# Visual Scheduler in PowerScheduler

Note: Visual Scheduler may be used with any certified or supported browser. However, due to the use of more technically advanced browser features in the Visual Scheduler, Pearson believes the best user experience from both a functional and a performance perspective will be with the most current versions of Firefox, Safari, and Chrome. (Some features will not work in IE)

For a diagram of the Visual Scheduler refer to the MISD PowerSchool document "Screen Print of Visual Scheduler".

Pearson has introduced a new scheduling tool called the Visual Scheduler which is an on-line schedule board that allows the editing of the Master Schedule and updates the scheduling data in real time. It is an excellent visual tool to help build, edit, or fine tune the Master Schedule. Select Visual Scheduler from the PowerScheduler menu.

Features of the Visual Scheduler

The **Toolbar** at the top of Visual Scheduler:
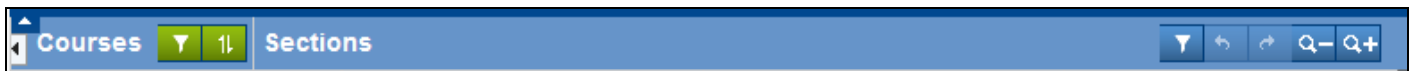
The **Courses** are listed in tiles down the left column. The area under **Sections** encompasses the largest part of the screen. Along with Courses & Sections in the headings are the following icons:

- The 2 arrow icons just to the left of the word Courses will expand your Visual Scheduler grid up and to the left for a larger work area.

- Filter Courses – If the icon is blue, no filters are active – if the icon is green one or more filters are active – by default the filter is active and displays only Courses w/ unscheduled Sections for all terms. Note if you set a filter, those settings are retained, making your personalized filter available each time you navigate back to the Visual Scheduler

- Sort Courses – by name, by Course number, by department, by unscheduled Sections (number of Sections still to be scheduled) or by rank. If the icon is blue the sort function is using default settings – if green the sort function is user-defined. Note if you set a sort option, those settings are retained, making your personalized sort available each time you navigate back to the Visual Scheduler.
    - Sort by Course Name
    - Course Number
    - Department
    - Unscheduled Sections
    - User Defined Rank (Courses that do not have a user defined Course rank appear below Courses that do have a user defined Course rank – this is only for build & load)
    - System defined rank
    - Sort Direction – Ascending or Descending

To the far right on the toolbar are the Section filters, Undo & Redo, and Zoom In & Zoom Out.

- Section Filters – if the icon is blue there are no filters active or the sort is at the default setting if the icon is green filters are active or the sort is user defined.
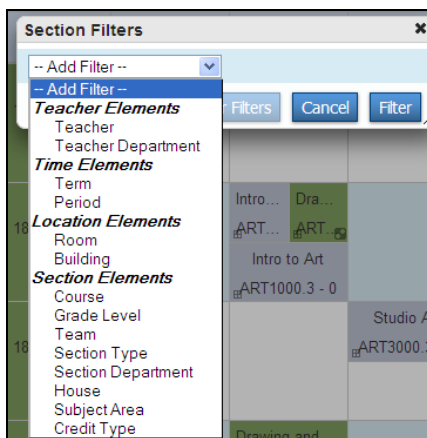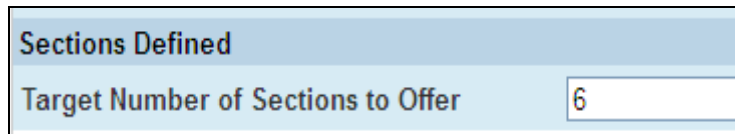

Below the Sections toolbar, the **Departments** are listed along with the **Teacher Name**.

Target Number of Sections to Offer

In order for the Visual Scheduler to work correctly you must specify the target number of Sections to offer. To hand enter the target number of Sections, open your Course Preferences screen and key in the number of Sections from your tally for each Course in the Target Number of Sections to Offer field.

| Sections Defined	
Target Number of Sections to Offer	6

You can also have the system calculate the number of Sections based on student requests or copy them from the current year's schedule:

- Based on Course Requests: Functions > Calculate Number of Sections to Offer

- Based on Current Active Master Schedule: Functions > Auto Generate Course Info, check box and Submit

Alerts

The **triangle with exclamation** in the upper right corner of a tile designates that no terms or periods are selected for this Course/Section. If you click on the triangle a message similar to the one below will display. If the alert is on the Section, the Section cannot be moved until the alert is resolved.
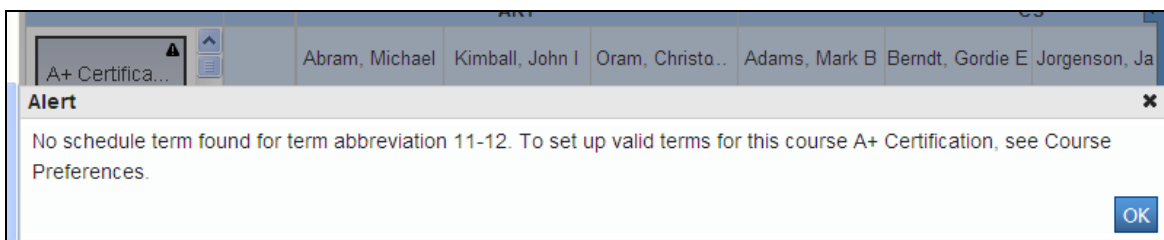
 The grid icon in the lower left corner of a tile will display the Course Requests in Common. Click on the grid to display:

Course Requests in Common

Physics SCI2200 (180 course requests)

This shows the courses and the number of course requests in common with the selected course.

Course Name	Number
Drawing and Design (ART1100)	51
Swimming (PE1200)	1
▶ Show All Courses with Requests in Common	

Click on the arrow ▶ to display all Course requests in common.

Course Requests in Common

Physics SCI2200 (180 course requests)

This shows the courses and the number of course requests in common with the selected course.

Course Name	Number
Drawing and Design (ART1100)	51
Swimming (PE1200)	1
▼ Hide Multiple Courses with Requests in Common	
Creative Writing (ENG3100)	186
Calculus (MAT2100)	179
Computer OS (CS3000)	179
Current Affairs (SOC2000)	179
Health 12 (HE12)	179

Course Information

If you hover your cursor over a Course the window below will open displaying Course information.

Beginning Acting
THR1000

Seats Available per Grade Level: 0/11/14/0
Optimal Number of Students: 24
Maximum Enrollment: 35

Unscheduled Sections: 5
Scheduled Sections: 4
Target # of Sections to Offer: 9
Teacher Assignments: 0

Seats available for **each grade level** based on requests

Optimal Number is the ideal balanced classroom size based on requests
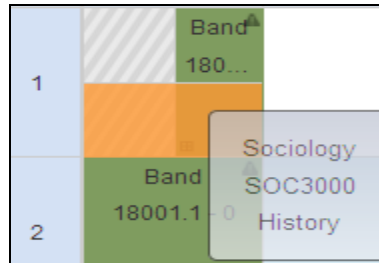
Max Enrollment from the Course

Number of Unscheduled & Scheduled Sections
Target # of Sections to offer based on requests
Teachers assigned to teach these Sections

Creating Sections

Drag a Course onto the Sections grid and multiple cells appear orange. You can only drop the Course Section where the tile turns orange.

The Visual Scheduler can display up to 12 terms if needed.

If the tile is shaded with striping, it indicates there is a teacher free constraint on that period for that teacher.
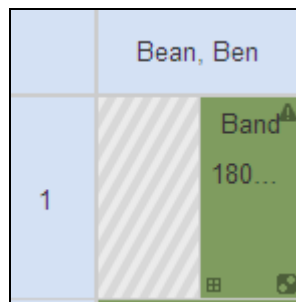
A singleton is denoted by a <u>Pink</u> tile color and icon in lower right corner with one dot

A doubleton is denoted by a <u>Green</u> tile color and icon in lower right corner with two dots

*Singleton & Doubletons are determined by year
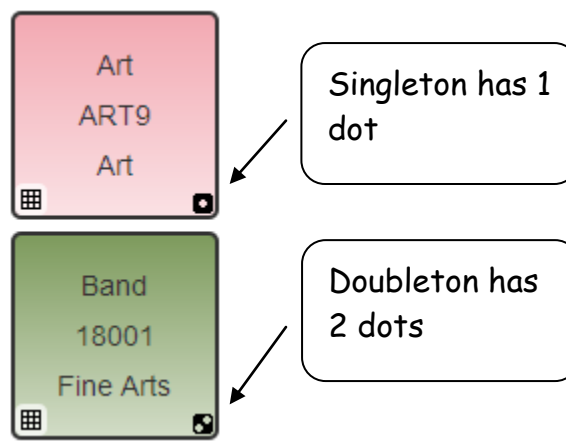
Click on the Section for the Edit Section screen. You can make the same changes on this screen that you would by going to Sections and editing there.

Section Detail		
Course	Pop Choir (MUS2100)	
Section Number	1	
Current Enrollment	0	
Maximum Enrollment	70	
Schedule		A
	1	☑
	2	☐
	3	☐
	4	☐
Term	S1	
Room	315	
Grade Level		
Teacher	Berndt, Gordie E	
Close Section at Max	☐	
Locked Section	☐	
Section Type		
House		
Team		
School Where Taught		
		Delete Cancel Save

Class List: If you have loaded the students into classes, then delete the Section from the Visual Scheduler, all the enrollment records will be permanently deleted. To get the list of students in this class hold your CTRL key down while clicking on the Section and the list of the students scheduled into this class will display. Make them your selection or print them (just click the PowerSchool printer icon 🖨) so they can be re-scheduled into another class.

Class Roster - Ballard, Peter E Exp. 1(A) Art 6		
1. Allred, Kathleen N	3. Crandel, Justin L	5. Gorringe, Caoi H
2. Bleazard, Cody J	4. Escamilla, Kari C	6. Hansen, Austin B
Make this the current selection of students		
Add these students to the current selection of students		

The **Seats Available Chart** is near the top right of the screen. Click the little ⬚ arrow and the window will display:

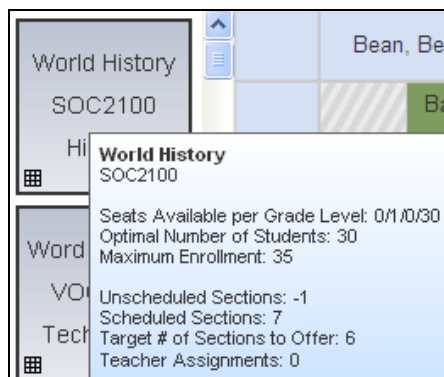Remember, the Visual Scheduler is a real-time feature, therefore changes made are displayed immediately.

In the screen above, as you hover over Beginning Acting, not only did the pop up information on the Course appear, but a yellow line appeared on the far right indicating there are Sections of that Course further over on the screen. The yellow line can appear on the right or left depending on where the class is on the
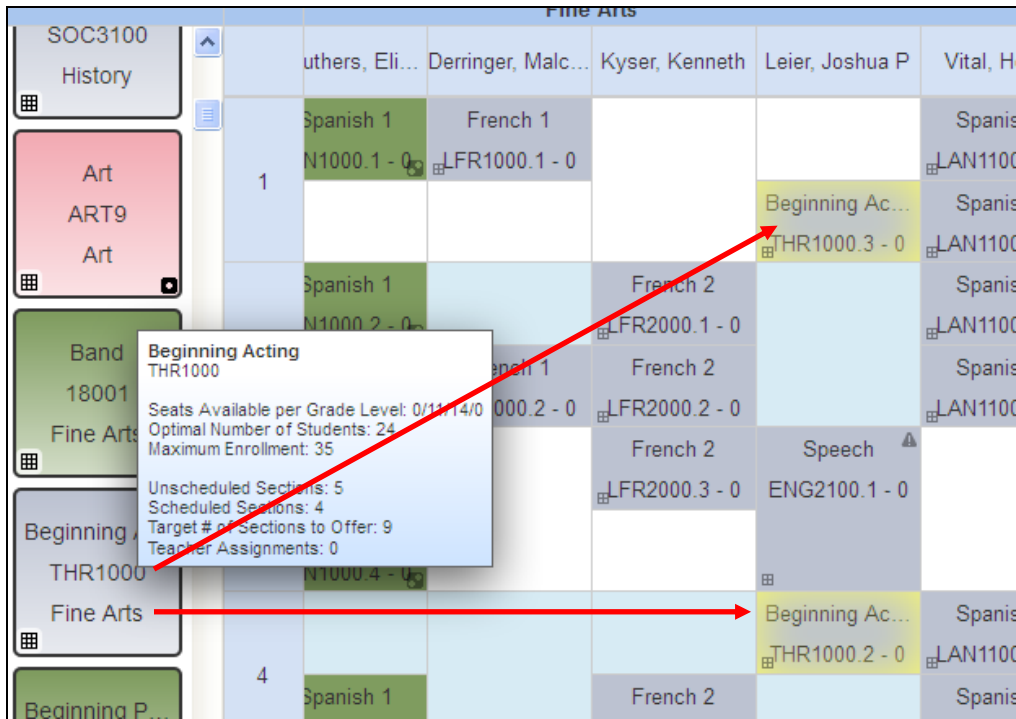
In the example above, if you hover over the Course and the Sections are in view, they will be hilited in yellow.

Creating additional Sections

You can create additional Sections in the Visual Scheduler simply by dragging & dropping the Course onto the Sections grid. When you hover over the Course now, you will see that you have more Scheduled Sections than the Target # of Sections to Offer: