



PowerScheduler 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 New Year, copy Master Schedule from previous year.
2. On Live side, export current schedule, manipulate, and import.
3. Use PowerScheduler – you will commit this schedule when running EOY.

1. On 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. Select Master Schedule and look at your schedule for next year.

Check your Years & Terms for anything that may have changed

Check your Attendance:

Codes

Categories

Conversions

FTE's

Preferences

Bell Schedules

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

Do not load students until EOY has been run.

2. Use Excel to manipulate and import your Master Schedule. In the example below we are going to export the present year's schedule (2016-2017), modify it, then import into PowerSchool.

In DDE select the Sections table

Sort by SchoolID = xxxx

TermID > 2599 looking for all 2600 and over for year 17-18

Check 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

Open Excel and click on the Data tab.

Locate the "From Text" button and click on it. Locate your file and select Import. Click, Finish and click, OK.

1	A	B	C	D	E	F	G	H	I	J	K
	Course Number	Section Number	Termid	Teacher	Expression	Room	Attendance Type Code	Att Mode Code	Schoolid	Maxenrollment	Dependent Secs
2	EL1	Adair	2200	596	2(A)	10	0	ATT_ModeMeeting	700	25	
3	HR	Adair	2200	596	1(A)	10	0	ATT_ModeMeeting	700	25	EL1.adair,EL1000.adair,EL2000.adair,EL3000.adair
4	EL1	Adair	2100	596	2(A)	10	0	ATT_ModeMeeting	700	25	
5	HR	Adair	2100	596	1(A)	10	0	ATT_ModeMeeting	700	25	EL1.adair,EL1000.adair,EL2000.adair,EL3000.adair
6	HR	Abbot	2100	597	1(A)	11	0	ATT_ModeMeeting	700	25	EL1.abbot,EL1000.abbot,EL2000.abbot,EL3000.abbot
7	EL1	Abbot	2100	597	2(A)	11	0	ATT_ModeMeeting	700	25	
8	HR	Abbot	2200	597	1(A)	11	0	ATT_ModeMeeting	700	25	EL1.abbot,EL1000.abbot,EL2000.abbot,EL3000.abbot
9	EL1	Abbot	2200	597	2(A)	11	0	ATT_ModeMeeting	700	25	
10	EL1	Allen	2200	598	2(A)	12	0	ATT_ModeMeeting	700	25	
11	HR	Allen	2100	598	1(A)	12	0	ATT_ModeMeeting	700	25	EL1.allen,EL1000.allen,EL2000.allen,EL3000.allen
12	EL1	Allen	2100	598	2(A)	12	0	ATT_ModeMeeting	700	25	
13	HR	Allen	2200	598	1(A)	12	0	ATT_ModeMeeting	700	25	EL1.allen,EL1000.allen,EL2000.allen,EL3000.allen
14	EL1	Arnold	2200	599	2(A)	13	0	ATT_ModeMeeting	700	25	
15	HR	Arnold	2200	599	1(A)	13	0	ATT_ModeMeeting	700	25	EL1.arnold,EL1000.arnold,EL2000.arnold,EL3000.arnold
16	HR	Arnold	2100	599	1(A)	13	0	ATT_ModeMeeting	700	25	EL1.arnold,EL1000.arnold,EL2000.arnold,EL3000.arnold
17	EL1	Arnold	2100	599	2(A)	13	0	ATT_ModeMeeting	700	25	
18	EL101	Blain	2100	600	2(A)	14	0	ATT_ModeMeeting	700	25	
19	EL102	Blain	2100	600	3(A)	14	0	ATT_ModeMeeting	700	25	
20	EL103	Blain	2100	600	4(A)	14	0	ATT_ModeMeeting	700	25	
21	EL104	Blain	2100	600	5(A)	14	0	ATT_ModeMeeting	700	25	
22	HR	Blain	2100	600	1(A)	14	0	ATT_ModeMeeting	700	25	EL101.blain,EL102.blain,EL103.blain,EL104.blain,EL1000.blain,EL2000.blain,EL3000.blain
23	HR	Blain	2200	600	1(A)	14	0	ATT_ModeMeeting	700	25	EL101.blain,EL102.blain,EL103.blain,EL104.blain,EL1000.blain,EL2000.blain,EL3000.blain
24	EL104	Blain	2200	600	5(A)	14	0	ATT_ModeMeeting	700	25	
25	EL102	Blain	2200	600	3(A)	14	0	ATT_ModeMeeting	700	25	
26	EL103	Blain	2200	600	4(A)	14	0	ATT_ModeMeeting	700	25	

Examine the sheet for any blank lines or abnormalities. Edit where 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.

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.