

# PowerSchool Handbook

# Student Course Requests

Version 2.0  
February 7, 2024



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## About this Handbook

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This handbook was created by the San Diego Unified IT Training Department as reference material for the staff member responsible for entering student course request data for the next school year. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357) or submit a support request online at <https://sdusd.cherwellondemand.com>



Dates and terms depicted throughout this handbook are used as examples and may not reflect the current scheduling school year or term.

If you are missing a course that your school plans to offer, contact Marcellus Walker at [mwalker@sandi.net](mailto:mwalker@sandi.net).

If you have questions regarding site schedule theory, policies/procedures, or any other course-related questions, please contact Dr. Jennifer Roberson at [jroberson@sandi.net](mailto:jroberson@sandi.net) or Sharon Rubalcava at [srubalcava@sandi.net](mailto:srubalcava@sandi.net).

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## Student Course Requests

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Student course requests are vital to scheduling. During the PowerScheduler Build process, student Course Requests are used to determine how many sections of a course are required. During the Load process, the Requests are used to schedule the students into their selected or required courses. Requests can also be used to load students into selected sections of a course.

There are several methods to enter or delete student course requests. Course requests can be manually entered or deleted for an individual student, or mass added or deleted for a student group. Course Requests can also be entered by the student or counselor via the online Student Registration Screen. See the **Course Request Management Handbook**.

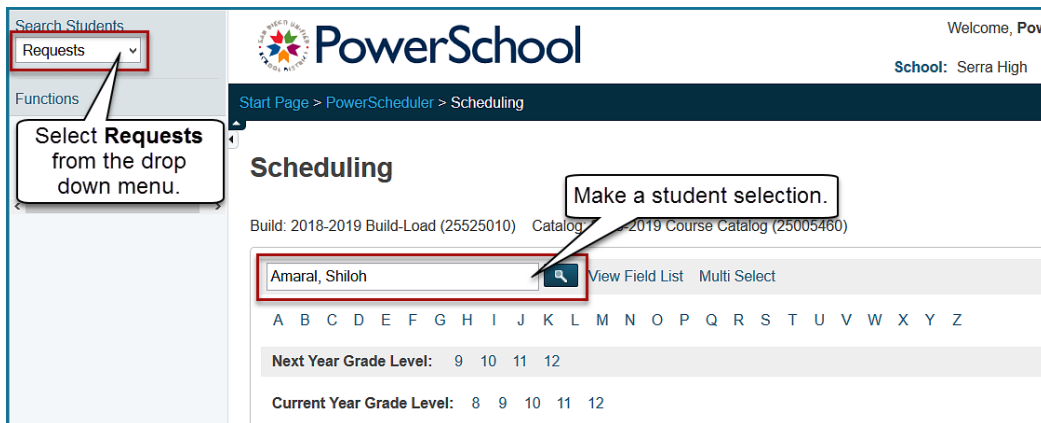
**IMPORTANT!** Prior to entering Course Requests, the Scheduling Course Catalog must be updated to include only the courses your school plans to offer. See the **Scheduling Course Catalog Job Aid**.

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# Entering Course Requests for One Student

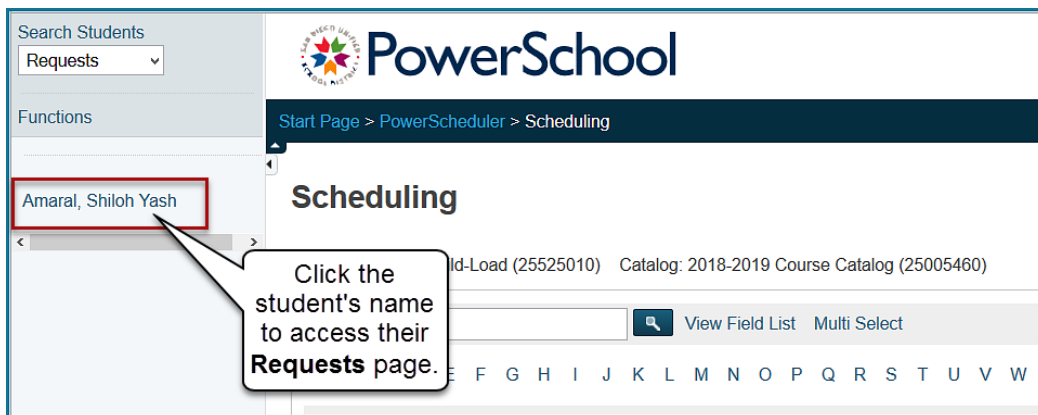
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1. On the **Start Page**, select **PowerScheduler**.
2. Under **Resources**, select **Students**.
3. Select **Requests** from the **Search Students** drop-down menu.
4. Make a *student selection*.



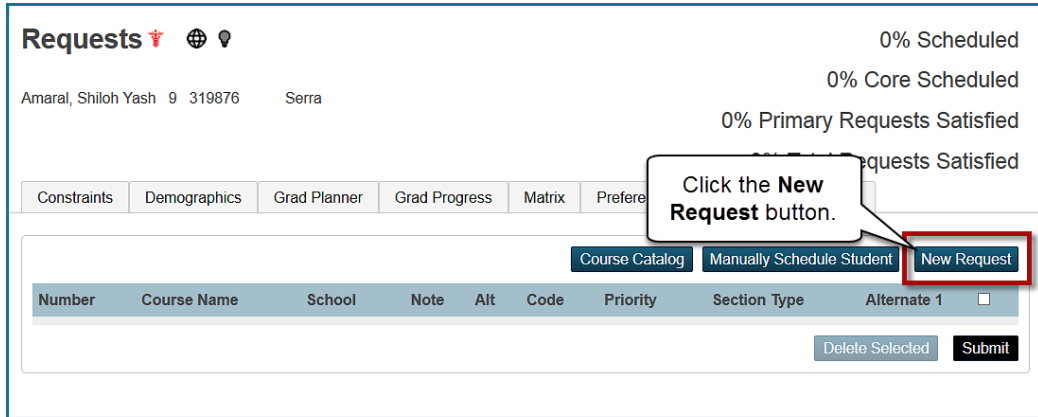
The screenshot shows the PowerSchool interface. On the left, a 'Search Students' dropdown menu is open, with 'Requests' selected. A callout box points to this menu with the text 'Select **Requests** from the drop down menu.' The main content area is titled 'Scheduling' and includes a search box containing 'Amaral, Shiloh'. A callout box points to this search box with the text 'Make a student selection.' Below the search box are filters for 'Next Year Grade Level' (9, 10, 11, 12) and 'Current Year Grade Level' (8, 9, 10, 11, 12).

5. Click the name of the student to access their **Requests** page.



The screenshot shows the PowerSchool interface. The search results list 'Amaral, Shiloh Yash' is highlighted with a red box. A callout box points to this name with the text 'Click the student's name to access their **Requests** page.'

- Click the **New Request** button.



**IMPORTANT!** Select a method of course request entry (*You cannot use both methods at the same time*):

**Direct Course Entry** – This method allows you to enter each course number separately into an entry field.

**Associate button** – The Associate button allows you to select courses from a list.

## Using Direct Course Entry

- On the **Edit Course Request** page, enter the course number and hit the **Tab** key to advance to the next entry field. Continue until all requests have been entered.

A **red message** will appear if incorrect information is entered:

**Error: Invalid Course Number** means the course has not been selected in the Course Catalog, the course is not available to your school, or the course number has been entered incorrectly.

**Warning: Duplicate Course Number** means there are multiple entries for the same course number.

- Correct all errors.
- Click the **Load Courses** button to preview the course in the Courses text box, then click **Submit**.

**HINT!** Previewing the courses can be bypassed by going directly to the **Submit** button, or hitting the **Enter** key.

Using Direct Course Entry

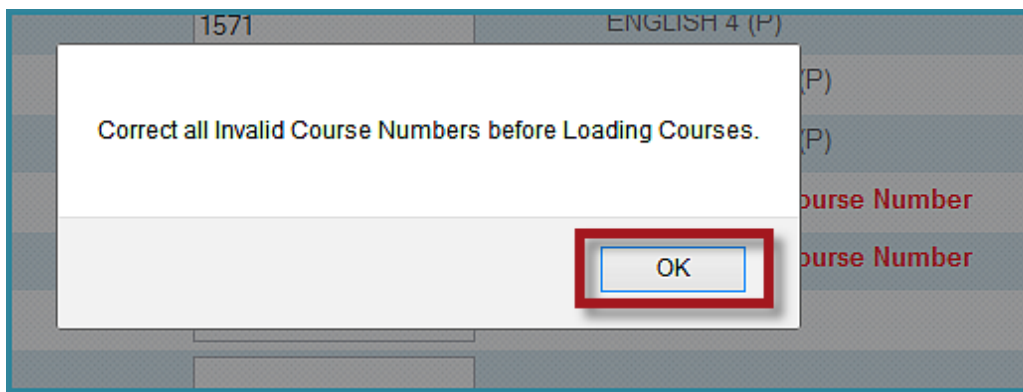
### Edit Course Request: Amaral, Shiloh Yash

| Direct Course Entry |  |
|---------------------|--|
| Course 1            | <input style="width: 100%;" type="text" value="1570"/>   |
| Course 2            | <input style="width: 100%;" type="text" value="1571"/> ENGLISH 4 (P)   |
| Course 3            | <input style="width: 100%;" type="text" value="6605"/> MD WD HST/G1(P)   |
| Course 4            | <input style="width: 100%;" type="text" value="6606"/> MD WD HST/G2(P)   |
| Course 5            | <input style="width: 100%;" type="text" value="6213"/> <span style="color: red;">Error: Invalid Course Number</span> |
| Course 6            | <input style="width: 100%;" type="text" value="6214"/> <span style="color: red;">Error: Invalid Course Number</span> |
| Course 7            | <input style="width: 100%;" type="text"/>  |
| Course 8            | <input style="width: 100%;" type="text"/>  |
| Course 9            | <input style="width: 100%;" type="text"/>  |
| Course 10           | <input style="width: 100%;" type="text"/>  |
| Course 11           | <input style="width: 100%;" type="text"/>  |
| Course 12           | <input style="width: 100%;" type="text"/>  |
| Course 13           | <input style="width: 100%;" type="text"/>  |
| Course 14           | <input style="width: 100%;" type="text"/>  |
| Course 15           | <input style="width: 100%;" type="text"/>  |
| Course 16           | <input style="width: 100%;" type="text"/>  |

**Courses**




1570,1571,6605,6606

4. A message will display if errors exist. Click **OK**.





5. Make the appropriate corrections, if needed. Click **Submit**, or hit the **Enter** key.
6. Additional requests can be entered by clicking the **New Request** button.

**Requests**   

0% Scheduled  
0% Core Scheduled

Amaral, Shiloh Yash 9 319876 Serra

Satisfied  
Satisfied

Constraints Demographics Grad Planner Grad Progress Matrix Preference Requests Schedules

[Course Catalog](#)
[Manually Schedule Student](#)
[New Request](#)

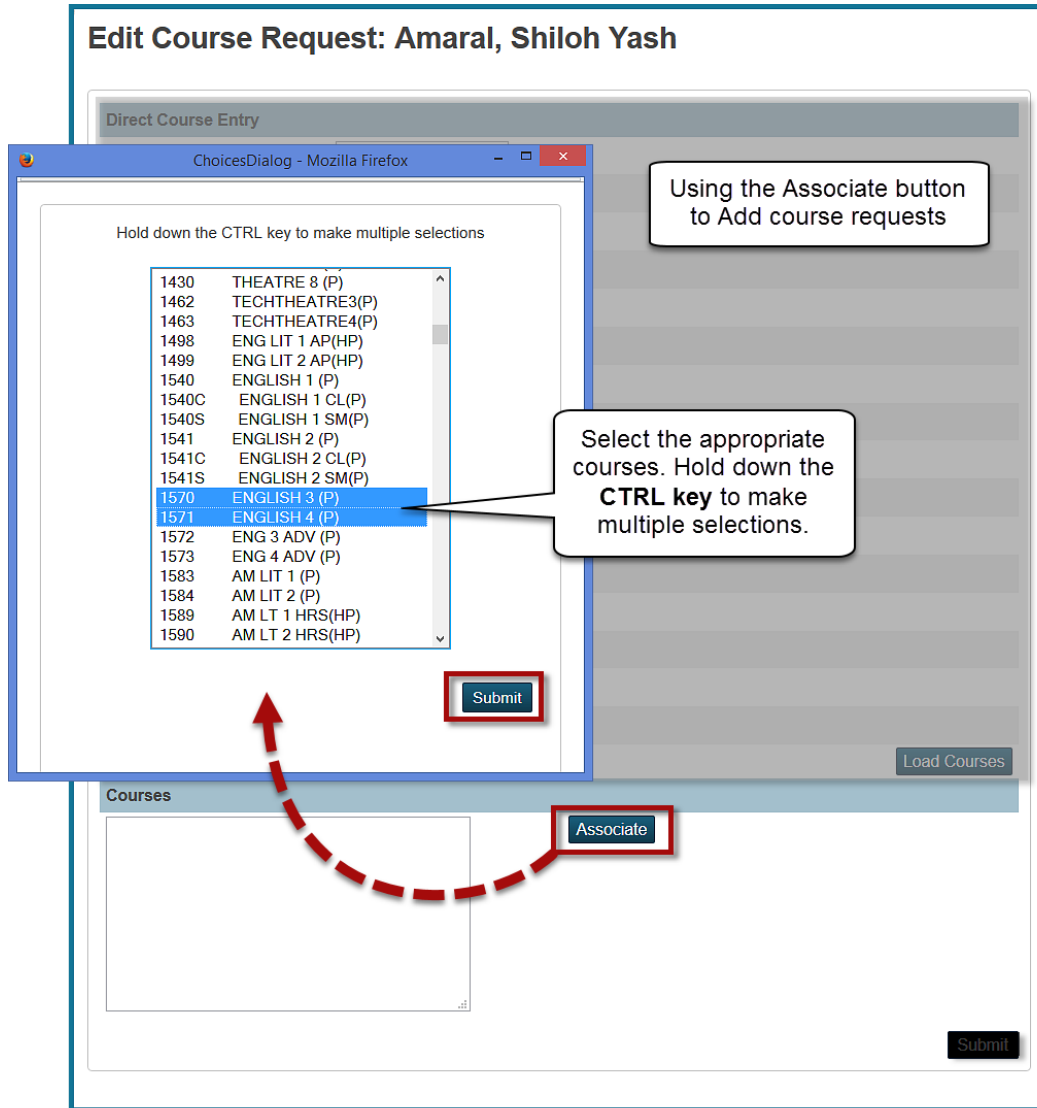
| Number | Course Name     | School     | Note                     | Alt                      | Code | Priority | Section Type | Alternate 1 |                                    |
|--------|-----------------|------------|--------------------------|--------------------------|------|----------|--------------|-------------|------------------------------------|
| 1570   | ENGLISH 3 (P)   | Serra High | <input type="checkbox"/> | <input type="checkbox"/> | 0    |          |              |             | Associate <input type="checkbox"/> |
| 1571   | ENGLISH 4 (P)   | Serra High | <input type="checkbox"/> | <input type="checkbox"/> | 0    |          |              |             | Associate <input type="checkbox"/> |
| 6605   | MD WD HST/G1(P) | Serra High | <input type="checkbox"/> | <input type="checkbox"/> | 0    |          |              |             | Associate <input type="checkbox"/> |
| 6606   | MD WD HST/G2(P) | Serra High | <input type="checkbox"/> | <input type="checkbox"/> | 0    |          |              |             | Associate <input type="checkbox"/> |

[Delete Selected](#)
[Submit](#)

Click **New Request** to enter additional course requests.

## Using the Associate Button

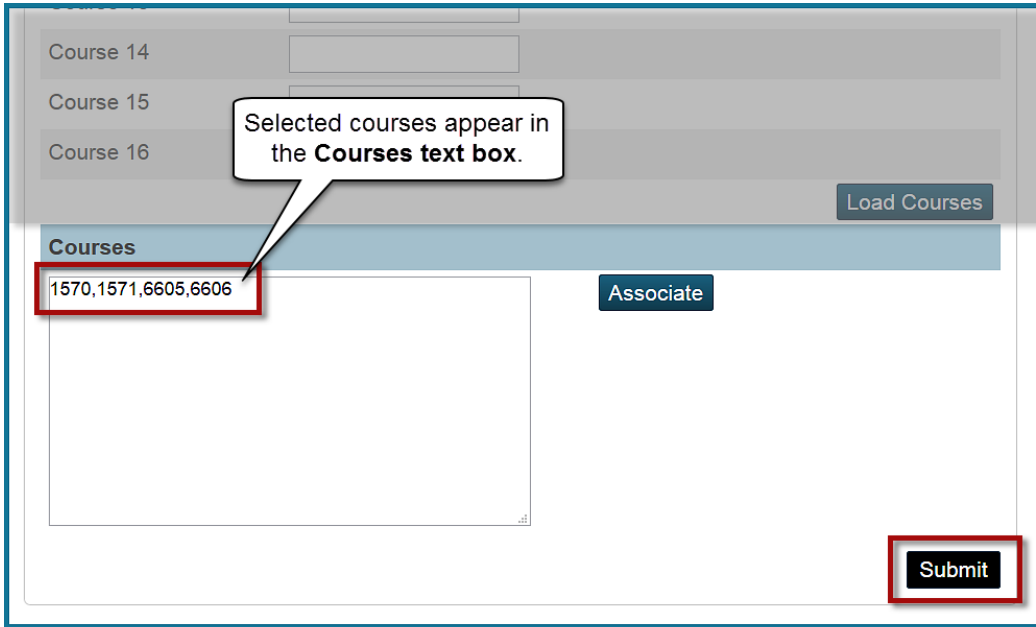
1. On the **Edit Course Request** page, click the **Associate** button.
2. From the **ChoicesDialog** pop-up window, select the appropriate courses. Hold down the **CTRL** key to make multiple selections.
3. Click **Submit**.



The screenshot shows the "Edit Course Request: Amaral, Shiloh Yash" page. A "ChoicesDialog - Mozilla Firefox" window is open, displaying a list of courses. The dialog includes a "Submit" button and a "Load Courses" button. A red dashed arrow points from the "Associate" button on the main page to the "Submit" button in the dialog. Callout boxes provide instructions: "Using the Associate button to Add course requests" and "Select the appropriate courses. Hold down the CTRL key to make multiple selections." The course list in the dialog is as follows:

| Course ID | Course Name      |
|-----------|------------------|
| 1430      | THEATRE 8 (P)    |
| 1462      | TECHTHEATRE3(P)  |
| 1463      | TECHTHEATRE4(P)  |
| 1498      | ENG LIT 1 AP(HP) |
| 1499      | ENG LIT 2 AP(HP) |
| 1540      | ENGLISH 1 (P)    |
| 1540C     | ENGLISH 1 CL(P)  |
| 1540S     | ENGLISH 1 SM(P)  |
| 1541      | ENGLISH 2 (P)    |
| 1541C     | ENGLISH 2 CL(P)  |
| 1541S     | ENGLISH 2 SM(P)  |
| 1570      | ENGLISH 3 (P)    |
| 1571      | ENGLISH 4 (P)    |
| 1572      | ENG 3 ADV (P)    |
| 1573      | ENG 4 ADV (P)    |
| 1583      | AM LIT 1 (P)     |
| 1584      | AM LIT 2 (P)     |
| 1589      | AM LT 1 HRS(HP)  |
| 1590      | AM LT 2 HRS(HP)  |

- Selected courses appear in the **Courses** text box.
- Click **Submit**.



Course 14

Course 15

Course 16

Load Courses

**Courses**

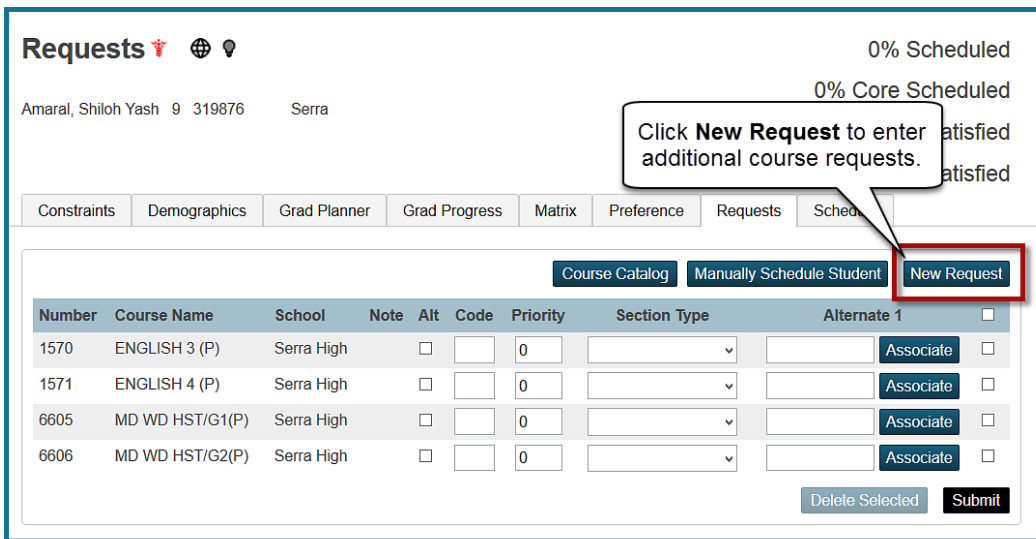
1570,1571,6605,6606

Associate

Submit

Selected courses appear in the **Courses** text box.

- Additional requests can be entered by clicking the **New Request** button.



**Requests**

0% Scheduled

0% Core Scheduled

Amaral, Shiloh Yash 9 319876 Serra

Click **New Request** to enter additional course requests.

Constraints Demographics Grad Planner Grad Progress Matrix Preference Requests Schedule

Course Catalog Manually Schedule Student **New Request**

| Number | Course Name     | School     | Note                     | Alt                      | Code | Priority | Section Type | Alternate 1 |                                    |
|--------|-----------------|------------|--------------------------|--------------------------|------|----------|--------------|-------------|------------------------------------|
| 1570   | ENGLISH 3 (P)   | Serra High | <input type="checkbox"/> | <input type="checkbox"/> | 0    |          |              |             | Associate <input type="checkbox"/> |
| 1571   | ENGLISH 4 (P)   | Serra High | <input type="checkbox"/> | <input type="checkbox"/> | 0    |          |              |             | Associate <input type="checkbox"/> |
| 6605   | MD WD HST/G1(P) | Serra High | <input type="checkbox"/> | <input type="checkbox"/> | 0    |          |              |             | Associate <input type="checkbox"/> |
| 6606   | MD WD HST/G2(P) | Serra High | <input type="checkbox"/> | <input type="checkbox"/> | 0    |          |              |             | Associate <input type="checkbox"/> |

Delete Selected Submit

# Mass Adding Course Requests for a Student Group

**IMPORTANT!** When using the **Mass Add Requests** function, courses are selected individually.

1. On the **Start Page**, select **PowerScheduler**.
2. Under **Resources**, select **Students**.
3. Make a *student group selection*.

### Scheduling

Build: 2018-2019 Build-Load (25525010) Catalog: 2018-2019 Course Catalog (25005460)

View Field List Multi Select

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Next Year Grade Level: 9 10 11 12

Current Year Grade Level: 8 9 10 11

Other Options: M F All

Make a student group selection.

4. On the **Selected Students** page, click **Select Students By Hand**.

### Selected Students

Matches: (428)

|          |            |     |                              |
|----------|------------|-----|------------------------------|
| (553241) | (02/01/04) | (8) | Abarca, Vladimir Elisha      |
| (350165) | (09/01/04) | (8) | Abdisalan, Madden Ishaan     |
| (314436) | (07/01/04) | (8) | Abella, Yonis Miguelangel    |
| (333804) | (01/01/04) | (8) | Adem, Emil Isidro            |
| (578899) | (12/01/03) | (8) | Aguayo, Miko Randall         |
| (341802) | (11/01/04) | (8) | Aguilar, Magali Danna        |
| (338589) | (02/01/04) | (8) | Aguilera, Kamari Elaina      |
| (348826) | (06/01/04) | (8) | Ahmadi, Ngoc Rita            |
| (71422)  | (01/01/04) | (8) | Alcaide, Gisela Ubah         |
| (95088)  | (11/01/04) | (8) | Alchanouan, Vaughn Robin     |
| (364401) | (11/01/04) | (8) | Alcocer, Reef Artem          |
| (337367) | (10/01/04) | (8) | Alejandro Cruz, Mekhi Weston |
| (333908) | (11/01/04) | (8) | Alghamdi, Osman Kolten       |
| (338486) | (01/01/04) | (8) | Ailey, Sayra Georgina        |
| (447452) | (01/01/05) | (8) | Alshammari, Joycelyn Raniyah |

Select Students By Hand

Select these students

Functions

5. Hold down the **CTRL** key to select multiple students.
6. Click **Select these students**.

**Select Students By Hand - (428)**

Hold down the **CTRL** key to make multiple selections

Hold down the **CTRL** key to make multiple selections.

|          |            |     |                           |
|----------|------------|-----|---------------------------|
| (553241) | (02/01/04) | (8) | Abarca, Vladimir Elisha   |
| (350165) | (09/01/04) | (8) | Abdisalan, Madden Ishaan  |
| (314436) | (07/01/04) | (8) | Abella, Yonis Miguelangel |
| (333804) | (01/01/04) | (8) | Adem, Emil Isidro         |
| (578899) | (12/01/03) | (8) | Aguayo, Miko Randall      |
| (341802) | (11/01/04) | (8) | Aguilar, Magali Danna     |
| (338589) | (02/01/04) | (8) | Aguilera, Kamari Elaina   |
| (348826) | (06/01/04) | (8) | Ahmadi, Ngoc Rita         |
| (71422)  | (01/01/04) | (8) | Alcaide, Gisela Ubah      |
| (95088)  | (11/01/04) | (8) | Alchanouan, Vaughn Robin  |
| (364401) | (11/01/04) | (8) | Alcocer, Reef Artem       |
| (595041) | (03/01/04) | (8) | Arribeno, Steven Jessy    |
| (335946) | (06/01/04) | (8) | Atilano, Dariana Ashanti  |

Functions **Select these students**

7. Verify the selected group is accurate, click **Functions**.

Search Students  
Preferences

San Diego Unified School District **PowerSchool** Welcome, Ralynn B  
School: Serra High

Start Page > PowerScheduler > Scheduling

**Functions**

Abarca, Vladimir Elisha  
Abella, Yonis Miguelangel  
Aguayo, Miko Randall  
Aguilera, Kamari Elaina  
Alcocer, Reef Artem

Verify the selected group is accurate.

Scheduling

Catalog: 2018-2019 Course Catalog (25005460)

View Field List Multi Select

A B C D E F G H I J K L M N O P Q R S T U V W X

Next Year Grade Level: 9 10 11 12

Current Year Grade Level: 8 9 10 11 12

Other Options: M F All Current Selection (5)

- On the **Student Scheduling Functions** page, select **Mass Add Requests**.

### Student Scheduling Functions

What do you want to do for all of the 5 students you have selected?

| Function              | Description  |
|-----------------------|--|
| Export Using Template | Uses a template to export data on currently selected students.             |
| List Students         | Prints a quick list of currently selected students.                        |
| Mass Add Requests     | Lets you enter the same course request for selected students at one time.  |
| Mass Delete Requests  | Lets you delete the same course request for selected students at one time. |
| Next School Indicator | Sets the next school indicator for currently selected students.            |
| Print Reports         | Prints reports for currently selected students.                            |
| Print Mailing Labels  | Prints mailing labels for currently selected students.                     |

- Click the **Associate** button.

### Mass Add Requests

| Option            | Value  |
|-------------------|--|
| Students selected | 5 students   |
| Course Number     | <input type="text"/> <span style="border: 2px solid red; padding: 2px;">Associate</span> |
| Section Type      | <input type="text"/> ▾   |
| Request Type      | Required ▾   |
| Priority          | <input type="text"/>   |

Submit

- From the **ChoicesDialog** pop-up window, make a *single course selection*.
- Click **Submit**.

ChoicesDialog - Mozilla Firefox

Make a selection

0191 ART 1 (P)

0192 ART 2 (P)

0231 CERAM 1 (P)

0232 CERAM 2 (P)

0241 COL & DES 1(P)

0242 COL & DES 2(P)

0244 DES MIX MED1(P)

0245 DES MIX MED2(P)

0246 DES MIX MED3(P)

0247 DES MIX MED4(P)

0371 SR ART ST 1(P)

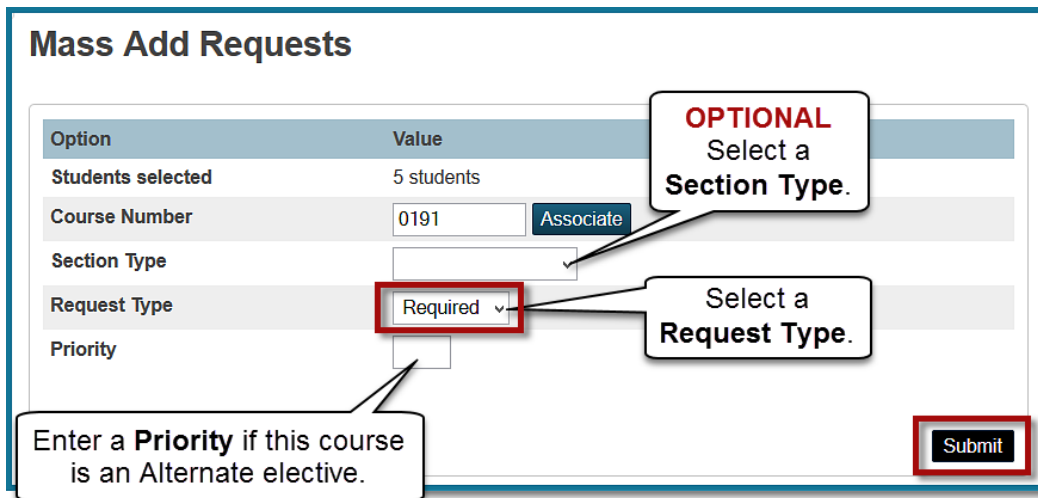
Make a single course selection.

Submit

12. On the **Mass Add Requests** page, do the following :

- Select a **Section Type** (optional).
- Select the **Request Type**:
  - Required** – Select this type if this is a required course.
  - Elective** – Select this Type if this course is a first priority Elective.
  - Alternate** – Select this Type if this course is an Alternate to the Elective.
- Enter a **Priority** if this course is an *Alternate*. If this is the first Alternate, enter “1”

13. Click **Submit**.



**Mass Add Requests**

| Option            | Value   |
|-------------------|---|
| Students selected | 5 students                                    |
| Course Number     | 0191 <input type="button" value="Associate"/> |
| Section Type      | <input type="text"/>                          |
| Request Type      | Required ▾                                    |
| Priority          | <input type="text"/>                          |

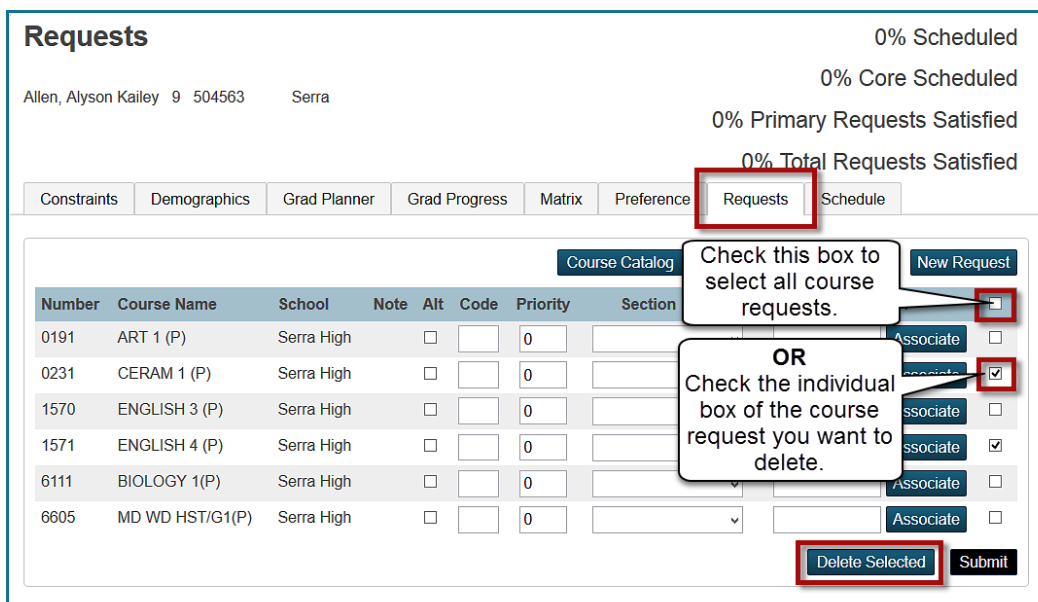
**OPTIONAL**  
Select a **Section Type**.

Select a **Request Type**.

Enter a **Priority** if this course is an Alternate elective.

# Deleting Course Requests for an Individual Student

1. On the **Start Page**, select **PowerScheduler**.
2. Under **Resources**, select **Students**.
3. On the **Scheduling** page, search for and select the student.
4. On the **Student** page, click the **Requests** tab.
5. Check the box in the row of each course request to delete, or check the box in the header row to select all course requests.
6. Click **Delete Selected**.



**Requests** 0% Scheduled  
0% Core Scheduled  
0% Primary Requests Satisfied  
0% Total Requests Satisfied

Allen, Alyson Kailey 9 504563 Serra

Constraints Demographics Grad Planner Grad Progress Matrix Preference **Requests** Schedule

| Number | Course Name     | School     | Note                     | Alt                      | Code | Priority | Section |                                     |
|--------|-----------------|------------|--------------------------|--------------------------|------|----------|---------|-------------------------------------|
| 0191   | ART 1 (P)       | Serra High | <input type="checkbox"/> | <input type="checkbox"/> |      | 0        |         | <input type="checkbox"/>            |
| 0231   | CERAM 1 (P)     | Serra High | <input type="checkbox"/> | <input type="checkbox"/> |      | 0        |         | <input type="checkbox"/>            |
| 1570   | ENGLISH 3 (P)   | Serra High | <input type="checkbox"/> | <input type="checkbox"/> |      | 0        |         | <input type="checkbox"/>            |
| 1571   | ENGLISH 4 (P)   | Serra High | <input type="checkbox"/> | <input type="checkbox"/> |      | 0        |         | <input type="checkbox"/>            |
| 6111   | BIOLOGY 1(P)    | Serra High | <input type="checkbox"/> | <input type="checkbox"/> |      | 0        |         | <input checked="" type="checkbox"/> |
| 6605   | MD WD HST/G1(P) | Serra High | <input type="checkbox"/> | <input type="checkbox"/> |      | 0        |         | <input type="checkbox"/>            |

Course Catalog  New Request

Associate

Associate

Associate

Associate

Associate

Associate

**Delete Selected** **Submit**



# Mass Deleting Course Requests for a Student Group

**TIP!** When making course request changes, add the new request BEFORE deleting the old.

Select one of the following methods of selecting a student group:

- **The Course Request Tally Report**
- **Select by Hand**

## Using the Course Request Tally Report

1. In **PowerScheduler**, under Tools, select **Reports**.
2. Under the **Pre Build Reports Function** heading, select **Course Request Tally**.
3. Configure the report to **run for all students in this school next year**, then click **Submit**.
4. On the **Course Request Tally** report, click the number associated to the course request you are deleting.

**Course Request Tally**

Build: 2018-2019 Build-Load    Catalog: 2018-2019 Course Catalog

| Course | Course Name     | Primary | Alt | Total |
|--------|-----------------|---------|-----|-------|
| 0191   | ART 1 (P)       | 4       | 0   | 4     |
| 0192   | ART 2 (P)       | 3       | 0   | 3     |
| 0231   | CERAM 1 (P)     | 1       | 0   | 1     |
| 1540   | ENGLISH 1 (P)   | 2       | 0   | 2     |
| 1541   | ENGLISH 2 (P)   | 2       | 0   | 2     |
| 1570   | ENGLISH 3 (P)   | 1       | 0   | 1     |
| 1571   | ENGLISH 4 (P)   | 1       | 0   | 1     |
| 6023   | EARTH SCI 1 (P) | 3       | 0   | 3     |

Click the number associated to the course request you are deleting.

5. On the **Requests: Course Number:** page, click **Functions Menu**.

**Requests: Course Number: 0191**

Functions Menu

| #  | Student                 |
|----|-------------------------|
| 1. | Abarca, Vladimir Elisha |
| 2. | Aguilera, Kamari Elaina |
| 3. | Alcocer, Reef Artem     |
| 4. | Allen, Alyson Kailey    |

6. From the **Student Scheduling Functions** page, select **Mass Delete Requests**.

**Student Scheduling Functions**

What do you want to do for all of the 4 students you have selected?

| Function              | Description  |
|-----------------------|--|
| Export Using Template | Uses a template to export data on currently selected students.             |
| List Students         | Prints a quick list of currently selected students.                        |
| Mass Add Requests     | Lets you enter the same course request for selected students at one time.  |
| Mass Delete Requests  | Lets you delete the same course request for selected students at one time. |
| Next School Indicator | Sets the next school indicator for currently selected students.            |
| Print Reports         | Prints reports for currently selected students.                            |
| Print Mailing Labels  | Prints mailing labels for currently selected students.                     |
| Quick Export          | Exports data on currently selected students.                               |

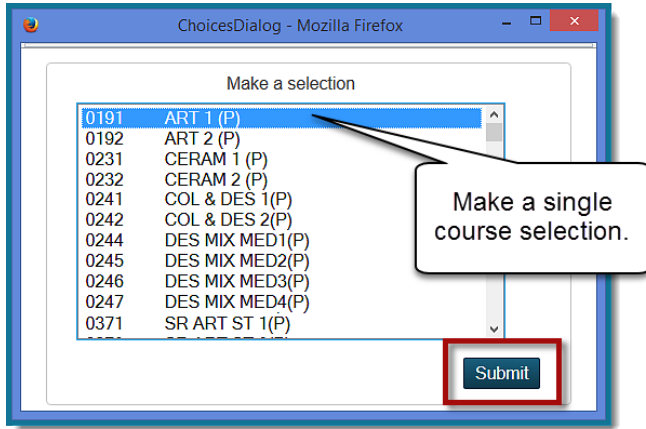
7. On the **Mass Delete Requests** page, click the **Associate** button.

**Mass Delete Requests**

| Option         | Value  |
|----------------|--|
| Course Number  | <input type="text"/> <span style="border: 2px solid red; padding: 2px;">Associate</span>   |
| Section Type   | <input type="text" value="v"/>   |
| Alternate      | <input type="checkbox"/>   |
| What to Delete | <input checked="" type="radio"/> First Occurrence<br><input type="radio"/> All Occurrences |

Submit

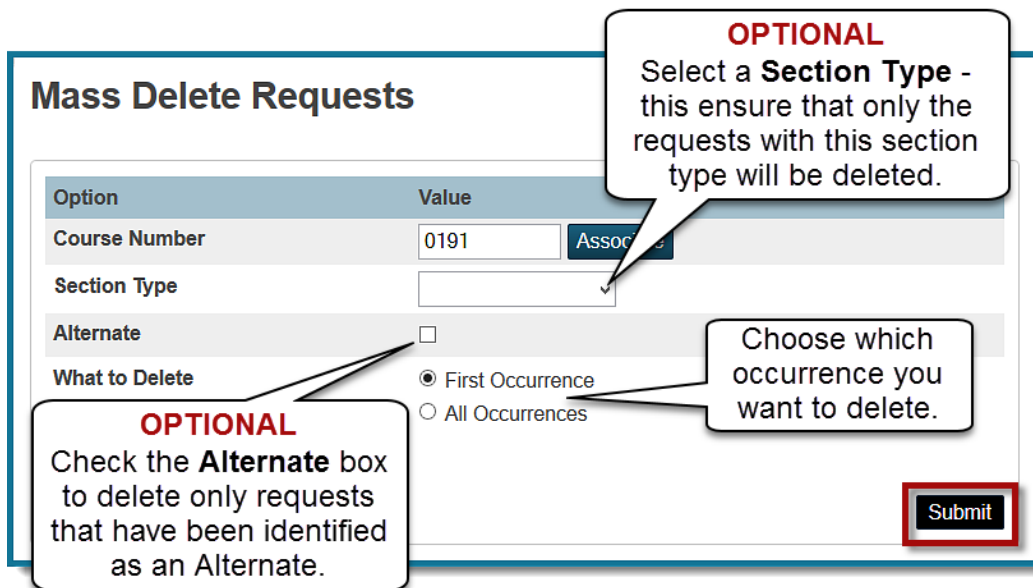
8. From the **ChoicesDialog** pop-up window, make a *single course selection*.
9. Click **Submit**.



10. On the **Mass Delete Requests** page, make the following selections:

- Select **Section Type** from the drop-down menu (**OPTIONAL**) – This ensures that only requests with this section type will be deleted.
- Check the **Alternate** box (**OPTIONAL**) - This ensures that only requests identified as Alternates will be deleted.
- Select **What to Delete** – Choose whether to delete the **First Occurrence** or **All Occurrences** of students' course requests. First Occurrence is helpful if the student has duplicate requests and you want to delete only one occurrence.

11. Click **Submit**.



## Selecting the Student Group by Hand

1. On the **Start Page**, select **PowerScheduler**
2. Under **Resources**, select **Students**.
3. Make a student group selection.

### Scheduling

Build: 2018-2019 Build-Load (25525010) Catalog: 2018-2019 Course Catalog (25005460)

View Field List Multi Select

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Next Year Grade Level: 9 10 11 12

Current Year Grade Level: 8 9 10 11

Other Options: M F All

Make a student group selection.

4. On the **Selected Students** page, click **Select Students By Hand**.

### Selected Students

Matches: (428)

|          |            |     |                              |
|----------|------------|-----|------------------------------|
| (553241) | (02/01/04) | (8) | Abarca, Vladimir Elisha      |
| (350165) | (09/01/04) | (8) | Abdisalan, Madden Ishaan     |
| (314436) | (07/01/04) | (8) | Abella, Yonis Miguelangel    |
| (333804) | (01/01/04) | (8) | Adem, Emil Isidro            |
| (578899) | (12/01/03) | (8) | Aguayo, Miko Randall         |
| (341802) | (11/01/04) | (8) | Aguilar, Magali Danna        |
| (338589) | (02/01/04) | (8) | Aguilera, Kamari Elaina      |
| (348826) | (06/01/04) | (8) | Ahmadi, Ngoc Rita            |
| (71422)  | (01/01/04) | (8) | Alcaide, Gisela Ubah         |
| (95088)  | (11/01/04) | (8) | Alchanouan, Vaughn Robin     |
| (364401) | (11/01/04) | (8) | Alcocer, Reef Artem          |
| (337367) | (10/01/04) | (8) | Alejandro Cruz, Mekhi Weston |
| (333908) | (11/01/04) | (8) | Alghamdi, Osman Koltten      |
| (338486) | (01/01/04) | (8) | Alley, Sayra Georgina        |
| (447452) | (01/01/05) | (8) | Alshammari, Joycelyn Raniyah |

Select Students By Hand  
 Select these students

Functions

5. Hold down the **CTRL** key to select multiple students.
6. Click **Select these students**.

### Select Students By Hand - (428)

**Hold down the CTRL key to make multiple selections**

|          |            |     |                           |
|----------|------------|-----|---------------------------|
| (553241) | (02/01/04) | (8) | Abarca, Vladimir Elisha   |
| (350165) | (09/01/04) | (8) | Abdisalan, Madden Ishaan  |
| (314436) | (07/01/04) | (8) | Abella, Yonis Miguelangel |
| (333804) | (01/01/04) | (8) | Adem, Emil Isidro         |
| (578899) | (12/01/03) | (8) | Aguayo, Miko Randall      |
| (341802) | (11/01/04) | (8) | Aguilar, Magali Danna     |
| (338589) | (02/01/04) | (8) | Aguilera, Kamari Elaina   |
| (348826) | (06/01/04) | (8) | Ahmadi, Ngoc Rita         |
| (71422)  | (01/01/04) | (8) | Alcaide, Gisela Ubah      |
| (95088)  | (11/01/04) | (8) | Alchanouan, Vaughn Robin  |
| (364401) | (11/01/04) | (8) | Alcocer, Reef Artem       |
| (595041) | (03/01/04) | (8) | Arribeno, Steven Jessy    |
| (335946) | (06/01/04) | (8) | Atilano, Dariana Ashanti  |

**Hold down the CTRL key to make multiple selections.**

Functions Select these students

7. Verify the selected group is accurate, click **Functions**.

Search Students

Preferences

Functions

Welcome, Ralynn B

School: Serra High

Start Page > PowerScheduler > Scheduling

## Scheduling

Catalog: 2018-2019 Course Catalog (25005460)

View Field List Multi Select

A B C D E F G H I J K L M N O P Q R S T U V W X

Next Year Grade Level: 9 10 11 12

Current Year Grade Level: 8 9 10 11 12

Other Options: M F All Current Selection (5)

Verify the selected group is accurate.

8. From the **Student Scheduling Functions** page, select **Mass Delete Requests**.

### Student Scheduling Functions

What do you want to do for all of the 4 students you have selected?

| Function                    | Description  |
|-----------------------------|--|
| Export Using Template       | Uses a template to export data on currently selected students.             |
| List Students               | Prints a quick list of currently selected students.                        |
| Mass Add Requests           | Lets you enter the same course request for selected students at one time.  |
| <b>Mass Delete Requests</b> | Lets you delete the same course request for selected students at one time. |
| Next School Indicator       | Sets the next school indicator for currently selected students.            |
| Print Reports               | Prints reports for currently selected students.                            |
| Print Mailing Labels        | Prints mailing labels for currently selected students.                     |
| Quick Export                | Exports data on currently selected students.                               |

9. Click the **Associate** button.

### Mass Delete Requests

| Option         | Value  |
|----------------|--|
| Course Number  | <input type="text"/> <span style="border: 2px solid red; padding: 2px;">Associate</span>   |
| Section Type   | <input type="text" value="v"/>   |
| Alternate      | <input type="checkbox"/>   |
| What to Delete | <input checked="" type="radio"/> First Occurrence<br><input type="radio"/> All Occurrences |

Submit

10. From the **ChoicesDialog** pop-up window, make a *single course selection*.

11. Click **Submit**.

ChoicesDialog - Mozilla Firefox

Make a selection

0191 ART 1 (P)

0192 ART 2 (P)

0231 CERAM 1 (P)

0232 CERAM 2 (P)

0241 COL & DES 1(P)

0242 COL & DES 2(P)

0244 DES MIX MED1(P)

0245 DES MIX MED2(P)

0246 DES MIX MED3(P)

0247 DES MIX MED4(P)

0371 SR ART ST 1(P)

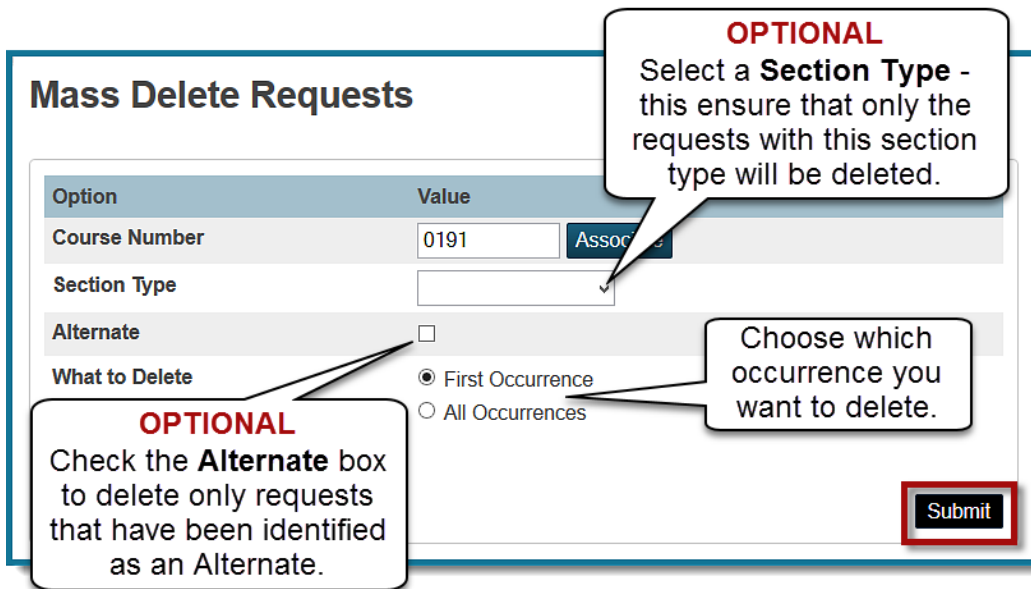
Make a single course selection.

Submit

12. On the **Mass Delete Requests** page, make the following selections:

- Select **Section Type** from the drop-down menu (**OPTIONAL**) – This ensures that only requests with this section type will be deleted.
- Check the **Alternate** box (**OPTIONAL**) - This ensures that only requests identified as Alternates will be deleted.
- Select **What to Delete** – Choose whether to delete the **First Occurrence** or **All Occurrences** of students' course requests. First Occurrence is helpful if the student has duplicate requests and you want to delete only one occurrence.

13. Click **Submit**.



**Mass Delete Requests**

| Option         | Value  |
|----------------|--|
| Course Number  | 0191 <input type="button" value="Associate"/>  |
| Section Type   | <input type="text"/>   |
| Alternate      | <input type="checkbox"/>   |
| What to Delete | <input checked="" type="radio"/> First Occurrence<br><input type="radio"/> All Occurrences |

**OPTIONAL**  
Select a **Section Type** - this ensure that only the requests with this section type will be deleted.

**OPTIONAL**  
Check the **Alternate** box to delete only requests that have been identified as an Alternate.

Choose which occurrence you want to delete.

# Alternate Electives

## Flagging Alternate Elective Course Requests

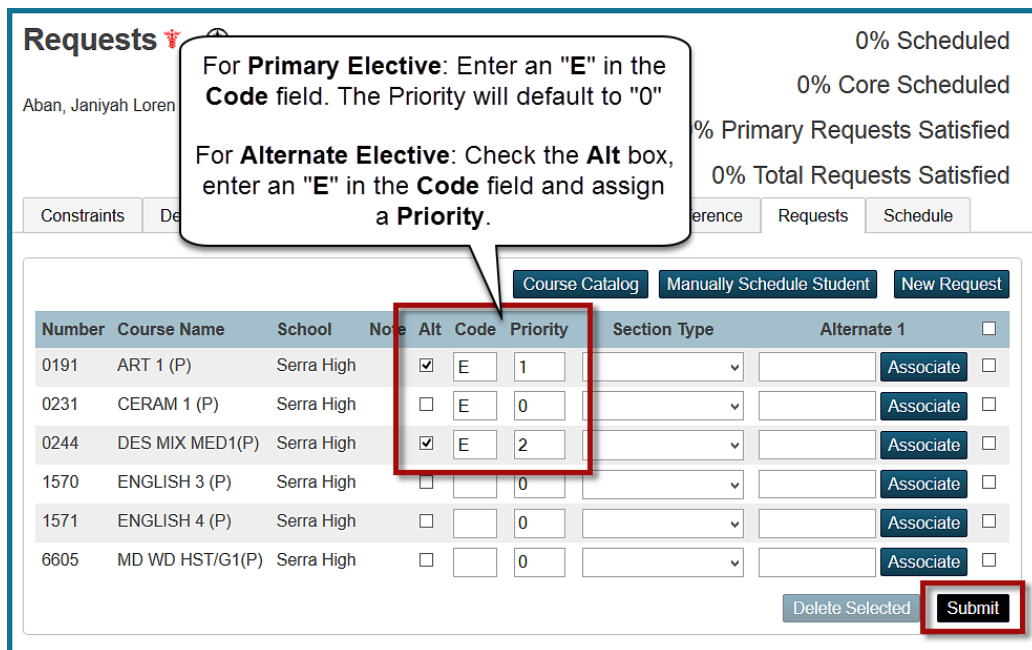
When an Elective course request is flagged with an “E” code, the system will consider it a non-required course and schedule it *after* all required courses.

Flagging an Elective course is optional, however, if the first choice elective cannot be met, the flag must be used in order for the Alternate elective to be considered as a replacement.

1. On the **Start Page**, select **PowerScheduler**.
2. Under **Resources**, select **Students**.
3. On the **Scheduling** page, search for and select the student.
4. On the **Student** page, click the **Requests** tab.
5. On the **Requests** page, enter an “E” in the Code field of the Primary Elective course.
6. For Alternate Electives, check the **Alt** box, enter an “E” in the Code field, and assign a **Priority**.

**NOTE:** Entering a priority number will tell the system which alternate to load first when the student did not receive the first choice elective.

7. Click **Submit**.



**Requests** 0% Scheduled  
0% Core Scheduled  
% Primary Requests Satisfied  
0% Total Requests Satisfied

Aban, Janiyah Loren

Constraints Deference Requests Schedule

Course Catalog Manually Schedule Student New Request

| Number | Course Name     | School     | Note | Alt                                 | Code | Priority | Section Type | Alternate 1 |                                    |
|--------|-----------------|------------|------|-------------------------------------|------|----------|--------------|-------------|------------------------------------|
| 0191   | ART 1 (P)       | Serra High |      | <input checked="" type="checkbox"/> | E    | 1        |              |             | Associate <input type="checkbox"/> |
| 0231   | CERAM 1 (P)     | Serra High |      | <input type="checkbox"/>            | E    | 0        |              |             | Associate <input type="checkbox"/> |
| 0244   | DES MIX MED1(P) | Serra High |      | <input checked="" type="checkbox"/> | E    | 2        |              |             | Associate <input type="checkbox"/> |
| 1570   | ENGLISH 3 (P)   | Serra High |      | <input type="checkbox"/>            |      | 0        |              |             | Associate <input type="checkbox"/> |
| 1571   | ENGLISH 4 (P)   | Serra High |      | <input type="checkbox"/>            |      | 0        |              |             | Associate <input type="checkbox"/> |
| 6605   | MD WD HST/G1(P) | Serra High |      | <input type="checkbox"/>            |      | 0        |              |             | Associate <input type="checkbox"/> |

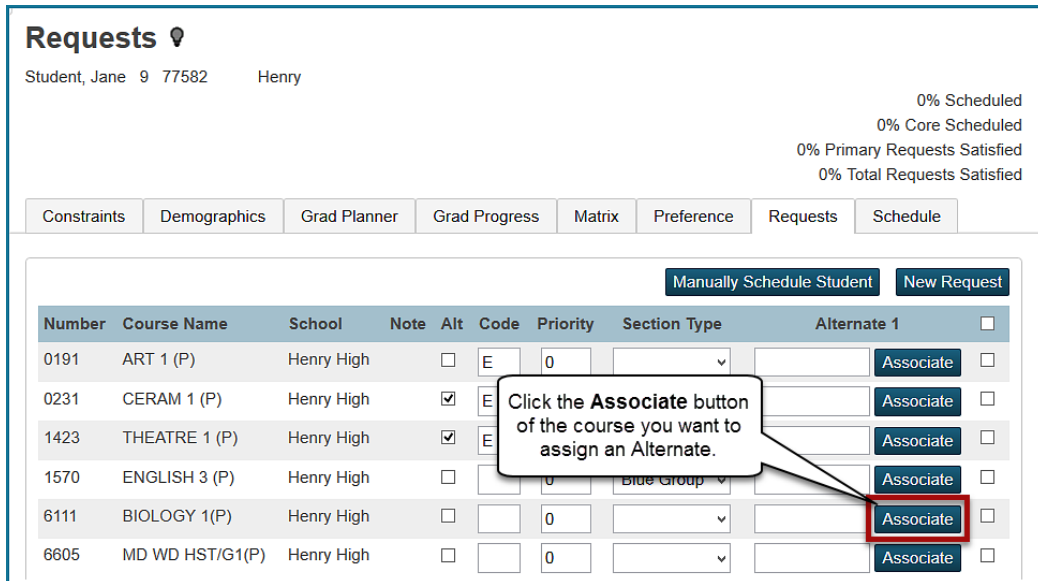
Delete Selected **Submit**



## Adding an Alternate 1 for Course Replacement

Alternate 1 courses are used most often for core course replacement. If the system cannot schedule a course, it will try to schedule the Alternate. Using this method to select an Alternate will ensure that the alternate course will only replace the specific primary course.

1. On the **Start Page**, select **PowerScheduler**.
2. Under **Resources**, select **Students**.
3. On the **Scheduling** page, search for and select the student.
4. On the **Student** page, click the **Requests** tab.
5. On the **Request** page, under **Alternate 1**, click the **Associate** button of the course you would like to assign an alternate.



**Requests** ⓘ

Student, Jane 9 77582 Henry

0% Scheduled  
0% Core Scheduled  
0% Primary Requests Satisfied  
0% Total Requests Satisfied

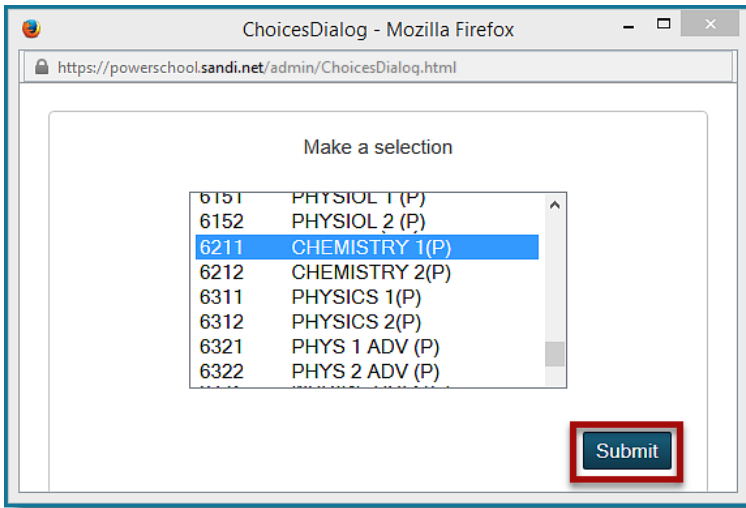
Constraints Demographics Grad Planner Grad Progress Matrix Preference Requests Schedule

Manually Schedule Student New Request

| Number | Course Name     | School     | Note | Alt                                 | Code | Priority | Section Type | Alternate 1 |                                    |
|--------|-----------------|------------|------|-------------------------------------|------|----------|--------------|-------------|------------------------------------|
| 0191   | ART 1 (P)       | Henry High |      | <input type="checkbox"/>            | E    | 0        |              |             | Associate <input type="checkbox"/> |
| 0231   | CERAM 1 (P)     | Henry High |      | <input checked="" type="checkbox"/> | E    |          |              |             | Associate <input type="checkbox"/> |
| 1423   | THEATRE 1 (P)   | Henry High |      | <input checked="" type="checkbox"/> | E    |          |              |             | Associate <input type="checkbox"/> |
| 1570   | ENGLISH 3 (P)   | Henry High |      | <input type="checkbox"/>            |      | 0        | Blue Group   |             | Associate <input type="checkbox"/> |
| 6111   | BIOLOGY 1(P)    | Henry High |      | <input type="checkbox"/>            |      | 0        |              |             | Associate <input type="checkbox"/> |
| 6605   | MD WD HST/G1(P) | Henry High |      | <input type="checkbox"/>            |      | 0        |              |             | Associate <input type="checkbox"/> |

Click the **Associate** button of the course you want to assign an Alternate.

6. Select the appropriate alternate course from the **ChoicesDialog** pop-up window.
7. Click **Submit**.



8. Click **Submit** on the Requests page.

**Requests** ⓘ

Student, Jane 9 77582 Henry

0% Scheduled  
0% Core Scheduled  
0% Primary Requests Satisfied  
0% Total Requests Satisfied

Constraints Demographics Grad Planner Grad Progress Matrix Preference Requests Schedule

Manually Schedule Student New Request

| Number | Course Name     | School     | Note                     | Alt | Code | Priority | Section Type | Alternate 1 |                                    |
|--------|-----------------|------------|--------------------------|-----|------|----------|--------------|-------------|------------------------------------|
| 0191   | ART 1 (P)       | Henry High | <input type="checkbox"/> | E   | 0    |          |              |             | Associate <input type="checkbox"/> |
| 0231   | CERAM 1 (P)     | Henry High | <input type="checkbox"/> |     |      |          |              |             | Associate <input type="checkbox"/> |
| 1423   | THEATRE 1 (P)   | Henry High | <input type="checkbox"/> |     |      |          |              |             | Associate <input type="checkbox"/> |
| 1570   | ENGLISH 3 (P)   | Henry High | <input type="checkbox"/> |     | 0    |          | Side Group   |             | Associate <input type="checkbox"/> |
| 6111   | BIOLOGY 1(P)    | Henry High | <input type="checkbox"/> |     | 0    |          |              | 6211        | Associate <input type="checkbox"/> |
| 6605   | MD WD HST/G1(P) | Henry High | <input type="checkbox"/> |     | 0    |          |              |             | Associate <input type="checkbox"/> |

This Alternate course will replace the primary course, if the primary course cannot be scheduled.

Delete Selected **Submit**

# Adding Section Types to Course Requests

Section types help identify special sections of a course. Teacher assignments and student course requests are identified with a specific section type and during the Load process, the system schedules students with the specific section type into the teacher's section with the same section type.

1. On the student's **Requests page**, select the appropriate **Section Type** from the Section Type drop-down menu.
2. Click **Submit**.

**Requests** ⓘ

Student, Jane 9 77582 Henry

0% Scheduled  
0% Core Scheduled  
0% Primary Requests Satisfied  
0% Total Requests Satisfied

Constraints Demographics Grad Planner Grad Progress Matrix Preference Requests Schedule

Manually Schedule Student New Request

| Number | Course Name     | School     | Note                                | Alt | Code | Priority | Section Type | Alternate 1 | <input type="checkbox"/>           |
|--------|-----------------|------------|-------------------------------------|-----|------|----------|--------------|-------------|------------------------------------|
| 0191   | ART 1 (P)       | Henry High | <input type="checkbox"/>            | E   | 0    |          |              |             |                                    |
| 0231   | CERAM 1 (P)     | Henry High | <input checked="" type="checkbox"/> | E   | 1    |          |              |             |                                    |
| 1423   | THEATRE 1 (P)   | Henry High | <input checked="" type="checkbox"/> | E   | 2    |          |              |             | Associate <input type="checkbox"/> |
| 1570   | ENGLISH 3 (P)   | Henry High | <input type="checkbox"/>            |     | 0    |          | Blue Group   |             | Associate <input type="checkbox"/> |
| 6605   | MD WD HST/G1(P) | Henry High | <input type="checkbox"/>            |     | 0    |          |              |             | Associate <input type="checkbox"/> |

Delete Selected **Submit**

Select the appropriate **Section Type** from the drop-down menu.

Blue Group