



## Elementary Scheduling

Create the New Year.

Whether or not you will be using PowerScheduler in the Elementary, it is suggested that you create a Scenario in PowerScheduler, make it your Active scenario with the correct Years & Terms, Periods, & Days. There are some instances where this will help on the Live side. It will also be in place if you want to use the Enhanced Portal to schedule your feeder students next year.

### 3 Ways to Schedule Elementary

1. On Live side, in the New Year, copy the Master Schedule from a previous year.
2. On Live side, export current schedule, manipulate in Excel, and import.
3. Use PowerScheduler to create a schedule and enroll students into classes. You will **Commit** this schedule when running EOY.

#### Method 1

On the Live Side, in the New Year, select System > Copy Master Schedule > Select the Source Year or year you are copying from. Next select the Target Year or the next school year. Check the box to Confirm and Submit. In the next school year, select Master Schedule and look at your schedule for next year.

Check your Years & Terms for anything that may have changed

Check for changes in your Attendance:

- Codes
- Categories
- Conversions
- FTE's
- Preferences
- Bell Schedules

**NOTE:** Make sure to copy all your elementary school's Master Schedules before you setup **any** of the school calendars.

You may edit the schedule but

**Do not load students until EOY has been run.**

## Method 2

Use Excel to manipulate and import your Master Schedule. In the example below we are going to export the present year's schedule (2011-2012), modify, then import into PowerSchool.

In DDE select the **Sections** table

Sort by **SchoolID** = xxxx

**TermID** > 2099 (looking for all 2100 and over for year 11-12)

Check the box to search only in this school

### Export Records:

Course\_Number

Section\_Number

TermID

Teacher

Expression

Room

Attendance\_Type\_Code

Att\_Mode\_Code

SchoolID

MaxEnrollment

Dependent\_Secs

Save the file to your desktop.

Open Excel. Select Open and select Desktop. Down in Files of Type: drop down and select **All Files(\*.\*)**. Select your file and Open.

Select Next, Next, and in the third screen highlight all the columns and select Text.  
Finish

Your spreadsheet should look similar to the one displayed here.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Course No	Section No	TermID	Teacher	Expressio	Room	Attendanc	Att_Mode	Code	Schoolid	Maxenrol	Dependent Secs			
2	EL1	Adair	2100	596	2(A)	10	0	ATT_Mode	Mee	700	25				
3	HR	Adair	2100	596	1(A)	10	0	ATT_Mode	Mee	700	25	EL1.adair,EL1000.adair,EL2000.adair,EL3000.adair			
4	EL1	Abbot	2100	597	2(A)	11	0	ATT_Mode	Mee	700	25				
5	HR	Abbot	2100	597	1(A)	11	0	ATT_Mode	Mee	700	25	EL1.abbot,EL1000.abbot,EL2000.abbot,EL3000.abbot			
6	Tuition	1	2100	597	1(A)		0	ATT_Mode	Mee	700	0				
7	HR	Allen	2100	598	1(A)	12	0	ATT_Mode	Mee	700	25	EL1.allen,EL1000.allen,EL2000.allen,EL3000.allen			
8	EL1	Allen	2100	598	2(A)	12	0	ATT_Mode	Mee	700	25				
9	EL1	Arnold	2100	599	2(A)	13	0	ATT_Mode	Mee	700	25				
10	HR	Arnold	2100	599	1(A)	13	0	ATT_Mode	Mee	700	25	EL1.arnold,EL1000.arnold,EL2000.arnold,EL3000.arnold			
11	EL103	Blain	2100	600	4(A)	14	0	ATT_Mode	Mee	700	25				
12	EL101	Blain	2100	600	2(A)	14	0	ATT_Mode	Mee	700	25				
13	EL102	Blain	2100	600	3(A)	14	0	ATT_Mode	Mee	700	25				
14	EL104	Blain	2100	600	5(A)	14	0	ATT_Mode	Mee	700	25				
15	HR	Blain	2100	600	1(A)	14	0	ATT_Mode	Mee	700	25	EL101.blain,EL102.blain,EL103.blain,EL104.blain,EL1000.b			
16	EL103	Barker	2100	601	4(A)	15	0	ATT_Mode	Mee	700	25				
17	HR	Barker	2100	601	1(A)	15	0	ATT_Mode	Mee	700	25	EL101.barker,EL102.barker,EL103.barker,EL104.barker,EL			
18	EL102	Barker	2100	601	3(A)	15	0	ATT_Mode	Mee	700	25				
19	EL104	Barker	2100	601	5(A)	15	0	ATT_Mode	Mee	700	25				
20	EL101	Barker	2100	601	2(A)	15	0	ATT_Mode	Mee	700	25				
21	HR	Boren	2100	602	1(A)	16	0	ATT_Mode	Mee	700	25	EL101.boren,EL102.boren,EL103.boren,EL104.boren,EL10			
22	EL104	Boren	2100	602	5(A)	16	0	ATT_Mode	Mee	700	25				
23	EL103	Boren	2100	602	4(A)	16	0	ATT_Mode	Mee	700	25				

Examine the sheet for any blank lines or abnormalities. Edit were necessary; you can use the exact same schedule by simply changing the TermID column. Once all modifications are made, be sure you save the file as a .txt file.

**To Import:**

From Special Functions select Importing & Exporting > Quick Import.

Select the **Sections (Master Schedule)** table.

Browse out to select your file and Import.

Carefully check to make sure all the fields match up exactly.

Check the box to exclude first row and Submit.

In next year select Master Schedule and check it.

You may edit the schedule but

**Do not load students until EOY has been run.**

### Method 3

Use PowerScheduler to create and schedule students for next year. Using PowerScheduler to schedule students prior to EOY will allow you to produce class lists before the staff leaves for the summer. However, PowerScheduler will not schedule Dependent Sections, therefore you may want to only schedule each student into 1 class in order to get class lists before this school year ends, then after Commit & EOY is run you can schedule them on the Live side into a class that contains the Dependent Sections.

If you are creating an entirely new schedule and plan to use the Build option you will need to enter requests for every student following the directions used by the Middle & High Schools for scheduling.

You can also copy over a Master Schedule from the Functions menu and edit where needed. Remember, if you copy a Master Schedule you must go back and carefully check/edit your Years & Terms, Scheduling Year, and the Terms in your Scenario (by selecting the Associate button).

For detailed information reference the PowerScheduler Procedures document.

**After the schedule is Committed when EOY is run, you can schedule students on the Live side into a class that contains the Dependent Sections.**