

During the School Year Scheduling: Secondary Schools Quick Reference Card

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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.

| Teacher | Day | Period 1 |
|--------------------|-----|--|
| Abram, Michael (1) | A | U.S. History SOC1000.2 19/25 Room 125 1(A) Term: 16-17 |

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

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

The screenshot shows a 'Filter Results' interface. At the top right, it says 'Filtered by 'School(s)'. Below this is a search box for 'School(s)' containing a list of schools: Apple Grove High School, Apple Grove High School 2, Apple Grove High School 3, and Cherry Hill Middle School. Below the search box are filter options: Status (Active, Inactive, Unavailable), Year (2016-2017), Course Number, Department, Course Name (mat), Prerequisite Note, and Has Fees (Yes).

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. On the left, select the appropriate school or schools and click the right-facing arrow
10. For the Association Type, use the default selection, **Make Available**
11. Click **Next**
12. Review the summary of changes
13. Click **Submit**

The course will appear on the school's course list.

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. 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**

Make a Course Active or Inactive at a School

You can add courses to the master schedule only if they are active. You cannot add inactive courses to the master schedule until you activate them. Be sure to set the status of a course for a term or year. 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**

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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

| | |
|---|--|
| Student | Alfonso, Scott |
| School where class is held | Apple Grove High School 2 |
| Course.Section Example: 53010.8 | SOC1000.2 |
| Enrollment date | 01/06/2017  |

7. Click **Submit**

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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.

The screenshot shows a 'Quick Enroll' section with a text input field containing 'EL502.53' and an 'Enroll' button. Below it is a 'Filter By' section with several dropdown menus: Period (All), Term (All), Teacher (All), Day (All), Grade (All), Credit Type (All), and a blank Course field.

5. Click **Enroll**
6. Verify the section

7. Edit the enrollment date, as needed

The screenshot shows a 'Section Summary' table with the following data:

| Course Name | Course Number | Section | Term | Fees | Pending Enrollment Count | Class Status |
|----------------|---------------|---------|-----------|------|--------------------------|---------------|
| 5th Grade Math | EL502 | 53 | 2016-2017 | No | 24/25 | Section found |

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

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9. Choose the program

| | |
|-------------|--|
| Comment | <input type="text" value="Struggling with reading"/> |
| Entry Date | <input type="text" value="1/9/2017"/>  |
| Exit Date | <input type="text" value="1/27/2017"/>  |
| Exit Reason | <input type="text"/> |
| Grade Level | <input type="text" value="5"/> |
| Program | <input type="text" value="Reading Recovery"/> |

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**

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**.