

The Scheduling Course Catalog

Updating the Course Catalog


December 17, 2019 • Version 4.0

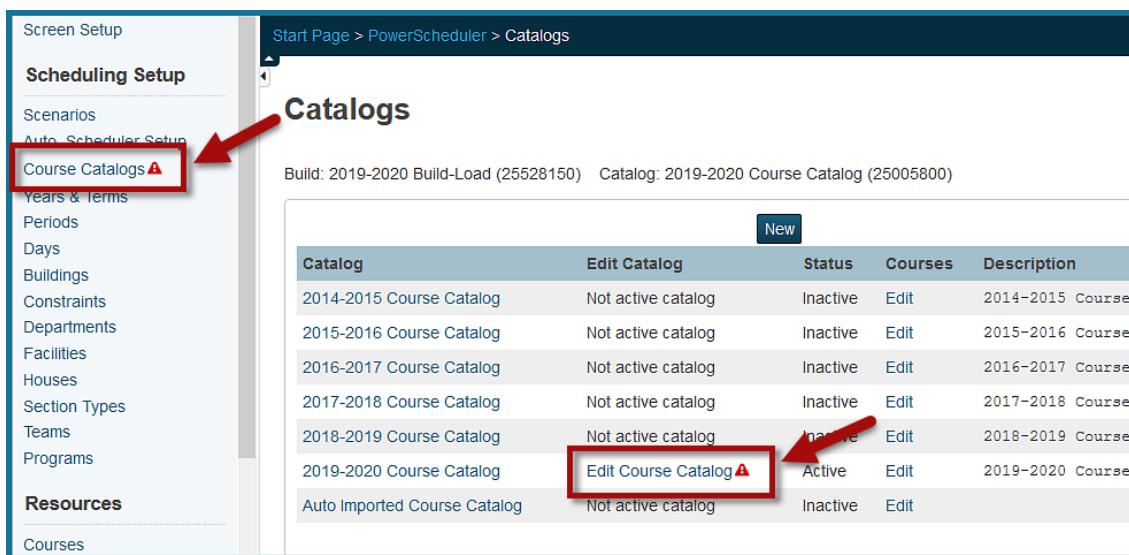
Each year, IT creates a new course catalog that contains all courses available to your school for use in the next school year. When the course catalog is updated, the list of available courses is narrowed down to only the courses your school plans to offer.

If the course catalog is missing a course that your school plans to offer, contact Marcellus Walker at mwalker@sandi.net to request the course be made available for next year.

IMPORTANT! Before disabling (unchecking) a course from the course catalog, any scheduling course setup associated to that course must be deleted; course requests, teacher assignments, course relationships, constraints (including section links), course sections created by the Builder or by hand, and “Schedule this Course” in course preferences.

New courses made available to your school **after** IT creates the course catalog will appear *unchecked*. The new course must be enabled (checked) in order to schedule it for the future year.

1. On the **Start Page**, select **PowerScheduler**.
2. Under **Scheduling Setup**, select **Course Catalogs**. A *warning icon*  indicates there are unavailable courses in the course catalog.
3. On the **Catalogs** page, click the **Edit Course Catalog** link.




Screen Setup

Scheduling Setup

Scenarios

Auto Scheduler Setup

Course Catalogs 

Years & Terms

Periods

Days

Buildings

Constraints

Departments

Facilities

Houses

Section Types

Teams

Programs

Resources


Courses


Start Page > PowerScheduler > Catalogs

Catalogs

Build: 2019-2020 Build-Load (25528150) Catalog: 2019-2020 Course Catalog (25005800)

[New](#)

Catalog	Edit Catalog	Status	Courses	Description
2014-2015 Course Catalog	Not active catalog	Inactive	Edit	2014-2015 Course
2015-2016 Course Catalog	Not active catalog	Inactive	Edit	2015-2016 Course
2016-2017 Course Catalog	Not active catalog	Inactive	Edit	2016-2017 Course
2017-2018 Course Catalog	Not active catalog	Inactive	Edit	2017-2018 Course
2018-2019 Course Catalog	Not active catalog	Inactive	Edit	2018-2019 Course
2019-2020 Course Catalog	Edit Course Catalog 	Active	Edit	2019-2020 Course
Auto Imported Course Catalog	Not active catalog	Inactive	Edit	

4. By default, all courses made available for scheduling in the future year are automatically enabled (checked).
 - Courses in red with a warning icon  must be disabled. Uncheck the box next to the course.
 - Uncheck the box next to each course you do not want to schedule next year.
 - **HINT!** Select the **Uncheck All button** to clear the checkbox for all courses, then apply a check to each course being offered.


*This button will be disabled if course requests have been added for the scheduling year. Once the **Uncheck All** option has been selected and the page submitted, this process cannot be reversed.*


5. Click **Submit**.

Course Catalog

• This page lists courses in the course catalog (selected), as well as all available courses for this school and scheduling year.

• To add courses to the course catalog, select the courses you want to add and click Submit.





• Courses in red with a warning icon  must be disabled for this school for the designated scheduling year.

• **Warning!** Courses in red with a warning icon  must be disabled for live scheduling at this school for the designated scheduling year. Do not commit them in live schedules, and if not, they will be removed from PowerScheduler. Examples of related data include course requests, constraints, and course requests.

• To edit availability for courses, use the Edit Availability for Schools and Years district level function or the Availability tab on the Course Edit page at the district level.

• To view all unavailable courses go to the Unavailable Courses page.

Uncheck All Sort list by: Course Name Course Number Active Status

	Course Name		Course Number
<input type="checkbox"/>	3-D DESIGN/PRINT 3648_2 	<input checked="" type="checkbox"/>	JOURNALISM 3 1962
<input type="checkbox"/>	3-D DESIGN/PRINT 3648 	<input checked="" type="checkbox"/>	JOURNALISM 4 1963
<input type="checkbox"/>	3D DES 1(P) 0491 	<input type="checkbox"/>	JOURNALISM 5 1964
<input type="checkbox"/>	3D DES 2(P) 0492 	<input type="checkbox"/>	JOURNALISM 6 1965
<input checked="" type="checkbox"/>	ACAD LANG DEV 1 1737	<input checked="" type="checkbox"/>	LAT 1(P) 2201
<input checked="" type="checkbox"/>	ACAD LANG DEV 2 1738	<input checked="" type="checkbox"/>	LAT 2(P) 2202
<input checked="" type="checkbox"/>	ADV ACCOUNTING 1 2203	<input checked="" type="checkbox"/>	LAT 3(P) 2203
<input checked="" type="checkbox"/>	ADV ACCOUNTING 2 2204	<input checked="" type="checkbox"/>	LAT 4(P) 2204
<input checked="" type="checkbox"/>	ADVISORY 8027 2205	<input checked="" type="checkbox"/>	LAT 5(P) 2205
<input checked="" type="checkbox"/>	AJROTC CORE 1 4501 2206	<input checked="" type="checkbox"/>	LAT 6(P) 2206
<input checked="" type="checkbox"/>	AJROTC CORE 10 4510 2207	<input type="checkbox"/>	LAT 7 (P) 2207

Select this button to remove the check mark on all courses.

IMPORTANT! This button will be disabled if course requests have been added for the scheduling year.

Check the box next to each course you want to schedule next year.

Uncheck the box for every course that has a warning icon, or will not be used for scheduling next year.