Schedule User Guide

PowerSchool
Student Information System

PowerSchool

Document Properties

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PowerSchool

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.

Master Schedule

Course Numbers

Change the number of an existing course in your master course list to another number in your master course list. The master course list is the list of courses available to all schools on your PowerSchool system. When changing a course number, the system updates that number in courses, enrollments, sections, and historical data.

For example, assume two high schools on your server offer U.S. History. The course number for U.S. History at School A is 1000; at School B, it is 2000. Assume your district decides that the two schools should share the same course number. You need to change the course number for U.S. History at both schools to 1200.

First, you must create the new course, 1200. Then, change both course 1000 and 2000 to 1200, using the Change Course Number function.

Before changing a course number for a particular school, use the navigation bar at the top of the page to be sure you are working in the school in which you want to change the course number. If you are changing a course number for all schools on your system, it does not matter which school is currently selected.

Prerequisites

- Import the data from both schools.
- Create a new course with a unique course number for one school's courses.

How to Change a Course Number

Before changing a course number, retrieve the existing course number from the master course list. For more information, see the section "**Master Course List**."

1. On the start page, choose System from the main menu.
2. Click Change Course Number. The Change Course Number page appears.

Change Course Number

Courses specified below must be already set up in the **master course list**.

Current Course Number: | 1031

Change To New Course Number: | 1131

This function changes the course number wherever it appears in the system. This affects courses, enrollments, sections, and historical data.

◉ This change affects only Apple Grove High School
○ This change affects all schools on this server

Submit

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

Field	Description
Current Course Number	Enter the existing course number.
Change to New Course Number	Enter the new course number.
This change affects only [school name] This change affects all schools on this server	Select an option to determine the scope of the course number change. **Note:** If you are changing course numbers because of duplicates, select the "This change affects only this school" option. The school name displayed is the school for which you created the new course number.

4. Click Submit.

Sections

A section is an occurrence of a course. Each course can have several sections that meet in different rooms at different times and are taught by different teachers. View, add, edit, and delete course sections from the School Setup page.

For example, a school has a chemistry course; however, because there are too many students for one class, there are several sections of chemistry. Two different teachers instruct it for four different periods each. Thus, the school has eight sections of chemistry. Each section has a different number, usually preceded by the same course number to indicate that it is part of the same chemistry course.

Each section has an associated schedule expression, which is the combination of period(s) and day(s) in which this section is taught. For example, a section of Biology meets during fifth and sixth period on A and B days. The schedule expression 5-6(A-B) appears on the Edit Section page.

How to View Course Sections

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

2. On the School Setup page, click Sections.

3. Choose the course name from the courses menu. The course information page lists the course sections.

How to Add a Section

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

2. On the School Setup page, click Sections.

3. Choose the course name from the courses menu. The course information page lists the course sections.

4. Click New. The Edit Section page appears.

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

Field	Description
Course Name	This is the name of the course you selected.
Course Number	If you want to define a section for a different course number than the one you selected, enter that course number.
Term	Choose the correct term from the pop-up menu.

Field	Description
Schedule	Select the checkbox(es) for the combination of days and periods in which this section meets. For example, select the checkbox for Period 1 and Day A if a section of Chemistry meets during first period on A days.
Teacher	Choose the correct teacher from the pop-up menu.
Room	Enter the room in which this course section meets.
Section Number	Enter the section number in this field. Do not enter special characters. **Note:** Section numbers must be unique among sections of the same course for a given school year.
Grade Level	If this course is available only for a certain grade level, enter the grade level. Otherwise, leave this field blank.
Current Enrollment	This is the number of students currently enrolled in this course section.
Maximum Enrollment	Enter the maximum number of students who can enroll in this course section.
District Where Taught	If this course section is taught outside your district, enter the other district's ID in this field.
School Where Taught	If this course section is taught outside your school, enter the school's ID in this field.
Dependent Sections	If this course section has dependent sections, enter them in this field using the course.section, course.section format. If a student is enrolled in a class, it is not teacher-specific, but section-specific. Often used by elementary schools where students take a set of classes, dependent sections indicate that if a student is registered in one class, he or she must also register for the dependent class. If the dependent section conflicts with another class, you can manually drop the student from the class and add him or her to another section. This function has no implications with prerequisites or graduation requirements.
Record Attendance Using Attendance Mode	Use the pop-up menu to indicate the method by which you want attendance recorded. At this time Meeting attendance is your only option.

Field	Description
Record Attendance	If the section meets more than one period in a day you can choose to take attendance once or for every period by selecting the Select the Once for All Meetings option or the Each Meeting Separately option.
Exclude From Attendance	Select this checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations.
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see the section "**Grade Scales**."
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Section Type	Identifies the section as open only to be filled by students whose course requests are designated as the same section type. Choose the type of section, such as Bilingual, from the pop-up menu (optional). **Note:** For more information, see the section "**How to Define Section Types**."
House	Identifies the section as open only to be filled by students who are designated as belonging to the same house. Whether this is enforced depends on the state of the scheduling preference Use Houses. Click Associate to select a team to which this section belongs. **Note:** For more information, see the section "**How to Define Houses**."
Team	Identifies the section as open only to be filled by students who are designated as belonging to the same team. Choose the team associated with this section from the pop-up menu. **Note:** For more information, see the section "**How to Define Teams**."

Field	Description
Close section at max	Identifies to the engine whether to enroll students into the section even if the maximum enrollment has been reached. If this is true then no students will be enrolled if the current enrollment is equal to or greater than the maximum enrollment. Select this checkbox to not accept more enrollments than the maximum number of enrolled students.

6. Click Submit. The course information page displays the new section.

How to Edit a Section

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

2. On the School Setup page, click Sections.

3. Choose the course name from the courses menu. The course information page appears.

4. Click either the period or the section number in the Per and Sec# columns. The Edit Section page appears.

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

Field	Description
Course Name	This is the name of the course you selected.
Course Number	If you want to define a section for a different course number than the one you selected, enter that course number.
Term	Choose the correct term from the pop-up menu.
Schedule	Select the checkbox(es) for the combination of days and periods in which this section meets. For example, select the checkbox for Period 1 and Day A if a section of Chemistry meets during first period on A days.
Teacher	Choose the correct teacher from the pop-up menu.
Room	Enter the room in which this course section meets.
Section Number	Enter the section number in this field. Do not enter special characters. **Note:** Section numbers must be unique among sections of the same course for a given school year.
Grade Level	If this course is available only for a certain grade level, enter the grade level. Otherwise, leave this field blank.

Field	Description
Current Enrollment	This is the number of students currently enrolled in this course section.
Maximum Enrollment	Enter the maximum number of students who can enroll in this course section.
District Where Taught	If this course section is taught outside your district, enter the other district's ID in this field.
School Where Taught	If this course section is taught outside your school, enter the school's ID in this field.
Dependent Sections	If this course section has dependent sections, enter them in this field using the course.section, course.section format. If a student is enrolled in a class, it is not teacher-specific, but section-specific. Often used by elementary schools where students take a set of classes, dependent sections indicate that if a student is registered in one class, he or she must also register for the dependent class. If the dependent section conflicts with another class, you can manually drop the student from the class and add him or her to another section. This function has no implications with prerequisites or graduation requirements.
Exclude From Attendance	Select this checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations.
Allow Meeting Attendance	TBD
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see the section "**Grade Scales**."
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.

Field	Description
Section Type	Identifies the section as open only to be filled by students whose course requests are designated as the same section type. Choose the type of section, such as Bilingual, from the pop-up menu (optional). **Note:** For more information, see the section "**How to Define Section Types**."
House	Identifies the section as open only to be filled by students who are designated as belonging to the same house. Whether this is enforced depends on the state of the scheduling preference Use Houses. Click Associate to select a team to which this section belongs. **Note:** For more information, see the section "**How to Define Houses**."
Team	Identifies the section as open only to be filled by students who are designated as belonging to the same team. Choose the team associated with this section from the pop-up menu. **Note:** For more information, see the section "**How to Define Teams**."
Close section at max	Identifies to the engine whether to enroll students into the section even if the maximum enrollment has been reached. If this is true then no students will be enrolled if the current enrollment is equal to or greater than the maximum enrollment. Select this checkbox to not accept more enrollments than the maximum number of enrolled students.

6. Click Submit. The course information page displays the edited section.

How to Delete a Course Section

When you delete a course section, all enrollment records associated with that section, both past and present, also are deleted. Therefore, you need to know the password to delete a course section.

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

2. On the School Setup page, click Sections.

3. Choose the course name from the courses menu. The course information page appears.

1511 Biology

New

Exp	Sec #	Term	Teacher	Rm	Size
5-6(A-B)	3	S2	Alldredge, Jessica	24	0
1-2(A-B)	1	S2	Alldredge, Jessica	24	8
3-4(A-B)	2	S2	Alldredge, Jessica	24	0

4. Click either the period or the section number in the Per and Sec# columns. The Edit Section page appears.

Edit Section

Field	Value
Course Name	Biology
Course Number	1511
Term	Semester 2

Expression: 5-6(A-B)

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

Schedule

5. Click Delete. The Delete Section page appears.

6. Enter the required password in the Password field.

   Note: Your school's PowerSchool administrator can set this password.

7. Click Delete. The section is deleted.

How to View Sections by Term

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

2. On the School Setup page, click Sections.

3. Choose the course name from the courses menu. The course information page appears.

4. Click the term in the Term column. The Term page appears.

Term

Option	Value
Term Name	Semester 2
Abbreviation	S2
Dates	1/10/2004 – 5/30/2004

How to View Sections by Teacher

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

2. On the School Setup page, click Sections.

3. Choose the course name from the courses menu. The course information page appears.

1511 Biology

New

Exp	Sec #	Term	Teacher	Rm	Size
5-6(A-B)	3	S2	Alldredge, Jessica	24	0
1-2(A-B)	1	S2	Alldredge, Jessica	24	8
3-4(A-B)	2	S2	Alldredge, Jessica	24	0

4. Click the name of the teacher. The schedule for that teacher appears.

Alldredge, Jessica

Exp.	Term	Course #	Course	Size	Sec. #
5-6(A-B)	S2	1511	Biology	0	3
1-2(A-B)	S2	1511	Biology	8	1
3-4(A-B)	S2	1511	Biology	0	2

How to View the Class Roster

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

2. On the School Setup page, click Sections.

3. Choose the course name from the courses menu. The course information page appears.

1511 Biology

New

Exp	Sec #	Term	Teacher	Rm	Size
5-6(A-B)	3	S2	Alldredge, Jessica	24	0
1-2(A-B)	1	S2	Alldredge, Jessica	24	8
3-4(A-B)	2	S2	Alldredge, Jessica	24	0

4. Click the number in the Size column. The Class Roster page appears.

Class Roster

Alldredge, Jessica   Exp.5-6(A-B) Biology

1. Briggs, Jessica K
2. Fitzgerald, Angela
3. Greeff, Ashly
4. Keck, Dustin
5. Moore, Cassandra
6. Schmidt, Darin
7. Towt, Danielle
8. Willis, David O

Make this the current selection of students

Add these students to the current selection of students

5. Select "Make this the current selection of students" to select the students in the class as the only group with which you want to work. To select a specific student, click his or her name.

6. Select "Add these students to the current selection of students" to add this group to a previously selected group. The Group Functions page displays the number of selected students.

7. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information on the Group Functions page, see the section "**Work With Groups**."

Master Course List

The master course list displays all the active courses for your school. To view sections of courses, see the section "**Sections**."

How to View the Master Course List

The master course list displays all courses for the selected school(s). Asterisks (*) next to course names indicate associated course fees.

1. On the start page, choose District from the main menu. The District Setup page appears.

2. Click Courses. The Courses page appears.

3. Click View Master Course List from the courses menu. The Master Course List page appears.

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4. Use this page to do any of the following:

- Click Course Number to sort the list of courses by number.

- Click Course Name to sort the list of courses by name.

- Click Active Status on the Master Course List page to sort the list of courses by either active or inactive status.

- Click the name of a course in the courses menu to view course details and edit course information.

How to Add a Course to the Master Course List

Courses are created at the district level and then associated with individual schools. To associate a course with a school, see the section "**How to Edit Course Status**." You must first log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu. The District Setup page appears.

2. Click Courses. The Courses page appears.

3. Click View Master Course List from the courses menu. The Master Course List page appears.

4. Click New. The New Course page appears.

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

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Alternate Course Number	An additional number used to identify the course appears.
Credit Hours	The number of credits a student receives for taking the course appears.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program.
Vocational Class	Select this checkbox if the course is a vocational class.
Credit Type	Enter the type of credit a student receives for passing this course, such as standard, advanced, or remedial. You can then apply this credit to a graduation type.
Default Maximum Enrollment	The maximum number of students who can be enrolled in this course appears.
Prerequisite Courses	The course number(s) that students must complete with a passing grade before they can take this course appear. Separate multiple courses with commas. **Note:** When you enroll a student in a course, the system does not automatically check if the student completed the prerequisite courses you enter here. The user enrolling the student must manually reference and research the information.
PowerLink (English)	PowerLink reads course-related text entered here when parents and guardians access student information and select the English option.
PowerLink (Español)	PowerLink reads course-related text entered here when parents and guardians access student information and select the Spanish option.
Gradescale	Choose the grade scale from the Gradescale pop-up menu. For more information, see the section "**How to Assign Grade Scales to Courses**."
GPA Added Value Points	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.

Field	Description
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Use the Course for Lunch	Select this checkbox to use all sections of this course for lunch. Otherwise, leave blank.
Exclude on Report Cards/Transcripts	Select this checkbox to exclude all sections of this course from appearing on Report Cards/Transcripts. Otherwise, leave blank.

6. Click Submit. The new course appears on the master course list.

How to Edit Course Information

You can edit course information at the school or district level. To edit a course at the district level, log in to the district office and click District. Continue with step 2 below.

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Click Courses. The Courses page appears.

3. Choose the name of the course from the courses menu. The Edit Course page appears. Note that the page is divided into four functional areas: District, Fees, Scheduling, and Relationships. By default, the District tab is selected.

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

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Course Name	Edit the name of the course.

Field	Description
Alternate Course Number	An additional number used to identify the course appears.
Credit Hours	The number of credits a student receives for taking the course appears.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program.
Vocational Class	Select this checkbox if the course is a vocational class.
Credit Type	Edit the type of credit a student receives for passing this course, such as standard, advanced, or remedial. You can then apply this credit to a graduation type.
Default Maximum Enrollment	Edit the maximum number of students who can be enrolled in this course.
Department	Click Associate to select the department for this course. **Note:** Click Department to create or edit departments at your school.
Subject Area	Edit the subject area for the course.
Prerequisite Courses	The course number(s) that students must complete with a passing grade before they can take this course appear. Separate multiple courses with commas. **Note:** When you enroll a student in a course, the system does not automatically check if the student completed the prerequisite courses you enter here. The user enrolling the student must manually reference and research the information.
PowerLink (English)	PowerLink reads course-related text entered here when parents and guardians access student information and select the English option.
PowerLink (Español)	PowerLink reads course-related text entered here when parents and guardians access student information and select the Spanish option.
Grade Scale	Choose the grade scale from the Grade Scale pop-up menu. For more information, see the section "**How to Assign Grade Scales to Courses**."
Exclude from Attendance	Select this checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations. Otherwise, leave blank.

Field	Description
GPA Added Value Points	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Use the Course for Lunch	Select this checkbox to use all sections of this course for lunch. Otherwise, leave blank.
Exclude on Report Cards/Transcripts	Select this checkbox to exclude all sections of this course from appearing on Report Cards/Transcripts. Otherwise, leave blank.

5. Click the Fees tab to access the Edit Course Enrollment Fees page.

   Note: For more information on course fees, see the section "**Course Enrollment Fees**."

6. Click the Scheduling tab to access the Edit Course Scheduling Information page. This page displays course-specific scheduling information used by the scheduling engine when building a student's schedule. This information is either captured as part of the PowerScheduler commit process or can be manually defined using this page.

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

Field	Description
Allow Student Repeat in Same Term	Select this checkbox to allow the system to schedule a student in more than one section of this course in the same term. For example, occasionally students need to double-up on a course within the same term. This is usually done for elective courses, such as Work Release.
Allow Student Repeat in Different Term	Select this checkbox to allow the system to schedule a student in more than one section of this course in different terms. Use this option for either academic or elective courses.
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.

Field	Description
Load Type	Use the pop-up menu to choose whether this is an academic, elective, or alternate course. 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.
Use Pre-Established Teams	Select this checkbox if you want the system to reference teams when scheduling students into this course.
Use Section Types	Select this checkbox if you want the system to schedule courses according to section types.
Don't Allow Substitutions	Select this checkbox if you do not want the system to attempt to schedule a student in alternate courses if this course is full.
Global Substitution 1	Click Associate to select the first course substitution you want the system to schedule for every student who cannot be scheduled in this course.
Global Substitution 2	Click Associate to select the second course substitution you want the system to schedule for every student who cannot be scheduled in this course. The system will use this substitution if Global Substitution 1 is no longer available.
Global Substitution 3	Click Associate to select the third course substitution you want the system to schedule for every student who cannot be scheduled in this course. The system will use this substitution if Global Substitution 2 is no longer available.

8. Click the Relationships tab to access the Edit Course Relationships page. This page displays course relationship information between two courses.
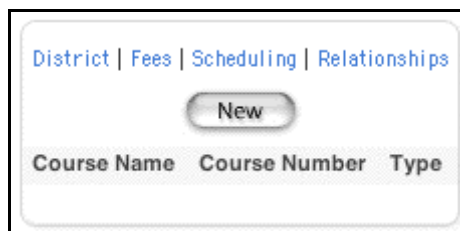
For each course, you can define related courses. The scheduling engine uses these course relationships when building a student's schedule. If you define a relationship for a course with another course, you do not have to define the relationship for both courses. But, you can define the relationship for both courses so that it is easy to identify this relationship regardless of which course you are viewing. The following three types of course relationships are used in PowerSchool:

- Prerequisite: Indicates relationship between two courses ensures that the student will be scheduled into the specified course so that the course is completed prior to the beginning of the second course.

- Corequisite: Indicates relationship between two courses ensures that the student will be scheduled into both courses so that the courses are taken concurrently.

- Postrequisite: Indicates relationship between two courses ensures that the student will be scheduled into the specified course after the student has completed the first course in the relationship.

9. This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using this page:

- To add a new relationship, click New. The Edit Course Relationship page appears. Click the Associate button next to Course Number to select the number of the course for which you want to define a relationship. Use the Relationship pop-up menu to choose the appropriate relationship. Click Submit. The Course Relationships page appears.

- To edit an existing relationship, click the name of the course you want to edit. The Edit Course Relationship page appears. Make the necessary changes. Click Submit. The Course Relationships page appears.

- To delete an existing relationship; click the name of the course for which you want to delete a relationship. The Edit Course Relationship page appears. Click Delete. The Selection Deleted page appears.

10. Click Submit. The Edit Course page displays the edited course.

How to Create a Course Group

To make it easier to associate courses, you have the option of creating course groups.

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Choose Course Groups. The Course Groups page appears.

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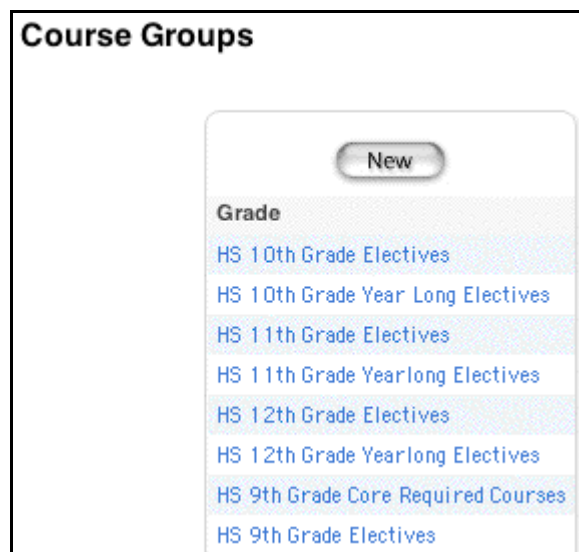
3. Click New in the courses menu. The Edit Course Group page appears.

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

Field	Description
Name	Enter a name for the course group. **Note:** If there are multiple high schools on your server, you may want to create a system for naming your course groups so that they sort in a certain way. For example, you might call Apple Grove High School's course group containing ninth-grade core courses AGHS-9-Core Courses. If you followed this system, all of your high schools would sort together, as would the grade levels within them.

Field	Description
Type	Choose the type of course group from the pop-up menu: • Scheduling Only: Course group is used for scheduling purposes only. • Graduation Set Only: Course group is used for graduation requirement purposes only. • Both: Course group is used for both scheduling and for graduation requirement purposes.
Applies to	Set course groups to apply to all schools or to the current school only. Existing groups are set to all schools by default.

5. Select the checkbox next to the name of each course that should belong to this group.

6. Click Submit.

How to Delete a Course Group

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Choose Course Groups. The Course Groups page appears.
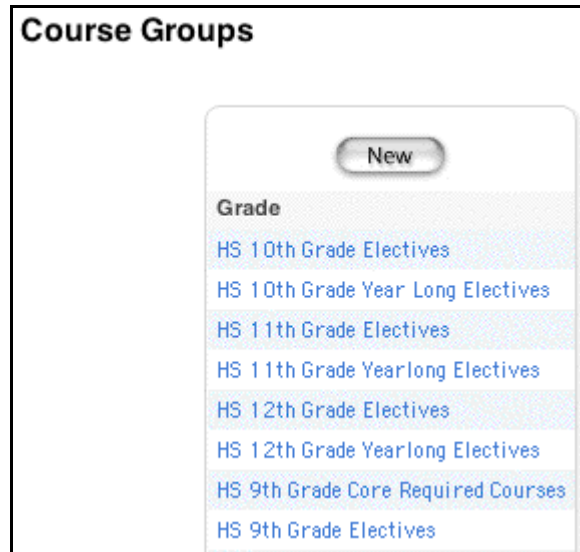
3. Choose the course group to be deleted from the courses menu. The Edit Course Group page appears.

4. Click Delete. The Selection Deleted page appears.

How to Edit Course Status

Change a course's status from active to inactive or vice versa. Active courses are used to schedule students. Additionally, use this page to remove all the courses from the master course list that do not have sections taught in the current year.

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Click Courses. The Courses page appears.

3. Click View Master Course List from the courses menu. The Master Course List page appears.

4. Select the checkbox next to the class you want to activate. Deselect the checkbox next to the class you want to deactivate.

5. Select the checkbox to remove all courses from this school's course list that do not have any sections taught this year (optional).

6. Click Submit. The Courses page appears.

Work With Student Schedules

In PowerSchool, work with individual student schedules using the student pages menu or with a group of students using the Group Functions page. Add and drop sections, delete enrollment records, transfer students, or enroll an entire group of students. Use the scheduling engine to create student course request forms, a master schedule, and student schedules that are based on both of these elements. For more information, see the section "**Master Schedule Overview**."

You can find the student schedule views on the student pages menu for any student. Each displays the student schedule from a different perspective. Some are view-only, while others can be modified.

All Enrollments
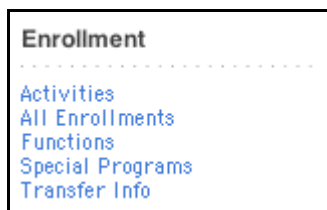
This page displays the selected student's enrollment history. It is most often used by counselors reviewing the student's entry and exit dates to previous and current classes. Counselors and other school administrators can view assignments for the classes listed and any teacher comments.

PowerGrade sends the information from the teacher's data files to PowerSchool for storage. Once the grades and comments are on the PowerSchool system, they are part of the student's permanent record unless the teacher deletes them from their PowerGrade files before the end of the term (when grades are stored). Only certain school administrators, such as counselors, can edit these stored records.

See the section "**Work With Student Schedules**" for additional information.

How to View Grades and Assignments

Using this option on the All Enrollment page, view grades and assignments for any class in which the student has been enrolled.

1. On the start page, search for and select the student.

2. Choose All Enrollments from the student pages menu. The All Enrollments page appears.

3. Click View next to the class that you want to review. The Scores page displays the assignments that make up the class and the grades the student received on each assignment. This is the same page described in the section "**Term Grades**."

    Note: This page is view-only for all users. To edit a record, see the section "**How to Edit an Enrollment Record**."

How to Edit an Enrollment Record

View or edit course enrollment dates and teacher comments on the All Enrollments page.

1. On the start page, search for and select the student.

2. Choose All Enrollments from the student pages menu. The All Enrollments page appears.

3. Click Edit next to the class that you want to view or edit. The Edit Enrollment Record page appears.

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

Field	Description
Student	The selected student appears.
Course	The selected course appears.
Teacher	The selected teacher appears.
Expression	The selected schedule expression appears.
Enroll Date	Enter or change the date the student enrolled using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

Field	Description
Exit Date	Enter or change the date the student exited using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Teacher Comment	Enter or change any teacher comments. **Note:** Parents and guardians can view these comments when they check their child's progress using PowerSchool.

5. Click Submit. The All Enrollment Records page appears.

Course Requests View

Scheduling

Bell Schedule View
List View
Matrix View
Modify Schedule
Requests Modify Current
Requests View Current
Requests Modify Future
Requests View Future
Scheduling Setup

How to View Current Course Requests

This page displays what courses a student has requested for the upcoming term within the current school year. This page displays all the requests that were entered for the student for the current year. Some of these requests may have been fulfilled while others may not have.

1. On the start page, search for and select the student.

2. Choose Requests View Current from the student pages menu. The Requests View Current page appears.

Requests View Current

Briggs, Jessica K   10   25021   AGHS

	Crs Num	Course	Type	Term(s)	Cr Hrs
1.	1041	Algebra 2 w/Geometry		Any	0.50
2.	1591	Chemistry 2		Any	0.50
3.	1037	Algebra B		Any	0.50
4.	1031	Algebra 1		Any	0.50
		Total Credit Hours Requested			**2.00**

3. Review the page. It is view-only for all users.

How to View Future Course Requests

This page displays what courses a student has requested for the next scheduling year, which is defined in PowerScheduler.

1. On the start page, search for and select the student.

2. Choose Requests View Future from the student pages menu. The Requests View Future page appears.

3. Review the page. It is view-only for all users.

Course Requests Modify

At some schools, administrative staff or guidance counselors enter student course requests directly in PowerSchool for their students. Perhaps all of the ninth graders at your school have made their requests on paper. All initial student course requests and those entering student course requests on behalf of students should enter the student course requests in PowerSchool, not in the scheduling area. Use the scheduling area to change or delete student course requests after the initial requests are made in PowerSchool.

Note: If you use need to edit a request after it has been submitted, do so in the scheduling area. For more information, see the section "**Student Course Requests**."

Scheduling 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.

How to Modify Current Course Requests

This feature lets students select the courses for the upcoming term within the current school year for which they want to register.

1. On the start page, search for and select the student.

2. Choose Requests Modify Current from the student pages menu. The Request Modify Current page appears.

Welcome to the High School class registration system.

GENERAL INSTRUCTIONS

Core
1 As a 11th grader in high school you must take the following classes. They add up to 2 credits.

6407003   English 11 (6407003) 1.00
6401003   US History (6401003) 1.00

Math
2 You must take 1 credit of math.
[Algebra II/Trig (6406004) 1.00 ⬍]

Science
3 You must choose between Chemistry and Physics for a science credit.
[Chemistry (6404004) 1.00 ⬍]

Elective
4 You must take 3 credits of classes.
[Art II (6408005) .50 ⬍]

Elective
5 You must take 3 credits of classes.
[Audition Choir (6408003) 2.00 ⬍]

Elective
6 You must take 3 credits of classes.
[Carpentry II (6402009) .50 ⬍]

Elective
7 You must take 3 credits of classes.
[Comp Programming (6402003) .50 ⬍]

Elective
8 You must take 3 credits of classes.
[Sculpture (6408010) .50 ⬍]

Alternate
9 Please choose one alternate.
[Economics (6401004) .50 ⬍]

[Submit]

3. Choose courses from the pop-up menu.

4. Click Submit. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see the section "**Course Requests View**."

How to Modify Future Course Requests

This feature lets students select the courses for the next scheduling year for which they want to register.

Note: The scheduling year is defined in PowerScheduler.

1. On the start page, search for and select the student.

2. Choose Requests Modify Future from the student pages menu. The Request Modify future page appears.

3. Choose courses from the pop-up menu.

4. Click Submit. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see the section "**Course Requests View**."

Course Requests and Schedule

In PowerSchool, you create and maintain a primary class schedule for each student in your school. Throughout the year, you might need to make schedule changes for existing students, or create new schedules for students who enroll at your school during the year. There are two ways to maintain student schedules: manual scheduling and auto-scheduling. Manual scheduling is section-specific and allows you to pick specific sections in which to enroll the student, overriding the system-defined schedule if one exists. Auto scheduling is course-specific. You enter a student's request for specific course(s). The system then automatically schedules the student for the sections that best fits his or her schedule.

Note: Maintaining student schedules can be done in conjunction with Scheduler or independently.

How to Access the Modify Schedule - Enrollments Page

Use this page to modify the student's schedule. Note the page is divided into two functional areas: Enrollments and Requests. By default, the Enrollments tab is selected. The Modify Schedule - Enrollments page displays the student's section enrollments for the current year and school, as well as current course requests.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
Enrollments	By default, the Enrollments tab is selected, which displays the student's section enrollments for the current year and school, as well as current course requests.
Requests	The second tab on the Modify Schedule page is Requests. The Modify Schedule - Requests page supports editing and entering course requests for the student. It is these requests that the scheduling engine uses to determine the students schedule.
View Entire Year Schedule	Click to view the student's schedule by each term within the selected term.
Edit Auto Schedule Parameters	Click to access the Automated Scheduling Setup page to modify default parameter settings for this scheduling session.
Effective Enrollment Date	When creating a new section enrollment, use this field to enter the date that any enrollment becomes effective. The field defaults to tomorrow's date.
Search Available Classes	Use to enroll the student into a course: • Course Number - Use to search for available sections. • Period - Use as filter to search for available sections. • Find - Click to search for available classes.
Quick Enroll	Use to enroll the student into a section: • Course.Section - Use to search for a section and enroll the student immediately into the section. • Enroll - Click to initiate search/enroll.
Enrollments	Use to view, lock, or drop the student's section enrollments. The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date. • Lock - Select this checkbox next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if the user wants the student to remain in Algebra for period 1, MWF then they would select the Lock checkbox for that section enrollment. Note: If the Effective Enrollment Date is set to a date that is after the Leave date for an enrollment, then that enrollment is locked and cannot be adjusted. If the course is in the future or in progress, then you can lock/unlock as needed. • Lock All - Click to lock all section enrollments. • Drop - Delete enrollments individually and immediately

Field	Description
	by clicking the appropriate button next to the section enrollment you want to delete. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an Exit Date and click Drop Classes. • Drop All - Click to immediately drop all the current section enrollments for the student. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an Exit Date and click Drop Classes.
Automated Schedule	Use to initiate the automated scheduling process that uses the scheduling engine to produce the student's schedule.
Manually Schedule Student	Use to manually schedule the student into available courses by period.
Course Requests	Use to view the student's current course requests.

How to Change Terms

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

3. Click the term link. The Change Term page appears.

4. Use this page to select a different term in which to view the student's schedule.

How to View Entire Year Schedule

Use the Entire Year Schedule link to view the student's schedule by each term within the selected term.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

3. Click the Entire Year Schedule link. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

How to Edit Auto Schedule Parameters

Use Edit Auto Schedule Parameters to modify default parameter settings for this scheduling session. The defaults for these values are defined via Start Page > School Setup > Scheduling Preferences. It is often useful to be able to override the default values just for the current scheduling attempt.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

3. Click the Edit Auto Schedule Parameters. The Edit Auto Schedule Parameters page displays.

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

Field	Description
Use buildings	Select this checkbox if this scenario uses buildings.
Use houses	Select this checkbox if this scenario uses houses.
Close sections at maximum	Select this checkbox to ensure that courses close at their maximum enrollment numbers.
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.
Use student course substitutes	Select this checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
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.

5. Click Submit. The Changes Recorded page appears.

How to Modify a Student's Schedule Using Automated Walk-In

Automated Walk-In Scheduling, you no longer are required to manually create schedules for students who have enrolled in school after the initial scheduling process has been completed. Instead, you can now leverage the existing scheduling engine, which determines the most optimal schedule for the student automatically.

In a typical scenario for a school during the first week of a new school year many students either do not have a schedule or need to revise their previously created schedule. These students are sent to a counselor who often has many other students waiting to work on their schedule. In this scenario it can be very frustrating for the counselor to have to manually find open sections in the master course schedule and try to create a schedule that works best for the student.

With Automated Walk-In Scheduling, the system automatically determines the most optimal schedule for the student while taking into account the many rules and constraints concerning the student and schedule, such as load constraints, course relationships, enrollment constraints, and section types. Additionally, you can select to schedule by team, house, or building. All this can be done, while locking existing section enrollments in order to preserve those records, yet scheduling additional requests. Counselors then choose to accept or reject the schedule returned by the engine before it is made permanent.

The following functional flow describes the basic course of events that you can perform to successfully create a new schedule for an individual student or modify an existing schedule for an individual student within PowerSchool.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule - Enrollments page appears.

3. Enter the date the enrollment becomes effective. The default is set to today's date.

4. Click Requests. The Modify Schedule - Requests page appears.

5. Before continuing, you can:

   • Select the Lock checkbox next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if the user wants the student to remain in Algebra for period 1, MWF then they would select the Lock checkbox for that enrollment.

   • Click Del next to the section enrollment you want to delete.

   • Click All Del to delete all existing section enrollments.

6. Click New Request. The Edit Course Request [student name] page appears.

7. Click Associate to select the name of the course. The Associate Course page appears.

8. Press and hold Command (Mac) or Control (Windows) to make multiple selections.

9. Click Submit. The Modify Schedule - Requests page appears, which now reflects the new requests.

10. Modify the requests by identifying which ones are alternate requests and assigning priorities or associating one alternate course for the primary request(s).

11. Click Submit. The Modify Schedule - Requests page refreshes.

12. Click Enrollments. The Modify Schedule - Enrollments page appears.

13. Click Automated Schedule. The information is exported to the scheduling engine. The scheduling engine determines and creates the most optimal schedule for the student based on the students course requests, load constraints, course relationships and applicable scheduling parameters. The results are then imported from the scheduling engine. Once the engine determines a schedule for the student, the Automated Schedule Results page appears. The page displays any error messages, enrollments, and course requests. At this point the results have not become the permanent schedule for the student. The results can only be accepted or rejected in whole.

   Note: You can always modify the schedule by dropping and adding enrollments via the Modify Schedule page.

14. Do one of the following:

   • <div align="left">If the results are unacceptable, click Discard to clear the results. The Modify Schedule - Enrollments page appears displaying the original schedule.</div>

   • If the results are acceptable, click Accept. The Modify Schedule - Enrollments page appears displaying the new schedule.

How to Manually Modify a Student's Schedule

The schedule list view displays the student's schedule for the currently selected term. Use this page to manually schedule students after viewing available courses by period.

Additionally, you can add or drop sections from a student's schedule using the Enroll and Drop pop-up menus. For more information on these topics, see the sections "**Add Sections**" and "**Drop Sections**."

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

3. Click Manually Schedule Student. The Manually Schedule Student page appears.

Manually Schedule Student
Briggs, Jessica K   10   25021   AGHS

Enroll date: 12/18/2003

Number	Course Name	Term	Day	01	02	03	04	05	06	07
1036	Algebra A	S1	A					1 ☑	1 ☐	
		S2	A					1 ☑	1 ☐	
1501	General Science 1	S1	A	1 ☐	1* ☐	1* ☐	1* ☑			
1571	General Science 2	S2	A	1 ☐	1* ☑	1 ☐	1* ☐			
2001	English 9	S1	A	1 ☑		1* ☐		1* ☐		
		S2	A	1 ☑		1 ☐		1* ☐		
4001	Health	S1	A					1* ☐		1* ☐
		S2	A		1 ☐			1 ☐		1 ☑
4121	Swimming	S1	A							1 ☑
4131	Fitness for Life	S1	A				2 ☐			
		S2	A				2 ☑			
7001	Word Processing	S1	A	1 ☐		1 ☐		1* ☐	1* ☑	
		S2	A							1* ☐
7550	Software Applications 1	S1	A		1 ☑		1 ☐			
		S2	A		1 ☐		1 ☐			
7555	Software Applications 2	S2	A	1 ☐		1* ☐		1* ☐	1* ☑	
8571	Chorus	S1	A			1 ☑				
		S2	A			1 ☑				

*   This section is full
    This section is full
    This section is available
    This section is scheduled

Enter a password for maximum enrollments override

[Reset]   [Continue]   [Submit]

4. Enter the "Enroll date" to indicate when the student enrolled in the selected course(s).

5. Select the checkboxes next to the course, term, and expression in which you want to enroll the student. Deselect the checkboxes next to the course, term, and expression from which you want to drop the student.

    Note: The student's currently scheduled classes appear in gray, available classes in green, and full classes in red. If an expression is gray and has a selected checkbox, the student is in the class. An asterisk (*) notation means that the class is full, regardless of color. If enrolling the student in a full class, enter the password to override the maximum enrollment in the field at the bottom of the page.

6. Click Submit.

Note: To refresh the page to display the last saved selections, click Reset.

7. On the Manually Schedule Student page, click Continue to return to the student's Schedule List page.

How to Access the Modify Schedule - Requests Page

The Modify Schedule - Requests page supports editing and entering course requests for the student. Requests are what the engine uses to determine the student's schedule. The student will not be scheduled for any course that is not requested. The exception to this are locked enrollments, which will be kept even if a request does not exist for the course.

Although requests may still be entered through the Requests Modify Current and Requests Modify Future pages, this page offers more flexibility and features. Existing requests entered by any other method appears on this page.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

3. Click Requests. The Modify Schedule - Requests page appears.

The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
New	Click to create a new course request.
Number	The number of the requested course appears.
Course Name	The name of the requested course appears.
Alt	Select this checkbox to indicate whether this is an alternate course request.
Code	Enter any single letter as a way of relating alternate requests to a primary request. Alternate requests that are assigned this code will be used to substitute for any primary requests that are assigned the same code.
Alt Priority	If you selected the Alternate checkbox, enter a priority number so the system will know which alternate to load first when a student does not receive the elective.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, a student may request a bilingual section of a course.
Alternate 1	Click Associate to select the name of the first alternate for this course.
Delete	To delete: • An existing course request, click YES under the Delete column next to the appropriate course request. • All existing course requests, click ALL at the bottom of the Delete column.

How to Create a New Course Requests

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

3. Click Requests. The Modify Schedule - Requests page appears.

4. Click to create a new course request. The Edit Course Request [student name] page appears.
5. Click Associate to select the name of the course.

6. Press and hold Command (Mac) or Control (Windows) to make multiple selections.

7. Click Submit. The Modify Schedule - Requests page appears.

8. Enter the information as needed. For detailed information, see the table under "How to Access the Modify Schedule - Requests Page."

9. Click Submit.

How to Edit Course Request

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

3. Click Requests. The Modify Schedule - Requests page appears.

4. Update information as needed. For detailed information, see the table under "How to Access the Modify Schedule - Requests Page."

5. Click Submit.

How to Delete a Course Request

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule page appears.

3. Click Requests. The Modify Schedule - Requests page appears.

4. To delete:
   - An existing course request, click YES under the Delete column next to the appropriate course request.
   - All existing course requests, click ALL at the bottom of the Delete column.

5. Click Submit.

How to View Student Schedule Preferences

Use this page to view information related to scheduling for the currently selected student.

1. On the start page, search for and select a student.

2. Choose Scheduling Setup from the student pages menu. The Edit Scheduling Preferences page appears.

Scheduling Setup
Briggs, Jessica K   10   25021   AGHS

Required Settings

Next Year Grade	11
Priority	1
Schedule This Student	☑
Year of Graduation	2005
Next School Indicator	Apple Grove High School ⬍

Optional Settings

Next Year Campus/Building	Building 2	Associate
Next Year House	House A	Associate
Next Year Team	Team A ⬍	

Submit

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

Field	Description
Next Year Grade	Enter the grade level that the student will be in next year.
Priority	Enter a scheduling priority level for the student.
Schedule This Student	Select this checkbox if you want to schedule the student at this time.
Year of Graduation	Enter the year that the student should graduate.
Next School Indicator	Select the school that the student will enter next year.
Next Year Campus/Building	To select the campus or building that the student will go to next year, click Associate. Select a campus or building, and click Submit.
Next Year House	To select the house that the student will belong to next year, click Associate. Select a house, and click Submit.
Next year Team	Choose the team that the student will belong to next year from the pop-up menu.

4. Click Submit. The Changes Recorded page appears.

Schedule

Student Schedule

There are three ways to display a student's schedule. The **Bell Schedule View** displays the student's schedule for the current week. The **List View** displays the student's schedule for the selected term in a list format. The **Matrix View** displays the student's schedule for the selected term in a graphical format.

How to View a Student's Bell Schedule

1. On the start page, search for and select the student.

2. Choose Bell Schedule View from the student pages menu. The Bell Schedule View page displays the student's schedule for the current week.

How to View a Student's Schedule (List View)

1. On the start page, search for and select the student.

2. Choose List View from the student pages menu. The Schedule List View page displays the student's schedule for the currently selected term.

The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date.

3. To change terms, click the term link. The Change Term page appears. Use this page to select a different term in which to view the student's schedule.

4. To view the student's schedule by each term within the selected term, click the Entire Year Schedule link. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

Entire Year Schedule
Briggs, Jessica K   10   25021   AGHS

00-01 Quarter 1

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
01(A)	S1	2001-03	English 9	Griggs, Kylee Diane	C310	8/28/2000	1/16/2001
02(A)	S1	7550-1	Software Applications 1	Forest, Brittany	D404	8/28/2000	1/16/2001
03(A)	S1	8571-01	Chorus	Spainhower, Meagan	B202	8/28/2000	1/16/2001
04(A)	S1	1501-04	General Science 1	Callister, Lisa	D404	8/28/2000	1/16/2001
05(A)	S1	1036-1	Algebra A	Flinders, Shea Lyn		8/28/2000	1/16/2001
06(A)	S1	7001-06	Word Processing	Forest, Brittany	D409	8/28/2000	1/16/2001
07(A)	S1	4121-2	Swimming	Hansen, Jameson	A106A	8/28/2000	1/16/2001

00-01 Quarter 2

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
01(A)	S1	2001-03	English 9	Griggs, Kylee Diane	C310	8/28/2000	1/16/2001
02(A)	S1	7550-1	Software Applications 1	Forest, Brittany	D404	8/28/2000	1/16/2001
03(A)	S1	8571-01	Chorus	Spainhower, Meagan	B202	8/28/2000	1/16/2001
04(A)	S1	1501-04	General Science 1	Callister, Lisa	D404	8/28/2000	1/16/2001
05(A)	S1	1036-1	Algebra A	Flinders, Shea Lyn		8/28/2000	1/16/2001
06(A)	S1	7001-06	Word Processing	Forest, Brittany	D409	8/28/2000	1/16/2001
07(A)	S1	4121-2	Swimming	Hansen, Jameson	A106A	8/28/2000	1/16/2001

How to Display a Student's Schedule (Matrix View)

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

1. On the start page, search for and select the student.

2. Choose Matrix View from the student pages menu. The Schedule Matrix View page appears.

Schedule Matrix View
Briggs, Jessica K   10   25021   AGHS

Enrollments for current school only.

Day	Terms		01	02	03	04	05	06	07
A	00-01	S1 Q1 / Q2	English 9 2001.03 Griggs, Kylee Diane Room: C310 01(A) S1	Software Applications 1 7550.1 Forest, Brittany Room: D404 02(A) S1	Chorus 8571.01 Spainhower, Meagan Room: B202 03(A) S1	General Science 1 1501.04 Callister, Lisa Room: D404 04(A) S1	Algebra A 1036.1 Flinders, Shea Lyn Room: 05(A) S1	Word Processing 7001.06 Forest, Brittany Room: D409 06(A) S1	Swimming 4121.2 Hansen, Jameson Room: A106A 07(A) S1
		S2 Q3 / Q4	English 9 2001.06 Griggs, Kylee Diane Room: C310 01(A) S2	General Science 2 1571.02 Callister, Lisa Room: D404 02(A) S2	Chorus 8571.02 Spainhower, Meagan Room: B202 03(A) S2	Fitness for Life 4131.4 Invalid faculty ID: 443 Room: C305 04(A) S2	Algebra A 1036.3 Flinders, Shea Lyn Room: 05(A) S2	Software Applications 2 7555.1 Forest, Brittany Room: D409 06(A) S2	Health 4001.04 Invalid faculty ID: 443 Room: C305 07(A) S2

The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same period. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name , room number, expression, which is the combination of period(s) and day(s), and year term.

For more information on the student schedule matrix preferences, see the section "**Miscellaneous System Administration**."

Mass Enroll in a Class

Enroll an entire group of students in a class.

How to Mass Enroll in a Class

1. On the start page, select the group of students.

   Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Click Mass Enroll. The Mass Enroll page appears.

   Mass Enroll - Term: 02-03 Quarter 4

   Mass enroll the selected students into which class?

   Allphin, Timothy   01(A)

   1031.06   (course.section)

   Clicking the Submit button below will cause the selected 7 students to be enrolled in the class specified above.

   Enrollment date: 5/22/2003

   Submit

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

Field	Description
Teacher	Choose the teacher from the pop-up menu.
[Expression]	Choose the schedule expression from the pop-up menu.
course.section	Enter the course and section number. Separate the numbers with a period and no spaces.

Field	Description
Enrollment Date	Enter the date of the enrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

4. Click Submit. PowerSchool notifies you that the enrollment is complete.
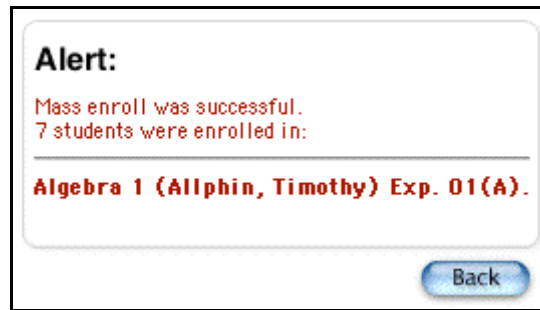
Add Section Enrollments

Manual scheduling is section-specific and allows you to add one or more specific sections in which to enroll the student, overriding the system-defined schedule if one exists.

Use the **Search Available Courses** or **Quick Enroll** functions on the Modify Schedule - Enrollments page to enroll students in a course section.

How to Add a Section Enrollment to a Student Schedule Using Quick Enroll

If you know the course number and the specific section of the course you want to enroll the student, you can use the Quick Enroll function to enroll the student immediately into the section.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule - Enrollments page appears.

3. Enter the course and section number in the Course.Section field.

4. Click Enroll. The Modify Schedule - Enrollments page refreshes and displays the new enrollment.

How to Add a Section to a Student Schedule Using Search Available Courses

To search for available courses per period, use the Search Available Course function. You can enter the number of the course in the Course Number field or leave it blank to search all courses. Then, choose the period from the Period pop-up menu to search for sections that are available at that time. Choose All to search for all available sections in all periods.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule - Enrollments page appears.

3. Choose the period in which you want to enroll the student from the Period pop-up menu. Choose All to search for all available sections in all periods.

4. Click Find. The Available Courses page appears displaying a list of courses taught during that period.

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.
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.

5. Enter the effective enroll date at the top of the page using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

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

    If your system is configured to notify you that the section enrollment is at or above capacity, the "Section is Full" page appears if the section is at or above capacity. You must enter a password to override the capacity.

How to Filter Manual Schedule Options

Filter the courses that appear on the Available Courses page when manually scheduling students. Filtering focuses your search for an available class according to a number of criteria, such as teacher, credits, and current class size.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule - Enrollments page appears.

3. Choose the period in which you want to enroll the student from the Period pop-up menu. Choose All to search for all available sections in all periods.

4. Click Find. The Available Courses page appears displaying a list of courses taught during that period.

5. Select one of the following to filter information on the Available 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.
Credit Type	Choose the credit type from the pop-up menu, such as Math.
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.

6. Repeat Step 4 to further filter the selections.
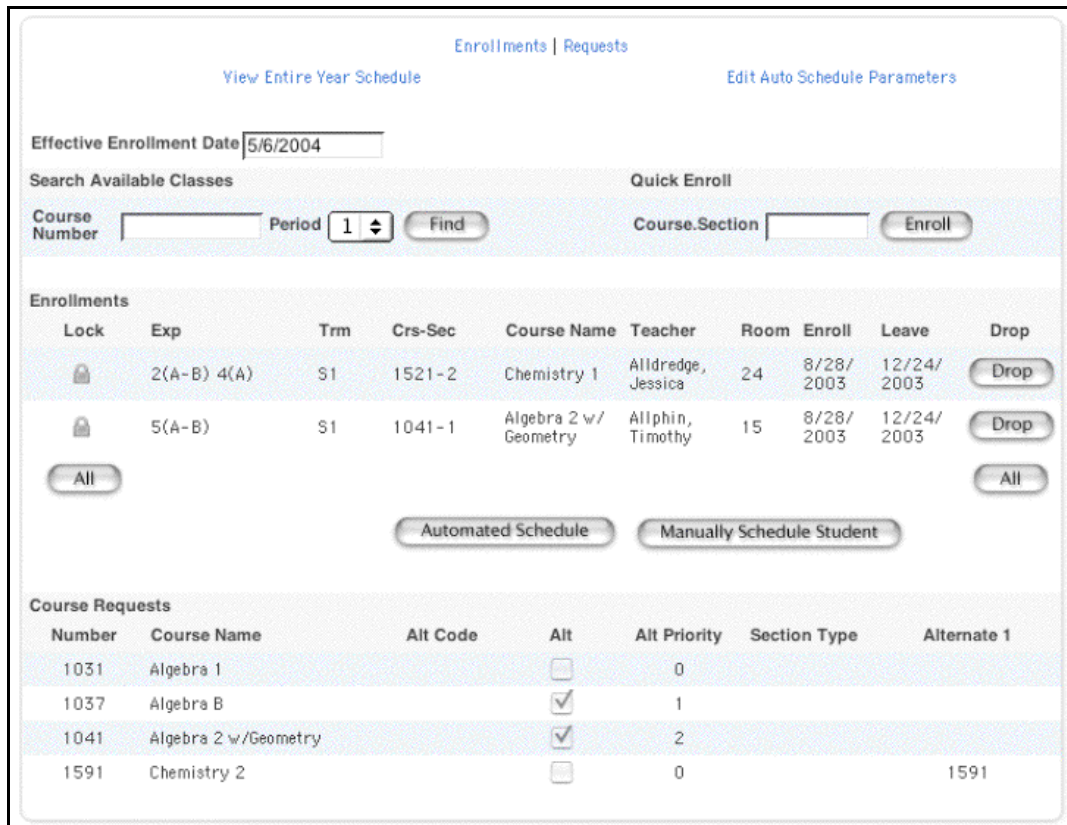
Drop Section Enrollments

Manual scheduling is section-specific and allows you to drop one or more section enrollments from a student's schedule, overriding the system-defined schedule if one exists. Because dropping a section enrollment from a student's schedule has serious ramifications, use caution when performing this procedure.

How to Drop a Section Enrollment From a Student Schedule

Drop section enrollments individually and immediately by clicking the appropriate Drop button next to the section enrollment you want to delete. To efficiently drop more than one section enrollment from a student's schedule, see the section "**How to Drop Section Enrollments From a Student Schedule**."

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule - Enrollments page appears.

3. Locate the section enrollment you want to delete.

4. Click Drop next to the section enrollment you want to delete. The Drop Class page appears.

5. Verify the information you want to delete.

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

Field	Description
Student	The selected student appears.
Period	The selected period appears.
Course	The selected course appears.
Teacher	The selected teacher appears.
Exit Date	Enter the effective exit date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. This is usually the day after the student's last day in class.

7. Click Drop Class if you are sure you want to drop the section enrollment. PowerSchool drops the student from the selected section, and the schedule displays without the deleted section enrollment.

How to Drop All Sections From a Student Schedule

Use this procedure to drop all section enrollments from a student's schedule.

1. On the start page, search for and select the student.

2. Choose Modify Schedule from the student pages menu. The Modify Schedule - Enrollments page appears.

3. Click All in the Drop column. The Drop Classes page appears.

4. Enter the first day the student is not in class in the Exit Date field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

5. Click Drop Classes. The Changes Recorded page appears.

Schedule Reports

Student Listings

Student listing reports display lists of students, either by class or schedule.

How to Run the Class Rosters (PDF) Report

Generate a class roster as a PDF file for the current term 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 Class Rosters (PDF). The Class Rosters (PDF) page appears.

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.
Meeting(s)	Enter the meeting(s) to be audited in the second field. To audit all meetings, use a blank field.
Include students who	Select an enrollment period option. Some options require you to enter a date or date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
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 format "field name \ column title \ column width \ alignment." 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 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.

Field	Description
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. 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 using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

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. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Master Schedule (PDF) Report

Generate a PDF file for the current master schedule. The master schedule PDF report displays schedule information for sections that are in session during the selected term. Before proceeding, change the selected term, if necessary. For more information, see the section "**How to Change 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 Master Schedule (PDF). The Master Schedule PDF page appears.

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

Field	Description
Periods	Select the checkbox(es) to indicate which periods to display on the master schedule. To display all periods, select the All Periods checkbox.
Days	Select the checkbox(es) to indicate which days to display on the master schedule. To display all days, select the All Days checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as MATH. To display all credit types, do not enter anything in the field.
Rooms	Select the room(s) to display on the master schedule. Press and hold Command (Mac) or Control (Windows) to make multiple selections. Select All Rooms to display all rooms.
Teachers	Select the teacher(s) to display on the master schedule. Press and hold Command (Mac) or Control (Windows) to make multiple selections. Select All Teachers to display all teachers.
Sort By	Select a sort order option for the master schedule: • Teachers • Credit Type • Department • Room
Period/Day orientation	Select whether you want either periods or days to appear as columns across the top of the report.
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 checkbox(es) to apply styles to the heading, such as 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.
Column title font	Choose the column title font from the pop-up menu.
Column title style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the checkbox(es) to apply styles to the column title, such as the Bold checkbox to bold the column title.

Field	Description
Print column titles on	Choose an option from the pop-up menu to determine on which pages you want the column titles to appear.
Body Font	Choose the body font from the pop-up menu.
Body Font style	Enter the font size and line height in points. One point equals 1/72 of an inch. Select the checkbox(es) to apply styles to the body text, such as the Bold checkbox to bold the body text.
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	Use the pop-up menu to choose the page layout. 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 using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

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.

Master Schedule - By Teacher					
Course	Day	Period 1	Period 2	Period 3	Period 4
Chemistry 1	A	Alldredge, Jessica 1521.1 12/20 Room 24 1(A-B) Term: S1	Alldredge, Jessica 1521.2 19/20 Room 24 2(A-B) 4(A) Term: S1		Alldredge, Jessica 1521.2 19/20 Room 24 2(A-B) 4(A) Term: S1
	B	Alldredge, Jessica 1521.1 12/20 Room 24 1(A-B) Term: S1	Alldredge, Jessica 1521.2 19/20 Room 24 2(A-B) 4(A) Term: S1		Alldredge, Jessica 1521.90003 12/20 Room 24 4(B) Term: S1
Algebra 1 (Math)	A	Allphin, Timothy 1031.1 20/28 Room 14 1(A-B) Term: S1	Allphin, Timothy 1031.2 12/28 Room 14 2(A-B) Term: S1		Allphin, Timothy 1031.4 28/28 Room 15 4(A-B) Term: S1
	B	Allphin, Timothy 1031.1 20/28 Room 14 1(A-B)	Allphin, Timothy 1031.2 12/28 Room 14 2(A-B)		Allphin, Timothy 1031.4 28/28 Room 15 4(A-B)

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Student Schedule Listing Report

This report provides a printout of students' classes and lets you know where they are during which periods.

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 Student Schedule Listing. The Student Schedule Listing page appears.

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

Field	Description
Students to Include	The number of selected students appears.
Report Title	Enter the title for the report.
Include for each class	Select the checkboxes to indicate what data you want to include for each class. Select any combination of the following checkboxes: • Select the checkbox(es) to display the room, course, and teacher information for each class. • If you want to include grades, select the checkbox and use the pop-up menu to choose either Historical Grade or Current Grade. • If you select Historical Grade or Current Grades above, enter the Store Code/Final Grade, such as Q1 or Q2. • Citizenship • Attendance: If you select Attendance, enter the attendance code. • Attendance points • Assignment Score: If you select Assignment Score, enter the score.

Field	Description
Scan Enrollment as of this Date	Enter the student enrollment dates to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.
Range of Periods	Enter the range of periods to scan.
Range of Days	Enter the range of days to scan.
How many students between breaks	Enter the number of student records to display before a break in the report.
Show only these pages	Select this checkbox to limit the number of pages to display. If you select this checkbox, enter the page number range in the next fields.

5. Click Submit. The resulting report displays students and their teachers for the selected periods.

Proceed by printing the report from your web browser or saving it to another application. For more information, see the section "**Run, Print, and Save Reports**."

Enrollment Reports

When setting up any of the reports, you can screen for students in special programs. If the students are in the selected program at any time during the specified period, they are included in the report results. For each report, you can click "Check for possible conflicts" to display any students with errors on their class enrollment dates.

How to Run the Class Size Reduction Report

The Class Size Reduction report provides a day-to-day count of section enrollment over a specified period. When setting up the report, exclude students in a special program from the enrollment count by selecting the special program from the pop-up menu. At least one course number must be entered to run the report. To display detailed enrollment per section, see the section "**How to Run the Enrollment by Section Report**."

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

2. Click Run Reports. The Run Reports page appears.

3. Click Class Size Reduction Report. The Class Size Reduction Report page appears.

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

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Exclude counts for students enrolled in this Special Program	Use the pop-up menu to indicate any special program you want to exclude from being counted.
Sort By	Select the sort order: • Course Number • Teacher Name • Grade Level
Include only these Course Numbers	Enter the course number(s). Separate multiple courses with commas. Use a blank field to scan all courses.
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section number(s) to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment by Grade Report

Use the Enrollment by Grade report to generate a summary of student enrollment by grade level.

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

2. Click Run Reports. The Run Reports page appears.

3. Click "Enrollment by Grade." The Enrollment by Grade Report page appears.

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

Field	Description
School	The selected school appears.
Reporting Segment	Use the pop-up menu to choose the reporting segment if you are not using a date range. For more information on reporting segments or to create a reporting segment, see the section "**Reporting Segments**."
Grades	Select the checkbox(es) of the grade level(s) you want to scan or leave all the checkboxes blank to scan all grade level(s).

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment by Section Report

This report provides current year enrollment **statistics** for class sections. To report on class size, see the section "**How to Run the Enrollment by Section (Class Size) Report**."

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

2. Click Run Reports. The Run Reports page appears.

3. Click "Enrollment by Section." The "Enrollment by Section" page appears.

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

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.

Field	Description
Reporting Segment or Begin Date and Ending Date	Select which date range to use for this report: • Reporting Segment: Choose a reporting segment from the pop-up menu. For more information on reporting segments, see the section "**Reporting Segments**." • Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. **Note:** The date entered must fall within the selected school year term.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window. • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • 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 Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Sort By	Select the sort order: • Course • Teacher
Include only these Course Numbers	Enter the course number(s). Separate multiple courses with commas. Use a blank field to scan all courses.

Field	Description
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section number(s) to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes. The following information appears in the output file:

Column Name	Description
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Course Name	The name of the course for the section.
Section Number	The section number of the section.
Grade	The grade level associated with the current section.
Begin Enrollment	The student enrollment in the section as of the start date of the reporting period.
Entries	How many students were added to the section. **Note:** If a student enters the same section twice, it will count as two entries.
Withdrawals	How many students were withdrawn from a section. **Note:** If a student enters the same section twice, it will count as two entries.
End Enrollment	The enrollment at the end of the reporting period.
Enrollment for Period	How many total enrollments for the reporting period.
Enrollment to Date	The current enrollment as of today.
Aggregate Days Attended	The total number of days attended by all of the students enrolled in the section during the date range.
Average Days Attended	This is the ADA (the number of days in the date range / Aggregate Days Attended).
Days Absent	The total number of days absent for the section during the reporting period.

Column Name	Description
Days Off Track	The total number of off track days for the students enrolled in the section during the reporting period.
Total Days not Enrolled	The total number of days students are not enrolled in this section. That is, students who are enrolled at some point during the year, but are not enrolled one or more days during the reporting period.
Aggregate Days Belonging	The total membership for this section during the reporting period.
Average Number Belonging	The Average Daily Membership for this section during the reporting period (Aggregate Days Belonging / number of meeting days in reporting period).
Percent Attendance	Of the total potential Attendance for the Reporting Period, What is the Percent of the actual attendance? (Aggregate Days Attended / Average Number Belonging)

6. Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the Enrollment Summary by Date Report

This report is the same as the Enrollment Summary except it can be run by a selected date instead of just the current date. The resulting report displays a breakdown for the entire school. Column titles describe the contents of each column. Row numbers indicate grade levels. The small blue numbers (to the left of the slash) indicate male students; the small red numbers (to the right of the slash) indicate female students. Large, bold blue numbers indicate the total enrollment of male and female students for that classification

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

2. Click Run Reports. The Run Reports page appears.

3. Click "Enrollment Summary by Date." The Enrollment Summary by Date page appears.

4. Enter the date as of which you want to calculate enrollments using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry.

   Note: The date entered must fall within the selected school year term.

5. Click Submit. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

6. Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals. Print the report from your web browser or save it to another application. For more information, see the section Use the Aggregate Membership Audit report to generate membership audit by section information. "**Run, Print, and Save Reports**."

How to Run the Vocational Courses Aggregate Membership Report

Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals.

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

2. Click Run Reports. The Run Reports page appears.

3. Click Voc. Courses Agg. Membership. The Vocational Courses Aggregate Membership Report page appears.

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

Field	Description
Report Name	The name of this report.
Description	A description of this report's function.
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number from which you want the report to start.
Processing Options	To run this report, select a time to start it: • Execute Now: Executes the report immediately in the current window. • In Background Now: Executes the report immediately in the Background.* • ASAP: Executes the report in the order it is received in the Report Queue.* • 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 Specific Date/Time fields.* *After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon . The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected On Specific Date/Time for Processing Output, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

5. Click Submit. You do not need to enter any data to run the report; simply wait for the output. This could take several minutes. The resulting report displays the schedule of

vocational courses and the number of students in each class. It also displays the number of membership days for the different classes. Proceed by doing one of the following:

- Click a number of aggregate membership days to view an audit page.

- Click an underlined number in the Size column to view the list of students in the class.

- Click a section number to view a description of the section.

- Print the report from your web browser or save it to another application. For more information, see the section "**Run, Print, and Save Reports**."

How to Run the School Enrollment Audit Report

Use the School Enrollment Audit report to detect possible school enrollment errors.

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

2. Click Run Reports. The Run Reports page appears.

3. Click School Enrollment Audit. The Possible Conflicts for School Enrollment Audit page appears.

How to Run the Section Enrollment Audit Report

Use the Section Enrollment Audit report to detect possible section enrollment errors.

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

2. Click Run Reports. The Run Reports page appears.

3. Click Section Enrollment Audit. The Possible Conflicts for Section Enrollment Audit page appears.

![PowerSchool logo with Apple icon]

Schedule Administration
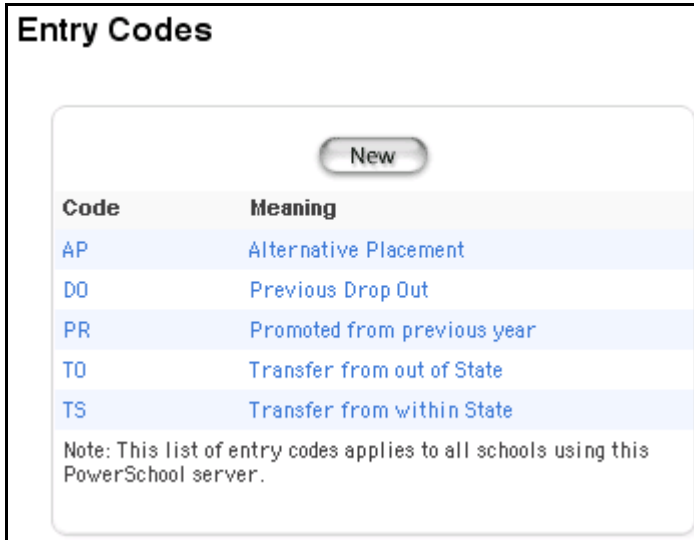
Entry Codes

Use entry codes to identify the reasons why students enroll in and transfer to your school.

How to Add an Entry Code

You must log in to the district office before performing this procedure.

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

2. Click Entry Codes. The Entry Codes page appears.

3. Click New. The Edit Entry Codes page appears.

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

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.

5. Click Submit. The Entry Codes page displays the new code and its meaning. Any authorized user can apply the new code to any student transferring out of your school.

How to Edit an Entry Code

Everyone who enrolls or transfers students will be affected by any changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

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

2. Click Entry Codes. The Entry Codes page appears.

3. Click the code or the meaning of the code to be edited. The Edit Entry Codes page appears.

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

Field	Description
Code	Edit the code.
Meaning	Edit a description of the code.

5. Click Submit. The Entry Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

Entry Codes

New

Code	Meaning
AP	Alternative Placement
DO	Previous Drop Out
HS	Home School
PR	Promoted from previous year
TO	Transfer from out of State
TS	Transfer from within State

Note: This list of entry codes applies to all schools using this PowerSchool server.

How to Delete an Entry Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

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

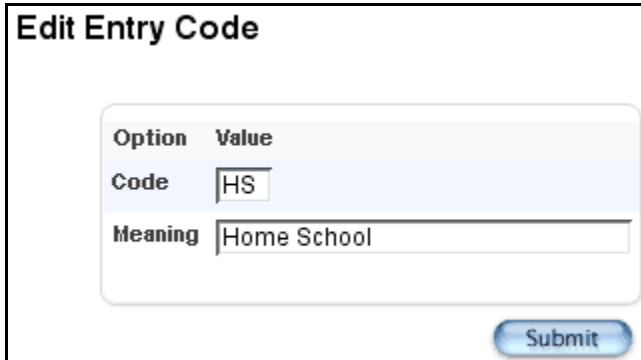2. Click Entry Codes. The Entry Codes page appears.

Entry Codes

New

Code	Meaning
AP	Alternative Placement
DO	Previous Drop Out
HS	Home School
PR	Promoted from previous year
TO	Transfer from out of State
TS	Transfer from within State

Note: This list of entry codes applies to all schools using this PowerSchool server.

3. Click the code or the meaning of the code to be deleted. The Edit Entry Codes page appears.

4. Click Delete. The Entry Codes page displays without the deleted code:

Exit Codes

Use exit codes to identify the reasons why students leave your school.

How to Add an Exit Code

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Exit Codes. The Exit Codes page appears.

3. Click New. The Edit Exit Codes page appears.

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

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.

5. Click Submit. The Exit Codes page displays the new code and its meaning. Authorized users can apply the new code to any student transferring out of your school.

Exit Codes

New

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Explusion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

How to Edit an Exit Code

Everyone who transfers students out of your school will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

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

2. Click Exit Codes. The Exit Codes page appears.

3. Click the code or the meaning of the code to be edited. The Edit Exit Codes page appears.

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

Field	Description
Code	Edit the code.
Meaning	Edit a description of the code.

5. Click Submit. The Exit Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

Exit Codes

New

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Dropout
EX	Explusion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

How to Delete an Exit Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

You must log in to the district office before performing this procedure.

1. On the start page, choose District from the main menu.
2. Click Exit Codes. The Exit Codes page appears.

Exit Codes

New

Code	Meaning
AP	Alternative Placement
DE	Death
DO	Drop Out
EX	Explusion
GR	Graduated from HS
PR	Promoted to next year
TO	Transfer Out of State
TS	Transfer within State

Note: This list of exit codes applies to all schools using this PowerSchool server.

3. Click the code or the meaning of the code to be deleted. The Edit Exit Codes page appears.

Edit Exit Codes

Option	Value
Code	DO
Meaning	Drop Out

Delete   Submit

4. Click Delete. The Exit Codes page displays without the deleted code.

Next School

Add, edit, or delete a school to which the selected group of students graduates when they leave your school. Next school selections are made either per student or as a default for all students. For more information on setting the default school, see the section "**Next School Indicator**."

If the next schools share your PowerSchool system, PowerSchool automatically transfers student records to the next school when you use the end-of-year process.

How to Create a Next School Indicator

If there is more than one school that your students often graduate to or move to, you may want to set up additional next school indicators.

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

2. Click Next School. The Next School page appears.

3. Click New. The Edit 'Next School' Record page appears.

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

Field	Description
SchoolName	Enter the name of the school.
School abbrev.	Enter the abbreviation for the school.
School number	Enter the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

5. Click Submit. The Next School page displays the new school.

Now you and other users can assign it as the next school for any student.

How to Edit a Next School Indicator

There are times when it is necessary to edit a next school record on the PowerSchool system. The changes you make to the next school record apply to the school and not to the students who are assigned to attend that school.

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

2. Click Next School. The Next School page appears.

3. Click the school name, school abbreviation, or school number to be changed. The Edit 'Next School' Record page appears.

Edit 'Next School' Record

Option	Value
School Name	Graduated students
School abbrev.	GRAD
School number (Important)	0
Sort order for display	5

[Delete] [Submit]

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

Field	Description
SchoolName	Edit the name of the school.
School abbrev.	Edit the abbreviation for the school.
School number	Edit the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

5. Click Submit. The Next School page displays the changes.

Next School

[New]

School Name	School Abbrev.	School Number
Apple Grove High School	AGHS	4000
Cherry Hill Middle School	CHMS	3000
Jefferson Elementary	JE	2000
Graduated Students	GRAD	0

Note: The 'Default' school number will be used for all students not assigned a specific school next school.

How to Delete a Next School Indicator

If students are no longer continuing on to a particular school that has been set up as a next school, delete that school from the list. Before doing so, it is important to verify that the school is to be removed. Any student assigned to that school is impacted by this change.

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

2. Click Next School. The Next School page appears.

3. Click the school name, school abbreviation, or school number to be deleted. The Edit 'Next School' Record page appears.

4. Click Delete. The Next School page displays without the deleted school.

Load Constraints

The School Setup menu includes a Scheduling link, Constraints. Click the Constraints link to access the Constraints page, which you can use to define scheduling constraints for students. Load constraints restrict the way the system loads students into courses that have already been scheduled.

This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using these pages. In the past, this information was strictly defined within the context of mass scheduling within PowerScheduler.

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.

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 School from the main menu. The School Setup page appears.

2. Click Constraints. The Constraints page appears.
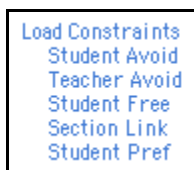
3. Click Student Avoid. The Student/Student Avoid Constraints page appears.

4. Click New. The Edit Student/Student Avoid Constraint page appears.

Edit Student/Student Avoid Constraint

Option	Value	
Student 1	8453	Associate
Student 2	8540	Associate

Submit

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 School from the main menu. The School Setup page appears.

2. Click Constraints. The Constraints page appears.

Load Constraints
    Student Avoid
    Teacher Avoid
    Student Free
    Section Link
    Student Pref
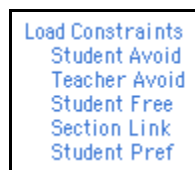
3. Click Teacher Avoid. The Student/Teacher Avoid Constraints page appears.

4. Click New. The Edit Student/Teacher Avoid Constraint page appears.

Edit Student/Teacher Avoid Constraint

Option	Value	
Student	8515	Associate
Teacher	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 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 School from the main menu. The School Setup page appears.

2. Click Constraints. The Constraints page appears.
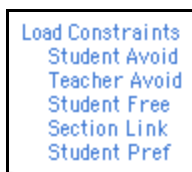
3. Click Student Free. The Student Free Constraints page appears.

4. Click New. The Edit Student Free Constraint page appears.

Edit Student Free Constraint

Option	Value
Student	8454 Associate
Term	Semester 1

Schedule

	A	B
1	☑	☑
2	☐	☐
3	☐	☐
4	☐	☐
5	☐	☐
6	☐	☐
7	☐	☐
8	☐	☐

Submit

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 School from the main menu. The School Setup page appears.

2. Click Constraints. The Constraints page appears.
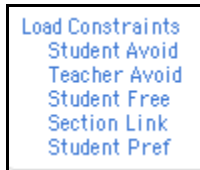
3. Click Section Link. The Section Link Constraints page appears.

4. 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 School from the main menu. The School Setup page appears.

2. Click Constraints. The Constraints page appears.
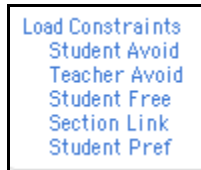
3. Click Student Pref. The Student Preference Constraints page appears.

4. Click New. The Edit Student Preference 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 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.

How to Modify Load Constraints

After creating load constraints, you can modify them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Click Constraints. The Constraints page appears.

Load Constraints
   Student Avoid
   Teacher Avoid
   Student Free
   Section Link
   Student Pref
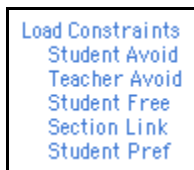
3. Click the name of the type of constraint you want to modify, such as Student Avoid.

4. Click the course name, student name, or teacher name in the row of the constraint you want to modify. The Edit page for that particular constraint appears.

5. Edit the information as needed:

   - Student Avoid

   - Teacher Avoid

   - Student Free

   - Section Link

   - Student Pref

   Note: See above sections for detailed information.

6. Click Submit. The appropriate constraints page appears.

How to Delete Load Constraints

After creating load constraints, you can delete them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Click Constraints. The Constraints page appears.

Load Constraints
   Student Avoid
   Teacher Avoid
   Student Free
   Section Link
   Student Pref
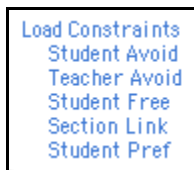
3. Click the name of the type of constraint you want to delete, such as Student Preference.

4. Click the course name, student name, or teacher name in the row of the constraint you want to delete. The Edit page for that particular constraint appears.

5. Click Delete. The Selection Deleted page appears.

Scheduling Preferences

The School Setup menu includes a Scheduling link, Preferences. Click the Preferences link to access the Scheduling Preferences page, which you can use define scheduling preferences, teams, houses,

buildings, and section types. Note the page is divided into five functional areas: Preferences, Teams, Houses, Buildings, and Section Types. By default, the Preferences tab is selected.

This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using these pages. In the past, this information was strictly defined within the context of mass scheduling within PowerScheduler.

How to Define Scheduling Preferences

Use this page to define parameters, which determine how long the system spends scheduling each course, section, and student.

1. On the start page, choose School from the main menu. The School Setup page appears.
2. Click Preferences. The Scheduling Preferences page appears.

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

| Field	Description
Use Buildings	Select this checkbox if this scenario uses buildings.
Use Houses	Select this checkbox if this scenario uses houses.
Close Sections at Max Enrollment	Select this checkbox to ensure that courses close at their maximum enrollment numbers.
Use Global Course Alternate Substitution	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 Request Alternate Substitution	Select this checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
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.

4. Click Submit. The Changes Recorded page appears.
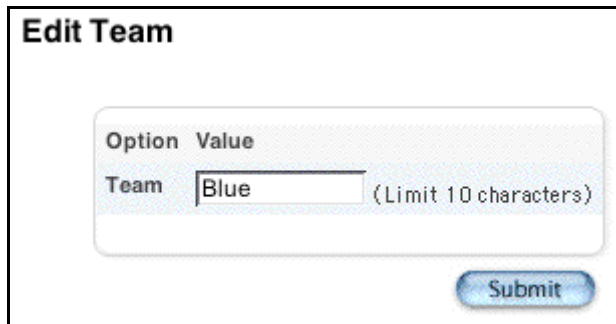
How to Define Teams

Some schools, most often middle or junior high schools, assign students and teachers to teams to provide the best support and monitoring system. The second tab on the Scheduling Preferences page is Teams. The Teams page displays the team name and number. Use this page to add, edit, and delete teams.

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Click Preferences. The Scheduling Preferences page appears.

3. Click the Teams tab. The Teams page appears.
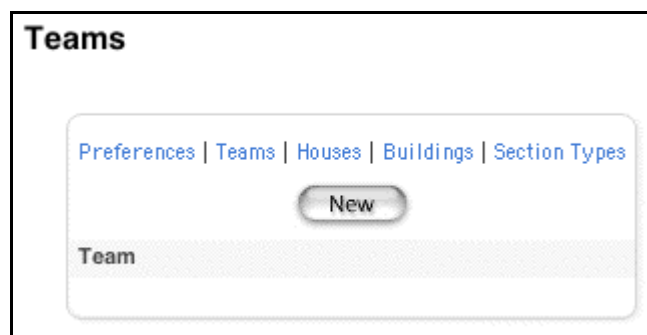
4. To add a new team, click New. The Edit Team page appears.

Edit Team

Option	Value	
Team	Blue	(Limit 10 characters)

Submit

5. Enter a name for the team (ten-character limit).
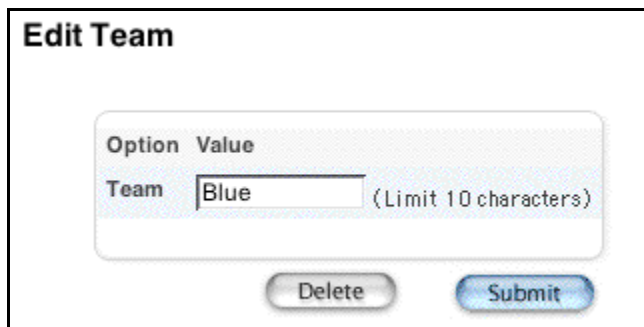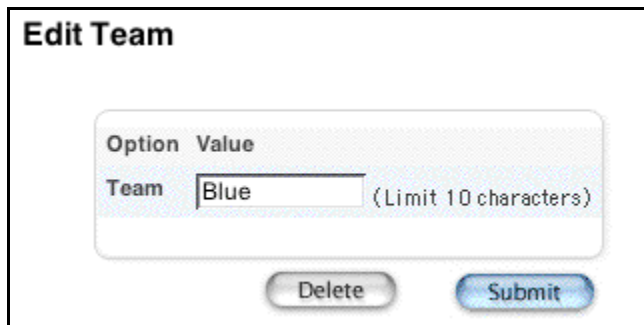
6. Click Submit. The Teams page appears.

7. To edit an existing team, click the name of the team you want to edit. The Edit Team page appears.

Edit Team

Option	Value	
Team	Blue	(Limit 10 characters)

Delete   Submit

8. Edit the name of the team (ten-character limit).

9. Click Submit. The Teams page appears.

10. To delete an existing team, click the name of the team you want to delete. The Edit Team page appears.

Edit Team

Option	Value	
Team	Blue	(Limit 10 characters)

Delete   Submit

11. Click Delete. The Selection Deleted page appears.
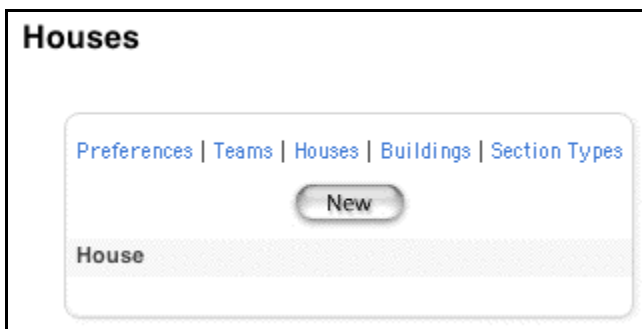

How to Define Houses

Some schools separate students into houses. For example, assume your school has House A (Grades 9 and 10) and House B (Grades 11 and 12). Determine which rooms, teachers, and students belong to each house. If the "Use houses" checkbox is selected on the Scheduling Preferences page, the

system references which house a room is assigned to before scheduling courses in that room and gives scheduling priority to the appropriate house.
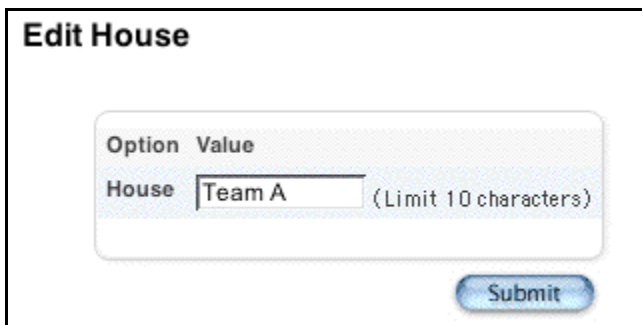
Also, sections will be scheduled for houses based on the house assignment of the teachers scheduled for those sections. Students assigned to a house will be assigned to a section either without a house or with the same house, whereas students not assigned a house can be assigned to any section.

The third tab on the Scheduling Preferences page is Houses. The Houses page displays the house name and number. Use this page to add, edit, and delete houses.
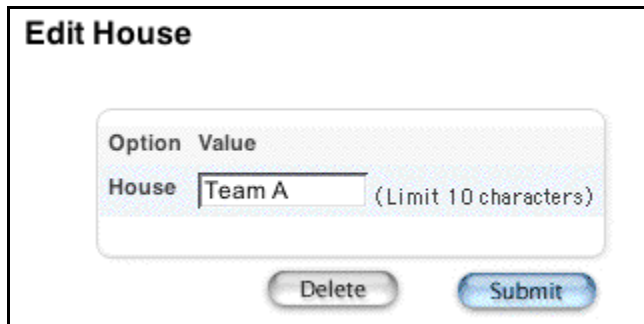
1. On the start page, choose School from the main menu. The School Setup page appears.

2. Click Preferences. The Scheduling Preferences page appears.

3. Click the Houses tab. The Houses page appears.

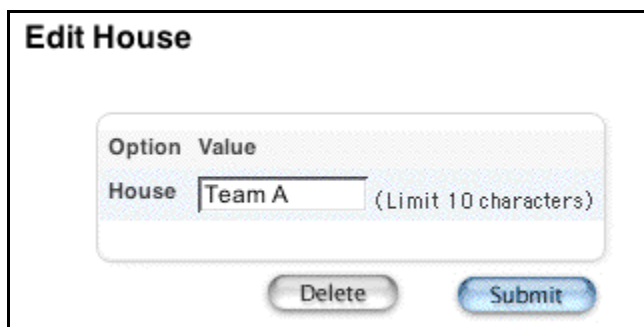4. To add a new house, click New. The Edit House page appears.

5. Enter a name for the house (ten-character limit).

6. Click Submit. The Houses page appears.

7. To edit an existing house, click the name of the house you want to edit. The Edit House page appears.

Edit House

Option	Value	
House	Team A	(Limit 10 characters)

[Delete]   [Submit]

8. Edit the name of the house (ten-character limit).

9. Click Submit. The Houses page appears.

10. To delete an existing house, click the name of the house you want to delete. The Edit House page appears.

Edit House

| Option	Value	
House	Team A	(Limit 10 characters)

[Delete]   [Submit]

11. Click Delete. The Selection Deleted page appears.


How to Define Buildings

If your school campus contains several buildings, you can define each of them. Then, you can associate these buildings with students, teachers, and rooms. This way, the system knows to schedule courses in the appropriate building, taught by the appropriate teacher, and taken by the appropriate students.

The fourth tab on the Scheduling Preferences page is Buildings. The Buildings page displays the building name and number. Use this page to add, edit, and delete buildings.

1. On the start page, choose School from the main menu. The School Setup page appears.

2. Click Preferences. The Scheduling Preferences page appears.

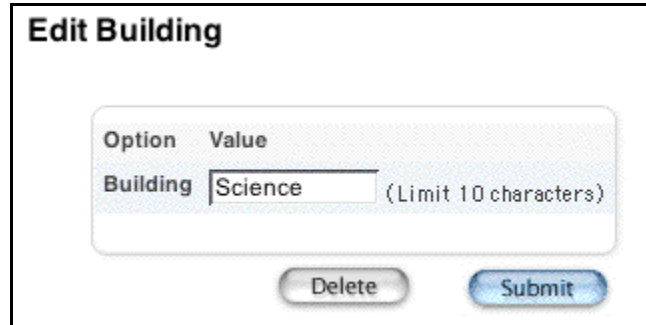3. Click the Buildings tab. The Buildings page appears.
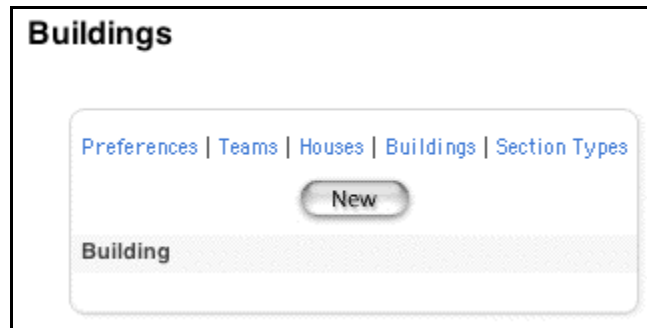
4. To add a new building, click New. The Edit Building page appears.
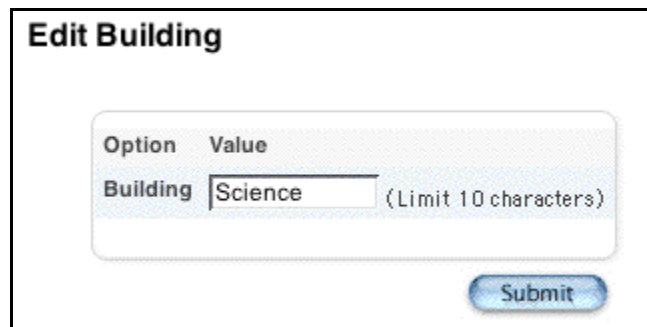
5. Enter a name for the building (ten-character limit).

6. Click Submit. The Buildings page appears.

7. To edit an existing building, click the name of the building you want to edit. The Edit Building page appears.
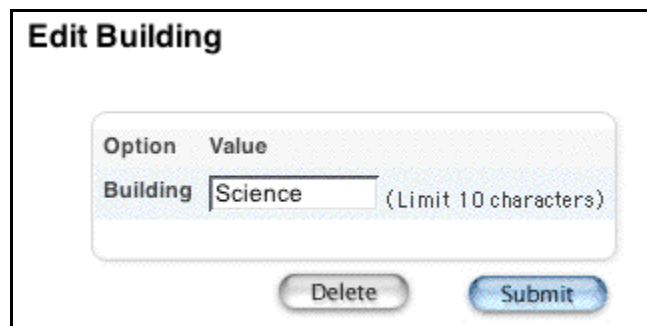
8. Edit the name of the building (ten-character limit).

9. Click Submit. The Buildings page appears.

10. To delete an existing building, click the name of the building you want to delete. The Edit Building page appears.
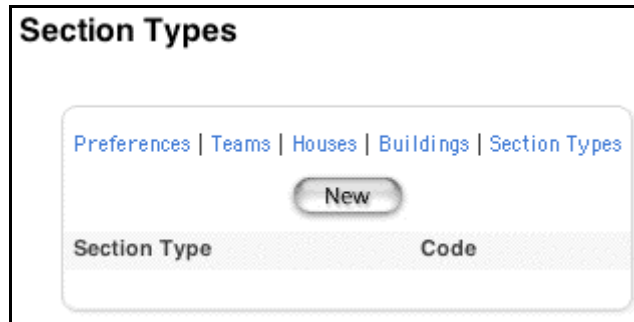
11. Click Delete. The Selection Deleted page appears.

How to Define Section Types

Section types are special sections of a course. For example, your school might offer separate sections of courses for bilingual students. In this case, one section of the course will be identified as bilingual. The teacher who instructs this section will have a bilingual section type assignment. The students' requests will also reflect the bilingual section type.

The fifth tab on the Scheduling Preferences page is Section Types. The Section Types page displays the section type name and number. Use this page to add, edit, and delete section types.
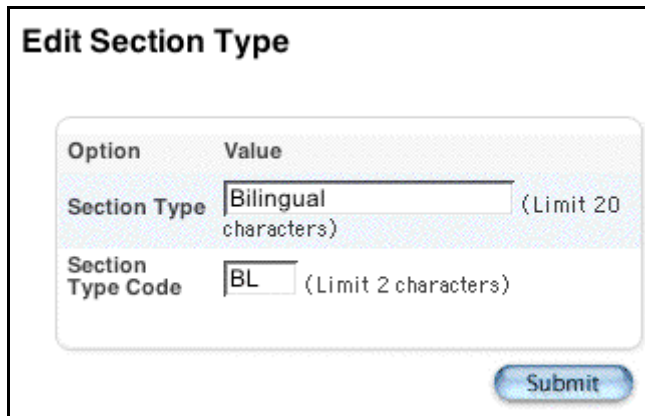
1. On the start page, choose School from the main menu. The School Setup page appears.

2. Click Preferences. The Scheduling Preferences page appears.

3. Click the Section Types tab. The Section Types page appears.

4. To add a new section type, click New. The Add/Edit Section Types page appears.

Edit Section Type

Option	Value	
Section Type	Bilingual	(Limit 20 characters)
Section Type Code	BL	(Limit 2 characters)

Submit

5. Enter a name for the section type (twenty-character limit).

6. Enter a section type code (two-character limit).

7. Click Submit. The Section Types page appears.

8. To edit an existing section type, click the name of the section type you want to edit. The Add/Edit Section Types page appears.

Edit Section Type

Option	Value	
Section Type	Bilingual	(Limit 20 characters)
Section Type Code	BL	(Limit 2 characters)

Delete   Submit

9. Edit the information as needed.

10. Click Submit. The Section Types page appears.

11. To delete an existing section type, click the name of the section type you want to delete. The Add/Edit Section Types page appears.

Edit Section Type

Option	Value	
Section Type	Bilingual	(Limit 20 characters)
Section Type Code	BL	(Limit 2 characters)

Delete   Submit

12. Click Delete. The Selection Deleted page appears.