


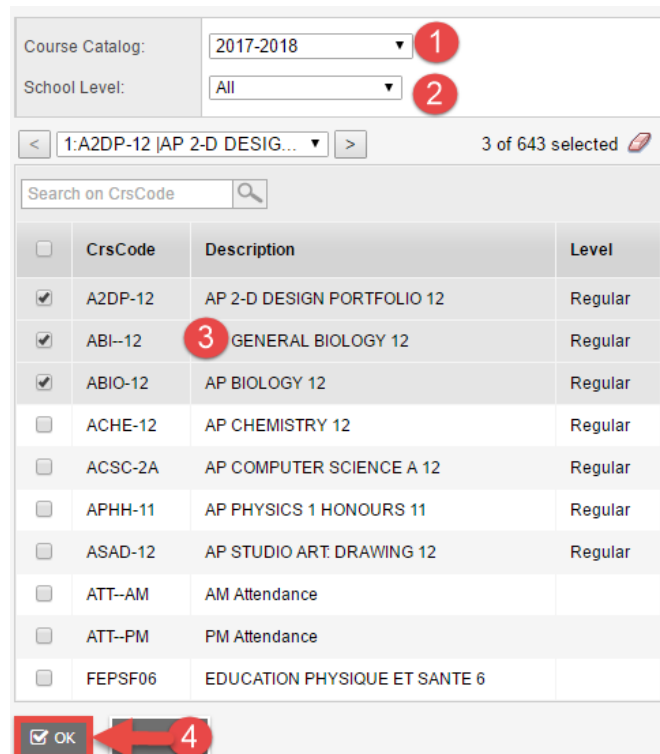
## Adding Courses to the Next Year Course Catalogue

Once the district course catalogue has been copied over to the next school year, schools will copy the school course catalogue to the next school year. This will create a “Build Year” catalogue for the school, with a list of courses available to schedule for the next school year.

### Adding a Course to the Next Year School Catalogue

The course must first exist in the district catalogue for the next school year and the school build year context field must be set to the next school year. Assuming that is the case, the school will add new courses for next year into the *Build Year* course catalogue.

1. In the **School** view, click the **Schedule** top tab.
2. Click the **Courses** side tab.
3. Use the  icon to select the **Build Year** filter. A course list should appear where the *Year* column shows the next school year for the courses already copied over.
4. In the **Options** menu, select **Add**. A pop-up window will come up with a list of courses to select from:
  - a. **Course Catalog:** if the Build Year filter was selected, this field should already show the next school year. If it does not, use the drop-down to select the next school year. This is important for the course to be added to the build year course catalogue for next year scheduling.
  - b. **School level:** this field will default to the school level set in the school details. If a course does not appear in the list, use the drop-down to select **All**.
  - c. Find the courses required and check the box beside them. Click **OK**. The courses will now appear in the list of courses when the filter is set to **Build Year** and will now appear in the Build View for next year scheduling. If a scenario has already been created in the build view, it will be necessary for the scheduling to refresh the course list in the build view in order to see the new courses.



The screenshot shows a software interface for selecting courses. At the top, there are two dropdown menus: 'Course Catalog:' set to '2017-2018' (callout 1) and 'School Level:' set to 'All' (callout 2). Below these is a breadcrumb trail showing '1:A2DP-12 | AP 2-D DESIG...' and '3 of 643 selected'. A search bar labeled 'Search on CrsCode' is present. The main area is a table with columns for checkboxes, 'CrsCode', 'Description', and 'Level'. The table lists several courses, with 'ABI--12 GENERAL BIOLOGY 12' (callout 3) and 'ABIO-12 AP BIOLOGY 12' checked. At the bottom, there is an 'OK' button (callout 4) and a back arrow.

<input type="checkbox"/>	CrsCode	Description	Level
<input checked="" type="checkbox"/>	A2DP-12	AP 2-D DESIGN PORTFOLIO 12	Regular
<input checked="" type="checkbox"/>	ABI--12	GENERAL BIOLOGY 12	Regular
<input checked="" type="checkbox"/>	ABIO-12	AP BIOLOGY 12	Regular
<input type="checkbox"/>	ACHE-12	AP CHEMISTRY 12	Regular
<input type="checkbox"/>	ACSC-2A	AP COMPUTER SCIENCE A 12	Regular
<input type="checkbox"/>	APHH-11	AP PHYSICS 1 HONOURS 11	Regular
<input type="checkbox"/>	ASAD-12	AP STUDIO ART: DRAWING 12	Regular
<input type="checkbox"/>	ATT--AM	AM Attendance	
<input type="checkbox"/>	ATT--PM	PM Attendance	
<input type="checkbox"/>	FEPSF06	EDUCATION PHYSIQUE ET SANTE 6	