



SCHEDULING AN SCHOOL WITHOUT USING POWERSCHEDULER

Purpose: Administrator - This document is designed to assist Elementary or other schools with the copying of their Master Schedule, loading students into sections manually, and setting up the new school year without using PowerScheduler.

Step 1 - Create Years and Terms

The first step is to create the upcoming years & terms (it is best to set this up with accurate dates – if you school calendar for the upcoming year has not been set yet, then you may wish to wait.

BE SURE TO KEEP THESE DATES HANDY AS YOU WILL NEED THEM AGAIN IN A FEW MINUTES!

From the School Start Page:

1. Click on the **School** link
2. Click on **Years & Terms** from the School Setup page
3. Click **New**
4. Setup the Full Year (example: 2009-2010 – recommend this format)

Your screen will look similar to this:

NOTE: DO NOT pad the First Day of School Start Date. Use your real "First Day of School"

You should pad the Last Day of School by 2 weeks to account for Snow Days, etc.

5. Click **Submit**

		Example Entry
Name of School Year	<input type="text" value="2009-2010"/>	2001-2002
Abbreviation	<input type="text" value="09-10"/>	01-02
First Day of School	<input type="text" value="8/25/2009"/> (MM/DD/YYYY)	8/23/2001
Last Day of School	<input type="text" value="6/1/2010"/> (MM/DD/YYYY)	6/5/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

Submit

Your Full Year should now be defined.

You also need to define Sub Terms such as Trimesters, Semesters, etc.

From the Years & Terms tab –

1. Click the **Edit Terms** link on the right
2. Click **New** to add a Term in

Your screen will look similar to the one below:



Field	Value
Name of Term	Semester 1
Abbreviation	S1 (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	8/25/2009 (MM/DD/YYYY)
Last Day of Term	11/1/2009 (MM/DD/YYYY) <small>Note: The first and last day of a term cannot be changed once the term has started.</small>
What portion of the school year does this term represent?	1/2
Import File Term #	1901

Submit

IMPORTANT REMINDER - There are no gaps in a PowerSchool Term Setup. Below are a couple of examples of how we would recommend handling the ending of one term and the beginning of another.

Basically the rule of thumb is: the previous term should end the day before the new (upcoming Term) is to start, regardless of the day of the week.

Scenario 1: Quarter 1 – Last day of classes is Friday, October 30, 2009
Quarter 2 – First day of classes is Monday, November 2, 2009

In this scenario, in Years & Terms we would recommend entering the Quarter 1 End Date as Sunday, November 1, 2009. The First day of Quarter 2 should be Monday, November 2, 2009

Scenario 2: Quarter 2 – Last day of classes is Wednesday, December 23, 2009
Quarter 3 – First day of classes is Monday, January 4, 2010

In this scenario, in Years & Terms we would recommend entering the Quarter 2 End Date as Sunday, January 3, 2010. The First day of Quarter 3 should be Monday, January 4, 2010.

3. Define all necessary Terms



Step 2 - COPYING THE MASTER SCHEDULE

For most elementary Schools, their Master Schedule will remain pretty consistent between school years. There may need to be some modifications made, however it is more efficient to copy your existing Master Schedule to the new year, than re-entering it from scratch each year.

To Copy the Master Schedule to the New Year:

From the School Start Page

1. Click **System** link on the left menu
2. Click **Copy Master Schedule** link
3. You will receive a screen similar to the one below:

Option	Value
School	Apple Grove High School
Source year (the school year that the master schedule is being copied from)	2008-2009 School Year
Target year (the school year that the master schedule is being copied to)	2009-2010

Confirm (click the checkbox to confirm that you want to proceed.)

Submit

4. Select the **Current Year** as your Source Year
5. Select the **Upcoming** School Year as your Target Year
6. Check the **Confirm** box
7. Click **Submit**

This will copy the Master Schedule over to the new School Year. **It will also assign the new School Year as the Term for each section!**

Step 3 – Adjusting Term Dates in Years & Terms

While copying the current Master Schedule to the New Year saves an enormous amount of time, it does come with one negative. During the copying process, the Term Dates from the CURRENT YEAR are brought forward and overwrite the Term Dates in the UPCOMING SCHOOL YEAR! This process essentially replaces the correct Term Dates you set up a few minutes ago, with inaccurate dates (the ones from the Current Year).



It is CRITICAL that you take the time now – to go and re-enter the correct Term Dates! Failure to do this will result in – inaccurate enrollment and exit dates.

To CORRECT these dates:

From the School Start Page

- Click **School**
- Click **Years & Terms**
- Click **Edit Terms** link on the right
- Click and edit each **Term** defined for the School
- Click **Submit**

Step 4 – Making Adjustments to the Master Schedule for the Upcoming Year.

To make any changes to the Master Schedule for the upcoming School year, you will need to make sure any new teachers are added to the system so they can be assigned to their sections. Then do the following:

1. Click on **Term** at the top of your screen – select the 2009-2010 (or upcoming School Year)
2. Click **Submit**
3. You should now be in the Upcoming School Year

To make alterations in specific Sections: (From the School Start Page)

4. Click on **School** Link (on the left)
5. Click on **Sections** from School Setup
6. Click on the **Course** for the Sections you wish to update
7. The Sections should appear on your screen (without any students).
8. Click on **each section** you wish to update and make the appropriate changes.

NOTE: If you wish to delete a section – you will most likely need a password set by your district, granting you permission to delete a section.

9. At this time, you may wish to Add additional sections, you may do that as well

Prior to Starting to Schedule Students, it is recommended to make any and all Master Schedule changes you are aware of.

Step 5 - Setting up Dependent Sections

As a final step of Master Schedule adjustments, you may want to review – setup Dependent Sections. This is a very powerful tool (not available in PowerScheduler) where when enrolling a student in a specific Master Section – you are also enrolling them in specific additional sections. For example, entering a student in a specific Homeroom section will also assign them to their Reading, Science, Math, etc.

We have a document out on our support Web Site (PS-0803-31SCHE Setting up and Using Dependent Sections.pdf) that goes into greater detail.



Step 6 - Setting up the School Calendar

Now that you have copied the current Master Schedule to the New Year, you should define your School Calendar. **DO NOT DO THIS TASK IF YOU HAVE NOT COPIED OVER THE MASTER SCHEDULE** as during that process, the Calendar is initialized. Doing it before you have copied the Master Schedule will result in you getting to do it again.

We have a document that details setting up your school calendar. Please refer to:
Doc. No. PS-0803-05 MISC


To set up the School Calendar (First make sure you are in the Upcoming Year by checking the Term displayed at the top of the page.

From the school Start Page:

1. Click **School**
2. Click **Calendar Setup**
3. You will define each **Month** individually (be sure to click **Submit** at the bottom right when you have completed work on that month)
4. You must define the following fields for each day you will have School
 - a. Select the correct Day from the drop down
 - b. Select the correct Schedule from the drop down
 - c. Click the In Session box
 - d. Enter Membership Value of 1 (0 is for non-school days)
 - e. Select "In Session" from the Type drop down

Refer to Doc. No. PS-0803-05 MISC for details on this and for days not in session.

To verify that you have the correct number of School Days defined – there is a handy link at the bottom –

 [Verify # of school days in the current term.](#)

This report provides you a list of those dates defined as School Days for the Term Displayed at the top of the screen. If the entire year is displayed at the top of the screen – then the entire School Year will be included in the report. If a specific sub-term such as Trimester, or Semester is displayed, then only dates that fall in that Term will be included.

You must define the ENTIRE School Year. While it might be tempting to define only part of it at the start of the year, many processes, State Reporting, etc. depend on the entire year being filled out, even though changes may occur.



Step 7 – Assigning Your Current Students to classes

It is possible to assign your **current students** to **their new Homeroom Class Sections** prior to the Year End Process (promotions) being run, however you must be careful to use the correct date.

Do NOT, however assign students to their demographic Home_Room as this will overwrite their current Home_Room assignment! demographic homerooms are defined in document PS 0706-10 MISC Homeroom Demographic Mass Assignment.pdf on the PSUsers site.

To assign **Current Students** to their **2009-2010 Home Room Class Sections**

1. Make sure your term is set to 2009-2010 or current year
2. It is recommended that you print off a list of Home Room Sections (School – then Sections then click on the Home Room Course) – This will list all of the Sections
3. Click anywhere on the list and go to File and Print to get the list.
4. Assuming your school has made their home room assignments for 2009-2010, it is recommended that you have the list of students handy as this will make your entry work go much faster.

From the School Start Page:

5. Click on the Grade Level you wish to work on (remember, this is their **Current Grade Level** not their Grade Level for 2009-2010. This is being done before end of year promotions are done)
6. Once the list of students is displayed, click on **Functions**
7. Click on the **“Select Students by Hand”** function
8. Select the specific Students that you want to assign to this Homeroom
9. Click the **Function** button at the bottom
10. Click on the Function **“Mass Enroll”**

NOTE: Here is where having the printed list of Sections handy will shorten your time.

11. You really only need to complete two fields on this screen
 - a. The Course-Section Number for the Home Room you want to assign (for my example, I used Hr100.5)
 - b. The First Day of School for 2009-2010
 - c. Your screen should look like this:

12. Click **Submit** and the Students will be mass assigned to that Home Room Section

NOTE: If you have Dependent Sections associated with this Home Room Section, the students will be assigned to them as well.



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- * Repeat the process for each Home Room

Step 8 – Prepare for End of Year Processing to be Run

PRIOR TO THE YEAR END PROCESS BEING RUN

1. Make sure each Student's Next Year Grade has been set (handouts are available if you have questions concerning this)
2. Make sure the Next School field is set on all Active Students

Step 9 – After the End of Year Process Has Been Run

There are still several tasks that need to be done after the Year End Process has been run.

- **Enroll New and Incoming Students** - It may now be easier to enroll your incoming students into Homeroom Class Sections. The process would be the same as described above except you may do one student at a time or hand select the students you want to assign.
- **Populate Additional Fields** - You can use the Class Section assignments to populate additional fields, eliminating much of the selection time. **These fields include Home_Room and the IA_ClassTeacherName for your ITBS Bar Code files.**

To use your Class Section assignments to update these additional fields:

From the School Start Page:

1. Click on **School**
2. Click on **Sections**
3. Click on your **Home Room** Course on the left

This will display all of the Sections for that Course

4. Select the **Section** you wish to start with by clicking on the number of students in the section (listed on the right)
5. This will display the list of students assigned to the Home Room
6. At the bottom of the list – click on the Link **"Make this the Current Selection of Students"**

This will take you to the Group Functions page (and select your Students)

7. Click the Group Function called **"Student Field Value"**
8. The first field you wish to change is Home_Room
9. **The field data is how you want the Home_Room entered – MAKE SURE YOU FOLLOW DISTRICT GUIDELINES!**
10. Your screen might look something like this:



Option	Value
Field To Change (Fields)	Home_Room
New Field Value	106 Neilly
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

11. Click **Submit**
12. You will receive a verification list
13. Click **Submit** again for the change to take place

To change the Class Room Teacher Name for your ITBS Bar Code files

From the School Start Page (you should already have the correct Selected Students – so simply click on the Current Selection)

1. Verify that this is indeed the correct list of Students
2. Select the Group Function **“Student Field Value”**
3. The field you will want to change is **IA_ClassTeacherName**
4. The field data will be the **Teacher Name**
5. Your screen may look something like this
6. Click **Submit**
7. You will receive the verification list – click Submit again
8. The Teacher name should now appear on the Iowa Bar Code file

A Key Note beginning with the 09-10 school year: When enrolling a student before school starts, make sure you use the first day of school as their enrollment date and not the date you actually did the transaction. If the student leaves before school starts, use the first day of school as their Exit or Drop date.