

IGP Q&A:

Q: I would like to see my courses by course number instead of course name. How can I do that?

A: Go to "School Setup" in the bottom left hand column. There is a link on the School Setup screen for IGP Settings and there is a drop down menu on that screen to choose course name, course number, or both.

Q: A counselor created a new IGP for an Employability Diploma Program student and nothing pre-populated from past years. The student has an IGP from last year with all of the courses showing for each grade level. Is there any reason why nothing is showing?

A. Sometimes the reason the courses do not show is because the "next grade year" and "next year indicator" in the "Schedule setup" is set to something other than their next grade. Look at the Schedule Setup (bottom left hand corner) and check the dates for the next grade year - if it says something other than 9, 10, 11 or 12 (then correct it). If the student is a 12th grade repeater it is possible the next year is set at zero, therefore no schedule is showing because the system expects the student not to be there next year. Finally, if an EDP student takes a "for credit" course and no courses are showing, look to see if the student passed the course. If a passing grade was not earned, the course will not show.

Q: Why are there some classes that we can list in the Success Planner multiple times (with the same name and course number, PES for example), but others we can only enter once (Chamber Singers, for example)?

A: A course may be placed in the grid multiple times for different years but a course cannot be placed in the same academic year more than once. Therefore, if the student takes Chamber singers for first and second semester, the course should have different course numbers for each semester.

Q: Is there a report that you can generate in the IGP system that shows students' planned enrollments? (courses they have selected for next year)

A: No, there is not a report that does that. There is a report that shows the student's progress and that report includes both completed and in process classes.

Q: Is there something that needs to be done when adding new courses for district and/or in individual schools to get them to show in the IGP component of PowerSchool? It is becoming very frustrating to counselors when they try to select an elective for a student and it does not appear in the electives course catalog drop down.

A. Add the new course to the current Course Catalog in PowerScheduler since the IGP look at the courses from the PowerScheduler course catalog and not the course file from PowerSchool live side.

Q: Can I create a course to be offered at only one school in the district?

A: Yes. Create a major for each school, set the two majors to be for one school only, and assign the course to only one of the majors. The course will show up in both the required section and in the section that it is categorized in according to it's course code if it is a required course for one of the majors that the student chose for the IGP that the counselor is working on. It's not possible to make the course show up in both the electives section and the science section though because that categorization is done based on the course code.

Q: Can a course appear multiple times? Example: an English class in the English list and the required list.

A: A course can appear in only one section.

Q: I do not see the "no major" option to use for my 8th and 9th graders.

A: The "No Major" CIP Code was added to the "master" list of CIP codes with one of the updates. in version 1.1.2. When the districts run the Academic Year Fix which is included in the 1.1.2 upgrade that should add the "No Major" CIP Code.

Q: I did not choose a major for my 8th or 9th grader because they do not have to choose a major until 10th grade. However, when I try to save the IGP it will not save.

A: You must choose an academy (even if it is "no academy"), a cluster, and a major (use "no major" for those not needing to choose a major) before you can save and go to step 3.

Q: Is there anyway to inactive courses? I do not see a status field on the course screen to inactivate courses.

A. Yes - depending. At the Curriculum manager level you can delete a course that is no longer being offered but you cannot choose a date for that course to be inactive. You can however, inactivate majors (choose a date in the future whereby that major will no longer show as an option). An option is to place a "note" in the note section (see page 14) that reminds counselors not to choose a course after a certain date (ie: 31000 Eng 1 will not be offered after 5/1/13). Another work-around, but probably NOT the best option, could be to create a new major called 2013-14 Sherry's major and remove the course from the offering of the current major in the system, then you could make that major inactive beginning May 2013. Use the Curriculum Manager's Manual found here: http://ed.sc.gov/agency/programs-services/174/Pathways/documents/IGP_CurrManagerManualDec.pdf Go to page 13 and 14 for directions to inactivate a major and to delete a course.