

PowerSchool Scheduling Procedures Manual

Gallup-McKinley County Schools



# **POWERSCHEDULER PROCEDURES MANUAL**



# 2016-2017

# PowerSchool Scheduling Procedures Manual

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**Complete Master Schedules are DUE on June 15, 2016**

# PowerSchool Scheduling Procedures Manual

## Introduction

The information contained in this handbook is to assist anyone who is working with or creating the Master Schedule at your school.

**The Master Scheduler (designated by the school principal) will be responsible for building the master schedule for the 2016-2017 school year and loading students into this new master schedule. The school administrator must approve the schedule and submit request to Lori Clark to have the schedule committed.**

Schools may have a scheduling committee, but only one person per school will have Power Scheduler rights. This person is designated by the school administrator. This designee will be responsible for attending scheduling trainings and bringing training materials back to their school site.

This handbook contains screen shots that will give the scheduler a visual of each screen used to build and load the new schedule. Please remember that you can call us anytime for assistance:

Lori Clark – ext. 12202

Kim Butkovich – ext. 12220



## PowerSchool Scheduling Procedures Manual

### CREATING NEW MASTER SCHEDULE – CHECK LIST

- ☐ Decide what courses you are going to offer for the 2016-2017 school year.
  - Check course catalogs/STARS manual
  - **Make sure you have an appropriately licensed teacher for each course**
  - Request new course numbers from Lori Clark
  - Computer Based (including Credit Recovery) courses should have a licensed teacher – endorsements recommended
- ☐ Update/Create on-line registration pages
- ☐ Student registration
- ☐ Review Course Tally Report
  - Identify number of sections needed per course to meet students' needs
  - Cross reference with number of teachers available
- ☐ Set up course
  - Define all required information for each course
  - Include any specific constraints that must be considered prior to building the master schedule
  - **DO NOT CHANGE CREDITS, CREDIT TYPES, DEPARTMENTS OR NAMES!**
- ☐ Set up teachers
  - Update the Schedule This Teacher field for all staff
  - Enter values in the required fields on the Staff Scheduling Preferences page
  - Define all teacher assignments (either in Teachers or in Courses)
- ☐ Optional: Assign section types or teams
- ☐ Download Schedule Engine to your computer
- ☐ Define Build Constraints
  - Add to Course, Teacher or Student
- ☐ Build Course Rank
  - Must be done every time course information is updated
  - Can be adjusted
- ☐ Validate Schedule
  - Check for errors
  - Fix errors
- ☐ Build Schedule
  - Review
  - Adjust – if making adjustments, then start over at Step 9.
- ☐ Define Load Constraints
- ☐ Validate Load
  - Check for errors
  - Fix errors
- ☐ Load Students
- ☐ Import
  - Review student schedules
  - Reload students
  - Manually adjust individual schedules
- ☐ Contact Lori Clark to Commit Master Schedule/Student Schedules
  - Date due: 6/17/2015
- ☐ Audit student schedules!

## PowerSchool Scheduling Procedures Manual

### **Recommended Time Line:**

*( This is not written in stone, but may help you organize your time to ensure you meet the June 15<sup>th</sup> deadline to complete your schedule. The deadline given, must be adhered to, as we still have to perform the EOY process to close down PowerSchool and set up the new school year before 7/1/2016)*

- 2/22/2016 – Master Schedule training for high schools [9AM – 12NOON]
- 2/23/2016 – Master Schedule training for middle schools [9AM – 12NOON]
- 2/24/2016 – Review course catalog
- 2/29/2016 – Meet/discuss with school staff course recommendations for the 2016-2017 school year.  
Email Lori Clark to add courses to catalog.
- 3/11/2016 – Registration pages created and ready for student registration
- 3/28/2016 – Start online registration
- 4/11/2016 – Master Schedule training for high schools [9AM – 12NOON]
- 4/12/2016 – Master Schedule training for middle schools [9AM – 12NOON]
- 4/15/2016 – Online registration complete
  - Review reports; ensure all students have requests
  - Review course requests; ensure all students have the correct requests
  - Update course requests as necessary
  - Run Course Request Tally report
  - Determine # of sections needed, by the number of requests per course
  - Compare # of sections needed with the number of available teachers
- 5/9/2016 – Master Schedule training for high schools [9AM – 12NOON]
- 5/16/2016 – Master Schedule training for middle schools [9AM – 12NOON]
- 5/13/2016 – Start Building
  - Ensure ALL set up is complete
  - Assigned teachers are licensed and endorsed correctly
  - Review, rebuild and review
- 5/20/2016 – Done building schedule
  - Manual tweeking – creating, moving sections (with caution)
  - Review percentages scheduled
  - Run reports
- 6/1/2016 – Review, edit and run the Load Process
  - Look at individual student schedules
  - Check rosters; Master Schedule
- 6/15/2016 – Schedule complete, SIS has committed it
- 7/2/2016 – Review master schedule
  - Update individual schedules as necessary
  - Audit graduation requirements

## PowerSchool Scheduling Procedures Manual

### **AUDITTING – items to use to ensure students have selected the correct courses to complete or stay on track for the state requirements for graduation.**

#### Graduation Plan Progress page:

- Historical grades must have the correct credit type assigned for the credit to register on this page
- Sorts Alphabetically by course name
- Shows individual credits, in lieu of total per course
- Shows items needed for Graduation:
  - Distance Learning
  - Dual Credit
  - Advanced Placement
  - Honors
  - If student has passed the Graduation Assessment
  - Algebra II Waiver

#### Transcript report:

- Will not print courses with blank grades
- Will only print courses where grades have a credit type attached in historical grades
- Calculates GPA based on credits
- Sorts by Term and School Name
- Shows test scores for:
  - PARCC – the best scores only
  - NMSBA – the last scores only
  - HSGA – whether or not the student has passed the Graduation Assessment
  - PSAT – the best scores only
  - NM Alternate Assessment – for students receiving special education services
  - SAT – the best scores only
  - ACT – the best scores only
- Transcript report will not pull empty grades, but the attempted (Potential) and earned credits in historical grades will add to total credits for both on this report.
- I (Incompletes) letter grades will be changed to F in June. These grades will count in the GPA. Make sure the grade is updated appropriately. If the student completed the course, then change the “I” to the passing grade. DO NOT add a new line to historical grades for a course with an “I”. IF you need assistance with this call the STARS team before proceeding.

## **PowerSchool Scheduling Procedures Manual**

Before you offer courses make sure the following is addressed:

### **Computer Based Courses:**

Computer based courses can either be PLATO, E2020, or any other program that is approved by Learning Services, where the student works at their own pace on assignments on a computer.

A room supervisor must be present, this supervisor must:

- Be a licensed teacher – no assistants
- Can be a substitute teacher, if the position is being advertised for
- Must be endorsed in the content area for that computer based course
- 

Core classes (i.e. English I, Algebra I, World History, etc.) can only be taken as a computer based class if the student has failed their first attempt in this subject in a regular classroom setting. Electives do not follow this criterion.

**Students should not be scheduled in a computer based “core” class for their first attempt!**

### **Distance Learning Courses:**

“Refers to the technology and educational process used to provide credit, or grade bearing courses, when the course provider and the distance-learning student are not necessarily physically present at the same time or place.”

Distance learning does not include educational software that utilizes only on-site teaching.

A distance learning course is one where the student and primary instructor are separated by time or space and linked by technology.

***We need to be notified of any courses that meet this criterion.***

### **Dual Credit Courses:**

Dual credit courses must be listed on the Dual Credit agreement. This agreement will be updated twice a year, in June for the Fall and in December for the Spring.

**Course numbers are specific**, and must be used correctly for the student to be reported correctly. Teachers must be endorsed in the content area for that course and approved by the College/University for the student to receive credit.

Contact us for assistance with course numbers.

**Please remember for scheduling purposes, you want to make the registration process simple and easy for students.**

To update your course groups for scheduling:

1. Go to PowerScheduler
2. Click on Course Groups

**Processing**  
 Auto. Scheduler Setup  
 Scenarios  
 Course Rank  
 Build (Q)  
 Load (Q)  
 Automated Study Hall  
 Commit

**Requesting**  
 Course Groups  
 Screen Setup

**Resources**  
 Constraints  
 Courses  
 Rooms  
 Students  
 Teachers

**Schedule**  
 Master Schedule  
 Sections

**Tools**  
 Checklist  
 Engine Download

**PowerSchool**  
 School: Tse Yi Gai High School Scheduling Year: 2012-2013

Start Page > Scheduling

**Scheduling**  
 Build: 2012 - 2013 Catalog: TGH Course Catalog

Use the navigation pane on the left to work with the schedule related maintenance items listed.  
 • Click a schedule item category to view and edit the schedule related setup information.

Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	Status	%Scheduled	%Core Scheduled	%Requests Satisfied
2006-2007 (CP)	07/09/2007	07/09/2007	0	0	0%	Inactive	0	0	0
2007-2008 (CP)	07/09/2007	07/09/2007	0	0	0%	Inactive	0	0	0
2008 - 2009 T&H1	0/0/0	06/18/2008	86	529	40.7%	Inactive	59	59	75
2009 - 2010	06/01/2009	06/25/2009	81	593	27.16%	Inactive	74	74	30
2010 - 2011	0/0/0	06/28/2010	82	495	37.8%	Inactive	57	57	36
2011 - 2012	0/0/0	06/02/2011	67	421	62.69%	Inactive	76	76	29
2012 - 2013	0/0/0	0/0/0	0	0	0%	Active	0	0	0

3. Click on the Group you want to update
  - a. Make sure it is specific to your school
  - b. Remember these are preset groups and assigned to all schools, so if you remove a course that all schools use, then you remove it for all schools.
    - i. You can create a new group that is specific to your school
    - ii. Make sure it is set for Scheduling Only
    - iii. Make sure your school is checked, **NOT ALL SCHOOLS**
4. Check or uncheck the courses you want to add or remove from this group
  - a. Click each course you want to add, if a course is not listed, then click on Current Catalog to add the missing course.
  - b. Click Submit



# PowerSchool Scheduling Procedures Manual

**Edit Course Group**

**Option** | **Value**

**Name** | 10th grade core courses

**Type** | Scheduling Only

**Applies to** | ☐ all schools ☒ Crownpoint High School

Show Courses: School Master Schedule | Current Catalog

**Option List:**

- 18044 AEPE
- 18045 AEPM
- 11018 Algebra 101
- 11008 Algebra 102
- 20313 Algebra I
- 11019 Algebra I - Math Lab(elective)
- 20413 Algebra II
- 27293 American History
- ANA101 Anatomy & Physiology
- 27773 Anthropology
- 20586 AP Calculus
- 17525 AP Environmental Science
- 10003 AP Literature/Composition
- 11670 Art I - IV
- ARTS103 Art Studio I
- 14021 Arts/Crafts
- 14033 ARTS/CRAFTS II
- 17114 Biology (Lab)
- CNST100 Carpentry
- 08015 CB - ACT Prep
- 08015 CB - ACT Prep
- 16026 CB - Criminology
- 16036 CB - Digital Design
- 08016 CB - SAT Prep
- 03151 CB-3D Graphic Art
- 08033 CB-Academic Success
- 20559 CB-Advanced Calculus
- 11529 CB-Art History
- 19119 CB-Audio Engineering
- 03264 CB-C++ Programming
- 08620 CB-Careers
- 10739 CB-Communications
- 03029 CB-Computer Applications
- 11619 CB-Digital Art I
- 16151 CB-Engineering Design
- 05301 CB-Entrepreneurship I
- 05302 CB-Entrepreneurship II
- 03261 CB-Flash Animation
- 03262 CB-Flash Game Development
- 03263 CB-Game Design
- 03154 CB-Green Design
- 16511 CB-Health
- 14019 CB-Health
- 15959 CB-Health Sciences
- 03159 CB-Image Design
- 03953 CB-Intro to Information Technology
- 02213 CB-Introduction to Business
- 05119 CB-Introduction to Fashion Design
- 23149 CB-Lifetime Fitness
- 16061 CB-Marketing I
- 05179 CB-Personal Finance
- 27719 CB-Psychology
- 27760 CB-Sociology
- 12529 CB-Spanish Language I
- 12539 CB-Spanish Language II
- 08019 CB-Test Preparation
- 08019 CB-Test Preparation
- 14058 Ceramics I & II
- 17214 Chemistry (Lab)
- TRST101 College Success
- 08903 College Success
- ODM141 Computer Illustration I
- NMCS101 Computer Science
- 20319 CR-Algebra I
- 20419 CR-Algebra II
- 27299 CR-American History
- 10019 CR-English I
- 10029 CR-English II
- 10039 CR-English III
- 10049 CR-English IV
- 02079 CR-Financial Literacy
- 20349 CR-Geometry
- 27309 CR-Government
- 27179 CR-New Mexico History
- 17039 CR-Physical Science (Lab)
- 27069 CR-World History
- 10042 Creative Writing
- CUL101 Culinary Arts
- 14086 Drawing
- 19036 Driver Education
- 27413 Economics
- MATH125 Elementary Statistics
- CHEM111L Elements of Chemistry Lab
- 10011 English 101
- 10021 English 102
- 10031 English 103
- 10041 English 104
- 10014 English I

**Value List:**

- 10024 English II
- 10034 English III
- 10044 English IV
- 17515 Environmental Science (Lab)
- 02073 Financial Literacy
- 23143 Fitness/Conditioning
- WLDT101 Fundamentals of Welding
- 20343 Geometry
- 11214 Geometry - Math Lab(elective)
- 11017 Geometry 101
- 27303 Government
- 08423 GT High School Orientation
- 08336 GT Mentoring
- 14014 Health
- 20415 Honors - Algebra II
- 27294 Honors - American History
- 17255 Honors - Chemistry (Lab)
- 10011 Honors - English I
- 10021 Honors - English II
- 10031 Honors - English III
- 10041 Honors - English IV
- 20344 Honors - Geometry
- 20683 Honors - Probability/Statistics
- 17515 Honors-Environmental Science
- 18004 IAESE
- 18004 IAESM
- 17411 Integrated Science (Lab)
- 10044 Language Arts - Lab (elective)
- 10011 Life Skills English I
- 10021 Life Skills English II
- 10031 Life Skills English III
- 10111 Life Skills English IV
- 17111 Life Skills Math
- 17121 Life Skills Reading
- 28991 Life Skills Science
- 28991 Life Skills Social Studies
- 20471 Math Analysis
- 10101 Mentorship
- 08331 Mentorship
- 08331 Mentorship 10
- 08331 Mentorship 11
- 08331 Mentorship 12
- 08031 Mentorship 9
- 17611 MS-Astronomy
- 27021 MS-Geography
- 27411 Navajo Government
- NATV100 Navajo Government
- 10296 Navajo Language I
- 12523 Navajo Language I
- 10297 Navajo Language II
- NVJO102 Navajo Language II
- 12333 Navajo Language II
- 10291 Navajo Language III
- 12343 Navajo Language III
- 27173 New Mexico History
- 27173 New Mexico History
- 00102 On the Job Training
- 14188 Painting
- 14189 PAINTING II
- 23053 PE I-VIII
- 17251 Personal Development
- PHYC102L Physics Lab
- 11650 Printmaking
- 20633 Probability and Statistics
- CJ130 Public Speaking
- 10322 Reading Lab
- 10124 Reading Lab (10)
- 00803 Reading Lab (11)
- 10310 Reading Lab (12)
- 01035 Reading Lab (9)
- 00M10 RTI Math 2 (10)
- 00M11 RTI Math 2 (11)
- 00M09 RTI Math 2 (9)
- 00R10 RTI Reading 2 (10)
- 00R11 RTI Reading 2 (11)
- 00R09 RTI Reading 2 (9)
- 17052 Science 100
- 000SC Science Studies (elective)
- 10387 Speech/Communications
- 08213 Student Aide
- 00104 Study Hall
- 10227 Technical Writing
- 11193 Theatre Production
- 20483 Trigonometry/Pre Calculus
- 15258 Welding I
- 15257 Welding II
- 27063 World History
- 15269 Yearbook

**Text Box:**

If you set up a group and set it to all schools, then ALL schools can see it, modify it and delete it.

Make sure you create a group for YOUR school only, to ensure it is not modified/deleted without your permission.

**Buttons:** Delete, Submit

# PowerSchool Scheduling Procedures Manual

## CREATING & UPDATING REGISTRATION PAGES:

*\*Last year's pages can be rolled over – contact Lori Clark to have them rolled over to the 2015-2016 scheduling bubble.*

1. Click on PowerScheduler
2. Click on Screen Setup

**Click here to access**

School: Tse 'Yi 'Gai High School Scheduling Year: 2012-2013

Start Page > Scheduling

### Scheduling

Build: 2012 - 2013 Catalog: TGH Course Catalog

Use the navigation pane on the left to work with the schedule related maintenance items listed.

- Click a schedule item category to view and edit the schedule related setup information.

Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	Status	%Scheduled	%Core Scheduled	%Requests Satisfied
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2007-2008 (CP)	07/09/2007	07/09/2007	0	0	0%	Inactive	0	0	0
2008 - 2009 TGH1	0/0/0	06/18/2008	86	529	40.7%	Inactive	59	59	75
2009 - 2010	06/01/2009	06/25/2009	81	593	27.16%	Inactive	74	74	30
2010 - 2011	0/0/0	06/28/2010	82	495	37.8%	Inactive	57	57	36
2011 - 2012	0/0/0	06/02/2011	67	421	62.69%	Inactive	76	76	29
2012 - 2013	0/0/0	0/0/0	0	0	0%	Active	0	0	0

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## PowerSchool Scheduling Procedures Manual

3. Click on Grade level you are creating screens for.
4. 3 Different options are available:
  - a. New Single Course Requirement
  - b. New Multi-Course Requirement
  - c. New Core Requirement

**2015-2016 Requests**

Grade 13  
Grade 12  
Grade 11  
Grade 10  
Grade 9

Welcome, Lori K Clark | Help | Sign Out

School: Crownpoint High School Scheduling Year: 2015-2016

Start Page > PowerScheduler > Requesting Setup Future

### Requesting Setup Future

Build: 2015 - 2016 Catalog: CPH Courses

Use the navigation frame on the left to work with grade-specific registration screens.

Do Not create a page for 13<sup>th</sup> grade – 13<sup>th</sup> graders are special education students who have returned on a “continuing” IEP. Their schedules are generally preset and do not require a course request.


Pages CAN be created for 5<sup>th</sup> – 11<sup>th</sup> grade students. Remember to keep it simple. For example – 6<sup>th</sup> graders generally do not have many options, so they may only be able to choose an elective – if that is the case then only give them that option – we will go more into detail on this further in the manual.

# PowerSchool Scheduling Procedures Manual

## New Single Course Requirement

1. Create a grade level specific option that is required for all students
  - a. Ex. English I is required, but students can take either English I or Honors English I.
2. Enter the Single Course Requirement. Ex. English IV
3. Add instructions. Ex. “You must choose one course to complete your registration for the English requirement.”
4. Select a course group. These should have already been created. Please call if you find that not all courses are listing correctly.
5. If it is a core class, then students “Must Select One”. You do have the option of making the requirement optional, if the student does not need it. For example, if you create a credit recovery requirement then not every student would be required to select a course.
6. You should add a message to display if this requirement is mandatory. This message will pop up if the student does not make a selection.
7. The Request type should reflect the type of course. Required or Elective should be used. Alternative should only be used for Alternative selections, other than the first selected courses.
8. Number of requests will ALWAYS be 1.
9. Sort order will determine where this requirement appears on the list for the student screen.
10. Click Submit when completed.

**2015-2016 Requests**  
Grade 13  
Grade 12  
Grade 11  
Grade 10  
Grade 9

 **PowerSchool**  
Welcome, Lori K Clark | [Help](#) | [Sign Out](#)  
School: Crownpoint High School | Scheduling Year: 2015-2016

Start Page > PowerScheduler > Requesting Setup > Grade 10 > Single-Course Requirement

**Grade-Specific Requirement For Course Requests: Grade 10 for 2015-2016**

<b>Single-Course Requirement</b>	
Name of this requirement	<input type="text"/>
Description/Instructions This information will be presented to the student as instructions on how to comply with this requirement	<input type="text"/>
List of courses to present to the student in the pop-up menu	<input type="text"/>
Must students select a course from the pop-up, or may they leave it blank?	<input type="text" value="Must select one"/>
Message to display if students are required to select a course, but they leave it blank instead (leave blank for a generic message)	<input type="text"/>
Request type (alternates will be used if an elective cannot be filled)	<input type="text"/>
Number of requests to generate	<input type="text" value="1"/>
Item sort order (affects display only)	<input type="text"/> (a number from 0 to 100)

Submit

# PowerSchool Scheduling Procedures Manual

## New Multi-Course Requirement

1. Creates a grade level specific option where students can choose more than one course for the one requirement.
2. Enter the Multi-Course Requirement name. Ex. Electives
3. Enter Description/Instructions
  - a. Should provide student with instructions on how many courses they need to choose to complete the registration
4. List of valid courses for this item
  - a. Choose course group that corresponds with your Requirement name
5. Number of courses student must select to meet this requirement.
  - a. Ex: min: 2 max: 4
6. Message to display if the number of courses selected is not correct. This message will pop up if the student does not make the correct number of selections.
7. Number of requests will ALWAYS be 1.
8. Sort order will determine where this requirement appears on the list for the student screen.
9. Click Submit when completed.

The screenshot shows the PowerSchool interface for setting up a Multi-Course Requirement. The top navigation bar includes the PowerSchool logo, user information (Welcome, Lori K Clark), and links for Help and Sign Out. The breadcrumb trail indicates the path: Start Page > PowerScheduler > Requesting Setup > Grade 10 > Multi-Course Requirement. The main heading is "Grade-Specific Requirement For Course Requests: Grade 10 for 2015-2016". The form contains several fields: "Name of this requirement" (text input), "Description/Instructions" (text area), "List of valid courses for this item" (dropdown menu), "Number of courses student must select to meet this requirement" (Min and Max input fields), "Message to display if the number of courses selected is not correct" (text area), "Request type" (dropdown menu), "Number of requests to generate" (dropdown menu set to 1), and "Item sort order" (input field with a note "(a number from 0 to 100)"). A "Submit" button is located at the bottom right of the form.

2015-2016 Requests

Grade 13  
Grade 12  
Grade 11  
Grade 10  
Grade 9

PowerSchool

Welcome, Lori K Clark | Help | Sign Out

School: Crownpoint High School Scheduling Year: 2015-2016

Start Page > PowerScheduler > Requesting Setup > Grade 10 > Multi-Course Requirement

**Grade-Specific Requirement For Course Requests: Grade 10 for 2015-2016**

**Multi-Course Requirement**

Name of this requirement

Description/Instructions  
Advises students on how to comply with this requirement

List of valid courses for this item

Number of courses student must select to meet this requirement  
Min: Max:

Message to display if the number of courses selected is not correct  
(leave blank for a generic message)

Request type (alternates will be used if an elective cannot be filled)

Number of requests to generate

Item sort order (affects display only)

Submit

# PowerSchool Scheduling Procedures Manual

## New Core Requirement

1. Creates a grade level specific option where the course is automatically assigned. Students cannot change the assignment.
2. Enter the New Core Requirement name. Ex. English IV
3. Enter Description/Instructions
  - a. Informs student that this is core course and is automatically assigned
4. List of valid courses for this item
5. Choose course group that corresponds with your Requirement name
6. Number of requests will ALWAYS be 1.
7. Sort order will determine where this requirement appears on the list for the student screen.
8. Click Submit when completed.

\*Note: This option works perfectly for items where students have no choice. For example, you may want to assign ALL 9<sup>th</sup> graders to PE or Health. With this option, once they click submit, a request is generated for this course, that the student cannot remove.

The screenshot shows the PowerSchool interface for setting up a new core requirement. On the left is a sidebar with '2015-2016 Requests' and a list of grades from 9 to 13. The main header includes the PowerSchool logo, user information 'Welcome, Lori K Clark', and links for 'Help' and 'Sign Out'. Below the header, a breadcrumb trail reads 'Start Page > PowerScheduler > Requesting Setup > Grade 10 > Core Requirement'. The page title is 'Grade-Specific Requirement For Course Requests: Grade 10 for 2015-2016'. The form contains several fields: 'Requirement Name' (a text input), 'Description/Instructions' (a larger text area with a placeholder 'Advise students on how to comply with this requirement'), 'List of valid courses for this item' (a dropdown menu), 'Number of requests to generate per course' (a dropdown menu set to '1'), and 'Item sort order' (a text input with a note '(a number from 0 to 100)'). A 'Submit' button is located at the bottom right of the form.

2015-2016 Requests

Grade 13  
Grade 12  
Grade 11  
Grade 10  
Grade 9

Welcome, Lori K Clark | Help | Sign Out

School: Crownpoint High School Scheduling Year: 2015-2016

Start Page > PowerScheduler > Requesting Setup > Grade 10 > Core Requirement

### Grade-Specific Requirement For Course Requests: Grade 10 for 2015-2016

**Core Requirement**

Requirement Name

Description/Instructions  
Advise students on how to comply with this requirement

List of valid courses for this item

Number of requests to generate per course


Item sort order  (a number from 0 to 100)

Submit

## PowerSchool Scheduling Procedures Manual

- Once you have completed the screen set up then you will need to turn on the page
  - PowerSchool Admin Portal – those with Admin rights can access the screen and make adjustments
  - PowerSchool Student and Parent Portal – students will be able to see the registration screen upon sign in to PowerSchool on the Student/Parent Portal
- You can add a message to display on the registration page. Remember that both parents and students will see this!
- The number of credit hours will create a message if the student does not sign up for enough classes to fill their schedule. If you use this option, please remember that most High School classes are only worth .5 credits. Even though core courses get a full credit at the end of the year, the system will only calculate the number of credits assigned to the course. Middle School only courses are not worth any credit.

**2015-2016 Requests**  
Grade 13  
Grade 12  
Grade 11  
Grade 10  
Grade 9



Welcome, Lori K Clark | [Help](#) | [Sign Out](#)  
School: Crownpoint High School Scheduling Year: 2015-2016

Start Page > PowerScheduler > Requesting Setup > Grade 10 Request Screen Setup for 2015-2016

### Grade 10 Request Screen Setup for 2015-2016

Enable student registration screen for this grade in:

☐ PowerSchool Admin Portal [Preview Student Registration Screen](#)

☐ PowerSchool Student and Parent Portal [Preview Student Registration Screen](#)

Message to display on registration screens for students in this grade:

Number of credit hours each student must submit (excluding alternate requests) Minimum:  Maximum:

Instructions and options presented to students in this grade  
[New Single Course Requirement](#) [New Multi-Course Requirement](#) [New Core Requirement](#)

Sort Order	Requirement Name	Type	Course Group
------------	------------------	------	--------------

Submit

Click “Preview Student Registration Screen” to review the page and how it will appear when the student logs in.

## PowerSchool Scheduling Procedures Manual

This screen shows you what the student sees when they login to PowerSchool and click on Class Registration:

Requesting Setup Course Requests

https://powerschool.gmcs.k12.nm.us/admin/powerschedule/requestsetup/requestformpreview.html?mode=preview&gradelevel=11&schedulereq

PowerSchool Powerschool

Welcome, Lori K. Clark | Help | Sign Out

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars

**Welcome to the Crownpoint High School Class Registration System for 2015-2016**

Student will select either Chemistry 111L or the dual credit Chemistry in order to meet their Science requirement.

View course requests

11th core courses	Mentorship 11	English III	Chemistry (Lab)	Algebra II	American History
Students must take these required courses.	08332 - 0.5 credits	10034 - 0.5 credits	17214 - 0.5 credits	20413 - 0.5 credits	27293 - 0.5 credits

11th grade electives

Click the edit button to request a course

Student must select two electives.

Requires at least 0 credit hours.  
Requesting 2.5 credit hours.

**NOTE:** Classes may not be requested for this grade from the PowerSchool Admin Portal.

Close Preview Window


A check mark indicates that the item is done, either from the student choosing the required number of courses, or the item had "pre-registered" courses that the student cannot change.

The student must click on the pencil  to make selections.



# PowerSchool Scheduling Procedures Manual

## STUDENT REGISTRATION PAGE:



Welcome, Lori K. Clark | Help | Sign Out

Navigation

Grades and Attendance

Grade History

Attendance History

Teacher Comments

School Bulletin

Class Registration

Balance

My Calendars

District Code  
JWWQ

Download on the App Store

GET IT ON Google play

Welcome to the Crownpoint High School Class Registration System for 2015-2016

Student will select either Chemistry 111L or the dual credit Chemistry in order to meet their Science requirement.

View course requests

11th core courses

Students must take these required courses.

Mentorship 11  
08332 - 0.5 credits

English III  
10034 - 0.5 credits

Chemistry (Lab)  
17214 - 0.5 credits

Algebra II  
20413 - 0.5 credits

American History  
27293 - 0.5 credits

11th grade electives

Student must select two electives.

Requires at least 0 credit hours.  
Requesting 2.5 credit hours.

NOTE

Click the edit button to request a course

Click on pencil for each option to make selection!  
Once clicked a popup window of available courses will appear. Students must click "Okay" to save their selections.

11th grade electives

Student must select two electives.

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Anthropology	27773		0.5		
<input type="checkbox"/>	Art Studio I	ARTS103		1		
<input type="checkbox"/>	Arts/Crafts	14021		0.5		
<input type="checkbox"/>	CB - ACT Prep	08015		0.5		
<input type="checkbox"/>	CB - Digital Design	16035		0.5		
<input type="checkbox"/>	CB - SAT Prep	08016		0.5		
<input type="checkbox"/>	CB-3D Graphic Art I	03151		0.5		
<input type="checkbox"/>	CB-C++ Programming	03264		0.5		
<input type="checkbox"/>	CB-Computer Applications	03029		0.5		
<input type="checkbox"/>	CB-Digital Art I	11619		0.5		

<< first < prev 1 2 3 4 next > last >>

You may select 2 courses. You have selected 0 courses.

Cancel Okay

# PowerSchool Scheduling Procedures Manual

## REQUEST MANAGEMENT:

Teacher Comments  
Term Grades  
Test Scores  
Truancies

**Administration**  
District Specific  
Fee Transactions  
Log Entries  
Lunch  
Lunch Transactions  
Net Access  
SEOP Review  
Incidents

**Enrollment**  
Activities  
All Enrollments  
Functions  
Special Programs  
Transfer Info

**Scheduling**  
Bell Schedule View  
List View  
Matrix View  
Modify Schedule  
Request Management  
Scheduling Setup

Welcome, **PowerSchool Maintenance** | [Help](#) | [Sign Out](#)

**PowerSchool**

**School:** Tse 'Yi 'Gai High School **Term:** Y11-12 Semester 2

Start Page > Student Selection > Request Management

### Request Management

Harrison, Chiara H 10 209588 TGH

**Administrative Functions**  
[Modify Schedule - Requests](#)  
[Override Prerequisites](#)  
[Manage Recommendations](#)

**2011-2012 Request Screens**  
[Modify Current Requests](#)  
[View Current Requests](#)

Go to On-line Registration Screen Shots

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## PowerSchool Scheduling Procedures Manual

← powerschool.gmcs.k12.nm.us/admin/students/home.html?ac=jumpstudent1&rn=64743 ☆ ↻ alta hs, salt lake city, ut

Start Page > Student Selection > Modify Schedule - Requests

### Modify Schedule - Requests for 2011-2012

Harrison, Chiara H 10 209588 TGH

Enrollments Requests

Modify this page to use with the Automatic Scheduler. Add (click **New**) courses or delete (click **yes in right column**) then click on Modify Schedule, click on Automatic Scheduler and run the process to schedule student.

**Add** → **New**

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
0000R	RTI Reading 2		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
08333	Mentoring		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
08333	Mentoring		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
10024	English II		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
10024	English II		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
12323	Navajo Language I		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
12333	Navajo Language II		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
17114	Biology (Lab)		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
17114	Biology (Lab)		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
20343	Geometry		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
20343	Geometry		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
27083	World History		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
27083	World History		<input type="checkbox"/>		0	▼	<input type="text"/> Associate	Yes
								All

**Delete** → Yes

Submit

**Attendance**

Enter Attendance

Cumulative Info

Graduation Plan Progress

Graduation Plan Selection

Graduation Progress

Historical Grades

Honor Roll

Standards

Teacher Comments

Term Grades

Test Scores

Truancies

**Administration**

District Specific

Fee Transactions

Log Entries

Lunch

Lunch Transactions

Net Access

SEOP Review

Incidents

**Enrollment**

Activities

All Enrollments

Functions

Special Programs

Transfer Info

**Scheduling**

Bell Schedule View

List View

Matrix View

Modify Schedule

Request Management

Scheduling Setup

## PowerSchool Scheduling Procedures Manual

### EDITING COURSE REQUESTS:

2. On the Start Page, select PowerScheduler from the main menu.
3. Under Resources, select Students from the PowerScheduler menu. The Scheduling page appears.
4. Select the students you want to work with. Only those students whose schedule preferences have been entered will be available for scheduling in PowerScheduler.

Some Selection examples are:

- Click a number to select all students in a particular grade level.
  - Click M or F to select all Male or all Female students.
  - Click All or the magnifying glass to select all students currently marked to be scheduled.
  - Enter a search string in the field provided to select students by another identifying record entry.
5. Click "Select these students" so that the names appear in the Students menu.
  6. Select Requests from the pull-down menu.
  7. Click a student's name to view his or her Requests page.
  8. Click New. The Edit Course Request [student name] page appears.
  9. Click Associate and select the name of the course(s) from the displayed list. Press and hold Command (Mac) or Control (Windows) to make multiple selections.
  10. Click Submit. The Requests page will appear.
  11. Use the following table to enter information in the fields:

Field	Description
Number	The number of the requested course appears.
Course Name	The name of the requested course appears.
Alt	Select this checkbox to indicate whether this is an alternate course request.
Priority	If you selected the Alternate checkbox, enter a priority number so the system will know which alternate to load first when a student does not receive the elective that he or she wants.
Section Type	Select the course section type, if applicable, from the pull-down menu. For example, a student may request a bilingual section of a course.
Alternate 1	Click Associate to select the name of the first alternate for this course.
Delete	Select this checkbox to remove the course request.

# PowerSchool Scheduling Procedures Manual

Armijo, Anisa J 10 200139 A GPH

0% Primary Requests Satisfied  
0% Total Requests Satisfied

Constraints | Demographics | Grad Planner | Grad Progress | Matrix | Preference | Requests | Schedule

New

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
05083	Culinary Art I	<input type="checkbox"/>	E	0			Associate	<input type="checkbox"/>
05083	Culinary Art I	<input type="checkbox"/>	E	0			Associate	<input type="checkbox"/>
08331	Mentorship 10	<input type="checkbox"/>		0			Associate	<input type="checkbox"/>
08331	Mentorship 10	<input type="checkbox"/>		0			Associate	<input type="checkbox"/>
10025	Honors English II	<input type="checkbox"/>		0			Associate	<input type="checkbox"/>

PowerSchool

Start Page > PowerScheduler > Edit Course Request

Edit Course Request: Arm

Courses

ChoicesDialog - Mozilla Firefox

Hold down the CTRL key to make multiple selections

- 0000M RTI Math 2
- 0000R RTI Reading 2
- 00102 On the Job Training
- 00803 Reading Intervention I
- 01026 CTE Auto Technology
- 01031 Read 180
- 01842 CTE Fire Science
- 02073 Financial Literacy
- 02763 WEB Publishing
- 03153 WEB PUB II
- 03235 AP Computer Science/Programming
- 04023 Wood Shop I
- 04172 Wood Shop II
- 05043 Foods/Nutrition
- 05083 Culinary Art I
- 05123 Culinary Art II
- 05124 Culinary Art III
- 08022 NMHSCE Recovery
- 08031 Mentoring/Life Skills

Submit

Associate

Submit

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12. Click Submit. The Requests page appears.

# PowerSchool Scheduling Procedures Manual

## DELETE INDIVIDUAL STUDENT COURSE REQUESTS:

1. On the start page, select PowerScheduler from the main menu.
2. Under Resources, select Students from the PowerScheduler menu. The Scheduling page will appear.
3. Select the students you want to work with.
4. Click "Select these students" so that their names appear in the students menu.
5. Select Requests from the pull-down menu.

Click on Request

Requests

Anickado, James 10 28091 GPH

0% Scheduled  
0% Core Scheduled  
0% Primary Requests Satisfied  
0% Total Requests Satisfied

Constraints | Demographics | Grad Planner | Grad Progress | Math | Preference | Request | Schedule

New

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
05331	Mentoring 10		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
05331	Mentoring 10		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
10024	English II		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
10024	English II		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
11323	Vocal Technique		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
11323	Vocal Technique		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
11533	Art III		<input type="checkbox"/>	E	0		Associate	<input type="checkbox"/>
11533	Art III		<input type="checkbox"/>	E	0		Associate	<input type="checkbox"/>
17114	Biology (Lab)		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
17114	Biology (Lab)		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
20313	Algebra I		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
20313	Algebra I		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
27053	World History		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>
27053	World History		<input type="checkbox"/>		0		Associate	<input type="checkbox"/>

Delete Requests

Manually Schedule Student Submit

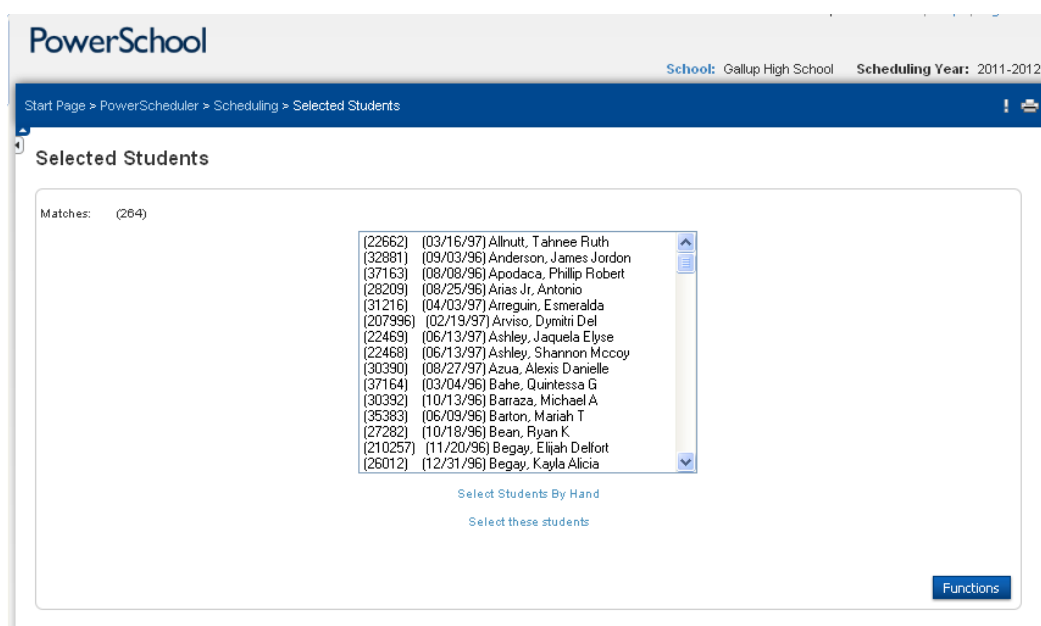
6. Click a student's name to view his or her Requests page.
7. Select the Delete checkbox in the row of each course request you want to delete.
8. Click Delete Requests. The Requests page will appear.

# PowerSchool Scheduling Procedures Manual

## MASS ASSIGN STUDENT COURSE REQUESTS:

It is possible that an entire grade level or group of students will need to request the same course or courses. If this is the case, you have the option of mass assigning course requests to these students.

1. On the start page, select PowerScheduler from the main menu.
2. Under Resources, select Students from the PowerScheduler menu. The Scheduling page appears.
3. Select the students you want to work with.



4. On the Selected Students page, click Functions. The Scheduling Functions page will appear.

## PowerSchool Scheduling Procedures Manual

5. Click Mass Add Requests. The Mass Add Requests page will appear:

PowerSchool

School: Gallup High School Scheduling Year: 2011-2012

Start Page > PowerScheduler > Selected Students > Student Scheduling Functions

**Student Scheduling Functions**

What do you want to do for all of the 264 students you have selected?

Function	Description
Export Using Template	Uses a template to export data on currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Add Requests	Lets you enter the same course request for selected student at one time.
Mass Delete Requests	Lets you delete the same course request for selected students at one time.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Schedule Mass Enroll	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

6. Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the number of the course you want to assign to the group of students you selected.
Section Type	Select the course section type, if applicable, from the pull-down menu. For example, these students may request a bilingual section of a course.
Request Type	Select the type of request from the pull-down menu: <ul style="list-style-type: none"> <li>○ Required</li> <li>○ Elective</li> <li>○ Alternate</li> </ul>
Priority	If you selected Alternate in the Request Type field, enter a priority for the request. The lower the number, the higher the priority and the more likely these students will be scheduled into this alternate class.

7. Click Submit. The Changes Recorded page appears.

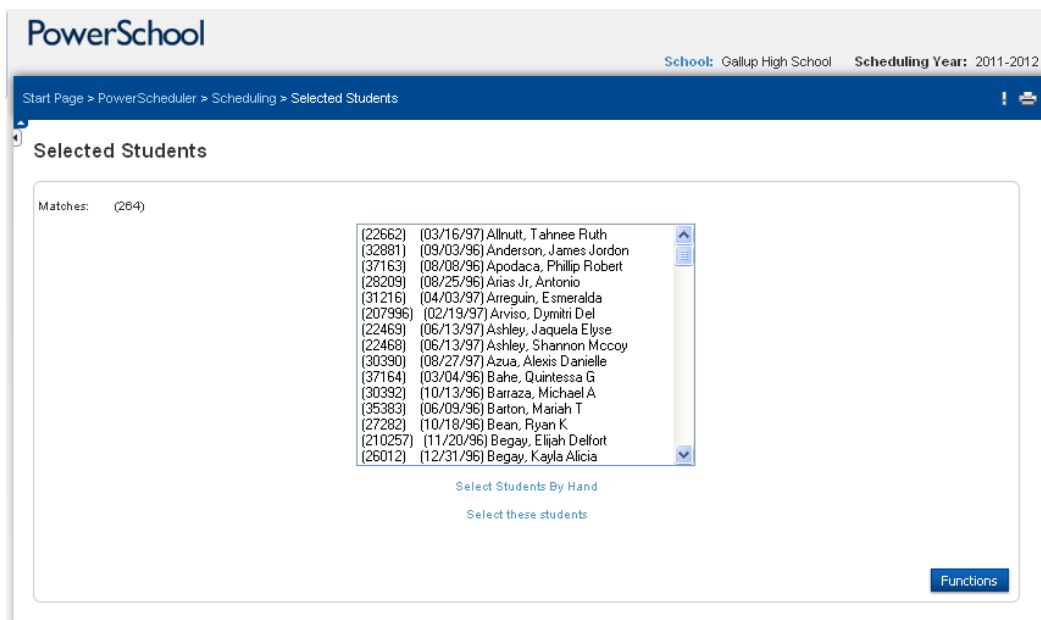


# PowerSchool Scheduling Procedures Manual

## MASS DELETE STUDENT COURSE REQUESTS:

After student course requests have been entered, you may find that due to a data entry error, an entire group of students was assigned to the wrong course. Alternatively, perhaps there is not enough money in the budget to hold a particular course next year. In these and other similar situations, you have the option of mass deleting student course requests.

1. On the start page, select PowerScheduler from the main menu.
2. Under Resources, select Students from the PowerScheduler menu. The Scheduling page will appear.
3. Select the students you want to work with.



4. On the Selected Students page, click Functions. The Scheduling Functions page will appear:

## PowerSchool Scheduling Procedures Manual

- Click Mass Delete Requests. The Mass Delete Requests page will appear.

Function	Description
Export Using Template	Uses a template to export data on currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Add Requests	Lets you enter the same course request for selected student at one time.
Mass Delete Requests	Lets you delete the same course request for selected students at one time.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Schedule Mass Enroll	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

- Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the number of the course you want to delete from the group of students you selected.
Section Type	Click Associate to select the section type, if appropriate. This ensures that only requests of the selected course that have this section type will be deleted.
Alternate	Select this checkbox to delete only requests for this course that are selected as "Alternate."
What to Delete	Select whether you want to apply the changes to the first occurrence or all occurrences of students' course requests. Deleting only the first occurrence of a request is useful for removing duplicate student course requests.

- Click Submit. The Changes Recorded page appears.

# PowerSchool Scheduling Procedures Manual

## POWERSCHEDULER REPORTS:

These reports will assist you in compiling data to complete your master schedule.

1. In PowerScheduler, click on Reports
2. If you have a created a current selection of students you want to run the report for, then click the box next to the report, then click on the report name.
3. If you want the report ran for ALL students then do NOT click the box next to the report. Just click the report name.
4. The frequently used reports are highlighted.

The screenshot shows the PowerSchool Scheduling Reports page. The left sidebar contains a navigation menu with categories: Years & Terms, Resources, Processing, Schedule, and Tools. The 'Reports' link under the 'Tools' category is circled in red. The main content area is titled 'Scheduling Reports' and shows a list of reports under two sections: 'Pre Build Reports' and 'Post Build Reports'. The 'Pre Build Reports' section includes reports like 'Conflict Matrix Export', 'Course List', 'Course Request Tally', 'Requests by Student', and 'Student Request Tally'. The 'Post Build Reports' section includes reports like 'Alternate Request Report', 'Master Schedule', 'Room Schedule', and 'Unscheduled Students'. The 'Course Request Tally', 'Requests by Student', and 'Student Request Tally' reports are highlighted in yellow. A red octagonal callout box with the text 'Recommended: run before proceeding with building steps' points to these three reports. Arrows from labels on the left point to the 'Course Request Tally', 'Requests by Student', and 'Student Request Tally' reports.

Course Request Tally

Requests by Student

Student Request Tally

Recommended: run before proceeding with building steps

Click here to access reports!

# PowerSchool Scheduling Procedures Manual

## COURSE SETUP:

1. In PowerScheduler, click on Courses
2. Courses are used District Wide. There are three changes that will affect other schools who use the same course number. Do **NOT** change the following:
  - a. Credit Hours
  - b. Use this course for lunch
  - c. Exclude on Report Cards/Transcripts
  - d. Department
3. **DO** update the following:
  - a. Schedule this course. If you don't check this, then the course will not get scheduled.
  - b. Maximum Enrollment (refer to state requirements for class size)

PowerSchool

School: Tse 'Yi 'Gai High School Scheduling Year: 2012-2013

Start Page > PowerScheduler > Course Information

### Course Information

Assignments | Constraints | Preferences | Relationships | Requests | Sections

<b>General Information</b>			
Course Number	20313	Course Name	Algebra I
Credit Hours	0.5	Credit Type	MAT
Alternate Course Number		Grade Scale	
CIP Code		Vocational Class	No
<b>Scheduling Preferences</b>			
Schedule This Course	<input type="checkbox"/>	Update	
Use The Course For Lunch	<input type="checkbox"/>		
Exclude On Report Cards/Transcripts	<input type="checkbox"/>		
Department	MA	Associate	
Build Type	Standard		
Full Catalog Description			
Maximum Enrollment	0	Update	

## PowerSchool Scheduling Procedures Manual

4. Sections Defined: Enter the number of sections that are going to be offered of this course for the entire year.
  - a. If students are required to take this course the whole entire year, then do not count it as semesters, count it only as a year long course. Remember, yearlong courses are split just before committing of the schedule.
  - b. If the course is semester long, then count each section X2
5. Periods Per Meeting: Enter the number of periods this course will span. For example, if the course spans over two periods or three periods then this field would have a 2 or 3. For only a couple of exceptions, most courses will be a 1.
6. Allow Student Repeats in the Same Term and Allow Student Repeats in Different Terms, are only used if the student is taking the same course twice. In the same term, or in different terms. This option has never been used, leave blank for now, can be updated if necessary.
7. Balance Terms: Only used for semester or quarter long courses. Do check if this course meets those criteria.
8. Valid Start Periods: If left blank then the system could schedule this course in period one, if you do not want it to be scheduled in period one then choose the earliest period that it can be scheduled in. *Sections can be moved in the scheduler before students are scheduled.*
9. Valid Terms: Click on Associate and select terms:
  - a. 2015-2016 for yearlong courses
  - b. S1 and/or S2 for courses that are scheduled as semester long
  - c. Q1, Q2, Q3 and/or Q4 for courses that are scheduled as quarter long.
10. Valid Day Combinations: All courses should be set as A,B,C,D,E.

The screenshot shows the PowerSchool Scheduling interface with several fields and checkboxes. Red arrows point to the following elements:

- Sections Defined**: Points to the **Sections Offered** input field, which contains the value 0.
- Periods Per Meeting**: Points to the **Periods Per Meeting** input field, which contains the value 0.
- Frequency**: Points to the **Frequency** input field, which contains the value 0.
- Allow Student Repeats in the Same Term**: Points to the checkbox for **Allow Student Repeats in the Same Term**.
- Allow Student Repeats in Different Terms**: Points to the checkbox for **Allow Student Repeats in Different Terms**.
- Balance Terms**: Points to the checkbox for **Balance Terms**.
- Valid Start Periods**: Points to the checkboxes for **Period 1**, **Period 2**, **Period 3**, **Period 4**, **Period 5**, and **Period 6**.
- Associate**: Points to the **Associate** button.
- Valid Day Combinations**: Points to the **Valid Day Combinations** input field, which contains the example text **Example: (A,B)(B,D)**.

## PowerSchool Scheduling Procedures Manual

12. Load Priority: This determines how students are loaded. The number should be in increments of 10.
13. Load Type: Drop down menu, select option that best describes this course.
14. Balance Priority: Sets how the sections are balanced.
15. Use Pre-Established Teams: Must be checked if you are teaming.
16. Close Section at Max: Do Not check this option for your first run. Your first build should be free of most constraints so you can see any patterns in the schedule. Once patterns are addressed, then you can set this field.
17. Use Section Types: Must be checked if you are using section types in your build.
18. Substitute Information: This area is used to “Substitute” a course for the one you are currently working on. For example, if you offered Photography, you have 60 students signed up for it, but it got cut. Instead of changing all of the course requests, you can “Associate” a substitute course number and run the build again. This should not be utilized unless absolutely necessary. An easier way of addressing this type of situation would be to schedule the course and then change the course number just before or after committing the schedule.
19. Click Submit.

The screenshot displays the PowerSchool Scheduling interface with several sections and annotations:

- Room Requirements**: Contains a text input field and an **Associate** button. A red circle with a diagonal slash is drawn over the input field.
- Facilities**: A section header.
- Load Options**:
  - Load Priority**: A text input field containing the value **0**. A red arrow points to it from the left.
  - Load Type**: A dropdown menu currently set to **Academic**. A red arrow points to it from the right.
  - Balance Priority**: A dropdown menu currently set to **Section**. A red arrow points to it from the left.
  - Use Pre Established Teams**: A checkbox that is unchecked. A red arrow points to it from the left.
  - Use Section Types**: A checkbox that is unchecked. A red arrow points to it from the left.
  - Close Section After Max**: A checkbox that is unchecked.
- Substitute Information**:
  - Don't Allow Student Substitutions**: A checkbox that is unchecked.
  - Global Substitution 1**: A text input field and an **Associate** button.
  - Global Substitution 2**: A text input field and an **Associate** button.
  - Global Substitution 3**: A text input field and an **Associate** button.
- Submit**: A blue button at the bottom right. A red arrow points to it from the left.

## PowerSchool Scheduling Procedures Manual

### CREATING & ASSIGNING TEAMS:

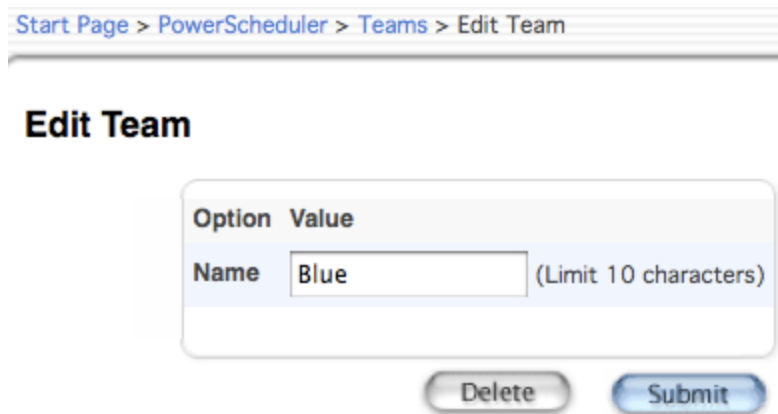
Students, Teachers and Courses can be assigned to teams within PowerScheduler.

Teams are either static or dynamic:

- To define static teams, manually assign each student to a particular team.
- To create dynamic teams, define the team names and assign teachers to the teams, but allow the system to decide which students to assign to which teams for the best possible balance.

To create teams:

1. Navigate to PowerScheduler.
2. Click Teams from the left hand navigation window.
3. Click New.
4. Enter a name to identify this team, the system will automatically assign an ID number.



The screenshot shows the 'Edit Team' interface in PowerScheduler. At the top, a breadcrumb trail reads 'Start Page > PowerScheduler > Teams > Edit Team'. Below this, the title 'Edit Team' is displayed. The main form area contains a table with two columns: 'Option' and 'Value'. The first row has 'Name' in the 'Option' column and a text input field containing 'Blue' in the 'Value' column. To the right of the input field is a note '(Limit 10 characters)'. Below the table, there are two buttons: 'Delete' and 'Submit'.

Option	Value
Name	<input type="text" value="Blue"/> (Limit 10 characters)

5. Click on Teachers from the left hand navigation window.
6. Select the teacher you wish to assign to a team.

## PowerSchool Scheduling Procedures Manual

7. Click on Preference from the navigation bar toward the top of the screen.
8. Select the corresponding Team Code from the Drop Down, and submit.

[Start Page](#) > [PowerScheduler](#) > [Teachers](#) > Teacher Scheduling Preferences - Abram, Michael 2324

### Teacher Scheduling Preferences - Abram, Michael

Build: 2009 - 2010   Catalog: 2007 - 2008

[Assignments](#) | [Constraints](#) | [Matrix](#) | [Preferences](#) | [Schedule](#)

#### Required Settings

Department	<input type="text"/>	<input type="button" value="Associate"/>
Preferred Room	<input type="text"/>	<input type="button" value="Associate"/>
Maximum Consecutive Periods	<input type="text" value="3"/>	
Schedule This Teacher	<input checked="" type="checkbox"/>	
Is Always Free?	<input type="checkbox"/>	
Schedule For Lunch	<input type="checkbox"/>	

#### Optional Settings

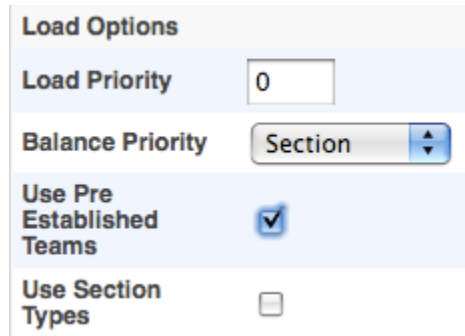
Building Code	<input type="text"/>	<input type="button" value="Associate"/>
House Code	<input type="text"/>	<input type="button" value="Associate"/>
Team Code	<input type="text"/>	
Maximum Student Load	<input type="text"/>	

9. Click on Students from the left hand navigation window.
10. Select the student you wish to assign to a team.



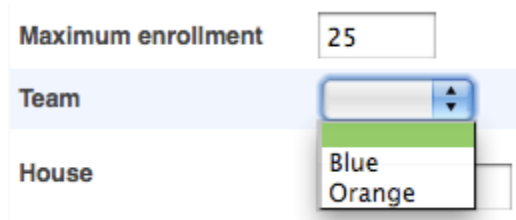
## PowerSchool Scheduling Procedures Manual

11. Click on Preference from the navigation bar toward the top of the screen.
12. Select the corresponding Team Code from the Drop Down, and submit.



Load Options	
Load Priority	<input type="text" value="0"/>
Balance Priority	<input type="text" value="Section"/>
Use Pre Established Teams	<input checked="" type="checkbox"/>
Use Section Types	<input type="checkbox"/>

13. Click on Courses from the left hand navigation window.
14. Select the Course you wish to assign to a team.
15. Click Preference from the navigation bar toward the top of the screen.
16. Make sure Use Pre Established Teams is selected.



Maximum enrollment	<input type="text" value="25"/>
Team	<input type="text" value="Blue"/>
House	<input type="text"/>

17. Click Sections from the navigation bar toward the top of the screen.
18. Select the section you wish to assign a team to.
19. Select the corresponding Team Code from the Drop Down, and click Submit.

## PowerSchool Scheduling Procedures Manual

### **CREATING & ASSIGNING SECTION TYPES:**

Use Section Types to create a special section for a course with special characteristic, such as "bilingual" or "contains multiple grade levels":

1. Navigate to PowerScheduler.
2. Click Section Types from the left hand navigation window.
3. Click New.
4. Enter the description of the Section Type.
5. Define a Code to the Section Type.
6. Submit the page.

[Start Page](#) > [PowerScheduler](#) > [Section Types](#) > Add/Edit Section Types

### **Add/Edit Section Types**

Option	Value
Section Type	<input type="text" value="Honors Group"/> (Limit 20 characters)
Section Type Code	<input type="text" value="HG"/> (Limit 2 characters)

7. Click the Courses link from the left hand navigation window.
8. Select a course.
9. Click Sections on the right side of the page just below Course Information.
10. Click the section number or new to enter the Edit Section page.
11. In the Section Type drop down, select the description of the course you defined in step 4.

## PowerSchool Scheduling Procedures Manual

Close section at max ☐

Section type

Grade Level

Current enrollment 0

12. Section types must also be assigned to students.
13. Click on Students link from the left hand navigation window.
14. Select a Student
15. Click on Requests
16. Using drop down menu, click on section type
17. Click Submit.

[Constraints](#) | [Demographics](#) | [Grad Planner](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
0000R	RTI Reading 2	<input type="checkbox"/>	<input type="checkbox"/>	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
08035	Mentorship 9	<input type="checkbox"/>	<input type="checkbox"/>	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

## PowerSchool Scheduling Procedures Manual

### TEACHER – COURSE ASSIGNMENT:

Creating teacher assignments is a very important part of the scheduling process. Teacher assignments define which courses and how many sections of each course a teacher will instruct.

1. On the Start Page, choose PowerScheduler from the main menu.
2. Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu appears.
3. Choose Assignments from the pop-up menu.
4. Click the name of the teacher to whom you want to assign courses.
5. Click New. That teacher's Edit Teacher Assignment page appears.

The screenshot shows the PowerSchool interface. On the left is a sidebar with a 'Preferences' dropdown and a list of teacher names. The main content area has a header with the PowerSchool logo, school name 'Tse 'Yi 'Gai High School', and scheduling year '2012-2013'. Below this is a breadcrumb trail: 'Start Page > PowerScheduler > Teacher Assignments - Anderson, Paulina'. The main title is 'Teacher Assignments - Anderson, Paulina'. Below the title, it says 'Build: 2012 - 2013' and 'Catalog: TGH Course Catalog'. There are tabs for 'Assignments', 'Constraints', 'Matrix', 'Preferences', and 'Schedule'. A 'New' button is located above a table. The table has columns: 'Course Number', 'Course Name', 'Count', 'Section Type', 'Terms', and 'Department'.

PowerSchool

School: Tse 'Yi 'Gai High School Scheduling Year: 2012-2013

Start Page > PowerScheduler > Teacher Assignments - Anderson, Paulina

### Teacher Assignments - Anderson, Paulina

Build: 2012 - 2013 Catalog: TGH Course Catalog

[Assignments](#) | [Constraints](#) | [Matrix](#) | [Preferences](#) | [Schedule](#)

[New](#)

Course Number	Course Name	Count	Section Type	Terms	Department
---------------	-------------	-------	--------------	-------	------------

## PowerSchool Scheduling Procedures Manual

6.

- **Course Number:** Click Associate to select a course from the active course catalog.
- **Section Type:** If appropriate, use the pop-up menu to choose the section type. If you use section types, you must indicate which teacher teaches what section type. For example, if Teacher A teaches two sections of course 100, with only one of them being a Spanish section type, you need to create two teacher assignments: for one, choose Spanish and enter 1 in the "Number of Sections" field; for the other, leave the Section Type field blank and enter 1 in the "Number of Sections" field.
- **Number of Sections:** Enter the number of sections of the course this teacher will instruct.
- **Schedule Term Code:** Use the pop-up menu to choose the schedule term in which this course is taught. Note: This field only applies to courses that are not year-long.

**Edit Teacher Assignment: Anderson, Paulina**

Build: 2012 - 2013    Catalog: TGH Course Catalog

Option	Value
Course Number	<input type="text"/> <span>Associate</span>
Section Type	<input type="text"/> ▼
Number of Sections	<input type="text"/>
Schedule Term Code	<input type="text"/> ▼

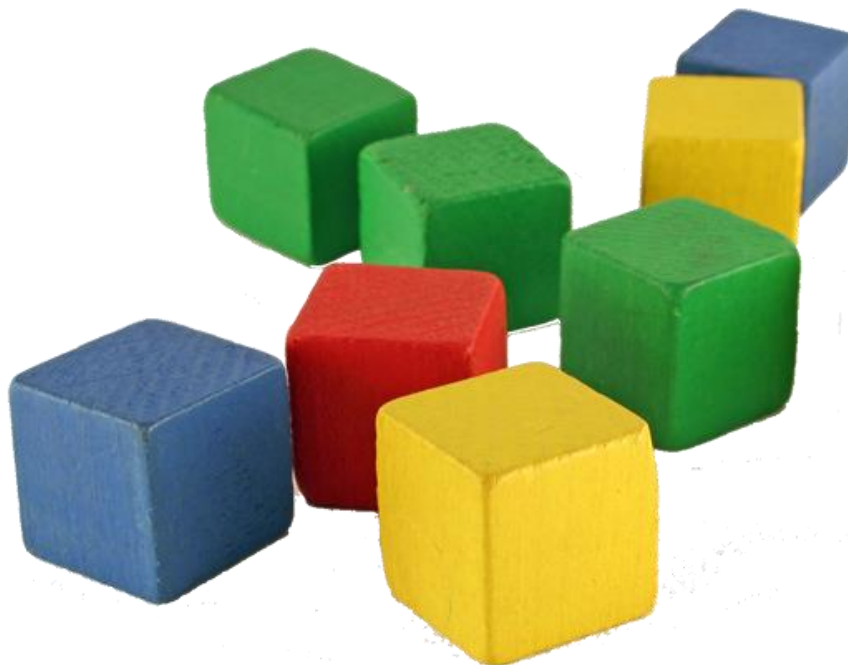
Submit

7. Click Submit. The teacher's Teacher Assignments page appears.

\*note: Holders of the certificate in Native American language and culture, pre k-12 may not use this certificate to provide instruction in any other subject matter or discipline, unless they hold a valid PED license authorizing them to provide such instructional services. This means the NLC teachers must have a valid PED license to teach anything other than Navajo Language Culture. This includes Mentoring/study skills courses!

## PowerSchool Scheduling Procedures Manual

### **BUILD CONSTRAINTS:**



### **Do not use for the first couple of runs – last resort!**

Use a **Course Optimize** constraint to override the global sampling parameters when scheduling a specific course. For example, if you have a course that you know will be very difficult to schedule, increase both the minimum number of combinations to sample and sampling percentage using this constraint.

**Note:** You can only define one Course Optimize constraint per course.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Build Constraints, click Course Optimize.
4. On the Course Optimize Constraints page, click New. The Edit Course Optimization page appears.
5. Use the following table to enter information in the fields:

## PowerSchool Scheduling Procedures Manual

Field	Description
Course Number	Click Associate to select the course you want to optimize.
Minimum number of combinations to sample	<p>Enter the minimum number of combinations you want the system to sample when scheduling this course into the master schedule.</p> <p>For example, if this field on the Edit Build Scenario page is set for 10,000 and you have a course you know will be difficult to schedule, enter 50,000 so that the system will evaluate five times as many combinations as it does for your other courses.</p>
Sampling Percentage	<p>Enter the percentage of combinations you want the system to sample when scheduling this course into the master schedule.</p> <p>For example, if this field on the Edit Build Scenario page is set for 75% and you have a course you know will be difficult to schedule, enter 100 to have the system evaluate all possible combinations.</p>

6. Click Submit. The Course Optimize Constraints page appears.

Start Page > PowerScheduler > Constraints > Course Optimize Constraints > Edit Course Optimization

### Edit Course Optimization

Option	Value
Course Number	<input type="text" value="CS1002"/> <input type="button" value="Associate"/>
Minimum number of combinations to sample	<input type="text" value="5,000"/>
Sampling Percentage	<input type="text" value="90"/>

## PowerSchool Scheduling Procedures Manual

Use a **Course Restriction** constraint to restrict sections of a course to particular periods and days or to meet any time except the specified periods and days. For example, use this constraint to force three sections of a five-section course to schedule at the same time. The system normally spreads the sections out over different periods. With this constraint, you can force them to be scheduled where you want.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Build Constraints, click Course Restrict.
4. On the Course Restrictions Constraints page, click New. The Edit Course Restriction page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the number of the course you want to restrict.
Term	Use the pop-up menu to choose to which term you want this constraint to apply.
Schedule	Select the checkbox next to each period in each day that you want this course to be taught.
Applies to days only	Select this checkbox to apply this constraint to only the day(s) specified in the Schedule checkboxes. The system does not consider periods and terms for this constraint.
Applies to periods only	Select this checkbox to apply this constraint to only the period(s) specified in the Schedule checkboxes. The system does not consider days and terms for this constraint.
Applies to term only	Select this checkbox to apply this constraint to only the term specified in the Term pop-up menu. The system does not consider days and periods for this constraint.
Minimum Number of Sections	Enter the minimum number of sections you want to restrict. <span style="float: right;">* <b>Note:</b> If the "Minimum Number of Sections" and "MaximumNumber of Sections" fields are both 0, then this course can be taught in any period or day except the one(s) indicated.</span>
Maximum Number of Sections	Enter the maximum number of sections you want to restrict. <span style="float: right;">*<b>Note:</b> If the "Minimum Number of Sections" and "MaximumNumber of Sections" fields are both 0, then this course can be taught in any period or day except the one(s) indicated.</span>
Section Type	If the course section you want to restrict has a section type, use the pop-up menu to choose it. If a course has five sections and the two sections you want to restrict contain section types, you must create two constraints.

6. Click Submit. The Course Restrictions Constraints page appears.



## PowerSchool Scheduling Procedures Manual

Use a **Course Room** constraint to assign a course to a particular room. For example, you could force the Computer-Aided Drafting class to be taught in the Computer Lab rather than the Shop.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Build Constraints, choose Course Room.
4. On the Course Room Constraints page, click New. The Edit Course Room Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the number of the course you want to assign to a particular room.
Room	Click Associate to select the room in which you want this course to be scheduled.
Teacher	Click Associate to select the teacher who will be instructing this course. <b>Note:</b> This constraint only applies to the sections of this course taught by the teacher you select. If you do not select a teacher, this constraint applies to all sections of the selected course.

6. Click Submit. The Course Room Constraints page appears.

[Start Page](#) > [PowerScheduler](#) > [Constraints](#) > [Course Room Constraints](#) > [Edit Course Room Constraint](#)

### Edit Course Room Constraint

Option	Value	
Course Number	<input type="text" value="THR1000"/>	<input type="button" value="Associate"/>
Room	<input type="text" value="114"/>	<input type="button" value="Associate"/>
Teacher (optional)	<input type="text" value="9"/>	<input type="button" value="Associate"/>

## PowerSchool Scheduling Procedures Manual

Use a **Course Team** constraint to block teachers and courses together so that certain courses can only be taught at the same time as certain other courses. For example, a jazz band instructor can only teach a jazz band course when a jazz choir instructor leads a jazz choir class (or vise-versa).

A blocking course relationship requires Course 1 and Course 2 to have the exact same number of sections. A Course Team constraint allows Course 1 and Course 2 to offer different numbers of sections, as long as there is at least one section of each using the blocking specified.

**Note:** The order of the courses is irrelevant.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Build Constraints, click Course Team.
4. On the Course Team Constraints page, click New. The Edit Course Team Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number 1	Click Associate next to the Course Number field to select the name of the first course you want to team together. Click Associate next to the Teacher field to select the name of the teacher instructing this course.
Course Number 2	Click Associate next to the Course Number field to select the name of the course you want to team with Course Number 1. Click Associate next to the Teacher field to select the name of the teacher instructing Course Number 2.
Simultaneous Blocking	Select this checkbox if you need these two courses to be scheduled at the same time. Otherwise, any other blocking course relationship (such as Before or After) prevails.
Same Room	Select this checkbox if you want to force both courses to be scheduled in the same room.
Minimum Number of Teaming Sections	Enter the minimum number of sections of these courses that will be teamed together. For example, if each course has four sections but you enter 2 in this field, then only two of the four sections will be teamed.

## PowerSchool Scheduling Procedures Manual

[Start Page](#) > [PowerScheduler](#) > [Constraints](#) > [Course Team Constraints](#) > [Edit Course Team Constraint](#)

### Edit Course Team Constraint

Course Number 1	Value	
Course Number	<input type="text" value="HEC9"/>	<button>Associate</button>
Teacher	<input type="text" value="3"/>	<button>Associate</button>
Course Number 2	Value	
Course Number	<input type="text" value="CS1002"/>	<button>Associate</button>
Teacher	<input type="text" value="14"/>	<button>Associate</button>
Options	Value	
Simultaneous Blocking?	<input type="checkbox"/>	
Same Room?	<input checked="" type="checkbox"/>	
Minimum Number of Teaming Sections	<input type="text" value="3"/>	

- Click Submit. The Course Team Constraints page appears.

## PowerSchool Scheduling Procedures Manual

Use a **Pre-Schedule** constraint to schedule sections of a course ahead of time when you already know exactly when and where they must meet in the master schedule. For example, use this constraint to schedule sections of Band in sixth and seventh periods, which is the only time the band teacher is available.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Build Constraints, click Pre-Schedule.
4. On the Pre-Schedule Constraints page, click New. The Edit Pre-Schedule Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the number of the course you want to preschedule.
Schedule	Select the checkbox next to each period in each day that you want to schedule this course.  For example, if you have a one-day schedule and select Period 1 and Period 2, a section of this course will span periods 1 and 2 every day. Alternatively, if you have a two-day schedule and select Period 1 for both days, the section will meet every day during first period.
Room	Click Associate to select the number of the room in which you want to preschedule this course.
Teacher	Click Associate to select the name of the teacher who instructs the course you want to preschedule.
Section Type	If the section of the course you want to preschedule has a section type, use the pop-up menu to choose it.  <b>Note:</b> If you want to preschedule two sections of the same course, one of which has a section type, you must create two constraints.
Team Code	If the section of the course you want to pre-schedule is associated with a teacher team, use the pop-up menu to choose it.

## PowerSchool Scheduling Procedures Manual

[Start Page](#) > [PowerScheduler](#) > [Constraints](#) > Edit Pre-Schedule Constraint

### Edit Pre-Schedule Constraint

Option	Value																
Course Number	<input type="text" value="SCI1000"/>	<input type="button" value="Associate"/>															
	<input type="button" value="↓"/>																
	<table><tr><td></td><td>A</td><td>B</td></tr><tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>		A	B	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	
	A	B															
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>															
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>															
3	<input type="checkbox"/>	<input type="checkbox"/>															
4	<input type="checkbox"/>	<input type="checkbox"/>															
Schedule																	
		Less than Bytes in Bitmap															
Room (optional)	<input type="text" value="315"/>	<input type="button" value="Associate"/>															
Teacher (optional)	<input type="text" value="35"/>	<input type="button" value="Associate"/>															
Section Type (optional)	<input type="button" value="↓"/>																
Team Code (optional)	<input type="button" value="Orange ↓"/>																

- Click Submit. The Pre-Schedule Constraints page appears.

## PowerSchool Scheduling Procedures Manual

Use a **Room Free** constraint to block a room from being scheduled for a particular term, day, and period. For example, use this constraint to keep a classroom free during the last period of the day for after school detention.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Build Constraints, click Room Free.
4. Click New. The Edit Room Free Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Room	Click Associate to select room you want to keep free when scheduling.
Schedule	Use the pull-down menu to select the term in which this constraint applies.  Select the checkbox next to each period in each day that you want keep this room free.  For example, select the checkbox(s) across the first row if you want to keep the room free during the first period of each day.

6. Click Submit. The Room Free Constraints page appears.

### Edit Room Free Constraint

Option	Value														
Room	<input type="text"/> <input type="button" value="Associate"/>														
	<input type="text"/>														
Schedule	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
	A														
1	<input type="checkbox"/>														
2	<input type="checkbox"/>														
3	<input type="checkbox"/>														
4	<input type="checkbox"/>														
5	<input type="checkbox"/>														
6	<input type="checkbox"/>														

## PowerSchool Scheduling Procedures Manual

Use a **Schedule Break** constraint to add flexibility to teachers' max-in-a-row count. For example, if your teachers can instruct a maximum of three periods in a row, work around this by putting a 10-minute homeroom period after Period 2. This would make it possible to schedule teachers for Periods 1 through 5.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Build Constraints, click Schedule Break.
4. On the Schedule Break Constraints page, click New. The Edit Schedule Break Constraint page appears.
5. Choose the period after which you want to insert a break in the schedule from the pop-up menu.

Option	Value
Period Before Break	3

6. Click Submit. The Schedule Break Constraints page appears.

Use a **Teacher Free** constraint to specify those periods when a teacher must be free, such as when teaching at another school. This is the opposite of the Teacher Part-Time constraint.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Build Constraints, click Teacher Free.
4. On the Teacher Free Constraints page, click New. The Edit Teacher Free Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Teacher	Click Associate to select the name of the teacher who you want to be free during certain periods of the day.

## PowerSchool Scheduling Procedures Manual

Field	Description
Schedule	Use the pop-up menu to choose the term to which you want to apply this constraint. Select the checkbox next to each period in each day that you want this teacher to be free.

- Click Submit. The Teacher Free Constraints page appears.

### Edit Teacher Free Constraint

Option	Value														
Teacher	<input type="text"/> <input type="button" value="Associate"/>														
	<input type="text"/>														
Schedule	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
	A														
1	<input type="checkbox"/>														
2	<input type="checkbox"/>														
3	<input type="checkbox"/>														
4	<input type="checkbox"/>														
5	<input type="checkbox"/>														
6	<input type="checkbox"/>														



# PowerSchool Scheduling Procedures Manual

## COURSE RANK:

The Course Rank in PowerScheduler defines the order in which the system schedules courses into the master schedule. The rank is a value that the system assigns to a course according to how difficult it is to schedule. As the system fills the master schedule with courses during the build, it becomes more difficult to schedule each successive course. Therefore, the order in which the system schedules courses is important.

First, the system builds the course rank based upon the following items (listed in no specific order):

- Sections offered on the course
- Request conflicts
- Pre-Schedule and Course Restrict Constraints
- Length of each section (periods/days/terms)
- Block Relationships with other courses

The system then assigns each course a sequential number in increments of ten (such as 10, 20, 30). Additionally, you can manually change the rank of some courses based on your experience or special circumstances not reflected in course definitions or constraints.

For example, courses that are offered only once per term are scheduled before multiple courses because there are fewer choices. Scheduling these courses first assures a better schedule for the students that request courses offered once per term.

It is important to keep the course rank file up-to-date as you build your schedule and adjust your courses, teachers, constraints, and other parameters.

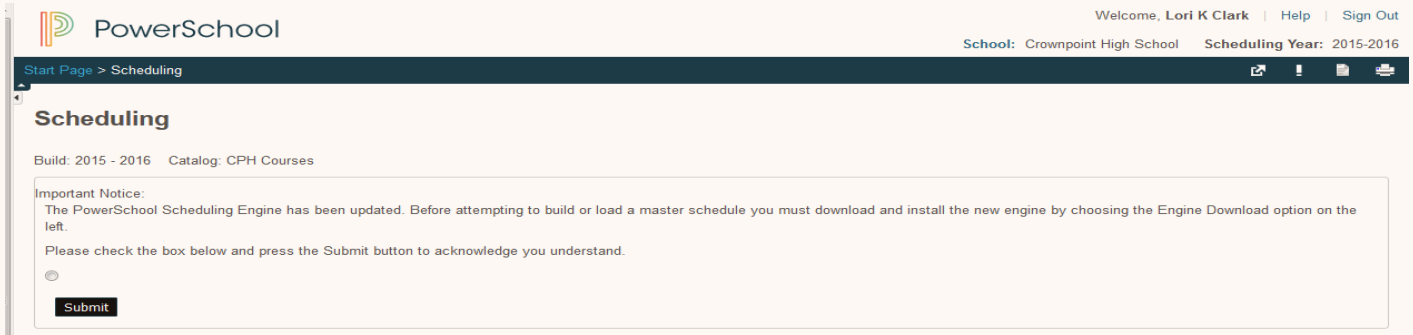
In PowerScheduler:

1. Click on Course Rank
2. For the first build, click on Build Rank
3. Any changes made after build, click on Update Rank

The screenshot shows the PowerSchool web interface. On the left is a navigation menu with 'Parameters' (Buildings, Catalogs, Days, Departments, Facilities, Houses, Periods, Section Types, Teams, Years & Terms) and 'Processing' (Auto. Scheduler Setup, Scenarios, Course Rank, Build (Q), Load (Q), Automated Study Hall, Commit). The main area is titled 'PowerSchool' and 'Course Rank'. It includes a breadcrumb trail 'Start Page > PowerScheduler > Course Rank'. Below the title are 'Build Rank' and 'Update Rank' buttons. A table with columns 'Delete', 'Sys Rank', 'Rank', 'Crs Num', 'Crs Name', 'Sections', 'PPC', 'Demand', 'Crs Conflicts', 'Stu Conflicts', 'Constraints', and 'Comments' is shown. A 'Submit' button is at the bottom right.

# PowerSchool Scheduling Procedures Manual

**NEW:** Make sure you click the bubble and submit, then download a new version, even if you had downloaded one last year!

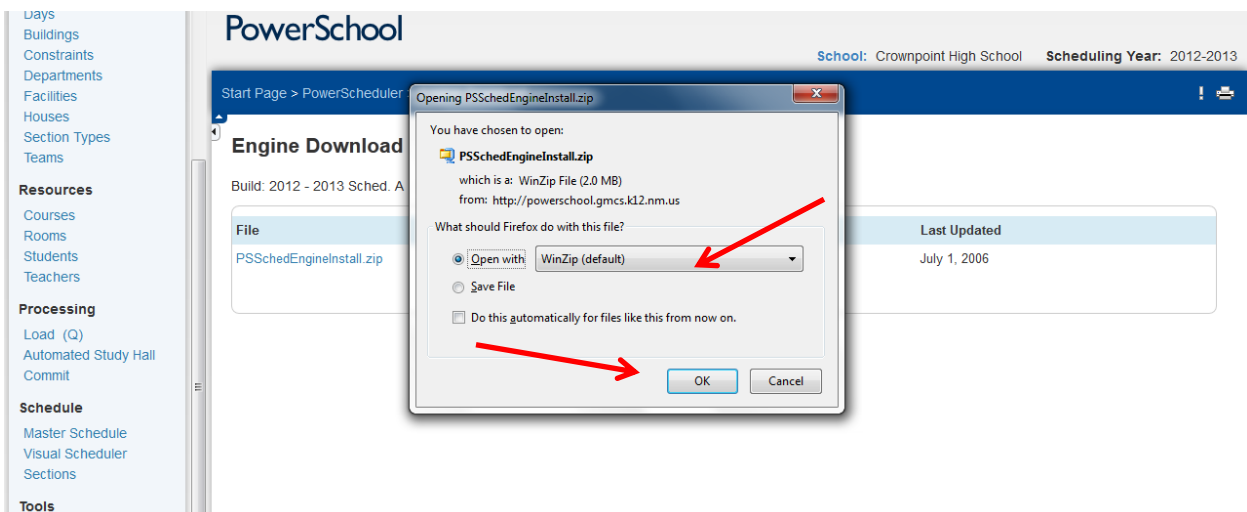


## Power Scheduler Engine Download:

1. Click on PowerScheduler
2. Under Tools, Click on Engine Download

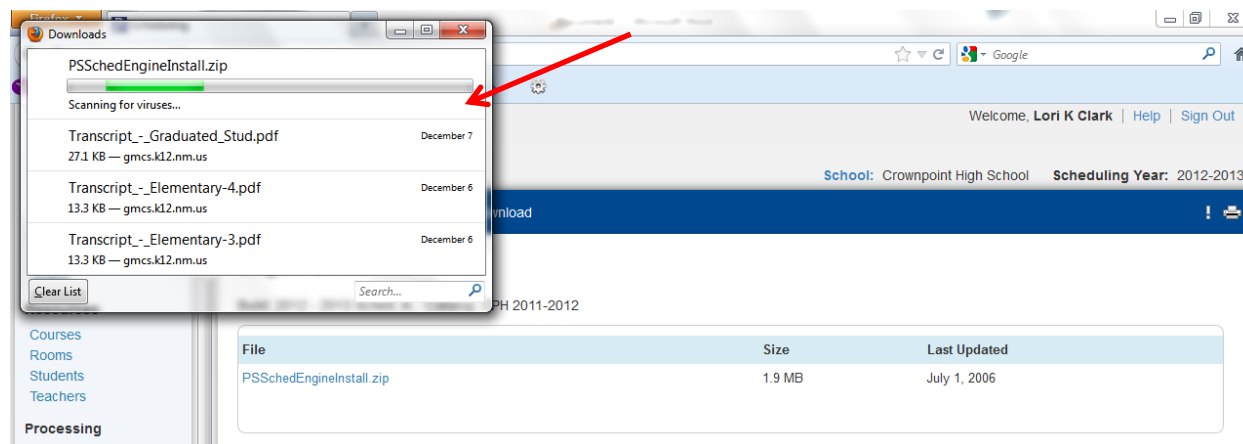


3. Click on PSSchedEngineInstall.zip
4. Open With WinZip – call Help Desk if you do not have this option
5. Click OK

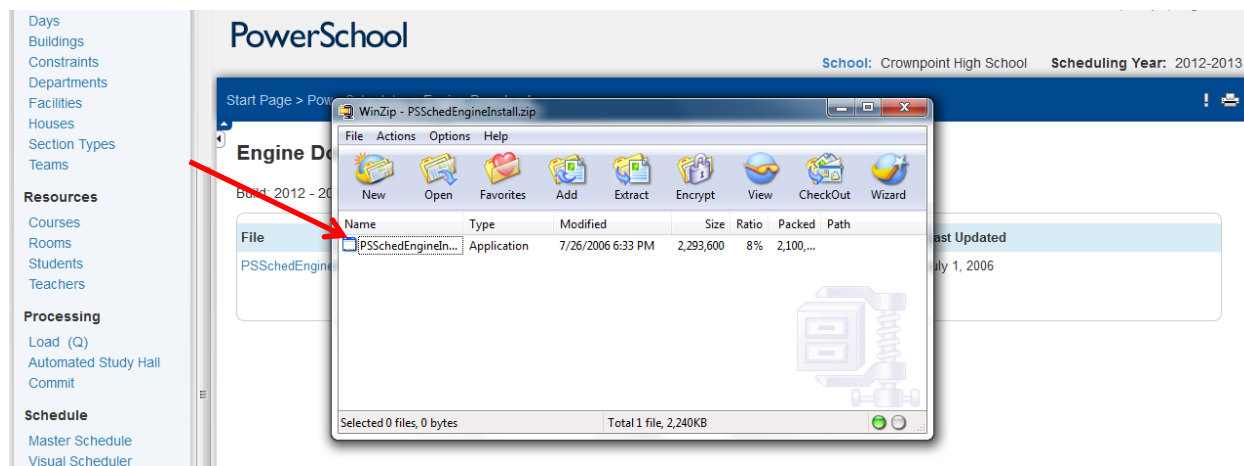


## PowerSchool Scheduling Procedures Manual

6. You will see a download progress page
7. When it is done downloading, you will see a WinZip download page.

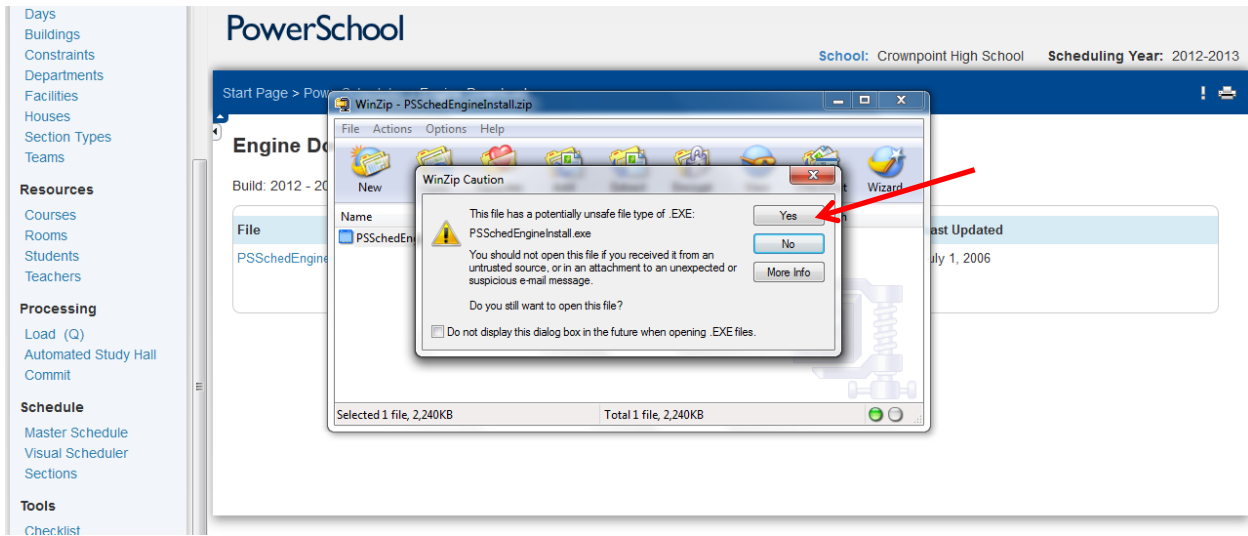


8. Click on PSSchedEngineInstall

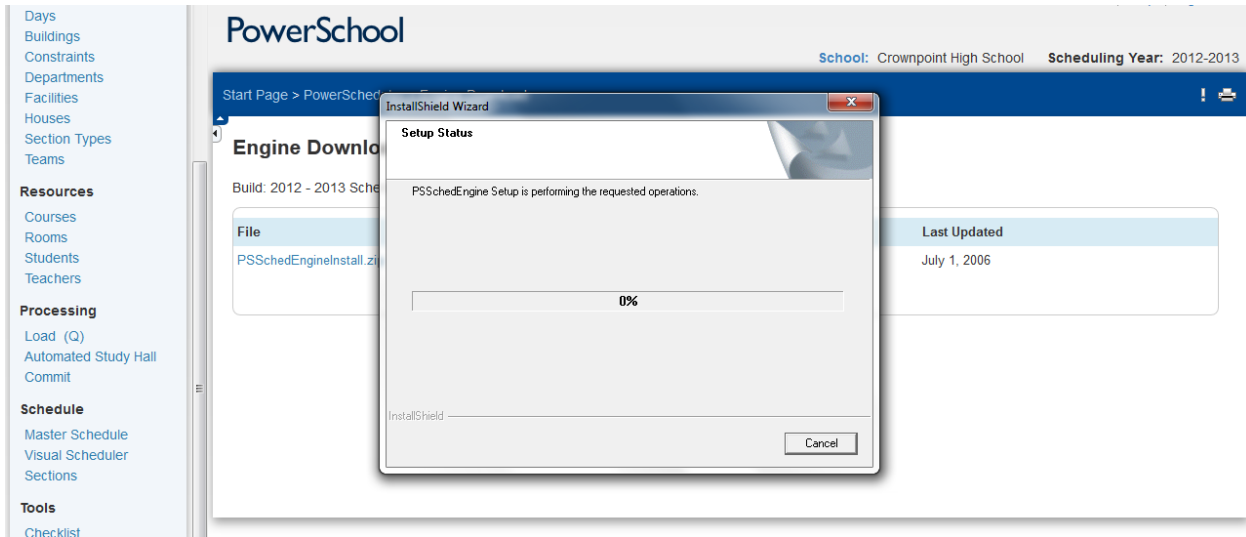


9. This file is OK to download – click yes on the Caution pop-up window.

# PowerSchool Scheduling Procedures Manual



10. The file will download, click Finish when it completes.



## PowerSchool Scheduling Procedures Manual

### THE BUILD:

Once all student, teacher and course information is updated and you have successfully downloaded the PSScheduling Engine to your computer, then your next step is to validate a build. The Validation process checks your data for errors. Once the errors are fixed then you can proceed with a build, import the new master schedule and tweak as necessary before loading students into it.

A build also does a load, but I would call it a "rough" load. The load that happens during a build does NOT:

- honor max class sizes
- use alternates

The process is to typically run builds until you have the best one possible, THEN run just loads, where you then have the option to honor the max class sizes and plug in alternate requests.

The reason the build doesn't have as many options for loading is that the function of a build is to BUILD the best schedule possible with the fewest conflicts. It does not need to honor max class sizes or use alternates for that purpose, so it maximizes resources toward what is important for a build. But of course you can then run loads to optimize the load.

The other advantage of load only is that you can select just one student or a group of students and run the load just for them, useful for late walk-ins or for spot fixing schedules, such as when you discover a mistake they made in their requests.

1. In PowerScheduler, Under Processing, click on Build
2. Click the box for Validate Only
3. Click Execute

Build Schedule	
<b>Validate</b> Validate only (Performs only a validation of the scheduling data)	
<b>Build</b> Build master schedule (Creates schedule from scratch overwriting any existing schedule from the scenario)  Use locked master records	 <input type="checkbox"/>
<b>Optimize</b> Optimize master schedule (Creates a previously built schedule by attempting to reschedule individual courses to reduce conflicts to improve balance)  Time allowed for optimizations Skip courses with ranks above	<input type="radio"/> <input type="text"/> hour(s) <input type="text"/> minute(s) <input type="text"/>
<input type="button" value="Execute"/>	

## PowerSchool Scheduling Procedures Manual

4. Once Validation has completed, click on the (Q) next to Build and click on View under Results Log.

Requesting

Course Groups

Screen Setup

Resources

Constraints

Courses

Build Master Schedule Queue

Build Type	Started	Success	Completed	Results Log	Results	Build Log	Comment	Delete
Build	True	True	5/31/11 08:47:57 PM	<a href="#">View</a>	<a href="#">Import</a>	<a href="#">View</a>	<input type="text"/>	<input type="checkbox"/>
Build	True	True	5/29/11 08:19:09 PM	<a href="#">View</a>	<a href="#">Import</a>	<a href="#">View</a>	<input type="text"/>	<input type="checkbox"/>
Build	True	True	5/28/11 08:00:27 PM	<a href="#">View</a>	<a href="#">Import</a>	<a href="#">View</a>	<input type="text"/>	<input type="checkbox"/>

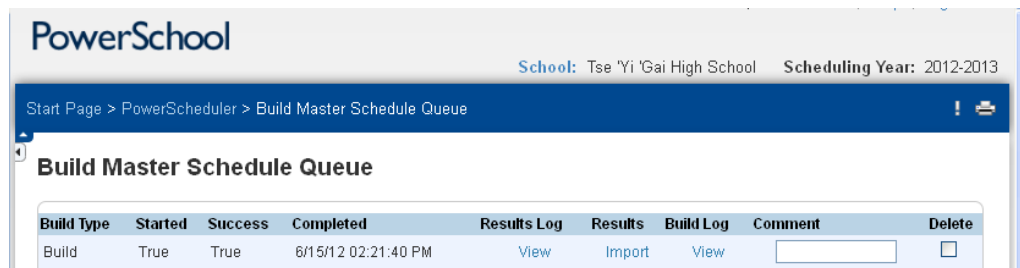
- a. Any other items listed will not prevent the scheduler from creating the master schedule; however, they could have a If you see “Error”: Look at the error closely, you will need to rectify it before you can proceed with the build.
- b. Depending on how sections are created. It is a best practice to clear the entire list, and then proceed with the build.

<div>Build (Q)</div> <div>Load (Q)</div> <div>Automated Study Hall</div> <div>Commit</div> <div>Requesting</div>	<div>Warning The previous error message, 453, has occurred 20 times. This error message will not be printed again.</div> <div>Warning Invalid maximum consecutive value found in the Teacher file. The teacher name is Weeks, Ted, the invalid value is 11.</div> <div>Info Invalid YOG found in the Student file. The student is Begay, Elijah Delfort, and the YOG is 0.</div> <div>Error Invalid Team code found in the Student file. The student is Dennison, Shanell Brooke, and the invalid code is 3294.</div> <div>Info Invalid YOG found in the Student file. The student is Silva, Patrick P, and the YOG is 0.</div> <div>Error Invalid Team code found in the Student file. The student is Ramirez, Dominga, and the invalid code is 3294.</div> <div>Info Invalid YOG found in the Student file. The student is Chanito, Cody B, and the YOG is 0.</div>
--	---

5. Once you have cleared the Validation list, then click on Build.
  - a. Do NOT click on Validate Only
  - b. For the first build, do NOT click on “Use locked master records”
    - i. Use this option, if you hand select where and when a section will be placed.
6. Use the Optimize to improve your schedule. It will take the last built schedule and try to improve it. This can take a very long time to run.
7. Once the process has completed, click on the (Q) next to Build
8. You should now see the validation build you just ran.

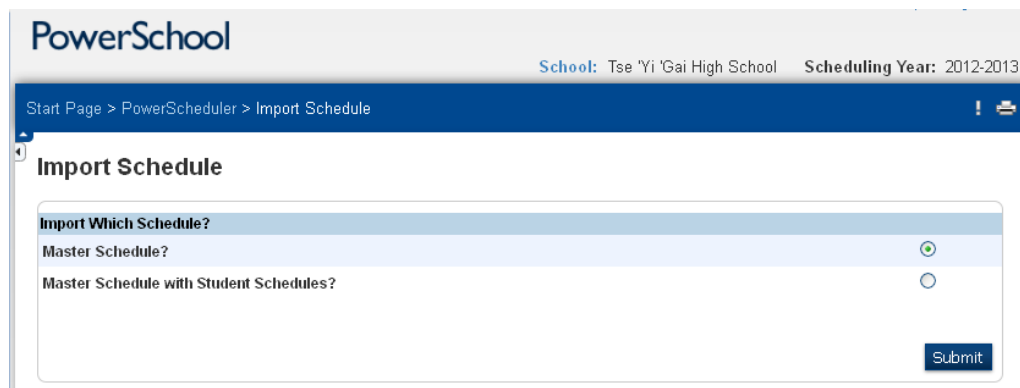
## PowerSchool Scheduling Procedures Manual

9. Click on the Results Log
  - a. Check for errors and warnings
  - b. When you have a successful build, click Import. This option will bring the current build into the Scheduler, where you can view it.
    - i. Go to reports, run Master Schedule PDF
    - ii. In PowerScheduler, click on Master Schedule
    - iii. In PowerScheduler, click on Sections
    - iv. In PowerScheduler, click on Teachers and then Sections
10. A validation or build can be run as many times as necessary to get the build you desire.
11. Once you have a complete Build, you will have to “**IMPORT**” it, to run reports to check your schedule
  - a. Click on the “Q” under build
  - b. Click on “Import” for the best build



Build Type	Started	Success	Completed	Results Log	Results	Build Log	Comment	Delete
Build	True	True	6/15/12 02:21:40 PM	<a href="#">View</a>	<a href="#">Import</a>	<a href="#">View</a>	<input type="text"/>	<input type="checkbox"/>

- c. Choose Either Master Scheduled or Master Schedule with Student Schedules, click Submit; this can be done a number of times, data is overwritten with each import.



Import Which Schedule?	
Master Schedule?	<input checked="" type="radio"/>
Master Schedule with Student Schedules?	<input type="radio"/>

[Submit](#)

## PowerSchool Scheduling Procedures Manual

### COMMON BUILD ERRORS:

The following error messages may display in the Build Results Log during the PowerScheduler Build process. Related error messages described in this list may not be listed together when viewing the Build Results Log.

**Note:** Course and student names in this article are examples.

To access the Build Log Results, navigate to Start Page > PowerScheduler and click on the (Q) next to Build. On the Build Master Schedule Queue" page, click on "View" under "Results Log."

### **Build Master Schedule Queue**

Build Type	Started	Success	Completed	Results Log	Results	Build Log	Comment	Delete
Build	True	True	10/28/08 11:8:25	<a href="#">View</a>		<a href="#">View</a>	<input type="text"/>	<input type="checkbox"/>

[Submit](#)



## PowerSchool Scheduling Procedures Manual

### Example Errors:

---

**Error The build could not schedule course: [Course Number]: [Course Name] - The reason the course couldn't be scheduled is unknown.**

Make sure that the cited Courses' Preference, if it has more than 1 period-per-meeting, has at least a matching number of Valid Start Periods checked.

---

**Error The file room does not contain any valid data.**

Rooms are not set up to be scheduled. Verify that **Use for Scheduling** is selected on the **Add/Edit Room** page for all rooms used for scheduling.

---

**Error The file course does not contain any valid data. Check the rank!**

Courses are not marked to be scheduled. Verify that **Schedule This Course** is selected on the **Course Information** page for all courses to be scheduled.

---

**Error The file teacher does not contain any valid data.**

Teachers are not marked to be scheduled. Verify that sure **Schedule This Teacher** is selected on the **Staff Scheduling Preferences** page for each teacher to be scheduled.

---

**Error The file student does not contain any valid data.**

Students are not marked to be scheduled. Verify that **Schedule This Student** is selected on the **Scheduling Setup** page for each student to be scheduled.

---

**Error The file tchasgn does not contain any valid data.**

The courses and number of sections of each course the teacher will teach has not been assigned. Add assignments for the teachers to be scheduled.

---

**Error The file request does not contain any valid data.**

## PowerSchool Scheduling Procedures Manual

Student course requests have not been entered. Create course requests by manually adding requests on the students' Requests screen, using the Mass Add Requests function, utilizing an import, or setting up Student Request screens.

---

**Error Invalid number of sections. The course is [Course Number]: [Course Name] , the section count is 0.**

The number of sections offered is not defined. To define the number of sections, navigate to PowerScheduler > Courses > Course Selection > scroll down to "Sections Offered" and populate a value.

---

**Error Invalid term length found in the Course file. The course is [Course Number]: [Course Name] , the invalid term length is 0.**

The course does not have any terms associated with it. To associate terms, navigate to the Course Information page at: PowerScheduler > Courses > Course Selection > scroll down to "Valid Terms," click on the "Associate" button, select a term, click Submit, then submit the Course Information page.

---

**Error Invalid course PPM found in the Course file. The course is [Course Number]: [Course Name] , the invalid course PPM value is 0 (must be > 0 and <= PeriodsPerDay) .**

The course does not have a value for periods per meeting. To enter a value for periods per meeting, navigate to the Course Information page at: PowerScheduler > Courses > Course Selection > scroll down to "Periods Per Meeting," enter the appropriate value, then submit the page. For example, if the students attend the course for two periods, then enter 2 as a value.

---

**Error Invalid course frequency found in the Course file. The course is [Course Number]: [Course Name] , the invalid frequency value is 0 (must be > 0 and <= DaysPerCycle) .**

The course does not have a value entered for course frequency. To enter a value for course frequency, navigate to: PowerScheduler > Courses > Course Selection > scroll down to "Frequency" and enter the appropriate value.

## PowerSchool Scheduling Procedures Manual

Frequency is the number of times that a course meets during a cycle. For example, if there are four days in the cycle (A,B,C,D) and the course meets on all four days, then the frequency is 4. If the course meets every other day, then the frequency is 2.

---

**Error Invalid meetings per cycle value found in the Course file. The course is [Course Number]: [Course Name] , the invalid value is 0.**

The course does not have value entered for "Periods Per Cycle." This number is calculated automatically by multiplying the Periods Per Meeting by the Frequency. If labs are included, then the formula is as follows: Periods per meeting multiplied by Frequency plus Lab Periods per meeting multiplied by Lab frequency = Periods per cycle. These settings are entered on the Course Information page at: PowerScheduler > Courses > Course Selection.

---

**Info Invalid schedule type found in the Course file. The course is [Course Number]: [Course Name] , the invalid value is .**

The course does not have value entered for "Sched\_LoadType" on the ScheduleCourseCatalogs table record for this course. This value is selected from a pull down list on the PowerScheduler > Courses > Course Selection page, with the options 'Standard', 'Lab', or 'LabFloat'. Verifying one of these selections are selected on the courses' preferences page then submitting this page will correct this error.

---

**Error Invalid term length found in the Course file. The course is [Course Number]: [Course Name] , the invalid term length is 0.**

Valid terms have not been set up for the course. Associate valid terms on the Course Information page for each listed course.

---

**Error The Student requests multiple times of the same course, but the course does not allow repeating requests. The student name is [Student Last, FirstName], and the course is [Course Number].**

The named student has more requests for a course than the course currently allows. Delete extra requests so that the student has only one request for the course.

If students are permitted to enroll in a course more than once in the same term, select **Allow Student Repeats in the Same Term** on the **Course Information** page.

## PowerSchool Scheduling Procedures Manual

If students will be permitted to enroll in a course in more than one term, select **Allow Student Repeats in Different Terms**.

---

Error The Constraint file contains an invalid section. The constraint type is LabLink, the course number is [Course Number], the section number is 1. This constraint was ignored.

Sections have been created either manually or during a previously imported build which have a **Section Link constraint** assigned to them. This can occur when a **Block Term relationship** is created for two courses while Building a schedule and the results of the Build have been imported. The courses will typically occur in pairs, though not necessarily consecutively in the Results Log list.

To correct this error, select the " **Use locked master records**" radio button on the Build Schedule page before executing the Build. This will result in the Build process continuing from the point of the last imported Build and will allow the sections and constraints previously built to remain intact. If it is desired to completely rebuild a previously imported schedule, the Section Link constraints must be deleted at: PowerScheduler > Constraints > Section Links.

---

Error Invalid section count found in the Course file. The course is [Course Number]: [Course Name] , the section count is 2, and the assignment section count is 0.

The number of sections defined to be created for the course does not match the number of sections assigned to teachers who will be scheduled.

---

Error Invalid course found in the Course Link file. The course is [Course Number]. Error Invalid related course found in the Course Link file. The course is [Course Number], the related course (invalid) is [Course Number].

These related error messages indicate that a relationship assigned to the two courses is invalid. This is typically a result of different course setup parameters for the two courses. For example, the number of periods and/or days each course meets must be identical when using a Block Term relationship.

---

Error Invalid valid term found in the Course file (does not match the term length). The course is [Course Number]: [Course Name] , the course term length is 2.

Error The Teacher Assignment file contains an invalid course. The teacher is [Teacher Last, FirstName], the course is [Course Number].

## PowerSchool Scheduling Procedures Manual

Error The Teacher Assignment file contains an invalid term. The teacher is [Teacher Last, FirstName], the course is [Course Number] and the invalid term is 10-11.

These error messages typically occur when an existing Master Schedule has been copied into a Build and Load scenario in PowerScheduler and a Build is attempted. To correct the errors, delete the copied Master Schedule or re-associate the valid terms on the Course Information page for each listed course.

---

### Bitmap Errors

[Qty: 1, Rel: 10] Dropped because teachers could not use it (DropBmpTch)

[Course Number]: [Course Name] - Crs [Number]:[Term] [Period(Day)],Crs  
[Number]:[Term] [Period(Day)],Crs [Number]:[Term] [Period(Day)]

### Teacher Assignment Errors

[Qty: 1, Rel: 50] Teacher could not teach bitmap because that would make future courses fail to schedule. (FuturAssgn) [Course Number]: [Course Name]

### \*\* Advice \*\*

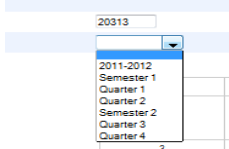
suggest turning off future assignment checking for more information.

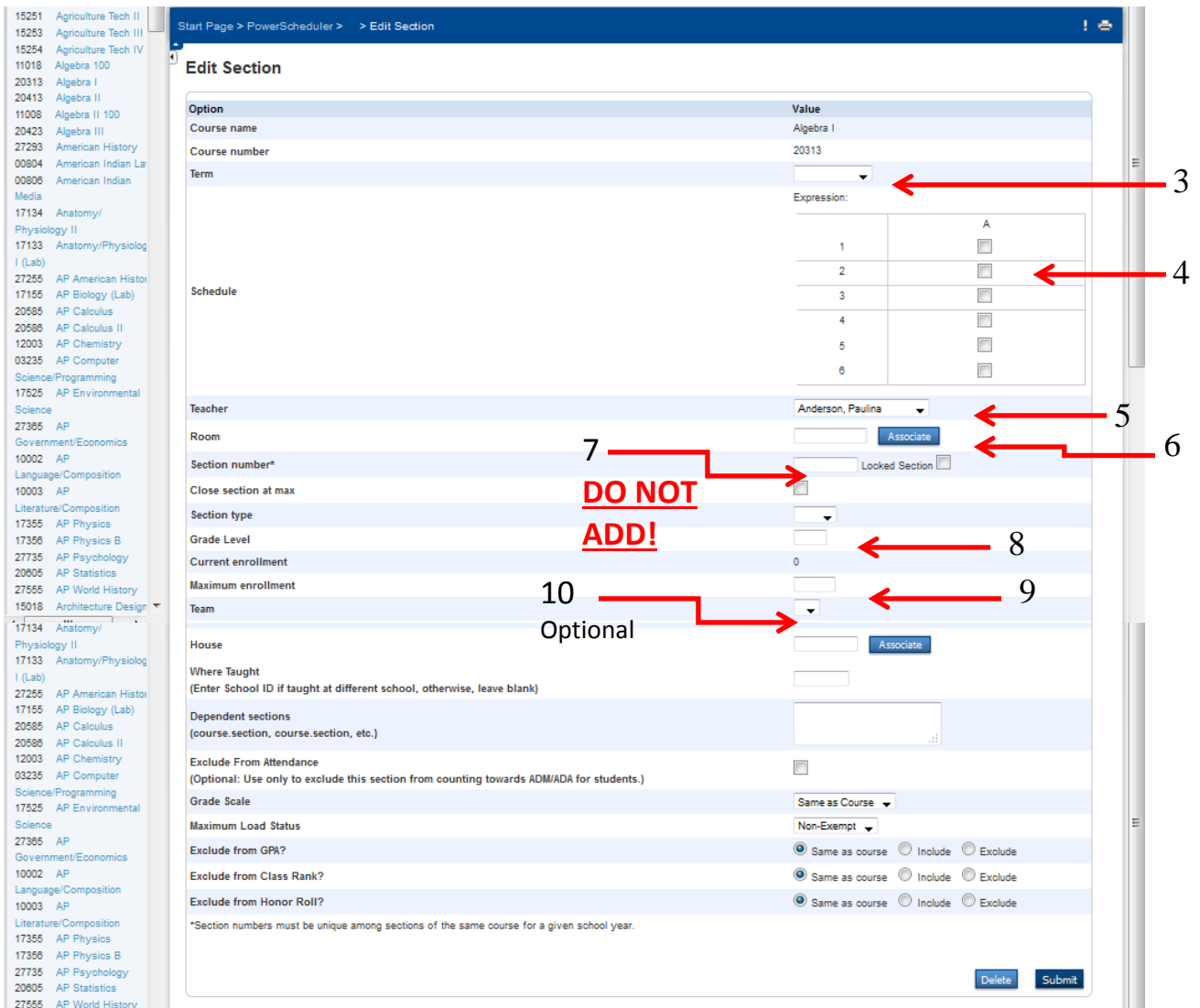
If there is a Facility associated to that Course, make sure that the assigned teacher's room also has that Facility tied to it and that the room is set to 'Facility Use Only'. Otherwise, remove the Facilities preferences from both the Course and the Room.

---

# PowerSchool Scheduling Procedures Manual

## Create New Section

1. In PowerScheduler, click on Sections
2. Click on course, then click New
3. Choose Term
  - a. Sections that meet for the whole year should be scheduled as 2016-2017
    - i. *They will be split into semesters before your schedule is committed*
  - b. Ex: 
4. Choose Period
5. Choose Teacher
6. Click Associate to assign Room Number
7. **DO NOT add Section Number.** System will automatically generate this number.
8. Grade Level is optional; however, if the class is primarily for a specific grade level, then add that grade level in this field.
9. Add Maximum Enrollment. The total number of students that can be in this class this period.
10. If using Teams, then assign. *Can be left blank.*
11. Do not update the rest of the page; the system will use the defaults at the course level to populate.
12. Click Submit



**Edit Section**

Option	Value														
Course name	Algebra I														
Course number	20313														
Term	2011-2012 Semester 1														
Expression:															
Schedule	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
	A														
1	<input type="checkbox"/>														
2	<input type="checkbox"/>														
3	<input type="checkbox"/>														
4	<input type="checkbox"/>														
5	<input type="checkbox"/>														
6	<input type="checkbox"/>														
Teacher	Anderson, Paulina														
Room	<input type="text"/> Associate														
Section number*	<input type="text"/> Locked Section <input type="checkbox"/>														
Close section at max	<input type="checkbox"/>														
Section type	<input type="text"/>														
Grade Level	<input type="text"/>														
Current enrollment	0														
Maximum enrollment	<input type="text"/>														
Team	<input type="text"/> Associate														
House	<input type="text"/> Associate														
Where Taught (Enter School ID if taught at different school, otherwise, leave blank)	<input type="text"/>														
Dependent sections (course.section, course.section, etc.)	<input type="text"/>														
Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>														
Grade Scale	Same as Course														
Maximum Load Status	Non-Exempt														
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude														
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude														
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude														

\*Section numbers must be unique among sections of the same course for a given school year.

Buttons: Delete, Submit

# PowerSchool Scheduling Procedures Manual

Deleting Sections – In the Scheduler ONLY! THIS CANNOT BE UNDONE!!!

1. Go to Sections
2. Click on Course
3. Click on the Section Number of the course you want to delete
4. Click Delete and then click Delete again on next page.

**PowerSchool** School: Crownpoint High School Scheduling Year: 2013-2014

Start Page > PowerScheduler > 20313 Algebra I > Edit Section

### Edit Section

Option	Value																																																								
Course name	Algebra I																																																								
Course number	20313																																																								
Term	Semester 1																																																								
Schedule	Expression: 4(A-E) <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		A	B	C	D	E	F	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A	B	C	D	E	F																																																			
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
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4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																			
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																			
Teacher	Gayumba, Elizabeth																																																								
Room	3 <input type="button" value="Associate"/>																																																								
Section number*	117 <input type="checkbox"/> Locked Section																																																								
Close section at max	<input type="checkbox"/>																																																								
Section type																																																									
Grade Level	0																																																								
Current enrollment	7																																																								
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Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																																																								

\*Section numbers must be unique among sections of the same course for a given school year.

**PowerSchool** School: Crownpoint High School Scheduling Year: 2013-2014

Start Page > PowerScheduler > Delete Section

### Delete Section

Option	Value
Course	Algebra I
Currently Enrolled	7
Period	
Section Number	117
Teacher	Gayumba, Elizabeth
Term	Y13-14 Semester 1

Are you sure you want to delete this section? All enrollment records associated with this section, both past and present, will be deleted along with it.

# PowerSchool Scheduling Procedures Manual

## Visual Scheduler

Another option to add, move and delete sections!

1. Go to PowerScheduler
2. **SCHEDULING Set up items must be completed first**
3. Click on Visual Scheduler

The screenshot shows the PowerSchool Visual Scheduler interface. The browser window title is "Scheduling" and the URL is "powerschool.gmcs.k12.nm.us/admin/powerschedule/home.html". The left sidebar contains the following navigation menus:

- Requesting**
  - Course Groups
  - Screen Setup
- Scheduling Setup**
  - Scenarios
  - Auto Scheduler Setup
  - Course Catalogs
  - Years & Terms
  - Periods
  - Days
  - Buildings
  - Constraints
  - Departments
  - Facilities
  - Houses
  - Section Types
  - Teams
- Resources**
  - Courses
  - Rooms
  - Students
  - Teachers
- Processing**
  - Course Rank
  - Build (Q)
  - Load (Q)
  - Automated Study Hall
  - Commit
- Schedule**
  - Master Schedule
  - Visual Scheduler (highlighted with a red arrow)
  - Sections
- Tools**
  - Checklist
  - Engine Download
  - Functions
  - Reports

The main area displays a grid for scheduling sections. The grid has columns for teachers (Alino, Marites S and Allen, Debra W.) and rows for periods (1-6). A list of course sections is on the left, including 3D Design 11010 FA, AEPE 18044 EN, AEPM 18045 MA, Algebra 101 11018 MA, Algebra I 20313 MA, Algebra II 20413 MA, and American ... 21093. The grid cells are currently empty, indicating no sections are scheduled yet.



# PowerSchool Scheduling Procedures Manual

- Click on Course listed to the left
- a. Drag course to the A box for the period the course should meet
6. Click on the newly created section and mark Days A,B,C,D,E
  7. Click Save
  8. To move a section, left mouse click on the section and drag it to the next period
  9. To delete a section, left mouse click on the course in the Visual Schedule
    - a. Click Delete

The screenshot displays the PowerSchool Scheduling interface in a Firefox browser window. The URL is `powerschool.gmcs.k12.nm.us/admin/powerschedule/home.html`. The interface includes a left sidebar with navigation menus for Requesting, Scheduling Setup, Resources, Processing, Schedule, and Tools. The main area shows a Visual Scheduler grid with columns for periods (1-6) and days (A-E). A 'Section Detail' dialog box is open, showing details for 'Algebra I (20313)'. The dialog includes fields for Course, Section Number, Current Enrollment, and Maximum Enrollment. It also features a 'Schedule' table with checkboxes for days A through E across periods 1 through 6. A red warning message states 'Must match valid days (A,B,C,D,E)'. The 'Term' is set to '13-14'. Buttons for 'Save', 'Cancel', and 'Delete' are at the bottom of the dialog.

Schedule	A	B	C	D	E
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▲ Must match valid days (A,B,C,D,E)

Term: 13-14

Buttons: Save, Cancel, Delete

## PowerSchool Scheduling Procedures Manual

### **LOAD CONSTRAINTS:**

Use a **Section Link** constraint to specify that if students are enrolled in one course section, they must also be enrolled in another, specific course section.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Load Constraints, choose Section Link.
4. On the Section Link Constraints page, click New. The Edit Section Link Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number 1	Click Associate to select the name of one of the courses for which you want to link a section.
Section Number 1	Enter the section number of the course in the Course Number 1 field that you want to link to another course section.
Course Number 2	Click Associate to select the name of the other course for which you want to link a section.
Section Number 2	Enter the section number of the course in the Course Number 2 field that you want to link to the section in the Section Number 1 field.

6. Click Submit. The Section Link Constraints page appears.

Start Page > PowerScheduler > Constraints > Section Link Constraints > Edit Section Link Constraint

### Edit Section Link Constraint

Option	Value	
Course Number 1	<input type="text" value="HE11"/>	<input type="button" value="Associate"/>
Section Number 1	<input type="text" value="1"/>	
Course Number 2	<input type="text" value="HE12"/>	<input type="button" value="Associate"/>
Section Number 2	<input type="text" value="2"/>	

## PowerSchool Scheduling Procedures Manual

Use a **Student Avoid** constraint to specify that two selected students cannot be scheduled into any of the same course sections.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Load Constraints, choose Student Avoid.
4. On the Student/Student Avoid Constraints page, click New. The Edit Student/Student Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student 1	Click Associate to select the name of one of the students you want to separate from one another.
Student 2	Click Associate to select the name of the other student.

Start Page > PowerScheduler > Constraints > Student/Student Avoid > Edit

### Edit Student/Student Avoid Constraint

Option	Value	
Student 1	<input type="text" value="9"/>	<input type="button" value="Associate"/>
Student 2	<input type="text" value="520"/>	<input type="button" value="Associate"/>

6. Click Submit. The Student/Student Avoid Constraints page appears.

Use a **Student/Teacher Avoid** constraint to specify that a student and a teacher cannot be scheduled into any of the same course sections.

## PowerSchool Scheduling Procedures Manual

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
3. Under Load Constraints, choose Teacher Avoid.
4. On the Student/Teacher Avoid Constraints page, click New. The Edit Student/Teacher Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click Associate to select the name of the student you want to avoid scheduling with a selected teacher.
Teacher	Click Associate to select the name of the teacher you want to avoid scheduling with the selected student.

[Start Page](#) > [PowerScheduler](#) > [Constraints](#) > [Student/Teacher Avoid](#) > [Edit](#)

### Edit Student/Teacher Avoid Constraint

Option	Value
Student	<input type="text" value="121"/> <input type="button" value="Associate"/>
Teacher	<input type="text" value="13"/> <input type="button" value="Associate"/>

6. Click Submit. The Student/Teacher Avoid Constraints page appears.

## PowerSchool Scheduling Procedures Manual

### **THE LOAD:**

Once you have built a satisfactory master schedule, you can begin fine-tuning student schedules by running a load. While this function has no impact on the number of students enrolled in courses, it could have a positive effect on section balances.

It is possible that during your first load, you gain eight students in one course, five students in another, and ten in a third. Then, you can try again to help individual students get all of their course requests.

**Do not load students into your master schedule until you are satisfied with it.** Loading will not have any impact on the structure of the schedule, just on the placement of students within it. Also, **do not** make manual adjustments to student schedules and then reload students; the system will overwrite all of the changes you made.

Loading is required in most cases. You need to load if you entered alternate course requests or global substitutions, or if you chose to close course sections at a maximum number. The build process does not consider these factors, which are not met unless you load. Also, if you are making manual adjustments to your master schedule, you need to do a load under most circumstances.

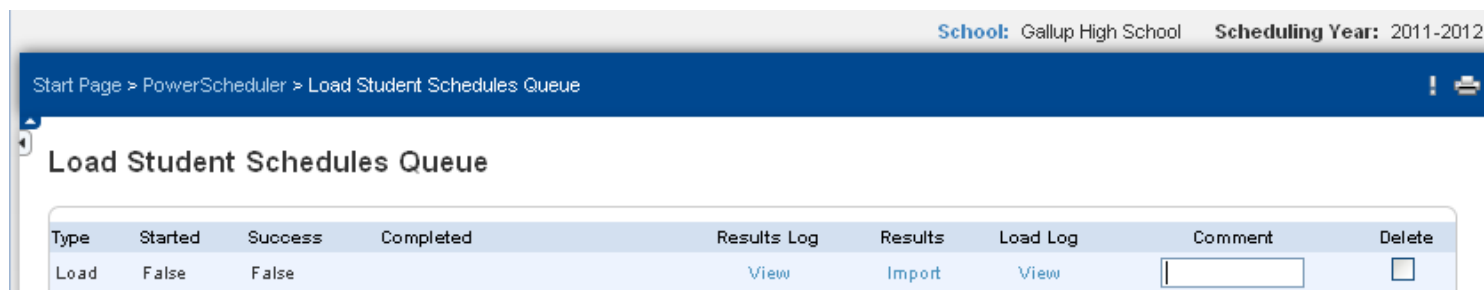
1. In PowerScheduler, under Processing, click on Load
2. For the first Load, you need to run a Validation.
3. In PowerScheduler, Under Processing, click on Load
4. Click the box for Validate Only
5. Click Execute

The screenshot shows the 'Load Schedules' dialog box in PowerSchool. At the top, it says 'Build: 2012 - 2013' and 'Catalog: TGH Course Catalog'. There are two main sections: 'Validate' and 'Load'. The 'Validate' section has a 'Validate only' checkbox, which is checked, and a description: '(Performs only a validation of the scheduling data for loading)'. To the right of this section is a green checkmark icon. The 'Load' section has a 'Load type' dropdown menu with three options: 'Load all students' (selected), 'Balance', and 'Reschedule the selected 0 students'. Below this are three checkboxes: 'Close sections at maximum', 'Use global course substitutes (see Course Preferences)', and 'Use student course substitutes (see Requests)'. All three are currently unchecked. At the bottom right of the dialog is an 'Execute' button.

Load Schedules	
Build: 2012 - 2013    Catalog: TGH Course Catalog	
<b>Validate</b>	
<input checked="" type="checkbox"/> Validate only (Performs only a validation of the scheduling data for loading)	
<b>Load</b>	
<b>Load type</b> (Student schedules may be loaded from scratch. Existing schedules may be balanced or students that have already been loaded may be rescheduled)	<input checked="" type="radio"/> Load all students <input type="radio"/> Balance <input type="radio"/> Reschedule the selected 0 students
<input type="checkbox"/> Close sections at maximum	<input type="checkbox"/>
<input type="checkbox"/> Use global course substitutes (see Course Preferences)	<input type="checkbox"/>
<input type="checkbox"/> Use student course substitutes (see Requests)	<input type="checkbox"/>
<input type="button" value="Execute"/>	

## PowerSchool Scheduling Procedures Manual

6. You should now see the validation load you just ran.
7. Click on the Results Log
  - a. If you see “Error”: Look at the error closely, you will need to rectify it before you can proceed with the load.



The screenshot shows a web application interface for PowerSchool Scheduling. At the top, it displays 'School: Gallup High School' and 'Scheduling Year: 2011-2012'. Below this is a breadcrumb trail: 'Start Page > PowerScheduler > Load Student Schedules Queue'. The main heading is 'Load Student Schedules Queue'. Below the heading is a table with the following columns: Type, Started, Success, Completed, Results Log, Results, Load Log, Comment, and Delete. There is one row in the table with the following values: Type: Load, Started: False, Success: False, Completed: (empty), Results Log: View, Results: Import, Load Log: View, Comment: (empty text box), and Delete: (checkbox).

Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete
Load	False	False		<a href="#">View</a>	<a href="#">Import</a>	<a href="#">View</a>	<input type="text"/>	<input type="checkbox"/>

- b. Any other items listed will not prevent the scheduler from creating the student schedules; however, they could have a bearing on how sections are filled. It is a best practice to clear the entire list, and then proceed with the load.
8. Once you have cleared the Validation list, repeat step 1 then:
  - a. Do NOT click on Validate Only
  - b. For the first Load, click on “Load all students”
  - c. When you have a successful load, click Import. This option will bring the student schedules into the Scheduler, where you can view them.
    - i. Go to reports, run Master Schedule PDF
    - ii. In PowerScheduler, click on Master Schedule
    - iii. In PowerScheduler, click on Sections
    - iv. In PowerScheduler, click on Teachers and then Sections
    - v. In PowerScheduler, click on Students and then schedule
    - vi. In PowerScheduler, run Post Build reports:
9. A validation or load can be run as many times as necessary to get the build you desire.

## PowerSchool Scheduling Procedures Manual

10. To optimize the Load, you can rerun and select:

- Balance – to direct the system to balance sections
- Reschedule the selected students – to only reload the students you have added new requests or changed requests for.
- Close Sections at max – to direct the system to overload sections.
- Use Global Substitutions – must be set at the course level first. (see Scheduling-Course Setup)
- Use Student Course Substitutes – must be set at student course request level first.

**PowerSchool**

School: Tse 'Yi 'Gai High School Scheduling Year: 2012-2013

Start Page > PowerScheduler > Load Schedules

### Load Schedules

Build: 2012 - 2013 Catalog: TGH Course Catalog

**Validate**

Validate only ☐  
*(Performs only a validation of the scheduling data for loading)*

**Load**

Load type  
*(Student schedules may be loaded from scratch. Existing schedules may be balanced or students that have already been loaded may be rescheduled)*

☒ Load all students  
☐ Balance  
☐ Reschedule the selected 0 students

Close sections at maximum ☐

Use global course substitutes (see Course Preferences) ☐

Use student course substitutes (see Requests) ☐

**Execute**

11. Once you have a complete LOAD, you will have to “IMPORT” it, to run reports to check student schedules.

- Click on the “Q” under load
- Click on “Import” for the load with the highest results; This can be done a number of times, data is overwritten with each import.

**PowerSchool**

School: Tse 'Yi 'Gai High School Scheduling Year: 2012-2013

Start Page > PowerScheduler > Load Student Schedules Queue

### Load Student Schedules Queue

Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete
Load	True	True	6/13/12 08:49:40 AM	<a href="#">View</a>	Import	<a href="#">View</a>	<input type="text"/>	<input type="checkbox"/>

## PowerSchool Scheduling Procedures Manual

### COMMON LOAD ERRORS:

The following error messages may display in the Build Results Log during the PowerScheduler Build process. Related error messages described in this list may not be listed together when viewing the Build Results Log.

**Note:** Course and student names in this article are examples.

To access the Load Log Results, navigate to Start Page > PowerScheduler and click on the (Q) next to Load. On the Load Student Schedules Queue" page, click on "View" under "Results Log."

### Load Student Schedules Queue

Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete
Load	True	True	10/29/08 9:47:20	<a href="#">View</a>		<a href="#">View</a>	<input type="text"/>	<input type="checkbox"/>

Submit



# PowerSchool Scheduling Procedures Manual

## Example Errors:

---

**Error The file master does not contain any valid data.**

There is no Master Schedule. Create a new Master Schedule either manually by creating new sections for each course to be scheduled, or using the PowerScheduler Build process.

Alternately, copy an existing Master Schedule from a previous year into PowerScheduler using the **Copy Master Schedule** function available under PowerScheduler > Functions.

---

**Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is XXXX-00000X. This section was dropped.**

A Load-Only scenario in PowerScheduler assumes no changes will be made to the basic 'shape' of the Master Schedule being copied, i.e. number of Days/Periods, Terms etc. If such changes must occur, then the schedule will have to be built in order to register the needed changes.

---

**Error The Master file contains an invalid schedule. The section is XXXXX-00000X. This section was dropped.**

Check the expression of the listed Section. Adding an expression will usually solve this error.

---

**Error The file student does not contain any valid data.**

Students are not set to be scheduled. Complete the required fields on the students' **Schedule Setup** pages.

### Required fields for students are:

Next Year Grade  
Schedule This Student  
Next School

---

## PowerSchool Scheduling Procedures Manual

**Error The Master file contains an invalid teacher. The section is XXXX000-00000X.**

The section does not have a teacher associated with it or the assigned teacher is not marked to be scheduled. Verify that the assigned teacher is current and complete the required fields on the teachers' **Schedule Setup** pages. Also verify that the section is associated with a teacher.

### **Required Schedule Setup fields for teachers are:**

Schedule This Teacher  
Maximum Consecutive Periods

---

**Error The file request does not contain any valid data.**

Requests have not been created for students, or the next school indicator has not been correctly entered for the student(s). Complete the required fields on the students' **Schedule Setup** pages.

### **Required fields for students are:**

Next Year Grade  
Schedule This Student  
Next School

Set up Student Request screens to allow students to input requests, Mass Add requests in PowerScheduler, or import requests using the **Quick Import** function.

---

**Error The Student requests multiple times of the same course, but the course does not allow repeating requests. The student name is Danger, Nick, and the course is XXXX00.**

The student has more than one request for the same course, and the course is not currently set up to accept multiple requests. If students are not permitted to repeat the course, delete the extra request(s) from the student's Request page in PowerScheduler.

If students are permitted to enroll in a course more than once in the same term, select **Allow Student Repeats in the Same Term** on the **Course Information** page.

If students will be permitted to enroll in a course in more than one term, select **Allow Student Repeats in Different Terms**.

---

## PowerSchool Scheduling Procedures Manual

Error The Constraint file contains an invalid section. The constraint type is StudentPref, the course number is XXXX, the section number is 9. This constraint was ignored.

The course is not marked as **Schedule This Course** on the **Course Information** page or the section number defined in the Student Preference constraint is incorrect.

---

Error Invalid Student Preference constraint: The student is not requesting this course. The student is Firefly, Rufus T. and the course is 1325.

A Student Preference constraint has been created for a student who is not currently marked as **Schedule This Student** on the **Scheduling Setup** page. Navigate to PowerScheduler > Students, select the student named in the error message, select the **Schedule This Student** checkbox on the student's Scheduling Setup page, and click Submit.

# PowerSchool Scheduling Procedures Manual

## RUNNING THE MASTER SCHEDULE REPORT:

Start Page > Reports > Reports (System)

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

**Reports**

- System Reports
- ReportWorks

**People**

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

**Setup**

- District
- System
- Personalize

**Applications**

- PowerLunch
- PS Administrator

**Reports**

System | ReportWorks | State | Engine | Setup | Custom Reports | Custom Dashboards | Custom SQL Reports

Attendance	Description
<a href="#">Absentee</a>	Single day period by period attendance code report.
<a href="#">Attendance Count</a>	Multi-day period by period attendance code report.
<a href="#">Class Attendance Audit</a>	Section specific attendance roster.
<a href="#">Consecutive Absences</a>	Report detailing consecutive student absences by absence code.
<a href="#">Student Attendance Audit</a>	Roster report detailing attendance codes by day.
<a href="#">Monthly Student Attendance Report</a>	Twenty-day student attendance report by grade.
<a href="#">Attendance Summary by Grade</a>	An aggregated attendance report for a date range and grade(s).
<a href="#">Year-to-Date Attendance Summary</a>	A year-to-date aggregated attendance report by grade.
<a href="#">PowerTeacher Attendance</a>	Report showing which teachers have not taken attendance.
<a href="#">Weekly Attendance Summary (Meeting)</a>	A weekly attendance summary by section.
<a href="#">Weekly Attendance Summary (Daily)</a>	A weekly attendance summary by Teacher.
<a href="#">Period Att. Verification</a>	Report showing students marked present a specified number of periods.

**Attendance Tracking and Notification**

Attendance Tracking and Notification	Description
<a href="#">Refresh Attendance Tracking Data</a>	This report refreshes attendance tracking and notification records in the PowerSchool database.

**Statistics**

Statistics	Description
<a href="#">Parental Access Statistics</a>	Summary report for parent sign ins.

**Student Listings**

Student Listings	Description
<a href="#">At Risk</a>	A listing of courses, sections and grades associated with students who are currently at risk of failing for the current term.
<a href="#">Class Rosters (PDF)</a>	Class information and roll sheets.
<a href="#">Master Schedule (PDF)</a>	User definable student schedule report.
<a href="#">Student Schedule Listing</a>	User definable student schedule report.

## PowerSchool Scheduling Procedures Manual

**Master Schedule Options**

**Periods**  
☐ 1 ☐ 2 ☐ 3 ☐ 4  
☐ 5 ☐ 6 ☐ 7  
☒ All periods

**Days**  
☒ A ☐ B ☐ C ☐ D  
☐ E ☐ F  
☐ All days

**Credit type**  (leave blank for all)

**Rooms**  
 All Rooms  
 1  
 10  
 11  
 12  
 13  
 14  
 15  
 16  
 17

**Teachers**  
 All Teachers  
 Alino, Marites S  
 Allen, Debre W.  
 Almarinez, Romina Jane  
 Baca, Gloria F.  
 Ryan, Marlin

Choose:

Periods

A Day only – not all

All Rooms

All Teachers (or if you only want to see certain teachers, use CTRL key while clicking on teachers to select group)

**Sort By**  
☒ Teacher Name ☐ Course Name  
☐ Teacher Number ☐ Course Number  
☐ Department ☐ Course Credit Type  
☐ Room

**Printing Options**

**Period/Day orientation**  
☒ Periods across the top  
☐ Days across the top

**Heading font** Times

**Size, line height, style** 10 (points) ☐ Bold ☐ Italic ☐ Underline

**Print heading on** All pages

**Column title font** Helvetica

**Size, line height, style** 10 (points) ☒ Bold ☐ Italic ☐ Underline

**Print column titles on** All pages

**Body Font** Times

**Size, line height, style** 10 (points) ☐ Bold ☐ Italic ☐ Underline

**Cell padding (points)** Horizontal 4 Vertical 2

**Page size** Letter (8 1/2" x 11")

This data should be present by default. If not, use this information to fill in empty fields.

# PowerSchool Scheduling Procedures Manual

Size, line height, style 10 (points) ☒ Bold ☐ Italic ☐ Underline

Print column titles on All pages

Body Font Times

Size, line height, style 10 (points) ☐ Bold ☐ Italic ☐ Underline

Cell padding (points) Horizontal 4 Vertical 2

Page size Letter (8 1/2" x 11")

Custom size: Height Width

Margins (inches) Left .5 Top .5 Right .5 Bottom .5

Orientation, Scale Landscape (horizontal) 100

Watermark text

Watermark mode Overlay

When to print ASAP

Submit

This data should be present by default. If not, use this information to fill in empty fields.

## PowerSchool

School: Crownpoint High School Term: Y13-14 Semester 2

Start Page > Report Queue (System) - My Jobs

### Functions

Attendance  
Attendance Today  
Daily Bulletin  
Enrollment Summary  
Master Schedule  
Dashboard  
Special Functions  
Teacher Schedules  
Power Announcement

### Reports

System Reports  
ReportWorks

### People

Student Search  
Staff Search  
Parent Search  
Enroll New Student  
New Staff Entry  
New Parent Entry

## Report Queue (System) - My Jobs

System ReportWorks

Refresh

Created	Job Name	Started	Ended	Status	
01/24/2014	Scheduling Master Schedule	01/24/2014 11:02 AM	01/24/2014 11:02 AM	Completed	<a href="#">View</a>

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after 4 days. Click on the trash can icon to immediately delete an individual job, or you can [delete](#) all completed or canceled jobs.

Click Refresh until the report is complete. Click View

# PowerSchool Scheduling Procedures Manual

Scheduling\_Master\_Schedule.pdf (application/pdf Object) - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

http://powerschool.gmcs.k12.nm.us/admin/reportqueue/Scheduling\_Master\_Schedule.pdf?ac=report

WEB SEARCH Bookmarks Mail Weather

Scheduling\_Master\_Schedule.pdf (ap...

1 / 19 53.9% Find

Master Schedule - By Teacher

Teacher	Day	Period AM	Period PM	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11
Antol, Meghan (30320)	A	Kindergarten 00000.59 8/20 Room 13 AM-PM(A) Term: Y10-11	Kindergarten 00000.59 8/20 Room 13 AM-PM(A) Term: Y10-11	Language Arts K LA000.10 8/20 Room 3(A) Term: Y10-11	Math K MATH0.11 8/20 Room 4(A) Term: Y10-11	Reading 10316.4 0/22 Room 03 5(A) Term: Y10-11 Reading K READ0.11 8/20 Room 5(A) Term: Y10-11	Science K SCI00.8 8/20 Room 6(A) Term: Y10-11	Social Studies K SS000.8 8/20 Room 7(A) Term: Y10-11				
Arensault, Cindy (31044)	A	Fifth Grade 05000.54 0/24 Room 26 AM-PM(A) Term: Y10-11	Fifth Grade 05000.54 0/24 Room 26 AM-PM(A) Term: Y10-11	Language Arts 5 LA005.11 0/24 Room 3(A) Term: Y10-11	Math 5 MATH5.16 0/24 Room 4(A) Term: Y10-11	Reading 10316.36 0/24 Room 5(A) Term: Y10-11	Science 5 SCI05.15 0/24 Room 6(A) Term: Y10-11	Social Studies 5 SS005.16 0/24 Room 7(A) Term: Y10-11				
Becenti, Melissa (23239)	A	Second Grade 02000.54 0/22 Room 06 AM-PM(A) Term: Y10-11	Second Grade 02000.54 0/22 Room 06 AM-PM(A) Term: Y10-11	Language Arts 2 LA002.5 0/22 Room 3(A) Term: Y10-11	Math 2 MATH2.8 0/22 Room 4(A) Term: Y10-11	Reading 10316.28 0/22 Room 5(A) Term: Y10-11	Science 2 SCI02.10 0/22 Room 6(A) Term: Y10-11	Social Studies 2 SS002.10 0/22 Room 7(A) Term: Y10-11				

x Find: 55 Next Previous Highlight all Match case

Done

GroupWi... VNCviewer 3 Firefox 6 Novel... 2 Micro... Desktop 100% 1:38 PM

You can view, save and/or print the report.

**Email Lori Clark when you are ready to have your schedule committed – the deadline is June 15, 2016.**



Items in the next section pertain to live side scheduling. If your schedule has been committed, DO NOT go back into the scheduler. Any changes made in the scheduler after it has been committed will NOT show up on the live side.



# Active Scheduling

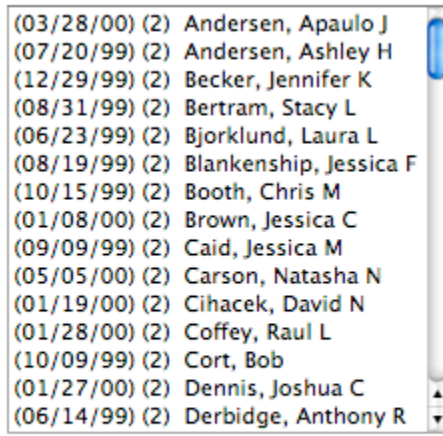


## PowerSchool Scheduling Procedures Manual

Use the **Mass Enroll** group function to enroll a group of students into the same course and section at the same time.

1. Select a group of students on the Start Page.

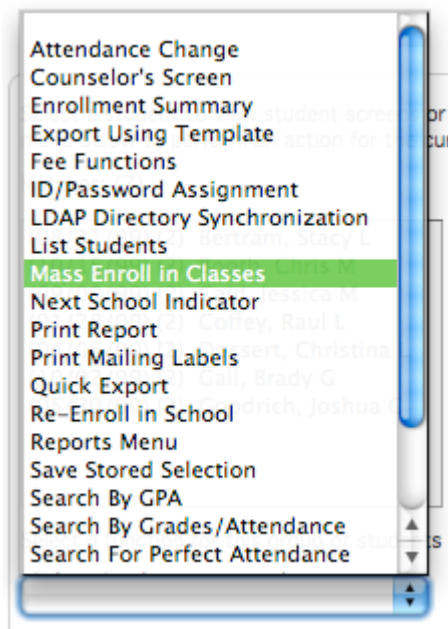
Matches: (79)



Select a function for this group of students



2. From the functions drop-down menu, choose either **Mass Enroll** or **Select Students by Hand**. If Mass Enroll is select, skip to step 5.



## PowerSchool Scheduling Procedures Manual

3. If using **Select Students by Hand**, choose either a group of students using the "Shift" key, or individual students using the "Command" key.

Hold down the COMMAND key to make multiple selections

(03/28/00) (2)	Andersen, Apaulo J
(07/20/99) (2)	Andersen, Ashley H
(12/29/99) (2)	Becker, Jennifer K
(08/31/99) (2)	Bertram, Stacy L
(06/23/99) (2)	Bjorklund, Laura L
(08/19/99) (2)	Blankenship, Jessica F
(10/15/99) (2)	Booth, Chris M
(01/08/00) (2)	Brown, Jessica C
(09/09/99) (2)	Caid, Jessica M
(05/05/00) (2)	Carson, Natasha N
(01/19/00) (2)	Cihacek, David N
(01/28/00) (2)	Coffey, Raul L
(10/09/99) (2)	Cort, Bob
(01/27/00) (2)	Dennis, Joshua C
(06/14/99) (2)	Derbidge, Anthony R
(08/30/99) (2)	Dewey, Adam L
(04/06/00) (2)	Dossert, Christina L
(05/27/00) (2)	Finley, Sandy G
(07/16/99) (2)	Gahner, Matt G
(10/02/99) (2)	Gall, Brady G
(05/14/00) (2)	Giedt, Bryan B
(10/16/99) (2)	Glover, Seth B
(05/14/00) (2)	Godfrey, Joshua P
(05/30/00) (2)	Goodrich, Joshua C
(06/12/99) (2)	Gravalin, Lindsay B

☒ Keep selected students  
☐ Remove selected students

Selections Functions

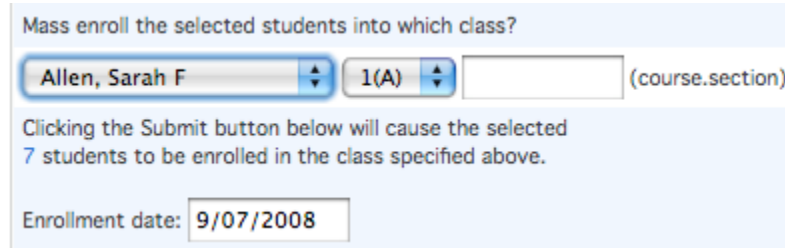
4. Click on **Functions** and select **Mass Enroll** from the functions menu.

Function
Attendance Change
Counselor's Screen
Enrollment Summary
Export Using Template
Fee Functions
ID/Password Assignment
LDAP Directory Synchronization
List Students
Mass Create Family Links
Mass Enroll

## PowerSchool Scheduling Procedures Manual

5. Enroll the students in a section by either:

- Choosing a **Teacher** and an **Expression**.



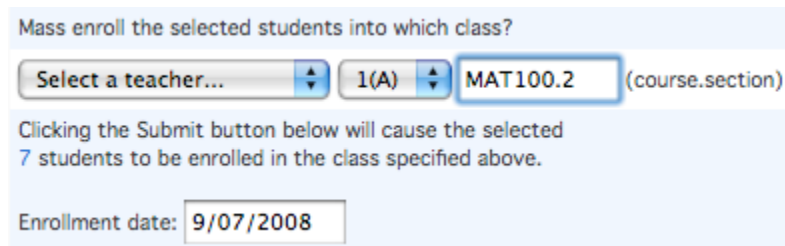
Mass enroll the selected students into which class?

Allen, Sarah F 1(A) (course.section)

Clicking the Submit button below will cause the selected 7 students to be enrolled in the class specified above.

Enrollment date: 9/07/2008

- Entering the **course.section**. For example, if the course number is 12345 and the section number is 1, enter "12345.1" in the text field.



Mass enroll the selected students into which class?

Select a teacher... 1(A) MAT100.2 (course.section)

Clicking the Submit button below will cause the selected 7 students to be enrolled in the class specified above.


Enrollment date: 9/07/2008

6. Enter the enrollment date in the **Enrollment Date** field. This is usually the first day of class. For example, if you are enrolling students into a Semester 2 course, the enrollment date will be the first day of the Semester 2 term.
7. Click Submit to save your changes.

## PowerSchool Scheduling Procedures Manual

The **All Enrollments** page, shows all previous and current sections that the student has been enrolled in.

On this page you can view:

1. Entered: the date the student entered into the class
2. Exited: the date the student dropped the class
3. Exp: the period the class took place
4. Course: the name of the course
5. Teacher: the name of the teacher for the class
6. View: the individual assignments and grades entered for the class
7. Edit: editable fields for the Entered and Exit dates. **USE WITH CAUTION** 
- a. If you mistakenly enroll a student in a new class today, but they should have started the class yesterday, then you can update the Entered field with the correct date.
- b. The Entered and Exit dates should **NEVER** be altered to “**Reinstate**” a section that was mistakenly dropped. Changing the dates does **NOT** reinstate the section; it creates Overlapping Enrollments that cause various reports to not work properly.
  - i. If a class is mistakenly dropped, call the Technology Help Desk at extension 12250 for assistance.

Standards  
Teacher Comments  
Term Grades  
Test Scores  
Truancies  
  
**Administration**  
District Specific  
Fee Transactions  
Log Entries  
Lunch  
Lunch Transactions  
Net Access  
SEOP Review  
Incidents  
  
**Enrollment**  
Activities  
All Enrollments  
Functions  
Special Programs  
Transfer Info  
  
**Scheduling**  
Bell Schedule View  
List View  
Matrix View  
Modify Schedule  
Request Management  
Scheduling Setup

PowerSchool

School: Tse 'Yi 'Gai High School Term: Y11-12 Semester 2

Start Page > Student Selection > All Enrollments

All Enrollments

Aday, Wonikia M 9 212069 TGH

Entered	Exited	Exp	Course	Teacher	View	Edit
01/05/2012	07/01/2012	5(A)	Civics	Koss, Ruth Ann	<a href="#">View</a>	<a href="#">Edit</a>
01/02/2012	01/04/2012	5(A)	Civics	Benke, Emilie	<a href="#">View</a>	<a href="#">Edit</a>
01/02/2012	07/01/2012	2(A)	Honors - Algebra I	Rhollans, Mary	<a href="#">View</a>	<a href="#">Edit</a>
01/02/2012	07/01/2012	1(A)	English I	Piliser, Jonathan	<a href="#">View</a>	<a href="#">Edit</a>
01/02/2012	07/01/2012	3(A)	Freshman Academy	Champagne, Gary	<a href="#">View</a>	<a href="#">Edit</a>
01/02/2012	07/01/2012	M(A)	Mentoring	Koss, Ruth Ann	<a href="#">View</a>	<a href="#">Edit</a>
01/02/2012	07/01/2012	4(A)	Integrated Science	Sherwood, Darla J	<a href="#">View</a>	<a href="#">Edit</a>
01/02/2012	07/01/2012	6(A)	Drafting I	Pewewardy, Garner	<a href="#">View</a>	<a href="#">Edit</a>
11/10/2011	01/02/2012	2(A)	Honors - Algebra I	Rhollans, Mary	<a href="#">View</a>	<a href="#">Edit</a>
11/10/2011	01/02/2012	1(A)	English I	Piliser, Jonathan	<a href="#">View</a>	<a href="#">Edit</a>
10/19/2011	11/10/2011	2(A)	English I	Piliser, Jonathan	<a href="#">View</a>	<a href="#">Edit</a>
10/19/2011	11/10/2011	1(A)	Algebra I	Rhollans, Mary	<a href="#">View</a>	<a href="#">Edit</a>
10/19/2011	01/02/2012	3(A)	Freshman Academy	Champagne, Gary	<a href="#">View</a>	<a href="#">Edit</a>
10/19/2011	01/02/2012	M(A)	Mentoring	Koss, Ruth Ann	<a href="#">View</a>	<a href="#">Edit</a>
10/19/2011	01/02/2012	4(A)	Integrated Science	Sherwood, Darla J	<a href="#">View</a>	<a href="#">Edit</a>
10/19/2011	01/02/2012	5(A)	New Mexico History	Benke, Emilie	<a href="#">View</a>	<a href="#">Edit</a>
10/19/2011	01/02/2012	6(A)	Drafting I	Pewewardy, Garner	<a href="#">View</a>	<a href="#">Edit</a>









## PowerSchool Scheduling Procedures Manual

After enrolling students into a section, **VERIFY THE ENROLLMENT** by navigating to the class roster.

1. Navigate to Start Page > School > Sections and choose the appropriate course.
2. Click on the number under the **Size** heading for the appropriate section.
3. Review the list of students.

Blain, Barbara	Exp. 3(A)	1st Grade Math
1. Bergseth, Jacee D		
2. Bergseth, Ricki D		
3. Brakke, Maranda F		
4. Burgess, Trevor H		
5. Carlson, Dante B		
6. Foias, Judy B		
7. Hawley, Lauri P		
8. Heimsness, Greg P		
9. Jessop, Ashley T		
10. Knorr, Andrea P		
11. Kranzler, Joel P		
12. Lucero, Kristophe F		
13. Moen, Sutton P		
14. Nielsen, Bill Ann		
15. Peters, Julie L		
16. Sarra, James M		
17. Sartwell, Hyrum V		
18. Standley, Juan G		
19. Wilson, Brady B		
20. Windborn, Andrea P		

4. To view a student's schedule, either click on a student's name from the Class Roster, or select a student on the Start Page.
5. Choose the **Modify Schedule** student screen.
6. Review and modify the student schedule.

Enrollments										
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop	
	7(A)	08-09	EL1000-Blain	General Music	Kim, Sung Lee L	Music Room	6/1/2008	5/31/2009	<input type="checkbox"/>	
	2(A)	08-09	EL101-Blain	1st Grade English 51	Blain, Barbara	14	6/1/2008	5/31/2009	<input type="checkbox"/>	
	3(A)	08-09	EL102-Blain	1st Grade Math	Blain, Barbara	14	6/1/2008	5/31/2009	<input type="checkbox"/>	
	4(A)	08-09	EL103-Blain	1st Grade Social Studies	Blain, Barbara	14	6/1/2008	5/31/2009	<input type="checkbox"/>	
	5(A)	08-09	EL104-Blain	1st Grade Science	Blain, Barbara	14	6/1/2008	5/31/2009	<input type="checkbox"/>	
	6(A)	08-09	EL2000-Blain	Art	Gonzales, Estella	Art Room	6/1/2008	5/31/2009	<input type="checkbox"/>	
	8(A)	08-09	EL3000-Blain	Physical Education	Riley, Kourtney W	Gym	6/1/2008	5/31/2009	<input type="checkbox"/>	
	1(A)	08-09	HR-Blain	Homeroom	Blain, Barbara	14	6/1/2008	5/31/2009	<input type="checkbox"/>	

# PowerSchool Scheduling Procedures Manual

## CREATING NEW SECTION (on Live Side of PowerSchool & in PowerScheduler):

Live Side:

1. Click on School
2. Click on Sections

The screenshot displays the PowerSchool interface. On the left is a sidebar with a 'Functions' menu. The 'Setup' option is highlighted with a red arrow. The main content area is titled 'School Setup' and contains several sections: Attendance, Calendaring, General, Grading, and Scheduling. The 'Scheduling' section is expanded, showing options like Constraints, Course Groups, Courses, Days, Departments, Facilities, Graduation Sets, Next School, Periods, Preferences, Regenerate Section Bitmaps, Rooms, Sections, and Years & Terms. A red arrow points to the 'Sections' option in this list.

Section	Item	Description	
Attendance	Attendance Codes	Define attendance codes and their attributes.	
	Attendance Code Categories	Define attendance code categories such as tardy, excluded.	
	Attendance Conversions	Define attendance calculation conversion settings used when calculating ADA.	
	Attendance Tracking and Notification	Define parameters for attendance tracking and notification purposes.	
	Full-Time Equivalencies (FTE)	Define student full-time equivalencies used when calculating ADA.	
	Preferences	Specify general attendance preferences.	
	Section Attendance Settings	Set attendance recording options for Sections that meet more than once on the same day.	
Calendaring	Quick Look Up Preferences	Set display preferences for the Quick Look Up Report Page.	
	Automated Calendar Setup	Set up calendar days according to a pattern.	
	Bell Schedules	Define bell schedules for the current school.	
	Calendar Setup	Assign days to membership types and schedules.	
General	Reporting Segments	Define beginning and ending dates for special reports.	
	Activities Setup	Define school specific extra-curricular activities.	
	Balance Alert	Define cutoffs for fee and lunch balance alerts.	
	Boundary	Define the geographical boundary for this school.	
	Fee Types	Define fee types.	
	Graduation Planner Setup	Enable Graduation Plan Progress for students.	
	Miscellaneous	Define other setup items.	
Grading	Class Rank	Define class rank types and set update frequency.	
	Comment Setup	Define teacher comment bank and maximum comment lengths.	
	Current Grade Display	Determine school specific quick look up screen settings.	
	Final Grade Setup	Define school specific beginning and ending dates and codes for marking grade terms.	
	GPA Student Screens	Select GPA codes and headings for school specific GPA screen.	
	Honor Roll	Define methods used to calculate honor roll.	
	Final Grade Entry Options	Define PowerSchool Teacher Final Grade Entry settings.	
	Variable Credit Setup	Update variable credit settings for all sections.	
	Scheduling	Constraints	Define scheduling constraints for students.
		Course Groups	Define course groups for use with Graduation Sets.
		Courses	Manage information about individual courses active in this school.
		Days	Define day names for the current school year.
		Departments	Define school specific departments.
Facilities		Define school specific facilities.	
Graduation Sets		Sets up graduation requirements.	
Next School		Create next school indicator popups for current school.	
Periods		Define period names for the current school year.	
Preferences		Define scheduling preferences, teams, houses, buildings, section types.	
Regenerate Section Bitmaps		Rebuilds the bitmaps for all records in the section table.	
Rooms	Define school specific rooms.		
Sections	Create and manage unique sections by course.		
Years & Terms	Define term names and abbreviations with term beginning and ending dates.		

3. Click on Course Name you want to add a new section for.

# PowerSchool Scheduling Procedures Manual

- a. If course is not listed, it will need to be added to your course catalog.
4. Click on New

PowerSchool

Welcome, PowerSchool Maintenance | [Help](#) | [Sign Out](#)

School: Tse 'Yi 'Gai High School Term: Y11-12 Semester 2

Start Page > School Setup > 20313 Algebra I

20313 Algebra I

[New](#)

Exp	Sec #	Term	Teacher	Rm	Enrollment
1(A)	1001	S2	Rhollans, Mary	155	7

Make all students listed above the current selection

PowerSchool

School: Crownpoint High School

Start Page > School Setup > 20313 Algebra I > Edit Section

Edit Section

Field	Value
Course Name	Algebra I
Course Number	20313

Expression:

	A	B	C	D	E	F
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Term: Semester 2 Start Date: 01/06/2014 End Date: 06/30/2014

Teacher - Section Lead

No records found.

5. Choose Period
  - a. Click Days A, B, C, D and E for that period
6. Choose Term
  - a. High School and Middle School sections will be semester only
  - b. Ex:

Drop Down Menu  
Select One

20313

2011-2012  
Semester 1  
Quarter 1  
Quarter 2  
Semester 2  
Quarter 3  
Quarter 4

Add



## PowerSchool Scheduling Procedures Manual

Teacher - Section Lead	Staff	Role	% Allocation	Start Date	End Date	Actions
	Lopez, Valerie	Lead Teacher	100	01/07/2013	06/30/2013	

Teachers/Staff - Additional [Add](#)

No records found.

Room

Section Number <sup>1</sup>

Grade Level

Current Enrollment

Maximum Enrollment

District Where Taught  
(Enter District ID if Taught At Different District. Otherwise, Leave Blank.)

School Where Taught  
(Enter School ID if Taught At Different School. Otherwise, Leave Blank.)  DO NOT ALTER

Dependent Sections  
(course.section, course.section, etc.)

Program  
(may be overridden by course setting)

Record Attendance Using Attendance Mode

7. Choose Teacher: Click Add, using drop down menu, select teacher
8. Add Room Number
9. **DO NOT add Section Number.** System will automatically generate this number.
10. Grade Level is optional, however, if the class is primarily for a specific grade level, then add that grade level in this field.
11. Add Maximum Enrollment. The total number of students that can be in this class this period.
12. District Where Taught and School Where Taught should be left blank. *Highlighted in yellow.*
13. Dependent sections are only being used at Elementary schools. *Highlighted in yellow.*
14. Program is updated by the Student Information Supervisor. **DO NOT ALTER!!** *Highlighted in yellow.*
15. The rest of the page should not be altered; they are already set to the defaults. *Highlighted in yellow.*

Record Attendance  
(only applicable if Record Attendance Using Attendance Mode includes Meeting) ☒ Once for All Meetings ☐ Each Meeting Separately

Exclude From Attendance  
(Optional: Use only to exclude this section from counting towards ADM/ADA for students.) ☐

Exclude From Storing Final Grades  
(Use for Sections that are not graded so blank records are not stored with final grades.) ☒ Same as course ☐ Include ☐ Exclude (Course Value: Include)

Grade Scale

Exclude from GPA? ☒ Same as course ☐ Include ☐ Exclude (Course Value: Include)

Exclude from Class Rank? ☒ Same as course ☐ Include ☐ Exclude (Course Value: Include)

Exclude from Honor Roll? ☒ Same as course ☐ Include ☐ Exclude (Course Value: Include)

Section Type

House

Team

Close section at max ☐

Maximum Load Status

DO NOT ALTER

## PowerSchool Scheduling Procedures Manual

*Live side – creating new section continued:*

16. Anything under New Mexico State Report Information should not be altered. This information is added by the Student Information Staff. *Highlighted in yellow.*

New Mexico State Report Information	
Exclude this section from State Reporting?	<input type="text"/>
Team Teacher Information	
Team Teacher #1 Staff SSN (This is the SSN of the Staff member)	<input type="text"/>
Team Teacher #1 Name (Last, First)	<input type="text"/>
Team Teacher #2 Staff SSN NOTE: do not fill in Team Teacher #2 until there is a Team Teacher #1 and use SSN	<input type="text"/>
Team Teacher #2 Name (Last, First)	<input type="text"/>
Alternate Instruction Language	<input type="text"/>
Special Program Code	<input type="text"/>
Civil Rights Data Collection	
SCH-0020. Is this a single-sex section?	<input type="text"/>
SectionID: 0	
* Section numbers must be unique among sections of the same course for a given school year.	

DO NOT ALTER

Delete Section Submit

Legend

# PowerSchool Scheduling Procedures Manual

## Modify existing section

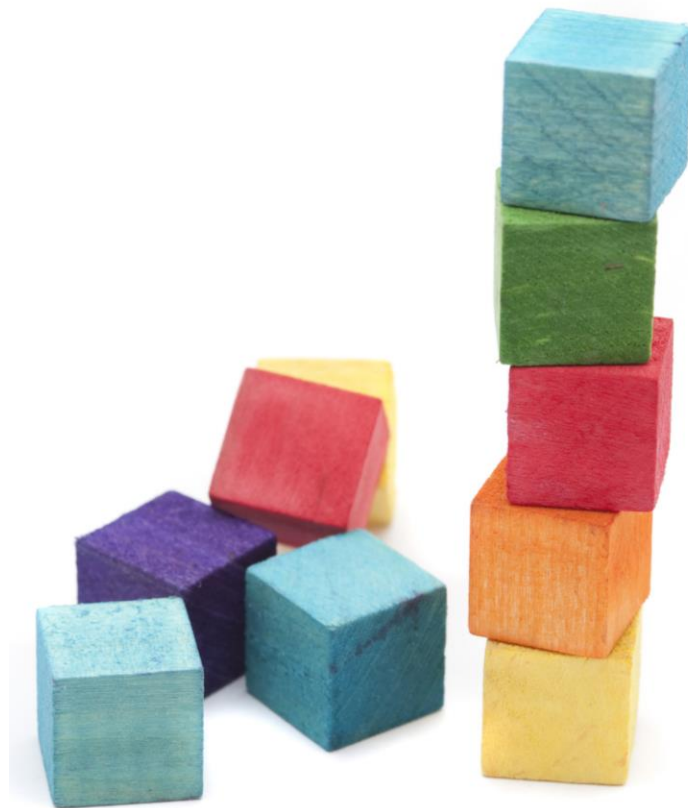
### Edit Section

Field	Value																																																								
Course Name	Algebra I																																																								
Course Number	20313																																																								
Schedule	Expression: 4(A-E) <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		A	B	C	D	E	F	1							2							3							4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5							6							7						
	A	B	C	D	E	F																																																			
1																																																									
2																																																									
3																																																									
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																			
5																																																									
6																																																									
7																																																									
Term	Semester 2 Start Date: 01/06/2014 End Date: 06/30/2014																																																								
Teacher - Section Lead	<table border="1"> <thead> <tr> <th>Staff</th> <th>Role</th> <th>% Allocation</th> <th>Start Date</th> <th>End Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Klumpenhower, Claire E.</td> <td>Lead Teacher</td> <td>100</td> <td>01/06/2014</td> <td>06/30/2014</td> <td><input type="button" value="Add"/> <input type="button" value="Remove"/></td> </tr> </tbody> </table>	Staff	Role	% Allocation	Start Date	End Date	Actions	Klumpenhower, Claire E.	Lead Teacher	100	01/06/2014	06/30/2014	<input type="button" value="Add"/> <input type="button" value="Remove"/>																																												
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Klumpenhower, Claire E.	Lead Teacher	100	01/06/2014	06/30/2014	<input type="button" value="Add"/> <input type="button" value="Remove"/>																																																				
Teachers/Staff - Additional	<input type="button" value="Add"/>																																																								
Room	108																																																								
Section Number*	56																																																								
Grade Level	7																																																								
Current Enrollment	29																																																								
Maximum Enrollment	27																																																								
District Where Taught (Enter District ID if Taught At Different District. Otherwise, Leave Blank.)	0																																																								
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Section Type																																																									
House																																																									
Team																																																									
Close section at max	<input type="checkbox"/>																																																								
Maximum Load Status	Non-Exempt																																																								
Allow PowerTeacher entry of Variable Awarded Credit	No																																																								
Allow PowerTeacher entry of Variable Attempted Credit	No																																																								
<b>New Mexico State Report Information</b>																																																									
Exclude this section from State Reporting?																																																									
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Alternate Instruction Language																																																									
Special Program Code																																																									
SectionID: 116224 * Section numbers must be unique among sections of the same course for a given school year.																																																									
<input type="button" value="Delete Section"/> <input type="button" value="Submit"/>																																																									

1. Open PowerSchool
2. On the left hand side, click on Teacher Schedules
3. Click on the "Section Number" of the section you want to change
  - When changing course number, make sure you are using the correct number. **Refer to course catalog!**
  - If changing teacher, click on the teacher, then click on drop down menu and click on new teacher for this section
  - If changing course number, make sure you remove the section number so the system will assign a new one. **NEVER USE THE SAME COURSE NUMBER AND NEVER HAND-ENTER A SECTION NUMBER!!**
  - When changing periods, make sure you uncheck the old period numbers – check days A-E
4. Update fields as necessary, **DO NOT** change the highlighted fields!
5. Click submit when done to save your changes

# **YOU CANNOT DELETE SECTIONS ON THE LIVE SIDE!**

If you require a section to be deleted then you need to call the STARS team requesting that the section be deleted. It is helpful at the time of request, if you include the course number, section number and teacher name.



# PowerSchool Scheduling Procedures Manual

## WALK-IN SCHEDULING:

**Academics**  
Attendance  
Enter Attendance  
Cumulative Info  
Graduation Plan Progress  
Graduation Plan Selection  
Graduation Progress  
Historical Grades  
Honor Roll  
Standards  
Teacher Comments  
Term Grades  
Test Scores  
Truancies

**Administration**  
District Specific  
Fee Transactions  
Log Entries  
Lunch  
Lunch Transactions  
Net Access  
SEOP Review  
Incidents

**Enrollment**  
Activities  
All Enrollments  
Functions  
Special Programs  
Transfer Info

**Scheduling**  
Bell Schedule View  
List View  
Matrix View  
Modify Schedule  
Request Management  
Scheduling Setup

Period
1
Find
Enroll

**Enrollments**

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	1(A)	S2	17114-1106	Biology (Lab)		Sherwood, Darla J	148	01/02/2012	07/01/2012	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	S2	20343-1002	Geometry		Ortiz, Sylvia C	156	01/02/2012	07/01/2012	<input type="checkbox"/>
<input type="checkbox"/>	3(A)	S2	01031-1152	Read 180		Koss, Ruth Ann	114	01/02/2012	07/01/2012	<input type="checkbox"/>
<input type="checkbox"/>	M(A)	S2	08333-1012	Mentoring		Ortiz, Sylvia C	156	01/02/2012	07/01/2012	<input type="checkbox"/>

Drop Selected
Drop All
Automated Schedule
Manually Schedule Student
Toggle Locks

**Course Requests**

Number	Course Name	Note	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
0000R	RTI Reading 2			<input type="checkbox"/>	0		
08333	Mentoring			<input type="checkbox"/>	0		
08333	Mentoring			<input type="checkbox"/>	0		
10024	English II			<input type="checkbox"/>	0		
10024	English II			<input type="checkbox"/>	0		
12323	Navajo Language I			<input type="checkbox"/>	0		
12333	Navajo Language II			<input type="checkbox"/>	0		
17114	Biology (Lab)			<input type="checkbox"/>	0		
17114	Biology (Lab)			<input type="checkbox"/>	0		
20343	Geometry			<input type="checkbox"/>	0		
20343	Geometry			<input type="checkbox"/>	0		
27063	World History			<input type="checkbox"/>	0		
27063	World History			<input type="checkbox"/>	0		

Uses course requests and the scheduling engine to automatically schedule student. Must have Schedule Engine downloaded to computer (see download Schedule Engine) and must have course requests entered. See Request Management.

See next page for instructions!

Find this page here!

# PowerSchool Scheduling Procedures Manual

## Manually Schedule Student:

Harrison, Chiara H - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Harrison, Chiara H

powerschool.gmcs.k12.nm.us/admin/students/home.html?ac=jumpstudent1&rn=64743

alta hs, salt lake city, ut

Enroll date: 01/18/2012

Number	Course Name	Term	Day	Period	1	2	3	4	5	6
0000R	RTI Reading 2				No Sections					
01031	Read 180	\$1	A			1	1	2	1	1
		\$2	A		1	1	1	2		1
08333	Mentoring	\$1	A				8			
		\$2	A				10			
10024	English II	\$1	A						1	
		\$2	A						1	
11503	Art I	\$1	A		1			1	1	1
		\$2	A		1			1	1	1
12323	Navajo Language I	\$1	A		1	1	1			
12333	Navajo Language II	\$2	A		1	1	1			
17114	Biology (Lab)	\$1	A		1					
		\$2	A		1					
20343	Geometry	\$1	A		1	1	1			
		\$2	A		1	1	1			
27063	World History	\$1	A							
		\$2	A							

Legend:

- This section is full
- This section is full
- This section is available
- This section is scheduled

Enter a password for maximum enrollments override

Submit Continue Reset

On this screen you can see the entire master schedule as it pertains to this student. You can see on this screen if there is a conflict with the other classes the student is enrolled in if you move one of them. Click Continue, and then click Submit.

## PowerSchool Scheduling Procedures Manual

### Other Scheduling option:

**To Delete class:** Click the box under the Drop column, then click on Drop Selected to drop classes.

**To Add class:** Type in the course number and select a period in the drop down menu. Once the class list appears click on the blue link for the class you want to add.

**PowerSchool**

School: Crownpoint High School Term: Y13-14 Semester 2

Start Page > Student Selection > Modify Schedule - Enrollments

**Modify Schedule - Enrollments**

Lantana, Mikelle Raenie 11 24447 CPH State ID: 103307161 DOB: 06/28/1996

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

**Functions**

Effective Enrollment Date 1/24/2014 (MM/DD/YYYY)

**Search Available Classes**

Course Number

Period 1

Find

**Quick Enroll**

Course.Section

Enroll

**Enrollments**

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	1(A-E)	S2	08332-1055	Mentorship 11		Ramos, Ronald	1	01/06/2014	07/01/2014	<input checked="" type="checkbox"/>
	2(A-E)	S2	10033-1079	Honors - English III		Riedl, Morgan	8	01/06/2014	07/01/2014	<input type="checkbox"/>
	7(A-E)	S2	20415-1007	Honors - Algebra II		Elorde, Arlyn B	26	01/06/2014	07/01/2014	<input type="checkbox"/>
	3(A-E)	S2	23053-1013	PE I-VIII		Moore, Sheri A.	Gym	01/06/2014	07/01/2014	<input type="checkbox"/>
	5(A-E)	S2	27294-1072	Honors - American History		Loring, Brian	4	01/06/2014	07/01/2014	<input type="checkbox"/>
	4(A-E)	S2	PHYC102L-2102	Physics Lab		Ramos, Ronald	1	01/06/2014	07/01/2014	<input type="checkbox"/>
	6(A-E)	S2	WLDT101-2104	Fundamentals of Welding		Miller, Shawn	20	01/07/2014	07/01/2014	<input type="checkbox"/>

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks