



AUTOMATED STUDY HALL LOADER

Purpose: Administration - The Automated Study Hall Loader will create Study Hall Sections and then Load Students into these sections. Make sure you have completed the Build/Load tasks in PowerScheduler and are satisfied with the results before using this procedure.

You may run this procedure for a select group of students or all available students.

Step 1: Create the Course (follow steps provided in earlier PowerScheduler handouts.)

NOTE: You need not define valid terms, valid start periods, day combinations, etc. as the process will take care of this.

Step 2: In PowerScheduler – Click on Automated Study Hall (under Processing)

The following screen will appear:

To complete Setup:

1. Indicate who should the process be run for – **Selected Students** or **All**?
2. Indicate the Terms you wish to have Study Hall Sections set up for
3. Click the **Associate** Button to see a list of Terms
4. Highlight & Select the terms you want to use
5. Click **Submit**

[View last results log](#)

Run For	<input checked="" type="radio"/> All <input type="radio"/> The selected 0 students only	
Terms	<input type="text"/>	<input type="button" value="Associate"/>
Course	<input type="text"/>	<input type="button" value="Associate"/>
Rooms Allowed	<input type="text"/>	<input type="button" value="Associate"/> <input type="checkbox"/> Allow Multiple Sections Per Room
Teachers Allowed	<input type="text"/>	<input type="button" value="Associate"/> <input type="checkbox"/> Allow Exceed Max-In-A-Row for Teachers
Max Number of Students per Section	<input type="text"/>	
Periods Allowed	<input type="text"/>	<input type="button" value="Associate"/>
Day Pattern List	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Modify"/>

NOTE: Place the LARGEST TERMS first, and then proceed down the list. For example, Year would come before Semester.



-
6. Select the Course (setup in Step 1) – Click the **Associate** button to see a list of Courses
 7. Highlight the Course you want to use
 8. Click **Submit**

 9. Click the **Associate** button – to indicate Rooms Allowed
 10. Highlight & Select the Rooms you want to use
 11. Click **Submit**

 12. Click the **Associate** button – to indicate Teachers Allowed
 13. Highlight & Select the Teachers you want to use
 14. Click **Submit**

NOTE: While it is possible to leave Rooms & Teachers blank (then assign them later) is possible, this may not be a good practice to follow. You may want to be aware of staffing Study Hall prior to the process being completed and you are scrambling for someone to cover it.

NOTE: You may wish to check the “Allow Exceed Max” box if you wish to override the Teacher Max Periods in a Row setting in PowerScheduler.

15. Enter the Maximum number of Students that may be scheduled into a Study Hall section.

16. Click the **Associate** button for Periods to select the Periods in which you want Study Hall Sections built for.
17. Highlight & Select the Periods you want to use
18. Click **Submit**

19. Click the **Add** button to define ANY AND ALL potential Day Combinations you wish to have sections created for. By this, we are referring to combinations. If for example, your school operates on a 6 – Day Rotation. Here is a sample of some of the Day Patterns you may wish to include (again, this is only an example, your school could be different)

NOTE: When setting up Day Combinations – begin with the LARGEST COMBINATION first, then progress to smaller Day Combinations

Click the Add button (on the right) to bring up a list of days in the Rotation

1. Click **Days** 1-6 (using Control Key or drag over 1-6) (this will cover students free all 6 days)
2. Click Days 1,3, 5
3. Click Days 2,4,6
4. Click Days 1,3



-
5. Continue on – defining each potential combination.
 6. Click Create to Create the Study Hall sections with the given parameters above.

The process will provide you with a Results Log that includes:

Section#
Expression
Term (listed by Term Number)
Teacher
Room
Size