Course Availability for the Next School Year

PowerSchool Course Availability functionality requires a user to create the next year's Years & Terms at both, LEA and School levels, before next year's courses are viewable and available at the LEA level. When the scheduling Years & Terms are created at both levels, *the current school year's valid courses* are automatically available for the next school year's scheduling needs*.*

Note: The LEA user no longer needs to make the courses available from one school year to the next school year for each designated school.

This document outlines the sequential steps performed by the LEA and School, to use the Course Availability function in PowerSchool:

   1.   Setup the Years and Terms
   2.   Filter Course Availability for Next School Year
   3.   Create New Courses for Next School Year

Setup the Years and Terms

Setup the `Years and Terms` at both the LEA and school level for scheduling needs. Once `Years and Terms` are setup at both the school and LEA level, the next school year (e.g. 2018-2019) courses will be available for scheduling at the school level.

LEA

The LEA start date must be no later than the earliest first day of school in your LEA (but can be as early as July 1st), and the end date must be the latest student's last date.

The LEA can have an end date later than the students' last seat day. *The school cannot have an end date that is past the student's last day!*

> **Navigation:** LEA: Start Page > `Setup` > `LEA` > `Years and Terms`

School

The start date *must* be the students' first day of school, and the end date *must* be the students' "last seat day."

> **Navigation:** School: Start Page > `Setup` > `School` > `Years and Terms`

Important: School dates must be verified and changed prior to the last "load" of students in PowerScheduler or EOY if PowerScheduler is not used for scheduling.

Important: Courses do not need an end date; use the Course Availability option to manage next year course availability.

Refer to the **Years and Terms Setup (QRD)** (located under http://www.nc-sis.org/school_information.html) for additional information on configuring Years and Terms for your school.

Filter Course Availability for Next Year

Filter for next year courses and select `Edit Availability`. This opens the Course Availability process which is used to make courses unavailable or available at a school. NCDPI recommends processing one school level, e.g., high school, middle school and elementary, at a time. However, availability can be done school by school if preferred.

Using Course Availability allows the users to manage school associations for the selected course(s) by associating or disassociating a course with one or more schools. Once a course is associated with one or more schools, it is available and active on the Available Courses for the next school year of the selected schools.

If a course currently is not offered at a school but will be available for next school year's scheduling needs, the course will need to be made available. If a current course will not be utilized next year, the user can use the same availability process and make the course unavailable for next year.

Once the `Years & Terms` for the next year have been created at both the school and LEA levels, valid courses from the current year are now (automatically) available for next year's scheduling and can be seen by using the filter for the desired years' active courses. The schools that are associated with the course will also be listed in the Schools column. (If an ellipsis appears in the Schools column, there are additional schools associated to the year.)
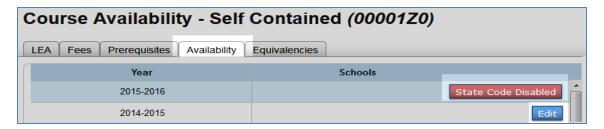
The LEA user does not need to make courses available from one year to another if the courses are the same as they are this year. State ended courses will NOT be available for next year's scheduling and new courses will need to be added and associated to the desired school(s).

Important: Valid courses can only be made active or inactive at the LEA level for the schools.

Working with a Single Course:

To edit single course availability:

> **Navigation:** Start Page > `LEA Setup` > `Courses` > select and double click the individual course > `Availability` tab > `Edit`
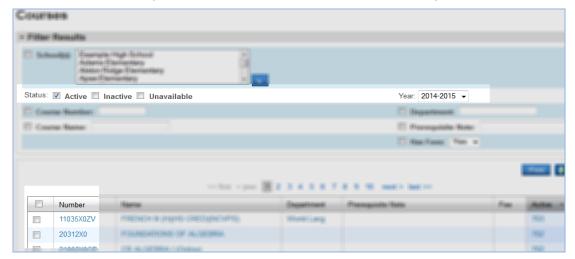

Note: When attempting to make a course available to schools, if the course is labeled 'State Code Disabled' for that year, the ***course is not approved*** for use in that school year by NCDPI. The system will not allow the user to create sections using the invalid courses.

Working with Multiple Courses:

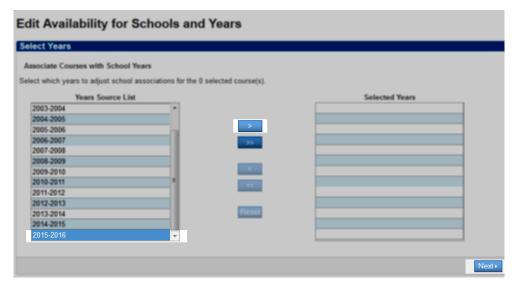> **Navigation:** Start Page > `LEA Setup` > `Courses` > `Filter`

1. Filter for current school year `ACTIVE` courses, with the `Year` dropdown area equaling the current school year. Uncheck the multi select checkbox, (see screen shot below).

2. Find and check the courses whose availability for schools or year need to be adjusted. Once all needed courses have been checked, at the bottom of the screen click
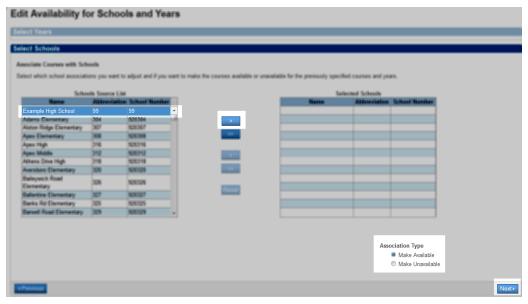

3. Select `Years`
   a. `Years Source List` = Select the next school year to move the year(s).
   b. Click the blue arrow to move the year(s) to the `Select Years` box.
   c. Click `Next` to advance to the `Select School` screen.

4. Select Schools
    a. Find and click the desired schools in the `School Source List`.
    b. Click the blue arrow to move the schools to the `Selected Schools` area.
    c. Check the Association Type that is needed (`Make Available` or `Make Unavailable`).
    d. Click `Next` for the `Summary and Confirmation` page.

5. Read and confirm the information before clicking **Submit** on the `Summary and Confirmation` screen. The blue text values are hyperlinks, and when clicked gives the user detailed information.

Summary	
Courses Affected	2
Years Affected	1
Schools Affected	1
Total Associations to be Added	2
Total Associations to be Removed	0
⚠ Total Association Conflicts	0

CAUTION: If `Total Association Conflicts` field is not zero, click and read the message to make the necessary adjustments.

Create New Courses for Next School Year

LEA Level

Navigation: Start Page > `LEA Setup` > `Courses` > `New Courses`

Refer to the **Adding New Courses at the LEA Level (QRD)** (located under http://www.nc-sis.org/scheduling.html) to add new courses for the next school year and associate the new courses to the school.

Note: More information about editing or creating courses can be found in PowerSchool using the "`Help`" button or from the PowerSource Scheduling User Guide ID 63490.

School Level

Refer to **Manage Courses - School Level (QRD)** (located under http://www.nc-sis.org/scheduling.html) for details on accessing school's course catalog, adding a new course and managing courses for the school.