

Course Prerequisites User Guide

PowerSchool
Student Information System

Released June 2016

Document Owner: Documentation Services

This edition applies to Release 10 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of PowerSchool Group, LLC or its affiliate(s).

Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.
All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

Table of Contents

Preface	4
Introduction	5
Course Prerequisites.....	6
Enter Prerequisites for Individual Courses	6
Enter Prerequisites for Selected Courses	7
Enter Course Prerequisites for Entire Department	7
Edit Prerequisites in Simple Rule Builder	8
Edit Prerequisites in Complex Rule Builder	10
Enter Rule Type Information.....	12
Prerequisite Notes.....	18
View Prerequisite Notes	18
Print Prerequisite Notes.....	18
Add Prerequisite Notes	19
Edit Prerequisite Notes	19
Delete Prerequisite Notes.....	20
Prerequisite Overrides.....	21
How to Override a Prerequisite.....	22
Recommendations	24
How to Add a Recommendation	25
Invalid Requests.....	27
Teacher Recommendations	31
Work With Students.....	31
Work With Student Groups.....	34
Student Requests	40
Register for Classes.....	40
View Course Requests	41

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New > Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text “**Note:**”

Introduction

The introduction of Course Prerequisites provides the ability to define and enforce prerequisite rules that automatically limit the courses a student may request. With a multitude of options — such as percent grade, letter grade, credit hours, concurrent request, and teacher recommendation — you can build as comprehensive a rule as necessary for each course in order to help students request only those courses for which they are academically prepared to be successful.

Quick Start

To get started immediately, perform the following tasks to set up and begin using Course Prerequisites:

Course Prerequisites

- View the Course List
- [Enter Prerequisites for Individual Courses](#)
- [Enter Prerequisites for All Listed Courses](#)
- [Enter Prerequisites for Entire Department](#)
- [Edit Prerequisites in Simple Rule Builder](#)
- [Edit Prerequisites in Complex Rule Builder](#)
- [Enter Rule Type Information](#)

Prerequisites Notes

- [View Prerequisites Notes](#)
- [Print Prerequisites Notes](#)
- [Add Prerequisite Notes](#)
- [Edit Prerequisite Notes](#)
- [Delete Prerequisite Notes](#)

Course Prerequisites

Course prerequisite provides you with the ability to specify academic requirements or authorizations that must be fulfilled prior to a student's enrollment in a course and enforced at the time of student section enrollment request (during the request process). These requirements are primarily focused on the student's attainment of a sufficient grade or earned credits upon completion of one or many courses, but may include additional or alternative criteria such as faculty recommendations, average percent grades, and concurrent enrollments in one or many specified sections.

Note: These procedures may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**.

Enter Prerequisites for Individual Courses

Use the following procedure to add course prerequisites to an individual course, such as to add a complex rule or quickly edit a rule for a specific course.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**.

How to Enter Course Prerequisite to an Individual Course

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Click the Number, Name, or Department of the course for which you want to add prerequisites. The Edit Course District Information page appears.
5. Click **Prerequisites**. The Edit Course Prerequisites page appears.
6. Enter descriptive text about the prerequisite in the **Prerequisite Note** field.

Note: A maximum of 512 characters are allowed, including carriage returns and spaces.

7. Enter prerequisites as needed. For detailed information, see [Edit Prerequisites in Complex Rule Builder](#).

Note: Click **Reset** to discard any changes you've made and start again.

8. Click **Save**. The Courses page appears.

Enter Prerequisites for Selected Courses

Use the following procedure to add prerequisites to selected courses in the course list, such as to select courses that are advanced placement in a school to easily drag and drop rules from one course to another course across multiple departments.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**.

How to Enter Prerequisites for Selected Courses

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Click **Edit Prerequisites**. The Edit Course List Prerequisites page appears.
5. Enter prerequisites as needed. For detailed information, see [Edit Prerequisites in Simple Rule Builder](#).

Note: Click **Reset All Courses** to discard any changes you've made and start again.

6. Click **Save All Courses**. The Courses page appears.

Enter Course Prerequisites for Entire Department

Use the following procedure to add course prerequisites for multiple courses within a selected department, such as to select all courses in one department to easily drag and drop rules from one course to another within that department.

How to Enter Course Prerequisites for an Entire Department

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.

Note: To narrow the course list, use the Filter function. For detailed information, see *How to View the Course List*.

3. Click a course in the Number, Name, or Department column that's within the department for which you want to add prerequisites. The Edit Course District Information page appears.

4. Click **Prerequisites**. The Edit Course Prerequisites page appears.
5. Click **Edit Prerequisites for Entire [Name] Department**. The Edit Course List Prerequisites page appears.
6. Enter prerequisites as needed. For detailed information, see [Edit Prerequisites in Simple Rule Builder](#).

Note: Click **Reset All Courses** to discard any changes you've made and start again.

7. Click **Save All Courses**. The Courses page appears.

Edit Prerequisites in Simple Rule Builder

Once you have selected the course or courses that you want to work with and navigated to the Edit Course List Prerequisites page, you can then enter "simple rule" information using the following procedures.

Note: To enter "complex rules" for a course, click the **Plus (+)** button in the upper-right corner of the course enclosure.

How to View/Hide Prerequisite Notes

1. Click the **Expand All Prerequisite Notes** link to view the prerequisite note field.
2. Enter descriptive text about the prerequisite in the **Prerequisite Note** field.

Note: A maximum of 512 characters are allowed, including carriage returns and spaces.

3. Click the **Hide All Prerequisite Notes** link to hide the prerequisite notes field.

How to Add a Letter Grade Rule

Drag the **A+** icon to the enclosure to add a Letter Grade rule for this course. The template rule appears in the enclosure.

How to Add a Percent Grade Rule

Drag the **%** icon to add a Percent Grade rule for this course. The template rule appears in the enclosure.

How to Add a Credit Hours Rule

Drag the **C** icon to add a Credit Hours rule for this course. The template rule appears in the enclosure.

How to Add a Concurrent Request Rule

Drag the **R** icon to add a Concurrent Requests rule for this course. The template rule appears in the enclosure.

How to Add an Enclosure

Choose one of the following enclosures from the **Rule Type** pop-up menu:

- **All Of** – to indicate rule passes only if all enclosed rules pass.
- **Any Of** – to indicate rule passes if any one or more of the enclosed rules passes.

How to Add a Rule

1. Click the **Plus (+)** button in the upper-right corner of the enclosure in which you want to add a rule. The Pick Rule Type to Add pop-up window appears.
2. Choose one of the following prerequisites from the **Rule Type** pop-up menu:
 - **Average Percent Grade**
 - **Concurrent Request**
 - **Credit Hours**
 - **Letter Grade**
 - **Percent Grade**
 - **Recommend**

The Add New pop-up window appears.

3. Enter information as needed. For detailed information, see [Enter Rule Type Information](#).
4. Click **Add**. The Edit Course List Prerequisites appears.

How to Edit a Rule

Do one of the following:

- Double-click the rule.
- Click the **Pencil** icon in the upper-left corner of the rule.

How to Delete a Rule

Do one of the following:

- Click the **Minus (-)** button in the upper-right corner of the rule.
- Double-click the rule and click **Remove**.

Edit Prerequisites in Complex Rule Builder

Once you have selected the course or courses that you want to work with and navigated to the Edit Course Prerequisites page, you can then enter “complex rule” information. The complex rule builder allows you to use enclosures. An enclosure is a grouping of rules and other enclosures, where to be satisfied all of, any of or none of the enclosed rules/enclosures must be satisfied.

How to Add an Enclosure

1. Do one of the following:
 - Double-click the enclosure.
 - Click the **Plus (+)** button in the upper-right corner of the enclosure.

The Pick Rule Type to Add pop-up window appears.

2. Choose one of the following enclosures from the **Rule Type** pop-up menu:

Note: Pop-up menu options vary depending on the enclosure to which you are adding another enclosure.

- **All Of** – to indicate rule passes only if all enclosed rules pass.
- **None Of** – to indicate rule passes if none of the enclosed rules passes.
- **Any Of** – to indicate rule passes if any one or more of the enclosed rules passes.

The Add New pop-up window appears.

3. Click **Add**. The Edit Course Prerequisites appears.

How to Move an Enclosure

Drag and drop an enclosure from one enclosure to another.

How to Delete an Enclosure

Click the **Minus (-)** button in the upper-right corner of the enclosure.

How to Add Rule

1. Do one of the following:
 - Double-click the enclosure.
 - Click the **Plus (+)** button in the upper-right corner of the enclosure.

The Pick Rule Type to Add pop-up window appears.

2. Choose one of the following prerequisites from the **Rule Type** pop-up menu:
 - **Average Percent Grade**
 - **Concurrent Request**
 - **Credit Hours**
 - **Letter Grade**
 - **Percent Grade**
 - **Recommend**

The Add New pop-up window appears.

3. Enter information as needed. For detailed information, see [Enter Rule Type Information](#).
4. Click **Add**. The Edit Course Prerequisites appears.

How to Move a Rule

Drag and drop a rule from one enclosure to another.

How to Edit a Rule

1. Do one of the following:
 - Double-click the rule.
 - Click the **Pencil** icon in the upper-left corner of the rule.

The Edit or Delete pop-up window appears.

2. Edit information as needed. For detailed information, see [Enter Rule Type Information](#).
3. Click **Okay**.

How to Delete a Rule

Do one of the following:

- Double-click the rule and click **Remove**.
- Click the **Minus (-)** button in the upper-right corner of the rule.

Enter Rule Type Information

When entering course prerequisites, whether using the simple rule builder or the complex rule builder, you must select a rule type then enter information for the selected rule type. Rule type information is entered from the Add New [Rule Type] pop-window or the Edit or Delete [Rule Type] pop-window.

How to Enter Letter Grade Rule

Use the following information to enter parameters in the fields in order to require the student to have passed another course with one of the specified letter grades:

Field	Description
Course Number	Enter the course the student needs to have taken.
Store Codes	<p>Indicate the store codes you want to scan by doing one of the following:</p> <ul style="list-style-type: none"> • Enter a store code to scan that specific store code. • Enter a comma-separated list of store codes to scan multiple store codes. • Leave blank to scan all store codes. <p>Note: Store codes are codes set up in final grades setup. They generally map to the term code abbreviations, such as Q1, Q2, Q3, Q4 or S1, S2.</p>
List of Grades	<p>Indicate acceptable grades by doing one of the following:</p> <ul style="list-style-type: none"> • Enter an acceptable grade. • Enter a comma-separated list of acceptable grades.

If the Student Retakes	<p>Indicate what to do if multiple grades are stored for this course and store codes for a student by choosing one of the following from the pop-up menu:</p> <ul style="list-style-type: none"> • One must pass • All attempts must pass • The latest attempt must pass
Presume Completion	<p>Select the checkbox to assume that the grade the student will get for a course the student is currently enrolled in will pass this rule. Otherwise, leave the checkbox blank.</p> <p>Note: Generally, this checkbox should be selected as it allows students to request the “next” course in a series before they have fully completed and had their grades stored for the previous course in that series.</p>
Make Defaults	Click to make the current entries the new default settings.

How to Enter Percent Grade Rule

Use the following information to enter parameters in the fields in order to require the student to have passed another course with a percentage grade within given bounds:

Field	Description
Course Number	Enter the course the student needs to have taken.
Store Codes	<p>Indicate the store codes you want to scan by doing one of the following:</p> <ul style="list-style-type: none"> • Enter a store code to scan that specific store code. • Enter a comma-separated list of store codes to scan multiple store codes. • Leave blank to scan all store codes.

	<p>Note: Store codes are codes set up in final grades setup. They generally map to the term code abbreviations, such as Q1, Q2, Q3, Q4 or S1, S2.</p>
Minimum Percentage	Enter the minimum passing percentage. Students passing with a lower grade will not be allowed to take this course.
Maximum Percentage	Enter the maximum passing percentage (inclusive). Students passing with a higher grade will not be allowed to take this course. Leave blank if no maximum applies.
If the Student Retakes	<p>Indicate what to do if multiple grades are stored for this course and store code for a student by choosing one of the following from the pop-up menu:</p> <ul style="list-style-type: none"> • One must pass • All attempts must pass • The latest attempt must pass • The average must pass
Presume Completion	<p>Select the checkbox to assume that the grade the student will get for a course the student is currently enrolled in will pass this rule. Otherwise, leave the checkbox blank.</p> <p>Note: Generally, this checkbox should be selected as it allows students to request the “next” course in a series before they have fully completed and had their grades stored for the previous course in that series.</p>
Make Defaults	Click to make the current entries the new default settings.

How to Enter Average Percent Grade Rule

Use the following information to enter parameters in the fields to require the student to have passed with percentage grades within given bounds, averaged across two or more courses:

Field	Description
Course Number List	Enter two or more courses the student needs to have taken.
Store Codes	<p>Indicate the store codes you want to scan by doing one of the following:</p> <ul style="list-style-type: none"> • Enter a store code to scan that specific store code. • Enter a comma-separated list of store codes to scan multiple store codes. • Leave blank to scan all store codes. <p>Note: Store codes are codes set up in final grades setup. They generally map to the term code abbreviations, such as Q1, Q2, Q3, Q4 or S1, S2.</p>
Minimum Percentage	Enter the minimum passing percentage. Students passing with a lower grade will not be allowed to take this course.
Maximum Percentage	Enter the maximum passing percentage (inclusive). Students passing with a higher grade will not be allowed to take this course. Leave blank if no maximum applies.
If the Student Retakes Any Course	<p>Indicate what to do if multiple grades are stored for any of these courses and store codes for a student by choosing one of the following from the pop-up menu:</p> <ul style="list-style-type: none"> • Include all in average • Use highest in average • Use lowest in average
Require a Grade in Each Course	Select the checkbox to require that a grade be recorded for each course listed. Otherwise, leave the checkbox blank.
Make Defaults	Click to make the current entries the new default settings.

How to Enter Credit Hours Rule

Use the following information to enter parameters in the fields to require the student to have passed other courses with earned credit hours within given bounds:

Field	Description
Course Number	Enter the course the student needs to have taken.
Store Codes	<p>Indicate the store codes you want to scan by doing one of the following:</p> <ul style="list-style-type: none"> • Enter a store code to scan that specific store code. • Enter a comma-separated list of store codes to scan multiple store codes. • Leave blank to scan all store codes. <p>Note: Store codes are codes set up in final grades setup. They generally map to the term code abbreviations, such as Q1, Q2, Q3, Q4 or S1, S2.</p>
Minimum Credit Hours	Enter the minimum passing credit hours. Students with fewer credit hours will not be allowed to take this course.
Maximum Credit Hours	Enter the maximum passing credit hours (inclusive). Students with more credit hours will not be allowed to take this course. Leave blank if no maximum applies.
If the Student Retakes	<p>Indicate what to do if multiple grades are stored for this course and store code for a student by choosing one of the following from the pop-up menu:</p> <ul style="list-style-type: none"> • One must pass • All attempts must pass • The latest attempt must pass • The average credits must pass • The sum of all credits must pass

Presume Completion	Select the checkbox to assume that the grade the student will get for a course the student is currently enrolled in will pass this rule. Otherwise, leave the checkbox blank. Note: Generally, this checkbox should be selected as it allows students to request the “next” course in a series before they have fully completed and had their grades stored for the previous course in that series.
Make Defaults	Click to make the current entries the new default settings.

How to Enter Concurrent Request Rule

Use the following information to enter parameters in the fields to require the student to request another course at the same time:

Field	Description
Course Number	Enter the course the student must request at the same time as this course.
Make Defaults	Click to make the current entries the new default settings.

How to Enter Recommend Rule

Use the following information to enter parameters in the fields to require a teacher to recommend the student for this course:

Field	Description
Department	Enter the department to limit the ability of other teachers to satisfy recommendation rules they are not authorized to make. Note: For detailed information about how to associate departments to teachers, see <i>Staff Schedule Setup</i> .
Make Defaults	Click to make the current entries the new default settings.

Prerequisite Notes

When adding or editing course prerequisites, you can also enter descriptive text about the prerequisite, such as “Completion or current enrollment in Biology.” A maximum of 512 characters are allowed, including carriage returns and spaces. This information appears in PowerSchool, as well as PowerSchool Parent.

Note: These procedures may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**.

View Prerequisite Notes

Use the following procedure to view prerequisite notes for selected courses.

How to View Prerequisite Notes

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.

Note: To narrow the course list, use the Filter function. For detailed information, see *How to View the Course List*.

3. Note the **Prerequisites Note** column.

Print Prerequisite Notes

Use the following procedure to print a summary of prerequisite notes for selected courses.

How to Print Prerequisite Notes

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.

Note: To narrow the course list, use the Filter function. For detailed information, see *How to View the Course List*.

3. Click **Print**. The Course Prerequisite Rule Notes pop-up window appears.

4. Click **Print**. The Print pop-up window appears.
5. Click **Print**. The Print pop-up window closes.
6. Close the Course Prerequisite Rule Notes pop-up window.

Add Prerequisite Notes

Use the following procedure to create a prerequisite note for a selected course.

How to Add a Prerequisite Note

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.

Note: To narrow the course list, use the Filter function. For detailed information, see *How to View the Course List*.

3. Click the course in the Number, Name, or Department column for which you want to add a prerequisite note. The Edit Course District Information page appears.
4. Click **Prerequisites**. The Edit Course Prerequisites page appears.
5. Enter descriptive text about the prerequisite in the **Prerequisite Note** field.
6. Click **Save**.

Edit Prerequisite Notes

Use the following procedure to edit a prerequisite note for a selected course.

How to Edit a Prerequisite Note

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.

Note: To narrow the course list, use the Filter function. For detailed information, see *How to View the Course List*.

3. Click the course in the Number, Name, or Department column for which you want to edit prerequisite note. The Edit Course District Information page appears.
4. Click **Prerequisites**. The Edit Course Prerequisites page appears.
5. Edit the descriptive text about the prerequisite in the **Prerequisite Note** field.

6. Click **Save**.

Delete Prerequisite Notes

Use the following procedure to delete a prerequisite note from a selected course.

How to Delete a Prerequisite Note

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.

Note: To narrow the course list, use the Filter function. For detailed information, see *How to View the Course List*.

3. Click the course in the Number, Name, or Department column for which you want to delete a prerequisite note. The Edit Course District Information page appears.
4. Click **Prerequisites**. The Edit Course Prerequisites page appears.
5. Remove the descriptive text about the prerequisite in the **Prerequisite Note** field.
6. Click **Save**.

Prerequisite Overrides

In instances where course prerequisites were not fulfilled prior to a student requesting a course, you can use the Manage Prerequisite Overrides page to override the prerequisite requirements and allow the student to request the course.

Note: To manage prerequisite overrides for multiple students, see [Invalid Requests](#).

How to View Prerequisite Overrides

Use the following procedure to view prerequisite overrides for a selected student.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Manage Requests page appears.
3. Click **Override Prerequisites**. The Manage Prerequisite Overrides page displays the following information for each existing prerequisite override:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Course Number	The number of the course for which a prerequisite is being overridden.
Course Name	The name of the course for which a prerequisite is being overridden.
Overridden By	The PowerSchool user who entered the prerequisite override. Note: This information does not change if edited by another PowerSchool user.
Comments	Any comments related to the override. Note: This information only appears within the PowerSchool Manage Prerequisite Overrides pages.

How to Override a Prerequisite

Use the following procedure to override a course prerequisite for a selected student.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Manage Requests page appears.
3. Click **Override Prerequisites**. The Manage Prerequisite Overrides page appears.
4. Click **Create New Override**. The Add / Edit Prerequisite Override page appears.
5. Use the table to enter information in the following fields:

Field	Description
Course Number	Enter the number of the course for which you want to override a prerequisite. Note: This field is required.
Scheduling Year	Choose the school year in which the course you want to override is scheduled from the pop-up menu.
Comments	Enter any comments related to the override. Note: This information only appears within the PowerSchool Manage Prerequisite Overrides pages.

6. Click **Submit**. The Manage Prerequisite Overrides page appears.

How to Edit a Prerequisite Override

Use the following procedure to edit an existing prerequisite override for a selected student.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Manage Requests page appears.
3. Click **Override Prerequisites**. The Manage Prerequisite Overrides page appears.
4. Click the **Pencil** icon for the override you want to edit. The Add / Edit Prerequisite Override page appears.
5. Enter information as needed. For detailed information, see [Override Prerequisites](#).

6. Click **Submit**. The Manage Prerequisite Overrides page appears.

How to Delete a Prerequisite Override

Use the following procedure to delete an existing prerequisite override for a selected student.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Manage Requests page appears.
3. Click **Override Prerequisites**. The Manage Prerequisite Overrides page appears.
4. Click the **Pencil** icon for the override you want to delete. The Add / Edit Prerequisite Override page appears.
5. Click **Delete**. The Manage Prerequisite Overrides page appears.

Recommendations

Using the Manage Recommendations page, you can manage student course recommendations. Course recommendations may be required as a prerequisite or they may be purely advisory, where a teacher wishes to advise a student on the path they feel best suits their talents and potential. Once a recommendation is made, it appears on the student's Class Registration page in PowerSchool Parent.

How to View Recommendations

Use the following procedure to view course recommendations for a selected student.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Manage Recommendations**. The Manage Recommendations page displays the following information for each existing recommendation:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Year	The school year in which the course being recommended is scheduled.
Course Number	The number of the course for which a recommendation is being made.
Course Name	The name of the course for which a recommendation is being made.
Recommended By	The PowerSchool user who entered the recommendation. Note: This information does not change if edited by another PowerSchool user.

Comments	Any comments related to the recommendation. Note: This information only appears within the PowerSchool Manage Recommendations pages.
----------	--

How to Add a Recommendation

Use the following procedure to create new course recommendations for a selected student.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Manage Recommendations**. The Manage Recommendations page appears.
4. Click **Create New Recommendations**. The Add/Edit Recommendations page appears.
5. Use the table to enter information in the following fields:

Field	Description
Course Number	Enter the number of the course for which you want to recommend. Note: This field is required.
Scheduling Year	Choose the school year in which the course you want to recommend is scheduled from the pop-up menu.
Comments	Enter any comments related to the recommendation. Note: This information only appears within the PowerSchool Manage Recommendations pages.

6. Click **Submit**. The Manage Recommendations page appears.

How to Edit a Recommendation

Use the following procedure to edit existing course recommendations for a selected student.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Manage Recommendations**. The Manage Recommendations page appears.
4. Click the **Pencil** icon for the recommendation you want to edit. The Add / Edit Recommendation page appears.
5. Enter information as needed. For detailed information, see [Add Recommendations](#).
6. Click **Submit**. The Manage Recommendations page appears.

How to Delete a Recommendation

Use the following procedure to delete existing course recommendations for a selected student.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Manage Recommendations**. The Manage Recommendations page appears.
4. Click the **Pencil** icon for the recommendation you want to delete. The Add / Edit Recommendation page appears.
5. Click **Delete**. The Manage Recommendations page appears.

Invalid Requests

The Invalid Request function provides you with the ability to evaluate all course requests for a selected group of students and identify any course requests where prerequisites have not been met. Once students with invalid course requests are identified, you can then research and reconcile those course requests. For course requests that cannot be reconciled, you can perform a number of group functions with those students, such as printing reports or form letters for those students.

Note: To manage prerequisite overrides for individual students, see [Prerequisite Overrides](#).

How to View Invalid Requests

Use the following procedure to view invalid course requests for a selected group of students.

1. On the start page, search for and select a group of students. A list of students appears in the Current Student Selection section. For more information, see *Select a Group of Students*.
2. Click the **[Select Function]** arrow. The Group Functions pop-up menu appears.
3. Under Scheduling, choose **Invalid Requests**. The Invalid Requests Parameters page appears.

Note: Alternatively, if you have a current selection of students, you can choose **Special Functions** under Functions in the main menu and then click **Groups Functions**.

4. Use the following information to enter parameters in the fields:

Field	Description
Students	The number of students for which you will perform the Invalid Request function.
Re-Evaluate	Do one of the following: <ul style="list-style-type: none"> • If you recently performed this function and do not expect the list of results to have changed, select the Don't re-

	<p>evaluate; display last results option. This is the quicker option.</p> <ul style="list-style-type: none"> If this is the first time you have performed this function or you haven't performed it recently, select the Re-evaluate and display new results option. Selecting this option may take several minutes to complete as all requests for the selected students are evaluated.
School Year	Select the school year in which you want to check for invalid requests.
Courses	<p>Do one of the following:</p> <ul style="list-style-type: none"> Select the All courses option to perform the function for all courses within the selected district or school. Select the Courses in this department option to perform the function for all courses within a specific department. Then, enter the department name in the field provided. Select the Only this course option to perform the function for a specific course. Then, enter the course number in the field provided.

5. Click **Submit**. The Invalid Requests page displays the following information for each invalid request:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Last Name	The student's last name. Click to access the student pages for this student.
First Name	The student's first name. Click to access the student pages for this student.
Course	The number and name of the course the student requested.

Prerequisite	The prerequisite note indicating the course requirement.
Research	To research invalid course request, see Research Invalid Requests .
Take Action	To override an invalid course requests, see Override Invalid Requests . To edit an invalid course requests, see Edit Invalid Requests . Note: The icons appear shaded until you perform an action.

6. Click **Re-Evaluate Requests** to apply updates.

Note: If you navigate away from the Invalid Request page before clicking **Re-Evaluate Requests**, any updates will be discarded.

7. To work with the group of students, click **Make these students the current selection**. The Student Selection page appears.

How to Research Invalid Requests

Use the following procedure to research invalid course requests for a selected student.

1. Perform Step 1 through Step 4 of [View Invalid Requests](#). The Invalid Requests page appears.
2. To view historical grades:
 - a. Click the **A+** icon. The Historical Grades pop-up window appears.
 - b. Click **View/edit in a new window** to update information from the Historical Grades page or click **Close**.
3. To view requests:
 - a. Click the **R** icon. The Requests pop-up window appears.
 - b. Click **View/edit in a new window** to update information from the Modify Schedule - Requests page or click **Close**.

How to Override an Invalid Request

Use the following procedure to override an invalid course requests for a selected student. Once an override is submitted, it will not appear as an invalid request the next time you re-evaluate requests.

1. Perform Step 1 through Step 4 of [View Invalid Requests](#). The Invalid Requests page appears.
2. Click the **O** icon. The Override Prerequisite pop-up window appears.
3. Enter any comments related to the override.
4. Click **Submit**. The Override Prerequisite pop-up window closes.

How to Edit an Invalid Course Request

Use the following procedure to edit an invalid course requests for a selected student.

1. Perform Step 1 through Step 4 of [View Invalid Requests](#). The Invalid Requests page appears.
2. Click the **Pencil** icon to edit course request for student. The Change Request pop-up window appears.
3. Do one of the following:
 - Enter a different course number in the **Course Number**, and then click **Submit**. The Change Request pop-up window closes.
 - Click **View/edit in a new window** to update information from the Modify Schedule - Requests page.

Teacher Recommendations

Using the Recommendations page, you can manage course recommendations for your students. Course recommendations may be required as a prerequisite or they may be purely advisory, where you wish to advise a student on the path you feel best suits their talents and potential. Once a recommendation is made, it appears on the student's Class Registration page in the PowerSchool Student and Parent portal.

Work With Students

Using the Recommendations List page, you can view, create, edit, and delete recommendations for students within a specific class. To navigate to the Recommendations List page, click the **Student Information** (backpack) icon next to the class for which you want to work with. Click the last name of the student you want to work with. And then, choose **Recommendations** from the **Select screens** pop-up menu.

How to View Recommendations for a Student

Use the following procedure to view all course recommendations you have made for a specific student.

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to work with. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student you want to work with. The student information displays the default page previously selected.
3. Choose **Recommendations** from the **Select screens** pop-up menu. The Recommendations List page displays the following information for each recommendation:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Year	The school year for which the recommendation was made.

Course Number	The number of the course for which the recommendation was made.
Course Name	The name of the course for which the recommendation was made.
Comments	Any comments related to the recommendation. Note: This information appears in PowerSchool and in PowerTeacher.

How to Add a Recommendation

Use the following procedure to create new course recommendations for a selected student.

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to work with. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student you want to work with. The student information displays the default page previously selected.
3. Choose **Recommendations** from the **Select screens** pop-up menu. The Recommendations List page appears.
4. Click **Create New Recommendation**. The Add/Edit Recommendation page appears.
5. Use the table to enter information in the following fields:

Field	Description
Course Number	Enter the number of the course for which you want to recommend. Note: This field is required.
Scheduling Year	Choose the school year in which the course you want to recommend is scheduled from the pop-up menu.
Comments	Enter any comments related to the recommendation.

	Note: This information appears in PowerSchool and in PowerTeacher.
--	---

6. Click **Submit**. The Recommendations List page appears.

How to Edit a Recommendation

Use the following procedure to edit existing course recommendations for a selected student.

Note: You may also edit a recommendation using the Recommendations page. For more information, see [How to Edit Recommendations](#).

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to work with. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student you want to work with. The student information displays the default page previously selected.
3. Choose **Recommendations** from the **Select screens** pop-up menu. The Recommendations List page appears.
4. Click the **Pencil** icon for the recommendation you want to edit. The Add/Edit Recommendation page appears.
5. Enter information as needed. For detailed information, see [How to Add a Recommendation](#).
6. Click **Submit**. The Recommendations List page appears.

How to Delete a Recommendation

Use the following procedure to delete existing course recommendations for a selected student.

Note: You may also delete a recommendation using the Recommendations page. For more information, see [How to Delete Recommendations](#).

1. On the Current Classes page, click the **Student Information** (backpack) icon next to the class for which you want to work with. The Student Information page appears with the selected class roster displayed in the navigation menu.
2. Click the last name of the student you want to work with. The student information displays the default page previously selected.
3. Choose **Recommendations** from the **Select screens** pop-up menu. The Recommendations List page appears.

- Click the **Pencil** icon for the recommendation you want to delete. The Add/Edit Recommendation page appears.
- Click **Delete**. The Recommendations List page appears.

Work With Student Groups

Using the Recommendations page, you can view, create, edit, and delete recommendations for students in all your classes. To navigate to the Recommendations page, click **Recommendations** from the navigation menu.

How to View Recommendations for All Students

Use the following procedure to view all course recommendations you have made for all students.

Note: All recommendations for all schools display on this page, regardless of which school is selected on the **School** pop-up menu.

- On the start page, click **Recommendations** from the navigation menu. The Recommendations page displays the following information for each existing recommendation:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Filter (Recommendations)	<p>Click the arrow to expand this section. Click the arrow again to collapse this section.</p> <p>How to Filter Recommendations (Simple)</p> <p>To narrow the list of recommendations using simple search:</p> <ol style="list-style-type: none"> Verify the Advanced checkbox is deselected. Enter search criteria in the search field. Click Apply. The page refreshes and display filtered results. <p>Note: To remove all filter selections, click Clear.</p> <p>How to Filter Recommendations (Advanced)</p> <p>To narrow the list of recommendations using advanced search:</p>

	<ol style="list-style-type: none"> 1. Select the Advanced checkbox. 2. Choose the column by which you want to filter courses: <ul style="list-style-type: none"> • Comment • Course Name • Course Number • Created • First Name • Last Name • Year 3. Do one of the following: <ul style="list-style-type: none"> • Enter search criteria in the search field. • Select search criteria from the pop-up menu. 4. To add another filter, click + and repeat Step 1. 5. To delete a filter, click - next the filter. 6. Click Apply. The page refreshes and display filtered results. <p>Note: To remove all filter selections, click Clear.</p>
Year	The school year for which the recommendation was made.
Last Name	The student's last name for which the recommendation was made.
First Name	The student's first name for which the recommendation was made.
Course Number	The number of the course for which the recommendation was made.
Course Name	The name of the course for which the recommendation was made.
Created	The date and time the recommendation was made.
Comments	<p>Any comments related to the recommendation.</p> <p>Note: This information appears in PowerSchool and in PowerTeacher.</p>

How to Add Recommendations

1. On the start page, click **Recommendations** from the navigation menu. The Recommendations page appears.
2. Click **Create Recommendations**. The Add Recommendation drawer opens.
3. Use the following table to enter information in the Step 1: Select Students from Classes section:

Field	Description
Class(es)	<p>The following information displays for each class:</p> <ul style="list-style-type: none"> • Period/Day • Section Number • Course Name • Course Number <p>Note: Click column headings to sort in ascending order. Click again to sort in descending order.</p> <p>Indicate the classes that contains the students for which you want to create recommendations by doing one of the following:</p> <ul style="list-style-type: none"> • Select the checkbox in the header row to select all classes. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all classes. • Select the checkbox for each class you want to work with.
Students	<p>The following information displays for each student:</p> <ul style="list-style-type: none"> • Last Name • First Name • Student Number <p>Note: Click column headings to sort in ascending order. Click again to sort in descending order.</p> <p>Indicate the students for which you want to create recommendations by doing one of the following:</p>

	<ul style="list-style-type: none"> • Select the checkbox in the header row to select all students. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students. • Select the checkbox for each student you want to work with. <p>Note: When adding classes, selected students are retained. When removing classes, only students in the remaining selected classes are retained.</p>
--	--

4. Click **Next**.
5. Use the following table to enter information in the Step 2: Select Courses and Enter a Comment section:

Field	Description
Year for Recommendation	<p>Choose the school year in which the course you want to recommend is scheduled from the pop-up menu.</p> <p>Note: The current year displays by default. However, if next year is set up in PowerScheduler, then the next year displays as the default. This requires the active scenario to have a valid course catalog associated with it and the scheduling year for that scenario is set for the upcoming year.</p>
Courses to Recommend Filter [Courses]	<p>Click the arrow to expand this section. Click the arrow again to collapse this section.</p> <p>How to Filter Courses (Simple)</p> <p>To narrow the list of courses using simple search:</p> <ol style="list-style-type: none"> 1. Verify the Advanced checkbox is deselected. 2. Enter search criteria in the search field. 3. Click Apply. The page refreshes and display filtered results. <p>Note: To remove all filter selections, click Clear.</p> <p>How to Filter Courses (Advanced)</p>

	<p>To narrow the list of courses using advanced search:</p> <ol style="list-style-type: none"> 1. Select the Advanced checkbox. 2. Choose the column by which you want to filter courses: <ul style="list-style-type: none"> • Course Name • Course Number • Department 3. Do one of the following: <ul style="list-style-type: none"> • Enter search criteria in the search field. • Select search criteria from the pop-up menu. 4. To add another filter, click + and repeat Step 1. 5. To delete a filter, click - next the filter. 6. Click Apply. The page refreshes and display filtered results. <p>Note: To remove all filter selections, click Clear.</p>
[Courses]	<p>The following information displays for each class:</p> <ul style="list-style-type: none"> • Course Name • Course Number • Department <p>Note: Click column headings to sort in ascending order. Click again to sort in descending order.</p> <p>Select the checkbox for each class you want to work with. Alternately, if a checkbox is already selected, deselect the checkbox to remove the class.</p> <p>Note: If the current year is selected as the Year of Recommendation, active courses at the school where those sections are taught displays. If the next year is selected as the Year of Recommendation, courses in the course catalog in PowerScheduler related to the active scenario at the school where those sections are taught display.</p>
Selected Courses	<p>The course name and course number for each selected course you want to recommend appears.</p>
Comments	<p>Enter any comments related to the recommendation.</p>

	Note: This information appears in PowerSchool and in PowerTeacher.
--	---

6. Click **Submit**. The Add Recommendation drawer closes. The Recommendations page displays the new recommendation(s).

How to Edit Recommendations

1. On the start page, click **Recommendations** from the navigation menu. The Recommendations page appears.
2. To narrow the list of recommendations, see [How to Filter Recommendations](#).
3. Click the **Pencil** icon for the recommendation you want to edit. The Edit Recommendation drawer opens.
4. Edit the information as needed. For field descriptions, see Step 5 of [How to Add Recommendations](#).
5. Click **Submit**. The Edit Recommendation drawer closes. The Recommendations page displays the updated recommendation(s).

How to Delete Recommendations

1. On the start page, click **Recommendations** from the navigation menu. The Recommendations page appears.
2. To narrow the list of recommendations, see [How to Filter Recommendations](#).
3. Click the **Pencil** icon for the recommendation you want to delete. The Edit Recommendation drawer opens.
4. Click **Delete**.
5. Click **Confirm Delete**. The Recommendations page no longer displays the recommendation(s).

Student Requests

Using the Class Registration page in PowerSchool Parent, students and their parents can manage their course requests.

Register for Classes

Use the following procedure to request classes for the next year.

How to Register for Classes

Use the following procedure to request classes for the next year.

How to Register for Classes

1. On the main menu, click **Class Registration**. The Class Registration page appears.

Note: A **Road** icon appears if a teacher has recommended the course. Click to view the recommending teacher. A **Note** icon appears if the course contains prerequisite notes. Click to view.

2. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
3. Use the following table to enter information in the fields:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
[Course]	Select the checkbox for each course you want to request.
Course Name	The name of the course.
Number	The number used to identify the course.
Credits	The number of credits you receive for taking the course.

Prerequisite Notes	Descriptive text about the prerequisite, if any.
Alerts	Alert to indicate prerequisites have not been met, if any.

4. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

Note: A red exclamation mark appears if courses need to be selected for an area.

5. Repeat Step 2 through Step 4 for each course request.
6. Click **Submit**. The [Scheduling Year] Course Requests page appears.

View Course Requests

Use the following procedure to view any existing course requests.

How to View Course Requests

1. On the main menu, click **Class Registration**. The Class Registration page appears.
2. Click **View future course requests**. The [Scheduling Year] Course Requests page.