Scheduling Process for Elementary Schools

PowerSchool

Student Information System
Introduction

Scheduling Process for Elementary Schools

Please send comments, suggestions, or requests for this user guide to manuals@powerschool.com. Your feedback is appreciated.
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Introduction

Use the instructions in this document to complete each step in scheduling elementary schools in PowerSchool Student Information System (SIS). Use this process to manually create your master schedule and schedule your students. All steps are processed on the active side of the application.
Perform the Scheduling Process

Step A: Create Years and Terms

Create years and terms on the active side for the next school year at the school that plans to use this option to schedule students. Dates are critical; therefore, adjustment of the date must be done prior to the start of the school year.

1. On the start page, choose School from the main menu.
2. On the School Setup page, under Scheduling, click Years & Terms. The Years & Terms page appears:

   Years & Terms

   ![Years & Terms Table]

   Note: This list of school years applies to Jefferson Elementary only.
3. Click New. The Create New School Year page appears:

**Create New School Year**

- **Name of School Year**: 2003-2004
- **Abbreviation**: 03-04
- **First Day of School**: 08/23/2003
- **Last Day of School**: 06/06/2004

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.

4. Enter the appropriate information, being mindful of the importance of dates.
5. Click Submit.

**Step B: Copy the Master Schedule**

1. On the start page, choose System from the main menu.
2. On the System Administrator page, click Copy Master Schedule. The Copy Master Schedule page appears:

**Copy Master Schedule**

<table>
<thead>
<tr>
<th>Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School</strong></td>
<td>Jefferson Elementary</td>
</tr>
<tr>
<td><strong>Source year</strong> (the school year that the master schedule is being copied from)</td>
<td>2002-2003</td>
</tr>
<tr>
<td><strong>Target year</strong> (the school year that the master schedule is being copied to)</td>
<td>2003-2004</td>
</tr>
<tr>
<td><strong>Confirm</strong> (click the checkbox to confirm that you want to proceed.)</td>
<td>✓</td>
</tr>
</tbody>
</table>

Click Submit.
3. Choose the appropriate years from the pop-up menus.
4. Select the confirmation checkbox.
5. Click Submit.

Copying the master schedule within the same school saves time and minimizes errors. Setup information includes final grade setup information.

**Step C: Create New Teachers**

1. On the start page, choose Staff from the main menu. The Search Staff page appears:
2. Click New Staff Entry. The New Staff Member page appears:

3. Enter all applicable information in the fields.

4. Click Submit to complete the process.

Step D: Adjust the Schedule

Since you have created a new master schedule for the next school year, you must make sure that you create all your changes in the year you are scheduling for. To accomplish this, you will need to change the terms.

School: Jefferson Elementary
Term: 02-03 Year

Select the blue link : Term. The screen below will appear.
In the Change to selection, select the next school year to change the term. The screen below will display.

Note: Always verify that you are working in the next year term so you do not overwrite the current year’s schedule.

For most elementary schools, manual changes consist of assigning a new teacher to sections vacated by one that will not be returning for the upcoming school year. Once the new teacher is created, simply reassign the former teacher’s sections to the new hire.

1. On the start page, choose School from the main menu.
2. On the School Setup page, under Scheduling, click Sections.
3. Choose the section you want to work with from the sections menu. The appropriate page appears:
4. Select the section, which requires the teacher change. The Edit Section page appears:

```
4. Select the section, which requires the teacher change. The Edit Section page appears:

   Edit Section

   Field               Value
   Course Name         AM Attendance-LE
   Course Number       702
   Period              AM ATT
   Teacher             Anderson, Quentin
   Room                1
   Section Number      1

5. Choose the new teacher’s name from the Teacher pop-up menu.

6. Click Submit.
```
Step E: Use Dependent Sections

This optional step allows you to enroll students in one section, and the system will enroll them in the remaining dependent sections. For example, you can enroll students in their homeroom section.

Go to the Edit Section page, as described in “Step D: Adjust the Schedule.”

In the Dependent Sections field, enter all the other sections that the selected students must also be enrolled in. Separate section numbers with a comma. For example: 1000.51, 90429.1, 5110.1. By enrolling students in one section, the system will also enroll them in all the sections entered in the Dependent Sections field.

![Dependent Sections](image-url)
Step F: Manually Enroll the Students

Select the group of students that you want to mass enroll in a specific section.

1. On the start page, click the number of the grade level that you want to work with. The Student Selection page appears:

2. More than likely, you will be selecting the students by hand and then mass enrolling them into the appropriate class. So choose Select Students By Hand from the group functions pop-up menu.
Scheduling Process for Elementary Schools

Perform the Scheduling Process

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3. Select Functions.

The Group Functions page appears:

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Change</td>
<td>Charges attendance records for one or many days for currently selected students.</td>
</tr>
<tr>
<td>Counselor’s Screen</td>
<td>Shows student pages for currently selected students.</td>
</tr>
<tr>
<td>Enrollment Summary</td>
<td>Reports grade and ethnicity breakdown for currently selected students.</td>
</tr>
<tr>
<td>Export Using Template</td>
<td>Uses a template to export data on currently selected students.</td>
</tr>
<tr>
<td>Fee Transactions</td>
<td>Add a fee transaction for currently selected students.</td>
</tr>
<tr>
<td>ID/Password Assignment</td>
<td>Assign logon, lunch IDs and passwords for currently selected students.</td>
</tr>
<tr>
<td>List Students</td>
<td>Prints a quick list of currently selected students.</td>
</tr>
<tr>
<td>Mass Enroll</td>
<td>Enrolls currently selected students in a section.</td>
</tr>
</tbody>
</table>
4. Select Mass Enroll. The Mass Enroll page appears:

4/20/2003

5. Do one of the following:

a) Choose the teacher and the period in which you want to mass enroll the selected students. Click Submit when selection is complete.

*Note: Make note of the date that you are mass enrolling the students. The date should be the first day of the term in which the course commences.*
b) Enter information in the course.section text box. Click Submit when the entry is complete.

*Note: Make note of the date that you are mass enrolling the students. The date should be the first day of the term in which the course commences.*

![Mass Enroll - Term: 02-03 Semester 2](image)

6. Repeat these steps as many times as needed.

**Step G: Verify Enrollment**

It is highly recommended that the rosters be verified, specifically if you’ve used dependent sections.

1. On the start page, choose School from the main menu.
2. On the School Setup page, under Scheduling, click Sections.
3. Choose the appropriate section from the sections menu. That section’s page appears:
4. Select the section roster that you want to verify by clicking a number in the Size column. The Class Roster page appears:

5. Click the name of a random student.
6. Choose Schedule from the student pages menu.

7. On the Schedule page, view all the classes to verify proper enrollment in the dependent sections.

![Schedule Page Screenshot](image)