Load Only User Guide

PowerSchool
Student Information System

PowerSchool

Document Properties

Copyright	© 2004 Apple Computer, Inc. All rights reserved. This document is the property of Apple Computer, Inc. and is for reference only. It is not to be reproduced or distributed in any way without the express written consent of Apple Computer, Inc. Other brands and names are the property of their respective owners.
Owner	Technical Communication and Documentation
Last Updated	8/10/2004
Version	4.0

Please send comments, suggestions, or requests for this document to **manuals@powerschool.com**. Your feedback is appreciated.

Contents

Introduction

Use PowerSchool Help to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work. However, before you can begin using PowerSchool, the PowerSchool administrator at your school must set up the system and import the data from your previous system. Once those steps are complete, you can start using PowerSchool. Use PowerSchool Help to assist you in navigating in PowerSchool.

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

There are user guides available that include the same information as PowerSchool Help for each major release of PowerSchool. These user guides include instructions for certain user roles, though these roles will vary depending on your school or district's circumstances. For the most recent version of the printable guides, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/documentation/userguides/**. This URL is case-sensitive.

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

You are encouraged to read each section of the help that pertains to you. While the introductory sections build a foundation of knowledge that you will use every time you log on to PowerSchool, the remaining sections are independent of each other and can be read in any order. However, if you have never used PowerSchool before, it will be most helpful if you start with the section "**Introduction to PowerSchool.**" Whenever you read this guide, keep the following points in mind:

- The actions you can perform in PowerSchool depend on your job responsibilities and subsequently on your level of access to PowerSchool. Some users only have viewing rights to some pages. Others can view or edit any page. Still other users can view or edit any page, and create new ones as well. Finally, some pages are view-only for everyone. This guide outlines viewing, editing, and creating options for most pages. Depending on your needs and your level of access, only certain options will be applicable and available to you. If you find that your work requires a greater level of access, contact the system administrator at your school.

- Almost all of the activities described in this guide begin by selecting the appropriate student or group; thus, it is imperative that you understand how to search for and select a student. For detailed instructions on how to do this, refer to the section "**Search and Select**."

- The school and student records used in this guide differ from those displayed on your page as you work. You will work with real data based on student records at your school. The graphics in this guide are only examples.

- In PowerSchool, different pages provide some of the same information because you view the same data from a different place each time. If you add, change, or delete data on one page, it will be added, changed, or deleted on other pages that contain the same field(s) of data.

- The reporting features described in this guide are some of the most important you will use in the system. A PowerSchool report is a statement of student or staff records that is produced for viewing or printing and can include information text in addition to the report listings. PowerSchool reports include report cards, lists of class schedules, lunch balance sheets, mailing labels, lists of current staff members, and attendance records.

- Use PowerSchool to create numerous types of reports that pull selected data quickly and easily. Select from a list of pre-configured reports that have preset parameters or create a custom report to include parameters needed for a specific task. You should read the sections "**Custom Reports**" and "**Pre-Configured Reports**" before creating a report.

Legend

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

- It is easy to identify notes because they are indented and prefaced by the text **Notes:**.

Audience

This document is intended for school administrators, office staff, registrars, and counselors.

Prepare to Load

When to Load Only Student Schedules

Use the "load only" procedure if you already have a master schedule and need to load student schedules only. It is relevant for schools that meet any of the following criteria:

- Built a master schedule manually
- Copied a previous year's master schedule
- Plan to copy a previous year's master schedule

Because every situation is different, there is some flexibility as to which steps an individual school will need to perform. It is important to understand each step and know how to make adjustments when necessary. Do not perform a step if you are not sure that you should.

The process of loading only student schedules includes preparing to load, loading, and committing schedules. This process assumes that you have entered student course requests but not done any other preparation for preparing to build a master schedule.

Load Only: Schedule Setup

When loading student schedules, you must first define the school year, terms, and days that school is in session. Then, create a build scenario into which you can copy an existing master schedule. Finally, verify that these setup procedures are performed correctly.

How to Define a Schedule Year and Terms

For scheduling purposes, you need to define the upcoming school year and its associated terms.

Note: If you are working with a copy of a previous year's master schedule, the terms will remain the same as they were in that schedule.

It is important to enter the terms sequentially. For example, first create the school year, and then create Semester 1 and Semester 2.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Years & Terms from the PowerScheduler menu. The Schedule Years & Terms page appears.

Schedule Years & Terms
Build: 03-04 First Try   Catalog: 03-04 First Try

New

Year	Abbrev.	1st Day	Last Day	Edit Terms
2003-2004	03-04	8/25/2003	5/25/2004	Edit Terms

Note: This list of school years applies to High School only.

3. Click New. The Create New Schedule School Year page appears.

Create New Schedule School Year

			Example Entry
Name of School Year	2004-2005		2002-2003
Abbreviation	04-05		01-02
First Day of School	8/23/2004	(MM/DD/YYYY)	08/23/2001
Last Day of School	5/30/2005	(MM/DD/YYYY)	06/05/2002

Submit

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

Field	Description
Name of School Year	Enter the name of the school year, such as 2002-2003.
Abbreviation	Enter an abbreviation for the school year, such as 02-03.
First Day of School	Enter the first day of school for this academic year in MM/DD/YYYY format, such as 08/29/2002.
Last Day of School	Enter the last day of school for this academic year in MM/DD/YYYY format, such as 05/24/2003.

5. Click Submit. The Schedule Years & Terms page displays the schedule year.

6. Click Edit Terms in the row of the appropriate schedule year.

7. On the Term Setup page, click New. The Edit Schedule Term page appears.

Note: Enter the terms sequentially. That is, if your school has terms of two semesters and four quarters, enter them in this order: Year, Semester 1, Semester 2, and then Quarter 1, Quarter 2, Quarter 3, and Quarter 4.

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

Field	Description
Name of Term	Enter the name of this term, such as Semester 1.
Abbreviation	Enter an abbreviation for this term, starting with a letter, such as S1.
First Day of Term	Enter the first day of this term in MM/DD/YYYY format.
Last Day of Term	Enter the last day of this term in MM/DD/YYYY format.

Field	Description
What portion of the school year does this term represent?	Choose the fraction that this term represents within the school year from the pop-up menu. If your school year consists of four terms, choose 1/2. If this term represents the whole school year, choose "Full year."
Import File Term #	Enter an import file term number so that the system can align terms when it imports the master schedule. For example, if your school uses semester and quarter classes, you might state in the import file that all sections of S1 are identified by the number S10203. Enter the same number in this field to map the date.

9. Click Submit. The Term Setup page appears.

How to Define a Day

Define whether your school's schedule will consist of one or two days. If your school's schedule will consist of more than two days, contact PowerSchool Technical Support.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Parameters, choose Days from the PowerScheduler menu. The Edit Days page appears.

Edit Days

ID	Name	Abbreviation
A	A	A
B	B	B

Submit

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

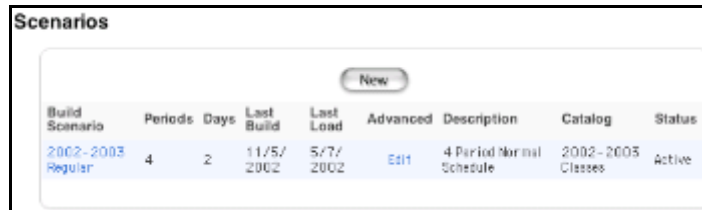| Field	Description
Name	Enter the name of the day.
Abbreviation	Enter an abbreviation for the day name.

4. Click Submit. The Changes Recorded page appears.

How to Create a Build Scenario

You need to create a build scenario. First, define the basic build information, such as the number of terms, days, and periods in your master schedule.
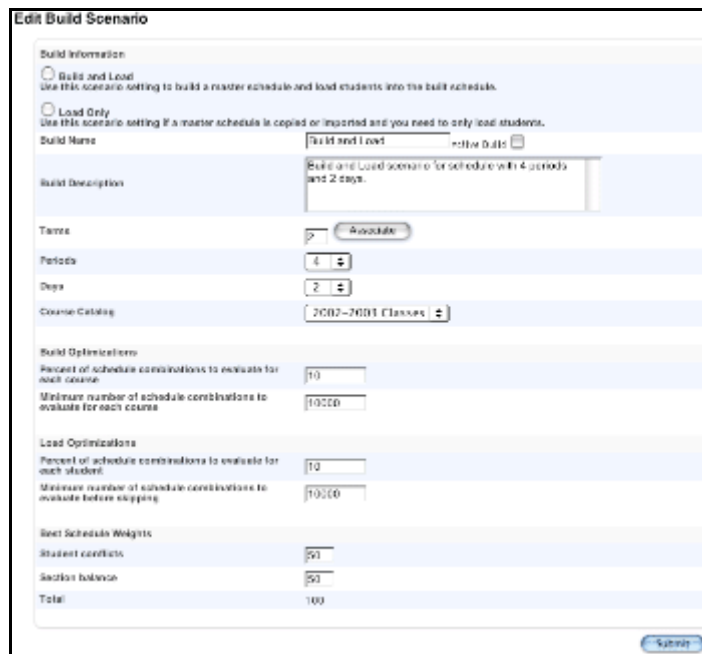
Then, define load optimization parameters to determine the minimum and maximum number of possibilities the system evaluates while loading student schedules with courses.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Processing, choose Scenarios from the PowerScheduler menu. The Scenarios page appears.

3. Click New. The Edit Build Scenario page appears.

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

Field	Description
Build Name	Enter a name for this build scenario. If you are creating several scenarios, use descriptive names so that you can easily distinguish among them.
Active Build	If you are creating only one build scenario, select this checkbox. If you are creating more than one build scenario, select the checkbox for the one you want the system to use to build your master schedule. **Note:** You will only be able to edit the course catalog that is associated with the active build.

Field	Description
Build Description	Enter a description of this scenario.
Terms	Click Associate to select the number of schedule terms you want this scenario to include. The Schedule Term Setup page appears. 1. Select the checkbox(es) in the row(s) that represent the number of schedule terms you want this scenario to include. For example, if you plan to build a two-semester master schedule, select the checkbox in the row of Semester 1 and Semester 2. 2. Click Select.
Periods	Choose the number of periods per day for this build scenario from the pop-up menu. For example, if you are building a block schedule, you might enter 4. If you are building a regular schedule, you might enter 7.
Days	Choose the number of days in this build scenario from the pop-up menu. If the appropriate number of days does not appear, contact PowerSchool Technical Support.
Course Catalog	Choose the course catalog you want the system to use to build this schedule from the pop-up menu. If this is your first time creating a master schedule, do not select this checkbox. The system will automatically generate a course catalog, which you can modify. For more information, see the section "**Course Catalogs**."

5. Use the following table to enter information in the Build Optimizations and Load Optimizations fields:

Field	Description
Percent of schedule combinations to evaluate for each course	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 course. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each course.

Field	Description
Minimum number of schedule combinations to evaluate for each course	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. For courses with few possible combinations to begin with, leaving this number high prevents the system from attempting too few schedule combinations and not being able to fit the course into the schedule.
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.

Note: You can also set build optimizations for a particular course by adding a Course Optimize constraint. This type of constraint takes precedence over the build optimizations you set here. For more information, see the section "**Build Constraints**."

6. Use the following table to enter information in the Best Schedule Weights fields:

Field	Description
Student conflicts	The default value of this field is 50. To have the system give more weight to student conflicts than section balance when confronted with a conflict while building the master schedule, enter a larger number in this field than the Section balance field. **Note:** The numbers in both of these fields must add up to 100.
Section balance	The default value of this field is 50. To have the system give more weight to section balance than student conflicts when confronted with a conflict while building the master schedule, enter a larger number in this field than the Student conflicts field. **Note:** The numbers in both of these fields must add up to 100.

7. Click Submit. The Scenarios page appears.

![PowerSchool]

How to Copy the Master Schedule

If you did not build your own master schedule, you can copy an existing master schedule to use as the foundation for your new master schedule.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Copy Master Schedule. The Copy Master Schedule page appears.

4. Choose the year from which you want to copy the master schedule from the School pop-up menu.

5. Select the checkbox if you want to proceed.

6. Click Submit. The Changes Recorded page appears.

How to Delete the Master Schedule

Delete the current year's master schedule.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Delete Master Schedule. The Delete Master Schedule page appears.

Delete Master Schedule

This function will delete the entire draft Master Schedule.

Option	Value
School	High School
Select checkbox to verify the delete command	☑

Submit

4. Select the checkbox if you want to proceed.

5. Click Submit. The Changes Recorded page appears.

How to Verify Periods

1. On the start page, choose PowerScheduler from the main menu.

2. Under Parameters, choose Periods from the PowerScheduler menu. The Periods page appears.

Edit Periods

ID	Name	Abbreviation	Sort
1	period 1	p1	1 ⬍
2	period 2	p2	2 ⬍
3	period 3	p3	3 ⬍
4	period 4	p4	4 ⬍

Submit

3. Verify that the period names and times are accurate.

Note: If you edit the information, edit the periods and click Submit.

How to Verify the Build Scenario

After you verify the accuracy of your master schedule, make sure that the details of the build scenario you created are accurate.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Processing, choose Scenarios from the PowerScheduler menu. The Scenarios page appears.

3. Click the name of the build scenario you want to use to build your master schedule. The Edit Build Scenario page appears.

4. Verify that the data in the following fields is correct: Build Name, Terms, Periods, Days, and Course Catalog. Make modifications, if necessary.

5. Click Associate next to the Terms field. The Schedule Term Setup page appears.

6. Select the checkbox(es) in the row(s) that represent the number of schedule terms you want this scenario to include. For example, if you plan to build a two-semester master schedule, select the checkbox in the row of Semester 1 and Semester 2.

7. Click Select.

8. On the Edit Build Scenario page, enter comments in the Build Description field to describe this scenario.

9. Click Submit to save any changes. The Scenarios page appears.
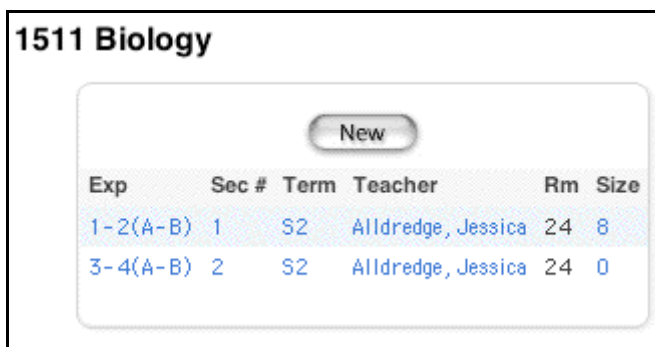
How to Move a Course Section

You probably need to make minor changes to the master schedule you built or copied. For example, you might know from past experience that a particular course section should convene during a different period, or maybe a new teacher will replace one who is retiring.

Delete any courses that are not part of next year's master schedule or that you schedule manually, such as before- or after-school sections. Also, keep in mind that the loading process often runs smoother if you do not include teacher aid, work release, study hall, independent study, or preparation courses in your master schedule.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Schedule, choose Sections from the PowerScheduler menu. The sections menu appears.

3. Click the section you want to move. The Edit Section page appears.

Note: In the Schedule section of the page, you must select a period and term and the appropriate checkboxes.

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

Field	Description
Period	Choose the period during which this course meets from the pop-up menu.

Field	Description
Schedule	Select the checkbox(es) for the periods for the appropriate days on which this section is taught.
	Note: This creates the schedule expression that appears next to the section on several pages.
	The expression must tell the scheduling engine exactly how to schedule the section. For example, your school has a two-day schedule that includes periods 1, 1A, and 1B. A course held during Period 1 meets both A day and B day. A course held during Period 1A meets first period on A day, and a course held during Period 1B meets first period on B day. In this scenario, you would select the A and B checkboxes in the Period 1 row.
Teacher	Choose a teacher from the pop-up menu.
Room	Enter the room name or number in which this section is taught.

5. Click Submit. The [course name] page appears.

How to Map Periods

You must perform period mapping to create expressions and bitmaps for all of your course sections. Mapping only sets the first period to be in the expression. If a section spans two periods, you must set the schedule expression to cover both periods manually.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Period Mapping. The Period Mapping page appears.

4. Choose the new period and new day for each original period from the pop-up menus.

5. Click Submit. The Changes Recorded page appears.

Load Only: Course Information

Automatically generate information into fields on the Course Information page based on the current master schedule. Then, verify the information and set scheduling preferences for each course.

How to Auto Generate Course Information

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Auto Generate Course Information. The Auto-Fill Course Info page appears.

Auto Generate Course Info

This function will generate course information for the current catalog for the following fields

- Number of sections offered
- Valid terms
- Terms per year
- Periods per meeting
- Periods per cycle
- Frequency
- Is This Course a Lab
- Lab Periods per meeting
- Lab Frequency
- Maximum Enrollment
- Schedule this course
- Build type
- Load priority
- Load type
- Balance priority

This function only applies to Apple Grove High School.

Select checkbox to verify the command ☑

Submit

4. Select the checkbox to verify that you want to generate course information for the fields.

5. Click Submit. The Changes Recorded page appears.

How to Verify and Complete Course Information

If you use the auto-generate course information function, the system enters the following information for each course:

- Valid terms
- Terms per year
- Periods per meeting
- Periods per cycle
- Frequency
- Maximum enrollment
- Schedule this course
- Build type
- Load priority
- Load type
- Balance priority

Verify and adjust these values; then enter course scheduling preferences for each course on the Course Information page.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Resources, choose Courses from the PowerScheduler menu. The courses menu appears.

3. Click the name of the course for which you want to define course information. The Course Information page appears.

4. Select the "Allow Student Repeats in the Same Term" or "Allow Student Repeats in Different Terms" checkbox for the appropriate courses.

5. Note the Load Options section of the page.

6. Use the following table to adjust any values in the Load Options section.

Field	Description
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. **Note:** If this course has a Section Link constraint associated with it, you may want to give it the highest load priority to prevent the section link from being broken.
Load Type	Choose whether this is an academic, elective, or alternate course from the pop-up menu. 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.
Balance Priority	Use this pop-up menu to set a secondary priority for the course when loading student schedules. The primary priority is determined by the Load Priority field. The following settings create an additional priority. For example, if you choose Grade from the pop-up menu, the system not only attempts to keep an equal number of students in each section, but also an equal number from all grade levels. The default setting for loading students into the master schedule is Section. Use the pop-up menu to choose one of the following options to ensure a balance of students in each section (optional): • **Section:** When loading students into sections, the system always attempts to keep an even number of

Field	Description
	students among sections.
	• **Gender:** Balanced number of males and females in each section.
	• **Grade:** Balanced number of students from each grade level within each section.
	• **EthnicCode:** Balanced number of students with different ethnic codes within each section.
	• **House:** Balanced number of members from each house within each section.
Use Pre-Established Teams	Select this checkbox if you want the system to reference teams when scheduling students into this course.
Close Section After Max	Select this checkbox if you want the system to stop scheduling students in a section of this course after the enrollment reaches the number you defined in the Maximum Enrollment field.

7. Click Submit.

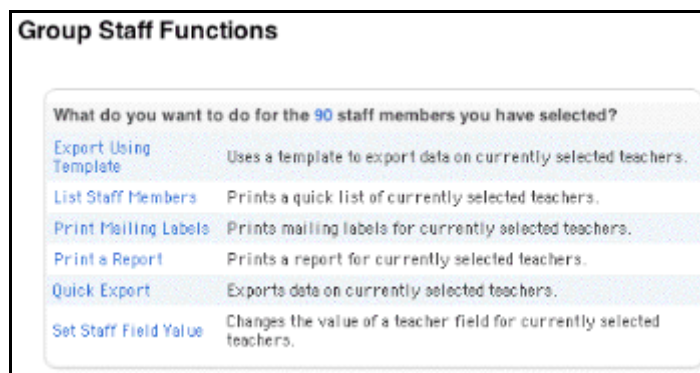# Load Only: Prepare Staff and Students

Prepare staff and student records before loading the master schedule.

How to Prepare Staff

You must verify that you selected the "Use for Scheduling" checkbox for each teacher on the Staff Scheduling Preferences page in the live area of PowerSchool. You can use the Set Staff Field Value function to select the checkbox for all teachers at the same time.

1. On the start page, choose Staff from the main menu.
2. On the Search Staff page, select the group of staff members.
3. Click Functions. The Group Staff Functions page appears.

4. Click Set Staff Field Value. The Teacher Field Value page appears.

PowerSchool

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

Field	Description
Field to Change	Enter the name of the field to be changed. Enter Sched_Scheduled to prepare teachers for scheduling. **Note:** To view a list of field codes, click Field List on the start page.
New Field Value	Enter the new value of the field. Enter true to prepare teachers for scheduling. Put quotation marks around any values that do not perform calculations, such as constant characters or a string of characters.
Clear Field Value	Select this checkbox if you want to remove any existing values for that field.
Do not overwrite existing data	Select this checkbox if you do not want the system to overwrite any existing field values.

6. Click Submit. The Field Value page appears.

Field Value

	199 teachers are selected		
Field To Change	Sched_Scheduled		
New Field Value	"true" Clear Field Value is Off		
Options	Do not overwrite existing data is Off		
	WARNING: This change is irreversible.		
	Last, First	Old Sched_Scheduled	New Sched_Scheduled
3.	Andreasen, Christine	False	true
5.	Aylor, Tyler	False	true
6.	Baerenwald, Patty	False	true
7.	Balistreri, Uli	False	true
8.	Barton, Greta J.	False	true
10.	Bechard, Alicia A.	False	true
12.	Been, Karrie	False	true
14.	Begnoche, Mallory	False	true
16.	Benz, Doug	False	true
18.	Betters, Dave	False	true

7. Click Submit to confirm. Now you can perform a search to find the group with the changed value.
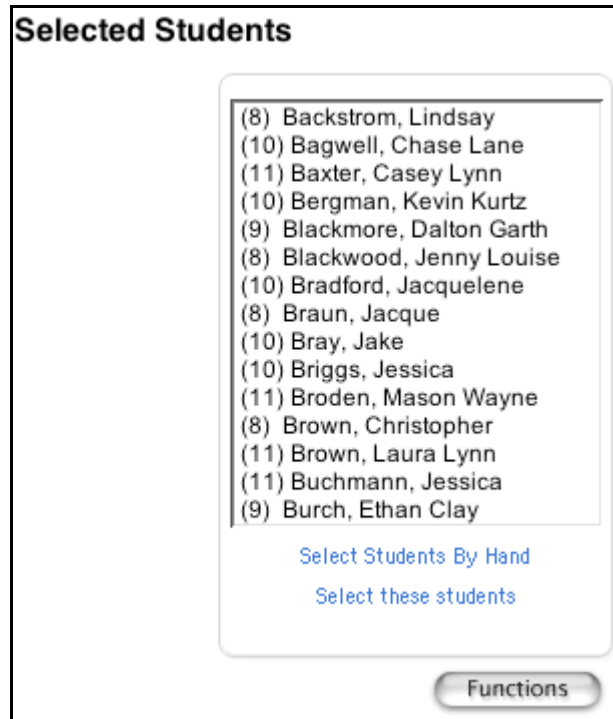
How to Prepare Students

Confirm that the appropriate students are available in your database for scheduling. Before the system can load students into the master schedule, you must enter detailed scheduling information for each student.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.

Scheduling

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

8 9 10 11 12 M F All

3. Enter the name of the student to whom you want to assign a scheduling priority.

4. Click the Search icon. The Selected Students page appears.

Selected Students

(8) Backstrom, Lindsay
(10) Bagwell, Chase Lane
(11) Baxter, Casey Lynn
(10) Bergman, Kevin Kurtz
(9) Blackmore, Dalton Garth
(8) Blackwood, Jenny Louise
(10) Bradford, Jacquelene
(8) Braun, Jacque
(10) Bray, Jake
(10) Briggs, Jessica
(11) Broden, Mason Wayne
(8) Brown, Christopher
(11) Brown, Laura Lynn
(11) Buchmann, Jessica
(9) Burch, Ethan Clay

Select Students By Hand

Select these students

Functions

5. Select the name of the appropriate student. The student's name appears.

6. Choose Preferences from the pop-up menu in the students menu.

Constraints
Demographics
Grad Progress
Matrix
✓ Preferences
Requests
Schedule
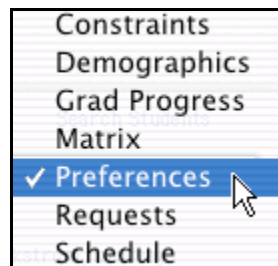
7. Click the student's name. The Edit Scheduling Preferences page appears.

Edit Scheduling Preferences
Briggs, Jessica   10   64011514   HS

Constraints | Demographics | Grad Progress | Matrix | Preference | Requests | Schedule

Required Settings

Next Year Grade   `11`

Priority   `20`

Schedule This Student   ☑

Year of Graduation   `2005`

Next School Indicator   `High School ▾`

Optional Settings

Next Year Building   `           ` [Associate]

Next Year House   `           ` [Associate]

Next Year Team   `  ▾`

                         8452

                                               (Submit)

8. Use the following table to enter information below the Required Settings header:

Field	Description
Next Year Grade	Enter the student's next year grade level.
Priority	Enter a number to indicate the order in which the system should schedule this student during the load process.
	You can assign scheduling priorities to students for the system to follow when loading student schedules. Students can share the same priority.
	For example, if there are more requests than available spots, you might want the system to schedule graduating seniors first because it is their last chance to take the courses they request. If this is the case, assign all twelfth graders a priority of 10, all eleventh graders a priority of 20, all tenth graders a priority of 30, and all ninth graders a priority of 40.
	Note: The lower the number, the higher the priority.

Field	Description
Schedule This Student	Select this checkbox to include the student in the scheduling process.
	If you forget to select this checkbox for a student who has made course requests, the system will be unable to schedule that student.
	Not only do you have to select to include the appropriate students, but also you must exclude graduating students by deselecting this checkbox.
Year of Graduation	Enter the student's year of graduation.
	Note: You do not have to enter a year of graduation for students who are graduating this year.
Next School Indicator	Choose the school the student will attend next year from the pop-up menu.
	Choose Graduated School for students who are graduating this year.

9. Click Submit.

Load Only: Load Students

Once you have a satisfactory master schedule, you can begin fine-tuning student schedules by running a load.

Do not load students into your master schedule until you are satisfied with it. Loading will not have any impact on the structure of the schedule, just on the placement of students within it. Also, do not make manual adjustments to student schedules and then reload students; the system will overwrite all of the changes you made.

Note: PowerSchool recommends you run the first load before you define any load constraints.

How to Run a Load

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Load from the PowerScheduler menu. The Load Student Schedules (step 1) page appears.

Load Schedules
Build: Scenario B   Catalog: AGHS Catalog

Validate

Validate only
(Performs only a validation of the scheduling data for loading) ☐

Load

Load type
(Student schedules may be loaded from scratch.
Existing schedules may be balanced or students
that have already been loaded may be rescheduled)

◉ Full load
○ Balance
○ Reschedule

Close sections at maximum ☐

Use global course substitutes ☐

Use student course substitutes ☐

Execute

3. Select a type of load:

- Full: The system reschedules all students.

  Note: Previously created student schedules or manually adjusted student schedules are deleted.

- Balance: The system adjusts student schedules to help improve the balance of students among sections.

  Note: There is no guarantee that students' schedules will not change.

- Reschedule: The system reschedules only students whose schedules have not been locked.

  Note: You can select this option multiple times.

The Load Student Schedules (step 2) page appears.

- Full

Automatic Schedule Setup

Option	Value
Lowest term level division	Quarters ⬍
Number of periods	7 ⬍
Number of days	2 ⬍

Continue

PowerSchool

- Balance

- Reschedule

UnScheduled Teachers

Term Period Day Description	# of Teachers
Term: S2 Period: 1 Day: 1	2
Term: S2 Period: 1 Day: 2	2
Term: S2 Period: 2 Day: 1	2
Term: S2 Period: 2 Day: 2	2
Term: S2 Period: 3 Day: 1	2
Term: S1 Period: 3 Day: 1	2
Term: S2 Period: 3 Day: 2	2
Term: S1 Period: 3 Day: 2	2
Term: S2 Period: 4 Day: 1	2
Term: S2 Period: 4 Day: 2	2
Term: S1 Period: 5 Day: 1	1
Term: S2 Period: 5 Day: 1	2
Term: S1 Period: 5 Day: 2	1
Term: S2 Period: 5 Day: 2	2
Term: S2 Period: 6 Day: 1	2
Term: S1 Period: 6 Day: 1	2
Term: S2 Period: 6 Day: 2	2
Term: S1 Period: 6 Day: 2	2
Term: S2 Period: 7 Day: 1	2
Term: S1 Period: 7 Day: 1	2
Term: S2 Period: 7 Day: 2	2
Term: S1 Period: 7 Day: 2	2

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

Field	Description
Close sections at maximum.	Select this checkbox to ensure that courses close at their maximum enrollment numbers. **Note:** Do not select this checkbox the first time you do a load. The build itself runs without considering section maximums, so this will let you determine if you can get a little better percentage. Also, doing so will help you focus on students with conflicts.
Use global course substitutes.	Select this checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.

Field	Description
Use student course substitutes.	Select this checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.

5. Click Submit. The PowerSchool Scheduler page appears.

Import Student Schedules

After you load students into schedules, you must import the results in order to display student schedules in PowerSchool.

Note: You must import the load that corresponds with the appropriate build.

If you import schedules that have changed for a student or a group of students after the first import, only the schedules of the selected students will be overwritten. Students schedules that did not change since the last import are not affected.

How to Import Student Schedules

1. On the start page, choose PowerScheduler from the main menu.

2. Under Processing, choose (Q) next to Load from the PowerScheduler menu. The Load Student Schedules Queue page appears.

3. Click Import in the appropriate row in the Results column. The Changes Recorded page appears.

Analyze the Results

When the load finishes, percentages for students with requests, students without conflicts, and total requests satisfied appear on the main Scheduling page.

To display the Scheduling page, choose PowerScheduler from the main menu on the start page. The page displays the following information:

Field	Description
Build Scenario	The name of the build scenario. **Note:** Click the name of the scenario to view or edit its information.

Field	Description
Last Build	The most recent date you built the master schedule for a build scenario.
Last Load	The most recent date you loaded student schedules for a build scenario.
Students With Requests	The total number of students for whom course requests were entered.
Requests Satisfied	The percentage of all primary student course requests satisfied.
Students Without Conflicts	The percentage of students without any conflicts in their schedules.
Status	Indicates if the build scenario is active or inactive.

Load Results Log

Similar to the build results log, the load results log displays the names of students it cannot schedule. It also provides possible reasons the engine did not run properly and alerts you to any potential issues the engine finds.

How to View the Load Results Log

1. On the start page, choose PowerScheduler from the main menu.

2. Under Processing, choose (Q) next to Load from the PowerScheduler menu. The Load Student Schedules Queue page appears.

Load Student Schedules Queue

Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete
Load	True	True	12/3/03 15:45:23	View	Import	View		☐
Load	True	True	12/3/03 15:39:39	View	Import	View		☐
Load	True	True	12/3/03 15:21:42	View	Import	View		☐
Load	True	True	12/1/03 15:26:47	View	Import	View	Adjusted 10th gra	☐
Load	True	True	12/1/03 15:26:22	View	Import	View		☐
Load	False	False		View	Import	View		☐
Load	False	False		View	Import	View		☐
Load	False	False		View	Import	View		☐
Load	False	False		View	Import	View		☐

Submit

> **Note:** Use this page to import the student schedules after being loaded. For more information, see the section "**Import Student Schedules**."

3. Click View in the Results Log column of the appropriate row. The "Results Log for [school name]" page appears.

Results Log for Apple Grove High School

```
Info Engine version: 3.00.72+3
Info Engine platform: Windows
Info Started schedule: Mon, Dec 01 at 15:50:23.
Info You have 15 validation errors.
Info Total run time: 0.16 seconds.
Info Finished schedule: Mon, Dec 01 at 15:50:23.

----------------------------------------
Error The file student does not contain any valid data.
Error The Master file contains an invalid term. The section is 1031-1, the term is .
Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1031-1. This section was dropped.
Error The Master file contains an invalid term. The section is 1031-2, the term is .
Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1031-2. This section was dropped.
Error The Master file contains an invalid term. The section is 1031-4, the term is .
Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1031-4. This section was dropped.
Error The Master file contains an invalid term. The section is 1041-1, the term is .
Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1041-1. This section was dropped.
Error The Master file contains an invalid term. The section is 1521-1, the term is .
Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1521-1. This section was dropped.
Error The Master file contains an invalid term. The section is 1521-2, the term is .
Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1521-2. This section was dropped.
Error The file master does not contain any valid data.
Warning The Request file contains an invalid student. The course is 1031. The request was dropped.
Warning The Request file contains an invalid student. The course is 1031. The request was dropped.
Warning The Request file contains an invalid student. The course is 1031. The request was dropped.
Warning The Request file contains an invalid student. The course is 1031. The request was dropped.
Warning The Request file contains an invalid student. The course is 1031. The request was dropped.
Warning The Request file contains an invalid student. The course is 1031. The request was dropped.
Warning The Request file contains an invalid student. The course is 1031. The request was dropped.
```

If the build stops because of validation errors, the results log displays details about these errors. There are three types of errors:

- Info: These messages are informational, such as "Course [x]: Rescheduled [x] students out of [x] (leaving [x] unscheduled)." These do not prevent a successful load.

- Warning: These are "red flag" messages, such as "The teacher's preferred room is not suitable for the course the teacher is teaching." These do not prevent a successful load.

- Error: These messages are validation errors that must be corrected in order for the engine to run, such as "Invalid valid term found in the Course file (does not match the term length)." These do prevent a successful load.

For more information on validation messages, see the section ""**Build Validation**."

Load Only: Load Constraints

Load constraints restrict the way the system loads students into courses.

PowerSchool contains six types of load constraints you can define. Use each one to constrain student schedules in a specific way. For example, use a Student Preference constraint to force a student to be scheduled in a particular teacher's section.

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.

To view a list of load constraints and the number of each that have been defined for your schedule, choose Load Constraints from the constraints menu.

For more information on load constraints, see the section "**Define Load Constraints**."

Define Load Constraints

You must build your master schedule before you can define load constraints.

Note: To view a list of load constraints and the number of each that have been defined for your schedule, choose Load Constraints from the constraints menu.

To edit or delete constraints, see the section "**Work With Load Constraints**."

How to Add a Balance Adjustment Constraint

Use a Balance Adjustment constraint to preload a course section with a certain number of pseudo students before adding the rest of the students. For example, use this constraint if you have a math class that needs five seats open for SPED students.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.

Load Constraints
    Balance Adjustment
    Student Avoid
    Teacher Avoid
    Student Free
    Section Link
    Student Preference

3. Under Load Constraints, choose Balance Adjustment.

4. On the Balance Adjustment Constraints page, click New. The Edit Balance Adjustment Constraint page appears.

Edit Balance Adjustment Constraint

Option	Value	
Course Number	6401002	Associate
Section Number (optional)		
Teacher	548	Associate
Number of Students	10	

Submit

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

Field	Description
Course Number	Click Associate to select the name of the course you want to balance.
Section Number	Enter the section number of the selected course that you want to balance.
Teacher	Click Associate to select the name of the teacher who instructs this course section.
Number of Students	Enter the number of pseudo students to load into this section to hold seats.

6. Click Submit. The Balance Adjustment Constraints page appears.

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 PowerScheduler from the main menu.

2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
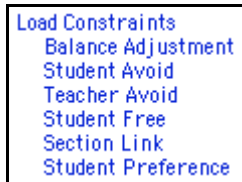
3. Under Load Constraints, choose Student Avoid.

4. On the Student/Student Avoid Constraints page, 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 PowerScheduler from the main menu.

2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
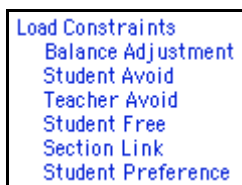
3. Under Load Constraints, choose Teacher Avoid.

4. On the Student/Teacher Avoid Constraints page, 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 PowerScheduler from the main menu.

2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.
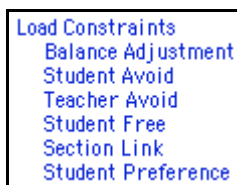
3. Under Load Constraints, choose Student Free.

4. On the Student Free Constraints page, 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 period(s).
Term	Choose the term that this student needs the free period(s) from the pop-up menu.
Schedule	Select the checkbox next to each period in each day that you want to schedule this student to have a free period(s).

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 PowerScheduler from the main menu.

2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.

3. Under Load Constraints, choose Section Link.

4. On the Section Link Constraints page, 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 PowerScheduler from the main menu.

2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.

Load Constraints
 Balance Adjustment
 Student Avoid
 Teacher Avoid
 Student Free
 Section Link
 Student Preference
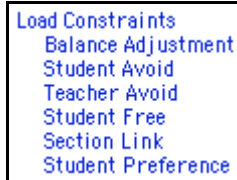
3. Under Load Constraints, choose Student Preference.

4. On the Student Preference Constraints page, click New. The Edit Student Preference Constraint page appears.

Edit Student Preference Constraint

Option	Value
Student	8479 Associate
Course Number	6402008 Associate
Term (optional)	Semester 1
Section Number	01
Teacher (optional)	555 Associate

Submit

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.
Term	Choose the term to which you want this constraint to apply from the pop-up menu (optional).
Section Number	Enter the section number of the course into which you want the student to be scheduled.
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.

Load Only: Post-Load Options

After completing a load, you can do one or more of the following procedures:

1. Accept the results of the load and begin manually adjusting student schedules. Select this option only if you are positive that the master schedule will not change and that student schedules are correct. Verify student schedules to make sure the master schedule is correct.

2. Resolve student conflicts by using or adding alternate course requests if you did not use them in the first load. If your schedule contains alternate student course requests but you did not allow the system to use them, rerun the load and select the substitutes options.

3. Manually adjust student course requests to allow better scheduling. For example, if a student has a course request that is impossible to meet, change it. Repeat this process until you are satisfied with the results.

4. Select the students you want to reschedule. Then, reload student schedules.

If you select option 2, 3, or 4 above, you probably need to reload student schedules. For more information, see the section "**Load Only: Load Students**."

Reload Students

After you make changes to student course requests, you may want to reload the affected students into the master schedule. For more information about rescheduling students, see the section "**Run a Load**."

How to Reload Students into the Master Schedule

1. On the start page, choose PowerScheduler from the main menu.

2. Search for and select the group of students you would like to reschedule.

   Note: You must select the students before you click Reschedule.

3. Under Processing, choose Load from the PowerScheduler menu. The Load Student Schedules (step 1) page appears.

Load Schedules
Build: Scenario B   Catalog: AGHS Catalog

Validate

Validate only
(Performs only a validation of the scheduling data for loading) ☐

Load

Load type
(Student schedules may be loaded from scratch.   ◉ Full load
Existing schedules may be balanced or students   ○ Balance
that have already been loaded may be rescheduled)   ○ Reschedule

   Close sections at maximum   ☐

   Use global course substitutes   ☐

   Use student course substitutes   ☐

Execute

Note: By default, all student schedules are unlocked. Only the Reschedule option adjusts unlocked student schedules.

4. Click Reschedule. The Load Student Schedules (step 2) page appears.

UnScheduled Teachers

Term Period Day Description	# of Teachers
Term: S2 Period: 1 Day: 1	2
Term: S2 Period: 1 Day: 2	2
Term: S2 Period: 2 Day: 1	2
Term: S2 Period: 2 Day: 2	2
Term: S2 Period: 3 Day: 1	2
Term: S1 Period: 3 Day: 1	2
Term: S2 Period: 3 Day: 2	2
Term: S1 Period: 3 Day: 2	2
Term: S2 Period: 4 Day: 1	2
Term: S2 Period: 4 Day: 2	2
Term: S1 Period: 5 Day: 1	1
Term: S2 Period: 5 Day: 1	2
Term: S1 Period: 5 Day: 2	1
Term: S2 Period: 5 Day: 2	2
Term: S2 Period: 6 Day: 1	2
Term: S1 Period: 6 Day: 1	2
Term: S2 Period: 6 Day: 2	2
Term: S1 Period: 6 Day: 2	2
Term: S2 Period: 7 Day: 1	2
Term: S1 Period: 7 Day: 1	2
Term: S2 Period: 7 Day: 2	2
Term: S1 Period: 7 Day: 2	2

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

Field	Description
Close sections at maximum.	Select this checkbox to ensure that courses close at their maximum enrollment numbers. **Note:** Do not select this checkbox the first time you do a load. The build itself runs without considering section maximums, so this will let you determine if you can get a little better percentage. Also, doing so will help you focus on students with conflicts.
Use global course substitutes.	Select this checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.

Field	Description
Use student course substitutes.	Select this checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.

6. Click Submit. The PowerSchool Scheduler page appears.

Manually Adjust Student Schedules

Manually adjust and fine-tune student schedules only if you are certain that the master schedule will not change and that student schedules are correct.

You can also manually enroll students in courses based on their course requests. For more information, see the section "**How to Manually Schedule Students.**"

How to Enroll a Student in a Course

1. On the start page, choose PowerScheduler from the main menu.

2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.

3. Enter the name of the student whose schedule you want to change.

4. Click the Search icon. The Selected Students page appears.

Selected Students

(8) Backstrom, Lindsay
(10) Bagwell, Chase Lane
(11) Baxter, Casey Lynn
(10) Bergman, Kevin Kurtz
(9) Blackmore, Dalton Garth
(8) Blackwood, Jenny Louise
(10) Bradford, Jacquelene
(8) Braun, Jacque
(10) Bray, Jake
(10) Briggs, Jessica
(11) Broden, Mason Wayne
(8) Brown, Christopher
(11) Brown, Laura Lynn
(11) Buchmann, Jessica
(9) Burch, Ethan Clay

Select Students By Hand

Select these students

Functions
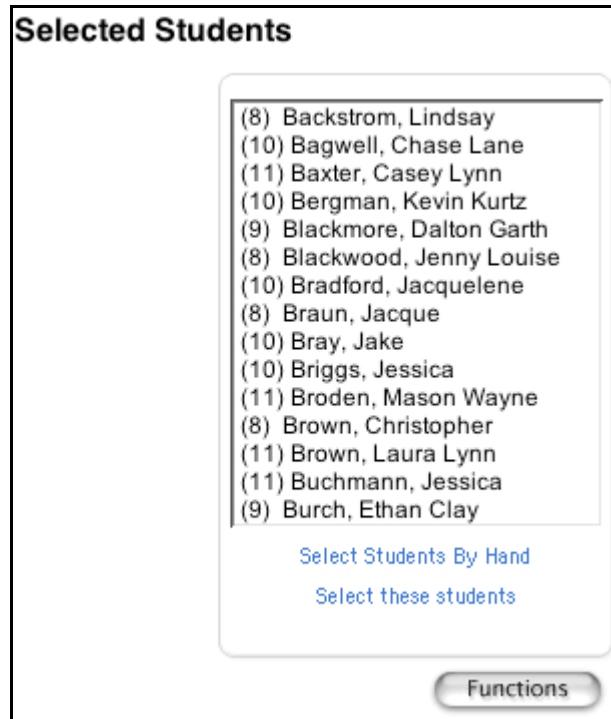
5. Select the name of the appropriate student. The student's name appears in the students menu.

6. Choose Schedule from the pop-up menu.

7. Click the student's name. The Schedule page appears. To determine which student course requests have yet to be filled, see the bottom of the screen.

8. Click the Enroll pop-up menu.

9. Choose the period in which you want to enroll this student in a course. The Available Period Courses page appears.

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

The page displays the following information:

Field	Description
Crs.Sec	The course and section number.
Course Name	The course name. **Note:** Click a course name to automatically add it to the student's schedule.
Expression	The period and day combination.
Term	The selected term.
Teacher	The teacher's name.
Grade	The grade level.
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.

10. Click a course name to add that course to the student's schedule during the selected period. The Scheduling page appears.

How to Drop a Student From a Course

1. On the start page, choose PowerScheduler from the main menu.

2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.

---

3. Enter the name of the student whose schedule you want to change.

4. Click the Search icon. The Selected Students page appears.

5. Select the name of the appropriate student. The student's name appears in the students menu.

6. Choose Schedule from the pop-up menu.

7. Click the student's name. The Schedule page appears.

8. Click the Drop pop-up menu.
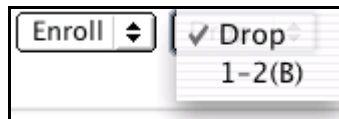
9. Choose the period in which you want to drop this student from a course. Period names in the menu match the periods on the page. For example, to drop a course that convenes during Period A2 in Semester 2, choose the second occurrence of A2. The Scheduling page appears.
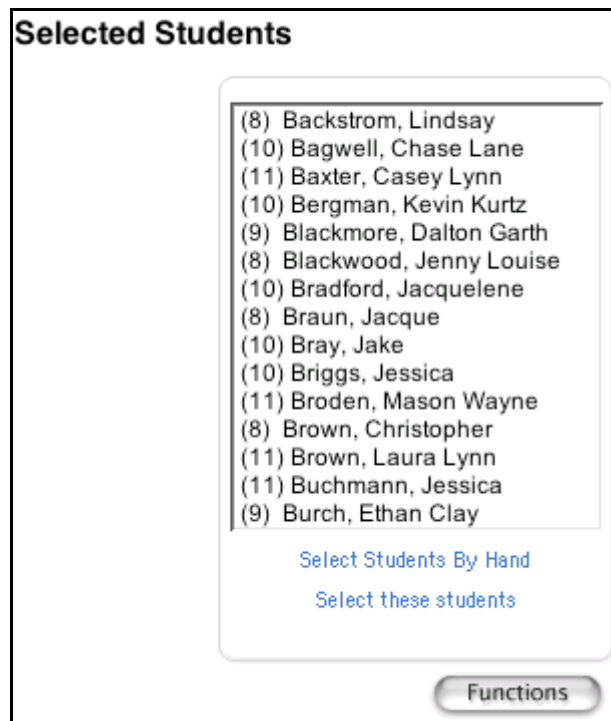
    Note: To drop more than one course at a time, select the checkbox in the appropriate row, and then click Drop Classes.

How to Filter Manual Schedule Options

1. On the start page, choose PowerScheduler from the main menu.

2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.

3. Enter the name of the student whose schedule you want to change.

4. Click the Search icon. The Selected Students page appears.

5. Select the name of the appropriate student. The student's name appears in the students menu.

6. Choose Schedule from the pop-up menu.

7. Click the student's name. The Schedule page appears.

8. Click the Enroll pop-up menu.

9. Choose the period in which you want to enroll this student in a course. The Available Period Courses page appears.

10. Select one of the following to filter information on the Available Period 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.
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 this checkbox to display only classes that have not reached the maximum enrollment.

11. Repeat step 10 to further filter the selections. To enroll the student in a course, see the section "**How to Enroll a Student in a Course**."

How to Mass Enroll a Group of Students in a Course

1. On the start page, choose PowerScheduler from the main menu.

2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.

3. Select the students you want to work with, using any of the following methods:

    •   Click a number to select all students in a particular grade level.

    •   Click M or F to select all males or all females in your school.

    •   Click the Search icon to view a list of all students and then make your selection by hand.

    •   Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

        Note: For more information, see the section "**Schedule Search and Select**."

4. On the Selected Students page, click Functions. The Scheduling Functions page appears.

5. Click Schedule Mass Enroll. The Mass Enroll page appears.

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

Field	Description
Teacher	Choose the teacher from the pop-up menu.
Period	Choose the period from the pop-up menu.
Term	Choose the term from the pop-up menu.
course.section	Alternatively, enter the course and section number. Separate the course and section numbers with a period and no spaces.

7. Click Submit. The Changes Recorded page appears.

Other Scheduling Functions

Use the links on the Scheduling Functions page to execute processes related to the master schedule. For scheduling functions not listed in this section, see the following sections:

- "**Calculate Sections**"

- "**Duplicate Scenarios**"

- Expression Mapping, used when "**Importing the Master Schedule**"

- "**Update Selections**," including the processes "**Unlock Previously Scheduled Courses**," "**How to Set the Next Year Grade Field for an Entire Grade Level**," "**How to Include All of Next Year's Students**," and "**How to Assign a Group of Students to a Building**."

How to Auto Generate Course Information

Automatically generate information into the fields on the Course Information page based on the current master schedule.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Auto Generate Course Information. The Auto-Fill Course Info page appears.

4. Select the checkbox to verify that you want to generate course information for the fields.

5. Click Submit. The Changes Recorded page appears.

How to Auto Generate Rooms

Automatically generate rooms from the existing master schedule to use in the new build.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Auto Generate Rooms. The Generate Rooms page appears.
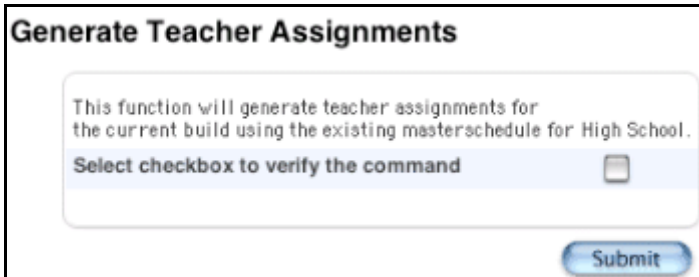

4. Select the checkbox to verify that you want to copy the existing rooms into the current build.

5. Click Submit. The Changes Recorded page appears.

How to Auto Generate Teacher Assignments

Automatically generate teacher assignments from the existing master schedule. To verify that these assignments display the correct terms, number of assignments, and other information, run the **Teacher Assignments by Teacher Report**.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Auto Generate Teacher Assignments. The Generate Teacher Assignments page appears.

Generate Teacher Assignments

This function will generate teacher assignments for the current build using the existing masterschedule for High School.

Select checkbox to verify the command ☐
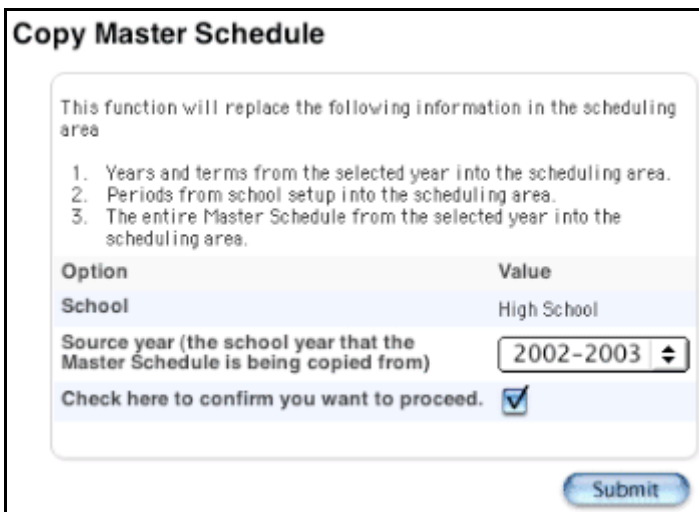
Submit

4. Select the checkbox to generate teacher assignments using the existing master schedule.

5. Click Submit. The Changes Recorded page appears.

How to Copy the Master Schedule

Copy the current year's master schedule to another year.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Copy Master Schedule. The Copy Master Schedule page appears.

Copy Master Schedule

This function will replace the following information in the scheduling area

1. Years and terms from the selected year into the scheduling area.
2. Periods from school setup into the scheduling area.
3. The entire Master Schedule from the selected year into the scheduling area.

Option	Value
School	High School
Source year (the school year that the Master Schedule is being copied from)	2002-2003 ↕
Check here to confirm you want to proceed.	☑

Submit

4. Choose the year from which you want to copy the master schedule from the School pop-up menu.

5. Select the checkbox if you want to proceed.

6. Click Submit. The Changes Recorded page appears.

After copying the master schedule, do the following:

- **Map periods** from the Functions menu.

- **Regenerate bitmaps** from the Functions menu.

- Align the active scenario to the imported master schedule in terms of years and terms, periods, and days. For more information, see the section "**Build Scenarios**."

How to Delete the Master Schedule

Delete the current year's master schedule.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

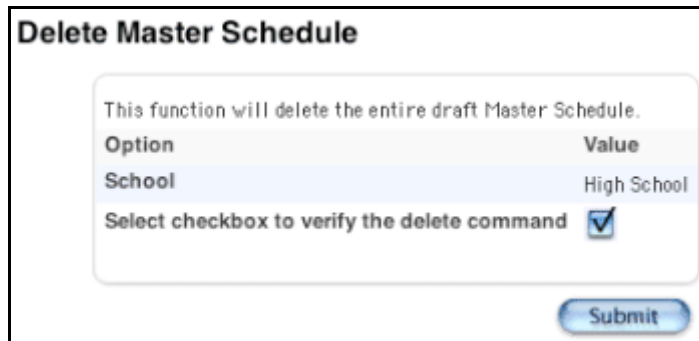3. On the Scheduling Functions page, click Delete Master Schedule. The Delete Master Schedule page appears.

Delete Master Schedule

This function will delete the entire draft Master Schedule.

Option	Value
School	High School
Select checkbox to verify the delete command	☑

Submit

4. Select the checkbox if you want to proceed.

5. Click Submit. The Changes Recorded page appears.

How to Move Previous Year Data

Use this function to delete all constraints, relationships, and teacher/course assignments for the current build and replace them with constraints, relationships, and teacher/course assignments from the selected build.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Move Previous Year Data. The Move Previous Year Data page appears.

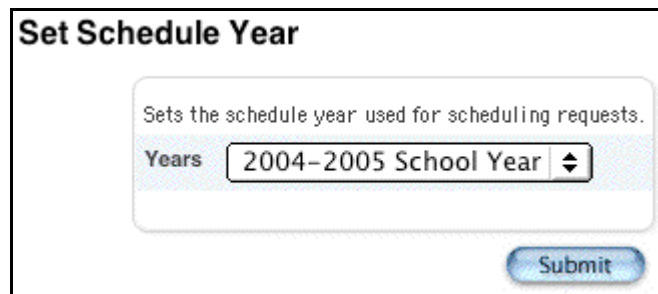4. Choose the build that you want to use to overwrite the current build from the pop-up menus.

5. Select the confirmation checkbox if you want to proceed.

6. Click Submit. The Changes Recorded page appears.

How to Set the Schedule Year

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 Parent Access, or on the Requests Modify Future page in PowerSchool.

For example, set the scheduling year to 2004-2005 if you want students to enter course requests on the student access pages for the 2004-2005 year. In this case, the request Screen Setup function in PowerScheduler will apply to the 2004-2005 school year. The student's requests made through the Requests Modify Current page in PowerSchool will apply to the 2003-2004 school year.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Set Schedule Year. The Set Schedule Year page appears.
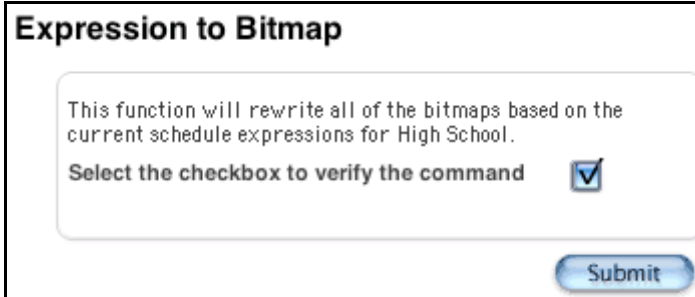

4. Choose the schedule year from the pop-up menu.

    Note: Only the years established on the Years & Terms page appear. If you want to select a year that is not listed in the pop-up menu, you must first set up that scheduling year. For more information, see the section **Schedule Years and Terms**.

5. Click Submit. The Scheduling page appears.

How to Regenerate Bitmaps

Reset the bitmap from the expression for all sections and constraints in the current build.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Regenerate bitmaps. The "Expression to Bitmap" page appears.

Expression to Bitmap

This function will rewrite all of the bitmaps based on the current schedule expressions for High School.

Select the checkbox if you want to proceed. ☑

Submit

4. Select the checkbox if you want to proceed.

5. Click Submit. The Changes Recorded page appears.

How to Reset Class Counts

Use this function to reset the number of students in each section for all courses in the current build.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Reset Class Counts. The system resets the number of students in each section in the current build, and redisplays the Scheduling Functions page.

How to Reset Sections Offered

Use this function to reset the number of sections needed for all courses in the current course catalog.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Reset Sections Offered. The system resets the number of sections needed for the current course catalog, and redisplays the Scheduling Functions page.

How to Split Yearlong Classes

Use this function to split yearlong classes into smaller terms. By creating yearlong classes and then using this function to divide the class into smaller terms, you reduce the number of classes you need to set up.

Note: This should only be done when you are ready to commit your master schedule.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu.

3. On the Scheduling Functions page, click Split Year-Long Classes. The Split Year-Long Classes page appears.

4. Select the term segment into which you want to split yearlong classes.

5. Select the checkbox if you want to proceed.

6. Click Submit. The Changes Recorded page appears.

Update Selections

Use the Update Selections function to update a group of selected records at one time. Update selections for procedures such as "**Unlock Previously Scheduled Courses**," "**How to Set the Next Year Grade Field for an Entire Grade Level**," "**How to Include All of Next Year's Students**," and "**How to Assign a Group of Students to a Building**." See the section "**How to Update Selections**" for general instructions.
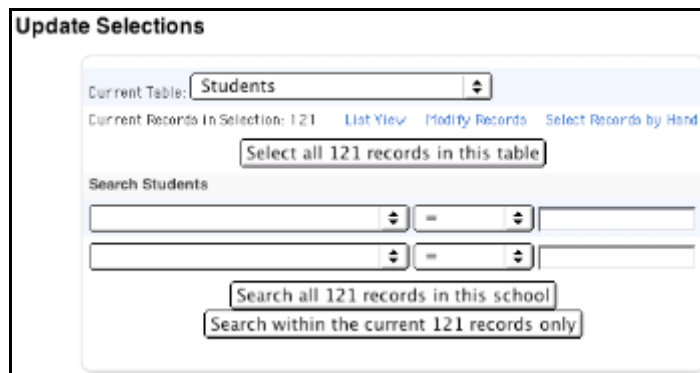
How to Update Selections

To change the records for a group of students, first select the group. For examples of how to search for a group of students, see "**How to Set the Next Year Grade Field for an Entire Grade Level**" in the section "**Next Year Grade**."

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Functions from the PowerScheduler menu. The Scheduling Functions page appears.

3. Click Update Selections. The Update Selections page appears.

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

Field	Description
Current Table	Choose the table from which you want to export records from the pop-up menu.
	Note: For a complete list of PowerSchool tables and fields, see **http://your.school.address/admin/home?ac=structure**.
Select all [x] records in this table	To indicate the records to use in the export, either:
	• Click "Select all [number of] records in this table" to select all records. Skip to step 6.
	• Identify search criteria in the Search Students fields by continuing to the next step.

Field	Description
Search Students	Choose a field from the first pop-up menu. Choose an operator from the second pop-up menu: • Equals (=) • Less than (<) • Greater than (>) • Less than or equal to (<=) • Greater than or equal to (>=) • Does not equal (#) • Contains (contains) • Does not contain (!Contain) Enter the value for the field in the last field.

5. Click "Search within the current [# of selected] records only." The Update Selections page displays the new number of current records in selection.

6. Do one of the following:

   • Click List View to view the selections.

   • Click "Select Records by Hand" to narrow the selection. Press and hold Command (Mac) or Control (Windows) and click the selections you want to keep. Click Submit.

Select Records By Hand: Students - 15 records selected

Hold down the COMMAND key to make multiple selections

    8 Backstrom, Lindsay
    10 Bagwell, Chase Lane
    11 Baxter, Casey Lynn
    10 Bergman, Kevin Kurtz
    9 Blackmore, Dalton Garth
    8 Blackwood, Jenny Louise
    10 Bradford, Jacquelene
    8 Braun, Jacque
    10 Bray, Jake
    10 Briggs, Jessica K
    11 Broden, Mason Wayne
    8 Brown, Christopher
    11 Brown, Laura Lynn
    11 Buchmann, Jessica
    9 Burch, Ethan Clay

Submit

- Click Modify Records and continue to the next step. The Modify Records page appears.

Modify Records

Current Table: Students

Current number of records in selection: 15

[Next_School] := [Graduated]

Note: This function will permanently modify your database. Use only if you know exactly what you are doing, and then only with extreme caution. Changes are permanent. You may use ^ to reference the existing value of the field.

Modify Selected Records

7. Choose the field to modify in the selected records from the pop-up menu.

8. Enter the value for the field to modify in the selected records.

9. Click Modify Selected Records. The system updates the records, and the Update Selections page appears.

Commit the Master Schedule

When you have a satisfactory schedule and want to make it your master schedule for the next school year, you must commit it. Once a schedule is committed, it replaces any existing master schedule and becomes your current schedule.

You can commit the schedule as soon as the current academic year has ended, or you can wait until just before the next academic year begins. If your periods for the next academic year are set up exactly as they are for the current year, you can commit the schedule as soon as you are confident that you no longer need to build or load.

For information on committing the master schedule, see the section "**When to Commit the Master Schedule**."

When to Commit the Master Schedule

When your schedule is as good as it can possibly be and school is no longer in session, commit the master schedule. When you commit a master schedule, it replaces any existing master schedule for that school year.

How to Commit the Master Schedule

1. On the start page, choose PowerScheduler from the main menu.
2. Click Commit. The Commit Master Schedule page appears.

3. Select which schedules to copy:

    - Sections Only: Select this option to commit only sections.

    - Student Schedules Only: Select this option to commit only student schedules.

    - Sections & Student Schedules: Select this option to commit both sections and student schedules.

4. Click Submit. The Changes Recorded page appears.

Load Only: Print Schedules and Rosters

Print schedules and rosters either before or after you commit the master schedule.

How to Print Student Schedules

Print student and teacher schedules either before or after you commit your master schedule.

Note: You can also print student schedules using a report card template.

Use the Student Schedule List report to view the number of courses scheduled by each student. You can also use this report to view each student's schedule.

Note: To run this report for a specific group of students, first select those students. Then, select the Use Selected [number] Students checkbox on the Scheduling Reports page before clicking Student Schedule List.

1. On the start page, choose PowerScheduler from the main menu.

2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

3. Click Student Schedule List. The Student Classes Scheduled page appears.

The report displays the following information:

Field	Description
Student	The student's name. Click the heading to sort the list by student name.

Field	Description
% Scheduled	The percentage of the student's course requests that were fulfilled. Click the heading to sort the list by percentage scheduled.
Classes Scheduled	The number of courses that have been scheduled for this student. Click the heading to sort the list by the number of classes scheduled. Click the number per student to view the student's Schedule page.

How to Print Class Rosters (PDF)

Print class lists either before or after you commit your master schedule. Generate a class roster as a PDF file for the current or previous terms.

1. On the start page, choose Reports from the main menu.

2. On the Reports page, click Run Reports.

3. On the Run Reports page, click (PDF) next to Class Rosters. The Class Rosters (PDF) page appears.

Class Rosters (PDF)

Print rosters for (hold the COMMAND key to make multiple selections)	Alldredge, Jessica Allphin, Timothy

	A	B
1	☑	☑
2	☑	☑
3	☑	☑
4	☐	☐
5	☐	☐
6	☐	☐
7	☐	☐

Meeting(s) (leave unchecked for all)

Include students who
- ● are currently enrolled in class
- ○ were enrolled on `9/10/2002`
- ○ were enrolled any time between `_____` and `_____`

Heading font `Times ▾`

Size, line height, style `18` `____` (points) ☐ Bold ☐ Italic ☐ Underline

Print heading on `First page of each class ▾`

Heading text (Fields) Enter ^(teachername) to cause the teacher name to appear, and ^(period) for the period
`^(teachername)`

Column title font `Helvetica ▾`

Size, line height, style `10` `____` (points) ☑ Bold ☐ Italic ☐ Underline

Print column titles on `All pages ▾`

Roster Font `Times ▾`

Size, line height, style `12` `____` (points) ☐ Bold ☐ Italic ☐ Underline

Roster columns (Fields)
```
Format:    field name \ column title \ column width \ alignment
first_name \ First Name \ 2 \ left
last_name \ Last Name \ 2 \ left
```

Rule width (points) Horizontal `.5` Vertical `.1`

Cell padding (points) Horizontal `4` Vertical `2`

Page size `Letter (8 1/2" x 11") ▾`
Custom size: Height `____`   Width `____`

Margins (inches) Left `.5` Top `.5` Right `.5` Bottom `.5`

Orientation, Scale `Portrait (vertical) ▾` `100`

Watermark text `____ ▾`
`____`

Watermark mode `Overlay ▾`

When to print `ASAP ▾`
`____` `____ ▾` `____ ▾`

[Submit]

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

Field	Description
Print roster(s) for	Select the teacher(s) whose attendance records are to be audited. Press and hold Command (Mac) or Control (Windows) to select multiple teachers.
Period(s)	Enter the periods to be audited in the second field. To audit all periods, use a blank field.
Include students who	Select an enrollment period option. Some option require you to enter a date or date range.
Heading Font	Choose the heading font from the pop-up menu.
Heading Style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the Bold checkbox to bold the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print.
Heading Text	Enter the content to include in the report heading using text, HTML tags, and PowerSchool data codes. For a complete list of data codes, visit the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/** and click PowerSchool Codes. For a complete list of field codes, click View Field List on the PowerSchool start page.
Roster Font	Choose the roster listing font from the pop-up menu.
Roster Style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the Bold checkbox to bold the roster listing.
Roster Columns	Enter the content to include in the student listings columns using the following format: field name \ column title \ column width. For a complete list of field codes, click Fields.
Rule Width	Enter the thickness in inches of the vertical and horizontal lines on the report, as well as the outline of the entire report.
Cell Padding	Enter the amount of space horizontally and vertically from edge of the cells to the text in points.
Rule Width	Enter the thickness in inches of the vertical and horizontal lines on the report, as well as the outline of the entire report.

Field	Description
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 a size for the report page from the pop-up menu. If you choose a custom size, enter the size of the page in inches.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Choose the page layout from the pop-up menu. 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	If you want 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	To run this report, select a time to start it: • **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.

5. Click Submit. PowerSchool runs the report, and the report queue appears. Depending on your specifications, this could take several minutes.

6. Click Completed to display the report.

Alldredge, Jessica

First Name	Last Name
Jessica	Briggs
Christopher	Burningham
Kelsee	Cluff
Jared	Curtis
Amanda	Entwhistle
Angela	Ford
Kira	Fortie
Jennifer	Hollingsworth
Ashley	Jackson
Brandon	Jenkins
Kacie	Littlewood
Joel	Manning
Destini	Miles
Greg	Morse
Kellian	North
Anthony	Peterson
Dustin	Pingel
Joshua	Winrow

Proceed by printing the report from your web browser or saving it to another application.