


Course Catalog Maintenance

Course Catalog Maintenance is optional for schools. There are several reasons a school may want to perform Course Catalog Maintenance:

- Maintain Course Information
 - Add grade or gender restrictions to a course
 - Add a weight or priority to a course
 - Include or exclude a course from the Conflict Matrix or Simple Tally report
- Set up Course Sequences
- Define Block Courses




Maintaining Course Information

Step 1 – Navigate to Scheduling

- Click on the Menu dropdown | Scheduling  | Courses | Building Courses | **Building Course Catalog** OR
Type “Catalog” in the quick search bar and select **Building Course Catalog**
- Search for the course to update

Example 1: To Search for English 9H at Frederick High School







- Click on Advanced
- Enter the following search criteria


Search Criteria							
Advanced Search Criteria							
Actions		AND/OR	#	Area	Field Name	Condition	Value
  	<input type="checkbox"/>		1	Course Catalog	Building	=	3009 - Frederick High School
  	<input type="checkbox"/>	AND	2	Course Catalog	Course	=	131111

- Click on the Load Records icon 

Example 2: To search for ALL English courses at Frederick High, search by Department

- Enter the following search criteria

Search Criteria							
Advanced Search Criteria							
Actions		AND/OR	#	Area	Field Name	Condition	Value
  	<input type="checkbox"/>		1	Course Catalog	Building	=	3009 - Frederick High School
  	<input type="checkbox"/>	AND	2	Course Catalog	Department	=	13 - ENGLISH

- Click on the Load Records icon 
- Select Course and make desired changes
- Click on the Save icon after changes are made

Notes:

- **DO NOT** change **Course Description**. Course descriptions are set by the Curriculum Department and approved by the FCPS BOE for official use.
- Any information after the Scheduler Options panel is for use by the database administrator only. **DO NOT** change any of the lower panels unless you need to create block courses in you Master Schedule (generally done by Middle Schools only)

Building Course Catalog

Course

Building* 3009 - Frederick High School Course* 131211 Name* ENGLISH 9

General Course Information

Description ENGLISH 9 Course Availability Regular Year Summer School Fee* 0.00 Course Credit Basis Course Credit Basis

Active Study Hall NCES Code NCES Code

Department 13 - ENGLISH VoTec Block Type N - Regular Course

Take Attendance Include in PerformancePLUS Integration N - Neither

Include in Passing Time Calculation Include for Minimum Grade

Include for Maximum Grade

Scheduler Options

House / Team Conflict Matrix Y - All Courses Request from HAC

Grade Restriction Simple Tally Alternate Course

Gender Restriction B - Both Weight* 90 Next Recommended Course

Classified Students Number 15 Priority*

Schools may change these fields in the course catalog

Notes:

The **Conflict Matrix** Report provides a count of how many students have requested any two (2) courses in the Course Catalog. It can be run for all courses, singletons or doubletons. If **S – Singletons** is selected here, then this course will be included when the Conflict Matrix report is run for singletons. (See instructions for the **Conflict Matrix Report** for more information).

The **Simple Tally** report provides a count of student requests for each course. Courses that are unchecked here will not appear on the Simple Tally Report. However, unchecking generally is not necessary. (See the instructions for the **Simple Tally Report** for more information).


If selected as an optional Scheduling Parameter, the Student Scheduler uses **Weight** to balance major and minor courses in students’ schedules within a semester in attempt to balance student schedules across semesters. The optimum scheduling including two core and two elective courses in each semester. Use higher weights for major courses, lower weights for electives. For example Core Courses Weight ‘60’ and Elective Courses Weight ‘40’.

If selected as an option, the Student Scheduler considers course **Priority** when placing courses into students’ schedules.

Set up Course Sequences

Course sequences are used to ensure students get courses scheduled in the appropriate order; for example, Spanish 1, before Spanish 2.



Step 1 – Navigate to Scheduling


- Click on the Menu dropdown | Scheduling  | Courses | Building Courses | **Building Course Sequencing** OR
Type “Sequencing” in the quick search bar and select **Building Course Sequencing**
- Click the Advanced Button
- Search for your School

Building Course Sequencing Search
Simple
Advanced

Search Criteria

Advanced Search Criteria

Actions	AND/OR	#	Area	Field Name	Condition	Value
  		1	Buildings	Building	=	3033 - Middletown High School

- Click on the Load Records icon 
- Click on School Name to open
- Update an existing sequence, or add a new sequence at the bottom of the list

Note:

- Sequence Type can be **Prerequisite For**, **Not Scheduled With** or **Scheduled With**
- Mark Type currently not in use

Building Course Sequencing

Building Course Sequences



Course/Group A	Sequence A	Sequence Type	Course/Group B	Sequence B	Prerequisite Minimum	Mark Type	Mark	
Course	131111 - ENGLISH 9 HONORS	Prerequisite For	Course	13P111 - ENGLISH 10H PARCC		*		<input type="checkbox"/>
Course	131111 - ENGLISH 9 HONORS	Prerequisite For	Course	13P211 - ENG 10M PARCC		*		<input type="checkbox"/>
Course	133111 - ENGLISH 11 HONORS	Prerequisite For	Course	134121 - ENGLISH 12		*		<input type="checkbox"/>
Course	131211 - ENGLISH 9	Prerequisite For	Course	13P111 - ENGLISH 10H PARCC		*		<input type="checkbox"/>
Course	131211 - ENGLISH 9	Prerequisite For	Course	13P211 - ENG 10M PARCC		*		<input type="checkbox"/>

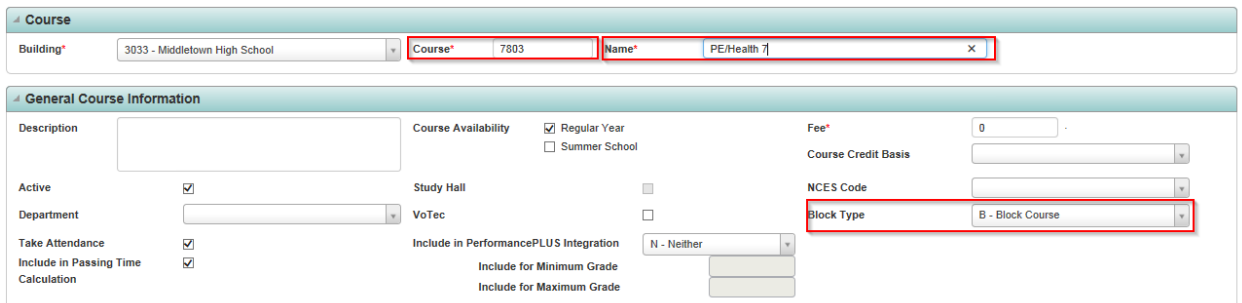
Set up Blocked/Blockette Courses

For 'Blocking' to work, students must have a request for the **BLOCK** not the individual courses.

A blocked course is a 'pseudo' course number that represents two individual courses or blockettes. The blockette courses are the courses actually scheduled. Blocked courses enable all students in one section of a course to be scheduled into the same section of another course. For example Block 'HEFI' could represent Blockettes of Health and Fitness. All students scheduled into Health will then also be scheduled together into a Fitness class.

Step 1 – Navigate to Scheduling

- Click on the Menu dropdown | Scheduling  | Courses | Building Courses | **Building Course Catalog** OR
Type "Catalog" in the quick search bar and select **Building Course Catalog**
- Click on the Add icon 
- Enter a course number **Course** field
- Enter a **Course Name**
- Enter a **Department**
- Click on the dropdown in the Block Type field and change to a **B – Blocked Course**



Course

Building* 3033 - Middletown High School Course* 7803 Name* PE/Health 7

General Course Information

Description

Course Availability Regular Year Summer School Fee* 0

Active Study Hall Course Credit Basis

Department VoTec NCES Code

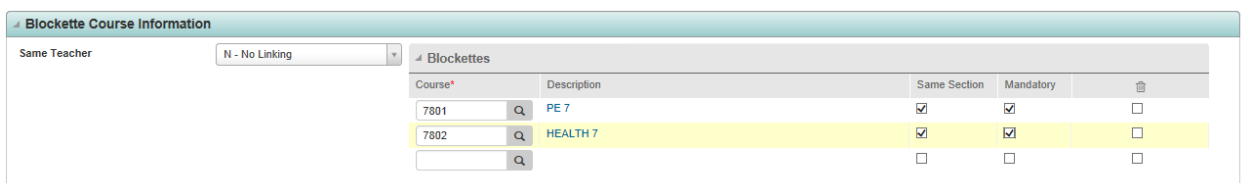
Take Attendance Include in PerformancePLUS Integration N - Neither Block Type B - Block Course

Include in Passing Time Calculation Include for Minimum Grade

Include for Maximum Grade

Step 2 – Select Courses that Make up the Block

- Scroll down to the Blockette Course Information Panel
- Enter the courses that make up the Block course
- Check the **Same Section** and **Mandatory** checkboxes



Blockette Course Information

Same Teacher N - No Linking

Course*	Description	Same Section	Mandatory	
7801	PE 7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7802	HEALTH 7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click the **Save** icon