



ADDING AN EARLY BIRD PERIOD

Purpose: Administration - Several Schools have asked about the best way to go about adding an Early Bird Period to their Schedule. The best time to do this is during the Scheduling process for the upcoming School Year. Here is the suggested way to setup an Early Bird Period for your School.

In PowerScheduler:

1. Click on the name of your **Active Scenario** (You will most likely have to ADD an additional Period to the Scenario – for example, if you currently have 9 Periods you will need to make it 10, if you have 10 Periods you will need to make it 11.)

The image shows a screenshot of a software interface. On the left, there is a light blue rectangular button labeled "Periods". To its right is a dropdown menu with a white background and a blue border. The dropdown menu is open, showing the number "11" in a blue font, followed by a small blue downward-pointing arrow icon.

2. Be sure to Click **Submit** at the bottom of the Scenario Screen in order to process the Change.
3. Click on **Periods** (Under Parameters)
4. Click **New** – Define the Name and Abbreviation for the Early Bird Period.

NOTE: PowerSchool will assign a Period ID to the New Period. This should be the next ID in sequence. For example, if 10 is the highest, then the Early Bird period will be assigned 11.

It is important to note that even though you may want your Early Bird Period to be the first period of the day, DO NOT change the Period ID.

5. Change the Sort field, assigning the correct Sort value to align the Periods as you want them to appear for the Student. For example, Early Bird would be sorted 1, Period 1 sorted 2, etc. **See the example below as to how this would appear once sorted. Be sure to click Submit in order to process and save the new sort order.**



ID	Name	Abbreviation	Core	Sort
11	Early Bird	EB	<input checked="" type="checkbox"/>	1
1	Period 1	P1	<input checked="" type="checkbox"/>	2
2	Period 2	P2	<input checked="" type="checkbox"/>	3
3	Period 3	P3	<input checked="" type="checkbox"/>	4
4	Period 4	P4	<input checked="" type="checkbox"/>	5
5	Period 5	P5	<input checked="" type="checkbox"/>	6
6	Period 6	P6	<input checked="" type="checkbox"/>	7
7	Period 7	P7	<input checked="" type="checkbox"/>	8
8	Period 8	P8	<input checked="" type="checkbox"/>	9
9	Advisory	ADV	<input checked="" type="checkbox"/>	10
10	Activity	Act	<input checked="" type="checkbox"/>	11

Why not simply remove the Periods, re-enter them the way you want them to appear?

Because, it is recommended to set it up in the manner you see above. By doing it this way, you keep the Period ID aligned with the Period of the Day.

As you can see above, Period ID1 = Period 1, Period ID 2 = Period 2, etc.

If you attempted to re-enter them, starting with Early Bird, Period ID 1 = Early Bird, Period ID 2 = Period 1, etc. **it can ultimately cause confusion on some reports, etc. therefore it is recommended that you follow the example above.**