

Elementary Scheduling

Live Side (Prior to End of Year Process)

1. ___ Verify/Create Next School Indicators:

- a. **Start Page > School > Next School.** Confirm that all schools are listed that represent the schools that a student may be promoted to or remain in during the End of Year process. They also reflect those schools that a student can be scheduled for within PowerScheduler.
- b. ___ Click “New” to add another school. (See District Office > District > Schools/School Info to look up the correct values for these fields.)
 - Enter the School Name
 - Enter the School Abbreviation
 - Enter the PowerSchool School Number

2. ___ Next Year Grade Level: (At the School level, set your “Term” to the current full year term.)

- a. ___ Select the students by **clicking on a grade** level that will be in your building next year.
- b. ___ From the group functions list select “**Student Field Value**”.

Option	Value
Field To Change (Fields)	Sched_NextYearGrade
New Field Value	2

Clear Field Value
Insert * to use the current field value with the new field value.

Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

- Field to change: **Sched_NextYearGrade**
- Enter next year’s grade level in the “New Field Value”; click **Submit**.

88 students are selected

Field To Change	Sched_NextYearGrade
New Field Value	2 Clear Field Value is Off
Options	Do not overwrite existing data is Off
WARNING: This change is irreversible.	
Last, First	Old Sched_NextYearGrade New Sched_NextYearGrade

- The above warning appears; the old and new values will appear for any students not already changed. **Click Submit again.** You

will see:

Alert:
Completed.

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- c. **Repeat the above steps** in your school for each grade level that **will remain in this building.**
- d. **Also in the Feeder School**, if applicable, set the “Schedule This Student” field for incoming grade level:
 - Select the students.
 - Select “**Student Field Value**” from the Group Functions list.
 - The field to change is: Sched_Scheduled
 - The New Field Value is: 1 (or “True)

104 students are selected

Option	Value
Field To Change (Fields)	Sched_Scheduled
New Field Value	1 <input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

- Click **Submit**; the list of students will appear with their current field value and the new value; you will need to scroll to the bottom and click **Submit** again.

3. ___ **Set the Next School Indicator** for Students in Grade Levels *that Will Remain in this School*:

a. ___ **Select students in all grade levels remaining in this school:**

Example of a search command to select students in grades less than grade 4:

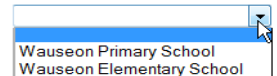
Grade_level<4

- Now select “**Next School Indicator**” from the Group Functions list (box beneath the list of selected students).
- Choose the current school from the drop down list.

b. ___ **Set the Next School Indicator** for Students *in the Grade Level That will Advance to the Next Building*:

- **Select the outgoing grade level.**
- Now select “**Next School Indicator**” from the Group Functions list (box beneath the list of selected students).
- Choose the NEXT year’s school from the drop down list and **Submit**.

Change the next school indicator for the currently selected 147 students to



4. ___ **Next Year’s Incoming Grade Level:** (These steps must be done in the Feeder School) Use the steps above to complete the same work for this group of students for the highest grade level in the feeder school:

- ___ Assign a **Next Year Grade Level**
- ___ Assign the **Next School Indicator**
- ___ Set the “**Schedule This Student**” checkbox (Field name is: **Sched_Scheduled** New Field Value is “1” or “True” – either will work.

5. **Scheduling Setup for Pre-Registered Students:**

- a. To select pre-registered students in a specific grade level, enter a compound search command, such as:

/Enroll_status=-1;grade_level=0

b. Once the pre-registered students in a specific grade level have been selected, choose the “**Student Field Value**” function to set their **Sched_NextYearGrade**, (they should have been pre-enrolled into their next year grade level, so the Sched_NextYearGrade should be set to the same value). (To with them individually, use the Scheduling Setup page.)

- c. Use the “**Next School Indicator**” group function to set their next school.

6. **Create next year’s Years & Terms.**

- **Start Page > School > Years and Terms > New**
- Enter the full year term first.
 - Name of Term should be 2014-2015.
 - Abbreviation should be 14-15.
- After creating the full year term, click on “**Edit Terms**” in the same row, then click “**New**”:

2015-2016	15-16	08/19/2015	05/26/2016	Edit Terms
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- Enter each term (semesters, trimesters, quarters) as needed in order.
- The Name of Term for the Semesters will be “Semester 1” and “Semester 2”. (Trimesters will be Trimester 1, Trimester 2, Trimester 3; and Quarters will be Quarter 1, Quarter 2, Quarter 3, & Quarter 4).
- The Abbreviation for Semesters, will be S1 and S2. For Trimesters, enter T1, T2, and T3. For Quarters, enter Q1, Q2, Q3, & Q4.
- Select the appropriate value for “Portion of the School Year” for each term.
- **Edit each term** and insert the Import File Term number. The correct value appears beneath the box.

7. ____ **Stay in the current year and copy the master schedule from current year to next year.**

- **Start Page > System > Copy Master Schedule**
- Select the Current Year as the “Source Year”
- Select the Newly Created year as the “Target Year”.
- Leave “Clear existing scheduling terms” unchecked.
- Check the box to confirm.
- Click **Submit** (This may take several minutes.)
- **NOTE: If any error messages appear**, check for sections missing the teacher or room. The sections should have copied over anyway, so just enter any missing information or delete sections that are not being used. Suggest the Master Schedule List report. **Do NOT re-run the Copy!**

Before proceeding with the remaining steps, be sure that your current term is set to the NEW school year!

8. ____ **View the Master Schedule** to see the sections that copied to the new year:

- **Start Page > Click on Master Schedule**
- To change the View preferences, scroll to the bottom of the Master Schedule page, click on “**Show Preferences**”.

9. ____ **Create New Teachers – As Needed**

- **Start Page > Staff > New Staff Entry.** (Note: if the teacher will be affiliated with multiple schools, create the staff record at the District Office.)
- 3 Required fields: Name, ID, & Staff Type (Teacher)
- Next, for the new teacher, select **Security Settings** > select the Teachers and Affiliation tab, check box for “Sign in to PowerTeacher”, enter a Username and Password; Click **Submit**. Add more schools if necessary & click **Submit**. Use the “Applications” tab to allow the teacher to use PowerSchool Mobile Web pages. Click **Submit**.
- Assign the new teacher to appropriate sections as needed at the School level for next year.

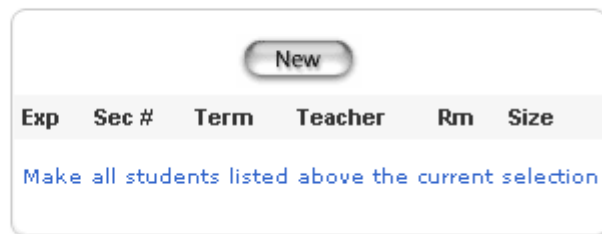
10. ____ **Add New Courses - Optional**

- Switch to the **District Office** to add a new course for next year.
- **District > Courses > New Course** (be sure the course number is unique) NOTE: Be sure to use the Availability tab to make the course available for your school for the new school year.
- Switch back to the **School** and make sure your **Term is set to the NEW school year.**
- **Start page > School > Courses > Manage Courses for this school**
 - Scroll to the newly created course and confirm that the box is checked (activated) for your school.

11. ____ **Create Section(s) for the New Course(s)**

- **Start Page > School > Sections**
 - Select the new course from the list on the left

JLGLASS Glass Blowing



- Click **NEW** to add a new section & define the expression, teacher, room, etc.

12. ____ **(Optional) Adjust the Master Schedule**

- Modify sections: **Start Page > School > Sections**
- Click the course for which you wish to adjust a section. Click on the Section number to be adjusted.
- Edit or enter information in the Teacher, Period, Schedule (Expression), or Room fields.
- You may also add or delete sections.

13. ____ **Dependent Sections (optional)**

- Use “dependent sections” to link multiple “subjects” together under the umbrella of one course. For example, use dependent sections for a Homeroom course, so that when you enroll students into the Homeroom course.section, they will automatically be enrolled in each of the “dependent” course sections.

- **Start Page > Sections**

- Select the course for which you wish to add dependent sections (example: Grade 1 Homeroom – HR1) Click on the **Section** number to open the Edit Section page.
- Use the box labeled “Dependent Sections” and type course.section, course.section, etc. Separate each course.section by a comma.

- Example:

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

1104.4, 1101.4, 1102.4, 1103.
4, 1108.4, 1105.4, 1951.4, 197
1.4, 1961.4, 1107.4

- (You may want to type these into a Word document, then copy/paste them into this box.)
- **NOTE: Dependent sections entered here must exist in Sections table!**

14. ___ Calendar Setup:

- Before enrolling students into classes for the new school year, you **MUST set up a minimum of ONE day on the Calendar setup page for EACH TERM defined in Years and Terms:**
- **Start Page > School > Calendar Setup**
 - The Calendar Setup page defaults to the first month that school is in session during the upcoming school year. Since you already created the year term and defined the first and last days of the new school year, the calendar begins on the first day. To set up the calendar, start by defining the settings for the first day, then set up each subsequent in-session school day, or at minimum, define one day in each of the terms. The remaining dates can be defined later.
 - ***(For a speedier method, use the Automated Calendar Setup (Skip to step 15.)***
 - For your first school day, populate the Day, Bell Schedule, Check the In Session box, enter a value of '1' for Membership Value, and select "In Session" in the "Type" column.

Mon, Aug 27	1 Day Cycle	Regular Bell Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	In Session
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- Repeat this process and set up one day within each of the Terms created for the new year, or complete the entire calendar.
- **Notes:** When a user creates a new year term on the live side at an existing school, PowerSchool will copy attendance setup information from the previous school year into the new school year. This eliminates the need to recreate attendance codes, attendance code categories, attendance conversions, FTEs, and more. **The school calendar is also generated when a year term is created.** When running the End of Year process, PowerSchool uses the start and end dates of the upcoming school year to determine a student's new entry and exit date.

15. ____ To Use the Automated Calendar Setup feature:

School > Automated Calendar Setup (under Calendaring heading)

Here is **an example** of how to set up the page for a school that only has one day:

First Date to be Changed: 8/19/2015 (MM/DD/YYYY) *

Last Date to be Changed: 5/26/2016 (MM/DD/YYYY) *

Mon Tue Wed Thu Fri Sat Sun

Set In-Session Flags

	A	B	C	D	E	F	School
Leave as-is	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
In-Session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Not-In-Session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Set Cycle Days Pattern

Follow Pattern (blanks will be ignored): 1. A Day 2. A Day 3. A Day 4. A Day 5. A Day 6. A Day 7. A Day 8. A Day 9. A Day 10. A Day

Reset Day Pattern Every: Mon Tue Wed Thu Fri Sat Sun

Suspend Day Pattern for Days: Mon Tue Wed Thu Fri Sat Sun

Handle Not-In-Session Days as:

Ignore (pattern continues on not-in-session days)

Pass over (pattern suspends on not-in-session days)

Reset (pattern restarts after not-in-session days)

Set Bell Schedule Value

Adjust Which Bell Schedules: Empty All

Set Value to: Regular Bell Schedule

Set Membership Value

Set Value to: 1

Clean Up Not-In-Session Days

- Cycle Day will be reset to blank.
- Bell Schedule will be reset to blank.
- All A-F Track In-Session flags will be cleared (not in-session).
- Membership Value will be set to 0.0

Submit

16. ____ **Mass Enrolling Groups of Students into Classes: (Make sure the current “Term” is the new school year!)**

- **Select a group of students** to be enrolled in a specific section.
- Example: Start Page > Click on a grade level > choose **“Select Students by Hand”**.
NOTE: Be sure to select the **CURRENT YEAR grade level**; example: select grade K to enroll this year’s kindergarteners into 1st grade sections for next year.
- Hold down the CTRL key (PC) or Command key (Mac) and click on each student to be selected for the section.
- Be Sure **“Keep Selected”** is selected & click on **“Functions”**.
- From the Group Functions list, select **“Mass Enroll”**.

Mass Enroll

Enroll currently selected 2 students into a section:

Filter By					
Period	All	Term	All	Teacher	All
Day	All	Grade	All	Credit Type	All
Course	<input type="text"/>				<input type="checkbox"/> Show only classes with available seats
<input type="button" value="Search"/>					

Quick Enroll	
Course.Section	<input type="text"/>
<input type="button" value="Enroll"/>	

- Do one of the following:
 - Choose the teacher and period (expression) in which you want to mass enroll the selected students. **OR:**
 - **Recommended:** Enter the course and section (**course.section**) in the blank text box under “Quick Enroll”, then click on **“Enroll”**:

Quick Enroll	
Course.Section	<input type="text" value="HRM.1"/>
<input type="button" value="Enroll"/>	

PowerSchool will display the section(s) that are found (you will see multiple sections if dependent sections are attached to this class), and the enroll date. Scroll to the bottom of the page and click on **Enroll Students**:

Enroll in 11200.2 on 08/20/2014
Enroll in 11221.2 on 08/20/2014
Enroll in 11206.2 on 08/20/2014
Enroll in 11204.2 on 08/20/2014
Enroll in 11205.2 on 08/20/2014
Enroll in 11220.2 on 08/20/2014
Enroll in 11202.2 on 08/20/2014
Enroll in 11203.2 on 08/20/2014
Enroll in 11222.2 on 08/20/2014
Enroll in 11201.2 on 08/20/2014



17. ____ **For individual students**, select the student, then click on “**Modify Schedule**”.
- Enter the first day of the next school year for the **Effective Enrollment Date**.
 - In the Quick Enroll box, type in the **course.section**. Click on **Enroll**.
 - To drop a class**, on the Modify Schedule page, check the box next to the section(s) to be dropped. Click “Drop Selected”. Be sure to enter an **Exit Date** that matches the enrollment date you entered (should have been the first day of the new school year). Click “**Drop Classes**”.
18. ____ **For the incoming grade level**, you will not be able to select the students in their next year’s school from the Start Page on the Live Side. Here is a workaround: (This assumes that the instructions in Step 4 have been completed.)
- Switch to their **Next School**, (your school) and set the current term to the new school year.
 - Select **PowerScheduler**. (No need to create a scenario.)
 - Select “**Students**” under Resources.
 - Select the group of students in the incoming grade level; it will be available here.
 - Return to the **Live Side**. The selected students will be your “Current Selection”.
 - You may mass enroll them all into classes, or select one, manually schedule him, then use the arrows at the top of the students list to work with the next child.

19. ____ Assigning Homerooms Using the Field on the Modify Info page:

Modify Information 

Adams, Jennifer G 3 2898 WE

Family rep	<input type="checkbox"/>
Graduation Requirement Set	<input type="text"/>
Home Room	4Blue

(Optional) NOTE: This step refers to populating a field on the “Modify Info” page called “Home Room” You may wish to assign homerooms to students, then select students who have been assigned to a certain homeroom, and use that selection of students to enroll them into a Homeroom course.section. Here is a sample of how to assign homerooms to students: (**Warning:** Even though you are in the new school year (current term at top of page), the following procedure will **overwrite the current year’s homeroom!** This could be done AFTER the End of Year process if you wish to preserve the current year homeroom.)

- a. Select the group of students to be assigned a homeroom.
- b. From the Group Functions menu, select **Student Field Value**
 - Field to Change: **Home_room**
- c. Enter the homeroom name you would like to assign to this group of students.
- d. Now you may use this search command to select all students assigned to this homeroom: Home_Room=xxxxxxx (replace xxxxxx’s with the homeroom you assigned)
- e. Now that you have a selection of students belonging to this homeroom, you may use the Group Function: Mass Enroll
 - Enter the course.section and set the Enrollment Date equal to the first day of the new school year.

20. ____ Verify Enrollment

- After you mass enroll students into classes, you may verify these enrollments by selecting a student or group of students and view the schedule.
- You may select Teacher Schedules from the Start Page, left menu, then click on a teacher name, then click on the count that appears in the 'Enrollment' column. Select "Make current student selection"; click the first student's last name to view his/her student pages, then select List View or Matrix View under Scheduling.
- Alternatively, you could select "School > Sections > choose a course, then click on the Count in the Size column to get a list of students in that section.
- If you used Dependent sections, verify that all dependent sections are listed on the student's schedule.
- To view the next student in the group of selected students, use the forward arrow located next to "List" at the top of the student pages menu.
- Generate Class Rosters – Optional
 - See Handout
- Run a Schedule report using "Next Year Schedules" in the report **setup**. (See next page)

21. ____ (Optional) To Print Future Student Schedules:

- If you need to print schedules for next year's classes, use this procedure:
- Check your schedule report which can be found by following this path:

Start Page > System Reports > Setup tab > Report Cards > select your named student schedule report and you will see something like this:

Report Card

Option	Value
Template Name	<input type="text"/>
Printed Report Title	<input type="text"/>
Title Style	Helv
Title Justification	Cent
Heading	
Schedule Listing	
Footer	
This report available to	<input checked="" type="radio"/> us <input type="radio"/> on
Teachers can print?	<input type="checkbox"/> ye



Click on the blue “Schedule Listing” icon and you will see this image below. YOU MUST CHECK THE BOX associated with the listing “use future schedule (student’s schedule for next year)”

Option	Value
Column Title Style	Helvetica 10 (B) ▾
Class Listings Style	Helvetica 9/18 ▾
Use Future Schedule (student's schedule for next year)	<input type="checkbox"/>