PowerScheduler: Prepare to Load

PowerSchool
Student Information System

PEARSON

Contents

Introduction

Utilize these instructions to complete each step in the Prepare to Load process in PowerSchool Student Information System (SIS). Perform the Prepare to Load process if you want to use a previously-created (or "built") master schedule, and load students into the schedule based on their course requests. The following diagram outlines the steps of the process.

```
Prepare to Load          Step A: Auto Scheduler
Students Only     ───►          Setup

                         Step B: Define Course
                         and Section Information

                         Step C: Define Rooms

                         Step D: Prepare Teacher
                         and Student Information

                         Step E: Enter Student
                         Course Requests

                         Step F: Manually Adjust
                         the Master Schedule

                         Step G: Define Load
                         Constraints

                         Step H: Load Students

                         Step I: Evaluate the
                         Load

                         Step J: Explore Post-          Schedules
                         Load Options          ───►     Complete
```

While several people may be scheduling students, Pearson recommends only one person per school should be performing Step A: Auto Scheduler Setup. While completing the scheduling process, the PowerSchool Help menu is another great source of information. Keep in mind that the PowerScheduler and the live (or active) side share three items: courses, teachers, and student.

Step A: Using Auto Scheduler Setup

The Auto Scheduler function sets up the terms, periods, and days associated with the school schedule. Using the Auto Scheduler is optional, but setting up terms, periods, and days is required. If you previously created years and terms on the scheduling side, performing the Auto Scheduler function overwrites those years and terms, whether created manually or by using the Automatic Schedule Setup. However, the Auto Scheduler does not overwrite the years and terms created on the live side.

1. On the Start Page, click **PowerScheduler**

   The image below is a reminder that you need to download the PowerSchool Scheduling Engine before you build your schedule. Not every district needs to perform the next step, but first-time PowerScheduler users will.

   Important Notice:

   The PowerSchool Scheduling Engine has been updated. Before attempting to build or load a master schedule you must download and install the new engine by choosing the Engine Download option on the left.

   Please check the box below and press the Submit button to acknowledge you understand.

   ⦿

   Submit

2. Select the option and click **Submit**

3. Below Processing, click **Auto Scheduler Setup**

Option	Value
Lowest term level division	Quarters ⇅
Number of periods	4 ⇅
Number of days	2 ⇅

   Continue

4. Choose the appropriate lowest level term, number of periods, number of days, and click **Continue**

   The "Lowest term level division" menu refers to course offerings and not when you store grades or send out report cards. For example, your school sends out report cards every quarter; however, students don't change courses each quarter, they change each semester. You would choose **Semesters** from the "Lowest term level

division" menu. If your school uses blocks instead of periods, use the period menu to select your number of blocks. Days doesn't refer to how many days school meets each week, but how many days are in your rotation or day cycle. Basically, how many days occur before the cycle repeats.

5. Check the appropriate terms to define for your school, and then click **Continue**

    The terms apply to scheduling only and not grading terms. Be sure you check **Full Year**, since the Full Year term is required.

Term	Abbreviation	First Day of Term	Last Day of Term
Full Year	FY (MM/DD/YYYY)	6/1/2009	5/31/2010
Semester 1	S1 (MM/DD/YYYY)		
Semester 2	S2 (MM/DD/YYYY)		
Quarter 1	Q1 (MM/DD/YYYY)		
Quarter 2	Q2 (MM/DD/YYYY)		
Quarter 3	Q3 (MM/DD/YYYY)		
Quarter 4	Q4 (MM/DD/YYYY)		

6. Enter the dates for each of your terms and click **Continue**

    Make sure no gaps exist between the term dates. If your school hasn't finalized the exact dates, don't worry. You can change the dates until you commit the schedule. Committing the schedule is your last step in PowerScheduler.

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	2009 – 2010	Active Build ☑

Build Description	Automated Schedule Setup

Terms	4
Periods	4
Days	2
Course Catalog	▼

7. Select the **Load Only** option to use the scenario to load students into the master schedule

   The Load Only option is used when you will use a previously or manually created master schedule and only load students into the schedule.

8. Enter a build name, enter a description of the build, and check **Active Build** if this is the scenario you are going to use to load the students into master schedule

   The future scheduling year will be the Build Name unless you make a change.

9. The Terms, Periods, and Days fields will contain the information you just set up

   If you need to change the terms, periods, or days, do not navigate to the Auto Scheduler Setup again. Instead, select the active scenario and make the necessary changes.

10. The Course Catalog menu will not contain options for first-time PowerScheduler users

    When first-time users submit the scenario, PowerScheduler will create a course catalog. If course catalog options are present, Pearson recommends not choosing one. A new course catalog should be created every year.

11. Do not change the default values in the Build Optimizations, Load Optimizations, and Best Schedule Weights fields at this time

    Use the Load Optimizations fields if you are actively loading the students into the master schedule and encounter problems with the amount of time it takes.

12. Click **Submit**

13. Click **Scenarios** and select the active scenario name

    First-time users will see that a course catalog is chosen even though that step was

not completed. PowerScheduler created the course catalog automatically, based on your existing catalog from the current year.

14. Below Parameters, click **Years & Terms**

    You need to edit the years and terms you created through the Auto Scheduler Setup because the name and abbreviation are vague. You can also add years and terms manually by clicking **New**.

15. Click **Full Year**

16. Enter `2009–2010` in the "Name of School Year" field

    The school year, 2009-2010, will be listed in the navigation bar of the PowerScheduler as the scheduling year.

17. Enter `09–10` in the Abbreviation field
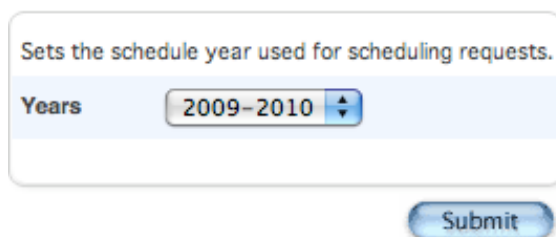
18. Click **Submit**

If you need to edit the term dates, navigate to Years & Terms again. Then, click **Edit Terms**. You can edit the term dates as long as you haven't committed the schedule.

Setting the Schedule Year

You can make course requests for the current year or for future years, but you need to identify which schedule year to use for student course requests that come in via the PowerScheduler, Parent Access, or the Modify Future Requests student page.

You set up the schedule year through the Auto Scheduler Setup and modified the year information for clarity. Now set the scheduling year to 2009-2010, the future year, so that students can enter course requests in Parent Access for the 2009-2010 year. In this case, the request screens you create in the PowerScheduler will also apply to the 2009-2010 school year.

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Functions** > **Set Schedule Year**

3. Choose the future schedule year from the menu

   Only the years established on the Years & Terms page are listed.

4. Click **Submit**

Copying a Master Schedule

If you are only loading students into a schedule, you are either going to manually build your master schedule or you are going to copy a master schedule you previously used.

1. On the Start Page, choose **PowerScheduler**

2. Below Tools, click **Functions** > **Copy Master Schedule**

3. Choose the year from which you want to copy the master schedule from the Source year menu

4. Select the **Check here to confirm you want to proceed** check box

5. Click **Submit**

   When you copy the master schedule, the system also copies the years and terms from the schedule. Access the Edit Build Scenario page to verify that the correct years and terms, days and periods are associated with the scenario.

6. Below Processing, click **Scenarios**

7. Select the active scenario

8. Click **Associate** next to the Terms field

   Even though you associated the correct terms with the Auto Scheduler Setup, copying the master schedule cleared the full-year check box.

9. Check **2009–2010 School Year**

10. Click **Submit**

11. Click **Submit**

Verifying Schedule Parameters

Verify that periods and days are correctly defined for your master schedule.

Periods

Complete the following steps to make manual modifications to the default name, abbreviation, and sort order of the periods.

1. On the Start Page, click **PowerScheduler**

2. Below Parameters, click **Periods**

3. You determine the number of period IDs that appear from the Periods field on the Edit Scenario page

   You cannot alter the ID. This ID is listed on the Master Schedule report.

4. Enter `Homeroom` in the 4 Name field

   Many schools have a homeroom period and change the period name to "Homeroom" for easy identification. However, if the period name differs significantly from the ID, staff can become confused. Pearson recommends changing the last period to Homeroom and using the sort order to list it first.

5. Enter `HR` in the 4 Abbreviation field

6. Choose **1** from the 4 Sort menu, **2** from the 1 Sort menu, **3** from the 2 Sort menu, and **4** from the 3 Sort menu

   You are reordering all the periods, so Homeroom will be listed first.

7. Click **Submit**

8. Click **Periods**

   Your periods should look similar to the image below. Notice that the IDs match the majority of the names. When the ID is listed, you know right away which period it correlates to.

Days

Complete the following steps to make manual modifications to the default name and abbreviation of the days.

1. On the Start Page, click **PowerScheduler**

2. Below Parameters, click **Days**

   Use the Auto Scheduler Setup or Edit Scenario page to determine the number of day IDs that appear

3. Enter the name and abbreviation for each day

   Changing the default name and abbreviation is optional.

4. Click **Submit**

Step B: Defining Course and Section Information

Create any new courses you are offering and associate them with the appropriate school. However, there is more course information to define than just adding a course to the catalog. You also need to define course parameters for scheduling, such as load priority and course maximums. Defining course information is the most complex set of preferences for any item in PowerScheduler. The preferences page is very long and contains many fields, but you probably won't need to complete every field.

To define the parameters, you can perform any of the following:

- Enter parameters for each course individually

- Use the "Auto Fill Course Information" function to enter parameters for selected courses at the same time

- If you have first copied a master schedule, use the "Auto Generate Course Information" function to copy specific preferences for all your courses in that master schedule into your active catalog in PowerScheduler

Adding a New Course

Add courses on the live side of PowerSchool not in PowerScheduler. It is also important to avoid adding duplicate courses. Verify that courses aren't already in the Master Course List before adding them.

1. On the Start Page, click **School** > **Courses** > **+ New Course**

2. Enter information in the fields

3. Click **Submit**

Course Prerequisites

The prerequisite setup is very powerful and refers to requirements that a student must meet before requesting a course. You can do more than associate two courses together. You can specify that a student must earn a particular grade in order to request the next course. You can also require that the student earn a certain number of credits before he or she can request the next course. You can even require that a teacher submits a recommendation before the student can request the course. You have access to the following prerequisites rules:

- Letter Grade
- Percent Grade
- Average Percent Grade
- Credit Hours
- Concurrent Request
- Recommend
- Any of
- None of
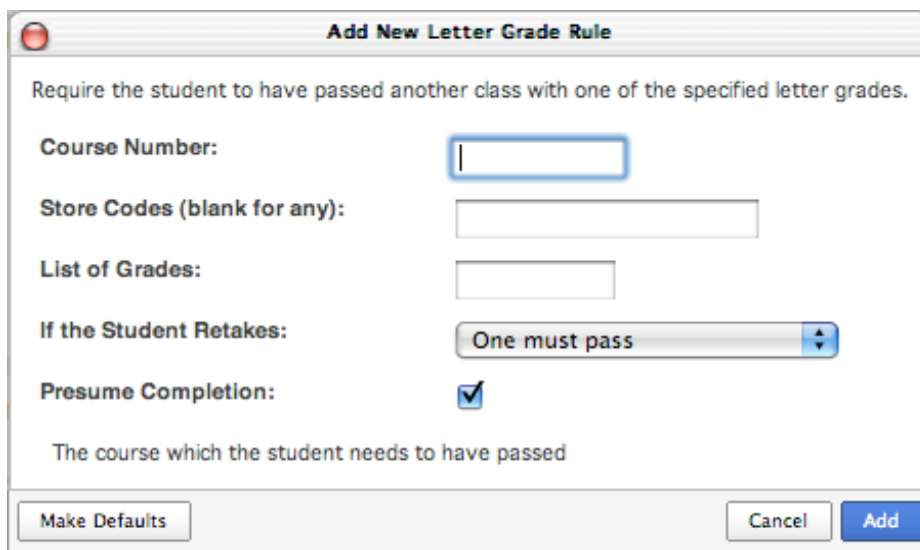
Keep in mind that prerequisites limit the requests students can select on the request pages. Prerequisites do not stop the PowerScheduler engine from loading a course into the student's schedule.

Adding Course Prerequisites

Since students submit most requests before second semester ends, you could define the rule upon the assumption that the student will complete the course. For example, a set of prerequisite rules may specify that Chemistry I is taken prior to Physics I and that students must earn an A, B, or C letter grade in Chemistry I before requesting Physics I.

These requirements are the results of two prerequisite rules between Chemistry I and Physics I. Add prerequisites on the live side of PowerSchool.

1. On the Start Page, click **School** > **Courses**

2. Find and select **Physics I**

3. Click the **Prerequisites** tab

4. Enter `Completion of Chemistry I` in the Prerequisite Note field

5. Click the plus (**+**) in the Prerequisites rules section

6. Choose **Letter Grade** from the menu

7. Enter the beginning of the course number and a list of matching courses will appear

8. Select the course

9. Enter `A,B,C` in the List of Grades field

10. Choose **One must pass** from the If the Student Retakes menu

11. Check **Presume Completion** and click **Add**

12. Click the plus (**+**) again

13. Choose **Recommend** from the menu

If the student must pass OR receive a recommendation, choose the **Any Of** rule.

Then, repeat steps 12 and 13 again. The Any Of rule states the student must meet one of the prerequisites, not all.

14. Enter the department of the teacher, such as `SCI`

15. Click **Add**

16. Finally, click **Save**

Manually Defining Course Preferences

Depending on the size of the school, enter course preferences one at a time. Notice that there are static fields on the Preferences page that cannot be changed. The static fields are copied from the Master Course List on the active side, and can only be changed on the active side.

The Preferences page is divided into six sections: General Information, Scheduling Preferences, Sections Defined, Labs Defined, Load Options, and Substitute Information. Each course will require a variety of preferences, so there is no "one right way" to follow when completing the page. Typically, however, you will at least fill out Scheduling Preferences and Sections Defined.

The Scheduling Preferences section contains the department associated with the course and the maximum enrollment, along with other fields. The Sections Defined section includes many section characteristics including the number of sections offered and the valid start periods and terms.

1. On the Start Page, click **PowerScheduler**

2. Below Resources, click **Courses**

3. Click a course name

4. Preferences is the default tab on the Course Information page because it very important and should be done first

   The following steps focus on course preferences, but there are four other course tabs.. The Constraints tab lists any constraints entered for the course. The Relationships tab is where you enter any relationships between the course and other courses. The Requests tab lists all requests submitted for the course. The Sections tab lists the available sections of the course.

Constraints | Preferences | Relationships | Requests | Sections

General Information

Course Number	MUS110	Course Name	Choir
Credit Hours	1	Credit Type	
Alternate Course Number		Grade Scale	
CIP Code		Vocational Class	No

Scheduling Preferences

Schedule This Course	☑
Use The Course For Lunch	☐

Department   [Associate]

Full Catalog Description

Maximum Enrollment   0

Sections Defined

Sections Offered	1		
Periods Per Cycle	1		
Periods Per Meeting	1	Frequency	1
Terms per year	2 of 2		
Allow Student Repeats in the Same Term	☐	Allow Student Repeats in Different Terms	☐

Valid Terms

10–11

[Associate]

Labs Defined

Is This Course A Lab	☐		
Lab Frequency	0	Lab Periods Per Meeting	0
Valid Lab Day Combinations			

Example: (A,B)(B,D)

Room Requirements

Facilities

[Associate]

Load Options

Load Priority	0	Load Type	Academic ⬍
Balance Priority	Section ⬍		
Use Pre Established Teams	☐	Close Section After Max	☐
Use Section Types	☐		

Substitute Information

Don't Allow Student Substitutions	☐	
Global Substitution 1		[Associate]
Global Substitution 2		[Associate]
Global Substitution 3		[Associate]

5. Be sure to check **Schedule This Course** for every course being offered

   PowerScheduler will ignore any courses that don't have the "Schedule This Course" check box selected. The remaining fields in the Scheduling Preferences, Sections Defined, Labs Defined, and Room Requirements sections are optional and apply to the Build process.

6. Enter a load priority for every course in the Load Priority field

   Use the Load Priority to load students into higher priority courses first. For example, AP Chemistry is an advanced class with one section. AP Chemistry needs a higher priority. You can enter the following load priority values: 1, 3, 7, 15, 31, and 63. The lower the number, the higher the priority. Electives traditionally have a higher number so that the engine will schedule the required courses first and electives last.

7. Choose **Academic** from the Load Type menu

   You have two additional Load Type options: Elective and Alternate. The system uses the load type to keep the types of course balanced across terms. This way, students won't have all their academic courses first semester and elective courses second semester.

8. Choose one of the following options from the Balance Priority field:

   a. Choose **Section** to keep the number of students balanced across sections

   b. Choose **Gender** to keep the number of males and females balanced in each section

   c. Choose **Grade** to keep the grade levels balanced in each section

   d. Choose **EthnicCode** to keep the ethnicities balanced in each section

   e. Choose **House** to keep the members of each house balanced in each section

      Balance priority is the secondary priority field to keep sections balanced. Section is the default value.

9. Check **Use Pre Established Teams** if the course uses teams

10. Check **Close Section After Max**

    If the check box isn't selected, the section's "Close section at max" check box won't be selected either. Then, a section could be overfilled.

11. Check **Use Section Types** if the course uses section types

12. Check **Don't Allow Student Substitutions** if the course cannot be substituted with another course

    Leave the "Don't Allow Student Substitutions" check box clear if you want to allow substitutions. If you check "Don't Allow Student Substitutions," you don't need to complete the remaining field.

13. If this course has a global substitution, click **Associate** next to the "Global Substitutions 1" field

14. In the Choices Dialog window, select the substitute course and click **Submit**

15. Use the Global Substitution 2 and 3 fields to define subsequent substitutes

16. Click **Submit**

Auto-Filling Course Information

The "Auto Fill Course Information" function enters course information simultaneously for all courses or selected courses. Pearson recommends using the "Auto Fill Course" function, but be careful. After completing the Auto Fill function, use the Course List report to view the information you auto-filled, as well as information that may be missing. If you want to auto-fill all courses, skip steps 2-5 in the following instructions.

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Functions** > **Update Selections**

3. Choose **ScheduleCourseCatalogs** from the Current Table menu

4. Click **Select all [x] records in this school**

5. Do one of the following:

   a. Click **Select Records by Hand**, select the courses you want to auto-fill with the course information, and click **Submit**

   b. Use the Search ScheduleCourseCatalogs fields to search for and select courses that meet specific criteria, such as all courses in the English department

6. Below Tools, click **Functions** > **Auto Fill Course Information**

7. Select to apply the changes to all courses or those you just selected

8. Complete all the fields that need to be auto-filled for the courses you selected

   The information you enter will vary depending on the courses.

9. Click **Submit**

Auto-Generating Course Information

To utilize the "Auto Generate Course Information" function, you must first copy your master schedule from last year. Auto Generate will overwrite any course changes you have already defined for the new scenario.

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Functions** > **Auto Generate Course Information**

3. Check **Select check box to verify the command** to verify that you want to copy scheduling parameters from the courses in the current year's master schedule to the courses for next year's master schedule

4. Click **Submit**

Defining Course Relationships

After you enter course information, you could define relationships between courses. Relationships alert the system that it must consider other courses when determining the best place for a course in the student schedule. Use relationships to ensure student schedules are loaded correctly. If you define a relationship for a course with another course, you do not need to define the relationship for both courses.

You can create several types of course relationships in PowerScheduler. Relationships either apply to the build or load. Use any of the following Load course relationships:

- Has a Load Coreq of – courses that are scheduled during the same term

- Has a Load Postreq of – courses that must be scheduled after the related course

- Has a Load Prereq of – course that must be scheduled before the related course

- Must Not Load Coreq With – courses that cannot be scheduled during the same term

- Must Load Distinct (no term overlap) With – courses cannot be loaded into overlapping terms

- Must Load the Term After – courses that must be loaded after in sequential terms
- Must Load the Term Before – courses that must be loaded before in sequential terms

The Coreq, Postreq, and Prereq relationships only relate to the current scheduling year. PowerScheduler does not check historical data for previous courses. The following steps outline how to create a relationship, but do not cover each relationship individually.

1. On the Start Page, click **PowerScheduler**

2. Below Resources, click **Courses**

3. Choose **Relationships** from the menu at the top of the course list

4. Click the name of the course for which you want to define a relationship and click **New**

5. Click **Associate** to select the course you are relating to the course

6. Choose **Must Load the Term After** from the Relationship Type menu

   The available types can be seen in the image above. Keep in mind, the Prereq relationship type is separate from the prerequisites rules and notes entered earlier.

7. Click **Submit**

Step C: Defining Rooms

Your school's layout and classrooms are an essential part of the scheduling process. Create or update your rooms and associate the appropriate facilities and departments with each room. Associating rooms with teachers is optional, and will not apply to all schools.

When defining rooms, you can do any combination of the following:

- Define and update your rooms one at a time
- Auto-generate rooms to create rooms from your existing master schedule
- Auto-create rooms to create rooms with a predefined set of criteria
- Use the Update Selections function to update one field of information for a group of rooms at one time

Manually Defining Rooms

Depending on the size of the school, create or edit your rooms one at a time.

1. On the Start Page, click **PowerScheduler**
2. Below Resources, click **Rooms**
3. Click **New** to create a new room or click the room number to edit an existing room

4. Enter a Room Number, Room Description, and Room Maximum

The Room Maximum field is essential. Make sure that the course maximum does not exceed the room maximum.

5. Click **Associate** for the Department field and select a department

6. Check **Use for Scheduling**

7. Click **Submit**

Auto-Creating Rooms

You can create rooms all at once with the "Auto Create Rooms" function. 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**

2. Below Tools, click **Functions** > **Auto Create Rooms**

3. Enter a Start Number, Increment Number, and Number of Rooms

4. Choose **Yes** from the Use for Scheduling menu

5. The remaining fields are optional and may or may not apply depending on the group of rooms you are creating

   For example, you are creating rooms for a new wing of the school, but the room

maximums vary. Leave the Room Maximum field blank or enter the most common maximum and change the exceptions after auto-creating.

6. Click **Submit** so the system will create the rooms with the scheduling information you defined

Auto-Generating Rooms

To use the Auto Generate Rooms function, you must have defined rooms in a previous scheduling year, or copied over a master schedule from last year. Auto Generate will overwrite any manual changes or rooms you may have created for the new schedule year.

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Functions** > **Auto Generate Rooms**

This function will generate rooms for the current
build using the existing master schedule for Scheduling Master School.

Select checkbox to verify the command   ☑

3. Check **Select check box to verify the command** to copy all rooms from the current year's master schedule to the new master schedule
4. Click **Submit**

Modifying Room Data using Update Selections

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Functions** > **Update Selections**

Current Table: ScheduleRooms

Current Records in Selection: 0   List View   Modify Records   Select Records by Hand

(Select all 53 records in this school)

Search ScheduleRooms

[   ]   [=]   [   ]

[   ]   [=]   [   ]

(Search all 53 records in this school)
(Search within the current 0 records only)

3. Choose **ScheduleRooms** from the Current Table menu

4. Do one of the following:

    a. Click **Select all [#] records in this school** to select all rooms

    b. Use the Search ScheduleRooms fields to search for and select rooms that meet specific criteria, such as all rooms in the English department

5. Click **Modify Records**

Current Table: ScheduleRooms

Current number of records in selection: 7

Maximum ⬍ := 30

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

6. Choose the room field you want to edit from the menu

For example, all the rooms in the English departments need the same room maximum. Choose **Maximum**.

7. Enter a value for the selected rooms, such as 30

8. Click **Modify Selected Records**

Step D: Preparing Student and Teacher Information

Student Information

In PowerScheduler, "student information" doesn't refer to addresses and phone numbers. Instead, student information refers to scheduling preferences, such as next year grade. Student information must be defined for successful scheduling. For example, the "Next Year Grade" field not only tells PowerSchool what grade level the student will have next year, but also which request form to associate to the student.

Before you can start scheduling your students, you need to get your students into PowerScheduler. Begin the process on the PowerSchool side with the Scheduling Setup student page.

1. On Start Page, search for and select a student

2. Click **Scheduling Setup**

   As new students are entered into PowerSchool, complete the Scheduling Setup page as part of the data entry process. Then, each year the Scheduling Setup page will update with the End of Year Process. You need to complete several fields, but only one field places a student in the PowerScheduler: the "Next School Indicator."

3. Choose **Apple Grove High School** from the "Next School Indicator" menu

   If you don't have options in the "Next School Indicator" menu, navigate to the Start Page. Click **School** > **Next School** > **New** to add the next school options.

4. Click **Submit**

   You don't have to set this field for every student manually. Use the "Next School Indicator" group function to set this field for an entire grade level. Pearson recommends using the group function on a regular basis to catch any new students who might have this information missing. Remember when running the group function for the highest grade level in your school, those students will be graduating or moving to a different school. The remaining fields on the Scheduling Setup page will be covered in the next section.

Scheduling preferences need to be entered before your students start submitting requests. If the preferences aren't entered, students will have access to the wrong request forms or no form at all. You can enter or update student scheduling preferences using any of the following methods:

- Manually update or enter scheduling preferences for each student, one at a time
- Auto-fill scheduling preferences for students by year of graduation
- Use the Update Selections function to update specific fields of information for several students at one time

Manually Updating Student Scheduling Preferences

Depending on the size of the school body, update scheduling preferences one at a time. However, manually updating will take the most time.

1. On the Start Page, click **PowerScheduler**

2. Below Resources, click **Students**

3. Search for and select a student or group of students

   The students you select appear in the students menu.
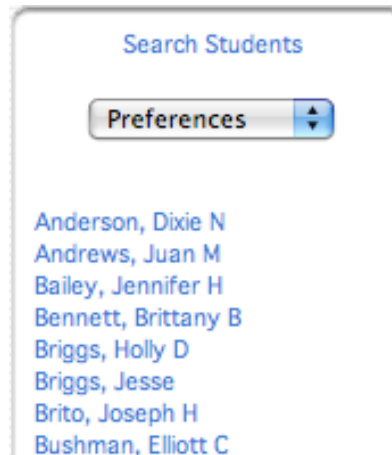
4. Choose **Preferences** from the menu at the top of the student list and click a student's name

5. Enter or verify the next year grade is correct

   The "Next Year Grade" field indicates the request screen each student will use to submit their course requests for the next school year and which grade level the student will promote to.

6. Enter or verify the number in the Priority field

   Use the Priority field to tell PowerScheduler which students to schedule first. For example, upcoming seniors need a higher priority than upcoming freshman. The lower the number, the higher the priority. Pearson recommends using the priorities 10, 20, 30, and 40. If you have one senior that needs a higher priority than the rest of the grade, enter the priority 9. Use the priority gaps for scheduling flexibility.

7. Verify that **Schedule This Student** is checked for every student you want to schedule

   The "Schedule This Student" check box includes the student in the Load Process.

8. Enter the student's graduation year in the "Year of Graduation" field

9. Verify the "Next School Indicator" field is completed correctly

10. Complete the Optional Settings if your school uses Buildings, Houses, and Teams

11. Click **Submit**

12. Repeat steps 5-11 to enter scheduling preferences for each of the students you select

Auto-Filling Student Scheduling Preferences

Use the "Auto Fill Student Information" function to fill student information simultaneously for a group of students. Pearson recommends using the Auto Fill function BEFORE you set your retentions.

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Functions** > **Auto Fill Student Information**

   The "Auto Fill Student Information" page is always blank and does not store the information you auto-filled last.

Field Name	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Next Year Grade	9	10	11	12	99
Priority	40	30	20	10	
Schedule This Student	Yes	Yes	Yes	Yes	No
Year of Graduation	2013	2012	2011	2010	2009

3. Enter values similar to those in the image above

   When completing the page, remember that graduating seniors don't need to be scheduled.

4. Click **Submit**

Updating Student Scheduling Preferences using Update Selections

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Functions** > **Update Selections**

Current Table: Students

Current Records in Selection: 405   List View   Modify Records   Select Records by Hand

Select all 405 records in this school

Search Students

[ ] = [ ]

[ ] = [ ]

Search all 405 records in this school

Search within the current 405 records only

3. Choose **Students** from the Current Table menu

4. Do one of the following:

   a. Click **Select all [#] records in this school** to select all students

   b. Click **Select Records by Hand** to select a specific group of students

   c. Use the Search Students fields to search for and select students that meet specific criteria, such as all students graduating in 2011

5. Click **Modify Records**

Current Table: Students

Current number of records in selection: 56

| Sched_NextYearTeam ▼ | := | 826 |

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

6. Choose the student field you want to edit from the menu

   For example, to identify the team the selected students will be schedule with next year, choose the **Sched_NextYearTeam** field.

7. Enter a value in the blank field, such as the Team ID

   You can find this ID number by clicking **Teams** below Parameters.

8. Click **Modify Selected Records**

Teacher Information

Define teacher scheduling information for every teacher who instructs at least one course at your school. You can also assign teachers to the courses they will teach. Remember, in order to schedule a teacher he or she must be made active. You can either manually enter teacher information and assignments, or auto-fill information and auto-generate assignments.

Before you can start entering teacher assignments, you need to get your teachers into PowerScheduler. Begin on the PowerSchool side.

1. On Start Page, click **Staff**

2. Search for and select the staff member

3. Click **Schedule Setup**

4. Check **Schedule This Teacher**

    If a teacher won't be returning next year, clear the "Schedule This Teacher" check box.

5. Click **Submit**

    You don't have to complete this field for every teacher manually. Use the "Set Staff Field Value" group function to set this field for all teachers. The remaining fields on the Schedule Setup page will be covered in the next section.

Manually Entering Teacher Information

The majority of information for teacher scheduling preferences is unique to each teacher. Manually entering scheduling preferences one at a time is practical.

1. On the Start Page, click **PowerScheduler**

2. Below Resources, click **Teachers**

3. Choose **Preferences** from the menu at the top of the teacher list and click a teacher's name

Assignments | Constraints | Matrix | Preferences | Schedule

Required Settings

Department	ART	Associate
Preferred Room	2	Associate
Maximum Consecutive Periods	5	
Schedule This Teacher	☑	
Is Always Free?	☐	
Schedule For Lunch	☐	

Optional Settings

Building Code		Associate
House Code		Associate
Team Code		
Maximum Student Load	0	

4. Click **Associate** next to the Department field to associate the teacher with a specific department

5. Click **Associate** next to the Room field to associate the teacher with a specific room, but remember this is a preference only

6. Choose a value from the Maximum Consecutive Periods menu, as mandated by the administration

   The "Maximum Consecutive Periods" menu defaults to 1. Pearson recommends not using the default value.

7. Verify the "Schedule This Teacher" check box is selected

   If a teacher won't be returning next year, clear the "Schedule This Teacher" check box.

8. Complete the remaining fields, but the information you enter will vary depending on the teacher

9. Click **Submit**

Auto-Filling Teacher Information

Use the "Auto Fill Teacher Information" function to fill in teacher information simultaneously for all teachers or selected teachers. If you want to auto-fill all teachers, skip steps 2-4 in the following instructions.

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Functions** > **Update Selections**

3. Choose **Teachers** from the Current Table menu

4. Do one of the following:

   a. Click **Select Records by Hand,** select the teachers you want to auto-fill with teacher information, and click **Submit**

   b. Use the Search Teachers fields to search for and select teachers who meet specific criteria, such as all teachers in the English department

5. Below Tools, click **Functions** > **Auto Fill Teacher Information**

6. Select to apply the changes to all teachers or those you just selected

7. Complete the fields you want to auto-fill for the selected teachers

   For example, click **Associate** next to the Department field to assign the eight teachers to the English department.

8. Click **Submit**

Step E: Entering Student Course Requests

It is very important to complete all the previous steps before entering student course requests for next year. This does not mean completing the optional steps, but performing the Auto Scheduler setup, completing the course catalog, defining course and section information, and entering student and teacher information.

Defining Grade-Level Requirements

Rather than jumping right in, spend some time researching and gathering course information. Outline the grade-level course requirements to save time and errors throughout the process. First, collect the following information for each grade level:

- Required courses
- Number of credits students must earn
- 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

Taking the time to gather requirement information first will make it possible for you to perform all of the following steps quickly. Use requirement information to create course groups and course request pages for each grade level.

Course Recommendations

Teacher recommendations are another element of the request process. Certain courses will require a teacher's recommendation prior to submitting course requests. Teachers submit their recommendations in PowerTeacher. (You can edit and delete recommendations that teachers have submitted.) Administrative staff submits recommendations in Request Management on the student pages.

1. On the Start Page, search for and select a student
2. Click **Request Management** > **Manage Recommendations**
3. If the teacher submitted a recommendation for the student, that recommendation will be listed on the Manage Recommendations student page
4. Click the pencil icon to make changes or to delete the recommendation
5. To enter a new recommendation, click **Create New Recommendation**
6. Enter the beginning of the course number in the Course Number field, such as `MAT`
7. Choose the correct math class
8. Choose **09-10**, your future scheduling year, from the Scheduling Year menu
9. Enter a comment describing the recommendation in the Comments field, such as `Teacher recommends placement in this class`
10. Click **Submit**

Creating Course Groups

Create course groups to apply to your student request screens. Course groups represent the courses that are available to a student for a specific request. For example, every student must select an English class from the English group. You can create as many course groups as needed.

1. On the Start Page, click **PowerScheduler**

2. Below Requesting, click **Course Groups**

3. Choose the order in which you want courses to be listed on the student course request pages from the menu

   Note: You can sort courses by name or number.

4. Click **New** at the top of the course list

Option	Value
Name	Grade 11 English
Type	Scheduling Only
Applies to	○ all schools ◉ Scheduling Master School

Show Courses: School Master Schedule | Current Catalog

☐ 14005 A+ Certification	☐ 10004A Geometry
☐ 10008A AP Calculus	☐ 10004B Geometry
☐ 10008B AP Calculus	☐ 13005A Government
☐ 11006A AP Chemistry	☐ 19001 Intoduction to Woodworking I
☐ 11006B AP Chemistry	☐ 19002 Intoduction to Woodworking II
☑ 12009A AP English Lit & Comp	☐ 22001 Introduction to Art I
☑ 12009B AP English Lit & Comp	☐ 22002 Introduction to Art II
☐ 11008A AP Physics	☐ 22007 Introduction to Ceramics I
☐ 11008B AP Physics	☐ 22008 Introduction to Ceramics II
☐ 19005 Advanced Cabinetry I	☐ 20001 Introduction to Electronics I

5. Click **Current Catalog**

   Pearson recommends using the Current Catalog, the catalog from PowerScheduler, and not the School Master Schedule when creating your course groups. Using the Current Catalog will ensure a course group doesn't contain classes that aren't being offered anymore.

6. Enter a name for the course group

7. Choose **Scheduling Only** from the Type menu

8. Select where to apply the course group: all schools or the current school

9. Check the name of each course that belongs to the course group

10. Click **Submit**

Creating Student Course Request Pages

You must create new request pages every year. Creating the pages requires several steps. Click the name of the course request page for a grade level. Then, add requirements to each page by creating single course, multi-course, and/or core requirements. Finally, preview the page to make sure it works correctly. Remember, course requests are linked to the student's next year grade level.

1. On the Start Page, click **PowerScheduler**

2. Below Requesting, click **Screen Setup**

3. Click the appropriate grade level in the Requests menu

    For example, to create a course request page for next year's 9th graders, click **Grade 9**.

4. Enter the minimum and maximum number of credit hours each student must request to complete the page

    Minimum and maximum credit hours keep students from being overscheduled and underscheduled, but using these fields is optional.

5. Enter the message you want to display on the request screen in the text box

6. Click **Submit**

Creating Requirements

Requirements make up the body of the request page, informing students which courses they must take and offering them selections from course groups. There are three types of requirements and each will be discussed in more detail.

*   Single course requirement

*   Multi-course requirement

*   Core requirement

Single Course Requirements

Use a single course requirement when students need to make one selection from a course group. For example, the juniors must choose one English class from a list of possible English classes.

1. On the Start Page, click **PowerScheduler**

2. Below Requesting, click **Screen Setup**

3. Click the appropriate grade level from the Requests menu

4. Click **New Single Course Requirement**

5. Enter a Requirement Name, Description, Message to display if the requirement isn't completed correctly, and Sort Order

6. Choose a valid course group for the requirement

7. Choose if the student must select a course or if the student can leave the requirement blank

   Pearson recommends you complete the page entirely to ensure a successful request form. For example, if each student must select a course from the group, choose **Must select one**.

8. Choose **Elective**, **Alternate**, or **Required** from the Request type menu

   Use the Request type field to define a general priority for the request. The system schedules required requests first, elective requests second, and alternate requests third. If an elective course cannot be schedule, an alternate takes the elective's place.

9. Enter a sort order number for the placement of the requirement on the request screen

Pearson recommends that you complete the page entirely to ensure a successful request form. For example, enter the sort order number 0 to place the requirement first.

10. Click **Submit**

Multi-Course Requirements

Use a multi-course requirement when students need to make a number of selections from a course group. You define the number they must select.

1. On the Start Page, click **PowerScheduler**

2. Below Requesting, click **Screen Setup**

3. Click the appropriate grade level from the Requests menu

4. Click **New Multi-Course Requirement**

5. Enter a Requirement Name, Description, Message to display if the requirement isn't completed correctly, and Sort Order

6. Choose a valid course group for the requirement

7. Enter the minimum and maximum number of courses the student must select

   Pearson recommends you complete the page entirely to ensure a successful request form. For example, if the student doesn't have to select a course, enter 0 in the Min field.

8. Enter a sort order number for the placement of the requirement on the request screen

9. Click **Submit**

Core Requirements

Use a core requirement to display a set of predefined requests, such as core classes for ninth graders. Students cannot make or change selections and the core requests are added when the request page is submitted. For example, if PE9 is a core requirement, then even handicapped students will receive the request upon submitting the request screen. You will need to manually remove the requests for any student who will not be taking the course.

1. On the Start Page, click **PowerScheduler**

2. Below Requesting, click **Screen Setup**

3. Click the appropriate grade level from the Requests menu

4. Click **New Core Requirement**

Core Requirement	
Requirement Name	9th Grade Requirements
Description/Instructions Advises students on how to comply with this requirement	Every 9th grader must take the following courses.
List of valid courses for this item	9th Required
Number of requests to generate per course	1
Item sort order	0 (a number from 0 to 100)

5. Enter a Requirement Name and Description

6. Choose a valid course group for the requirement

7. Enter a sort order number for the placement of the requirement on the request screen

8. Click **Submit**

Previewing the Student Course Request Page

As you create all of the requirements for a grade level, preview the request page to determine if you need to make any changes.

1. On the Start Page, click **PowerScheduler**

2. Below Requesting, click **Screen Setup**

3. Click a grade level from the Requests menu

4. Click **Preview Student Registration Screen**

5. Review the Request Form

    Use the Pencil icon to edit the course requests for that requirement. The green check mark confirms a selection or signifies a requirement that is optional. The red exclamation mark means that the student has not yet selected a course to satisfy that requirement.

6. Navigate back to the Screen Setup to make changes

Entering Student Course Requests

You have three methods to use when collecting student course requests:

•   Manually entering requests for students one at a time

•   Mass adding requests for students groups

•   Online using the course request form

You will learn each method of entering course requests. Remember, if you have not activated the request form, you need to activate first.

Students, parents, or administrative staff members can enter course requests using the request screens. Students and their parents can enter course requests using Parent Access, and administrative staff members can enter course requests using the Modify Future Requests student page in PowerSchool or the Requests page in PowerScheduler.
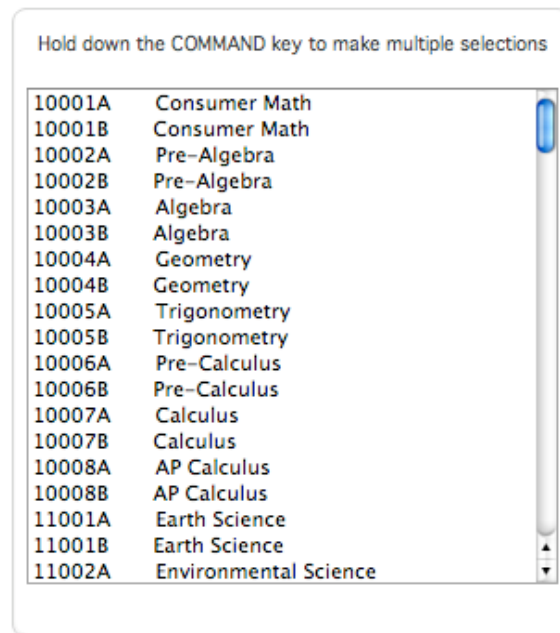
Do **NOT** modify requests by selecting a student from the Start Page and accessing the Modify Current Requests student page.

Activating the Course Request Forms

1. On the Start Page, click **PowerScheduler**

2. Below Requesting, click **Screen Setup**

3. Click the appropriate grade level from the Requests menu

4. Check **This grade may register for classes**

5. Click **Submit**

Entering Course Requests in PowerScheduler

1. On the Start Page, click **PowerScheduler**

2. Below Resources, click **Students**

3. Search for and select your student

4. Click **Requests** > **New** > **Associate**

Hold down the COMMAND key to make multiple selections

10001A	Consumer Math
10001B	Consumer Math
10002A	Pre–Algebra
10002B	Pre–Algebra
10003A	Algebra
10003B	Algebra
10004A	Geometry
10004B	Geometry
10005A	Trigonometry
10005B	Trigonometry
10006A	Pre–Calculus
10006B	Pre–Calculus
10007A	Calculus
10007B	Calculus
10008A	AP Calculus
10008B	AP Calculus
11001A	Earth Science
11001B	Earth Science
11002A	Environmental Science

5. To select multiple courses, click the courses while holding the Command key (Mac) or Control key (PC)

6. Click **Submit**

Courses

10003B,11001B,12002A,12006B,13001B,14001,16002

Associate

7. The courses cannot be edited in the text box

If you need to make changes, click **Submit** and repeat steps 4-7. Otherwise, click **Submit**.

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

New

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
11007A	Physics		☐	☐	0		Associate	☐
11007B	Physics		☐	☐	0		Associate	☐
19002	Introduction to Woodworking II	📄	☐	E	0		Associate	☐
CS1002	Computer Applications		☑	E	0		Associate	☐
ENG1100	Journalism		☐	☐	0	Honors	Associate	☐

8. Click the Note icon to view prerequisite information

⬤ Course Prerequisite for 19002

Students must pass Introduction to Woodworking I with a grade of C or better, or obtain a teacher recommendation.

Close

9. Check **Alt** to make the course request an alternate for any course that can't be scheduled

10. Enter E in the Code field for elective courses

Identifying elective courses is optional, but elective course requests are scheduled after required courses.

11. Define alternate requests further by using the priority field

Priority identifies an alternate course that needs to be scheduled before another alternate course. The higher the number, the lower the priority.

12. Choose an option from the Section Type menu if the course uses section types

For example, Journalism has an Honors section and a regular section. Choose **Honors** so the student won't be scheduled in the regular section of the course.

13. Click **Associate** to select an alternate for a course

If the course can't be scheduled, PowerScheduler will attempt to schedule the alternate. Selecting an alternate with this method ensures the alternate course will only replace one specific course.

14. Click **Submit**

Entering a Course Request for Several Students

1. On the Start Page, click **PowerScheduler**

2. Below Resources, click **Students**

3. Search for and select the students for whom you want to enter the course request, such as the entire 9th grade

4. Click **Functions** > **Mass Add Requests**

Option	Value	
Course Number	12001A	Associate
Section Type		
Request Type	Required	
Priority		

5. Click **Associate** to select the course, then enter information in the fields

6. Click **Submit**

After mass adding requests or manually adding requests, make sure you perform the Invalid Requests group function. Invalid Requests collects all the requests a selection of students have made for the specified school year, and re-evaluates each request against the course prerequisites and recommends. When you mass add requests or manually add requests, course prerequisites and recommends are not taken into account. Therefore, it is important to perform Invalid Requests and remove any requests that don't meet the course requirements.

Entering Course Requests in Parent Access

1. Enter your school's URL for Parent Access in the Address field of your web browser

2. Enter your username and password and click **Enter**

3. Click **Class Registration**

4. Select your course requests

5. Click **Submit**

Entering Course Requests in PowerSchool

1. On the Start Page, search for and select a student

2. Click **Request Management** > **Modify Future Requests**

3. Select the student's course requests

4. Click **Submit**

Course Prerequisites

You build a request form for the general student body, but there are times when individual students need to meet certain course requirements. Course requirements, if not met, can stop a student from requesting a course. Course requirements include a student who hasn't taken, or hasn't passed a prerequisite course, a course that needs a teacher recommendation, or a combination of these requirements. Define course requirements in the Course information found in School Setup or District Setup.

When students select a course group on the request screen, they then check the class they want to take. However, classes cannot be checked if the student hasn't met the prerequisites. For example, a 10th-grade student wants to take Chemistry 2; however, he can't check the course because he hasn't met the two requirements: completion of Chemistry 1 with a C or better, and a recommendation from a science teacher. The image shown below lists the Chemistry 2 class with no check box.

You have some flexibility when using the prerequisites. You can define the prerequisite based on the assumption that the student will complete the course. If the student doesn't complete the course, and the request has already been made, the request will become invalid. Additionally, you can override any prerequisite by navigating to the student pages and clicking **Request Management** > **Override Prerequisites**. The request pages or PowerScheduler don't contain overridden information or notes.

Course Request Tools

Once you or the students have entered all requests, use the following request tools to analyze and confirm the success of the request process.

- Course Request Tally Report
- Requests by Course Report
- Requests by Student Report
- Invalid Requests

Step F: Manually Adjusting the Master Schedule

You may need to make minor changes to the master schedule you copied. For example, you might need to move a course section, or assign it to a different teacher.

1. On the Start Page, click **PowerScheduler**

2. Below Schedule, click **Sections**

3. Click the course for which you want to adjust a section

4. Click the specific section number you need to adjust

Option	Value
Course name	Algebra
Course number	MAT1100
Term	Semester 1
Schedule	Expression: |	A	B
---	---	---
1	☑	☑
2	☐	☐
3	☐	☐
4	☐	☐	
Teacher	Abram, Michael
Room	125 Associate
Section number*	1 Locked Section ☐
Close section at max	☑
Section type	
Grade Level	
Current enrollment	0
Maximum enrollment	25
Team	

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

6. If you are using Teams, make sure that you identify the team on the sections

7. Click **Submit**

Step G: Defining Load Constraints

Restrict the way the system loads students into courses that have already been scheduled. Below is list of the available Load constraints.

- Balance Adjustment – pre-load a section with "fake" students
- Student Avoid – keep two students from being scheduled together
- Teacher Avoid – keep a student and a teacher from being scheduled together
- Student Free – specify a period when a student must be free
- Section Link - specify that students enrolled in one section must be enrolled in another section, such as Biology and Biology Lab
- Student Preference – schedule a student in a particular course section

The more constraints you define, the less flexibility you have to load students into your schedule and the less optimal the resulting schedules will be. Therefore, define load constraints after you load students one time. Then, use the fewest number of constraints to accomplish your scheduling goals.

1. On the Start Page, click **PowerScheduler**
2. Below Resources, click **Constraints**
3. Select the type of load constraint you want to define from the constraints menu, such as **Student Avoid**
4. Click **New**

Option	Value	
Student 1	9549	Associate
Student 2	9604	Associate
		Submit

5. Enter information as required by the fields on the constraint page
6. Click **Submit**

Step H: Loading Students

You are now ready to load students into the master schedule and create student schedules. You can load students several times. For example, assume you load students and realize that you need to define a constraint. You can select the students you need to reschedule, and reload those students so that the system re-creates their schedules while abiding by the constraint.

Prior to running a Load, you need to download the PowerScheduler Engine and install it on the computer you plan to use to conduct the Load. Click **Engine Download** and select the link to download and install the engine to your computer.

1. On the Start Page, click **PowerScheduler**

2. Below Processing, click **Load**

3. Select a Load type:

    a. Full - The system reschedules all students

    b. Balance - The system adjusts students' schedules to help improve the balance of students between course sections

    c. Reschedule - The system reschedules only those students you select before you access the Load page

4. Select the appropriate check boxes to indicate whether you want the system to close sections at maximum, use global course substitutes, or use student course substitutes

    Do <u>NOT</u> select the **Close sections at maximum** check box the first time you load students.

5. Click **Execute**

Step I: Evaluating the Load

After the system finishes the load, the percentages of students with requests, requests satisfied, and students without conflicts appear on the Scheduling page.

Viewing the Load Results

1. On the Start Page, click **PowerScheduler** > **Scenario**

2. View the load results for the appropriate scenario

3. Click **(Q)** next to Load

4. Click **View** in the Load Log column for the appropriate load

Viewing the Load Error Log

1. On the Start Page, click **PowerScheduler**

2. Below Processing, click **(Q)** next to Load

3. Click **View** in the Results Log column

   The Results Log [for school name] page alerts you to any problems the system had when loading students into the master schedule. A dashed line appears if the load was successful.

4. Analyze the results of the load

   There are three types of messages:

   a. **Info** - these messages are informational, such as "Invalid YOG found in the Student file. The students is [x] and the YOG is 0." These messages do not prevent a successful load.

   b. **Warning** - these are "red flag" messages, such as "The Request file contains an invalid student. The course is [x], the student is [x]. The request was dropped." These do not prevent a successful load.

   c. **Error** - these messages are validation errors that must be corrected in order for the engine to run, such as "The student requests multiple times of the same course, but the course does not allow repeating requests." These do prevent a successful load.

Viewing Post-Build Reports

1. On the Start Page, click **PowerScheduler**

2. Below Tools, click **Reports**

3. Print the following reports to evaluate student schedules:

   a. Non-scheduled Course Requests

   b. Non-scheduled Student Requests

  c. Student Schedule List

  d. Alternate Request

  e. Under-scheduled Students

  f. Schedule Course Enrollment

4. Print the following reports to evaluate the master schedule:

  a. Master Schedule

  b. Master Schedule (PDF)

  c. Master Schedule List

  d. Room Schedule

  e. Room Utilization

Step J: Exploring Post-Load Options

After you load students into the master schedule, you can do the following:

- Accept the load and make manual adjustments to student schedules
- Resolve student conflicts by loading student schedules again and selecting the substitute checkboxes on the Load page
- Manually adjust student course requests and load the students again
- Select and reload only a specific group of students after selecting the substitute check boxes on the Load page or manually adjusting student course requests

Manually Adjusting Student Schedules

You can manually adjust student schedules individually or several at a time.

1. On the Start Page, click **PowerScheduler**
2. Below Resources, click **Students**
3. Search for and select a student or a group of students
4. Choose **Schedule** from the menu at the top of the student list
5. Click a student's name
6. Use the Enroll menu to enroll the student in a class
7. Use the Drop menu to drop a class from the student's schedule

Manually Adjusting Several Student Schedules

1. On the Start Page, click **PowerScheduler**
2. Below Resources, click **Students**
3. Search for the students you want to enroll in the same course
4. Click **Functions** > **Schedule Mass Enroll**

Mass enroll the selected students into which class?

Select a teacher...	Period	Day	Term

OR

| 1025.6 | (course.section) |

Clicking the Submit button below will cause the selected 21 students to be enrolled in the class specified above.

Submit

5. Do one of the following to indicate the course section in which you want to enroll the selected students:

    a. Choose a teacher, period, day, and term from the menus

    b. Enter the course and section number in the course.section format, such as `1025.6`

6. Click **Submit**

Reloading a Specific Group of Students

1. On the Start Page, search for and select the group of students you want to reload

2. Click **PowerScheduler** on the main menu

3. Below Processing, click **Load**

4. Select the load type **Reschedule the selected [xx] students**

   The system reschedules only those students you selected on the Start Page.

5. Select the appropriate check boxes to indicate if you want the system to close sections at maximum, use global course substitutes, or use student course substitutes

6. Click **Execute**

7. Click **Import** to import the schedules into your PowerSchool database

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