

# Making Courses Active and Available in the Current Course Catalog and Creating new Sections in PowerSchool SIS

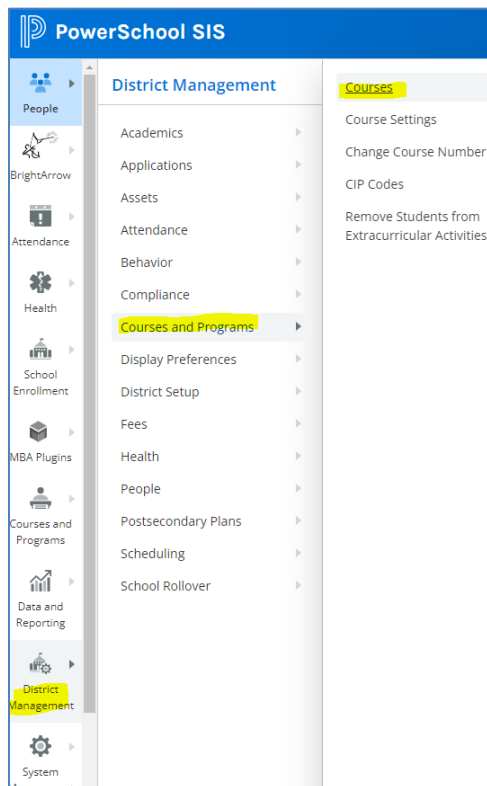
This Document will walk you through the steps to find already created courses and make them available in the current course catalog so they can be scheduled.

## Overview

This document will cover the following process: Making already existing courses active and available in the current course catalog

1. Find the Course in the District Office and make the Course Active in the School Building's Current Year
2. Make the Course Available in the Current Year Course Catalog
3. Create a New Section

1. Find Courses in the District Office: [Start Page > District Management > Courses and Programs > Courses]



- Select the Filter Course Number or Course Name, however you want to search

Filter (4) School(s), Year, Status, Number

School(s) 3 of 3 selected +

Year 2024-2025 +

Status  Active  Inactive  Unavailable +

Number DE - +

Clear Apply

1-15 of 128 items

<input type="checkbox"/>	Number	Alternate	Name	Department	Prerequisite Note	Fee	Active	Inactive
<input type="checkbox"/>	BANDE1		Music Enrichment	VPA			MHS	
<input type="checkbox"/>	BANDE2		Music Enrichment	VPA			MHS	
<input type="checkbox"/>	DE MTH1100		DECR - MTH 1100				Graduated Students, MHS...	
<input type="checkbox"/>	DE1001		DECR HIS-150	MISC			MHS	
<input type="checkbox"/>	DE1002		DECR SOC-101	MISC			MHS	
<input type="checkbox"/>	DE1003		DECR PSY-180	MISC			MHS	
<input type="checkbox"/>	DE1004		DECR ENG-101	ENG			MHS	
<input type="checkbox"/>	DE1005		DECR ENG-102	ENG			MHS	
<input type="checkbox"/>	DE1009		DECR MTH- 110	MATH			MHS	
<input type="checkbox"/>	DE1010		DECR HIS-101	MISC			MHS	

- Click on the course name
- Click on the Availability Tab

**DECR SOC-101 (DE1002) - Availability**

District - General | District - Standards | Fees | Prerequisites | **Availability** | Equivalencies

Year	Schools	
2024-2025	MHS	Edit
2023-2024	MHS	Edit
2022-2023	MHS	Edit
2021-2022		Edit
2020-2021		Edit
2019-2020		Edit
2018-2019		Edit

- Make sure the course is available for the correct school and correct school year, click Edit if it is not available, next to the year you wish to Edit
- Select the Building you wish to make the course active in and hit the arrow button then click: SUBMIT

**2. Make the Course Available in the Current Course Catalog: Navigate from within the School Building Entity:** [Start Page > School Management > Courses and Programs > Courses > Manage Courses for this School]

- Click on the Unavailable Tab

Memphis Junior/Senior High School ▾ 24-25 Year ▾

### Unavailable Courses for 2024-2025

Available Unavailable

- This page lists all unavailable courses for the selected school and year.
- Only available courses should be used in PowerScheduler and only available and active courses can be used in live scheduling.
- To make a course active and available for the selected school and year, select the checkbox and then click the Submit button.
- To make courses unavailable, use the Edit Availability for Schools and Years district level function or the Availability tab on the Edit Course page.

Make Available and Active	Course Name ^	Course Number	Dept
<input type="checkbox"/>	Art - 1st Grade	ELEA1	
<input type="checkbox"/>	Art - 2nd Grade	ELEA2	
<input type="checkbox"/>	Art - 3rd Grade	ELEA3	
<input type="checkbox"/>	Art - 4th Grade	ELEA4	
<input type="checkbox"/>	Art - 5th Grade	ELEA5	
<input type="checkbox"/>	Art - KDG	ELEAK	
<input type="checkbox"/>	ELA Word Study - 1st Grade	ELE12S	ENG
<input type="checkbox"/>	ELA Word Study - 2nd Grade	ELE22S	ENG
<input type="checkbox"/>	ELA Word Study - 4th Grade	ELE42S	ENG
<input type="checkbox"/>	ELA Word Study- 3rd Grade	ELE32S	ENG
<input type="checkbox"/>	ELA Writing - 1st Grade	ELE12W	ENG

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**Submit**

- Check the Box Next to the Course(s) you want to make available
  - Click **SUBMIT**
- 3. Create a New Section of the Course in the School Building:** [\[Start Page > School Management > Courses and Programs > Course Sections\]](#)
- From the Course Sections Page; search for the course you want to create a new section for. Search by looking at the list of courses on the left navigation or using a CTRL+F to type in the name of the course or course number

Sort by  
[number](#)  
 or  
[name](#)

## Course Sections

- DE1009 DECR MTH-110
- DE1011 DECR MTH-113
- DEM106
- DECR MUSIC 106
- DEP295 DECR PHIL 295
- DE1051 DECR PHL-213
- DE1061 DECR PHS 101
- DE1050
- DECR PHYSICS 101
- DE1030 DECR PS 230
- DE1016 DECR PS101
- DE1028 DECR PSY 235
- DE1029 DECR PSY 280
- DE1003 DECR PSY-180
- DEP281
- DECR PSYCHOLOGY 281
- DE1015 DECR SD 140
- DE1002 DECR SOC-101
- DES281

Use the navigation pane on the left to work with the sections listed.

- Click the Number link to sort the list according to section number.
- Click the Name link to sort the sections alphabetically.
- Click a section name to view information about the course.

Note: Only authorized users may edit information about the section.

- Click on the Course Name
- On the Edit Sections Page, Click New
- Fill in the Correct Fields where needed:
  - **Expression:** What period of the day the section is in
  - **Select the Correct Term:** Semester 1, Semester 2, Year Long or Quarter
  - **Lead Teacher**
  - **Co-Teacher** or other Staff to the Section if applicable
  - **Section Number:** Make sure you know how many sections may already exist and select the next chronological number
  - **Maximum Enrollment**

## Edit Section

Field	Value																
Course Name	DECR SOC-101																
Course Number	<input type="text" value="DE1002"/>																
Schedule	Expression: <table border="1"><thead><tr><th></th><th>A</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td></tr><tr><td>2</td><td><input type="checkbox"/></td></tr><tr><td>3</td><td><input type="checkbox"/></td></tr><tr><td>4</td><td><input type="checkbox"/></td></tr><tr><td>5</td><td><input type="checkbox"/></td></tr><tr><td>6</td><td><input type="checkbox"/></td></tr><tr><td>ST</td><td><input type="checkbox"/></td></tr></tbody></table>		A	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	ST	<input type="checkbox"/>
	A																
1	<input type="checkbox"/>																
2	<input type="checkbox"/>																
3	<input type="checkbox"/>																
4	<input type="checkbox"/>																
5	<input type="checkbox"/>																
6	<input type="checkbox"/>																
ST	<input type="checkbox"/>																
Term	<input type="text" value="2024-2025"/> Start Date: 09/03/2024 End Date: 06/13/2025																
Teacher - Section Lead	<input type="text"/> <input type="button" value="Add"/>																
No records found.																	
Teachers/Staff - Additional	<input type="text"/> <input type="button" value="Add"/>																
No records found.																	
Gradebook Type	<input type="text" value="PowerTeacher Pro"/>																

- Important Note: Many of the fields on this page already have selections that are derived from the Course in the District Office, Only fill in the fields necessary and do not override District Setting unless necessary.
- Click **SUBMIT**