Scheduling User Guide

PowerSchool 8.x
Student Information System

ALWAYS LEARNING

PEARSON

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This edition applies to Release 8.3.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

This guide provides comprehensive information about the configuration and administration of the PowerSchool application functions and components associated with scheduling.

Work with System Setup

Course Numbers

Using the Change Course Number function, you can change the number of an existing course in your course list to another number in your course list. The course list is the list of courses available to all schools on your PowerSchool system. When changing a course number, the system updates that number in courses, enrollments, sections, and historical data.

For example, assume two high schools on your server offer U.S. History. The course number for U.S. History at School A is 1000; at School B, it is 2000. Assume your district decides that the two schools should share the same course number. You need to change the course number for U.S. History at both schools to 1200.

First, you must create the new course, 1200. Then, change both course 1000 and 2000 to 1200, using the Change Course Number function.

Before changing a course number for a particular school, use the navigation bar at the top of the page to be sure you are working in the school in which you want to change the course number. If you are changing a course number for all schools on your system, it does not matter which school is currently selected.

Prerequisites

- Import the data from both schools.
- Create a new course with a unique course number for one school's courses.

How to Change a Course Number

Before changing a course number, retrieve the existing course number from the course list. For more information, see *How to View the Course List*.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Data Management, click **Change Course Number**. The Change Course Number page appears.
3. Use the following table to enter information in the fields:

Field	Description
Current Course Number	Enter the existing course number.
Change to New Course Number	Enter the new course number.
This change affects only [school name]	Select an option to determine the scope of the course number change.

Field	Description
This change affects all schools on this server	**Note:** If you are changing course numbers because of duplicates, select the **This change affects only this school** option. The school name displayed is the school for which you created the new course number.

4. Click **Submit**.

Copy Master Schedule

Using the Copy Master Schedule page, you can copy the master schedule (sections) from one year to another.

How to Copy the Master Schedule

1. On the start page, choose **System** under Setup in the main menu. The System Administrator Page appears.
2. Under Scheduling, click **Copy Master Schedule**. The Copy Master Schedule page appears.
3. Use the following table to enter information in the fields:

Field	Description
School	The school in which you are currently working appears. If this is not the school into which you want to copy master schedule information, change the school by clicking the School link at the top of the page.
Source year	Choose from the pop-up menu the school year from which you want to copy.
Target year	Choose from the pop-up menu the school year to which you want to copy.
Clear existing scheduling terms in the destination school year	Select the checkbox to clear any existing terms in the destination school year and copy terms from the source school year. Deselect the checkbox to attempt to match the source and destination terms. If no matches are found, the source terms are added to the destination terms.
[Confirm]	Select the checkbox to confirm that you want to proceed. **Note:** Once the checkbox is selected, the **Submit** button appears enabled.

4. Click **Submit**. The Copy Master Schedule Warnings page displays if there are any conflicts or unavailable courses. If there are no conflicts or unavailable courses, skip to Step 5.

Note: Only school calendar conflicts are copied as part of the master schedule; unavailable courses are not.

5. Click **Submit**. The Changes Recorded page appears.

Teacher Maximum Load

Use the Teacher Maximum Load function to prevent teachers from being scheduled to teach more students in a day than is allowed by their contracts. Activate the Teacher Maximum Load function at the district level and give each teacher who has a maximum load a value of the number of students they can teach in a day. To activate this function, see *How to Set Up Miscellaneous District Settings*. To specify a maximum load per teacher, see *Staff Scheduling Preferences*.

For sections to count towards a teacher's daily maximum load, you must modify the section to not be exempt from the maximum load calculation. Since you may not want some classes (such as supervised study hall) to count towards a teacher's maximum load, you can set sections as exempt from the maximum load calculation. To set a section's load status, see *Sections*.

When specifying a teacher's maximum load, the number must be a numeric integer representing the total number of students that a teacher can be scheduled for on any given day. Also, the aggregation of the number of students scheduled for a teacher is be based on seats scheduled; that is, if a student is scheduled into more than one of that teacher's classes, then the student is counted as many times as they are scheduled in that teacher's classes.

There are two ways to report on teacher maximum load information. One reports on the sections' maximum enrollment and the teachers' maximum student load for the term in which the specified date is included. However, since a section may have added or dropped enrollments, the report displays aggregated numbers for the maximum load. For more information, see *How to Run the Teacher Maximum Load Report*. The other recalculates the teacher maximum load and displays each enrollment violation for the current date. For more information, see *How to Calculate Teacher Maximum Load*.

How to Calculate Teacher Maximum Load

Use this function to display load violations and to refresh the maximum load information by recalculating teachers' maximum load information. Events that require recalculations include:

- When modifying the school calendar: changing a lettered day (such as making an A day a B day), marking a day as "in session," or switching bell schedules
- When modifying a section: changing the expression [such as from 1(A) to 1(B)], changing the maximum load status to or from Exempt, or changing the assigned teacher
- When changing a teacher's maximum load, specifically to a lower number

Note: Using USM to modify the course records (CC) table invalidates the daily count for the affected teacher, thereby circumventing the preventative controls of Teacher Maximum Load function. Also, running the special operation "Recover from mass transfer out" also invalidates the maximum load count. After performing either of these activities, perform the Teacher Maximum Load Setup function to recalculate and report violations of load counts.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page appears.
2. Under Scheduling, click **Teacher Maximum Load Setup**. The Teacher Maximum Load Setup page appears.
3. Select a teacher or select **All Teachers** from the **Select a Teacher** pop-up menu.
4. Click **Submit**. The Maximum Load Table Setup Progress page appears. After calculating and updating the daily load counts for the selected teacher(s), the report lists any load violations. If no violations exist, the message "No violations found" appears.

Work with District Setup

Manage Courses

The Courses page is the central point from which you can manage courses and course-related information at the district and school level.

Note: To mange sections of courses, see *Sections*.

View the Course List

Use the following procedure to view all courses for the district.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

How to View the Course List

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, use the following table to enter information in the Filter Results section:

   Note: If you apply a filter, those settings are retained and available each time you navigate back to this page.

   Note: Click the arrow to expand this section. Click the arrow again to collapse this section.

Field	Description
School(s)	To narrow list of courses by school, select the checkbox and choose the school by which you want to filter from the pop-up menu. **Note:** This field only appears at the district level.
[Status]	To narrow list of courses by course status, any combination of the following course statuses by which you want to filter: • **Active** - School(s) in which courses have been made available and is currently active. This is the default setting. • **Inactive** - School(s) in which courses have been made available, but is currently inactive. • **Unavailable** - Course(s) that have not been made available.

Field	Description
	When in district mode, this filter is applied to the list of courses associated to the schools selected using the **School(s)** filter, or all schools if none are selected, and to the selected **Year** filter. When in school mode, this filter is applied to the list of courses associated only with the school selected in the **School** pop-up menu in the navigation toolbar, and to the selected **Year** filter.
Year	To narrow list of courses by school year, select the checkbox and choose the school year by which you want to filter from the pop-up menu.
Course Number	To narrow list of courses by course number, select the checkbox and enter the course number by which you want to filter.
Department	To narrow list of courses by department, select the checkbox and enter the department by which you want to filter.
Course Name	To narrow list of courses by course name, select the checkbox and enter the course name by which you want to filter.
Prerequisite Note	To narrow list of courses by prerequisite note, select the checkbox and enter the prerequisite note by which you want to filter.
Has Relationships	To narrow list of courses by courses that do or do not have course relationships, select the checkbox and choose **Yes** or **No** from the pop-up menu. **Note:** This field only appears at the school level.
Has Fees	To narrow list of courses by courses that do or do not have course fees, select the checkbox and choose **Yes** or **No** from the pop-up menu.
Has Sections	To narrow list of courses by courses that do or do not have course sections, select the checkbox and choose **Yes** or **No** from the pop-up menu. **Note:** This field only appears at the school level.

The list of courses displays based on the information you entered.

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Manage Courses for	Click to access the Available Courses for [Year] page. For

Field	Description
This School	more information, see *How to Edit Course Status*. **Note:** This field only appears at the school level.
Print	Click to print the course list. For more information, see *How to Print the Course List*.
New Course	Click to create a new course. For more information, see *New Courses*. **Note:** This field only appears at the school level if enabled by this district.
[Course]	Do one of the following: • Select the checkbox in the header row to select all filtered courses. • Select the checkbox next to each course you want to work with.
Number	The number used to identify the course. Click to edit course information. For more information, see *How to Edit Course Information*.
Name	The name of the course. Click to edit course information. For more information, see *How to Edit Course Information*.
Department	The department the course is associated to. Click to edit course information. For more information, see *How to Edit Course Information*.
Prerequisite Note	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to a enrollment in a course. Click to edit prerequisites. For more information, see *Course Prerequisites*.
Fee	Indicates whether or not course enrollment fees are associated to the course. Click to edit course enrollment fees. For more information, see *Course Enrollment Fees*.
Relationship	When in school mode, indicates whether or not a relationship exists between this course and another course. For detailed more information, see *How to Edit Course Information*.
Sections	When in school mode, only courses, which are active for the school you are working in, appear. For more information, see *How to Edit Course Status*.
Active	When in district mode, schools in which this course has been made available. For more information, see *How to Edit Course Status*.

Field	Description
Inactive	When in district mode, schools in which this course has not been made available. For more information, see *How to Edit Course Status*.
Analytics	Click the **Analytics** icon to view Analytics data. **Note**: The Analytics icon only appears if Analytics is enabled. For more information, see *Enable Analytics.* **Note**: The data that appears on the graph is not served by PowerSchool. It is rendered from a separate Analytics server. For more information on the configuration of Analytics, see the Analytics documentation.
Edit Availability for Schools and Years	Click to edit which schools the selected courses will be made available to. For more information, see *Edit Availability for Schools and Years*. **Note:** This field only appears at the district level.
Edit Prerequisites	Click to add prerequisites for selected courses. For more information, see *How to Enter Prerequisites for Selected Courses*.

Edit Course Status

The Available Courses for [Year] page is comprised of two tabs. The **Available** tab displays a list all courses available for the selected school and year. Using this page, you can change a course's status from active to inactive or vice versa. Additionally, you can remove all the courses from the list that do not have sections taught in the current year. The **Unavailable** tab display a lists all courses that are unavailable for the selected school and year. Using this page, you can change a course's status from unavailable and inactive to available and active making the course available for the selected school and year.

Note: In addition to this procedure, you can make additional courses available for this school by *editing course availability information* or you can make additional courses available for multiple schools and years by *editing availability for schools and years*.

Note: This procedure may only be performed at the school level. When accessed at the school level, only courses that are available for the selected school and year appear.

How to Edit Course Status

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. The Courses page appears.
3. Click **Manage courses for this school**. The Available Courses for [Year] page appears.

   Note: By default, the **Available** tab appears selected.

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

Field	Description
[Text]	The following informational text appears on the page: • This page lists all available courses for the selected school and year. • To make a course active for the selected school and year, select the checkbox and then click the Submit button. • Only available courses should be used in PowerScheduler and only available and active courses can be used in live scheduling. • Unavailable courses are not included in this list. • To make courses available or unavailable, use the **Edit Availability for Schools and Years** district level function or the **Availability** tab on the district level Edit Course page.
New	Click to create a new course. For more information, see *New Courses*.
Active	Do one of the following: • Select the checkbox next to the course you want to make active. • Deselect the checkbox next to the course you want to make inactive.
Course Name	The name of the course appears.
Course Number	The number of the course appears.
Department	The department of the course appears.
Credit Type	The credit type of the course appears.
Remove all courses from this school's course list that do not have any sections taught this year	Select the checkbox to remove all courses from this school's course list that do not have any sections taught this year (optional).

5. Click **Submit**. The Courses page appears.

How to Make Courses Available

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. The Courses page appears.
3. Click **Manage courses for this school**. The Available Courses for [Year] page appears.
4. Click the **Unavailable** tab. The Unavailable Courses for [Year] page appears.
5. Use the following table to enter information in the fields:

Field	Description
[Text]	The following informational text appears on the page: • This page lists all unavailable courses for the selected school and year. • Only available courses should be used in PowerScheduler and only available and active courses can be used in live scheduling. • To make courses available or unavailable, use the **Edit Availability for Schools and Years** district level function or the **Availability** tab on the district level Edit Course page.
Make Available and Active	Select the checkbox next to the course you want to make available and active. **Note:** This column only appears if your district allows schools to adjust course availability.
Course Name	The name of the course appears.
Course Number	The number of the course appears.
Department	The department of the course appears.
Credit Type	The credit type of the course appears.

6. Click **Submit**. The Available Courses for [Year] page appears.

   Note: The **Submit** button only appears if your district allows schools to adjust course availability.

Print Course List

Use the following procedure to print the course list in a printer-friendly format.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

How to Print the Course List

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Click **Print**. The Course Prerequisite Rule Notes pop-up window appears.
5. Click **Print**. The Print pop-up window appears.
6. Click **Print**. The Print pop-up window closes.
7. Close the Course Prerequisite Rule Notes pop-up window

Edit Course Information

Course information can be edited at the district level, as well as the school level. When at the district level, you can edit District, Fees, Prerequisites, and Availability information. When at the school level, can edit District, Fees, Prerequisites, Availability, Relationships, and Scheduling information.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

How to Edit Course Information

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Use the following table to enter information in the fields:

Field	Description
View Course Information By Year	1. Click to access the View Course By Year page. By default, the current year is selected. 2. Choose a year from the **Select Year** pop-up menu to view course information for a different year. **Note:** For field descriptions, see *How to Edit Course District Information*.
District	Click to access the Edit Course District Information page. For more information see, *Edit Course District Information*.
Fees	Click to access the Edit Course Enrollment Fees page. For more information, see *Edit Course Enrollment Fees*.
Prerequisites	Click to access the Edit Course Prerequisites page. For more information, see *Edit Course Prerequisites (Individual*

Field	Description
	Courses). **Note:** To edit prerequisites for multiple courses, see *Edit Course List Prerequisites (Selected Courses)*.
Availability	Click to access the Course Availability page. For more information, see *Edit Course Availability Information*.
Relationships	Click to access the Edit Course Relationships page. For more information, see *Edit Course Relationships Information*. **Note:** This procedure may only be performed at the school level.
Scheduling	Click to access the Edit Course Scheduling Information page. For more information, see *Edit Course Scheduling Information.* **Note:** This procedure may only be performed at the school level.
Equivalencies	Click to access the Course Equivalencies page. For more information, see *Edit Course Equivalencies.*

Edit Course District Information

Using the Edit Course District Information page, you can manage general information for the selected course.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

How to Edit Course District Information

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **District**. The Edit Course District Information page appears.
6. Use the following table to enter information in the fields:

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.

Field	Description
Course Name	Edit the name of the course.
Alternate Course Number	If needed, enter an additional number used to identify the course.
Credit Hours	Enter the number of credits a student receives for taking the course.
Max Credit Hours	Enter the maximum number of credits a student receives for taking the course. The value must be greater than or equal to the **Credit Hours**. Once a value is entered, the value will be evaluated against the credit earned on stored grades to determine if it should be excluded from graduation progress/graduation planner based on the association to the grade policy related to the grade scale for the course or section. **Note:** For more information, see *Repeated Course Grade Suppression*.
CIP Code	If needed, enter the CIP code to identify courses as part of a state-managed vocational program.
Vocational Class	Select the checkbox if the course is a vocational class.
Program for All Sections	For the purpose of continuation education programs. Any program specified here will automatically be considered the program that every section of the course will belong to. Since this is stored for the district this will be true for all schools that use the course. If schools other than continuation education schools use the course then specify this as no selection (blank) and designate the proper program to each section of the course created within the continuation education schools. The programs available for selection can be defined in *Special Programs*.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as **MATH** for mathematics courses, **ENG** for English courses, **FL** for foreign language courses, **VOC** for vocational courses, or **ELEC** for electives. This credit can then be applied to a graduation type, if applicable.
Default Maximum Enrollment	Edit the maximum number of students who can be enrolled in this course.
Department	Click **Associate** to select the department for this course. **Note:** Click **Department** to create or edit departments at your school.
Subject Area	Edit the subject area for the course.

Field	Description
Course Notes	If needed, enter descriptive text regarding the course or course enrollment.
Exclude from Attendance	Select the checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations. Otherwise, deselect the checkbox.
Exclude From Storing Final Grades	Select the checkbox to skip this course when storing grades. This setting is useful in cases where storing grades may not be appropriate, such as study hall or lunch.
Grade Scale	Choose the grade scale from the Grade Scale pop-up menu. For more information, see *How to Assign Grade Scales to Courses*.
GPA Added Value Points	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Use the Course for Lunch	Select the checkbox to indicate that this course will be used exclusively for scheduled lunches. Otherwise, deselect the checkbox. **Note:** For more information, see *Scheduled Lunch*.
Exclude on Report Cards/Transcripts	Select the checkbox to exclude all sections of this course from appearing on the schedule listing of Report Cards or the Transcript Object of Object reports. Otherwise, deselect the checkbox.
Update the Course in the District Course Archive for [Year]	Do one of the following: • Select the checkbox to update archived course information, as well as current course information. • Leave the checkbox blank to only update current course information. **Note:** This field only appears if the end-of-year process has been completed. For more information, see *End-of-Year Process*.

7. Click **Submit**. The Changes Recorded page appears.
8. Click **Back** to return to the Edit Course page displays the edited course.

Edit Course Enrollment Fees

Using the Edit Course Enrollment Fees page, you can manage course enrollment fees for the selected course. For more information, see *Course Enrollment Fees*.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

Edit Course Prerequisites (Individual Courses)

Using the Edit Course Prerequisites page, you can manage course prerequisites for the selected course. For more information, see *Enter Prerequisites for Individual Courses*.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

Edit Course Availability Information

Using the Course Availability page, you can manage school associations for the selected course by associating or disassociating a course with one or more schools. Once a course is associated with one or more schools, it is available and active on the Available Courses for [Year] page for the selected schools. From the Available Courses for [Year] page, the school administrator can fine-tune which courses are active or inactive.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

How to Edit Course Availability Information at the District Level

Use this procedure to adjust which schools a course is available at for a selected year.

Note: When accessed at the district level, only courses that are available for the selected year appear.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **Availability**. The Course Availability page displays a summary of year and schools associations for the course.

   Note: If an ellipsis appears in the Schools column, there are additional schools associated to the year.

6. Click **Edit**. The School Availability for [Course] in the [School Year] pop-up appears.

Note: If you have view only access to this page, the **Edit** button appears as a **View** button. If clicked, the School Availability for [Course and Year] pop-up displays a list of all schools where the course is available for that year. When done viewing, click the **x** in the upper-right corner of the pop-up.

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

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Unavailable</td><td>All schools where the course is not available for that year appear.
To make a school available:
1. Click the school you want to make available.
Note: To select multiple schools, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each school.
2. Click the single arrow pointing right.
To make all schools available, click the double arrows pointing right.</td></tr>
<tr><td>Available</td><td>All schools where the course is available for that year appear.
To make a school unavailable:
1. Click the school you want to make unavailable.
Note: To select multiple schools, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each school.
2. Click the single arrow pointing left.
To make all schools unavailable, click the double arrows pointing left.
Note: Available schools that appear shaded are associated to sections and cannot be made unavailable.</td></tr>
<tr><td>Reset</td><td>Click to reset the Unavailable list and Available list back to their original state before you began moving schools from one list to another.</td></tr>
</table>

8. Click **Submit**. The Edit Course Availability page appears.

How to Edit Course Availability Information at the School Level

Use this procedure to adjust which years a course is available for a selected school.

Note: When accessed at the school level, only courses that are available for the selected school and year appear.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **Availability**. The Course Availability page displays a summary of year and schools associations for the course.

   Note: If an ellipsis appears in the Schools column, there are additional schools associated to the year.

6. Click **View** to view the School Availability for [Course] in the [School Year] pop-up.
7. When done viewing, click the x in the upper-right corner of the pop-up.
8. Click **Edit Availability**. The [Course Number] Year Availability pop-up appears.

   Note: The **Edit Availability** button only appears if your district allows schools to adjust course availability.

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

Field	Description
Unavailable	All years the course is not available. To make a course available for a selected year: 1. Click the year for which you want to make the course available. **Note:** To select multiple schools, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each school. 2. Click the single arrow pointing right. To make a course available for all years, click the double arrows pointing right.
Available	All years the course is available. To make a course unavailable for a selected year: 1. Click the year for which you want to make the course unavailable.

Field	Description
	Note: To select multiple schools, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each school. 2. Click the single arrow pointing right. To make a course unavailable for all years, click the double arrows pointing right. **Note:** Available years that appear shaded are associated to sections and cannot be made unavailable.
Reset	Click to reset the Unavailable list and Available list back to their original state before you began moving years from one list to another.

10. Click **Submit**. The Course Availability page appears.

Edit Course Relationships Information

Using the Edit Course Relationships page, you can manage the relationship between courses. The scheduling engine uses these course relationships when building a student's schedule. If you define a relationship for a course with another course, you do not have to define the relationship for both courses. But, you can define the relationship for both courses so that it is easy to identify this relationship regardless of which course you are viewing. The following three types of course relationships are used in PowerSchool:

- Prerequisite: Indicates relationship between two courses ensures that the student will be scheduled into the specified course so that the course is completed prior to the beginning of the second course.
- Corequisite: Indicates relationship between two courses ensures that the student will be scheduled into both courses so that the courses are taken concurrently.
- Postrequisite: Indicates relationship between two courses ensures that the student will be scheduled into the specified course after the student has completed the first course in the relationship.

This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using this page.

Note: This procedure may only be performed at the school level.

How to Edit Course Relationships Information

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.

5. Click **Relationships**. The Edit Course Relationships page appears.
6. Do one of the following:

Field	Description
Add	To add a new relationship: 1. Click **New**. The Edit Course Relationship page appears. 2. Click **Associate**. The Choices Dialog appears. 3. Select the number of the course for which you want to define a relationship. 4. Click **Submit**. The Choices Dialog closes. 5. Choose one of the following from the **Relationship Type** pop-up menu: ▪ **Prerequisite** ▪ **Corequisite** ▪ **Postrequisite** 6. Click **Submit**. The Course Relationships page appears.
Edit	To edit an existing relationship: 1. Click the name of the course you want to edit. The Edit Course Relationship page appears. 2. Edit as needed. 3. Click **Submit**. The Course Relationships page appears.
Delete	To delete an existing relationship: 1. Click the name of the course for which you want to delete a relationship. The Edit Course Relationship page appears. 2. Click **Delete**. 3. Click **Confirm Delete**. The Course Relationships page appears.

Edit Course Scheduling Information

Using the Edit Course Scheduling Information page, you can manage course-specific scheduling information used by the scheduling engine when building a student's schedule. This information is either captured as part of the PowerScheduler commit process or can be manually defined using this page.

Note: This procedure may only be performed at the school level.

How to Edit Course Scheduling Information

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **Scheduling**. The Edit Course Scheduling Information page appears.
6. Use the following table to enter information in the fields:

Field	Description
Allow Student Repeat in Same Term	Select the checkbox to allow the system to schedule a student in more than one section of this course in the same term. For example, occasionally students need to double-up on a course within the same term. This is usually done for elective courses, such as Work Release.
Allow Student Repeat in Different Term	Select the checkbox to allow the system to schedule a student in more than one section of this course in different terms. Use this option for either academic or elective courses.
Load Priority	Enter a numerical value of 1 to 99 (1 being the highest priority) to prioritize in which course the system should schedule a student when a conflict between two of the student's requests arises. You can enter the same load priority number for several courses. For example, enter a load priority of 10 for all academic courses to ensure that students are loaded into these courses first, 20 for academic electives, and 30 for non-academic electives.
Load Type	Use the pop-up menu to choose whether this is an academic, elective, or alternate course. The system uses this classification to balance the types of courses in which the student is scheduled during a schedule term. For example, if your school's scheduling terms are semesters, the system does not schedule the student in all elective courses the first semester and all academic courses the second semester.
Use Pre-Established Teams	Select the checkbox if you want the system to reference teams when scheduling students into this course.
Use Section Types	Select the checkbox if you want the system to schedule courses according to section types.
Don't Allow Substitutions	Select the checkbox if you do not want the system to attempt to schedule a student in alternate courses if this course is full.
Global Substitution 1	Click **Associate** to select the first course substitution you

Field	Description
	want the system to schedule for every student who cannot be scheduled in this course.
Global Substitution 2	Click **Associate** to select the second course substitution you want the system to schedule for every student who cannot be scheduled in this course. The system will use this substitution if Global Substitution 1 is no longer available.
Global Substitution 3	Click **Associate** to select the third course substitution you want the system to schedule for every student who cannot be scheduled in this course. The system will use this substitution if Global Substitution 2 is no longer available.

7. Click **Submit**. The Edit Course Scheduling Information page refreshes.

Edit Course Equivalencies

Using the Course Equivalencies page, you can manage the relationship between a course and its equivalent. For example, if EHS101 (course) and EHS102 (course equivalent) are stored, then EHS102 courses can replace EHS101 grades. EHS102 is "equivalent to" EHS101. Once defined, course equivalencies are then used by the repeated course grade suppression process when calculating permanently store grades.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

How to View Course Equivalency

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **Equivalencies**. The Course Equivalencies page displays the following information:

   - **Relationship**
   - **Equivalent Course Name**
   - **Equivalent Course Number**
   - **Start Date**
   - **End Date**

How to Create a Course Equivalency

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **Equivalencies**. The Course Equivalencies page appears.
6. Click **Add**. The Add Course Equivalency page appears.
7. Use the following table to enter information in the fields:

Field	Description
Relationship	Use the pop-up menu to indicate whether the equivalent course number **Can replace** or **Can be replaced by** the selected course.
Equivalent Course Number	Enter the course that is equivalent to the selected course. **Note:** As you begin entering the course name or number, PowerSchool automatically provides a drop-down list of suggestions that you may choose from.
Start Date	Do one of the following: • Enter the date the relationship begins or click the calendar icon to select a date. • Leave blank. **Note:** Data cannot overlap with an existing course equivalency.
End Date	Do one of the following: • Enter the date the relationship ends or click the calendar icon to select a date. • Leave blank. **Note:** Data cannot overlap with an existing course equivalency.

8. Click **Submit**. The Course Equivalencies page appears

How to Edit a Course Equivalency

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.

4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **Equivalencies**. The Course Equivalencies page appears.
6. Click the **Pencil** icon of the course for which you want to edit a course equivalency. The Edit Course Equivalency page appears.
7. Edit as needed. For more information, see *How to Create a Course Equivalency*.
8. Click **Submit**.

How to Delete a Course Equivalency

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Choose the name of the course you want to edit. The Edit Course District Information page appears.
5. Click **Equivalencies**. The Course Equivalencies page appears.
6. Click the name of the course for which you want to delete a course equivalency. The Edit Course Equivalency page appears.
7. Click **Delete**.
8. Click **Confirm Delete**. The Course Equivalencies page appears.

Edit Availability for Schools and Years

Using the Edit Availability for Schools and Years page, you can adjust course school associations by associating or disassociating courses with schools and years. Once courses are associated with schools and years, the courses are available and active on the Available Courses for [Year] page for the affected schools and years. From the Available Courses for [Year] page, the school administrator can fine-tune which courses are active or inactive.

Note: This procedure may only be performed at the district level.

How to Edit Availability for Schools and Years

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Courses**. The Courses page appears.
3. To narrow the list of courses, see Step 3 of *How to View the Course List*.
4. Indicate the courses you want to work with by doing one of the following:

    - Select the checkbox in the header row to select all filtered courses.
    - Select the checkbox next to each course you want to work with.

5. Click **Edit Availability for Schools and Years**. The Edit Availability for Schools and Years page appears.
6. Use the following table to enter information in the Select Years section:

Field	Description

Field	Description
Years Source List	To add a year from the Years Source List to the Selected Years: 1. Click the year you want to add. **Note:** To select multiple years, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each year. 2. Click the single arrow pointing right. To add all years from the Years Source List to the Selected Years, click the double arrows pointing right.
Selected Years	To remove a year from the Selected Years to the Years Source List: 1. Click the year you want to remove. **Note:** To select multiple years, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each year. 2. Click the single arrow pointing left. To remove all years from the Selected Years list to the Years Source List, click the double arrows pointing left.
Reset	Click to reset the Years Source List and Selected Years list back to their original state before you began moving schools from one list to another.

7. Click **Next**.
8. Use the following table to enter information in the Select Schools section:

Field	Description
School Source List	To add a school from the School Source List to the Selected Schools: 1. Click the school you want to add. **Note:** To select multiple schools, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each school. 2. Click the single arrow pointing right.

Field	Description
	To add all schools from the School Source List to the Selected Schools, click the double arrows pointing right.
Selected Schools	To remove a school from the Selected Schools to the School Source List: 1. Click the school you want to remove. **Note:** To select multiple schools, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each school. 2. Click the single arrow pointing left. To remove all schools from the Selected Schools list to the School Source List, click the double arrows pointing left.
Reset	Click to reset the School Source List and Selected Schools list back to their original state before you began moving schools from one list to another.
Association Type	Do one of the following: • Select the **Make Available** option to make the courses available and active for the selected schools and years. • Select the **Make Unavailable** option to make the courses unavailable and inactive for the selected schools and years.

9. Click **Next**.
10. Use the following table to verify information in the Summary and Confirmation section:

Note: Associations with conflicts will not be processed.

Field	Description
Courses Affected	Click to view the Courses Affected pop-up, which displays the courses you selected.
Years Affected	Click to view the Years Affected pop-up, which displays the years you selected.
Schools Affected	Click to view the Schools Affected pop-up, which displays the schools selected.
[Available/Unavailable] Associations that	Click to view the [Available/Unavailable] Associations that Already Exist pop-up, which displays any associations that

Field	Description
Already Exist	already exist for those associations you are trying to make.
Total Associations to be Added	Click to view the Total Associations to be Added pop-up, which displays the associations that will be added making the selected courses available for the selected schools and years.
Total Associations to be Removed	Click to view the Total Associations to be Removed pop-up, which displays the associations that will be removed making the selected courses unavailable for the selected schools and years.
Total Association Conflicts	Click to view the Total Association Conflicts pop-up, which displays the associations that were requested, but not allowed and the reasons why the request was not allowed.

11. Click **Submit**. A confirmation message appears.

Edit Course List Prerequisites (Selected Courses)

Using the Edit Course List Prerequisites page, you can manage course prerequisites for selected courses. For more information, see *Enter Prerequisites for Selected Courses*.

Note: This procedure may also be performed when signed in to a school by choosing **School**, and then clicking **Courses**. When accessed at the school level, only courses that are available for the selected school and year appear.

Edit Course Settings

Using the Course Settings page, you can control whether or not schools are allowed to create and edit certain course-related information.

Note: This procedure may only be performed at the district level.

How to Edit Course Settings

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Courses, click **Course Settings**. The Course Settings page appears.
3. Use the following table to enter information in the fields:

Field	Description
Only allow new courses to be created at the District Office	Indicate whether or not schools can create new courses by doing one of the following: • Select the checkbox to only allow new courses to be created at the District Office. When selected, the

Field	Description
	following do not appear when signed in at the school level: o **New Course** button on the Courses page. o **Courses** the **Table** pop-up menu on the Quick Import page. o **Courses** in the **Import into this table** pop-up menu on the Import Template page. • Deselect the checkbox to allow schools to create new courses. When deselected, the following appear when signed in at the school level: o **New Course** button on the Courses page. o **Courses** the **Table** pop-up menu on the Quick Import page. o **Courses** in the **Import into this table** pop-up menu on the Import Template page. **Note:** By default, this checkbox is not selected.
Only allow course equivalencies to be created and edited at the District Office	Indicate whether or not schools can create and edit course equivalencies by doing one of the following: • Select the checkbox to only allow course equivalencies to be created and edited at the District Office. When selected, the Course Equivalencies page is view-only when signed in at the school level. • Deselect the checkbox to allow schools to create and edit course equivalencies.
Do not allow schools to adjust Course Availability	Indicate whether or not schools can adjust course availability by doing one of the following: • Select the checkbox to only allow course availability to be adjusted at the District Office. When selected, the following does not display when signed in at the school level: o The **Make Available** column on the Unavailable tab of the Available Courses for [Year] page. o The **Submit** button on the Unavailable tab of the Available Courses for [Year] page. o The **Edit Availability** button on the Course Availability page. • Deselect the checkbox to allow schools to adjust course availability.

4. Click **Submit**.

Edit Course Group

Using the Course Groups page, you can group like-courses together making it easier to manage similar courses.

Note: This procedure may only be performed at the school level.

How to Create a Course Group

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Course Groups**. The Course Groups page appears.
3. Click **New** in the courses menu. The Edit Course Group page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for the course group. **Note:** If there are multiple high schools on your server, you may want to create a system for naming your course groups so that they sort in a certain way. For example, you might call Apple Grove High School's course group containing ninth-grade core courses AGHS-9-Core Courses. If you followed this system, all of your high schools would sort together, as would the grade levels within them.
Type	Choose the type of course group from the pop-up menu: • **Scheduling Only**: Course group is used for scheduling purposes only. • **Graduation Set Only**: Course group is used for graduation requirement purposes only. • **Both**: Course group is used for both scheduling and for graduation requirement purposes.
Applies to	Choose whether you want to apply the course group to all schools or only to the current school. By default, course groups are only applied to the current school.

5. Select the checkbox next to the name of each course that should belong to this group.
6. Click **Submit**.

How to Edit a Course Group

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Course Groups**. The Course Groups page appears.

3. Choose the course group you want to edit from the courses menu. The Edit Course Group page appears.
   Edit as needed. For more information, see *How to Create a Course Group*.
4. Click **Submit**.

How to Delete a Course Group

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Course Groups**. The Course Groups page appears.
3. Choose the course group you want to delete from the courses menu. The Edit Course Group page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Work with School Setup

Constraints

The School Setup menu includes a Scheduling link, Constraints. Click the Constraints link to access the Constraints page, which you can use to define scheduling constraints for students. Load constraints restrict the way the system loads students into courses that have already been scheduled.

This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using these pages. In the past, this information was strictly defined within the context of mass scheduling within PowerScheduler.

Note: Since constraints restrict student schedules, the more constraints you define, the less flexibility the system has to load students into courses and the less optimal the resulting schedule will be. It is always best to use the fewest number of constraints required to accomplish your scheduling goals.

How to Add a Student/Student Avoid Constraint

Use a Student/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 **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Avoid**. The Student/Student Avoid Constraints page appears.
4. 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.

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

How to Add a Student/Teacher Avoid Constraint

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

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Teacher Avoid**. The Student/Teacher Avoid Constraints page appears.
4. 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.

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

How to Add a Student Free Constraint

Use a Student Free constraint to specify those periods when a student must be free, such as when taking a course at another school.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Free**. The Student Free Constraints page appears.
4. Click **New**. The Edit Student Free 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 who needs to have a free periods.
Schedule	Select the checkbox next to each period in each day that you want to schedule this student to have a free periods.
Term	Choose from the pop-up menu the term that this student needs the free periods.

6. Click **Submit**. The Student Free Constraints page appears.

How to Add a Section Link Constraint

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 **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Section Link**. The Section Link Constraints page appears.
4. 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.

How to Add a Student Preference Constraint

Use a Student Preference constraint to schedule a student into a particular course section. You can also specify the course per a specific term and teacher.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Pref**. The Student Preference Constraints page appears.
4. Click **New**. The Edit Student Preference 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 force to schedule in a specific course section.
Course Number	Click **Associate** to select the name of the course.
Section Number	Enter the section number of the course into which you want the student to be scheduled.
Term	Choose from the pop-up menu the term to which you want this constraint to apply (optional).
Teacher	Click **Associate** to select the name of the teacher who instructs this course section (optional).

6. Click **Submit**. The Student Preference Constraints page appears.

How to Modify Load Constraints

After creating load constraints, you can modify them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click the name of the type of constraint you want to modify, such as Student Avoid.
4. Click the course name, student name, or teacher name in the row of the constraint you want to modify. The Edit page for that particular constraint appears.
5. Edit the information as needed:

    - **Student Avoid**
    - **Teacher Avoid**
    - **Student Free**
    - **Section Link**
    - **Student Pref**

6. Click **Submit**. The appropriate constraints page appears.

How to Delete Load Constraints

After creating load constraints, you can delete them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click the name of the type of constraint you want to delete, such as Student Preference.
4. Click the course name, student name, or teacher name in the row of the constraint you want to delete. The Edit page for that particular constraint appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Course Grade Scales

Set up different grade scales and assign them to the appropriate courses. If you do not assign a grade scale to a course, the system assigns the default grade scale to that course. The default grade scale is determined when the system is set up.

For more information about setting up grade scales, see *Grade Scales*.

How to Assign Grade Scales to Courses

Courses are automatically assigned the default grade scale. Either use the default grade scale, or assign a grade scale to a course. For more information, see *Grade Scales*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. A list of current courses appears in the courses menu.
3. Click the name of the course to which you want to assign a grade scale. The Edit Course District Information page appears.
4. Choose the grade scale from the **Grade Scale** pop-up menu.
5. Click **Submit**. The Changes Recorded page appears.

Course Groups

See *Manage Courses*.

Courses

See *Manage Courses*.

Days

How to Edit a Cycle Day Name

Use this procedure to modify a schedule day's abbreviation, which appears in places such as the master schedule.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Days**. The Cycle Days page appears.
3. Click the name or abbreviation of the day name you want to edit. The Edit Cycle Day page appears.
4. Use the following table to enter information in the fields:

Field	Description
Day Abbreviation	Enter the abbreviation for the day, not to exceed three characters.
Day Name	Enter the name of the day.

5. Click **Submit**. The Cycle Days page displays the edited day.

Departments

How to Add a Department

Create departments to sort information by department, such as on the master schedule.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Departments**. The Departments page appears.
3. Click **New**. The Add/Edit Department page appears.
4. Enter the department name.
5. Click **Submit**. The Departments page displays the new department.

How to Edit a Department

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Departments**. The Departments page appears.
3. Click the name of the department you want to edit. The Add/Edit Department page appears.
4. Edit the department name.
5. Click **Submit**. The Departments page displays the edited department.

How to Delete a Department

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Departments**. The Departments page appears.
3. Click the name of the department you want to delete. The Add/Edit Department page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Facilities

How to Add a Facility

Some courses require special equipment or facilities. For example, a chemistry course requires a lab, and a film course requires audio and video equipment. To associate courses that need special equipment, use facilities.

Note: You can assign multiple facilities to courses and rooms.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Facilities**. The Facilities page appears.
3. Click **New**. The Add/Edit Facility page appears.
4. Enter the facility name.
5. Click **Submit**. The Facilities page displays the new facility.

How to Edit a Facility

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Facilities**. The Facilities page appears.
3. Click the name of the facility you want to edit. The Add/Edit Facility page appears.
4. Edit the facility name.
5. Click **Submit**. The Facilities page displays the edited facility.

How to Delete a Facility

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Facilities**. The Facilities page appears.
3. Click the name of the facility you want to delete. The Add/Edit Facility page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Graduation Sets

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For example, you can create a graduation set for this year's incoming ninth graders.

Within a graduation set, create different subject area requirements, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement. For more information, see *Graduation Requirements*.

Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see *Graduation Progress*.

How to Add a Graduation Set

Create graduation sets to determine the number of credits in specific subject categories a student must earn to graduate. Define the graduation set and then define individual subject area requirements within the set by using course groups or individual course numbers.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **New**. The Graduation Requirement Set page appears.
4. Enter the name of the graduation set.
5. Click **Submit**. The Graduation Sets page displays the new graduation set.

How to Edit a Graduation Set

Edit the name of a graduation set. To add, edit, or delete graduation requirements associated with the graduation set, see *Graduation Requirements*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to edit. The Graduation Requirement Set page appears.
4. Edit the name of the graduation set.
5. To convert the graduation set into a graduation plan, click **Convert to Graduation Plan**. The Edit Graduation Plan page appears. Enter information as needed and then click Submit. For more information, see the *Graduation Planner User Guide* available on **PowerSource**.
6. Click **Submit**. The Graduation Sets page displays the edited graduation set.

How to Convert a Graduation Set into a Graduation Plan

Any existing graduation set may be converted to a graduation plan. For more information, see *Graduation Planner* or the *Graduation Planner User Guide* available on **PowerSource**.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to edit. The Graduation Requirement Set page appears.
4. Click **Convert to Graduation Plan**. The Edit Graduation Plan page appears.
5. Edit the information as needed.
6. Click **Submit**. The Graduation Planner Setup page appears.

How to Delete a Graduation Set

Deleting a graduation set also deletes any associated graduation requirements.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click the name of the graduation set you want to delete. The Graduation Requirement Set page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Graduation Requirements

Use graduation sets to track student graduation progress. Graduation sets are sets of course requirements for which students must earn a specified number of credits. For more information, see *Graduation Sets*. Monitor students' progress towards earning the credits they need to complete a predefined set of requirements for graduation from your school or entrance to a higher education institution. For more information, see *Graduation Progress*.

Create different requirements within a graduation set. For example, create a requirement for each major subject area, such as Science, Math, and English. Within each subject area requirement, define the number of credits students must earn to fulfill that requirement.

How to Add a Graduation Requirement

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set to which you want to add a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click **New**. The New Graduation Requirement: [Graduation Set] page appears.
5. Use the following table to enter information in the fields:

Field	Description
Subject Area	Enter the subject area of this graduation requirement, such as **English** or **History**.
Requirement Name	Enter the name of this requirement.
Prerequisite Hours	Enter the number of prerequisite course credit hours a student must earn to meet the graduation requirement.
Prerequisite Courses	Select one of the following options to identify the courses a student must complete to meet this requirement: • **These course numbers**: Enter the numbers of each course a student must complete. Separate course numbers with commas. **Note:** Most schools select this option and define specific course numbers. • **Courses with these credit types**: Identify a credit type and define the credit type for specific courses on the Course page. **Note:** Your school can create credit types to group courses together to fill a graduation requirement. Assign credit types to courses, and specify that a requirement is filled by any courses or grades of that credit type. For example, if you create an ALGEBRA credit type in this field and assign it to several courses, and then you specify that any two courses with the ALGEBRA credit type fulfill a Math requirement; students will meet the Math requirement if they take two courses with the ALGEBRA credit type. • **Courses in this group**: Use the pop-up menu to choose a course group. Students must complete the credit hours identified for the courses within the group to meet this requirement. • **Any course at all**: Indicate that the student can complete the number of credit hours by completing

Field	Description
	any course. For example, select this option for an Electives graduation requirement.
Sort Order	Enter a number to determine the order in which the system evaluates the student's progress in this requirement in comparison to other requirements. PowerSchool evaluates graduation requirements from the smallest sort order number to the largest. For example, assume you assign a Band course to two requirements: Fine Arts and Electives. Assign Fine Arts a smaller sort order number than Electives so that the system first evaluates the student's progress in the Fine Arts requirement and then his or her progress in the Electives requirement. Because Band fulfills multiple graduation requirements, it may appear more than once on the student's Graduation Progress page. For more information, see *Graduation Progress*.

6. Click **Submit**. The Graduation Requirements: [Graduation Set] page displays the new requirement.
7. Repeat steps 4-6 for each requirement in this graduation set.

How to Edit a Graduation Requirement

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set for which you want to edit a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click the name of the requirement you want to edit. The Edit Graduation Requirement: [Graduation Set] page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Graduation Requirement*.
6. Click **Submit**. The Graduation Requirements: [Graduation Set] page displays the edited requirement.

How to Delete a Graduation Requirement

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Graduation Sets**. The Graduation Sets page appears.
3. Click **Edit Requirements** next to the graduation set for which you want to delete a requirement. The Graduation Requirements: [Graduation Set] page appears.
4. Click the name of the requirement you want to delete. The Edit Graduation Requirement: [Graduation Set] page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Next School

Use the Next School Indicator to add, edit, or delete the names of schools identified as "next schools" which are schools that student graduates will attend when they leave your school. Next school selections are made either per student or as a default for all students. For more information about setting the default school, see *Next School Indicator*.

If the next schools share your PowerSchool system, PowerSchool automatically transfers student records to the next school when you use the end-of-year process.

How to Create a Next School Indicator

If there is more than one school that your students often graduate to or move to, you may want to set up additional next schools.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click **New**. The Edit 'Next School' Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
School Name	Enter the name of the school.
School abbrev.	Enter the abbreviation for the school.
School number	Enter the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

5. Click **Submit**. The Next School page displays the new school.

Now you and other users can assign it as the next school for any student.

How to Edit a Next School Indicator

There are times when it is necessary to edit a next school record on the PowerSchool system. The changes you make to the next school record apply to the school and not to the students who are assigned to attend that school.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click the school name, school abbreviation, or school number to be changed. The Edit 'Next School' Record page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a Next School Indicator*.
5. Click **Submit**. The Next School page displays the changes.

How to Delete a Next School Indicator

If students are no longer continuing on to a particular school that has been set up as a next school, delete that school from the list. Before doing so, it is important to verify that the school is to be removed. Any student assigned to that school is impacted by this change.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click the school name, school abbreviation, or school number you want to delete. The Edit 'Next School' Record page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Periods

Use this page to view the list of periods already created for your school. Periods are set on the Years and Terms page. For more information, see *Years and Terms*. Here, you can edit period names and abbreviations.

Note: Each school on your PowerSchool system creates and maintains its own list of class periods.

Periods are used in combination with days to create schedule expressions. For example, a section of Biology that meets for the first period on each day of a two-day schedule has the expression 1(A-B). Periods are also part of what is defined as a section meeting. That section of Biology has two meetings, which are noted as 1(A) and 1(B). When running reports or viewing schedules, you can often filter by periods and/or days. Before displaying the results, however, your selections are validated against your school's bell schedule and calendar to determine if the period is valid for the selected date or date range.

How to View Periods

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Periods**. The Periods page displays the following:

- **Period Number**
- **Name**
- **Abbreviation**
- **Sort**

How to Sort Periods

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Periods**. The Periods page appears.
3. Note the **Sort** column indicates the order in which the periods will appear.
4. Drag and drop the period you want to move.
5. Repeat Step 4 for each period you want to move.

6. Click **Submit**.

How to Edit a Period

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Periods**. The Periods page appears.
3. Click the period Name or Abbreviation column. The Edit Period page appears.
4. Use the following table to edit information in the fields:

Field	Description
School Name	The name of the selected school appears.
School Year	The selected school year appears.
Period Number	The number of the selected period appears.
Period Abbreviation	Edit the abbreviation for the period, not to exceed three characters. The period abbreviation appears on various pages, such as the Edit Section page.
Period Name	Edit the name of the period. The period name can be descriptive.

5. Click **Submit**. The Periods page displays the edited period.

Preferences

The School Setup menu includes a Scheduling-related link, Preferences, used to access the Scheduling Preferences page, which you use to define scheduling preferences, teams, houses, buildings, and section types. The page is divided into five functional areas: Preferences, Teams, Houses, Buildings, and Section Types. By default, the Preferences tab is selected.

This information is either captured as part of the PowerScheduler commit process or you can manually define it (add, edit, and delete) using these pages.

How to Define Scheduling Preferences

Use this page to define parameters that determine how long the system spends scheduling each course, section, and student.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Use the following table to enter information in the Automated Walk-In Scheduling section:

Field	Description
Use Buildings	Select the checkbox if this scenario uses buildings.
Use Houses	Select the checkbox if this scenario uses houses.
Close Sections at Max Enrollment	Select the checkbox to ensure that courses close at their maximum enrollment numbers.
Use Global Course Alternate Substitution	Select the checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.
Use Student Request Alternate Substitution	Select the checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.

4. Use the following table to enter information in the Load Optimizations section:

Field	Description
Percent of schedule combinations to evaluate for each student	The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each student. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each student.
Minimum number of schedule combinations to evaluate before skipping	The default value of this field is 10,000. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. Entering a high number forces the system to sample a minimum number of student schedule course possibilities.

5. Use the following table to enter information in the Sorting section:

Field	Description
Class Day and Period Precedence	Choose an option from the pop-up menu to determine the sort order of the enrollments' expressions on the Modify Schedule - Enrollments student page. If sorted by **Day then Period**, enrollments are listed by day and sub-sorted by period, such as 1(A), 2(A), 3(A), 1(B), 2(B), then 3(B). If sorted by **Period then Day**, enrollments are listed by period and sub-sorted by day, such as 1(A), 1(B), 2(A), 2(B), 3(A), then 3(B).
Modify Schedule Enrollments	Choose an option from the pop-up menu to determine the sort order of the enrollments on the Modify Schedule - Enrollments student page. Select **Expression** to sort the student's enrollments by schedule expression, such as 1(A)

Field	Description
	then 2(A) or 1(A) then 1(B), depending on the sort order selected in the previous field. Select **CourseNumber-SectionNumber** to sort enrollments by course number and section number, such as ART100-2, PE101-1, then PE101-2.

6. Use the following table to enter information in the Engine Loader section:

Field	Description
Enable Server-Side Engine Loader	Select the checkbox to enable. If enabled, this feature removes the need to run the client scheduling engine on client machines, provides program balancing, and optimizes processing for faster and better results. **Note:** If enabled, define which programs you want to include in balancing. See *How to Define Program Balancing.*

7. Click **Submit**. The Changes Recorded page appears.

How to Add a Team

Some schools, most often middle or junior high schools, assign students and teachers to teams to provide the best support and monitoring system.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click **New**. The Edit Team page appears.
5. Enter the name of the team (limited to 10 characters).
6. Click **Submit**. The Teams page appears.

How to Edit a Team

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click the name of the team you want to edit. The Edit Team page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Team*.
6. Click **Submit**. The Teams page appears.

How to Delete a Team

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click the name of the team you want to delete. The Edit Team page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a House

Some schools separate students into houses. For example, assume your school has House A (Grades 9 and 10) and House B (Grades 11 and 12). Determine which rooms, teachers, and students belong to each house. If the **Use houses** checkbox is selected on the Scheduling Preferences page, the system references which house a room is assigned to before scheduling courses in that room and gives scheduling priority to the appropriate house.

Also, sections are scheduled for houses based on the house assignment of the teachers scheduled for those sections. Students assigned to a house are assigned to a section either without a house or with the same house, whereas students not assigned a house can be assigned to any section.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click **New**. The Edit House page appears.
5. Enter a name for the house (limited to 10 characters).
6. Click **Submit**. The Houses page appears.

How to Edit a House

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click the name of the house you want to edit. The Edit House page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a House*.
6. Click **Submit**. The Houses page appears.

How to Delete a House

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click the name of the house you want to delete. The Edit House page appears.
5. Click **Delete**.

6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a Building

If your school campus contains several buildings, you can define each of them. Then, you can associate these buildings with students, teachers, and rooms. This way, the system knows to schedule courses in the appropriate building, taught by the appropriate teacher, and taken by the appropriate students.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click **New**. The Edit Building page appears.
5. Enter a name for the building (limited to 10 characters).
6. Click **Submit**. The Buildings page appears.

How to Edit a Building

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click the name of the building you want to edit. The Edit Building page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Building*.
6. Click **Submit**. The Buildings page appears.

How to Delete a Building

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click the name of the building you want to delete. The Edit Building page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a Section Type

Section types are special sections of a course. For example, your school might offer separate sections of courses for bilingual students. In this case, one section of the course is identified as bilingual. The teacher who instructs this section has a bilingual section type assignment. The students' requests also reflect the bilingual section type.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click **New**. The Add/Edit Section Types page appears.

5. Enter a name for the section type (limited to 20 characters).
6. Enter a section type code (limited to two characters).
7. Click **Submit**. The Section Types page appears.

How to Edit a Section Type

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click the name of the section type you want to edit. The Edit Section Type page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Section Type*.
6. Click **Submit**. The Section Types page appears.

How to Delete a Section Type

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click the name of the section type you want to delete. The Edit Section Types page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Rooms

How to Add a Room

Define rooms to provide locations for courses to be taught. To determine if a room is scheduled during a particular time and day, sort the master schedule by room. For more information, see *Master Schedule*.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Rooms**. The Rooms page appears.
3. Click **New**. The Add/Edit Room page appears.
4. Use the following table to enter information in the fields:

Field	Description
Room Number	Enter the room number.
Room Description	Enter a description of this room.

Field	Description
Department	Click **Associate** to select the department for this room. **Note:** Click **Department** on the School Setup page to create or edit departments at your school.
Building	Enter this room's building, if applicable.
House	Enter this room's house, if applicable.
Room Facilities	Click **Associate** to select this room's facilities, if applicable. Facilities are any special characteristics of a room that courses require. For example, a room might have a kitchen, computer lab, stage, or wood shop. Most classrooms do not have a facility. There is a limit of 50 characters that can be entered in this field. **Note:** Click **Facilities** on the School Setup page to create or edit facilities at your school.
Room Maximum	Enter a number to determine the maximum number of students that this room can accommodate. The capacity of the room limits the number of students that can enroll in a course.

5. Click **Submit**. The Rooms page displays the new room.

How to Edit a Room

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Rooms**. The Rooms page appears.
3. Click the name of the room you want to edit. The Add/Edit Room page appears.
4. Edit the information as needed. For field descriptions, see *How to Add a Room*.
5. Click **Submit**. The Rooms page displays the edited room.

How to Delete a Room

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Rooms**. The Rooms page appears.
3. Click the name of the room you want to delete. The Add/Edit Room page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

Sections

See *Sections*.

Years and Terms

Define years and terms for your school. Years and terms affect many aspects of PowerSchool, such as the calendar setup, scheduling, enrollment, and final grades.

First, create the year term for your school. Then, define additional terms for the school year, if necessary.

Terms created on the Years & Terms page are "scheduling terms," which define the entire length of a school year (year term) as well as the length of sections offered during the school year (semester, quarter, etc.). Classes offered during the school year determine the required scheduling terms. If students have the same teacher, room, and section throughout the year, only the year term is needed. However, if students change teachers, rooms, or sections throughout the year, create additional terms of varying lengths (semester, quarter, etc.).

Note: Scheduling terms differ from "grading terms." For information about defining grading terms, see *Final Grade Setup***.**

How to Add a School Year

Once you add the year term for a school, you cannot delete it.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **New**. The Create New School Year page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name of School Year	Enter the school year name.
Abbreviation	Enter the abbreviation of the school year. For the year term, use numbers. For example, enter **09-10** for the 2009-2010 school year.
First Day of School	Enter the start date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Last Day of School	Enter the end date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

5. Click **Submit**. The Years & Terms page displays the new school year.

How to Edit a School Year

Once you add a year term for a school, you can edit the elements of the term.

Note: When editing years and terms, be sure to follow the documented process outlined in Knowledgebase article **56872**.

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **Edit Terms.** The Term setup page appears.
4. Click the name of the year term. The Edit Term page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a School Year*.
6. Click **Submit**. The Years & Terms page displays the edited school year.

How to Define Terms

Define terms shorter than the year term in order to schedule sections of varying lengths (semester, quarter, etc.).

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **Edit Terms** next to the school year for which you want to define terms. The Term Setup page appears.
4. Click **New**. The Edit Term page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name of the Term	Enter the name of the term, which indicates when it occurs during the academic year. For example, enter **Semester 1**.
Abbreviation	Enter an abbreviation for the term. For the year term, use numbers. For example, enter **09-10** for the 2009-2010 school year. For additional terms, the first character of the abbreviation must be a letter. For example, enter **S1** for Semester 1.
First Day of Term	Enter the date of the first day of the term using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Last Day of Term	Enter the date of the last day of the term using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an

Field	Description
	incorrect format, the date field is submitted as a blank entry.
What portion of the school year this term represents	Select the fraction or item that represents the portion of the school year during which the term takes place. For example, if you define Semester 1 and your school operates with trimesters, Semester 1 represents one-third of your school year.
Import File Term #	If you plan to import schedule or historical data from another system and the data is different from the abbreviation you define, enter the term code the other system uses to represent this term. For example, you might want to import data from a system that uses 1, 2, 3, and 4 to represent quarter terms Q1, Q2, Q3, and Q4. When you define **Q1**, enter **1** in the **Import File Term #** field. Then, when you import any data from the other system, PowerSchool saves information from term **1** as term **Q1**.

6. Click **Submit**. The Term Setup page displays the edited terms.
7. Repeat steps 4-6 for each term, including semesters, trimesters, or quarters.

How to Edit Terms

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Years & Terms**. The Years & Terms page appears.
3. Click **Edit Terms** next to the school year you want to edit. The Term Setup page appears.
4. Click the term you want to edit. The Edit Term page appears.
5. Edit the information as needed. For field descriptions, see *How to Define Terms*.
6. Click **Submit**. The Term Setup page displays the edited term.

Work with the Class Roster

The class roster is the central point from which you can view and manage the students enrolled in a specific class. Using the class roster, you can:

- View the class roster
- Mass drop students
- Mass drop and reschedule students
- Mass enroll students into this class
- Mass enroll students into a different class

Note: Dropping and enrolling may be performed for multiple students, as well as for a single student.

Navigate to and View the Class Roster Page

The Class Roster page is accessible from a number of areas within PowerSchool.

How to View the Class Roster From the Master Schedule Page

Note: The Master Schedule page must be set to View By Matrix in order to access the Class Roster page. For more information, see *How to Set Master Schedule Preferences*.

1. On the start page, choose **Master Schedule** under Functions in the main menu. The Master Schedule page appears.
2. Click the [Enrollment] link to display the section's class roster. The Class Roster page appears.

   Note: The [Enrollment] link appears to the right of the [Course.Section] link.

3. Note the [Teacher] and Course.Section displays.

How to View the Class Roster From the Sections Page

1. On the start page, choose **School** under Setup the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page appears.
4. Click **Enrollment** to display the section's class roster. The Class Roster page appears.
5. Note the [Teacher] and Course.Section displays.

How to View the Class Roster From the Staff Page

1. On the start page, search for and select a staff member. For more information, see *Staff Search*.

2. On the Staff page, click **Current Schedule** from the staff pages menu. The selected teacher's schedule appears.
3. Click **Enrollment** to display the section's class roster. The Class Roster page appears.
4. Note the [Teacher] and Course.Section displays.

How to View the Class Roster From the Teacher Schedules Page

1. On the start page, choose **Teacher Schedules** under Functions in the main menu. The Teacher Schedules page appears.
2. Click the name of the staff member. The selected teacher's schedule appears.
3. Click **Enrollment** to display the section's class roster. The Class Roster page appears.
4. Note the [Teacher] and Course.Section displays.

How to View the Class Roster

On the Class Roster page, you can do the following:

Field	Description
[Student]	By default, the Class Roster page displays only the names of the students in the class. Click a student's name to view student pages for that selected student.
Detailed View On	To view additional information for each student, click the **Detailed View** switch to **On**. The page refreshes and displays each student's: • **Name** • **Gender** • **Grade Level** • The date the student **Entered** the class • The date the student **Exited** the class • The enrollment **Status** for each student - Click to edit the student's enrollment record. For more information, see *How to Edit an Enrollment Record*.
Filter Results By	The filter function appears when the **Detailed View** switch is set to **On**. Use the filter function to narrow the list of students by one or more of the following: • **Active** - Select the checkbox to view active students. By default, this checkbox is selected. • **Dropped** - Select the checkbox to view dropped students. • **Pre-Registere**d - Select the checkbox to view pre-registered students. • **Gender** - Choose the gender from the pop-up menu

Field	Description
	to view **All**, **Female**, or **Male** students. • **Grade Level** - Choose the grade level from the pop-up menu. Click the arrow to collapse this section. Click the arrow again to expand this section.
Detailed View Off	Click the **Detailed View** switch to **Off** to only view students' names. **Note:** When viewing the Class Roster in "simple" mode, only students who are active appear. If a student's enrollment dates were modified, the student may no longer appear.

How to Edit an Enrollment Record

Use this procedure to view and edit students' enrollment record for this class.

1. On the Class Roster page, click the **Status** link next to the enrollment record that you want to edit. The Edit Enrollment Record pop-up appears.

   Note: The Edit Enrollment Record pop-up appears based on your security settings. For more information, see *Staff Security Settings*.

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

   Note: For more information, see *All Enrollments*.

Field	Description
Student	The name of the selected student appears.
Course	The name of the selected course appears.
Teacher	The name of the selected teacher appears.
Expression	The name of the selected schedule expression appears.
Enroll Date	Enter the first day the student's enrollment is effective. An entry is only valid if: • The date entered is on or after the first day of the term, and; • Is less than the last day of the term. When entering date, us the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is

Field	Description
	submitted as a blank entry.
Exit Date	Enter the first day the student's enrollment is no longer effective. An entry is only valid if: • The student has already been dropped from the class, and; • The date entered is after the first day of the term and not past the last day of the term. **Note:** If the student has not already been dropped from the class, you can use the **Drop Students** or **Drop Students and Reschedule** functions on the **Class Roster** page or you can use the **Drop** function on the Modify Schedule - Enrollments page. When entering date, use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
[Message]	A message appears indicating that the Edit Enrollment Record pop-up cannot be used to drop a student from the class. To drop a student from the class, use the **Drop Students** or **Drop Students and Reschedule** functions on the **Class Roster** page or you can use the **Drop** function on the Modify Schedule - Enrollments page.
[State-specific]	Enter state-specific information, as needed.

3. Click **Submit**. The Edit Enrollment Records pop-up closes and the Class Roster page refreshes.

   Note: The Class Roster page does not refresh if only the state-specific fields were edited. The Edit Enrollment Records pop-up closes and a confirmation message appears indicating your changes were saved.

   Note: When viewing the Class Roster in "simple" mode, only students who are active appear. If a student's enrollment dates were modified, the student may no longer appear.

Work with Checked Students

How to Make Current Student Selection

1. On the Class Roster page, do one of the following:

- Select the **Select All** checkbox to select all students on the class roster. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students on the class roster.
- Select the checkbox for each student you want to work with. Click a student's name to view student pages for that student.

2. Click **Make Current Student Selection** to make the selected students your current student selection. The Group Function page appears. For more information, see *Work With Groups*.

How to Add to Current Student Selection

1. On the Class Roster page, do one of the following:

- Select the **Select All** checkbox to select all students on the class roster. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students on the class roster.
- Select the checkbox for each student you want to work with. Click a student's name to view student pages for that student.

2. Click **Add to Current Student Selection** to add the selected students to your already existing current student selection. The Group Function page appears. For more information, see *Work With Groups*.

How to Mass Enroll Checked Students into a Different Class

Using the Enroll into Different Class function, you can quickly and easily enroll students from this class into a different class.

1. On the Class Roster page, do one of the following:

- Select the **Select All** checkbox to select all students on the class roster. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students on the class roster.
- Select the checkbox for each student you want to work with. Click a student's name to view student pages for that student.

2. Click **Enroll into Different Class** to enroll the selected students into a different class. The Mass Enroll page appears.
3. To continue, see *How to Mass Enroll in a Class*.

How to Mass Drop Checked Students from this Class

Using the Drop from this Class function, you can quickly and easily drop students from this class. When dropping students from this class, you have the option to enroll them into a different class.

1. On the Class Roster page, do one of the following:

- Select the **Select All** checkbox to select all students on the class roster. Alternately, if the checkbox is already selected, deselect the checkbox to remove the checkmarks from all students on the class roster.
- Select the checkbox for each student you want to work with. Click a student's name to view student pages for that student.

2. In the Use checked students to section, click **Drop from this Class** to drop the selected students from this class. The Drop Students Preview page appears.

   Note: If you click **Back** to return to the Class Roster page, the students you selected remain checked, but do not become the current student selection. Only when the **Drop Students** or **Drop Students and Reschedule** button is clicked do the checked students become the current student selection.

3. Use the following table to verify information and make any necessary corrections prior to dropping students:

Field	Description
Exit Date	Defaults to today's date. Click **Edit Date** to select a different exit date, if needed.
Clear attendance on and after Exit Date	If dropping a student who has attendance records on or after the exit date, select the checkbox to clear the attendance records. Clearing attendance records avoids attendance records being orphaned. **Note:** If all students listed have attendance records on or after the exit date, the **Drop Students** and **Drop Students and Reschedule** buttons appear shaded. **Note:** To perform attendance auditing, you can access the DBlog table using DDA to view attendance records that have been cleared using this function. For more information DDA, see *Direct Database Access (DDA)* and for information about the DBlog table, see the *PowerSchool Data Dictionary Tables* available on **PowerSource**.
Number	The student's identification number.
Name	The student's name.
Action	Confirmation or warning: • Delete enrollment - The student’s drop date is on or before the enrollment date and has no attendance associated with the section. • Delete enrollment, delete attendance records (count of each record type) - The student’s drop date is on or before the enrollment date and has attendance associated with the section. • Drop on [date] - The student’s enrollment can be dropped successfully. • Drop on [date], delete attendance records (count of

Field	Description
	each record type) - The student's enrollment can be dropped successfully. • None (not enrolled on [date]) - The student is not enrolled in the section. • None (student has attendance on or after [date]) - The student cannot be dropped because attendance records would be orphaned. **Note:** [Date] indicates the exit date if the exit date is within range of the term start/end dates. If it occurs after the term end date, then it is adjusted to equal the term end date. If it occurs before the term date begins, it is adjusted to equal the term begin date. **Note:** If all students listed cannot be dropped based on the action listed, the **Drop Students** and **Drop Students and Reschedule** buttons appear shaded.

4. Do one of the following:

   Note: All students in the current selection are evaluated to be dropped from the section. However, only students applicable to the section will be dropped.

   - To drop students from this class, click **Drop Students.** The Class Roster page displays a confirmation message. The dropped student(s) no longer appear.

     Note: If the exit date is in the future, the students remain on the Class Roster page until the scheduled exit date.

   - To drop students from this class and enroll them into a different class, click **Drop Students and Reschedule**. The students will be removed from the class effective the scheduled exit date and the Mass Enroll page appears. To continue, see *How to Mass Enroll in a Class*.

Work with Currently Selected Students

To work with currently selected students, you must first make your student selection prior to navigating to the Class Roster page.

Note: If you have not made a student selection prior to navigating to the Class Roster page, this section does not appear. For more information about making a student selection, see *Student Search*.

Note: To view student pages for the student selection, click the number in the Use currently selected [#] students to section header.

How to Mass Enroll Student Selection into this Class

Using the Enroll into this Class function, you can quickly and easily enroll students into this class.

1. On the Class Roster page, click **Enroll into this Class** to enroll the student selection into the section. The Mass Enroll Preview page appears.
2. To continue, see *How to Mass Enroll in a Class*.

How to Mass Drop Student Selection from this Class

Using the Drop from this Class function, you can quickly and easily drop students from this class. When dropping students from this class, you have the option to enroll them into a different class.

1. On the Class Roster page, in Use currently selected [#] students to, click **Drop from this Class** to drop the student selection from this class. The Drop Students Preview page appears.

   Note: All students in the current selection are evaluated to be dropped from the section. However, only students applicable to the section will be dropped.

2. Verify information and make any necessary corrections prior to dropping students. For field descriptions, see *How to Mass Drop Checked Students from this Class*.
3. Do one of the following:
   - To drop students from this class, click **Drop Students.** The Class Roster page displays a confirmation message. The dropped student(s) no longer appear.
   - To drop students from this class and enroll them into a different class, click **Drop Students and Reschedule**. The Mass Enroll page appears. To continue, see *How to Mass Enroll in a Class*.

Work with Student Schedules

In PowerSchool, work with individual student schedules using the student pages menu or with a group of students using the Group Functions page. Add sections, drop sections, delete enrollment records, transfer students, or enroll an entire group of students. Use the scheduling engine to create student course request forms, a master schedule, and student schedules that are based on both of these elements. For more information, see *Master Schedule Overview*.

You can find the student schedule views on the student pages menu for any student. Each displays the student schedule from a different perspective. Some are view-only, while others can be modified.

For more information about student schedules, see the following sections:

- Bell Schedule View
- List View
- Manage Recommendations
- Matrix View
- Modify Current Requests
- Modify Future Requests
- Modify Schedule
- Modify Schedule - Requests
- Override Prerequisites
- Scheduling Setup
- View Current Requests
- View Future Requests

All Enrollments

This page displays the selected student's enrollment history. It is most often used by counselors reviewing the student's entry and exit dates to previous and current classes. Counselors and other school administrators can view assignments for the classes listed and any teacher comments. Data saved from PowerTeacher immediately a part of the student’s current record and is subject to change by the teacher. At the end of the term these grades are stored into an historical grades table at which point only certain school administrators, such as counselors, can edit these stored records. For more information, see *Work With Student Schedules*.

How to View Grades and Assignments

Use this option on the All Enrollment page to view grades and assignments for any class in which the student has been enrolled.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Enrollment, choose **All Enrollments** from the student pages menu. The All Enrollments page appears.

   Note: Click the name of a column to sort by that column in ascending order. Click again to sort in descending order. Not applicable for View and Edit columns.

3. Click **View** next to the class that you want to view. The Scores page displays the assignments that make up the class and the grades the student received on each assignment. This is the same page described in the section *Term Grades*.

   Note: This page is view-only for all users. To edit a record, see *How to Edit an Enrollment Record*.

How to Edit an Enrollment Record

View or edit course enrollment dates and teacher comments on the All Enrollments page.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Enrollment, choose **All Enrollments** from the student pages menu. The All Enrollments page appears.

   Note: Click the name of a column to sort by that column in ascending order. Click again to sort in descending order. Not applicable for View and Edit columns.

3. Click **Edit** next to the class that you want to edit. The Edit Enrollment Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
Student	The name of the selected student appears.
Course	The name of the selected course appears.
Teacher	The name of the selected teacher appears.
Expression	The name of the selected schedule expression appears.
Enroll Date	Enter the first day the student's enrollment is effective. An entry is only valid if: • The date entered is on or after the first day of the term, and; • Is less than the last day of the term. When entering date, us the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Date	Enter the first day the student's enrollment is no longer effective. An entry is only valid if: • The student has already been dropped from the class, and;

Field	Description
	• The date entered is after the first day of the term and not past the last day of the term. **Note:** If the student has not already been dropped from the class, you can use the **Drop Students** or **Drop Students and Reschedule** functions on the **Class Roster** page or you can use the **Drop** function on the **Modify Schedule - Enrollments page**. When entering date, use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
[Message]	A message appears indicating that the Edit Enrollment Record pop-up cannot be used to drop a student from the class. To drop a student from the class, use the **Drop Students** or **Drop Students and Reschedule** functions on the **Class Roster** page or you can use the **Drop** function on the **Modify Schedule - Enrollments page**.
[State-specific]	Enter state-specific information, as needed.
Clean up overlapping enrollments	If the student has overlapping enrollments in a single section, this link appears. Click to access the Clean Up Overlapping Section Enrollments page.

5. Click **Submit**. The All Enrollment Records page appears.

View Course Requests

This page displays the courses a student has requested for the upcoming term within the current school year. Some of these requests may have been fulfilled while others may not have.

Note: This page is view-only for all users.

How to View Current Course Requests

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **View Current Requests**. The View Requests for [Scheduling Year] page appears.
4. Use the following table to review this page:

Field	Description

Field	Description
Crs Num	The number used to identify the course.
Course	The name of the course.
Type	Indicates whether course is required or elective.
Cr Hrs	The number of credit hours earned by taking this course.
Requirements	Indicates any course requirements.
Total Credit Hours Requested	The total number of credit hours earned by taking all requested courses.

How to View Future Course Requests

This page displays what courses a student has requested for the next scheduling year, which is defined in PowerScheduler.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **View Future Requests**. The View Requests for [Scheduling Year] page appears.
4. Review the page as needed. For field descriptions, see *How to View Current Course Requests*.

Modify Course Requests

At some schools, administrative staff or guidance counselors enter student course requests directly in PowerSchool for their students. Perhaps all of the ninth graders at your school have made their requests on paper. All initial student course requests and those entering student course requests on behalf of students should enter the student course requests in PowerSchool, not in the scheduling area. Use the scheduling area to change or delete student course requests after the initial requests are made in PowerSchool.

Note: If you use need to edit a request after it has been submitted, do so in the scheduling area. For more information, see *Student Course Requests*.

Because course requests can be made for the current year or for other scheduling years, you must set the schedule year for student requests made in PowerScheduler, in the PowerSchool Student and Parent portal, or on the Requests [Scheduling Year] page in PowerSchool. For more information, see *How to Set the Schedule Year*.

How to Modify Current Course Requests

This function lets students select the courses for the upcoming term within the current school year for which they want to register.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Modify Current Requests**. The Requests [Scheduling Year] page appears.
4. Choose courses from the pop-up menu.
5. Click **Submit**. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see *View Course Requests*.

How to Modify Future Course Requests

Students can select the courses for the next scheduling year for which they want to register.

Note: The scheduling year is defined in PowerScheduler. For more information, see *How to Set the Schedule Year*.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Modify Future Requests**. The Requests [Scheduling Year] page appears.
4. Choose courses from the pop-up menu.
5. Click **Submit**. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see *View Course Requests*.

Course Requests and Schedule

In PowerSchool, you create and maintain a primary class schedule for each student in your school. Throughout the year, you might need to make schedule changes for existing students, or create new schedules for students who enroll at your school during the year. There are two ways to maintain student schedules: manual scheduling and auto-scheduling. Manual scheduling is section-specific and allows you to pick specific sections in which to enroll the student, overriding the system-defined schedule if one exists. Auto scheduling is course-specific. You enter a student's request for specific courses. The system then automatically schedules the student for the sections that best fits his or her schedule.

Note: Maintaining student schedules can be done in conjunction with Scheduler or independently.

How to Access the Modify Schedule - Enrollments Page

Use this page to modify the student's schedule. The page is divided into two functional areas: Enrollments and Requests. By default, the Enrollments tab is selected. The Modify Schedule - Enrollments page displays the student's section enrollments for the current year and school, as well as current course requests.

1. On the start page, search for and select a student. For more information, see *Student Search*.

2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears. The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
Enrollments	By default, the Enrollments tab is selected, which displays the student's section enrollments for the current year and school, as well as current course requests.
Requests	The second tab on the Modify Schedule page is Requests. The Modify Schedule - Requests page supports editing and entering course requests for the student. It is these requests that the scheduling engine uses to determine the students schedule. For detailed information, see *How to Access the Modify Schedule - Requests Page*.
View Entire Year Schedule	Click to view the student's schedule by each term within the selected term.
Edit Auto Schedule Parameters	Click to display the Automated Scheduling Setup page to modify default parameter settings for this scheduling session.
Functions	Click the arrow to expand this section. Click the arrow again to collapse this section. When creating a new section enrollment, enter the date that any enrollment becomes effective in the **Effective Enrollment Date** field. The field defaults to tomorrow's date, unless: • It is before the section's start date, in which case the start date defaults to the start date of the section, according to the term and schedule day on the school calendar. • It is after the section's start date but during an off-cycle day, in which case the start date defaults to the next valid schedule day for the section. Use **Search Available Classes** to enroll the student into a course: • **Course Number** - Use as a filter to search for available sections. • **Period** - Use as filter to search for available sections. • **Find** - Click to search for available classes. Use **Quick Enroll** to enroll the student into a section: • **Course.Section** - Use to search for a section and enroll the student immediately into the section.

Field	Description
	• **Enroll** - Click to initiate search/enroll.
Enrollments	The following information appears for each line item: • **Exp** - The period and day combination of the course. • **Trm** - The term in which the course is being taught. • **Crs-Sec** - The course and section number used to identify the course. • Click the **Section Teachers** icon next to the teacher's name to view the teachers assigned to the class. The Section Teachers pop-up appears. When done viewing, click the **x** to close the Section Teachers pop-up. • **Course Name** - The name of the course. • **Note** - Prerequisites pertaining to the course, if any. For more information, see *Course Prerequisites*. • **Teacher** - The name of the teacher teaching the course. • **Room** - The room number in which the course is taught. • **Enroll** - The first day the student's enrollment is active. • **Leave** - The first day the student's enrollment is not active. **Note:** The **Section Teachers** icon appears only if there is more than one teacher assigned to the class. Use the following information to lock or drop the student's section enrollments: **Note:** If the Effective Enrollment Date is set to a date that is after the Leave date for an enrollment, then that enrollment is locked and cannot be adjusted. If the course is in the future or in progress, then you can lock/unlock as needed. • **Lock** - Click the **Lock** icon (appears unlocked and blue) next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if you want the student to remain in Algebra for period 1 on MWF, select the **Lock** icon for that section enrollment. • **Unlock** - Click the **Lock** icon (appears locked and yellow) next to each section enrollment that should be changed by the scheduling engine, if any. • **Toggle Locks** - Click to lock or unlock all section enrollments. • **Drop** - Delete enrollments individually and immediately by selecting the checkbox next to the

Field	Description
	section enrollment you want to delete and clicking **Drop Selected**. The Drop Classes page appears. Verify the information you want to delete. Enter an exit date and click **Drop Classes**. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy. • **Drop All** - Click to immediately drop all the current section enrollments for the student. The Drop Classes page appears. Verify the information you want to delete. Enter an exit date and click **Drop Classes**. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy. • **Automated Schedule** - Use to initiate the automated scheduling process that uses the scheduling engine to produce the student's schedule. • **Manually Schedule Student** - Use to manually schedule the student into available courses by period.
Course Requests	Use to view the student's current course requests. For detailed information, see *How to Access the Modify Schedule - Requests Page*.

How to View Entire Year Schedule

Use the Entire Year Schedule link to view the student's schedule by each term within the selected term.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **View Entire Year Schedule**. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

How to Edit Auto Schedule Parameters

Use Edit Auto Schedule Parameters to modify default parameter settings for this scheduling session. The defaults for these values are defined via **Start Page > School Setup > Scheduling Preferences**. It is often useful to be able to override the default values just for the current scheduling attempt.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.

3. Click **Edit Auto Schedule Parameters**. The Edit Auto Schedule Parameters page appears.
4. Use the following table to edit the information in the fields:

Field	Description
Use buildings	Select the checkbox if this scenario uses buildings.
Use houses	Select the checkbox if this scenario uses houses.
Close sections at maximum	Select the checkbox to ensure that courses close at their maximum enrollment numbers.
Use global course substitutes	Select the checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.
Use student course substitutes	Select the checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
Percent of schedule combinations to evaluate for each student	The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each student. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each student.
Minimum number of schedule combinations to evaluate before skipping	The default value of this field is 10,000. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. Entering a high number forces the system to sample a minimum number of student schedule course possibilities.

5. Click **Submit**. The Changes Recorded page appears.

How to Modify a Student's Schedule Using Automated Walk-In

With Automated Walk-In Scheduling, you no longer need to manually create schedules for students who have enrolled in school after the initial scheduling process has been completed. Instead, you can leverage the existing scheduling engine, which determines the most optimal schedule for the student automatically.

In a typical scenario for a school during the first week of a new school year, many students either do not have a schedule or need to revise their previously-created schedule. These students are sent to a counselor who often has many other students waiting to work on their schedule. It can be very frustrating for the counselor to have to manually find open sections in the master course schedule and try to create a schedule that works best for the student.

With Automated Walk-In Scheduling, PowerSchool automatically determines the most optimal schedule for the student while considering the many rules and constraints concerning the student and schedule, such as load constraints, course relationships, enrollment constraints, and section types. Additionally, you can select to schedule by team, house, or building. All this can be done while locking existing section enrollments to preserve those records yet schedule additional requests. Counselors then choose to accept or reject the schedule returned by the engine before it is made permanent.

The following functional flow describes the basic course of events to perform to successfully create a new schedule for an individual student or modify an existing schedule for an individual student within PowerSchool.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Enter the date the enrollment becomes effective. The default is set to today's date.

   Note: If any attendance records for the student exist before the new entry date or after the new exit date, an error message will appear. To modify attendance, see *Meeting/Interval Attendance*.

4. Before continuing, you can lock or drop student's section enrollments. For detailed information, see **Enrollments** in the *How to Access the Modify Schedule - Enrollments Page* field description table.
5. Click **Requests**. The Modify Schedule - Requests page appears.
6. Click **New**. The Create Course Request [student name] page appears.
7. Click **Associate** to select the name of the course. The Associate Course page appears. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections. When done selecting courses, click **Okay**.
8. Click **Submit**. The Modify Schedule - Requests page appears, which now reflects the new requests.
9. Modify the requests by identifying which ones are alternate requests and assigning priorities or associating one alternate course for the primary requests.
10. Click **Submit**. The Modify Schedule - Requests page refreshes.
11. Click **Enrollments**. The Modify Schedule - Enrollments page appears.
12. Click **Automated Schedule**. The information is exported to the scheduling engine. The scheduling engine creates the most optimal schedule for the student based on the students course requests, load constraints, course relationships and applicable scheduling parameters. The results are then imported from the scheduling engine.

    Once the engine determines a schedule for the student, the Automated Schedule Results page appears. The page displays any error messages, enrollments, and course requests. At this point, the results have not become the permanent schedule for the student. The results can only be accepted or rejected in whole.

    Note: You can always modify the schedule by dropping and adding enrollments via the Modify Schedule page.

13. Do one of the following:

    - If the results are unacceptable, click **Discard** to clear the results. The Modify Schedule - Enrollments page displays the original schedule.
    - If the results are acceptable, click **Accept**. The Modify Schedule - Enrollments page displays the new schedule.

How to Manually Modify a Student's Schedule

The schedule list view displays the student's schedule for the currently-selected term. Use this page to manually schedule students after viewing available courses by period.

Additionally, you can add or drop sections from a student's schedule using the Enroll and Drop pop-up menus. For more information about these topics, see *Add Sections* and *Drop Sections*.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Manually Schedule Student**. The Manually Schedule Student page appears.
4. Use the following table to edit the information in the fields:

Field	Description
Enroll Date	Enter the date to indicate when the student enrolled in the selected courses. **Note:** If any attendance records for the student exist before the new entry date or after the new exit date, an error message will appear. To modify attendance, see *Meeting/Interval Attendance*.
Number	The course number appears.
Course Name	The course name appears.
Term	The term in which the course occurs appears.
Day	The day(s) on which the course occurs appears. Hover over the checkbox to display the following: • Course number and section ID [course.section]. • Number of seats enrolled and seats available [seats enrolled/seats available]. • List of all teachers associated to the section, sorted by role. **Note:** A day (or "cycle") is the number of repeating days that make up a schedule.
Period	Select the checkboxes next to the course, term, and expression in which you want to enroll the student. Deselect the checkboxes next to the course, term, and expression from which you want to drop the student. To view the Course Number, Teacher Name, and Enrollment Count, hover over the checkbox. **Note:** The student's currently scheduled classes appear in gray, available classes in green, and full classes in red. If an expression is gray and has a selected checkbox, the

Field	Description
	student is in the class. An asterisk (*) notation means that the class is full, regardless of color.
Enter a password for maximum enrollments override	If enrolling the student in a full class, enter the password to override the maximum enrollment in the field at the bottom of the page.

5. Do one of the following:

   - Click **Submit** to submit your changes. The **Manually Schedule Student page** appears.
   - Click **Continue**. The **Modify Schedule - Enrollments page** appears.
   - Click **Reset** to refresh the page to display the last saved selections.

How to Access the Modify Schedule - Requests Page

The Modify Schedule - Requests page supports editing and entering course requests for the student. Requests are what the engine uses to determine the student's schedule. The student will not be scheduled for any course that is not requested. The exception to this are locked enrollments, which will be kept even if a request does not exist for the course.

Although you can still enter requests through the Requests Modify Current and Requests Modify Future pages, this page offers more flexibility and functions. Existing requests entered by any other method appear on this page.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears. The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
New	Click to create a new course request.
Number	The number of the requested course appears.
Course Name	The name of the requested course appears.
Alt	Select the checkbox to indicate that this is an alternate course request.
Code	Enter any single letter to relate alternate requests to a primary request. Alternate requests that are assigned this code are used to substitute for any primary requests that are assigned the same code.
Alt Priority	If you selected the Alternate checkbox, enter a priority

Field	Description
	number so the system will know which alternate to load first when a student does not receive the elective.
Section Type	Choose the course's section type, if applicable, from the pop-up 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	To delete: • An existing course request, click **YES** under the Delete column next to the appropriate course request. • All existing course requests, click **ALL** at the bottom of the Delete column.

How to Create a New Course Request

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.
4. Click **New** to create a new course request. The Edit Course Request [student name] page appears.
5. Click **Associate** to select the name of the course. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections.
6. Click **Submit**. The Modify Schedule - Requests page appears.
7. Enter information as needed.
8. Click **Submit**.

How to Edit a Course Request

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.
4. Edit the information as needed.
5. Click **Submit**.

How to Delete a Course Request

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.
4. To delete:

    - An existing course request, click **YES** under the Delete column next to the appropriate course request.
    - All existing course requests, click **ALL** at the bottom of the Delete column.

5. Click **Submit**.

Scheduling Setup

Set student scheduling preferences before creating student course request pages or entering student course requests. By setting these parameters before students submit requests, requests will be created with the appropriate future school and schedule year identifiers. Set student scheduling preferences for an individual student or for a group of students in PowerSchool.

You can also set student scheduling preferences in PowerScheduler; for more information, see *How to Auto Fill Student Information*.

How to Set Scheduling Preferences for an Individual Student

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Scheduling Setup** from the student pages menu. The Edit Scheduling Preferences page appears.
3. Use the following table to enter information in the fields:

Field	Description
Next Year Grade	Enter the grade level that the student will be entering next school year. If the student is to be retained, enter the student's current grade level.
Priority	Enter a number for the Load Priority for this student. Typically, students in upper grade levels will be assigned a higher priority, such as **10**, to assure that they are scheduled first for courses that they require for graduation. Values range from 1 to 99 and are usually separated by increments of 10, such as 10, 20, 30, and so on.
Schedule This Student	Select the checkbox so that PowerScheduler will schedule the student.

Field	Description
Year of Graduation	Enter the year that the student is expected to graduate from the currently selected school.
Summer School Indicator	If a student plans on attending summer school, choose the appropriate summer school from the pop-up menu. **Note:** If a group of students plan on attending summer school, use the **Summer School Indicator** group function to identify which school the students will attend. For more information, see *Set Summer School Indicator for a Group of Students*.
Note for Summer School Admin	If the student is to attend summer school, you can enter a note for the summer school administrator, such as **Needs to retake Biology**. This note is viewed only on the Student Scheduling Setup page. **Note:** Because the End-of-Year process clears this field, summer school notes will not carry over from year to year.
Next School Indicator	Select the school that the student will enter next year. This ensures that the requests pages used by administrators, students, and parents display the correct course information and that the students are scheduled at the correct school. **Note:** If setting this preference for inactive students, those students appear in PowerScheduler along with the active students. Set this field to "blank" for transferred students.
Next Year Campus/Building (optional)	To select the campus or building that the student will go to next year, click **Associate**. Select a campus or building and click **Submit**.
Next Year House (optional)	To select the house that the student will belong to next year, click **Associate**. Select a house and click **Submit**.
Next Year Team (optional)	Choose the team that the student will belong to next year from the pop-up menu.

4. Click **Submit**. The Changes Recorded page appears.

How to Set Scheduling Preferences for a Group of Students

Enter information in the required fields to set scheduling preferences for a group of students.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Next School Indicator** from the **Select a function for this group of students** pop-up menu. The Next School Indicator page appears.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Choose the name of the school the selected students will attend during the next school year from the pop-up menu.
4. Click **Submit**. The Changes Recorded page appears.
5. Click the PowerSchool logo to return to the start page.
6. Under Browse Students, click **Current Selection** to select the same group of students.
7. Choose **Student Field Value** from the pop-up menu. The Student Field Value page appears.
8. Enter **Sched_NextYearGrade** in the **Field to Change** field.
9. Enter the appropriate next year grade level in the **New Field Value** field.
10. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
11. Click **Submit**. The Field Value page appears.
12. Click **Submit**. The Alert: Completed page appears.
13. Click the PowerSchool logo to return to the start page.
14. Under Browse Students, click **Current Selection** to select the same group of students.
15. Choose **Student Field Value** from the pop-up menu. The Student Field Value page appears.
16. Enter **Sched_Scheduled** in the **Field to Change** field.
17. Enter **True** in the **New Field Value** field.
18. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
19. Click **Submit**. The Field Value page appears.
20. Click **Submit**. The Alert: Completed page appears.

Student Schedule

There are three ways to display a student's schedule. The **Bell Schedule View** displays the student's schedule for the current week. The **List View** displays the student's schedule for the selected term in a list format. The **Matrix View** displays the student's schedule for the selected term in a graphical format.

How to View a Student's Bell Schedule

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Bell Schedule View** from the student pages menu. The Bell Schedule View page displays the student's schedule for the current week, using unique colors to distinguish each course.
3. Click the **Section Teachers** icon next to the teacher’s name to view the teachers assigned to the class. The Section Teachers pop-up appears.

   Note: This icon appears only if there is more than one teacher assigned to the class.

4. When done viewing, click the **x** to close the Section Teachers pop-up.

How to View a Student's Schedule (List View)

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **List View** from the student pages menu. The Schedule List View page displays the student's schedule for the currently selected term.

   The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date.

3. To change terms, click the term link. The Change Term page appears. Use this page to select a different term in which to view the student's schedule.
4. To view the student's schedule by each term within the selected term, click **Entire Year Schedule**. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

How to Display a Student's Schedule (Matrix View)

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Matrix View** from the student pages menu. The Schedule Matrix View page appears.

   The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same course. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression (the combination of periods and days), and year term.

   For more information about the student schedule matrix preferences, see *Miscellaneous System Administration*.

Mass Enroll in a Class

Enroll an entire group of students in a class.

How to Mass Enroll in a Class

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Mass Enroll in Classes** from the **Select a function for this group of students** pop-up menu. The Mass Enroll page appears.

Note: Alternatively, you can access this page by choosing **Special Functions > Group Functions** if you have a current selection of students or by way of the **Class Roster**.

3. On the Mass Enroll page, use the following table to enter information in the fields:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Quick Enroll</td><td>If you know the course number and the specific section of the course you want to enroll the selected students in, you can use the Quick Enroll function.
1. Enter the course and section number in the Course.Section field. Separate the numbers with a period and no spaces.
2. Click Enroll. The Enroll Students Preview page appears.</td></tr>
<tr><td>Filter By</td><td>If you do not know the course number and the specific section of the course you want to enroll the selected students in, you can use the Filter By function to help you find the section you are looking for.
1. Enter one or more search criteria:
• Period - Choose the period from the pop-up menu.
• Term - Choose the term from the pop-up menu.
• Teacher - Choose the teacher from the pop-up menu.
• Day - Choose the day from the pop-up menu.
• Grade - Choose the grade level from the pop-up menu.
• Credit Type - Choose the credit type from the pop-up menu, such as Math.
• Course - Enter the course number.
• Show only classes with available seats - Select the checkbox to display only classes that have not reached the maximum enrollment.
2. Click Search. Courses appear based on the selection criteria you entered.
Note: Click column headings to sort in ascending order. Click again to sort in descending order. Not applicable for Note and Enrollment columns.
3. Click the course name you want to select. The Enroll Students Preview page appears.</td></tr>
</table>

4. On the Mass Enroll Preview page, use the following table to verify section and enrollment information and make any necessary corrections prior to enrolling students:

Field	Description
Entry Date	Defaults to today's date. Click **Edit Date** to select a different date, if needed.
Section Summary	Verify the following information: • Course Name - The name of the course. • Course Number - The course number used to identify the course. • Section - The section number used to identify the course. • Term - The term(s) in which the course is being taught. • Fees - Indicates whether or not a fee is associated to the course. • Pending Enrollment Count - The current enrollment in the section plus the number of students below that are about to be enrolled in the section. • Class Status - Indicates reason why student cannot be enrolled into the class: o Number of students selected exceeds section capacity - The number of students in the section plus the students in the selection exceed the maximum section capacity. This is only applicable if the section validates on maximum capacity. To override the maximum section capacity: 1. Click **Override**. The Override Section Max pop-up appears. 2. Enter your password in the **Input Section Max Override Password** field. **Note:** This password is set using the Password required to override a section's maximum enrollment field on the district Miscellaneous page. 3. Click **OK**. The Override Section Max pop-up closes and the Mass Enroll Preview page refreshes. o Number of students selected exceeds teacher capacity - The number of students in the section plus the students in the selection exceed the maximum capacity for the main section's teacher. This is only applicable if the teacher

Field	Description
	validates on maximum capacity. o Section found - The course.section number you requested was a valid course.section for this school and year. o Section not found - The course.section number you requested was not a valid course.section for this school and year. o Selected section is not in the current term - Section must be in the current term to mass enroll into it.
Student Enrollment Summary	Verify the following information for each student: • Student Number - The number used to identify the student. • Student Name - The name of the student. • Action - Confirmation or warning: o Already enrolled in [course.section] on [enrolldate] - Student is already enrolled in this section, therefore cannot be enrolled in it again. This does not prevent enrollment of other students and sections. o Enroll in [course.section] on [enrolldate] - Confirmation message indicating student (s) will be enrolled in this section on this date. o None - Error in validating one or more sections, such as the number of selected students exceeding the section's maximum capacity.

5. Use the following table to return to the previous page or to enroll students:

Field	Description
Back	Click to return to the previous page. Depending on how you accessed the Mass Enroll Preview page, either the **Class Roster page** or the **Mass Enroll page** appears. **Note:** If there are section errors that need to be corrected, only this button appears. **Note:** Your student selection is retained when returning to the previous page.
Enroll Students	Click to enroll the students into this class. The **Class Roster page** displays a confirmation message. **Note:** This button only appears if you access the Mass Enroll Preview page via the Class Roster page or the Mass Enroll page

Field	Description
	and if there is at least one student to be enrolled and there are no section errors.
Enroll Students and Reschedule	Click to enroll the students into this class. Once enrolled in this class, the **Mass Enroll page** displays a confirmation message. You can then enroll the students into additional classes using the **Quick Enroll** or **Filter By** function. **Note:** This button only appears if you access the Mass Enroll Preview page via the Class Roster page or the Mass Enroll page and if there is at least one student to be enrolled and there are no section errors.

Add Section Enrollments

Manual scheduling is section-specific and allows you to add one or more specific sections in which to enroll the student, overriding the system-defined schedule if one exists.

Use the **Search Available Courses** or **Quick Enroll** functions on the Modify Schedule - Enrollments page to enroll students in a course section.

How to Add a Section Enrollment to a Student Schedule Using Quick Enroll

If you know the course number and the specific section of the course you want to enroll the student, you can use the Quick Enroll function to enroll the student immediately into the section.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Enter the course and section number in the **Course.Section** field.
4. Click **Enroll**. The Modify Schedule - Enrollments page refreshes and displays the new enrollment.

How to Add a Section to a Student Schedule Using Search Available Courses

To search for available courses per period, use the Search Available Course function. You can enter the number of the course in the Course Number field or leave it blank to search all courses. Then, choose the period from the Period pop-up menu to search for sections that are available at that time. Choose **All** to search for all available sections in all periods.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.

Note: To narrow list of results, use the Filter By function. For detailed information, see *How to Filter Manual Schedule Options*.

3. Do one of the following:

   - Choose the period in which you want to enroll the student from the **Period** pop-up menu.
   - Choose **All** to search for all available sections in all periods.

4. Click **Find**. The Available Courses page appears displaying a list of courses taught during that period.

   Note: For information about the filter options, see *How to Filter Manual Schedule Options*.

   The page displays the following information:

Field	Description
Crs.Sec	The course and section number used to identify the course.
Course Name	The name of the course.
Note	Prerequisites pertaining to the course, if any. For more information, see *Course Prerequisites*.
Expression	The period and day combination of the course.
Term	The term in which the course is being taught.
Teacher	The name of the teacher teaching the course.
Grade	The grade level for which the course is being taught.
Credit Type	The credit type, such as **Math**.
Cr Hours	The number of credit hours earned by taking this course.
Enrollment	The number of students currently enrolled in this course during the selected period, followed by the maximum enrollment figure.

5. Enter the first day the student's enrollment is effective in the **Enroll date** field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
6. Click a course name to add that course to the student's schedule during the selected period. The Modify Schedule - Enrollments page appears.

   If your system is configured to notify you that the section enrollment is at or above capacity, the Section is Full page appears if the section is at or above capacity. You must enter a password to override the capacity.

How to Filter Manual Schedule Options

Filter the courses that appear on the Available Courses page when manually scheduling students. Filtering focuses your search for an available class according to a number of criteria, such as teacher, credits, and current class size.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Do one of the following:
   - Choose the period in which you want to enroll the student from the **Period** pop-up menu.
   - Choose **All** to search for all available sections in all periods.
4. Click **Find**. The Available Courses page appears displaying a list of courses taught during that period.
5. Select one of the following to filter information on the Available Courses page.

Field	Description
Period	Choose the period from the pop-up menu.
Term	Choose the term from the pop-up menu.
Teacher	Choose the teacher from the pop-up menu.
Day	Choose the day from the pop-up menu.
Grade	Choose the grade level from the pop-up menu.
Credit Type	Choose the credit type from the pop-up menu, such as **Math**.
Course	To jump to a particular course, enter the course number and press RETURN (Mac) or ENTER (Windows).
Show only classes with available seats	Select the checkbox to display only classes that have not reached the maximum enrollment.

6. Repeat Step 4 to further filter the selections.

Drop Section Enrollments

Manual scheduling is section-specific and allows you to drop one or more section enrollments from a student's schedule, overriding the system-defined schedule if one exists. Because dropping a section enrollment from a student's schedule has serious ramifications, use caution when performing this procedure.

How to Drop a Section Enrollment From a Student Schedule

Drop section enrollments individually and immediately by selecting the appropriate Drop checkbox next to the section enrollment you want to delete. To efficiently drop more than one section enrollment from a student's schedule, see *How to Drop Section Enrollments From a Student Schedule*.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Select the checkbox next to the section enrollment you want to delete.
4. Click **Drop**. The Drop Classes page appears.
5. Verify the information you want to delete.
6. Use the following table to enter information in the fields:

Field	Description
Student	The selected student appears.
Period	The selected period appears.
Term	The selected term appears.
Crs-Sec	The selected course and section abbreviations appear.
Course	The selected course title appears.
Exit Date	Enter the exit date, which is the first day the student's enrollment is not active or the day after the student's last day in class. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

7. Click **Drop Classes** to drop the section enrollment. PowerSchool drops the student from the selected section, and the schedule appears without the deleted section enrollment.

   Note: If any attendance has been recorded for the enrollment past the dates entered in the Exit Date field, an error message appears. Because you cannot drop enrollments with attendance records past the exit date for the enrollment, you must correct the attendance records before dropping the enrollment.

How to Drop All Sections From a Student Schedule

Use this procedure to drop all section enrollments from a student's schedule.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.

3. Click **All** in the Drop column. The Drop Classes page appears.
4. Enter in the Exit Date field the first day the student is not in class using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
5. Click **Drop Classes** to drop the section enrollment. PowerSchool drops the student from all sections, and the schedule appears without the deleted section enrollments.

   Note: If any attendance has been recorded for the enrollment past the dates entered in the Exit Date field, an error message appears. Because you cannot drop enrollments with attendance records past the exit date for the enrollment, you must correct the attendance records before dropping the enrollment.

Workt with Reports

Student Listings

Student listing reports display lists of students, either by class or schedule.

How to Run the At Risk Report

The At Risk Report provides a listing of courses, sections, and grades associated with students who are currently at risk of failing for the current term. This information allows administrators and teachers to take a proactive approach to correcting this prior to end of term and ensures student accountability.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **At Risk**. The At Risk Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to choose the attendance recording methods for which you want to run this report: • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Time** to search for and display report output by time.
Students to Include	Indicate which students you want to run the report for: • Choose **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. • Choose **All students** to run the report for all students in the current school enrolled in the specified date range.
Attendance Codes	Select the attendance codes for which you want to scan. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Reporting Segment	Select which date range to use for this report:

Field	Description
or Begin date and Ending Date	• **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Use Attendance Report Query	Select the checkbox to use Attendance Mode and Attendance Codes to query students for the report.
Enter the minimum number of occurrences of the above selected Attendance codes	Enter a number to indicate the fewest instances of the selected Attendance Codes to display on the report.
Use Grades Report Query	Select the checkbox to use the three grade fields listed below to query students for the report.
Select the final grade type	Choose the applicable grade type from the pop-up menu: • **Stored** • **Current**
Enter the minimum number of classes with failing grades	Enter the minimum number of classes with failing grades to display on the report.
Enter a comma-delimited list of Letter Grade values.	Enter the letter grade value, followed by a comma, such as **D, F**.
Use Discipline Report Query	Select the checkbox to use the two discipline fields listed below to query students for the report.
# of Discipline actions per student	Choose the applicable number of discipline actions to display for each student from the pop-up menu.
Discipline incident	Choose the applicable incident subtype from the pop-up

Field	Description
subtype to include	menu.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Class Rosters (PDF) Report

Generate a class roster as a PDF file for the current term or previous terms.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Class Rosters (PDF)**. The Class Rosters (PDF) page appears.
3. Use the following table to enter information in the fields:

Field	Description
Print rosters for	Select the teachers for which you want to generate a class roster. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each teacher's name.
Meetings	Indicate the meetings to be audited by selecting the appropriate checkboxes. To audit all meetings, deselect all of the checkboxes.
Include students who	Select an enrollment period option. Some options require you to enter a date or date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the heading. Select the **Italic** checkbox to italicize the heading. Select the **Underline** checkbox to underline the heading.
Print heading on	Choose an option from the pop-up menu to determine how

Field	Description
	you want the heading to print: • **First page of each class** • **All pages** • **Do not print heading**
Heading text	Enter the content you want to appear in the heading. In addition to standard text, you can include HTML tags, PowerSchool fields and PowerSchool data codes. To insert a PowerSchool field into this field: 1. Click **Fields** to view a list of PowerSchool fields. The Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears.
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the column title. Select the **Italic** checkbox to italicize the column title. Select the **Underline** checkbox to underline the column title.
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print: • **All pages** • **First page of each class** • **Do not print column titles**
Roster Font	Choose the roster listing font from the pop-up menu.
Size, line height, style	Enter the roster listing font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the roster listing. Select the **Italic** checkbox to italicize the roster listing. Select the **Underline** checkbox to underline the roster listing.
Roster columns	Enter the content to include in the student listings columns using the format field name \ column title \ column width \ alignment. To insert a PowerSchool field into this field: 1. Click **Fields** to view a list of PowerSchool fields. The

Field	Description
	Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears.
Rule width	Enter the thickness in points of the vertical and horizontal lines on the report, as well as the outline of the entire report. One point equals 1/72 of an inch.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. **Portrait** is a vertical page; **landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Master Schedule (PDF) Report

Generate a PDF file for the current master schedule. The master schedule PDF report displays schedule information for sections that are in session during the selected term. Before proceeding, change the selected term, if necessary. For more information, see *How to Change Terms*.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Master Schedule (PDF)**. The Master Schedule PDF page appears.
3. Use the following table to enter information in the fields:

Field	Description
Periods	Select the checkboxes to indicate which periods to display on the master schedule. To display all periods, select the **All periods** checkbox.
Days	Select the checkboxes to indicate which days to display on the master schedule. To display all days, select the **All days** checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as **MATH**. To display all credit types, do not enter anything in the field.
Rooms	Select the rooms to display on the master schedule. To make multiple selections, Press and hold COMMAND (Mac) or CONTROL (Windows) and click the room names. Select **All Rooms** to display all rooms.
Teachers	Select the teachers to display on the master schedule. To make multiple selections, Press and hold COMMAND (Mac) or CONTROL (Windows) and click the teacher names. Select **All Teachers** to display all teachers.
Sort By	Select a sort order for the master schedule: • **Teacher Name** • **Teacher Number** • **Department** • **Room**

Field	Description
	• **Course Name** • **Course Number** • **Course Credit Type**
Period/Day Orientation	Select whether to print the periods or the days across the top of the report.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the heading. Select the **Italic** checkbox to italicize the heading. Select the **Underline** checkbox to underline the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print: • **First page** • **All pages** • **Do not print heading**
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the column title. Select the **Italic** checkbox to italicize the column title. Select the **Underline** checkbox to underline the column title.
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print: • **All pages** • **First page** • **Do not print heading**
Body Font	Choose the body font from the pop-up menu.
Size, line height, style	Enter the body font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the body font. Select the **Italic** checkbox to italicize the body font. Select the **Underline** checkbox to underline the body font.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.

Field	Description
Page size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. **Portrait** is a vertical page; **landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Student Schedule List Report

This report provides a printout of students' classes and lets you know where they are during which periods.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Student Schedule List**. The Student Schedule List page appears.
3. Use the following table to enter information in the fields:

Field	Description
Students to Include	The number of selected students appears.
Report Title	Enter the title for the report.
Include for each class	Select the checkboxes to indicate what data you want to include for each class. Select any combination of the following checkboxes: • Select the checkboxes to display the **Room**, **Course**, and **Teacher** information for each class. • To include grades, select the checkbox and use the pop-up menu to choose either **Historical grade** or **Current grade**. If you select this option, enter the Store Code/Final Grade, such as **Q1** or **Q2**. • **Citizenship** • **for this attendance code**. If you select this option, choose the attendance code from the pop-up menu. • **Attendance points** • **Assignment score**. If you select this option, enter the score.
Scan Enrollment as of this Date	Enter the student enrollment dates to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Range of Periods	Choose the range of periods to scan from the pop-up menus.
Range of Days	Choose the range of days to scan from the pop-up menus.
How many students between breaks	Enter the number of student records to display before a break in the report.
Show only these pages	Select the checkbox to limit the number of pages to display. If you select the checkbox, enter the page number range in the next fields.

4. Click **Submit**. The resulting report displays students and their teachers for the selected periods. Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

Enrollment Reports

When running enrollment reports, you can screen for students in special programs. If the students are in the selected program at any time during the specified period, they are included in the report results. For each report, you can check for possible conflicts to display any students with errors on their class enrollment dates.

How to Run the Class Size Reduction Report

The Class Size Reduction report provides a day-to-day count of section enrollment over a specified period. When setting up the report, you can exclude students in a special program from the enrollment count. At least one course number must be entered to run the report. To display detailed enrollment per section, see *How to Run the Enrollment by Section Report*.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Class Size Reduction Report**. The Class Size Reduction Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific

Field	Description
	Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Exclude counts for students enrolled in this Special Program	Use the pop-up menu to indicate any special program you want to exclude from being counted. Students will not be included in the class size counts for each day that they are enrolled in the specified special program.
Sort By	Select the sort order: • **Course Number** • **Teacher Name**
Include only these Course Numbers	Enter the course numbers. Separate multiple courses with commas.
Include/Exclude Section Numbers	Select whether you want to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.
The report will break to a new page for each	Use the pop-up menu to indicate whether you want to break the report across pages by **Month** or **Reporting Segment**.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
[Blank]	Row counter.
Teacher	The teacher's name in last, first format.
Course	The course number for the class.
Section	The section number for the class.
Grade	The grade level associated with the section.
[Month, Cycle Day, Day of Week, Day of Month]	Each column represents an in session day in the school calendar. The number is the size of the class on each date.
Avg	The average class size for the entire date range of the report. **Note:** This column only appears after the very last date in the report date range. It may not appear on each page, especially if the option to have a page break for each month is selected.

How to Run the Enrollment by Grade Report

Use the Enrollment by Grade report to generate a summary of accumulated student enrollment by grade level.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Enrollment by Grade**. The Enrollment by Grade Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
School	The selected school appears.
Reporting segment	Use the pop-up menu to choose the reporting segment. For more information about reporting segments or to create a reporting segment, see *Reporting Segments*.
Grades	Select the checkboxes of the grade levels you want to scan, or leave all the checkboxes blank to scan all grade

Field	Description
	levels.
Special Programs	Select the checkboxes of the special programs you want to exclude, or leave all the checkboxes blank to include students in all special programs.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Enrollment by Section Report

This report provides current year enrollment statistics for class sections. To report on class size, see *How to Run the Class Size Reduction Report*.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Enrollment by Section**. The Enrollment by Section page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background.

Field	Description
	• Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Sort By	Select the sort order: • **Course** • **Teacher**
Course Numbers	Enter the course numbers. Separate multiple courses with commas.
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Course Name	The name of the course for the section.
Section Number	The number of the section.
Grade	The grade level associated with the current section.
Begin Enrollment	The student enrollment in the section as of the start date of the reporting period.
Entries	How many students were added to the section. **Note:** If a student enters the same section twice, it will count as two entries.
Withdrawals	How many students were withdrawn from a section. **Note:** If a student enters the same section twice, it will count as two entries.
End Enrollment	The enrollment at the end of the reporting period.
Enrollment For Period	The total number of enrollments for the reporting period.
Enrollment To Date	The current enrollment as of today.
Aggregate Days Attended	The number of days attended by all of the students enrolled in the section during the date range.
Average Days Attended	The average daily attendance (the number of days in the date range divided by the Aggregate Days Attended).
Days Absent	The number of days absent for the section during the reporting period.
Days Off Track	The number of off track days for the students enrolled in the section during the reporting period.
Total Days not Enrolled	The number of days students are not enrolled in this section; that is, students who are enrolled at some point during the year, but are not enrolled one or more days during the reporting period.
Aggregate Days	The total membership for this section during the reporting

Column Name	Description
Belonging (Membership)	period.
Average Number Belonging (ADM)	The Average Daily Membership for this section during the reporting period (Aggregate Days Belonging divided by the number of meeting days in the reporting period).
Attendance Percent	The percent of actual attendance out of the total potential attendance for the reporting period (Aggregate Days Attended divided by the Average Number Belonging).

How to Run the School Enrollment Audit Report

Use the School Enrollment Audit report to detect possible school enrollment errors.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **School Enrollment Audit**. The Possible Conflicts for School Enrollment Audit page displays any student enrollment errors.

How to Run the Section Enrollment Audit Report

Use the Section Enrollment Audit report to detect possible section enrollment errors, such as a student who is enrolled in school but not in any classes.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Section Enrollment Audit**. The Possible Conflicts for Section Enrollment Audit page displays any section enrollment errors.

How to Run the Vocational Courses Aggregate Membership Report

Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Voc. Courses Agg. Membership**. The Vocational Courses Aggregate Membership Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page	Enter the page number on which you want the report to

Field	Description
Number	start.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the **Report Queue** button. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The resulting report displays the schedule of vocational courses and the number of students in each class. It also displays the number of membership days for the different classes. Proceed by doing one of the following:

- Click a number of aggregate membership days to view an audit page.
- Click an underlined number in the Size column to view the list of students in the class.
- Click a section number to view a description of the section.
- Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

Scheduling Reports

How to Run the Student Program Balancing Report

The Student Program Balancing report provides a summary of students enrolled in programs, as well as a detailed account of percentages of students enrolled in those programs.

When running the Student Program Balancing report from the System Reports menu, only students enrolled in programs for the selected school will be included in the report.

Note: Dropped students are not included in the report output.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab under Scheduling, click **Student Program Balancing**. The Student Program Balancing page appears.
3. Use the following table to enter information in the fields:

Field	Description
Evaluate Enrolled Program Students as of This Date	To narrow search results by a specific enrollment date, enter or select a date. Only those students enrolled in a program on or after specified date will be evaluated. **Note:** Defaults to today's date. **Notes:** When enrolling students in programs, an **Exit Date** may be entered. For more information, see *Special Programs*. If a program's enrollment **Exit Date** has not been entered, those enrollments will count toward that program.
Term	To narrow search result by term, choose the appropriate term from the pop-up menu. Only those students enrolled in a section within the specified term and any overlapping terms will be evaluated.
Report Output Locale	Use the pop-up menu to choose which language you want the report output to display.

4. Click **Submit**. The Student Program Balancing Report page displays the following information:

[Name of School] - [Date] **Enrollment Totals** **Total Number of Students: [Number]**	
Field	**Description**
Program	The name of the program. **Note:** For more information, see *Special Program Setup*,

[Name of School] - [Date] Enrollment Totals Total Number of Students: [Number]	
Field	**Description**
	for district setup and *Special Programs* for student entry.
Percentage	The percentage of students in the program for the selected school.
Number of Program Students	The number of students in the program for the selected school.
Percentage of Students Enrolled in Programs [Course Name] ([Course Number])	
Field	**Description**
Section Number	The section number(s) of the course in which program students are enrolled. Click to access the Edit Section page. For more information, see *Sections*.
Program	The name of the program(s).
Percentage	The percentage of students enrolled in the program for the selected section.
Program Students in Section	The number of students enrolled in the program for the selected section.
Total Students in Section	The total number of students enrolled in the program compared to the overall number of students enrolled for the selected section. Click the total number of students enrolled in the program to access the Class Roster page. For more information, see *Class Roster*. A single asterisk indicates the percentage of program students (calculated against the number of students enrolled in the section) is greater than the percentage of program students enrolled in the school. For example, 18*/30 indicates that the percentage of program students enrolled in the section, as calculated by ((number of program students in the section - 1 / total number of students in the section) *100) is greater than the percentage of program students enrolled in the school, as calculated by ((number of program students in the school/ total number of students enrolled in the school) *100). A double asterisk indicates the percentage of program students (calculated against the maximum number of students allowed in the section) is greater than the percentage of program students enrolled in the school. For

[Name of School] - [Date] Enrollment Totals Total Number of Students: [Number]	
Field	**Description**
	example, 18/30* indicates that the percentage of program students enrolled in the section, as calculated by ((number of program students in the section - 1 / max number of students allowed in the section) *100) is greater than the percentage of program students enrolled in the school, as calculated by ((number of program students in the school/ total number of students enrolled in the school) *100).

How to Run the Student Program Balancing Report in PowerScheduler

When running the Student Program Balancing report from the PowerScheduler menu, only students scheduled in programs for the selected scenario will be included in the report.

Note: Dropped students are not included in the report output.

1. On the start page, choose **PowerScheduler** under Applications in the main menu. The Scheduling page appears.
2. Under Tools, choose **Reports** from the PowerScheduler menu. The Scheduling Reports page appears.
3. Under Post Build Reports, click **Student Program Balancing**. The Student Program Balancing page appears.
4. Use the following table to enter information in the fields:

Field	Description
Evaluate Scheduled Program Students as of This Date	To narrow search results by a specific enrollment date, enter or select a date. Only those students enrolled in a program on or after specified date will be evaluated. **Note:** Defaults to date entered in **Evaluate Programs as of this date** field. See *How to Define Program Balancing*.
Term	To narrow search result by term, choose the appropriate term from the pop-up menu. Only those students enrolled in a section within the specified term and any overlapping terms will be evaluated.
Report Output Locale	Use the pop-up menu to choose which language you want the report output to display.

5. Click **Submit**. The Student Program Balancing Report page displays the following information:

[Name of School] - [Date] **Enrollment Totals** **Total Number of Students: [Number]**	
Field	**Description**
Program	The name of the program.
Percentage	The percentage of students in the program for the selected scenario.
Number of Program Students	The number of students in the program for the selected scenario.
Percentage of Students Enrolled in Programs **[Course Name] ([Course Number])**	
Field	**Description**
Section Number	The section number(s) of the course in which program students are enrolled. Click to access the Edit Section page. For more information, see *Sections*.
Program	The name of the program(s).
Percentage	The percentage of students enrolled in the program for the selected section.
Program Students in Section	The number of students enrolled in the program for the selected section.
Total Students in Section	The total number of students enrolled in the program compared to the overall number of students enrolled for the selected section. Click the total number of students enrolled in the program to access the Class Roster page. For more information, see *Class Roster*. A single asterisk indicates the percentage of program students (calculated against the number of students scheduled in the section) is greater than the percentage of program students scheduled in the school. For example, 18*/30 indicates that the percentage of program students scheduled in the section, as calculated by ((number of program students scheduled in the section - 1 / total number of students scheduled in the section) *100) is greater than the percentage of program students scheduled in the school, as calculated by ((number of program students scheduled in the school/ total number of students scheduled in the school) *100). A double asterisk indicates the percentage of program students (calculated against the maximum number of

[Name of School] - [Date] Enrollment Totals Total Number of Students: [Number]	
Field	**Description**
	students allowed in the section) is greater than the percentage of program students scheduled in the school. For example, 18/30* indicates that the percentage of program students scheduled in the section, as calculated by ((number of program students scheduled in the section - 1 / max number of students allowed in the section) *100) is greater than the percentage of program students scheduled in the school, as calculated by ((number of program students scheduled in the school / total number of students scheduled in the school) *100).

How to Run the Teacher Maximum Load Report

The Teacher Maximum Load Report helps identify teachers who are scheduled to teach more students in a day than is allowed by their contracts. It is expected that a school administrator will run this report on a periodic basis to identify any violations for sections occurring within the term of the date specified on the report. This report displays loads based on the schedule for the current school year but does not account for future section drops or enrollments. For fresh report data or for more information about Teacher Maximum Load, see *Teacher Maximum Load*. Also, this report does not account for sections that span different schools; rather, they include only the selected school's sections.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Teacher Maximum Load Report**. The Teacher Maximum Load page appears.
3. Use the following table to enter information in the fields:

Field	Description
Select a Teacher	Use the pop-up menu to select the teacher for whom you want to run this report. To select all teachers at the selected school, choose **All Teachers**.
Limit report to	Select an option to limit the results of the report: • **All Selected Teacher(s)**: Displays results for all teachers selected in the Select a Teacher field, even those whose schedules do not exceed their maximum loads. • **Only those over the limit**: Displays only the teachers selected in the Select a Teacher field that exceed the specified student load.

Field	Description
For this date	Enter a date to display report results for. Use the format mm/dd/yyyy or mm-dd-yyyy.

4. Click **Submit**. The report displays the following information:

Field	Description
No.	Teacher's number.
Teacher Name	Teacher's last name, first name, and middle initial.
Course	Name of the course that has a section contributing to the teacher's student load.
Section	Identification number of the section contributing to the teacher's student load. If the section includes a dependent section, the report does not specify whether the violation occurred in the primary or dependent section since they are considered a single unit. **Note:** To exempt a section from being included, see *Sections*.
Max	Maximum number of students allowed in the section.
Room	Room number of the section.
[A, B, ...]	Cycle day of the school's schedule.
Flag	Indicates whether a teacher maximum load or section enrollment maximum has been exceeded.