



Macomb Intermediate School District

PowerSchool

Walk-in Scheduling

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Identify Students with Incomplete Schedules

Before working on student schedules or the Master Schedule on the Live-Side (Walk-in Scheduling), print all necessary reports from the Reports Menu on the PowerScheduler side which will provide you with information on which students schedules need attention.

Also, Liaisons must check for Data Validation (System/Special Operations) errors in all 10 tables (terms, courses, sections, student, school, term bins, teachers, grade scales, gs items, cc) and make corrections until no errors are displayed. These Data Validation reports are best viewed when using Firefox.

Make sure you are in the correct Term at the top of the screen.

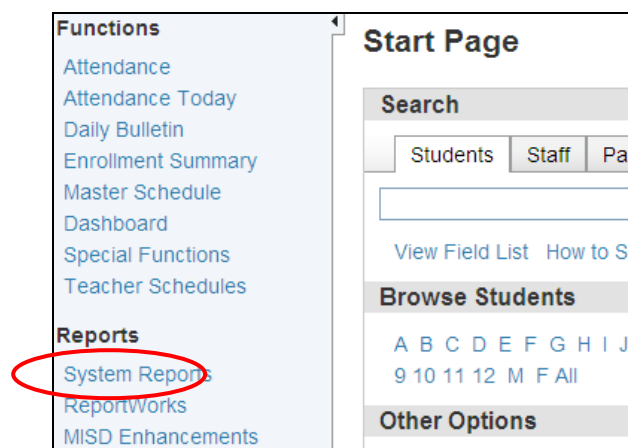
School: Apple Grove High School 1
Term: 11-12 Year

- First you will want to find the students with no schedule
- Next the students with incomplete schedules for the first term
- And finally the students with incomplete schedules for the subsequent terms

Make sure you are in the correct Term at the top of the screen.

School: Apple Grove High School	Term: 12-13 Year
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- Reference the Post-Build Reports from the Reports Menu in PowerScheduler
- Another source to find incomplete schedules is in the System Reports menu. The School Enrollment Audit and Section Enrollment Audit reports will give you lists students with no requests or students with a course date misalignment.



From the System Reports link on the Start page, to to the *Membership and Enrollment* heading where you will find the School Enrollment Audit and Section Enrollment Audit. These reports should be run daily for 2 weeks before and after school begins.

Membership and Enrollment	Description
ADA/ADM by Date	Attendance and membership summary report by date.
ADA/ADM by Student	Attendance and membership summary report by student.
ADA/ADM by Minute	Attendance and membership summary report by minute.
Aggregate Membership Audit	Membership audit by section.
Class Size Reduction Report	Daily enrollment numbers by section.
Enrollment by Grade	Summary of student enrollment by grade level.
Enrollment by Section	Membership summary report by section.
Enrollment Summary by Date	Membership summary report by date.
Voc. Courses Agg. Membership	Membership summary of vocational courses.
School Enrollment Audit	A report of possible school enrollment errors.
Section Enrollment Audit	A report of possible section enrollment errors.

Once the report has run, you can click on the printer icon just under Term in the upper right corner to print the list. Each name is a clickable link to that student's All Enrollments page.

Possible Conflicts
Enrollment dates check for Apple Grove High School
Students with enrollment date overlap or misalignment
<ul style="list-style-type: none"> • Smith, Heather Student Number: 2140 Grade: 11 • Smith, Ken N Student Number: 2153 Grade: 9
Identified 2 students with possible Enrollment date errors
End of Listing.

Possible Conflicts
Class dates check for Apple Grove High School
Students enrolled in school, but not in any classes
<ul style="list-style-type: none"> • Booth, Amanda Student Number: 20049 Grade: 11 E: 05/28/2012 L: 05/25/2013 • Burleigh, Heather Student Number: 20002 Grade: 10 E: 05/28/2012 L: 05/25/2013 • Castillo, David F Student Number: 20008 Grade: 11 E: 05/28/2012 L: 05/25/2013 • Dukatz, Alisa K Student Number: 20004 Grade: 9 E: 05/28/2012 L: 05/25/2013 • Earl, Chantel L Student Number: 20009 Grade: 9 E: 05/28/2012 L: 05/25/2013 • Edwards, Joey P Student Number: 7467 Grade: 10 E: 05/28/2012 L: 05/25/2013 • Flygare, Casey Student Number: 20010 Grade: 9 E: 05/28/2012 L: 05/25/2013 • Gerdes, Emily A Student Number: 20041 Grade: 11 E: 05/28/2012 L: 05/25/2013 • Gilbert, Isaac G Student Number: 69000 Grade: 9 E: 05/20/2012 L: 05/26/2012

Make sure these reports are run often. Run them after the End of Year process and run daily just before school begins and for the first few weeks of school.

- From the Start page select one grade level of students to make them your selection. Then select System Reports and the Custom tab. From the Schedule tab select the Student Free Report. Select the first day of school; you will see the correct number of students that you had selected and Submit. These names are clickable links which will open the student's record in another screen where you can make changes.
- In addition you can key in searches. From the Start page in the "Students" search box key in any of the following:

How to search for students with no schedules: *number_of_classes<1

How to search for students who have X classes: *number_of_classes>6

How to search for students with incomplete schedules: *number_of_classes<12

How to search for students with more than a full schedules: *number_of_classes>12

How to search students not enrolled in a period: *not_enrolled_in_period=2

How to search for students who requested X hours: *hours_requested<4

How to search students enrolled in a course number: *enrolled_in=9300

How to search students enrolled in a course and section: *enrolled_in=9300.5

How to search students not enrolled in a course number: *not_enrolled_in=9300

How to search students who have completed a course number: *has_completed_course=9300

How to search students who have not completed a course number: *has_not_completed=9300

Search Students

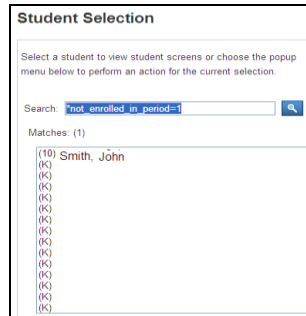
🔍

[View Field List](#) [How to Search](#)

NOTE: The term chosen will determine what term/schedules/students you are seeing. Y1 / S1 / T1 etc...

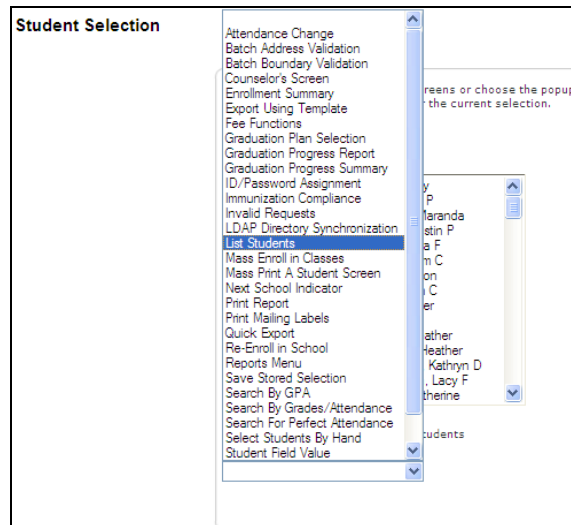
NOTE:

If you receive strange search results such as seen below, reference Knowledge Base Article 66936



<https://powersource.pearsonschools.com/article/66936>

Once you have your list of students, you can display and/or print them by selecting List Students in the Functions drop down list.



In List Students you will enter the fields, titles, and sort.

Student List - 124 students will be listed

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="lastfirst"/>	<input type="text" value="Name"/>
2.	Fields <input type="text" value="grade_level"/>	<input type="text" value="Grade"/>
3.	Fields <input type="text"/>	<input type="text"/>
4.	Fields <input type="text"/>	<input type="text"/>
5.	Fields <input type="text"/>	<input type="text"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

Padding In Each Cell (in points)

Rows In Between Breaks

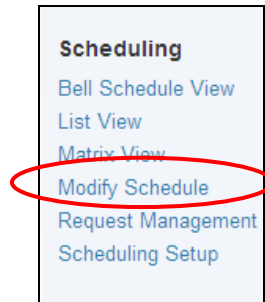
Other Options Gridlines Export

Optional: Sort Field Name Direction

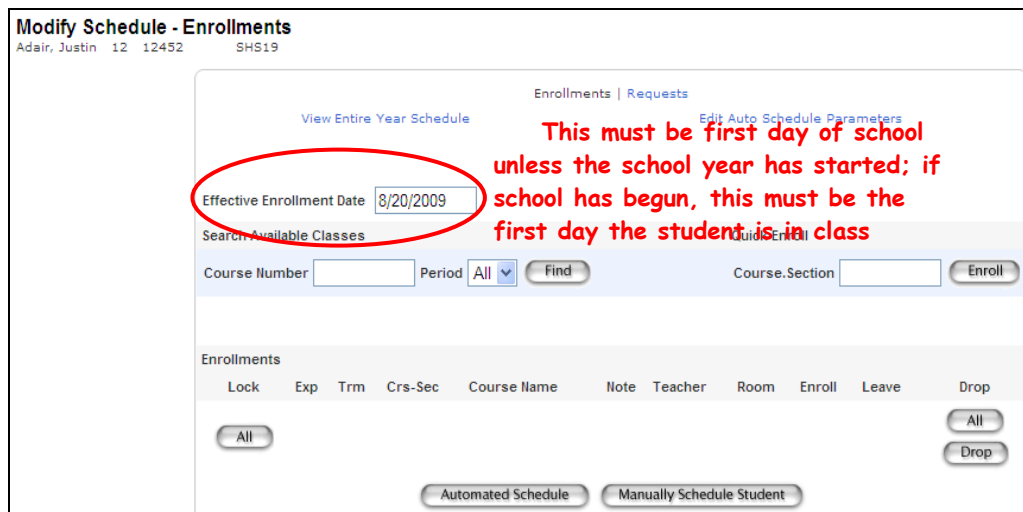
Create a New Student Schedule or Modify an Existing Schedule

Using the Automated Scheduler:

- Select your student.
- Select **Modify Schedule** listed under Scheduling in the menu on left.



- The **Modify Schedule - Enrollments** screen will display. Make sure the **Effective Enrollment Date** is **correct**. This must be the first day of school unless school has started, then it must be the date the student is expected to have their body in a seat in the classroom. **Remember to check the Effective Enrollment Date again before submitting - it often changes back to the current date!** To change the date, simply click into the box and key in the correct date. For more information correct dates, refer to Dates to Use When Changing a Student Schedule later in this document.

A screenshot of the "Modify Schedule - Enrollments" web interface. The page title is "Modify Schedule - Enrollments" with sub-headers "Adair, Justin 12 12452 SHS19" and "Enrollments | Requests". There are links for "View Entire Year Schedule" and "Edit Auto Schedule Parameters". The "Effective Enrollment Date" field contains "8/20/2009" and is circled in red. A red text annotation reads: "This must be first day of school unless the school year has started; if school has begun, this must be the first day the student is in class". Below this is a "Search Available Classes" section with fields for "Course Number", "Period" (set to "All"), "Find", "Course.Section", and "Enroll". An "Enrollments" table is visible with columns: Lock, Exp, Trm, Crs-Sec, Course Name, Note, Teacher, Room, Enroll, Leave, Drop. There are "All" and "Drop" buttons at the bottom of the table. At the very bottom are "Automated Schedule" and "Manually Schedule Student" buttons.

- To create a new schedule using requests, click on the **Requests** link on the top of the page.

Modify Schedule - Enrollments
Adair, Justin 12 12452 SHS19

View Entire Year Schedule | **Enrollments | Requests** | Edit Auto Schedule Parameters

Effective Enrollment Date: 8/20/2009

Search Available Classes: Course Number [] Period: All [v] Find [] Quick Enroll: Course.Section [] Enroll []

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
All []										
Drop []										

Automated Schedule | Manually Schedule Student

- The **Modify Schedule - Requests** screen will display.
- Click on the **New** button and a blank **Courses** screen will display.

Modify Schedule - Requests for 2009-2010
Adair, Justin 12 12452 SHS19

Enrollments | **Requests**

New []

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
All []								

Submit []

- Click on the **Associate** button. A screen containing all available **Courses** will display.

Create Course Requests: Babb, Deanna
Babb, Deanna 12 10060 SHS16

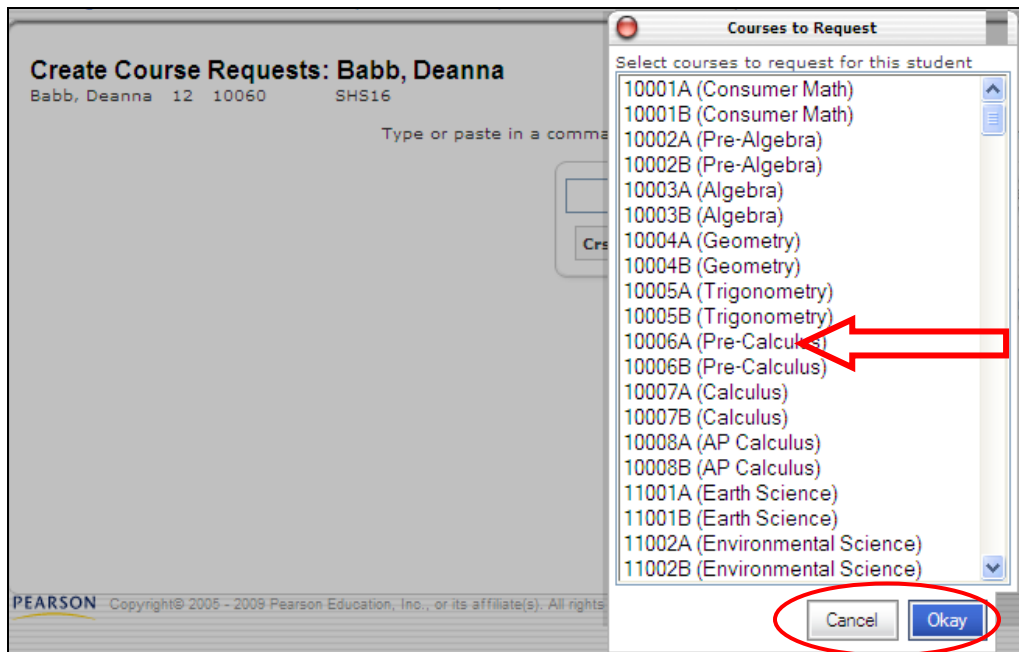
Type or paste in a comma-separated list of courses to request, then submit to create requests.

[] Associate []

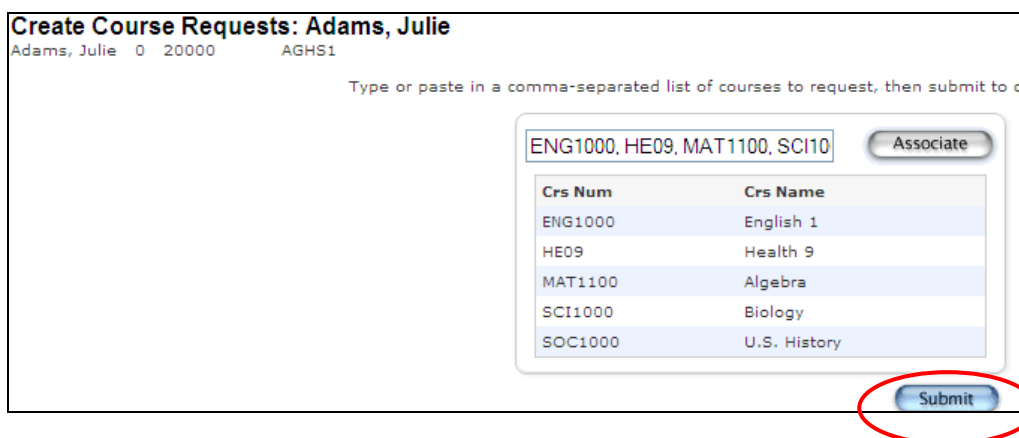
Crs Num	Crs Name
[]	

Submit []

- Click on the course you want to select. To select multiple courses hold down the **Control (ctrl)** key and use your mouse to select appropriate courses for the student.

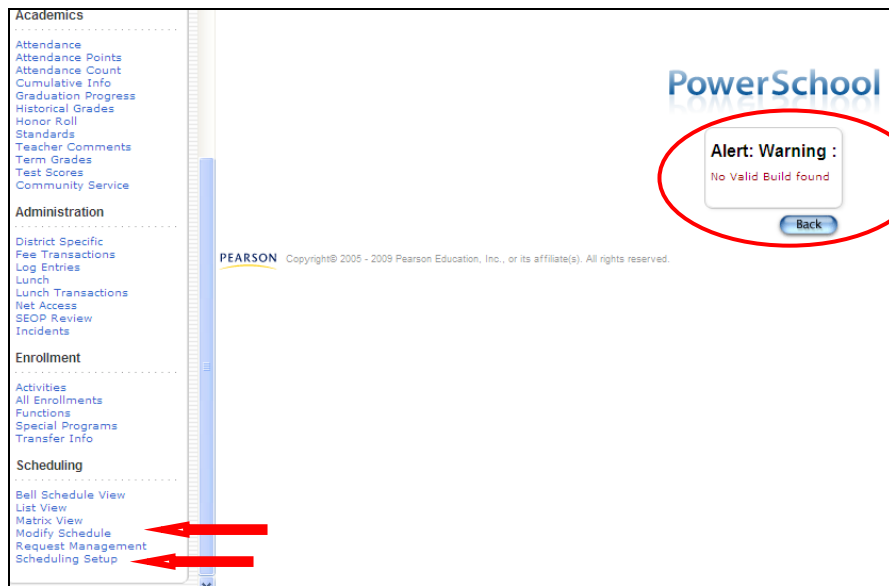


- Once Courses have been selected, release the **Control** key and click **Okay**. This will transfer requested courses to the **Create Course Requests** screen. If the requests are correct, click **Submit**.



If you missed a course, click **Associate** to go back and add/drop other requests.

- If you get an **Alert: Warning No valid build found**, click on **Modify Schedule** in the left menu to see if **Requests** are there.



If Course Requests are **NOT** displaying on the Modify Requests page go to **Scheduling Setup** in the left menu.

There is a good possibility that the Scheduling Setup page has not been completed for the student. You must enter the **Next Year Grade**, check the box for **Schedule This Student**, **Year of Graduation**, and **Next School Indicator**. Click **Submit** when finished. Then go back to the Modify Schedule - Enrollments screen and re-enter requests.

The screenshot shows the "Scheduling Setup" form for student Bartlett, Jared. The form includes the following fields with red arrows pointing to them:

- Next Year Grade:** Text box containing "12".
- Priority:** Text box containing "0".
- Schedule This Student:** Check box that is checked.
- Year of Graduation:** Text box containing "2011".
- Summer School Indicator:** Dropdown menu set to "None".
- Note for Summer School Admin:** Text area.
- Next School Indicator:** Dropdown menu set to "Apple Grove High School".

- If the information on the Scheduling Setup screen is filled in and correct, but you still cannot enter requests, you will need to contact to your PS Liaison. Your liaison will have to set the **Years and Terms, Scheduling Year, and Active Build Scenario** on the PowerScheduler side.

To **Mass Enroll** students into a section, please refer **Mass Enroll Students into Class** found later in this document.

Modify Course Requests

- On the Modify Schedule page you can view the requests but cannot edit them. To edit the requests select the Request link at the top of the screen.
- The **Modify Schedule - Requests** screen that contains your Course selections will display. Do not set any fields on this screen. This screen is used primarily for PowerScheduling. **This is the only place that you can delete requests.** If Courses are correct, click the Enrollment link to return to the Modify Schedule - Enrollment screen.

This is on the LIVE side so we don't care about entering Alt's or priority.

Modify Schedule - Requests for 2009-2010
Adams, Julie 12 2 AGHS1

Enrollments | Requests

New

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
ENG9	English Survey	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Associate"/> <input type="button" value="Yes"/>
MAT2100	Calculus	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Associate"/> <input type="button" value="Yes"/>
SCI2200	Physics	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Associate"/> <input type="button" value="Yes"/>
SOC1200	Government	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Associate"/> <input type="button" value="Yes"/>
SOC2000	Current Affairs	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Associate"/> <input type="button" value="Yes"/>
<input type="button" value="All"/>								
<input type="button" value="Submit"/>								

- You should see the Course requests at the bottom of the Modify Schedule - Enrollments screen.

Modify Schedule - Enrollments
Bailey, Jennifer 9 6841 SHS12

Enrollments | Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Effective Enrollment Date: 8/20/2009

Search Available Classes Quick Enroll

Course Number Period Course.Section

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="button" value="All"/>										
<input type="button" value="Automated Schedule"/> <input type="button" value="Manually Schedule Student"/>										
Course Requests										
Number	Course Name	Note	Alt Code	Alt	Alt Priority	Section Type	Alternate 1			
10003A	Algebra			<input type="checkbox"/>	0					
10003B	Algebra			<input type="checkbox"/>	0					
11003A	Biology			<input type="checkbox"/>	0					

Using the Automated Scheduling Engine

- To schedule the student requests using the **Automated Schedule (AWI)** engine, click on the Automated Schedule link in the middle of the screen to engage the scheduling engine. This should create the students schedule. **Make sure the Effective Enrollment Date is correct, before clicking the link.**

Modify Schedule - Enrollments
Bailey, Jennifer 9 6841 SHS12

Enrollments | Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Effective Enrollment Date: 8/20/2009

Search Available Classes: Course Number [] Period: All Find Course.Section: [] Quick Enroll: [] Enroll: []

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
- All -										
<input checked="" type="radio"/> Automated Schedule <input type="radio"/> Manually Schedule Student										
Course Requests										
Number	Course Name	Note	Alt Code	Alt	Alt Priority	Section Type	Alternate 1			
10003A	Algebra			<input type="checkbox"/>	0					
10003B	Algebra			<input type="checkbox"/>	0					
11003A	Biology			<input type="checkbox"/>	0					

- If the schedule is correct, click on the Accept button at the bottom of the page. If schedule is not correct, click the Discard button on the bottom of the page and go back to modifying your requests.

Only the Automated Scheduler will hold LOCKED courses.

Automatically Schedule Student
Bartlett, Jared 11 39 AGHS1

Status: Enrollments effective 4/22/2010

Add/Drop	Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Section Type	Team
		1(B)	09-10	SOC3000-3	Sociology	Luhman, Jason Q	122		
	<input checked="" type="checkbox"/>	2(A-B)	S1	LAN1000-2	Spanish 1	Carruthers, Elizabeth	410		
	<input checked="" type="checkbox"/>	3(A-B)	S1	SCI2200-2	Physics	Zelbert, Danny K	112		
	<input checked="" type="checkbox"/>	4(A)	S1	OPstudy-13	Open Study	Accatino, Steve	LL		
	<input checked="" type="checkbox"/>	4(B)	S1	HE11-6	Health 11	Myers, Winston X	LH23		
Add		1(A)	S2	PE12-3	Phys Ed 12	Maxedon, Kerry	LH23		
Add		2(A)	S2	HE12-3	Health 12	Maxedon, Kerry	304		
		3(A)	S2	OPmedia-7	Open Media	Accatino, Steve	141		
Add		4(A-B)	S2	SCI3000-1	Anatomy/Physiology	Edwards, Karrie H	215		
Drop		1(A)	09-10	ENG2000-1	English 2	Mantazimbe, Yoruba	206		
Drop		2(A-B)	S2	MAT2001-6	Geometry	Carlson, Steven N	204		
Drop		3(B)	S2	PE1200-2	Swimming	David, Peter	Pool		

Discard Accept

- The Automated Schedule link can be used multiple times to create new tentative schedules, especially if you have added or deleted requests. The Lock sections feature can be used only with the AWI to keep selected sections where they are while creating a new schedule. Edit requests if necessary.

If you receive an error message indicating that the file teacher, course, or master does not contain any valid data, the requests that you are working with may have an incorrect SchoolID. Check the SchoolID's on these requests in DDE.

Modifying or Creating a Schedule by Hand

You can modify or create a schedule by hand using the **Modify Schedule** screen. You have three ways to manually modify/create the schedule:

1. Manually Schedule Student
 2. Search Available Classes
 3. Quick Enroll
1. Select the **Manually Schedule Student** link to schedule the student. Use check boxes to create the schedule. Click Submit to complete the schedule. Click Continue to return to the Modify Schedule page. To refresh the page to display the last saved selection click Reset. Request link can be used to add or drop requests. Make sure Enroll Date is correct.

The screenshot shows the 'Modify Schedule - Enrollments' interface for student Bailey, Jennifer (ID 9 6841, SHS12). The page includes a header with 'View Entire Year Schedule', 'Enrollments | Requests', and 'Edit Auto Schedule Parameters'. Below the header, there is a section for 'Effective Enrollment Date' (8/20/2009) and a 'Search Available Classes' section with a 'Course Number' input, a 'Period' dropdown (set to 'All'), and a 'Find' button. To the right is a 'Quick Enroll' section with a 'Course.Section' input and an 'Enroll' button. The main content area is divided into three sections: 'Enrollments', 'Course Requests', and 'Course Requests'. The 'Enrollments' section has a table with columns: Lock, Exp, Trm, Crs-Sec, Course Name, Note, Teacher, Room, Enroll, Leave, Drop. Below the table are 'All' and 'Drop' buttons. The 'Course Requests' section has a table with columns: Number, Course Name, Note, Alt Code, Alt, Alt Priority, Section Type, Alternate 1. Below the table are 'Automated Schedule' and 'Manually Schedule Student' buttons. The 'Manually Schedule Student' button is circled in red. The 'Course Requests' table contains the following data:

Number	Course Name	Note	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
10003A	Algebra			<input type="checkbox"/>	0		
10003B	Algebra			<input type="checkbox"/>	0		
11003A	Biology			<input type="checkbox"/>	0		

NOTE:

If your schedule has been locked and you manually enroll a student into another course it will unlock their schedule.

It will also allow you to enter a student into a course in the same period/term even if they are currently enrolled in a course for that period or term.

It will also allow you to enroll students into the same course multiple times.

BE VERY CAREFUL!

Enroll date: 4/22/2010

Number	Course Name	Term	Day	Period			
				1	2	3	4
ENG1000	English 1	09-10	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SOC1200	Government	09-10	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LAN1000	Spanish 1	S1	1(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			2(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			3(A-B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAT1100	Algebra	S1	1(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			2(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			3(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		S2	1(A-B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			2(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			3(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			4(A-B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* This section is full
This section is full
This section is available
This section is scheduled

Enter a password for maximum enrollments override:

Reset Continue Submit

2. Another way to schedule requests is to use the **Search Available Classes** option. Here you will search for classes by course number and/or by period. Key in the Course Number and/or select a period, then click Find.

Modify Schedule - Enrollments

Adams, Julie 12 2 AGHS1

Enrollments | Requests

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

Effective Enrollment Date: 8/26/2009

Search Available Classes

Course Number: Period: 1

Quick Enroll

Course.Section:

You can enter a period number and select Find; all the sections offered during that period will display. You can enter a course number and select Find; it will display all available sections for that course. If you leave it blank and select Find; you will get a list of ALL available sections in the period. You can also select All Periods and Find and a list of all your sections will display.

On the Available Courses page you can use the Filter By area to change any of the options which will re-populate the screen with the appropriate classes. Click on the **blue Course Name** and the class will be added to the student's schedule. Make sure Enroll Date is correct.

Available Courses

Adams, Julie 12 2 AGHS1

Filter By

Period: 1 Term: 09-10 Teacher: All

Day: All Grade: All Credit Type: All

Course: Show only classes with available seats

Enroll date: 8/26/2009

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
SOC3100.1	AP History		1(B)	09-10	Mitchell, Sean V	0	SOC	1.0	26/30
SOC2000.1	Current Affairs		1(B)	09-10	Manston, Greg T	0	SOC	1.0	28/30
ENG2000.1	English 2		1(A)	09-10	Mantezimbe, Yoruba	0	ENG	1.0	24/30
ENG9.1	English Survey		1(B)	09-10	Geraghty, Mark P	0	ENG	1.0	31/30
SOC1200.1	Government		1(A)	09-10	Manston, Greg T	0	SOC	1.0	26/30

If your student counts are not updating when you enroll or remove students from classes, from the Start page select Reset Class Counts under the Functions heading.

- Functions**
- Attendance
 - Daily Bulletin
 - Enrollment Summary
 - Master Schedule
 - Dashboard
 - Reset Class Count**
 - Special Functions
 - Teacher Schedules

NOTE:

- Even if your schedule has been locked and you manually enroll the student into another course it unlock their schedule.
- It will also allow you to enter a student into a course in the same period/term even if they are currently enrolled in a course for that period or term.
- It will also allow you to enroll students into the same course multiple times.

BE VERY CAREFUL

3. If you know the course.section number (12345.12), you can use the "Quick Enroll" feature to add a specific section to the student's schedule. Make sure you are in the correct term; if you are entering a quarter class, make sure that your term at the top of the page includes that quarter.

Modify Schedule - Enrollments

Adams, Julie 12 2 AGHS1

Enrollments | Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Effective Enrollment Date: 8/26/2009

Search Available Classes

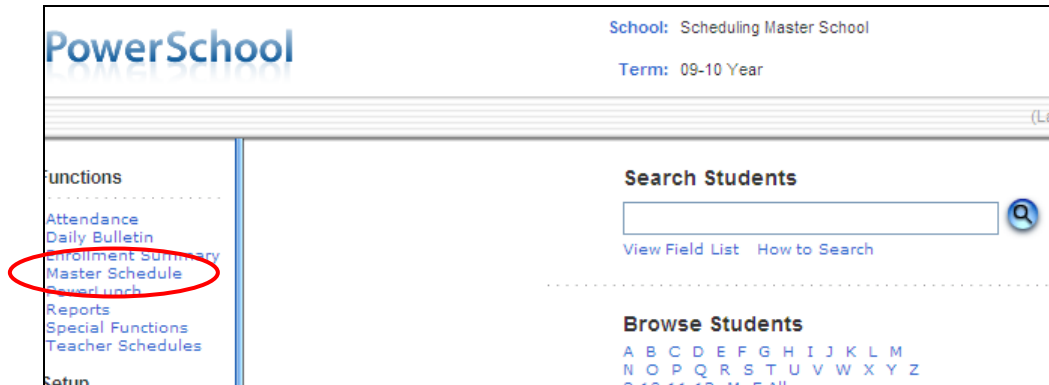
Course Number: Period: 1 Find

Quick Enroll

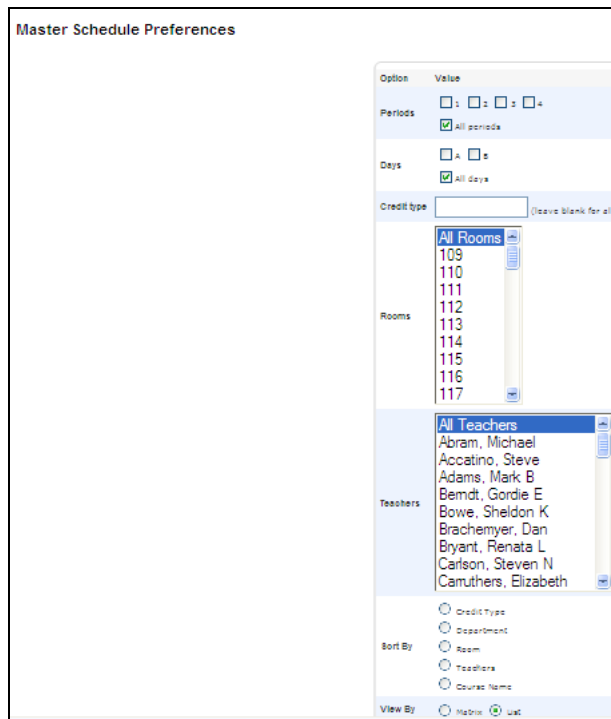
Course.Section: SOC3100.1 Enroll

Manually Adjusting the Master Schedule

- To view the Master Schedule: From the Start page, select Master Schedule.



- Use the Master Schedule Preferences screen to get a Matrix or List view of your schedule. Matrix view contains links to the section & student list, the List view has no links. Select All Periods, All Days, All Rooms, All Teachers, and select a Sort By and View By.



Master Schedule - School Year By Course

Course	Day	Period 1	Period 2	Period 3	Period 4
A+ Certification (14005: CS)	A		Berndt, Gordie E 14005.1 1/22 Room 7 2(A) Term: 09-10	Berndt, Gordie E 14005.2 1/22 Room 7 3(A) Term: 09-10	
Advanced Cabinetry I (19005: FA)	A			Higgins, Theodore X 19005.1 0/25 Room 14 3(A) Term: S1	
Advanced Cabinetry II (19006: FA)	A			Higgins, Theodore X 19006.1 0/25 Room 14 3(A) Term: S2	

The Matrix View has clickable links for the section and clicking on the number link will produce a list of students in the section.

Master Schedule List By Course

Number.Section	Course Name	Expression	Term	Teacher Name	Teacher Dept.	Room	Students	Max Seats
14005.1	A+ Certification	2(A)	09-10	Berndt, Gordie E	CS	7	1	22
14005.2	A+ Certification	3(A)	09-10	Berndt, Gordie E	CS	7	1	22
14005.3	A+ Certification	8(A)	09-10	Berndt, Gordie E	CS	7	0	22
19005.1	Advanced Cabinetry I	3(A)	S1	Higgins, Theodore X	FA	14	0	25
19006.1	Advanced Cabinetry II	3(A)	S2	Higgins, Theodore X	FA	14	0	25
22011.1	Advanced Ceramics I	2(A)	S1	Kimball, John I	ART	3	0	25
22012.1	Advanced Ceramics II	2(A)	S2	Kimball, John I	ART	3	0	25
21005.1	Advanced Foods I	1(A)	S1	Bryant, Renata L	FA	13	0	25

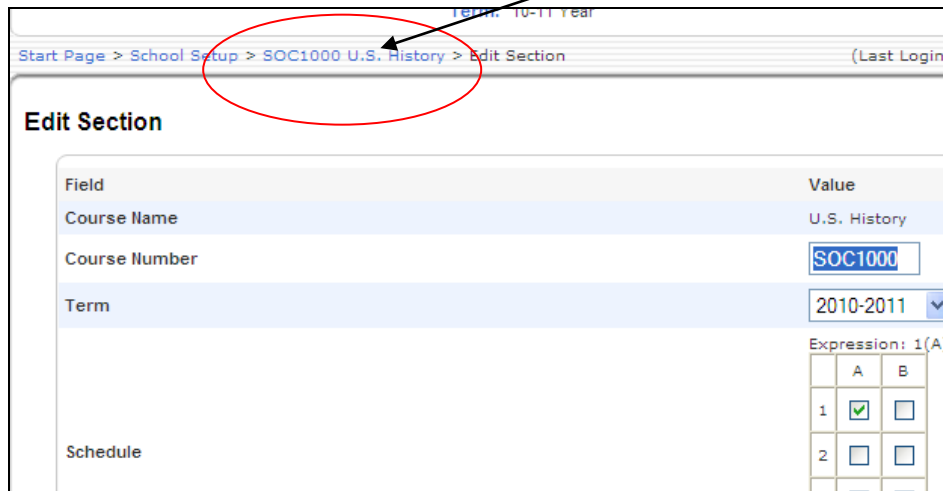
To change between views of the report, go to the bottom of the report and select the blue link Show Preferences where you can select the other view.

Wilson, Prescott X SOC2100.5 6/30 Room 122 2(A) Term: 10-11	Smith, SOC210 Room 3
Show Preferences	

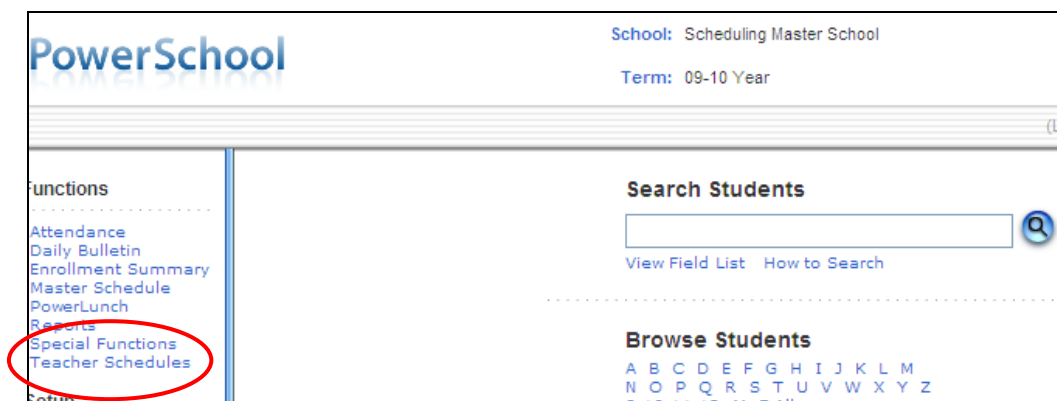
- Viewing Master Schedule Sections

There are 3 ways to view the Sections:

1. Use the Matrix view described above. The Course.Section number is a blue link. Select the Course.Section for the Section that needs to be edited. To see all of the Sections of the Course, from the Edit Section page select the Course Number in the bread crumb trail.



2. From the Start page, select Teacher Schedules. Select the correct Teacher and the Teacher's schedule should display.



Click on the Section Number for the Section that needs to be edited.

PowerSchool

School: Apple Grove High School 1

Term: 10-11 Year

Start Page > Teacher Schedule - Adams, Mark B 13008 (Last Login: 7/22/2011 at 9:00 AM)

Teacher Schedule - Adams, Mark B 13008
Apple Grove High School 1

New

Expression	Term	Course #	Course	Sec #	Room	Size
1(A-B)	S1	MAT1000	Consumer Math	1	113	22
3(B)	S1	CS9	Computer	1	136CL	15
4(A-B)	S1	MAT1000	Consumer Math	2	113	22
1(A)	S2	CS9	Computer	3	136CL	12
4(A-B)	S2	MAT1000	Consumer Math	3	113	21

Make all students listed above the current selection

3. From the PowerSchool start page, in the menu under Setup, select School.

PowerSchool

Term: 09-10 Year

Search Students

View Field List How to Search

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M FALL

Other Options

Stored Searches Stored Selections
Enroll New Student Search Parents/Guardians

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

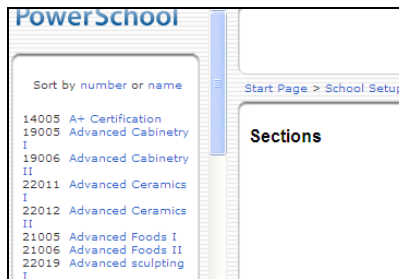
Setup

- Personalize
- PowerScheduler
- School**
- Staff
- System
- Dashboard

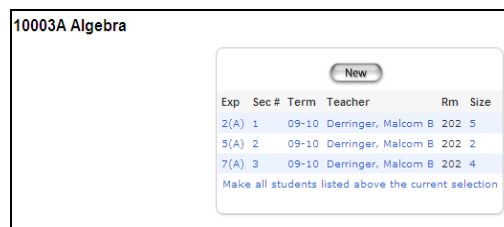
Toward the bottom of the School Setup screen under Scheduling select Sections.

Scheduling	Description
Constraints	Define scheduling constraints for students.
Course Groups	Define course groups for use with Graduation Sets.
Courses	Manage information about individual courses active in th
Days	Define day names for the current school year.
Departments	Define school specific departments.
Facilities	Define school specific facilities.
Graduation Sets	Sets up graduation requirements.
Next School	Create next school indicator popups for current school.
Periods	Define period names for the current school year.
Preferences	Define scheduling preferences, teams, houses, buildings
Regenerate Section Bitmaps	Rebuilds the bitmaps for all records in the section table.
Rooms	Define school specific rooms.
Sections	Create and manage unique sections by course.
Years & Terms	Define term names and abbreviations with term beginnir

This will open the Course List on the left. Note that you can select to sort the courses by number or name.



Select a Course to display the existing Sections of that Course.



- **Manually Adjusting Sections**

Sections can be edited by selecting the Section Number, making the necessary changes to fields such as Rooms, Periods, or Teachers. Remember to Submit to save your changes. Be careful! Know what you want to edit and also know what problems, if any, the editing will cause. For example, editing/changing a period or term may cause students to have overlapping Courses in the period or term. Print the student list before moving a section. Individual student schedules will have to be adjusted after the Master Schedule is fixed.

New Sections can be added by selecting New on the Course Section screen and entering appropriate information and selecting Submit to save the changes. Sections may be Deleted (**see note below**) if the new school year has not yet started and no students are enrolled in the Section.

- **Never Delete a Section once you have rolled (Committed) to Live-Side for the new school year, the school year has begun, and/or attendance records for any students exist! Consult with your district liaison before deleting any section.** To inactivate a section, remove the expression & select a fake teacher.
- Please be careful and talk to your Liaison, the MISD Helpdesk, or Dave Swanson if you have questions or need assistance.

If you have copied your master schedule from last year on the live side, check the Teacher Schedule against the Sections. If you have Sections not displaying, go to the Teacher Schedule, open the Section and Submit.

Mass Enroll Students into Class

In order to Mass Enroll students you will need to know the following information:

1. Teacher
2. Class Period (Expression)
3. Course & Section
 - Select your students. For example, select 3rd grade, and on the Student Selection page in the functions drop down Select Students By Hand - if you hold down your control key you can select students randomly.
 - Once selected, click Functions at the bottom of screen.
 - From the Group Functions menu select Mass Enroll. The Mass Enroll - Term 11-12 Year screen will display.
 - Select the Teacher, Expression (period) and key in Course.Section.
 - You should see the number of students you have selected.

Clicking the Submit button below will cause the selected 9 students to be enrolled in the class specified above.

- **Make sure you key in the first day of school.**
- An Alert should appear confirming that your enrollment was successful and the number of students enrolled in the specific class you requested.

Mass Enroll - Term: 11-12 Year

Mass enroll the selected students into which class?

Adams, Mark B 1(A) EL2512.8 (course.section)

Clicking the Submit button below will cause the selected 9 students to be enrolled in the class specified above.

Enrollment date:

You cannot mass enroll students into a class at another school.

Dates to Use When Changing a Student Schedule

One of the most important aspects of changing a student's schedule is using the correct date.

The Enter Date/Enrollment Date is the first day the student will be in class.

The Drop Date (Exit Date):

- **If the student went to class today, his drop date will be tomorrow.**
 - You must keep the student registered in this class today for his positive attendance record, therefore you keep him active today and make his leave date tomorrow.
- **If the student did not or will not go to class today, his drop date is today.**
 - If dropped with today's date you will be taking this student off the teacher's active student list. There will be no bucket for the teacher to take attendance in this class today. Also note that if you drop a student's class with today's date, you must replace it with another class with today's date or the student will have no attendance record for that period today.
- If you get this **error message** when you try to drop the student:

Alert:

For StudentID: 2 and CC_ID: 34, non-blank attendance records exist after the new exit date. Please set these associated non-blank attendance records to a blank code before proceeding.

Attendance records exist for this student for the class you are trying to drop. The attendance record could be for today or it could be for future attendance. This attendance must be removed before you will be able to drop the class. If this happens, find out why the student didn't go to class today. Keep in mind the student needs attendance in that period today whether it be the new or the old. In Modify Schedule when adding a class, the **Effective Enrollment Date should be student in seat day**.

The Exit Date, when dropping the student from class, can be and often is the SAME as the Enrollment Date for the new class.

Reference the All Enrollments screen which provides a list of the student's classes including the date Entered and expected Exit date.

Custom Screens
 DD Lookup
 Demographics
 EL Entry
 Family
 Modify Info
 Other Information
 Student Contacts
 Pupil Accounting
 Photo
 State/Province - MI
 Transportation

School: Apple Grove High School 1
 Term: 11-12 Year

Start Page > Student Selection > All Enrollments (Last Log)

All Enrollments Adairs, Brandon 12 3 AGHS1

Entered	Exited	Exp	Course	Teacher	View	Edit
8/13/2010	10/15/2010	1(A-B)	Algebra	Vigen, Robert R	View	Edit
5/31/2010	11/29/2010	3(A)	Phys Ed 12	Maxedon, John	View	Edit
5/31/2010	11/29/2010	2(A)	Open Media	Accatino, Steve	View	Edit
5/31/2010	11/29/2010	2(B)	Chamber Singers	Berndt, Gordie E	View	Edit
5/31/2010	11/29/2010	4(A-B)	Consumer Math	Adams, Mark B	View	Edit
12/3/2010	12/4/2010	1(A-B)	Chemistry 2	Norberg, Shel K	View	Edit
12/3/2010	12/4/2010	3-4(A)	Chemistry 2	Lura, Colleen R	View	Edit
5/31/2010	5/27/2011	3(B)	Journalism	Hastings, Jacquelyn V	View	Edit
11/29/2010	5/29/2011	3(A)	Open Study	Accatino, Steve	View	Edit
11/29/2010	5/29/2011	4(A-B)	French 2	Kyser, Kenneth	View	Edit
11/29/2010	5/29/2011	2(A-B)	Physics	Martin, Gabriel U	View	Edit
5/31/2010	5/29/2011	1(A)	Speech	Lura, Colleen R	View	Edit
5/31/2010	5/29/2011	1(B)	CurAffairs	Manston, Greg T	View	Edit

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Enrollment
 Activities
 All Enrollments
 Functions
 Special Programs
 Transfer Info

The **Edit** link will allow you to change those dates.

3/3/2012	8/7/2012	3(A)	PRE-ALGEBRA 3	View	Edit
3/5/2012	6/7/2012	6(A)	SCIENCE 8 3	View	Edit
3/5/2012	6/7/2012	1(A)	HOMEBASE 8 3	View	Edit
3/5/2012	6/7/2012	3(A)	LANG ARTS 8 3	View	Edit
3/5/2012	6/7/2012	2(A)	SOCIAL STUDIES 8 3	View	Edit
3/5/2012	6/7/2012	7(A)	BAND 7and8 3	View	Edit

This student has multiple overlapping enrollments in a single section. This condition may cause system instability and is always incorrect. Clean up overlapping enrollments.

If you see red at the bottom of the All Enrollments screen you have errors that need to be cleaned up. If you don't resolve these errors the grades may not store at the end of the term.

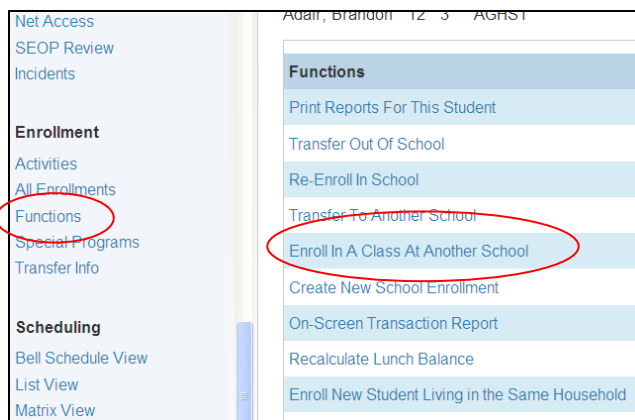
Edit Enrollment Record Adairs, Brandon 12 3 AGHS1

Student: Adairs, Brandon
 Course: Algebra (MAT1100.1)
 Teacher: Vigen, Robert R
 Expression: 1(A-B)
 Enroll Date: 8/13/2010
 Exit Date: 10/15/2010
 Teacher Comment:
 Michigan State Information
 Completion Status: (CP) Completed/Passed
 Virtual Delivery: Yes
 Exclude From Teacher-Student Data Link: Yes

Submit

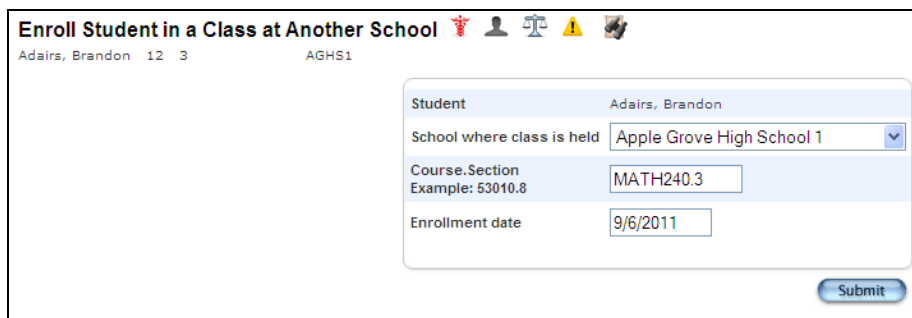
Enrolling Student in a Class at Another School Within Your District

You will need the Course and Section number of the class at the other school. You can obtain the number by changing schools and looking at the Master Schedule. If you are unable to access the other school, please check with your PowerSchool Administrator. When on the student's page, under the Enrollment heading select Functions.



From the Functions screen choose Enroll In A Class At Another School.

From the drop down list choose the school where the class is being held, the Course & Section number, for example, MATH240.3, and enter the first date the student will attend the class.

A screenshot of the 'Enroll Student in a Class at Another School' form. The title bar shows 'Enroll Student in a Class at Another School' with several icons. Below the title, the student's name 'Adairs, Brandon 12 3' and school 'AGHS1' are displayed. The form contains the following fields: 'Student' (Adairs, Brandon), 'School where class is held' (Apple Grove High School 1), 'Course.Section' (MATH240.3), and 'Enrollment date' (9/6/2011). A 'Submit' button is located at the bottom right of the form.

You will see the class on the Student Schedule List View.

Printing Schedules/Reports

- One way to very quickly print a schedule would be to select the student and select **Bell Schedule View**, **List View**, or **Matrix View**, on the menu under Scheduling and select the printer icon.

Modify Schedule - Enrollments

Bailey, Jenilyn H 9 1463 AGHS2

View Entire Year Schedule

Effective Enrollment Date: 8/21/2009

Search Available Classes

Course Number: Period: All

Lock	Exp	Trm	Crs-Sec	Course Name
	2(B)	S1	ART9-2	Art
	3(B)	S1	CS9-1	Computer
	1(B)	09-10	ENG9-1	English Surve
	3(A)	S1	HE09-1	Health 9

Bell Schedule View

Adams, Corby 10 4 AGHS1

	Monday August 24, 2009	Tuesday August 25, 2009	Wednesday August 26, 2009	Thursday August 27, 2009	Friday August 28, 2009
9:00 AM	World History Wilson, Prescott X 400 8:30 AM - 10:00 AM	Open Study Accatino, Steve LL 8:30 AM - 10:00 AM	World History Wilson, Prescott X 400 8:30 AM - 10:00 AM	Open Study Accatino, Steve LL 8:30 AM - 10:00 AM	World History Wilson, Prescott X 400 8:30 AM - 10:00 AM
10:00 AM	Pre-Calculus Carlson, Steven N 204 10:05 AM - 11:35 AM	Pre-Calculus Carlson, Steven N 204 10:05 AM - 11:35 AM	Pre-Calculus Carlson, Steven N 204 10:05 AM - 11:35 AM	Pre-Calculus Carlson, Steven N 204 10:05 AM - 11:35 AM	Pre-Calculus Carlson, Steven N 204 10:05 AM - 11:35 AM
11:00 AM					
12:00 PM					
1:00 PM	Phys Ed 10 Maxedon, Kerry Gym 12:15 PM - 1:45 PM	Computer OS Sullivan, Henrique J 210 12:15 PM - 1:45 PM	Phys Ed 10 Maxedon, Kerry Gym 12:15 PM - 1:45 PM	Computer OS Sullivan, Henrique J 210 12:15 PM - 1:45 PM	Phys Ed 10 Maxedon, Kerry Gym 12:15 PM - 1:45 PM
2:00 PM	English 1 Jorgenson, James J 220 1:50 PM - 3:20 PM	Home Repair Schmidt, Andrew G S100 1:50 PM - 3:20 PM	English 1 Jorgenson, James J 220 1:50 PM - 3:20 PM	Home Repair Schmidt, Andrew G S100 1:50 PM - 3:20 PM	English 1 Jorgenson, James J 220 1:50 PM - 3:20 PM
3:00 PM					




Schedule List View

Bailey, Jenilyn H 9 1463 AGHS2

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave
1(A)	09-10	SOC1000-2	U.S. History	Abram, Michael	125	6/1/2009	5/30/2010
2(A)	S1	PE2100-1	Individual Sports	Swaney, Jim H	GymA	6/1/2009	11/30/2009
3(A)	S1	HE09-1	Health 9	Swaney, Jim H	114	6/1/2009	11/30/2009
4(A-B)	S1	SCI1100-3	Environmental Science	Ngyuen, Jerry M	224	6/1/2009	11/30/2009
1(B)	09-10	ENG9-1	English Survey	Geraghty, Mark P	220	6/1/2009	5/30/2010
2(B)	S1	ART9-2	Art	Brachemyer, Dan	111	6/1/2009	11/30/2009
3(B)	S1	CS9-1	Computer	Adams, Mark B	136CL	6/1/2009	11/30/2009

09-10 Semester 1
Entire Year Schedule

Matrix view is a Bitmap. If the appearance is fuzzy go to the School link from the Start page and under Scheduling select Regenerate Bitmaps.

Schedule Matrix View   

Adams, Corby 10 4 AGHS1

Enrollments for current school only.

Day	Terms	1	2	3	4
A	09-10 S1	Open Study OPstudy.16 Accatino, Steve 1(A) S1	Pre-Calculus MAT2000.3 Carlson, Steven N 2(A-B) S1	Computer OS CS3000.1 Sullivan, Henrique J 3(A) S1	Home Repair LS1000.9 Schmidt, Andrew G 4(A) S1
	09-10 S2	Open Media OPmedia.9 Accatino, Steve 1(A) S2	Health 10 HE10.3 Rutter, Stephen D 2(A) S2	Chemistry 1 SCI2000.5 Sheen, Brian T 3(A-B) S2	Music MUS1100.4 Berndt, Gordie E 4(A) S2
B	09-10 S1	World History SOC2100.4 Wilson, Prescott X 1(B) 09-10	Pre-Calculus MAT2000.3 Carlson, Steven N 2(A-B) S1	Phys Ed 10 PE10.1 Maxedon, Kerry 3(B) S1	English 1 ENG1000.6 Jorgenson, James J 4(B) 09-10
	09-10 S2		First Aid PE1101.6 Perelli, Anthony 2(B) S2	Chemistry 1 SCI2000.5 Sheen, Brian T 3(A-B) S2	

Another way to print a student schedule would be to select the student, then select Print a Report from the top of the left menu. Make sure the student's name is at the top of the Report page. Click on the Which Report to Print box and select the Student Schedule report. You will be taken to the Report Queue where you can View your report when it has completed. See your Liaison if you need assistance. If a course is missing from the schedule, make sure the Course is not checked to exclude from Report Cards/Transcripts.

Apple Grove High School 1
Class Schedule
For school year: 2010-2011

Brandon Adair
1337 Greymont Ave
Jackson, MS 39202

Brandon Adair Grade: 12 Student Number: 3
Locker: 201 Combination: 28--16--3

Period/Day	Term	Course Title	Teacher	Room	Course	Section
1(A)	10-11	Speech	Lura, Colleen R	115	ENG2100	3
1(B)	10-11	Current Affairs	Manston, Greg T	123	SOC2000	1
2(A)	S1	Open Media	Accatino, Steve	141	OPmedia	16
2(A-B)	S2	Physics	Martin, Gabriel U	112	SCI2200	4
2(B)	S1	Chamber Singers	Berndt, Gordie E	315	MUS2000	1
3(A)	S1	Phys Ed 12	Maxedon, Johnathon	LH23	PE12	1
3(A)	S2	Open Study	Accatino, Steve	LL	OPstudy	6
3(B)	10-11	Journalism	Hastings, Jacquelyn V	217	ENG1100	2
4(A-B)	S1	Consumer Math	Adams, Mark B	113	MAT1000	2
4(A-B)	S2	French 2	Kyser, Kenneth	209	LF2000	4

There are also ways to print multiple student schedules. On our website: www.misd.net/powerschool select Documents and check under the Scheduling heading. Also, from Reports (in Live-Side Menu), under Scheduling, there is a Class Roster PDF, a Master Schedule PDF, and a Student Schedule Report. Information on running these Reports can also be found on the MISD PowerSchool website.