PowerSchool Handbook

Student Course Requests

Version 2.0
February 7, 2024

PowerSchool

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About this Handbook

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.

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 or Sharon Rubalcava at srubalcava@sandi.net.

Student Course Requests

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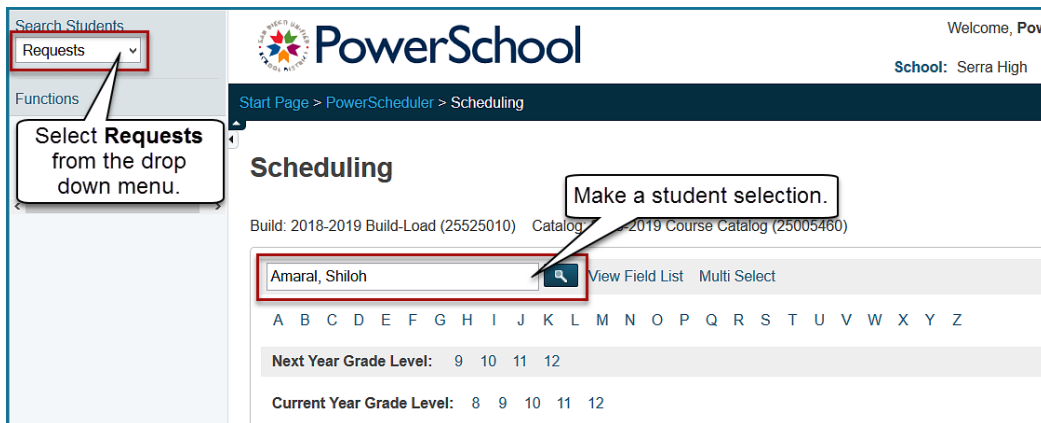
IMPORTANT! Prior to entering Course Requests, the Scheduling Course Catalog must be updated to include only the courses your school plans to offer. See the **Scheduling Course Catalog Job Aid**.
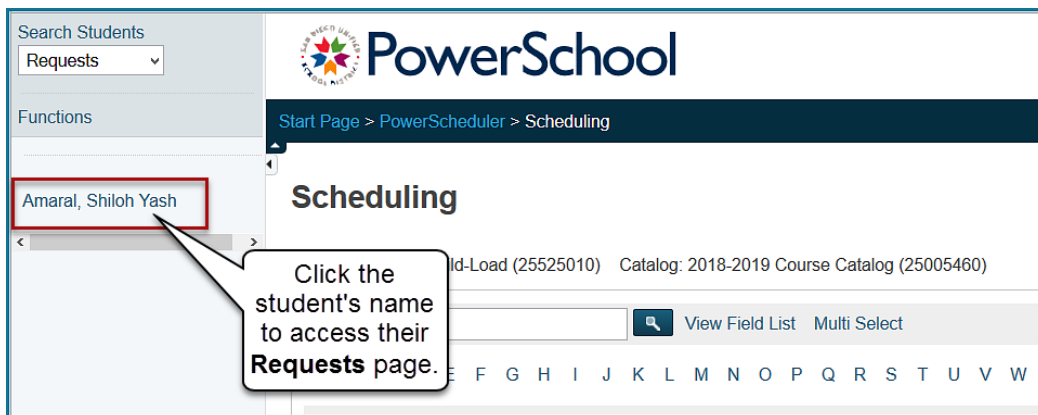
Entering Course Requests for One Student

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

2. Under **Resources**, select **Students**.

3. Select **Requests** from the **Search Students** drop-down menu.
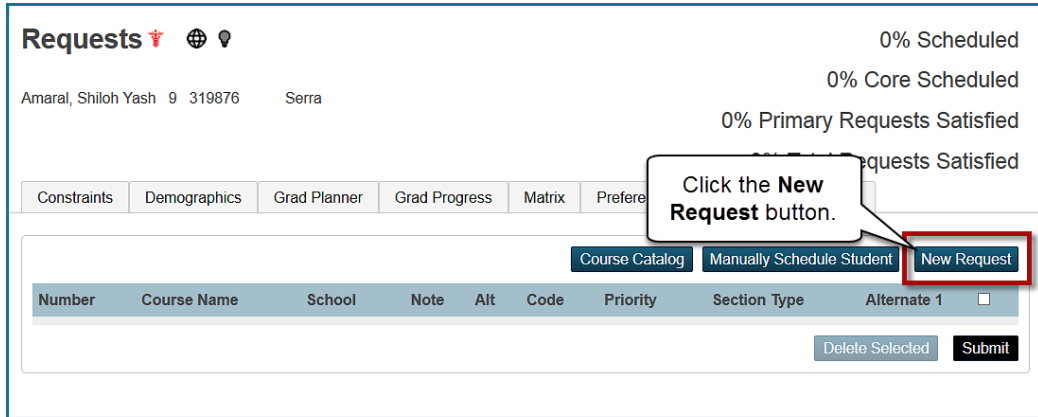
4. Make a *student selection*.

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

6. 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

1. 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.

2. Correct all errors.

3. 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.
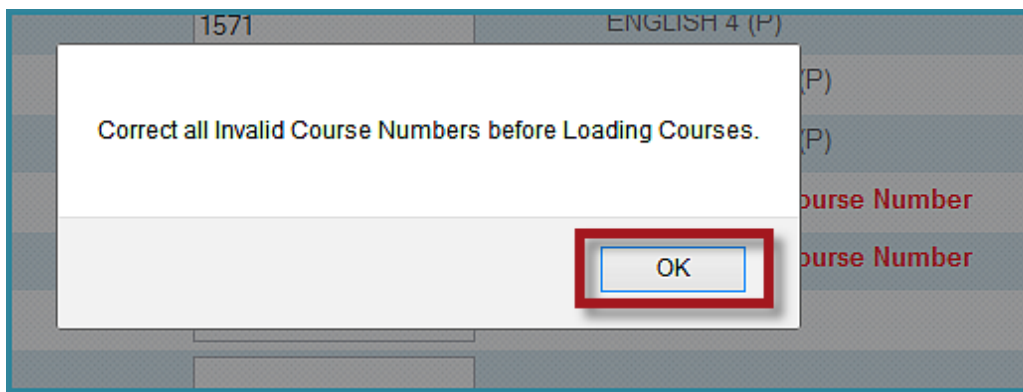
Using Direct Course Entry

Edit Course Request: Amaral, Shiloh Yash

Direct Course Entry

Course 1	1570	
Course 2	1571	ENGLISH 4 (P)
Course 3	6605	MD WD HST/G1(P)
Course 4	6606	MD WD HST/G2(P)
Course 5	6213	**Error: Invalid Course Number**
Course 6	6214	**Error: Invalid Course Number**
Course 7		
Course 8		
Course 9		
Course 10		
Course 11		
Course 12		
Course 13		
Course 14		
Course 15		
Course 16		

Enter the course number and hit the **Tab** key to advance to the next entry field.

A **Red** message will appear if you have entered incorrect information.

Load Courses

Courses

1570,1571,6605,6606

Click **Load Courses** to preview them in the Courses text box, then click **Submit**.

HINT! You can bypass previewing the courses by going directly to the **Submit** button, or hitting the **Enter** key on your keyboard.

Submit

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

1571	ENGLISH 4 (P)

Correct all Invalid Course Numbers before Loading Courses.

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 ⚕ ⊕ ⚲

Amaral, Shiloh Yash 9 319876   Serra

0% Scheduled
0% Core Scheduled
atisfied
atisfied

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

Constraints	Demographics	Grad Planner	Grad Progress	Matrix	Preference	Requests	Sched

Course Catalog | Manually Schedule Student | New Request
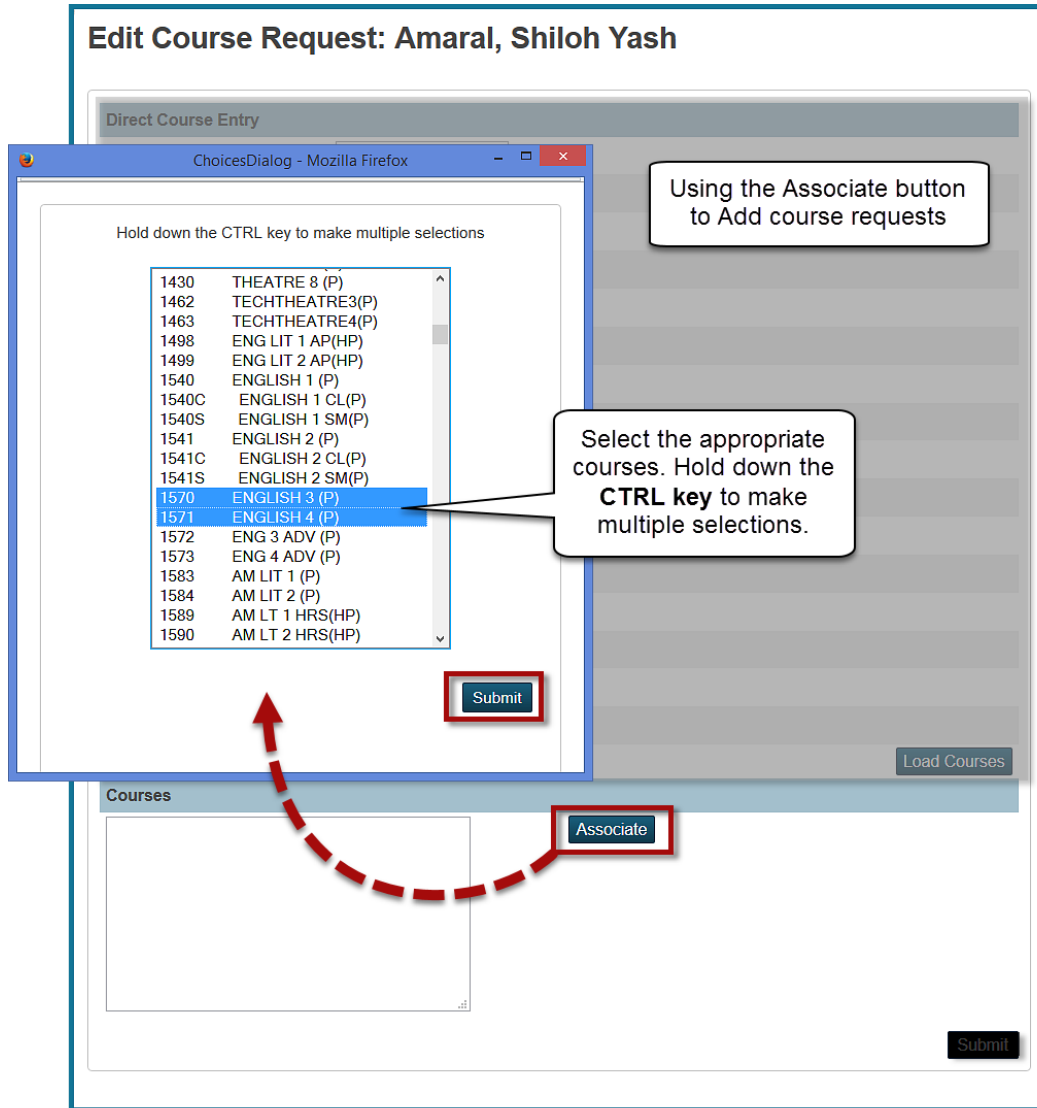
Number	Course Name	School	Note	Alt	Code	Priority	Section Type	Alternate 1	☐
1570	ENGLISH 3 (P)	Serra High		☐		0			Associate	☐
1571	ENGLISH 4 (P)	Serra High		☐		0			Associate	☐
6605	MD WD HST/G1(P)	Serra High		☐		0			Associate	☐
6606	MD WD HST/G2(P)	Serra High		☐		0			Associate	☐

Delete Selected | Submit

Using the Associate Button
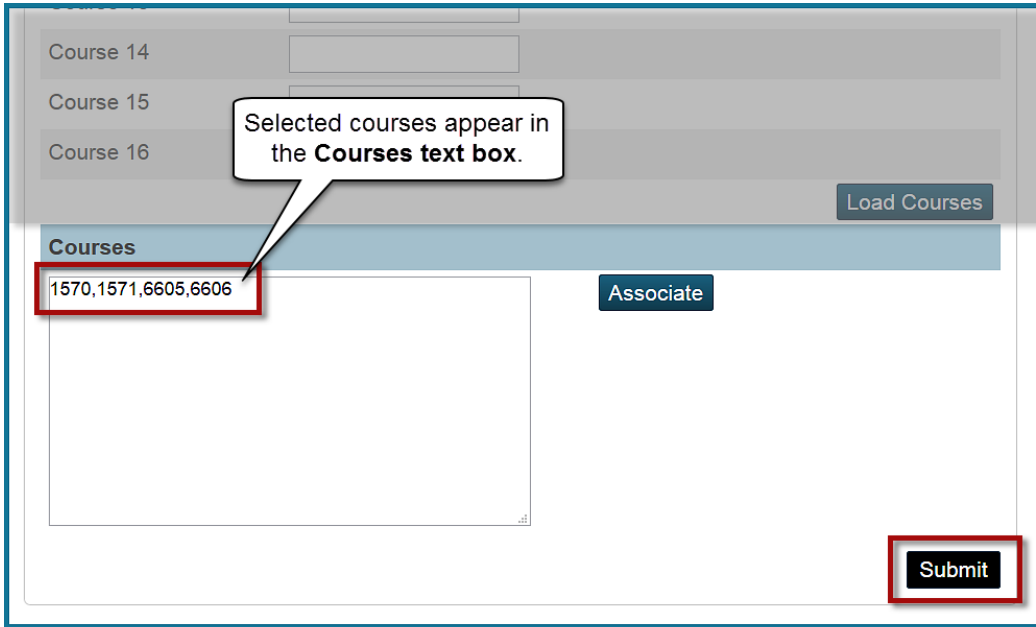
1. On the **Edit Course Request** page, click the **Associate** button.

2. From the **ChoicesDialog** pop-up window, select the appropriate courses. Hold down the **CTRL key** to make multiple selections.

3. Click **Submit**.

Edit Course Request: Amaral, Shiloh Yash

Direct Course Entry

ChoicesDialog - Mozilla Firefox

Hold down the CTRL key to make multiple selections

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)

Submit

Using the Associate button to Add course requests

Select the appropriate courses. Hold down the CTRL key to make multiple selections.

Load Courses

Courses

Associate

Submit

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

5. Click **Submit**.

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

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*.

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

5. Hold down the **CTRL key** to select multiple students.

6. Click **Select these students**.

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

8. 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.

9. Click the **Associate** button.

Mass Add Requests

Option	Value
Students selected	5 students
Course Number	[ ] Associate
Section Type	[⌄]
Request Type	Required ⌄
Priority	[ ]

Submit

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

11. Click **Submit**.

ChoicesDialog - Mozilla Firefox

Make a selection

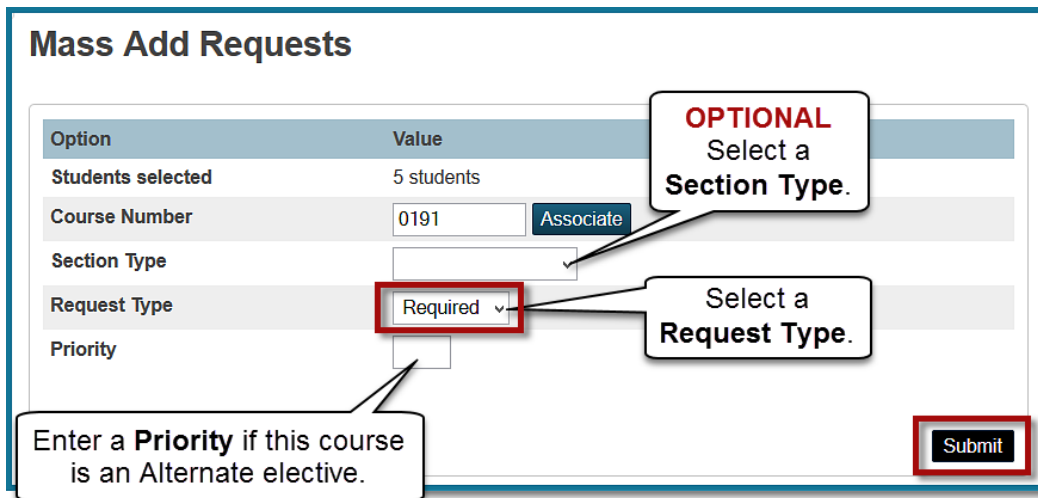|	
0191	ART 1 (P)
0192	ART 2 (P)
0231	CERAM 1 (P)
0232	CERAM 2 (P)
0241	COL & DES 1(P)
0242	COL & DES 2(P)
0244	DES MIX MED1(P)
0245	DES MIX MED2(P)
0246	DES MIX MED3(P)
0247	DES MIX MED4(P)
0371	SR ART ST 1(P)

Make a single course selection.

Submit

12. On the **Mass 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**.

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**.

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

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

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	[ ] Associate
Section Type	[▾]
Alternate	☐
What to Delete	◉ First Occurrence ○ All Occurrences

Submit

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

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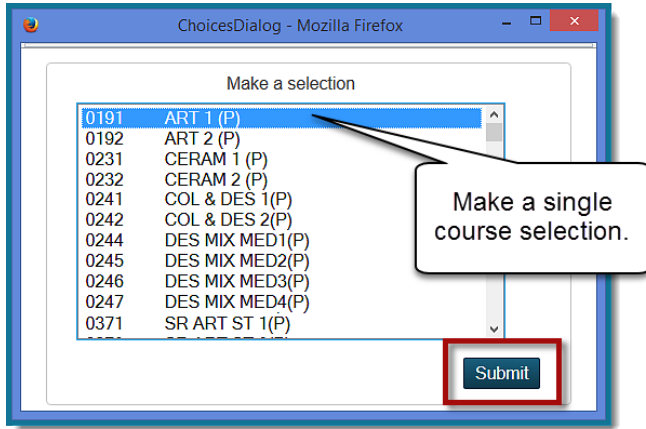
10. On the **Mass Delete Requests** page, make the following selections:

- 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**.
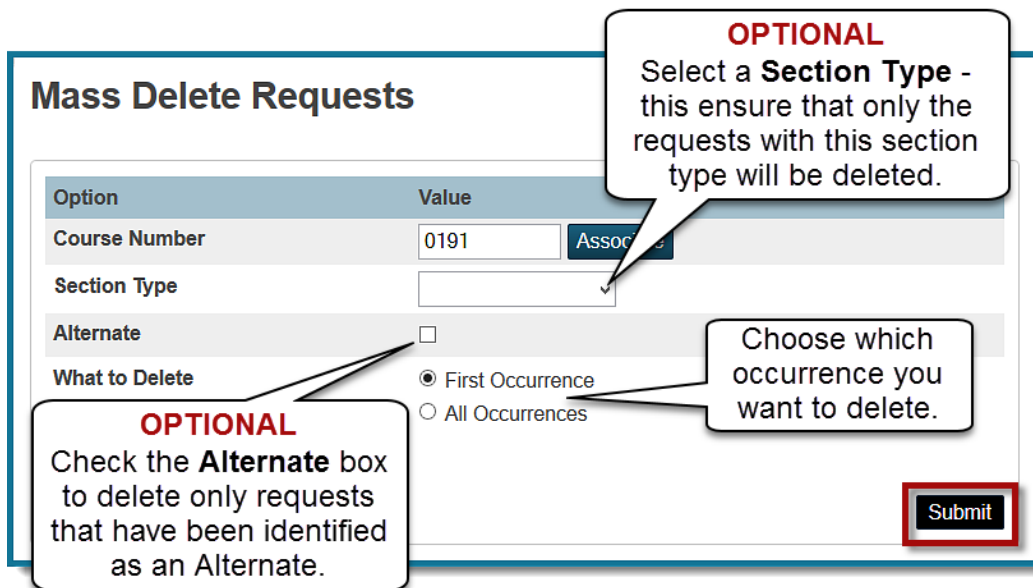
Selecting the Student Group by Hand

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)

[search field] 🔍 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

> Make a student group selection.

Current Year Grade Level: 8   9   10   11

Other Options: M   F   All

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)  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**.

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

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

9. Click the **Associate** button.

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

11. Click **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**.

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**.

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.

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

7. Click **Submit**.

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

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**.