

# PowerSchool SIS PowerScheduler: Prepare to Build Completed Task Checklist

Complete all tasks on this checklist one week before you attend the PowerSchool SIS PowerScheduler: Build Workshop. Be sure to initial the tasks as you complete them.

Task	Date Completed/Initials
Add the upcoming school year to the Years & Terms page for each school and the District Office	
Set up all new courses <ul style="list-style-type: none"> <li>• Create new courses at the district level</li> <li>• Associate new courses to the school</li> </ul>	
Run <b>Auto. Scheduler Setup</b> to define years/terms, days, and periods	
Set the scheduling year to the future year in PowerScheduler	
Define the course catalog, departments, and facilities	
Define optional parameters – teams, buildings, and houses	
Establish rooms and all relevant information	
Students <ul style="list-style-type: none"> <li>• Update the values in the <b>Next Year Grade</b> and <b>Next School Indicator</b> fields</li> <li>• Verify that the Schedule This Student option is selected</li> <li>• Enter values in all the required fields on the <b>Edit Scheduling Preferences</b> page</li> <li>• Enter optional, school-specific information, such as the team or house</li> </ul>	
Requests <ul style="list-style-type: none"> <li>• Create course request pages</li> <li>• Enter student primary and alternate requests</li> <li>• Print the Course Request Tally report and other pre-build reports to verify accuracy</li> </ul>	
Courses <ul style="list-style-type: none"> <li>• Define the required information for each course</li> <li>• Define any course relationships</li> </ul>	

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<p>Teachers</p> <ul style="list-style-type: none"><li>• Update the <b>Schedule This Teacher</b> field for all staff</li><li>• Enter values in the required fields on the Teacher Scheduling Preferences page</li><li>• Enter all teacher assignments (either on the <b>Teachers</b> page or the <b>Courses</b> page)</li></ul>	
<p>Constraints</p> <ul style="list-style-type: none"><li>• Consider constraints that are needed prior to building the master schedule</li></ul>	
<p>Course Rank</p> <ul style="list-style-type: none"><li>• Build course rank</li></ul>	
<p>Technical Preparation</p> <ul style="list-style-type: none"><li>• Confirm that PowerSchool SIS can be viewed on the Internet, outside the firewall</li><li>• Download the scheduling engine to the desktop for the validation process</li></ul>	