



FLOW OF SCHEDULING PROCESS IN POWERSCHEDULER WHEN DOING A LOAD ONLY SCENARIO

Purpose: Administration - This document is intended to provide you with a Flow of the various activities associated with using PowerScheduler while setting up a Load Only Scenario.

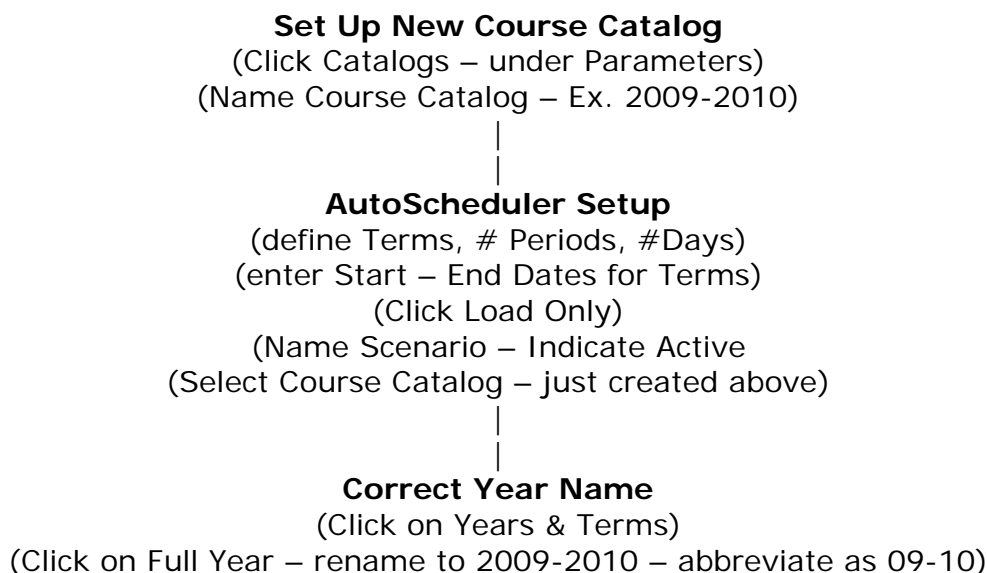
To insure that we are all on the same page, when using a Load Only Scenario, it is the School's intent to use the Master Schedule from the Current Year as the Starting point for next year and then make manual adjustments to this existing Master Schedule. A new Master Schedule (from scratch) will NOT be created. The Computer WILL NOT determine the Period a Course-Section is offered. You will determine the number of Sections, where they will be taught and who teaches them. Once these adjustments are made, you will then proceed to the LOADING of Students and continue to tweak your Master Schedule until you are happy with the results.

We will assume that you have determined WHO should have access to PowerScheduler and in turn granted access to those people.

Unless otherwise indicated, ALL activities are performed in PowerScheduler!

Activities not performed in PowerScheduler will be identified as being performed on the "Live Side" which is the current year PowerSchool that you access every day.

Before proceeding – it is recommended that you have a copy of your Term Dates for the upcoming School Year!





Set Schedule Year

(Under Tools – Functions – Select Set Schedule Year)
(Select 2009-2010 – or appropriate upcoming year)

Copy Last Year's Master Schedule

(Tools – Functions – Select Copy Master Schedule)
(Select the Current Year Master Schedule)

Re-Set Terms, Periods & Days

(Click on the Scenario you just created earlier)
(Click Associate Button by Terms)

(Check Full Year & Any Other Terms your School uses)

NOTE: These were most likely unchecked in the Copying of the Master Schedule

(Correct Start & End Dates for each Term you have)

(Click Submit at the Bottom of the Scenario)

NOTE: Each time you make any type of change to a Scenario, you need to be sure to hit Submit at the bottom of the page. This is what updates the scenario itself.

Getting your Students Ready for Scheduling

*******DONE ON THE LIVE SIDE*******

(Set appropriate Next School Indicator based on Grade Level)

(Set Scheduling Flag to "Schedule This Student" for those students returning)

(Student Field Value – set Sched_Scheduled to field value of 1)

(All Students Need a Next School – even if not returning)

AutoFill Student Information

(Tools – Functions – select Auto Fill Student Information)

(Mass Assign Next Year Grade Level)

(Mass Assign Scheduling Priority)

NOTE: Be sure to maintain these fields as well as "Schedule This Student" and Next School for individual Students who will not be scheduled as attended. This is done on the Live Side – Call up the Student Record – Scheduling Setup – bottom link on the left.

Auto Generate Rooms

(Tools – Functions – select Auto Generate Rooms)

(After being generated – click on the Rooms Link under Resources to view)



Setting up Teachers

*******DONE ON THE LIVE SIDE*******

(School Start Page – Click Staff)

(Click Magnifying Glass icon to select All Staff)

(Click Functions – at the bottom of the list)

(Select Set Staff Field Value – enter Sched_Scheduled as the field and enter True as the Field Value)

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Courses

(Identify New Courses that need to be added to the Course Catalog)

(Identify Courses that you plan to NOT offer Next year – remove from Catalog)

(Make sure the Course is set to Schedule or Not Schedule depending on if you plan to offer it or not)

(Add New Courses to the Live Side – Recommended they be added at the District)

(Course Numbers are a District Entity)

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Verify Periods & Days

(Review to see these are accurate)

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Define Section Types if Necessary

(Under Parameters – Section Types)

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Enter Student Requests

(Determine the best method for your School to accomplish this)

(Run Reports as necessary)

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Defining Course Parameters

(Can be done Manually, through Auto Fill Course Information or Auto Generate Course Information)

(Recommend that you use Auto Generate Course Information – Brings the MOST information forward)

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Setting up Teacher Assignments

(May choose to Auto Fill Teacher Information to Mass Assign specific Fields)

(Schedule this Teacher must be checked for Teacher to Show up)



Further Define Course Information

(Verify Credit Hours are correct)
(Verify – “Schedule This Course is Checked”)
(Allow Student Repeats – Same Term – Different Term)
(Load Priority – Tie Breaker between two Courses)

Updating the Master Schedule

NOTE: This is where you will make alterations to the Master Schedule you copied over from the Current Year.

(You may want to print a Master Schedule List Report for reference)
(Click Sections - Then select the Course on the left that you wish to alter)
(Sections on PowerScheduler works like the Live Side)
(Add, Remove, Alter Sections as needed)
(Recommended that you do all known changes to the Master Schedule before proceeding)

Departments Are Not Needed in Load Only But May Have Other Purposes for Courses

(Departments should match LIVE SIDE)

Load Constraints – Used when Loading Students

(Student Preferences Constraint may be most helpful in directing students to a specific Teacher or Section, ex. Special Ed)
(Section Linking is a way to make sure students stay together between Courses)
(Student Free may be helpful in holding a slot open for attending another School’s Course, etc.)

Course Relationships

(Load Relationships – CoReq, PostReq, PreReq)
(Course Relationships pass year to year)

Download Scheduling Engine

(Recommended that only one person perform this task)

Schedule Loads – Load

(This process assigns students to Classes)
(Recommended that you run Validation first to clean up any issues)
(Click on (Q) to bring up the results Queue)
(You will need to IMPORT your Results to view CURRENT Results)
(Failure to import will result in viewing old data)



NOTE: When reviewing errors – please note the following:

- **ERROR** – This is a level 3 error that must be addressed before you can go on in the process
- **WARNING** – This is a level 2 error that **SHOULD** be addressed. They do not prevent you from moving forward in the process however.
- **INFO** – These are just informational messages, such as summary information. They are **NOT** error messages

Once imported – Reports you may find helpful include:

- Schedule Course Enrollment
- Non-Scheduled Course Requests – Exclude Alternates
- Non-Scheduled Student Requests – Exclude Alternates
- Master Schedule List

(Run until Satisfied with the Results)

LOAD STUDY HALLS (IF APPLICABLE)

(Information on this process available in a different handout)

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Commit the Schedule – Point of No Return
(Verify Term Dates are correct before proceeding)

(Commit process takes it to the Live Side)

(Scheduling information becomes visible to Students, Parents & Teachers)