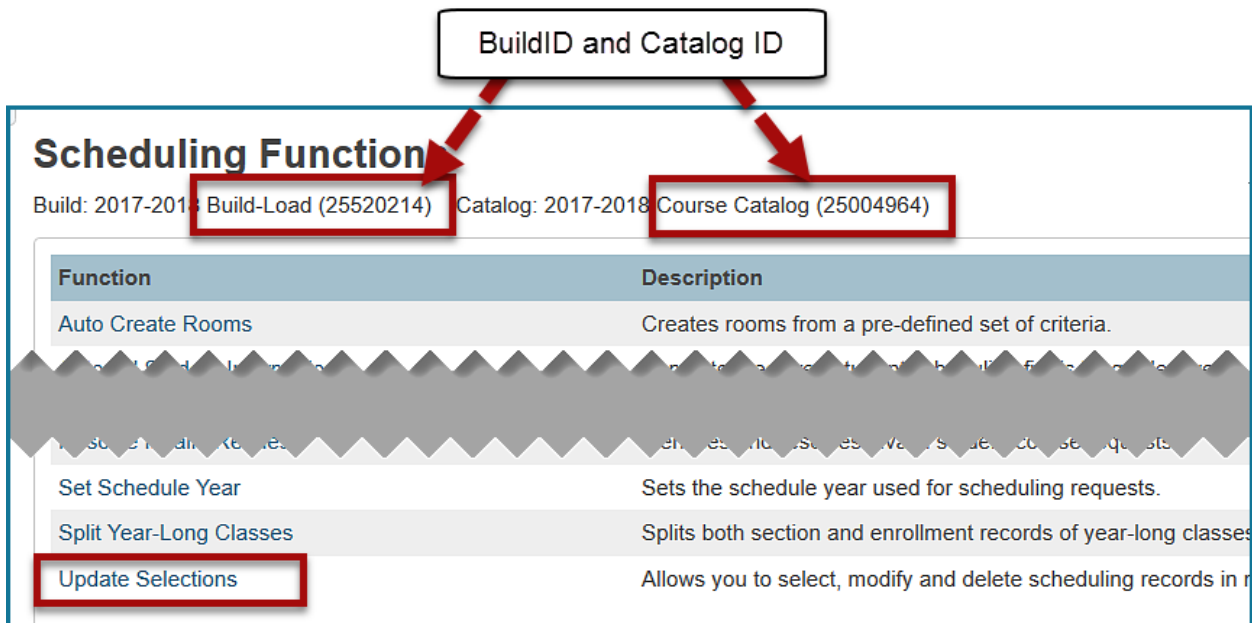

Update Selection - Hand Select Courses

Version 2.0 • February 21, 2018

The Update Selections Function can be used to create a Course Group. Once a Course Group is created, the **Auto-Fill Course Information** function can be used to add or change course preference information on the selected courses. For example, hand select all Semester 1 courses to auto-fill the scheduling term, or hand select all PE courses and use auto-fill to change the Max Enrollment.

Determine your Build ID and Catalog ID

1. In **PowerScheduler**, under Tools, select **Functions**.
2. On the **Scheduling Functions** page, note the **BuildID** and **CatalogID** in the page header.
3. Select **Update Selections**.



BuildID and Catalog ID

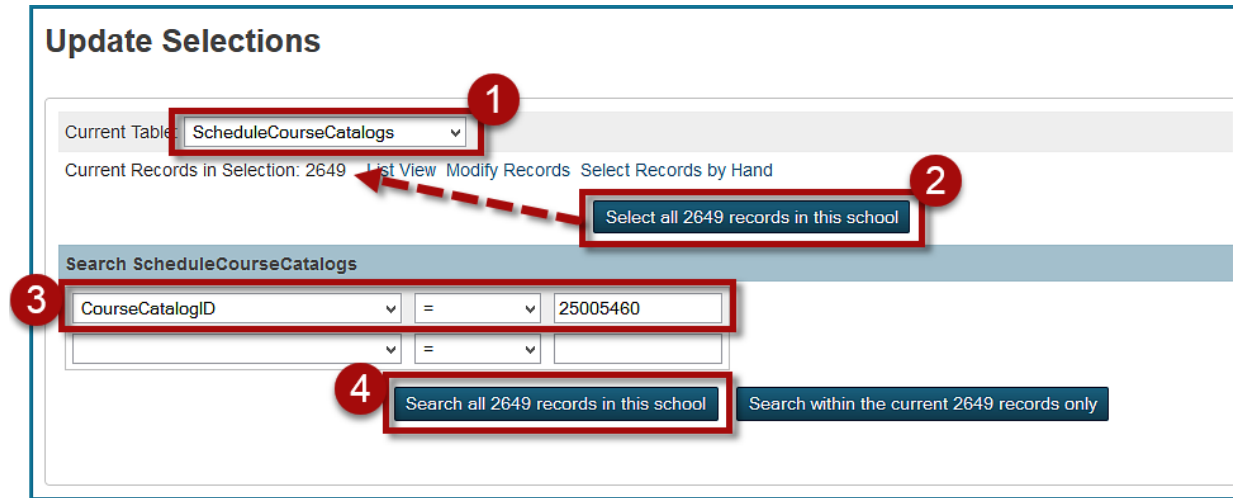
Scheduling Function

Build: 2017-2018 Build-Load (25520214) Catalog: 2017-2018 Course Catalog (25004964)

Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Create Sections	Creates sections from a pre-defined set of criteria.
Auto Create Sections with Seats	Creates sections with seats from a pre-defined set of criteria.
Auto Create Sections with Seats and Requests	Creates sections with seats and requests from a pre-defined set of criteria.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year-Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in a course group.

Find all courses that match your CatalogID:

1. From the **Current Table** drop down, select **ScheduleCourseCatalogs**.
2. Click **Search all (xxx) records in this school**.
3. Under **Search ScheduleCourseCatalogs**, enter the following:
 - Select **CourseCatalogID** from the drop-down = *enter the CatalogID*
4. Click **Search all (xxx) records in this school**.



Update Selections

Current Table: ScheduleCourseCatalogs

Current Records in Selection: 2649 [List View](#) [Modify Records](#) [Select Records by Hand](#)

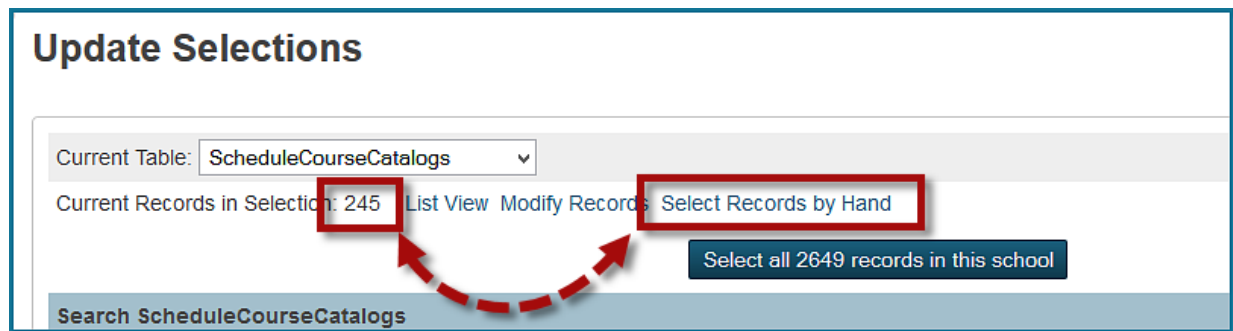
Search ScheduleCourseCatalogs

CourseCatalogID = 25005460

Search all 2649 records in this school Search within the current 2649 records only

Notice the **Current Records in Selection** number reduces. This is the total number of course in your current course catalog.

5. Click **Select Records by Hand**.



Update Selections

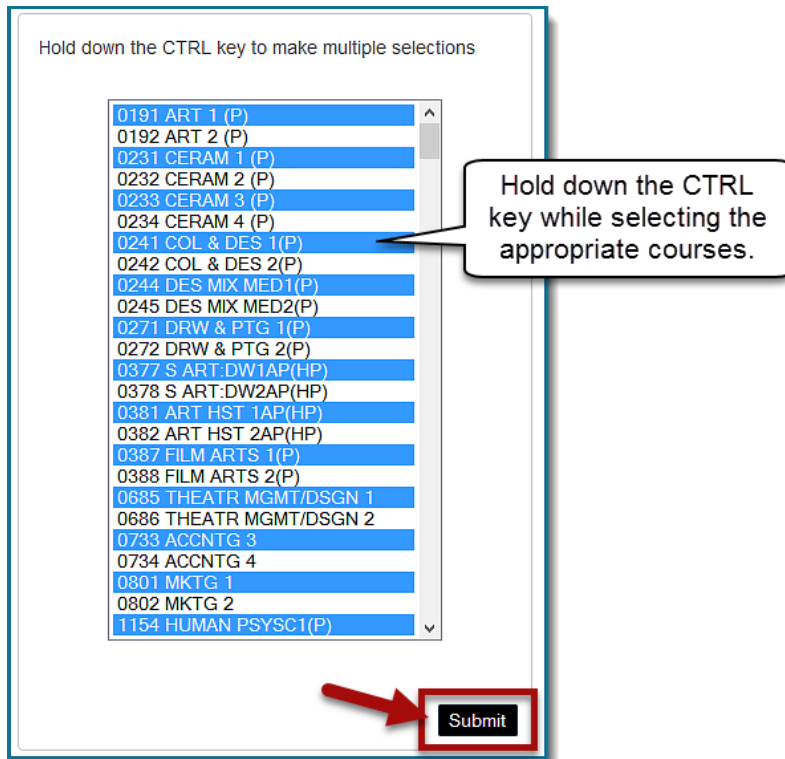
Current Table: ScheduleCourseCatalogs

Current Records in Selection: 245 [List View](#) [Modify Records](#) [Select Records by Hand](#)

Search ScheduleCourseCatalogs

Select all 2649 records in this school

6. On the Select Records by Hand pop up window, hold the **CTRL** key down while selecting the appropriate courses.
7. Click **Submit**.



Back on the Update Selections page, the Current Records in Selection becomes the Course Group.

Click **List View** to review the selected courses.

