During the School Year Scheduling: Secondary Schools

Explore how to use the master schedule and how to modify students’ schedules. Learn how to enroll students in special programs and classes after scheduling has taken place at the beginning of the school year.

The Master Schedule

The master schedule is a visual representation of who teaches what and when during the current school year. At each school, the master schedule shows the active courses and sections, who teaches them, when and where they meet, and how many students are currently enrolled in each class. Counselors, registrars, and other school administrators use this tool to see all the scheduling information on one screen.

On the Start Page, click Master Schedule to view the master schedule.

To edit the master schedule preferences, at the bottom of the Master Schedule page, click Show Preferences.

Modify the Master Schedule

Once you create the master schedule, you can modify it to account for changes related to courses or sections.

Make a Course Available

School staff can only schedule a course that is available for scheduling at their school.

To make a course available to a school:

1. Navigate to the District Office
2. Click District > Courses
3. Click Filter Results to expand the filter options
4. Check Course Name and enter the first few letters of the course name

In the image:

- The course and section number: SOC1000.2
- The number of students enrolled currently: 19
- The maximum number of students who can enroll: 25

5. Select the check box next to the course name
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6. Click **Edit Availability for Schools and Years**
7. On the left, select the appropriate school year and click the right-facing arrow
8. Click **Next**
9. If necessary, choose a different grade scale and enter any GPA added value
10. Choose whether or not to exclude the course from stored final grades, GPA, class rank, honor roll, and report cards

Typically, courses are included on report cards and transcripts, and the grades are stored unless the course does not issue a grade, such as study hall or a special education class.

11. Use the default values for the remaining fields

Refer to online help for instructions on how to complete the additional fields on the New Course page.
12. Click **Submit**

Add Courses

Add courses to your school’s master schedule by activating available courses at your school or by creating new courses.

To add a new course:

1. On the Start Page, click **School**
2. Under Scheduling, click **Courses**
3. Click **+ New Course**

If you don’t have permission to add courses, the PowerSchool administrator can modify your access or will add the course at the district level.

4. Enter the course name and course number
5. Select the school year(s) for which the course will be available
6. Add the credit hours and maximum credit hours (if applicable)
7. Enter the credit type, such as **MAT** or **ENG**
8. Enter a default maximum enrollment number for consistent section enrollments
9. When a new course is added, it will automatically be active at the school where it was created.

Course availability is set at the district level. The PowerSchool administrator makes courses available for scheduling at your school, and you choose which courses to activate.

To make a course active at a school:

1. On the Start Page, click **School > Courses > Manage Courses for this school**
2. To activate a course, check the box next to the course
3. To deactivate a course, clear the box next to the course
4. When you’re finished, click **Submit**
Add Course Sections

A section is one occurrence of a course. Each course can have several sections that meet in different rooms, at different times, and are taught by different teachers.

To add a course section:

1. Click School
2. Click Sections
3. Select the course name
4. Click New
5. In the Schedule section, select the period(s) and day(s) the class will meet
6. Select the term
7. For the Teacher – Section Lead, click Add
8. Select a teacher from the Staff menu, set the allocation, and enter the start and end dates
   If there are two lead teachers assigned to the course, click Add again. Then, edit the start and end dates for the two teachers. Only one lead teacher can be active during a certain time frame.
9. Add any additional staff or co-teachers, as needed
10. Enter a room name or number
11. Enter a section number (must be unique for each section at each school)
   To have a section number assigned, leave the field blank.
12. Enter a maximum enrollment
13. Enter dependent sections so that when a student is enrolled in the section, he or she will be enrolled automatically in any dependent sections (for example, lab is a dependent section of biology)
14. Select the preference for recording attendance
15. If needed, exclude the section from attendance and from storing final grades
16. Use the default values for the remaining fields
   Refer to online help for instructions on how to complete the additional fields on the Edit Section page.
17. Click Submit

Edit Course Sections

You may need to edit course sections throughout the school year. A teacher may take a leave of absence, there may be construction going on that leads to a room change, or the maximum enrollment number may change.

To edit the details for a course section:

1. Click School > Sections
2. Select a course name
3. Select a section number
4. Edit the fields as needed
5. Click Submit

Delete Course Sections

Never delete a section before verifying that no student attendance or enrollment records are associated with the section.

To delete a course section that has no students enrolled:

1. Click School > Sections
2. Select a course name
3. Select a section number
4. Click Delete Section
5. Enter the delete section password (or contact the PowerSchool administrator if you do not have one)
6. Click Confirm Delete
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Student Schedules

After you’ve completed the master schedule, you’re ready to work with student schedules. Use the Modify Schedule page to add classes to or drop classes from a student’s schedule manually.

Add a Class

To add a class:

1. Search for and select a student
2. Click Modify Schedule
3. Choose a period and click Find to search for available classes
   If you know the exact course and section numbers, use the Quick Enroll area instead of the Search Available Classes area. Enter the course and section number, separated by a period.
4. Use the search filters to narrow the results
5. Enter the enroll date, which is the first day the student will attend class
   Do not use a date prior to the beginning of the class term.
6. Click the course name that you want to add
   The student is enrolled in the class and it now appears in the Enrollments section.

Drop a Class

To drop a class:

1. Search for and select a student
2. Click Modify Schedule
3. Next to each class that you want to drop, check Drop
4. Click Drop Selected
5. Enter the exit date, which should be the day after the student’s last day of class
6. Click Drop Classes

Enroll a Student in a Class at Another School

At some point, a student may need to take a class offered at another school in the district. Follow these steps to enroll a student in a class at another school.

1. Search for and select a student
2. From the Student menu under Enrollment, click Functions
3. Click Enroll In A Class At Another School
4. Select the school where the class is held
5. Enter the course/section number
6. Enter the first day the student will attend class
7. Click Submit
Mass Enroll Students in a Class

To mass enroll students in a class, you must first select the group of students you want to enroll. Then use the Mass Enroll group function to enroll students in the same class.

At the beginning of the year, if you have dependent sections set up, then mass enroll students in a teacher’s AM Attendance or Homeroom section to enroll them in all dependent sections automatically.

1. Search for a group of students
   If the group of students is enrolled in the same class already, use the Teacher Schedules page to find the group and mass enroll the students in a different class.

2. Click Special Functions > Group Functions

3. In the Scheduling section, click Mass Enroll

4. In the Quick Enroll section, enter the course number and section number of the class
   Keep in mind that the field is case sensitive. If you don’t know the course number and section number, use the Filter By fields to search for the correct section.

5. Click Enroll

6. Verify the section

7. Edit the enrollment date, as needed

8. Click Enroll Students

Special Programs

If administrators in your district set up and track special program enrollments, enroll individual students into special programs.

Enroll a Student in a Special Program

1. Search for and select a student

2. From the Student menu under Enrollment, click Special Programs

3. Click New

4. Add an entry comment

5. Enter the entry date

6. Enter the exit date
   If you are not sure when the student will exit the program, leave the Exit Date field blank.

7. Enter an exit reason
   If you are not sure when the student will exit the program, leave the field blank.

8. Enter the student’s grade level
9. Choose the program

![Image of a table showing comment, entry date, exit date, exit reason, grade level, and program.

10. Click Submit

**Mass Enroll Students in a Special Program**

Mass enroll a group of students in a special program at the beginning of the school year.

1. Select a group of students
2. Click the Select Function arrow and choose **Mass Enroll Special Program**
3. Choose the program
4. Enter the entry date
5. Enter the exit date
   - If you are not sure when the students will exit the program, leave the field blank.
6. Enter an exit reason
   - If you are not sure when the students will exit the program, leave the field blank. Enter an exit code, if applicable.
7. Enter a comment
8. Click **Submit**

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**Student Requests**

When deleting student requests, you can select all requests at once for a student, rather than selecting each request one by one.

Navigate to **PowerScheduler > Students > (Select a student) > Requests.**

**Auto. Scheduler Setup**

The Auto. Scheduler Setup now has a calendar icon when you use the setup tool.

Also, the tool creates the years and terms using the names from the live side of PowerSchool instead of using the previous default name, Full Year.

**Resolve Invalid Requests Function**

Use the Resolve Invalid Requests function to correct requests that are invalid because of the course or school. Use this function to fix the request or delete the request.

To navigate to the function, click **PowerScheduler > Functions > Resolve Invalid Requests.**

When a student switches to your school after students have submitted requests, you’ll need to correct the invalid requests.

Navigate to the Resolve Invalid Requests function, search for the student’s requests, select the requests, and click **Change School.**

You have now associated all the requests with your school.

When correcting a course, you are changing the course number associated with a request. Search for the requests with the wrong course, select the requests, and click **Change Course.**

The courses in the scheduling course catalog will appear in the list. Select the replacement course and click **Submit.**
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**Course Request Screens**

Students can view the course description (entered on the course Preferences page) on the request screen. Credits listed on the request screens are now pulled from the Request Screen Credit Hours field (entered on the course Preferences page).

Request screens are copied from the current year to the new scheduling year as soon as you create the new term. They are copied automatically.

To view and edit the requests screens, click **PowerScheduler > Screen Setup > (Select a grade level)**.

**Courses Page**

The course Preferences page has a Request Screen Credit Hours field, and you can search on the Sections tab.

To navigate to the tab, click **PowerScheduler > Courses > (Select a course) > Sections**.

**Calculate Target Number of Sections to Offer Function**

The “Calculate Target Number of Sections to Offer” function looks at primary requests only and does not count alternate requests.

To navigate to the function, click **PowerScheduler > Functions > Calculate Target Number of Sections to Offer**.

**Rooms Page**

The Rooms page has filter options. To navigate to the page, click **PowerScheduler > Rooms**.

**Master Schedule List Report**

Search for sections in the Master Schedule List page by typing in the Search field and clicking Apply. Sort the columns by clicking the column headings.

To navigate to the report, click **PowerScheduler > Reports > Master Schedule List**.

**Teacher Schedule Tab**

The teacher’s Schedule tab shows the section type. You can filter the list of sections.

To navigate to the tab, click **PowerScheduler > Teachers > (Select a teacher) > Schedule**.