# POWERSCHEDULER PREPARATION – SECONDARY SCHOOLS

This document serves as a guide for tasks needing to be complete prior to using PowerScheduler for future scheduling. Administrators will ensure Student Schedule Settings, Teacher Demographics, and Teacher Schedule Setups are accurate. Instructions for additional tasks include creating new courses and making a copy of the current year Master Schedule will be discussed.

## OVERVIEW

**Student and Teacher Scheduling Settings**

Step 1: Export Student Scheduling Settings and Review

Step 2: Edit Student Schedule Settings using PowerSchool Live Side

Step 3: Export Teacher Demographics and Teacher Schedule Setup

Step 4: Edit Teacher Demographics and Teacher Schedule Setup using PowerSchool Live Side

**Additional Tasks**

Step 5: Create New Courses at PowerSchool District Level

Step 6: Save a copy of the Current Master Schedule List and Current Master Schedule Matrix from PowerSchool Live Side

## 1. Export Student Scheduling Settings

☐ Export STUDENT SCHEDULING SETTINGS

- Select the magnifying glass on the start page to identify all ACTIVE Students
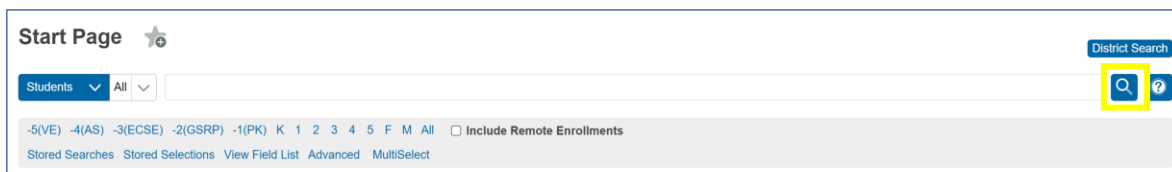


- Select the FUNCTIONS drop-down menu and choose EXPORT USING TEMPLATE
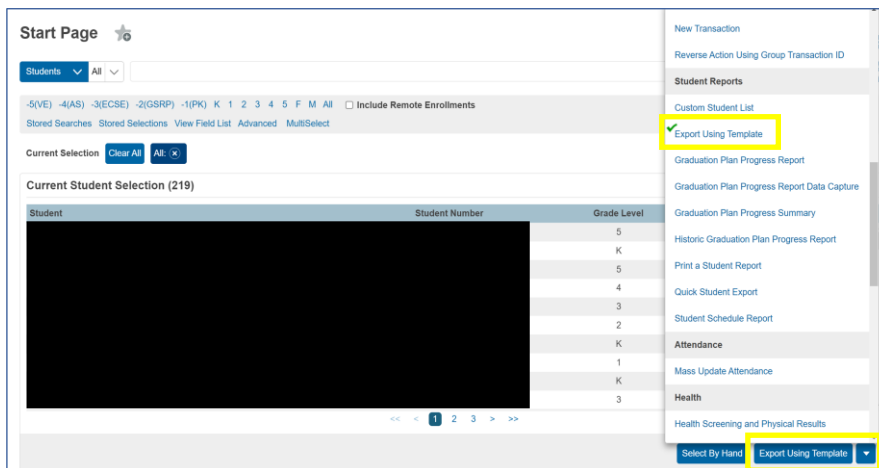
- On the EXPORT USING TEMPLATE page, use the DROPDOWN MENU to select STUDENTS
- Select POWERSCHEDULER - STUDENT from the next DROPDOWN MENU
- Select THE SELECTED XXXX (all) STUDENTS
- SUBMIT
- Save as an EXCEL file

☐ Example POWERSCHEDULER - STUDENT EXPORT FILE

✳ *NOTE: ALL NECESSARY CHANGES TO STUDENT SCHEDULING PREFERENCES WILL BE DONE ON THE POWERSCHOOL LIVE SIDE*

| | Student Name | Student Number | Student ID | Enroll Status | Entry Date | Exit Date | Current Year Grade Level | Next Year Grade | Priority | Schedule This Student | Year of Graduation | Current School | Next School Indicator |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| | | | 0 | 9/5/2023 | 6/14/2024 | 11 | 12 | 20 | TRUE | 2025 | 5673 | 5673 |
| | | | 0 | 9/5/2023 | 6/14/2024 | 9 | 10 | 40 | TRUE | 2027 | 5673 | 5673 |
| | | | 0 | 9/5/2023 | 6/14/2024 | 12 | 13 | 10 | TRUE | 2024 | 5673 | 5673 |

☐ Use the PowerScheduler – Student Export File to identify students with INACCURATE Student Schedule Settings

- Focus on CURRENT YEAR GRADE LEVEL, NEXT YEAR GRADE LEVEL, SCHEDULE THIS STUDENT, YEAR OF GRADUATION, CURRENT SCHOOL and NEXT SCHOOL INDICATOR columns
  - SCHEDULE THIS STUDENT = TRUE indicates a student who will be scheduled
  - NEXT SCHOOL INDICATOR = School ID
  
  ✳ *NOTE: ALL ADDITIONAL FIELDS ARE PROVIDED FOR INFORMATION PURPOSES ONLY*
  
  ✳ *REMINDAR: ALL NECESSARY CHANGES TO STUDENT SCHEDULING PREFERENCES WILL BE DONE ON THE POWERSCHOOL LIVE SIDE*

## 2. Edit Student Scheduling Settings Using PowerSchool Live Side

☐ *STUDENT PAGE > COURSES AND PROGRAMS > REGISTRATION > SCHEDULE SETTINGS*

- ☐ Use the information identified as INACCURATE from the POWERSCHEDULER - STUDENT export as reference to ensure the following fields on the Student Scheduling Settings page are updated and accurate for ALL students
  - NEXT YEAR GRADE
  - SCHEDULE THIS STUDENT (CHECKBOX)
  - YEAR OF GRADUATION
  - NEXT SCHOOL INDICATOR
    - ○ You may choose to enter the NEXT SCHOOL INDICATOR manually for a student **OR** use the GROUP FUNCTION on PowerSchool Start Page to set this field in mass for a selection of students
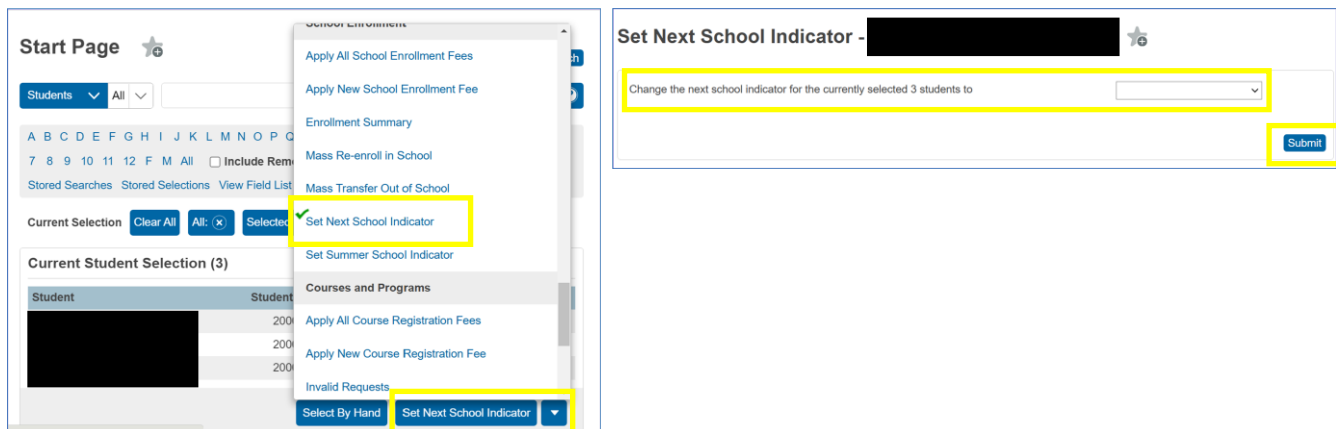


    - → From the PowerSchool Start Page, select the group of students you want to mass set the NEXT SCHOOL INDICATOR schedule setting
    - → Choose the GROUP FUNCTION menu by selecting the downward arrow to the bottom right of the student selection
    - → Choose SET NEXT SCHOOL INDICATOR
    - → On the SET NEXT SCHOOL INDICATOR – XXXXX SCHOOL page, select the correct Next School by choosing a school from the drop down menu
    - → SUBMIT
- ☐ For students graduating in the current year, see below for the correct STUDENT SCHEDULING SETTINGS
  - ○ Enter 99 for NEXT YEAR GRADE
  - ○ Leave the PRIORITY field BLANK
  - ○ Uncheck SCHEDULE THIS STUDENT
  - ○ Ensure the correct GRADUATION YEAR
  - ○ Leave the default NONE selected next to SUMMER SCHOOL INDICATOR
  - ○ Select GRADUATED for the NEXT SCHOOL INDICATOR
- ☐ Work with administrators at other buildings to ensure that incoming/outgoing STUDENT SCHEDULE SETTINGS are correct

## 3. **Export Teacher Demographics and Schedule Setup**

☐ EXPORT existing TEACHER DEMOGRAPHICS and TEACHER SCHEDULE SETUPS

- Select STAFF on the Start Page drop-down menu
- Select TEACHERS in the gray ADDITIONAL SEARCH criteria box on the start page



- Select the FUNCTIONS menu and choose EXPORT USING TEMPLATE



- On the EXPORT USING TEMPLATE page, use the drop-down menu to select POWERSCHEDULER - TEACHER
- SUBMIT
- Save as an EXCEL file

☐ Example of a POWERSCHEDULER – TEACHER Export Tempate

✳ *NOTE: ALL NECESSARY CHANGES TO TEACHER DEMOGRAPHIC FIELDS AND SCHEDULE SETTINGS WILL BE MADE VIA POWERSCHOOL LIVE SIDE*

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Teacher Name | Teacher Number | School ID | Staff Type | Active | Department | Preferred Room | Maximum Consecutive Periods | Maximum Periods Free | Schedule This Teacher | Is Always Free | Maximum Student Load | Building Code | House Code | Team Code |
| | | | | 1 | 1 | | | 0 | 0 | FALSE | FALSE | 0 | | | |
| | | | | 1 | 1 | | | 0 | 0 | TRUE | FALSE | 0 | | | |

- Focus on STAFF TYPE, ACTIVE, MAXIMUM CONSECUTIVE PRIODS, MAXIMUM PERIODS FREE, SCHEDULE THIS TEACHER, and IS ALWAYS FREE columns
  - STAFF TYPE = 1 indicates this staff member is a TEACHER
  - ACTIVE = 1 indicates this staff member is CURRENTLY active

- o MAXIMUM CONSECUTIVE PERIODS refers to the maximum consecutive SCHEDULING PERIODS allowed for this Teacher
- o MAXIMUM PERIODS FREE is typically set to "1"
- o SCHEDULE THIS TEACHER = TRUE indicates this teacher will have a NEXT YEAR Schedule
- o IS ALWAYS FREE = TRUE indicates a teacher that may teach several courses in one Scheduling Period

✳ *NOTE: ALL ADDITIONAL FIELDS ARE PROVIDED FOR INFORMATION PURPOSES ONLY*

✳ <mark>*REMINDAR: ALL NECESSARY CHANGES TO STUDENT SCHEDULING PREFERENCES WILL BE DONE ON THE POWERSCHOOL LIVE SIDE*</mark>

## 4. Edit Teacher Demographics and Schedule Settings on PowerSchool Live Side

☐ Edit TEACHER DEMOGRAPHICS

*STAFF PAGE > STAFF PROFILE > DEMOGRAPHICS*



☐ Use the information identified as INACCURATE from the POWERSCHEDULER - TEACHER export as reference to ensure TEACHER DEMOGRAPHICS are updated and accurate for ALL teachers on PowerSchool Live Side
- • Next to STAFF TYPE select TEACHER for any teacher who DOES NOT have administrative rights
- • CHECK the box next to ACTIVE for all CURRENT YEAR and NEXT YEAR active Teachers

☐ Edit Teacher Shedule Setup

*STAFF PAGE> TEACHERS > SCHEDULE > SCHEDULE > SCHEDULE SETUP*

☐ Use the information identified as INACCURATE from the POWERSCHEDULER - TEACHER export as reference to ensure Teacher SCHEDULE SETTINGS are updated and accurate for ALL Teachers on PowerSchool Live Side

- MAXIMUM CONSECUTIVE PERIODS
- MAXIMUM PERIODS FREE
- SCHEDULE THIS TEACHER (CHECKBOX)
- IS ALWAYS FREE (CHECKBOX)

✳ *DO NOT UPDATE OR ADD ANY INFORMATION IN THE BUILDING CODE, HOUSE CODE, TEAM CODE, AND MAXIMUM STUDENT LOAD UNDER OPTIONAL SETTINGS*

## 5. **Create New Courses at the District Level in PowerSchool**

☐ Reference the HOW TO CREATE A COURSE document posted to the RESA website

*SCCRESA.ORG > SERVICES, A – Z > STUDENT INFORMATION SYSTEMS*

- Under the POWERSCHOOL header, select POWERSCHOOL RESOURCES
- On the POWERSCHOOL page, select STUDENT MANAGEMENT RECOURSES
- On the STUDENT MANAGEMENT RESOURSES page, select COURSES & PROGRAMS
  - o Utilize the HOW TO CREATE A NEW COURSE IN POWERSCHOOL SIS document to learn how to create a new course and make the course active for the correct scheduling year

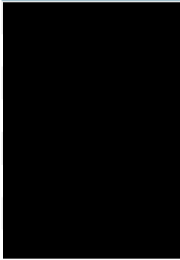## 6. **Make a Copy of the Current Master Schedule List and Matrix**

☐ *START PAGE > COURSES AND PROGRAMS > MASTER COURSE SCHEDULE*

- Make a copy of the CURRENT MASTER SCHEDULE MATRIX
  - Next to Periods, select ALL PERIODS
  - Next to Days, select ALL DAYS
  - Next to Rooms, select ALL ROOMS
  - Next to Teachers, select ALL TEACHERS
  - Select a Group By/Sort By option
  - Next to VIEW BY, select MATRIX
  - SUBMIT
  - Copy and Paste your MASTER SCHEDULE into an Excel Workbook
- Select the PREFERENCES button to return to the MASTER COURSE SCHEDULE REFERENCES page
  - Repeat the steps above
  - Choose LIST next to VIEW BY
  - SUBMIT
  - Copy and Paste your MASTER COURSE SCHEDULE LIST into and Excel Workbook

## Master Course Schedule List by Teachers

| Teacher Name | Teacher Dept. | Course Name | Number.Section | Expression | Term | Room | Students | Max Seats |
|---|---|---|---|---|---|---|---|---|
| | TEC (RESA) | Auto Technology (1st yr) | T202EL.1 | 4-6(A) | S2 | | 3 | 30 |
| | SS | U.S. History/Geog | HUSA.1 | 1(A) | 24-25 | 114 | 17 | 34 |
| | SS | World History | HWHA.2 | 3(A) | 24-25 | 114 | 29 | 34 |
| | SS | U.S. History/Geog | HUSA.2 | 4(A) | 24-25 | 114 | 21 | 34 |
| | SS | Economics | HECON.1 | 2(A) | S2 | 114 | 28 | 34 |
| | SS | Economics | HECON.2 | 6(A) | S2 | 114 | 21 | 34 |
| | SS | Advisory S2 | Hadv2.10 | Adv(A) | S2 | 114 | 12 | 34 |
| | | Cosmetology (1st yr) | T402EL.1 | 4-6(A) | S2 | | 2 | 30 |