

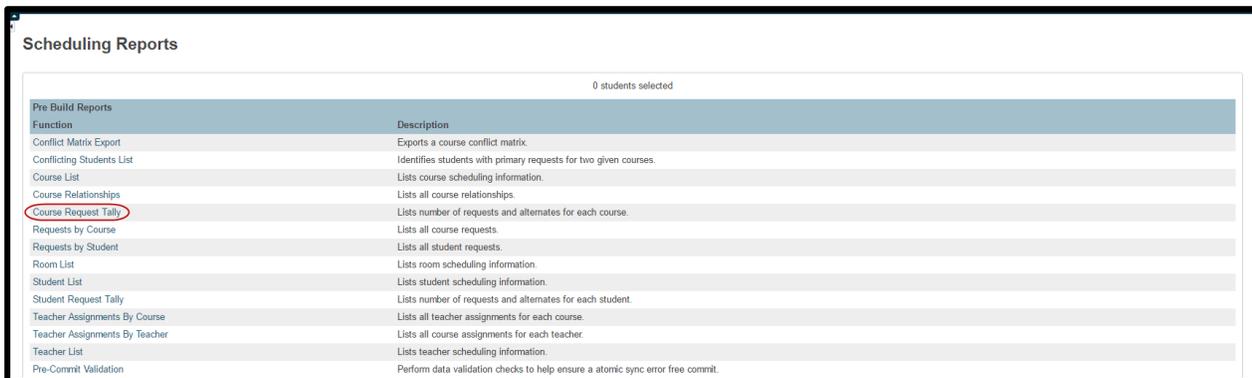
# PowerScheduler Course Tally Worksheet instructions.

This document will describe the process of copying course request information from PowerSchool into an Excel **Course Tally Worksheet**. Once the information has been copied to Excel, it can be used to plan sections needed, class sizes, and total number of staff required in each department.

- Before you begin:
  - Navigate to PowerSchool.MISD.net.
  - Hover over PowerSchool Admin and click on PowerScheduler under Scheduling.
  - Click on the Course Tally Tools blue bar.
  - Click on the link Course-Tally-Worksheet-with-Dept-Staffing-Teaching-Assign.
  - Save the Excel sheet locally to your computer where you will be able to find it (desktop).
- On the live side, change term to the next school year (the year you are working on in PowerScheduler).
- Launch PowerScheduler.
- Select Reports from the main menu under Tools.



- Select Course Request Tally from the Reports menu.
- Click Submit on the following page.



Function	Description
Conflict Matrix Export	Exports a course conflict matrix.
Conflicting Students List	Identifies students with primary requests for two given courses.
Course List	Lists course scheduling information.
Course Relationships	Lists all course relationships.
<b>Course Request Tally</b>	Lists number of requests and alternates for each course.
Requests by Course	Lists all course requests.
Requests by Student	Lists all student requests.
Room List	Lists room scheduling information.
Student List	Lists student scheduling information.
Student Request Tally	Lists number of requests and alternates for each student.
Teacher Assignments By Course	Lists all teacher assignments for each course.
Teacher Assignments By Teacher	Lists all course assignments for each teacher.
Teacher List	Lists teacher scheduling information.
Pre-Commit Validation	Perform data validation checks to help ensure a atomic sync error free commit.

- Select all the data in the table displayed in the Course Request Tally screen - **no headings**, by placing your cursor just left of the first Course number, left click, drag down the page and highlight all the data.

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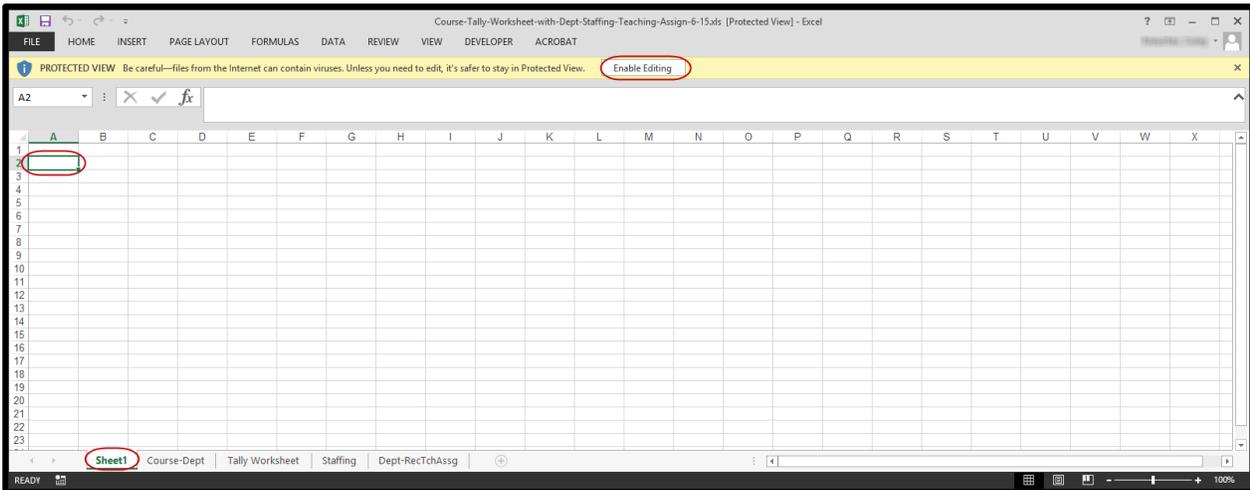
- Right-click inside the selection and select Copy.

Course Request Tally

Build: 2017-2018      Catalog:      Catalog

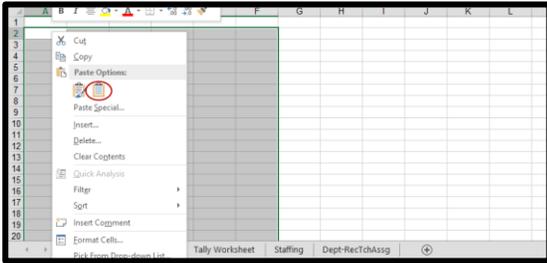
Course	Course Name	Primary	Alternate	Elective Alt	Total
501015	Art 6	173	0	0	173
501015	Modern Design	49	0	0	49
501016	Visual Art	123	0	0	123
501023	Art 7	110	0	0	110
501033	Art 8	97	0	0	97
501037	Commercial Art	48	0	0	48
501050	Creative Design	49	0	0	49
501052	Drama 7	125	0	0	125
501053	Drama 8	48	0	0	48
502013	Computers 6	173	0	0	173
502023	Computers 7	198	0	0	198
502027	Computers 8	194	0	0	194
504011	Language Arts 6 A	173	0	0	173
504012	Language Arts 6 B	173	0	0	173
504037	Advanced Language Arts 7 A	93	0	0	93
504038	Advanced Language Arts 7 B	93	0	0	93
504041	Language Arts 7 A	165	0	0	165
504042	Language Arts 7 B	165	0	0	165
504071	Language Arts 8 A	146	0	0	146
504072	Language Arts 8 B	146	0	0	146
505033	Foods and Nutrition 7	113	0	0	113
505083	World Language Spanish 8 A	48	0	0	48
505087	World Language Mandarin Chinese 8 A	48	0	0	48
505091	World Language Spanish 8 B	48	0	0	48
505094	World Language Mandarin Chinese 8 B	48	0	0	48
506014	Design Tech	99	0	0	99
506083	Project Technology	164	0	0	164
506095	Robotics	164	0	0	164
508011	Math 6 A	173	0	0	173
508012	Math 6 B	173	0	0	173
508051	Math 7 A	165	0	0	165
508052	Math 7 B	165	0	0	165

- Verify you are on the first worksheet (Sheet 1 tab) in the Excel Course Tally Worksheet Template.
- Click on the button to Enable Editing if prompted.



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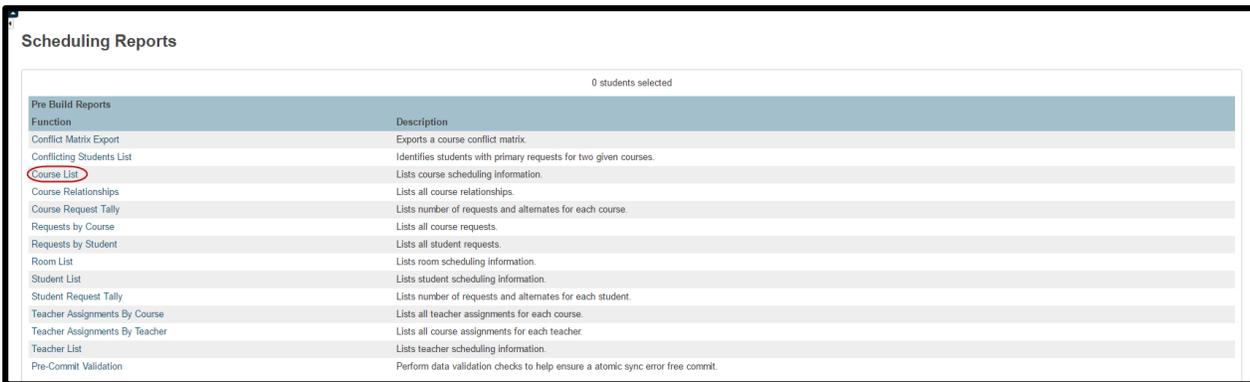
- Right-click in cell A2 and select Paste Match Destination Formatting (M).



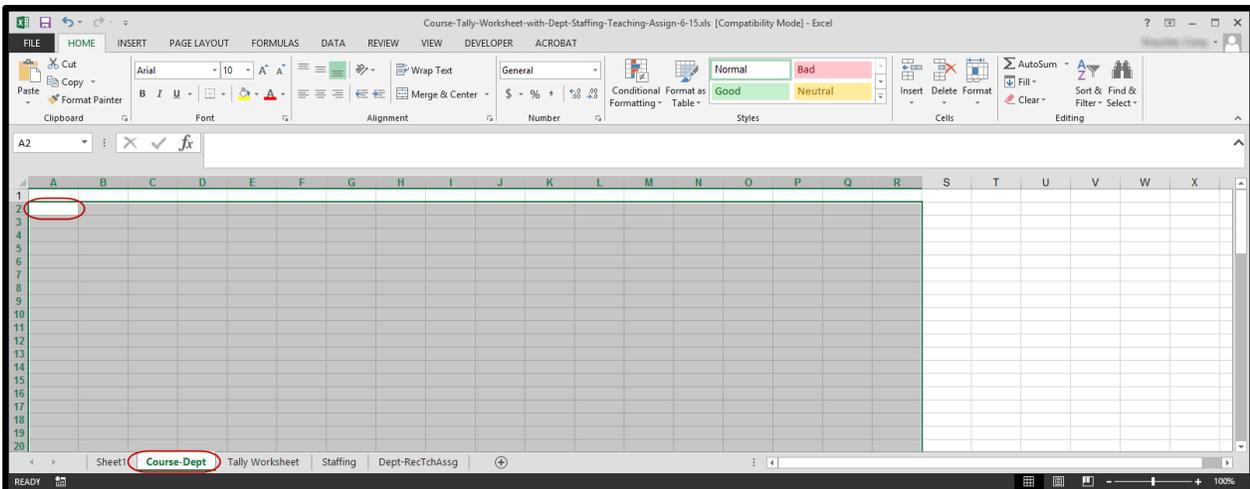
**Add Department Information:**

You can hand key in the Departments or use the Course List report to copy & paste onto the Course-Dept tab.

- Select Course List from Reports.
- Click Submit on the following page.



- Highlight all the data (similar to the Course Request Tally report - **no headings**) in the Course List report, right click and Copy.
- Return to Excel and select the Course-Dept tab.
- Right-click in cell A2 and select Paste Match Destination Formatting (M).

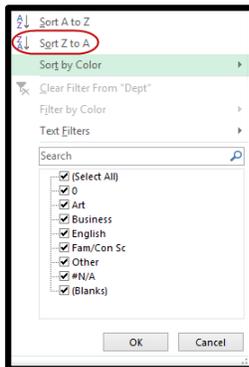


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- Verify on the Course-Dept tab that every course has a Department listed in column D. If there are departments missing, you can hand key them.

**Analyze Course Tally Information in Excel**

- The information from the Course Request Tally you entered on the first sheet and the Departments from the Course-Dept sheet should be displayed on the Tally Worksheet along with some additional columns for:
  - Sections Needed
  - Class Size
  - Avg Size
  - Seats Left
  - Comments
- On the Tally Worksheet tab, confirm that the departments are correct. Enable filters to sort by the department in descending order. This will group the departments and list them in ascending order.



- Enter numbers in the Class Size column to reflect a default class size. If you want to start with a default class size of 30, you can copy the value down the column for each course.
  - To copy an entered value down in Excel, hover your cursor in the lower right corner and you will see a +. Double click on the + icon and data will fill down to the last row of the column.
  - You can also hold down the left click button on your mouse and drag to the bottom of your data. Releasing the button on your mouse and the column will fill with your entered value.

Request	Sections Needed	Class Size	Avg Siz
173	6	30	29
49			
123			

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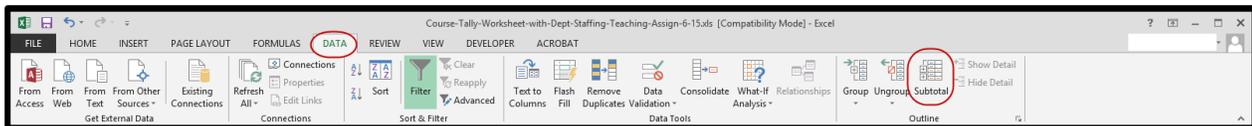
- **Note:** Once Class Size is populated, you will see that the other values for courses fill in automatically. Only the Class Size field is dynamic.

Request	Sections Needed	Class Size	Avg Size	Seats Left
173	6	30	29	7
49	2	45	25	41
123	5	25	25	2
116	8	15	15	4
97	3	35	32	8
48	2	30	24	12
49	2	30	25	11
125	4	32	31	3
48	2	34	24	20
173	5	38	35	17
198	6	36	33	18

- As you modify the Class Size number for each class, you will notice that the Sections Needed, Avg Size, and Seats Left all change to reflect the new class size. Making the class size less than the Avg Size will automatically create an additional section.
- **Note:** If you modify any column other than Class Size, you will have to hand calculate Class Size. Requests, Sections Needed, Avg Size, & Seats Left are static fields; only Class Size is dynamic and will automatically change the other fields.

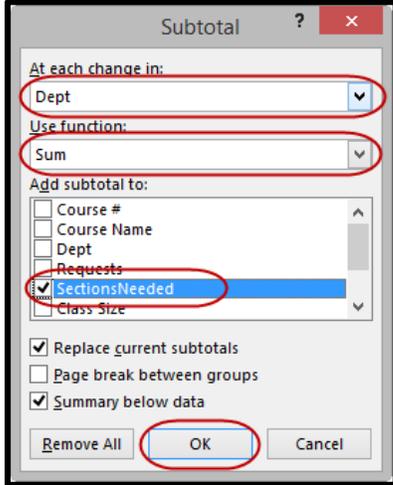
### Summary Information

- Once you have all the class sizes set and the department codes entered, you can find the total number of teachers needed for each department by using the Excel subtotal function.
  - After you confirm that you have codes entered for each Course in the Dept column, select Data>Subtotals



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- In the Subtotal dialog box, select the following options (you may need to scroll up or down to find some of them) and click OK.



At each change in: Dept

Use function: Sum

Add subtotal to: SectionsNeeded

Check to Replace current subtotals & Summary below data

Click OK

- Sections totals should now be available for each department.

Dept	Reques	Sections Needed	Class Size	Avg Si	Seats Left
Art	173	6	30	29	7
Art	49	2	45	25	41
Art	123	5	25	25	2
Art	116	8	15	15	4
Art	97	3	35	32	8
Art	48	2	30	24	12
Art	49	2	30	25	11
<b>Art Total</b>		<b>28</b>			
Drama	125	4	32	31	3
Drama	48	2	34	24	20
<b>Drama Total</b>		<b>6</b>			
Business	173	5	38	35	17
Business	198	6	36	33	18
Business	194	7	30	28	16
<b>Business Total</b>		<b>18</b>			
English	173	6	30	29	7
English	173	6	30	29	7
English	33	2	30	17	27
English	33	2	30	17	27
English	165	6	30	28	15
English	165	6	30	28	15
English	146	5	30	29	4
English	146	5	30	29	4
<b>English Total</b>		<b>38</b>			

- To see the total sections needed for each department without the rest of the detail, select the number 2 in the group of numbers to the left of column A.

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1	2	3	A
	1	Course #	
	2	501013	
	3	501015	
	4	501016	

- Your display should look similar to the following:

Dept	Requests	Sections Needed
Art Total		28
Drama Total		6
Business Total		18
English Total		38
Fam/Con Sc Total		6

**Note:** To get back to the previous subtotal view, select the number 3.

To print these totals, select the cells you want to print, then select File>Print. In the Print dialog box, select the drop down next to Print Active Sheets and select Print Selection.

