Course Tally Worksheet for "Live-Side"

This document will describe the process of copying student schedule information from the PowerSchool "Live-Side" into the "**Course Tally Worksheet Template for Live-Side"**, after the Commit process and End-of-Year have been run. Once the information has been copied to the spreadsheet it can be used to evaluate sections needed, class sizes, and total number of staff required in each department or school for the new school year.

Before using the Excel Spreadsheet, schedulers MUST first completely schedule all students that are currently in the data. This means that:

- new students must be given requests and completely scheduled
- students who are to be transferred out have their schedule and requests removed
- any students with no schedule or a partial schedule **must** be given a complete schedule.

If you have to over-load sections to get students completely scheduled, then do it! You can either raise the max student field in the individual section(s) or turn off the "Close Section at Max" feature. This can be done by going to **School** in the Menu > go to **Scheduling,** open up **Preferences** and un-check **Close Section at Max** and click Submit. Please remember to turn the **Close Section at Max** feature back on when this process is completed.

Student Schedule ⟶ Sections ⟶ Staffing ⟶ Master Schedule

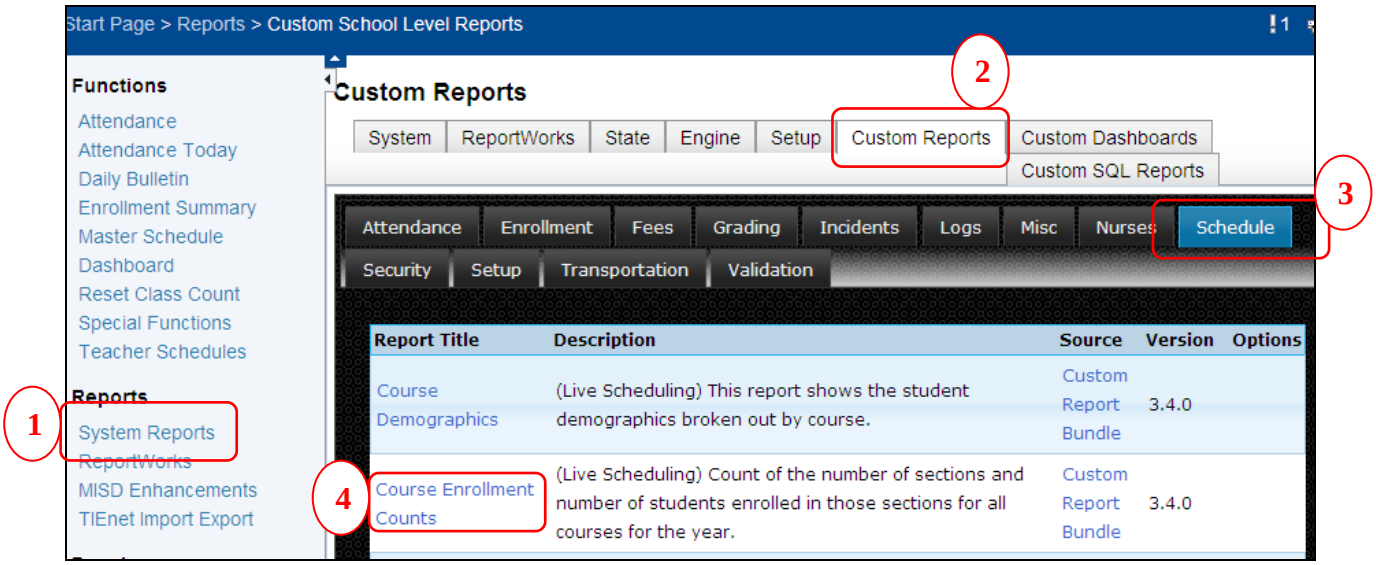
Getting Started

1. Open **PowerSchool** and select your school. You should be in the new school year.

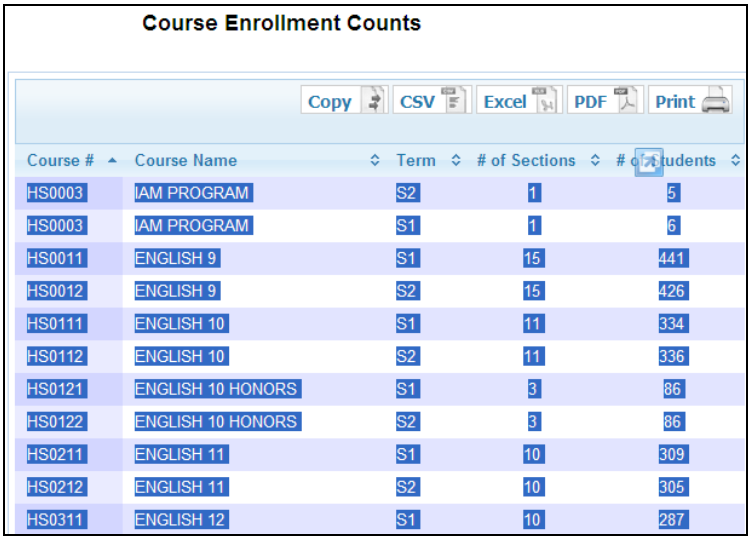
2. From http://powerschool.misd.net select PowerSchool Admin > Scheduling > Walk-in Scheduling > Course Tally Tools and download the "Course Tally Worksheet Template for Live-Side" to your desktop and open.

Running the Course Request Tally Report

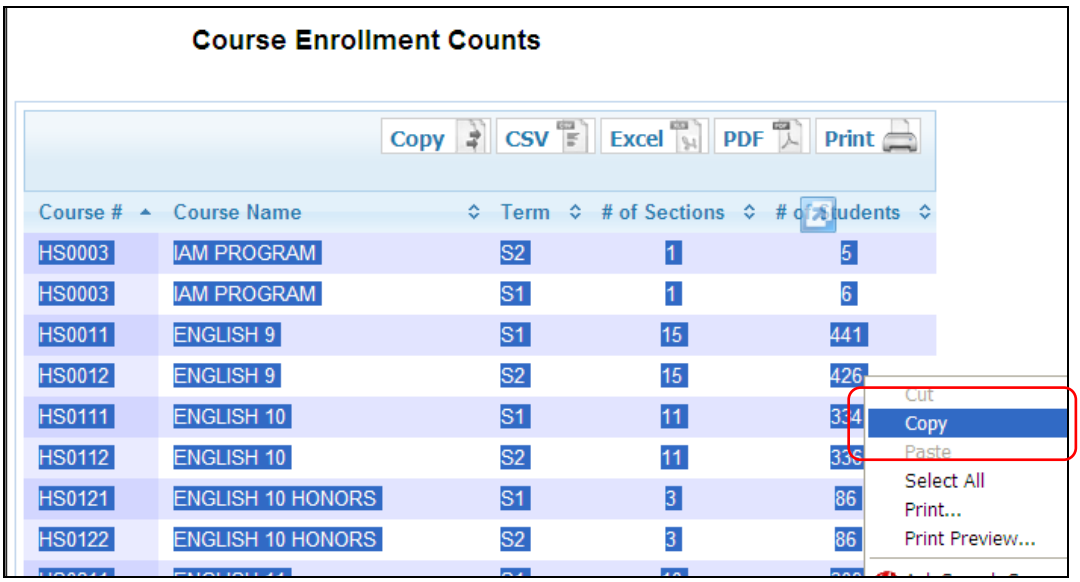
1. In PowerSchool select **System Reports** from the main menu > **Custom Reports** tab > **Schedule** tab > **Course Enrollment Counts** report.



2. Select all the data in the table displayed in the **Course Enrollment Counts** screen by placing your cursor just to the left of the first Course number, left click down, and drag down the page highlighting all the data. The data should be listed in order by Course #. Do not include headings.

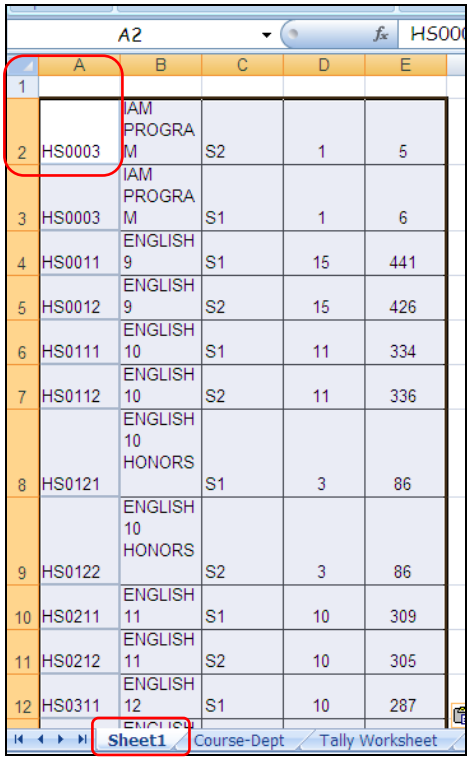


3. **Right-click** inside the selection and select **Copy**.



4. Make sure you are on the first worksheet (**Sheet 1** tab) in the "**Course Tally Worksheet Template for Live-Side**".

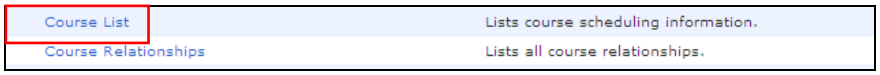
5. **Right-click** in cell **A2** and select **Paste**.



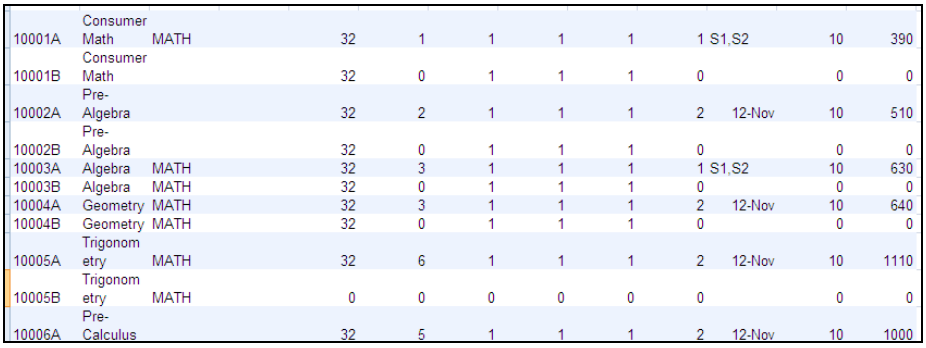
Add Department Information

You can hand key in the Departments in the Tally Worksheet (sheet 3) or use the Course List report from the PowerScheduler side to copy & paste onto the Course-Dept tab:

1. In your **PowerScheduler Reports** menu select **Course List**.

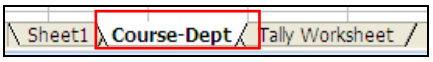


2. Highlight all the data (as you did for the Course Enrollments Counts report - no headings) in the **Course List** report, **right click** and **Copy**. Make sure the list is in the same order by Course Number as your Course Enrollment Counts report.

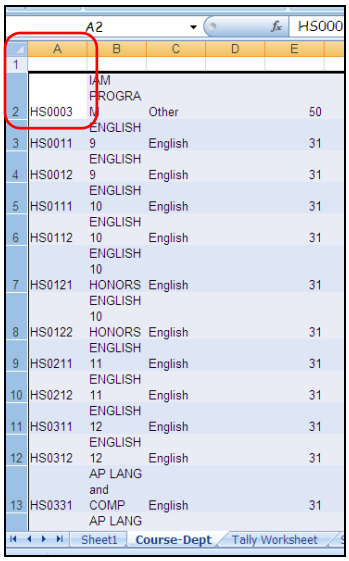


10001A	Consumer Math	MATH	32	1	1	1	1	1	S1,S2	10	390
10001B	Consumer Math		32	0	1	1	1	0		0	0
10002A	Pre-Algebra		32	2	1	1	1	2	12-Nov	10	510
10002B	Pre-Algebra		32	0	1	1	1	0		0	0
10003A	Algebra	MATH	32	3	1	1	1	1	S1,S2	10	630
10003B	Algebra	MATH	32	0	1	1	1	0		0	0
10004A	Geometry	MATH	32	3	1	1	1	2	12-Nov	10	640
10004B	Geometry	MATH	32	0	1	1	1	0		0	0
10005A	Trigonometry	MATH	32	6	1	1	1	2	12-Nov	10	1110
10005B	Trigonometry	MATH	0	0	0	0	0	0		0	0
10006A	Pre-Calculus		32	5	1	1	1	2	12-Nov	10	1000

3. Return to Excel and select the **Course-Dept** tab (sheet 2).



4. **Right click** in cell **A2** and select **Paste**.

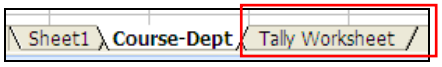


5. Check the **Course-Dept** sheet to be sure every course has the correct **Department** listed in column C. If there are departments missing, you can hand key them.

6. Also, check the **Course-Dept** sheet to be sure the courses are sorted by the Department. Sort the Departments in descending order.

Analyze Course Tally Information in Excel

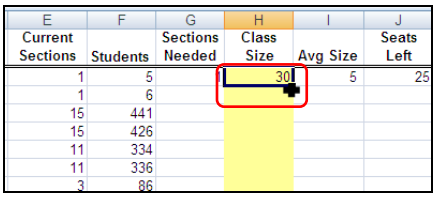
1. Click on the **Tally Worksheet** tab in the **Course Tally Worksheet Template for "Live-Side"**.



2. The information from the Course Enrollment Counts report you entered on the first sheet and the Departments from the Course List or if you hand created them, should be displayed on the **Tally Worksheet** along with some additional columns for:

   a. Term
   b. Current Sections
   c. Students (actual schedule counts from Master Schedule, not Requests.)
   d. Sections Needed
   e. Class Size
   f. Avg. Size
   g. Seats Left
   h. Comments

3. Enter the appropriate **numbers** in the **Class Size** column to reflect a default class size you wish to use to evaluate your Master Schedule. You need to use a class size number that you want to use at the beginning of the new school year, so you can truly evaluate your Master Schedule and whether or not you need to make any adjustment in number of Sections for each Course or in the Staffing needed to teach these Sections. If you want to start with a default class size of 30, you can copy the value down the column for each course.



E	F	G	H	I	J
Current Sections	Students	Sections Needed	Class Size	Avg Size	Seats Left
1	5		30	5	25
1	6				
15	441				
15	426				
11	334				
11	336				
3	86				

E	F	G	H	I	J
Current Sections	Students	Sections Needed	Class Size	Avg Size	Seats Left
1	5	1	30	5	25
1	6	1	30	6	24
15	441	15	30	29	9
15	426	15	30	28	24

Hover your cursor in the lower right corner of the Class Size number and you will see a + which you will hold down and drag to the bottom of your data. Release and the column will populate. You will also see the other columns populate with data.

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.

4. 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.

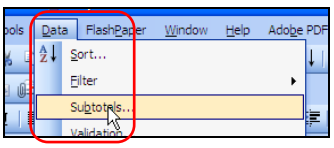
Note: If you modify any column other than Class Size you will have to hand calculate Class Size. Requests, Sections Needed, Avg Size, & Seats Left are static fields; only Class Size is dynamic and will automatically change the other fields.

Summary Information

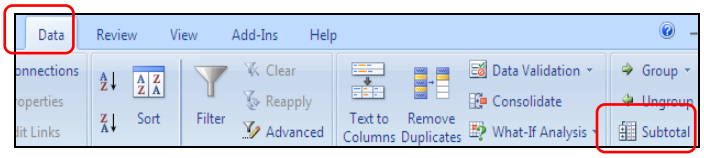
Once you have set all your class sizes correctly, you can now begin to compare the Sections in the "Sections Needed" column to the actual Sections in the "Current Sections" column of the Tally Sheet. This comparison will allow you to see which specific Courses need an adjustment in the 'number of Sections to be taught' and if needed, an adjustment in the 'Staff needed to teach the Sections'.

Once 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.

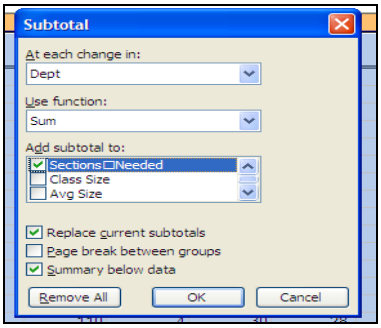
1. After you confirm that you have codes entered for each Course in the **Dept** column, select **Data→Subtotals**



or



2. 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

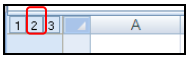
Use function: Sum

Add subtotal to: only the box for Sections Needed should be checked

Check to Replace current subtotals & Summary below data

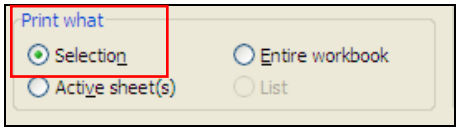
3. Now you will see total sections for each department.

Name	Dept	Requests	Sections Needed	Cla Siz
rt	ART	110	4	
	ART Total		4	
2	ENG	127	5	
rican Lit and Comp	ENG	165	6	
Writing	ENG	110	4	
	ENG Total		15	
0	HE	127	5	
1	HE	110	4	
2	HE	165	6	
	HE Total		15	
1	LAN	127	5	
2	LAN	110	4	
	LAN Total		9	
ulus	MAT	110	4	
y	MAT	127	5	
	MAT	165	6	
	MAT Total		15	

4. 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. Your display should look similar to the following:

Dept	Requests	Sections Needed
ART Total		4
ENG Total		15
HE Total		15
LAN Total		9
MAT Total		15
OP Total		6
PE Total		15
SCI Total		15
SOC Total		15
Grand Total		109

Note: To get back to the previous subtotal view, select the number 3 to the left of column A.

5. To print these totals, select the cells you want to print, then select **File→Print**. In the Print dialog box, under **Print what** choose **Selection**.