Scheduling: Trouble Shooting Tips after the Student Load Process - PowerScheduler

This document is used for trouble shooting after the student load process in the powerscheduler. It will help you find issues and correct them for students to ensure they all have a full schedule.

Overview
This document will cover the following process: Trouble Shooting The Student Load Process

Step 1 Look at the Schdule Course Enrollment Report-Analyze
Step 2 Look at the Unscheduled Students Report-Analyze

Trouble Shooting:

1. **Look at the Schedule Course Enrollment Report:** [Start Page > PowerScheduler > Reports > Select the Schedule Course Enrollment Report]

    ☐ When looking at this report, you should look for any Unfilled Primary Requests that are over 10. This will allow you to investigate whether or not there are schedule conflicts and if classes need to be moved around. Examples may include 48 seats are available and 33 students did not get into the class. Most likely there is a class conflict. The goal of this report is to see numbers that are under 10 the lower the better. Classes that have 5 and under will most likely be manual fixes to the student schedules.

    ☐ Look at the students who were not scheduled by clicking the number in that column.

    ☐ Click the Functions Menu

    ☐ Click Work with These Students

    ☐ Investigate each student and see what you may determine: Did any of the students get a schedule, are they only missing one class? Things that you may commonly find:
    - o Student Preferences-not marked to be scheduled
    - o Student has too many requests
    - o Class conflict on the Master Schedule
    - o No space left if the class

    ☐ For Singleton Class conflicts:
    - o Look at the Student Matrix view to see the schedule
    - o If they should be able to get into the class, the load priority may need to be changed.

    ☐ If changes are made to classes after the load, you need to ensure it is fixed at the **course preference and the Sections Tab**. For Example, you discover the Valid Terms are incorrect, you must fix it at the course level on the Course Preferences and the Sections Tab to match.

- Once you have determined you are not loading the students again you will be doing Manual schedule changes.
    - o Click on the Student Name > Schedule Tab
    - o This will allow you to view the students schedule
    - o Click on the Manually Schedule Button
    - o This will bring up the following view and you will be able to manually select the classes the student needs.

Manually Schedule Student

100% Scheduled
100% Core Scheduled
63% Primary Requests Satisfied
88% Total Requests Satisfied

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Number	Course Name	Term	Day	Period 1	2	3	4	5	6
HAGBIA	AG Biology A	23-24	A		1☑				
HALG1A	Algebra 1	23-24	A						1☐
HAlg1C	Algebra I Core (i)	23-24	A	1☑					
HART1A	Art 1A	23-24	A			1☐	1☐		
HBIOA	Biology	23-24	A			1☐	1☐		
HHLTHA	Health	S1	A		1☐	1☑			
HIENG1	English 1 (i)	23-24	A						1☑
HP2	Leading Through Pos. Character Traits	23-24	A	1☐					
HPE9A	Physical Education 9	S2	A		1☐	1☑			
HUSA	U.S. History/Geog	23-24	A	1☐			1☐	1☑	
HWHA	World History	23-24	A		1☐		1☑		

*	This section is full
🟥	This section is full
🟩	This section is available
⬜	This section is scheduled

- o You can modify the schedule here by clicking the classes for each hour that you want the student changed into.
- o You can override class max here
- o Click **SUBMIT** to save manual changes

ONCE YOU MANUALLY SCHEDULE STUDENTS YOU CAN NOT RUN THE LOAD AGAIN. THIS WILL OVERWRITE ALL OF THE MANUAL CHANGES YOU MADE.

2. Run the Unscheduled Student Report **[Start Page > PowerScheduler > Reports > Unscheduled Students > Chose to work with student selection or the entire school > SUBMIT**

- ☐ The Report appears by Term, Period and Day.
- ☐ Click on the number of students for the desired term and see the students who were not schedule that period

UnScheduled Students

Term Period Day Description	# of Students
Term: 23-24 Period: 3 Day: 1	2
Term: 23-24 Period: 4 Day: 1	5
Term: 23-24 Period: 5 Day: 1	9
Term: 23-24 Period: 6 Day: 1	17
Term: S1 Period: 2 Day: 1	1
Term: S1 Period: 3 Day: 1	1
Term: S1 Period: 4 Day: 1	1
Term: S1 Period: 6 Day: 1	2

☐ Once you click on the # of students the following screen will appear

Unscheduled Students for Term 23-24; Period 3; Day 1

1. ~~Project Scheduling~~   2. ~~████████████~~

Make this the current selection of students

Select students by hand

☐ Note: Once you click on this and leave the report of UnScheduled Students you have to run the report again to get back to it, It is recommended that you right click on the tab while in the report to duplicate the screen and toggle back and forth between the report and the students you are working with.

☐ You can use this report to see students who Do NOT Have a Full Schedule.

☐ You can choose to make the students your current selection or select students by hand.

☐ You can click on a students name and follow the same trouble shooting tips from Step 1.