

PowerScheduler User Guide

**PowerSchool
Student Information System**



PowerSchool

Document Properties

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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 Overview

Building a school's master schedule can be a difficult and time-consuming process. When you build a schedule, you must not only consider periods and classes, but also student course requests, teacher schedules, teacher course requests, and dozens of other factors that make the process difficult to handle manually.

PowerSchool considers all schedule factors and determines the best possible schedule from hundreds of thousands of possibilities. The resulting master schedule satisfies the most requirements and minimizes the most conflicts.

Building a school's master schedule is done in four phases:

- **"Prepare to Build the Master Schedule"**
- **"Build Master Schedule Introduction"**
- **"Load Students"**
- **"Commit the Master Schedule"**

Much of the work necessary to create a master schedule is done before building the schedule. To prepare to build a master schedule, you must define scheduling parameters, such as courses and classrooms, and enter student course requests, teacher assignments, course information, and schedule constraints. The system weighs all of the parameters that you define and generates the best possible master schedule.

Because there are many ways to rearrange a master schedule, you can create test scenarios using your data and different variables to determine the best possible results for your school. For example, you might have two or three different scenarios containing more or fewer constraints to determine how the system arranges your courses. You can save and modify these scenarios as you work toward the best possible master schedule.

You must read and complete all of the steps in **"Prepare to Build the Master Schedule"** before you can proceed to **"Build Master Schedule Introduction."** After building, load student schedules and commit the master schedule to PowerSchool. Though this series of steps applies to most situations, there are exceptions. For example, you can build a master schedule without loading student schedules (instead, you could import student schedules). However, doing so will not take into consideration section size maximums or load constraints. You can also load schedules without first building a master schedule if you copy or import schedules, or if you manually built a master schedule. Generally, schools follow the Build/Load/Commit process.

See **"Master Schedule Reports"** for descriptions of scheduling reports that you will use during both the preparing and building phases of this process. There are several checklists to help you throughout the process. For more information, see the section **"Checklists."**

When you click PowerScheduler on the start page, the Scheduling page displays the name, date of the last master schedule build, last load of the student schedules into the master schedule, number of student requests and satisfied requests after the last load, and percentage of students without scheduling conflicts for each scenario.

Note: The Students With Requests and Students Without Conflicts statistics only update after the build or the load finish completely.

An indicator displays the status of each scenario; you can have only one active scenario at a time.

Scheduling						
Build: Catalog: 2002-2003 Classes						
Use the navigation pane on the left to work with the schedule related maintenance items listed.						
• Click a schedule item category to view and edit the schedule related setup information.						
Scenarios						
Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	Status
2002-2003 Regular	11/5/2002	5/7/2002	685	0	83.65%	Active
Build and Load	11/20/2002	0/0/0	0	0	%	Inactive

The PowerScheduler menu displays the main scheduling functions, which are designed and sequenced to help you build your master schedule. The main scheduling functions list is divided into the following functional areas:

Parameters

- Buildings: Define the names of buildings.
- Catalogs: Create or edit a course catalog.
- Days: Define the schedule layout for days.
- Departments: Define the names of departments.
- Facilities: Define the names of facilities.
- Houses: Define the names of houses.
- Periods: Define the schedule layout for periods.
- Section Types: Define the section types of courses, such as special education.
- Teams: Define teams.
- Years & Terms: Define the schedule years and terms.

Processing

- Auto. Scheduler Setup: Set up certain defaults for build scenarios.
- Scenarios: Maintain your schedule scenarios. You can select a scenario or create a new one.
- Course Rank: View the system-generated course rank or change the order of the course rank.
- Build: Build the master schedule.
- Load: Load student information, such as requests, into the master schedule.
- Automated Study Hall: For students that have gaps in their schedules, enroll those students into study hall periods.
- Commit: Commit the built master schedule to PowerSchool.

Requesting

- **Course Groups:** Create course groups in preparation for creating request forms.
- **Screen Setup:** Create the request forms that will be used for entering student course requests.

Resources

- **Constraints:** Define constraints for the schedule, such as days that teachers are free, prescheduled courses, and breaks.
- **Courses:** Define schedule information for each course in your course catalog, such as assignments, constraints, and relationships.
- **Rooms:** Define classroom information, such as physical size and location.
- **Students:** Define student information, such as constraints, requests, and preferences.
- **Teachers:** Define teacher information, such as assignments, teams, and homerooms.

Schedule

- **Master Schedule:** Make changes to your master schedule once it is built but before it is committed. Change sections, teachers, student course requests, and schedules.
- **Sections:** Create a new course section or edit information about an existing one.

Tools

- **Checklist:** Use this checklist to keep track of all the tasks needed to prepare to build a master schedule.
- **Engine Download:** Download a current version of the scheduling engine. This link will be updated as the engine is updated.
- **Functions:** Perform functions such as calculate sections and update selections.
- **Reports:** Run all schedule-related reports.

To return to the PowerScheduler menu when the main menu changes, click PowerScheduler in the navigation path.

Checklists

Refer to several checklists to help you as you prepare to build and load the master schedule. Access the checklists from either PowerSchool or PowerSchool Help:

- **Scheduling Checklist:** This checklist guides you through each process when building a master schedule. It is especially helpful when multiple people are building the master schedule, since you can set the status of each step from No Status to In Progress to Complete. Enter comments for each step or for the overall process to share information. This checklist displays items for both building a master schedule and loading students'

schedules, or just for loading students' schedules. The appropriate checklist appears depending on whether the current scenario is "build and load" or load only. To access this checklist, choose Checklist under the Tools heading from the PowerScheduler menu.

- Master Schedule Checklist: Use this checklist to ensure that the master schedule is ready to optimize, load, or print. See the section "[Master Schedule Checklist](#)."
- Checklist to Know Your Student Schedules are Complete: Use this checklist to determine that the entire process of building the master schedule is complete. See the section "[Checklist to Know Your Student Schedules are Complete](#)."

Schedule Search and Select

Before you can do any type of schedule-related work on a student's record or on a group's records, select the individual or group. By performing a search, you make such a selection. Use criteria, such as `first_name=john`, to find all students with the first name John. For more information, see the section "[Search and Select](#)."

How to Select a Student for Scheduling

After you select a student, his or her name appears in the main menu. Either click the student's name to work with that student, or go to the PowerScheduler menu to perform functions for that student, such as running a report.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, click Students. The Scheduling page appears.



3. Select the student you want to work with using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click M or F to select all males or all females in your school.
 - Click Go to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see the section "[Search and Select](#)."

4. Click Select Students By Hand if more than one student appears. If only one student appears, skip to Step 6.

5. Click the name of the student you want to work with.
6. Do one of the following:
 - Click Functions. The "**Scheduling Functions**" page appears for the selected student.
 - Click "Select these students." The students' names appear in the students menu.

How to Select a Group of Students for Scheduling

After you select a group of students, the selected students' names appear in the students menu. Either click a student's name to work with that student, or go to the PowerScheduler menu to perform functions for the group of students, such as running reports.

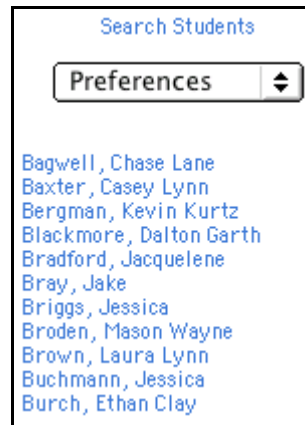
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, click Students. The Scheduling page appears.



3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click M or F to select all males or all females in your school.
 - Click Go to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

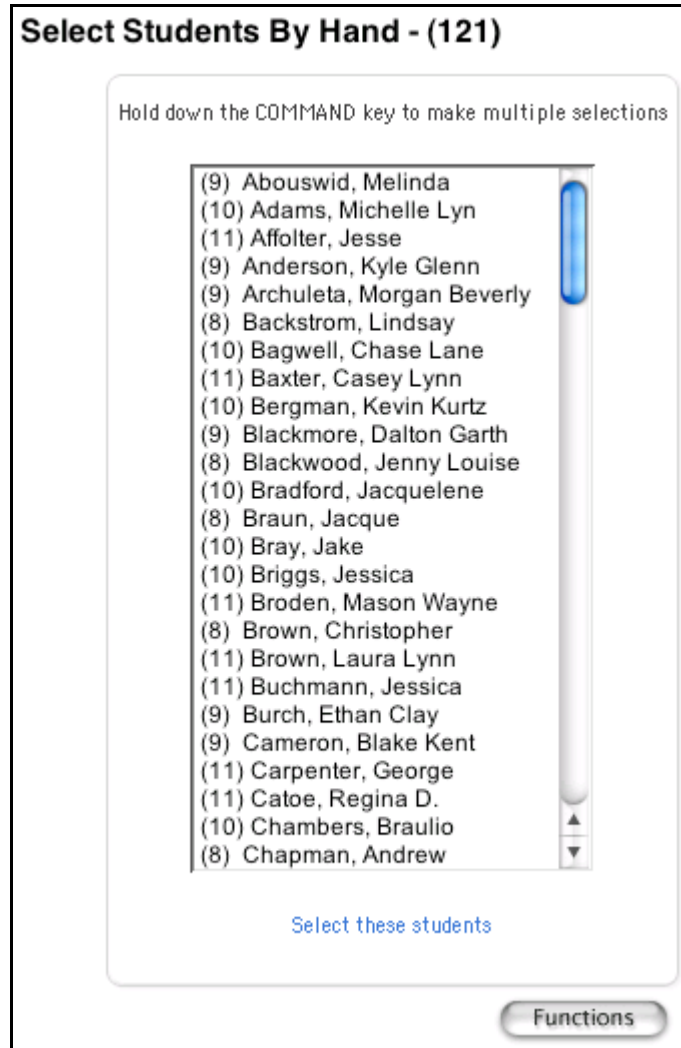
Note: For more information, see the section "**Search and Select.**"

4. Do one of the following:
 - Click Functions to display the "**Scheduling Functions**" page for all selected students.
 - Click "Select these students" so that their names appear in the students menu.



- Click Select Students By Hand to narrow the group of students even further. The Select Students By Hand page appears. Press and hold Command (Mac) or Control (Windows) and click the names of the students to include in the group.

Note: If the students are listed consecutively, click the first name on the list. Press Shift as you click the last name on the list. This selects the first and last names you click and every name in between.



5. Either click **Functions** to display the "**Scheduling Functions**" page for all selected students, or click "Select these students" so that their names appear in the students menu.



Student Scheduling Functions Page

Use the student Scheduling Functions page to execute processes for the selected group of students. To select a group of students, see the section "[Schedule Search and Select](#)."

Scheduling Functions	
What do you want to do for all of the 235 students you have selected?	
Function	Description
Export Using Template	Uses a template to export data on currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Add Requests	Lets you enter the same course request for selected student at one time.
Mass Delete Requests	Lets you delete the same course request for selected students at one time.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Schedule Mass Enroll	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

Note: Click the number of students selected at the top of the page to display the Student Selection page.

The student Scheduling Functions page includes the following functions:

- ["Export Using Template"](#)
- ["List Students"](#)
- ["Mass Add Requests"](#)
- ["Mass Delete Requests"](#)
- ["Next School Indicator"](#)
- ["Print Reports"](#)
- ["Print Mailing Labels"](#)

- **"Quick Export"**
- **"Reports Menu"**
- **"Schedule Mass Enroll"**
- **"Schedule Reports Menu"**
- **"Work With These Students"**

Scheduling Functions Page

Use the Scheduling Functions page to execute processes related to the master schedule.

Scheduling Functions	
Build: Scenario B Catalog: AGHS Catalog	
Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.
Auto Generate Teacher Assignments	Creates teacher assignments from existing master schedule.
Calculate Sections	Calculates the number of sections needed for each course in the current catalog.
Copy Master Schedule	Copies the current year schedule to the current scenario.
Delete Master Schedule	Deletes the current scenario master schedule.
Duplicate Scenarios	Duplicates master schedule, student schedules, teacher assignments, constraints and/or course relationships.
Move Previous Year Data	Move previous year's setup data to the current year.
Regenerate Bitmaps	Resets the bitmaps from the expressions for all sections and constraints in the current build.
Reset Class Counts	This function resets student numbers in each section of the master schedule.
Reset Sections Offered	This function resets the number of sections offered for the current course catalog.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year-Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in mass.

The Scheduling Functions page includes the following functions:

- **"Auto Create Rooms"**
- **"Auto Fill Student Information"**
- **"Auto Fill Course Information"**
- **"Auto Fill Teacher Information"**
- **"Auto Generate Course Information"**
- **"Auto Generate Rooms"**
- **"Auto Generate Teacher Assignments"**
- **"Calculate Sections"**
- **"Copy Master Schedule"**



- **"Delete Master Schedule"**
- **"Duplicate Scenarios"**
- **"Move Previous Year Data"**
- **"Regenerate Bitmaps"**
- **"Reset Class Counts"**
- **"Reset Sections Offered"**
- **"Set Schedule Year"**
- **"Split Yearlong Classes"**
- Update Selections, including the processes **"Unlock Previously Scheduled Courses,"** **"How to Set the Next Year Grade Field for an Entire Grade Level,"** **"How to Include All of Next Year's Students,"** and **"How to Assign a Group of Students to a Building."**

Prepare to Build the Master Schedule

Preparing to build the master schedule is the first of several phases in creating a master schedule. The process of preparing to build the master schedule consists of the following 11 steps:

- **"Schedule Security"**
- **"Schedule Parameters"**
- **"Build Scenarios Overview"**
- **"Courses"**
- **"Rooms Overview"**
- **"Student Information"**
- **"Student Course Requests"**
- **"Course Information"**
- **"Teacher Scheduling Information"**
- **"Build Constraints Overview"**
- **"Course Rank"**

If you will prepare to build the schedule alone, you should follow the steps in order. If you want to assign specific sections to several individuals, each person can perform a step at the same or different times.

Most steps can be performed in any order, within reason. For example, you cannot enter teacher assignments if you have not entered all of your teachers on the teacher list. You also must define your schedule constraints before you calculate course rank.

Schedule Security

Once you know which group(s) at your school will be in charge of scheduling, you need to give members access to the Scheduling area. See the section **"Schedule Security Setup."** For more information on general system security, see the section **"Security."**

Schedule Security Setup

Give groups of users access to the scheduling functions in PowerSchool.

How to Give Groups Access to the Schedule Area

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Security. The Security page appears.

Security	
Function	Description
Groups	Define security group rights and privileges.
Users By Group	List all users and their associated security group.
Access to Page Permissions	Turn page permissions on or off.
IP Address Restrictions	Restrict admin access to a set(s) of IP address range(s).
Logon Attempts Restrictions	Set the number of login attempts allowed before locking out an IP address.
PowerGrade/PowerSchool Connectivity	Force PowerGrade users to use passwords.

- Click Groups. The Groups page appears.

Groups			
Group Number	Group Name	Default Access Level	Report Queue Priority
1	Unassigned	View & Modify	
2	Office Staff	View Only	
3	Counselors	View & Modify	
4	Registrar	View & Modify	
5	Group 5	View Only	
6	Group 6	View Only	

- Click the name of the group that contains your staff members, such as Counselors. The Edit Group page appears.

Edit Group

Option	Value
Group Number	4
Group Name	<input type="text" value="Registrar"/>
Default Access	<input type="button" value="View & Modify"/>
Can Modify Schedules	<input type="button" value="Yes, in any year"/>
Master Scheduler Access	<input checked="" type="checkbox"/>
Report Queue Priority	<input type="button" value="0 Highest"/>
Accessible Log Types	<input checked="" type="checkbox"/> Discipline
Accessible Student Screens	<input checked="" type="checkbox"/> Activities <input checked="" type="checkbox"/> Addresses <input checked="" type="checkbox"/> All Enrollments <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Daily Attendance <input checked="" type="checkbox"/> Cumulative Info <input checked="" type="checkbox"/> Custom Screens <input checked="" type="checkbox"/> Demographics (v) <input checked="" type="checkbox"/> Demographics (m) <input checked="" type="checkbox"/> District Specific <input checked="" type="checkbox"/> Emergency/Medical <input checked="" type="checkbox"/> Family <input checked="" type="checkbox"/> Fee Transactions <input checked="" type="checkbox"/> Functions <input checked="" type="checkbox"/> Graduation Progress <input checked="" type="checkbox"/> Historical Grades <input checked="" type="checkbox"/> Honor Roll <input checked="" type="checkbox"/> Log Entries <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Lunch Transactions <input checked="" type="checkbox"/> Modify Info <input checked="" type="checkbox"/> Net/Phone Access <input checked="" type="checkbox"/> Other Information <input checked="" type="checkbox"/> Parents/Guardian <input checked="" type="checkbox"/> Photo <input checked="" type="checkbox"/> Requests (v) <input checked="" type="checkbox"/> Requests (m) <input checked="" type="checkbox"/> Requests+Schedule <input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> Scheduling Setup <input checked="" type="checkbox"/> SEOP Review <input checked="" type="checkbox"/> Special Programs <input checked="" type="checkbox"/> Standards <input checked="" type="checkbox"/> State/Province <input checked="" type="checkbox"/> Term Grades <input checked="" type="checkbox"/> Test Scores <input checked="" type="checkbox"/> Transfer Info <input checked="" type="checkbox"/> Transportation <input checked="" type="checkbox"/> Truancies

5. Select the Master Scheduler Access checkbox.
6. Click Submit. The Groups page appears.

Schedule Parameters

To build the master schedule to your school's specifications, you need to define pieces of information for the system to use to schedule courses at your school. These are called parameters. Define the following:

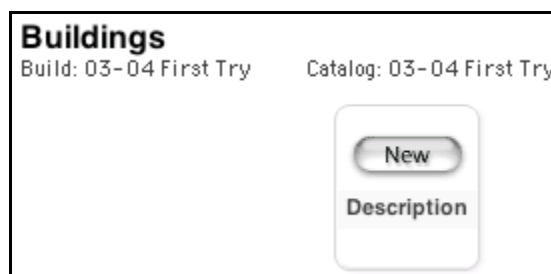
- [Buildings](#)
- [Catalogs](#)
- [Days](#)
- [Departments](#)
- [Facilities](#)
- [Houses](#)
- [Scheduling Periods](#)
- [Section Types](#)
- [Teams](#)
- [Schedule Years and Terms](#)

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.

How to Define a Building

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Buildings from the PowerScheduler menu. The Buildings page appears.



3. Click New. The Add/Edit Building page appears.



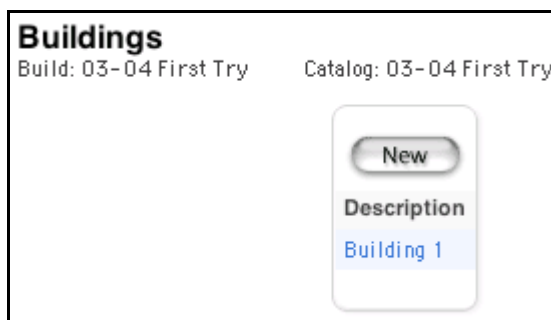
Option	Value
Building	Building 1 (Limit 10 characters)

Submit

4. Enter a name for the building in the Building field.
5. Click Submit. The Buildings page appears.

How to Edit a Building

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Buildings from the PowerScheduler menu. The Buildings page appears.



Buildings
Build: 03-04 First Try Catalog: 03-04 First Try

New

Description
Building 1

3. Click the name of the building you want to edit. The Add/Edit Building page appears.



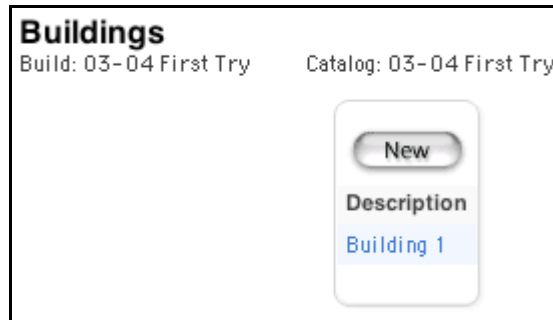
Option	Value
Building	Building 1 (Limit 10 characters)

Delete Submit

4. Edit the name of the building in the Building field.
5. Click Submit. The Buildings page appears.

How to Delete a Building

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Buildings from the PowerScheduler menu. The Buildings page appears.



- Click the name of the building you want to delete. The Add/Edit Building page appears.



Option	Value
Building	Building 1 (Limit 10 characters)

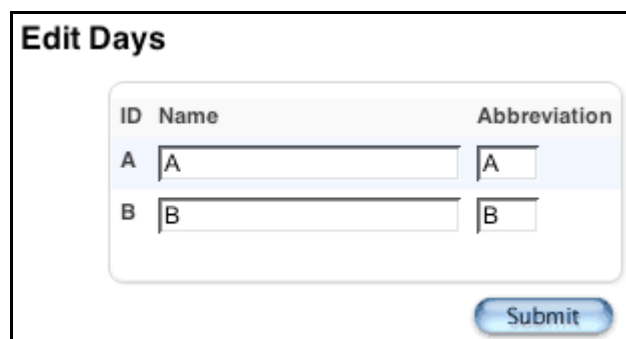
- Click Delete. The Selection Deleted page appears.

Days

To build a master schedule, the system requires periods for the master schedule. The system creates days when you create a scenario. Use this page to name and abbreviate the names of the days.

How to Define Days

- On the start page, choose PowerScheduler from the main menu.
- Under Parameters, choose Days from the PowerScheduler menu. The Edit Days page appears.



ID	Name	Abbreviation
A	A	A
B	B	B

- Use the following table to enter information in the fields:

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

- Click Submit. The Changes Recorded page appears.

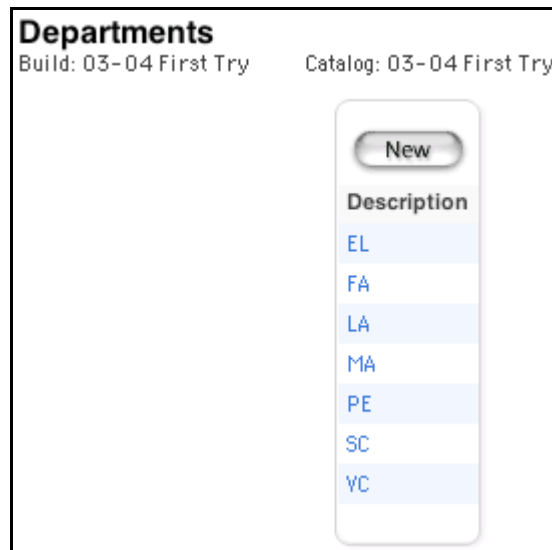
Departments

Courses, rooms, and teachers belong to departments. When building the master schedule, the system attempts to schedule courses in one of the rooms belonging to the appropriate department.

Use this function to set up departments. If you previously used PowerScheduler with departments, the departments also appear for this year.

How to Define a Department

- On the start page, choose PowerScheduler from the main menu.
- Under Parameters, choose Departments from the PowerScheduler menu. The Departments page displays the list of departments.



- Click New. The Add/Edit Department page appears.

Add/Edit Department

Option	Value
Department	<input style="width: 80%;" type="text" value="SS"/> <small>(Limit 10 characters)</small>

4. Enter a name for the department in the Department field.
5. Click Submit. The Departments page appears.

How to Edit a Department

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Departments from the PowerScheduler menu. The Departments page appears.

Departments

Build: 03-04 First Try Catalog: 03-04 First Try

Description
EL
FA
LA
MA
PE
SC
SS
VC

3. Click the name of the department you want to edit. The Add/Edit Department page appears.

Add/Edit Department

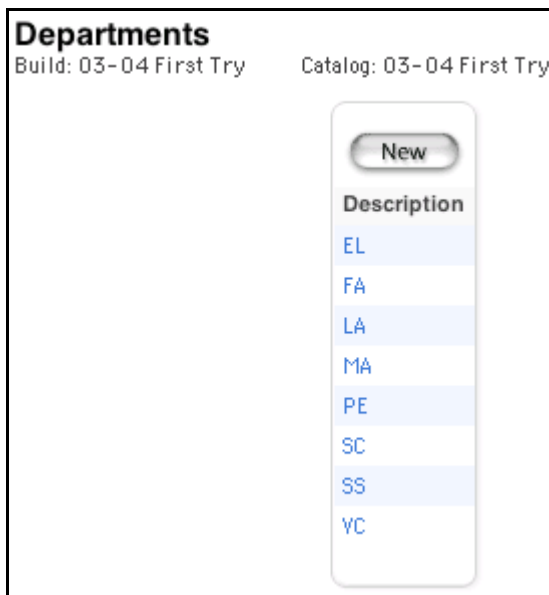
Option	Value
Department	<input style="width: 80%;" type="text" value="SS"/> <small>(Limit 10 characters)</small>

4. Edit the name of the department in the Department field.

5. Click Submit. The Departments page appears.

How to Delete a Department

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Departments from the PowerScheduler menu. The Departments page appears.



Departments
Build: 03-04 First Try Catalog: 03-04 First Try

New

Description

- EL
- FA
- LA
- MA
- PE
- SC
- SS
- VC

3. Click the name of the department you want to delete. The Add/Edit Department page appears.



Add/Edit Department

Option	Value
Department	SS (Limit 10 characters)

Delete Submit

4. Click Delete. The Selection Deleted page appears.

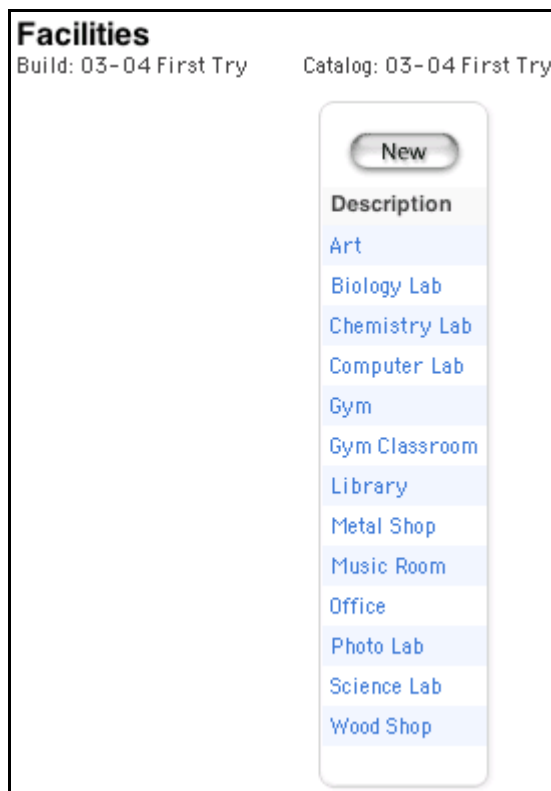
Facilities

Some courses require special equipment or facilities. For example, a Chemistry course requires special equipment, and a Film course requires audio and video equipment. To associate courses that need special equipment, the system uses facilities.


Note: You can assign multiple facilities to courses and rooms.

How to Define a Facility

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Facilities from the PowerScheduler menu. The Facilities page appears.



3. Click New. The Add/Edit Facility page appears.



Add/Edit Facility

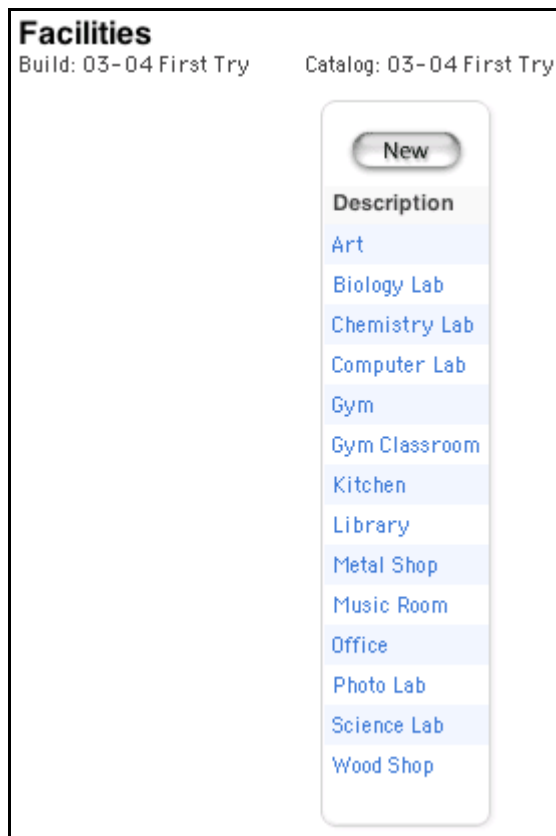
Option	Value
Facility	<input type="text" value="Kitchen"/> (Limit 20 characters)

Submit

4. Enter a name for the facility in the Facility field.
5. Click Submit. The Facilities page appears.

How to Edit a Facility

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Facilities from the PowerScheduler menu. The Facilities page appears.



Facilities
Build: 03-04 First Try Catalog: 03-04 First Try

New

Description

- Art
- Biology Lab
- Chemistry Lab
- Computer Lab
- Gym
- Gym Classroom
- Kitchen
- Library
- Metal Shop
- Music Room
- Office
- Photo Lab
- Science Lab
- Wood Shop

3. Click the name of the facility you want to edit. The Add/Edit Facility page appears.



Add/Edit Facility

Option	Value
Facility	<input type="text" value="Kitchen"/> (Limit 20 characters)

Delete Submit

4. Edit the name of the facility in the Facility field.
5. Click Submit. The Facilities page appears.

How to Delete a Facility

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Facilities from the PowerScheduler menu. The Facilities page appears.

Facilities
 Build: 03-04 First Try Catalog: 03-04 First Try

Description
Art
Biology Lab
Chemistry Lab
Computer Lab
Gym
Gym Classroom
Kitchen
Library
Metal Shop
Music Room
Office
Photo Lab
Science Lab
Wood Shop

- Click the name of the facility you want to delete. The Add/Edit Facility page appears.

Add/Edit Facility

Option	Value
Facility	<input style="width: 80%;" type="text" value="Kitchen"/> (Limit 20 characters)

- Click Delete. The Selection Deleted page appears.

Houses

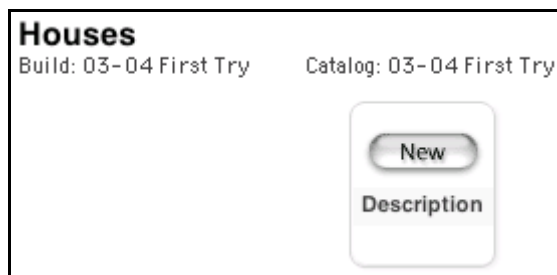
Some schools separate students into houses. For example, assume your school has House A (Grades 9 and 10) and House B (Grades 11 and 12). Determine which rooms, teachers, and students belong to each house. If the "Use houses" checkbox is selected on the Edit Advanced Build Scenario page (see "[How to Edit Advanced Optimizations](#)"), 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

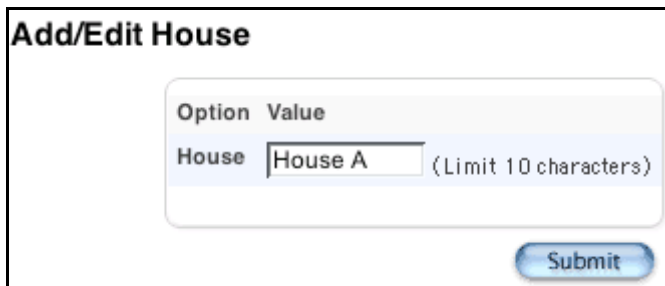
without a house or with the same house, whereas students not assigned a house can be assigned to any section.

How to Define a House

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Houses from the PowerScheduler menu. The Houses page appears.



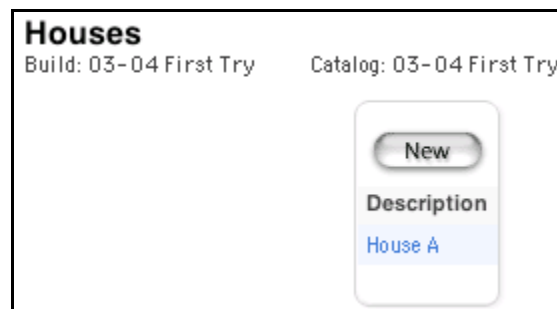
3. Click New. The Add/Edit House page appears.



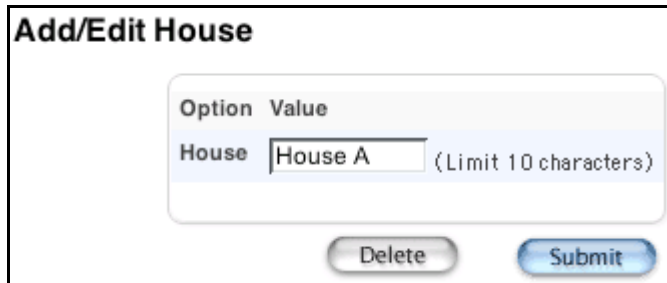
4. Enter a name for the house in the House field.
5. Click Submit. The Houses page appears.

How to Edit a House

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Houses from the PowerScheduler menu. The Houses page appears.



3. Click the name of the house you want to edit. The Add/Edit House page appears.

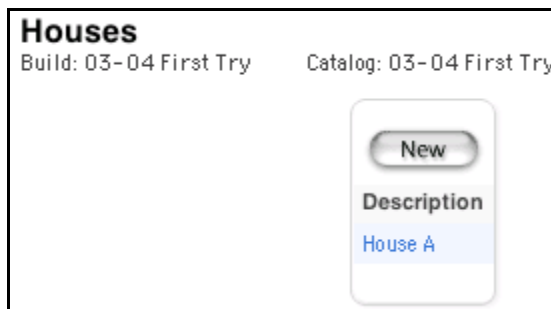


Option	Value
House	House A (Limit 10 characters)

4. Edit the name of the house in the House field.
5. Click Submit. The Houses page appears.

How to Delete a House

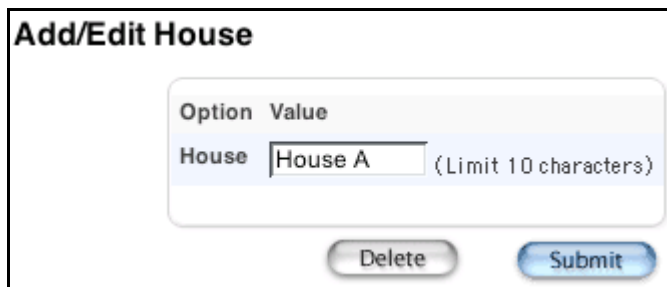
1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Houses from the PowerScheduler menu. The Houses page appears.



Houses
 Build: 03-04 First Try Catalog: 03-04 First Try

Description
 House A

3. Click the name of the house you want to delete. The Add/Edit House page appears.



Option	Value
House	House A (Limit 10 characters)

4. Click Delete. The Selection Deleted page appears.

Scheduling Periods

To build a master schedule, the system requires periods, which it creates when you create a scenario. Use this page to name and abbreviate the names of the periods.

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

How to Define Periods

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Periods from the PowerScheduler menu. The Edit Periods page appears.

Edit Periods

ID	Name	Abbreviation	Sort
1	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/> <input type="button" value="↓"/>
2	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/> <input type="button" value="↓"/>
3	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/> <input type="button" value="↓"/>
4	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/> <input type="button" value="↓"/>
5	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/> <input type="button" value="↓"/>
6	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/> <input type="button" value="↓"/>
7	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/> <input type="button" value="↓"/>
8	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/> <input type="button" value="↓"/>

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

Field	Description
Name	Enter a name for this period.
Abbreviation	Enter an abbreviation for this period name.
Sort	Select a sort order for displaying this period.

4. Click Submit. The Changes Recorded page appears.

Section Types

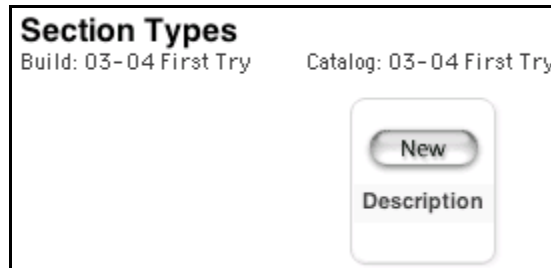
Section types are special sections of a course. For example, your school might offer separate sections of courses for bilingual students. In this case, one section of the course will be identified as bilingual. The teacher who instructs this section will have a bilingual section type assignment. The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

Note: Not all schools use section types.

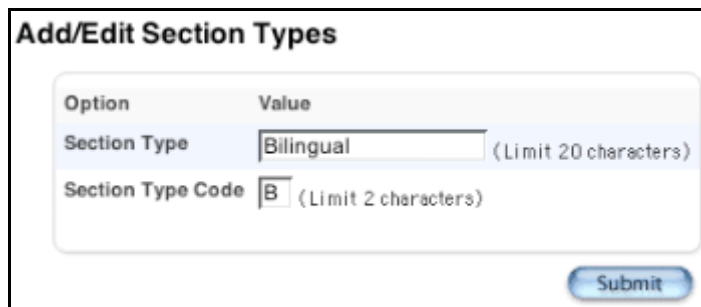
If your school uses section types, you need to define them.

How to Define a Section Type

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Section Types from the PowerScheduler menu. The Section Types page appears.



3. Click New. The Add/Edit Section Types page appears.



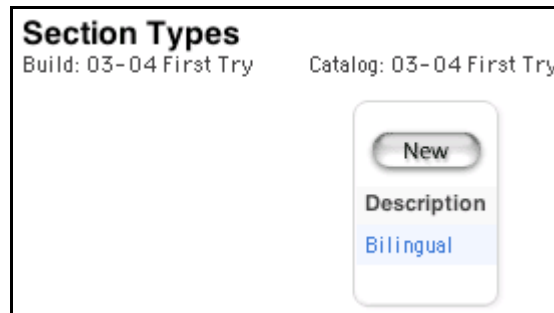
4. Use the following table to enter information in the fields:

Field	Description
Section Type	Enter a name for the section type. Enter a maximum of 20 characters.
Section Type Code	Enter a section type code. Enter a maximum of 2 characters.

5. Click Submit. The Section Types page appears.

How to Edit a Section Type

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Section Types from the PowerScheduler menu. The Section Types page appears.



- Click the name of the section type you want to edit. The Add/Edit Section Types page appears.

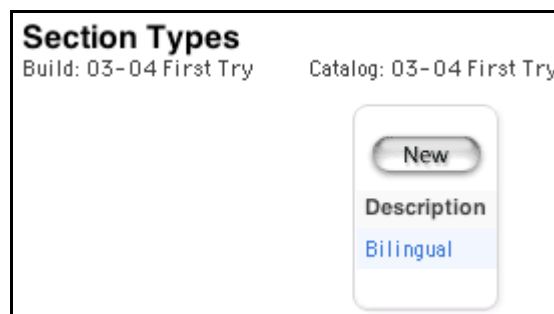
- Use the following table to edit information in the fields:

Field	Description
Section Type	Enter a name for the section type.
Section Type Code	Enter a section type code.

- Click Submit. The Section Types page appears.

How to Delete a Section Type

- On the start page, choose PowerScheduler from the main menu.
- Under Parameters, choose Section Types from the PowerScheduler menu. The Section Types page appears.



- Click the name of the section type you want to delete. The Add/Edit Section Types page appears.

Add/Edit Section Types

Option	Value
Section Type	<input type="text" value="Bi-Lingual"/> (Limit 20 characters)
Section Type Code	<input type="text" value="B"/> (Limit 2 characters)

- Click Delete. The Selection Deleted page appears.

Teams

Some schools, most often middle or junior high schools, assign students and teachers to teams to provide the best support and monitoring system.

Teams are either static or dynamic. If you define static teams, you manually assign each student to a particular team. For more information, see the section "[Student Information](#)." If you create dynamic teams, you define the team names and assign teachers to the teams, but allow the system to decide which students to assign to which teams for the best possible balance.

Note: For information about how to assign teachers to teams, see the section "[Teacher Scheduling Information](#)."

The Teams page displays the team name and number. Use the team number to change the team for a group of students. For more information on updating a selection of students, see the section "[Update Selections](#)."

How to Define a Team

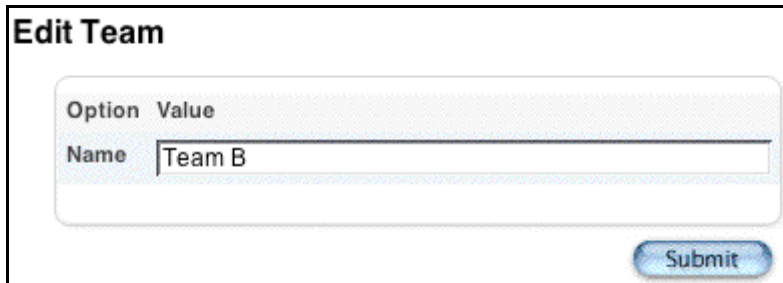
- On the start page, choose PowerScheduler from the main menu.
- Under Parameters, choose Teams from the PowerScheduler menu. The Teams page appears.

Teams

Build: Scenario B Catalog: AGHS Catalog

ID	Team
1787	Team A

- Click New. The Edit Team page appears.



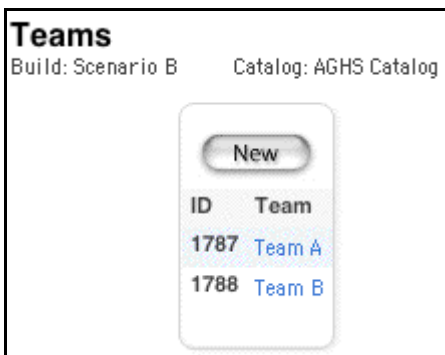
Option	Value
Name	Team B

Submit

4. Enter a name for the team.
5. Click Submit. The Teams page appears.

How to Edit a Team

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Teams from the PowerScheduler menu. The Teams page appears.



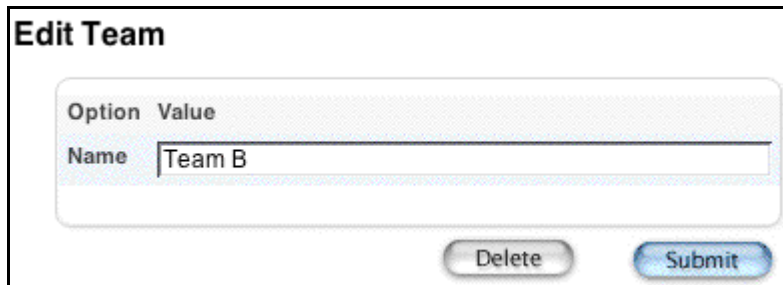
Teams

Build: Scenario B Catalog: AGHS Catalog

New

ID	Team
1787	Team A
1788	Team B

3. Click the name of the team you want to edit. The Edit Team page appears.



Option	Value
Name	Team B

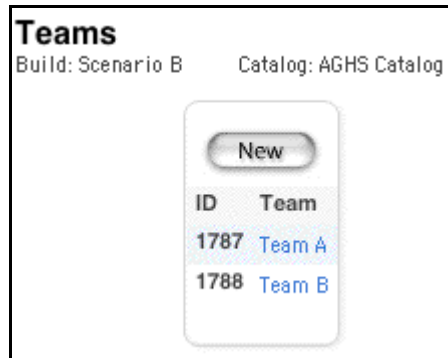
Delete Submit

4. Edit the name of the team.
5. Click Submit. The Teams page appears.

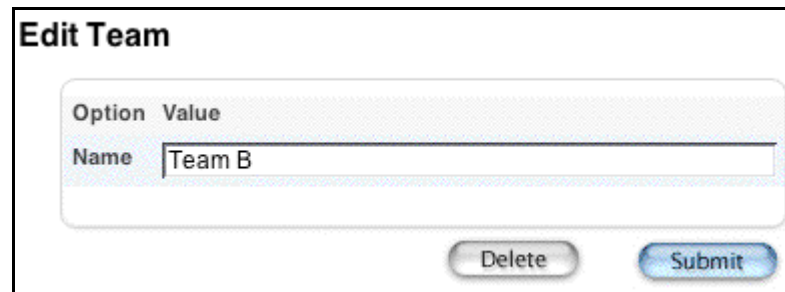
How to Delete a Team

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

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



3. Click the name of the team you want to delete. The Edit Team page appears.



4. Click Delete. The Selection Deleted page appears.

Schedule Years and Terms

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

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

It is important to enter the terms from largest to smallest. For example, create the school year first, and then Semesters 1 and 2, any trimesters, and any quarters.

How to Define a Schedule Year and Terms

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

Schedule Years & Terms

Build: 03-04 First Try Catalog: 03-04 First Try

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

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

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

Create New Schedule School Year

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

- Use the following table to enter information in the fields:

Field	Description
Name of School Year	Enter the name of the school year, such as 2002-2003.
Abbreviation	Enter an abbreviation for the school year, such as 02-03.
First Day of School	Enter the first day of school for this academic year in MM/DD/YYYY format, such as 08/29/2003.
Last Day of School	Enter the last day of school for this academic year in MM/DD/YYYY format, such as 05/24/2004.

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

Schedule Years & Terms

Build: 03-04 First Try Catalog: 03-04 First Try

Year	Abbrev.	1st Day	Last Day	Edit Terms
2003-2004	03-04	8/25/2003	5/25/2004	Edit Terms
2004-2005	04-05	8/23/2004	5/30/2005	Edit Terms

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

6. Click Edit Terms in the row of the appropriate schedule year.
7. On the Term Setup page, click New. The Edit Schedule Term page appears.

Edit Schedule Term

Option	Value
Name of Term	<input type="text" value="Semester 1"/>
Abbreviation	<input type="text" value="S1"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="8/23/2004"/> (MM/DD/YYYY)
Last Day of Term	<input type="text" value="12/22/2004"/> (MM/DD/YYYY)
What portion of the school year does this term represent?	<input type="text" value="1/2"/> <input type="button" value="↓"/>
Import File Term #	<input type="text" value="0405"/>

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

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

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

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

- Click Submit. The Term Setup page appears.

How to Edit a Schedule Year and Terms

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

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

Year	Abbrev.	1st Day	Last Day	Edit Terms
2003-2004	03-04	8/25/2003	5/25/2004	Edit Terms
2004-2005	04-05	8/23/2004	5/30/2005	Edit Terms

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

- Click the name of the schedule year you want to edit. The Edit Schedule School Year page appears.

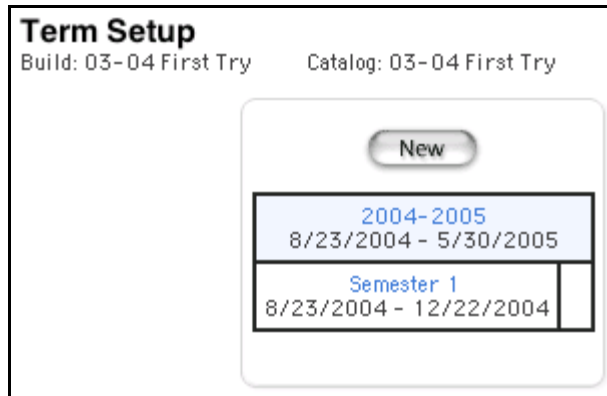
Edit Schedule School Year

Option	Value
Name of School Year	<input type="text" value="2004-2005"/> (example: 2000-2001)
Abbreviation	<input type="text" value="04-05"/> (example: 00-01)
First Day of School	<input type="text" value="8/23/2004"/>
Last Day of School	<input type="text" value="5/30/2005"/>

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

Field	Description
Name of School Year	Enter the name of the school year, such as 2002-2003.
Abbreviation	Enter an abbreviation for the school year, such as 02-03.
First Day of School	Enter the first day of school for this academic year in MM/DD/YYYY format, such as 08/29/2003.
Last Day of School	Enter the last day of school for this academic year in MM/DD/YYYY format, such as 05/24/2004.

5. Click Submit.
6. On the Schedule Years & Terms page, click Edit Terms in the row of the appropriate schedule year. The Term Setup page appears.

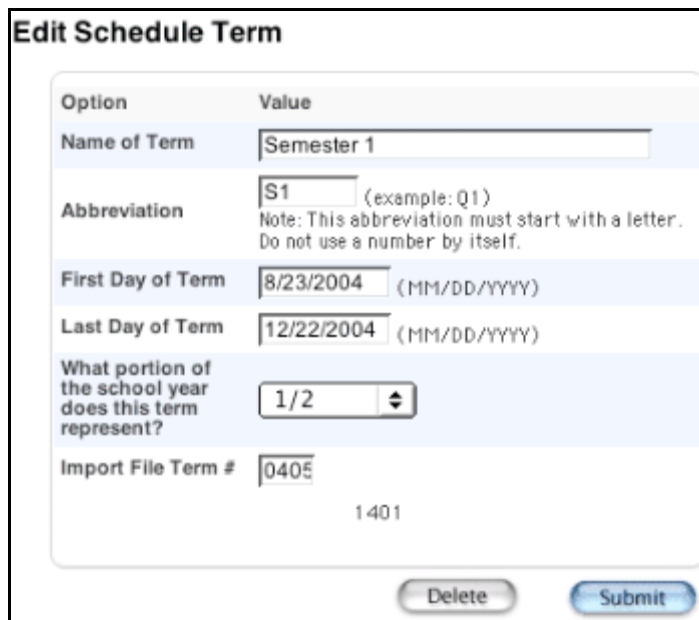


Term Setup
Build: 03-04 First Try Catalog: 03-04 First Try

New

2004-2005	8/23/2004 - 5/30/2005
Semester 1	8/23/2004 - 12/22/2004

7. Click the name of the term you want to edit. The Edit Schedule Term page appears.



Edit Schedule Term

Option	Value
Name of Term	Semester 1
Abbreviation	S1 (example: Q1) Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	8/23/2004 (MM/DD/YYYY)
Last Day of Term	12/22/2004 (MM/DD/YYYY)
What portion of the school year does this term represent?	1/2
Import File Term #	0405

1401

Delete Submit

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

Field	Description
Name of Term	Enter the name of this term.
Abbreviation	Enter an abbreviation for this term, starting with a letter, such as S1. Enter no more than six characters.
First Day of Term	Enter the first day of this term.
Last Day of Term	Enter the last day of this term.
What portion of the school year does this term represent?	Use the pop-up menu to choose the fraction that this term represents within the school year. If this term represents the whole school year, choose "Full year."
Import File Term #	Enter an import file term number so that the system can align terms when it imports the master schedule. For example, if your school uses semester and quarter classes, you might state in the import file that all sections of S1 are identified by the number S10203. Enter the same number in this field to map the date.

9. Click Submit. The Term Setup page appears.

How to Delete a Schedule Term

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



Year	Abbrev.	1st Day	Last Day	Edit Terms
2003-2004	03-04	8/25/2003	5/25/2004	Edit Terms
2004-2005	04-05	8/23/2004	5/30/2005	Edit Terms

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

3. Click Edit Terms in the row of the appropriate schedule year. The Term Setup page appears.

Term Setup
 Build: 03-04 First Try Catalog: 03-04 First Try

2004-2005
8/23/2004 - 5/30/2005
Semester 1
8/23/2004 - 12/22/2004

4. Click the name of the schedule term you want to delete. The Edit Schedule Term page appears.

Edit Schedule Term

Option	Value
Name of Term	<input type="text" value="Semester 1"/>
Abbreviation	<input type="text" value="S1"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="8/23/2004"/> (MM/DD/YYYY)
Last Day of Term	<input type="text" value="12/22/2004"/> (MM/DD/YYYY)
What portion of the school year does this term represent?	<input type="text" value="1/2"/> ▾
Import File Term #	<input type="text" value="0405"/> 1401

5. Click Delete. The Selection Deleted page appears.

How to Delete a Schedule Year

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

Schedule Years & Terms

Build: 03-04 First Try Catalog: 03-04 First Try

Year	Abbrev.	1st Day	Last Day	Edit Terms
2003-2004	03-04	8/25/2003	5/25/2004	Edit Terms
2004-2005	04-05	8/23/2004	5/30/2005	Edit Terms

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

- Click Edit Terms in the row of the appropriate schedule year. The Term Setup page appears.

Term Setup

Build: 03-04 First Try Catalog: 03-04 First Try

2004-2005 8/23/2004 - 5/30/2005
Semester 1 8/23/2004 - 12/22/2004

- Click the name of the schedule year you want to delete. The Edit Schedule Term page appears.

Edit Schedule Term

Option	Value
Name of Term	<input type="text" value="2004-2005"/>
Abbreviation	<input type="text" value="04-05"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="8/23/2004"/> (MM/DD/YYYY)
Last Day of Term	<input type="text" value="5/30/2005"/> (MM/DD/YYYY)
What portion of the school year does this term represent?	<input type="text" value="Full year"/> <input type="button" value="v"/>
Import File Term #	<input type="text" value="1400"/>

- Click Delete. The Selection Deleted page appears.

Build Scenarios Overview

A build scenario is a schedule you might want to use next year. Use scenarios to work with different combinations of criteria before committing a master schedule. After completing a successful build for a scenario, you can duplicate it and try various modifications to the original scenario.

Though you can create multiple build scenarios, it is suggested that you start with just one. Multiple scenarios may be useful when, for example, your school wants to hire an additional computer science teacher to meet student course request demands. In this case, create two build scenarios: one that includes the additional computer science teacher and one that does not. Present both scenarios to the school committee to make a final decision on which scenario would work best.

The following information or data is exclusive to a build scenario:

- Master schedule
- Student schedules
- Constraints
- Course rank
- Teacher assignments
- Course relationships

For example, if you define the constraint that Mrs. Smith must be free first period for the Schedule 1 scenario, the Schedule 2 scenario does not adhere to that constraint.

The following information is shared by all build scenarios that you create for a given build year:

- Students
- Student course requests
- Student course request pages
- Teachers
- Rooms
- All parameters (such as terms)
- Course groups

For example, if you enter a student course request, the system tries to schedule that request in all scenarios.

Build Scenarios

Before creating build scenarios, define the basic build information, such as the number of terms, days, and periods in your master schedule. Then, define optimization parameters, which determine how long the system spends scheduling each course, section, and student.

When building the master schedule, PowerSchool evaluates every possible schedule combination before it adds a course to that schedule. Depending on your school's courses, constraints, and other schedule parameters, there could be millions of ways to schedule a single multi-section course. Evaluating all of these schedule combinations would take many hours.

You might not want to wait for such a thorough evaluation. If this is the case, define build and load optimizations to determine how many combinations the system should review when building your schedule.

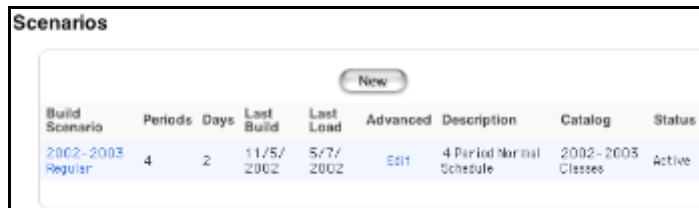
When you enter optimization parameters, you define the minimum and maximum number of possibilities the system should evaluate while doing the following:

- Building the master schedule
- Loading student schedules with courses

You can also define best schedule weights to determine how the system handles conflicts when building your master schedule. For example, if you give more weight to section balance than to student conflicts, the system tries to create similar-size course sections before it tries to accommodate student course requests.

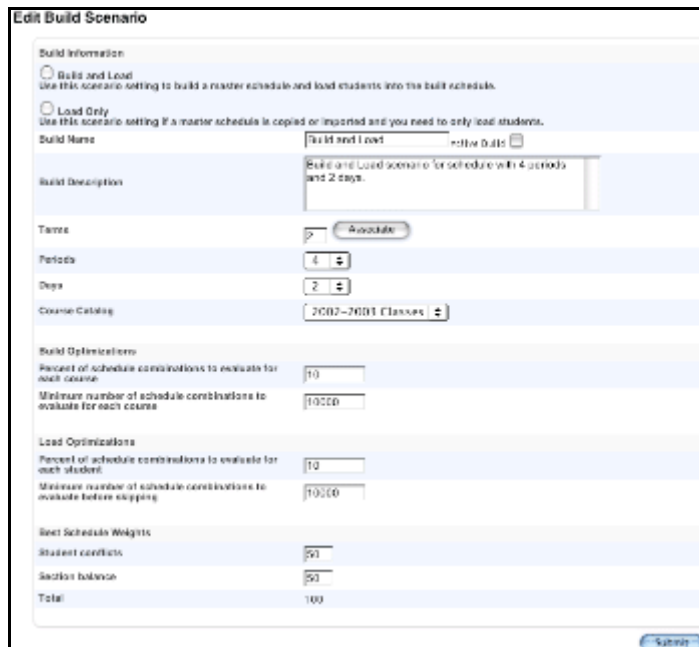
How to Create a Build Scenario

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Scenarios from the PowerScheduler menu. The Scenarios page appears.



Build Scenario	Periods	Days	Last Build	Last Load	Advanced	Description	Catalog	Status
2002-2003 Regular	4	2	11/5/2002	5/7/2002	Edit	4 Period Normal Schedule	2002-2003 Classes	Active

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



Edit Build Scenario

Build Information

Build and Load
Use this scenario setting to build a master schedule and load students into the built schedule.

Load Only
Use this scenario setting if a master schedule is copied or imported and you need to only load students.

Build Name:

Build Description:

Times:

Periods:

Days:

Course Catalog:

Build Optimizations

Percent of schedule combinations to evaluate for each course:

Minimum number of schedule combinations to evaluate for each course:

Load Optimizations

Percent of schedule combinations to evaluate for each student:

Minimum number of schedule combinations to evaluate before stopping:

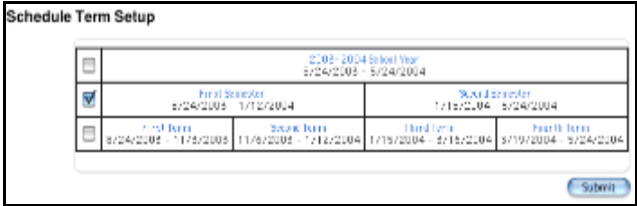
Best Schedule Weights

Student conflicts:

Section balance:

Total: 100

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

Field	Description
[Scenario type]	Select an option: <ul style="list-style-type: none"> • Build and Load: Select this option if you want to build a schedule and then load students into that schedule. • Load Only: Select this option if you already have a schedule, such as through importing or copying, and only want to load students.
Build Name	Enter a name for this build scenario. If you are creating several scenarios, use descriptive names so that you can easily distinguish among them.
Active Build	If you are creating only one build scenario, select this checkbox. If you are creating more than one build scenario, select the checkbox for the one you want the system to use to build your master schedule. <p>Note: You will only be able to edit the course catalog that is associated with the active build.</p>
Build Description	Enter a description of this scenario.
Terms	Click Associate to select the number of schedule terms you want this scenario to include. The Schedule Term Setup page appears. <div style="text-align: center;">  </div> <ol style="list-style-type: none"> Select the checkbox(es) in the row(s) that represent the number of schedule terms you want this scenario to include. For example, if you plan to build a two-semester master schedule, select the checkbox in the row of Semester 1 and Semester 2. Click Submit.
Periods	Choose the number of periods per day for this build scenario from the pop-up menu. For example, if you are building a block schedule, you might choose 4. If you are building a regular schedule, you might choose 7.
Days	Choose the number of days in this build scenario from the pop-up menu. If the appropriate number of days does not appear, contact PowerSchool Technical Support.

Field	Description
Course Catalog	Use the pop-up menu to choose the course catalog you want the system to use to build this schedule. If this is your first time creating a master schedule, do not select this checkbox. The system will automatically generate a course catalog, which you can modify. For more information, see the section " Course Catalogs ."

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

Field	Description
Percent of schedule combinations to evaluate for each course	<p>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.</p> <p>For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each course. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each course.</p>
Minimum number of schedule combinations to evaluate for each course	<p>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.</p> <p>For courses with few possible combinations to begin with, leaving this number high prevents the system from attempting too few schedule combinations and not being able to fit the course into the schedule.</p>
Percent of schedule combinations to evaluate for each student	<p>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.</p> <p>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.</p>
Minimum number of schedule combinations to evaluate before skipping	<p>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.</p> <p>Entering a high number forces the system to sample a minimum number of student schedule course possibilities.</p>

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

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

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

- Click Submit. The Scenarios page appears.

How to Edit Advanced Optimizations

In addition to the build and load optimization fields on the Edit Build Scenario page, there are a number of more advanced optimizations. Edit these fields only if you encounter problems while building your master schedule or loading student schedules.

Note: If you are able to run a successful build and load students into schedules satisfactorily, do not edit the Advanced Optimization fields.

- On the start page, choose PowerScheduler from the main menu.
- Under Processing, choose Scenarios from the PowerScheduler menu. The Scenarios page appears.

Build Scenario	Periods	Days	Last Build	Last Load	Advanced	Description	Catalog	Status
2002-2003 Regular	4	2	11/5/2002	5/7/2002	Edit	4 Period Normal Schedule	2002-2003 Classes	Active
Build and Load	5	1	11/20/2002	0/3/0	Edit		2002-2003 Classes	Inactive

- Click Edit in the Advanced column of the appropriate build scenario. The Edit Advanced Build Scenario page appears.

Edit Advanced Build Scenario

Option	Value
Use dynamic student load on all combinations until (n) sections	<input style="width: 80px;" type="text" value="4"/>
Random number seed value	<input style="width: 80px;" type="text" value="123"/>
Use buildings	<input type="checkbox"/>
Use houses	<input type="checkbox"/>
Swap rooms after building each course	<input checked="" type="checkbox"/>
Use swap rooms on master in sections	<input type="checkbox"/>
Calculate future assignments for better combinations	<input checked="" type="checkbox"/>
Percent of future assignments to calculate after teacher is scheduled	<input style="width: 80px;" type="text" value="0"/>
Maximum time to spend on future assignments	<input style="width: 80px;" type="text" value="0.1"/> <small>(seconds)</small>
Maximum memory allowed for teacher assignment optimization	<input style="width: 80px;" type="text" value="2"/> (MB)
Maximum time to spend on teacher assignments sort optimization	<input style="width: 80px;" type="text" value="0.25"/> <small>(seconds)</small>
Maximum repeat count for validation error messages	<input style="width: 80px;" type="text" value="25"/>
Section type handling	<input style="width: 80px;" type="text" value="Strict"/> ▾

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

Field	Description
Use dynamic student load on all combinations until (n) sections	The default value of this field is 4, meaning that if a course has up to four sections, the system will score those sections precisely when loading students. If you enter a 5 or greater in this field, the system will score courses with five or more sections less precisely but faster.
Random number seed value	The default value of this field is 123. Change this value only if you want to make sure the randomization feature is working.
Use buildings	Select this checkbox if this scenario uses buildings.
Use houses	Select this checkbox if this scenario uses houses.

Field	Description
Swap rooms after building each course	<p>The default value of this field is True.</p> <p>Sometimes it is not possible to schedule a teacher in his or her preferred room. Select this checkbox so that the system will try to swap rooms as soon as a conflict arises.</p> <p>If you deselect this checkbox, the system will not try to swap rooms during the scheduling process. After the schedule has been built, you could then make manual adjustments.</p>
Use swap rooms on master in sections	<p>The default value of this field is False.</p> <p>For example, assume you reviewed the master schedule that is being built and made some room changes. Then if you restarted the build, you would not want to allow the system to swap rooms, possibly eliminating these changes.</p>
Calculate future assignments for better combinations	<p>The default value of this field is True.</p> <p>This ensures that the system will take the time to make sure course assignment decisions made now are smart ones.</p> <p>Note: Because this process can be extremely time-consuming, you have the option of adjusting the amount of time the system spends on future assignments.</p>
Percent of future assignments to calculate after teacher is scheduled	<p>Use this field to fine-tune the amount of time the system spends scheduling each teacher.</p> <p>Enter a number that represents what percent of time a teacher will already be scheduled before the system starts calculating future assignments for him or her.</p> <p>Note: The higher the number you enter, the faster the system will move and the greater the chance that this teacher will encounter scheduling difficulties.</p>
Maximum time to spend on future assignments	<p>The default value of this field is .1 second.</p> <p>If you find in the log that the computer runs out of time when calculating future assignments, you may need to increase this value.</p>
Maximum memory allowed for teacher assignment optimization	<p>The default value of this field is 2 MB. If your computer has a great deal of memory, you could increase this value, which could in turn make the system run faster.</p>
Maximum time to spend on teacher assignments sort optimization	<p>The default value of this field is .25 seconds.</p> <p>The order in which the system selects teachers to schedule is very useful; however, leaving the default value ensures that the system is never going to spend an excessive amount of time determining this order.</p>

Field	Description
Maximum repeat count for validation error messages	The default value of this field is 25. This setting minimizes the number of repeated error messages from the system. For example, if you forget to enable an entire grade of students for scheduling, this setting limits the number of invalid request messages that are returned.
Section type handling	Choose Strict from the pop-up menu. By choosing Strict, the system will not schedule a student into a bilingual section of a course if he or she had not requested that section type.

- Click Submit. The Changes Recorded page appears.

How to Delete a Build Scenario

Deleting a build scenario also deletes the following items associated with this build: master schedule, student schedules, teacher assignments, constraints, and course relationships.

- On the start page, choose PowerScheduler from the main menu.
- Under Processing, choose Scenarios from the PowerScheduler menu. The Scenarios page appears.



Build Scenario	Periods	Days	Last Build	Last Load	Advanced	Description	Catalog	Status
2002-2003 Regular	4	2	11/5/2002	5/7/2002	Edit	4 Period Normal Schedule	2002-2003 Classes	Active
Build and Load	5	1	11/20/2002	0/0/0	Edit		2002-2003 Classes	Inactive

- Click the name of the build scenario you want to delete. The Edit Build Scenario page appears.

Edit Build Scenario

Build Information

Build and Load
Use this scenario setting to build a master schedule and load students into the built schedule.

Load Only
Use this scenario setting if a master schedule is copied or imported and you need to only load students.

Build Name:

Build Description:

Term:

Periods:

Days:

Course Catalog:

Build Optimizations

Percent of schedule combinations to evaluate for each course:

Minimum number of schedule combinations to evaluate for each course:

Load Optimizations

Percent of schedule combinations to evaluate for each student:

Minimum number of schedule combinations to evaluate before stopping:

Best Schedule Weights

Student conflicts:

Section balance:

Total: 100

- Click Delete. The Delete Scenario page appears.

Delete Scenario

This function will delete the following items from Build:

- Build and Load
 - Master Schedule
 - Student Schedules
 - Teacher Assignments
 - Constraints
 - Course Relationships

Select checkbox to verify the delete command

- Select the checkbox if you are sure you want to delete this build scenario.
- Click Submit. The Changes Recorded page appears.

Changes Recorded

The changes have been recorded.

Auto Create and Fill Scheduling Information

When preparing to build a master schedule, you need to enter information related to rooms, students, courses, and teachers. Access these functions from the Scheduling Functions page.

How to Auto Create Rooms

Though you can still build rooms individually, you may also create them all at once. For example, enter for each department the room start number, increment number, number of rooms, department, facilities, and room maximum. The system generates the list of rooms.

Note: As usual, the Auto Generate Rooms function creates rooms from an existing master schedule.

Once the list is created, you can go back to each room and modify names and other information.

1. On the start page, click PowerScheduler. The PowerScheduler menu displays in the main menu.
2. Click Functions. The Scheduling Functions page displays.
3. Click AutoCreate Rooms. The Auto Create Rooms page displays.

Auto-Create Rooms

Option Name	Value
Start Number	<input type="text" value="20"/>
Increment Number	<input type="text" value="1"/>
Number of Rooms	<input type="text" value="10"/>
Room Prefix	<input type="text" value="MA"/>

Field Name	Value
Department	<input type="text" value="MA"/> <input type="button" value="Associate"/>
Building	<input type="text"/> <input type="button" value="Associate"/>
House	<input type="text"/> <input type="button" value="Associate"/>
Use for Scheduling	<input type="text" value="Yes"/>
Room is Always Free	<input type="text" value="No"/>
Department Use Only	<input type="text" value="Yes"/>
Facility Use Only	<input type="text" value="No"/>
Room Facilities	<input type="text"/> <input type="button" value="Associate"/>
Room Maximum	<input type="text" value="30"/>

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

Field	Description
Start Number	Enter the starting number for the room numbers.
Increment Number	Enter the value by which the room numbers increase from the starting number.
Number of Rooms	Enter the number of rooms that should be created.
Room Prefix	Enter a prefix for the room numbers (optional). This value can be alpha or numeric and will concatenate with room start number. For example, entering the prefix MA creates the room number MA23 for the math room 23.
Department	Click Associate to select the department for these rooms. Associating a room to a department does not limit the room to that department. To do so, see the field Department Use Only.
Building	Click Associate to select the building for these rooms (optional).
House	Click Associate to select the house for these rooms (optional).
Use for Scheduling	Select either Yes or No from the pop-up menu to indicate if these rooms should be used for scheduling purposes.
Room is Always Free	Select either Yes or No from the pop-up menu to indicate if these rooms are always free.
Department Use Only	Select either Yes or No from the pop-up menu to indicate if these rooms are to be used only by the associated department.
Facility Use Only	Select either Yes or No from the pop-up menu to indicate if these rooms are used for certain facilities, such as lab rooms.
Room Facilities	If you selected Yes for the Facility Use Only field, click Associate to select the facility or facilities for this room.
Room Maximum	Enter the maximum number of seats for this room.

5. Click Submit. The Rooms page displays.

How to Auto Fill Student Information

Use this function to fill in student information simultaneously for selected students. Student information that can be automatically filled includes next year grade, priority, and year of graduation.

You can set the next school indicator for all students before using this function, and you must set the next year indicator for returning twelfth graders before using this function. For more information, see the section ["Next School Indicator."](#)

1. On the start page, click PowerScheduler. The PowerScheduler menu displays in the main menu.

2. Click Functions. The Scheduling Functions page displays.
3. Click Auto Fill Student Information. The Auto Fill Student Information page displays.

Auto-Fill Student Info

Field Name	Value	Value	Value	Value	Value
Next Year Grade	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="11"/>	<input type="text" value="12"/>	<input type="text" value="12"/>
Priority	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="1"/>
Schedule This Student	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>
Year of Graduation	<input type="text" value="2007"/>	<input type="text" value="2006"/>	<input type="text" value="2005"/>	<input type="text" value="2004"/>	<input type="text" value="2003"/>

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

Field	Description
Next Year Grade	For each column, enter the next year grade to indicate which students' information to change. For example, enter 12 for eleventh graders who will be in the twelfth grade next year, and enter 12 in the next column for any returning twelfth graders.
Priority	Enter the scheduling priority for the students. For example, enter 1 for returning twelfth graders who need to be scheduled first, and enter a higher number for incoming ninth graders.
Schedule This Student	Select either Yes or No to indicate if the students in each column should be scheduled or not.
Year of Graduation	Enter the year of graduation to indicate in which school year the student will graduate. For example, enter 2004 for twelfth graders graduating at the end of the 2003-2004 school year.

5. Click Submit. The Changes Recorded page displays.

How to Auto Fill Course Information

Use this function to fill in course information simultaneously for selected courses. To automatically update course information, select courses (for example, by department) using the Update Selections function. For more information, see the section "[Update Selections](#)."

When entering course information, use the pop-up menus to select No Change, Yes, or No for certain fields. All pop-up menus will have No Change as the default option. For entry fields, leave a field blank to not update existing course information. To clear any values in field, either enter 0 or select the Clear Value checkbox.

You can edit each course to enter individual information, such as facilities. When you edit a course, you cannot edit the Terms Per Year field unless you change the valid terms on the course page. If you use USM to change the terms, this recalculation does not automatically occur; you must also use USM to change the terms per year, in that case.

1. On the start page, click PowerScheduler. The PowerScheduler menu displays in the main menu.
2. Click Functions. The Scheduling Functions page displays.
3. Click Auto Fill Course Information. The Auto Fill Course Information page displays.

Auto-Fill Course Info

Apply To:	<input checked="" type="radio"/> All courses in the active catalog <input type="radio"/> The selected 0 courses	
Field Name	Value	
Schedule This Course	Yes ▾	
Department	Science	Associate
	<input type="checkbox"/> Clear Value	
Build Type	Lab ▾	
Maximum Enrollment	20	
Sections Offered	4	
Frequency	1	
Periods Per Meeting	2	
Lab Frequency	1	
Lab Periods Per Meeting	1	
Repeats in Same Term	No Change ▾	
Repeats in Different Terms	No Change ▾	
Balance Terms	No Change ▾	
Valid Start Periods	<input checked="" type="checkbox"/> Period 1 <input checked="" type="checkbox"/> Period 2 <input checked="" type="checkbox"/> Period 3 <input checked="" type="checkbox"/> Period 4 <input checked="" type="checkbox"/> Period 5 <input type="checkbox"/> Period 6 <input type="checkbox"/> Period 7 <input type="checkbox"/> Clear Value	
Valid Terms	S1,S2	Associate
	<input type="checkbox"/> Clear Value	
Facilities	Emergency kits,Lab tables	Associate
	<input type="checkbox"/> Clear Value	
Load Priority	<input type="checkbox"/>	
Load Type	Academic ▾	
Balance Priority	No Change ▾	
Use Teams	No Change ▾	
Close at Max	Yes ▾	
Use Section Types	No ▾	
Don't Allow Substitutions	No Change ▾	

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

Field	Description																								
Apply To	Choose whether you want to apply the changes to all courses or to the selected courses only.																								
Schedule This Course	Use the pop-up menu to indicate if these courses should be scheduled.																								
Department	Click Associate to select the department for these courses. Select the Clear Value checkbox if you want to remove department information for the selected courses.																								
Build Type	<p>Build types define the shape of a course. Use the pop-up menu to select either No Change or one of the following options:</p> <ul style="list-style-type: none"> Standard: This course meets for the same number of periods every time it meets. For example, a course that meets everyday for one period is standard. <table border="1" data-bbox="1024 856 1102 1203"> <thead> <tr> <th>A</th> </tr> </thead> <tbody> <tr> <td>P1 X</td> </tr> <tr> <td>P2</td> </tr> <tr> <td>P3</td> </tr> <tr> <td>P4</td> </tr> <tr> <td>P5</td> </tr> <tr> <td>P6</td> </tr> <tr> <td>P7</td> </tr> </tbody> </table> <p>A course that meets for one period every other day is also standard.</p> <table border="1" data-bbox="1032 1299 1143 1627"> <thead> <tr> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>P1</td> <td></td> </tr> <tr> <td>P2</td> <td>X</td> </tr> <tr> <td>P3</td> <td></td> </tr> <tr> <td>P4</td> <td></td> </tr> <tr> <td>P5</td> <td></td> </tr> <tr> <td>P6</td> <td></td> </tr> <tr> <td>P7</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Lab: This is a standard course that meets for the same number of consecutive extra period(s) on certain days in the cycle. For example, a standard Chemistry course meets everyday in a six-day cycle (Days A-F). Two days in the cycle, the class meets for two consecutive periods to complete an involved laboratory assignment. 	A	P1 X	P2	P3	P4	P5	P6	P7	A	B	P1		P2	X	P3		P4		P5		P6		P7	
A																									
P1 X																									
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P2	X																								
P3																									
P4																									
P5																									
P6																									
P7																									

Field	Description																																																																						
	<table border="1" data-bbox="933 283 1193 399"> <tr><td></td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td></tr> <tr><td>1</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr> <tr><td>2</td><td>X</td><td></td><td></td><td></td><td>X</td><td></td></tr> </table> <ul style="list-style-type: none"> LabFloat: This is a standard course that meets extra period(s) some days in the cycle, but the extra period is not consecutive to the course. For example, a Humanities course meets everyday in a six-day cycle. One day during the cycle, the students attend a two-period lab in which they complete a community service assignment. The community service assignment does not have to occur directly before or after the Humanities course. <table border="1" data-bbox="917 724 1209 966"> <tr><td></td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td></tr> <tr><td>1</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td>X</td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td>X</td><td></td><td></td><td></td><td></td></tr> </table>		A	B	C	D	E	F	1	X	X	X	X	X	X	2	X				X			A	B	C	D	E	F	1	X	X	X	X	X	X	2							3							4							5		X					6		X				
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4																																																																							
5		X																																																																					
6		X																																																																					
Maximum Enrollment	Enter the maximum number of students that can be enrolled in these courses.																																																																						
Sections Offered	Enter the number of sections to offer for each course.																																																																						
Frequency	Enter the number of times each course will meet per cycle.																																																																						
Periods Per Meeting	Enter the number of periods each course will meet per day.																																																																						
Lab Frequency	Enter the number of times each lab will meet per cycle.																																																																						
Lab Periods Per Meeting	Enter the number of periods each lab will meet per day.																																																																						
Repeats in Same Term	Use this pop-up menu to indicate if these courses are offered more than once in the same term. Note: This setting does not affect the Repeats in Different Terms setting.																																																																						
Repeats in Different Terms	Use this pop-up menu to indicate if these courses can be offered more than once in different terms. Note: This setting does not affect the Repeats in Same Terms setting.																																																																						
Balance Terms	If the Repeats in Different Terms option is selected, use this pop-up menu to indicate if these courses should be offered evenly across all terms. For example, if a course is offered for three trimesters and you do not indicate that the terms should																																																																						

Field	Description
	<p>be balanced, the course could be offered twice in the first trimester, once in the second trimester, and not at all in the third.</p>
Valid Start Periods	<p>Select the checkbox(es) for the period(s) in which these courses can be offered. For example, a marching band course may always meet during the last period of the day.</p> <p>Select the Clear Value checkbox if you want to remove valid start period information for the selected courses.</p>
Valid Terms	<p>Click Associate to select in which terms these courses are offered.</p> <p>Select the Clear Value checkbox if you want to remove valid term information for the selected courses.</p>
Facilities	<p>Click Associate to select which facilities these courses use.</p> <p>Select the Clear Value checkbox if you want to remove facility information for the selected courses.</p>
Load Priority	<p>Enter a load priority for these courses. The lower the number, the higher the priority during the load process.</p>
Load Type	<p>Use the pop-up menu to select the type of course for these courses:</p> <ul style="list-style-type: none"> • Academic • Elective
Balance Priority	<p>Use the pop-up menu to select the type of priority that should be used when loading these courses.</p> <ul style="list-style-type: none"> • Section • Gender • Grade • Ethnic Code • House
Use Teams	<p>Use the pop-up menu to indicate if these courses should be scheduled by associated teams.</p>
Close at Max	<p>Use the pop-up menu to indicate if these courses should close when enrollment reaches the maximum number of students specified in the Maximum Enrollment field.</p>
Use Section Types	<p>Use the pop-up menu to indicate if these courses should be scheduled by associated section types.</p>

Field	Description
Don't Allow Substitutions	Use the pop-up menu to indicate if students should be scheduled in alternate courses.

- Click Submit. The Changes Recorded page displays.

How to Auto Fill Teacher Information

Use this function to fill in teacher information simultaneously for selected teachers. To automatically update teacher information, select teachers using the Update Selections function. For more information on this function, see the section "[USM](#)."

When entering teacher information, use the pop-up menus to select No Change, Yes, or No for certain fields. All pop-up menus will have No Change as the default option. For entry fields, leave a field blank to not update existing teacher information. To clear any values in field, either enter 0 or select the Clear Value or Clear Room checkbox.

- On the start page, click PowerScheduler. The PowerScheduler menu displays in the main menu.
- Click Functions. The Scheduling Functions page displays.
- Click Auto Fill Teacher Information. The Auto Fill Teacher Information page displays.

Auto-Fill Teacher Info

Apply To: All teachers set for scheduling
 The selected 0 teachers

Field Name	Value
Department	<input type="text"/> Associate <input type="checkbox"/> Clear Value
Preferred Room	<input type="text"/> Associate <input type="checkbox"/> Clear Room
Maximum Consecutive Periods	No Change ▾
Schedule for Lunch	Yes ▾
Schedule This Teacher	Yes ▾
Is Always Free?	No ▾

- Use the following table to enter information in the fields:

Field	Description
Apply To	Choose whether you want to apply the changes to all teachers who are ready to schedule or to the selected teachers only.
Department	Click Associate to select the department for these teachers. Select the "Clear Value" checkbox to remove any existing values in this field.
Preferred Room	Click Associate to select the room these teachers prefer. Select the "Clear Room" checkbox to remove any existing values in this field.
Maximum Consecutive Periods	Enter the maximum number of periods these teachers can teach in a row.
Schedule for Lunch	Select this checkbox if you want these teachers to be scheduled for a lunch period. For more information, see the section " Scheduled Lunch ."
Schedule This Teacher	Select either Yes or No to indicate if these teachers should be scheduled or not.
Is Always Free?	Select either Yes or No to indicate if these teachers are always free.

5. Click Submit. The Changes Recorded page displays.

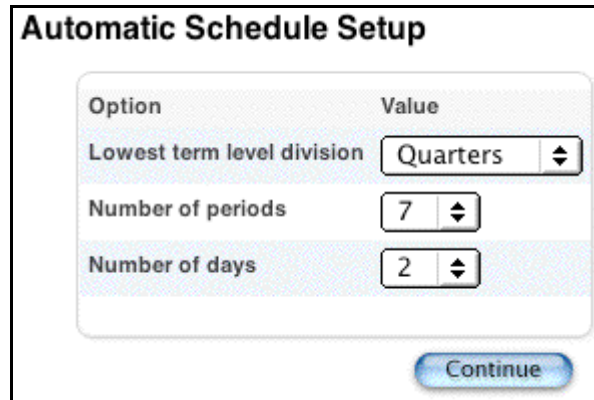
Automatic Schedule Setup

The Automatic Schedule Setup function is intended to give you a head start when creating scenarios. After you enter basic information related to days, periods, and terms on the Automatic Schedule Setup page, PowerScheduler populates those fields for a scenario. That way, you do not need to set up days, periods, and terms on their respective setup pages; instead, those field defaults can be set using Automatic Schedule Setup.

You will be guided through several pages when using the Automatic Schedule Setup function. It is important to note that no information is saved to PowerScheduler until you click Submit. Use the "Continue" button to navigate through the setup screens.

How to Run the Automatic Schedule Setup Function

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Auto. Scheduler Setup from the PowerScheduler menu. The Automatic Schedule Setup page appears.



Automatic Schedule Setup

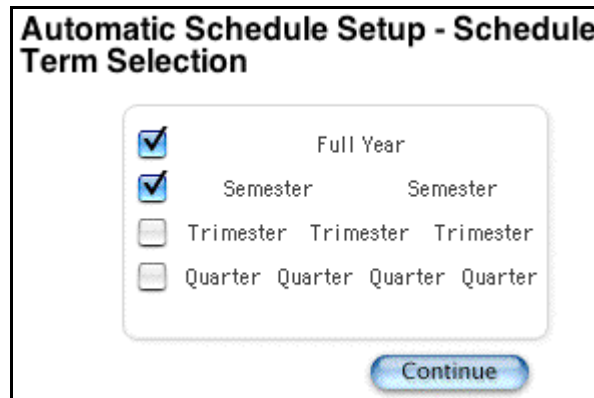
Option	Value
Lowest term level division	Quarters
Number of periods	7
Number of days	2

[Continue](#)

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

Field	Description
Lowest term level division	Use the pop-up menu to choose the smallest fraction of terms that your school uses. For example, if your school uses quarters and semesters, select Quarters from the pop-up menu.
Number of periods	Use the pop-up menu to choose the number of periods that your school uses. For example, if your school has seven periods, select 7.
Number of days	Use the pop-up menu to choose the number of days that your school uses. For example, if your school has A and B days, select 2.

4. Click Continue. The Automatic Schedule Setup - Schedule Term Selection page appears.



Automatic Schedule Setup - Schedule Term Selection

<input checked="" type="checkbox"/>	Full Year
<input checked="" type="checkbox"/>	Semester Semester
<input type="checkbox"/>	Trimester Trimester Trimester
<input type="checkbox"/>	Quarter Quarter Quarter Quarter

[Continue](#)

5. Select the checkbox next to the full year term and the term level that you use for scheduling. For example, if you offer semester courses, select the checkboxes next to "Full Year" and "Semester - Semester."

Note: You must select the Full Year checkbox.

6. Click Continue. The Automatic Schedule Setup - Define Term Dates page appears.

Automatic Schedule Setup - Define Term Dates

Term	Abbreviation	First Day of Term	Last Day of Term
Semester 1	S1	<input type="text" value="08/23/2004"/>	<input type="text" value="12/20/2004"/>
Semester 2	S2	<input type="text" value="01/05/2004"/>	<input type="text" value="05/30/2004"/>

7. Enter the first and last days of each term, using the format mm/dd/yyyy or mm-dd-yyyy.
8. Click Continue. The Edit Build Scenario page appears.

Edit Build Scenario

Build Information

Build and Load
 Use this scenario setting to build a master schedule and load students into the built schedule.

Load Only
 Use this scenario setting if a master schedule is copied or imported and you need to only load students.

Build Name Active Build

Build Description

Terms

Periods

Days

Course Catalog

Build Optimizations

Percent of schedule combinations to evaluate for each course

Minimum number of schedule combinations to evaluate for each course

Load Optimizations

Percent of schedule combinations to evaluate for each student

Minimum number of schedule combinations to evaluate before skipping

Best Schedule Weights

Student conflicts

Section balance

Total 100

9. Edit and submit the build scenario. For more information, see the section "[Build Scenarios](#)."

Courses

To work with the courses that will be part of next year's schedule, you must first add any new courses you plan to offer and associate them with your school. See the section "[New Courses](#)." Then, create a course catalog to make course selections available for student course requests. After creating a course catalog, you can edit or delete that catalog, depending on your needs. See the section "[Course Catalogs](#)."

Note: It is possible for students to request a course that is not part of your course catalog if that course has been associated with your school.

Course relationships have consequences for how you manage new and modified courses. First, it is important to understand the ways to view courses and how those views are connected:

1. Master Course List (Start page School Setup Courses View Master Course List). This page lists all courses on the server and is used to create a new course. Selecting and deselecting the checkboxes next to the courses make them active or inactive for the current school.
2. PowerSchool School Course List (Start Page School Setup Courses). Courses listed on this left-side menu are those with selected checkboxes on the Master Course List.
3. PowerScheduler Course Catalog (Start Page PowerScheduler Course Catalog Edit Course Catalog). This list matches what is listed on the PowerSchool School Course List. However, as in the Master Course List, select the checkbox next to each course to indicate which courses are active for scheduling. When you submit this information, a new record is created for the course in a different table in PowerSchool's database. At that point, changes to courses listed in PowerSchool do not affect courses listed in PowerScheduler.
4. PowerScheduler School Course List (Start Page PowerScheduler Courses). This list includes the selected courses from the Scheduling Course Catalog. Selecting courses to be scheduled does not affect this list of courses.

In summary, view 4 is based on the selected courses of view 3, which, like View 2, is based on the selected courses of view 1. This means that to add a course to PowerScheduler, you must first add a course to the Master Course List (view 1). Then, in the Scheduling Course Catalog, select the checkbox next to the course and submit.

To change a course name but use same course number, there are two options. The first takes more thought but is easiest, whereas the second requires someone with the highest level of access to the database to make changes for you. Regardless of the option you choose, the current courses should not be modified at all if any of them are in use this school year by any school on the server. It is necessary to store grades using the courses' current names. Do not modify course names until you complete all necessary processes at the end of the school year. Also, changes made in PowerScheduler are void when you complete your master schedule and are ready to commit student schedules because the master schedule references courses in PowerSchool.

Option 1: Leave everything as is and schedule using the old course name. After the end of the school year, change the course's name. This takes more thought because you must remember that you need to change the name at the end of the school year. Since you must change the course name regardless of which option you choose, no extra work is required.

Option 2: Use USM to search the SchedCourseCatalogs table for the course number. Be sure to search only within records belonging to your school, and make a backup of your data file before proceeding. Then, change the course name. This affects the course name in PowerScheduler.

New Courses

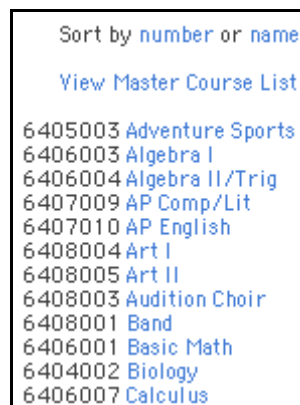
How to Add a New Course to the Master Course List

Associating courses with your school makes them available for both student course requests and inclusion in your course catalog.

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

Note: You cannot add a new course to your master course list in PowerSchool's Scheduling area.

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



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

Master Course List

This screen lists all courses available to all schools using this PowerSchool server. Courses currently active for this school are so indicated by a checkbox. To make a course available to this school, click the checkbox and then click the Submit button.

Note: A * after the course Number indicates that the course has a fee assigned to it.

Sort list by: Course Name Course Number Active Status

Check	Course	Check	Course
<input type="checkbox"/>	Adventure Sports 6-405003	<input type="checkbox"/>	French I 6-407007
<input type="checkbox"/>	Algebra I 6-406003	<input type="checkbox"/>	Geography 6-401001
<input type="checkbox"/>	Algebra II/Trig 6-406004	<input type="checkbox"/>	Geometry 6-406005
<input type="checkbox"/>	AP Comp/Lit 6-407009	<input type="checkbox"/>	Government 6-401005
<input type="checkbox"/>	AP English 6-407010	<input type="checkbox"/>	Health 6-405006
<input type="checkbox"/>	Art I 6-408004	<input type="checkbox"/>	Independent Study 6-409005
<input type="checkbox"/>	Art II 6-408005	<input type="checkbox"/>	Interior Design 6-402006
<input type="checkbox"/>	Audition Choir 6-408003	<input type="checkbox"/>	Life Skills 6-402007
<input type="checkbox"/>	Band 6-408001	<input type="checkbox"/>	Life Sports 6-405002
<input type="checkbox"/>	Basic Math 6-406001	<input type="checkbox"/>	Metals 6-402010
<input type="checkbox"/>	Biology 6-404002	<input type="checkbox"/>	Networking 6-403004
<input type="checkbox"/>	Calculus 6-406007	<input type="checkbox"/>	Photography 6-403001
<input type="checkbox"/>	Carpentry I 6-403008	<input type="checkbox"/>	Physics 6-404003
<input type="checkbox"/>	Carpentry II 6-403009	<input type="checkbox"/>	Pottery I 6-408006
<input type="checkbox"/>	Ceramics 6-408009	<input type="checkbox"/>	Pottery II 6-408007
<input type="checkbox"/>	Chemistry 6-404004	<input type="checkbox"/>	Pre-Algebra 6-406002
<input type="checkbox"/>	Choir 6-408002	<input type="checkbox"/>	Pre-Calculus 6-406008
<input type="checkbox"/>	Remove all courses from this school's course list that do not have any sections taught this year		

4. Click New. The New Course page appears

New Course

Label	Value
Course Name	<input type="text" value="Physics II"/>
Course Number	<input type="text" value="6404004"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text" value="4"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Credit Type	<input type="text" value="SCI"/> (no spaces)
Default Maximum Enrollment	<input type="text" value="30"/>
Prerequisite Courses Prerequisites apply only to the current scheduling term. (comma-separated)	<input type="text" value="6404003"/>
PowerLink (English)	<input type="text" value="Physics"/>
PowerLink (Español)	<input type="text" value="Physics"/>
Gradescale	<input type="text" value="Default"/> ▾
GPA Added Value Points	<input type="text" value="0"/> (usually zero)
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude

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

Field	Description
Course Name	Enter the name of the course.
Course Number	Enter the number that will be used to identify this course.
Alternate Course Number	Enter an alternate course number if your school uses this field for state reporting or district purposes.
Credit Hours	Enter the number of credits a student receives for taking this course.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program. Enter this code, if applicable.
Vocational Class	Select this checkbox if this is a vocational course.
Credit Type	Enter the type of credit a student receives for passing this course, such as MATH, ENG, or FINE. You can then apply this credit to a graduation type.

Field	Description
Default Maximum Enrollment	Enter the maximum number of students that can be enrolled in this course.
Gradescale	Choose the grade scale from the pop-up menu. For more information, see the section " How to Assign Grade Scales to Courses. "
Prerequisite Courses	Enter the course(s) that students must complete with a passing grade before they can take this course. Separate multiple courses with commas.
PowerLink (English)	Enter course-related text that PowerLink will read when parents and guardians access student information and select the English option.
PowerLink (Español)	Enter course-related text that PowerLink will read when parents and guardians access student information and select the Spanish option.

- Click Submit. The course you just created appears on the Master Course List page.

Note: To associate this course with your school, log in to your school. On the Master Course List page, select the checkbox next to the course name, and then click Submit. Doing so makes this course available for both the course catalog and student course requests.

Course Catalogs

Create the list of courses that your school will offer next school year. PowerSchool refers to this list as the course catalog.

Courses in the course catalog are copied from the district level. Not all courses on the district course list are available for the catalog; only courses that are associated with the school using the school's master course list can be included.

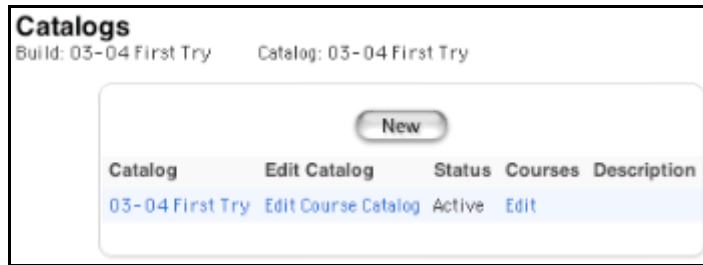
You can edit information in the course catalog without affecting the courses on the school's master course list. For example, you may want to change the credit hours for a course for scheduling purposes, but revert to the course's real credit hours when committing schedules for the next school year. Once a master schedule is committed, the course information, including credit hours, is retrieved from the district level.

Note: You can have more than one course catalog. Course catalogs are associated with builds, and a catalog is only active when it is associated with the active build scenario. This also means that you can only edit courses in the catalog that is active. For more information, see the section "[Build Scenarios.](#)"

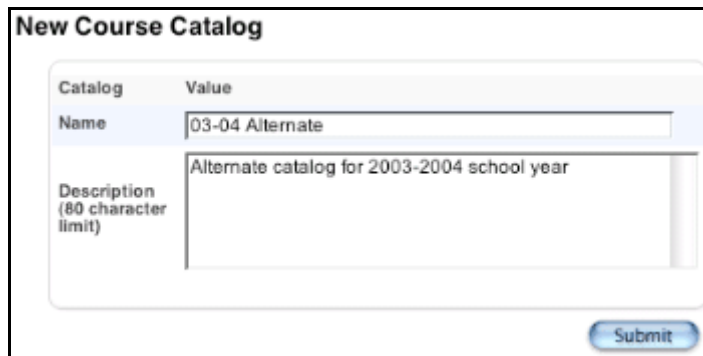
How to Create a Course Catalog

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

- Under Parameters, choose Catalogs from the PowerScheduler menu. The Catalogs page appears.



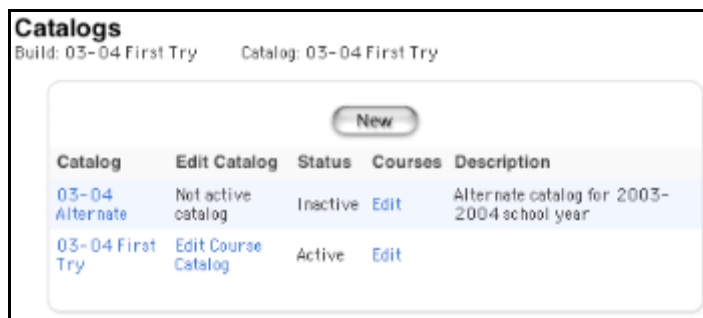
- Click New. The New Course Catalog page appears.



- Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for this catalog. For example, if you are creating the course catalog for a specific school year, you might call it 2002-2003.
Description	Enter a description of the catalog. Enter no more than 80 characters in this field.

- Click Submit. The catalog appears on the Catalogs page.



- Click Edit Course Catalog in the row of the catalog you created. The Course Catalog page appears.

Note: If "Not active catalog" appears instead of Edit Course Catalog, you must first make the new catalog the active catalog. Edit the current build scenario so that the new catalog is the active catalog. For more information, see the section "[Build Scenarios](#)."

Course Catalog

This screen lists all courses available to this school using this PowerSchool server. Courses currently active for this catalog are so indicated by a checkbox. To make a course available to this catalog, click the checkbox and then click the Submit button.

Sort list by:	Course Name	Course Number	Active Status
<input checked="" type="checkbox"/>	Adventure Sports	6405003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Algebra I	6406003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Algebra II/Trig	6406004	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	AP Comp/Lit	6407009	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	AP English	6407010	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Art I	6408004	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Art II	6408005	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Audition Choir	6408003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Band	6408001	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Basic Math	6406001	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Biology	6404002	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	French I	6407007	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Geography	6401001	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Geometry	6406005	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Government	6401005	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Health	6405006	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Independent Study	6409003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Interior Design	6402006	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Life Skills	6402007	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Life Sports	6405002	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Metals	6402010	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Networking	6403004	<input checked="" type="checkbox"/>

7. Deselect the checkbox next to each course you want to remove from this course catalog. By default, the checkboxes next to all of the courses available for scheduling at your school are selected. To sort the list, click Course Name, Course Number, or Active Status, which sorts the active (selected) courses first and the inactive (deselected) courses last.

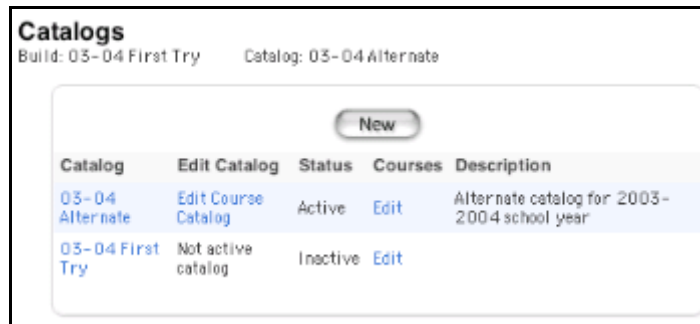
Note: Deselecting a course means that you will not be able to schedule that course for the upcoming schedule year, even if you have student course requests associated with it. Any student course requests will be automatically dropped from the scheduling process.

8. Click Submit. The Catalogs page appears.

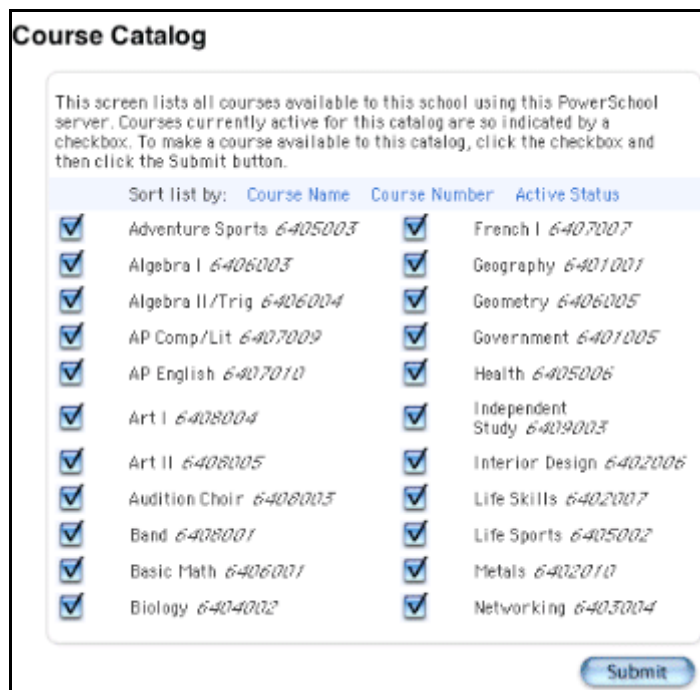
Note: You can edit the scheduling information for any of the courses within your active course catalog by clicking Edit in the Courses row. For more information, see the section "[Build Scenarios](#)."

How to Edit a Course Catalog

1. On the start page, choose PowerScheduler from the main menu.
2. Under Parameters, choose Catalogs from the PowerScheduler menu. The Catalogs page appears.



- Click Edit Course Catalog in the row of the catalog you want to edit. The Course Catalog page appears.



- Select the checkbox next to a course name to include it in this course catalog, or deselect the checkbox next to a course name to remove it from this catalog. To sort the list, click Course Name, Course Number, or Active Status, which sorts the active (selected) courses first and the inactive (deselected) courses last.
- Click Submit. The Catalogs page appears.

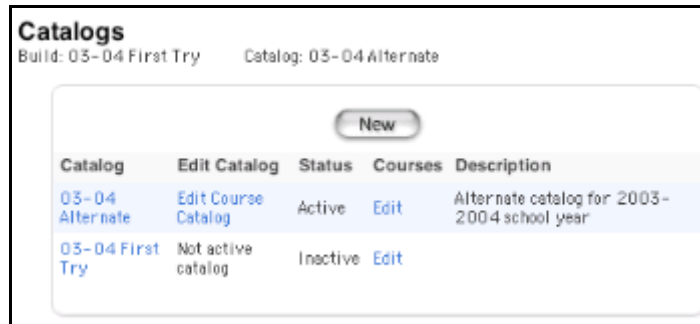
How to Delete a Course Catalog

Deleting a course catalog deletes the following items related to that catalog: courses, teacher assignments, constraints, and course relationships. You cannot delete the active catalog. To inactivate a catalog so that it can be deleted, see the section "[Build Scenarios](#)."

Note: This function does not delete courses from the master course list.

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

- Under Parameters, choose Catalogs from the PowerScheduler menu. The Catalogs page appears.

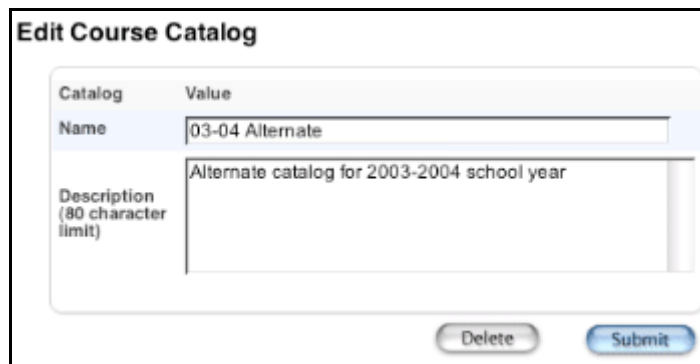


Catalogs
Build: 03-04 First Try Catalog: 03-04 Alternate

New

Catalog	Edit Catalog	Status	Courses	Description
03-04 Alternate	Edit Course Catalog	Active	Edit	Alternate catalog for 2003-2004 school year
03-04 First Try	Not active catalog	Inactive	Edit	

- Click the name of the catalog you want to delete. The Edit Course Catalog page appears.

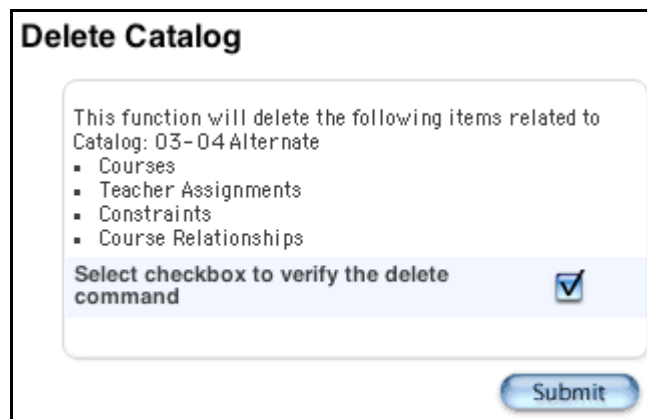


Edit Course Catalog

Catalog	Value
Name	03-04 Alternate
Description (80 character limit)	Alternate catalog for 2003-2004 school year

Delete Submit

- Click Delete. The Delete Catalog page appears.



Delete Catalog

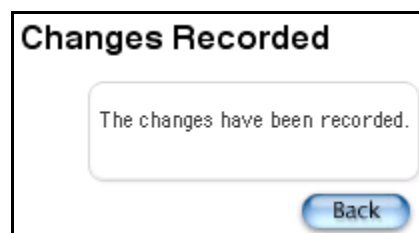
This function will delete the following items related to Catalog: 03-04 Alternate

- Courses
- Teacher Assignments
- Constraints
- Course Relationships

Select checkbox to verify the delete command

Submit

- Select the checkbox if you are sure you want to delete this course catalog.
- Click Submit. The Changes Recorded page appears.



Changes Recorded

The changes have been recorded.

Back

Rooms Overview

Your school's layout and classrooms are an essential part of the scheduling process. Entering all of the necessary room information allows the system to consider the most efficient use of available space when building the master schedule.

In the section "[Schedule Parameters](#)," you defined the departments and facilities within your school. Now it is time to enter the rooms. To each room, you can associate specific departments and facilities so that the system schedules courses in the appropriate location.

Note: Only enter classrooms needed for next year's schedule. For example, if you know you are not going to hold classes in a particular room, do not enter its information in the system. If a room is in the system that you will not be using next year, you can leave it there as long as you make it unavailable for scheduling. For more information, see the section "[How to Edit a Room](#)."

To ensure that there is a place for each section of a course to meet, you must schedule them into classrooms. The system assigns courses to rooms based on the following priorities (in order):

- The assigned teacher's preferred classroom
- Any classroom associated with the same department as the course being scheduled
- Any classroom associated with the same department as the assigned teacher
- Any classroom with an adequate number of seats

Note: If the course requires a special facility, the system considers rooms that provide the necessary facility only. If no facility is available, then the system cannot schedule the course.

Rooms

Define locations for courses so that the system best utilizes available space when building a master schedule.

How to Add a Room

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Rooms from the PowerScheduler menu. The Rooms page appears.

Rooms
Build: Scenario B Catalog: AGHS Catalog

[New](#)

Number	Description	Department	Matrix	Facilities	Max	Sched	Dept. Use Only	Fac. Use Only	Always Free
14	General Classroom		View		28	Yes	No	No	No
15	General Classroom		View		28	Yes	No	No	No
25	Chemistry Lab	Science	View	Emergency kits, Lab tables	30	Yes	Yes	No	No
24	Chemistry Lab	Science	View	Emergency kits, Lab tables	20	Yes	Yes	No	No

3. Click New. The Add/Edit Room page appears.

Add/Edit Room

Option	Value
Room Number	<input type="text" value="620"/>
Room Description	<input type="text" value="620 Drawing"/>
Department	<input type="text" value="FA"/> Associate
Building	<input type="text"/> Associate
House	<input type="text"/> Associate
Use for Scheduling	<input checked="" type="checkbox"/>
Room is Always Free	<input type="checkbox"/>
Department Use Only	<input checked="" type="checkbox"/>
Facility Use Only	<input type="checkbox"/>
Room Facilities	<input type="text" value="Art"/> Associate
Room Maximum	<input type="text" value="20"/>

[Submit](#)

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

Field	Description
Room Number	Enter the room number.
Room Description	Enter a description of this room.
Department	Click Associate to select the department for this room. If you associate this room with a specific department, such as Math, the system will do its best to schedule math courses in

Field	Description
	<p>this room. To ensure that this room will only hold Math courses, you must also select the Department Use Only checkbox.</p> <p>Note: Click Department to create or edit departments at your school.</p>
Building	<p>Click Associate to select this room's building.</p> <p>Note: Click Building to create or edit buildings at your school.</p>
House	<p>Click Associate to select this room's house.</p> <p>Note: Click House to create or edit houses at your school.</p>
Use for Scheduling	<p>Select this checkbox if you want the system to consider this classroom when it assigns courses to rooms. Otherwise, deselect the checkbox.</p> <p>For example, some rooms (such as the cafeteria) are not used for scheduling. Deselect this checkbox to indicate this fact.</p> <p>Note: If you have a room that you want to leave in the system but will not be using for scheduling next year, deselect this checkbox.</p>
Room is Always Free	<p>If you select this checkbox, the system can schedule multiple courses in this room at the same time.</p> <p>This feature is often used with gymnasiums. However, sometimes the Room Maximum field can cause problems, and it would make more sense to break the class into Gym 1 and Gym 2 if you know that the maximum number of courses taught in the gym is two.</p> <p>If you deselect this checkbox, only one course can be scheduled in this room per period.</p>
Department Use Only	<p>Select this checkbox if you want the system to schedule only courses that belong to this room's department in this room.</p> <p>If you deselect this checkbox, the system schedules mostly courses with the same department as the room. But it is possible for the system to schedule a course that belongs to another department into this room. This would happen if some departments need more space than others.</p> <p>Note: If you select this checkbox, do not select the Facility Use Only checkbox.</p>
Facility Use Only	<p>Select this checkbox to specify that the system can schedule only courses requiring the facilities you enter in the Room Facilities field in this room.</p> <p>Note: If there are not many courses that require the facilities in</p>

Field	Description
	<p>this room and you select this checkbox, the system does not fully schedule the room; the room remains free rather than holding another course.</p> <p>If you deselect this checkbox, the system considers the facilities you enter in the Room Facilities field as suggestions. For example, assume the system needs to schedule the computer course Algorithms and Data Structure. Even though the course does not require a computer lab facility, the system can schedule the course in the room with the computer lab if it is free.</p> <p>Note: If you select this checkbox, do not select the Department Use Only checkbox.</p>
Room Facilities	<p>Click Associate to select the facilities of this room, if it has any. Facilities are any special characteristics of a room that courses require. For example, a room might have a kitchen, computer lab, stage, or wood shop. Most classrooms do not have a facility.</p> <p>There is a limit of 50 characters that can be entered in this field.</p> <p>Note: Click Facilities to create or edit facilities at your school.</p>
Room Maximum	<p>Enter a number to determine the maximum number of students that this room can accommodate.</p> <p>The capacity of the room limits the courses that the system can schedule there. For example, if you enter 25, the system cannot schedule a course section with a maximum of 35 students into this room.</p>

5. Click Submit. The Rooms page appears.

Note: Be sure to create an entry for each classroom within your school that will be used for scheduling. This could include offices and libraries.

You might want to assign a course to a particular room. For example, maybe your school has several biology labs, and Biology 1 needs to be held in the classroom closest to the teacher's preferred room. To force a course to schedule in a particular room, define a Course Room constraint. For more information, see the section "[Build Constraints](#)."

How to Edit a Room

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Rooms from the PowerScheduler menu. The Rooms page appears.

Rooms
Build: Scenario B Catalog: AGHS Catalog

[New](#)

Number	Description	Department	Matrix	Facilities	Max	Sched	Dept. Use Only	Fac. Use Only	Always Free
14	General Classroom		View		28	Yes	No	No	No
15	General Classroom		View		28	Yes	No	No	No
620	620 Drawing	FA	View	Art	20	Yes	Yes	No	No
25	Chemistry Lab	Science	View	Emergency kits, Lab tables	30	Yes	Yes	No	No
24	Chemistry Lab	Science	View	Emergency kits, Lab tables	20	Yes	Yes	No	No

3. Click the number of the room you want to modify. The Add/Edit Room page appears.

Add/Edit Room

Option	Value
Room Number	<input type="text" value="620"/>
Room Description	<input type="text" value="620 Drawing"/>
Department	<input type="text" value="FA"/> Associate
Building	<input type="text"/> Associate
House	<input type="text"/> Associate
Use for Scheduling	<input checked="" type="checkbox"/>
Room is Always Free	<input type="checkbox"/>
Department Use Only	<input checked="" type="checkbox"/>
Facility Use Only	<input type="checkbox"/>
Room Facilities	<input type="text" value="Art"/> Associate
Room Maximum	<input type="text" value="20"/>

[Delete](#) [Submit](#)

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

Field	Description
Room Number	Enter the room number.
Room Description	Enter a description of this room.
Department	Click Associate to select the department for this room. If you associate this room with a specific department, such as Math, the system will do its best to schedule math courses in this room. To ensure that this room will only hold math courses,

Field	Description
	<p>you must also select the Department Use Only checkbox.</p> <p>Note: Click Department to create or edit departments at your school.</p>
Building	<p>Click Associate to select this room's building.</p> <p>Note: Click Building to create or edit buildings at your school.</p>
House	<p>Click Associate to select this room's house.</p> <p>Note: Click House to create or edit houses at your school.</p>
Use for Scheduling	<p>Select this checkbox if you want the system to consider this classroom when it assigns courses to rooms. Otherwise, deselect the checkbox.</p> <p>For example, some rooms (such as the cafeteria) are not used for scheduling. Deselect the checkbox to indicate this fact.</p> <p>Note: If you have a room that you want to leave in the system but will not be using for scheduling next year, deselect this checkbox.</p>
Room is Always Free	<p>If you select this checkbox, the system can schedule multiple courses in this room at the same time.</p> <p>This feature is often used with gymnasiums. However, sometimes the Room Maximum field can cause problems, and it would make more sense to break the class into Gym 1 and Gym 2 if you know that the maximum number of courses taught in the gym is two.</p> <p>If you deselect this checkbox, only one course can be scheduled in this room per period.</p>
Department Use Only	<p>Select this checkbox if you want the system to schedule only courses that belong to this room's department in this room.</p> <p>If you deselect this checkbox, the system schedules mostly courses with the same department as the room. But it is possible for the system to schedule a course that belongs to another department into this room. This would happen if some departments need more space than others.</p> <p>Note: If you select this checkbox, do not select the Facility Use Only checkbox.</p>
Facility Use Only	<p>Select this checkbox to specify that the system can schedule only courses requiring the facilities you enter in the Room Facilities field in this room.</p> <p>Note: If there are not many courses that require the facilities in this room and you select this checkbox, the system does not</p>

Field	Description
	<p>fully schedule the room; the room remains free rather than holding another course.</p> <p>If you deselect this checkbox, the system considers the facilities you enter in the Room Facilities field as suggestions. For example, assume the system needs to schedule the computer course Algorithms and Data Structure. Even though the course does not require a computer lab facility, the system can schedule the course in the room with the computer lab if it is free.</p> <p>Note: If you select this checkbox, do not select the Department Use Only checkbox.</p>
Room Facilities	<p>Click Associate to select the facilities of this room, if it has any. Facilities are any special characteristics of a room that courses require. For example, a room might have a kitchen, computer lab, stage, or wood shop. Most classrooms do not have a facility.</p> <p>There is a limit of 50 characters that can be entered in this field.</p> <p>Note: Click Facilities to create or edit facilities at your school.</p>
Room Maximum	<p>Enter a number to determine the maximum number of students that this room can accommodate.</p> <p>The capacity of the room limits the courses that the system can schedule there. For example, if you enter 25, the system cannot schedule a course section with a maximum of 35 students into this room.</p>

5. Click Submit. The Rooms page appears.

How to Delete a Room

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Rooms from the PowerScheduler menu. The Rooms page appears.

Rooms
Build: Scenario B Catalog: AGHS Catalog

[New](#)

Number	Description	Department	Matrix	Facilities	Max	Sched	Dept. Use Only	Fac. Use Only	Always Free
14	General Classroom		View		28	Yes	No	No	No
15	General Classroom		View		28	Yes	No	No	No
620	620 Drawing	FA	View	Art	20	Yes	Yes	No	No
25	Chemistry Lab	Science	View	Emergency kits, Lab tables	30	Yes	Yes	No	No
24	Chemistry Lab	Science	View	Emergency kits, Lab tables	20	Yes	Yes	No	No

- Click the number of the room you want to delete. The Add/Edit Room page appears.

Add/Edit Room

Option	Value
Room Number	<input type="text" value="620"/>
Room Description	<input type="text" value="620 Drawing"/>
Department	<input type="text" value="FA"/> Associate
Building	<input type="text"/> Associate
House	<input type="text"/> Associate
Use for Scheduling	<input checked="" type="checkbox"/>
Room is Always Free	<input type="checkbox"/>
Department Use Only	<input checked="" type="checkbox"/>
Facility Use Only	<input type="checkbox"/>
Room Facilities	<input type="text" value="Art"/> Associate
Room Maximum	<input type="text" value="20"/>

[Delete](#) [Submit](#)

- Click Delete. The Selection Deleted page appears.

How to View the Room Matrix

The room matrix function creates a visual, graphical representation of a room's schedule. This schedule can be printed, though not for more than one room at a time.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Rooms from the PowerScheduler menu. The Rooms page appears.

Rooms
Build: Scenario B Catalog: AGHS Catalog

[New](#)

Number	Description	Department	Matrix	Facilities	Max	Sched	Dept. Use Only	Fac. Use Only	Always Free
14	General Classroom		View		28	Yes	No	No	No
15	General Classroom		View		28	Yes	No	No	No
620	620 Drawing	FA	View	Art	20	Yes	Yes	No	No
25	Chemistry Lab	Science	View	Emergency kits, Lab tables	30	Yes	Yes	No	No
24	Chemistry Lab	Science	View	Emergency kits, Lab tables	20	Yes	Yes	No	No

- Click View next to the room for which you want to view the room matrix. The Room [room number] matrix page appears.

Room: 14
Build: Scenario B Catalog: AGHS Catalog

14 General Classroom(28)

Day	Terms	1	2	3	4
D1	FY S1	DRIVER EDUCATION Elias, Jim 952.1 - 1(A,D) S1 35/33/2		IS HISTORY Demascal, William 223.2 - 3(A,C-D) S1 35/0/35	DRIVER EDUCATION Elias, Jim 952.3 - 4(A-B) S1 35/46/-11
	FY S2	DRIVER EDUCATION Elias, Jim 952.1001 - 1(A,D) S2 35/33/2		IS HISTORY Demascal, William 223.1002 - 3(A,C-D) S2 35/0/35	DRIVER EDUCATION Elias, Jim 952.1003 - 4(A-B) S2 35/46/-11
D2	FY S1	Integrated Science 1 Blakley, Jennifer 315.2 - 1(B-C,E) S1 35/36/-1	IS HISTORY Demascal, William 223.1 - 2(B-D) S1 35/0/35		DRIVER EDUCATION Elias, Jim 952.3 - 4(A-B) S1 35/46/-11
	FY S2	Integrated Science 1 Blakley, Jennifer 315.1002 - 1(B-C,E) S2 35/36/-1	IS HISTORY Demascal, William 223.1001 - 2(B-D) S2 35/0/35		DRIVER EDUCATION Elias, Jim 952.1003 - 4(A-B) S2 35/46/-11
D3	FY S1	Integrated Science 1 Blakley, Jennifer 315.2 - 1(B-C,E) S1 35/36/-1	IS HISTORY Demascal, William 223.1 - 2(B-D) S1 35/0/35	IS HISTORY Demascal, William 223.2 - 3(A,C-D) S1 35/0/35	COMP. ALGEBRA II Blakley, Jennifer 411.1 - 4(C-E) S1 35/32/3
	FY S2	Integrated Science 1 Blakley, Jennifer 315.1002 - 1(B-C,E) S2 35/36/-1	IS HISTORY Demascal, William 223.1001 - 2(B-D) S2 35/0/35	IS HISTORY Demascal, William 223.1002 - 3(A,C-D) S2 35/0/35	COMP. ALGEBRA II Blakley, Jennifer 411.1001 - 4(C-E) S2 35/32/3
D4	FY S1	DRIVER EDUCATION Elias, Jim 952.1 - 1(A,D) S1 35/33/2	IS HISTORY Demascal, William 223.1 - 2(B-D) S1 35/0/35	IS HISTORY Demascal, William 223.2 - 3(A,C-D) S1 35/0/35	COMP. ALGEBRA II Blakley, Jennifer 411.1 - 4(C-E) S1 35/32/3
	FY S2	DRIVER EDUCATION Elias, Jim 952.1001 - 1(A,D) S2 35/33/2	IS HISTORY Demascal, William 223.1001 - 2(B-D) S2 35/0/35	IS HISTORY Demascal, William 223.1002 - 3(A,C-D) S2 35/0/35	COMP. ALGEBRA II Blakley, Jennifer 411.1001 - 4(C-E) S2 35/32/3
D5	FY S1	Integrated Science 1 Blakley, Jennifer 315.2 - 1(B-C,E) S1 35/36/-1			COMP. ALGEBRA II Blakley, Jennifer 411.1 - 4(C-E) S1 35/32/3
	FY S2	Integrated Science 1 Blakley, Jennifer 315.1002 - 1(B-C,E) S2 35/36/-1			COMP. ALGEBRA II Blakley, Jennifer 411.1001 - 4(C-E) S2 35/32/3

The Room Matrix displays a room's schedule for each period and day in each term. Identical colors on the schedule indicate the same section. A blank block means that nothing is scheduled for that block in that term. If all matrix preferences are selected, each block includes the following information:

- Name of the course
- Name of the teacher for this section
- Course number
- Section number

- Expression, which is the combination of period(s) and day(s)
- Term
- Number of students scheduled for this section, the maximum enrollment of this section, and the difference between the actual number of students and the maximum number of students in this section

Student Information

As part of the process of preparing to build your master schedule, you need to confirm that the appropriate students are available in your database for scheduling. Before the system can build the schedule, you must enter detailed scheduling information for each student.

Update the following fields for all students who will attend your school next year:

- **Next School Indicator**
- **Next Year Grade**
- **Priority**
- **Year of Graduation**
- **Schedule This Student**

Update the following fields for students who will not attend your school next year:

- **Schedule This Student**
- **Next School Indicator**

In addition to the required settings, there are a number of optional settings you can use to assign students to houses, buildings, and teams.

It is easy to mass update many of the required scheduling preferences fields, such as Next Year Grade and Schedule This Student. In certain circumstances, you may need to change or update a field for an individual student.

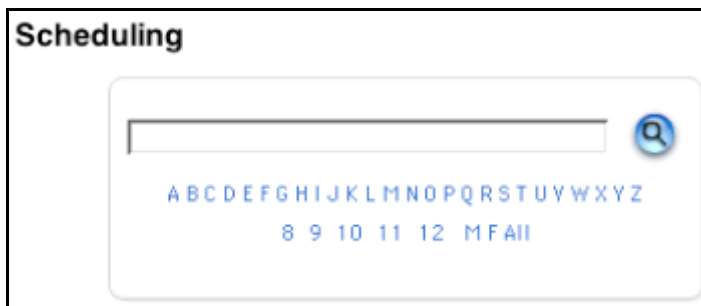
Warning: If you use the Update Selections tool to mass update a field value, that change is irreversible; the new value appears in the field for all of the selected students. To remove the new value, you need to either manually change the value for each student's record or perform another Update Selections function to reverse your change.

Next Year Grade

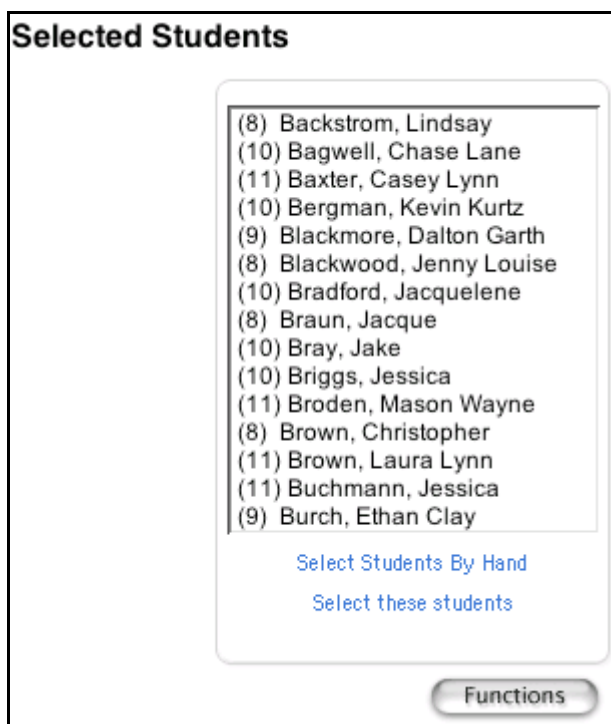
Set the Next Year Grade field for all of the students who will attend your school next year. You do not need to set this field for students who are graduating from your school.

How to Set the Next Year Grade Field for a Student

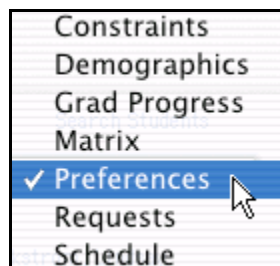
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



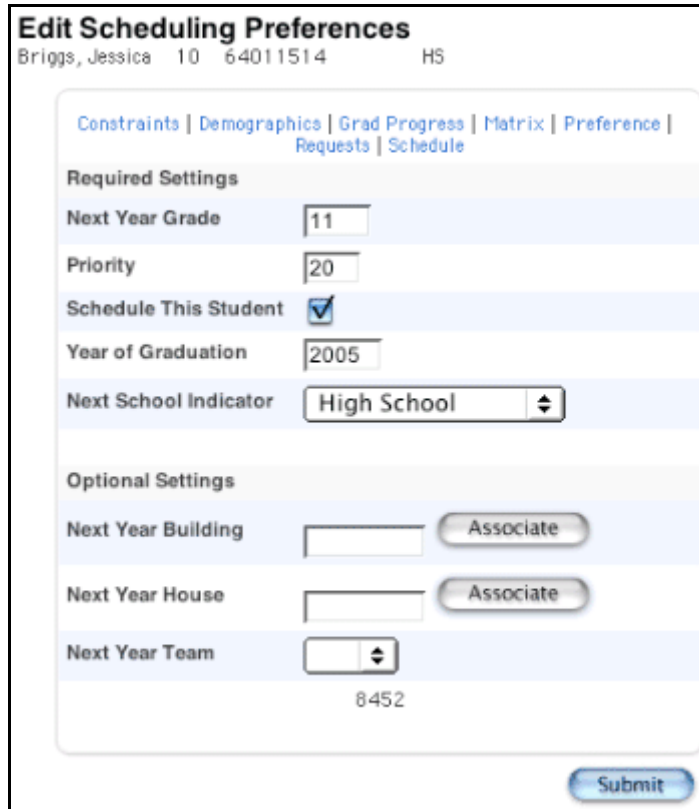
3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Preferences from the pop-up menu.
7. Choose the student's name from the students menu. The Edit Scheduling Preferences page appears.



Edit Scheduling Preferences
Briggs, Jessica 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Required Settings

Next Year Grade

Priority

Schedule This Student

Year of Graduation

Next School Indicator

Optional Settings

Next Year Building Associate

Next Year House Associate

Next Year Team

Submit

8. Enter a grade level number in the Next Year Grade field.
9. Click Submit. The Changes Recorded page appears.

How to Set the Next Year Grade Field for an Entire Grade Level

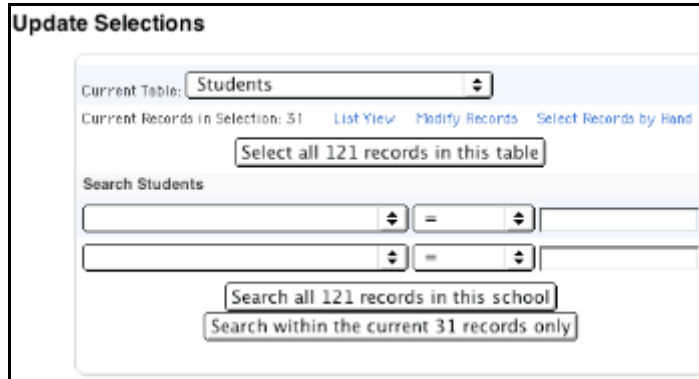
1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu. The Scheduling Functions page appears.

Scheduling Functions	
Build: Scenario B Catalog: AGHS Catalog	
Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.
Auto Generate Teacher Assignments	Creates teacher assignments from existing master schedule.
Calculate Sections	Calculates the number of sections needed for each course in the current catalog.
Copy Master Schedule	Copies the current year schedule to the current scenario.
Delete Master Schedule	Deletes the current scenario master schedule.
Duplicate Scenarios	Duplicates master schedule, student schedules, teacher assignments, constraints and/or course relationships.
Move Previous Year Data	Move previous year's setup data to the current year.
Regenerate Bitmaps	Resets the bitmaps from the expressions for all sections and constraints in the current build.
Reset Class Counts	This function resets student numbers in each section of the master schedule.
Reset Sections Offered	This function resets the number of sections offered for the current course catalog.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year - Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in mass.


- Click Update Selections. The Update Selections page appears.

- Choose Grade_Level from the pop-up menu below Search Students.
- Enter the number that represents the appropriate grade level, such as 9, in the next field.

- Click "Search all [number] records in this school." The Update Selections page displays the new number of records.



- Click Modify Records. The Modify Records page appears.



- Choose Sched_NextYearGrade from the pop-up menu.
- Enter the grade level number you want to assign to these students, such as 10, in the next field.
- Click Modify Selected Records. The Update Selections page appears.
- Repeat Steps 7-10 for each of the remaining fields that need to be mass updated for this grade level: Priority (Sched_Priority) and Year of Graduation (Sched_YearOfGraduation). Continue to the next grade level.

Priority

You can assign scheduling priorities to students for the system to follow when loading student schedules. Students can share the same priority.

For example, if there are more requests than available spots, you might want the system to schedule graduating students first because it is their last chance to take the courses they request. If this is the case, assign all twelfth graders a priority of 10, all eleventh graders a priority of 20, all tenth graders a priority of 30, and all ninth graders a priority of 40.

Note: Priority numbers can range from 1 to 999. The lower the number, the higher the priority. Some schools set priorities in increments of 10 to accommodate future modifications.

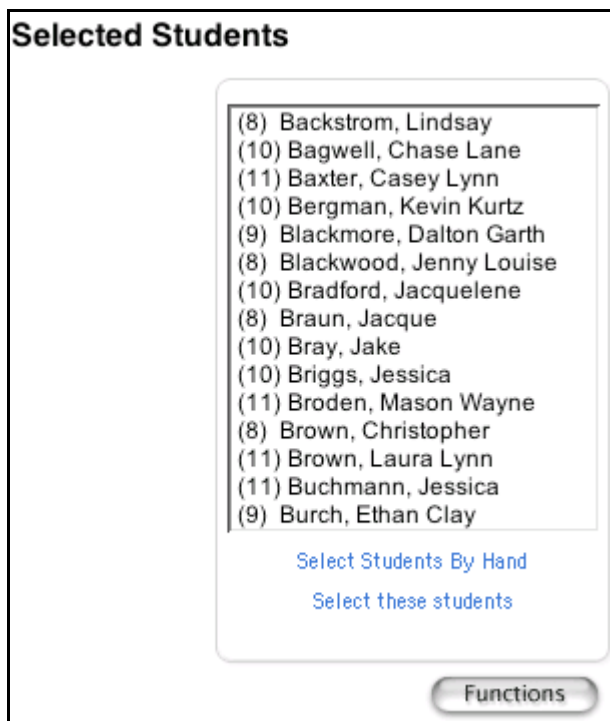
To assign a priority to an entire grade level, see the section ["How to Set the Next Year Grade Field for an Entire Grade Level."](#)

How to Assign Priority to a Student

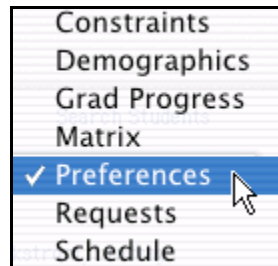
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Enter the name of the student to whom you want to assign a scheduling priority.
4. Click the Search icon. The Selected Students page appears.



5. Select the name of the appropriate student. The student's name appears.
6. Choose Preferences from the pop-up menu in the students menu.



- Click the student's name. The Edit Scheduling Preferences page appears.

Edit Scheduling Preferences
Briggs, Jessica 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Required Settings

Next Year Grade

Priority

Schedule This Student

Year of Graduation

Next School Indicator

Optional Settings

Next Year Building

Next Year House

Next Year Team

- Enter a number in the Priority field.
- Click Submit. The Changes Recorded page appears.

Year of Graduation

Set the "Year of Graduation" field for all of the students who will attend your school next year. You do not need to set this field for graduating students.

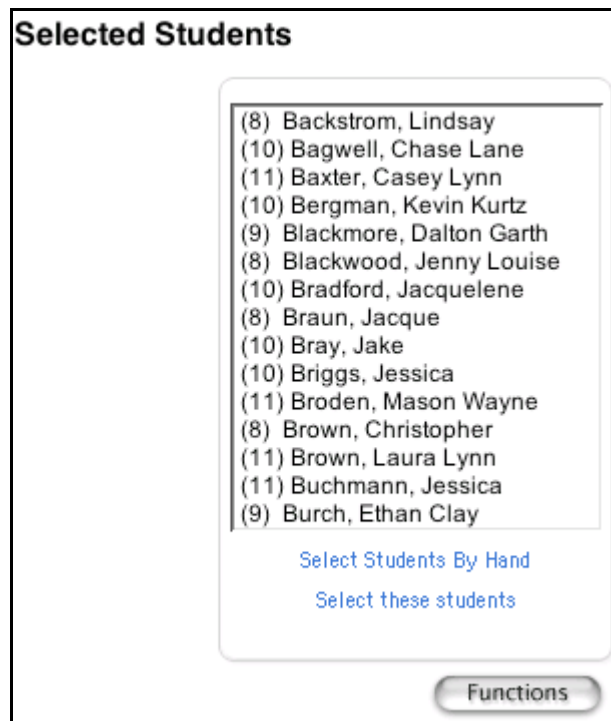
How to Set the Year of Graduation for a Student

To set the year of graduation for an entire grade level, see the section "[How to Set the Next Year Grade Field for an Entire Grade Level.](#)"

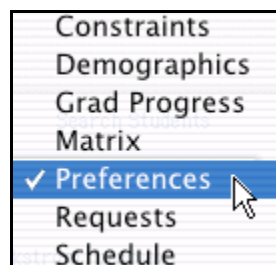
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.

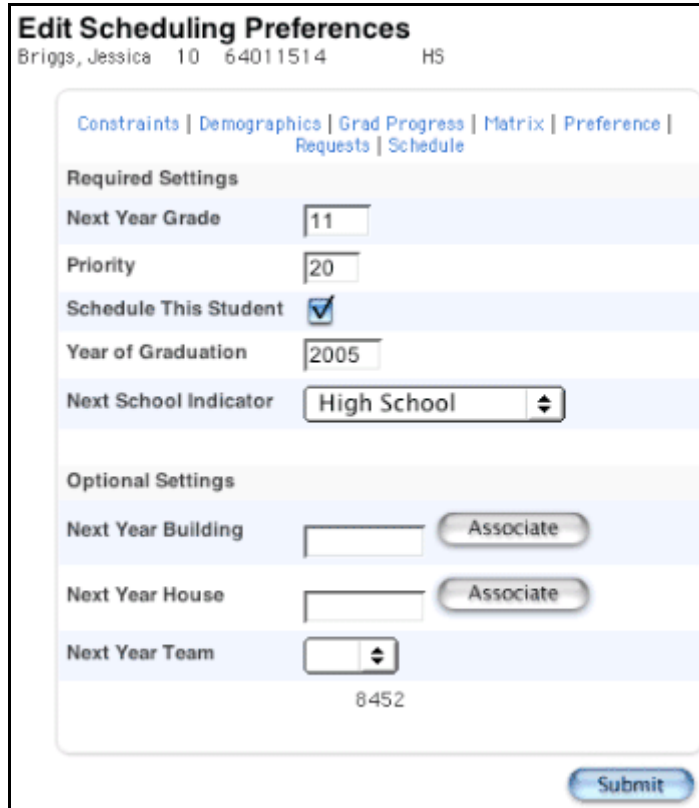


5. Select the name of the appropriate student. The student's name appears.



6. Choose Preferences from the pop-up menu.

- Choose the student's name from the students menu. The Edit Scheduling Preferences page appears.



Edit Scheduling Preferences
Briggs, Jessica 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Required Settings

Next Year Grade

Priority

Schedule This Student

Year of Graduation

Next School Indicator

Optional Settings

Next Year Building Associate

Next Year House Associate

Next Year Team

Submit

- Enter a number in the "Year of Graduation" field, such as 2005.
- Click Submit. The Changes Recorded page appears.

Schedule This Student

Let the system know which of your students you want to include in the scheduling process. Do this by selecting the Schedule This Student checkbox. If you forget to select this checkbox for a student who has made course requests, the system will be unable to schedule that student.

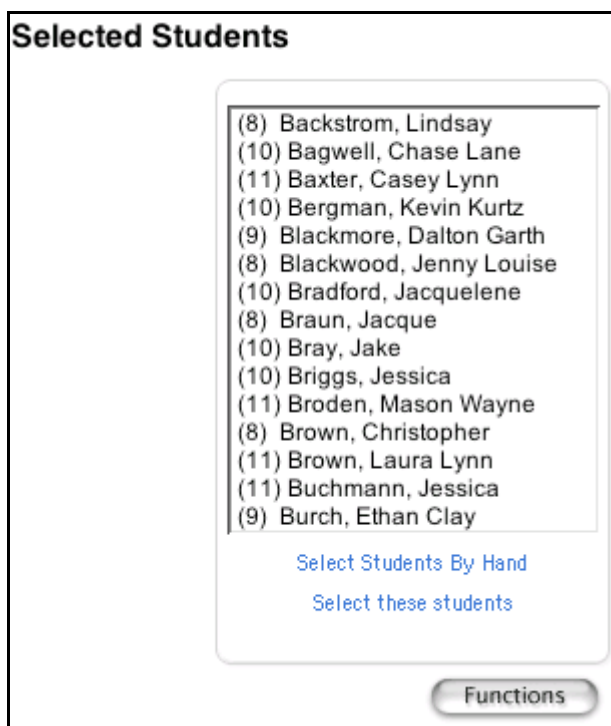
Not only do you have to select to include the appropriate students, but also you must exclude graduating students by deselecting the Schedule This Student checkbox.

How to Include an Individual Student

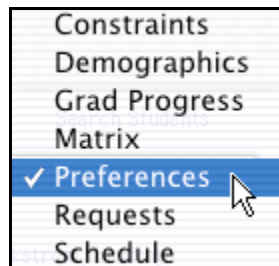
- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



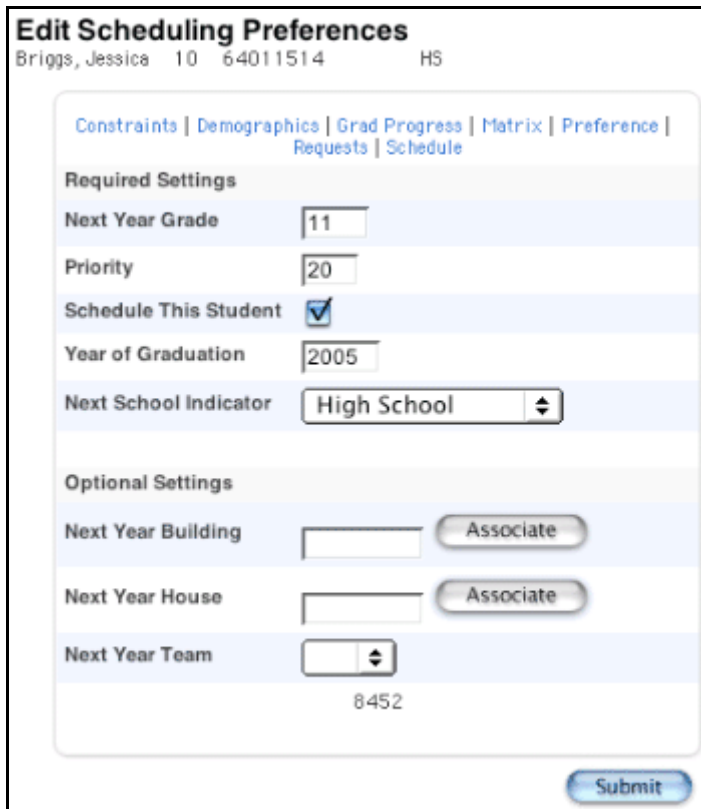
3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Preferences from the pop-up menu.
7. Choose the student's name from the students menu. The Edit Scheduling Preferences page appears.



Edit Scheduling Preferences
Briggs, Jessica 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Required Settings

Next Year Grade

Priority

Schedule This Student

Year of Graduation

Next School Indicator

Optional Settings

Next Year Building Associate

Next Year House Associate

Next Year Team

Submit

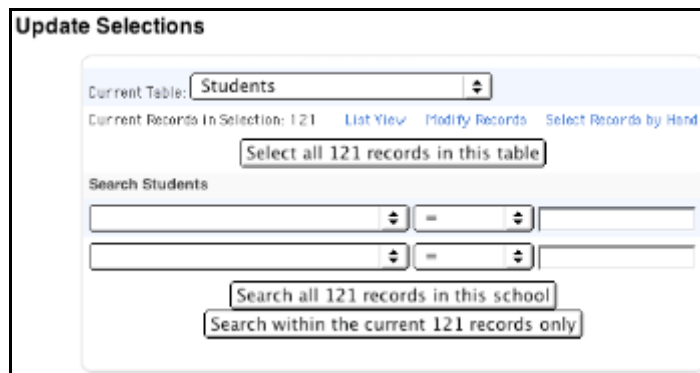
8. Select the Schedule This Student checkbox.
9. Click Submit. The Changes Recorded page appears.

How to Include All of Next Year's Students

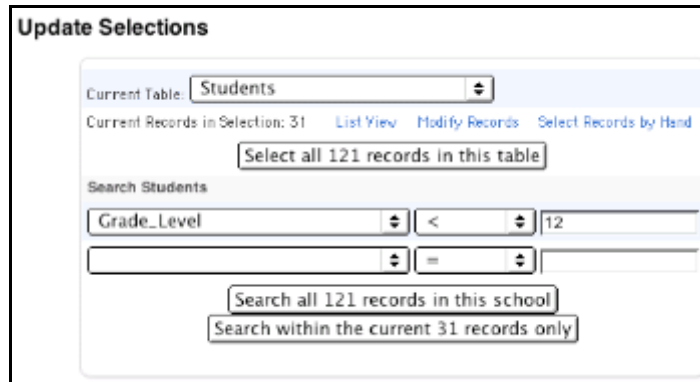
1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu. The Scheduling Functions page appears.

Scheduling Functions	
Build: Scenario B Catalog: AGHS Catalog	
Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.
Auto Generate Teacher Assignments	Creates teacher assignments from existing master schedule.
Calculate Sections	Calculates the number of sections needed for each course in the current catalog.
Copy Master Schedule	Copies the current year schedule to the current scenario.
Delete Master Schedule	Deletes the current scenario master schedule.
Duplicate Scenarios	Duplicates master schedule, student schedules, teacher assignments, constraints and/or course relationships.
Move Previous Year Data	Move previous year's setup data to the current year.
Regenerate Bitmaps	Resets the bitmaps from the expressions for all sections and constraints in the current build.
Reset Class Counts	This function resets student numbers in each section of the master schedule.
Reset Sections Offered	This function resets the number of sections offered for the current course catalog.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year - Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in mass.

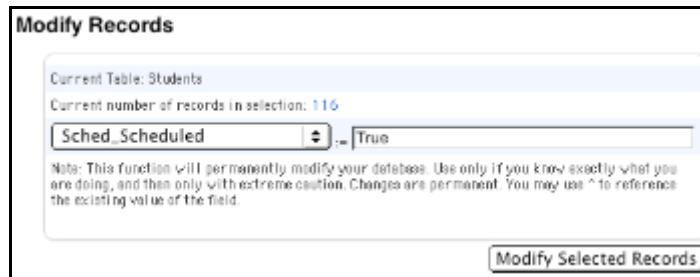
- Click Update Selections. The Update Selections page appears.



- Choose Grade_Level from the pop-up menu in the first field under Search Students.
- Choose < from the pop-up menu in the second field.
- Enter the number that represents the highest grade level at your school, such as 12, in the last field.



7. Click "Search all [number] records in this school." The Update Selections page displays the new number of records.
8. Click Modify Records. The Modify Records page appears.



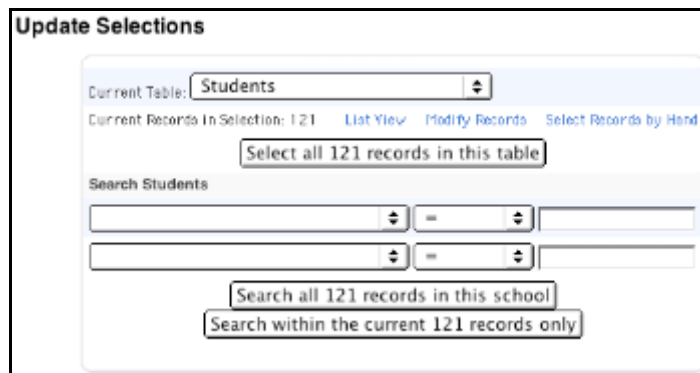
9. Choose Sched_Scheduled from the pop-up menu.
10. Enter True in the next field to indicate that you want these students to be included in the scheduling process.
11. Click Modify Selected Records. The Update Selections page appears.

How to Exclude Graduating Students

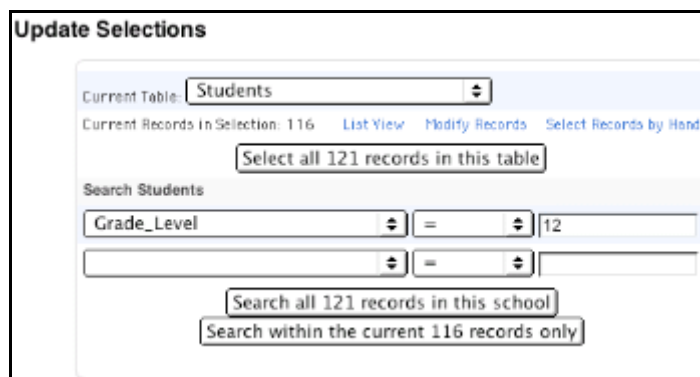
1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu. The Scheduling Functions page appears.

Scheduling Functions	
Build: Scenario B Catalog: AGHS Catalog	
Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.
Auto Generate Teacher Assignments	Creates teacher assignments from existing master schedule.
Calculate Sections	Calculates the number of sections needed for each course in the current catalog.
Copy Master Schedule	Copies the current year schedule to the current scenario.
Delete Master Schedule	Deletes the current scenario master schedule.
Duplicate Scenarios	Duplicates master schedule, student schedules, teacher assignments, constraints and/or course relationships.
Move Previous Year Data	Move previous year's setup data to the current year.
Regenerate Bitmaps	Resets the bitmaps from the expressions for all sections and constraints in the current build.
Reset Class Counts	This function resets student numbers in each section of the master schedule.
Reset Sections Offered	This function resets the number of sections offered for the current course catalog.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year - Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in mass.

- Click Update Selections. The Update Selections page appears.



- Choose Grade_Level from the pop-up menu in the first field under Search Students.
- Choose = from the pop-up menu in the second field.
- Enter the number that represents your graduating students, such as 12, in the last field.



7. Click "Search all [number] records in this school." The Update Selections page displays the new number of records.
8. Click Modify Records. The Modify Records page appears.



9. Choose Sched_Scheduled from the pop-up menu.
10. Enter False in the next field to indicate that you do not want these students to be included in the scheduling process.
11. Click Modify Selected Records. The Update Selections page appears.

Optional Scheduling Preferences

The following fields on the Edit Scheduling Preferences page are optional: Buildings, Houses, and Teams. It is possible that your school uses none, some, or all of these fields.

How to Assign a Student to a Building

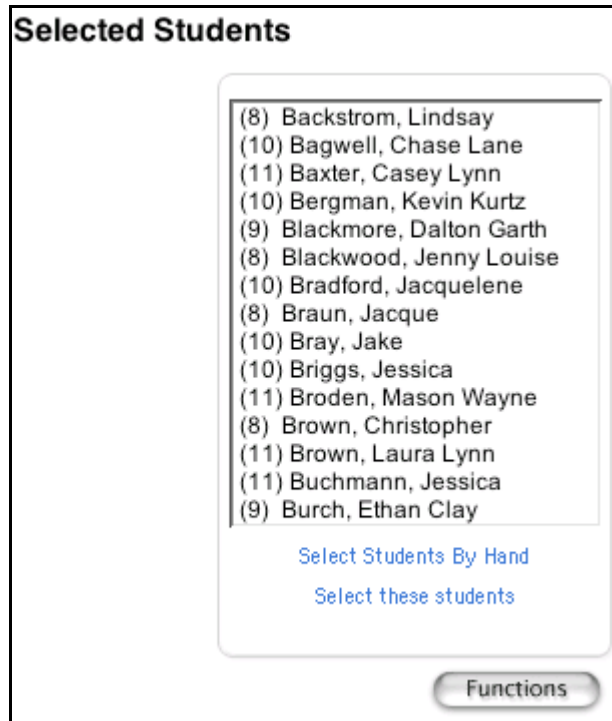
If your school uses buildings, you should have created them in the section "**Schedule Parameters**." Now you can assign students to those buildings.

Note: To complete this task, you must know exactly what these buildings are named in the system. Find this information by choosing Buildings under the Parameters heading from the PowerScheduler menu.

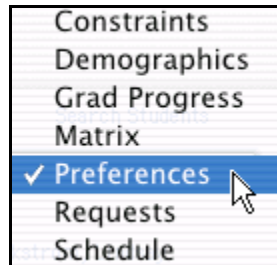
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



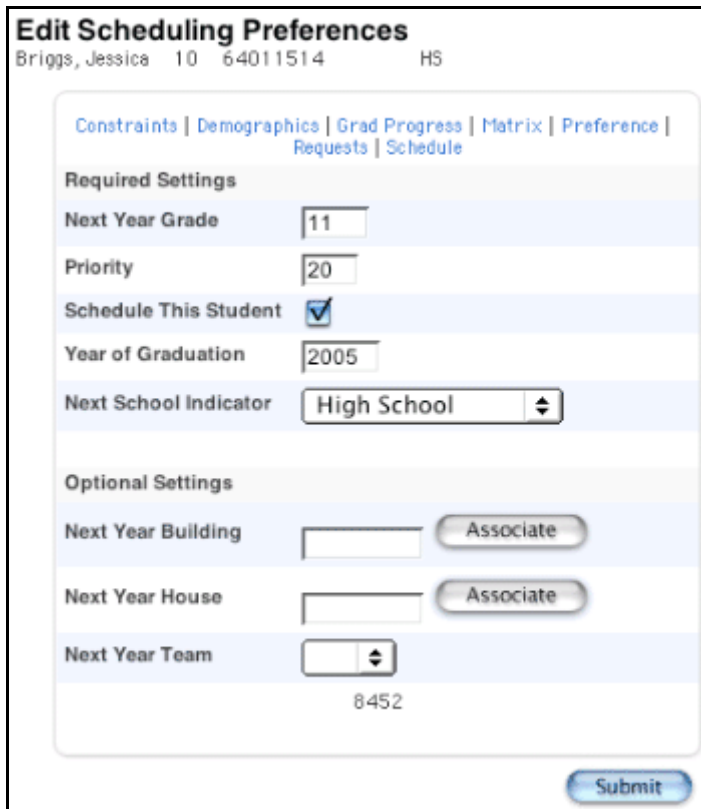
3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Preferences from the pop-up menu.
7. Choose the student's name from the students menu. The Edit Scheduling Preferences page appears.



Edit Scheduling Preferences
Briggs, Jessica 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Required Settings

Next Year Grade

Priority

Schedule This Student

Year of Graduation

Next School Indicator

Optional Settings

Next Year Building Associate

Next Year House Associate

Next Year Team

Submit

8. Click Associate to select the name of the appropriate building in the Next Year Campus/Building field.
9. Click Submit. The Changes Recorded page appears.

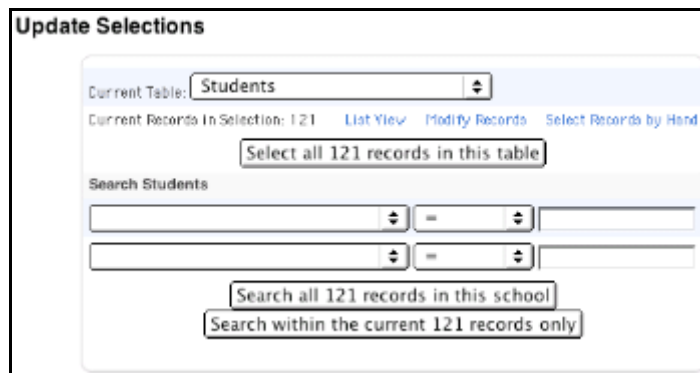
How to Assign a Group of Students to a Building

You can use this procedure to assign a group of students to a building, house, or team.

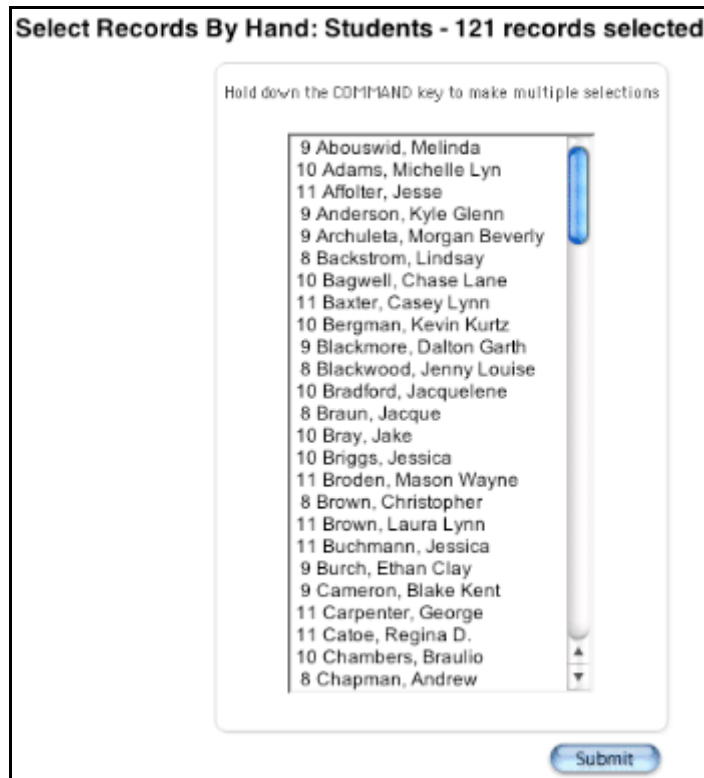
1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu. The Scheduling Functions page appears.

Scheduling Functions	
Build: Scenario B Catalog: AGHS Catalog	
Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.
Auto Generate Teacher Assignments	Creates teacher assignments from existing master schedule.
Calculate Sections	Calculates the number of sections needed for each course in the current catalog.
Copy Master Schedule	Copies the current year schedule to the current scenario.
Delete Master Schedule	Deletes the current scenario master schedule.
Duplicate Scenarios	Duplicates master schedule, student schedules, teacher assignments, constraints and/or course relationships.
Move Previous Year Data	Move previous year's setup data to the current year.
Regenerate Bitmaps	Resets the bitmaps from the expressions for all sections and constraints in the current build.
Reset Class Counts	This function resets student numbers in each section of the master schedule.
Reset Sections Offered	This function resets the number of sections offered for the current course catalog.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year-Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in mass.

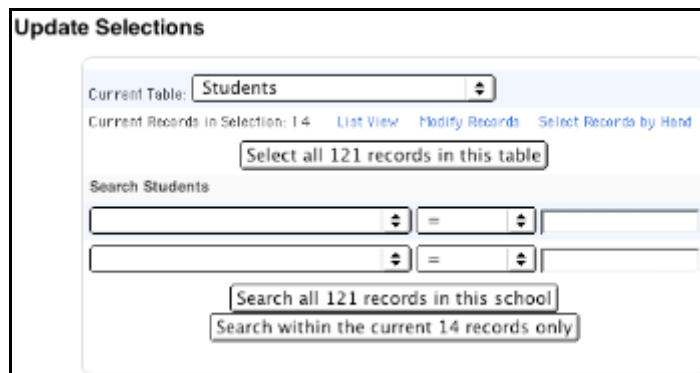
- Click Update Selections. The Update Selections page appears.



- Click "Select Records by Hand." The Select Records By Hand: Students page appears.



5. Press and hold Command (Mac) or Control (Windows) and click the names of the students you want to assign to a particular building.
6. Click Submit. The Update Selections page appears.



7. Click Modify Records. The Modify Records page appears.



8. Choose Sched_NextYearBuilding from the pop-up menu. If assigning students to a house, choose Sched_NextYearHouse. If assigning students to a team, choose Sched_NextYearTeam.
9. Enter the name of the building, house, or team into which you want to assign these students in the next field. Enter the name exactly as it appears in the system.
10. Click Modify Selected Records. The Update Selections page appears.

How to Assign a Student to a House

If your school uses houses, you should have created them in the section "[Schedule Parameters](#)." Now you can assign students to those houses.

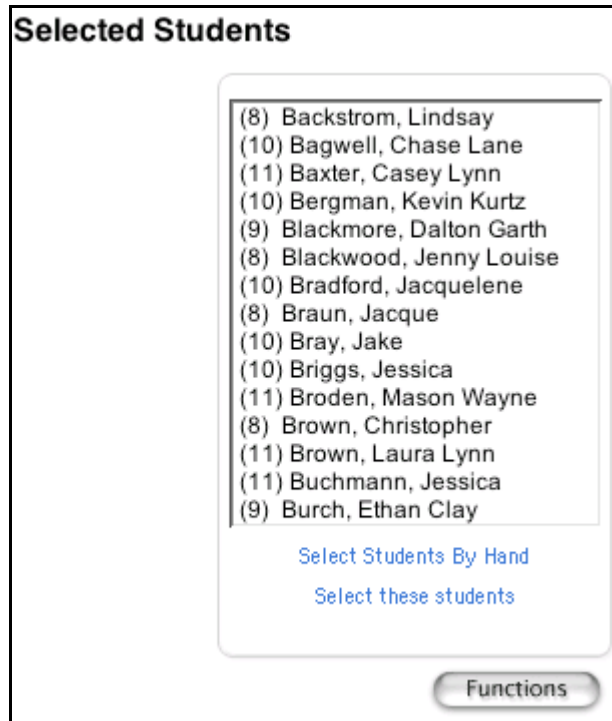
Note: To complete this task, you must know exactly what these houses are named in the system. Find this information by choosing Houses under the Parameters heading from the PowerScheduler menu.

To assign a group of students to a house, see the section "[How to Assign a Group of Students to a Building](#)."

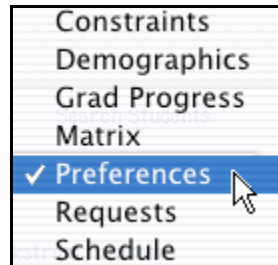
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Preferences from the pop-up menu.
7. Choose the student's name from the students menu. The Edit Scheduling Preferences page appears.

Edit Scheduling Preferences

Briggs, Jessica 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Required Settings

Next Year Grade

Priority

Schedule This Student

Year of Graduation

Next School Indicator

Optional Settings

Next Year Building

Next Year House

Next Year Team

8. Click Associate to select the name of the appropriate house in the Next Year House field.
9. Click Submit. The Changes Recorded page appears.

How to Assign a Student to a Team

If your school uses teams, you should have created them in the section "[Schedule Parameters](#)." Teams are either static or dynamic. If you are using static teams, you must assign each student to a particular team, either individually or in groups.

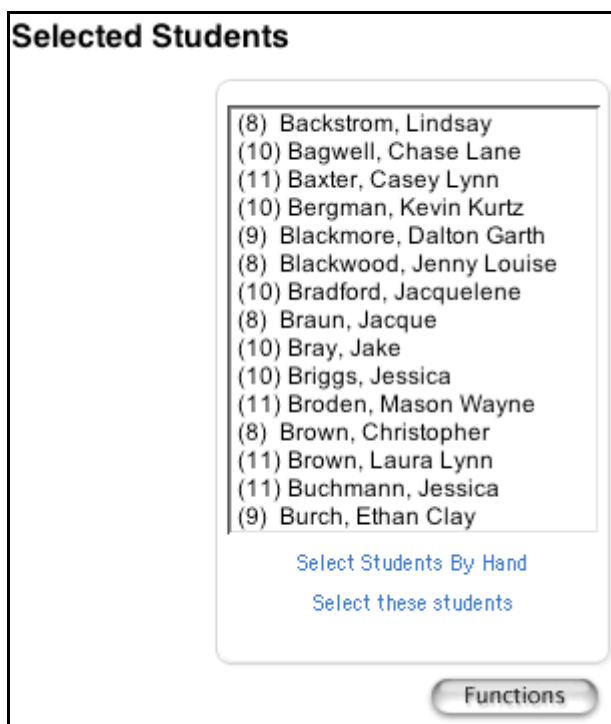
To assign a group of students to a team, see the section "[Update Selections](#)." To complete this task, you must know exactly what these teams are numbered in the system. Find this information by choosing Team under the Parameters heading from the PowerScheduler menu. For more information, see the section "[Teams](#)."

To assign a student to a team, you need to know the name of the team to which you want to assign the student, but you do not need to know the number of the team. The team number appears next to the Next Year Team field after you complete the following procedure.

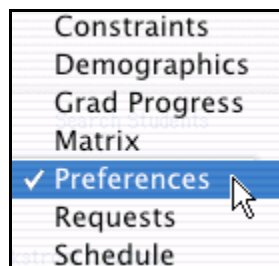
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Preferences from the pop-up menu.
7. Choose the student's name from the students menu. The Edit Scheduling Preferences page appears.

Edit Scheduling Preferences

Briggs, Jessica 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Required Settings

Next Year Grade

Priority

Schedule This Student

Year of Graduation

Next School Indicator

Optional Settings

Next Year Building

Next Year House

Next Year Team

8. Choose the appropriate team in the Next Year Team field from the pop-up menu.

Note: If there is a number to the right of the blank Next Year Team pop-up menu, the student was previously associated with a team at a different school. You must clear the Next Year Team field using the "[Update Selections](#)" function.

9. Click Submit. The Changes Recorded page appears.

Student Schedule Demographics

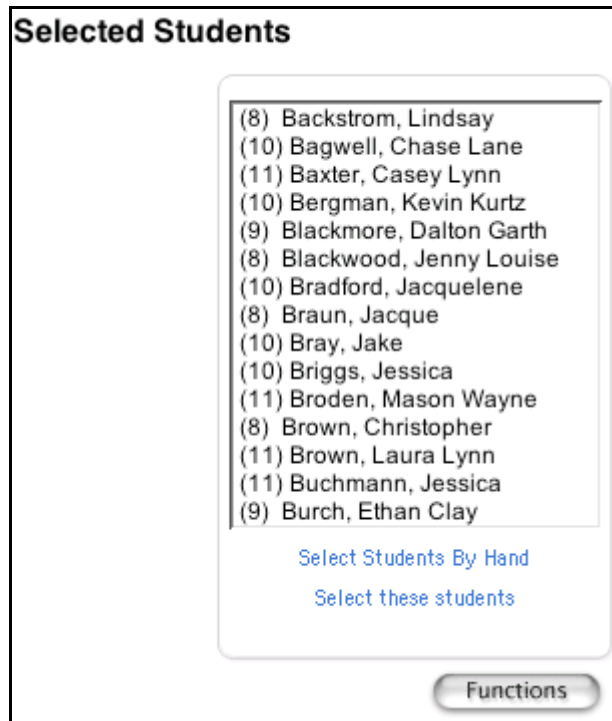
Use the Demographics page to view student information in the schedule area. To edit the student's demographic information, see the section "[Demographics \(M\)](#)."

How to View Student Schedule Demographics

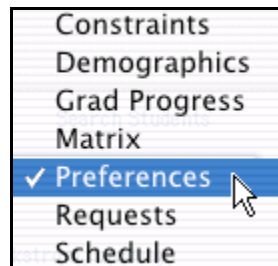
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Demographics from the pop-up menu.
7. Choose the student's name from the students menu. The Demographics page appears.

Demographics	
Briggs, Jessica 10 64011514 HS	
Constraints Demographics Grad Progress Matrix Preference Requests Schedule	
Field	Value
Name (Last, First MI)	Briggs, Jessica
Address	4853 Colorado Avenue Folsom, CA 95650
Home Phone	909-854-4152
Age	0 yrs 0 months
Aggregate days of membership (YTD)	71
Area/neighborhood	
DOB	0/0/0
Ethnicity	C
Father	Daniel Briggs
Father's Day Phone	
Father's Employer	
Father's Home Phone	
Gender	F
Grade Level	10
Graduation Year	
Guardianship	
Guardian Email	
Mailing Address	
Mother	Krystal Briggs
Mother's Day Phone	
Mother's Employer	
Mother's Home Phone	
Previous Student ID	
SSN	
Student number	64011514

Schedule Graduation Check

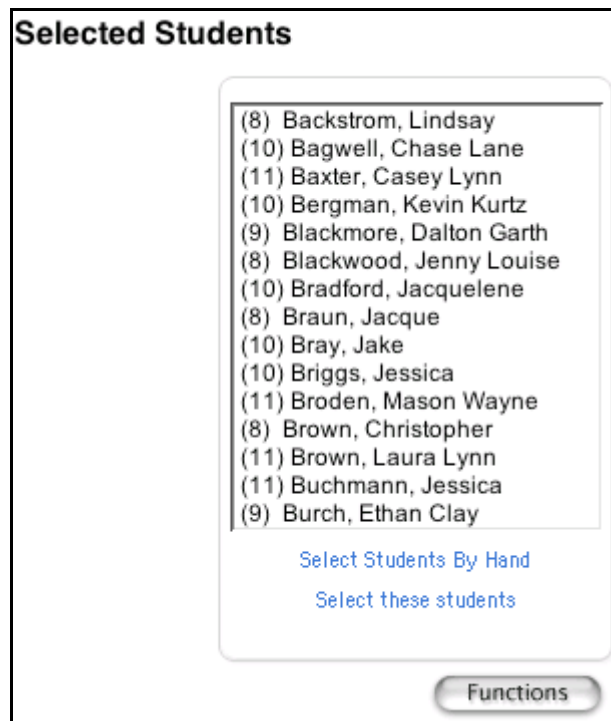
Use the Graduation Progress page in the schedule area to view information about a student's progress toward graduation. View the required classes and class categories, required credit hours, number of credit hours completed and currently in progress, and number of credit hours needed to meet graduation requirements.

How to View Schedule Graduation Check

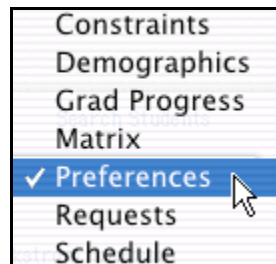
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Grad Progress from the pop-up menu.
7. Choose the student's name from the students menu. The Graduation Progress page appears.

Graduation Progress				
Briggs, Jessica ID: 64011514 HS				
Constraints Demographics Grad Progress Matrix Preference Requests Schedule				
Graduation Requirement Set: 2003 Grads				
Requirement	Req	Completed	Current	Needed
Academic	8.0	0.0		8.0
English	4.0			4.0
English	4.0			4.0
Language Arts	12.0	0.0		12.0
English	12.0			12.0
Academic	8.0	0.0		8.0
Honors Literature	4.0			4.0
Honors Literature	4.0			4.0
Math	9.0	3.0		6.0
Math	9.0	Algebra 1 <i>3.0</i>		6.0
Athletics	2.0	0.0		2.0
Physical Education	2.0			2.0
Math	9.0	0.0		9.0
Math	9.0			9.0

Student Schedule Matrix

The student matrix function creates a visual, graphical representation of a student's schedule. The matrix displays 100% Scheduled when the schedule is complete. This schedule can be printed, though not for more than one student at a time.

You can also use the matrix to manually enroll students in courses based on their course requests. For more information, see the section "[How to Manually Schedule Students.](#)"

How to View the Student Schedule Matrix

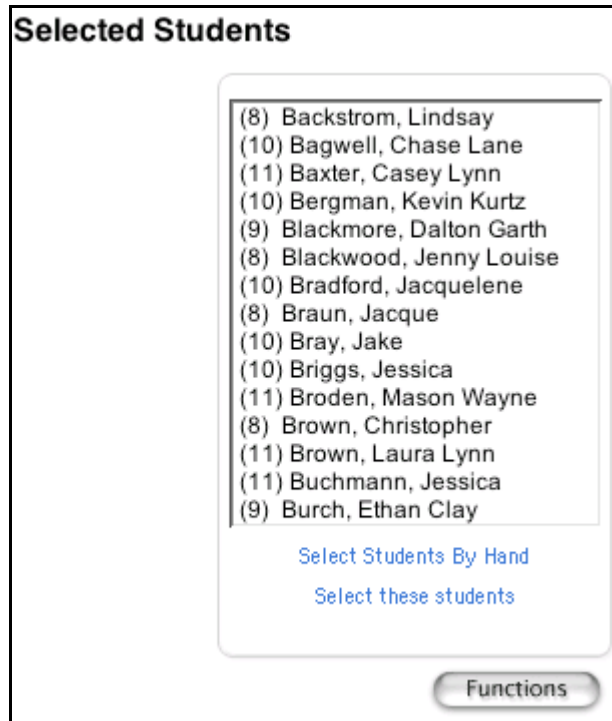
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.

Scheduling

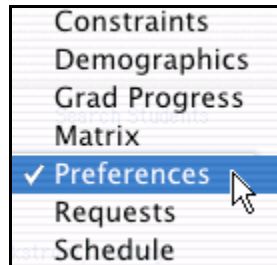
Q

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 8 9 10 11 12 M FALL

3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Matrix from the pop-up menu.

7. Choose the student's name from the students menu. The Schedule Matrix page appears.

Schedule Matrix
 Prigo, Jessica K | 0 | 04010506 | 18

Constraints | Demographics | 2nd Progress | Matrix | Preferences | Requests | Schedule

85% Scheduled

Day	Term	1	2	3	4	5	6	7	8	9
A	02-04	01								
	02-04	02								
	02-04	03								
	02-04	04								
B	02-04	01								
	02-04	02								
	02-04	03								
	02-04	04								
C	02-04	01								
	02-04	02								
	02-04	03								
	02-04	04								
D	02-04	01								
	02-04	02								
	02-04	03								
	02-04	04								

Matrix Preferences

Manually Schedule Student

The schedule matrix displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same section. A blank block means that nothing is scheduled for that block in that term. Each block includes the following information:

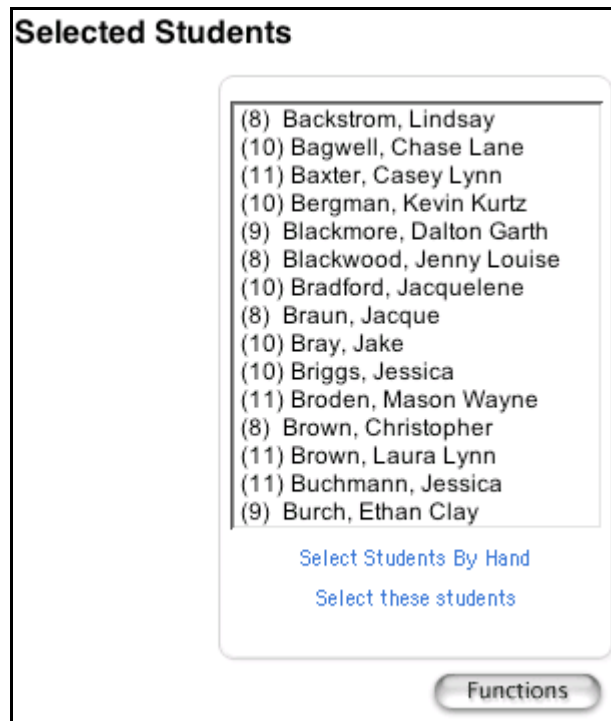
- Course name
- Course number
- Section number
- Teacher name
- Room number
- Expression, which is the combination of period(s) and day(s)
- Year term

How to Set Student Schedule Matrix Preferences

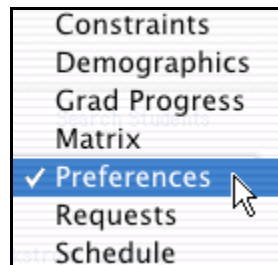
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



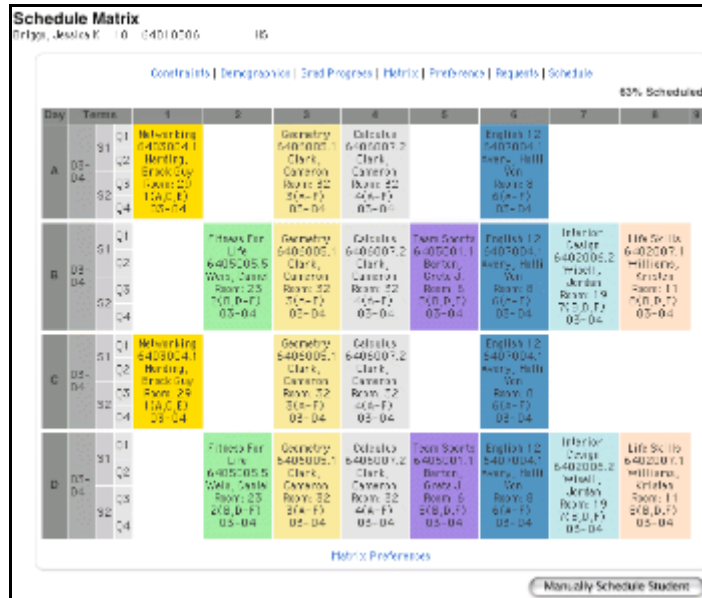
3. Enter the name of the student.
4. Click the Search icon. The Selected Students page appears.



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



6. Choose Matrix from the pop-up menu.
7. Choose the student's name from the students menu. The Schedule Matrix page appears.



Schedule Matrix
 Prigo, Jessica K | 0 | 04010506 | 18

Constraints | Demographics | 2nd Progress | Matrix | Preferences | Requests | Schedule

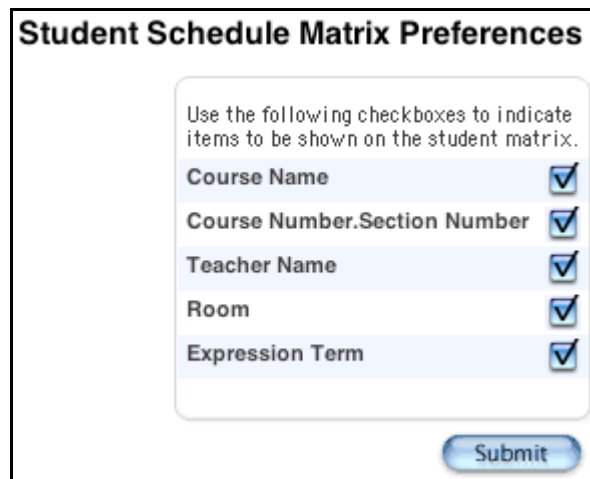
85% Scheduled

Day	Term	1	2	3	4	5	6	7	8
A	02-04	01	02	03	04				
	03-04	01	02	03	04				
		01	02	03	04				
		01	02	03	04				
B	02-04	01	02	03	04				
	03-04	01	02	03	04				
		01	02	03	04				
		01	02	03	04				
C	02-04	01	02	03	04				
	03-04	01	02	03	04				
		01	02	03	04				
		01	02	03	04				
D	02-04	01	02	03	04				
	03-04	01	02	03	04				
		01	02	03	04				
		01	02	03	04				

Matrix Preferences

Manually Schedule Student

- Click Matrix Preferences. The Student Schedule Matrix Preferences page appears.



Student Schedule Matrix Preferences

Use the following checkboxes to indicate items to be shown on the student matrix.

- Course Name
- Course Number.Section Number
- Teacher Name
- Room
- Expression Term

Submit

- Use the following table to enter information in the fields:

Field	Description
Course Name	Select this checkbox to display the course name.
Course Number.Section Number	Select this checkbox to display the course and section numbers.
Teacher Name	Select this checkbox to display the teacher name.
Room	Select this checkbox to display the room number.
Expression Term	Select this checkbox to display the expression, which is the period and day combination.

10. Click Submit. The Schedule Matrix page displays the items selected on the Student Schedule Matrix Preferences page.

Student Course Requests

When you use PowerSchool to build your master schedule or load student course requests, your goal is to satisfy as many student course requests and have the most balanced schedule possible.

The student course request process involves the following steps:

- Collect appropriate grade-level information.
- Create course groups.
- Create student course request pages.
- Enter student course requests.

Note: Before you set up student course request pages, make sure that any new courses offered at your school next year have been created and linked to the course catalog you are using for the build. For more information, see the section "[Course Catalogs](#)."

Before you can create student course request pages, you must do some preparation. This involves collecting the appropriate grade-level requirement information and creating course groups. For more information on what information to gather, see the section "[Grade-Level Requirements](#)."

Grade-Level Requirements

Determine the individual course requirements at your school, such as the names of required courses and number of credits students must take. Having all of this information in front of you will make it much easier to create the student course request pages.

Collect the following information for each grade level:

- Required courses
- Number of credits that must be taken
- Possible semester elective courses
- Possible yearlong elective courses
- Possible no-credit courses
- Number of terms for each request
- Before- or after-school courses
- Possible lunch periods

The following is an example of what you might collect for a ninth-grade request page:

Information to Collect	Example
Required courses	<ul style="list-style-type: none"> • One semester of each of the following: Software Applications 1, Software Applications 2, General Science

Information to Collect	Example
	1, General Science 2, Health, Word Processing <ul style="list-style-type: none"> Two semesters of English: English 9, English 9 Honors, or English 9 Basic Skills Two semesters of math: Consumer Math, Pre-Algebra, Algebra I, Algebra II, or Geometry
Number of credits that must be taken	Ninth graders must take 7 full credits (14 semester classes).
Possible semester electives	Woods I, Woods II, Beginning Pottery, Art I, Art II, Beginning Foods, Fitness for Life (PE), any other Physical Education class, any computer class
Possible year-long electives	Band, Chorus, Audition Choir, any first-year Foreign Language, Agriculture I, Horticulture I
Possible no-credit courses	Only students with special permission can take no-credit periods: Study Hall, Work Experience, released time for religious or other academic classes, Independent Study
Number of terms for each request	Each request will represent one semester of course material.
Before- or after-school courses	No class will be offered to ninth graders before or after school.
Possible lunch periods	Lunch is not part of the student schedule.

Course Groups

To make it easier for students or staff members to enter requests, you have the option of creating course groups. Course groups represent the courses that are available to a student for a specific request.

For example, when eighth-grade students select a ninth-grade elective course for the next school year, they are presented with a list of valid ninth-grade elective course options, such as French I or Beginning Photography. Students must make their selection from the list of courses that you have determined valid.

Note: Course groups can only contain courses that require the same number of student course requests. For example, you cannot create a course group combining semester electives with yearlong electives. In addition, you cannot combine single semester courses (such as Word Processing) with yearlong courses (such as English).

Create the lists by making a course group for all predetermined areas. Using the previous example of ninth-grade students, you would need to create six course groups (three for core courses, one for semester electives, one for yearlong electives, and one for no-credit electives):

Course Group	Example
Core courses	<ul style="list-style-type: none"> • Software Application I and II, General Science 1 and 2, Health, Word Processing • English 9: English 9, Honors, Basic Skills • Mathematics 9: Consumer Math, Pre-Algebra, Algebra I, Algebra II, Geometry
Semester electives	Woods I, Woods II, Beginning Pottery, Art I, Art II, Beginning Foods, Fitness for Life (PE), any other Physical Education class, any computer class
Year-long electives	Band, Chorus, Audition Choir, any first-year Foreign Language, Agriculture I, Horticulture I
No credit electives	Study Hall, Work Experience, Released Time, Independent Study

How to Create a Course Group

1. On the start page, choose PowerScheduler from the main menu.
2. Under Requesting, choose Course Groups from the PowerScheduler menu. The Course Groups page appears.



3. Choose in which order you want courses to be listed on student course request pages—either by course name or course number—from the pop-up menu.
4. Click New in the courses menu. The Edit Course Group page appears.

Edit Course Group

Option	Value
Name	<input type="text" value="12th College Prep"/>
Type	<input type="text" value="Graduation Set Only"/>
Applies to	<input type="radio"/> all schools <input checked="" type="radio"/> Apple Grove High School
<input type="checkbox"/> 2033 A.P. English <input type="checkbox"/> 9241-C Academic Supp. 12 <input type="checkbox"/> 9241-A Academic Supp. 10 <input type="checkbox"/> 9241-B Academic Supp. 11 <input type="checkbox"/> 9241 Academic Supp. 9 <input type="checkbox"/> 1061 Adv. Math w/Trig. <input type="checkbox"/> 5570 AG ED 1 <input type="checkbox"/> 5571 AG ED 2 <input type="checkbox"/> 5581 AG ED 3 <input type="checkbox"/> 5591 AG ED 4 <input type="checkbox"/> 5545 Agric. Ind. Study <input type="checkbox"/> 1031 Algebra 1 <input type="checkbox"/> 1041 Algebra 2 w/Geometry <input type="checkbox"/> 1036 Algebra A <input type="checkbox"/> 1037 Algebra B <input type="checkbox"/> 1541 Anatomy/Physiology <input type="checkbox"/> 1101 AP Calculus <input type="checkbox"/> 3041 AP History <input type="checkbox"/> 1091 Applied Math <input type="checkbox"/> 7521 Computer Programming <input type="checkbox"/> 5083 Construction <input type="checkbox"/> 6045 Culinary Arts <input type="checkbox"/> 2020 ENewspaper <input type="checkbox"/> 2011 English 10 <input type="checkbox"/> 2021 English 11 <input type="checkbox"/> 2031 English 12	<input type="checkbox"/> 2001 English 9 <input type="checkbox"/> 1551 Environmental Science <input type="checkbox"/> 4131 Fitness for Life <input type="checkbox"/> 2034-C Functional English 12 <input type="checkbox"/> 2034 Functional English 9 <input type="checkbox"/> 1501 General Science 1 <input type="checkbox"/> 1571 General Science 2 <input type="checkbox"/> 3011 Geog./W.History <input type="checkbox"/> 3031 Government <input type="checkbox"/> 4001 Health <input type="checkbox"/> 9031 Indep. Study <input type="checkbox"/> 6044 Independent Living <input type="checkbox"/> 6041 Interior Design <input type="checkbox"/> 5081 Intro. to Drafting <input type="checkbox"/> 9081 Lib. Aide <input type="checkbox"/> 2037 Life Skills <input type="checkbox"/> 4112 Life Sports <input type="checkbox"/> 7533 LINUX Certification <input type="checkbox"/> 5082 Mass Production <input type="checkbox"/> 5071 Woods 2 <input type="checkbox"/> 5063 Woods 3 <input type="checkbox"/> 7001 Word Processing <input type="checkbox"/> 9251 Work Exper. <input type="checkbox"/> 9261 Work Release <input type="checkbox"/> 2051 Yearbook

Courses on this list are those that have been activated for this school on the [master course list](#)

5. 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.
Type	Choose the type of course group from the pop-up menu: <ul style="list-style-type: none"> Both: Course group is for both scheduling and graduation requirement purposes. Existing groups are

Field	Description
	set to Both by default. <ul style="list-style-type: none"> Scheduling Only: Course group is used for scheduling purposes only. Graduation Set Only: Course group is used for graduation requirement purposes only.
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.

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

Edit Course Group

Option	Value																																																				
Name	<input type="text" value="12th College Prep"/>																																																				
Type	<input type="button" value="Graduation Set Only"/>																																																				
Applies to	<input type="radio"/> all schools <input checked="" type="radio"/> Apple Grove High School																																																				
<table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td><input checked="" type="checkbox"/> 2033 A.P. English</td> <td><input type="checkbox"/> 2001 English 9</td> </tr> <tr> <td><input type="checkbox"/> 9241-C Academic Supp. 12</td> <td><input type="checkbox"/> 1551 Environmental Science</td> </tr> <tr> <td><input type="checkbox"/> 9241-A Academic Supp. 10</td> <td><input type="checkbox"/> 4131 Fitness for Life</td> </tr> <tr> <td><input type="checkbox"/> 9241-B Academic Supp. 11</td> <td><input type="checkbox"/> 2034-C Functional English 12</td> </tr> <tr> <td><input type="checkbox"/> 9241 Academic Supp. 9</td> <td><input type="checkbox"/> 2034 Functional English 9</td> </tr> <tr> <td><input type="checkbox"/> 1061 Adv. 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<input type="button" value="Submit"/>																																																					

7. Click Submit. The course group you just created appears in the courses menu. This group is now available to use in setting up request pages. Repeat this process for all course groups needed for each grade level at your school.

How to Delete a Course Group

1. On the start page, choose PowerScheduler from the main menu.
2. Under Requesting, choose Course Groups from the PowerScheduler menu. The Course Groups page appears.

Course Groups

Choose the sort order for courses listed on the student registration screens.

by course name ▾

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

Edit Course Group

Option	Value
Name	12th College Prep
Type	Graduation Set Only ▾
Applies to	<input type="radio"/> all schools <input checked="" type="radio"/> Apple Grove High School
<input checked="" type="checkbox"/> 2033	A.P. English
<input type="checkbox"/> 9241-C	Academic Supp. 12
<input type="checkbox"/> 9241-A	Academic Supp. 10
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<input type="checkbox"/> 1061	Adv. Math w/Trig.
<input type="checkbox"/> 5570	AG ED 1
<input type="checkbox"/> 5571	AG ED 2
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<input type="checkbox"/> 1031	Algebra 1
<input type="checkbox"/> 1041	Algebra 2 w/Geometry
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<input type="checkbox"/> 2011	English 10
<input type="checkbox"/> 2021	English 11
<input type="checkbox"/> 2031	English 12
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<input type="checkbox"/> 2034-C	Functional English 12
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<input type="checkbox"/> 3031	Government
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<input type="checkbox"/> 2037	Life Skills
<input type="checkbox"/> 4112	Life Sports
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<input type="checkbox"/> 5082	Mass Production
<input type="checkbox"/> 5071	Woods 2
<input type="checkbox"/> 5063	Woods 3
<input type="checkbox"/> 7001	Word Processing
<input type="checkbox"/> 9251	Work Exper.
<input type="checkbox"/> 9261	Work Release
<input type="checkbox"/> 2051	Yearbook

Courses on this list are those that have been activated for this school on the [master course list](#)

Delete
Submit

4. Click Delete. The Selection Deleted page appears.

Student Course Request Pages

You need to create course requirements and student course request pages for each grade level in your school. The course request pages contain courses you define from which students can make their selections.

Note: For more information on grade-specific requirements, see the section "[Requirements](#)."

The request pages require students to select only courses and electives that have been approved for their grade level. If you need to make an exception, you can do so manually.

Course request screens apply to both PowerScheduler (future) and PowerSchool (current and future). However, navigating to the Requesting Setup page from PowerSchool shows setup screens for the current year, whereas navigating to the Requesting Setup page from PowerScheduler shows setup screens for future requests. For more information on request screen setup in PowerSchool, see the section "[How to Create a Request Screen in PowerSchool](#)."

Though course requests made in PowerSchool can apply to either the current or future schedule year, all course requests made in PowerScheduler will apply to the selected schedule year. For example, if the current school year is 2003-2004 and the schedule year is set to 2004-2005, students who are in tenth grade during 2003-2004 will use the Grade 11 request screen. For more information, see the section "[How to Set the Schedule Year](#)."

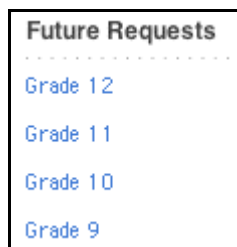
How to Create a Request Screen in PowerScheduler

Because course requirements vary for each grade, you can create new or edit existing course request pages for each grade level in your school. Request screens must be re-created for each scheduling year.

The Next School Indicator field points to the school students will attend next year. For example, your school district consists of two high schools and three junior high schools. An eighth grader entering student course requests will view the request page for the high school set as his or her next school. Other eighth graders, whose next school is set to the other high school, would view a different request page.

Note: It is important to set all students' next school indicator, even if they will be staying at the same school next year. For more information, see the section "[Student Information](#)."

1. On the start page, choose PowerScheduler from the main menu.
2. Under Requesting, choose Screen Setup from the PowerScheduler menu. The Future Requests menu displays all of the grade levels at your school.



- Click the appropriate grade level. The [grade level] Request Screen Setup Future page appears.

Grade 10 Request Screen Setup Future

This grade may register for classes [Preview Student Registration Screen](#)

Number of credit hours each student must submit (excluding alternate requests) Minimum: Maximum:

Instructions and options presented to students in this grade

[New Single Class Requirement](#) [New Multi-Class Requirement](#) [New Core Requirement](#)

Message to display on registration screens for students in this grade:

Use this screen to register for your 10th grade year. You must take at least 6 but no more than 8 credits of classes. Most classes last two semesters and are worth 1 credit each. However, some

Sort Order	Description
<input type="text" value="20"/>	Biology
<input type="text" value="30"/>	10th Grade Health

- Enter a minimum and maximum number of credits needed to complete the registration process. For example, you could enter 5 for Minimum and 7 for Maximum, thus ensuring that no student takes less than five or more than seven courses.

Note: Leaving the Minimum and Maximum fields blank makes it possible for students to request too many or too few credit hours.
- Click Submit. The [grade level] Request Screen Setup Future page appears.

How to Create a Request Screen in PowerSchool

Because course requirements vary for each grade, you can create new or edit existing course request pages for each grade level in your school. Request screens must be re-created for each scheduling year.

The Next School Indicator field points to the school students will attend next year. For example, your school district consists of two high schools and three junior high schools. An eighth grader entering student course requests will view the request page for the high school set as his or her next school. Other eighth graders, whose next school is set to the other high school, would view a different request page.

Note: It is important to set all students' next school indicator, even if they will be staying at the same school next year. For more information, see the section "[Next School Indicator](#)."

- On the start page, choose School from the main menu.
- Choose Request Setup from the PowerScheduler menu. The Current Requests menu displays all of the grade levels at your school.

Future Requests
Grade 12
Grade 11
Grade 10
Grade 9

- Click the appropriate grade level. The [grade level] Request Screen Setup Current page appears.

Grade 10 Request Screen Setup Current

This grade may register for classes [Preview Student Registration Screen](#)

Number of credit hours each student must submit (excluding alternate requests) Minimum: Maximum:

Instructions and options presented to students in this grade

[New Single Class Requirement](#) [New Multi-Class Requirement](#) [New Core Requirement](#)

Message to display on registration screens for students in this grade:

Use this screen to register for your 10th grade year. You must take at least 6 but no more than 8 credits of classes. Most classes last two semesters and are worth 1 credit each. However, some

Sort Order	Description
<input type="text" value="20"/>	Biology
<input type="text" value="30"/>	10th Grade Health

- Enter a minimum and maximum number of credits needed to complete the registration process. For example, you could enter 5 for Minimum and 7 for Maximum, thus ensuring that no student takes less than five or more than seven courses.

Note: Leaving the Minimum and Maximum fields blank makes it possible for students to request too many or too few credit hours.
- Click Submit. The [grade level] Request Screen Setup Current page appears.

Requirements

You must create requirement entries for each student course request. Requirement entries make up the body of the request page, informing students which courses they must take and giving them selections from valid course groups.

There are three types of requirement entries:

- **Single Class Requirement:** Students make single selections from a course group. For example, if all eleventh graders need to take one computer course next year, create a

Computer course group that includes all of the computer courses. Students select one of the courses from the list to fulfill their Computer requirement.

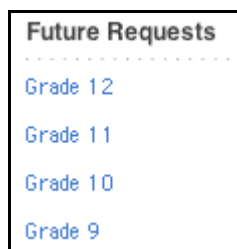
- **Multi-Class Requirement:** Students make multiple selections from a course group. For example, if all eleventh graders need to take two business courses next year, create a Business course group that includes all business courses. Students select two or more of the courses from the list to fulfill their Business requirement.
- **Core Requirement:** Students view a set of requests that are predefined, such as a core set of classes for all ninth graders. There are no options from which students can make selections.

Set up requirements for a future scheduling year in PowerScheduler and for the current year in PowerSchool. The following procedures show future requirements, though you can perform the same procedures for the current year by choosing from the start page School > Request Setup and then proceeding with Step 3 in each procedure below. For more information, see the section "[Student Course Request Pages](#)."

How to Enter a Single Class Requirement

A single class requirement appears on the request page as a pop-up menu. Students choose a single course from the list (course group) you create.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Requesting, choose Screen Setup from the PowerScheduler menu. The grades menu displays the available grade levels.



3. Click the grade level for which you want to enter a single class requirement.
4. On the [grade level] Request Screen Setup Future page, click New Single Class Requirement. The Grade-Specific Requirement for Course Requests [grade level]: Future page appears.

Grade-Specific Requirement For Course Requests: Grade 10 (Future)

New Single Class Requirement

Name of this requirement

Description/Instructions
This information will be presented to the student as instructions on how to comply with this requirement

List of courses to present to the student in the pop-up menu

First item in pop-up (optional)
Enter * to leave a blank space

Must students select a course from the pop-up, or may they leave it blank?

Message to display if students are required to select a course, but they leave it blank instead (leave blank for a generic message)

Request type (alternates will be used if an elective cannot be filled)

Number of requests to generate

Item sort order (affects display only) (a number from 0 to 100)

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

Field	Description
Name of this requirement	Enter a name for the requirement, such as 9th Grade Math.
Description/ Instructions	Enter a description or instructions for students to read on the screen so they understand exactly what they need to do to meet this requirement. For example, enter: You are required to enroll in one Math course. Use the pop-up menu to make your selection from the list of available courses.
Dimensions of the entry box	Enter the height and width of the box into which students will enter course numbers. Enter the width using the number of characters (such as 20) and the height using the number of lines of text (such as 4).
List of courses to present to the student in the pop-up menu	Use the pop-up menu to choose the course group you want students to make their selection from, such as Math 9.

Field	Description
pop-up menu	
First item in popup (optional)	Enter what you want the first item of the pop-up menu to read. If you want the first item to be blank, enter an asterisk (*). For example, enter Choose one of the following: as the first line of the pop-up menu.
Must the student select a course from the pop-up, or may they leave it blank?	Choose either "Must select one" or "Can leave blank" from the pop-up menu.
Message to display if the student is required to select a course, but they leave it blank instead	If you chose "Must select one" in the previous field, you can enter an alert message students will receive if they do not select one of the courses in the group. For example, enter: You forgot to select one Math course. If you do not enter a specific message for this requirement, the system displays a generic one.
Request type	Use the pop-up menu to choose one of the following to determine the type of request: <ul style="list-style-type: none"> • Elective: Not a requirement • Alternate: Used if an elective request is not met. If you select Alternate, the system uses this request if it cannot schedule the student in a requested elective. • Required: Required course for this grade level Note: An alternate request will never replace a required request.
Number of requests to generate	Use the pop-up menu to choose the number of requests that should be generated when this requirement is selected. For example, if Math is a yearlong course but sections operate on semesters, choose 2 for two requests. Semester electives may only need one request.
Item sort order	Enter a number between 0 and 100 that indicates the order in which you want this requirement to appear on the request page you are creating.

6. Click Submit. The requirement appears on the grade level's request page.

How to Enter a Multi-Class Requirement

A multiple class requirement appears on the request page as a pop-up menu. Students choose multiple courses from the list (course group) you create.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Requesting, choose Screen Setup from the PowerScheduler menu. The grades menu displays the available grade levels.

Future Requests

Grade 12

Grade 11

Grade 10

Grade 9

3. Click the grade level for which you want to enter a single class requirement.
4. On the [grade level] Request Screen Setup Future page, click New Multi-Class Requirement. The Grade-Specific Requirement for Course Requests [grade level]: Future page appears.

Grade-Specific Requirement For Course Requests: Grade 10 (Future)

New Single Class Requirement

Name of this requirement

Description/Instructions
This information will be presented to the student as instructions on how to comply with this requirement

List of courses to present to the student in the pop-up menu

First item in pop-up (optional)
Enter * to leave a blank space

Must students select a course from the pop-up, or may they leave it blank?

Message to display if students are required to select a course, but they leave it blank instead (leave blank for a generic message)

Request type (alternates will be used if an elective cannot be filled)

Number of requests to generate

Item sort order (affects display only) (a number from 0 to 100)

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

Field	Description
Name of this requirement	Enter a name for the requirement, such as 9th Grade Math.

Field	Description
requirement	
Description/ Instructions	<p>Enter a description or instructions for students to read on the screen so they understand exactly what they need to do to meet this requirement.</p> <p>For example, enter: You are required to enroll in one Math course. Use the pop-up menu to make your selection from the list of available courses.</p>
Dimensions of the entry box	<p>Enter the height and width of the box into which students will enter course numbers. Enter the width using the number of characters (such as 20) and the height using the number of lines of text (such as 4).</p>
List of courses to present to the student in the pop-up menu	<p>Use the pop-up menu to choose the course group you want students to make their selection from, such as Math 9.</p>
How to present the list of courses	<p>Select one of the following options to determine how you want the system to display the list of courses in the course group:</p> <ul style="list-style-type: none"> • As a scrolling list: If you select this option, enter the number of lines you want the system to display before the student must scroll to see the other courses in the list. • As plain text: This is the most common selection for this field. • Don't display the list
Number of courses student must select to meet this requirement	<p>Enter the minimum and maximum number of courses a student must select from the list to fulfill this requirement. For example, enter 2 and 2 to require that no more and no less than two courses from the list are selected.</p>
Message to display if the student is required to select a course, but they leave it blank instead	<p>If you chose "Must select one" in the previous field, you can enter an alert message students will receive if they do not select one of the courses in the group.</p> <p>For example, enter: You forgot to select one Math course.</p> <p>If you do not enter a specific message for this requirement, the system displays a generic one.</p>

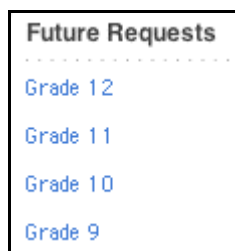
Field	Description
Request type	Use the pop-up menu to choose one of the following to determine the type of request: <ul style="list-style-type: none"> • Elective: Not a requirement • Alternate: Used if an elective request is not met. If you select Alternate, the system uses this request if it cannot schedule the student in a requested elective. • Required: Required course for this grade level Note: An alternate request will never replace a required request.
Number of requests to generate	Use the pop-up menu to choose the number of requests that should be generated when this requirement is selected. For example, if Math is a yearlong course but sections operate on semesters, choose 2 for two requests. Semester electives may only need one request.
Item sort order	Enter a number between 0 and 100 that indicates the order in which you want this requirement to appear on the request page you are creating.

6. Click Submit. The requirement appears on the grade level's request page.

How to Enter a Core Requirement

A core requirement is a set of classes that members of an entire grade level must request. There is no selection for students to make; you make the selection now so that students view an unalterable list of these required courses on their request pages.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Requesting, choose Screen Setup from the PowerScheduler menu. The grades menu displays the available grade levels.



3. Click the grade level for which you want to enter a single class requirement.
4. On the [grade level] Request Screen Setup Future page, click New Core Requirement. The Grade-Specific Requirement for Course Requests: [grade level] Future page appears.

Grade-Specific Requirement For Course Requests: Grade 10 (Future)

New Core Requirement

Requirement Name

Description/Instructions
Advises students on how to comply with this requirement

List of valid courses for this item

How to present the list of required courses
 As a scrolling list, lines high
 As plain text
 Don't display the list

Number of requests to generate per course

Item sort order (a number from 0 to 100)

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

Field	Description
Requirement Name	Enter a name for the requirement. For example, assume you are creating a requirement for ninth graders that consists of the core classes in which they must enroll. You could name the requirement 9th Grade Core Required Courses.
Description/ Instructions	Enter a description or instructions. Since students will automatically receive the course requests you specify on this page, you could enter All freshmen must take the following courses:.
List of valid courses for this item	Use the pop-up menu to choose a course group, such as 9th Core Courses.
How to present the list of required courses	Select one of the following options to determine how you want the system to display the list of courses in the course group: <ul style="list-style-type: none"> • As a scrolling list: If you select this option, enter the number of lines you want the system to display before the student must scroll to see the other courses in the list. • As plain text: This is the most common selection for this field.

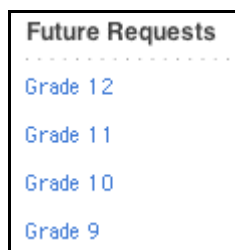
Field	Description
	<ul style="list-style-type: none"> Don't display the list
Number of requests to generate per course	Use the pop-up menu to choose the number of requests that need to be generated for this requirement. For example, if these are semester-long courses, you would need to generate one request per course. Therefore, you would choose 1 from the pop-up menu.
Item sort order	Enter a number between 0 and 100 that indicates the order in which you want this requirement to appear on the request page you are creating.

- Click Submit. The requirement appears on the grade level's request page.

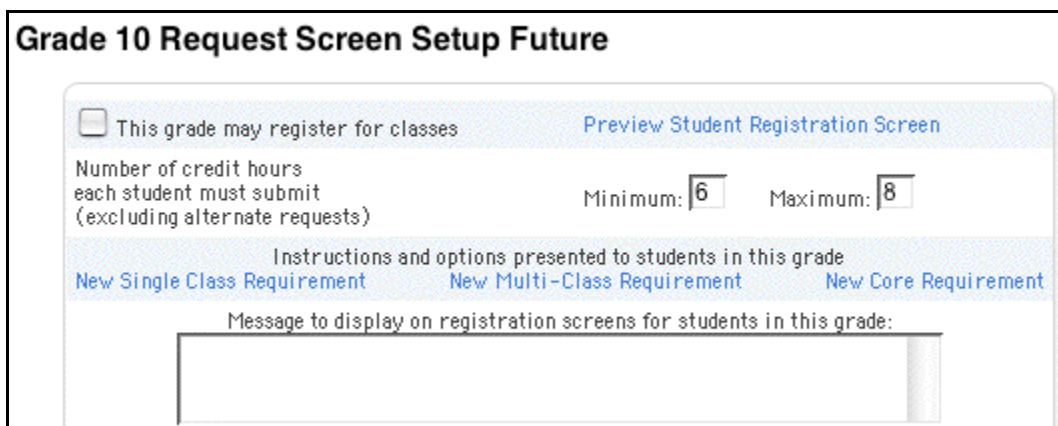
How to Preview the Registration Request Page

After you enter all of the requirements you want to include on the request page, you have an opportunity to review how it looks and verify its accuracy.

- On the start page, choose PowerScheduler from the main menu.
- Under Requesting, choose Screen Setup from the PowerScheduler menu. The grades menu displays the available grade levels.



- Click the grade level for which you created a request page. The [grade level] Request Screen Setup Future page appears.



- Enter any message you want to appear on the request page in the "Message to display on registration screens for students in this grade" field.

Grade 10 Request Screen Setup Future

This grade may register for classes [Preview Student Registration Screen](#)

Number of credit hours each student must submit (excluding alternate requests) Minimum: Maximum:

Instructions and options presented to students in this grade

[New Single Class Requirement](#) [New Multi-Class Requirement](#) [New Core Requirement](#)

Message to display on registration screens for students in this grade:

Use this screen to register for your 10th grade year. You must take at least 6 but no more than 8 credits of classes. Most classes last two semesters and are worth 1 credit each. However, some

Note: The checkbox "This grade may register for classes" should not be selected until the request screens are completely set up and you are ready for PowerScheduler to accept course requests.

5. Click Submit.
6. At the top of the [grade level] Request Screen Setup page, click Preview Student Registration Screen to review the actual output of the page. The Request Form Future page appears.

Request Form Future

Willis, David D AGHS

Welcome to the Apple Grove High School class registration system.

GENERAL INSTRUCTIONS

Use this screen to register for your 10th grade year. You must take at least 6 but no more than 8 credits of classes. Most classes last two semesters and are worth 1 credit each. However, some electives

English 10
All tenth grade students are required to take English 10. In this course, all tenth graders will learn the fundamentals of creative writing and expand vocabulary.

1 2011 English 10 (2011) .50

Biology
Biology is an essential course of study for understanding how plants and animals live and grow.

2

10th Grade Health
To better understand our biology and how exercise and nutrition are important to your well-being, you are required to take a health class.

3

[Close](#)

7. Click Close to return to the [grade level] Request Screen Setup Future page if you need to make corrections to any of the individual requirements.
8. Click Submit. The [grade level] Request Screen Setup page appears.

Student Course Request Entry

Once you complete and activate student course request pages for each grade level in your school, students and parents or guardians can use Parent Access to enter requests. For more information on entering requests using Parent Access, see the section "[How to Register for Classes.](#)"

You can also enter students' course requests in PowerScheduler. To enter student course requests one at a time, see either "[How to Enter Requests in the Scheduling Area](#)" or "[How to Enter Student Requests by Course](#)" depending on whether you are working with a student or a course. To enter requests for more than one student at a time, see the section "[How to Mass Assign Student Course Requests.](#)"

Course requests entered in PowerScheduler appear on the requesting student's Requests Modify Future and Requests View Future pages in PowerSchool. In addition, administrative staff members can use PowerSchool to enter or delete requests for one or more students. To edit requests, see the section "[How to Edit Student Course Requests.](#)"

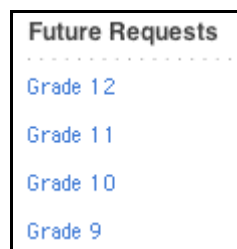
After the initial requests are made in PowerSchool or in PowerScheduler, future course requests can be modified or deleted in PowerScheduler

You may also want to manually schedule a student once his or her course requests are made. For more information, see the section "[How to Manually Schedule Students.](#)"

For alternate course requests, PowerScheduler prioritizes scheduling alternates in the following order: associated Alternate course for a request, individual course requests with the Alternate checkbox selected, and global course substitutions made on the Course Information page. Any request with an Alternate Group Code of "E" (the only acceptable group code) can be replaced with any requests selected as "Alternate" according to PowerScheduler's priority for scheduling alternates.

How to Activate the Student Request Forms

1. On the start page, choose PowerScheduler from the main menu.
2. Under Requesting, choose Screen Setup from the PowerScheduler menu. The grades menu displays the available grade levels.



3. Click the name of a grade level at your school. The [grade level] Request Screen Setup page appears.

Grade 10 Request Screen Setup Future

This grade may register for classes [Preview Student Registration Screen](#)

Number of credit hours each student must submit (excluding alternate requests) Minimum: Maximum:

Instructions and options presented to students in this grade

[New Single Class Requirement](#) [New Multi-Class Requirement](#) [New Core Requirement](#)

Message to display on registration screens for students in this grade:

Use this screen to register for your 10th grade year. You must take at least 6 but no more than 8 credits of classes. Most classes last two semesters and are worth 1 credit each. However, some

Sort Order	Description
<input type="text" value="20"/>	Biology
<input type="text" value="30"/>	10th Grade Health

Note: The selected grade level is the grade level for the future year. For example, to activate the course request page for students who will be in 10th grade next year, select Grade 10.

4. Select the "This grade may register for classes" checkbox.
5. Click Submit. The [grade level] Request Screen Setup page appears.

How to Enter Requests in the Scheduling Area

In addition to the Requests Modify Future page in PowerSchool, you can use PowerScheduler to enter student course requests for a future school year. That school year is determined by the setting on the Set Schedule Year page. For more information on setting the schedule year, see the section "[How to Set the Schedule Year.](#)"

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.

Scheduling

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 8 9 10 11 12 M FALL

3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.

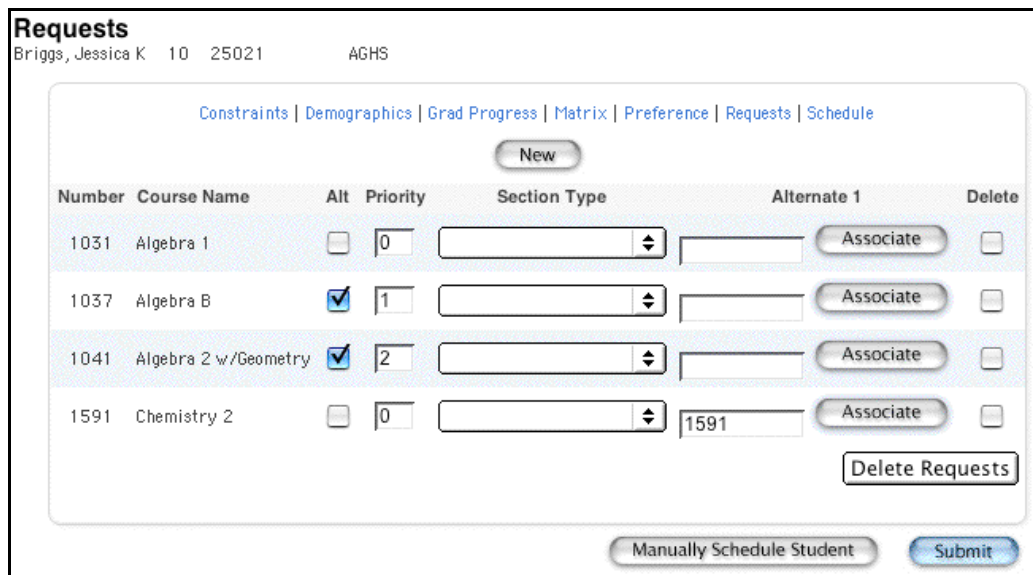
- Click M or F to select all males or all females in your school.
- Click the Search icon to view a list of all students and then make your selection by hand.
- Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see the section "[Schedule Search and Select.](#)"

4. Click "Select these students" so that their names appear in the students menu.



5. Choose Requests from the pop-up menu.
6. Click a student's name to view his or her Requests page.



Requests
Briggs, Jessica K 10 25021 AGHS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

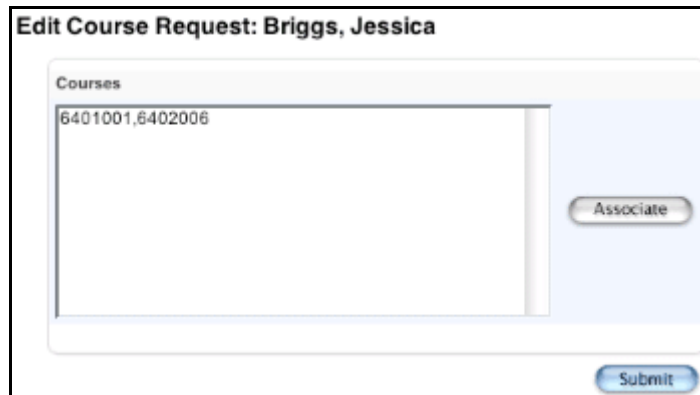
[New](#)

Number	Course Name	Alt	Priority	Section Type	Alternate 1	Delete
1031	Algebra 1	<input type="checkbox"/>	0			Associate <input type="checkbox"/>
1037	Algebra B	<input checked="" type="checkbox"/>	1			Associate <input type="checkbox"/>
1041	Algebra 2 w/Geometry	<input checked="" type="checkbox"/>	2			Associate <input type="checkbox"/>
1591	Chemistry 2	<input type="checkbox"/>	0		1591	Associate <input type="checkbox"/>

[Delete Requests](#)

[Manually Schedule Student](#) [Submit](#)

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



Edit Course Request: Briggs, Jessica

Courses

6401001,6402006

Associate

Submit

8. Click Associate to select the name of the course. Press and hold Command (Mac) or Control (Windows) to make multiple selections.
9. Click Submit. The Requests page appears.
10. Use the following table to enter information in the fields:

Field	Description
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.
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 that he or she wants.
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	Select this checkbox to remove the course request.

11. Click Submit. The Requests page appears.

How to Enter Student Requests by Course

If you are working with a course and want to enter student requests for that course, use the Requests function for the course.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Courses from the PowerScheduler menu. The courses menu appears.



- Choose Requests from the pop-up menu.
- Click the name of the course for which you want to define course requests. The [Course Name] Requests page appears.

Algebra 2 w/Geometry Requests

[Assignments](#) | [Constraints](#) | [Preferences](#) | [Relationships](#) | [Requests](#) | [Sections](#)

New

10 Requests / 1 Alternates / 11 Total Requests

Student Name	Alternate	Alternate Course 1	Grade Level	Section Type	Gender	Delete
Briggs, Jessica K	Yes		10		F	<input type="checkbox"/>
Briggs, Ryan Y	No		10		F	<input type="checkbox"/>
Dunn, Andrea	No		10		F	<input type="checkbox"/>
Greeff, Ashly	No		10		F	<input type="checkbox"/>
Keck, Dustin	No		10		M	<input type="checkbox"/>
Legrande, Kristy Y	No		10		F	<input type="checkbox"/>
Moore, Cassandra	No		10		F	<input type="checkbox"/>
Nielsen, Christina S	No		10		F	<input type="checkbox"/>
Spraktes, Kirrah	No		10		F	<input type="checkbox"/>
Vanikiotis, Jonathan C	No		10		M	<input type="checkbox"/>
Willis, David D	No		10		M	<input type="checkbox"/>

Drop Requests

- Click New. The Edit Course Request: [Course Name] page appears.
- Use the following table to enter information in the fields:

Field	Description
Student	Click Associate to select the student for which you are making this request.

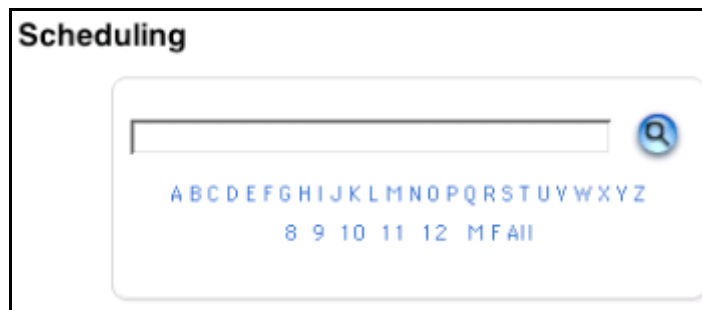
Field	Description
	this request.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, a student may request a bilingual section of a course.
Alternate	Select this checkbox to indicate whether this is an alternate course request.
Alternate Group Code	If this course request cannot be met but can be replaced with any course request selected as "Alternate," enter E in this field.
Alternate Priority	This field is reserved for future functionality.
Alternate Course 1	Click Associate to select the name of an alternate course for this request.
Alternate Course 2	This field is reserved for future functionality.

- Click Submit. The [Course Name] Requests page appears.

How to Manually Schedule Students

Use the student's Request page to quickly and efficiently schedule a student.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



- Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click M or F to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see the section "[Schedule Search and Select](#)."

- Click "Select these students" so that their names appear in the students menu.

Search Students

Preferences

- Bagwell, Chase Lane
- Baxter, Casey Lynn
- Bergman, Kevin Kurtz
- Blackmore, Dalton Garth
- Bradford, Jacqueline
- Bray, Jake
- Briggs, Jessica
- Brodin, Mason Wayne
- Brown, Laura Lynn
- Buchmann, Jessica
- Burch, Ethan Clay

- Choose Requests from the pop-up menu.
- Click a student's name to view his or her Requests page.

Requests

Briggs, Jessica K 10 25021 AGHS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

New

Number	Course Name	Alt	Priority	Section Type	Alternate 1	Delete
1031	Algebra 1	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Associate <input type="checkbox"/>
1037	Algebra B	<input checked="" type="checkbox"/>	1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Associate <input type="checkbox"/>
1041	Algebra 2 w/Geometry	<input checked="" type="checkbox"/>	2	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Associate <input type="checkbox"/>
1591	Chemistry 2	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value="1591"/>	<input type="checkbox"/> Associate <input type="checkbox"/>

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

6407003 English 11	03-04	1-2(B)	<input type="checkbox"/>
		5-6(B)	<input type="checkbox"/>
		7-8(A)	<input type="checkbox"/>
		1-2(B)	<input type="checkbox"/>
		5-6(B)	<input type="checkbox"/>
		7-8(A)	<input type="checkbox"/>
		3-4(A)	<input type="checkbox"/>
		3-4(B)	<input type="checkbox"/>
		5-6(A)	<input type="checkbox"/>
		5-6(A-B)	<input checked="" type="checkbox"/>
6408003 Audition Choir	03-04	* 5-6(A-B)	<input type="checkbox"/>
		* 5-6(A-B)	<input type="checkbox"/>
6408005 Art II	S1	1-2(A)	<input checked="" type="checkbox"/>
		1-2(A)	<input type="checkbox"/>
	S2	3-4(A)	<input type="checkbox"/>
		3-4(A)	<input type="checkbox"/>
		3-4(A)	<input type="checkbox"/>

- 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 appear in green, and full classes appear 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.

- Click Submit. The Manually Schedule Student page appears.

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

- Click Continue. The student's Schedule page appears.

How to Edit Student Course Requests

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click M or F to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see the section "[Schedule Search and Select](#)."

4. Click "Select these students" so that their names appear in the students menu.



5. Choose Requests from the pop-up menu.
6. Click a student's name to view his or her Requests page.

Requests
Briggs, Jessica K 10 25021 AGHS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Number	Course Name	Alt	Priority	Section Type	Alternate 1	Delete
1031	Algebra 1	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
1037	Algebra B	<input checked="" type="checkbox"/>	1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
1041	Algebra 2 w/Geometry	<input checked="" type="checkbox"/>	2	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
1591	Chemistry 2	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value="1591"/>	<input type="checkbox"/>

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

Field	Description
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.
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 he or she wants.
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	Select this checkbox to remove the course request.

8. Click Submit. The Requests page appears.

How to Delete Student Course Requests

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click M or F to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see the section "[Schedule Search and Select](#)."

4. Click "Select these students" so that their names appear in the students menu.



5. Choose Requests from the pop-up menu.
6. Click a student's name to view his or her Requests page.

Requests
Briggs, Jessica K 10 25021 AGHS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

Number	Course Name	Alt	Priority	Section Type	Alternate 1	Delete
1031	Algebra 1	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
1037	Algebra B	<input checked="" type="checkbox"/>	1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
1041	Algebra 2 w/Geometry	<input checked="" type="checkbox"/>	2	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
1591	Chemistry 2	<input type="checkbox"/>	0	<input type="text" value=""/>	<input type="text" value="1591"/>	<input type="checkbox"/>

7. Select the Delete checkbox in the row of each course request you want to delete.
8. Click Delete Requests. The Requests page appears.

How to Mass Assign Student Course Requests

It is possible that an entire grade level or group of students will need to request the same course or courses. If this is the case, you have the option of mass assigning course requests to these students.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.

Scheduling

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 8 9 10 11 12 M F A I I

3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click M or F to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.

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

Note: For more information, see the section "[Schedule Search and Select](#)."

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

Scheduling Functions

What do you want to do for all of the 28 students you have selected?

Function	Description
Export Using Template	Uses a template to export data on currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Add Requests	Lets you enter the same course request for selected student at one time.
Mass Delete Requests	Lets you delete the same course request for selected students at one time.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Schedule Mass Enroll	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

5. Click Mass Add Requests. The Mass Add Requests page appears.

Mass Add Requests

Option	Value
Course Number	<input type="text" value="6402001"/> <input type="button" value="Associate"/>
Section Type	<input type="text" value=""/>
Request Type	<input type="text" value="Elective"/>
Priority	<input type="checkbox"/>

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

Field	Description
Course Number	Click Associate to select the number of the course you want to assign to the group of students you selected.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, these students may request a bilingual section of a course.
Request Type	Choose the type of request from the pop-up menu:

Field	Description
	<ul style="list-style-type: none"> • Required • Elective • Alternate
Priority	If you selected Alternate in the Request Type field, enter a priority for the request. The lower the number, the higher the priority and the more likely these students will be scheduled into this alternate class.

7. Click Submit. The Changes Recorded page appears.

How to Mass Delete Student Course Requests

After student course requests have been entered, you may find that due to a data entry error, an entire group of students was assigned to the wrong course. Alternatively, perhaps there is not enough money in the budget to hold a particular course next year. In these and other similar situations, you have the option of mass deleting student course requests.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click M or F to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see the section "[Schedule Search and Select](#)."

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

Scheduling Functions

What do you want to do for all of the 28 students you have selected?

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Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Schedule Mass Enroll	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

5. Click Mass Delete Requests. The Mass Delete Requests page appears.

Mass Delete Requests

Option	Value
Course Number	<input style="width: 100%;" type="text" value="1571"/> <input style="float: right; margin-left: 10px;" type="button" value="Associate"/>
Section Type	<input style="width: 100%;" type="text"/> <input style="float: right; margin-left: 5px;" type="button" value="v"/>
Alternate	<input type="checkbox"/>
What to Delete	<input type="radio"/> First Occurrence <input checked="" type="radio"/> All Occurrences

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

Field	Description
Course Number	Click Associate to select the number of the course you want to delete from the group of students you selected.
Section Type	Click Associate to select the section type, if appropriate. This ensures that only requests of the selected course that have this section type will be deleted.
Alternate	Select this checkbox to delete only requests for this course that are selected as "Alternate."
What to Delete	Choose whether you want to apply the changes to the first occurrence or all occurrences of students' course requests. Deleting only the first occurrence of a request is useful for removing duplicate student course requests.

7. Click Submit. The Changes Recorded page appears.

Course Information

You need to define scheduling preferences for each course in your course catalog. These preferences control how PowerSchool builds your master schedule. See the section "[Course Scheduling Setup](#)."

The process the system uses to schedule students in courses is similar to building walls. The master schedule is the wheelbarrow of available bricks. Each brick used to build the walls are the course sections in your course catalog. A good master schedule will have enough bricks with appropriate shapes and sizes to build solid walls for every student.

Building walls without gaps requires that the bricks all fit together. If your bricks come in different shapes, this can be a challenge. For example, a course that meets every day, all year long, will have a very different shape from another course that meets every other day for a semester. Building a wall with all types of bricks requires that the wheelbarrow (master schedule) contain the right variety of bricks (course sections) from which to choose.

Course Scheduling Setup

For each course, define its shape, or build type. You must also define sections, room requirements, load options, and substitute information.

How to Define Scheduling Preferences

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Courses from the PowerScheduler menu. The courses menu appears.



3. Choose Preferences from the pop-up menu.
4. Click the name of the course for which you want to define course information. The Course Information page appears.

Course Information

[Assignments](#) | [Constraints](#) | [Preferences](#) | [Relationships](#) | [Requests](#) | [Sections](#)

General Information			
Course Number	1031	Course Name	Algebra 1
Credit Hours	<input type="text" value="0.5"/>	Credit Type	Math
Alternate Course Number		Grade Scale	Default
CIP Code	556644	Vocational Class	No
Scheduling Preferences			
Schedule This Course	<input checked="" type="checkbox"/>		
Use The Course For Lunch	<input type="checkbox"/>		
Exclude On Report Cards/ Transcripts	<input type="checkbox"/>		
Department	<input type="text"/>	<input type="button" value="Associate"/>	
Build Type	<input type="text" value="Standard"/>		
Full Catalog Description	<input style="width: 100%;" type="text"/>		
Maximum Enrollment	<input type="text" value="0"/>		

5. Note the General Information and Scheduling Preferences sections.
6. Use the following table to enter information in the General Information and Scheduling Preferences fields:

Field	Description
Course Number	The number that will be used to identify this course.
Course Name	The name of the course.
Credit Hours	Enter the number of credits a student receives for taking this course.
Credit Type	The type of credit a student receives for passing this course, such as MATH, ENG, or FINE.
Alternate Course Number	The alternate course number, if your school uses this field for state reporting or district purposes.
Grade Scale	The grade scale associated with this course.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program.
Vocational Class	Indicates if this is a vocational course.
Schedule This Course	If you select this checkbox, the system schedules this course in the master schedule. If you deselect this checkbox, the system

Field	Description																								
	does not include the course in the master schedule.																								
Use The Course For Lunch	Select this checkbox if you want this course to be scheduled for a lunch period. For more information, see the section "Scheduled Lunch."																								
Exclude on Report Cards/Transcripts	Select this checkbox if you do not want this course to appear on report cards and transcripts. For example, you may not want courses designated for lunch to appear on students' reports.																								
Department	Click Associate to select the department to which this course belongs. Click Department to create a new department or edit an existing one.																								
Build Type	<p>Build types define the shape of a course. Choose one of the following options from the pop-up menu:</p> <ul style="list-style-type: none"> Standard: This course meets for the same number of periods every time it meets. For example, a course that meets everyday for one period is standard. <table border="1" data-bbox="1024 911 1102 1255"> <thead> <tr> <th>A</th> </tr> </thead> <tbody> <tr><td>P1 X</td></tr> <tr><td>P2</td></tr> <tr><td>P3</td></tr> <tr><td>P4</td></tr> <tr><td>P5</td></tr> <tr><td>P6</td></tr> <tr><td>P7</td></tr> </tbody> </table> <p>A course that meets for one period every other day is also standard.</p> <table border="1" data-bbox="1032 1354 1143 1682"> <thead> <tr> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr><td>P1</td><td></td></tr> <tr><td>P2</td><td>X</td></tr> <tr><td>P3</td><td></td></tr> <tr><td>P4</td><td></td></tr> <tr><td>P5</td><td></td></tr> <tr><td>P6</td><td></td></tr> <tr><td>P7</td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> Lab: This is a standard course that meets for the same number of consecutive extra period(s) on certain days in the cycle. For example, a standard Chemistry course meets everyday in a six-day cycle (Days A-F). Two days in the cycle, the class meets for two consecutive periods 	A	P1 X	P2	P3	P4	P5	P6	P7	A	B	P1		P2	X	P3		P4		P5		P6		P7	
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Field	Description																																																																						
	<p>to complete an involved laboratory assignment.</p> <table border="1" data-bbox="948 331 1227 449"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <th>1</th> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <th>2</th> <td>X</td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> LabFloat: This is a standard course that meets extra period(s) some days in the cycle, but the extra period is not consecutive to the course. For example, a Humanities course meets everyday in a six-day cycle. One day during the cycle, the students attend a two-period lab in which they complete a community service assignment. The community service assignment does not have to occur directly before or after the Humanities course. <table border="1" data-bbox="941 779 1234 1020"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <th>1</th> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <th>2</th> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>3</th> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>4</th> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>5</th> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>6</th> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	1	X	X	X	X	X	X	2	X				X			A	B	C	D	E	F	1	X	X	X	X	X	X	2							3							4							5		X					6		X				
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Full Catalog Description	Enter a detailed course description that will appear in the printed version of the course catalog.																																																																						
Maximum Enrollment	Enter the maximum number of students you want the system to schedule in sections of this course.																																																																						

7. Note the Sections Defined section.

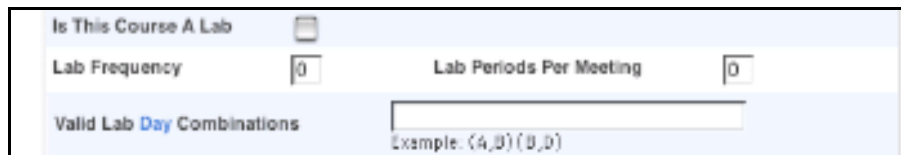
Sections Defined	
Sections Offered	<input type="text" value="1"/>
Periods Per Cycle	4
Periods Per Meeting	<input type="text" value="2"/>
Frequency	<input type="text" value="2"/>
Terms per year	1 of 2
Allow Student Repeats in the Same Term	<input type="checkbox"/>
Allow Student Repeats in Different Terms	<input type="checkbox"/>
Balance Terms	<input type="checkbox"/>
Valid Start Periods	<input checked="" type="checkbox"/> Period 1 <input checked="" type="checkbox"/> Period 2 <input checked="" type="checkbox"/> Period 3 <input type="checkbox"/> Period 4 <input type="checkbox"/> Period 5 <input type="checkbox"/> Period 6 <input type="checkbox"/> Period 7
Valid Terms	<input type="text" value="S1,S2"/> <input type="button" value="Associate"/>
Valid Day Combinations	<input type="text" value="(A,B)"/> Example: (A,B)(B,D)

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

Field	Description																								
Sections Offered	Enter the number of sections to schedule for this course.																								
Periods Per Cycle	The number of periods this course meets in the cycle appears. This number could be greater than or less than the number of days in the cycle. For example, a course could have a value of 4 in the Periods Per Cycle field for a school with a two-days-per-cycle schedule. This course meets for two periods during each day in the cycle. Another way to express periods per cycle is: $\text{Periods per meeting} * \text{Frequency} + \text{Lab Periods per meeting} * \text{Lab frequency} = \text{Periods per cycle}$.																								
Periods Per Meeting	Enter the number of periods this course section meets each time it convenes. Most courses meet for a single period. Some courses have an intensive curriculum and may convene for two or more periods per meeting.																								
Frequency	<p>The number of days this course meets during a cycle appears. For example, Senior Gym is held A day and B day. Therefore, the frequency is 2. It is important to understand that the frequency of a course is not related to the number of periods it meets within a given cycle. The following is the schedule for Industrial Technology.</p> <table border="1" data-bbox="987 1010 1097 1339"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>P1</td> <td>X</td> <td>X</td> </tr> <tr> <td>P2</td> <td>X</td> <td>X</td> </tr> <tr> <td>P3</td> <td></td> <td></td> </tr> <tr> <td>P4</td> <td></td> <td></td> </tr> <tr> <td>P5</td> <td></td> <td></td> </tr> <tr> <td>P6</td> <td></td> <td></td> </tr> <tr> <td>P7</td> <td></td> <td></td> </tr> </tbody> </table> <p>The total number of periods this course meets within the cycle (Periods Per Cycle) is 4. The frequency of this course is 2 (meets A day and B day).</p>		A	B	P1	X	X	P2	X	X	P3			P4			P5			P6			P7		
	A	B																							
P1	X	X																							
P2	X	X																							
P3																									
P4																									
P5																									
P6																									
P7																									
Terms per Year	<p>The number of terms per year this course meets appears. This value is automatically calculated. For example, Introduction to Art has a Terms Per Year value of 1. This means that a section of this course only meets for a single term. However, Freshman English has a Terms Per Year value of 4, which means this course meets all four terms in the year.</p> <p>Terms Per Year is related to the number of terms you set in the build scenario. Remember that the Terms Per Year value equals the lowest common denominator (LCD) of all scheduling terms. For example, if a school has trimesters, semesters and quarters, the LCD is 12. For a semester course, the Terms Per Year value</p>																								

Field	Description
	would be 6, or half of the schedule terms; a trimester course would have a Terms Per Year value of 4, and a quarterly course would have a Terms Per Year value of 3.
Allow Student Repeats 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 Repeats in Different Terms	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.
Balance Terms	For courses with more than one section, select this checkbox if you want the system to attempt to place an equal number of sections in each valid term. For example, a course consisting of 13 sections is only offered during Term 1 and Term 3 in a four-term year. Therefore, the system schedules seven sections in one term and six sections in the other.
Valid Start Periods	Select the checkbox next to the appropriate period(s) to determine in which period(s) the course is valid to start. For example, if you want a course that has two periods per meeting to start any period except 6 or 7 in a seven-period day, select the checkboxes next to Period 1, Period 2, Period 3, Period 4, and Period 5.
Valid Terms	Click Associate to select the terms this course can meet. For example, assume you want the system to schedule a half-year course in the fall of a four-term school year. Select S1 (first semester) as the only valid term for this course.
Valid Day Combinations	Enter the valid days that this course can meet. For example, if a teacher is available to teach a course only on the B day of an AB schedule, enter B. Click Day to add or edit a day. Enclose multiple entries in parentheses and separate multiple entries with commas, such as (A,B). Use dashes to in day combinations, such as (A-C).

9. Note the lab section.



The screenshot shows a form with the following fields:

- Is This Course A Lab**: A checkbox.
- Lab Frequency**: A numeric input field with the value 0.
- Lab Periods Per Meeting**: A numeric input field with the value 0.
- Valid Lab Day Combinations**: A text input field with the example text "(A,B) (B,D)" below it.

10. Use the following table to enter information in the lab fields:

Field	Description
Is This Course A Lab	Select this checkbox if this course is a lab.
Lab Frequency	Enter the number of days this lab meets during a cycle.
Lab Periods Per Meeting	Enter the number of periods this lab meets each time it meets.
Valid Lab Day Combinations	Click Associate to select the valid days that this lab can meet. Click Day to add or edit a day. Enclose multiple entries in parentheses and separate multiple entries with commas, such as (A,B).

11. Note the facilities section.



12. Use the following table to enter information in the facilities fields:

Field	Description
Facilities	Click Associate to select the special facilities this course requires, if any. For example, a facility could be a piano, biology lab, or wood shop. If you define a facility here, the system schedules this course in a room that contains that facility. Click Facilities to add or edit a facility.

13. Note the Load Options section.

Load Options	
Load Priority	<input type="text" value="0"/> Load Type <input type="text" value="Academic"/>
Balance Priority	<input type="text" value="Section"/>
Use Pre Established Teams	<input type="checkbox"/> Close Section After Max <input type="checkbox"/>
Use Section Types	<input type="checkbox"/>

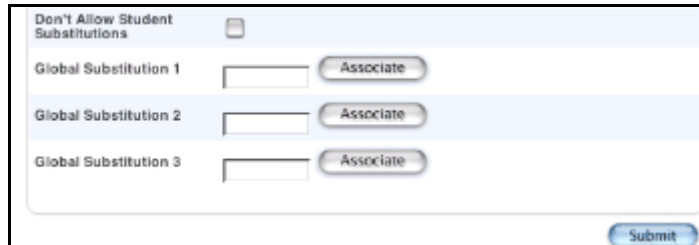
14. Use the following table to enter information in the Load Options fields:

Field	Description
Load Priority	<p>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.</p> <p>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</p>

Field	Description
	electives. Note: If this course has a Section Link constraint associated with it, you may want to give it the highest load priority to prevent the section link from being broken.
Load Type	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.
Balance Priority	Use this pop-up menu to set a secondary priority for the course when loading student schedules. The primary priority is determined by the load priority field. The following settings create an additional priority. For example, if you choose Grade from the pop-up menu, the system not only attempts to keep an equal number of students in each section, but also an equal number from all grade levels. The default setting for loading students into the master schedule is Section. Use the pop-up menu to choose one of the following options to ensure a balance of students in each section (optional): <ul style="list-style-type: none"> • Section: When loading students into sections, the system always attempts to keep an even number of students among sections. • Gender: Balanced number of males and females in each section • Grade: Balanced number of students from each grade level within each section • EthnicCode: Balanced number of students with different ethnic codes within each section • House: Balanced number of members from each house within each section
Use Pre-Established Teams	Select this checkbox if you want the system to reference teams when scheduling students into this course.
Close Section After Max	Select this checkbox if you want the system to stop scheduling students in a section of this course after the enrollment reaches the number you defined in the Maximum Enrollment field.
Use Section Types	Select this checkbox if you want the system to schedule courses according to section types. For more information on section

Field	Description
	according to section types. For more information on section types, see the section " Section Types ."

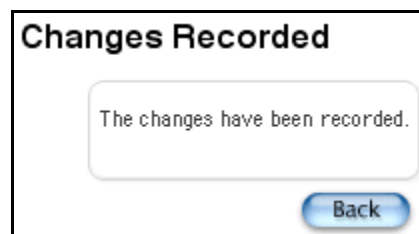
15. Note the global substitution section.



16. Use the following table to enter information in the global substitution fields:

Field	Description
Don't Allow Course Student Substitutions	Select this checkbox if you 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.

17. Click Submit. The Changes Recorded page appears.



How to Define Related Courses

For each course, you can define related courses. The system uses these course relationships when building the schedule. Relate courses to alert the system that it must consider other courses when determining the best place for a course in the master schedule.

For example, if a teacher can instruct multiple special education courses at one time in the same room, you can relate the courses so that the system knows it is possible to do so.

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.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Courses from the PowerScheduler menu. The courses menu appears.



3. Choose Relationships from the pop-up menu.
4. Click the name of the course for which you want to define a relationship.
5. On the Course Relationships page, click New. The Edit Course Relationship page appears.

Edit Course Relationship: Chorus

Option	Value	
Course Number	<input type="text" value="8521"/>	Associate
Relationship Type	<input type="text" value="Block"/>	⬇
Relationship Code	<input type="text" value="Term"/>	⬇

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

Field	Description
Course Number	Click Associate to select the number of the course for which you want to define a relationship.
Relationship Type	Use the pop-up menu to choose one of the following options: <ul style="list-style-type: none"> • Block: Courses that must be related to one another in

Field	Description
	<p>the schedule. For example, you may want pottery to be scheduled before or after ceramics so that they can share a hot kiln. Alternatively, a medieval literature class may follow a medieval history class.</p> <ul style="list-style-type: none"> • Concurrent: Courses that can meet at the same time, in the same place, and be taught by the same teacher. For example, a special education teacher might have a class of ten students, three of whom are taking remedial reading and the remainder of whom study remedial vocabulary and spelling. <p>Note: When two courses are blocked simultaneously and share the same teacher(s), there is no need to add a concurrent relationship between the two courses. Also, the PowerScheduler engine propagates concurrent relationships amongst courses that share a concurrent relationship. For example, if Course A has a concurrent relationship with Course B and Course B has a concurrent relationship with Course C, there is no need to add a concurrent relationship between Course A and Course C.</p> <ul style="list-style-type: none"> • Coreq: Two courses that are scheduled during the same term of a student's schedule. • Postreq: A course that must be in a student's schedule in a term after the related course. The course you associate using the Course Number field must be scheduled before the currently selected course. For example, Course B is a postrequisite of Course A. When the system schedules a student for these courses, it ensures that Course B is scheduled into a term after the student is scheduled for Course A. • Prereq: A course that must be in a student's schedule in a term before the related course. The course you associate using the Course Number field must be scheduled after the currently selected course. For example, Course A is a prerequisite of Course B. When the system schedules a student for these courses, it ensures that Course A is scheduled into a term before a student is scheduled for Course B. <p>Note: Coreq, Postreq, and Prereq only relate to the current scheduling year. The system does not check historical data for previous courses.</p>
Relationship Code	<p>If you selected a relationship type of Block, you must define a relationship code. Use the pop-up menu to choose one of the following options:</p> <ul style="list-style-type: none"> • Simultaneous: The blocked course must be scheduled at

Field	Description
	<p>the same time as the current course. If the same teacher instructs both courses, they must also be concurrent. Simultaneously blocked courses can have different attributes, such as numbers of sections, different frequencies, and different teachers. The courses can be scheduled at the same time with different teachers in different rooms.</p> <p>Note: The PowerScheduler engine propagates simultaneous relationships amongst courses that share a simultaneous relationship and have the same number of sections. For example, if Course A is blocked simultaneously with Course B, Course B is blocked simultaneously with Course C, and courses A, B, and C have the same number of sections, there is no need to add a simultaneous block relationship between Course A and Course C.</p> <ul style="list-style-type: none"> • BeforeAfter: The blocked course must be scheduled either before or after the current course. • Before: The selected course must be scheduled before the course you associate using the Course Number field. The blocked course selected in the Course Number field must be scheduled after the current course. • After: The selected course must be scheduled after the course you associate using the Course Number field. The blocked course selected in the Course Number field must be scheduled before the current course. • Term: Two courses occur on the same days and periods, but in different terms. • Combine: Combine courses that have different student requests but have the same teacher and the same attributes, such as frequency, periods per meeting, valid start periods, and number of sections. Since the PowerScheduler engine processes combined courses as a single course, select an "anchor" course in the Course Number field from which you can combine additional courses. For example, a combined block relationship is applied to English I, English II, English III, which are all taught by the same teacher but were requested by different students. Those three courses will be scheduled at the same time with the same teacher in the same room. When editing course relationships for English II and English III, associated English I as the anchor course for each combined relationship. <ul style="list-style-type: none"> • Opposite Days: Two courses occur during the

Field	Description
	same period and term, but on alternate days. <ul style="list-style-type: none"> Section: The blocked course must have the same students in each section as the current course. For example, all students in section 1 of the blocked course must be in section 1 of the current course.

- Click Submit. The Course Relationships page appears.

Calculate Sections

Use the Calculate Sections page if you want the system to calculate the number of sections of a course. When calculating the number of sections needed for each course, PowerScheduler divides the total number of requests for that course by the maximum enrollment per section. Any remainders in this calculation are rounded up to provide the necessary number of sections for the number of requests. For example, if 215 students request a Biology course and the maximum number of students in each section is 25, the system calculates a need for 9 sections of Biology.

Before you continue, you must enter a value in the Maximum Enrollment field on the Course Information page. For more information, see the section "[How to Define Scheduling Preferences](#)."

How to Calculate Sections

- On the start page, choose PowerScheduler from the main menu.
- Under Tools, choose Functions from the PowerScheduler menu.
- On the Scheduling Functions page, click Calculate Sections. The Calculate Sections page appears.

Calculate Sections

This function will determine how many course sections are needed based on the number of student requests for High School.

Select checkbox to verify this command

- Select the checkbox to verify this command.
- Click Submit.

Note: The Calculate Sections function calculates the number of course sections needed for all of the courses in your active course catalog. Be sure to enter scheduling preferences for all of your courses before using this function.

Teacher Scheduling Information

You must enter and define scheduling setup information for every teacher who instructs at least one course at your school. In addition, you can assign teachers to the courses they will be teaching. See the sections "[Teacher Scheduling Setup](#)" and "[Teacher Assignments](#)."

Teacher Scheduling Setup

To set up teachers for scheduling, set teacher scheduling preferences and view teacher constraints to determine if the constraints need to be modified.

How to Set Teacher Scheduling Preferences

When you set teacher scheduling preferences, there are a few fields that lend themselves to mass updating, such as "Use for Scheduling." However, because the majority of the information needs to be set individually, it does not make sense to use the Update Selections tool in this area in most cases.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu displays the names of all of the teachers at your school.



3. Choose Preferences from the pop-up menu.
4. Click the name of the teacher whose scheduling preferences you want to set. That teacher's Scheduling Preferences page appears.

Teacher Scheduling Preferences - Allphin, Timothy

Build: Scenario B Catalog: AGHS Catalog

[Assignments](#) | [Constraints](#) | [Matrix](#) | [Preferences](#) | [Schedule](#)

Required Settings

Department

Preferred Room

Maximum Consecutive Periods

Schedule This Teacher

Is Always Free?

Schedule For Lunch

Optional Settings

Building Code

House Code

Team Code 1787

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

Field	Description
Department	Click Associate to select this teacher's department.
Preferred Room	Click Associate to select this teacher's classroom. The system always attempts to schedule courses assigned to this teacher in his or her preferred classroom first.
Maximum Consecutive Periods	Use the pop-up menu to choose the maximum number of periods this teacher can teach in a row (according to his or her contract).
Schedule This Teacher	Select this checkbox if you want the system to include this teacher when scheduling. Note: If you deselect this checkbox, the system will not include this teacher in the schedule build process.
Is Always Free?	Select this checkbox to allow this teacher to be scheduled for an unlimited number of courses during the same period. For example, some special education teachers teach different

Field	Description
	subjects to different students in the same room during the same period.
Schedule For Lunch	Select this checkbox if you want this teacher to be scheduled for a lunch period. For more information, see the section " Scheduled Lunch ."
Building Code (optional)	Click Associate to select this teacher's building.
House Code (optional)	Click Associate to select this teacher's house.
Team Code (optional)	Use the pop-up menu to choose the team to which you want this teacher to belong. Note: If there is a number to the right of the blank Team Code pop-up menu, the teacher was previously associated with a team at a different school. You must clear the Team Code field using the Update Selections function.

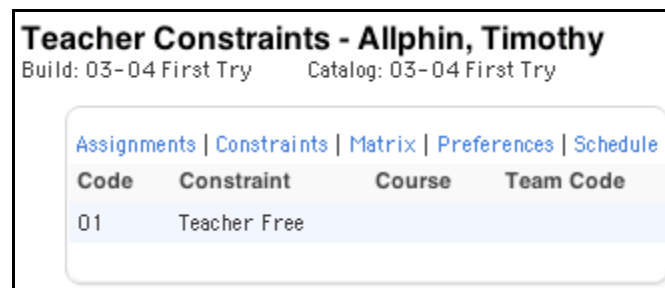
6. Click Submit. The Teacher Scheduling Preferences page displays the information you entered.
7. Repeat Steps 4-6 for every teacher at your school who will be instructing at least one course next schedule year.

How to View Teacher Constraints

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu appears.



3. Choose Constraints from the pop-up menu.
4. Click the name of the teacher whose constraints you want to view. The Teacher Constraints page appears.



Note: For information about how to add, modify, or delete a teacher's constraints, see the section "[Build Constraints](#)."

Teacher Assignments

Creating teacher assignments is a very important part of the scheduling process. Teacher assignments define which courses and how many sections of each course a teacher will instruct.

To enter teacher assignments, use one of the following methods:

- Select a teacher, enter all of his or her assignments, and go to the next teacher.
- Select a course, enter the teacher(s) who will be teaching it, and go to the next course.

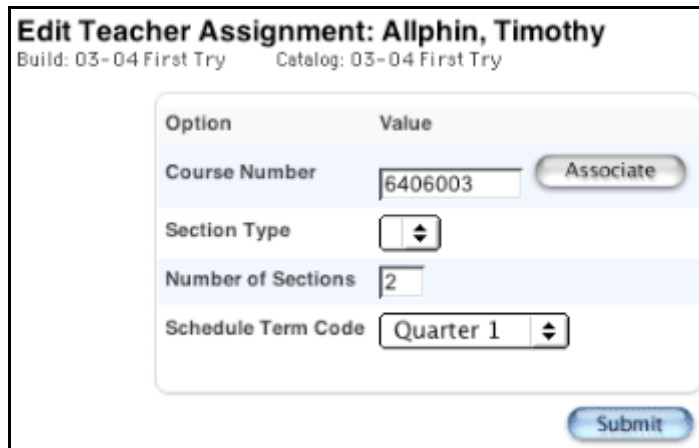
If you enter or edit an assignment for a teacher or course, the system automatically updates the information in both places.

How to Assign Teachers to Courses

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu appears.



3. Choose Assignments from the pop-up menu.
4. Click the name of the teacher to whom you want to assign courses.
5. Click New. That teacher's Edit Teacher Assignment page appears.

A screenshot of the "Edit Teacher Assignment: Allphin, Timothy" page. The page title is "Edit Teacher Assignment: Allphin, Timothy" and it includes the text "Build: 03-04 First Try" and "Catalog: 03-04 First Try". The form contains the following fields:

Option	Value
Course Number	6406003 <input type="button" value="Associate"/>
Section Type	<input type="button" value="v"/>
Number of Sections	2
Schedule Term Code	Quarter 1 <input type="button" value="v"/>

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

Field	Description
Course Number	Click Associate to select a course from the active course catalog.
Section Type	<p>If appropriate for the course you selected, use the pop-up menu to choose the section type (such as Spanish or SPED) you want to assign to this teacher.</p> <p>If you use section types, you must indicate which teachers teach what section types. For example, if Teacher A teaches the Spanish section (section type) of course 100, choose Spanish and enter 1 in the "Number of Sections" field.</p> <p>If Teacher B teaches two sections of course 100, with only one of them being a Spanish section type, you need to create two teacher assignments. For one, choose Spanish and enter 1 in the "Number of Sections" field; for the other, leave the Section Type field blank and enter 1 in the "Number of Sections" field.</p>
Number of Sections	Enter the number of sections of the course this teacher will instruct.
Schedule Term Code	<p>Use the pop-up menu to choose the schedule term in which this course is taught.</p> <p>Note: This field only applies to courses that are not full-year courses.</p> <p>For example, assume one teacher is instructing three sections of a single semester course. If you want two sections to meet Semester 1 and one section to meet Semester 2, enter two teacher assignments for the course. For one assignment, choose S1 in this field and enter 2 in the "Number of Sections" field. For the other, choose S2 in this field and enter 1 in the "Number of Sections" field.</p> <p>If you do not choose a term, the system decides in which term to schedule the course.</p>

7. Click Submit. The teacher's Teacher Assignments page appears.

How to Assign Courses to Teachers

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Courses from the PowerScheduler menu. The courses menu appears.

Preferences

Sort by [number](#) or [name](#)

- 6405003 [Adventure Sports](#)
- 6406003 [Algebra I](#)
- 6406004 [Algebra II/Trig](#)
- 6407009 [AP Comp/Lit](#)
- 6407010 [AP English](#)
- 6408004 [Art I](#)
- 6408005 [Art II](#)
- 6408003 [Audition Choir](#)
- 6408001 [Band](#)
- 6406001 [Basic Math](#)
- 6404002 [Biology](#)
- 6406007 [Calculus](#)

3. Choose Assignments from the pop-up menu.
4. Click the name of the course you want to assign to a particular teacher. Any teacher assignments previously entered for this course appear.

Algebra 1

Build: Scenario B Catalog: AGHS Catalog

[Assignments](#) | [Constraints](#) | [Preferences](#) | [Relationships](#) | [Requests](#) | [Sections](#)

New

Teacher Name	Count	Section Type	Terms	Department	Room
Allphin, Timothy	1	SP	S1	Math	25
Alldredge, Jessica	3		S2	Math	14

5. Click New. The Edit Course Assignment [course name] page appears.

Edit Course Assignment: Algebra I

Option	Value
Teacher	<input style="width: 80%;" type="text" value="542"/> Associate
Section Type	<input style="width: 80%;" type="text" value=""/> ▾
Number of Sections	<input style="width: 80%;" type="text" value="1"/>
Schedule Term Code	<input style="width: 80%;" type="text" value="Quarter 1"/> ▾

Submit

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

Field	Description
Teacher	Click Associate to select the name of the teacher to whom you want to assign this course.
Section Type	<p>Use the pop-up menu to choose the section type (such as Spanish or SPED) you want to assign to this teacher, if applicable.</p> <p>If you use section types, you must indicate which teachers teach which section types. For example, if Teacher A teaches the Spanish section (section type) of course 100, choose Spanish and enter 1 in the "Number of Sections" field.</p> <p>If Teacher B teaches two sections of course 100, with only one of them being a Spanish section type, you need to create two teacher assignments. For one, choose Spanish and enter 1 in the "Number of Sections" field; for the other, leave the Section Type field blank and enter 1 in the "Number of Sections" field.</p>
Number of Sections	Enter the number of sections of the course this teacher will instruct.
Schedule Term Code	<p>Use the pop-up menu to choose the appropriate schedule term in which the course is taught.</p> <p>Note: This field only applies to courses that are not full-year courses.</p> <p>For example, assume one teacher is instructing three sections of a single semester course. If you want two sections to meet Semester 1 and one section to meet Semester 2, enter two teacher assignments for the course. For one assignment, choose Semester 1 in this field and enter 2 in the "Number of Sections" field. For the other, choose Semester 2 in this field and enter 1 in the "Number of Sections" field.</p> <p>If you do not select a term, the system decides in which term to schedule the course.</p>

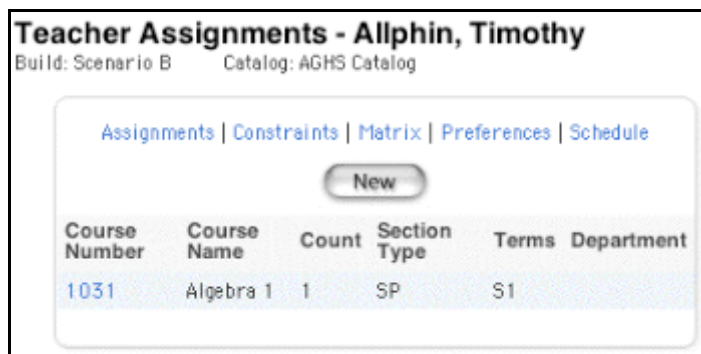
7. Click Submit. The [course name] page appears.

How to View Teacher Assignments

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu appears.



3. Choose Assignments from the pop-up menu.
4. Click the name of the teacher whose assignments you want to view. The Teacher Assignments page appears.



Note: To edit or delete a teacher assignment, click the course number on the Teacher Assignments page or the teacher name on the [course name] page. Edit the assignment and click Submit, or click Delete to remove the assignment.

Teacher Schedule

View a teacher's schedule, including courses, sections, and enrollment per section. You can add or delete sections from a teacher's schedule. In addition, you can modify a section, such as locking it to prevent the section from being changed when the system rebuilds the master schedule.

How to Add a Section to a Teacher Schedule

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu appears.



3. Choose Schedule from the pop-up menu.
4. Click the name of the teacher to whom you want to assign sections. The teacher's schedule page appears.

Teacher Schedule - Allphin, Timothy

Build: 03-04 First Try Catalog: 03-04 First Try

[Assignments](#) | [Constraints](#) | [Matrix](#) | [Preferences](#) | [Schedule](#)

Section #	Expression	Term	Course	Room	Size
1	5-6(A)	03-04	US History	900	3
3	1-2(B)	S1	World History	900	2
4	3-4(A)	S1	World History	900	3
1	3-4(B)	S1	Geography	900	4
2	7-8(A)	S1	Geography	900	3
5	7-8(B)	S1	World History	900	4
3	1-2(B)	S2	Geography	900	10
4	3-4(A)	S2	Geography	900	6
1	3-4(B)	S2	World History	900	1
2	7-8(A)	S2	World History	900	4
5	7-8(B)	S2	Geography	900	4

5. Click New. That teacher's Edit Section page appears.

Edit Section

Build: 03-04 First Try Catalog: 03-04 First Try

Option	Value																											
Teacher name	Allphin, Timothy																											
Course number	6406003 Associate																											
Term	Quarter 1 ⌵																											
Schedule	Expression:																											
	<table border="1" style="border-collapse: collapse;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>5</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>8</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		A	B	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
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7	<input type="checkbox"/>	<input type="checkbox"/>																										
8	<input type="checkbox"/>	<input type="checkbox"/>																										
Room	100 Associate																											
Section number*	01 <input type="checkbox"/> Locked Section																											
Grade Level	10																											
Current enrollment	0																											
Maximum enrollment	8																											
Team	9A ⌵																											
House	<input type="text"/> Associate																											
Where Taught <small>(Enter School ID if taught at different school, otherwise, leave blank)</small>	<input type="text" value="0"/>																											
Dependent sections <small>(course.section, course.section, etc.)</small>	<input type="text"/>																											
Exclude From Attendance <small>(Optional: Use only to exclude this section from counting towards ADM/ADA for students.)</small>	<input type="checkbox"/>																											
Grade Scale	Same as Course ⌵																											
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
<small>*Section numbers must be unique among sections of the same course for a given school year.</small>																												
Submit																												

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

Field	Description
Teacher name	The name of the selected teacher appears.
Course Number	Click Associate to select a course from the active course catalog.
Term	Choose the term for the course from the pop-up menu.
Schedule	Select the checkbox(es) for the expressions for the appropriate days on which the staff member teaches this section. Note: The schedule expression is the combination of period(s) and day(s).
Room	Click Associate to select a room in which the staff member teaches this section.
Section number	Enter a unique section number for this section. Select the Locked Section checkbox if the section should not be rescheduled during the next build.
Grade Level	Enter the grade level of this section.
Current enrollment	The current enrollment of students in this section appears.
Maximum enrollment	Enter the maximum number of students that can enroll in this section.
Team	Choose the team associated with this section from the pop-up menu.
House	Click Associate to select a team to which this section belongs.
Where Taught	Enter the school ID if the section is taught at a different school.
Block Class	If this section is a block class, enter the periods that this section spans. Separate period numbers with commas.
Dependent sections	Enter any dependent sections for this section. Separate multiple sections with commas.
Exclude From Attendance	Select this checkbox if you do not want to include this section in the student ADM/ADA counts.
Grade Scale	Choose the grade scale from the pop-up menu.
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
	the honor roll calculation.

- Click Submit. The teacher's Schedule page displays the new section.

How to Edit a Section on a Teacher Schedule

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu appears.



- Choose Schedule from the pop-up menu.
- Click the name of the teacher whose schedule you want to edit. The teacher's schedule page appears.

Teacher Schedule - Allphin, Timothy

Build: 03-04 First Try Catalog: 03-04 First Try

[Assignments](#) | [Constraints](#) | [Matrix](#) | [Preferences](#) | [Schedule](#)

Section #	Expression	Term	Course	Room	Size
1	5-6(A)	03-04	US History	900	3
3	1-2(B)	S1	World History	900	2
4	3-4(A)	S1	World History	900	3
1	3-4(B)	S1	Geography	900	4
2	7-8(A)	S1	Geography	900	3
5	7-8(B)	S1	World History	900	4
3	1-2(B)	S2	Geography	900	10
4	3-4(A)	S2	Geography	900	6
1	3-4(B)	S2	World History	900	1
2	7-8(A)	S2	World History	900	4
5	7-8(B)	S2	Geography	900	4

Note: Click the number in the Size column to view the class roster for the section.

5. Click the number in the Section # column for the section you want to edit. That teacher's Edit Section page appears.

Edit Section

Build: 03-04 First Try Catalog: 03-04 First Try

Option	Value																											
Teacher name	Allphin, Timothy																											
Course number	6406003 Associate																											
Term	Quarter 1 ▼																											
Schedule	Expression: 1-2(A) 3-4(B) 5(A) 6(B)																											
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>7</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	B	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
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Term	Choose the term for the course from the pop-up menu.
Schedule	Select the checkbox(es) for the expressions for the appropriate days on which the staff member teaches this section. Note: The schedule expression is the combination of period(s) and day(s).
Room	Click Associate to select a room in which the staff member teaches this section.
Section number	Enter a unique section number for this section. Select the Locked Section checkbox if the section should not be rescheduled during the next build.
Grade Level	Enter the grade level of this section.
Current enrollment	The current enrollment of students in this section appears.
Maximum enrollment	Enter the maximum number of students that can enroll in this section.
Team	Choose the team associated with this section from the pop-up menu.
House	Click Associate to select a team to which this section belongs.
Where Taught	Enter the school ID if the section is taught at a different school.
Block Class	If this section is a block class, enter the periods that this section spans. Separate period numbers with commas.
Dependent sections	Enter any dependent sections for this section. Separate multiple sections with commas.
Exclude From Attendance	Select this checkbox if you do not want to include this section in the student ADM/ADA counts.
Grade Scale	Choose the grade scale from the pop-up menu.
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
	the honor roll calculation.

- Click Submit. The teacher's Schedule page displays the edited section.

How to Delete a Section From a Teacher Schedule

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu appears.



- Choose Schedule from the pop-up menu.
- Click the name of the teacher whose schedule you want to edit. The teacher's schedule page appears.

Teacher Schedule - Allphin, Timothy

Build: 03-04 First Try Catalog: 03-04 First Try

[Assignments](#) | [Constraints](#) | [Matrix](#) | [Preferences](#) | [Schedule](#)

New

Section #	Expression	Term	Course	Room	Size
1	5-6(A)	03-04	US History	900	3
3	1-2(B)	S1	World History	900	2
4	3-4(A)	S1	World History	900	3
1	3-4(B)	S1	Geography	900	4
2	7-8(A)	S1	Geography	900	3
5	7-8(B)	S1	World History	900	4
3	1-2(B)	S2	Geography	900	10
4	3-4(A)	S2	Geography	900	6
1	3-4(B)	S2	World History	900	1
2	7-8(A)	S2	World History	900	4
5	7-8(B)	S2	Geography	900	4

Note: Click the number in the Size column to view the class roster for the section.

5. Click the number in the Section # column for the section you want to delete. That teacher's Edit Section page appears.

Edit Section

Build: 03-04 First Try Catalog: 03-04 First Try

Option	Value																											
Teacher name	Allphin, Timothy																											
Course number	6406003 Associate																											
Term	Quarter 1																											
Schedule	Expression: 1-2(A) 3-4(B) 5(A) 6(B)																											
	<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>5</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>8</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		A	B	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
		A	B																									
	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
	7	<input type="checkbox"/>	<input type="checkbox"/>																									
8	<input type="checkbox"/>	<input type="checkbox"/>																										
Room	100 Associate																											
Section number*	9 <input type="checkbox"/> Locked Section																											
Grade Level	10																											
Current enrollment	0																											
Maximum enrollment	8																											
Team	9A																											
House	<input type="text"/> Associate																											
Where Taught (Enter School ID if taught at different school, otherwise, leave blank)	0																											
Dependent sections (course.section, course.section, etc.)	<input type="text"/>																											
Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>																											
Grade Scale	Same as Course																											
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
*Section numbers must be unique among sections of the same course for a given school year.																												
Delete Submit																												

- Click Delete. The Selection Deleted page appears.

Teacher Schedule Matrix

The teacher matrix function creates a visual, graphical representation of a teacher's schedule. This schedule can be printed, though not for more than one teacher at a time.

How to View the Teacher Schedule Matrix

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu displays the names of all of the teachers at your school.



3. Choose Matrix from the pop-up menu.
4. Choose the teacher's name from the main menu. The Teacher Schedule Matrix page appears.

Teacher Schedule Matrix - Allphin, Timothy
 Build: 03-04 First Try Catalog: 03-04 First Try

[Assignments](#) | [Constraints](#) | [Matrix](#) | [Preferences](#) | [Schedule](#)

Day	Terms		1	2	3	4	5	6	7	8	9
A	03-04	S1	Q1	Choir		Audition Choir					
			Q2	6408002.1 Room: 20		6408003.2 Room: 20					
		S2	Q3	1(A,C,E-F) 03-04		4(A,C) 03-04					
			Q4	11/18		8/18					
B	03-04	S1	Q1	Audition Choir							
			Q2	6408003.1 Room: 20							
		S2	Q3	1(B,D) 03-04							
			Q4	13/18							
C	03-04	S1	Q1	Choir		Audition Choir					
			Q2	6408002.1 Room: 20		6408003.2 Room: 20					
		S2	Q3	1(A,C,E-F) 03-04		4(A,C) 03-04					
			Q4	11/18		8/18					
D	03-04	S1	Q1	Audition Choir							
			Q2	6408003.1 Room: 20							
		S2	Q3	1(B,D) 03-04							
			Q4	13/18							
E	03-04	S1	Q1	Choir							
			Q2	6408002.1 Room: 20							
		S2	Q3	1(A,C,E-F) 03-04							
			Q4	11/18							

The Teacher Schedule Matrix displays the teacher's schedule for each period and day in each term. Identical colors on the schedule indicate the same section. A blank block means that nothing is scheduled for that block in that term. If all matrix preferences are selected, each block includes the following information:

- Name of the course
- Course number
- Section number
- Room number
- Expression, which is the combination of period(s) and day(s)
- Year term
- Number of students scheduled for this section and the maximum enrollment of this section

To change the matrix preferences, see the section "[How to Set Teacher Schedule Matrix Preferences.](#)"

How to Set Teacher Schedule Matrix Preferences

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Teachers from the PowerScheduler menu. The teachers menu displays the names of all of the teachers at your school.



3. Choose Matrix from the pop-up menu.
4. Choose the teacher's name from the teachers menu. The Teacher Schedule Matrix page appears.

Teacher Schedule Matrix - Allphin, Timothy
 Build: 03-04 First Try Catalog: 03-04 First Try

[Assignments](#) | [Constraints](#) | [Matrix](#) | [Preferences](#) | [Schedule](#)

Day	Terms		1	2	3	4	5	6	7	8	9
A	03-04	S1	Q1	Choir 6408002.1 Room: 20			Audition Choir 6408003.2 Room: 20				
		S2	Q2	1(A,C,E-F) 03-04 11/18			4(A,C) 03-04 8/18				
		S1	Q3	Audition Choir 6408003.1 Room: 20							
		S2	Q4	1(B,D) 03-04 13/18							
B	03-04	S1	Q1	Choir 6408002.1 Room: 20			Audition Choir 6408003.2 Room: 20				
		S2	Q2	1(A,C,E-F) 03-04 11/18			4(A,C) 03-04 8/18				
		S1	Q3	Audition Choir 6408003.1 Room: 20							
		S2	Q4	1(B,D) 03-04 13/18							
C	03-04	S1	Q1	Choir 6408002.1 Room: 20			Audition Choir 6408003.2 Room: 20				
		S2	Q2	1(A,C,E-F) 03-04 11/18			4(A,C) 03-04 8/18				
		S1	Q3	Audition Choir 6408003.1 Room: 20							
		S2	Q4	1(B,D) 03-04 13/18							
D	03-04	S1	Q1	Choir 6408002.1 Room: 20			Audition Choir 6408003.2 Room: 20				
		S2	Q2	1(A,C,E-F) 03-04 11/18			4(A,C) 03-04 8/18				
		S1	Q3	Audition Choir 6408003.1 Room: 20							
		S2	Q4	1(B,D) 03-04 13/18							
E	03-04	S1	Q1	Choir 6408002.1 Room: 20			Audition Choir 6408003.2 Room: 20				
		S2	Q2	1(A,C,E-F) 03-04 11/18			4(A,C) 03-04 8/18				
		S1	Q3	Audition Choir 6408003.1 Room: 20							
		S2	Q4	1(B,D) 03-04 13/18							

- Click Matrix Preferences. The Teacher Schedule Matrix Preferences page appears.

Teacher Schedule Matrix Preferences
 Build: 03-04 First Try Catalog: 03-04 First Try

Use the following checkboxes to indicate items to be shown on the teacher matrix.

Course Name	<input checked="" type="checkbox"/>
Course Number.Section Number	<input checked="" type="checkbox"/>
Room	<input checked="" type="checkbox"/>
Expression Term	<input checked="" type="checkbox"/>
Enrollment	<input checked="" type="checkbox"/>

- Use the following table to enter information in the fields:

Field	Description
Course Name	Select this checkbox to display the course name.
Course Number.Section Number	Select this checkbox to display the course and section numbers.
Room	Select this checkbox to display the room number.
Expression Term	Select this checkbox to display the expression, which is the period and day combination.
Enrollment	Select this checkbox to display enrollment information, which is the number of students enrolled and the maximum enrollment.

- Click Submit. The Teacher Schedule Matrix page displays the items selected on the Teacher Schedule Matrix Preferences page.

Scheduled Lunch

To schedule time for lunch or teacher-supervised breaks in your school's master schedule, create lunch sections. Lunch sections are sections of a course that has been designated for lunch periods. To schedule students for lunch, a lunch course request must exist for each student before loading student schedules.

Start by creating a lunch course in PowerScheduler, indicating that it will be used exclusively for scheduled lunches. Then, create sections for that course. Select the period(s) that each section of the lunch course will span and the day(s) on which it occurs. For more information on specifying that a course is used for scheduling lunch, see the section "[Course Scheduling Setup](#)."

For each section of a lunch course, PowerScheduler can assign a teacher to supervise during lunchtime. If supervision is not necessary, scheduling teachers for lunch ensures that the teachers

will have time set aside for their own lunch break. Teachers can be assigned to only one lunch section per day, though that section can span several periods. Teachers are scheduled for one section of the lunch course for each day combination and term specified by the lunch course.

For example, a five-day, quarterly schedule where lunch can be periods 3, 5, or 7, set up the lunch course with a frequency of five, valid terms for each quarter, and valid start periods selected for 3, 5 and 7. Each teacher can be scheduled for one of 20 lunch sections (one for each day and term) that will start in either period 3, 5, or 7 in the respective day and term combination. For more information on scheduling a teacher for lunch, see the section "[Teacher Scheduling Setup](#)."

Students can also request lunch courses. Each student must request the lunch course for each day combination and term. Students will be loaded into lunch sections that have no assigned teacher. Using the earlier example, students also have 60 sections in which they can be scheduled (three per day per term).

Though PowerScheduler schedules lunch courses in the same manner as other courses, you can filter lunch courses for certain reports and functions. When defining course scheduling preferences, specify that the course is excluded from report cards and transcripts. The course will not appear on those object reports. Also, lunch courses are not included in functions such as splitting year-long courses and exporting information to PowerGrade.

If you use the lunch functionality for any other teacher scheduling purpose, remember that you can only have one lunch course and that it must follow the same rules as scheduled lunch. That is, there should be only one period of time each day of the year in which teachers are assigned to this activity.

Automated Study Hall

The Automated Study Hall function provides study hall periods to students with incomplete schedules. Automated Study Hall creates a study hall course and sections, into which students, teachers, and rooms are scheduled.

How to Run the Automated Study Hall Function

Perform this function only after you build and load a master schedule. Also, set up a Study Hall course before creating study hall sections. For more information, see the section "[New Courses](#)."

To set up study hall for a selected group of students, first select the group of students. For more information, see the section "[Schedule Search and Select](#)."

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Automated Study Hall from the PowerScheduler menu. The Automated Study Hall Parameters page appears.

Automated Study Hall Parameters


View last results log

Run For	<input type="radio"/> All <input checked="" type="radio"/> The selected 9 students only	
Terms	<input type="text" value="S1"/>	Associate
Course	<input type="text" value="1031"/>	Associate
Rooms Allowed	<input type="text" value="14"/>	Associate
		<input checked="" type="checkbox"/> Allow Multiple Sections Per Room
Teachers Allowed	<input type="text" value="6"/>	Associate
		<input checked="" type="checkbox"/> Allow Exceed Max-In-A-Row for Teachers
Max Number of Students per Section	<input type="text" value="30"/>	
Periods Allowed	<input type="text" value="1,2,3,4,5,6,7"/>	Associate
Day Pattern List	<input type="text" value="A"/> <input type="text" value="B"/>	Add Delete Modify

[Create](#)

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

Field	Description
Run For	Choose whether you want to set up study hall sections for all students or only for the selected students.
Terms	Click Associate to select the terms in which you want to set up study hall sections. The terms available include only those terms in the active scenario.
Course	Click Associate to select a course from which you will create study hall sections. The courses available include only those courses in the active catalog.
Rooms Allowed	<p>Click Associate to select the room(s) that can be used for study hall sections. The rooms available include only those that are selected to be scheduled and are associated with the selected school.</p> <p>Select the "Allow Multiple Sections Per Room" checkbox if there can be more than one section in a particular room at the same time.</p>
Teachers Allowed	Click Associate to select the teacher(s) that can be scheduled for study hall sections. The teachers available include only those

Field	Description
	<p>for study hall sections. The teachers available include only those that are selected to be scheduled and are associated with the selected school.</p> <p>Select the "Allow Exceed Max-in-a-Row for Teachers" checkbox if you want to override the maximum number of periods in a row on a teacher's schedule.</p>
Max Number of Students per Section	Enter the maximum number of students that can be scheduled into a study hall section.
Periods Allowed	Click Associate to select the period(s) in which study hall sections can be scheduled. The periods available include only those in the active scenario.
Day Pattern List	<p>Click Add and select a day pattern on which study hall sections can be scheduled. That way, PowerScheduler can be more efficient by setting up study hall sections that span multiple days, if possible.</p> <p>For example, a five-day schedule could include the day patterns MWF, TR, and MTF. PowerScheduler would first find the students that have free periods that fit a given day pattern. Then, for each period in the master schedule, it creates the appropriate number of study hall sections that occur on each day in the day pattern. Assuming the maximum number of students per section is 25, the day pattern MWF would produce the following study hall sections:</p>  <p>Click Add for each day pattern you want to identify. Click Modify or Delete to edit or remove a day pattern. If you do not add any day patterns, PowerScheduler will create a unique study hall section for each day and period in the schedule.</p>

4. Click Create. The Automated Study Hall Parameters page appears.

Automated Study Hall Parameters

View last results log

Run For	<input checked="" type="radio"/> All <input type="radio"/> The selected 0 students only	
Terms	<input type="text"/>	<input type="button" value="Associate"/>
Course	<input type="text"/>	<input type="button" value="Associate"/>
Rooms Allowed	<input type="text"/>	<input type="button" value="Associate"/> <input type="checkbox"/> Allow Multiple Sections Per Room
Teachers Allowed	<input type="text"/>	<input type="button" value="Associate"/> <input type="checkbox"/> Allow Exceed Max-In-A-Row for Teachers
Max Number of Students per Section	<input type="text"/>	
Periods Allowed	<input type="text"/>	<input type="button" value="Associate"/>
Day Pattern List	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Modify"/>

How to View the Automated Study Hall Results Log

After setting up study hall parameters, you can view the results of the study hall setup.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Automated Study Hall from the PowerScheduler menu. The Automated Study Hall Parameters page appears.

Automated Study Hall Parameters

[View last results log](#)

Run For All
 The selected 0 students only

Terms

Course

Rooms Allowed
 Allow Multiple Sections Per Room

Teachers Allowed
 Allow Exceed Max-In-A-Row for Teachers

Max Number of Students per Section

Periods Allowed

Day Pattern List

3. Click "View last results log." The Automated Study Hall - Results Log page displays the date and time the of the last study hall run and the parameters and values set for that run.

Note: For descriptions of these parameters, see the section "[How to Run the Automated Study Hall Function.](#)"

Automated Study Hall - Results Log

Parameters	Value				
Date automated study hall run	12/18/03 - 10:56:04				
Run for	9 students selected				
Terms	S1				
Course	1031				
Rooms allowed	14				
Allow multiple sections per room	True				
Teachers allowed	6				
Allow exceed max-in-a-row for teachers	True				
Max number of students per section	30				
Periods allowed	1,2,3,4,5,6,7				
Days pattern(s)	A,B				
Results	Value				
Total students fully scheduled	0				
Total students with unscheduled time	0				
Section #	Expression	Term	Teacher	Room	Size
137	1(A)	1201	0		9
138	1(B)	1201	0		1
139	2(A)	1201	0		1
140	2(B)	1201	0		1
141	3(A)	1201	444		1
142	3(B)	1201	444		1
143	4(A)	1201	0		1
144	4(B)	1201	0		1
145	5(A)	1201	0		1
146	5(B)	1201	0		1
147	6(A)	1201	444		1
148	6(B)	1201	444		1
149	7(A)	1201	444		1
150	7(B)	1201	444		1

[Back](#)

The following information appears in the Results section of the Automated Study Hall - Results Log page:

Field	Description
Total students fully scheduled	The number of students who had all unscheduled time filled with study hall sections as a result of the last run of Automated Study Hall.
Total students with unscheduled time	The number of students who did not have all unscheduled time filled with study hall sections as a result of the last run of Automated Study Hall.
[Study Hall Sections]	For each study hall section created, the following information appears: <ul style="list-style-type: none"> • Section # • Expression • Term • Teacher • Room • Size

4. Click Back to return to the Automated Study Hall Parameters page.

Build Constraints Overview

Build constraints restrict the way the system schedules a course in the master schedule. Use constraints to tell the system exactly how you want to build your schedule.

PowerSchool contains ten types of build constraints you can define. Use each constraint to constrain the schedule in a specific way. For example, use a Teacher Free constraint if you want the football coach to have a free period at the end of the day during the fall semester. Alternatively, to preschedule the Wind Ensemble course at a particular time and place, use a Pre-Schedule constraint.

Note: Since constraints restrict the schedule, the more constraints you define, the less flexibility the system has to build your schedule 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.

The most common constraints are Pre-Schedule and Teacher Free. There are also constraints to manage course and teacher teams, and restrict the meeting times of courses.

You do not have to define any constraints if you can build a satisfactory master schedule without them. Schools often start building schedules with only a couple of constraints, then gradually add new ones to refine the schedule and achieve particular results.

After creating constraints, you can edit and delete them as necessary. For more information, see the section "[Work With Build Constraints](#)." In addition to build constraints, you can set constraints during the load process. For information about load constraints, see the section "[Load Constraints](#)."

Build Constraints

Build constraints restrict the actual building of the master schedule.

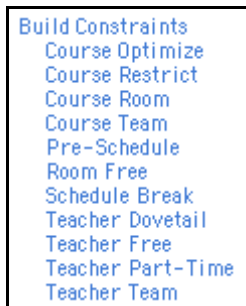
Note: To view a list of build constraints and the number of each that have been defined for your schedule, choose Build Constraints from the constraints menu.

How to Add a Course Optimize Constraint

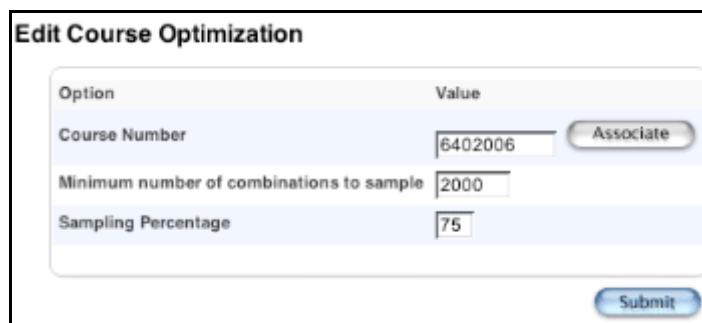
Use a Course Optimize constraint to override the global sampling parameters when scheduling a specific course. For example, if you have a course that you know will be very difficult to schedule, increase both the minimum number of combinations to sample and sampling percentage using this constraint.

Note: You can only define one Course Optimize constraint per course.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



3. Under Build Constraints, click Course Optimize.
4. On the Course Optimize Constraints page, click New. The Edit Course Optimization page appears.



A screenshot of the 'Edit Course Optimization' form. It has a table with two columns: 'Option' and 'Value'. The 'Option' column contains 'Course Number', 'Minimum number of combinations to sample', and 'Sampling Percentage'. The 'Value' column contains '6402006', '2000', and '75'. There is an 'Associate' button next to the 'Course Number' field and a 'Submit' button at the bottom right.

Option	Value
Course Number	6402006
Minimum number of combinations to sample	2000
Sampling Percentage	75

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

Field	Description
Course Number	Click Associate to select the course you want to optimize.
Minimum number of combinations to sample	Enter the minimum number of combinations you want the system to sample when scheduling this course into the master

Field	Description
combinations to sample	schedule. For example, if this field on the Edit Build Scenario page is set for 10,000 and you have a course you know will be difficult to schedule, enter 50,000 so that the system will evaluate five times as many combinations as it does for your other courses.
Sampling Percentage	Enter the percentage of combinations you want the system to sample when scheduling this course into the master schedule. For example, if this field on the Edit Build Scenario page is set for 75% and you have a course you know will be difficult to schedule, enter 100 to have the system evaluate all possible combinations.

- Click Submit. The Course Optimize Constraints page appears.

How to Add a Course Restriction Constraint

Use a Course Restriction constraint to restrict sections of a course to particular periods and days or to meet any time except the specified periods and days.

For example, use this constraint to force three sections of a five-section course to schedule at the same time. The system normally spreads the sections out over different periods. With this constraint, you can force them to be scheduled where you want.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



- Under Build Constraints, click Course Restrict.
- On the Course Restrictions Constraints page, click New. The Edit Course Restriction page appears.

Edit Course Restriction

Option	Value																											
Course Number	<input style="width: 100%;" type="text" value="6402005"/> <input style="float: right; margin-left: 10px;" type="button" value="Associate"/>																											
Term	<input style="width: 100%;" type="text" value="Quarter 1"/>																											
Schedule	<table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <thead> <tr> <th style="width: 20px;"></th> <th style="width: 20px;">A</th> <th style="width: 20px;">B</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>7</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>8</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </tbody> </table>		A	B	1	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										
Applies to days only	<input type="checkbox"/>																											
Applies to periods only	<input type="checkbox"/>																											
Applies to term only	<input checked="" type="checkbox"/>																											
Minimum Number of Sections	<input style="width: 50px;" type="text" value="1"/>																											
Maximum Number of Sections	<input style="width: 50px;" type="text" value="8"/>																											
Section Type (only if course uses section types)	<input style="width: 50px;" type="text" value=""/>																											

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

Field	Description
Course Number	Click Associate to select the number of the course you want to restrict.
Term	Use the pop-up menu to choose to which term you want this constraint to apply.
Schedule	Select the checkbox next to each period in each day that you want this course to be taught.
Applies to days only	Select this checkbox to apply this constraint to only the day(s) specified in the Schedule checkboxes. The system does not consider periods and terms for this constraint.
Applies to periods only	Select this checkbox to apply this constraint to only the period(s) specified in the Schedule checkboxes. The system does not consider days and terms for this constraint.
Applies to term only	Select this checkbox to apply this constraint to only the term specified in the Term pop-up menu. The system does not consider days and periods for this constraint.

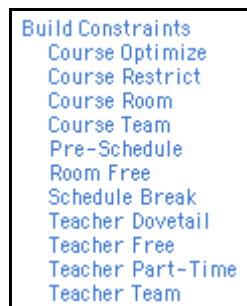
Field	Description
Minimum Number of Sections	Enter the minimum number of sections you want to restrict. Note: If the "Minimum Number of Sections" and "Maximum Number of Sections" fields are both 0, then this course can be taught in any period or day except the one(s) indicated.
Maximum Number of Sections	Enter the maximum number of sections you want to restrict. Note: If the "Minimum Number of Sections" and "Maximum Number of Sections" fields are both 0, then this course can be taught in any period or day except the one(s) indicated.
Section Type	If the course section you want to restrict has a section type, use the pop-up menu to choose it. If a course has five sections and the two sections you want to restrict contain section types, you must create two constraints.

- Click Submit. The Course Restrictions Constraints page appears.

How to Add a Course Room Constraint

Use a Course Room constraint to assign a course to a particular room. For example, you could force the Computer-Aided Drafting class to be taught in the Computer Lab rather than the Shop.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



- Under Build Constraints, choose Course Room.
- On the Course Room Constraints page, click New. The Edit Course Room Constraint page appears.

Edit Course Room Constraint

Option	Value	
Course Number	<input style="width: 100%;" type="text" value="6402002"/>	<input type="button" value="Associate"/>
Room	<input style="width: 100%;" type="text" value="340"/>	<input type="button" value="Associate"/>
Teacher (optional)	<input style="width: 100%;" type="text"/>	<input type="button" value="Associate"/>

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

Field	Description
Course Number	Click Associate to select the number of the course you want to assign to a particular room.
Room	Click Associate to select the room in which you want this course to be scheduled.
Teacher	Click Associate to select the teacher who will be instructing this course. Note: This constraint only applies to the sections of this course taught by the teacher you select. If you do not select a teacher, this constraint applies to all sections of the selected course.

6. Click Submit. The Course Room Constraints page appears.

How to Add a Course Team Constraint

Use a Course Team constraint to block teachers and courses together so that certain courses can only be taught at the same time as certain other courses. For example, a jazz band instructor can only teach a jazz band course when a jazz choir instructor leads a jazz choir class (or vice versa).

A blocking course relationship requires Course 1 and Course 2 to have the exact same number of sections. A Course Team constraint allows Course 1 and Course 2 to offer different numbers of sections, as long as there is at least one section of each using the blocking specified. For more information, see the section "[Course Information](#)."

Note: The order of the courses is irrelevant.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.

- Build Constraints
 - Course Optimize
 - Course Restrict
 - Course Room
 - Course Team
 - Pre-Schedule
 - Room Free
 - Schedule Break
 - Teacher Dovetail
 - Teacher Free
 - Teacher Part-Time
 - Teacher Team

3. Under Build Constraints, click Course Team.
4. On the Course Team Constraints page, click New. The Edit Course Team Constraint page appears.

Edit Course Team Constraint

Course Number 1	Value
Course Number	<input style="width: 80%;" type="text" value="8571"/> <input type="button" value="Associate"/>
Teacher	<input style="width: 80%;" type="text" value="421"/> <input type="button" value="Associate"/>
Course Number 2	Value
Course Number	<input style="width: 80%;" type="text" value="8511"/> <input type="button" value="Associate"/>
Teacher	<input style="width: 80%;" type="text" value="444"/> <input type="button" value="Associate"/>
Options	Value
Simultaneous Blocking?	<input checked="" type="checkbox"/>
Same Room?	<input checked="" type="checkbox"/>
Minimum Number of Teaming Sections	<input style="width: 40px;" type="text" value="1"/>

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

Field	Description
Course Number 1	Click Associate next to the Course Number field to select the name of the first course you want to team together. Click Associate next to the Teacher field to select the name of the teacher instructing this course.
Course Number 2	Click Associate next to the Course Number field to select the name of the course you want to team with Course Number 1. Click Associate next to the Teacher field to select the name of

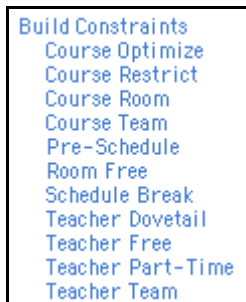
Field	Description
	the teacher instructing Course Number 2.
Simultaneous Blocking?	Select this checkbox if you need these two courses to be scheduled at the same time. Otherwise, any other blocking course relationship (such as Before or After) prevails. Note: For more information, see the section " Course Information. "
Same Room?	Select this checkbox if you want to force both courses to be scheduled in the same room.
Minimum Number of Teaming Sections	Enter the minimum number of sections of these courses that will be teamed together. For example, if each course has four sections but you enter 2 in this field, then only two of the four sections will be teamed.

- Click Submit. The Course Team Constraints page appears.

How to Add a Pre-Schedule Constraint

Use a Pre-Schedule constraint to schedule sections of a course ahead of time when you already know exactly when and where they must meet in the master schedule. For example, use this constraint to schedule sections of Band in sixth and seventh periods, which is the only time the band teacher is available.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



- Under Build Constraints, click Pre-Schedule.
- On the Pre-Schedule Constraints page, click New. The Edit Pre-Schedule Constraint page appears.

Edit Pre-Schedule Constraint

Option	Value																											
Course Number	<input style="width: 80%;" type="text" value="6401002"/> <input style="float: right; margin-left: 10px;" type="button" value="Associate"/>																											
Schedule	<div style="text-align: center;"> <input type="button" value="Quarter 1"/> </div> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 20px;"></th> <th style="width: 20px;">A</th> <th style="width: 20px;">B</th> </tr> </thead> <tbody> <tr><td>1</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>5</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>7</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>8</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		A	B	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
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	7	<input type="checkbox"/>	<input type="checkbox"/>																									
8	<input type="checkbox"/>	<input type="checkbox"/>																										
Room	<input style="width: 80%;" type="text" value="310"/> <input style="float: right; margin-left: 10px;" type="button" value="Associate"/>																											
Teacher	<input style="width: 80%;" type="text" value="547"/> <input style="float: right; margin-left: 10px;" type="button" value="Associate"/>																											
Section Type (optional)	<input style="width: 80%;" type="text"/>																											
Team Code (optional)	<input style="width: 80%;" type="text" value="9B"/>																											
<input type="button" value="Submit"/>																												

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

Field	Description
Course Number	Click Associate to select the number of the course you want to preschedule.
Schedule	Select the checkbox next to each period in each day that you want to schedule this course. For example, if you have a one-day schedule and select Period 1 and Period 2, a section of this course will span periods 1 and 2 every day. Alternatively, if you have a two-day schedule and select Period 1 for both days, the section will meet every day during first period.
Room	Click Associate to select the number of the room in which you want to preschedule this course.
Teacher	Click Associate to select the name of the teacher who instructs the course you want to preschedule.

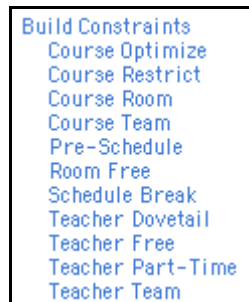
Field	Description
	the course you want to preschedule.
Section Type	If the section of the course you want to preschedule has a section type, use the pop-up menu to choose it. Note: If you want to preschedule two sections of the same course, one of which has a section type, you must create two constraints.
Team Code	If the section of the course you want to pre-schedule is associated with a teacher team, use the pop-up menu to choose it.

- Click Submit. The Pre-Schedule Constraints page appears.

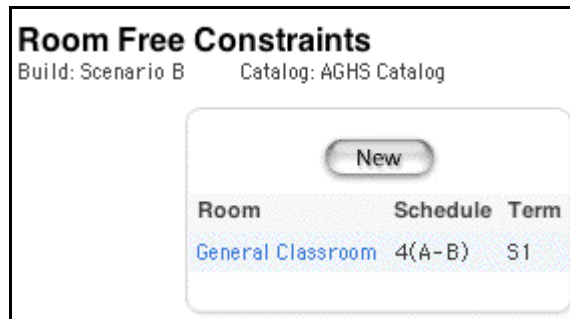
How to Add a Room Free Constraint

Use a Room Free constraint to block a room from being scheduled for a particular term, day, and period. For example, use this constraint to keep a classroom free during the last period of the day for after school detention.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



- Under Build Constraints, click Room Free.



- Click New. The Edit Room Free Constraint page appears.

Edit Room Free Constraint

Option	Value		
Room	<input style="width: 80%;" type="text" value="25"/>	<input type="button" value="Associate"/>	
	Semester 1 <input type="button" value="v"/>		
Schedule	A	B	
	1	<input type="checkbox"/>	<input type="checkbox"/>
	2	<input type="checkbox"/>	<input type="checkbox"/>
	3	<input type="checkbox"/>	<input type="checkbox"/>
	4	<input type="checkbox"/>	<input type="checkbox"/>
	5	<input type="checkbox"/>	<input type="checkbox"/>
	6	<input type="checkbox"/>	<input type="checkbox"/>
	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

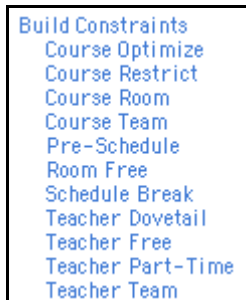
Field	Description
Room	Click Associate to select room you want to keep free when scheduling.
Schedule	Use the pull-down menu to select the term in which this constraint applies. Select the checkbox next to each period in each day that you want keep this room free. For example, select the checkbox(es) across the first row if you want to keep the room free during the first period of each day.

6. Click Submit. The Room Free Constraints page appears.

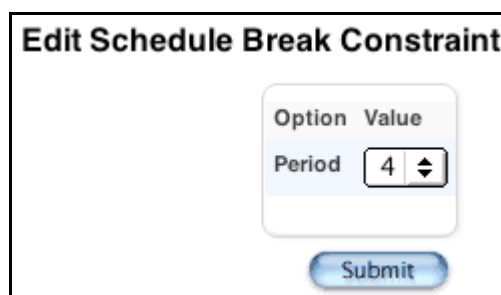
How to Add a Schedule Break Constraint

Use a Schedule Break constraint to add flexibility to teachers' max-in-a-row count. For example, if your teachers can instruct a maximum of three periods in a row, work around this by putting a 10-minute homeroom period after Period 2. This would make it possible to schedule teachers for Periods 1 through 5.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



3. Under Build Constraints, click Schedule Break.
4. On the Schedule Break Constraints page, click New. The Edit Schedule Break Constraint page appears.



5. Choose the period after which you want to insert a break in the schedule from the pop-up menu.
6. Click Submit. The Schedule Break Constraints page appears.

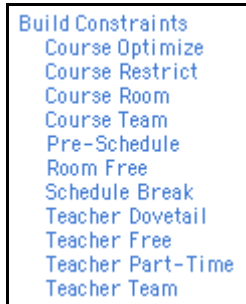
How to Add a Teacher Dovetail Constraint

Use a Teacher Dovetail constraint to fit partial courses together during the same period so that they take up less room.

For example, Course 1 is a partial course that meets three times during a six-day schedule cycle. Course 2 is a partial course taught by the same teacher and also meets three days in the cycle. Use this constraint to force both courses to meet during the same period, but on alternate days. Together the partial courses act as a full course, allowing greater flexibility in that teacher's schedule.

Note: You only have to define this constraint for one of the courses you want to fit together with another course.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



- Under Build Constraints, click Teacher Dovetail.
- On the Teacher Dovetail Constraints page, click New. The Edit Teacher Dovetail Constraint page appears.

Edit Teacher Dovetail Constraint

Option	Value	
Course Number	<input type="text" value="6401003"/>	Associate
Teacher	<input type="text" value="560"/>	Associate

- Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the name of one of the courses you want to dovetail with another.
Teacher	Click Associate to select the name of the teacher who instructs this course. Only the sections of the course taught by this teacher will be constrained. Note: If you do not select a teacher, all sections of the course you selected will be constrained.

- Click Submit. The Teacher Dovetail Constraints page appears.

How to Add a Teacher Free Constraint

Use a Teacher Free constraint to specify those periods when a teacher must be free, such as when teaching at another school. This is the opposite of the Teacher Part-Time constraint.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.

- Build Constraints
- Course Optimize
- Course Restrict
- Course Room
- Course Team
- Pre-Schedule
- Room Free
- Schedule Break
- Teacher Dovetail
- Teacher Free
- Teacher Part-Time
- Teacher Team

3. Under Build Constraints, click Teacher Free.
4. On the Teacher Free Constraints page, click New. The Edit Teacher Free Constraint page appears.

Edit Teacher Free Constraint

Option	Value
Teacher	<input style="width: 80px;" type="text" value="549"/> <input style="margin-left: 10px;" type="button" value="Associate"/>

2003-2004 ▾

	A	B
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>

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

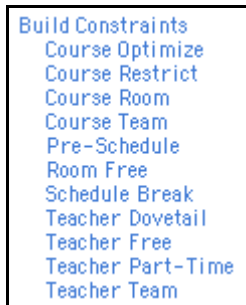
Field	Description
Teacher	Click Associate to select the name of the teacher who you want to be free during certain periods of the day.
Schedule	Use the pop-up menu to choose the term to which you want to apply this constraint. Select the checkbox next to each period in each day that you want this teacher to be free.

- Click Submit. The Teacher Free Constraints page appears.

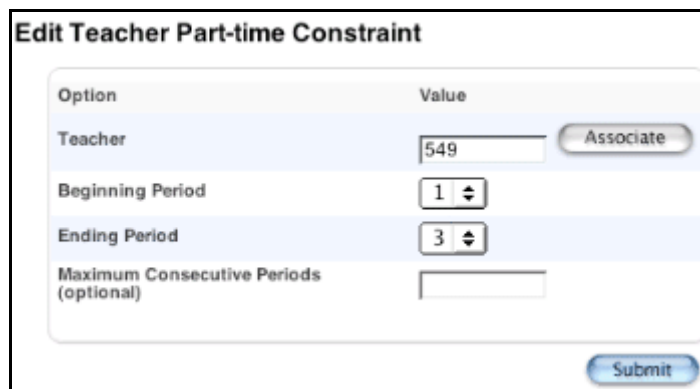
How to Add a Teacher Part-Time Constraint

Use a Teacher Part-Time Constraint to define which periods a part-time teacher is available to be scheduled. This is the opposite of the Teacher Free constraint.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



- Under Build Constraints, click Teacher Part-Time.
- On the Teacher Part-Time Constraints page, click New. The Edit Teacher Part-Time Constraint page appears.



The screenshot shows the 'Edit Teacher Part-time Constraint' form. It has a table with two columns: 'Option' and 'Value'. The 'Teacher' row has a text input field containing '549' and an 'Associate' button. The 'Beginning Period' row has a dropdown menu showing '1'. The 'Ending Period' row has a dropdown menu showing '3'. The 'Maximum Consecutive Periods (optional)' row has an empty text input field. A 'Submit' button is at the bottom right.

- Use the following table to enter information in the fields:

Field	Description
Teacher	Click Associate to select the name of the teacher who is on a part-time schedule.
Beginning Period	Choose the start of the time when this teacher is available from the pop-up menu.
Ending Period	Choose the secondary period this teacher is available from the pop-up menu.
Maximum Consecutive	Enter the maximum number of consecutive periods this teacher

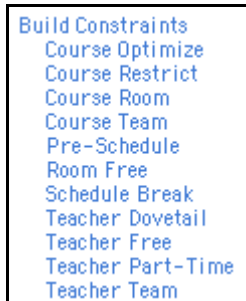
Field	Description
Periods	<p>is available. If you do not select any periods but do enter a value in this field, then the teacher will be available in any configuration of consecutive periods.</p> <p>For example, assume you do not select any periods and enter 4 in the Maximum Periods field. If your school has a seven-period day, this teacher would be available for periods 1-4, 2-5, 3-6, or 4-7.</p>

- Click Submit. The Teacher Part-Time Constraints page appears.

How to Add a Teacher Team Constraint

Use a Teacher Team constraint to allow teachers to teach course sections outside of their own team. For example, if a teacher belongs to the Blue team but also must teach a section for the Red team, define this constraint to allow Red team students to be scheduled with this teacher for a particular course.

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



- Under Build Constraints, click Teacher Team.
- On the Teacher Team Constraints page, click New. The Edit Teacher Team Constraint page appears.

Edit Teacher Team Constraint

Option	Value	
Course Number	<input type="text" value="6402001"/>	Associate
Team Code	<input type="text" value="9A"/>	
Teacher	<input type="text" value="559"/>	Associate
Number of Sections	<input type="text" value="2"/>	

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

Field	Description
Course Number	Click Associate to select the number of the course you want to link to a teacher.
Team Code	Choose the appropriate teacher team code from the pop-up menu.
Teacher	Click Associate to select the name of the teacher who will be teaching outside of his or her assigned team.
Number of Sections	Enter the number of course sections you want this teacher to teach outside of his or her assigned team.

6. Click Submit. The Teacher Team Constraints page appears.

Work With Build Constraints

After creating build constraints, you can view them by choosing Constraints under Resources from the PowerScheduler menu. Select the constraint you created to view the constraints by type.

To view constraints that affect courses, sections, students, or teachers, choose the appropriate resource from the PowerScheduler menu. Then, view the constraints either by choosing Constraints from the pop-up menu or by clicking Constraints on the page. The Constraints page displays all constraints that affect that resource, regardless of type.

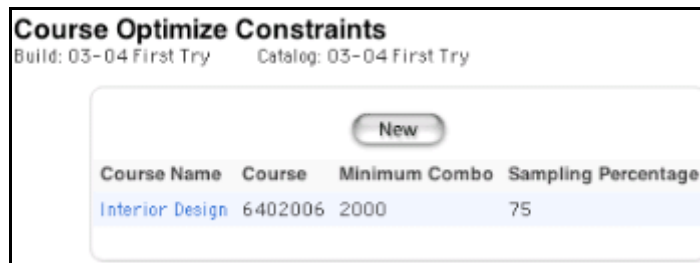
Use the PowerScheduler menu to view the constraints by type, or to modify or delete constraints.

How to Modify Build Constraints

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.

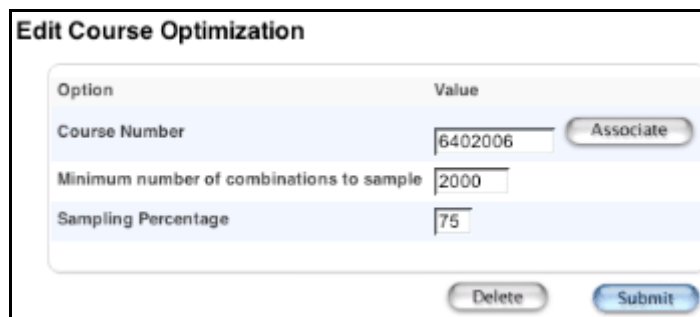
Build Constraints
Course Optimize
Course Restrict
Course Room
Course Team
Pre-Schedule
Room Free
Schedule Break
Teacher Dovetail
Teacher Free
Teacher Part-Time
Teacher Team

- Click the name of the type of constraint you want to modify, such as Course Optimize.



Course Optimize Constraints			
Build: 03-04 First Try		Catalog: 03-04 First Try	
<input type="button" value="New"/>			
Course Name	Course	Minimum Combo	Sampling Percentage
Interior Design	6402006	2000	75

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



Option	Value
Course Number	<input type="text" value="6402006"/> <input type="button" value="Associate"/>
Minimum number of combinations to sample	<input type="text" value="2000"/>
Sampling Percentage	<input type="text" value="75"/>

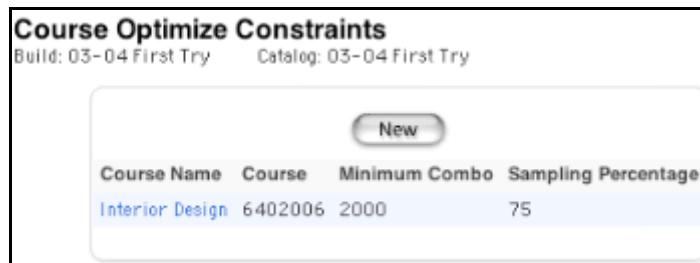
- Make your changes to the fields, as necessary.
- Click Submit. The appropriate Constraints page appears.

How to Delete Build Constraints

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.

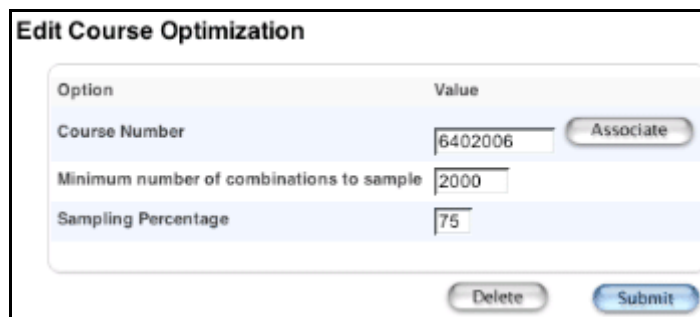
Build Constraints
Course Optimize
Course Restrict
Course Room
Course Team
Pre-Schedule
Room Free
Schedule Break
Teacher Dovetail
Teacher Free
Teacher Part-Time
Teacher Team

- Click the name of the type of constraint you want to delete, such as Course Team.



Course Optimize Constraints			
Build: 03-04 First Try		Catalog: 03-04 First Try	
<input type="button" value="New"/>			
Course Name	Course	Minimum Combo	Sampling Percentage
Interior Design	6402006	2000	75

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



Option	Value
Course Number	6402006 <input type="button" value="Associate"/>
Minimum number of combinations to sample	2000
Sampling Percentage	75

- Click Delete. The Selection Deleted page appears.

Course Rank

Building a course rank is the last step before building the master schedule.

The course rank file defines the order in which the system schedules courses into the master schedule. The rank is a value that a course is given according to how difficult it is to schedule. As the system fills the master schedule with courses during the build, it becomes more and more difficult to schedule each successive course. Therefore, the order in which the system schedules courses is important. The best course rank places the courses that are the most difficult to schedule at the beginning of the build process and saves the courses that are easiest to schedule for the end.

For example, singletons (courses that are offered only once per term) are scheduled before regular courses because they are more difficult to fit in a schedule. The system schedules prescheduled courses first, then singletons, doubletons, core sections, and electives.

Demand for a course (the number of student course requests) and constraints on a course affect course rank. The system initially builds the course rank based on constraints and other parameters that you defined.

It is important to keep the course rank file up-to-date as you build your schedule and adjust your courses, teachers, constraints, and other parameters.

The first time you build the course rank, the system creates a rank file. As you build your schedule and adjust parameters, such as courses, teachers, and constraints, the rank file needs to be updated. For more information, see the section "[Build Course Rank](#)."

Build Course Rank

When you initially build the course rank, the system displays the courses in the order the system has determined, based on the course definitions and constraints.

The system assigns a sequential number to each course to indicate its place in rank using numbers in increments of ten (such as 10, 20, 30). The smaller the number, the higher the course ranks.

Use this numbering system to edit the ranks of courses and put courses between system-defined ranks. For example, you can rerank a course to 11, 12, or 13 without affecting the ranks of the system-defined courses ranked at 10 and 20.

After building the course rank, you may need to rebuild it. Rebuilding the course rank overwrites any changes you have made to the rank file. Rebuild the course rank after you do either of the following:

- Add a new course.
- Delete a course.

If you rebuild the rank, you will lose any edits you made. Be sure to make note of those changes so that you can re-create them. To rebuild the course rank, see the section "[How to Build Initial Course Rank](#)."

Alternatively, use the Update Rank function to rebuild the rank without updating your manual changes. For more information, see the section "[Update Rank](#)."

How to Build Initial Course Rank

Use this function to set up an initial course rank or rebuild a course rank. This will overwrite any manual changes to the course rank.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Course Rank from the PowerScheduler menu. The Course Rank page appears.

Course Rank

Delete	Prn Rank	Rank	Crn Rank	Crn Name	Semesters	Prn Demand	Crn Demand	Crn Covalite	Prn Covalite	Constraints	Comments
<input type="checkbox"/>	10	[TD]	6-400005	1700 MATH Study	30	2	20	47	113	Yes	
<input type="checkbox"/>	20	[BD]	6-400006	2000 Math	20	2	20	54	114	Yes	
<input type="checkbox"/>	30	[BD]	6-400005	2000 Algebra	30	2	20	59	75	Yes	
<input type="checkbox"/>	40	[BD]	6-400006	2000 Math	20	2	10	56	50	Yes	
<input type="checkbox"/>	50	[BD]	6-400006	2000 Math	1	4	25	64	64		
<input type="checkbox"/>	60	[BD]	6-400002	2000	1	4	31	62	255		
<input type="checkbox"/>	70	[TD]	6-400000	2000	1	2	17	59	70		
<input type="checkbox"/>	80	[BD]	6-400009	2000	1	2	10	54	122		
<input type="checkbox"/>	90	[BD]	6-400008	2000	2	2	20	60	201		
<input type="checkbox"/>	100	[TD]	6-400008	2000	2	2	10	56	120		
<input type="checkbox"/>	110	[TD]	6-400004	2000	2	2	10	56	120		
<input type="checkbox"/>	120	[TD]	6-400004	2000	2	2	10	59	120		
<input type="checkbox"/>	130	[TD]	6-400005	2000	1	1	0	46	74		

- Click Build Rank. The Confirm Build Course Rank page appears.

Confirm Build Course Rank

Please confirm you want to delete the current course rank and build a new course rank by pressing the submit button. The operation will take several minutes to complete.

- Click Submit. The Course Rank page appears.

How to Edit a Course Rank

After creating an initial rank file, you can modify, update, and rebuild it. These are the final steps before building the master schedule.

The system evaluates all factors that affect courses to determine the best course rank. After the system builds the course rank, you can make manual adjustments based on your own experience or special circumstances not reflected in the parameters and constraints you defined. The rank you manually give a course overrides the rank assigned by the system.

For example, the system calculates a course rank of 90 for Concert Band based on the constraints you entered for this course compared to the constraints you entered for other courses. Due to experience in dealing with the conflicts band members face when trying to schedule Concert Band, you decide to change the rank of this class. By changing the rank from 90 to 5, you force other courses to schedule around Concert Band, reducing the chance of conflicts.

Note: You cannot change the rank of a course to be higher than a prescheduled course. Prescheduled courses are always the first courses scheduled.

- On the start page, choose PowerScheduler from the main menu.
- Under Processing, choose Course Rank from the PowerScheduler menu. The Course Rank page appears.

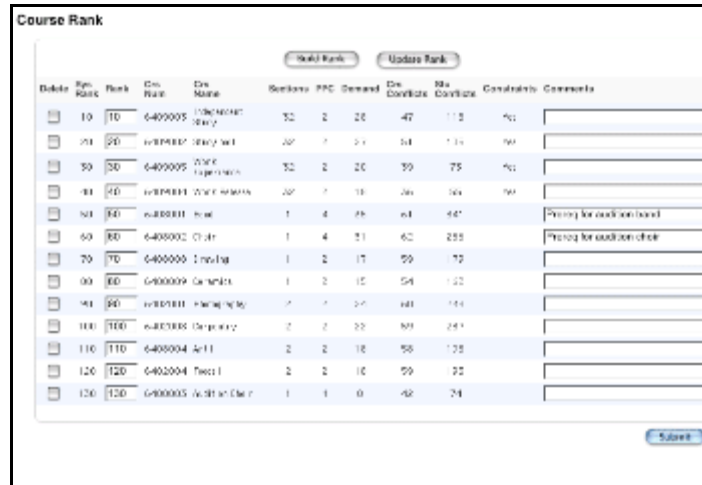
Course Rank

Delete	Sys Rank	Rank	Crs Num	Crs Name	Sections	PPC	Demand	Crs Conflicts	Stu Conflicts	Constraints	Comments
<input type="checkbox"/>	10	[TD]	6-400005	12th MATH Study	32	2	20	47	113	Yes	
<input type="checkbox"/>	20	[RD]	6-400007	12th Math	20	2	20	34	114	Yes	
<input type="checkbox"/>	30	[RD]	6-400005	12th Algebra	32	2	20	39	75	Yes	
<input type="checkbox"/>	40	[RD]	6-400011	12th Algebra	20	2	10	26	66	Yes	
<input type="checkbox"/>	50	[RD]	6-400011	12th	1	4	25	64	67		
<input type="checkbox"/>	60	[RD]	6-400002	12th	1	4	21	62	255		
<input type="checkbox"/>	70	[TD]	6-400004	12th Eng	1	2	17	59	72		
<input type="checkbox"/>	80	[RD]	6-400009	12th Gen Ed	1	2	15	54	122		
<input type="checkbox"/>	90	[RD]	6-400011	12th Algebra	2	2	20	60	114		
<input type="checkbox"/>	100	[TD]	6-400005	12th Algebra	2	2	20	39	214		
<input type="checkbox"/>	110	[TD]	6-400004	12th	2	2	18	58	128		
<input type="checkbox"/>	120	[TD]	6-400004	12th	2	2	18	59	22		
<input type="checkbox"/>	130	[TD]	6-400005	12th Algebra	1	1	0	48	24		

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

Field	Description
Delete	Select this checkbox to delete this course from the course rank. Note: Only delete a course from the course rank if it is not going to be scheduled.
Sys Rank	The rank that the system determined for the course appears.
Rank	The rank that the system determined for the course appears. The Sys Rank value is the same as the Rank value if the course rank has not been manually changed.
Crs Num	The number of the course appears.
Crs Name	The name of the course appears.
Sections	The number of sections offered for the course appears.
PPC	The number of periods per cycle for the course appears.
Demand	The number of requests for the course appears.
Crs Conflicts	The number of unique courses among students who are requesting a particular course appears. The course in that row is not included in the calculation.
Stu Conflicts	The sum of all requests made by students who have requested the course appears.
Constraints	This field contains a dot if any constraints have been associated with the course. It is blank if the course has no constraints.
Comments	Enter any comments about why you are editing a particular course rank number.

- Click Submit. The system displays the changes on the Course Rank page.



The screenshot shows the 'Course Rank' page with a table of course data. At the top, there are two buttons: 'Build Rank' and 'Update Rank'. The table has the following columns: Delete, Rtn Rank, Rank, Crs. Rank, Crs. Name, Sections, PNC, Demand, Crs. Cov/Date, Rtn Cov/Date, Constraints, and Comments. The data rows are as follows:

Delete	Rtn Rank	Rank	Crs. Rank	Crs. Name	Sections	PNC	Demand	Crs. Cov/Date	Rtn Cov/Date	Constraints	Comments
<input type="checkbox"/>	10	[TD]	6-400005	12th/12th/12th	32	2	20	47	113	Yes	
<input type="checkbox"/>	25	[SD]	6-400005	12th/12th	20	7	21	54	114	Yes	
<input type="checkbox"/>	30	[SD]	6-400005	12th/12th	32	2	20	39	75	Yes	
<input type="checkbox"/>	41	[SD]	6-400005	12th/12th	20	7	18	26	66	Yes	
<input type="checkbox"/>	54	[SD]	6-400005	12th/12th	1	4	25	64	64		Priority for audition based
<input type="checkbox"/>	60	[SD]	6-400002	12th/12th	1	4	21	62	255		Priority for audition choice
<input type="checkbox"/>	70	[TD]	6-400004	12th/12th	1	2	17	59	70		
<input type="checkbox"/>	90	[SD]	6-400009	12th/12th	1	2	15	54	122		
<input type="checkbox"/>	91	[SD]	6-400009	12th/12th	7	7	21	60	114		
<input type="checkbox"/>	100	[TD]	6-400008	12th/12th	2	2	22	60	241		
<input type="checkbox"/>	110	[TD]	6-400004	12th/12th	2	2	18	58	128		
<input type="checkbox"/>	120	[TD]	6-402004	12th/12th	2	2	18	59	22		
<input type="checkbox"/>	120	[TD]	6-400005	12th/12th	1	1	0	42	74		

At the bottom right of the table is a 'Submit' button.

How to Update Rank

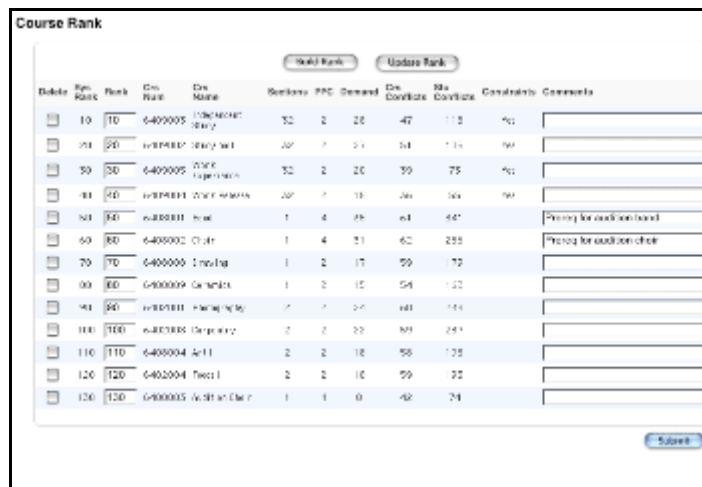
Update the course rank after you do any of the following:

- Edit the number of sections of a course.
- Significantly change the number of student course requests.
- Add or delete constraints.

Updating the course rank recalculates the system rank and updates the course rank for courses that you have not adjusted.

Note: If you want to overwrite any manual changes and rebuild your entire course rank, rebuild the course rank. For more information, see the section "[How to Build Initial Course Rank.](#)"

- On the start page, choose PowerScheduler from the main menu.
- Under Processing, choose Course Rank from the PowerScheduler menu. The Course Rank page appears.



This screenshot is identical to the one above, showing the 'Course Rank' page with the same table of course data and a 'Submit' button.

- Click Update Rank. The Confirm Update Course Rank page appears.

Confirm Build Course Rank

Please confirm you want to delete the current course rank and build a new course rank by pressing the submit button. The operation will take several minutes to complete.

- Click Submit. The Course Rank page appears.

Course Rank

Delete	Seq Rank	Rank	Dis. Rank	Dis. Name	Semesters	PRC	Demand	Dis. Coeffs	Seq. Coeffs	Constraints	Comments
<input type="checkbox"/>	10	[10]	6-000005	150/40000	30	2	20	47	112	No	
<input type="checkbox"/>	20	[20]	6-000007	200/400	20	1	20	54	114	No	
<input type="checkbox"/>	30	[30]	6-000005	200/400	30	2	20	59	75	No	
<input type="checkbox"/>	40	[40]	6-000007	200/400	20	1	10	26	104	No	
<input type="checkbox"/>	50	[50]	6-000001	100/400	1	4	25	61	67		Priority for audition based
<input type="checkbox"/>	60	[60]	6-000002	100/400	1	4	31	62	233		Priority for audition based
<input type="checkbox"/>	70	[70]	6-000000	100/400	1	2	17	59	70		
<input type="checkbox"/>	80	[80]	6-000009	100/400	1	2	15	54	122		
<input type="checkbox"/>	90	[90]	6-000001	100/400	1	1	20	60	104		
<input type="checkbox"/>	100	[100]	6-000005	100/400	2	2	22	60	241		
<input type="checkbox"/>	110	[110]	6-000004	100/400	2	2	18	58	128		
<input type="checkbox"/>	120	[120]	6-000004	100/400	2	2	18	59	92		
<input type="checkbox"/>	130	[130]	6-000005	100/400	1	1	0	42	74		

Build Master Schedule Introduction

After you define all of the parameters and constraints outlined in the section "[Prepare to Build the Master Schedule](#)," proceed by building the master schedule. When you build the master schedule, you do the following:

- Validate the data you entered. For more information, see the section "[Validate Build Scenarios](#)."
- Begin the build. For more information, see the section "[Build the Master Schedule Overview](#)."
- Fix any issues the system finds when building the schedule. If the system stops the build, see the section "[When the System Stops the Build](#)."
- Optimize the built schedule.
- Load students into the master schedule.
- Commit the master schedule for the next school year.

You can follow these steps several times to create the best possible master schedule. For example, you might build the schedule and realize you need to add some course sections. After adding the sections, you rebuild the schedule. Then, you may find that you need to define a Teacher Part-time constraint, which restricts when the system can schedule a course to which a particular teacher is assigned. You add the constraint and build the schedule again.

You will most likely build the master schedule several times before committing it for the next school year. To ensure that your student schedules are complete, see the section "[Checklist to Know Your Student Schedules are Complete](#)."

You must read and complete all of the steps in "[Prepare to Build the Master Schedule](#)" before you can proceed. There are five main steps you must complete in the following order when building the master schedule:

- "[Validate Build Scenarios](#)"
- "[Build the Master Schedule](#)"
- "[Load Constraints](#)"
- "[Load Students](#)"
- "[Commit the Master Schedule](#)"

Validate Build Scenarios

Before the system builds your master schedule, you need to validate the information that was entered. The validation process finds any errors in your data, such as too many sections assigned to teachers.

The system checks the following:

- All courses selected as scheduled must be in the rank.
- All courses assigned to teachers must be in the rank.
- Each course has a room that will handle its capacity.
- Student course requests have been dropped if a course is not scheduled.

The validation process also alerts you to potential problems, such as students with no scheduled course requests or a teacher who has more periods assigned than periods available.

Before validating your build scenario, confirm that the build parameters are correct. For more information, see the section "[Build Scenario Parameters](#)."

How to Validate a Scenario

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Build from the PowerScheduler menu. The Build Schedule page appears.

Build Schedule

Validate

Validate only
(Performs only a validation of the scheduling data)

Build

Build master schedule
(Creates schedule from scratch overwriting any existing schedule from the scenario)

Use locked master records

Optimize

Optimize master schedule
(Creates a previously built schedule by attempting to reschedule individual courses to reduce conflicts to improve balance)

Time allowed for optimizations hour(s) minute(s)

Skip courses with ranks above

3. Select the "Validate only" checkbox.
4. Click Submit. The engine starts to run and the PowerSchool Scheduler page appears. See the section "[Understand the PowerSchool Scheduler Page.](#)"
5. Make the necessary corrections using the steps described in the section "[Build Validation.](#)" Continue to validate your data until it is error-free.

Build Scenario Parameters

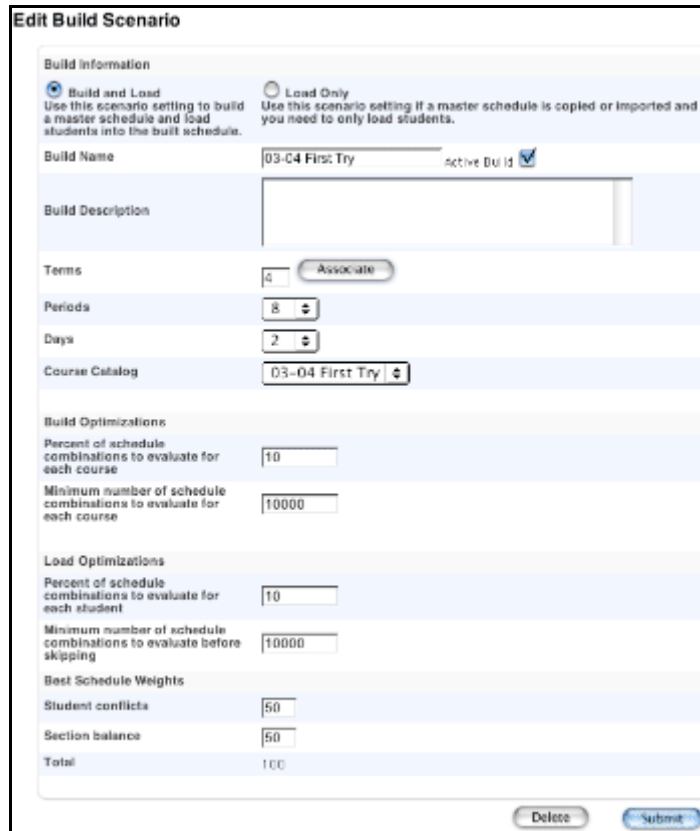
Before you validate your data, verify that the details of the build scenario are correct.

How to Confirm Build Scenario Parameters

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Scenarios from the PowerScheduler menu. The Scenarios page appears.

Build Scenario	Periods	Days	Last Build	Last Load	Advanced	Description	Catalog	Status
05-04 First Try	5	2	11/14/2007	11/22/2007	Full		05-04 First Try	active

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



- Verify that the data in the following fields is correct: Build Name, Terms, Periods, Days, and Course Catalog. Make modifications, if necessary.
- Make sure that the Active Build checkbox is selected.
- Enter comments in the Build Description field to describe this scenario. If you build another master schedule, comments make it easy to differentiate between the two.
Note: You can also use this field to denote changes as the build process progresses.
- Click Submit to save any changes. The Scenarios page appears.

Load Validation

Validate the data in your schedule before loading. This process finds any errors that would prevent the system from loading a master schedule.

How to Validate Load Data

Before running a load, you should validate the data. The validation process finds any errors in your data and alerts you to potential problems.

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

- Under Processing, choose Load from the PowerScheduler menu. The Load Student Schedules Queue page appears.

Load Schedules

Build: Scenario B Catalog: AGHS Catalog

Validate

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

Load

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

Full load
 Balance
 Reschedule

Close sections at maximum

Use global course substitutes

Use student course substitutes

- Select the "Validate only" checkbox.
- Click Submit. The engine starts to run and the PowerSchool Scheduler page appears. See the section "[Understand the PowerSchool Scheduler Page.](#)"
- Make the necessary corrections and continue to validate your data until it is error-free.

Note: The Import link does not appear on the Load Student Schedules Queue page if only validation was performed.

Build Validation

Use the results log to identify any errors in your data. Items in the log can be of three types: information, warnings, and errors. All errors must be corrected before you begin building the master schedule. Though warnings do not need to be corrected, you may want to review them before building the master schedule.

When you start the validate process, the system checks the following types of data:

- Courses
- Students
- Blocks
- Constraints
- Parameters
- Teachers

The following table displays examples of error messages contained in the validation log:

Validation Type	Error Messages
Course	<ul style="list-style-type: none"> • Course has been dropped. Missing from course rank. Sections offered is zero. • Invalid minimum periods-per-day. • Invalid frequency. • Invalid maximum days-per-cycle. • Invalid term length. • Invalid schedule type. • Dropped course still listed in course rank. • Course is not flagged to be scheduled. • The assigned course number is not valid. • Requested course number is not a valid course flagged for scheduling.
Blocks	<ul style="list-style-type: none"> • Invalid block -courses can only be blocked in pairs (no chaining). • Invalid block - a course cannot have multiple blocking relationships.
Teachers	<ul style="list-style-type: none"> • Teacher is flagged for scheduling but has no teacher assignments. • Teacher has more periods assigned than periods available. • Teacher's max-in-a-row is zero. • Scheduled teacher has no scheduled assignments. • Invalid teacher. • Too many sections assigned to teachers. • Not enough sections assigned to teachers.
Students	<ul style="list-style-type: none"> • Scheduled student has no scheduled requests. • Student with requests is not flagged for scheduling. • Student is not flagged for scheduling but has requests.

Once you know where the errors in your data are, go back and correct them. For example, if the log indicates that too many sections are assigned to a teacher, find the related course number and make the necessary changes. Then, validate your scenario until it is error-free.

Build the Master Schedule Overview

When you build a master schedule, the system assigns each section to a period and schedules the sections into classrooms based on teacher assignments made. The system attempts to satisfy as many student course requests as possible, while respecting constraints and the course rank. Before you can **build the master schedule**, you must **download and install the scheduling engine**.

The goal is to create a master schedule that satisfies the most student course requests possible while maintaining a good balance of students in course sections.

Plan to build the master schedule several times. After you build the schedule for the first time, you may find that you forgot to define a constraint or that you need to add sections to a course. Make those changes and build the schedule again. It is likely that you will make changes and rebuild several times before you have a satisfactory schedule.

After you decide the master schedule is complete, you have the option of allowing the system to **optimize** it. Then, **finalize the master schedule** before loading student schedules.

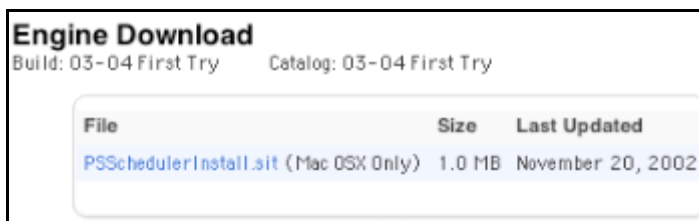
Download and Install the Scheduling Engine

When you install the scheduling engine, all of the necessary files download to your local computer from the PowerSchool website. Complete the instructions for your specific type of computer.

Note: Occasionally, there are enhancements made to the scheduling engine. If you go to into PowerScheduler and see a message about updating your engine, you must download the most recent engine.

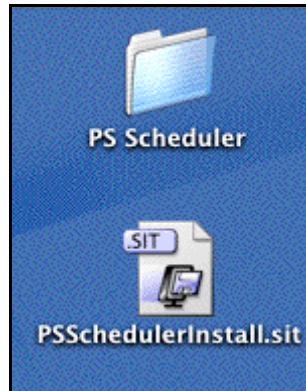
How to Download the Scheduling Engine for Macintosh

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Engine Download from the PowerScheduler page. The Engine Download page appears.



File	Size	Last Updated
PSSchedulerInstall.sit (Mac OSX Only)	1.0 MB	November 20, 2002

3. Click PSSchedulerInstall.sit. The Download Manager page appears, and the engine downloads. You have just finished downloading the scheduling engine.
4. Double-click PSSchedulerInstall.sit. If you have StuffIt Expander installed on your computer, the UnStuff page appears and creates the installation file.



Note: If you do not have Stuffit Expander installed, download the application from <http://www.aladdinsys.com/>.

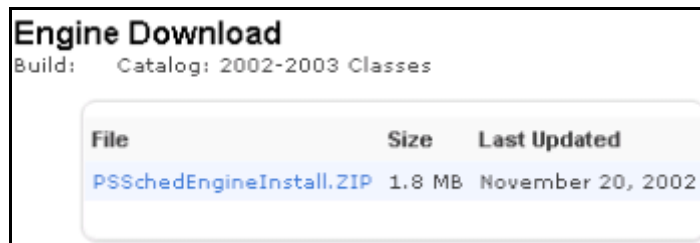
5. Double-click the installation file.
6. On the Install PowerSchool Scheduling Engine page, click Continue.
7. On the Choose Destination Location page, click the disk onto which you want to install the engine. Click Choose... to navigate to a specific location.
8. Click Continue.
9. Click Install. When the message "The software was successfully installed" appears, click Close.

Note: If you are using Mac OS X 10.2.2 without the Security Update 2002-11-21 installed, the engine will not run properly. To install the security update, select Software Update in the Mac OS X System Preferences dialog, which is available from the Apple menu.

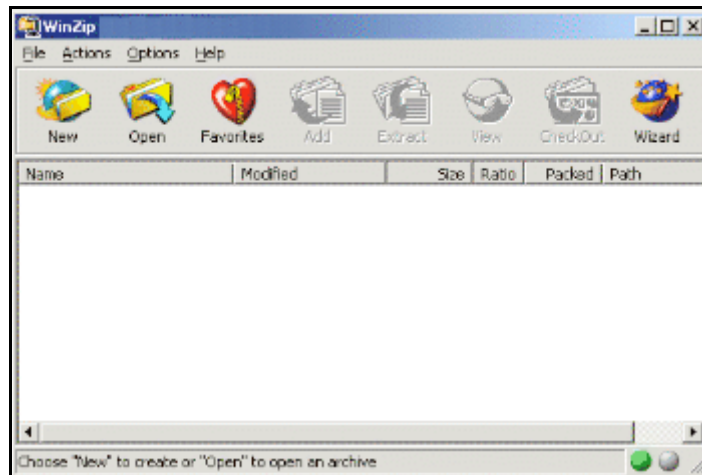
To continue, see the section "[Build the Master Schedule.](#)"

How to Download the Scheduling Engine for Windows

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Engine Download from the PowerScheduler menu. The Engine Download page appears.

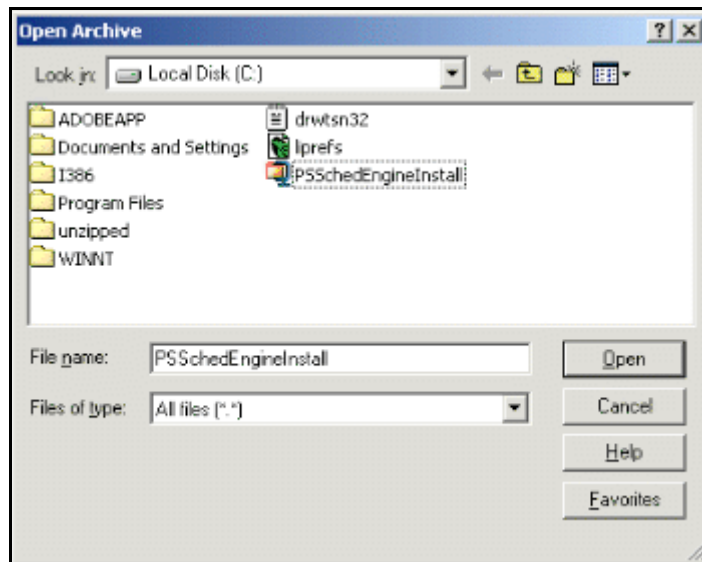


3. Click PSSchedEngineInstall.ZIP. Depending on the type of computer you are using, different pages appear. However, everyone must save the scheduling engine software.
4. Select a folder or directory that you will remember when asked where to store the software.
5. Open WinZip. The WinZip page appears.

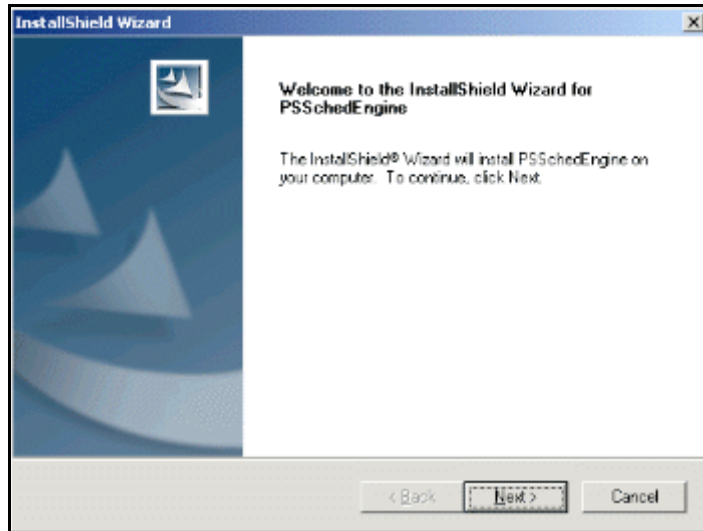


Note: If you do not have WinZip installed, download the application from <http://www.winzip.com/>.

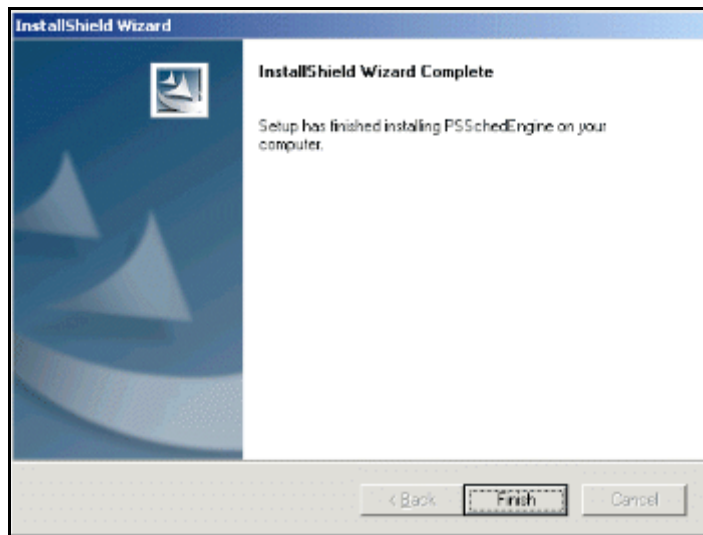
6. Click Open.
7. On the Open Archive page, navigate to the appropriate location.



8. Double-click PSSchedEngineInstall.
9. On the WinZip page, double-click PSSchedEngineInstall.exe to extract the file. The InstallShield Wizard page appears.



10. Click Next. The Choose Destination Location page appears.
11. Click Browse in the Destination Folder field to navigate to the appropriate location.
12. Click Next. The InstallShield Wizard Complete page appears.



13. Click Finish. The InstallShield Wizard page closes.
To continue, see the section "[Build the Master Schedule.](#)"

Build the Master Schedule

After you prepare the master schedule, validate the build scenario you want to use, build the master schedule, and then optimize the master schedule. For information on data validation, see the section "[Validate Build Scenarios.](#)" For information on optimization, see the section "[Optimize the Master Schedule.](#)"

How to Build the Master Schedule

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Build from the PowerScheduler menu. The Build Schedule page appears.

Build Schedule

Validate

Validate only
(Performs only a validation of the scheduling data)

Build

Build master schedule
(Creates schedule from scratch overwriting any existing schedule from the scenario)

Use locked master records

Optimize

Optimize master schedule
(Creates a previously built schedule by attempting to reschedule individual courses to reduce conflicts to improve balance)

Time allowed for optimizations hour(s) minute(s)

Skip courses with ranks above

3. Select the "Build master schedule" option.
4. Select the "Use locked master records" checkbox if you are rebuilding the schedule after fixing an issue with a particular item, such as a course, room, or teacher, or if you manually entered any sections using the Sections link on the PowerScheduler menu. The system restarts the build at the course it was scheduling when the build stopped, leaving all of the courses it had scheduled before the build stopped where they were originally scheduled.

Note: Do not select this checkbox if you are building the master schedule for the first time or optimizing a completed master schedule.

For more information on locked course sections, see the section "[Unlock Previously Scheduled Courses](#)."

5. Click Execute. The engine starts to run and the PowerSchool Scheduler page appears. See the section "[Understand the PowerSchool Scheduler Page](#)."
6. Click (Q) next to Build on the PowerScheduler menu to view the results of the build. The Build Master Schedule Queue page appears.

Build Type	Started	Success	Completed	Results Log	Results	Build Log	Comment	Delete
Build	True	True	12/9/03 9:58:43	View	Import	View	Added sections c	<input type="checkbox"/>
Optimize	True	True	12/3/03 15:44:17	View	Import	View		<input type="checkbox"/>
Optimize	True	True	12/3/03 15:41:52	View	Import	View	First try optimizin	<input type="checkbox"/>
Build	True	True	12/3/03 15:38:24	View	Import	View		<input type="checkbox"/>
Build	False	False		View	Import	View		<input type="checkbox"/>
Build	True	True	12/1/03 14:54:34	View	Import	View		<input type="checkbox"/>
Build	True	True	12/1/03 14:53:57	View	Import	View		<input type="checkbox"/>
Build	False	False		View	Import	View		<input type="checkbox"/>
Build	False	False		View	Import	View		<input type="checkbox"/>
Build	True	True	7/17/03 9:42:44	View	Import	View	First successful b	<input type="checkbox"/>
Build	False	True		View	Import	View	First try building	<input type="checkbox"/>

[Submit](#)

Note: Each time you run a build, a new result appears on the Build Master Schedule Queue page.

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

Field	Description
Build Type	The function performed (either Build or Optimize).
Started	Indicates whether the function started (either True or False).
Success	Indicates whether the function was successful (either True or False).
Completed	For events where the Success is "True," the date and time at which the function completed appears. The date and time is according to the server's settings.
Results Log	Click View to see the results of the build. For more information, see the section " Build Results Log ."
Results	Click Import to import the results of the build from PowerScheduler Engine into PowerSchool. For more

Field	Description
	information, see the section " Import the Master Schedule. " Note: The Import link does not appear if only validation was performed.
Build Log	Click View to see the build log. For more information, see the section " Build Log. "
Comment	Enter a comment for the build, such as First try.
Delete	Select the Delete checkbox if you want to clear the build information from the queue.

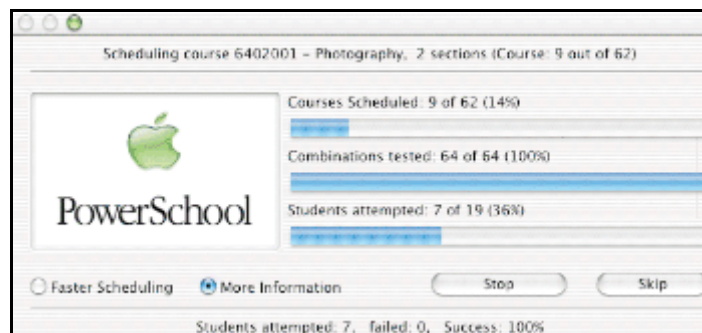
- If you entered a Comment or selected the Delete checkbox, click Submit to save your changes. The Build Master Schedule Queue page refreshes.

Understand the PowerSchool Scheduler Page

After you click Submit on the Build Master Schedule page, PowerSchool prepares the information and notifies the scheduling engine on your computer that it is ready to begin the build process.

Note: With Internet Explorer, you can add a File Helper for the PowerScheduler engine application so that you're not prompted to save the engine each time you build. However, if you then work outside the network on which your PowerSchool server resides, you must change the IP address for the engine by modifying the Preferences in the engine application.

The engine downloads the files necessary for the build and begins to build the schedule.



It is normal for the engine to immediately quit. The first build attempts cause the engine to do more validation. You must eliminate all validation errors in order to proceed. For more information, see the section "[Build Results Log.](#)"

Once all of the engine validations are eliminated, the PowerSchool Scheduler page appears, and the engine starts to schedule each course according to the build rank. The build process can take a very long time. You may want to monitor the system's progress to troubleshoot if the build stops.

The system begins scheduling each course in the course catalog in the order defined in the course rank.

For each course, the system displays the following:

- Course number
- Course name
- Number of sections
- Number of courses that have been successfully scheduled
- Percentage of courses that have been successfully scheduled

The PowerSchool Scheduler page contains the following buttons:

- **More Detail (Mac) or Schedule Details (Windows):** Click this button to view additional information about the course the engine is scheduling. The button name changes to Faster. Click Faster to return to the page that displays less information but runs faster.
- **Abort Schedule:** Click this button to stop the build. Then, click Yes when asked if you are sure you want to stop scheduling. The system saves the schedule it created before you click Abort Schedule, but does not schedule the course it is currently reviewing.

For example, you start the build process on Friday afternoon but want to stop the build before you leave for the weekend. On Monday, restart the build where the system left off on Friday afternoon. For more information, see the section "[Restart the Build.](#)"

- **Skip Course:** Click this button to force the system to move on to schedule the next course. You should wait until at least 10% of the combinations are tried before skipping the course. Then, click Yes when asked if you are sure you want to skip this course.

You may want to click Skip Course if the system has tested one million of more than two million combinations for a course and is beginning to slow while attempting the final million combinations. The system schedules the course in the best combination it has attempted.

While the engine runs, you may notice that it slows down sometimes. This is because with thousands of scheduling possibilities, the engine must cycle through them to produce the most optimal schedule possible while taking into account student requests, courses, and the constraints upon them. The engine must sort through more and more information as it proceeds with the building or loading process. For example, when the process first begins, it is easy to find a section for a student's request; however, as more sections fill up and fewer sections are available, the engine must work through a student's schedule to attempt to fulfill all course requests. Thus, you may notice periodic slow points as the engine proceeds.

When the System Stops the Build

The system stops the build process for one of the following reasons:

- The engine has encountered validation errors. View the [build results log](#).
- The system has encountered a course for which it cannot schedule all of its sections due to constraints that cannot be respected, data entry mistakes, or some other problem. View the [build log](#).
- The build process is complete.

If the system stops immediately, the PowerSchool Scheduler page displays the following message: "No longer listening for incoming connections." This means that your data has uncorrected

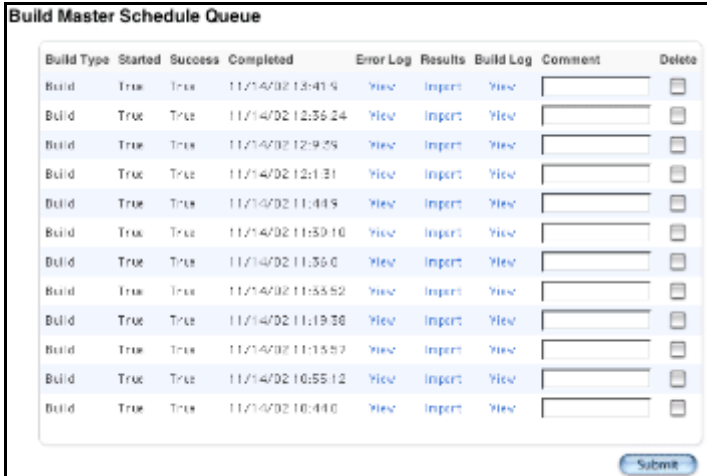
validation errors. Use the build log to correct these errors. For more information, see the section "[Build Log](#)."

Build Results Log

If you want to see the results of the build or if the engine stops immediately after starting, check the build results log. This log displays any new validation errors the engine discovered.

How to View the Build Results Log

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose (Q) next to Build from the PowerScheduler menu. The Build Master Schedule Queue page appears.



Build Type	Started	Success	Completed	Error Log	Results	Build Log	Comment	Delete
Build	True	True	11/14/02 13:41:9	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 12:56:24	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 12:9:29	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 12:1:31	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:44:9	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:59:10	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:56:0	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:55:52	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:19:38	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:15:57	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 10:55:12	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 10:44:0	View	Import	View	<input type="text"/>	<input type="checkbox"/>

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

```
Results Log for Apple Grove High School

Info Engine version: 3.00.72+3
Info Engine platform: Windows
Info Started schedule: Wed, Dec 03 at 16:07:43.
Info You have 694 validation errors.
Info Total run time: 0.21 seconds.
Info Finished schedule: Wed, Dec 03 at 16:07:43.

-----

Warning The Room file contains a room without a Department code. The room is 14.
Warning The Room file contains a room without a Department code. The room is 15.
Warning Invalid maximum consecutive value found in the Teacher file. The teacher name is
Allredge, Jessica, the invalid value is 0.
Error The file student does not contain any valid data.
Error Invalid number of sections. The course is 2033 [A.P. English], the section count is 0.
Error Invalid term length found in the Course file. The course is 2033 [A.P. English], the
invalid term length is 0.
Warning Invalid course max value found in the Course file. The course is 2033 [A.P. English],
and the invalid value is 0 (must be > 0).
Warning Found a course without a department. The course is 2033 [A.P. English].
Info Invalid schedule type found in the Course file. The course is 2033 [A.P. English], the
invalid value is .
Error Invalid course PPM found in the Course file. The course is 2033 [A.P. English], the
invalid course PPM value is 0 (must be > 0 and <= PeriodsPerDay).
Error Invalid course frequency found in the Course file. The course is 2033 [A.P. English], the
invalid frequency value is 0 (must be > 0 and <= DaysPerCycle).
Error Invalid meetings per cycle value found in the Course file. The course is 2033 [A.P.
English], the invalid value is 0.
Error Invalid number of sections. The course is 9241-C [Academic Supp. 12], the section count
is 0.
Error Invalid term length found in the Course file. The course is 9241-C [Academic Supp. 12],
the invalid term length is 0.
```

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

- Info: These messages are informational, such as "Course [x]: Rescheduled [x] students out of [x] (leaving [x] unscheduled)." These do not prevent a successful build.
- Warning: These are "red flag" messages, such as "The teacher's preferred room is not suitable for the course the teacher is teaching." These do not prevent a successful build.
- Error: These messages are validation errors that must be corrected in order for the engine to run, such as "Invalid valid term found in the Course file (does not match the term length)." These do prevent a successful build.

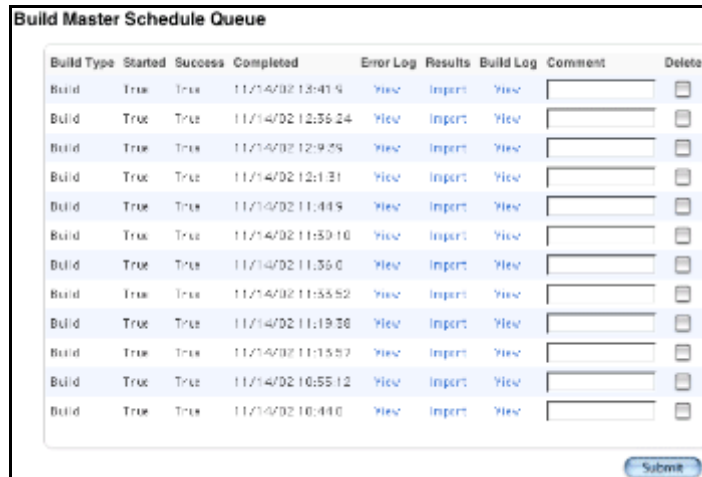
For more information on validation messages, see the section "[Build Validation](#)."

Build Log

The build log displays possible reasons the engine stopped the build while scheduling a particular course. It also displays information about course attributes, teachers, and rooms.

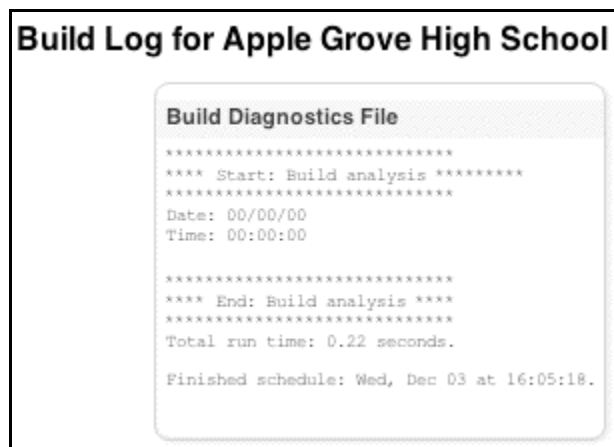
How to View the Build Log

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose (Q) next to Build from the PowerScheduler menu. The Build Master Schedule Queue page appears.



Build Type	Started	Success	Completed	Error Log	Results	Build Log	Comment	Delete
Build	True	True	11/14/02 13:41:9	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 12:36:24	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 12:9:29	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 12:1:31	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 11:44:9	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 11:39:10	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 11:36:0	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 11:35:52	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 11:19:38	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 11:15:57	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 10:55:12	View	Import	View		<input type="checkbox"/>
Build	True	True	11/14/02 10:44:0	View	Import	View		<input type="checkbox"/>

3. Click View in the build log column of the appropriate build. The Build Log page appears.



Build Log for Apple Grove High School
<p>Build Diagnostics File</p> <pre> ***** **** Start: Build analysis **** ***** Date: 00/00/00 Time: 00:00:00 ***** **** End: Build analysis **** ***** Total run time: 0.22 seconds. Finished schedule: Wed, Dec 03 at 16:05:18. </pre>

How to Interpret the Build Log

If the system completes the build, the build log displays a quick summary of the build. The example above shows a build log for a finished build.

If the build stops because of a problem scheduling a course, the build log displays details about the course for which it stopped the build. Determine how to resolve the issue based on the following information the system lists for the course:

- Summary of the course parameters, such as if facilities are needed
- Rooms in which the system already scheduled the course
- Names of teachers assigned to teach the course and their parameters, such as max-in-a-row

- Availability of the required facilities and rooms
- List of possible reasons for stopping

Once you have this information, make adjustments to eliminate or work around the problem. The system will not schedule any additional courses until you correct the issues.

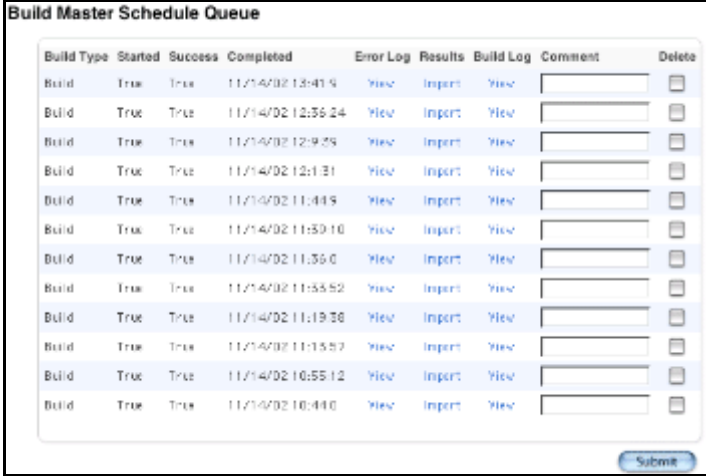
Import the Master Schedule

Each time you click Build, you must import the results of that build unless you want to rebuild from scratch. Importing the master schedule flags the sections as locked. If you rebuild from this point forward, you must select the "Use locked master records?" option when building. For more information on locked course sections, see the section "[Unlock Previously Scheduled Courses](#)."

If the engine stops the build before all courses have been scheduled, you can import the master schedule to view the schedule information in PowerSchool.

How to Import the Master Schedule

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose (Q) next to Build from the PowerScheduler menu. The Build Master Schedule Queue page appears.



Build Type	Started	Success	Completed	Error Log	Results	Build Log	Comment	Delete
Build	True	True	11/14/02 13:41:9	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 12:56:24	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 12:9:29	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 12:1:31	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:44:9	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:59:10	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:59:0	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:55:52	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:19:36	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 11:15:57	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 10:55:12	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Build	True	True	11/14/02 10:44:0	View	Import	View	<input type="text"/>	<input type="checkbox"/>

Note: Each time you run a build, a new result appears on the Build Master Schedule Queue page.

3. Click Import. The Import Schedule page appears.

Import Schedule

Import Which Schedule?

Master Schedule?

Master Schedule with Student Schedules?

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

Field	Description
Master Schedule?	Select this option if you want to import the master schedule without student schedules.
Master Schedule with Student Schedules?	Select this option if you want to import the master schedule with student schedules.

5. Click Submit. The Changes Recorded page appears.

Review Course Rank

Before you restart the build, you may need to rebuild or update your course rank if you made significant changes to a course or student course requests.

The system uses the course rank to determine the order in which it schedules each course. If you make changes to a course or student course requests, those changes may affect when the system should schedule the course during the build process.

Update the course rank if you add a new course to the course catalog. When you update the rank, the system fits the new course into the rank without moving or recalculating the rank of all the other courses. For more information, see the section "[Build Course Rank](#)."

Rebuild the course rank for all courses if you add or drop sections from a course. The system deletes the previous course rank file and recalculates rank for every course. For more information, see the section "[Build Course Rank](#)."

If you rebuild the rank, do not lock previously scheduled courses when you build the schedule again. Rebuilding the rank places all courses, including those that were scheduled during the last build, in a new scheduling order. To allow the system to create the most successful schedule with the new rank order, build the schedule again by deselecting the "Use locked master records?" checkbox on the Build Master Schedule (Step 2) page.

Restart the Build

If you made significant changes to a course or student course requests, review your course rank before restarting the build. For more information, see the section "[Review Course Rank](#)." After you solve all issues with the course, click Build on the Scheduling page to build the schedule again.

When you restart the build, you can do one of the following:

- Build the schedule again from scratch, which overwrites any courses that the system scheduled before the last build stopped. For more information, see the section "[Restart the Build from Scratch](#)."
- Restart the build and lock all or specific courses the system successfully scheduled during the previous build. The system reschedules only courses you do not lock. To unlock sections of courses, see the section "[Unlock Previously Scheduled Courses](#)."

After completing one of the above steps, analyze the build to determine if you need to adjust it. For more information, see the section "[Analyze the Built Master Schedule](#)."

Restart the Build From Scratch

You may want to rebuild the schedule from scratch if either of the following are true:

- Adjustments you made to the course impact courses that were successfully scheduled during the previous build before it stopped.
- You rebuilt the entire course rank file.

For example, if you corrected a teacher conflict by defining a Teacher Part-Time constraint, the correction is likely to affect any other courses that the teacher was previously scheduled to instruct. Therefore, the system reschedules those courses, too.

Unlock Previously Scheduled Courses

When you rebuild the schedule, the system automatically selects the Locked Section checkbox on the Edit Section page to lock sections that were successfully scheduled in the previous build. The purpose of locking sections is to save time when rebuilding the master schedule.

Unlock all sections for a course when you want to rebuild that course in the master schedule. The sections are locked as the build runs successfully. If the build partially finishes and then you later rebuild, the system starts where it left off. To have the system rebuild sections of a certain course and then jump to where it left off, you must unlock the sections of the course and select the Use Locked Master Records checkbox when rebuilding. For example, unlock sections of a Biology course. When rebuilding, select the Use Locked Master Records checkbox. The system starts rebuilding with Biology and then skips to where it left off in the previous build.

If you do not select the Use Locked Master Records checkbox when rebuilding the master schedule, the system rebuilds all sections, locked or not. For more information, see the section "[Build the Master Schedule](#)."

How to Unlock an Individual Section

1. On the start page, choose PowerScheduler from the main menu.
2. Under Schedule, choose Sections from the PowerScheduler menu.
3. On the Edit Sections page, choose the course from the courses menu for the section you want to unlock.

4. On the course information page, click the number of the section you want to unlock in the Section # column. The Edit Section page appears.

Edit Section

Option	Value																											
Course name	Algebra I																											
Course number	6406003																											
Term	2003-2004																											
Schedule	Expression: 1-2(B)																											
	<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	B	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
		A	B																									
	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
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	4	<input type="checkbox"/>	<input type="checkbox"/>																									
	5	<input type="checkbox"/>	<input type="checkbox"/>																									
	6	<input type="checkbox"/>	<input type="checkbox"/>																									
	7	<input type="checkbox"/>	<input type="checkbox"/>																									
8	<input type="checkbox"/>	<input type="checkbox"/>																										
Teacher	Chrisco, Kody E.																											
Room	110 Associate																											
Section number*	1 Locked Section <input checked="" type="checkbox"/>																											
Close section at max	<input checked="" type="checkbox"/>																											
Section type																												
Grade Level	0																											
Current enrollment	4																											
Maximum enrollment	8																											
Team																												
House	Associate																											
Where Taught <small>(Enter School ID if taught at different school, otherwise, leave blank)</small>	0																											
Dependent sections <small>(course.section, course.section, etc.)</small>																												
Exclude From Attendance <small>(Optional: Use only to exclude this section from counting towards ADM/ADA for students.)</small>	<input type="checkbox"/>																											
Grade Scale	Same as Course																											
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
<small>*Section numbers must be unique among sections of the same course for a given school year.</small>																												
Delete Submit																												

- Deselect the Locked Section checkbox.

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

How to Unlock More Than One Section

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu. The Scheduling Functions page appears.

Scheduling Functions	
Build: Scenario B Catalog: AGHS Catalog	
Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.
Auto Generate Teacher Assignments	Creates teacher assignments from existing master schedule.
Calculate Sections	Calculates the number of sections needed for each course in the current catalog.
Copy Master Schedule	Copies the current year schedule to the current scenario.
Delete Master Schedule	Deletes the current scenario master schedule.
Duplicate Scenarios	Duplicates master schedule, student schedules, teacher assignments, constraints and/or course relationships.
Move Previous Year Data	Move previous year's setup data to the current year.
Regenerate Bitmaps	Resets the bitmaps from the expressions for all sections and constraints in the current build.
Reset Class Counts	This function resets student numbers in each section of the master schedule.
Reset Sections Offered	This function resets the number of sections offered for the current course catalog.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year - Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in mass.

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

Update Selections

Current Table: Students

Current Records In Selection: 121 [List View](#) [Modify Records](#) [Select Records by Hand](#)

Select all 121 records in this table

Search Students

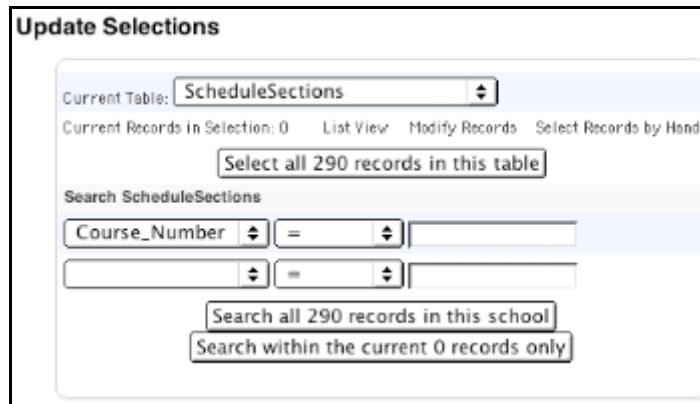
 =

 =

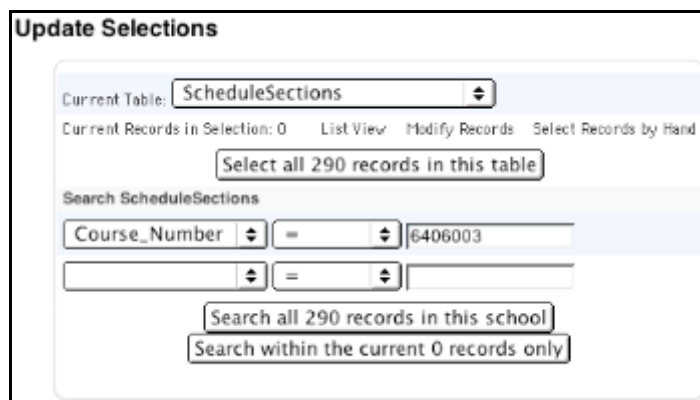
Search all 121 records in this school

Search within the current 121 records only

4. Choose ScheduleSections from the Current Table pop-up menu.
5. Choose Course_Number from the pop-up menu under Search ScheduleSections.



- Enter the numbers of the courses you want to select, separated by commas, in the blank field in that row.



- Click "Search all [number] records in this school." The Update Selections page displays the new number of records.
- Click Modify Records. The Modify Records page appears.



- Choose LockedSection from the pop-up menu.
- Click Modify Selected Records. The Update Selections page appears.

Schedule Sections

View the sections for the master schedule, including teachers, enrollment, and periods and terms in which the section is taught. Delete or modify a section, such as locking it to prevent the section from being changed when the system rebuilds the master schedule.

How to Edit a Section on the Master Schedule

1. On the start page, choose PowerScheduler from the main menu.
2. Under Schedule, choose Sections from the PowerScheduler menu.
3. Choose the course for the section to be edited from the courses menu.
4. On the Course page, click Sections. The Sections page for the selected course appears.

6406003 Algebra I

[Assignments](#) | [Constraints](#) | [Preferences](#) | [Relationships](#) | [Requests](#) | [Sections](#)

Section #	Expression	Term	Teacher	Room	Size
1	1-2(B)	03-04	Chrisco, Kody E.	110	4
3	3-4(A)	03-04	Alsop, Samuel	100	5
4	3-4(B)	03-04	Alsop, Samuel	100	3
2	5-6(B)	03-04	Chrisco, Kody E.	110	5

Note: Click the number in the Size column to view the class roster for the section.

5. Click the number in the Section # column for the section to be edited. The Edit Section page appears.

Edit Section

Option	Value																											
Course name	Algebra I																											
Course number	6406003																											
Term	2003-2004																											
Schedule	Expression: 1-2(B)																											
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Teacher	Chrisco, Kody E.																											
Room	110 Associate																											
Section number*	1 Locked Section <input checked="" type="checkbox"/>																											
Close section at max	<input checked="" type="checkbox"/>																											
Section type																												
Grade Level	0																											
Current enrollment	4																											
Maximum enrollment	8																											
Team																												
House	Associate																											
Where Taught <small>(Enter School ID if taught at different school, otherwise, leave blank)</small>	0																											
Dependent sections <small>(course.section, course.section, etc.)</small>																												
Exclude From Attendance <small>(Optional: Use only to exclude this section from counting towards ADM/ADA for students.)</small>	<input type="checkbox"/>																											
Grade Scale	Same as Course																											
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
<small>*Section numbers must be unique among sections of the same course for a given school year.</small>																												
Delete Submit																												

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

Field	Description
Course name	The name of the selected course appears.
Course number	The number of the selected course appears.
Term	Choose the term in which the section is offered from the pop-up menu.
Schedule	Select the checkbox(es) for the periods for the appropriate days on which this section is taught. Note: This creates the schedule expression that appears next to the section on several pages.
Teacher	Choose a teacher from the pop-up menu.
Room	Enter the room name or number in which this section is taught.
Section number	Enter a unique section number for this section. Select the Locked Section checkbox if the section should not be rescheduled during the next build.
Close section at max	Select this checkbox to not accept more enrollments than the maximum number of enrolled students.
Section type	Choose the type of section, such as Bilingual, from the pop-up menu (optional).
Grade Level	Enter the grade level of this section.
Current enrollment	The current enrollment of students in this section appears.
Maximum enrollment	Enter the maximum number of students that can enroll in this section.
Team	Choose the team associated with this section from the pop-up menu.
House	Click Associate to select a team to which this section belongs.
Where Taught	Enter the school ID if the section is taught at a different school.
Dependent sections	Enter any dependent sections for this section. Separate multiple sections with commas.
Exclude From Attendance	Select this checkbox if you do not want to include this section in the student ADM/ADA counts.
Grade Scale	Choose the grade scale from the pop-up menu.
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.

- Click Submit. The course page appears.

How to Delete a Section From the Master Schedule

- On the start page, choose PowerScheduler from the main menu.
- Under Schedule, choose Sections from the PowerScheduler menu.
- Choose the course for the section to be edited from the courses menu.
- On the Courses page, click Sections. The Sections page for the selected course appears.

6406003 Algebra I

[Assignments](#) | [Constraints](#) | [Preferences](#) | [Relationships](#) | [Requests](#) | [Sections](#)

Section #	Expression	Term	Teacher	Room	Size
1	1-2(B)	03-04	Chrisco, Kody E.	110	4
3	3-4(A)	03-04	Alsop, Samuel	100	5
4	3-4(B)	03-04	Alsop, Samuel	100	3
2	5-6(B)	03-04	Chrisco, Kody E.	110	5

Note: Click the number in the Size column to view the class roster for the section.

- Click the number in the Section # column for the section to be edited. The Edit Section page appears.

Edit Section

Option	Value																											
Course name	Algebra I																											
Course number	6406003																											
Term	2003-2004																											
Schedule	Expression: 1-2(B)																											
	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	B	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
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House	<input type="text"/> <input type="button" value="Associate"/>																											
Where Taught (Enter School ID if taught at different school, otherwise, leave blank)	0																											
Dependent sections (course.section, course.section, etc.)	<input type="text"/>																											
Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>																											
Grade Scale	Same as Course																											
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude																											
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*Section numbers must be unique among sections of the same course for a given school year.																												
<input type="button" value="Delete"/> <input type="button" value="Submit"/>																												

6. Click Delete. The Delete Section page appears.

Delete Section

Option	Value
Course	Social Studies
Currently Enrolled	0
Period	
Section Number	12
Teacher	
Term	02-03 Year

Are you sure you want to delete this section? All enrollment records associated with this section, both past and present, will be deleted along with it.

Delete

7. Click Delete to confirm. The Selection Deleted page appears.

Master Schedule

The master schedule displays the schedule for all teachers in your school.

How to View the Master Schedule

View the master schedule for all teachers for all periods. The first time you display the master schedule after creating or modifying it, the Master Schedule Preferences page appears. For more information, see the section "[How to Modify Master Schedule Preferences.](#)"

1. On the start page, choose PowerScheduler from the main menu.
2. Under Schedule, choose Master Schedule from the PowerScheduler menu. Depending on your preferences, classes for each teacher and the number of students in each class appear on the Master Schedule page.



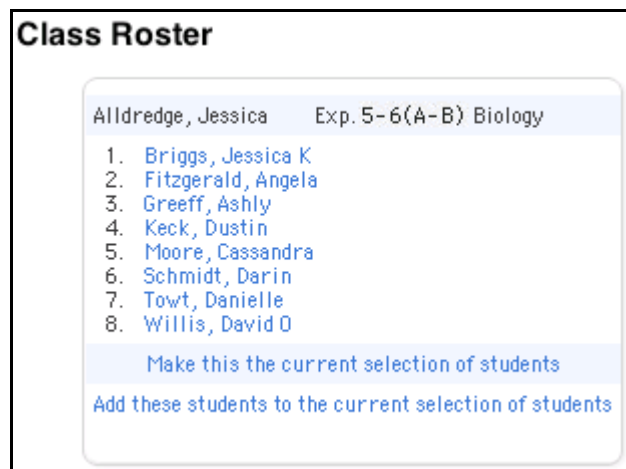
Course	Day	PERIOD
WORK LABORATORY (BIOLOGY)	3p	PERIOD 2
WORK LABORATORY (CHEMISTRY)	4	PERIOD 2

3. Do one of the following (optional):

- Click a course number to edit the information for that section of the selected course. The Edit Section page appears.

Note: To edit the section, see the section "[Schedule Sections](#)." If you do not want to edit the section, click your web browser's Back button to display the Master Schedule page.

- Click a number for one of the classes to view a list of students in that class. The Class Roster page displays the students for the class.



Class Roster	
Allredge, 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.	Towl, Danielle
8.	Willis, David O
Make this the current selection of students	
Add these students to the current selection of students	

Do one of the following (optional):

- Click "Make this the current selection of students" to select the students in the class as the only group you want to work with.
- Click "Add these students to the current selection of students" to add this group to a previously selected group. The Group Functions page appears, including the number of selected students.

How to Modify Master Schedule Preferences

The first time you display the master schedule after creating or modifying it, the Master Schedule Preferences page appears. Use this page to filter information that appears on the master schedule page.

The master schedule preferences are associated with each user account. Therefore, your preferences will appear when you log in to any computer with your username and password.

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

Master Schedule Preferences

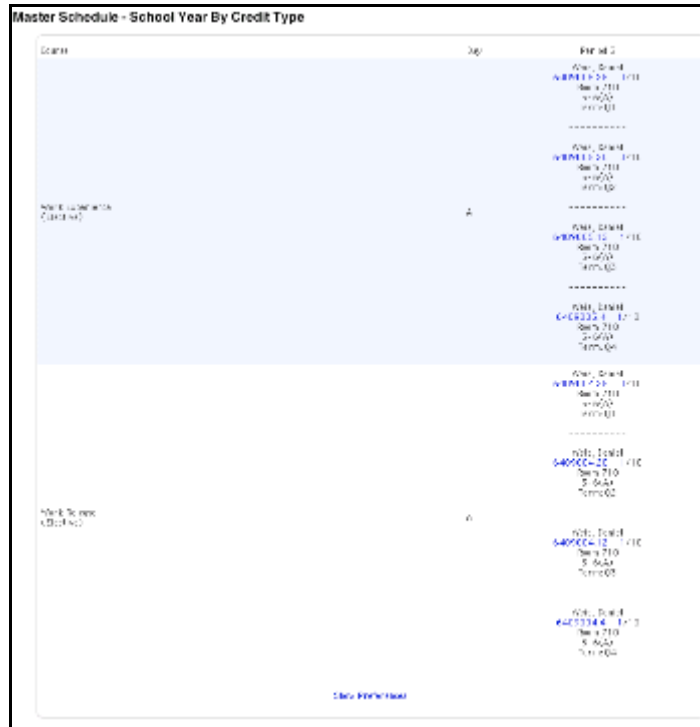
Option	Value
Periods	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> All periods
Days	<input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> All days
Credit type	<input type="text"/> (leave blank for all)
Rooms	<div style="border: 1px solid gray; padding: 2px;"> All Rooms 700 710 </div>
Teachers	<div style="border: 1px solid gray; padding: 2px;"> All Teachers Allphin, Timothy Weis, Daniel </div>
Sort By	<input checked="" type="radio"/> Credit Type <input type="radio"/> Department <input type="radio"/> Room <input type="radio"/> Teachers

3. 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,

Field	Description
	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: <ul style="list-style-type: none"> • Credit Type • Department • Room • Teachers <p>Note: If setting up preferences for the Master Schedule List report, select one of the following sort order options:</p> <ul style="list-style-type: none"> • Course Name • Course Number • Department • Room • Teacher

4. Click Submit. The master schedule appears.



Course	Day	Period
Work Completion (2 credits)	3p	640000-20 1-11
		640000-21 1-11
		640000-22 1-11
		640000-23 1-11
Work Topics (2 credits)	4	640000-24 1-11
		640000-25 1-11
		640000-26 1-11
		640000-27 1-11
Show Preferences		

Unless any changes are made to your master schedule, the Master Schedule page appears according to your set preferences. To change your preferences, click Show Preferences at the bottom of the Master Schedule page.

Analyze the Built Master Schedule

After the system completes the build, evaluate the master schedule to see if you need to make changes and rebuild the schedule or manually adjust it.

To analyze the completed master schedule:

- Print the master schedule.
- Print post-scheduling reports. For more information, see the section "[Build the Master Schedule Reports](#)."

To evaluate the master schedule:

- Use the student numbers to evaluate how the system balanced students among sections.
- Evaluate how and when a room is used.
- Be sure teachers are not over- or under-scheduled. Teachers should not be over-scheduled unless you entered an excess number of teacher assignments.

Master Schedule Checklist

Use the following checklist to help you determine that the master schedule is complete and ready to optimize, load, or print. For more information, see the sections "[Optimize the Completed Master Schedule](#)," "[Load Students](#)," and "[Print Schedules and Rosters](#)."

- Are all of the courses in the course catalog defined to be included in the master schedule?
- Do all of the courses in the master schedule contain the correct number of sections?
- Did the system respect all of the constraints you defined?
- Did the system schedule all of the courses in rooms with any required facilities?

Optimize the Completed Master Schedule

When you determine that your master schedule is complete, the system can perform a final optimization. Although it is not required, PowerSchool recommends that you optimize the master schedule. See the section "[Optimize the Master Schedule](#)."

Optimize your schedule before or after you make any manual adjustments. If you want to optimize your master schedule after you make manual adjustments and you want to keep these courses where you manually scheduled them, enter very high rank numbers for the adjusted courses in the course rank. You can then define that the system only optimizes courses with a lower rank number. If you did not keep track of the courses you adjusted, do not optimize.

Optimizing your schedule can only make it better. To safeguard the original completed master schedule before you optimize, duplicate the scenario. See the section "[Duplicate the Scenario](#)."

After optimizing the master schedule, you can finalize it. For more information, see the section "[Finalize the Master Schedule](#)."

Duplicate the Scenario

Make a copy of the original completed master schedule before you optimize it.

How to Duplicate the Scenario

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu. The Scheduling Functions page appears.

Scheduling Functions	
Build: Scenario B Catalog: AGHS Catalog	
Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.
Auto Generate Teacher Assignments	Creates teacher assignments from existing master schedule.
Calculate Sections	Calculates the number of sections needed for each course in the current catalog.
Copy Master Schedule	Copies the current year schedule to the current scenario.
Delete Master Schedule	Deletes the current scenario master schedule.
Duplicate Scenarios	Duplicates master schedule, student schedules, teacher assignments, constraints and/or course relationships.
Move Previous Year Data	Move previous year's setup data to the current year.
Regenerate Bitmaps	Resets the bitmaps from the expressions for all sections and constraints in the current build.
Reset Class Counts	This function resets student numbers in each section of the master schedule.
Reset Sections Offered	This function resets the number of sections offered for the current course catalog.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year-Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in mass.

3. Click Duplicate Scenarios. The Duplicate Scenarios page appears.

Duplicate Scenarios

This function will copy the selected items from one scenario to another.

Scenario	Value
Source Scenario	<input type="text" value="03-04 First Try"/>
New Scenario Name	<input type="text" value="03-04 Second Try"/>
New Scenario Description	<input type="text" value="Constraint variation from 03-"/>

Select items to copy

Master Schedule (Must be checked to copy student schedules)	<input type="checkbox"/>
Student Schedules	<input type="checkbox"/>
Teacher Assignments	<input type="checkbox"/>
Constraints	<input checked="" type="checkbox"/>
Course Relationships	<input type="checkbox"/>

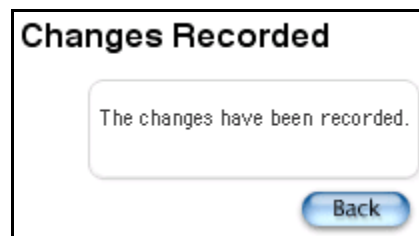
4. Use the following table to enter information in the fields:

Field	Description
Source Scenario	Choose the name of the scenario you want to duplicate from the pop-up menu.

Field	Description
New Scenario Name	Enter a name for the new scenario.
New Scenario Description	Enter a description of the new scenario.
Master Schedule	Select this checkbox to copy the master schedule into the new scenario.
Student Schedules	Select this checkbox to copy the student schedules into the new scenario.
Teacher Assignments	Select this checkbox to copy the teacher assignments into the new scenario.
Constraints	Select this checkbox to copy the constraints into the new scenario.
Course Relationships	Select this checkbox to copy the course relationships into the new scenario.

Note: Be sure to select all of the checkboxes under the "Select items to copy" heading to duplicate your current scenario in its entirety.

5. Click Submit. The Changes Recorded page appears.



Optimize the Master Schedule

Optimize your master schedule to meet as many student course requests as possible within the given parameters.

How to Optimize the Master Schedule

1. On the start page, choose PowerScheduler from the main menu.
2. Under Processing, choose Build from the PowerScheduler menu. The Build Schedule page appears.

Build Schedule

Validate

Validate only
(Performs only a validation of the scheduling data)

Build

Build master schedule
(Creates schedule from scratch overwriting any existing schedule from the scenario)

Use locked master records

Optimize

Optimize master schedule
(Creates a previously built schedule by attempting to reschedule individual courses to reduce conflicts to improve balance)

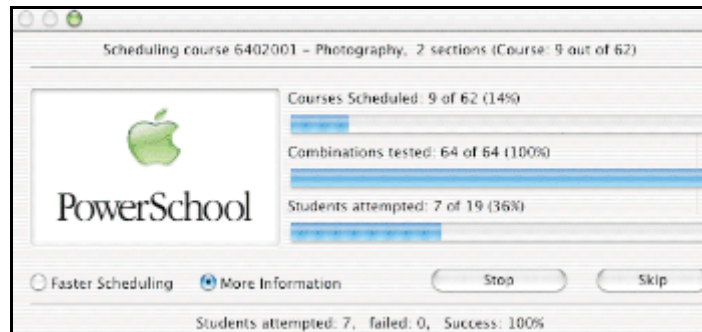
Time allowed for optimizations hour(s) minute(s)

Skip courses with ranks above

3. Select the "Optimize master schedule" option.
4. Use the following table to enter information in the fields:

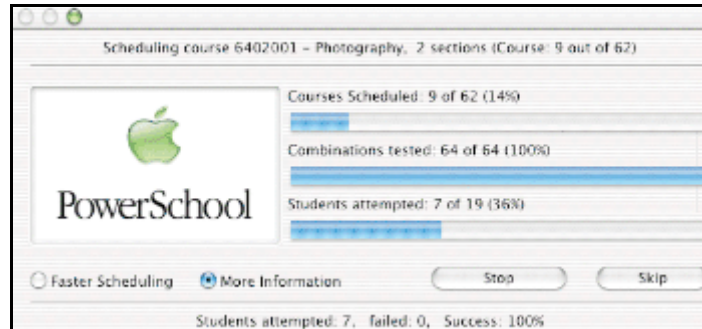
Field	Description
Time Allowed for Optimizations	Enter the number of hours in the first field and the number of minutes in the next field that you want the system to spend optimizing your master schedule. Note: Because PowerSchool restarts nightly, do not enter a number higher than 12 in the Hours field.
Skip courses with rank above	Enter the course rank number of the course at which you want the system to stop optimizing. For example, you do not need to optimize course rank numbers 800-910 since these courses are already successfully scheduled. Enter 800 in the Max Rank field to have the system optimize the courses with a course rank of 1-799.

5. Click Execute. The engine starts to run and the PowerSchool Scheduler page appears. See the section "[Understand the PowerSchool Scheduler Page.](#)"



Finalize the Master Schedule

Once you have built and possibly optimized the master schedule, you need to import the information from the scheduling engine back to PowerSchool. For more information, see the section "[Import the Master Schedule.](#)"



Note: For more information about this page, see the section "[Understand the PowerSchool Scheduler Page.](#)"

Load Constraints

Load constraints restrict the way the system loads students into courses that have already been scheduled.

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

Note: Since constraints restrict student schedules, the more constraints you define, the less flexibility the system has to load students into courses and the less optimal the resulting schedule will be. It is always best to use the fewest number of constraints required to accomplish your scheduling goals.

For information about build constraints, see the section "[Build Constraints](#)."

Define Load Constraints

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

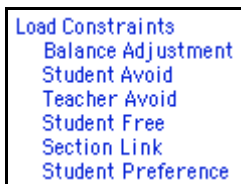
Note: To view a list of load constraints and the number of each that have been defined for your schedule, choose Load Constraints from the constraints menu.

To edit or delete constraints, see the section "[Work With Load Constraints](#)."

How to Add a Balance Adjustment Constraint

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



3. Under Load Constraints, choose Balance Adjustment.
4. On the Balance Adjustment Constraints page, click New. The Edit Balance Adjustment Constraint page appears.

Edit Balance Adjustment Constraint

Option	Value	
Course Number	<input type="text" value="6401002"/>	<input type="button" value="Associate"/>
Section Number (optional)	<input type="text"/>	
Teacher	<input type="text" value="548"/>	<input type="button" value="Associate"/>
Number of Students	<input type="text" value="10"/>	

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

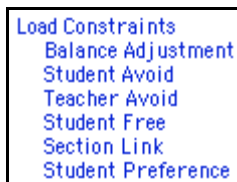
Field	Description
Course Number	Click Associate to select the name of the course you want to balance.
Section Number	Enter the section number of the selected course that you want to balance.
Teacher	Click Associate to select the name of the teacher who instructs this course section.
Number of Students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

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

How to Add a Student/Student Avoid Constraint

Use a Student/Student Avoid constraint to specify that two selected students cannot be scheduled into any of the same course sections.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



3. Under Load Constraints, choose Student Avoid.
4. On the Student/Student Avoid Constraints page, click New. The Edit Student/Student Avoid Constraint page appears.

Edit Student/Student Avoid Constraint

Option	Value	
Student 1	<input type="text" value="8453"/>	<input type="button" value="Associate"/>
Student 2	<input type="text" value="8540"/>	<input type="button" value="Associate"/>

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

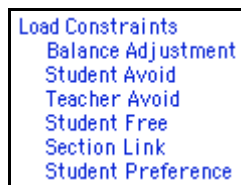
Field	Description
Student 1	Click Associate to select the name of one of the students you want to separate from one another.
Student 2	Click Associate to select the name of the other student.

6. Click Submit. The Student/Student Avoid Constraints page appears.

How to Add a Student/Teacher Avoid Constraint

Use a Student/Teacher Avoid constraint to specify that this student and this teacher cannot be scheduled into any of the same course sections.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



3. Under Load Constraints, choose Teacher Avoid.
4. On the Student/Teacher Avoid Constraints page, click New. The Edit Student/Teacher Avoid Constraint page appears.

Edit Student/Teacher Avoid Constraint

Option	Value	
Student	<input type="text" value="8515"/>	<input type="button" value="Associate"/>
Teacher	<input type="text" value="555"/>	<input type="button" value="Associate"/>

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

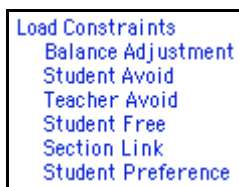
Field	Description
Student	Click Associate to select the name of the student you want to avoid scheduling with a selected teacher.
Teacher	Click Associate to select the name of the teacher you want to avoid scheduling with the selected student.

6. Click Submit. The Student/Teacher Avoid Constraints page appears.

How to Add a Student Free Constraint

Use a Student Free constraint to specify those periods when a student must be free, such as when taking a course at another school.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



3. Under Load Constraints, choose Student Free.
4. On the Student Free Constraints page, click New. The Edit Student Free Constraint page appears.

Edit Student Free Constraint

Option	Value																											
Student	<input style="width: 80px;" type="text" value="8454"/> <input style="margin-left: 10px;" type="button" value="Associate"/>																											
Term	<input style="width: 100px;" type="text" value="Semester 1"/>																											
Schedule	<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 20px; height: 20px;"></th> <th style="width: 20px; height: 20px;">A</th> <th style="width: 20px; height: 20px;">B</th> </tr> </thead> <tbody> <tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;"><input checked="" type="checkbox"/></td><td style="width: 20px; height: 20px;"><input checked="" type="checkbox"/></td></tr> <tr><td style="width: 20px; height: 20px;">2</td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td></tr> <tr><td style="width: 20px; height: 20px;">3</td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td></tr> <tr><td style="width: 20px; height: 20px;">4</td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td></tr> <tr><td style="width: 20px; height: 20px;">5</td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td></tr> <tr><td style="width: 20px; height: 20px;">6</td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td></tr> <tr><td style="width: 20px; height: 20px;">7</td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td></tr> <tr><td style="width: 20px; height: 20px;">8</td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td style="width: 20px; height: 20px;"><input type="checkbox"/></td></tr> </tbody> </table>		A	B	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
	A	B																										
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										
2	<input type="checkbox"/>	<input type="checkbox"/>																										
3	<input type="checkbox"/>	<input type="checkbox"/>																										
4	<input type="checkbox"/>	<input type="checkbox"/>																										
5	<input type="checkbox"/>	<input type="checkbox"/>																										
6	<input type="checkbox"/>	<input type="checkbox"/>																										
7	<input type="checkbox"/>	<input type="checkbox"/>																										
8	<input type="checkbox"/>	<input type="checkbox"/>																										
<input style="width: 80px;" type="button" value="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 PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.

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

3. Under Load Constraints, choose Section Link.
4. On the Section Link Constraints page, click New. The Edit Section Link Constraint page appears.

Edit Section Link Constraint

Option	Value	
Course Number 1	<input type="text" value="6402004"/>	<input type="button" value="Associate"/>
Section Number 1	<input type="text" value="01"/>	
Course Number 2	<input type="text" value="6402005"/>	<input type="button" value="Associate"/>
Section Number 2	<input type="text" value="01"/>	

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

Field	Description
Course Number 1	Click Associate to select the name of one of the courses for which you want to link a section.
Section Number 1	Enter the section number of the course in the Course Number 1 field that you want to link to another course section.
Course Number 2	Click Associate to select the name of the other course for which you want to link a section.
Section Number 2	Enter the section number of the course in the Course Number 2 field that you want to link to the section in the Section Number 1 field.

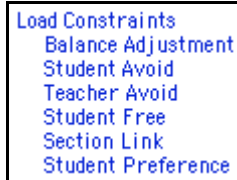
6. Click Submit. The Section Link Constraints page appears.

How to Add a Student Preference Constraint

Use a Student Preference constraint to schedule a student into a particular course section. You can also specify the course per a specific term and teacher.

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

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



- Under Load Constraints, choose Student Preference.
- On the Student Preference Constraints page, click New. The Edit Student Preference Constraint page appears.

Edit Student Preference Constraint

Option	Value	
Student	<input type="text" value="8479"/>	<input type="button" value="Associate"/>
Course Number	<input type="text" value="6402008"/>	<input type="button" value="Associate"/>
Term (optional)	<input type="text" value="Semester 1"/> ▾	
Section Number	<input type="text" value="01"/>	
Teacher (optional)	<input type="text" value="555"/>	<input type="button" value="Associate"/>

- 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).

- Click Submit. The Student Preference Constraints page appears.

Work With Load Constraints

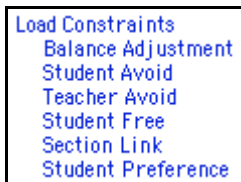
After creating load constraints, you can view them by choosing Constraints under the Resources heading from the PowerScheduler menu. Select the constraint you created to view the constraints by type.

To view constraints that affect courses, sections, students, or teachers, choose the appropriate resource from the PowerScheduler menu. Then, view the constraints by choosing Constraints from the pop-up menu. The Constraints page displays all constraints that affect that resource, regardless of type.

Use the PowerScheduler menu to view the constraints by type, or to modify or delete constraints.

How to Modify Load Constraints

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



3. Click the name of the type of constraint you want to modify, such as Balance Adjustment.
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, similar to the following example.

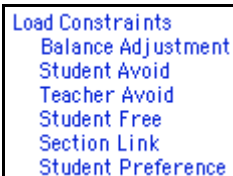
Edit Balance Adjustment Constraint

Option	Value	
Course Number	<input type="text" value="6402006"/>	Associate
Section Number (optional)	<input type="text"/>	
Teacher	<input type="text" value="545"/>	Associate
Number of Students	<input type="text" value="10"/>	

5. Make your changes to the fields, as necessary.
6. Click Submit. The appropriate constraints page appears.

How to Delete Load Constraints

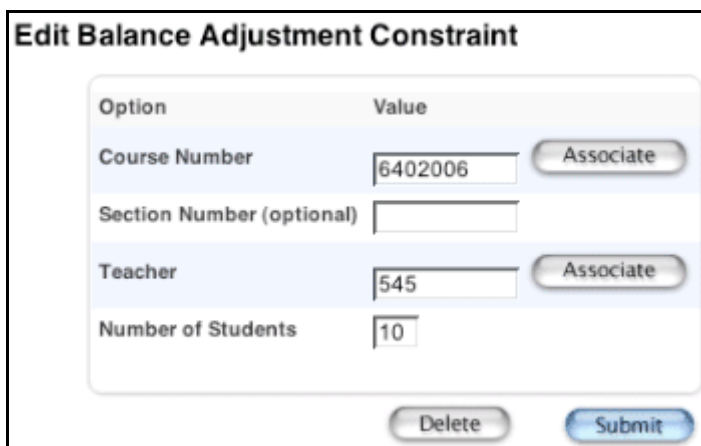
1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Constraints from the PowerScheduler menu. The constraints menu appears.



A screenshot of a dropdown menu with the following items listed in blue text:

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

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, similar to the following example.



Edit Balance Adjustment Constraint

Option	Value	
Course Number	<input type="text" value="6402006"/>	<input type="button" value="Associate"/>
Section Number (optional)	<input type="text"/>	
Teacher	<input type="text" value="545"/>	<input type="button" value="Associate"/>
Number of Students	<input type="text" value="10"/>	

5. Click Delete. The Selection Deleted page appears.

Load Students

When using PowerSchool to build your master schedule, you need to be familiar with two terms: build and load.

The build process creates the master schedule by placing courses in specific rooms during certain periods and scheduling teachers to instruct those courses. The load process places students in a schedule that has been or is being created, based on their course requests.

In a sense, the build creates the master schedule and the load creates the student schedules.

Although students are loaded into the schedule as it is building, this is not necessarily an optimal load. Students who are loaded into the schedule early on have an advantage over those loaded later. Their course requests are more likely to be met, as they have a head start. Also, while these students may be fully or close to fully scheduled, theirs may not be the best possible schedule that the system can create based on the completed master.

When the system created their schedules during the build process, the best possible schedules were chosen for them at that time; however, the build was not complete, and the system could not take into account any changes made to the schedule after they were loaded.

Note: The build function does one pass; it does not go back to review better alternatives for courses already scheduled.

Once you have built a satisfactory master schedule, you can begin fine-tuning student schedules by running a load. While this function has no impact on the number of students enrolled in courses, it could have a positive effect on section balances.

It is possible that during your first load, you gain eight students in one course, five students in another, and ten in a third. Then, you can try again to help individual students get all of their course requests.

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

Loading is required in most cases. You need to load if you entered alternate course requests or global substitutions, or if you chose to close course sections at a maximum number. The build process does not consider these factors, which are not met unless you load. Also, if you are making manual adjustments to your master schedule, you need to do a load under most circumstances.

After running a load, analyze the results. For more information, see the section "[Analyze the Results](#)." After analysis, proceed with one of the steps outlined in the section "[Post-Load Options](#)."

Run a Load

Anytime you adjust the master schedule, you potentially affect and conflict many students' schedules. For example, moving a course section to a different period may allow a number of unmet course requests to be satisfied, but can cause problems with others. Imagine the possible problems if you move more than a few courses.

As a result, whenever you change the master schedule, you need to reload students. You can also load students to see if the system can create better schedules for all students. Do this after you finish building a master schedule or if you made a number of changes.

After running a load, import student schedules and then analyze the results. For more information, see the section "[Analyze the Results](#)." After analysis, proceed with one of the steps outlined in the section "[Post-Load Options](#)."

How to Run a Load

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

Load Schedules

Build: Scenario B Catalog: AGHS Catalog

Validate

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

Load

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

Full load
 Balance
 Reschedule

Close sections at maximum

Use global course substitutes

Use student course substitutes

Execute

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

Field	Description
Load type	Select a type of load: <ul style="list-style-type: none"> • Full: The system reschedules all students. Previously created student schedules or manually adjusted student schedules are deleted. • Balance: The system adjusts student schedules to help improve the balance of students among sections. There is no guarantee that students' schedules will not change. • Reschedule: The system reschedules only students whose schedules have not been locked. You can select

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

- Click Execute. The engine starts to run and the PowerSchool Scheduler page appears. See the section "[Understand the PowerSchool Scheduler Page.](#)"

To view details about the load, click View in the Load Log column on the Load Student Schedules Queue page. To view errors and messages produced by the load, click View in the Results Log column. For more information on the Results Log, see the section "[Load Results Log.](#)" After successfully loading schedules, import the results of the load. For more information on importing, see the section "[Import Student Schedules.](#)"

Note: The Import link does not appear on the Load Student Schedules Queue page if only validation was performed. For more information on load validation, see the section "[Load Validation.](#)"

Import Student Schedules

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

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

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

How to Import Student Schedules

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

Load Student Schedules Queue									
Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete	
Load	True	True	12/3/03 15:45:23	View	Import	View	<input type="text"/>	<input type="checkbox"/>	
Load	True	True	12/3/03 15:39:39	View	Import	View	<input type="text"/>	<input type="checkbox"/>	
Load	True	True	12/3/03 15:21:42	View	Import	View	<input type="text"/>	<input type="checkbox"/>	
Load	True	True	12/1/03 15:26:47	View	Import	View	Adjusted 10th gra	<input type="checkbox"/>	
Load	True	True	12/1/03 15:26:22	View	Import	View	<input type="text"/>	<input type="checkbox"/>	
Load	False	False		View	Import	View	<input type="text"/>	<input type="checkbox"/>	
Load	False	False		View	Import	View	<input type="text"/>	<input type="checkbox"/>	
Load	False	False		View	Import	View	<input type="text"/>	<input type="checkbox"/>	
Load	False	False		View	Import	View	<input type="text"/>	<input type="checkbox"/>	

[Submit](#)

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

Analyze the Results

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

Scheduling							
Build: 03-04 First Try		Catalog: 03-04 First Try					
Use the navigation pane on the left to work with the schedule related maintenance items listed.							
<ul style="list-style-type: none"> Click a schedule item category to view and edit the schedule related setup information. 							
Scenarios							
Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	Status	
03-04 First Try	12/4/2002	11/14/2002	0	92	%	Active	

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

Field	Description
Build Scenario	The name of the build scenario. Note: Click the name of the scenario to view or edit its information.
Last Build	The most recent date you built the master schedule for a build scenario.

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

Load Results Log

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

How to View the Load Results Log

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

Load Student Schedules Queue								
Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete
Load	True	True	12/3/03 15:45:23	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Load	True	True	12/3/03 15:39:39	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Load	True	True	12/3/03 15:21:42	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Load	True	True	12/1/03 15:26:47	View	Import	View	Adjusted 10th gra	<input type="checkbox"/>
Load	True	True	12/1/03 15:26:22	View	Import	View	<input type="text"/>	<input type="checkbox"/>
Load	False	False		View	Import	View	<input type="text"/>	<input type="checkbox"/>
Load	False	False		View	Import	View	<input type="text"/>	<input type="checkbox"/>
Load	False	False		View	Import	View	<input type="text"/>	<input type="checkbox"/>
Load	False	False		View	Import	View	<input type="text"/>	<input type="checkbox"/>

[Submit](#)

Note: Use this page to import the student schedules after being loaded. For more information, see the section "[Import Student Schedules](#)."

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

Results Log for Apple Grove High School
<p>Info Engine version: 3.00.72+3 Info Engine platform: Windows Info Started schedule: Mon, Dec 01 at 15:50:23. Info You have 15 validation errors. Info Total run time: 0.16 seconds. Info Finished schedule: Mon, Dec 01 at 15:50:23.</p> <p>-----</p> <p>Error The file student does not contain any valid data. Error The Master file contains an invalid term. The section is 1031- 1, the term is . Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1031- 1. This section was dropped. Error The Master file contains an invalid term. The section is 1031- 2, the term is . Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1031- 2. This section was dropped. Error The Master file contains an invalid term. The section is 1031- 4, the term is . Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1031- 4. This section was dropped. Error The Master file contains an invalid term. The section is 1041- 1, the term is . Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1041- 1. This section was dropped. Error The Master file contains an invalid term. The section is 1521- 1, the term is . Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1521- 1. This section was dropped. Error The Master file contains an invalid term. The section is 1521- 2, the term is . Error The Master file contains an invalid schedule. The schedule does not match the Term code. The section is 1521- 2. This section was dropped. Error The file master does not contain any valid data. Warning The Request file contains an invalid student. The course is 1031. The request was dropped. Warning The Request file contains an invalid student. The course is 1031. The request was dropped. Warning The Request file contains an invalid student. The course is 1031. The request was dropped. Warning The Request file contains an invalid student. The course is 1031. The request was dropped. Warning The Request file contains an invalid student. The course is 1031. The request was dropped. Warning The Request file contains an invalid student. The course is 1031. The request was dropped. Warning The Request file contains an invalid student. The course is 1031. The request was dropped.</p>

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

- Info: These messages are informational, such as "Course [x]: Rescheduled [x] students out of [x] (leaving [x] unscheduled)." These do not prevent a successful load.
- Warning: These are "red flag" messages, such as "The teacher's preferred room is not suitable for the course the teacher is teaching." These do not prevent a successful load.
- Error: These messages are validation errors that must be corrected in order for the engine to run, such as "Invalid valid term found in the Course file (does not match the term length)." These do prevent a successful load.

For more information on validation messages, see the section "[Build Validation](#)."

Post-Load Options

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

1. Accept the results of the load and begin manually adjusting student schedules. Select this option only if you are positive that the master schedule will not change and that student schedules are correct. Verify student schedules to make sure the master schedule is correct. For more information on adjusting student schedules, see the section "[Manually Adjust Student Schedules](#)."
2. Resolve student conflicts by using or adding alternate course requests if you did not use them in the first load. If your schedule contains alternate student course requests but you did not allow the system to use them, rerun the load and select the substitutes options. For more information about creating alternate course requests, see the section "[How to Enter Requests in the Scheduling Area](#)."
3. Manually adjust student course requests to allow better scheduling. For example, if a student has a course request that is impossible to meet, change it. Repeat this process until you are satisfied with the results. For more information about adjusting alternate course requests, see the section "[How to Enter Requests in the Scheduling Area](#)."
4. Select the students you want to reschedule. Then, reload student schedules.

If you select option 2, 3, or 4 above, you probably need to reload student schedules. For more information, see the section "[Reload Students](#)."

In the event that the unsatisfactory load results are due to discrepancies in the master schedule, you need to rebuild or manually adjust the master schedule. For more information, see the section "[Restart the Build](#)."

Lock Student Schedules

If you manually adjusted students' course requests and are satisfied with the resulting schedules, you can effectively lock those students' schedules before reloading by excluding them from the student selection before reloading. That way, only the students selected are included in the load.

Note: If one of the students in the selection has an association with another student, such as a Student Avoid constraint, the schedule of the "other" student not included in the selection may be affected by the load process.

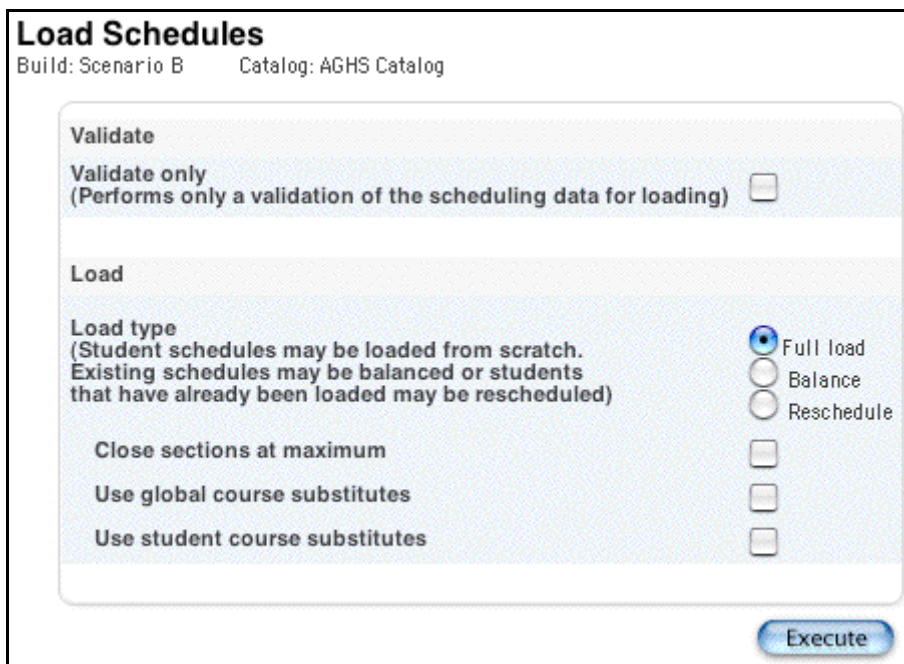
For more information on selecting students, see the section "[Schedule Search and Select](#)."

Reload Students

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

How to Reload Students into the Master Schedule

1. On the start page, choose PowerScheduler from the main menu.
2. Search for and select the group of students you would like to reschedule.
Note: You must select the students before you click Reschedule.
3. Under Processing, choose Load from the PowerScheduler menu. The Load Student Schedules (Step 1) page appears.



Load Schedules
Build: Scenario B Catalog: AGHS Catalog

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

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

Full load
 Balance
 Reschedule

Close sections at maximum
Use global course substitutes
Use student course substitutes

Execute

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

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

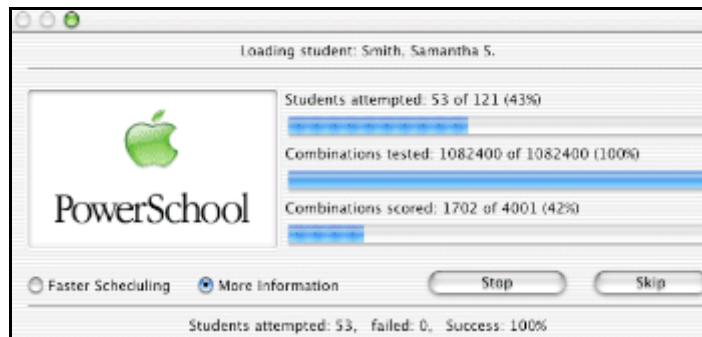
UnScheduled Teachers				
Term	Period	Day	Description	# of Teachers
Term: S2	Period: 1	Day: 1		2
Term: S2	Period: 1	Day: 2		2
Term: S2	Period: 2	Day: 1		2
Term: S2	Period: 2	Day: 2		2
Term: S2	Period: 3	Day: 1		2
Term: S1	Period: 3	Day: 1		2
Term: S2	Period: 3	Day: 2		2
Term: S1	Period: 3	Day: 2		2
Term: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

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

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

Field	Description
substitutes.	inserts student course substitutes in the order chosen, if needed.

- Click Submit. The PowerSchool Scheduler page appears.



Manually Adjust Student Schedules

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

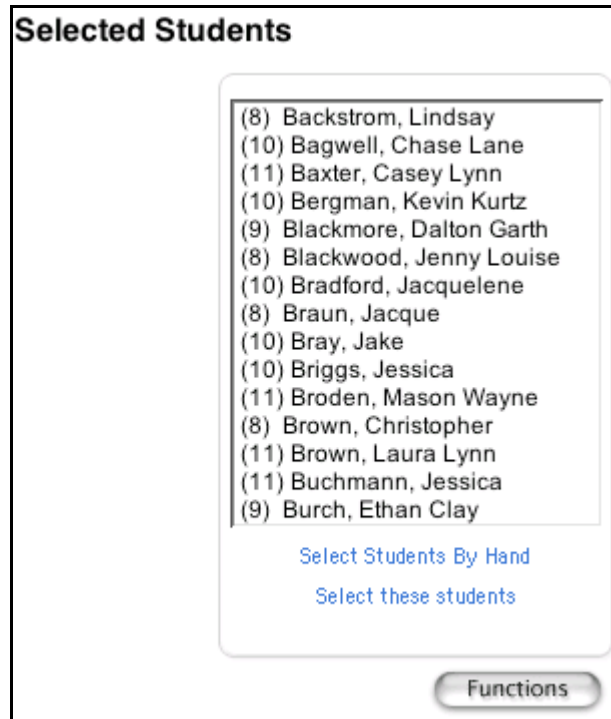
You can also manually enroll students in courses based on their course requests. For more information, see the section "[How to Manually Schedule Students.](#)"

How to Enroll a Student in a Course

- On the start page, choose PowerScheduler from the main menu.
- Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



- Enter the name of the student whose schedule you want to change.
- Click the Search icon. The Selected Students page appears.



5. Select the name of the appropriate student. The student's name appears in the students menu.
6. Choose Schedule from the pop-up menu.
7. Click the student's name. The Schedule page appears. To determine which student course requests have yet to be filled, see the bottom of the screen.

Schedule
Briggs, Jessica K 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

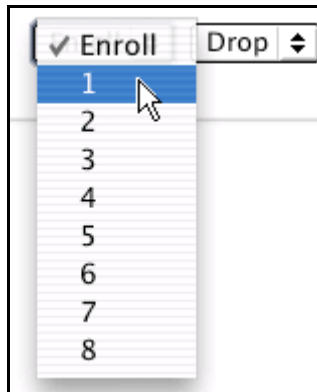
80% Scheduled

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
1(B-D)	S1	971-3	SUPPORT	Briggs, Paul	404	8/28/2004	1/24/2005	<input type="checkbox"/>
1(B-D)	S2	971-1003	SUPPORT	Briggs, Paul	404	1/26/2005	6/11/2005	<input type="checkbox"/>
2(A,C,E)	S1	957-2	Gym	Flynn, Lucille	Gym	8/28/2004	1/24/2005	<input type="checkbox"/>
2(A,C,E)	S2	957-1002	Gym	Flynn, Lucille	Gym	1/26/2005	6/11/2005	<input type="checkbox"/>
3(A,C,E)	S1	9863-1	LS HISTORY	Buchanich, Susan	SPECIAL	8/28/2004	1/24/2005	<input type="checkbox"/>
3(A,C,E)	S2	9863-1001	LS HISTORY	Buchanich, Susan	SPECIAL	1/26/2005	6/11/2005	<input type="checkbox"/>
3(B,D)	S1	750-1	JROTC LET I	Vild, Michael	JROTC	8/28/2004	1/24/2005	<input type="checkbox"/>
3(B,D)	S2	750-1001	JROTC LET I	Vild, Michael	JROTC	1/26/2005	6/11/2005	<input type="checkbox"/>
4(A-B)	S1	803-1	FOODS & NUTRITION I	Witowich, Beth	C-6	8/28/2004	1/24/2005	<input type="checkbox"/>
4(A-B)	S2	803-1001	FOODS & NUTRITION I	Witowich, Beth	C-6	1/26/2005	6/11/2005	<input type="checkbox"/>
4(C-E)	S1	9862-1	LS ENGLISH	Mann, Anna	SPECIAL	8/28/2004	1/24/2005	<input type="checkbox"/>
4(C-E)	S2	9862-1001	LS ENGLISH	Mann, Anna	SPECIAL	1/26/2005	6/11/2005	<input type="checkbox"/>

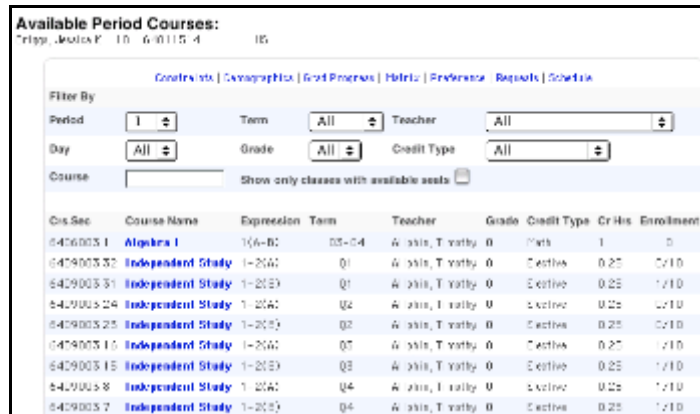
Unfilled Requests

Crs Num	Course	Alt
719	CRAFTS I	<input type="checkbox"/>
719	CRAFTS I	<input type="checkbox"/>

8. Click the Enroll pop-up menu.



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



Crs.Sec	Course Name	Expression	Term	Teacher	Grade	Credit Type	Cr.Hrs	Enrollment
6406003 1	Algebra I	1(A-B)	05-04	A. White, T. White	0	Math	1	0
6409003 32	Independent Study	1-20A1	Q1	A. White, T. White	0	Elective	0.25	0/10
6409003 31	Independent Study	1-20B1	Q1	A. White, T. White	0	Elective	0.25	1/10
6409003 24	Independent Study	1-20A2	Q2	A. White, T. White	0	Elective	0.25	0/10
6409003 25	Independent Study	1-20B2	Q2	A. White, T. White	0	Elective	0.25	0/10
6409003 16	Independent Study	1-20A3	Q3	A. White, T. White	0	Elective	0.25	1/10
6409003 15	Independent Study	1-20B3	Q3	A. White, T. White	0	Elective	0.25	1/10
6409003 8	Independent Study	1-20A4	Q4	A. White, T. White	0	Elective	0.25	1/10
6409003 7	Independent Study	1-20B4	Q4	A. White, T. White	0	Elective	0.25	1/10

Note: For information on the filter options, see the section "[How to Filter Manual Schedule Options.](#)"

The page displays the following information:

Field	Description
Crs.Sec	The course and section number.
Course Name	The course name. Note: Click a course name to automatically add it to the student's schedule.
Expression	The period and day combination.
Term	The selected term.
Teacher	The teacher's name.
Grade	The grade level.
Credit Type	The credit type, such as Math.
Cr Hours	The number of credit hours earned by taking this course.
Enrollment	The number of students currently enrolled in this course during the selected period, followed by the maximum enrollment figure.

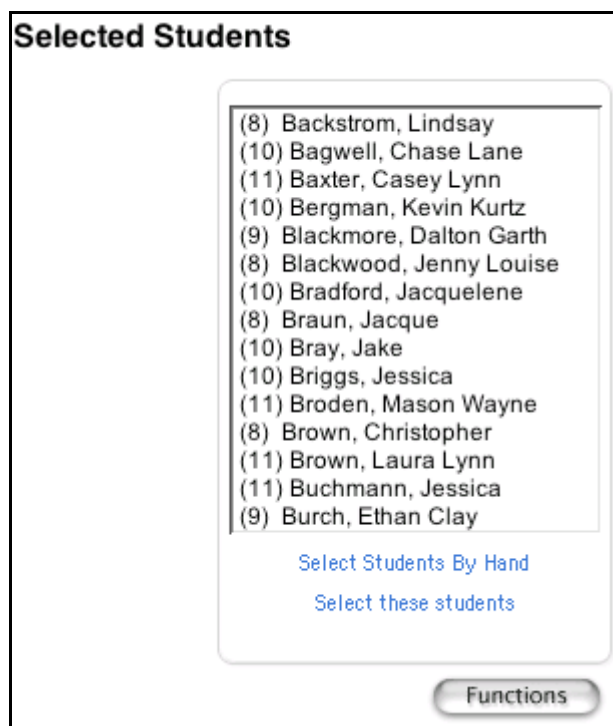
10. Click a course name to add that course to the student's schedule during the selected period. The Scheduling page appears.

How to Drop a Student From a Course

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Enter the name of the student whose schedule you want to change.
4. Click the Search icon. The Selected Students page appears.



5. Select the name of the appropriate student. The student's name appears in the students menu.
6. Choose Schedule from the pop-up menu.
7. Click the student's name. The Schedule page appears.

Schedule
Briggs, Jessica K 10 64011514 HS

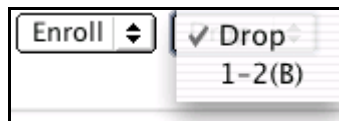
[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

								80% Scheduled	
Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop	
1(B-D)	S1	971-3	SUPPORT	Briggs, Paul	404	8/28/2004	1/24/2005	<input type="checkbox"/>	
1(B-D)	S2	971-1003	SUPPORT	Briggs, Paul	404	1/26/2005	6/11/2005	<input type="checkbox"/>	
2(A,C,E)	S1	957-2	Gym	Flynn, Lucille	Gym	8/28/2004	1/24/2005	<input type="checkbox"/>	
2(A,C,E)	S2	957-1002	Gym	Flynn, Lucille	Gym	1/26/2005	6/11/2005	<input type="checkbox"/>	
3(A,C,E)	S1	9863-1	LS HISTORY	Buchanich, Susan	SPECIAL	8/28/2004	1/24/2005	<input type="checkbox"/>	
3(A,C,E)	S2	9863-1001	LS HISTORY	Buchanich, Susan	SPECIAL	1/26/2005	6/11/2005	<input type="checkbox"/>	
3(B,D)	S1	750-1	JROTC LET I	Vild, Michael	JROTC	8/28/2004	1/24/2005	<input type="checkbox"/>	
3(B,D)	S2	750-1001	JROTC LET I	Vild, Michael	JROTC	1/26/2005	6/11/2005	<input type="checkbox"/>	
4(A-B)	S1	803-1	FOODS & NUTRITION I	Witowich, Beth	C-6	8/28/2004	1/24/2005	<input type="checkbox"/>	
4(A-B)	S2	803-1001	FOODS & NUTRITION I	Witowich, Beth	C-6	1/26/2005	6/11/2005	<input type="checkbox"/>	
4(C-E)	S1	9862-1	LS ENGLISH	Mann, Anna	SPECIAL	8/28/2004	1/24/2005	<input type="checkbox"/>	
4(C-E)	S2	9862-1001	LS ENGLISH	Mann, Anna	SPECIAL	1/26/2005	6/11/2005	<input type="checkbox"/>	

Unfilled Requests

Crs Num	Course	Alt
719	CRAFTS I	<input type="checkbox"/>
719	CRAFTS I	<input type="checkbox"/>

8. Click the Drop pop-up menu.



9. Choose the period in which you want to drop this student from a course. Period names in the menu match the periods on the page. For example, to drop a course that convenes during Period A2 in Semester 2, choose the second occurrence of A2. The Scheduling page appears.

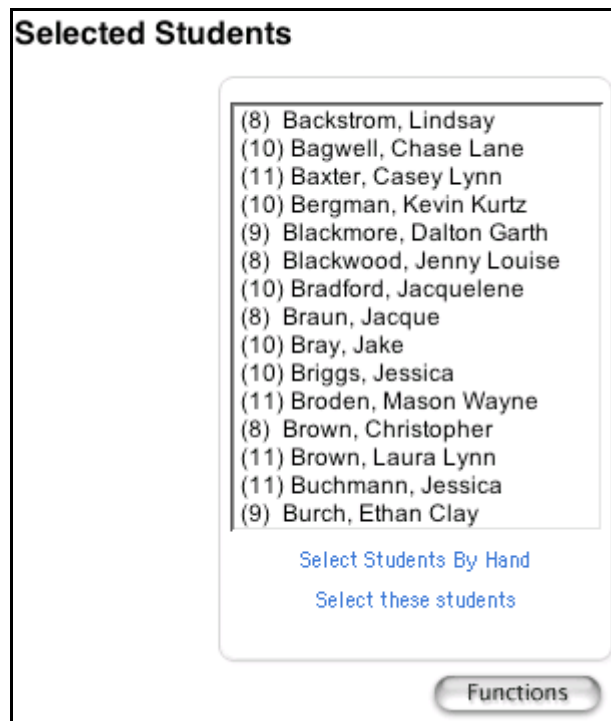
Note: To drop more than one course at a time, select the checkbox in the appropriate row, and then click Drop Classes.

How to Filter Manual Schedule Options

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Enter the name of the student whose schedule you want to change.
4. Click the Search icon. The Selected Students page appears.



5. Select the name of the appropriate student. The student's name appears in the students menu.
6. Choose Schedule from the pop-up menu.
7. Click the student's name. The Schedule page appears.

Schedule
Briggs, Jessica K 10 64011514 HS

[Constraints](#) | [Demographics](#) | [Grad Progress](#) | [Matrix](#) | [Preference](#) | [Requests](#) | [Schedule](#)

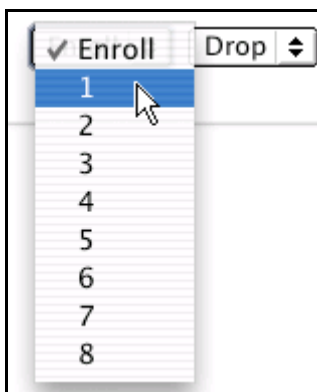
80% Scheduled

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
1(B-D)	S1	971-3	SUPPORT	Briggs, Paul	404	8/28/2004	1/24/2005	<input type="checkbox"/>
1(B-D)	S2	971-1003	SUPPORT	Briggs, Paul	404	1/26/2005	6/11/2005	<input type="checkbox"/>
2(A,C,E)	S1	957-2	Gym	Flynn, Lucille	Gym	8/28/2004	1/24/2005	<input type="checkbox"/>
2(A,C,E)	S2	957-1002	Gym	Flynn, Lucille	Gym	1/26/2005	6/11/2005	<input type="checkbox"/>
3(A,C,E)	S1	9863-1	LS HISTORY	Buchanich, Susan	SPECIAL	8/28/2004	1/24/2005	<input type="checkbox"/>
3(A,C,E)	S2	9863-1001	LS HISTORY	Buchanich, Susan	SPECIAL	1/26/2005	6/11/2005	<input type="checkbox"/>
3(B,D)	S1	750-1	JROTC LET I	Vild, Michael	JROTC	8/28/2004	1/24/2005	<input type="checkbox"/>
3(B,D)	S2	750-1001	JROTC LET I	Vild, Michael	JROTC	1/26/2005	6/11/2005	<input type="checkbox"/>
4(A-B)	S1	803-1	FOODS & NUTRITION I	Witowich, Beth	C-6	8/28/2004	1/24/2005	<input type="checkbox"/>
4(A-B)	S2	803-1001	FOODS & NUTRITION I	Witowich, Beth	C-6	1/26/2005	6/11/2005	<input type="checkbox"/>
4(C-E)	S1	9862-1	LS ENGLISH	Mann, Anna	SPECIAL	8/28/2004	1/24/2005	<input type="checkbox"/>
4(C-E)	S2	9862-1001	LS ENGLISH	Mann, Anna	SPECIAL	1/26/2005	6/11/2005	<input type="checkbox"/>

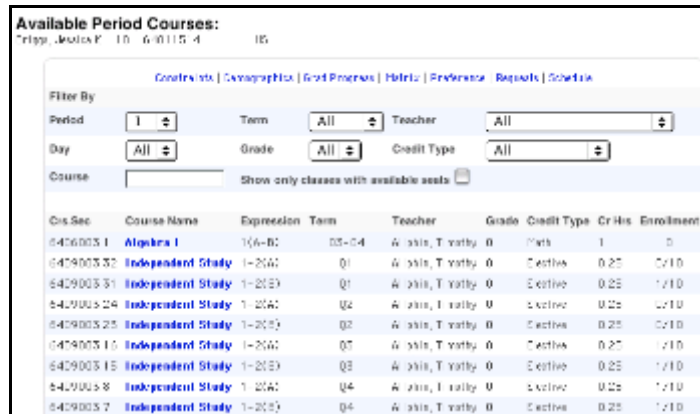
Unfilled Requests

Crs Num	Course	Alt
719	CRAFTS I	<input type="checkbox"/>
719	CRAFTS I	<input type="checkbox"/>

- Click the Enroll pop-up menu.



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



Course	Expression	Term	Teacher	Grade	Credit Type	Credits	Enrollment
6406003 1 Algebra I	1(A-B)	05-06	A. White, T. White	0	Math	1	0
6409003 32 Independent Study	1-20A1	Q1	A. White, T. White	0	Elective	0.25	0/10
6409003 31 Independent Study	1-20B1	Q1	A. White, T. White	0	Elective	0.25	1/10
6409003 24 Independent Study	1-20A2	Q2	A. White, T. White	0	Elective	0.25	0/10
6409003 25 Independent Study	1-20B2	Q2	A. White, T. White	0	Elective	0.25	0/10
6409003 16 Independent Study	1-20A3	Q3	A. White, T. White	0	Elective	0.25	1/10
6409003 15 Independent Study	1-20B3	Q3	A. White, T. White	0	Elective	0.25	1/10
6409003 8 Independent Study	1-20A4	Q4	A. White, T. White	0	Elective	0.25	1/10
6409003 7 Independent Study	1-20B4	Q4	A. White, T. White	0	Elective	0.25	1/10

10. Select one of the following to filter information on the Available Period Courses page.

Field	Description
Period	Choose the period from the pop-up menu.
Term	Choose the term from the pop-up menu.
Teacher	Choose the teacher from the pop-up menu.
Day	Choose the day from the pop-up menu.
Grade	Choose the grade level from the pop-up menu.
Course	To jump to a particular course, enter the course number and press Return (Mac) or Enter (Windows).
Show only classes with available seats	Select this checkbox to display only classes that have not reached the maximum enrollment.

11. Repeat Step 10 to further filter the selections. To enroll the student in a course, see the section "[How to Enroll a Student in a Course.](#)"

How to Mass Enroll a Group of Students in a Course

1. On the start page, choose PowerScheduler from the main menu.
2. Under Resources, choose Students from the PowerScheduler menu. The Scheduling page appears.



3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click M or F to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see the section "[Schedule Search and Select.](#)"

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

Scheduling Functions

What do you want to do for all of the **235** students you have selected?

Function	Description
Export Using Template	Uses a template to export data on currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Add Requests	Lets you enter the same course request for selected student at one time.
Mass Delete Requests	Lets you delete the same course request for selected students at one time.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Schedule Mass Enroll	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

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

Mass Enroll

Mass enroll the selected students into which class?

OR

Clicking the Submit button below will cause the selected 238 students to be enrolled in the class specified above.

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

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

7. Click Submit. The Changes Recorded page appears.

Other Scheduling Functions

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

- ["Calculate Sections"](#)
- ["Duplicate Scenarios"](#)
- Expression Mapping, used when ["Importing the Master Schedule"](#)
- ["Update Selections,"](#) including the processes ["Unlock Previously Scheduled Courses,"](#) ["How to Set the Next Year Grade Field for an Entire Grade Level,"](#) ["How to Include All of Next Year's Students,"](#) and ["How to Assign a Group of Students to a Building."](#)

How to Auto Generate Course Information

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Auto Generate Course Information. The Auto-Fill Course Info page appears.

Auto Generate Course Info

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

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

This function only applies to Apple Grove High School.

Select checkbox to verify the command

Submit

4. Select the checkbox to verify that you want to generate course information for the fields.
5. Click Submit. The Changes Recorded page appears.

How to Auto Generate Rooms

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Auto Generate Rooms. The Generate Rooms page appears.

Generate Rooms

This function will generate rooms for the current build using the existing master schedule for High School.

Select checkbox to verify the command

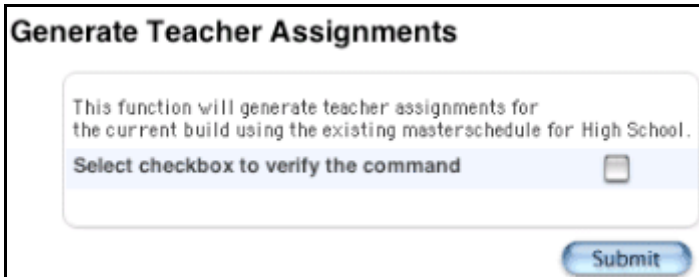
Submit

4. Select the checkbox to verify that you want to copy the existing rooms into the current build.
5. Click Submit. The Changes Recorded page appears.

How to Auto Generate Teacher Assignments

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Auto Generate Teacher Assignments. The Generate Teacher Assignments page appears.

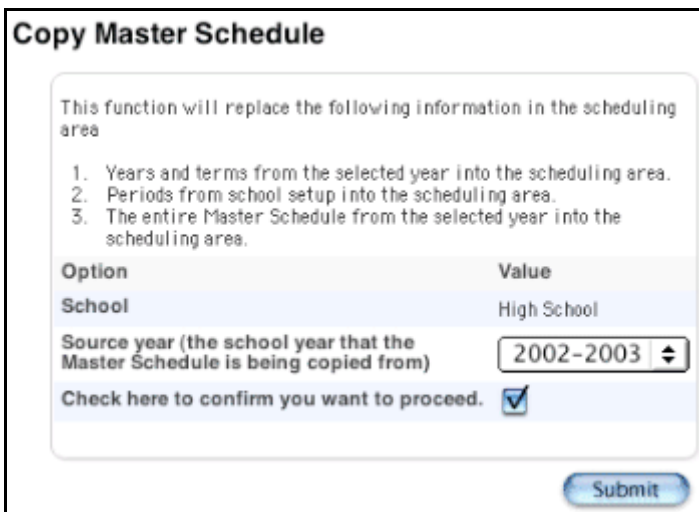


4. Select the checkbox to generate teacher assignments using the existing master schedule.
5. Click Submit. The Changes Recorded page appears.

How to Copy the Master Schedule

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Copy Master Schedule. The Copy Master Schedule page appears.



Option	Value
School	High School
Source year (the school year that the Master Schedule is being copied from)	2002-2003

4. Choose the year from which you want to copy the master schedule from the School pop-up menu.
5. Select the checkbox if you want to proceed.
6. Click Submit. The Changes Recorded page appears.

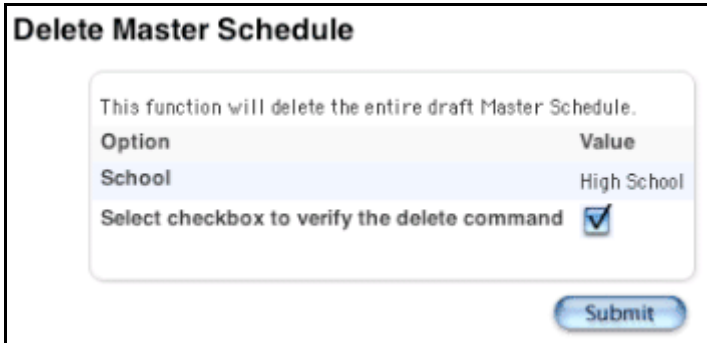
After copying the master schedule, do the following:

- Map periods from the Functions menu.
- Regenerate bitmaps from the Functions menu.
- Align the active scenario to the imported master schedule in terms of years and terms, periods, and days. For more information, see the section "[Build Scenarios](#)."

How to Delete the Master Schedule

Delete the current year's master schedule.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Delete Master Schedule. The Delete Master Schedule page appears.



Option	Value
School	High School

Select checkbox to verify the delete command

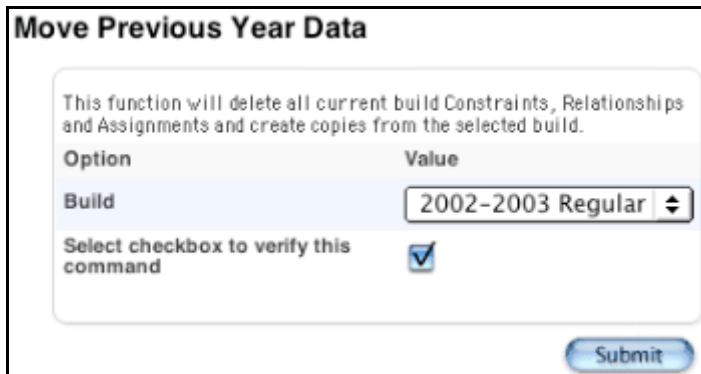
Submit

4. Select the checkbox if you want to proceed.
5. Click Submit. The Changes Recorded page appears.

How to Move Previous Year Data

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Move Previous Year Data. The Move Previous Year Data page appears.



Option	Value
Build	2002-2003 Regular

Select checkbox to verify this command

Submit

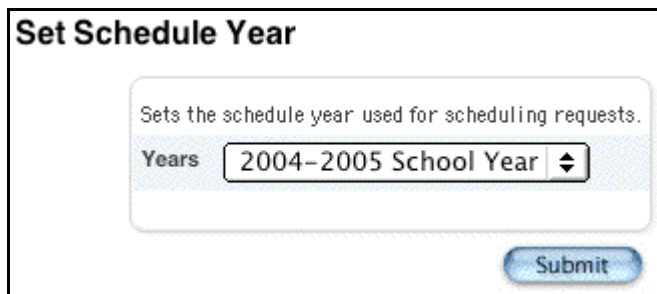
4. Choose the build that you want to use to overwrite the current build from the pop-up menus.
5. Select the confirmation checkbox if you want to proceed.
6. Click Submit. The Changes Recorded page appears.

How to Set the Schedule Year

Because course requests can be made for the current year or for other scheduling years, you must set the schedule year for student requests made in PowerScheduler, in Parent Access, or on the Requests Modify Future page in PowerSchool.

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Set Schedule Year. The Set Schedule Year page appears.



Sets the schedule year used for scheduling requests.

Years 2004-2005 School Year

Submit

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

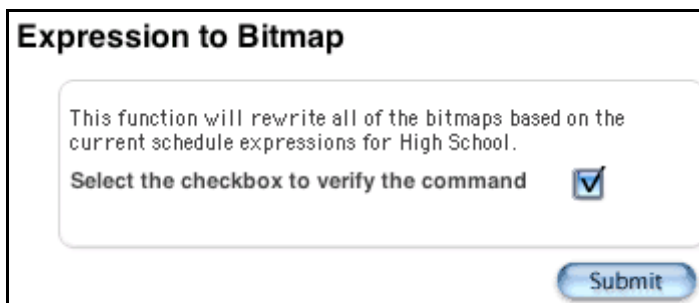
Note: Only the years established on the Years & Terms page appear. If you want to select a year that is not listed in the pop-up menu, you must first set up that scheduling year. For more information, see the section "[Schedule Years and Terms.](#)"

5. Click Submit. The Scheduling page appears.

How to Regenerate Bitmaps

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Regenerate bitmaps. The "Expression to Bitmap" page appears.



Expression to Bitmap

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

Select the checkbox to verify the command

Submit

4. Select the checkbox if you want to proceed.
5. Click Submit. The Changes Recorded page appears.

How to Reset Class Counts

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Reset Class Counts. The system resets the number of students in each section in the current build, and redisplay the Scheduling Functions page.

How to Reset Sections Offered

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Reset Sections Offered. The system resets the number of sections needed for the current course catalog, and redisplay the Scheduling Functions page.

How to Split Yearlong Classes

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

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu.
3. On the Scheduling Functions page, click Split Year-Long Classes. The Split Year-Long Classes page appears.

Split Year-Long Classes

This function will split year-long classes into the selected terms.

Option	Value
Terms	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Semesters ▾</div>
Select checkbox to verify the command	<input checked="" type="checkbox"/>

4. Select the term segment into which you want to split yearlong classes.
5. Select the checkbox if you want to proceed.
6. Click Submit. The Changes Recorded page appears.

Update Selections

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

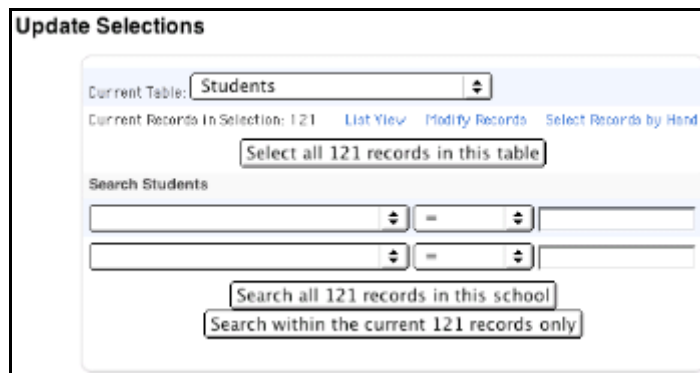
How to Update Selections

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Functions from the PowerScheduler menu. The Scheduling Functions page appears.

Scheduling Functions	
Build: Scenario B Catalog: AGHS Catalog	
Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.
Auto Generate Teacher Assignments	Creates teacher assignments from existing master schedule.
Calculate Sections	Calculates the number of sections needed for each course in the current catalog.
Copy Master Schedule	Copies the current year schedule to the current scenario.
Delete Master Schedule	Deletes the current scenario master schedule.
Duplicate Scenarios	Duplicates master schedule, student schedules, teacher assignments, constraints and/or course relationships.
Move Previous Year Data	Move previous year's setup data to the current year.
Regenerate Bitmaps	Resets the bitmaps from the expressions for all sections and constraints in the current build.
Reset Class Counts	This function resets student numbers in each section of the master schedule.
Reset Sections Offered	This function resets the number of sections offered for the current course catalog.
Set Schedule Year	Sets the schedule year used for scheduling requests.
Split Year - Long Classes	Splits both section and enrollment records of year-long classes.
Update Selections	Allows you to select, modify and delete scheduling records in mass.

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

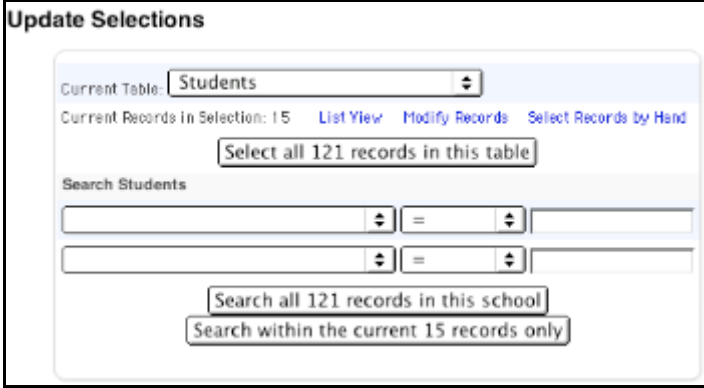


4. Use the following table to enter information in the fields:

Field	Description
Current Table	Choose the table from which you want to export records from the pop-up menu. Note: For a complete list of PowerSchool tables and fields, see http://your.school.address/admin/home?ac=structure .
Select all [x] records in this table	To indicate the records to use in the export, either: <ul style="list-style-type: none"> Click "Select all [number of] records in this table" to select all records. Skip to Step 6. Identify search criteria in the Search Students fields by continuing to the next step.

Field	Description
Search Students	Choose a field from the first pop-up menu. Choose an operator from the second pop-up menu: <ul style="list-style-type: none"> • Equals (=) • Less than (<) • Greater than (>) • Less than or equal to (<=) • Greater than or equal to (>=) • Does not equal (#) • Contains (contains) • Does not contain (!Contain) Enter the value for the field in the last field.

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



6. Do one of the following:
- Click List View to view the selections.
 - Click "Select Records by Hand" to narrow the selection. Press and hold Command (Mac) or Control (Windows) and click the selections you want to keep. Click Submit.

Select Records By Hand: Students - 15 records selected

Hold down the COMMAND key to make multiple selections

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

Submit

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

Modify Records

Current Table: Students

Current number of records in selection: 15

Next_School ▾ := Graduated

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

Modify Selected Records

7. Choose the field to modify in the selected records from the pop-up menu.
8. Enter the value for the field to modify in the selected records.
9. Click Modify Selected Records. The system updates the records, and the Update Selections page appears.

Checklist to Know Your Student Schedules are Complete

Following is a checklist you can use to be sure that your student schedules are complete:

- You built a master schedule.
- You worked on conflicts, identified patterns, and corrected problems.
- You updated your master schedule.
- You optimized your master schedule. (optional)
- You ran a load.
- You checked your balances.
- You accommodated all student course requests. (optional)



- You reloaded and made any manual adjustments.
- Your balances are satisfactory.
- Your teacher schedules are satisfactory.

Commit the Master Schedule

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

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

For information on committing the master schedule, see the section "[When to Commit the Master Schedule](#)."

When to Commit the Master Schedule

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

How to Commit the Master Schedule

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

Commit Master Schedule

Committing the Master Schedule will result in the following items being copied over to your production environment:

- Periods
- Days
- Year term

Any data you have for next year will be replaced with the values you currently have in PowerScheduler.

When the Year Term is replaced it will remove any associated terms.

Please choose which schedules to copy:

Copy	Select
Sections Only (this will keep Student Schedules)	<input type="radio"/>
Student Schedules Only (this will keep Sections)	<input type="radio"/>
Sections & Student Schedules (this will replace both)	<input checked="" type="radio"/>

3. Select which schedules to copy:
 - Sections Only: Select this option to commit only sections.
 - Student Schedules Only: Select this option to commit only student schedules.
 - Sections & Student Schedules: Select this option to commit both sections and student schedules.
4. Click Submit. The Changes Recorded page appears.

Print Schedules and Rosters

Print Student Schedules

If you would like to print student and teacher schedules, you can do so either before or after you commit your master schedule. For more information, see the section "[How to Run the Student Schedule List Report](#)."

You can also print student schedules using a report card template. For more information, see the section "[Report Cards](#)."

Print Class Rosters

You can print class lists either before or after you commit your master schedule. For more information, see the section "[How to Run the Class Roster \(Browser\) Report](#)" or "[How to Run the Class Roster \(PDF\) Report](#)."

Master Schedule Reports

Before building your master schedule, use the pre-build reports to determine that the scenario information is correct and view how student course requests will affect your schedule for the next school year. For example, run the Course Request Tally report if there are more requests than you originally planned for a particular course. You can then adjust the section count. See the section "[Prepare to Build the Master Schedule Reports](#)" for pre-build reports.

You can also view reports to display which teachers are assigned to which courses and print a teacher assignments list. The teacher reports only display the names of teachers who are already assigned to courses.

After you build a master schedule, use the post-build reports to help you correct any errors in your data, such as non-scheduled course requests, non-scheduled student requests, and under-scheduled students. You can also use these reports to view your room utilization, a list of student schedules, and your new master schedule. See the section "[Build the Master Schedule Reports](#)" for post-build reports.

Prepare to Build the Master Schedule Reports

PowerSchool includes many reports pertaining to the master schedule. The following 12 reports are specific to the first part of the master schedule process—prepare to build the master schedule—and relate to courses, student course requests, rooms, students, and teachers. Use the Scheduling Reports page to navigate to each report.

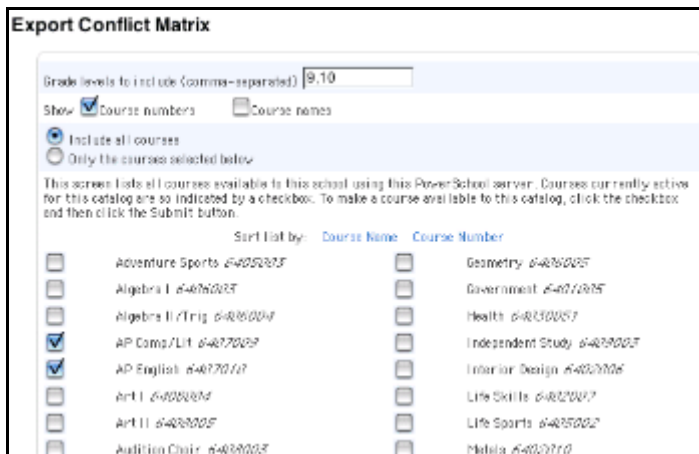
Pre Build Reports	
* Function	Description
Conflict Matrix Export	Exports a course conflict matrix.
Course List	Lists course scheduling information.
Course Relationships	Lists all course relationships.
<input type="checkbox"/> Course Request Tally	Lists number of requests and alternates for each course.
<input type="checkbox"/> Requests by Course	Lists all course requests.
<input type="checkbox"/> Requests by Student	Lists all student requests.
Room List	Lists room scheduling information.
<input type="checkbox"/> Student List	Lists student scheduling information.
<input type="checkbox"/> Student Request Tally	Lists number of requests and alternates for each student.
Teacher Assignments By Course	Lists all teacher assignments for each course.
Teacher Assignments By Teacher	Lists all course assignments for each teacher.
Teacher List	Lists teacher scheduling information.

How to Run the Conflict Matrix Export Report

The Conflict Matrix Export report displays student course request conflicts between courses. For example, you might find that 16 students have requested both AP Calculus and Anatomy/Physiology. Therefore, you would try not to schedule these two classes during the same period. You need to have a spreadsheet application, such as Excel, to view this report.

Note: This report is used primarily by schools and districts that are not building their master schedule in PowerSchool.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Conflict Matrix Export. The Export Conflict Matrix page appears.



Export Conflict Matrix

Grade levels to include (comma-separated)

Show Course numbers Course names

Include all courses
 Only the courses selected below

This screen lists all courses available to this school using this PowerSchool server. Courses currently active for this catalog are so indicated by a checkbox. To make a course available to this catalog, click the checkbox and then click the Submit button.

Sort list by: Course Name Course Number

<input type="checkbox"/>	Adventure Sports #4050023	<input type="checkbox"/>	Geometry #4050025
<input type="checkbox"/>	Algebra I #4050022	<input type="checkbox"/>	Government #4050025
<input type="checkbox"/>	Algebra II/Trig #4050024	<input type="checkbox"/>	Health #4050027
<input checked="" type="checkbox"/>	AP Comp/Lit #4070029	<input type="checkbox"/>	Independent Study #4050027
<input checked="" type="checkbox"/>	AP English #4070027	<input type="checkbox"/>	Interior Design #4050026
<input type="checkbox"/>	Art I #4050024	<input type="checkbox"/>	Life Skills #4050027
<input type="checkbox"/>	Art II #4050025	<input type="checkbox"/>	Life Sports #4050027
<input type="checkbox"/>	Audition Choir #4050023	<input type="checkbox"/>	Maths #4050020

4. Enter the numbers of the grade levels you want to include in this report in the "Grade levels to include" field.
5. Select the "Course numbers" checkbox to include course numbers, the "Course names" checkbox to include course names, or both.
6. Select "Include all courses" to include all courses in your active course catalog in this report; select "Only the courses selected below" to include just the courses you select. If you select "Include all courses," you do not have to select the checkbox next to each course name.
7. Do one of the following:
 - If you selected "Include all courses," click Submit.
 - If you selected "Only the courses selected below," select the checkbox next to the name of each course you want to include in this report and click Submit.
8. Save the file and open it using your spreadsheet application.

To read this report, select a course in one of the rows and a course in one of the columns and find the field where they meet on the spreadsheet. The number in this field indicates how many requests have been made for each course.

How to Run the Course List Report

The Course List report displays scheduling information for each course in your active course catalog.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.

3. On the Scheduling Reports page, click Course List. The Courses page appears.

Courses											
Build: Scenario B		Catalog: AGHS Catalog									
Number	Name	Department	Facilities	Max	Sections	PP Meeting	PP Cycle	Frequency	Sched Terms	Terms Offered	LP Rank
1	Seminary			0	0	0	0	0	0	S1,S2	0 0
1017	Basic Algebra 1			0	0	0	0	0	0		0 0
1031	Algebra 1			0	1	2	4	2	1	S1,S2	0 10
1036	Algebra A			0	0	0	0	0	0		0 0
1037	Algebra B			0	0	0	0	0	0		0 0
1041	Algebra 2 w/Geometry			0	0	0	0	0	0	S1,S2	0 0
1061	Adv. Math w/Trig.			0	0	0	0	0	0	S1,S2	0 0
1081	Pre-Calculus			0	0	0	0	0	0	S1,S2	0 0
1091	Applied Math			0	0	0	0	0	0	S1,S2	0 0
1101	AP Calculus			0	0	0	0	0	0	S1,S2	0 0
1501	General Science 1			0	0	0	0	0	0	S1,S2	0 0
1511	Biology			0	0	0	0	0	0	S1,S2	0 0
1521	Chemistry 1			0	0	0	0	0	0	S1,S2	0 0
1541	Anatomy/Physiology			0	0	0	0	0	0	S1,S2	0 0

The page displays the following information:

Field	Description
Number	The course number.
Name	The course name.
Department	The course's department.
Facilities	Any facilities associated with this course.
Max	The maximum enrollment of the course.
Sections	The number of sections of the course.
PP Meeting	The number of periods per meeting.
DP Cycle	The number of days per cycle.
Frequency	The number of days the course meets per cycle.
Sched Terms	The number of schedule terms in which the course is offered.
Terms Offered	The valid terms in which the course can be offered.
LP	The order in which students are scheduled in this course during the load process.
Rank	The rank of the course that determines the order in which PowerSchool schedules courses into the master schedule.

How to Run the Course Relationships Report

The Course Relationships report displays any course relationships defined for courses in your course catalog.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Course Relationships. The Course Relationships page appears.

Course Relationships					
Build: 03-04 First Try		Catalog: 03-04 First Try			
Course Number 1	Course Name 1	Course Number 2	Course Name 2	Type	Code
64030051	Health	6405005	Fitness For Life	Block	OppositeDays
6408003	Audition Choir	6408001	Band	Block	OppositeDays
6408003	Audition Choir	6408002	Choir	Block	OppositeDays

The page displays the following information:

Field	Description
Course Number 1	The number of the first course.
Course Name 1	The name of the first course.
Course Number 2	The number of the second course.
Course Name 2	The name of the second course.
Type	<p>The type of relationship that has been defined for these two courses:</p> <ul style="list-style-type: none"> • Block: Courses that must be related to one another in the schedule. For example, you may want Pottery to be scheduled before or after Ceramics so that they can share a hot kiln. Alternatively, a medieval literature class may follow a medieval history class. • Concurrent: Courses that can meet at the same time, in the same place, and be taught by the same teacher. For example, a special education teacher might have a class of ten students, three of whom are taking remedial reading and the remainder of whom study remedial vocabulary and spelling. • Coreq: Two courses that are scheduled during the same term of a student's schedule. • Postreq: A course that must be in a student's schedule in a term after the related course. • Prereq: A course that must be in a student's schedule in a term before the related course. For example, Course A is a prerequisite of Course B. When the system

Field	Description
	schedules a student for these courses, it ensures that Course A is scheduled into a term before when Course B is in the student's schedule.
Code	If the two courses share a block relationship type, this field describes the type of block relationship, such as Term or Simultaneous.

How to Run the Course Request Tally Report

The Course Request Tally report lists the number of primary and alternate student course requests by course. Use this report to determine how many sections of a course you need. To run this report for a specific group of students, first select those students. Then, select the Use Selected [number] Students checkbox on the Scheduling Reports page before clicking Course Request Tally.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Course Request Tally. The Course Request Tally page appears.

Course Request Tally				
Build: 03-04 First Try		Catalog: 03-04 First Try		
Course	Course Name	Primary	Alternate	Total
6401001	Geography	24	0	24
6401002	World History	29	0	29
6401003	US History	30	0	30
6401004	Economics	31	0	31
6401005	Government	33	0	33
6402001	Photography	11	4	15
6402002	Drafting	13	5	18
6402003	Comp Programming	16	1	17
6402005	Foods II	9	0	9
6402006	Interior Design	10	5	15
6402007	Life Skills	5	5	10

The page displays the following information:

Field	Description
Course	The course number.
Course Name	The course name.
Primary	The number of primary student course requests for the course. Click a number to view the list of students who requested a

Field	Description
	particular course.
Alternate	The number of alternate student course requests for the course. Click a number to view the list of students who requested a particular course.
Total	The total number of requests for the course. Click a number to view the list of students who requested a particular course.

Note: Click any column heading to sort the list.

How to Run the Requests by Course Report

The "Requests by Course" report lists the names of the students who requested each of the courses in your course catalog. To run this report for a specific group of students, first select those students. Then, select the Use Selected [number] Students checkbox on the Scheduling Reports page before clicking "Requests by Course."

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click "Requests by Course." The Requests By Course page appears.

Requests By Course
Build: 03-04 First Try Catalog: 03-04 First Try

Course #	Course Name	#	Student Name
6405003	Adventure Sports	1	Adams, Michelle Lyn
		2	Affolter, Jesse
		3	Baxter, Casey Lynn
		4	Cameron, Blake Kent (ALT)
		5	Clapper, Alan
		6	Fortner, Kyle T
		7	Gavin, Cody Lorentz
		8	Gilbert, Keith E.
		9	Kurtti, Charles James
		10	Leonard, MARRISA Dawn
		11	Straub, Mika Jane
		12	Teddiken, Codey Lynn
		13	Tiemeyer, Kyle Michael
		14	West, Emily Lee

The page displays the following information:

Field	Description
Course #	The course number.
Course Name	The course name.
Student Name	The list of students who requested each course.

How to Run the Requests by Student Report

The "Requests by Student" report lists the names of the courses each student requested. To run this report for a specific group of students, first select those students. Then, select the Use Selected [number] Students checkbox on the Scheduling Reports page before clicking Requests by Student.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click "Requests by Student." The Requests By student pages menu appears.

Requests By Student				
Build: 03-04 First Try		Catalog: 03-04 First Try		
Student #	Student Name	#	Course #	Course Name
64011227	Abouswid, Melinda	1.	6404002	Biology
		2.	6402008	Cartpentry I
		3.	6407011	Communications
		4.	6407002	English 10
		5.	6405005	Fitness For Life
		6.	6407007	French I
		7.	64030051	Health
		8.	6402001	Photography
		9.	6408006	Pottery I (ALT)
		10.	6406002	Pre-Algebra
		11.	6409002	Study hall
		12.	6401003	US History
64010707	Adams, Michelle Lyn	1.	6405003	Adventure Sports
		2.	6406004	Algebra II/Trig

The menu displays the following information:

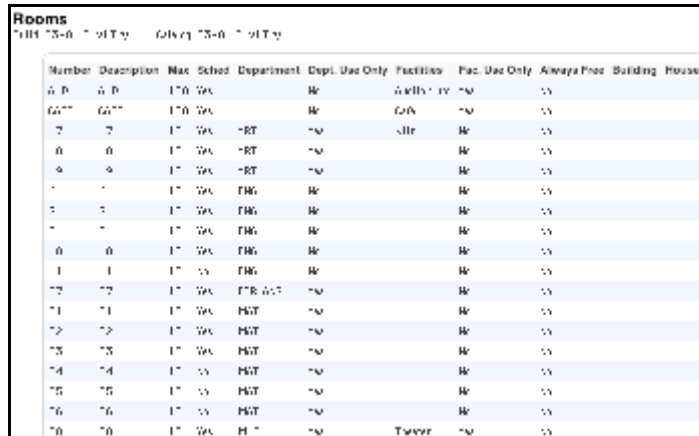
Field	Description
Student #	The student number.
Student Name	The student's name.

Field	Description
Course #	The list of course requests made by each student.

How to Run the Room List Report

The Room List report provides scheduling information for all of the rooms available in the school.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Room List. The Rooms page appears.



Number	Description	Max	Sched	Department	Dept. Use Only	Facilities	Fac. Use Only	Always Free	Building	House
1	1	1	Yes		Yes	Library	Yes	Yes		
2	2	1	Yes	RT	Yes	Libr	Yes	Yes		
3	3	1	Yes	RT	Yes		Yes	Yes		
4	4	1	Yes	RT	Yes		Yes	Yes		
5	5	1	Yes	ENG	Yes		Yes	Yes		
6	6	1	Yes	ENG	Yes		Yes	Yes		
7	7	1	Yes	ENG	Yes		Yes	Yes		
8	8	1	Yes	ENG	Yes		Yes	Yes		
9	9	1	Yes	ENG	Yes		Yes	Yes		
10	10	1	Yes	ENG	Yes		Yes	Yes		
11	11	1	Yes	ENG	Yes		Yes	Yes		
12	12	1	Yes	ENG	Yes		Yes	Yes		
13	13	1	Yes	ENG	Yes		Yes	Yes		
14	14	1	Yes	ENG	Yes		Yes	Yes		
15	15	1	Yes	ENG	Yes		Yes	Yes		
16	16	1	Yes	ENG	Yes		Yes	Yes		
17	17	1	Yes	ENG	Yes		Yes	Yes		
18	18	1	Yes	ENG	Yes		Yes	Yes		
19	19	1	Yes	ENG	Yes		Yes	Yes		
20	20	1	Yes	ENG	Yes		Yes	Yes		
21	21	1	Yes	ENG	Yes		Yes	Yes		
22	22	1	Yes	ENG	Yes		Yes	Yes		
23	23	1	Yes	ENG	Yes		Yes	Yes		
24	24	1	Yes	ENG	Yes		Yes	Yes		
25	25	1	Yes	ENG	Yes		Yes	Yes		
26	26	1	Yes	ENG	Yes		Yes	Yes		
27	27	1	Yes	ENG	Yes		Yes	Yes		
28	28	1	Yes	ENG	Yes		Yes	Yes		
29	29	1	Yes	ENG	Yes		Yes	Yes		
30	30	1	Yes	ENG	Yes		Yes	Yes		
31	31	1	Yes	ENG	Yes		Yes	Yes		
32	32	1	Yes	ENG	Yes		Yes	Yes		
33	33	1	Yes	ENG	Yes		Yes	Yes		
34	34	1	Yes	ENG	Yes		Yes	Yes		
35	35	1	Yes	ENG	Yes		Yes	Yes		
36	36	1	Yes	ENG	Yes		Yes	Yes		
37	37	1	Yes	ENG	Yes		Yes	Yes		
38	38	1	Yes	ENG	Yes		Yes	Yes		
39	39	1	Yes	ENG	Yes		Yes	Yes		
40	40	1	Yes	ENG	Yes		Yes	Yes		
41	41	1	Yes	ENG	Yes		Yes	Yes		
42	42	1	Yes	ENG	Yes		Yes	Yes		
43	43	1	Yes	ENG	Yes		Yes	Yes		
44	44	1	Yes	ENG	Yes		Yes	Yes		
45	45	1	Yes	ENG	Yes		Yes	Yes		
46	46	1	Yes	ENG	Yes		Yes	Yes		
47	47	1	Yes	ENG	Yes		Yes	Yes		
48	48	1	Yes	ENG	Yes		Yes	Yes		
49	49	1	Yes	ENG	Yes		Yes	Yes		
50	50	1	Yes	ENG	Yes		Yes	Yes		
51	51	1	Yes	ENG	Yes		Yes	Yes		
52	52	1	Yes	ENG	Yes		Yes	Yes		
53	53	1	Yes	ENG	Yes		Yes	Yes		
54	54	1	Yes	ENG	Yes		Yes	Yes		
55	55	1	Yes	ENG	Yes		Yes	Yes		
56	56	1	Yes	ENG	Yes		Yes	Yes		
57	57	1	Yes	ENG	Yes		Yes	Yes		
58	58	1	Yes	ENG	Yes		Yes	Yes		
59	59	1	Yes	ENG	Yes		Yes	Yes		
60	60	1	Yes	ENG	Yes		Yes	Yes		
61	61	1	Yes	ENG	Yes		Yes	Yes		
62	62	1	Yes	ENG	Yes		Yes	Yes		
63	63	1	Yes	ENG	Yes		Yes	Yes		
64	64	1	Yes	ENG	Yes		Yes	Yes		
65	65	1	Yes	ENG	Yes		Yes	Yes		
66	66	1	Yes	ENG	Yes		Yes	Yes		
67	67	1	Yes	ENG	Yes		Yes	Yes		
68	68	1	Yes	ENG	Yes		Yes	Yes		
69	69	1	Yes	ENG	Yes		Yes	Yes		
70	70	1	Yes	ENG	Yes		Yes	Yes		
71	71	1	Yes	ENG	Yes		Yes	Yes		
72	72	1	Yes	ENG	Yes		Yes	Yes		
73	73	1	Yes	ENG	Yes		Yes	Yes		
74	74	1	Yes	ENG	Yes		Yes	Yes		
75	75	1	Yes	ENG	Yes		Yes	Yes		
76	76	1	Yes	ENG	Yes		Yes	Yes		
77	77	1	Yes	ENG	Yes		Yes	Yes		
78	78	1	Yes	ENG	Yes		Yes	Yes		
79	79	1	Yes	ENG	Yes		Yes	Yes		
80	80	1	Yes	ENG	Yes		Yes	Yes		
81	81	1	Yes	ENG	Yes		Yes	Yes		
82	82	1	Yes	ENG	Yes		Yes	Yes		
83	83	1	Yes	ENG	Yes		Yes	Yes		
84	84	1	Yes	ENG	Yes		Yes	Yes		
85	85	1	Yes	ENG	Yes		Yes	Yes		
86	86	1	Yes	ENG	Yes		Yes	Yes		
87	87	1	Yes	ENG	Yes		Yes	Yes		
88	88	1	Yes	ENG	Yes		Yes	Yes		
89	89	1	Yes	ENG	Yes		Yes	Yes		
90	90	1	Yes	ENG	Yes		Yes	Yes		
91	91	1	Yes	ENG	Yes		Yes	Yes		
92	92	1	Yes	ENG	Yes		Yes	Yes		
93	93	1	Yes	ENG	Yes		Yes	Yes		
94	94	1	Yes	ENG	Yes		Yes	Yes		
95	95	1	Yes	ENG	Yes		Yes	Yes		
96	96	1	Yes	ENG	Yes		Yes	Yes		
97	97	1	Yes	ENG	Yes		Yes	Yes		
98	98	1	Yes	ENG	Yes		Yes	Yes		
99	99	1	Yes	ENG	Yes		Yes	Yes		
100	100	1	Yes	ENG	Yes		Yes	Yes		

The page displays the following information:

Field	Description
Number	The room number.
Description	A description of the room.
Max	The maximum enrollment of the room.
Sched	The word True if the room is included in the scheduling process or False if it is not.
Department	The department to which the room belongs.
Dept. Use Only	The word True if the room can only hold courses in its own department or False if it can hold courses from any department.
Facilities	The facilities associated with the room.
Fac. Use Only	The word True if the room can only hold courses requiring a facility or False if it can hold courses that do not require a facility.

Field	Description
Always Free	The word True if the room has no limit to the number of courses it can hold or False if it can only hold one course per period.
Building	The building associated with the room.
House	The house associated with the room.

How to Run the Student List Report

The Student List report provides scheduling preference information for all of the students who will attend your school next year. To run this report for a specific group of students, first select those students. Then, select the Use Selected [number] Students checkbox on the Scheduling Reports page before clicking Student List.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Student List. The Students page appears.

Students										
Build: 03-04 First Try Colby: 03-04 First Try										
Number	Name	Grade	Gender	Next Grade	Priority	YOG	Locked	Building	House	Team
64011711	Arsavale, Jorge Dewerty	8	M	9	40	2007	Ne			
64010952	Beckstrom, Limbey	8	F	9	40	2007	Ne			
64011210	Beckwood, Jenny Louisa	8	F	9	40	2007	Ne			
64011059	Brown, Jacque	8	F	9	40	2007	Ne			
64011209	Brown, Christopher	8	M	9	40	2007	Ne			
64010958	Chapman, Andrew	8	M	9	40	2007	Ne			
64011014	Cookley, Andrea	8	F	9	40	2007	Ne			
64011047	Casper, Gailyn	8	F	9	40	2007	Ne			
64011076	Dello, Ben	8	M	9	40	2007	Ne			
64011441	Duber, Margaret Naomi	8	F	9	40	2007	Ne			
64011254	Fizova, Matthew Ann	8	F	9	40	2007	Ne			
64010955	Francis, Lanny	8	M	9	40	2007	Ne			

The page displays the following information:

Field	Description
Number	The student's number.
Name	The student's name.
Grade	The student's grade level.
Gender	The student's gender.
Next Grade	The grade level the student will be in next year.
Priority	The student's scheduling priority.
YOG	The student's year of graduation.
Locked	The word True if the student's schedule has been locked or False if it has not been locked.

Field	Description
	False if it has not been locked.
Building	The student's building.
House	The student's house.
Team	The student's team.

How to Run the Student Request Tally Report

The Student Request Tally report displays the number of primary and alternate student course requests made by each student. To run this report for a specific group of students, first select those students. Then, select the Use Selected [number] Students checkbox on the Scheduling Reports page before clicking Student Request Tally.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Student Request Tally. The Student Request Tally page appears.

Student Request Tally								
Build: 05-04 First Try			Catalog: 05-04 First Try					
#	Student	% Scheduled	Primary Credits	Alternate Credits	Total Credits			
1.	Abouswid, Melinda	81	11	8	1	0.5	12	8.5
2.	Adams, Michelle Lyn	76	11	8	1	0.5	12	8.5
3.	Affolter, Jesse	76	7	9	1	0.5	8	8.5
4.	Anderson, Kyle Glenn	65	11	8.5	1	0.5	12	9
5.	Archuleta, Morgan Beverly	76	11	8	1	0.5	12	8.5
6.	Backstrom, Lindsay	81	11	9.25	1	0.5	12	9.75
7.	Bagwell, Chase Lane	81	11	8	1	0.5	12	8.5
8.	Bartley, Jessica	70	11	8	1	1	12	9
9.	Baxter, Casey Lynn	76	7	8	1	0.5	8	8.5
10.	Bergman, Kevin Kurtz	81	11	8	1	0.5	12	8.5
11.	Blackmore, Dalton Garth	76	12	8	1	0.5	15	8.5
12.	Blackwood, Jenny Louise	87	11	8.5	1	0.5	12	9
13.	Bradford, Jacqueline	76	11	8.25	1	0.5	12	8.75
14.	Breun, Joque	74	11	7.75	1	0.75	12	8.5
15.	Brey, Jake	81	11	8	1	0.5	12	8.5
16.	Briggs, Jessica K	81	8	8	1	0.5	9	8.5
17.	Brodie, Mason Wayne	83	7	8.25	1	0.25	8	8.5

The page displays the following information:

Field	Description
Student	The student's name.
% Scheduled	The percentage of the student's course requests that were fulfilled.
Primary	The number of primary course requests made by the student.
Credits	The number of credit hours for primary course requests.

Field	Description
Alternate	The number of alternate course requests made by the student.
Credits	The number of credit hours for alternate course requests.
Total	The total number of course requests made by the student.
Credits	The number of credit hours for all course requests.

How to Run the Teacher Assignments by Course Report

The "Teacher Assignments by Course" report lists the courses assigned to each teacher in your school.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Teacher Assignments By Course. The Teacher Assignments By Course page appears.

Teacher Assignments By Course					
Build: 03-04 First Try		Catalog: 03-04 First Try			
Course #	Course Name	#	Teacher Name	# Sections	Term
6405003	Adventure Sports	1.	Weis, Daniel	2	
6406003	Algebra I	1.	Chrisco, Kody E.	2	
6406004	Algebra II/Trig	1.	Chrisco, Kody E.	1	
6407009	AP Comp/Lit	1.	Anderson, Stephanie	1	
6407010	AP English	1.	Anderson, Stephanie	1	
6408004	Art I	1.	O'Donnell, Austin	2	
6408005	Art II	1.	O'Donnell, Austin	1	
6408003	Audition Choir	1.	Allphin, Timothy	2	
6408001	Band	1.	Lindsay, Ryan	2	
6406001	Basic Math	1.	Coberly, Derrick	1	
6404002	Biology	1.	Knitter, Tristan	2	
6406007	Calculus	1.	Chrisco, Kody E.	1	
		2.	Clark, Cameron	2	

The page displays the following information:

Field	Description
Course #	The course number.
Course Name	The course name.
Teacher Name	The teacher's name.
# Sections	The number of sections assigned to the teacher.
Term	The term(s) for which an assignment has been made. If this field is blank, the system will determine the term based on course preference information.

How to Run the Teacher Assignments by Teacher Report

The "Teacher Assignments by Teacher" report lists the courses assigned to each teacher in your school.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Teacher Assignments By Teacher. The Teacher Assignments By Teacher page appears.

Teacher Assignments By Teacher					
Build: 03-04 First Try		Catalog: 03-04 First Try			
Teacher Name	#	Course Name	Course #	# Sections	Term
Alphin, Timothy	1.	Audition Choir	6408003	2	
	2.	Choir	6408002	1	
Alsup, Samuel	1.	French I	6407007	2	
	2.	Spanish I	6407005	3	
	3.	Spanish II	6407006	2	
Anderson, Stephanie	1.	AP Comp/Lit	6407009	1	
	2.	AP English	6407010	1	
	3.	English 10	6407002	2	
Avery, Hollis Yan	1.	English 11	6407003	2	
	2.	English 12	6407004	2	
	3.	English 9	6407001	2	
Barton, Greta J.	1.	Independent Study	6409003	1	
	2.	Team Sports	6405001	1	
	3.	Weightlifting	6405004	1	
	4.	Yearbook	6407008	1	

The page displays the following information:

Field	Description
Teacher Name	The teacher's name.
Course Name	The course name.
Course #	The course number.
# Sections	The number of sections assigned to the teacher.
Term	The term(s) for which an assignment has been made. If this field is blank, the system determines the term based on course preference information.

How to Run the Teacher List Report

The Teacher List report lists the scheduling preferences for all of the teachers in your school.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu.
3. On the Scheduling Reports page, click Teacher List. The Teachers page appears.

Teachers							
Build: Scenario B		Catalog: AGHS Catalog					
Teacher	Department	Room	Consecutive	Always Free	Building	House	Team
Alldredge, Jessica	Math	14	4	No	Building 2	House B	Team B
Allphin, Timothy	Science	25	2	No	Building 1	House A	Team A

The page display the following information:

Field	Description
Teacher	The teacher's name.
Department	The teacher's department.
Room	The teacher's preferred room number.
Consecutive	The maximum number of consecutive periods the teacher can instruct.
Always Free	The word True if the teacher can be scheduled to teach more than one course during the same period or False if the teacher can teach only one course per period.
Building	The teacher's building.
House	The teacher's house.
Team	The teacher's team.

Build the Master Schedule Reports

PowerSchool includes eight reports that help you evaluate a completed master schedule. Use these reports to determine whether maximum enrollment parameters need to be increased, teachers are correctly scheduled, and the system scheduled courses in rooms and their facilities at the correct times.

The following reports are specific to the second part of the master schedule process—build the master schedule—and relate to the master schedule, student course requests, rooms, schedules, and students.

How to Run the Alternate Request Report

Use the Alternate Request report to list the number of course requests made by a student and whether or not the student was scheduled in his or her requested course. The report separates the requests by course and alternate course.

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

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

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

- Click Alternate Request Report. The Alternate Request Report page appears.

Alternate Request Report				
Student Name	Requests	Scheduled	Alternate	Scheduled
Abazaid, Mariah	Biology (6404002)	x	History I (6405006)	
	Cartography I (6402005)	x		
	Communications (6407011)	x		
	English I (6409002)	x		
	French for Life (6405005)	x		
	French I (6409007)	x		
	Health (6405005)	x		
	Photography (6402001)			
	Study Hall (6409002)	x		
	US History (6409004)	x		
Adnan, Michaela	Adventure Sports (6405003)	x	Sculpture (6405010)	
	Algebra II (6405000)	x		
	Cartography II (6402005)			
	Chemistry (6404004)	x		
	Comp Programming (6402003)			
	Computer (6401004)	x		
	English II (6409003)	x		
	French for Life (6405005)	x		
	Government (6401005)	x		
	Physical (6409007)	x		
	Study Hall (6409002)	x		

The report displays the student's name, name of the requested course, and name of the requested alternate requested course. An X in the Scheduled column next to each course indicates that the student was scheduled in that course.

How to Run the Master Schedule Report

Use the Master Schedule report to evaluate the schedule the system built. View the master schedule for all teachers for all periods. The first time you display the master schedule after creating or modifying it, the Master Schedule Preferences page appears. For more information, see the section "[How to Modify Master Schedule Preferences.](#)"

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

3. Click Master Schedule. The Master Schedule [build name] page appears.

Teacher	Day	Period 1	Period 2	Period 3	Period 4	Period 5
Wright, Thelma	A			Additional Choir 6488003.2 15/18 Room 20 30A-F Term: 03-04		
Wright, Thelma	A	Spanish I 6407005.1 15/18 Room 57 10A-F Term: 03-04	Spanish II 6407005.1 11/17 Room 57 10A-F Term: 03-04		French I 6407005.1 13/17 Room 57 10A-F Term: 03-04	French I 6427007.2 16/18 Room 57 10A-F Term: 03-04
Wright, Thelma	A			English 10 6407002.1 14/18 Room 7 9A-F Term: 03-04	AP English 6407002.1 5/18 Room 7 9A-F Term: 03-04	English 10 6427002.2 16/18 Room 7 9A-F Term: 03-04
Wright, Thelma	A		English 11 6407005.1 12/17 Room 8 9A-F Term: 03-04	English 11 6407005.2 16/18 Room 8 9A-F Term: 03-04	English 12 6407005.1 10/17 Room 8 9A-F Term: 03-04	

The report displays the teacher's name, the selected day, and the following information for each period:

- Name of the course assigned to this teacher
- Course number
- Section number
- Number of students scheduled for this section
- Maximum enrollment of this section
- Room number
- Expression, which is the combination of period(s) and day(s)
- Term

Note: Click the course number to view that section's Edit Section page. Click the next blue number to view its Class Roster page.

How to Run the Master Schedule (PDF) Report

Use the Master Schedule PDF report to generate a PDF of the master schedule. View the master schedule for all teachers for all periods. The first time you display the master schedule after creating or modifying it, the Master Schedule Preferences page appears. For more information, see the section "[How to Modify Master Schedule Preferences.](#)"

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

3. Click Master Schedule (PDF). The Master Schedule PDF page appears.

Master Schedule PDF

Master Schedule Options

Periods: 1 2 3 4
 5 6 7 8
 All periods

Days: A
 All days

Credit type: (leave blank for all)

Rooms: All Rooms
 102
 103
 104
 105
 107
 108
 112
 114
 115

Teachers: All Teachers
 Alsup, Samuel Quinn
 Anderson, Stephanie
 Avery, Hollie Von
 Bauer, Sean Scott
 Beems, Kaitlyn
 Begnoche, Lacey
 Benson, Katherine
 Bergman, Liza
 Block, Damon

Sort By: Teacher
 Credit Type
 Department
 Room

Printing Options

Heading font:

Size, line height, style: 18 (points) Bold Italic
 Underline

Print heading on:

Column title font:

Size, line height, style: 10 (points) Bold Italic
 Underline

Print column titles on:

Body Font:

Size, line height, style: 12 (points) Bold Italic
 Underline

Cell padding (points): Horizontal 4 Vertical 2

Page size:
 Custom size: Height Width

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

Orientation, Scale: 100

Watermark text:

Watermark mode:

When to print:

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

Field	Description
Heading Font	Choose the heading font from the pop-up menu.
Heading Style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the formatting checkbox(es) you want to use. For example, select the Bold checkbox to bold the heading.
Print Heading On	Choose the page on which to print the heading from the pop-up menu.
Column Title Font	Choose the column title font from the pop-up menu.
Column Title Style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the formatting checkbox(es) you want to use. For example, select the Bold checkbox to bold the column title.
Print Column Titles On	Choose the page on which to print the column titles from the pop-up menu.
Body Font	Choose the font for the body of the report from the pop-up menu.
Body Style	Enter the body font size and line height in points. One point equals 1/72 of an inch. Select the formatting checkbox(es) you want to use. For example, select the Bold checkbox to bold the body.
Cell Padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose a size for the report page from the pop-up menu. If you choose a custom size, enter the size of the page in inches.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Choose the page layout from the pop-up menu. Portrait is a vertical page; landscape is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	If you want to print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.

Field	Description
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: <ul style="list-style-type: none"> • 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.

Note: For the master schedule options, see the section "[How to Modify Master Schedule Preferences](#)."

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.

How to Run the Master Schedule List Report

This report displays the master schedule with filters. For example, filter the report to show the master schedule for a certain credit type, room, and teacher. Press and hold Command (Mac) or Control (Windows) to make multiple selections. Sort the report by course name, number, department, room, or teacher.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

- Click Master Schedule List. The Master Schedule List page appears.

Note: The first time you display the master schedule after creating or modifying it, the Master Schedule Preferences page appears. Use this page to filter information that appears on the master schedule page. If you want to change your preferences after running the report, click "Show Preferences" on the master Schedule List page. For more information, see the section "[How to Modify Master Schedule Preferences.](#)"

Master Schedule List									
Build: 2003-2004 test_1					Catalog: 2003-2004 classes				
Number.Section	Course Name	Expression	Term	Teacher Name	Teacher Dept.	Room	Students	Max Seats	
8041.4	Acapella Choir	4(A)	S2	Butterfield, Robert Cal	Music	602	0	100	
8041.5	Acapella Choir	8(A)	S1	Butterfield, Robert Cal	Music	602	0	100	
4031.8	Acc American History	8(A)	S2	Olson, Abby B.	SS	FREE	0	27	
4031.7	Acc American History	3(A)	S2	Olson, Abby B.	SS	FREE	0	27	
4031.6	Acc American History	3(A)	S1	Olson, Abby B.	SS	FREE	0	27	
4031.5	Acc American History	4(A)	S1	James, Richard M	SS	FREE	0	27	
1061.12	Acc English III	4(A)	S2	Davis, Pleson	English	205	0	26	
1061.11	Acc English III	6(A)	S2	Davis, Pleson	English	205	0	25	
1061.10	Acc English III	5(A)	S2	Davis, Pleson	English	205	0	25	
1061.9	Acc English III	4(A)	S1	Davis, Pleson	English	205	0	25	
1061.8	Acc English III	7(A)	S1	Davis, Pleson	English	205	0	25	

The master schedule list displays the course number and name, section number, schedule expression, term, teacher, department, room number, number of students enrolled, and maximum enrollment for each course section.

How to Run the Non-Scheduled Course Requests Report

Use the Non-Scheduled Course Requests report to view the students whose course requests could not be honored during the scheduling process for each course. This information can help you determine if you need to ease course maximum restrictions, add more course sections, or update a student's course requests.

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

Note: To exclude alternate requests, click Exclude Alternates below the report name.

3. Click Non-scheduled Course Requests. The Non-Scheduled Course Requests page appears.

Non-Scheduled Course Requests			
Build: 03-04 First Try		Catalog: 03-04 First Try	
Course Number	Course Name	Student Number	Student Name
6405003	Adventure Sports	64011167	Cameron, Blake Kent (ALT)
		64011458	Clapper, Alan
		64011129	Gevin, Cody Lorentz
		64010746	Gilbert, Keith E.
		64011118	Kurtti, Charles James
		64010762	Leonard, Marissa Dawn
6408004	Art I	64010783	Tiemeyer, Kyle Michael
		64011216	Coyle, Jazariah Alan (ALT)
		64011441	Dupler, Margaret Naomi
		64010070	Golden, Lester Call
		64011201	Gonzalez, Ashley Ann
		64011242	McMahon, Brandon L. (ALT)
		64011027	Morris, Holly
		64011052	Polacek, Abby
6408003	Audition Choir	64010078	Rims, Brett Ellery
		64011209	Kirchner, Aaron Robert (ALT)
		64010698	Spellman, Andrew Tucker
		64011222	Steenbeck, Elizabeth Lee (ALT)
		64010783	Tiemeyer, Kyle Michael (ALT)
64010652	Weis, Jennifer Lee		

The report displays the following information:

Field	Description
Course Number	The course number. Note: Alternate course requests appear in red.
Course Name	The course name. Note: Alternate course requests appear in red.
Student Number	The number of the requesting student that was not scheduled in this course.
Student Name	The name of the requesting student that was not scheduled in this course.

How to Run the Non-Scheduled Student Requests Report

Use the Non-Scheduled Student Requests report to determine which course requests have not been satisfied on a student-by-student basis. The information can help you decide if you need to ease course maximum restrictions or update a student's course requests.

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

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

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

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

Note: To exclude alternate requests, click Exclude Alternates below the report name.

- Click Non-scheduled Student Requests. The Non-Scheduled Student Requests page appears.

Non-Scheduled Student Requests			
Build: 03-04 First Try Catalog: 03-04 First Try			
Student Number	Student Name	Course Number	Course Name
64011227	Abouswid, Melinda	6402001	Photography
		6408006	Pottery I (ALT)
64010707	Adams, Michelle Lyn	6402009	Cartpentry II
		6402003	Comp Programming
		6408010	Sculpture (ALT)
64011456	Affolter, Jesse	6402009	Cartpentry II
		6408009	Ceramics (ALT)
64011154	Anderson, Kyle Glenn	6402009	Cartpentry II
		6408009	Ceramics
		6405001	Team Sports (ALT)
64011711	Archuleta, Morgan Beverly	6407011	Communications
		6408008	Drawing (ALT)
		6403005	Word Processing

The report displays the following information:

Field	Description
Student Number	The number of the requesting student that was not scheduled in this course.

Field	Description
Student Name	The name of the requesting student that was not scheduled in this course.
Course Number	The course number. Note: Alternate course requests appear in red.
Course Name	The course name. Note: Alternate course requests appear in red.

How to Run the Room Schedule Report

Use the Room Schedule report to determine which courses are being taught in a particular room.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

3. Click Room Schedule. The Room Schedule page appears.

Room Schedule

Option	Value
Room	<input style="width: 80px;" type="text" value="18"/> Associate

Submit

4. Click Associate to select the number of the room you want.
5. Click Submit. The Room [number] Schedule page appears.

Room 18 Schedule

Sec#	Expression	Term	Teacher	Course#	Course	Size
1	2(A-F)	03-04	O'Donnell, Austin	6408004	Art I	12
1	5(A-F)	03-04	O'Donnell, Austin	6408005	Art II	12
2	7(A-F)	03-04	O'Donnell, Austin	6408004	Art I	15
1	8(B,D,F)	03-04	O'Donnell, Austin	6408008	Drawing	14

The report displays the following information:

Field	Description
Sec#	The section number of the course.
Expression	The period and day(s) the course is taught.
Term	The term that the course is taught.
Teacher	The name of the teacher instructing the course.
Course#	The course number.
Course	The course name.
Size	The number of students enrolled in the course. Click the number to display the class roster.

How to Run the Room Utilization Report

Use the Room Utilization report to verify that the system scheduled courses in the correct rooms, with the appropriate facilities, at the correct times. You can also use this report to make sure that you correctly defined room capacities.

For each room, the system displays the courses that take place in the room by period. For each period, the system displays the number of available seats, scheduled students, and maximum seats.

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

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

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

- Click Room Utilization. The Room Utilization page appears.

Room Utilization

Option	Value
Room	<input style="width: 90%; height: 20px;" type="text" value="14,15,24,25"/>
<input type="button" value="Associate"/>	
<input type="button" value="Submit"/>	

- Click Associate to select the rooms that you want to display on the report.
- Click Submit. The Room Utilization report page appears.

Room Utilization

18 18(18)

Day	Terms	1	2	3	4	5	6	7	8	9
A	S1	Q1	Art I O'Donnell, Austin 6408004.1	Art II O'Donnell, Austin 6408005.1	Art I O'Donnell, Austin 6408004.2					
		Q2	- 2(A-F) 03-04 18/12/6	- 5(A-F) 03-04 18/12/6	- 7(A-F) 03-04 18/15/3					
	S2	Q3								
		Q4								
B	S1	Q1	Art I O'Donnell, Austin 6408004.1	Art II O'Donnell, Austin 6408005.1	Art I O'Donnell, Austin 6408004.2	Drawing O'Donnell, Austin 6408008.1				
		Q2	- 2(A-F) 03-04 18/12/6	- 5(A-F) 03-04 18/12/6	- 7(A-F) 03-04 18/15/3	- 8(B,D,F) 03-04 18/14/4				
	S2	Q3								
		Q4								
C	S1	Q1	Art I O'Donnell, Austin 6408004.1	Art II O'Donnell, Austin 6408005.1	Art I O'Donnell, Austin 6408004.2					
		Q2	- 2(A-F) 03-04 18/12/6	- 5(A-F) 03-04 18/12/6	- 7(A-F) 03-04 18/15/3					
	S2	Q3								
		Q4								
D	S1	Q1	Art I O'Donnell, Austin 6408004.1	Art II O'Donnell, Austin 6408005.1	Art I O'Donnell, Austin 6408004.2	Drawing O'Donnell, Austin 6408008.1				
		Q2	- 2(A-F) 03-04 18/12/6	- 5(A-F) 03-04 18/12/6	- 7(A-F) 03-04 18/15/3	- 8(B,D,F) 03-04 18/14/4				
	S2	Q3								
		Q4								

The report displays the following information:

Field	Description
Room	The room number.
Day	The day the room is scheduled.
Terms	The terms that the room is scheduled.
Period	The course name, teacher, course and section number, expression (period and day), year, and maximum seats for each room, number of taken seats, and number of seats available.

How to Run the Schedule Periods by Grade Report

Use the "Schedule Periods by Grade" report to view the number of students scheduled into courses by period, grade, and term.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

- Click Schedule Periods By Grade. The Schedule Periods By Grade page appears.

Schedule Periods By Grade					
Numbers represent Unscheduled Students / Scheduled Students / Total Number of Students					
03-04					
Expressions	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
1(A,C,E)	23 / 6 / 29	28 / 2 / 30	13 / 16 / 29	26 / 2 / 28	5 / 0 / 5
1(A,C,E-F)	19 / 10 / 29	24 / 6 / 30	27 / 2 / 29	26 / 2 / 28	5 / 0 / 5
1(A-D)	29 / 0 / 29	30 / 0 / 30	29 / 0 / 29	18 / 10 / 28	5 / 0 / 5
1(A-F)	17 / 12 / 29	13 / 17 / 30	19 / 10 / 29	15 / 13 / 28	3 / 2 / 5
1(B,D)	18 / 11 / 29	23 / 7 / 30	29 / 0 / 29	24 / 4 / 28	4 / 1 / 5
1(B,D,F)	28 / 1 / 29	26 / 4 / 30	15 / 14 / 29	27 / 1 / 28	5 / 0 / 5
1(E-F)	28 / 1 / 29	28 / 2 / 30	28 / 1 / 29	25 / 3 / 28	2 / 3 / 5
2(A,C,E)	29 / 0 / 29	30 / 0 / 30	29 / 0 / 29	24 / 4 / 28	5 / 0 / 5
2(A-D)	29 / 0 / 29	24 / 6 / 30	28 / 1 / 29	21 / 7 / 28	5 / 0 / 5
2(A-F)	0 / 29 / 29	6 / 24 / 30	1 / 28 / 29	17 / 11 / 28	2 / 3 / 5
2(B,D,F)	29 / 0 / 29	30 / 0 / 30	29 / 0 / 29	25 / 3 / 28	3 / 2 / 5
2(E-F)	29 / 0 / 29	24 / 6 / 30	29 / 0 / 29	23 / 5 / 28	5 / 0 / 5
3(A,C)	13 / 16 / 29	23 / 7 / 30	27 / 2 / 29	20 / 8 / 28	3 / 2 / 5
3(A,C,E)	28 / 1 / 29	30 / 0 / 30	28 / 1 / 29	28 / 0 / 28	5 / 0 / 5
3(A-F)	17 / 12 / 29	7 / 23 / 30	7 / 22 / 29	15 / 13 / 28	2 / 3 / 5
3(B,D,F)	29 / 0 / 29	30 / 0 / 30	29 / 0 / 29	27 / 1 / 28	5 / 0 / 5

The report displays the following information:

Field	Description
Term	The term number.

Field	Description
Expressions	The period and day(s).
Grade [number]	The number of unscheduled students, scheduled students, and total number of students for this period and grade level.

How to Run the Schedule Course Enrollment Report

Use the "Schedule Periods by Grade" report to view the number of students scheduled into courses by period, grade, and term.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

3. Click Schedule Course Enrollment. The Schedule Course Enrollment page appears.

Schedule Course Enrollment						
Build: 03-04 First Try			Catalog: 03-04 First Try			
Number	Course Name	Seats Available	Requests	Seats Filled	Seats Vacant	Unfilled Requests
6405003	Adventure Sports	36	17	10	26	7
6406003	Algebra I	36	27	27	9	0
6406004	Algebra II/Trig	18	15	15	3	0
6407009	AP Comp/Lit	18	9	9	9	0
6407010	AP English	18	5	5	13	0
6408004	Art I	36	35	27	9	8
6408005	Art II	18	12	12	6	0
6408003	Audition Choir	36	28	23	13	5
6408001	Band	200	19	19	181	0
6406001	Basic Math	18	9	9	9	0
6404002	Biology	36	20	19	17	1
6406007	Calculus	54	38	38	16	0

The report displays the following information:

Field	Description
Number	The course number.
Course Name	The course name.
Seats Available	The maximum enrollment for the course.
Requests	The number of requests made for the course. Click the number to display the names of students that requested the course.
Seats Filled	The number of fulfilled requests for the course. Click the number to display the names of students enrolled in the course.
Seats Vacant	The number of empty seats in the course.
Unfilled Requests	The number of unfulfilled requests for the course. Click the number to display the names of students that requested the course but are not enrolled in it.

How to Run the Schedule Results by Grade Report

Use the "Schedule Results by Grade" report to view a summary of how many students in each grade were fully scheduled and not scheduled. To give you a better indication of the success of your schedule, run this report after loading student schedules but before working with individual students' scheduled.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

- Click Schedule Results by Grade. The Scheduling Results By Grade page appears.

STUDENTS					
Grade	Total Students	Fully Scheduled	%	Not Fully Scheduled	%
9	190	3	2	187	98
10	171	5	3	166	97
11	180	2	1	178	99
12	166	8	5	158	95
	707	18	3	689	97

REQUESTS					
Grade	Total Requests	Fully Scheduled	%	Not Fully Scheduled	%
9	3560	2442	69	1118	31
10	2990	2134	71	856	29
11	2739	1738	63	1001	37
12	2849	1864	65	985	35
	12138	8178	67	3960	33

The report displays the following information:

Field	Description
Grade	The grade level.
Total Requests	The number of requests submitted by students in each grade.
Fully Scheduled	The number of students and percentage of students in each grade that have a complete schedule.
Not Fully Scheduled	The number of students and percentage of students in each grade that do not have a complete schedule.

How to Run the Student Schedule List Report

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

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

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

Student Classes Scheduled			
Build: 03-04 First Try		Catalog: 03-04 First Try	
#	Student	% Scheduled	Classes Scheduled
1.	Abousvid, Melinda	83 %	10
2.	Adams, Michelle Lyn	80 %	9
3.	Affolter, Jesse	54 %	6
4.	Anderson, Kyle Glenn	78 %	9
5.	Archuleta, Morgan Beverly	83 %	9
6.	Backstrom, Lindsay	87 %	10
7.	Bagwell, Chase Lane	85 %	9
8.	Bartley, Jessica	85 %	9
9.	Baxter, Casey Lynn	52 %	6
10.	Bergman, Kevin Kurtz	85 %	10
11.	Blackmore, Dalton Garth	83 %	9
12.	Blackwood, Jenny Louise	83 %	9
13.	Bradford, Jacqueline	85 %	10

The report displays the following information:

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

How to Run the Under-Scheduled Students Report

Use the Under-Scheduled Students report to determine the number of students who have been under-scheduled for each period.

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

3. Click Under-scheduled Students. The Under-Scheduled Students page appears.

Under-Scheduled Students			
# of Blocks	Percent	# of Students	Percent
216	100	0	0
215	100	0	0
214	99	0	0
213	99	0	0
212	98	0	0
211	98	0	0
210	97	0	0
209	97	0	0
208	96	0	0
207	96	0	0
206	95	0	0
205	95	0	0
204	94	6	5
203	94	0	0
202	94	0	0
201	93	0	0
200	93	2	2

The report displays the following information:

Field	Description
# of Blocks	The number of blocks, or units available in the schedule. Units are periods multiplied by the number of days multiplied by the number of schedule terms. For example, a scenario with 2 days, 8 periods, and 4 terms would have 64 blocks.
Percent	The number of blocks divided by the total number of blocks possible.
# of Students	The number of students who have the corresponding number of blocks scheduled.
Percent	The percentage of the total number of students that have the corresponding number of blocks scheduled.

How to Run the Unscheduled Rooms Report

Use the Unscheduled Rooms report to determine the number of rooms that have not been scheduled for classes per term, period, and day.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

3. Click [Unscheduled Rooms](#). The Unscheduled Rooms page appears.

UnScheduled Rooms			
Term	Period	Day	# of Rooms
Term: S1	Period: 1	Day: 1	1
Term: S2	Period: 1	Day: 1	3
Term: S1	Period: 1	Day: 2	1
Term: S2	Period: 1	Day: 2	3
Term: S1	Period: 2	Day: 1	1
Term: S2	Period: 2	Day: 1	3
Term: S1	Period: 2	Day: 2	1
Term: S2	Period: 2	Day: 2	3
Term: S2	Period: 3	Day: 1	3
Term: S1	Period: 3	Day: 1	3
Term: S2	Period: 3	Day: 2	3
Term: S1	Period: 3	Day: 2	3
Term: S1	Period: 4	Day: 1	1
Term: S2	Period: 4	Day: 1	3
Term: S1	Period: 4	Day: 2	1
Term: S2	Period: 4	Day: 2	3
Term: S1	Period: 5	Day: 1	2
Term: S2	Period: 5	Day: 1	3
Term: S1	Period: 5	Day: 2	2
Term: S2	Period: 5	Day: 2	3
Term: S2	Period: 6	Day: 1	3
Term: S1	Period: 6	Day: 1	3
Term: S2	Period: 6	Day: 2	3
Term: S1	Period: 6	Day: 2	3
Term: S2	Period: 7	Day: 1	3
Term: S1	Period: 7	Day: 1	3
Term: S2	Period: 7	Day: 2	3
Term: S1	Period: 7	Day: 2	3

The report displays the following information:

Field	Description
Term Period Day Description	The term, period, and schedule day in which there are unscheduled rooms.
# of Rooms	The number of unscheduled rooms for each term, period, and day. Click the number of rooms to display the list of rooms.

How to Run the Unscheduled Students Report

Use the Unscheduled Students report to determine the number of students who have not been scheduled into classes per term, period, and day. When making adjustments after loading student schedules, school counselors can use this report to find "holes" in student schedules.

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

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

3. Click Under-scheduled Students. The UnScheduled Students page appears.

UnScheduled Students				
Build: Build #4	Catalog: 2003-2004 (#2)			
Term	Period	Day	Description	# of Students
Term: 03-04	Period: 1	Day: 1		57
Term: 03-04	Period: 1	Day: 2		55
Term: 03-04	Period: 2	Day: 1		36
Term: 03-04	Period: 2	Day: 2		26
Term: 03-04	Period: 3	Day: 1		37
Term: 03-04	Period: 3	Day: 2		47
Term: 03-04	Period: 4	Day: 1		22
Term: 03-04	Period: 4	Day: 2		23
Term: 03-04	Period: 5	Day: 1		34
Term: 03-04	Period: 5	Day: 2		63
Term: S1	Period: 1	Day: 1		116
Term: S1	Period: 1	Day: 2		74
Term: S1	Period: 2	Day: 1		113
Term: S1	Period: 2	Day: 2		106
Term: S1	Period: 3	Day: 1		117
Term: S1	Period: 3	Day: 2		153
Term: S1	Period: 4	Day: 1		155
Term: S1	Period: 4	Day: 2		101
Term: S1	Period: 5	Day: 1		154
Term: S1	Period: 5	Day: 2		137

The report displays the following information:

Field	Description
Term Period Day Description	The term, period, and schedule day in which there are unscheduled students.
# of Students	The number of unscheduled students for each term, period, and day. Click the number of students to display the list of students, from which you can select students from the list and perform group functions.

How to Run the Unscheduled Teachers Report

Use the Unscheduled Teachers report to determine the number of teachers who have not been scheduled into classes per term, period, and day.

1. On the start page, choose PowerScheduler from the main menu.
2. Under Tools, choose Reports from the PowerScheduler menu. The Scheduling Reports page appears.

Post Build Reports	
* Function	Description
<input type="checkbox"/> Alternate Request Report	Indicates requests and alternates filled for each student.
Master Schedule	Displays the draft master Schedule in year mode.
Master schedule (PDF)	Creates a PDF document of the draft master Schedule in year mode.
Master Schedule List	Customizable Master Schedule in list format.
<input type="checkbox"/> Non-scheduled Course Requests Exclude Alternates	Lists requests not scheduled for each course.
<input type="checkbox"/> Non-scheduled Student Requests Exclude Alternates	Lists requests not scheduled for each student.
Room Schedule	Lists the sections scheduled in each room.
Room Utilization	Totals the number of seats and available seats in each room by period.
Schedule Periods By Grade	Number of students scheduled and not scheduled by grade level.
Schedule Course Enrollment	Seats available, taken and requested by course.
Schedule Results By Grade	For current school, percentages of scheduled and unscheduled students.
<input type="checkbox"/> Student Schedule List	Number of scheduled classes by student.
<input type="checkbox"/> Under-scheduled Students	Lists the number of students scheduled for each period.
Unscheduled Rooms	Lists number of unscheduled rooms for each Term/Period/Day Combination.
<input type="checkbox"/> Unscheduled Students	Lists number of unscheduled students for each Term/Period/Day Combination.
Unscheduled Teachers	Lists number of unscheduled teachers for each Term/Period/Day Combination.

- Click [Unscheduled Teachers](#). The UnScheduled Teachers page appears.

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

The report displays the following information:

Field	Description
Term Period Day Description	The term, period, and schedule day in which there are unscheduled teachers.
# of Teachers	The number of unscheduled teachers for each term, period, and day. Click the number of teachers to display the list of students.