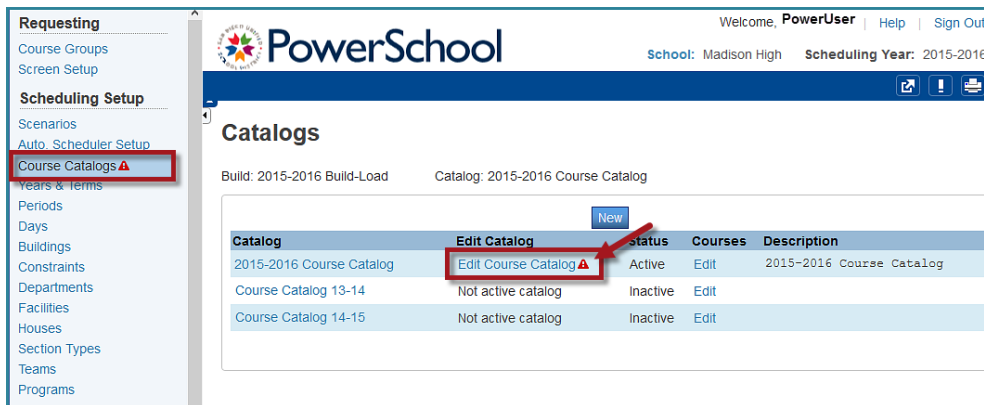


Scheduling Course Catalog

Version 1.0 Created on January 21, 2016


Each year, IT creates a new course catalog to ensure that you are only scheduling courses that are available for your school. You are not required to schedule every available course, but make sure that every course you do plan on scheduling, is selected.

1. On the **Start Page**, under **Applications** select **PowerScheduler**.
2. Below **Scheduling Setup**, select **Course Catalogs**.
3. On the **Catalogs Page**, click **Edit Course Catalog** in the row of the scheduling year.





On the **Course Catalog Page**, you will see a warning icon for any course that is not available for scheduling at your school. By default, the system check marks all courses made available for scheduling in the future year.

Course Catalog

- This page lists courses in the course catalog (selected), as well as all available courses for this school and scheduling year not in the catalog (deselected).
- To add or remove a course from the catalog, select or deselect the checkbox and click Submit.
- Courses listed in **black bold** are available and active for live scheduling at this school for the designated scheduling year.
- **Warning icons**  indicate courses that are in the catalog, but not available for live scheduling at this school for the designated scheduling year. These courses must be made available in order to commit them in live schedules, and if not, should be removed from the course catalog after removing any related data in PowerScheduler. Examples of related data includes sections, class enrollments, teacher assignments, teacher recommendations, course requests, constraints, and course relationships.
- 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.

Sort list by: [Course Name](#) [Course Number](#) [Active Status](#)

<input checked="" type="checkbox"/> ART 1 (P) 0191	<input checked="" type="checkbox"/> PHYS ED 3 5701
<input checked="" type="checkbox"/> ART 2 (P) 0192	<input checked="" type="checkbox"/> PHYS ED 4 5702
<input checked="" type="checkbox"/> COM ART 1 0201 	<input type="checkbox"/> PHYS ED 5 5703
<input checked="" type="checkbox"/> COM ART 2 0202 	<input type="checkbox"/> PHYS ED 6 5704
<input checked="" type="checkbox"/> CERAM 1 (P) 0231	<input type="checkbox"/> PHYS ED 7 5705

-
-
4. Uncheck the box for every course that has a warning icon.
 5. Uncheck the box next to each course you do not want to schedule next year.

IMPORTANT! New courses added in PowerSchool and made available at your school *after* IT creates your catalog, will appear unchecked. Select the new course to schedule them in the future year.

6. Click **Submit**.

If you do not see a course in the course catalog, please contact Chuck Allen at callen2@sand.net to request the course be made available for next year.