Macomb Intermediate School District

PowerSchool

Walk-in Scheduling

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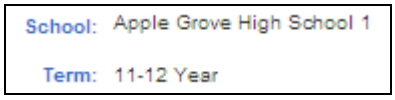
Identify Students with Incomplete Schedules

Before working on student schedules or the Master Schedule on the Live-Side (Walk-in Scheduling), print all necessary reports from the Reports Menu on the PowerScheduler side which will provide you with information on which students schedules need attention.

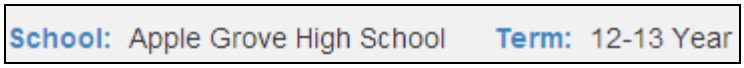
Also, Liaisons must check for Data Validation (System/Special Operations) errors in all 10 tables (terms, courses, sections, student, school, term bins, teachers, grade scales, gs items, cc) and make corrections until no errors are displayed. These Data Validation reports are best viewed when using Firefox.

Make sure you are in the correct Term at the top of the screen.

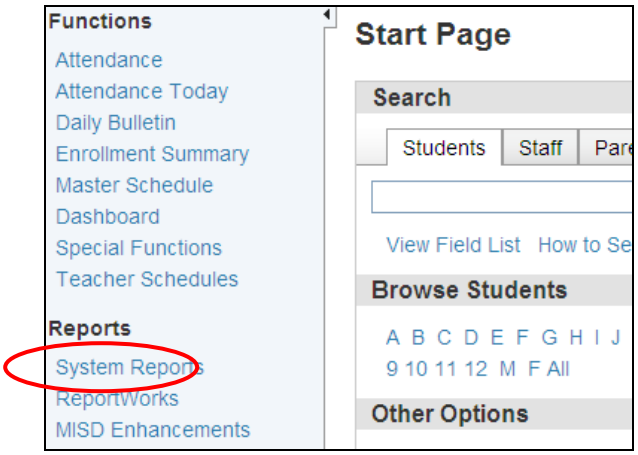


- First you will want to find the students with no schedule
- Next the students with incomplete schedules for the first term
- And finally the students with incomplete schedules for the subsequent terms

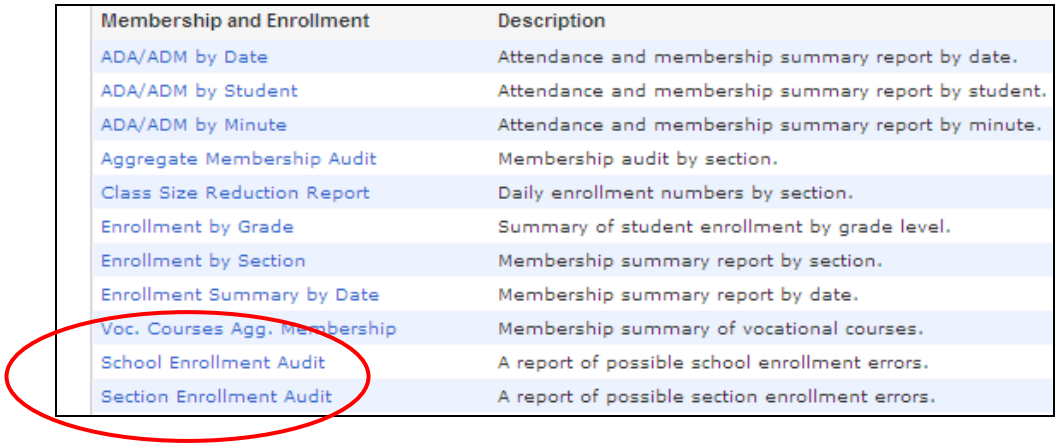
Make sure you are in the correct Term at the top of the screen.



- Reference the Post-Build Reports from the Reports Menu in PowerScheduler
- Another source to find incomplete schedules is in the System Reports menu. The School Enrollment Audit and Section Enrollment Audit reports will give you lists students with no requests or students with a course date misalignment.

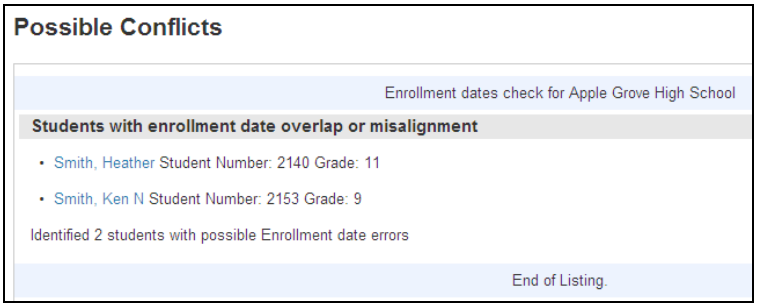


From the System Reports link on the Start page, to to the *Membership and Enrollment* heading where you will find the School Enrollment Audit and Section Enrollment Audit. These reports should be run daily for 2 weeks before and after school begins.



Membership and Enrollment	Description
ADA/ADM by Date	Attendance and membership summary report by date.
ADA/ADM by Student	Attendance and membership summary report by student.
ADA/ADM by Minute	Attendance and membership summary report by minute.
Aggregate Membership Audit	Membership audit by section.
Class Size Reduction Report	Daily enrollment numbers by section.
Enrollment by Grade	Summary of student enrollment by grade level.
Enrollment by Section	Membership summary report by section.
Enrollment Summary by Date	Membership summary report by date.
Voc. Courses Agg. Membership	Membership summary of vocational courses.
School Enrollment Audit	A report of possible school enrollment errors.
Section Enrollment Audit	A report of possible section enrollment errors.

Once the report has run, you can click on the printer icon just under Term in the upper right corner to print the list. Each name is a clickable link to that student's All Enrollments page.



Possible Conflicts

Enrollment dates check for Apple Grove High School

Students with enrollment date overlap or misalignment

- Smith, Heather Student Number: 2140 Grade: 11
- Smith, Ken N Student Number: 2153 Grade: 9

Identified 2 students with possible Enrollment date errors

End of Listing.

Possible Conflicts

Class dates check for Apple Grove High School

Students enrolled in school, but not in any classes

- Booth, Amanda Student Number: 20049 Grade: 11 E: 05/28/2012 L: 05/25/2013
- Burleigh, Heather Student Number: 20002 Grade: 10 E: 05/28/2012 L: 05/25/2013
- Castillo, David F Student Number: 20008 Grade: 11 E: 05/28/2012 L: 05/25/2013
- Dukatz, Alisa K Student Number: 20004 Grade: 9 E: 05/28/2012 L: 05/25/2013
- Earl, Chantel L Student Number: 20009 Grade: 9 E: 05/28/2012 L: 05/25/2013
- Edwards, Joey P Student Number: 7467 Grade: 10 E: 05/28/2012 L: 05/25/2013
- Flygare, Casey Student Number: 20010 Grade: 9 E: 05/28/2012 L: 05/25/2013
- Gerdes, Emily A Student Number: 20041 Grade: 11 E: 05/28/2012 L: 05/25/2013
- Gilbert, Isaac G Student Number: 69000 Grade: 9 E: 05/20/2012 L: 05/26/2012

Make sure these reports are run often. Run them after the End of Year process and run daily just before school begins and for the first few weeks of school.

- From the Start page select one grade level of students to make them your selection. Then select System Reports and the Custom tab. From the Schedule tab select the Student Free Report. Select the first day of school; you will see the correct number of students that you had selected and Submit. These names are clickable links which will open the student's record in another screen where you can make changes.

- In addition you can key in searches. From the Start page in the "Students" search box key in any of the following:

How to search for students with no schedules: *number_of_classes<1

How to search for students who have X classes: *number_of_classes>6

How to search for students with incomplete schedules: *number_of_classes<12

How to search for students with more than a full schedules: *number_of_classes>12

How to search students not enrolled in a period: *not_enrolled_in_period=2

How to search for students who requested X hours: *hours_requested<4

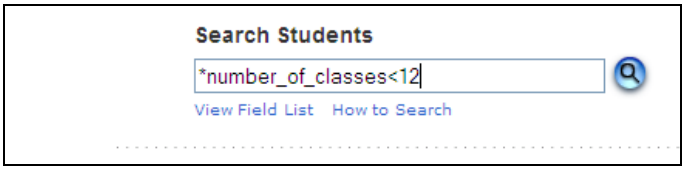
How to search students enrolled in a course number: *enrolled_in=9300

How to search students enrolled in a course and section: *enrolled_in=9300.5

How to search students not enrolled in a course number: *not_enrolled_in=9300

How to search students who have completed a course number: *has_completed_course=9300

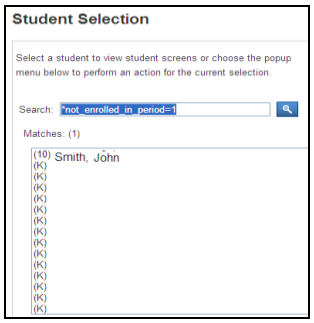
How to search students who have not completed a course number: *has_not_completed=9300



NOTE: The term chosen will determine what term/schedules/students you are seeing. Y1 / S1 / T1 etc…

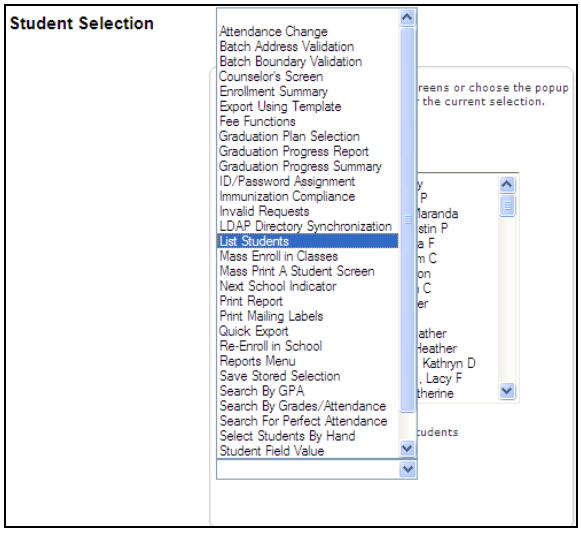
NOTE:

If you receive strange search results such as seen below, reference Knowledge Base Article 66936

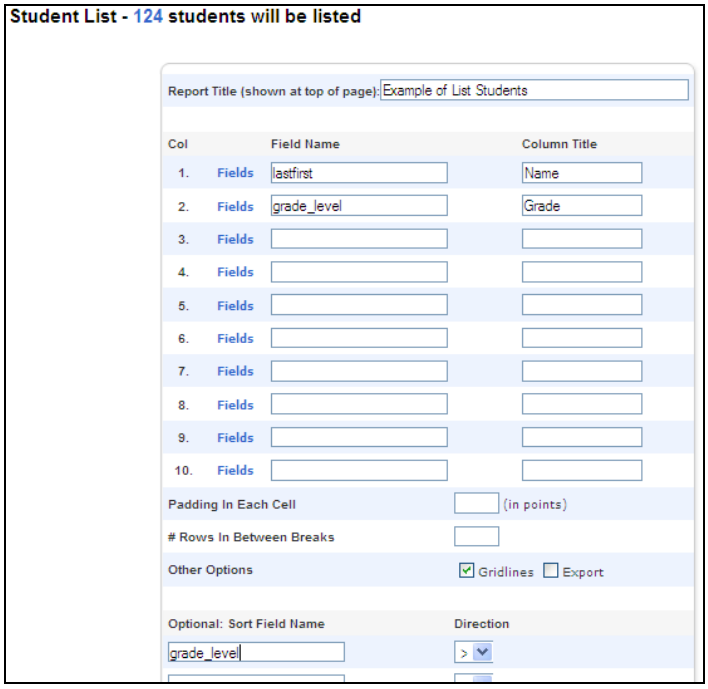


https://powersource.pearsonschoolsystems.com/article/66936

Once you have your list of students, you can display and/or print them by selecting List Students in the Functions drop down list.



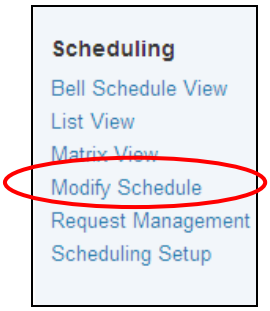
In List Students you will enter the fields, titles, and sort.



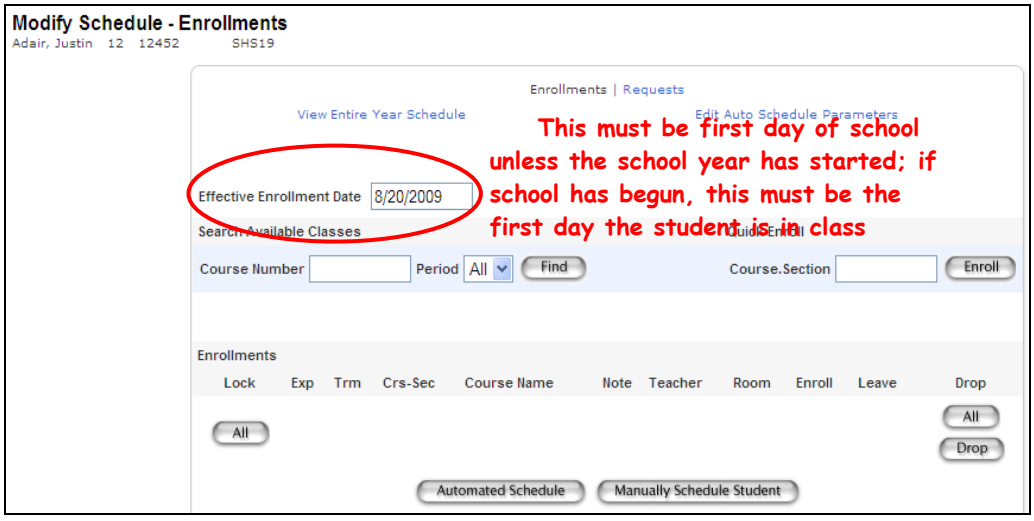
Create a New Student Schedule or Modify an Existing Schedule

Using the Automated Scheduler:

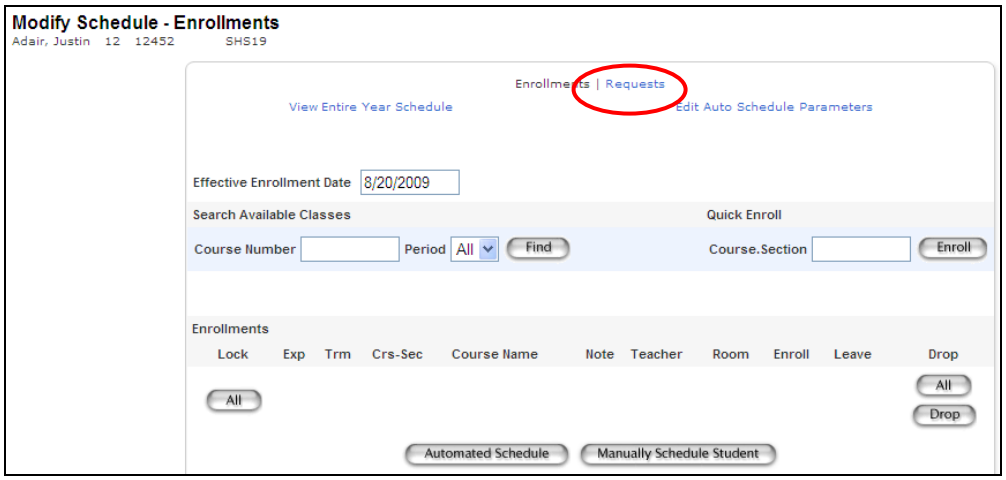
- Select your student.
- Select **Modify Schedule** listed under Scheduling in the menu on left.



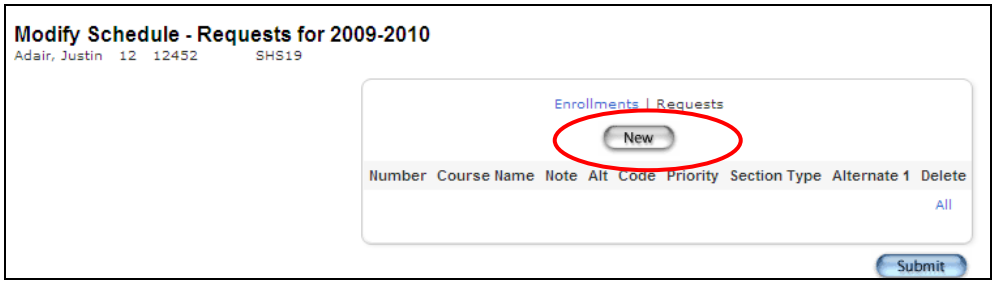
- The **Modify Schedule – Enrollments** screen will display. Make sure the **Effective Enrollment Date** is **correct**. This must be the first day of school unless school has started, then it must be the date the student is expected to have their body in a seat in the classroom. Remember to check the Effective Enrollment Date again before submitting – it often changes back to the current date! To change the date, simply click into the box and key in the correct date. For more information correct dates, refer to Dates to Use When Changing a Student Schedule later in this document.



- To create a new schedule using requests, click on the **Requests** link on the top of the page.

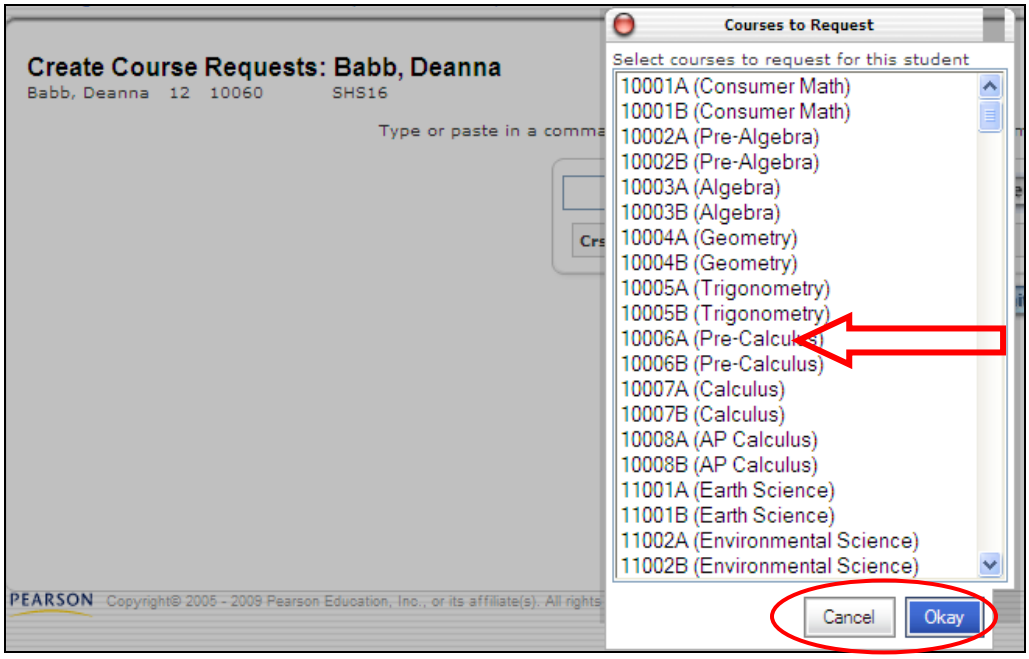


- The **Modify Schedule – Requests** screen will display.
- Click on the **New** button and a blank **Courses** screen will display.

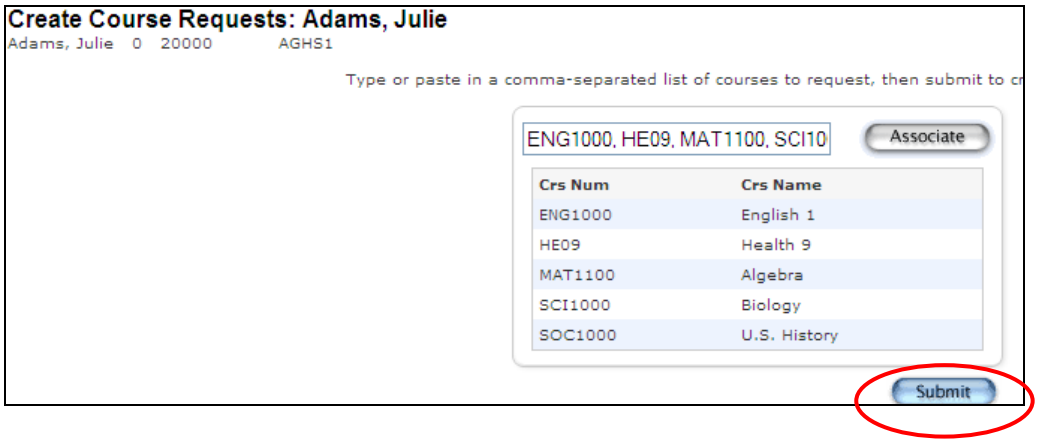


- Click on the **Associate** button. A screen containing all available Courses will display.

- Click on the course you want to select. To select multiple courses hold down the **Control (ctrl)** key and use your mouse to select appropriate courses for the student.

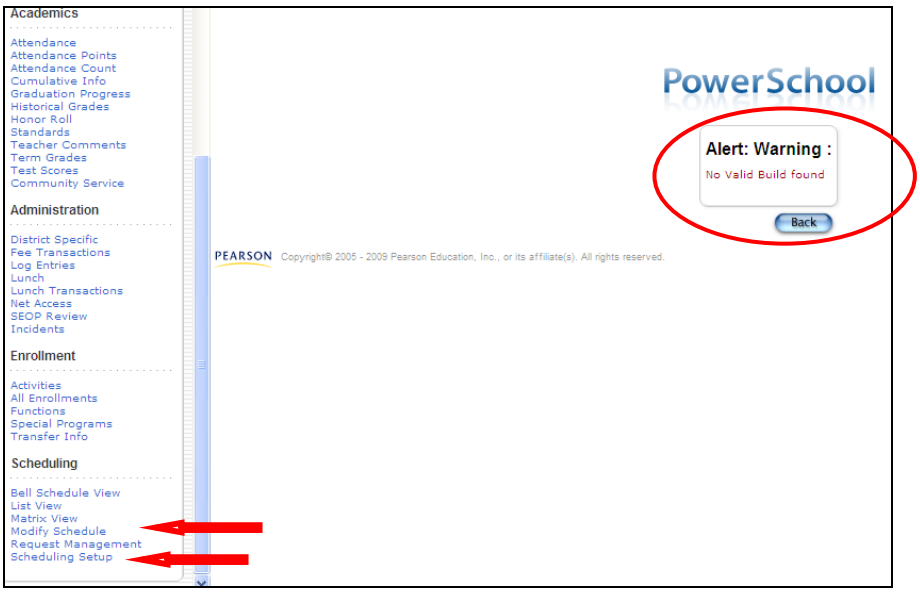


- Once Courses have been selected, release the **Control** key and click **Okay**. This will transfer requested courses to the **Create Course Requests** screen. If the requests are correct, click **Submit**.



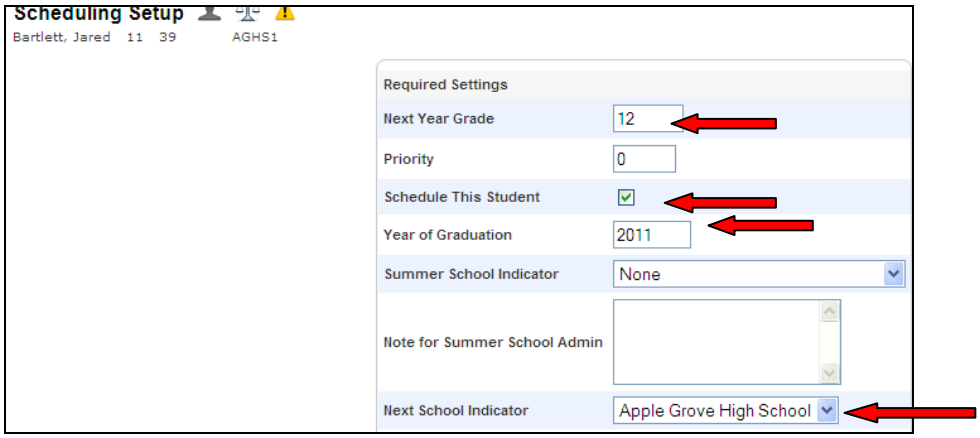
If you missed a course, click Associate to go back and add/drop other requests.

- If you get an **Alert: Warning No valid build found,** click on **Modify Schedule** in the left menu to see if **Requests** are there.



If Course Requests are **NOT** displaying on the Modify Requests page go to **Scheduling Setup** in the left menu.

There is a good possibility that the Scheduling Setup page has not been completed for the student. You must enter the **Next Year Grade**, check the box for **Schedule This Student, Year of Graduation**, and **Next School Indicator.** Click **Submit** when finished. Then go back to the Modify Schedule – Enrollments screen and re-enter requests.



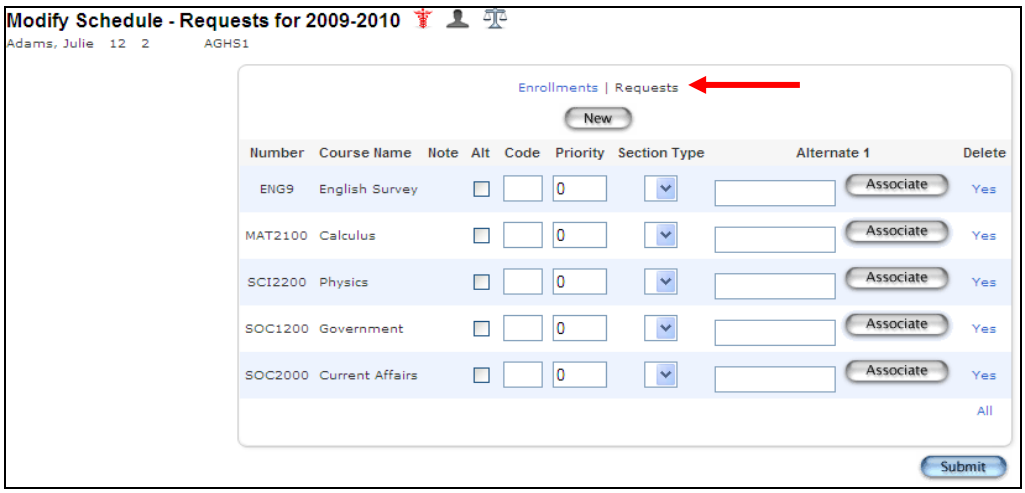
- If the information on the Scheduling Setup screen is filled in and correct, but you still cannot enter requests, you will need to contact to your PS Liaison. Your liaison will have to set the Years and Terms, Scheduling Year, and Active Build Scenario on the PowerScheduler side.

To **Mass Enroll** students into a section, please refer Mass Enroll Students into Class found later in this document.

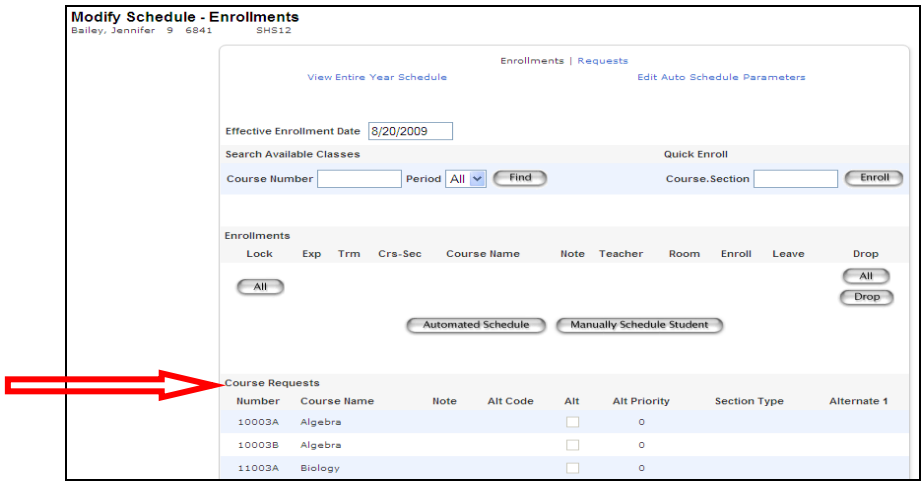
Modify Course Requests

- On the Modify Schedule page you can view the requests but cannot edit them. To edit the requests select the Request link at the top of the screen.
- The **Modify Schedule - Requests** screen that contains your Course selections will display. Do not set any fields on this screen. This screen is used primarily for PowerScheduling. **This is the only place that you can delete requests.** If Courses are correct, click the Enrollment link to return to the Modify Schedule – Enrollment screen.

This is on the LIVE side so we don't care about entering Alt's or priority.

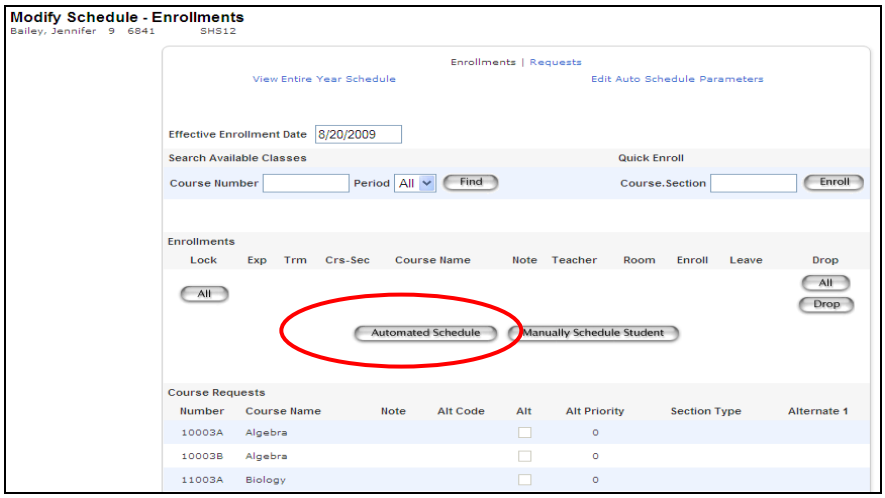


- You should see the Course requests at the bottom of the Modify Schedule - Enrollments screen.



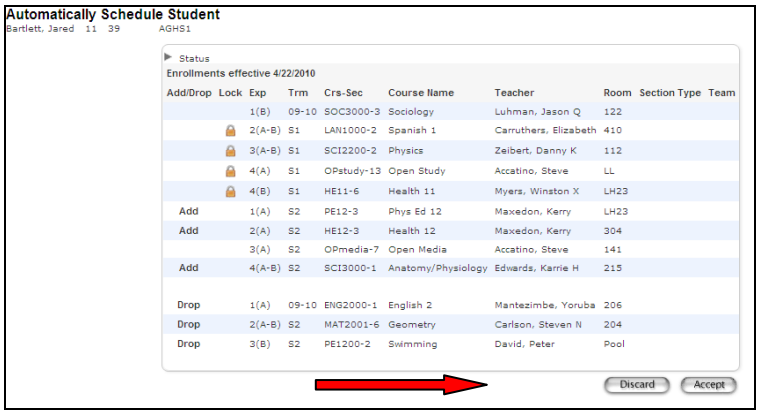
Using the **Automated Scheduling Engine**

- To schedule the student requests using the **Automated Schedule** (AWI) engine, click on the Automated Schedule link in the middle of the screen to engage the scheduling engine. This should create the students schedule. **Make sure the Effective Enrollment Date is correct, before clicking the link.**



- If the schedule is correct, click on the Accept button at the bottom of the page. If schedule is not correct, click the Discard button on the bottom of the page and go back to modifying your requests.

Only the Automated Scheduler will hold LOCKED courses.



- The Automated Schedule link can be used multiple times to create new tentative schedules, especially if you have added or deleted requests. The Lock sections feature can be used only with the AWI to keep selected sections where they are while creating a new schedule. Edit requests if necessary.

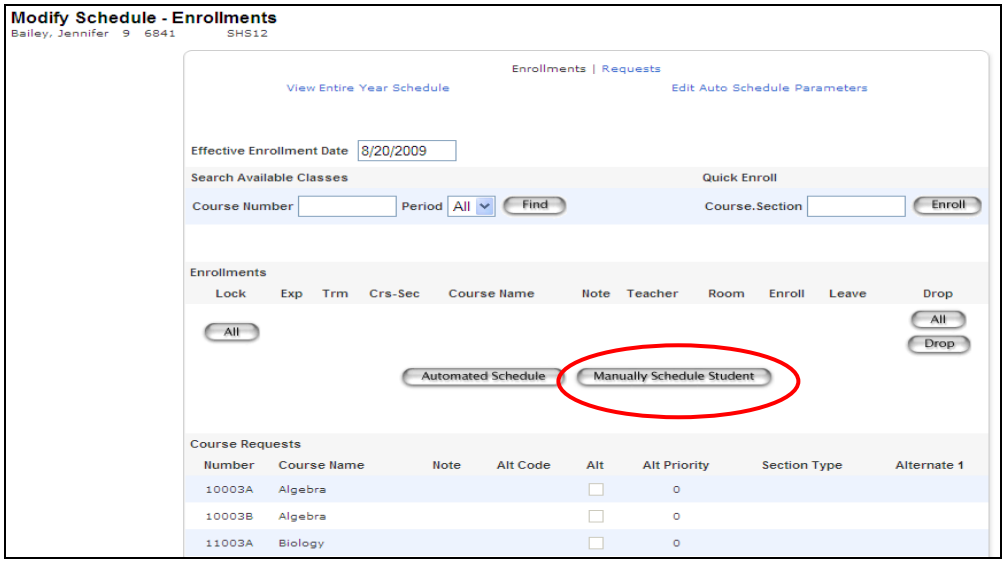
If you receive an error message indicating that the file teacher, course, or master does not contain any valid data, the requests that you are working with may have an incorrect SchoolID. Check the SchoolID's on these requests in DDE.

Modifying or Creating a Schedule by Hand

You can modify or create a schedule by hand using the **Modify Schedule** screen. You have three ways to manually modify/create the schedule:

1. Manually Schedule Student
2. Search Available Classes
3. Quick Enroll

1. Select the **Manually Schedule Student** link to schedule the student. Use check boxes to create the schedule. Click Submit to complete the schedule. Click Continue to return to the Modify Schedule page. To refresh the page to display the last saved selection click Reset. Request link can be used to add or drop requests. Make sure Enroll Date is correct.



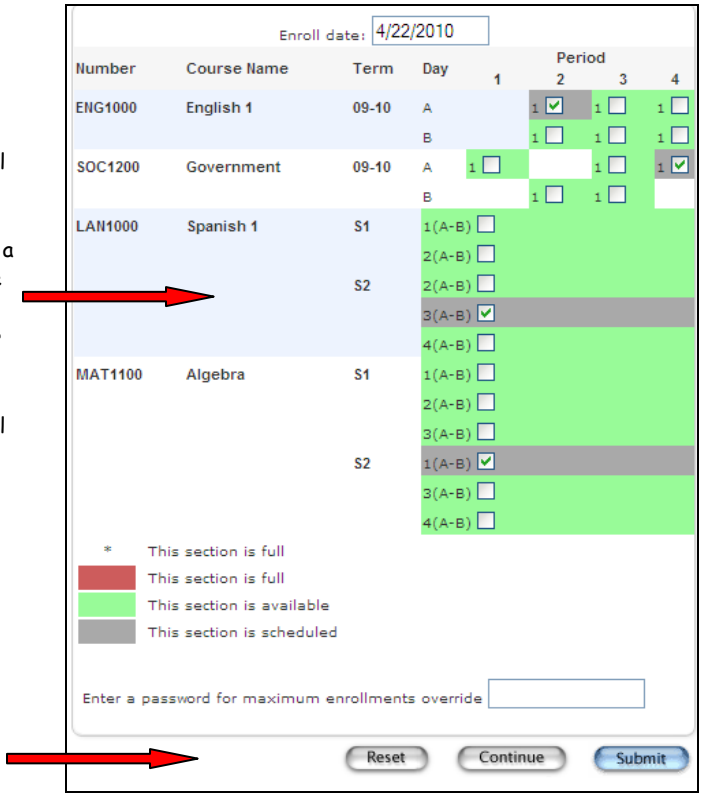
NOTE:

If your schedule has been locked and you manually enroll a student into another course it will unlock their schedule.

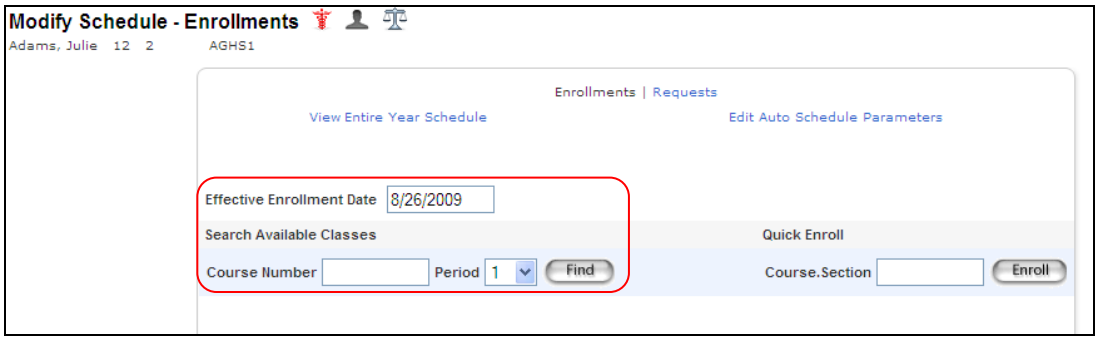
It will also allow you to enter a student into a course in the same period/term even if they are currently enrolled in a course for that period or term.

It will also allow you to enroll students into the same course multiple times.

BE VERY CAREFUL!

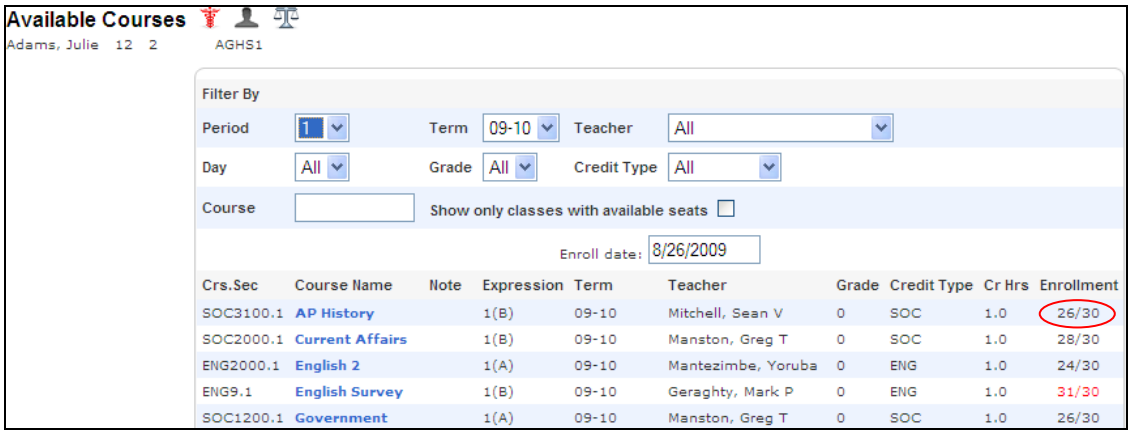


2. Another way to schedule requests is to use the **Search Available Classes** option. Here you will search for classes by course number and/or by period. Key in the Course Number and/or select a period, then click Find.

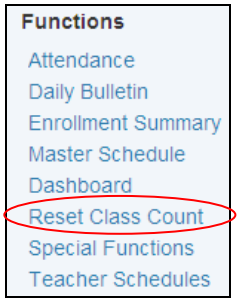


You can enter a period number and select Find; all the sections offered during that period will display. You can enter a course number and select Find; it will display all available sections for that course. If you leave it blank and select Find; you will get a list of ALL available sections in the period. You can also select All Periods and Find and a list of all your sections will display.

On the Available Courses page you can use the Filter By area to change any of the options which will re-populate the screen with the appropriate classes. Click on the **blue Course Name** and the class will be added to the student's schedule. Make sure Enroll Date is correct.



If your student counts are not updating when you enroll or remove students from classes, from the **Start page** select Reset Class Counts under the Functions heading.

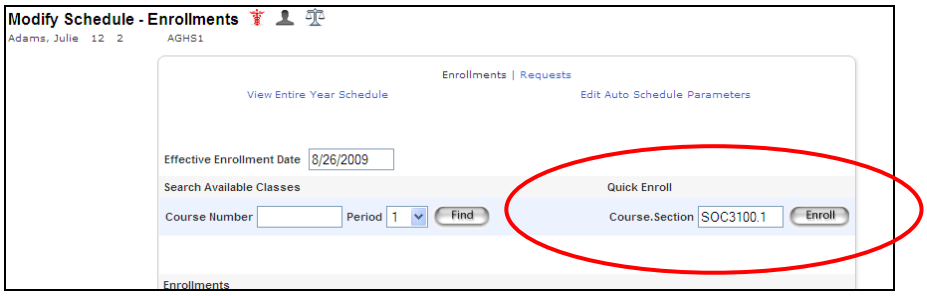


NOTE:

- Even if your schedule has been locked and you manually enroll the student into another course it unlock their schedule.
- It will also allow you to enter a student into a course in the same period/term even if they are currently enrolled in a course for that period or term.
- It will also allow you to enroll students into the same course multiple times.

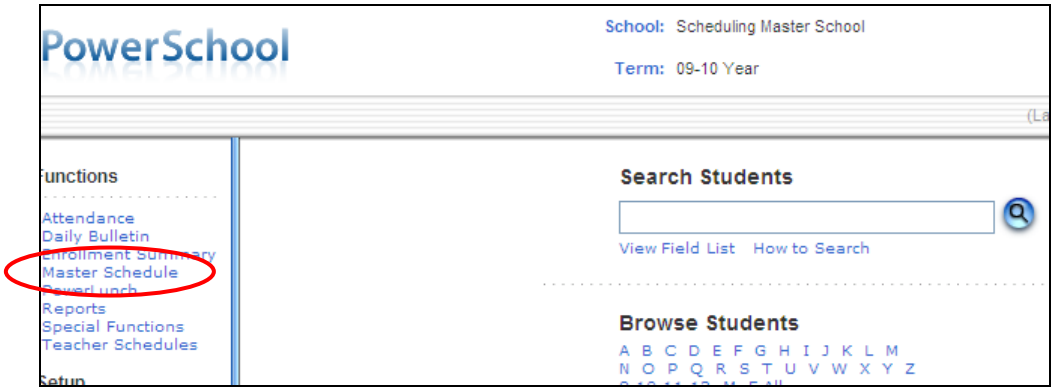
BE VERY CAREFUL

3. If you know the course.section number (12345.12), you can use the **"Quick Enroll"** feature to add a specific section to the student's schedule. Make sure you are in the correct term; if you are entering a quarter class, make sure that your term at the top of the page includes that quarter.

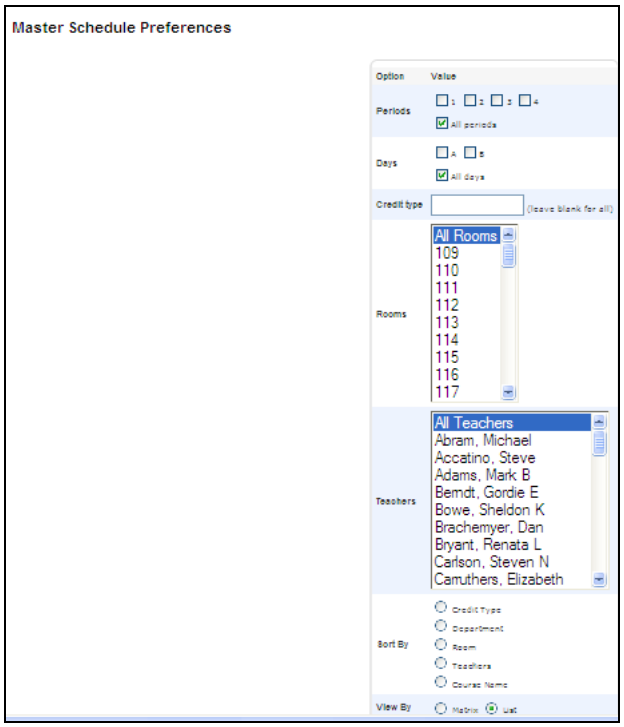


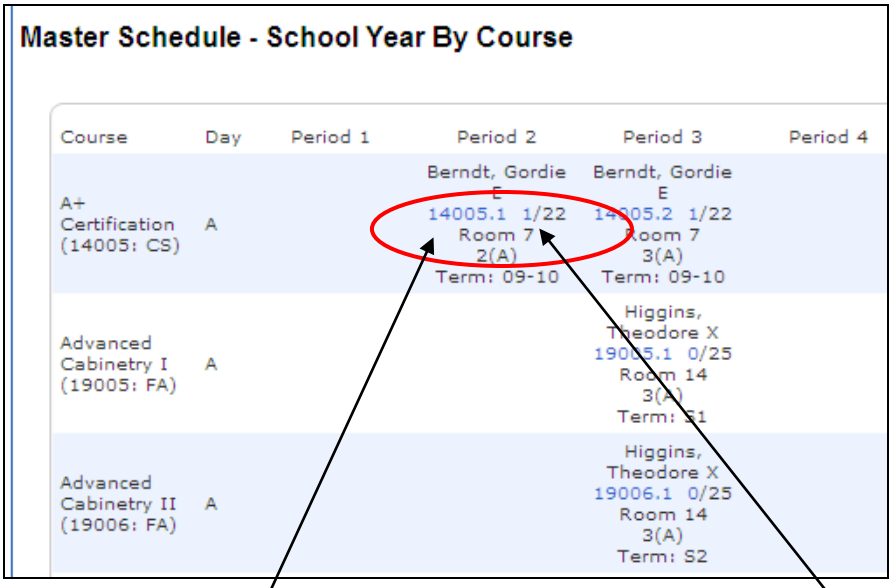
Manually Adjusting the Master Schedule

- To view the Master Schedule: From the Start page, select Master Schedule.



- Use the Master Schedule Preferences screen to get a Matrix or List view of your schedule. Matrix view contains links to the section & student list, the List view has no links. Select All Periods, All Days, All Rooms, All Teachers, and select a Sort By and View By.

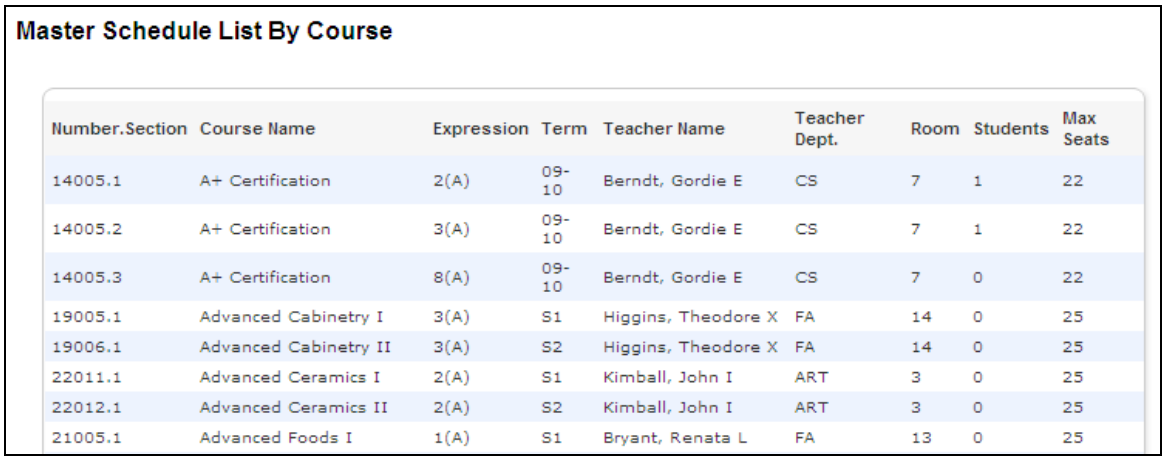




Master Schedule - School Year By Course

Course	Day	Period 1	Period 2	Period 3	Period 4
A+ Certification (14005: CS)	A		Berndt, Gordie E 14005.1 1/22 Room 7 2(A) Term: 09-10	Berndt, Gordie E 14005.2 1/22 Room 7 3(A) Term: 09-10	
Advanced Cabinetry I (19005: FA)	A			Higgins, Theodore X 19005.1 0/25 Room 14 3(A) Term: S1	
Advanced Cabinetry II (19006: FA)	A			Higgins, Theodore X 19006.1 0/25 Room 14 3(A) Term: S2	

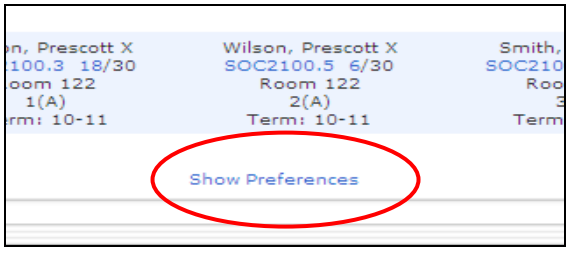
The Matrix View has clickable links for the section and clicking on the number link will produce a list of students in the section.



Master Schedule List By Course

Number.Section	Course Name	Expression	Term	Teacher Name	Teacher Dept.	Room	Students	Max Seats
14005.1	A+ Certification	2(A)	09-10	Berndt, Gordie E	CS	7	1	22
14005.2	A+ Certification	3(A)	09-10	Berndt, Gordie E	CS	7	1	22
14005.3	A+ Certification	8(A)	09-10	Berndt, Gordie E	CS	7	0	22
19005.1	Advanced Cabinetry I	3(A)	S1	Higgins, Theodore X	FA	14	0	25
19006.1	Advanced Cabinetry II	3(A)	S2	Higgins, Theodore X	FA	14	0	25
22011.1	Advanced Ceramics I	2(A)	S1	Kimball, John I	ART	3	0	25
22012.1	Advanced Ceramics II	2(A)	S2	Kimball, John I	ART	3	0	25
21005.1	Advanced Foods I	1(A)	S1	Bryant, Renata L	FA	13	0	25

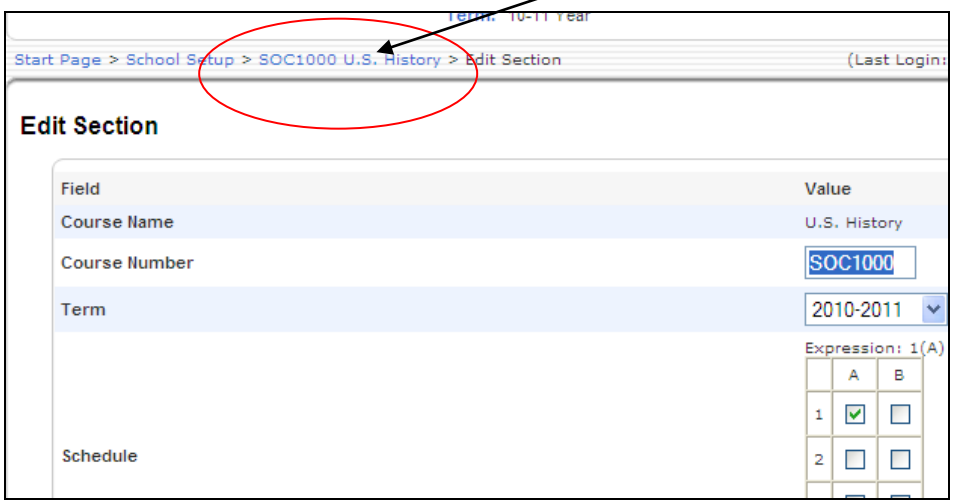
To change between views of the report, go to the bottom of the report and select the blue link Show Preferences where you can select the other view.



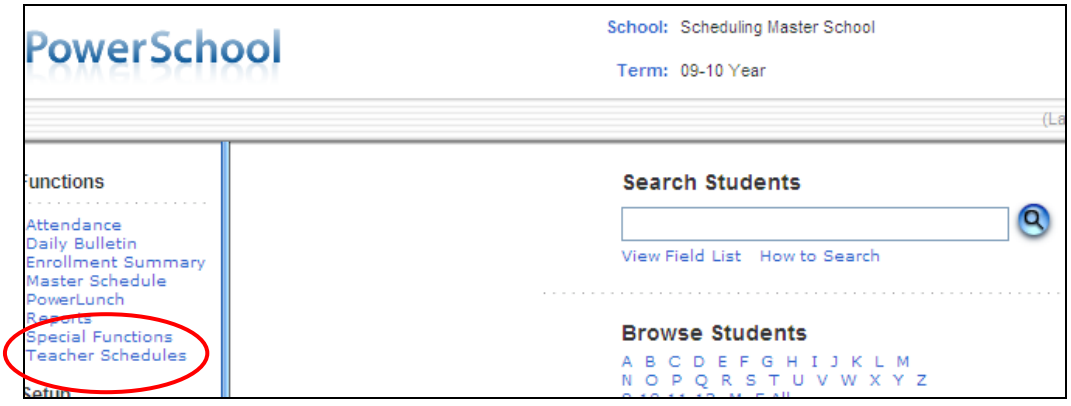
- Viewing Master Schedule **Sections**

There are 3 ways to view the Sections:

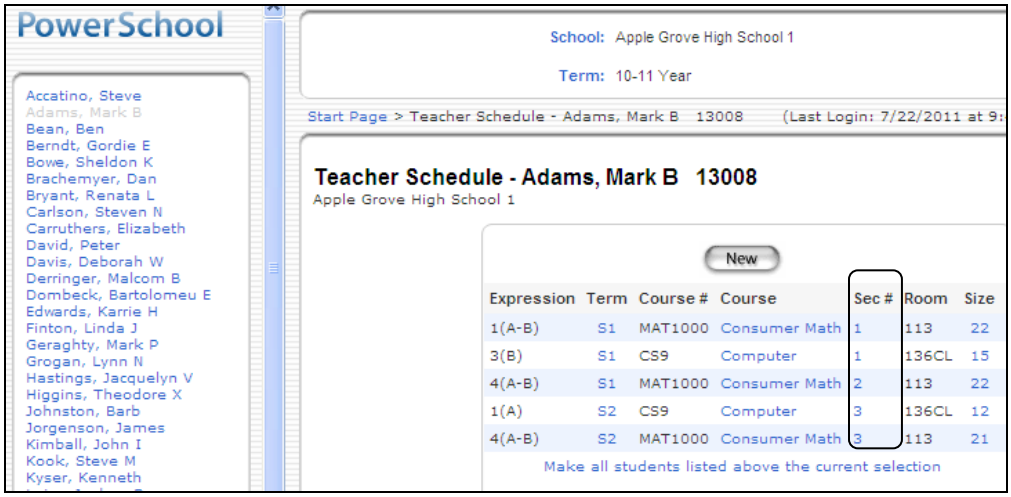
1. Use the Matrix view described above. The Course.Section number is a blue link. Select the Course.Section for the Section that needs to be edited. To see all of the Sections of the Course, from the Edit Section page select the Course Number in the bread crumb trail.



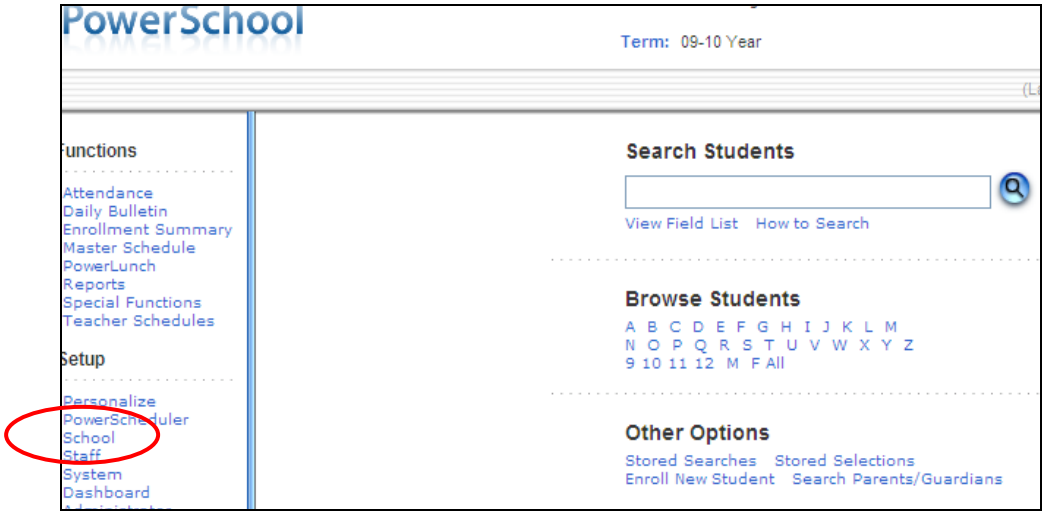
2. From the Start page, select Teacher Schedules. Select the correct Teacher and the Teacher's schedule should display.



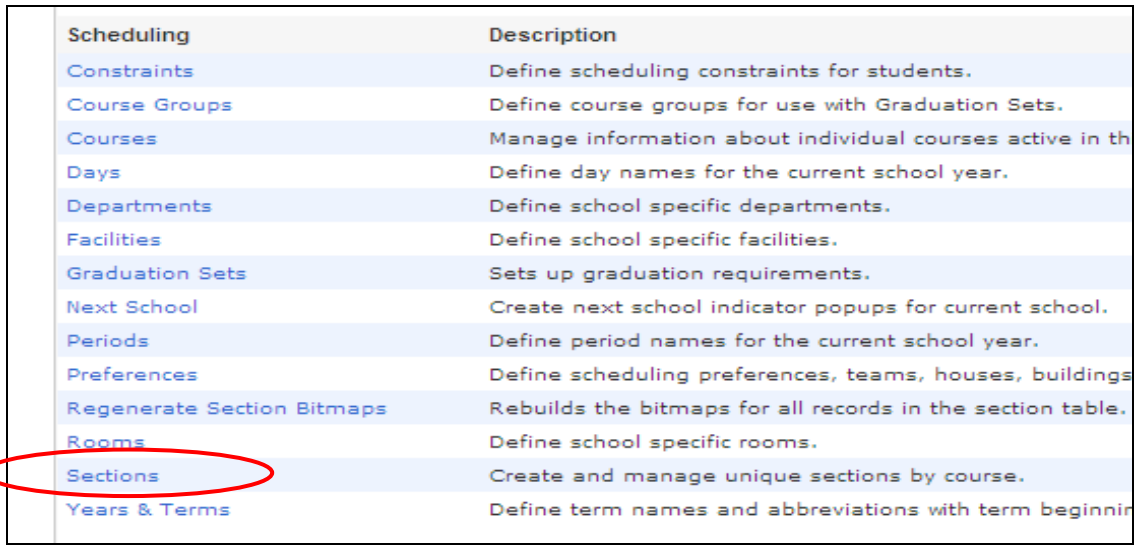
Click on the Section Number for the Section that needs to be edited.



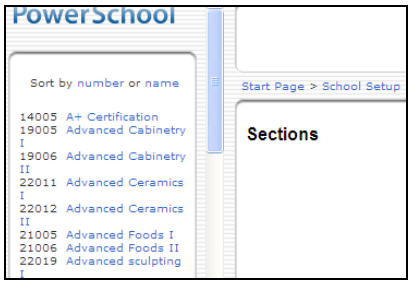
3. From the PowerSchool start page, in the menu under Setup, select School.



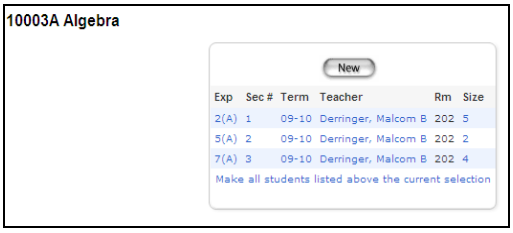
Toward the bottom of the School Setup screen under Scheduling select Sections.



This will open the Course List on the left. Note that you can select to sort the courses by number or name.



Select a Course to display the existing Sections of that Course.



- **Manually Adjusting Sections**

  Sections can be edited by selecting the Section Number, making the necessary changes to fields such as Rooms, Periods, or Teachers. Remember to Submit to save your changes. Be careful! Know what you want to edit and also know what problems, if any, the editing will cause. For example, editing/changing a period or term may cause students to have overlapping Courses in the period or term. Print the student list before moving a section. Individual student schedules will have to be adjusted after the Master Schedule is fixed.

  New Sections can be added by selecting New on the Course Section screen and entering appropriate information and selecting Submit to save the changes. Sections may be Deleted **(see note below)** if the new school year has not yet started and no students are enrolled in the Section.

- **Never Delete a Section once you have rolled (Committed) to Live-Side for the new school year, the school year has begun, and/or attendance records for any students exist! Consult with your district liaison before deleting any section.** To inactivate a section, remove the expression & select a fake teacher.

- Please be careful and talk to your Liaison, the MISD Helpdesk, or Dave Swanson if you have questions or need assistance.

If you have copied your master schedule from last year on the live side, check the Teacher Schedule against the Sections. If you have Sections not displaying, go to the Teacher Schedule, open the Section and Submit.

Mass Enroll Students into Class

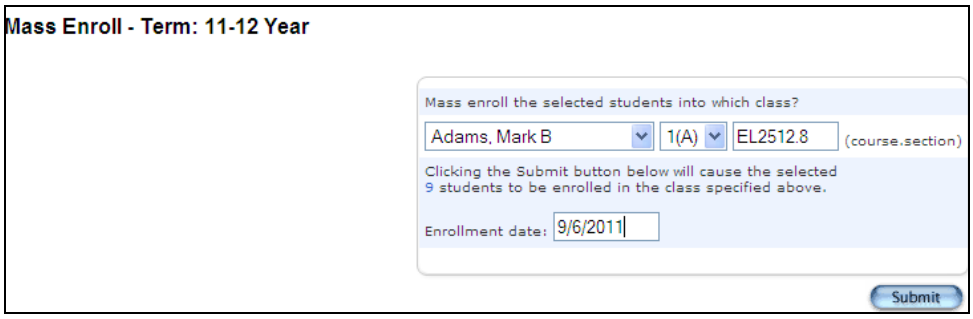
In order to Mass Enroll students you will need to know the following information:

1. Teacher
2. Class Period (Expression)
3. Course & Section

- Select your students. For example, select 3rd grade, and on the Student Selection page in the functions drop down Select Students By Hand - if you hold down your control key you can select students randomly.
- Once selected, click Functions at the bottom of screen.
- From the Group Functions menu select Mass Enroll. The Mass Enroll – Term 11-12 Year screen will display.
- Select the Teacher, Expression (period) and key in Course.Section.
- You should see the number of students you have selected.

Clicking the Submit button below will cause the selected
9 students to be enrolled in the class specified above.

- **Make sure you key in the first day of school**.
- An Alert should appear confirming that your enrollment was successful and the number of students enrolled in the specific class you requested.



You cannot mass enroll students into a class at another school.

Dates to Use When Changing a Student Schedule

One of the most important aspects of changing a student's schedule is using the correct date.

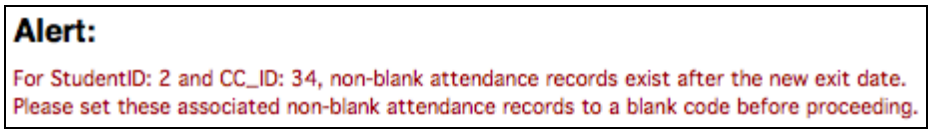
The Enter Date/Enrollment Date is the first day the student will be in class.

The Drop Date (Exit Date):

- **If the student went to class today, his drop date will be tomorrow**.
  - You must keep the student registered in this class today for his positive attendance record, therefore you keep him active today and make his leave date tomorrow.

- **If the student did not or will not go to class today, his drop date is today**.
  - If dropped with today's date you will be taking this student off the teacher's active student list. There will be no bucket for the teacher to take attendance in this class today. Also note that if you drop a student's class with today's date, you must replace it with another class with today's date or the student will have no attendance record for that period today.

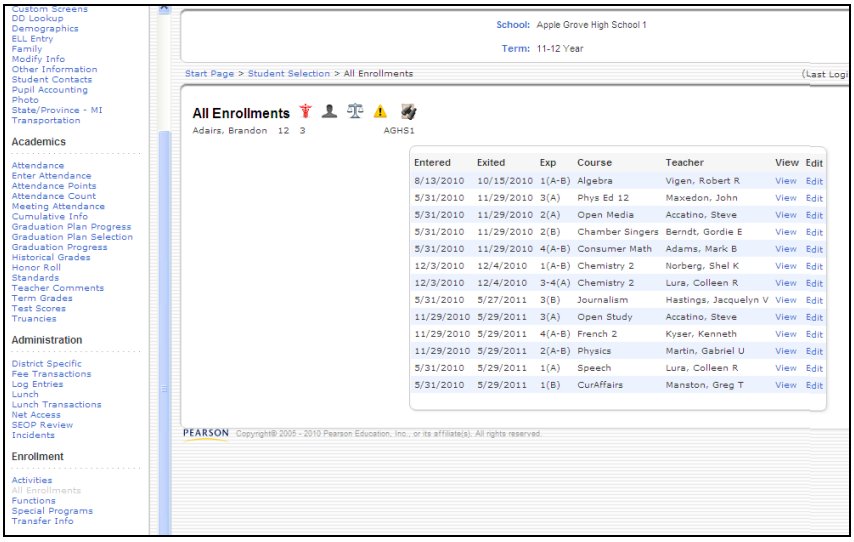
- If you get this **error message** when you try to drop the student:



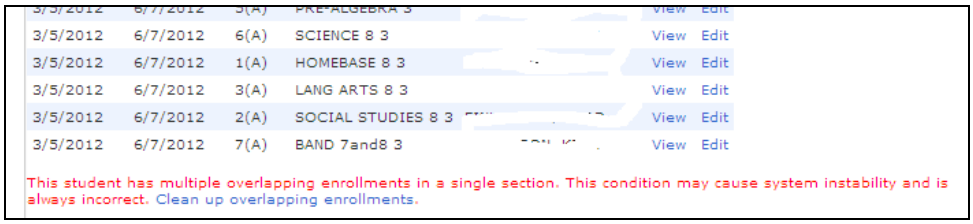
Attendance records exist for this student for the class you are trying to drop. The attendance record could be for today or it could be for future attendance. This attendance must be removed before you will be able to drop the class. If this happens, find out why the student didn't go to class today. Keep in mind the student needs attendance in that period today whether it be the new or the old. In Modify Schedule when adding a class, the **Effective Enrollment Date should be student in seat day**.

The Exit Date, when dropping the student from class, can be and often is the SAME as the Enrollment Date for the new class.

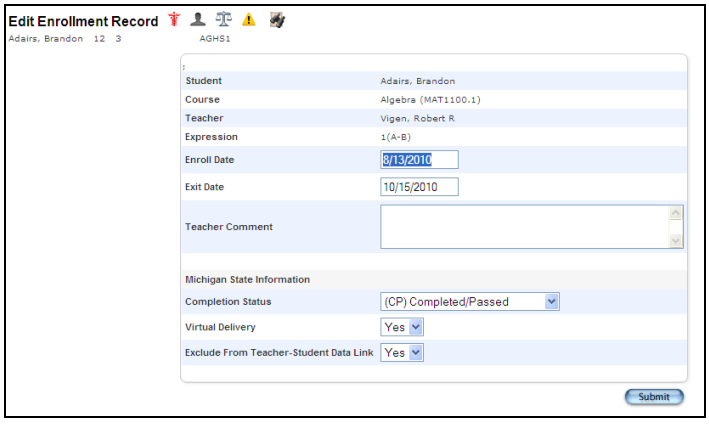
Reference the All Enrollments screen which provides a list of the student's classes including the date Entered and expected Exit date.



The Edit link will allow you to change those dates.

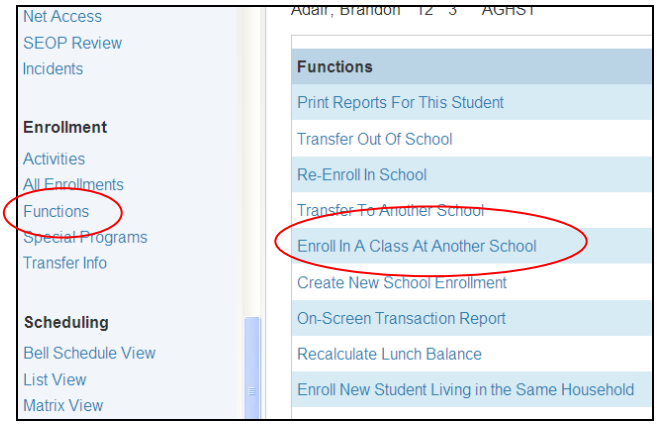


If you see red at the bottom of the All Enrollments screen you have errors that need to be cleaned up. If you don't resolve these errors the grades may not store at the end of the term.



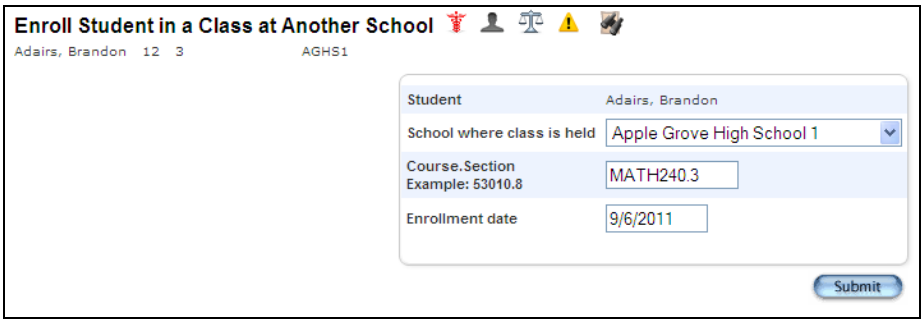
Enrolling Student in a Class at Another School Within Your District

You will need the Course and Section number of the class at the other school. You can obtain the number by changing schools and looking at the Master Schedule. If you are unable to access the other school, please check with your PowerSchool Administrator. When on the student's page, under the Enrollment heading select Functions.



From the Functions screen choose Enroll In A Class At Another School.

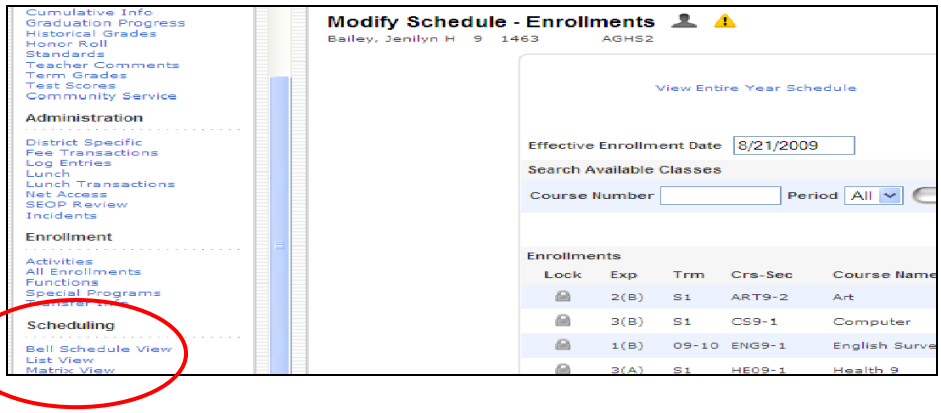
From the drop down list choose the school where the class is being held, the Course & Section number, for example, MATH240.3, and enter the first date the student will attend the class.

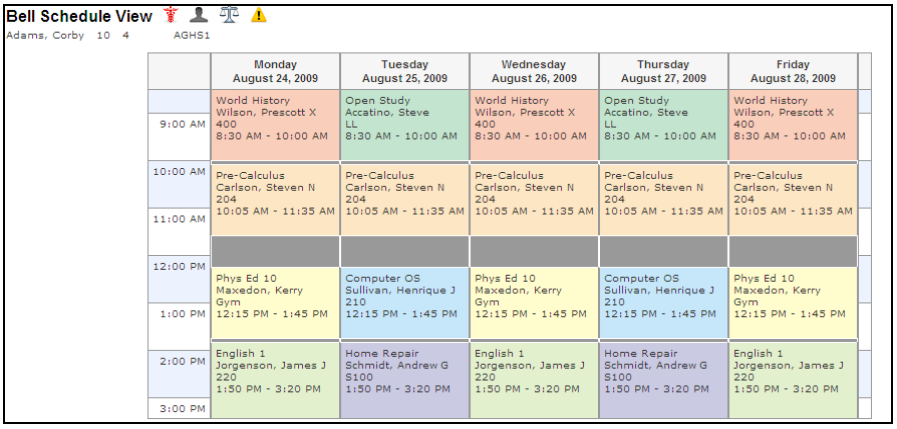


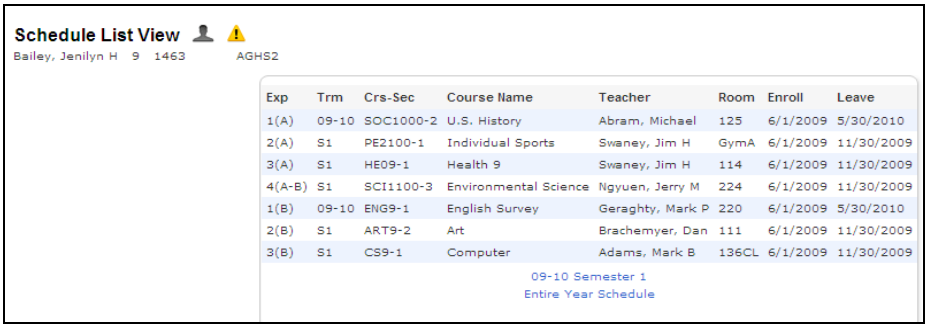
You will see the class on the Student Schedule List View.

Printing Schedules/Reports

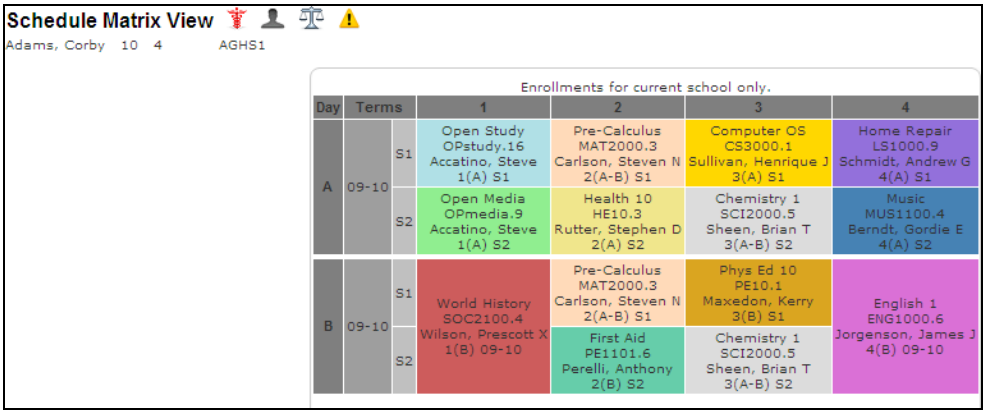
- One way to very quickly print a schedule would be to select the student and select **Bell Schedule View, List View, or Matrix View**, on the menu under Scheduling and select the printer icon.







Matrix view is a Bitmap. If the appearance is fuzzy go to the School link from the Start page and under Scheduling select Regenerate Bitmaps.



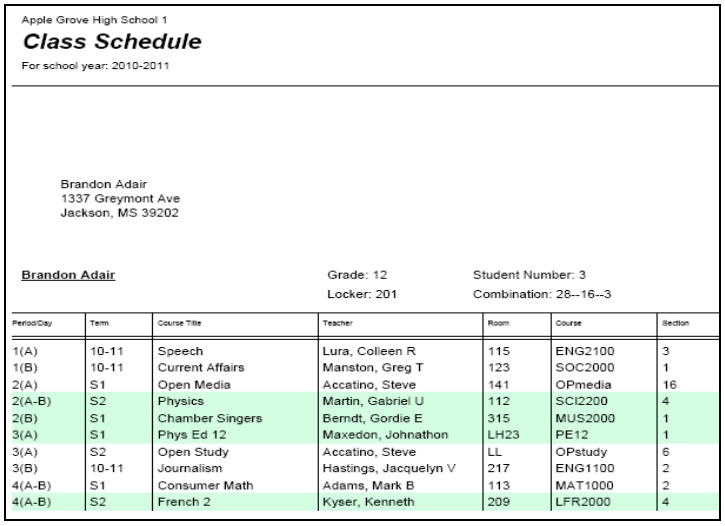
Schedule Matrix View

Adams, Corby 10 4 AGHS1

Enrollments for current school only.

Day	Terms		1	2	3	4
A	09-10	S1	Open Study OPstudy.16 Accatino, Steve 1(A) S1	Pre-Calculus MAT2000.3 Carlson, Steven N 2(A-B) S1	Computer OS CS3000.1 Sullivan, Henrique J 3(A) S1	Home Repair LS1000.9 Schmidt, Andrew G 4(A) S1
		S2	Open Media OPmedia.9 Accatino, Steve 1(A) S2	Health 10 HE10.3 Rutter, Stephen D 2(A) S2	Chemistry 1 SCI2000.5 Sheen, Brian T 3(A-B) S2	Music MUS1100.4 Berndt, Gordie E 4(A) S2
B	09-10	S1	World History SOC2100.4 Wilson, Prescott X 1(B) 09-10	Pre-Calculus MAT2000.3 Carlson, Steven N 2(A-B) S1	Phys Ed 10 PE10.1 Maxedon, Kerry 3(B) S1	English 1 ENG1000.6 Jorgenson, James J 4(B) 09-10
		S2		First Aid PE1101.6 Perelli, Anthony 2(B) S2	Chemistry 1 SCI2000.5 Sheen, Brian T 3(A-B) S2	

Another way to print a student schedule would be to select the student, then select Print a Report from the top of the left menu. Make sure the student's name is at the top of the Report page. Click on the Which Report to Print box and select the Student Schedule report. You will be taken to the Report Queue where you can View your report when it has completed. See your Liaison if you need assistance. If a course is missing from the schedule, make sure the Course is not checked to exclude from Report Cards/Transcripts.



Apple Grove High School 1

Class Schedule

For school year: 2010-2011

Brandon Adair
1337 Greymont Ave
Jackson, MS 39202

Brandon Adair Grade: 12 Student Number: 3
Locker: 201 Combination: 28--16--3

Period/Day	Term	Course Title	Teacher	Room	Course	Section
1(A)	10-11	Speech	Lura, Colleen R	115	ENG2100	3
1(B)	10-11	Current Affairs	Manston, Greg T	123	SOC2000	1
2(A)	S1	Open Media	Accatino, Steve	141	OPmedia	16
2(A-B)	S2	Physics	Martin, Gabriel U	112	SCI2200	4
2(B)	S1	Chamber Singers	Berndt, Gordie E	315	MUS2000	1
3(A)	S1	Phys Ed 12	Maxedon, Johnathon	LH23	PE12	1
3(A)	S2	Open Study	Accatino, Steve	LL	OPstudy	6
3(B)	10-11	Journalism	Hastings, Jacquelyn V	217	ENG1100	2
4(A-B)	S1	Consumer Math	Adams, Mark B	113	MAT1000	2
4(A-B)	S2	French 2	Kyser, Kenneth	209	LFR2000	4

There are also ways to print multiple student schedules. On our website: www.misd.net/powerschool select Documents and check under the Scheduling heading. Also, from Reports (in Live-Side Menu), under Scheduling, there is a Class Roster PDF, a Master Schedule PDF, and a Student Schedule Report. Information on running these Reports can also be found on the MISD PowerSchool website.

Revised 1/18/13 mjs