

## Auto Study Hall Scheduler

1. **Live Side:** To exclude students who are non-attending, select them from the Start Page using selection commands such as:

OH\_Districtrelationship=3

Or: \*number\_of\_classes=0

Using the group function “Student Field Value”, set the sched\_scheduled field to 0 (zero). This un-checks the students’ “Schedule This Student” field.

2. **Live Side:** Now select all those students who are currently attending, but who will NOT be attending next year, such as those going to the career center for the first time. You may have them already in a stored selection, but if not, you could select a grade level, then use the group function “Select Students by Hand”. Once you have the students in your current selection, use “Student Field Value” and select the “Sched\_Scheduled” field, and set it to zero.
3. **District Office:** Create the Study Hall Courses. Suggestion is one for Semester 1 and one for Semester 2.
  - Associate the new courses to your school by clicking on your school name
  - Make them available for the current and next year
  - Set a Default Maximum (this refers to the capacity of each section)
  - Check box for “Exclude from Storing Final Grades”
  - Check the boxes to exclude the course from GPA, Honor Roll, Class Rank.
  - Mark the course to be excluded from EMIS Reporting.
4. **School** > **PowerScheduler** > Course Catalogs > Find your active catalog and click on “Edit Course Catalog”. Locate the new Study Hall courses and check the box next to each to activate these new courses. Click Submit.
5. **School** > **PowerScheduler** > Courses > For the new Study Hall courses, on the Preferences tab, check the box, “Schedule This Course”.
6. **Teachers:** In **PowerScheduler**, select each teacher that you wish to assign to study hall sections, and check the following fields:
  - Preferences tab: Make sure the “Schedule This Teacher” checkbox is checked.

- Preferences tab: Adjust the “Maximum Consecutive Periods” if necessary to allow for study halls.
  - Check the “Schedule” tab to see which periods the teacher is free to be assigned to study halls. Make note of which periods/terms this teacher is available.
7. **Rooms:** In **PowerScheduler**, check each room that is to be associated with a study hall section, and check the following:
- Use for Scheduling should be checked
  - Room maximum should be adequate to accommodate the number of students you plan to load into any single study hall section.
  - Run the Room Schedule report, click “Associate” and select the room, click Submit, then Submit the report, and check the availability. Make note of which periods, terms and days this room is available for study hall sections.
8. **PowerScheduler:** Now select the students to be given study halls. Click on “Students” in the “Resources” section. Here is an example of a suggested search command for high school students whose “Schedule This Student” checkbox is checked:

`sched_nextyeargrade>=9;sched_scheduled=1`

Click on the “Select These Students” link.

9. **PowerScheduler:** Click on “**Automated Study Hall**”. To create sections for your semester 1 study hall course AND assign students to them, fill out the page as follows: (It is recommended to run the automated process once for each semester and PERIOD in order to control the teachers and rooms assigned to each section that is built.)

## Automated Study Hall Parameters

[View last results log](#)

Run For	<input type="radio"/> All <input checked="" type="radio"/> The selected 138 students only	
Terms	<input type="text" value="S1"/>	<a href="#">Associate</a>
Course	<input type="text" value="SH1"/>	<a href="#">Associate</a>
Rooms Allowed	<input type="text" value="236"/>	<a href="#">Associate</a> <input checked="" type="checkbox"/> Allow Multiple Sections Per Room
Teachers Allowed	<input type="text" value="7806"/>	<a href="#">Associate</a> <input checked="" type="checkbox"/> Allow Exceed Max-In-A-Row for Teachers
Max Number of Students per Section	<input type="text" value="100"/>	
Periods Allowed	<input type="text" value="1"/>	<a href="#">Associate</a>
Day Pattern List	<input type="text" value="A-B&lt;br/&gt;A&lt;br/&gt;B"/>	<a href="#">Add</a> <a href="#">Delete</a> <a href="#">Modify</a>

[Create](#)

**Run for:** The selected \_\_\_\_ students.

**Term:** Click “Associate” and select **S1**

**Course:** Click “Associate” and select **the semester 1 study hall course.**

**Rooms Allowed:** Click “Associate” and select the rooms that will be used for these study hall sections. (For multiple rooms, use the CTRL-Click method.)

**Optional:** Check “Allow Multiple Sections Per Room”

**Teachers Allowed:** Click “Associate” and select the teachers. (To select multiple teachers, use the CTRL-Click method.)

**Optional:** Check “Allow Exceed Max-in-a-Row for Teachers”.

**Max. No. of Students Per Section:** \_\_\_\_\_ Enter a number.

**Periods Allowed:** Click “Associate” & select **a period.**

**Day Pattern List:** Click **Add** for each **Day pattern.**

**Notes:** For example, a five-day schedule could include the day patterns MWF, MTF, and TR. Enter the pattern with the largest number of days first. PowerScheduler would first find the students that have free periods (during the selected period) that fit a given day pattern. Then, for the selected period in the master schedule, it creates the appropriate number of study hall sections that occur on each day in the day pattern.

Click **Add** for each day pattern you want to identify. Click **Modify** or **Delete** to edit or remove a day pattern.

10. Click the “Create” button to begin processing. When the process completes, the results of the Study Hall Scheduler will appear on the Results Log page. You may wish to print this page.

11. **\*\*\*IMPORTANT NEW STEP\*\*\*:**

- As a workaround for the known issue which causes the teacher name to not appear on student schedules, select each study hall section(s) just created in the above step, and click “**Submit**”:

**PowerScheduler > Courses > select the study hall course > click on the Sections tab > click on the section number > in the assigned Teacher field, select the correct teacher name from the list, then scroll to the bottom of the page > click **Submit**. Repeat for any other study hall sections created by the auto study hall scheduler you are running.**

12. Repeat the above steps 7-9 for the remaining periods in Semester 1.

13. Run the automated study hall scheduler for each period in Semester 2.