



Setting up and Using Dependent Sections

Purpose: *Administration* - Instructions for setting up and using Dependent sections in PowerSchool. This feature allows you to create an association between multiple class sections so that enrolling a student in the Main Class Section automatically adds students to those sections that are associated with it. This can save a tremendous amount of data entry time.

For elementary schools, think of sections as subject areas. Math, reading, science are subjects taught, but for scheduling purposes they are called sections.

While Dependent Sections can be utilized at any level, Elementary Schools may be the biggest benefactor of this feature. In most Elementary Schools (particularly those planning on using PowerSchool for Grade Reporting) students are generally assigned to a Homeroom Class Section. For the most part, this Teacher will be responsible for assessing these students in a multitude of areas, such as Math, Science, Reading, etc. Rather than adding these students to one class section at a time, it is recommended that the School use Dependent Sections. These dependent sections would be associated with the Homeroom Class Section, so when the student is added to Homeroom, they will also be added to the additional areas automatically.

Before school starts, dependent Sections are setup BEFORE any students are added to any class sections. Once school is in session, when a new student starts at your school, just add the student to a homeroom section and the system puts him/her into the appropriate subjects for that same teacher.

How to Set up Dependent Sections

A. Setup Class Sections

You must first set up all of your Class Sections; both for Homeroom as well as the other subject areas that you anticipate assessing students in, as mentioned above.

1. Begin by identifying the Homeroom Class Sections needed. Each Homeroom should have a unique Section Number. For this document, we will use Course Number ELhr100 as the Course Number and our Section Number will be 1.
2. In addition, you need to set up Class Sections for Reading(EL700), Math(EL400) and Science (EL500), etc. as you plan to give a grade for these students in this area. In all likelihood, you will be adding many more than these 3 areas but that will be the focus of the handout. The process is the same.

NOTE: We recommend that you maintain the same sections numbers for each teacher's subject area. i.e. Homeroom section number for teacher Smith is sec. #1. Make Reading and Math, etc. for Smith section 1 also.

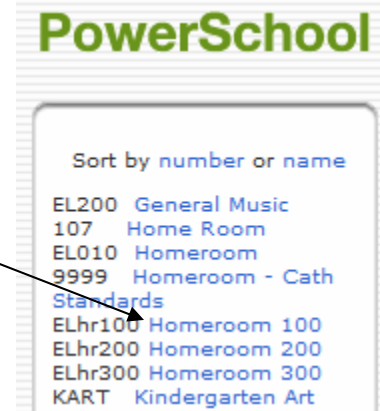


Once all of your sections are setup, proceed to Step B.

B. The 2nd Step is where you build the association between the main Class Section (Homeroom) and the dependent classes of Math, Science and Reading.

To do this – from the School **Start** page:

1. Click on the **School Link**
2. Click on the **Sections** Link from the School Setup Menu (near the bottom)
3. Click on the link for the **Homeroom Course** from the left Menu



4. This should display all of the Class Sections defined for this Course Number, which you did in Step A above.
5. Click on the **Section number** you are building dependent sections for, in this case, section 1

1(A)	1	07-08	Hershey, Beverley B	202
1(A)	2	07-08	Allen, Jessica Marie	404
1(A)	3	07-08	Engel, Imelda I	505
1(A)	4	07-08	Camp, Jenny	303
1(A)	5	07-08	Green, Matthew O	101
1(A)	6	07-08	Herrera, Zelda A	
1-2(A)	8	07-08	Allen, Jessica Marie	103
1-2(A)	12	07-08	Stewart, Martha	220

6. Half way down the **Edit Section** screen, you will see a box for Dependent Sections

Dependent Sections
(course.section, course.section, etc.)

EL700.1,EL400.1,EL500.1

7. Enter the **Dependent Sections**, using the Course Number followed by a period, then the section number. Enter a comma after each Section before adding the next Class Section.

For example: EL700.1,EL400.1,EL500.1 (no spaces) Your course numbers may be more like; 1Math, 1Reading, etc. so you would enter 1Math.1, 1Reading.1 etc.

8. Be sure to click **Submit** once you have entered the Dependent Sections.



C. The 3rd and Final Step - Enrolling Students with Dependent Sections

Once you set up the dependent sections, as you enroll students in a Homeroom Class Section, they will be automatically added to the other Class Sections defined. This will take place regardless of how you enroll students, either one student at a time or using the Group Function of Mass Enroll,

In our example, above, you would enroll students in ELHR100.1 and they would be automatically added to EL700.1, EL400.1 and EL500.1

Once you have it set up, I would encourage you to try one Student to see the process through. This will insure that you have everything setup correctly or will help trouble shoot the problem.