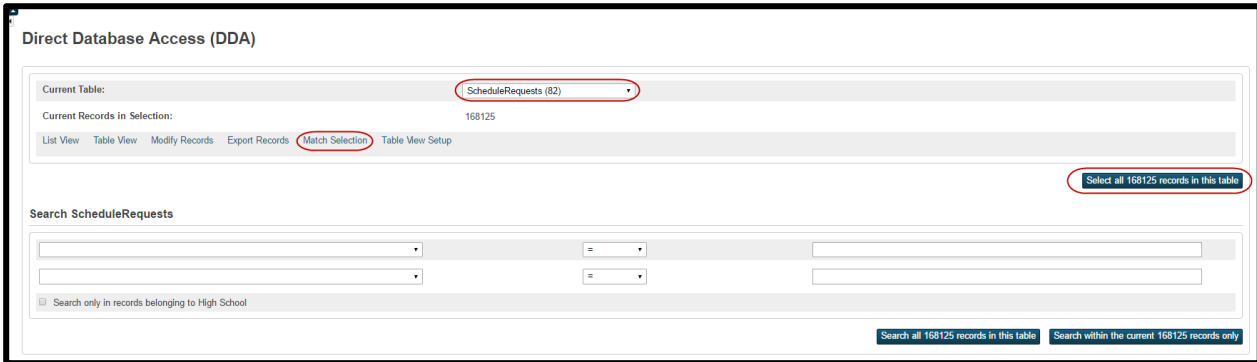




# PowerScheduler Updating School ID for Feeder Students.

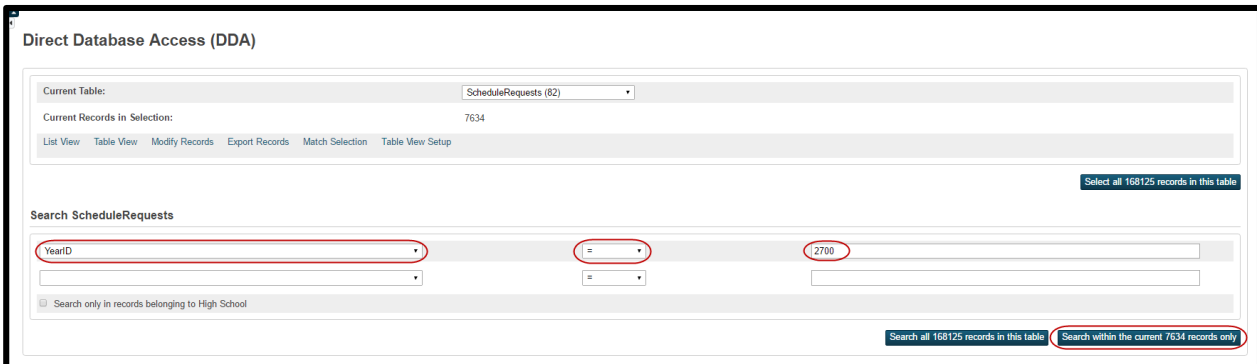
- There are some things that you will need to collect before you begin:
  - School IDs (can be found by going under Setup > School, under Scheduling > Next School)
    - High School(s) = \_\_\_\_\_
    - Middle School(s) = \_\_\_\_\_
  - Scheduling Year ID
    - 2016-2017 = 2600
    - 2017-2018 = 2700
    - 2018-2019 = 2800
- On the live side, change term to the next school year (the year you are working on in PowerScheduler).
- Launch PowerScheduler.
- Under the Resources heading, select Students.
  - \*Choose the feeder students grade level from Next Year Grade Level: (the lowest grade level offered at that building).
- Click "Select these students" to make the feeder students your current selection.
- Go to DDA. (Live Side)
  - \*You can navigate to this page by clicking on the PowerSchool logo, selecting System under setup, clicking on the link for DDE, and then changing the ending of the URL to USM.
  - \*You can also just change the end of the URL to admin/tech/usm.
- Select "ScheduleRequests (82)" from the current drop down table.
- Click "Select all ##### records in this table".
- Click Match Selection.
  - \*Verify you are matching Current Table: ScheduleRequests to Students and Proceed to Match Selection.

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The screenshot shows the 'Direct Database Access (DDA)' interface. At the top, 'Current Table:' is set to 'ScheduleRequests (82)'. Below it, 'Current Records in Selection:' shows '168125'. A menu bar includes 'List View', 'Table View', 'Modify Records', 'Export Records', 'Match Selection', and 'Table View Setup'. A button labeled 'Select all 168125 records in this table' is visible. The 'Search ScheduleRequests' section has two rows of search criteria, each with a dropdown menu, an operator dropdown, and a text input field. A checkbox for 'Search only in records belonging to High School' is present. At the bottom right, there are two buttons: 'Search all 168125 records in this table' and 'Search within the current 168125 records only'.

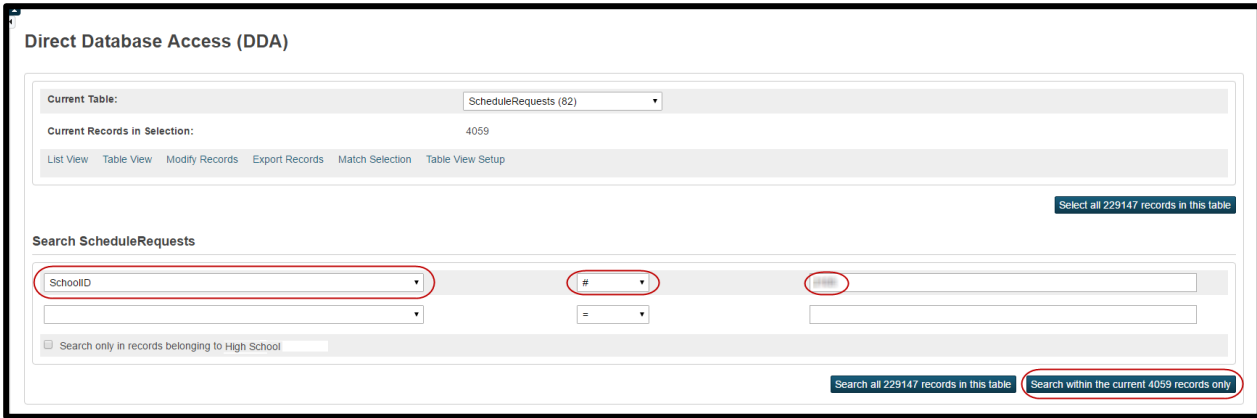
- Your current records should be a smaller number now.
- In Search ScheduleRequests, select YearID from the drop down menu. Select = from the middle drop down menu and enter in the 4 digit scheduling year in the last text box. This will give you all records for the new term.
- Alternatively you could Select > from the search menu and use 1 less than the new year ID (ex 2699)
- Select to Search within the current XXXX records only.



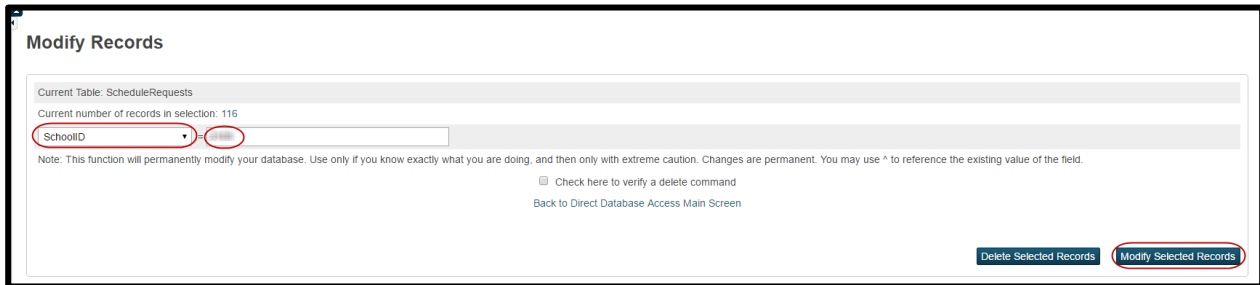
The screenshot shows the 'Direct Database Access (DDA)' interface with search criteria applied. 'Current Table:' is 'ScheduleRequests (82)' and 'Current Records in Selection:' is '7634'. The 'Search ScheduleRequests' section shows 'YearID' selected in the first dropdown, '=' in the operator dropdown, and '12700' in the text input field. The 'Search only in records belonging to High School' checkbox is checked. At the bottom right, the buttons are 'Search all 168125 records in this table' and 'Search within the current 7634 records only'.

- In Search ScheduleRequests, select SchoolID from the drop down menu. Select # from the middle drop down menu and enter in the SchoolID for the correct school in the last text box. This will give you all of the requests with the **incorrect** SchoolID number.
  - \* If working with the High School schedule, enter in the High School ID. If working with the Middle School schedule enter in the Middle School ID.
- Select to Search within the current XXXX records only.

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- If 0 Records return, then all of your feeder students have the correct SchoolID numbers.
- You should now have an even smaller number of Current Records in Selection. These are the records that you will need to update.
- Choose Modify Records.
- Select **SchoolID** (Be careful when choosing this field. You want to select **SchoolID**, NOT **StudentID!**) from the first drop down. Enter in the SchoolID for the correct school in the text box.
  - \* If working with the High School schedule, enter in the High School ID. If working with the Middle School schedule enter in the Middle School ID.
- Select Modify Selected Records.



- This will change the school ID number so that the requests will show up for the feeder students in the Course Request Tally Report.

**Note:** When entering feeder school requests, change to the **current year on the live side** before going into PowerScheduler and you may avoid this problem. Remember to change to the New Year on the live side before selecting PowerScheduler when not entering feeder student requests.