



PowerScheduler Scenario Setup

1. Create the New Year in District & in *each* school on live side and then put in the Import #.
Only the year is required at this time. Every school should have a year term on the live side whether you use the school or not (Remember to set up your Graduated school and your closed buildings!). Use xx-xx for the year and not Y1.

In School, the start date is the first day of school. The end date for the term can be the last day of the term or any day before the next term begins. PowerSchool does not advise that you begin a term on a Sunday although you can end a term on a Sunday. **Dates should not overlap.**

2. **On the live side, make sure you have selected the New Scheduling Year BEFORE you select PowerScheduler.**
3. **Option 1 (Long):** Create your Scenario by hand.
 - a. Select Years and Terms from Menu. Create New Year Term and other needed Terms in order. (Go back in and enter correct Import #.)
 - b. In Functions, Set Schedule Year. (Check top right of PowerScheduler page for correct Schedule Year, edit if necessary.)
 - c. Create a New Build Scenario. Click on "Scenario" in the Menu in the PowerScheduler. Click "New".

You will now be in the Edit Build Scenario page.

- a. Make sure the Build & Load button is selected.
- b. Enter Build Name (Usually the year; xxxx - xxxx) and Description. (Description is optional)
- c. Make sure Active Build is checked.
- d. Open "Associate" button next to Terms. Check appropriate Terms (Year Term must be checked!). Click Submit button on that page.
- e. Set periods, and days.
- f. Select a catalog. We suggest that you select your previous year's catalog and edit it. If you create a new catalog you will lose the descriptions and the editing from the previous year.
- g. Click on Submit! Re-open Scenario and check to make sure information is correct.

Option 2: Select Auto Scheduler Setup to create the years/terms & create scenario (**you must create terms in order and only create the ones you will be using**):

- a. Select the lowest term level used in this school (when credit is awarded)
- b. Select the number of periods & days and Continue; include regular day plus seminar or homeroom if used daily.
- c. Check the boxes only for the terms you will use. You must check Full Year.
- d. Key in all the term dates and Continue. Use dates as close to correct as possible.
- e. Scenario page will appear. Check page for accuracy.
- f. Select a Catalog. Use existing Catalog. Click Submit.
- g. Click "Years and Terms" in Menu. Open each Term, make sure the Import File Term # has been entered. If no, enter # and Submit.
- h. Check "Scheduling Year" at top right of page. In Functions, Set Schedule Year

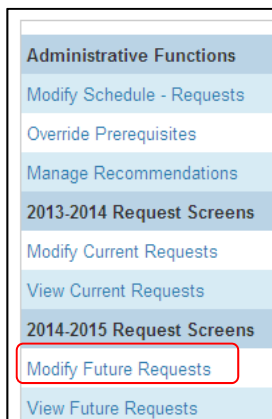
4. If you plan on **copying your Master Schedule** from a previous year:
 - Make sure the schedule you are copying over has the same number of **terms, days & periods** as your new schedule will have.

- Select Functions > Copy Master Schedule.
- Select the year you want to copy, (you can use any previous year) check the box to confirm, and Submit. Do **NOT** click box to clear existing scheduling terms!
- **Always make sure your Scheduling Year at the top of the screen is correct.**
- **Remember to enable PowerScheduler for your schedulers.** In System>Security>Groups select the Group and check the box to allow scheduling and the terms that they are allowed to edit.
- Also remember to change page permissions on any pages that they are not allowed to access or edit, especially the Commit function.
- Remind your secretaries that when they enroll a new student to fill in the Scheduling Setup page correctly; there is a difference in the setup of the students who are starting school now and the ones who are registering for next school year.
- Also remind your secretaries that after they **Transfer Out** a student from school they need to:
 - Go to Modify Schedule and confirm that the system has exited the student from their current classes.
 - Then go to the Request Management screen, View Future Requests for the **next** school year (still in current term) and verify that the requests for next year are gone.
 - If the requests for the next school year are listed, change to the next year in Terms at the top, go to Request Management and under Administrative Functions select Modify Schedule-Requests and delete all the requests for the next school year.
 - Last, on the Scheduling Setup page confirm that the box to Schedule this Student is **not** checked, the Next School Indicator should be blank and leave the Next Year Grade as is. This is for version 7.6 and later.

View Future Requests

To see if the student you are transferring out has requests for the next school year:

In the **current term** select Request Management > View Future Requests.



Delete Future Requests

If the student you have transferred out has Future Requests, switch to the **next school year**, select Request Management > Modify Schedule - Requests and delete all requests.

