



Student Course Request Entry

Course Prerequisites

Course Prerequisites define and enforce rules controlling the availability of courses a student may request. Using a multitude of options such as percent grade, letter grade, credit hours, concurrent request, and/or teacher recommendation build a comprehensive rule enabling students to request courses for which they are academically prepared.

Grade Level Requirements

Prior to designing and creating course groups and student screens, it is necessary for school scheduling staff to have knowledge of course requirements for each grade including required courses, elective courses, number of credits students must take for each grade and directions for students to complete request entry. It is necessary for school scheduling staff to have this information readily available as a reference for creating course groups and student course request screens.

Course Groups

Course Groups are selected courses grouped by grade level requirement, subject, number of requests to generate, etc. Examples may include courses all students within a grade must request, optional subject specific courses a student has available to select, elective/exploratory/options courses by curriculum domain/department, etc. Each course group should only contain courses that require the same number and type of student course requests. Course Groups ensure accuracy of student course requests.

Screen Setup

Student request screens are created for each grade level based upon credit and course requirements using course groups. Student request screens allow students to select and enter required, elective and alternate elective course requests appropriate for the next year grade level.

Processes & Tasks

Phase I: PowerSchool System Administrator and/or School Scheduling Staff

- Create new courses at the District Office
- Create Course Prerequisites
- Create the future year in PowerSchool Setup > **District** > Years & Terms > New
- Create the future year in PowerSchool Setup > **School** > Years & Terms > New
- Manage school course availability for the future schedule year for each school PowerSchool > Setup > **District** > Courses > Edit Availability for Schools & Years

Phase II: School PowerSchool Administrator and/or School Scheduling Staff

- Create the future schedule year scenario in PowerScheduler > Auto Scheduler Setup (Years and Terms, Periods, Days)
- Manage Courses for the future schedule year PowerScheduler > Course Catalog > New or Edit existing catalog
- Manage Student scheduling information PowerSchool > Select Students > Functions > Next School Indicator; PowerScheduler > Auto Fill Student Information (Next Year Grade, Schedule This Student, Priority, Year of Graduation)
- Create PowerScheduler > Course Groups (PowerSource article 11002) for student requests
- Create PowerScheduler > Student Screens (PowerSource article 11005) for each grade
- Enter, review & manage student course requests

Prepare to Build/Build Workshop

Phase III: School Scheduling Staff

- Define required scheduling information for each course including PowerScheduler > Course > Preferences, PowerScheduler > Course > Course Relationships and PowerScheduler > Constraints > Build & Load Constraints
- Create teacher assignments for each course PowerScheduler > Course > Assignments and/or teacher PowerScheduler > Teacher > Assignments to be scheduled
- Complete entry of required scheduling information
- Validate Build scheduling information PowerScheduler > Build – Validate Only

Phase IV: School Scheduling Staff

- Build Master Schedule
- Load student requests
- Evaluate/review/edit the Master Schedule and student schedules (recursive processes)
 - PowerScheduler > Reports > Schedule Course Enrollment
 - PowerScheduler > Reports > Master Schedule List and/or Master Schedule (PDF)
 - PowerScheduler > Reports > Student Schedule List
- Manage individual student schedules in PowerScheduler > Students > Schedule > Manually Schedule Student
- Consult with PowerSchool System Administrator about the timing and responsibilities for committing the future schedule in preparation for End of Year Process