Managing Courses - School Level

This document is to assist the school user with accessing school's course catalog, adding a new course and managing courses for the school.

Once the LEA has created a new course and set up the course availability to the appropriate schools, the course will be part of the school's Course Catalog and will immediately be available for scheduling (based on how the Years' availability was set at the LEA level.)

Important: Please beware that when managing courses at the school level some properties are related to the PowerScheduler.

Courses are made available to a school when the course is created at the Local Education Agency (LEA) level and enabled for school level course management (refer to **Managing Courses - LEA Level (QRD)**, located under http://www.nc-sis.org/scheduling.html).

Note: This document assumes that your designated Local Education Agency (LEAs) has enabled the settings to allow schools to manage courses *prior* to utilizing the steps detailed in this document.

Accessing school Course Catalog

To access a school's Course Catalog page:

Navigation:	Start Page > **School** > **Scheduling** section > **Courses**
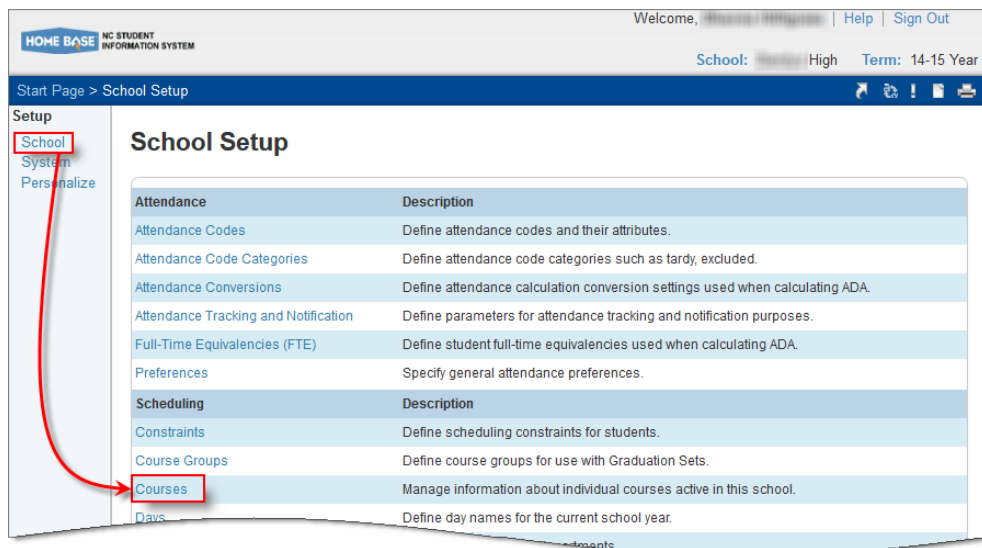
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The **Courses** screen may be filtered to displays all the active (shown by default) and inactive courses for your school for the selected Term. From this screen, expand the **Filter Results** menu to limit the course results based on Year, Course Number, Section, etc. Active filters are displayed on the upper right corner of the screen. The query automatically updates based on the filter selection(s).

Adding a new course

To add courses at the school level, the LEA must enable the setting to allow schools to add new courses (refer to **Adding New Courses at the LEA Level (QRD)**, located under http://www.nc-sis.org/scheduling.html). If this setting is enabled, the **New Course** button will be displayed.

Navigation:	Start Page > **School** > **Scheduling** section > **Courses**

1. At the **Courses** screen, click **New Course**.
2. Enter Course Number or Name in the **Filter Course List Here** text box.
   a. Select the appropriate course code from the dynamic **Select A State Course Code Here** drop down menu.
   b. Complete all the fields.

3. Click **Submit**.

Managing Courses for this School

To manage courses for a school:

Navigation:	Start Page > `School` > `Scheduling` section > `Courses`

Important: Verify the correct Term is on the Start Page prior to making changes to the course list.

1. Click `Manage Courses for this school` link. All courses that the LEA has set up to be available for a school are marked with a check ☑.

Note: To sort courses, click the heading of the column (e.g. `Number`) to activate a sort arrow.

2. To remove courses from the school Course list:

   a. Uncheck the appropriate course/courses.

   b. Click `Submit.`

3. To remove all courses that are not scheduled:

    a. Ensure the correct `Term` is selected.

    b. Check "`Remove all courses from this school's active course list that do not have any sections taught for the selected school and year`".

    c. Click `Submit`.

Note: This process will remove all courses that DO NOT have a section in the selected year.

Available Courses for 2014-2015

Available | Unavailable

- This page lists all available courses for the selected school and year.
- To make a course active for the selected school and year, select the checkbox and then click the Submit button.
- Only available courses should be used in PowerScheduler and only available and active courses can be used in live scheduling.
- Unavailable courses are not included in this list.
- To make courses available or unavailable, use the Edit Availability for Schools and Years district level function or the Availability tab on the Edit Course page at the district level.

Active	Course Name ⬆	Course Number	Department	Credit Type
☐	ALGEBRA II - VPS	23002Y0VPS		2300
☐	MAC231 CAM: CNC Turning	IZ642X0		
☐	Musical Theatre (Proficient) Honors	53175X03MT		5317
☐	SOC250 - Sociology of Religion	49995X0S50		4999
☐	University/PHY 122-General Physics	95755X02GP		9575

☑ Remove all courses from this school's active course list that do not have any sections taught for the selected school and year.

Submit