Schedule User Guide

PowerSchool 6.0
Student Information System

PEARSON

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This edition applies to Release 6.0 of the PowerSchool Premier software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

Contents

Introduction

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool Help system, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference for your daily work.

PowerSchool Help is updated as PowerSchool is updated. Not all versions of PowerSchool Help are available in a printable guide. For the most up-to-date information, click the Help icon on any page in PowerSchool.

Procedures in this guide describe how to view, add, edit, and delete information in PowerSchool. Depending on your needs and your security permissions, only certain options may be applicable and available to you.

This guide uses the > symbol to move down a menu path. Thus, if instructed to "Click File > New > Window," begin by clicking the File menu. Then, click New and Window. The option noted after the > symbol will be on the menu that results from your previous selection.

This guide is based on the PowerSchool Help system, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Courses

Course Numbers

Change the number of an existing course in your master course list to another number in your master course list. The master course list is the list of courses available to all schools on your PowerSchool system. When changing a course number, the system updates that number in courses, enrollments, sections, and historical data.

For example, assume two high schools on your server offer U.S. History. The course number for U.S. History at School A is 1000; at School B, it is 2000. Assume your district decides that the two schools should share the same course number. You need to change the course number for U.S. History at both schools to 1200.

First, you must create the new course, 1200. Then, change both course 1000 and 2000 to 1200, using the Change Course Number function.

Before changing a course number for a particular school, use the navigation bar at the top of the page to be sure you are working in the school in which you want to change the course number. If you are changing a course number for all schools on your system, it does not matter which school is currently selected.

Prerequisites

- Import the data from both schools.
- Create a new course with a unique course number for one school's courses.

How to Change a Course Number

Before changing a course number, retrieve the existing course number from the master course list. For more information, see *Master Course List*.

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **Change Course Number**. The Change Course Number page appears.
3. Use the following table to enter information in the fields:

Field	Description
Current Course Number	Enter the existing course number.
Change to New Course Number	Enter the new course number.

Field	Description
This change affects only [school name] This change affects all schools on this server	Select an option to determine the scope of the course number change. **Note:** If you are changing course numbers because of duplicates, select the **This change affects only this school** option. The school name displayed is the school for which you created the new course number.

4. Click **Submit**.

Sections

A section is an occurrence of a course. Each course can have several sections that meet in different rooms at different times and are taught by different teachers. View, add, edit, and delete course sections from the School Setup page.

For example, a school has a chemistry course; however, because there are too many students for one class, there are several sections of chemistry. Two different teachers instruct it for four different periods each. Thus, the school has eight sections of chemistry. Each section has a different number, usually preceded by the same course number to indicate that it is part of the same chemistry course.

Each section has an associated schedule expression, which is the combination of periods and days in which this section is taught. For example, a section of Biology meets during fifth and sixth period on A and B days. The schedule expression 5-6(A-B) appears on the Edit Section page.

How to View Course Sections

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page lists the course sections.
4. To work with the group of students in all of the sections of the selected course, click **Make all students listed above the current selection**. The Group Functions page appears. For more information, see *Work With Groups*.

How to Add a Section

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page lists the course sections.
4. Click **New**. The Edit Section page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Name	The name of the course you selected appears.
Course Number	To define a section for a different course number than the one you selected, enter that course number.
Term	Choose the appropriate term from the pop-up menu.
Schedule	Select the checkboxes for the combination of days and periods in which this section meets. For example, select the checkbox for **Period 1** and **Day A** if a section of Chemistry meets during first period on A days.
Teacher	Choose the appropriate teacher from the pop-up menu. **Note:** For a staff member to appear in this pop-up menu, the **Staff Status** field, accessible via **Start Page > Staff > Select A Staff Member > Edit Information**, must be set to **Teacher**.
Room	Enter the room in which this course section meets.
Section Number	Enter the section number in this field. Do not enter special characters. **Note:** Section numbers must be unique among sections of the same course for a given school year.
Grade Level	If this course is available only for a certain grade level, enter the grade level. Otherwise, leave this field blank.
Current Enrollment	The number of students currently enrolled in this course section appears.
Maximum Enrollment	Enter the maximum number of students who can enroll in this course section.
District Where Taught	If this course section is taught outside your district, enter the other district's ID in this field.
School Where Taught	If this course section is taught outside your school, enter the school's ID in this field.
Dependent Sections	If this course section has dependent sections, enter them in this field using the course.section, course.section format. If a student is enrolled in a class, it is not teacher-specific, but rather section-specific. Often used by elementary schools where students take a set of classes, dependent sections indicate that if a student is registered in one class, he or she must also register for the dependent class. If the dependent section conflicts with another class, you can manually drop the student from the class and add him or her to another section. This function has no implications with prerequisites or graduation requirements.

Field	Description
Program	Intended primarily for California Continuation Education alternative education program, the program you specify here identifies whether backfill should be applied when attendance is taken for the section. For more information, see *Backfill Management*.
Record Attendance Using Attendance Mode	Use the pop-up menu to indicate the method by which you want attendance recorded. At this time, Meeting attendance is your only option.
Record Attendance	If the section meets more than one period in a day, you can choose to take attendance once or for every period by selecting the **Once for All Meetings** option or the **Each Meeting Separately** option.
Exclude From Attendance	Select the checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations.
Exclude From Storing Final Grades	Select the checkbox to skip this section when storing grades. This setting is useful in cases where storing grades may not be appropriate, such as study hall or lunch.
Grade Scale	Choose the grade scale from the pop-up menu. For more information, see *Grade Scales*.
Exclude from GPA?	If different from the course settings, select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	If different from the course settings, select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	If different from the course settings, select the option to either include or exclude the grade from the honor roll calculation.
Section Type	Identifies the section as open only to be filled by students whose course requests are designated as the same section type. Choose the type of section, such as Bilingual, from the pop-up menu (optional). **Note:** For more information, see *How to Define Section Types*.
House	Identifies the section as open only to be filled by students who are designated as belonging to the same house. Whether this is enforced depends on the state of the scheduling preference Use Houses. Click **Associate** to select a house to which this section belongs. **Note:** For more information, see *How to Define Houses*.
Team	Identifies the section as open only to be filled by students who are designated as belonging to the same team. Choose

Field	Description
	the team associated with this section from the pop-up menu. **Note:** For more information, see *How to Define Teams*.
Close section at max	Identifies whether to enroll students into the section even if the maximum enrollment has been reached. If this is selected, no students will be enrolled if the current enrollment is equal to or greater than the maximum enrollment. Select the checkbox to not accept more enrollments than the maximum number of enrolled students.
Maximum Load Status	Use the pop-up menu to indicate whether the section should be exempt from counting towards a teacher's maximum student load: • **Exempt**: Students enrolled in this section do not count towards a teacher's maximum student load. • **Lab**: Same as non-exempt. • **Non-Exempt:** Students enrolled in this section count towards a teacher's maximum student load. **Note:** At this time, the Non-Exempt selection is not saved on this page. Use **USM** to set sections as non-exempt. In the Sections table, set the **Max_Load_Status** field to **Non-Exempt**. For more information, see *Teacher Maximum Load*. **Note:** For existing non-exempt sections and for all new sections, no values are stored for this field unless they are set to **Lab** or **Exempt** on this page, or they set to any of the three status types using **USM**. Sections with no values are ignored when calculating the teacher maximum load.

6. Click **Submit**. The course information page displays the new section.

How to Edit a Section

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page appears.
4. Click either the period or the section number in the Per and Sec# columns. The Edit Section page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Section*.
6. Click **Submit**. The course information page displays the edited section.

How to Delete a Course Section

When you delete a course section, all enrollment records associated with that section, both past and present, also are deleted. Therefore, you need to know the password to delete a course section.

Sections cannot be deleted if the current year contains one or more student sections (enrollments) with attendance records. If one or more students with attendance records are enrolled in a section being deleted, an error message appears and you must reset the attendance for each student enrolled in the section. If a section is successfully deleted (no orphan attendance is found), PowerSchool generates a query to find any attendance associated with the section. If attendance records are found, they are deleted. To modify attendance, see *Meeting/Interval Attendance*.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page appears.
4. Click either the period or the section number in the Per and Sec# columns. The Edit Section page appears.
5. Click **Delete**. The Delete Section page appears.
6. Enter the required password in the **Password** field.

   Note: Your school's PowerSchool administrator can set this password.

7. Click **Delete**. The section is deleted.

How to View Sections by Term

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page appears.
4. Click the term in the Term column. The Term page appears.

How to View Sections by Teacher

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.
3. Choose the course name from the courses menu. The course information page appears.
4. Click the name of the teacher. The schedule for that teacher appears.

How to View the Class Roster

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Sections**. The Sections page appears.

3. Choose the course name from the courses menu. The course information page appears.
4. Click the number in the Size column. The Class Roster page appears.
5. Select **Make this the current selection of students** to select the students in the class as the only group with which you want to work. To select a specific student, click his or her name.
6. Select **Add these students to the current selection of students** to add this group to a previously selected group. The Group Functions page displays the number of selected students.
7. Click the underlined number to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see *Work With Groups*.

Manage Courses

The Courses page is the central point from which you can manage courses and course-related information at the district and school level.

Note: To mange sections of courses, see *Sections*.

How to View the Course List

Use the following procedure to view all courses for the district.

Note: This procedure may also be performed when logged in to a school by choosing **School**, and then clicking **Courses**.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Courses**. The Courses page displays the following information:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
Filter Results	By default, the course list displays all courses for all departments. To narrow the course list, click the arrow and select one or more of the following checkboxes, and then enter the appropriate information in field next to the selected checkbox: • **Course Number** • **Course Name** • **Department** • **Prerequisite Note** • **Has Fees** • **In School** • **Active**
Print	Click to print the course list. For more information, see *How*

Field	Description
	to Print the Course List.
New Course	Click to create a new course. For more information, see *New Courses*.
Number	The number used to identify the course. Click to edit course information. For more information, see *How to Edit Course Information*.
Name	The name of the course. Click to edit course information. For more information, see *How to Edit Course Information*.
Department	The department the course is associated to. Click to edit course information. For more information, see *How to Edit Course Information*.
Prerequisite Note	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to a enrollment in a course. Click to edit prerequisites. For more information, see *Course Prerequisites*.
Fee	Indicates whether or not course enrollment fees are associated to the course. Click to edit course enrollment fees. For more information, see *Course Enrollment Fees*.
In Schools	When in district mode, schools in which this course has been made available. For more information, see *How to Edit Course Status*.
Relationship	When in school mode, indicates whether or not a relationship exists between this course and another course. For detailed more information, see *How to Edit Course Information*.
Section	When in school mode, only courses, which are active for the school, you are working in. For more information, see *How to Edit Course Status*.
Edit Prerequisites for All Departments	Click to add prerequisites for all courses that appear in the course list. For more information, see *How to Enter Prerequisites for All Listed Courses*.

How to Print the Course List

Use the following procedure to print the course list in a printer-friendly format.

Note: This procedure may also be performed when logged in to a school by choosing **School**, and then clicking **Courses**.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Courses**. The Courses page appears.
3. Click **Print**. The Course Prerequisite Rule Notes pop-up window appears.

4. Click **Print**. The Print pop-up window appears.
5. Click **Print**. The Print pop-up window closes.
6. Close the Course Prerequisite Rule Notes pop-up window.

How to View the Master Course List

Use the following procedure to view the master course list for the selected school.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. The Courses page appears.
3. Choose **Manage courses for this school** . The Master Course List page appears.
4. Use this page to do any of the following:

   - Click **New** to create a new course. For more information, see *New Courses*.
   - Click **Course Name** to sort the list of courses by name.
   - Click **Course Number** to sort the list of courses by number.
   - Click **Active Status** to sort the list of courses by either active or inactive status. For more information, see *How to Edit Course Status*.

How to Edit Course Information

Use the following procedure to edit course information.

Note: This procedure may also be performed when logged in to a school by choosing **School**, and then clicking **Courses**.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Courses**. The Courses page appears.
3. Choose the name of the course you want to edit. The Edit Course District Information page appears. Note that the page is divided into five functional areas: District, Fees, Prerequisites, Relationships, and Scheduling. By default, District is selected.
4. Use the following table to enter information in the fields:

Field	Description
Course Name	The name of the course appears.
Course Number	The number used to identify the course appears.
Course Name	Edit the name of the course.
Alternate Course Number	An additional number used to identify the course appears.
Credit Hours	The number of credits a student receives for taking the course appears.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program.
Vocational Class	Select the checkbox if the course is a vocational class.

Field	Description
Program for All Sections	For the purpose of continuation education programs. Any program specified here will automatically be considered the program that every section of the course will belong to. Since this is stored for the district this will be true for all schools that use the course. If schools other than continuation education schools use the course then specify this as no selection (blank) and designate the proper program to each section of the course created within the continuation education schools. The programs available for selection can be defined in *Special Programs*.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as **MATH** for mathematics courses, **ENG** for English courses, **FL** for foreign language courses, **VOC** for vocational courses, or **ELEC** for electives. This credit can then be applied to a graduation type, if applicable.
Default Maximum Enrollment	Edit the maximum number of students who can be enrolled in this course.
Department	Click **Associate** to select the department for this course. **Note:** Click **Department** to create or edit departments at your school.
Subject Area	Edit the subject area for the course.
Course Notes	Descriptive text regarding the course or course enrollment, if any.
Exclude from Attendance	Select the checkbox if you do not want attendance and enrollment in this section to be counted towards any ADA/ADM calculations. Otherwise, deselect the checkbox.
Grade Scale	Choose the grade scale from the Grade Scale pop-up menu. For more information, see *How to Assign Grade Scales to Courses*.
GPA Added Value Points	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Use the Course for Lunch	Select the checkbox to use all sections of this course for lunch. Otherwise, deselect the checkbox.

Field	Description
Exclude on Report Cards/Transcripts	Select the checkbox to exclude all sections of this course from appearing on the schedule listing of Report Cards or the Transcript Object of Object reports. Otherwise, deselect the checkbox.

5. Click **Fees** to access the Edit Course Enrollment Fees page. For more information, see *Course Enrollment Fees*.
6. Click **Prerequisites** to access the Edit Course Prerequisites page. For more information, see *Course Prerequisites*.
7. When in school mode, click **Relationships** to access the Edit Course Relationships page. This page displays course relationship information between two courses.

   For each course, you can define related courses. The scheduling engine uses these course relationships when building a student's schedule. If you define a relationship for a course with another course, you do not have to define the relationship for both courses. But, you can define the relationship for both courses so that it is easy to identify this relationship regardless of which course you are viewing. The following three types of course relationships are used in PowerSchool:

   - Prerequisite: Indicates relationship between two courses ensures that the student will be scheduled into the specified course so that the course is completed prior to the beginning of the second course.
   - Corequisite: Indicates relationship between two courses ensures that the student will be scheduled into both courses so that the courses are taken concurrently.
   - Postrequisite: Indicates relationship between two courses ensures that the student will be scheduled into the specified course after the student has completed the first course in the relationship.

8. This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using this page:

   - To add a new relationship, click **New**. The Edit Course Relationship page appears. Click the Associate button next to Course Number to select the number of the course for which you want to define a relationship. Use the Relationship pop-up menu to choose the appropriate relationship. Click **Submit**. The Course Relationships page appears.
   - To edit an existing relationship, click the name of the course you want to edit. The Edit Course Relationship page appears. Make the necessary changes. Click **Submit**. The Course Relationships page appears.
   - To delete an existing relationship, click the name of the course for which you want to delete a relationship. The Edit Course Relationship page appears. Click **Delete**. The Selection Deleted page appears.

9. When in school mode, click **Scheduling** to access the Edit Course Scheduling Information page. This page displays course-specific scheduling information used by the scheduling engine when building a student's schedule. This information is either captured as part of the PowerScheduler commit process or can be manually defined using this page.
10. Use the following table to enter information in the fields:

Field	Description
Allow Student Repeat in Same Term	Select the checkbox to allow the system to schedule a student in more than one section of this course in the same term. For example, occasionally students need to double-up on a course within the same term. This is usually done for elective courses, such as Work Release.
Allow Student Repeat in Different Term	Select the checkbox to allow the system to schedule a student in more than one section of this course in different terms. Use this option for either academic or elective courses.
Load Priority	Enter a numerical value of 1 to 99 (1 being the highest priority) to prioritize in which course the system should schedule a student when a conflict between two of the student's requests arises. You can enter the same load priority number for several courses. For example, enter a load priority of 10 for all academic courses to ensure that students are loaded into these courses first, 20 for academic electives, and 30 for non-academic electives.
Load Type	Use the pop-up menu to choose whether this is an academic, elective, or alternate course. The system uses this classification to balance the types of courses in which the student is scheduled during a schedule term. For example, if your school's scheduling terms are semesters, the system does not schedule the student in all elective courses the first semester and all academic courses the second semester.
Use Pre-Established Teams	Select the checkbox if you want the system to reference teams when scheduling students into this course.
Use Section Types	Select the checkbox if you want the system to schedule courses according to section types.
Don't Allow Substitutions	Select the checkbox if you do not want the system to attempt to schedule a student in alternate courses if this course is full.
Global Substitution 1	Click **Associate** to select the first course substitution you want the system to schedule for every student who cannot be scheduled in this course.
Global Substitution 2	Click **Associate** to select the second course substitution you want the system to schedule for every student who cannot be scheduled in this course. The system will use this substitution if Global Substitution 1 is no longer available.
Global Substitution 3	Click **Associate** to select the third course substitution you want the system to schedule for every student who cannot be scheduled in this course. The system will use this substitution if Global Substitution 2 is no longer available.

11. Click **Submit**. The Edit Course page displays the edited course.

12. Click **Submit**. The Changes Recorded page appears.

How to Edit Course Status

Change a course's status from active to inactive or vice versa. Active courses are used to schedule students. Additionally, use this page to remove all the courses from the master course list that do not have sections taught in the current year.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Courses**. The Courses page appears.
3. Click **Manage courses for this school**. The Master Course List page appears.
4. Do one of the following:
    - Select the checkbox next to the class you want to activate.
    - Deselect the checkbox next to the class you want to deactivate.
    - Select the **Remove all courses from this school's course list that do not have any sections taught this year** checkbox to remove all courses from this school's course list that do not have any sections taught this year (optional).
5. Click **Submit**. The Courses page appears.

How to Create a Course Group

To make it easier to associate courses, you have the option of creating course groups.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Course Groups**. The Course Groups page appears.
3. Click **New** in the courses menu. The Edit Course Group page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for the course group. **Note:** If there are multiple high schools on your server, you may want to create a system for naming your course groups so that they sort in a certain way. For example, you might call Apple Grove High School's course group containing ninth-grade core courses AGHS-9-Core Courses. If you followed this system, all of your high schools would sort together, as would the grade levels within them.

Field	Description
Type	Choose the type of course group from the pop-up menu: • **Scheduling Only**: Course group is used for scheduling purposes only. • **Graduation Set Only**: Course group is used for graduation requirement purposes only. • **Both**: Course group is used for both scheduling and for graduation requirement purposes.
Applies to	Set course groups to apply to all schools or to the current school only. Existing groups are set to all schools by default.

5. Select the checkbox next to the name of each course that should belong to this group.
6. Click **Submit**.

How to Edit a Course Group

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Course Groups**. The Course Groups page appears.
3. Choose the course group you want to edit from the courses menu. The Edit Course Group page appears.
   Edit as needed. For more information, see *How to Create a Course Group*.
4. Click **Submit**.

How to Delete a Course Group

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Course Groups**. The Course Groups page appears.
3. Choose the course group you want to delete from the courses menu. The Edit Course Group page appears.
4. Click **Delete**. The Selection Deleted page appears.

Work With Student Schedules

In PowerSchool, work with individual student schedules using the student pages menu or with a group of students using the Group Functions page. Add sections, drop sections, delete enrollment records, transfer students, or enroll an entire group of students. Use the scheduling engine to create student course request forms, a master schedule, and student schedules that are based on both of these elements. For more information, see *Master Schedule Overview*.

You can find the student schedule views on the student pages menu for any student. Each displays the student schedule from a different perspective. Some are view-only, while others can be modified.

For more information about student schedules, see the following sections:

- *Bell Schedule View*
- *List View*
- *Manage Recommendations*
- *Matrix View*
- *Modify Current Requests*
- *Modify Future Requests*
- *Modify Schedule*
- *Modify Schedule - Requests*
- *Override Prerequisites*
- *Scheduling Setup*
- *View Current Requests*
- *View Future Requests*

All Enrollments

This page displays the selected student's enrollment history. It is most often used by counselors reviewing the student’s entry and exit dates to previous and current classes. Counselors and other school administrators can view assignments for the classes listed and any teacher comments.

PowerGrade sends the information from the teachers’ data files to PowerSchool for storage. Once the grades and comments are on the PowerSchool system, they are part of the student’s permanent record unless the teacher deletes them from their PowerGrade files before the end of the term, which is when grades are stored. Only certain school administrators, such as counselors, can edit these stored records.

See *Work With Student Schedules* for additional information.

How to View Grades and Assignments

Use this option on the All Enrollment page to view grades and assignments for any class in which the student has been enrolled.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **All Enrollments** from the student pages menu. The All Enrollments page appears.

3. Click **View** next to the class that you want to view. The Scores page displays the assignments that make up the class and the grades the student received on each assignment. This is the same page described in the section *Term Grades*.

   Note: This page is view-only for all users. To edit a record, see *How to Edit an Enrollment Record*.

How to Edit an Enrollment Record

View or edit course enrollment dates and teacher comments on the All Enrollments page.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Enrollment, choose **All Enrollments** from the student pages menu. The All Enrollments page appears.
3. Click **Edit** next to the class that you want to edit. The Edit Enrollment Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
Student	The name of the selected student appears.
Course	The name of the selected course appears.
Teacher	The name of the selected teacher appears.
Expression	The name of the selected schedule expression appears.
Enroll Date	Enter or change the date the student enrolled using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Exit Date	Enter or change the exit date, which is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Teacher Comment	Enter or change any teacher comments. **Note:** Parents and guardians can view these comments when they check their child’s progress using PowerSchool.

5. Click **Submit**. The All Enrollment Records page appears.

View Course Requests

This page displays the courses a student has requested for the upcoming term within the current school year. Some of these requests may have been fulfilled while others may not have.

Note: This page is view-only for all users.

How to View Current Course Requests

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **View Current Requests**. The View Requests for [Scheduling Year] page appears.
4. Use the following table to review this page:

Field	Description
Crs Num	The number used to identify the course.
Course	The name of the course.
Type	Indicates whether course is required or elective.
Cr Hrs	The number of credit hours earned by taking this course.
Requirements	Indicates any course requirements.
Total Credit Hours Requested	The total number of credit hours earned by taking all requested courses.

How to View Future Course Requests

This page displays what courses a student has requested for the next scheduling year, which is defined in PowerScheduler.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **View Future Requests**. The View Requests for [Scheduling Year] page appears.
4. Review the page as needed. For field descriptions, see *How to View Current Course Requests*.

Modify Course Requests

At some schools, administrative staff or guidance counselors enter student course requests directly in PowerSchool for their students. Perhaps all of the ninth graders at your school have made their requests on paper. All initial student course requests and those entering student course requests on behalf of students should enter the student course requests in PowerSchool, not in the scheduling area. Use the scheduling area to change or delete student course requests after the initial requests are made in PowerSchool.

Note: If you use need to edit a request after it has been submitted, do so in the scheduling area. For more information, see *Student Course Requests*.

Because course requests can be made for the current year or for other scheduling years, you must set the schedule year for student requests made in PowerScheduler, on the

PowerSchool Parent Portal, or on the Requests [Scheduling Year] page in PowerSchool. For more information, see *How to Set the Schedule Year*.

How to Modify Current Course Requests

This function lets students select the courses for the upcoming term within the current school year for which they want to register.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Modify Current Requests**. The Requests [Scheduling Year] page appears.
4. Choose courses from the pop-up menu.
5. Click **Submit**. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see *View Course Requests*.

How to Modify Future Course Requests

Students can select the courses for the next scheduling year for which they want to register.

Note: The scheduling year is defined in PowerScheduler. For more information, see *How to Set the Schedule Year*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Request Management** from the student pages menu. The Request Management page appears.
3. Click **Modify Future Requests**. The Requests [Scheduling Year] page appears.
4. Choose courses from the pop-up menu.
5. Click **Submit**. The Changes Recorded page appears. View the results of these choices on the Requests View page. For more information, see *View Course Requests*.

Course Requests and Schedule

In PowerSchool, you create and maintain a primary class schedule for each student in your school. Throughout the year, you might need to make schedule changes for existing students, or create new schedules for students who enroll at your school during the year. There are two ways to maintain student schedules: manual scheduling and auto-scheduling. Manual scheduling is section-specific and allows you to pick specific sections in which to enroll the student, overriding the system-defined schedule if one exists. Auto scheduling is course-specific. You enter a student's request for specific courses. The system then automatically schedules the student for the sections that best fits his or her schedule.

Note: Maintaining student schedules can be done in conjunction with Scheduler or independently.

How to Access the Modify Schedule - Enrollments Page

Use this page to modify the student's schedule. The page is divided into two functional areas: Enrollments and Requests. By default, the Enrollments tab is selected. The Modify Schedule - Enrollments page displays the student's section enrollments for the current year and school, as well as current course requests.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.

   The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
Enrollments	By default, the Enrollments tab is selected, which displays the student's section enrollments for the current year and school, as well as current course requests.
Requests	The second tab on the Modify Schedule page is Requests. The Modify Schedule - Requests page supports editing and entering course requests for the student. It is these requests that the scheduling engine uses to determine the students schedule. For detailed information, see *How to Access the Modify Schedule - Requests Page*.
View Entire Year Schedule	Click to view the student's schedule by each term within the selected term.
Edit Auto Schedule Parameters	Click to display the Automated Scheduling Setup page to modify default parameter settings for this scheduling session.
Effective Enrollment Date	When creating a new section enrollment, enter the date that any enrollment becomes effective. The field defaults to tomorrow's date, unless: • it is before the section's start date, in which case the start date defaults to the start date of the section, according to the term and schedule day on the school calendar • it is after the section's start date but during an off-cycle day, in which case the start date defaults to the next valid schedule day for the section
Search Available Classes	Use to enroll the student into a course: • **Course Number** - Use as a filter to search for available sections. • **Period** - Use as filter to search for available sections. • **Find** - Click to search for available classes.

Field	Description
Quick Enroll	Use to enroll the student into a section: • **Course.Section** - Use to search for a section and enroll the student immediately into the section. • **Enroll** - Click to initiate search/enroll.
Enrollments	The following information appears for each line item: • **Exp** - The period and day combination of the course. • **Trm** - The term in which the course is being taught. • **Crs-Sec** - The course and section number used to identify the course. • **Course Name** - The name of the course. • **Note** - Prerequisites pertaining to the course, if any. For more information, see *Course Prerequisites*. • **Teacher** - The name of the teacher teaching the course. • **Room** - The room number in which the course is taught. • **Enroll** - The first day the student's enrollment is active. • **Leave** - The first day the student's enrollment is not active. Use the following information to lock or drop the student's section enrollments: • **Lock** - Select the checkbox next to each section enrollment that should not be changed by the scheduling engine, if any. For instance, if you want the student to remain in Algebra for period 1 on MWF, select the **Lock** checkbox for that section enrollment. **Note:** If the Effective Enrollment Date is set to a date that is after the Leave date for an enrollment, then that enrollment is locked and cannot be adjusted. If the course is in the future or in progress, then you can lock/unlock as needed. • **Lock All** - Click to lock all section enrollments. • **Drop** - Delete enrollments individually and immediately by clicking the button next to the section enrollment you want to delete. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an exit date and click **Drop Classes**. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy. • **Drop All** - Click to immediately drop all the current section enrollments for the student. The Drop Section Enrollments page appears. Verify the information you

Field	Description
	want to delete. Enter an exit date and click **Drop Classes**. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.
Automated Schedule	Use to initiate the automated scheduling process that uses the scheduling engine to produce the student's schedule.
Manually Schedule Student	Use to manually schedule the student into available courses by period.
Course Requests	Use to view the student's current course requests. For detailed information, see *How to Access the Modify Schedule - Requests Page*.

How to View Entire Year Schedule

Use the Entire Year Schedule link to view the student's schedule by each term within the selected term.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **View Entire Year Schedule**. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

How to Edit Auto Schedule Parameters

Use Edit Auto Schedule Parameters to modify default parameter settings for this scheduling session. The defaults for these values are defined via **Start Page > School Setup > Scheduling Preferences**. It is often useful to be able to override the default values just for the current scheduling attempt.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Edit Auto Schedule Parameters**. The Edit Auto Schedule Parameters page appears.
4. Use the following table to edit the information in the fields:

Field	Description
Use buildings	Select the checkbox if this scenario uses buildings.
Use houses	Select the checkbox if this scenario uses houses.
Close sections at maximum	Select the checkbox to ensure that courses close at their maximum enrollment numbers.

Field	Description
Use global course substitutes	Select the checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.
Use student course substitutes	Select the checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
Percent of schedule combinations to evaluate for each student	The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each student. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each student.
Minimum number of schedule combinations to evaluate before skipping	The default value of this field is 10,000. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. Entering a high number forces the system to sample a minimum number of student schedule course possibilities.

5. Click **Submit**. The Changes Recorded page appears.

How to Modify a Student's Schedule Using Automated Walk-In

With Automated Walk-In Scheduling, you no longer need to manually create schedules for students who have enrolled in school after the initial scheduling process has been completed. Instead, you can leverage the existing scheduling engine, which determines the most optimal schedule for the student automatically.

In a typical scenario for a school during the first week of a new school year, many students either do not have a schedule or need to revise their previously-created schedule. These students are sent to a counselor who often has many other students waiting to work on their schedule. It can be very frustrating for the counselor to have to manually find open sections in the master course schedule and try to create a schedule that works best for the student.

With Automated Walk-In Scheduling, PowerSchool automatically determines the most optimal schedule for the student while considering the many rules and constraints concerning the student and schedule, such as load constraints, course relationships, enrollment constraints, and section types. Additionally, you can select to schedule by team, house, or building. All this can be done while locking existing section enrollments to preserve those records yet schedule additional requests. Counselors then choose to accept or reject the schedule returned by the engine before it is made permanent.

The following functional flow describes the basic course of events to perform to successfully create a new schedule for an individual student or modify an existing schedule for an individual student within PowerSchool.

1. On the start page, search for and select a student. For more information, see *Search and Select*.

2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Enter the date the enrollment becomes effective. The default is set to today's date.

   Note: If any attendance records for the student exist before the new entry date or after the new exit date, an error message will appear. To modify attendance, see *Meeting/Interval Attendance*.

4. Before continuing, you can:

   - **Lock All** - Click to lock all section enrollments.
   - **Drop** - Delete enrollments individually and immediately by clicking the button next to the section enrollment you want to delete. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an exit date and click **Drop Classes**. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.
   - **Drop All** - Click to immediately drop all the current section enrollments for the student. The Drop Section Enrollments page appears. Verify the information you want to delete. Enter an exit date and click **Drop Classes**. The exit date is the first day the student's enrollment is not active. Use the format mm/dd/yyyy or mm-dd-yyyy.

5. Click **Requests**. The Modify Schedule - Requests page appears.
6. Click **New**. The Create Course Request [student name] page appears.
7. Click **Associate** to select the name of the course. The Associate Course page appears. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections. When done selecting courses, click **Okay**.
8. Click **Submit**. The Modify Schedule - Requests page appears, which now reflects the new requests.
9. Modify the requests by identifying which ones are alternate requests and assigning priorities or associating one alternate course for the primary requests.
10. Click **Submit**. The Modify Schedule - Requests page refreshes.
11. Click **Enrollments**. The Modify Schedule - Enrollments page appears.
12. Click **Automated Schedule**. The information is exported to the scheduling engine. The scheduling engine creates the most optimal schedule for the student based on the students course requests, load constraints, course relationships and applicable scheduling parameters. The results are then imported from the scheduling engine.

    Once the engine determines a schedule for the student, the Automated Schedule Results page appears. The page displays any error messages, enrollments, and course requests. At this point, the results have not become the permanent schedule for the student. The results can only be accepted or rejected in whole.

    Note: You can always modify the schedule by dropping and adding enrollments via the Modify Schedule page.

13. Do one of the following:

    - If the results are unacceptable, click **Discard** to clear the results. The Modify Schedule - Enrollments page displays the original schedule.
    - If the results are acceptable, click **Accept**. The Modify Schedule - Enrollments page displays the new schedule.

How to Manually Modify a Student's Schedule

The schedule list view displays the student's schedule for the currently-selected term. Use this page to manually schedule students after viewing available courses by period.

Additionally, you can add or drop sections from a student's schedule using the Enroll and Drop pop-up menus. For more information about these topics, see *Add Sections* and *Drop Sections*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Manually Schedule Student**. The Manually Schedule Student page appears.
4. Enter the **Enroll date** to indicate when the student enrolled in the selected courses.

   Note: If any attendance records for the student exist before the new entry date or after the new exit date, an error message will appear. To modify attendance, see *Meeting/Interval Attendance*.

5. Select the checkboxes next to the course, term, and expression in which you want to enroll the student. Deselect the checkboxes next to the course, term, and expression from which you want to drop the student.

   Note: The student's currently scheduled classes appear in gray, available classes in green, and full classes in red. If an expression is gray and has a selected checkbox, the student is in the class. An asterisk (*) notation means that the class is full, regardless of color. If enrolling the student in a full class, enter the password to override the maximum enrollment in the field at the bottom of the page.

6. Click **Submit**.

   Note: To refresh the page to display the last saved selections, click **Reset**.

7. On the Manually Schedule Student page, click **Continue** to return to the student's Schedule List page.

How to Access the Modify Schedule - Requests Page

The Modify Schedule - Requests page supports editing and entering course requests for the student. Requests are what the engine uses to determine the student's schedule. The student will not be scheduled for any course that is not requested. The exception to this are locked enrollments, which will be kept even if a request does not exist for the course.

Although you can still enter requests through the Requests Modify Current and Requests Modify Future pages, this page offers more flexibility and functions. Existing requests entered by any other method appear on this page.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.

The following information is either captured as part of the PowerScheduler commit process or can be manually defined:

Field	Description
New	Click to create a new course request.
Number	The number of the requested course appears.
Course Name	The name of the requested course appears.
Alt	Select the checkbox to indicate that this is an alternate course request.
Code	Enter any single letter to relate alternate requests to a primary request. Alternate requests that are assigned this code are used to substitute for any primary requests that are assigned the same code.
Alt Priority	If you selected the Alternate checkbox, enter a priority number so the system will know which alternate to load first when a student does not receive the elective.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, a student may request a bilingual section of a course.
Alternate 1	Click **Associate** to select the name of the first alternate for this course.
Delete	To delete: • An existing course request, click **YES** under the Delete column next to the appropriate course request. • All existing course requests, click **ALL** at the bottom of the Delete column.

How to Create a New Course Request

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.
4. Click **New** to create a new course request. The Edit Course Request [student name] page appears.
5. Click **Associate** to select the name of the course. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections.
6. Click **Submit**. The Modify Schedule - Requests page appears.
7. Enter information as needed.
8. Click **Submit**.

How to Edit a Course Request

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.
4. Edit the information as needed.
5. Click **Submit**.

How to Delete a Course Request

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **Requests**. The Modify Schedule - Requests page appears.
4. To delete:
    - An existing course request, click **YES** under the Delete column next to the appropriate course request.
    - All existing course requests, click **ALL** at the bottom of the Delete column.
5. Click **Submit**.

Scheduling Setup

Set student scheduling preferences before creating student course request pages or entering student course requests. By setting these parameters before students submit requests, requests will be created with the appropriate future school and schedule year identifiers. Set student scheduling preferences for an individual student or for a group of students in PowerSchool.

You can also set student scheduling preferences in PowerScheduler; for more information, see *How to Auto Fill Student Information*.

How to Set Scheduling Preferences for an Individual Student

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Scheduling Setup** from the student pages menu. The Edit Scheduling Preferences page appears.
3. Use the following table to enter information in the fields:

Field	Description
Next Year Grade	Enter the grade level that the student will be entering next school year. If the student is to be retained, enter the student's current grade level.

Field	Description
Priority	Enter a number for the Load Priority for this student. Typically, students in upper grade levels will be assigned a higher priority, such as **10**, to assure that they are scheduled first for courses that they require for graduation. Values range from 1 to 99 and are usually separated by increments of 10, such as 10, 20, 30, and so on.
Schedule This Student	Select the checkbox so that PowerScheduler will schedule the student.
Year of Graduation	Enter the year that the student is expected to graduate from the currently selected school.
Summer School Indicator	If applicable, select from the pop-up menu the summer school the student will attend.
Note for Summer School Admin	If the student is to attend summer school, you can enter a note for the summer school administrator, such as **Needs to retake Biology**. This note is viewed only on the Student Scheduling Setup page. **Note:** Because the End-of-Year process clears this field, summer school notes will not carry over from year to year.
Next School Indicator	Select the school that the student will enter next year. This ensures that the requests pages used by administrators, students, and parents display the correct course information and that the students are scheduled at the correct school. **Note:** If setting this preference for inactive students, those students appear in PowerScheduler along with the active students. Set this field to "blank" for transferred students.
Next Year Campus/Building (optional)	To select the campus or building that the student will go to next year, click **Associate**. Select a campus or building and click **Submit**.
Next Year House (optional)	To select the house that the student will belong to next year, click **Associate**. Select a house and click **Submit**.
Next Year Team (optional)	Choose the team that the student will belong to next year from the pop-up menu.

4. Click **Submit**. The Changes Recorded page appears.

How to Set Scheduling Preferences for a Group of Students

Enter information in the required fields to set scheduling preferences for a group of students.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.

2. Choose **Next School Indicator** from the **Select a function for this group of students** pop-up menu. The Next School Indicator page appears.

   Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Choose the name of the school the selected students will attend during the next school year from the pop-up menu.
4. Click **Submit**. The Changes Recorded page appears.
5. Click the PowerSchool logo to return to the start page.
6. Under Browse Students, click **Current Selection** to select the same group of students.
7. Choose **Student Field Value** from the pop-up menu. The Student Field Value page appears.
8. Enter **Sched_NextYearGrade** in the **Field to Change** field.
9. Enter the appropriate next year grade level in the **New Field Value** field.
10. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
11. Click **Submit**. The Field Value page appears.
12. Click **Submit**. The Alert: Completed page appears.
13. Click the PowerSchool logo to return to the start page.
14. Under Browse Students, click **Current Selection** to select the same group of students.
15. Choose **Student Field Value** from the pop-up menu. The Student Field Value page appears.
16. Enter **Sched_Scheduled** in the **Field to Change** field.
17. Enter **True** in the **New Field Value** field.
18. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
19. Click **Submit**. The Field Value page appears.
20. Click **Submit**. The Alert: Completed page appears.

Student Schedule

There are three ways to display a student's schedule. The **Bell Schedule View** displays the student's schedule for the current week. The **List View** displays the student's schedule for the selected term in a list format. The **Matrix View** displays the student's schedule for the selected term in a graphical format.

How to View a Student's Bell Schedule

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Bell Schedule View** from the student pages menu. The Bell Schedule View page displays the student's schedule for the current week, using unique colors to distinguish each course.

How to View a Student's Schedule (List View)

1. On the start page, search for and select a student. For more information, see *Search and Select*.

2. Under Scheduling, choose **List View** from the student pages menu. The Schedule List View page displays the student's schedule for the currently selected term.

   The following information appears for each line item: schedule expression, term, course number, section number, course name, teacher, room number, enrollment date, and exit date.

3. To change terms, click the term link. The Change Term page appears. Use this page to select a different term in which to view the student's schedule.
4. To view the student's schedule by each term within the selected term, click **Entire Year Schedule**. The Entire Year Schedule page displays the student's schedule for the entire year by terms, such as quarter and semester.

How to Display a Student's Schedule (Matrix View)

The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Matrix View** from the student pages menu. The Schedule Matrix View page appears.

   The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same course. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression (the combination of periods and days), and year term.

   For more information about the student schedule matrix preferences, see *Miscellaneous System Administration*.

Mass Enroll in a Class

Enroll an entire group of students in a class.

How to Mass Enroll in a Class

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Mass Enroll in Classes** from the **Select a function for this group of students** pop-up menu. The Mass Enroll page appears.

   Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Teacher	Choose the teacher from the pop-up menu.
[Expression]	Choose the schedule expression from the pop-up menu.
course.section	Enter the course and section number. Separate the numbers with a period and no spaces.
Enrollment Date	Enter the date of the enrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. PowerSchool notifies you that the enrollment is complete.

Add Section Enrollments

Manual scheduling is section-specific and allows you to add one or more specific sections in which to enroll the student, overriding the system-defined schedule if one exists.

Use the **Search Available Courses** or **Quick Enroll** functions on the Modify Schedule - Enrollments page to enroll students in a course section.

How to Add a Section Enrollment to a Student Schedule Using Quick Enroll

If you know the course number and the specific section of the course you want to enroll the student, you can use the Quick Enroll function to enroll the student immediately into the section.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Enter the course and section number in the **Course.Section** field.
4. Click **Enroll**. The Modify Schedule - Enrollments page refreshes and displays the new enrollment.

How to Add a Section to a Student Schedule Using Search Available Courses

To search for available courses per period, use the Search Available Course function. You can enter the number of the course in the Course Number field or leave it blank to search all courses. Then, choose the period from the Period pop-up menu to search for sections that are available at that time. Choose **All** to search for all available sections in all periods.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.

Note: To narrow list of results, use the Filter By function. For detailed information, see *How to Filter Manual Schedule Options*.

3. Do one of the following:

    - Choose the period in which you want to enroll the student from the **Period** pop-up menu.
    - Choose **All** to search for all available sections in all periods.

4. Click **Find**. The Available Courses page appears displaying a list of courses taught during that period.

    Note: For information about the filter options, see *How to Filter Manual Schedule Options*.

    The page displays the following information:

Field	Description
Crs.Sec	The course and section number used to identify the course.
Course Name	The name of the course.
Note	Prerequisites pertaining to the course, if any. For more information, see *Course Prerequisites*.
Expression	The period and day combination of the course.
Term	The term in which the course is being taught.
Teacher	The name of the teacher teaching the course.
Grade	The grade level for which the course is being taught.
Credit Type	The credit type, such as **Math**.
Cr Hours	The number of credit hours earned by taking this course.
Enrollment	The number of students currently enrolled in this course during the selected period, followed by the maximum enrollment figure.

5. Enter the first day the student's enrollment is effective in the **Enroll date** field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
6. Click a course name to add that course to the student's schedule during the selected period. The Modify Schedule - Enrollments page appears.

    If your system is configured to notify you that the section enrollment is at or above capacity, the Section is Full page appears if the section is at or above capacity. You must enter a password to override the capacity.

How to Filter Manual Schedule Options

Filter the courses that appear on the Available Courses page when manually scheduling students. Filtering focuses your search for an available class according to a number of criteria, such as teacher, credits, and current class size.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Do one of the following:

   - Choose the period in which you want to enroll the student from the **Period** pop-up menu.
   - Choose **All** to search for all available sections in all periods.

4. Click **Find**. The Available Courses page appears displaying a list of courses taught during that period.
5. Select one of the following to filter information on the Available Courses page.

Field	Description
Period	Choose the period from the pop-up menu.
Term	Choose the term from the pop-up menu.
Teacher	Choose the teacher from the pop-up menu.
Day	Choose the day from the pop-up menu.
Grade	Choose the grade level from the pop-up menu.
Credit Type	Choose the credit type from the pop-up menu, such as **Math**.
Course	To jump to a particular course, enter the course number and press RETURN (Mac) or ENTER (Windows).
Show only classes with available seats	Select the checkbox to display only classes that have not reached the maximum enrollment.

6. Repeat Step 4 to further filter the selections.

Drop Section Enrollments

Manual scheduling is section-specific and allows you to drop one or more section enrollments from a student's schedule, overriding the system-defined schedule if one exists. Because dropping a section enrollment from a student's schedule has serious ramifications, use caution when performing this procedure.

How to Drop a Section Enrollment From a Student Schedule

Drop section enrollments individually and immediately by selecting the appropriate Drop checkbox next to the section enrollment you want to delete. To efficiently drop more than one section enrollment from a student's schedule, see *How to Drop Section Enrollments From a Student Schedule*.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Select the checkbox next to the section enrollment you want to delete.
4. Click **Drop**. The Drop Classes page appears.
5. Verify the information you want to delete.
6. Use the following table to enter information in the fields:

Field	Description
Student	The selected student appears.
Period	The selected period appears.
Term	The selected term appears.
Crs-Sec	The selected course and section abbreviations appear.
Course	The selected course title appears.
Exit Date	Enter the exit date, which is the first day the student's enrollment is not active or the day after the student's last day in class. Use the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

7. Click **Drop Classes** to drop the section enrollment. PowerSchool drops the student from the selected section, and the schedule appears without the deleted section enrollment.

   Note: If any attendance has been recorded for the enrollment past the dates entered in the Exit Date field, an error message appears. Because you cannot drop enrollments with attendance records past the exit date for the enrollment, you must correct the attendance records before dropping the enrollment.

How to Drop All Sections From a Student Schedule

Use this procedure to drop all section enrollments from a student's schedule.

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Scheduling, choose **Modify Schedule** from the student pages menu. The Modify Schedule - Enrollments page appears.
3. Click **All** in the Drop column. The Drop Classes page appears.

4. Enter in the Exit Date field the first day the student is not in class using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
5. Click **Drop Classes** to drop the section enrollment. PowerSchool drops the student from all sections, and the schedule appears without the deleted section enrollments.

   Note: If any attendance has been recorded for the enrollment past the dates entered in the Exit Date field, an error message appears. Because you cannot drop enrollments with attendance records past the exit date for the enrollment, you must correct the attendance records before dropping the enrollment.

Schedule Reports

Student Listings

Student listing reports display lists of students, either by class or schedule.

How to Run the At Risk Report

The At Risk Report provides a listing of courses, sections, and grades associated with students who are currently at risk of failing for the current term. This information allows administrators and teachers to take a proactive approach to correcting this prior to end of term and ensures student accountability.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **At Risk**. The At Risk Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Attendance Mode	Use the pop-up menu to choose the attendance recording methods for which you want to run this report: • Choose **Daily** to search for and display report output by day. • Choose **Meeting** to search for and display report output by period. • Choose **Time** to search for and display report output by time.
Students to Include	Indicate which students you want to run the report for: • Choose **The selected [x] students only** to run the report for students in the current selection enrolled in the specified date range. • Choose **All students** to run the report for all students in the current school enrolled in the specified date range.
Attendance Codes	Select the attendance codes for which you want to scan, or select **ALL CODES**. To select multiple attendance codes, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the attendance codes you want to scan.
Reporting Segment or Begin date and Ending Date	Select which date range to use for this report: • **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about

Field	Description
	reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Data to be Filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Use Attendance Report Query	Select the checkbox to use Attendance Mode and Attendance Codes to query students for the report.
Enter the minimum number of occurrences of the above selected Attendance codes	Enter a number to indicate the fewest instances of the selected Attendance Codes to display on the report.
Use Grades Report Query	Select the checkbox to use the three grade fields listed below to query students for the report.
Select the final grade type	Choose the applicable grade type from the pop-up menu: • **Stored** • **Current**
Enter the minimum number of classes with failing grades	Enter the minimum number of classes with failing grades to display on the report.
Enter a comma-delimited list of Letter Grade values.	Enter the letter grade value, followed by a comma, such as **D, F**.
Use Discipline Report Query	Select the checkbox to use the two discipline fields listed below to query students for the report.
# of Discipline actions per student	Choose the applicable number of discipline actions to display for each student from the pop-up menu.
Discipline incident subtype to include	Choose the applicable incident subtype from the pop-up menu.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Class Rosters (PDF) Report

Generate a class roster as a PDF file for the current term or previous terms.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Class Rosters (PDF)**. The Class Rosters (PDF) page appears.
3. Use the following table to enter information in the fields:

Field	Description
Print rosters for	Select the teachers for which you want to generate a class roster. To select multiple teachers, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each teacher's name.
Meetings	Indicate the meetings to be audited by selecting the appropriate checkboxes. To audit all meetings, deselect all of the checkboxes.
Include students who	Select an enrollment period option. Some options require you to enter a date or date range using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the heading. Select the **Italic** checkbox to italicize the heading. Select the **Underline** checkbox to underline the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print: • **First page of each class** • **All pages** • **Do not print heading**
Heading text	Enter the content to include in the report heading using text, some HTML tags, and PowerSchool data codes. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field.

Field	Description
	For more information about data codes, visit **PowerSource**.
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the column title. Select the **Italic** checkbox to italicize the column title. Select the **Underline** checkbox to underline the column title.
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print: • **All pages** • **First page of each class** • **Do not print column titles**
Roster Font	Choose the roster listing font from the pop-up menu.
Size, line height, style	Enter the roster listing font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the roster listing. Select the **Italic** checkbox to italicize the roster listing. Select the **Underline** checkbox to underline the roster listing.
Roster columns	Enter the content to include in the student listings columns using the format field name \ column title \ column width \ alignment. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field.
Rule width	Enter the thickness in points of the vertical and horizontal lines on the report, as well as the outline of the entire report. One point equals 1/72 of an inch.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. **Portrait** is a vertical page; **landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	To print text as a watermark on each page of the report, use

Field	Description
	the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Master Schedule (PDF) Report

Generate a PDF file for the current master schedule. The master schedule PDF report displays schedule information for sections that are in session during the selected term. Before proceeding, change the selected term, if necessary. For more information, see *How to Change Terms*.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Master Schedule (PDF)**. The Master Schedule PDF page appears.
3. Use the following table to enter information in the fields:

Field	Description
Periods	Select the checkboxes to indicate which periods to display on the master schedule. To display all periods, select the **All periods** checkbox.
Days	Select the checkboxes to indicate which days to display on the master schedule. To display all days, select the **All days**

Field	Description
	checkbox.
Credit Type	Enter the credit type to indicate which credit type to display on the master schedule, such as **MATH**. To display all credit types, do not enter anything in the field.
Rooms	Select the rooms to display on the master schedule. To make multiple selections, Press and hold COMMAND (Mac) or CONTROL (Windows) and click the room names. Select **All Rooms** to display all rooms.
Teachers	Select the teachers to display on the master schedule. To make multiple selections, Press and hold COMMAND (Mac) or CONTROL (Windows) and click the teacher names. Select **All Teachers** to display all teachers.
Sort By	Select a sort order for the master schedule: • **Teacher Name** • **Teacher Number** • **Department** • **Room** • **Course Name** • **Course Number** • **Course Credit Type**
Period/Day Orientation	Select whether to print the periods or the days across the top of the report.
Heading font	Choose the heading font from the pop-up menu.
Size, line height, style	Enter the heading font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the heading. Select the **Italic** checkbox to italicize the heading. Select the **Underline** checkbox to underline the heading.
Print heading on	Choose an option from the pop-up menu to determine how you want the heading to print: • **First page** • **All pages** • **Do not print heading**
Column title font	Choose the column title font from the pop-up menu.
Size, line height, style	Enter the column title font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the column title. Select the **Italic** checkbox to italicize the column title. Select the **Underline** checkbox to underline the column title.

Field	Description
Print column titles on	Choose an option from the pop-up menu to determine how you want the column title to print: • **All pages** • **First page** • **Do not print heading**
Body Font	Choose the body font from the pop-up menu.
Size, line height, style	Enter the body font size and line height in points. One point equals 1/72 of an inch. Select the **Bold** checkbox to bold the body font. Select the **Italic** checkbox to italicize the body font. Select the **Underline** checkbox to underline the body font.
Cell padding	Enter the width of each cell and the amount of space from all sides of the cells to the text in points. One point equals 1/72 of an inch.
Page size	Choose from the pop-up menu the size of the paper on which you want to print this report. To enter a custom size, enter the horizontal and vertical page measurements in the Custom Size fields.
Margins	Enter the size of the margins in inches.
Orientation, Scale	Use the pop-up menu to choose the page layout. **Portrait** is a vertical page; **landscape** is a horizontal page. Scale is the finished size of the report. Fit more on a page by reducing it by a percentage, but remember to leave it as large as possible for easier viewing.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.

Field	Description
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

   Note: Click **Refresh** to update the status of the report.

   The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Student Schedule List Report

This report provides a printout of students' classes and lets you know where they are during which periods.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Student Schedule List**. The Student Schedule List page appears.
3. Use the following table to enter information in the fields:

Field	Description
Students to Include	The number of selected students appears.
Report Title	Enter the title for the report.
Include for each class	Select the checkboxes to indicate what data you want to include for each class. Select any combination of the following checkboxes: • Select the checkboxes to display the **Room**, **Course**, and **Teacher** information for each class. • To include grades, select the checkbox and use the pop-up menu to choose either **Historical grade** or **Current grade**. If you select this option, enter the Store Code/Final Grade, such as **Q1** or **Q2**. • **Citizenship** • **for this attendance code**. If you select this option,

Field	Description
	choose the attendance code from the pop-up menu. • **Attendance points** • **Assignment score**. If you select this option, enter the score.
Scan Enrollment as of this Date	Enter the student enrollment dates to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Range of Periods	Choose the range of periods to scan from the pop-up menus.
Range of Days	Choose the range of days to scan from the pop-up menus.
How many students between breaks	Enter the number of student records to display before a break in the report.
Show only these pages	Select the checkbox to limit the number of pages to display. If you select the checkbox, enter the page number range in the next fields.

4. Click **Submit**. The resulting report displays students and their teachers for the selected periods. Proceed by printing the report from your Web browser or saving it to another application. For more information, see *Run, Print, and Save Reports*.

Enrollment Reports

When running enrollment reports, you can screen for students in special programs. If the students are in the selected program at any time during the specified period, they are included in the report results. For each report, you can check for possible conflicts to display any students with errors on their class enrollment dates.

How to Run the Class Size Reduction Report

The Class Size Reduction report provides a day-to-day count of section enrollment over a specified period. When setting up the report, you can exclude students in a special program from the enrollment count. At least one course number must be entered to run the report. To display detailed enrollment per section, see *How to Run the Enrollment by Section Report*.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Class Size Reduction Report**. The Class Size Reduction Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Reporting Segment or Begin Date and	Select which date range to use for this report:

Field	Description
Ending Date	• **Reporting Segment**: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see *Reporting Segments*. • **Begin Date and Ending Date**: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. **Note:** The date must fall within the selected school year term.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.
Data to be filled	In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose **Set All** to select all checkboxes and **Reset All** to remove all checkboxes next to the following fields.
Exclude counts for students enrolled in this Special Program	Use the pop-up menu to indicate any special program you want to exclude from being counted. Students will not be included in the class size counts for each day that they are enrolled in the specified special program.

Field	Description
Sort By	Select the sort order: • **Course Number** • **Teacher Name**
Include only these Course Numbers	Enter the course numbers. Separate multiple courses with commas.
Include/Exclude Section Numbers	Select whether you want to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.
The report will break to a new page for each	Use the pop-up menu to indicate whether you want to break the report across pages by **Month** or **Reporting Segment**.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
[Blank]	Row counter.
Teacher	The teacher's name in last, first format.
Course	The course number for the class.
Section	The section number for the class.
Grade	The grade level associated with the section.
[Month, Cycle Day, Day of Week, Day of Month]	Each column represents an in session day in the school calendar. The number is the size of the class on each date.
Avg	The average class size for the entire date range of the report. **Note:** This column only appears after the very last date in

Column Name	Description
	the report date range. It may not appear on each page, especially if the option to have a page break for each month is selected.

How to Run the Enrollment by Grade Report

Use the Enrollment by Grade report to generate a summary of accumulated student enrollment by grade level.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Enrollment by Grade**. The Enrollment by Grade Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
School	The selected school appears.
Reporting segment	Use the pop-up menu to choose the reporting segment. For more information about reporting segments or to create a reporting segment, see *Reporting Segments*.
Grades	Select the checkboxes of the grade levels you want to scan, or leave all the checkboxes blank to scan all grade levels.
Special Programs	Select the checkboxes of the special programs you want to exclude, or leave all the checkboxes blank to include students in all special programs.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the Enrollment by Section Report

This report provides current year enrollment statistics for class sections. To report on class size, see *How to Run the Class Size Reduction Report*.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Enrollment by Section**. The Enrollment by Section page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Reporting Segment or Begin Date and Ending Date</td><td>Select which date range to use for this report:
Reporting Segment: Choose a reporting segment from the pop-up menu. For more information about reporting segments, see Reporting Segments.
Begin Date and Ending Date: Specify a date range in the blank fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Note: The date must fall within the selected school year term.</td></tr>
<tr><td>Processing Options</td><td>Select a time to run the report:
Choose In Background Now to execute the report immediately in the background.
Choose ASAP to execute the report in the order it is received in the Report Queue.
Choose At Night to execute the report during the next evening.
Choose On Weekend to execute the report during the next weekend.
Choose On Specific Date/Time to execute the report on the date and time specified in the Specific Date/Time fields.
After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.</td></tr>
<tr><td>Specific Date/Time</td><td>If you selected the On Specific Date/Time processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

Use the pop-up menus to indicate hour and minute.</td></tr>
<tr><td>Data to be filled</td><td>In this section, select the checkbox next to the following filter fields to save the settings as defaults. From the pop-up menu, choose Set All to select all checkboxes and Reset All to remove all checkboxes next to the following fields.</td></tr>
<tr><td>Sort By</td><td>Select the sort order:
Course
Teacher</td></tr>
<tr><td>Course Numbers</td><td>Enter the course numbers. Separate multiple courses with commas.</td></tr>
</table>

Field	Description
Include/Exclude Section Numbers	Select the option to exclude or include any sections.
Section Numbers	Enter the section numbers to be included or excluded. Separate multiple sections with commas. Use a blank field to scan all sections.
Check for possible conflicts	Click to display any students with errors on their class enrollment dates.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The report appears. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application. For more information, see *Run, Print, and Save Reports*.

The following information appears in the output file:

Column Name	Description
Teacher	The name of the teacher teaching the section (Last, First, Middle).
Course Name	The name of the course for the section.
Section Number	The number of the section.
Grade	The grade level associated with the current section.
Begin Enrollment	The student enrollment in the section as of the start date of the reporting period.
Entries	How many students were added to the section. **Note:** If a student enters the same section twice, it will count as two entries.
Withdrawals	How many students were withdrawn from a section. **Note:** If a student enters the same section twice, it will count as two entries.
End Enrollment	The enrollment at the end of the reporting period.
Enrollment For Period	The total number of enrollments for the reporting period.
Enrollment To Date	The current enrollment as of today.
Aggregate Days Attended	The number of days attended by all of the students enrolled in the section during the date range.

Column Name	Description
Average Days Attended	The average daily attendance (the number of days in the date range divided by the Aggregate Days Attended).
Days Absent	The number of days absent for the section during the reporting period.
Days Off Track	The number of off track days for the students enrolled in the section during the reporting period.
Total Days not Enrolled	The number of days students are not enrolled in this section; that is, students who are enrolled at some point during the year, but are not enrolled one or more days during the reporting period.
Aggregate Days Belonging (Membership)	The total membership for this section during the reporting period.
Average Number Belonging (ADM)	The Average Daily Membership for this section during the reporting period (Aggregate Days Belonging divided by the number of meeting days in the reporting period).
Attendance Percent	The percent of actual attendance out of the total potential attendance for the reporting period (Aggregate Days Attended divided by the Average Number Belonging).

How to Run the Enrollment Summary by Date Report

This report is the same as the Enrollment Summary except it can be run for a selected date instead of just the current date. Depending on the mode in which you run the report, the resulting report displays a breakdown of students for the entire district or school.

Note: Only grade levels used by the district/school appear in the report.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Enrollment Summary by Date**. The Enrollment Summary by Date page appears.
3. Enter the date as of which you want to calculate enrollments using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

   Note: The date must fall within the selected school year term.

4. Click **Submit**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.

   Column titles describe the contents of each column. Row numbers indicate grade levels. The top numbers in each cell indicate the total enrollment of male and female students for that classification. The blue numbers (to the left of the slash) indicate male students; the pink numbers (to the right of the slash) indicate female students.

Click any of the numbers to either make those students the current student selection or add them to the current selection.

How to Run the Vocational Courses Aggregate Membership Report

Use the Vocational Courses Aggregate Membership report to generate a list of vocational sections and their current membership totals.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Voc. Courses Agg. Membership**. The Vocational Courses Aggregate Membership Report page appears. The upper portion of the page displays the report's name, version number, description, and comments.
3. Use the following table to enter information in the fields:

Field	Description
Lines per page	Enter the number of data rows you want to appear on each page of the report.
Starting Page Number	Enter the page number on which you want the report to start.
Processing Options	Select a time to run the report: • Choose **In Background Now** to execute the report immediately in the background. • Choose **ASAP** to execute the report in the order it is received in the Report Queue. • Choose **At Night** to execute the report during the next evening. • Choose **On Weekend** to execute the report during the next weekend. • Choose **On Specific Date/Time** to execute the report on the date and time specified in the Specific Date/Time fields. After submitting this report, it will be processed in the report queue. On the navigation bar, click the Report Queue icon. The Report Queue - My Jobs page displays all your reports.
Specific Date/Time	If you selected the **On Specific Date/Time** processing option, enter the date to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. Use the pop-up menus to indicate hour and minute.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The resulting report displays the schedule of vocational courses and the number of students in each class. It also displays the number of membership days for the different classes. Proceed by doing one of the following:

- Click a number of aggregate membership days to view an audit page.
- Click an underlined number in the Size column to view the list of students in the class.
- Click a section number to view a description of the section.
- Print the report from your Web browser or save it to another application. For more information, see *Run, Print, and Save Reports*.

How to Run the School Enrollment Audit Report

Use the School Enrollment Audit report to detect possible school enrollment errors.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **School Enrollment Audit**. The Possible Conflicts for School Enrollment Audit page displays any student enrollment errors.

How to Run the Section Enrollment Audit Report

Use the Section Enrollment Audit report to detect possible section enrollment errors, such as a student who is enrolled in school but not in any classes.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Section Enrollment Audit**. The Possible Conflicts for Section Enrollment Audit page displays any section enrollment errors.

Scheduling Reports

How to Run the Teacher Maximum Load Report

The Teacher Maximum Load Report helps identify teachers who are scheduled to teach more students in a day than is allowed by their contracts. It is expected that a school administrator will run this report on a periodic basis to identify any violations for sections occurring within the term of the date specified on the report. This report displays loads based on the schedule for the current school year but does not account for future section drops or enrollments. For fresh report data or for more information about Teacher Maximum Load, see *Teacher Maximum Load*. Also, this report does not account for sections that span different schools; rather, they include only the selected school's sections.

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. On the System tab, click **Teacher Maximum Load Report**. The Teacher Maximum Load page appears.
3. Use the following table to enter information in the fields:

Field	Description
Select a Teacher	Use the pop-up menu to select the teacher for whom you want to run this report. To select all teachers at the selected

Field	Description
	school, choose **All Teachers**.
Limit report to	Select an option to limit the results of the report: • **All Selected Teacher(s)**: Displays results for all teachers selected in the Select a Teacher field, even those whose schedules do not exceed their maximum loads. • **Only those over the limit**: Displays only the teachers selected in the Select a Teacher field that exceed the specified student load.
For this date	Enter a date to display report results for. Use the format mm/dd/yyyy or mm-dd-yyyy.

4. Click **Submit**. The report displays the following information:

Field	Description
No.	Teacher's number.
Teacher Name	Teacher’s last name, first name, and middle initial.
Course	Name of the course that has a section contributing to the teacher's student load.
Section	Identification number of the section contributing to the teacher's student load. If the section includes a dependent section, the report does not specify whether the violation occurred in the primary or dependant section since they are considered a single unit. **Note:** To exempt a section from being included, see *Sections*.
Max	Maximum number of students allowed in the section.
Room	Room number of the section.
[A, B, ...]	Cycle day of the school's schedule.
Flag	Indicates whether a teacher maximum load or section enrollment maximum has been exceeded.

Schedule Administration

Entry Codes

Use entry codes to identify the reasons why students enroll in and transfer to your school.

How to Add an Entry Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Entry Codes**. The Entry Codes page appears.
3. Click **New**. The Edit Entry Codes page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the **Entry Code** pop-up menu. **Note:** You can use 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.

5. Click **Submit**. The Entry Codes page displays the new code and its meaning. Any authorized user can apply the new code to any student transferring out of your school.

How to Edit an Entry Code

Everyone who enrolls or transfers students will be affected by any changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Entry Codes**. The Entry Codes page appears.
3. Click the code or the meaning of the code you want to edit. The Edit Entry Codes page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Entry Code*.
5. Click **Submit**. The Entry Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

How to Delete an Entry Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Entry Codes**. The Entry Codes page appears.
3. Click the code or the meaning of the code you want to delete. The Edit Entry Codes page appears.
4. Click **Delete**. The Entry Codes page displays without the deleted code:

Exit Codes

Use exit codes to identify the reasons why students leave your school.

How to Add an Exit Code

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Exit Codes**. The Exit Codes page appears.
3. Click **New**. The Edit Exit Codes page appears.
4. Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Meaning	Enter a description of the code.
Sort Order	Enter a number to determine the order in which you want the system to display this item relative to other items. The lower the sort order number, the higher the item appears on the **Exit Code** pop-up menu. **Note:** You can use 0 or negative numbers, such as -1, to precede other entries. If two items have the same sort order number, the first one created precedes the other. The audience does not affect the sort order.

5. Click **Submit**. The Exit Codes page displays the new code and its meaning. Authorized users can apply the new code to any student transferring out of your school.

How to Edit an Exit Code

Everyone who transfers students out of your school will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** from the main menu. The District Setup page appears.

2. Under General, click **Exit Codes**. The Exit Codes page appears.
3. Click the code or the meaning of the code you want to edit. The Edit Exit Codes page appears.
4. Edit the information as needed. For field descriptions, see *How to Add an Exit Code*.
5. Click **Submit**. The Exit Codes page displays the edited code and its meaning. Authorized users can apply the edited code to any student transferring out of your school.

How to Delete an Exit Code

Everyone who manages transfers will be affected by changes you make to a code. You may want to discuss changes with other users before making them.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Exit Codes**. The Exit Codes page appears.
3. Click the code or the meaning of the code you want to delete. The Edit Exit Codes page appears.
4. Click **Delete**. The Exit Codes page displays without the deleted code.

Next School

Use the Next School Indicator to add, edit, or delete the names of schools identified as "next schools" which are schools that student graduates will attend when they leave your school. Next school selections are made either per student or as a default for all students. For more information about setting the default school, see *Next School Indicator*.

If the next schools share your PowerSchool system, PowerSchool automatically transfers student records to the next school when you use the end-of-year process.

How to Create a Next School Indicator

If there is more than one school that your students often graduate to or move to, you may want to set up additional next schools.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click **New**. The Edit ‘Next School’ Record page appears.
4. Use the following table to enter information in the fields:

Field	Description
School Name	Enter the name of the school.
School abbrev.	Enter the abbreviation for the school.
School number	Enter the school number.
Sort order for display	Choose the sort order on the list of next schools from the pop-up menu.

5. Click **Submit**. The Next School page displays the new school.

   Now you and other users can assign it as the next school for any student.

How to Edit a Next School Indicator

There are times when it is necessary to edit a next school record on the PowerSchool system. The changes you make to the next school record apply to the school and not to the students who are assigned to attend that school.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click the school name, school abbreviation, or school number to be changed. The Edit 'Next School' Record page appears.
4. Edit the information as needed. For field descriptions, see *How to Create a Next School Indicator*.
5. Click **Submit**. The Next School page displays the changes.

How to Delete a Next School Indicator

If students are no longer continuing on to a particular school that has been set up as a next school, delete that school from the list. Before doing so, it is important to verify that the school is to be removed. Any student assigned to that school is impacted by this change.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Next School**. The Next School page appears.
3. Click the school name, school abbreviation, or school number you want to delete. The Edit 'Next School' Record page appears.
4. Click **Delete**. The Next School page displays without the deleted school.

Load Constraints

The School Setup menu includes a Scheduling link, Constraints. Click the Constraints link to access the Constraints page, which you can use to define scheduling constraints for students. Load constraints restrict the way the system loads students into courses that have already been scheduled.

This information is either captured as part of the PowerScheduler commit process or can be manually defined (added, edited, deleted) using these pages. In the past, this information was strictly defined within the context of mass scheduling within PowerScheduler.

Note: Since constraints restrict student schedules, the more constraints you define, the less flexibility the system has to load students into courses and the less optimal the resulting schedule will be. It is always best to use the fewest number of constraints required to accomplish your scheduling goals.

How to Add a Student/Student Avoid Constraint

Use a Student/Student Avoid constraint to specify that two selected students cannot be scheduled into any of the same course sections.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Avoid**. The Student/Student Avoid Constraints page appears.
4. Click **New**. The Edit Student/Student Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student 1	Click **Associate** to select the name of one of the students you want to separate from one another.
Student 2	Click **Associate** to select the name of the other student.

6. Click **Submit**. The Student/Student Avoid Constraints page appears.

How to Add a Student/Teacher Avoid Constraint

Use a Student/Teacher Avoid constraint to specify that this student and this teacher cannot be scheduled into any of the same course sections.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Teacher Avoid**. The Student/Teacher Avoid Constraints page appears.
4. Click **New**. The Edit Student/Teacher Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student you want to avoid scheduling with a selected teacher.
Teacher	Click **Associate** to select the name of the teacher you want to avoid scheduling with the selected student.

6. Click **Submit**. The Student/Teacher Avoid Constraints page appears.

How to Add a Student Free Constraint

Use a Student Free constraint to specify those periods when a student must be free, such as when taking a course at another school.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Free**. The Student Free Constraints page appears.
4. Click **New**. The Edit Student Free Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student who needs to have a free periods.
Schedule	Select the checkbox next to each period in each day that you want to schedule this student to have a free periods.
Term	Choose from the pop-up menu the term that this student needs the free periods.

6. Click **Submit**. The Student Free Constraints page appears.

How to Add a Section Link Constraint

Use a Section Link constraint to specify that if students are enrolled in one course section, they must also be enrolled in another, specific course section.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Section Link**. The Section Link Constraints page appears.
4. Click **New**. The Edit Section Link Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number 1	Click **Associate** to select the name of one of the courses for which you want to link a section.
Section Number 1	Enter the section number of the course in the Course Number 1 field that you want to link to another course section.
Course Number 2	Click **Associate** to select the name of the other course for which you want to link a section.
Section Number 2	Enter the section number of the course in the Course Number 2 field that you want to link to the section in the Section Number 1 field.

6. Click **Submit**. The Section Link Constraints page appears.

How to Add a Student Preference Constraint

Use a Student Preference constraint to schedule a student into a particular course section. You can also specify the course per a specific term and teacher.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click **Student Pref**. The Student Preference Constraints page appears.

4. Click **New**. The Edit Student Preference Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student you want to force to schedule in a specific course section.
Course Number	Click **Associate** to select the name of the course.
Section Number	Enter the section number of the course into which you want the student to be scheduled.
Term	Choose from the pop-up menu the term to which you want this constraint to apply (optional).
Teacher	Click **Associate** to select the name of the teacher who instructs this course section (optional).

6. Click **Submit**. The Student Preference Constraints page appears.

How to Modify Load Constraints

After creating load constraints, you can modify them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.
3. Click the name of the type of constraint you want to modify, such as Student Avoid.
4. Click the course name, student name, or teacher name in the row of the constraint you want to modify. The Edit page for that particular constraint appears.
5. Edit the information as needed:

    - **Student Avoid**
    - **Teacher Avoid**
    - **Student Free**
    - **Section Link**
    - **Student Pref**

6. Click **Submit**. The appropriate constraints page appears.

How to Delete Load Constraints

After creating load constraints, you can delete them by choosing Constraints under the Scheduling heading from the School Setup menu. Select the constraint you created to view the constraints by type.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Constraints**. The Constraints page appears.

3. Click the name of the type of constraint you want to delete, such as Student Preference.
4. Click the course name, student name, or teacher name in the row of the constraint you want to delete. The Edit page for that particular constraint appears.
5. Click **Delete**. The Selection Deleted page appears.

Scheduling Preferences

The School Setup menu includes a Scheduling-related link, Preferences, used to access the Scheduling Preferences page, which you use to define scheduling preferences, teams, houses, buildings, and section types. The page is divided into five functional areas: Preferences, Teams, Houses, Buildings, and Section Types. By default, the Preferences tab is selected.

This information is either captured as part of the PowerScheduler commit process or you can manually define it (add, edit, and delete) using these pages.

How to Define Scheduling Preferences

Use this page to define parameters that determine how long the system spends scheduling each course, section, and student.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Use the following table to enter information in the fields:

Field	Description
Use Buildings	Select the checkbox if this scenario uses buildings.
Use Houses	Select the checkbox if this scenario uses houses.
Close Sections at Max Enrollment	Select the checkbox to ensure that courses close at their maximum enrollment numbers.
Use Global Course Alternate Substitution	Select the checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.
Use Student Request Alternate Substitution	Select the checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
Percent of schedule combinations to evaluate for each student	The default value of this field is 10. Change this value only if you encounter problems with the amount of time the system is using to build the master schedule. For example, if you enter 25, the system evaluates one-quarter of the possible schedule combinations for each student. If you enter 75, the system evaluates three-quarters of the possible schedule combinations for each student.
Minimum number of schedule	The default value of this field is 10,000. Change this value only if you encounter problems with the amount of time the

Field	Description
combinations to evaluate before skipping	system is using to build the master schedule. Entering a high number forces the system to sample a minimum number of student schedule course possibilities.
Class Day and Period Precedence	Choose an option from the pop-up menu to determine the sort order of the enrollments' expressions on the Modify Schedule - Enrollments student page. If sorted by **Day then Period**, enrollments are listed by day and sub-sorted by period, such as 1(A), 2(A), 3(A), 1(B), 2(B), then 3(B). If sorted by **Period then Day**, enrollments are listed by period and sub-sorted by day, such as 1(A), 1(B), 2(A), 2(B), 3(A), then 3(B).
Modify Schedule Enrollments	Choose an option from the pop-up menu to determine the sort order of the enrollments on the Modify Schedule - Enrollments student page. Select **Expression** to sort the student's enrollments by schedule expression, such as 1(A) then 2(A) or 1(A) then 1(B), depending on the sort order selected in the previous field. Select **CourseNumber-SectionNumber** to sort enrollments by course number and section number, such as ART100-2, PE101-1, then PE101-2.

4. Click **Submit**. The Changes Recorded page appears.

How to Add a Team

Some schools, most often middle or junior high schools, assign students and teachers to teams to provide the best support and monitoring system.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click **New**. The Edit Team page appears.
5. Enter the name of the team (limited to 10 characters).
6. Click **Submit**. The Teams page appears.

How to Edit a Team

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click the name of the team you want to edit. The Edit Team page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Team*.
6. Click **Submit**. The Teams page appears.

How to Delete a Team

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Teams** tab. The Teams page appears.
4. Click the name of the team you want to delete. The Edit Team page appears.
5. Click **Delete**. The Selection Deleted page appears.

How to Add a House

Some schools separate students into houses. For example, assume your school has House A (Grades 9 and 10) and House B (Grades 11 and 12). Determine which rooms, teachers, and students belong to each house. If the **Use houses** checkbox is selected on the Scheduling Preferences page, the system references which house a room is assigned to before scheduling courses in that room and gives scheduling priority to the appropriate house.

Also, sections are scheduled for houses based on the house assignment of the teachers scheduled for those sections. Students assigned to a house are assigned to a section either without a house or with the same house, whereas students not assigned a house can be assigned to any section.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click **New**. The Edit House page appears.
5. Enter a name for the house (limited to 10 characters).
6. Click **Submit**. The Houses page appears.

How to Edit a House

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click the name of the house you want to edit. The Edit House page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a House*.
6. Click **Submit**. The Houses page appears.

How to Delete a House

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Houses** tab. The Houses page appears.
4. Click the name of the house you want to delete. The Edit House page appears.
5. Click **Delete**. The Selection Deleted page appears.

How to Add a Building

If your school campus contains several buildings, you can define each of them. Then, you can associate these buildings with students, teachers, and rooms. This way, the system knows to schedule courses in the appropriate building, taught by the appropriate teacher, and taken by the appropriate students.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click **New**. The Edit Building page appears.
5. Enter a name for the building (limited to 10 characters).
6. Click **Submit**. The Buildings page appears.

How to Edit a Building

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click the name of the building you want to edit. The Edit Building page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Building*.
6. Click **Submit**. The Buildings page appears.

How to Delete a Building

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Buildings** tab. The Buildings page appears.
4. Click the name of the building you want to delete. The Edit Building page appears.
5. Click **Delete**. The Selection Deleted page appears.

How to Add a Section Type

Section types are special sections of a course. For example, your school might offer separate sections of courses for bilingual students. In this case, one section of the course is identified as bilingual. The teacher who instructs this section has a bilingual section type assignment. The students' requests also reflect the bilingual section type.

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click **New**. The Add/Edit Section Types page appears.
5. Enter a name for the section type (limited to 20 characters).
6. Enter a section type code (limited to two characters).
7. Click **Submit**. The Section Types page appears.

How to Edit a Section Type

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click the name of the section type you want to edit. The Edit Section Type page appears.
5. Edit the information as needed. For field descriptions, see *How to Add a Section Type*.
6. Click **Submit**. The Section Types page appears.

How to Delete a Section Type

1. On the start page, choose **School** from the main menu. The School Setup page appears.
2. Under Scheduling, click **Preferences**. The Scheduling Preferences page appears.
3. Click the **Section Types** tab. The Section Types page appears.
4. Click the name of the section type you want to delete. The Edit Section Types page appears.
5. Click **Delete**. The Selection Deleted page appears.

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