

Elementary Scheduling

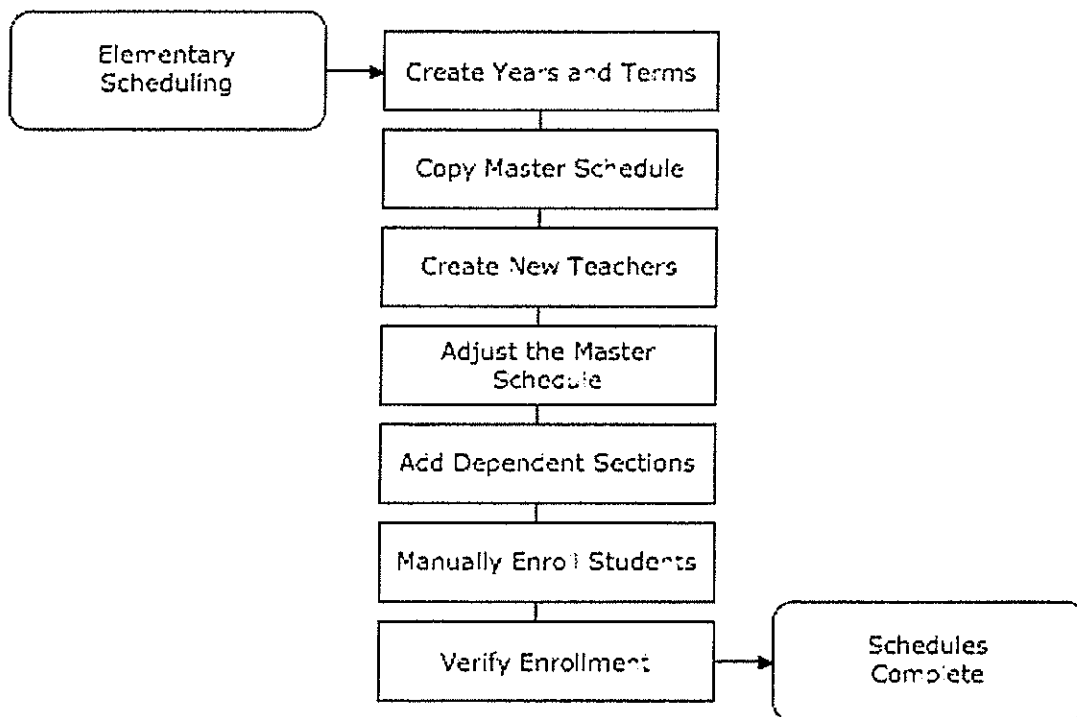
Elementary Scheduling

Learn how to set up and manage the different features of elementary scheduling. In this course, you will:

- Create years and terms
- Copy the master schedule
- Add new teachers
- Use dependent sections
- Enroll students in class

Elementary Scheduling Workflow

Work on the active side of PowerSchool to create your master schedule, and then schedule your students. This workflow shows the steps in the process:



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Creating Years and Terms

First, create years and terms for the next school year. You cannot perform the scheduling process until you complete this step. Keep in mind that you must enter accurate dates prior to the start of the school year.

1. On the Start Page, click **School**
2. Below Scheduling, click **Years & Terms > New**

		Example Entry
Name of School Year	2001-2002
Abbreviation	01-02
First Day of School (MM/DD/YYYY)	08/23/2001
Last Day of School (MM/DD/YYYY)	06/05/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

Submit

3. Enter the name, abbreviation, and first and last days of the school year, and click **Submit**

New

Year	Abbrev.	1st Day	Last Day	Edit Terms
	05-06	08/23/2005	05/31/2006	
	06-07	08/23/2006	05/31/2007	
	07-08	06/01/2007	05/30/2008	
	08-09	06/01/2008	05/30/2009	
	09-10	06/01/2009	05/29/2010	
	10-11	05/31/2010	05/28/2011	
	11-12	05/30/2011	05/25/2012	

Note: This list of school years applies to Washington Elementary only.

4. Click **Edit Terms > New**

Also, click Edit Terms to modify existing terms.

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Field	Value
Name of Term	_____ (example: Q1)
Abbreviation	Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	_____ (MM/DD/YYYY)
Last Day of Term	_____ (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?	$\frac{1}{2}$ $\frac{1}{4}$
Import File Term #	_____
	0



5. Define terms sequentially from largest to smallest

For example, create the year, then all the semesters, then all the quarters. Failure to create the terms in sequential order results in an incorrect internal term ID. Enter the name, abbreviation, and first and last days of the term.

6. Define what fraction of the school year the term represents, and click **Submit**
7. Repeat steps 4-6 to define all the terms for the schedule year

Once you define all the terms, the hierarchy looks like this:



05/30/2011 - 05/25/2012

05/30/2011 - 12/03/2011

12/04/2011 - 05/25/2012

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Copying the Master Schedule

If you're creating student schedules on the live side manually, you will either build your master schedule manually or you will copy a master schedule that you used previously. After copying your master schedule, complete your school calendar setup by navigating to School > Automated Calendar Setup.

1. On the Start Page, click **System > Copy Master Schedule**

This function will duplicate the entire master schedule from one year into another.

Option	Value
School	Washington Elementary
Source year (the school year that the master schedule is being copied from)	2010-2011
Target year (the school year that the master schedule is being copied to)	2011-2012
Confirm (click the checkbox to confirm that you want to proceed.)	<input type="checkbox"/>

Submit

2. From the "Source year" menu, choose the year from which you want to copy the master schedule
3. From the "Target year" menu, choose the year you want to copy the master schedule to
4. Select **Confirm**
5. Click **Submit**
6. Navigate back to the Start Page
7. Click **School > Years & Terms**

Keep in mind that when you copy a master schedule, the application renames it.

8. Select the current year
9. Enter a new name and abbreviation for the school year
10. Click **Submit**

Copying the master schedule in the same school saves time and minimizes errors. The copied schedule information also includes the final grade setup information. The Master Schedule System Report provides a starting point for making schedule changes.

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Adding New Teachers

Add an entry for every teacher who instructs at least one course at your school. Then assign teachers to the courses they will teach. Keep in mind that to schedule a teacher, you must add him or her to PowerSchool.

1. On the Start Page, click **New Staff Entry**

Name (Last, First MI)	<input type="text"/>
Preferred Name	<input type="text"/>
Email Address	<input type="text"/>
Title	<input type="text"/>
Gender	<input type="text" value="!"/>
Ethnicity	<input type="text" value="!"/>
ID *	<input type="text"/>
Homeroom	<input type="text"/>
School	Washington Elementary
Lunch ID	<input type="text"/>
Home Phone #	<input type="text"/>
School Phone #	<input type="text"/>
Street	<input type="text"/>
City, State, Zip	<input type="text"/>
SSN	<input type="text"/>
DOB	<input type="text"/>
Staff Status	Not Assigned !

* Required



2. Enter the staff member's name, and then complete the applicable fields

You may not be required to complete all the fields, but usually you will add phone numbers, a home address, a social security number, and a date of birth.

3. Enter an ID number for each new staff entry
4. From the Staff Status menu, choose **Teacher**

To make searching for and selecting staff members easier, choose a status.

5. Click **Submit**

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Adjusting the Master Schedule

Now you're working with the new-year schedule. For most elementary schools, a manual change means assigning a new teacher to a former teacher's sections when the former teacher isn't returning for the upcoming school year. Once you add the new teacher, reassign the former teacher's sections to the new teacher. You may also want to make minor changes to the master schedule you copied. For example, you may want to move a course section or create a new course section.

To modify the master schedule:

1. On the Start Page, click **School**
2. Below Scheduling, click **Sections**
3. Click the course for which you want to adjust a section
4. Click the section number you want to adjust

Field	Value
Course Name	Homeroom
Course Number	HR
Term	2011-2012
	Expression: 1(A)
	A
	1 <input checked="" type="checkbox"/>
	2 <input type="checkbox"/>
	3 <input type="checkbox"/>
Schedule	4 <input type="checkbox"/>
	5 <input type="checkbox"/>
	6 <input type="checkbox"/>
	7 <input type="checkbox"/>
	8 <input type="checkbox"/>
Teacher	Emery, William K
Room	25
Section Number*	1

5. Enter or edit information in the Teacher, Period, Schedule, or Room fields, as needed
6. Click **Submit**

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Using Dependent Sections

Set up dependent sections for a course section so that when you enroll students in to one section, the system enrolls them in to the dependent sections automatically. For example, when you enroll students in to a Homeroom section, and the system will enroll them in to the dependent Math, English, Science, and Reading sections.

To add dependent sections:

1. On the Start Page, click **School > Sections**
2. Click the course for which you want to adjust a section
3. Click the section number you want to adjust
4. Scroll to the Dependent Sections field

District Where Taught

(Enter District ID If Taught At Different District.

0

Otherwise, Leave Blank.)

School Where Taught

(Enter School ID If Taught At Different School.

0

Otherwise, Leave Blank.)

Dependent Sections

(course.section, course.section, etc.)

EL401.emery,EL402.emery,EL403.emery
,EL404.emery,EL1000.emery,EL2000.em
ery,EL3000.emery

5. Enter all the other sections that the selected students must be enrolled in

Separate section numbers with a comma. For example: EL401.emery, EL402.emery,
EL403.emery.
6. Click **Submit**

Mass Enrolling Students Manually

Mass enroll a specific group of students into a certain section.

1. On the Start Page, click the grade level you want

For example, click **5** to work with the entire 5th grade.
2. From the menu, choose **Select Students By Hand**

Normally you don't mass enroll an entire grade level into the same class. Use the "Select Students By Hand" group function to hand pick the students you want to enroll in the class. If you want to enroll an entire grade level, skip this step and choose **Mass Enroll in Classes** from the "Select a function for this group of students" menu.

3. Hold down the **Control** key (PC) or **Command** key (Mac), and select the students to mass enroll

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4. Verify that the "Keep selected students" option is selected

Use the "Remove selected students" option if the majority of the 5th-grade students need the class. Select the few students who don't need the class, and remove them from the group.

5. Click **Functions > Mass Enroll**

Mass enroll the selected students into which class?

Select a teacher... : | : | (course.section)

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

Enrollment date. 09/13/2011

Submit

6. Do one of the following:
- a. Choose the teacher and the period in which you want to mass enroll the selected students
 - b. Enter the course and section information in the blank text box
7. Enter the date the students will begin the class in the Enrollment date field
8. Click **Submit**

Repeat these steps for every class if you are not using dependent sections.

Verifying Enrollment

After you finish mass enrolling the students, you'll want to verify the enrollment numbers. Verify the roster for every section, especially if you use dependent sections.

1. On the Start Page, click **School**
2. Below Scheduling, click **Sections**
3. Click the course name, for example, select **Homeroom**
4. Click the size of the section to view the students enrolled in that section

New

Exp	Sec #	Term	Teacher	Rm	Size
				25	
				32	
				33	
				26	
				27	
				28	

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5. Click **Make this the current selection of students**

Emery, William K	Exp. 1(A)	Homeroom
1.	11.	
2.	12.	
3.	13.	
4.	14.	
5.	15.	
6.	16.	
7.	17.	
8.	18.	
9.	19.	
10.	20.	

Click the "Current student selection" number

6. Click the first student's name
7. Below Scheduling, click **List View**

Exp Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
1(A)	11-12 HR-Emery	Homeroom	Emery, William K	25	05/30/2011	05/25/2012
2(A)	11-12 EL401-Emery	4th Grade English	Emery, William K	25	05/30/2011	05/25/2012
3(A)	11-12 EL402-Emery	4th Grade Math	Emery, William K	25	05/30/2011	05/25/2012
4(A)	11-12 EL403-Emery	4th Grade Social Studies	Emery, William K	25	05/30/2011	05/25/2012
5(A)	11-12 EL404-Emery	4th Grade Science	Emery, William K	25	05/30/2011	05/25/2012
6(A)	11-12 EL2000-Emery	Art	Hershey, Kathleen	Art Room	05/30/2011	05/25/2012
7(A)	11-12 EL1000-Emery	General Music	Kim, Sung Lee L	Music Room	05/30/2011	05/25/2012
8(A)	11-12 EL3000-Emery	Physical Education	Williams, Rachel	Gym	05/30/2011	05/25/2012

8. Verify that the dependent sections are listed on the student's schedule
9. At the top of the student pages menu, click the forward arrow located next to List to view the next student's schedule

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Printing Class Rosters

Use the Class Rosters report to create a PDF that displays student information for the teacher or teachers you select. The Class Rosters report pulls data from PowerSchool.

When setting up the report, you can save time in the future by copying and pasting text you enter in the "Heading text" and "Roster columns" fields into a word-processing document. Then, instead of retyping the text each time you want to change the class roster, you can copy the text from your document and paste it back into the class roster.

Another way to print a quick roster is to use the Print icon on the Teacher Schedule page.

Create a Class Roster

Format a class roster report, and run the report for 1st period.

1. On the Start Page, click **System Reports > Class Rosters (PDF)**
2. Select a teacher's name, or hold down the **Ctrl** key (PC) or **Command** key (Mac), and select multiple teachers' names
3. Select Period 1 for both A and B days
4. Include students who are currently enrolled in the class
5. Use the default values for the heading format fields
6. Enter the following information in the Heading text field:

```
Teacher: ^(teachername)
Room: ^(room)
Course Name: ^(coursename) ^(expression)
Number of students enrolled: ^(no_of_students)
Maximum seats available: ^(maxenrollment)
```

7. Use the default values for the column format fields
8. Enter the following information in the Roster Columns field:

```
^(count)\#\ .5\C
Lastfirst\Name\1.75\L
Grade_level\Grade\ .5\C
```

9. Use the default values for the remaining fields
10. Click **Submit**
11. View the completed report from the Report Queue (System) page