)	59	0	0	59		
8	381	ART HST 1AP(HP)	12	0	0	12		
9	382	ART HST 2AP(HP)	13	0	0	13		
10	615	MIRA-COMS 103	2	0	0	2		
11	685	THEATR MGMT/DSGN 1	2	0	0	2		
12	686	THEATR MGMT/DSGN 2	1	0	0	1		
13	1163	CAR LIFE MGMT 2	1	0	0	1		
14	1165	FOOD PRE/NUTR 1(P)	19	0	0	19		
15	1166	FOOD PRE/NUTR 2(P)	18	0	0	18		
16	1167	NUTRITION 1(P)	52	0	0	52		
17	1168	NUTRITION 2(P)	41	0	0	41		
18	1169	CAR LIFE MGMT 1	1	0	0	1		
19	1411	THEATRE: MUS1(P)	3	0	0	3		
20	1412	THEATRE: MUS2(P)	2	0	0	2		
21	1413	TECH THTR 1(P)	5	0	0	5		
22	1414	TECH THTR 2(P)	1	0	0	1		
23	1419	PUB SPKG 5(P)	2	0	0	2		
24	1420	PUB SPKG 6(P)	1	0	0	1		

Delete the columns titled Alternate, Elective Alt and Total, unless you want to include them in the calculations.

12. In the column header to the right of the **Primary** header, type *# of Sections.*

13. Click the field below the **# of Sections** header and type the equal (**=**) sign.

14. Click the requests number directly below the Primary header.

15. The column and row number will populate (C2, in this example).

16. Next, type a **/** *and the class max number* (/36, in this example).

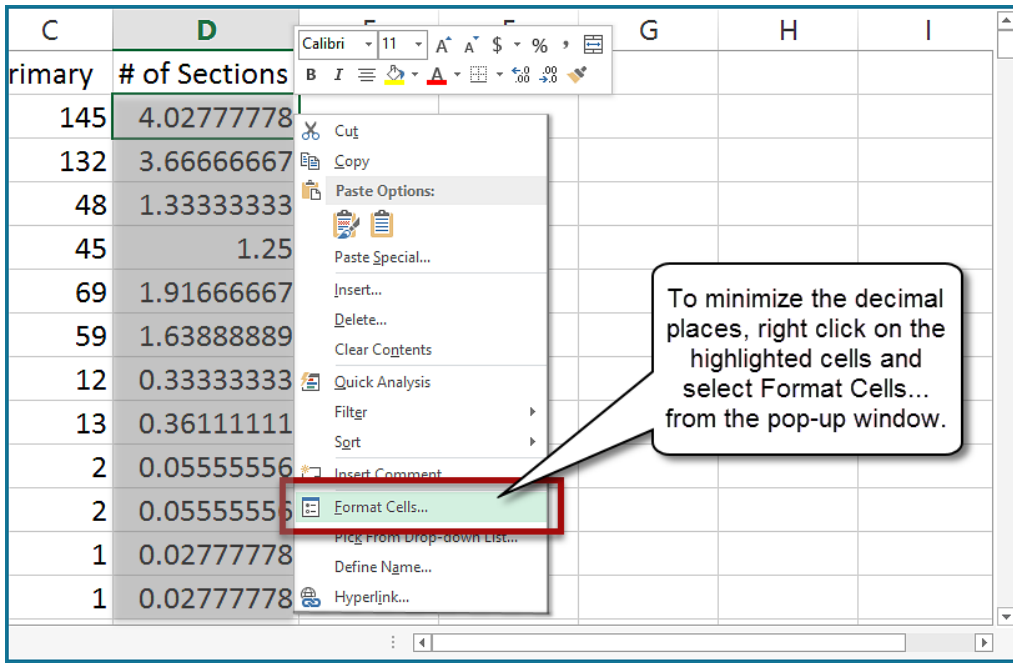|	A	B	C	D
1	Course	Course Name	Primary	# of Sections
2	231	CERAM 1 (P)	145	=C2/36
3	232	CERAM 2 (P)	132	
4	244	DES MIX MED1(P)	48	
5	245	DES MIX MED2(P)	45	
6	271	DRW & PTG 1(P)	69	
7	272	DRW & PTG 2(P)	59	
8	381	ART HST 1AP(HP)	12	

17. Hit the **Enter** key to get the recommended number of sections.

18. Click back in the **cell of the calculation**.

19. Click and hold the **lower right corner of the cell**, and drag the formula down for the rest of the courses in the list.

	A	B	C	D	E	F	G
1	Course	Course Name	Primary	# of Sections		Hit the Enter key to get the recommended number of sections.	
2	231	CERAM 1 (P)	145	4.02777778			
3	232	CERAM 2 (P)	132	3.66666667			
4	244	DES MIX MED1(P)	48	1.33333333			
5	245	DES MIX MED2(P)	45	1.25			
6	271	DRW & PTG 1(P)	69			Click and drag down to copy the formula to the other cells.	
7	272	DRW & PTG 2(P)	59				
8	381	ART HST 1AP(HP)	12				
9	382	ART HST 2AP(HP)	13				

20. To minimize the number of decimal places, right click on the **highlighted cells** and select **Format Cells** from the pop-up window.

To minimize the decimal places, right click on the highlighted cells and select Format Cells... from the pop-up window.
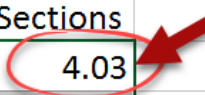
21. On the Format Cells pop-up window, select **Number** from the category menu, and choose the **decimal places**.

22. Click **OK**.
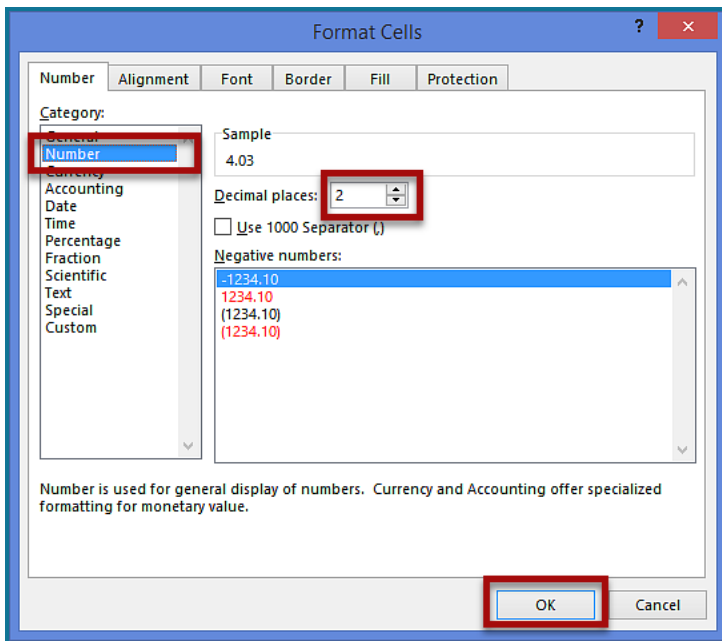
23. Now the spreadsheet shows the **Target Number of Sections** to be offered.

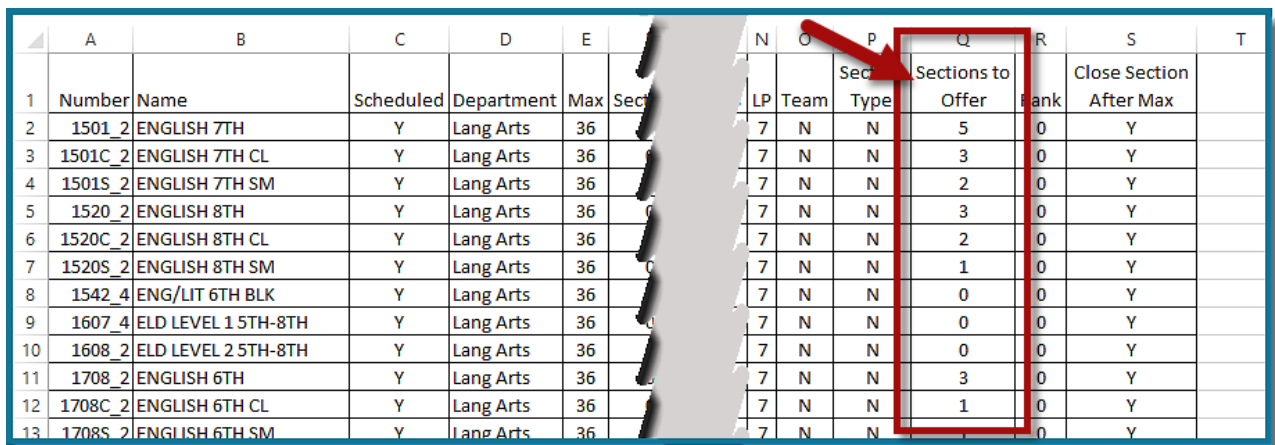|	A	B	C	D	
	Course	Course Name	Primary	# of Sections	
	231	CERAM 1 (P)	145	4.03	
	232	CERAM 2 (P)	132	3.67	
	244	DES MIX MED1(P)	48	1.33	
	245	DES MIX MED2(P)	45	1.25	
	271	DRW & PTG 1(P)	69	1.92	
	272	DRW & PTG 2(P)	59	1.64	
	381	ART HST 1AP(HP)	12	0.33	
	382	ART HST 2AP(HP)	13	0.36	

Using Calculate Target Number of Sections to Offer

Use this function to have the system calculate the number of sections to offer for each course in the current catalog. The system uses the total number of primary course requests for a course divided by the maximum enrollment. Remainders are rounded up to provide the necessary number of sections for the number of requests.

IMPORTANT! Be sure all student requests and scheduling preferences have been entered for all offered courses before using this function. *A value must be entered in the **Maximum Enrollment** field on the Course Preference page.*

1. On the **Start Page**, select **PowerScheduler**.

2. Under Tools, select **Functions**.

3. Select **Calculate Target Number of Sections to Offer**.

4. Select **All courses in the active catalog.**

5. Click **Submit**.

6. After you receive confirmation that the changes have been recorded, run the **Course List Report**.

7. Under Tools, select **Reports**.

8. Under Pre Build Reports, select **Course List.**

9. Click **Submit** to run the report**.**

HINT! Once the report opens, copy and paste to excel.

	A	B	C	D	E		N	O	P	Q	R	S	T
1	Number	Name	Scheduled	Department	Max	Sec	LP	Team	Sec Type	Sections to Offer	Rank	Close Section After Max	
2	1501_2	ENGLISH 7TH	Y	Lang Arts	36		7	N	N	5	0	Y	
3	1501C_2	ENGLISH 7TH CL	Y	Lang Arts	36		7	N	N	3	0	Y	
4	1501S_2	ENGLISH 7TH SM	Y	Lang Arts	36		7	N	N	2	0	Y	
5	1520_2	ENGLISH 8TH	Y	Lang Arts	36		7	N	N	3	0	Y	
6	1520C_2	ENGLISH 8TH CL	Y	Lang Arts	36		7	N	N	2	0	Y	
7	1520S_2	ENGLISH 8TH SM	Y	Lang Arts	36		7	N	N	1	0	Y	
8	1542_4	ENG/LIT 6TH BLK	Y	Lang Arts	36		7	N	N	0	0	Y	
9	1607_4	ELD LEVEL 1 5TH-8TH	Y	Lang Arts	36		7	N	N	0	0	Y	
10	1608_2	ELD LEVEL 2 5TH-8TH	Y	Lang Arts	36		7	N	N	0	0	Y	
11	1708_2	ENGLISH 6TH	Y	Lang Arts	36		7	N	N	3	0	Y	
12	1708C_2	ENGLISH 6TH CL	Y	Lang Arts	36		7	N	N	1	0	Y	
13	1708S_2	ENGLISH 6TH SM	Y	Lang Arts	36		7	N	N		0	Y	