

Elementary Scheduling – *Live Side (Post End of Year Process)*

1. Create or Verify New School Years & Terms.

- **Start Page > School > Years and Terms > New (if not done)**
- **Verify accuracy of term dates.**
- **Do NOT leave gaps between terms!**
- **Do NOT overlap dates on terms!**
- **Edit each term** and insert the Import File Term number.

2. **Switch the Term to the New Year** and copy the master schedule from current year to next year.

- **Start Page > System > Copy Master Schedule**
- **Choose the Prior Year as the Source Year**
- **Select the Newly Created year as the Target Year.**
- **Check the Confirm button.**
- **Click Submit.**

3. After Copying the Master Schedule, **Correct/edit the new Years and Terms**; there is a known issue that causes the years and terms to be altered during the copying of the master schedule function. See example below; notice the Full Year has been changed from 2012-2013 to 2002-2003:

School > Years & Terms > Edit Terms

<input type="button" value="New"/>			
2002-2003 School Year 8/29/2012 - 5/31/2013			
Semester 1 8/29/2012 - 1/16/2013		Semester 2 1/17/2013 - 5/31/2013	
Quarter 1 8/29/2012 - 10/30/2012	Quarter 2 10/31/2012 - 1/16/2013	Quarter 3 1/17/2013 - 3/18/2013	Quarter 4 3/19/2013 - 5/31/2013

Field	Value
Name of Term	2012-2013
Abbreviation	12-13 (example: Q1) Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	08/23/2012 (MM/DD/YYYY)
Last Day of Term	05/23/2013 (MM/DD/YYYY) Note: The first and last day of a term cannot be changed once the term has started.
What portion of the school year does this term represent?	Full year
Import File Term #	2200

Click on the blue link for the 2002-2003 School Year to edit and correct the school year, Abbreviation, and Import File Term #.

- You will need to **click on the blue link** for each term and make corrections.

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

School: Noble Elementary School

Term: 12-13 Year



5. View the Master Schedule to verify that the current year sections copied to the new year.

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

6. Create New Teachers – Optional

- Start Page > Staff > New Staff Entry**
- 3 Required fields: Name, ID, & Staff Status (Teacher)
- Next, for the new teacher, select **Security Settings**; make sure “Status” is “Current” & PowerTeacher gradebook is selected. Optional – enter teacher login & password for the PowerTeacher portal.

7. Add New Courses - Optional

- Switch to the **District Office** to add a new course for next year.
- **District > Courses > New Course** (be sure the course number is unique)
- Switch back to the **school** and make sure your **Term is set to the NEW school year.**
- **Start page > Courses > Manage Courses for this school**
 - Scroll to the newly created course and check the box to activate this course for your school.

8. Create Section(s) for the New Course(s)

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

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The screenshot shows a web interface for adding a new section. At the top, there is a button labeled "New". Below it is a table with the following columns: "Exp", "Sec #", "Term", "Teacher", "Rm", and "Size". Below the table, there is a link that says "Make all students listed above the current selection".

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

9. Adjust the Master Schedule

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

10. Add Dependent Sections (optional)

- Use “dependent sections” to link multiple “subjects” together under the umbrella of one course. For example, use dependent sections for a Homeroom course, so that when you enroll students into the Homeroom course.section, they will automatically be enrolled in each of the “dependent” course sections.
- Start Page > Sections
 - Select the course for which you wish to add dependent sections (example: Grade 1 Homeroom – HR1)
 - Use the box labeled “Dependent Sections” and type course.section, course.section, etc. Separate each course.section by a comma.

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

```
1104.4, 1101.4, 1102.4, 1103.4,  
1108.4, 1105.4, 1951.4, 1971.4,  
1961.4, 1107.4|
```

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

11. Calendar Setup:

- Before enrolling students into classes for the new school year, you **MUST set up a minimum of ONE day on the Calendar setup page for EACH TERM defined in Years and Terms:**
- **Start Page > School > Calendar Setup**
 - The Calendar Setup page defaults to the first month that school is in session during the upcoming school year. Since you already created the year term and defined the first and last days of the new school year, the calendar begins on the first day. To set up the calendar, start by defining the settings for the first day, then set up

each subsequent in-session school day, or at minimum, define one day in each of the terms.

- For your first school day, populate the Day, Bell Schedule, Check the In Session box, enter a value of '1' for Membership Value, and select "In Session" in the "Type" column.



Mon, Aug 27 | 1 Day Cycle | Regular Bell Schedule | [checked] [checked] [checked] [checked] [checked] [checked] [checked] | 1 | In Session

- Repeat this process and set up one day within each of the Terms created for the new year, or complete the entire calendar. For a speedier method, use the Automated Calendar Setup (School > Automated Calendar Setup (under Calendaring heading) Note: The remainder of the calendar days may be set up later.
- **Notes:** When a user creates a new year term on the live side at an existing school, PowerSchool will copy attendance setup information from the previous school year into the new school year. This eliminates the need to recreate attendance codes, attendance code categories, attendance conversions, FTEs, and more. **The school calendar is also generated when a year term is created.** When running the End of Year process, PowerSchool uses the start and end dates of the upcoming school year to determine a student's new entry and exit date.

12. Manually Enrolling Students into Classes: (Make sure the current "Term" is the new school year!) (See Step 16 for another method)

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

- Choose the teacher and period (expression) in which you want to mass enroll the selected students
- Enter the course and section in the blank text box
- *****Be sure to enter THE FIRST DAY OF THE NEW SCHOOL YEAR as the Enrollment Date!

- **Example:**

Mass Enroll - Term: 12-13 Year

Mass enroll the selected students into which class?

Select a teacher... (course.section)

Clicking the Submit button below will cause the selected 20 students to be enrolled in the class specified above.

Enrollment date:

- **NOTE:** If you need to drop a class that you added to a student's schedule for next year, be sure to enter a drop date that matches the enrollment date you entered (should have been the first day of the new school year).

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

- a. Select the group of students to be assigned a homeroom.
- b. From the Group Functions menu, select Student Field Value
- c. Field to Change: Home_room
- d. Enter the homeroom name you would like to assign to this group of students.
- e. Now you may use this search command to select all students assigned to this homeroom: Home_Room=xxxxxxx (replace xxxxxx's with the homeroom you assigned)

f. Now that you have a selection of students belonging to this homeroom, you may use the Group Function: Mass Enroll

- Enter the course.section and set the Enrollment Date equal to the first day of the new school year.

14. Verify Enrollment

- After you mass enroll students into classes, you may verify these enrollments by selecting a student or group of students and view the schedule.
- You may select Teacher Schedules from the menu, then choose a teacher, then click on the count that appears in the ‘Size’ column. Select “Make this the current selection of students”; click the first student’s last name to view his/her student pages, then select List View under Scheduling.
- Alternatively, you could select “School > Sections > choose a course, then click on the Count in the Size column to get a list of students in that section.

Example:

Exp	Trm	Crs-Sec	Course Name		Room	Enroll	Leave
P1(A)	12-13	HR1-4	Homeroom 1		BilleJo 6	10/29/2012	6/1/2013
P2(A)	12-13	1101-4	LANGUAGE ARTS		BilleJo 6	10/29/2012	6/1/2013
P3(A)	12-13	1102-4	MATHEMATICS 1		BilleJo 6	10/29/2012	6/1/2013
P4(A)	12-13	1103-4	SCIENCE 1		BilleJo 6	10/29/2012	6/1/2013
P5(A)	12-13	1108-4	SPELLING 1		BilleJo 6	10/29/2012	6/1/2013
P6(A)	12-13	1105-4	READING 1		BilleJo 6	10/29/2012	6/1/2013
P7(A)	12-13	1971-4	PHYSICAL EDUC.		Kenny GYM	10/29/2012	6/1/2013
P7(A)	12-13	1951-4	MUSIC 1		n, Patty STAG	10/29/2012	6/1/2013
P8(A)	12-13	1104-4	SOCIAL STUDIES		BilleJo 6	10/29/2012	6/1/2013
P9(A)	12-13	1107-4	HANDWRITING 1		BilleJo 6	10/29/2012	6/1/2013
P9(A)	12-13	1961-4	ART 1		Wagner, Melissa 9	10/29/2012	6/1/2013

- If you used Dependent sections, verify that all dependent sections are listed on the student’s schedule.
- To view the next student in the group of selected students, use the forward arrow located next to “List” at the top of the student pages menu.

- Generate Class Rosters – Optional
 - See Handout
- Run a report card using “Next Year Schedules” in the setup.
 - See Handout

Example:

Tinora Elementary School Schedule

April 2, 2012

Full Name: Joe Schmoe
Grade: 4
Student Number: 699175
Locker #:
Homeroom: 400A

Period	Term	Course	Teacher	Room
P1(A)	12-13	FIFTH GRADE - HR	Headley, Beth	500A
P2(A)	12-13	ENGLISH 5	Wachtman, Joyce	500C
P3(A)	12-13	MATHEMATICS 5	Headley, Beth	500A
P4(A)	12-13	HEALTH SCIENCE 5	Wells, Nicole	500A
P5(A)	12-13	SOCIAL STUDIES 5	Anders, Liz	500C
P6(A)	12-13	READING 5	Wachtman, Joyce	500A
P7(A)	12-13	MUSIC 5	Renn, Londa	MUS
P8(A)	12-13	Spelling 5	Wachtman, Joyce	500C
P9(A)	12-13	PHYSICAL EDUCATION 5	Cramer, Sue	GYM
P11(A)	12-13	ART 5	Wagner, Melissa	ART
P12(A)	12-13	BAND	Benzin, Brett	STAG
P13(A)	12-13	Handwriting 5	Headley, Beth	500A

You have A lunch during 5th period.