

Elementary School Scheduling

The live-side scheduling process in PowerSchool creates the master schedule and enrolls students into classes to create student schedules. The master schedule includes sections, teachers, rooms, facilities, departments etc.

The live-side scheduling option is appropriate for schools with a master schedule that is consistent from year to year and a small number of classes/students that enables efficient manual scheduling. This option is often used by elementary schools.

Live-Side Scheduling Steps

Copy Master Schedule>Setup School Calendar>Add New Staff>Edit Master Schedule>Enroll Students

Copy Master Schedule

From the School: System>Copy Master Schedule

Welcome, Sue Hall | Help | Sign Out
School: Lorain County Early Learning Center Term: 16-17 Year

Start Page > System Administrator > Copy Master Schedule

Copy Master Schedule

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

Option	Value
School	Lorain County Early Learning Center
Source year (the school year that the master schedule is being copied from)	2015-2016
Target year (the school year that the master schedule is being copied to)	2016-2017
Clear existing scheduling terms in the destination school year	<input type="checkbox"/>
Select the checkbox to confirm that you want to proceed.	<input checked="" type="checkbox"/>

Submit

Select the source year (2015-2016) and the target year (2016-2017). Do not check the box “clear existing terms”. Check the “confirm” box. Submit. This function will copy all courses and sections, including teachers to the 2016-17 school year.

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Setup School Calendar

From the building level: School Setup>Calendar Setup after you have copied the master schedule.

Note: If you run the Copy master Schedule function *after* you have setup the school calendar, PowerSchool will reinitialize your calendar and clear any cycle days and bell schedules designations throughout the year.

All calendar days marked as “in session” days should be assigned a membership value (usually 1), a cycle day, and a bell schedule. This will help prevent scheduling and attendance issues throughout the year.

Note: The EMIS person will complete the planned days off EMIS types. Only days off need to be indicated in this section.

Calendar Setup - 2016-2017

August 2016													
8/16 9/16 10/16 11/16 12/16 1/17 2/17 3/17 4/17 5/17													
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session						Type	EMIS Type	Note
					A	B	C	D	E	F			
Mon, Aug 29	A Day	ELC Bel Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Tue, Aug 30	A Day	ELC Bel Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Wed, Aug	A Day	ELC Bel Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Setup Calendar According to a Pattern

You may wish to use the automated calendar setup. To do so, click on “setup calendar according to a pattern”. For elementary schools that have a consistent day to day schedule (not including specials such as music, art, PE), using the simple setup mode will be sufficient.

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Automated Calendar Setup

Auto Calendar Setup will set an entire range of days in the calendar to follow a specific pattern.

Modify Calendar

Dates to Affect

First Date to be Changed: *

Last Date to be Changed: *

Setup Mode: Simple Advanced

Weekdays Setup

Setup a pattern to be applied to all days Sunday through Saturday.
All calendar fields, including those left blank, will overwrite existing data between the start and end dates specified above.

Day of Week	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session						Type	Note
					A	B	C	D	E	F		
Sunday			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Monday	A Day	ELC Bell Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Tuesday	A Day	ELC Bell Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Wednesday	A Day	ELC Bell Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Thursday	A Day	ELC Bell Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Friday	A Day	ELC Bell Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Saturday			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Enter the first day and last day in the “Dates to Affect”. Select a cycle day, a bell schedule for each day Monday through Friday. Check “in session” and assign a membership value of 1 for each day Monday through Friday. Check each box (A-F) for “Tracks In-Session”. Click submit and verify that all of your days Monday-Friday are marked with a cycle day, bell schedule, in session check membership value of 1 and “Tracks In-Session” checked.

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Create New Teachers

In order to associate sections with new teachers for the upcoming school year, add the teachers to PowerSchool using the **New Staff Entry** function.

The screenshot shows a web form titled "New Staff Member". The form contains the following fields and values:

Name (Last, First MI)	Mouse * Minnie * M
Preferred Name	Minnie
Email Address	minnie.mouse@ohconnect.org
Title	Kindergarten Teacher
Gender	Female
Ethnicity	
ID	123456 *
Homeroom	101
School	Lorain County Early Learning Center
Lunch ID	
Home Phone #	
School Phone #	
Street	
City, State, Zip	
SSN	
DOB	MM/DD/YYYY
Staff Type	Teacher

A "Submit" button is located at the bottom right of the form.

Name and ID (must be unique) are the required fields, however, for the teacher to show in the “teacher schedules” from the home page in PowerSchool, the staff type must be marked as teacher. Also, teacher email is now necessary for other state requirements such as KRA and ELA logins, and Roster Verification. After creating the teacher, setup can be completed on the security settings screen designating the school access and gradebook preferences.

Creating New Courses

Add new courses to PowerSchool at the building or district level:

Setup>Courses and click on add new course. If a course is offered at multiple buildings setting the course up at the district level is the best option. New courses must be associated with the course catalog at the building level.

Elementary School Scheduling

PowerSchool welcome, Joe Hall | help | log out

School: District Office Term: 16-17

Start Page > District Setup > Courses > New Course

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry
- Ohio Student Contacts

New Course

Course Name

Course Number

Alternate Course Number

Associate Course with Schools		
Name	Abbr.	School Number
Bay High School	BHS	1792
Bay Middle School	BMS	1800
Westerly Elementary School	WES	40626
Normandy Elementary School	NES	27359
Bay Village Electronic	GCS	43547
Graduated Students	Graduated Students	999999

Available School Years	
Year	
2016-2017	<input type="checkbox"/>
2015-2016	<input type="checkbox"/>
2014-2015	<input type="checkbox"/>
2013-2014	<input type="checkbox"/>
2012-2013	<input type="checkbox"/>
2011-2012	<input type="checkbox"/>
2010-2011	<input type="checkbox"/>
2009-2010	<input type="checkbox"/>
2008-2009	<input type="checkbox"/>
2007-2008	<input type="checkbox"/>
2006-2007	<input type="checkbox"/>

New courses must have applicable district and Ohio State reporting field complete. Contact the EMIS coordinator regarding the setup of these fields.

Credit Hours

Maximum Credit Hours

CIP Code Vocational Class

Credit Type (no spaces)

Default Maximum Enrollment

Course Notes

Grade Scale

GPA Added Value Points (usually zero)

Exclude From Storing Final Grades
Use for Courses that are not graded so blank records are not stored with final grades.

Exclude from GPA? Include Exclude

Exclude from Class Rank? Include Exclude

Exclude from Honor Roll? Include Exclude

Use The Course For Lunch

Exclude On Report Cards/Transcripts

CONNECT
Connecting you with Technology

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Elementary School Scheduling

OHIO STATE REPORTING INFORMATION	
Exclude from EMIS Course Reports	<input type="checkbox"/>
Educator Search	
Certification and Licensure Search	
CTA/CBI Course/No Students	No
Subject Codes (See Appendix C)	(Subject Code List)
Course Level (Not required for CTAE courses)	(*) Not Applicable
Semester Code	(3) All year
Length of Scheduled Instruction	180
Location IRN	123456
Subject Area for Credit	(ENG) English credit
Language Used in Teaching Course	(E) English
CTE College Credit	(N) No, the course is not a CTE College Credit Course
Curriculum	(OT) Curriculum Not Specifically Covered By Another Option
Delivery Method	(FF) Face to Face Classroom Instruction
Educational Option	(NO) Not an Educational Option Course
Student Population	(RG) Regular/General Students K-12
CORE Area Code	(MTO) Mathematics units Other than Algebra II or Equivalent
Credit Flexibility Code	(N) Not Credit Flex
Highly Qualified Teacher	[Select Option]
Highly Qualified Teacher IRN	
Staff Provider IRN	
Dual Credit	(N) Not a Dual Credit Course
Block Scheduling	Not Block Scheduled

Adjust Master Schedule

After completing the steps above, a master schedule will be available for the new school year. The master schedule is a “rough draft” of the schedule for the year. It is common to make modifications in order to create a finished master schedule, such as adding new sections or adding new teachers. To prevent scheduling issues, make changes to the master schedule before enrolling students into sections.

To add sections:

From the building level go to Setup>Sections.

Sort by number or name

PowerSchool

Start Page > School Setup > Sections

Sections

Use the navigation pane on the left to work with the sections listed.


- Click the Number link to sort the list according to section number.
- Click the Name link to sort the sections alphabetically.
- Click a section name to view information about the course.

Note: Only authorized users may edit information about the section.

ART3 Art 3
ART4 Art 4
MATHFACT3
Basic Facts 3
MATHFACT4
Basic Facts 4
HRGR3 Homeroom 3
HRGR4 Homeroom 4
630501
K12 INTL Programming II - JAVA
LNGART3
Language Arts 3
LNGART4
Language Arts 4
LRNBEHV3
Learning Behaviors 3
LRNBEHV4
Learning Behaviors 4
MATH3 Math 3
MATH4 Math 4
MUSIC3 Music 3
MUSIC4 Music 4
PE3
Physical Education 3

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Click on the course number then click on “new”.


Welcome, Joe Hill

School: Westerly Elementary School

Start Page > School Setup > MATH3 Math 3

MATH3 Math 3

New

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
4(A)	2	16-17	Ramirez, Nikole L	20	0	
4(A)	6	16-17	Baldwin, Heather	17	0	
4(A)	8	16-17	Stewart, Tracie S	21	0	
4(A)	1	16-17	Carney, Jennifer A	18	0	
4(A)	7	16-17	Holinek, Katherine	19	0	
4(A)	3	16-17	Fisher, Martha	11	0	
4(A)	12	16-17	Stansbury, Shawn M	Life Skill	0	
4(A)	9	16-17	Thomas, Kristen M	16	0	
4(A)	5	16-17	Baldwin, Heather	17	0	

Make all students listed above the current selection

Enter minimally required fields: expression, teacher (and co-teacher if applicable), section #, term, and gradebook type.

Edit Section

Field	Value																																
Course Name	Math 3																																
Course Number	MATH3																																
Schedule	Expression: <table border="1" style="margin-left: 20px; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 30px;">A</th> <th style="width: 30px;">B</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td></tr> <tr><td>7</td><td><input type="checkbox"/></td></tr> <tr><td>8</td><td><input type="checkbox"/></td></tr> <tr><td>9</td><td><input type="checkbox"/></td></tr> <tr><td>10</td><td><input type="checkbox"/></td></tr> <tr><td>11</td><td><input type="checkbox"/></td></tr> <tr><td>12</td><td><input type="checkbox"/></td></tr> <tr><td>13</td><td><input type="checkbox"/></td></tr> <tr><td>14</td><td><input type="checkbox"/></td></tr> <tr><td>15</td><td><input type="checkbox"/></td></tr> </tbody> </table>	A	B	1	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9	<input type="checkbox"/>	10	<input type="checkbox"/>	11	<input type="checkbox"/>	12	<input type="checkbox"/>	13	<input type="checkbox"/>	14	<input type="checkbox"/>	15	<input type="checkbox"/>
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Elementary School Scheduling

The screenshot displays a web interface for scheduling. At the top, it shows the 'Term' as 2016-2017, with a 'Start Date' of 08/29/2016 and an 'End Date' of 06/09/2017. Below this, there are sections for 'Teacher - Section Lead' and 'Teachers/Staff - Additional', each with an 'Add' button and a message 'No records found.'. The main form area includes fields for 'Gradebook Type' (set to PTG), 'Room', 'Section Number*', 'Grade Level', 'Current Enrollment' (0), and 'Maximum Enrollment' (0). There are also fields for 'District Where Taught' and 'School Where Taught'. The 'Dependent Sections' field contains the text '05Lang.1,05Read.1' and is highlighted with a red box and an arrow pointing to it from the text 'Enter Dependent Sections'. A 'Program' dropdown menu is at the bottom, with a note '(may be overridden by course setting)'.

Add Dependent Sections

The **dependent sections** function is an optional feature on the **Edit Sections** page. Dependent sections are used to associate one section with another, requiring students to enroll in both, i.e. one section is dependent on another. For example, students may be required to enroll in reading comprehension if they are enrolled in writing. Enter dependent section in course.section format, comma separated. Oftentimes, elementary school will set up homerooms using the home_room field, and then enroll students in a given homeroom to one course with a list of dependent sections for classes that move as a group throughout the day.

Enroll Students

Select students. Using the group function “mass enroll”, enter the course number and section (if using dependent sections, enter the “mother” section).

Elementary School Scheduling

Start Page

Ohio-Specific Legacy Custom Field Migrations have not been completed. State Pages and Reports will not function properly! Please contact your district PowerSchool Administrator for more information.

Students Staff Parents

grade_level=4 Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 M F All Stored Searches Stored Selections

Current Student Selection (268)

Student	Student Number	Grade Level	School
Aikinson, Andy G	362322	4	AGES
Alfonso, Scott	362371	4	AGIS
Alfred, Kathleen N	356108	4	AGIS
Anderson, Michael	400442	4	AGIS
Aust, Joseph B	362625	4	AGIS
Avery, Kylee	362627	4	AGIS
...

<< < 1 2 3 > >>

Select By Hand Mass Enroll [?]

What's New

Enter course.section.

Mass Enroll

Enroll currently selected 268 students into a section:

Quick Enroll

Course.Section
EL3100.1

Filter By

Period: All Term: All Teacher: All Day: All Grade: All Credit Type: All Course: Show only classes with available seats: Off Search

IMPORTANT! Enter the first day of the course enrollment using the edit date function.

PowerSchool

Welcome, Susan Hall Help Sign Out

School: District Office Term: 15-17 Year

Start Page > Special Functions > Group Functions > Mass Enroll > Mass Enroll Preview

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- ...

Mass Enroll Preview

Entry Date: 08/01/2016

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
	EL3100	1				Section not found

Student Enrollment Summary:

Student Number	Action
362322	None
362371	None
356108	None
400442	None

Change Entry Date

Date: 8/31/2016

Elementary School Scheduling

Verify Enrollment

After enrolling students, verify the enrollment by navigating to the course section and viewing the roster.

Class Roster: Exp. 13(A) Spanish 3

Teach: [Redacted] Course Section: SPANISH3.1

Detailed View: Off

<input checked="" type="checkbox"/> Select All				
1. <input checked="" type="checkbox"/> B [Redacted]	5. <input checked="" type="checkbox"/> Bu [Redacted]	9. <input checked="" type="checkbox"/> E [Redacted]	13. <input checked="" type="checkbox"/> F [Redacted]	17. <input checked="" type="checkbox"/> G [Redacted]
2. <input checked="" type="checkbox"/> B [Redacted]	6. <input checked="" type="checkbox"/> Ca [Redacted]	10. <input checked="" type="checkbox"/> E [Redacted]	14. <input checked="" type="checkbox"/> F [Redacted]	18. <input checked="" type="checkbox"/> G [Redacted]
3. <input checked="" type="checkbox"/> B [Redacted]	7. <input checked="" type="checkbox"/> Ch [Redacted]	11. <input checked="" type="checkbox"/> E [Redacted]	15. <input checked="" type="checkbox"/> F [Redacted]	19. <input checked="" type="checkbox"/> G [Redacted] h
4. <input checked="" type="checkbox"/> B [Redacted]	8. <input checked="" type="checkbox"/> Dw [Redacted]	12. <input checked="" type="checkbox"/> E [Redacted]	16. <input checked="" type="checkbox"/> F [Redacted]	20. <input checked="" type="checkbox"/> G [Redacted]