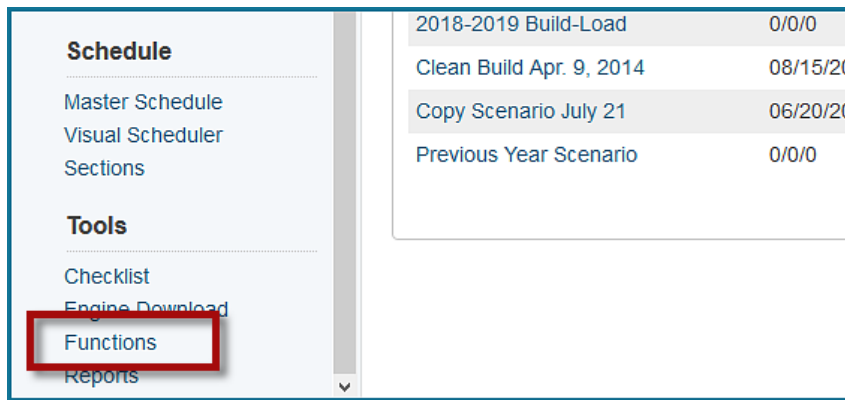


Using Auto Fill Course Information

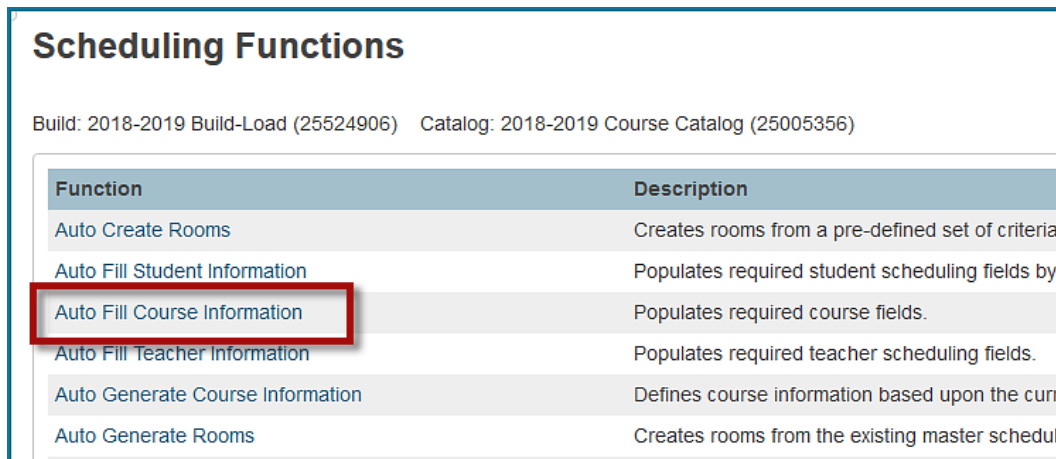
February 27, 2019 • Version 1.0

The Auto Fill Course Information function will allow you to fill in course information simultaneously for all courses in the Active Course Catalog or a group of selected courses (see the **Update Selection – Hand Select Courses** Job Aid).

1. In **PowerScheduler**, under Tools, select **Functions**.



2. On the **Scheduling Function** page, select **Auto Fill Course Information**.



3. Enter the following on the **Auto Fill Course Information** page:

Apply To: All course in the active catalog

Schedule This Course: Yes

Build Change: No Change

Maximum Enrollment: Enter a value

Target Number of Sections to Offer: Leave blank

Number of Teacher Assignments: Leave blank

Frequency: Enter the number of days this course meets during a cycle.

Periods Per Meeting: Enter the number of periods the course meets. Most courses meet for one period. Some courses are block classes and meet for two periods.

Lab Frequency: Leave blank

Lab Periods Per Meeting: Leave blank

Repeats in Same Term: No Change

Repeats in Different Term: No Change

Balance Terms: No Change

Valid Start Periods: Check the valid start times for the majority of courses, adjust for the few courses that have different start times on the Course Preference page.

Valid Terms: Click the **Associate** button to select the Term for the majority of courses, then adjust the few courses with different terms on the Course Preference page.

Facilities: Leave blank

Load Priority: Enter a value

Load Type: No Change

Balance Priority: No change

Close at Max: Yes

Use Section Types: No Change

Don't Allow Substitutions: No Change

4. Click **Submit**.

Auto-Fill Course Info

Apply To:

- All courses in the active catalog
 The selected U courses

Field Name

Value

Schedule This Course

Yes

Build Type

No Change

Maximum Enrollment

36

Target Number of Sections to Offer

Number of Teacher Assignments

Frequency

1

Periods Per Meeting

1

Lab Frequency

Lab Periods Per Meeting

Repeats in Same Term

No Change

Repeats in Different Terms

No Change

Balance Terms

No Change

Valid Start Periods

- Period 1 Period 2 Period 3 Period 4 Period 5 Period 6
 Period 7 Period 8 Period 9 Clear Value

Valid Terms

Associate

Clear Value

Facilities

Associate

Clear Value

Load Priority

7

Load Type

No Change

Balance Priority

No Change

Use Teams

No Change

Close at Max

Yes

Use Section Types

No Change

Don't Allow Substitutions

No Change

Submit