Visual Scheduler User Guide

PowerSchool
Student Information System

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

The Visual Scheduler provides PowerSchool Scheduling administrators the ability to create the master schedule using drag-and-drop capabilities. The Visual Scheduler functionality incorporates the scheduling principles presented in Pearson's Master Schedule Build Workshop, including satisfying student course requests, balancing classes, and satisfying teacher schedule requests.

The Visual Scheduler is built into PowerSchool, so there is no need to reenter your teachers, students, or courses data, saving you time. Use the PowerScheduler engine to build your initial schedule and the Visual Scheduler to make final adjustments. Or, build your entire schedule with the Visual Scheduler. Try out as many scheduling scenarios as you'd like, and once you are satisfied with your schedule, you can make it available for your school in just a few simple steps.

Setup

Before you can begin using the Visual Scheduler, you must perform the following setup items:

Note: For detailed information about each of these procedures, see the PowerSchool online help.

Security

Assign your Visual Scheduler users to a security group for which PowerScheduler access is enabled.

How to Set Up Security

1. To set up **PowerScheduler access**, navigate to **System** > **Security Groups** > Choose a Group > Select the **PowerScheduler Access** checkbox > **Submit**.
2. To assign users to a security group, navigate to **Staff Search** > Select a Staff Member > **Security Settings** > Choose the appropriate group from the **Group** pop-up menu > **Submit**.

Teachers

Set the required scheduling fields for each teacher that you want to schedule.

How to Set Up Required Scheduling Fields for Teachers

To set **Schedule This Teacher**, navigate to **Staff Search** > **Teachers** > Select a Teacher > Select the **Schedule This Teacher** checkbox > **Submit**.

Students

Set the required scheduling fields for each student that you want to schedule.

How to Set Up Required Scheduling Fields for Students

To set the required scheduling fields, navigate to **Student Search** > Select a Student > **Scheduling Setup** > Enter the appropriate information for **Next Year Grade**, **Priority**, **Schedule This Student**, **Year of Graduation**, and **Next School Indicator** > **Submit**.

Scheduling

Years & Terms

Set up **Years & Terms** for the year that you wish to create your schedule for. If Years & Terms are not established for the year you wish to schedule for, you will need to set up Years & Terms.

How to Set Up Years & Terms

1. To determine if you have set up Years & Terms, navigate to **PowerScheduler** > **Years & Terms** > Note the school year start and end dates > Click **Edit Terms** for the school year > Note the start and end dates for each term.
2. To set up Years & Terms, navigate to **PowerScheduler** > **Years & Terms** > **New** > Enter information as needed > **Submit** > **Edit Terms** > Enter one or more terms (sequentially) as appropriate for your school schedule > **Submit**.

Schedule Year

Set the Schedule Year for the year that you want to create your schedule for.

How to Set Up the Schedule Year

To set the Schedule Year, navigate to **PowerScheduler** > **Functions** > **Set Schedule Year** > Choose the appropriate schedule year from the **Year** pop-up menu > **Submit**.

Scenario

Set up an active Scenario. If no active scenario is listed, you may either activate an existing scenario or create a new one.

How to Set Up an Active Scenario

1. To determine if you have an active scenario, navigate to **PowerScheduler** > Note the **Status** column.

   Note: Only one scenario can be active at a given time.

2. To create a new scenario, navigate to **PowerScheduler** > **Scenarios** > **New** > Enter information as needed > **Submit**.
3. To make a scenario active, navigate to **PowerScheduler** > **Scenarios** > Click the name of the scenario > Select **Active Build** > **Submit**.

Course Catalog

Set up an active Course Catalog, and associate the course catalog to the active scenario.

How to Set Up an Active Course Catalog

1. To determine if you have an active course catalog, navigate to **PowerScheduler** > **Course Catalogs** > Note the **Status** column.

   Note: Only one course catalog can be active at a given time.

2. To create a new catalog, navigate to **PowerScheduler** > **Course Catalogs** > **New** > Enter information as needed > **Submit**.
3. To make a catalog active, navigate to **PowerScheduler** > **Scenarios** > Click the name of the active scenario > Choose the catalog you want to be active from the **Course Catalog** pop-up menu > **Submit**.
4. To change the courses that are associated with the active course catalog, navigate to **PowerScheduler** > **Course Catalogs** > **Edit**

Course Catalog > Select the checkbox next to a course name to include it in the course catalog > **Submit**.

Courses

Valid Terms

Set the **Valid Terms** for each course. The Visual Scheduler requires this information for each course as the term determines the size of the section tile and the term value determines where a section can be placed. For example, a course that occurs in Semester 1 only will display in the top half of a section cell, and can only be placed in the top half.

Note: There are several methods to set this value.

How to Set Valid Terms

Do any of the following:

- To set Valid Terms manually for a single course, navigate to **PowerScheduler** > **Courses** > Choose a Course > **Preferences** > Click **Associate** next to Valid Terms > Select the Valid Terms > **Submit** > **Submit**.
- To set Valid Terms to be the same for one or more courses, navigate to **PowerScheduler** > **Functions** > **Auto Fill Course Information** > Click **Associate** next to Valid Terms > Select the Valid Terms > **Submit** > **Submit**.
- To set Valid Terms based upon the current active master schedule, navigate to **PowerScheduler** > **Functions** > **Auto Generate Course Information** > **Select checkbox to verify the command** > **Submit**.

Target Number of Sections to Offer

Set the Target Number of Sections to Offer for each course. The Visual Scheduler does not require this information, but it is useful to determine if there are any unscheduled sections remaining to be scheduled. Additionally, if you gather course requests and want to use the Seats Available per Grade Level function, then the Target Number of Sections to Offer is needed.

Note: There are several methods to set this value.

How to Set Target Number of Sections to Offer

Do any of the following:

- To set the Target Number of Sections to Offer for one or more courses based upon the number of course requests and the course maximum enrollment, navigate to **PowerScheduler** > **Functions** > **Calculate Target Number of Sections to Offer** > **Submit**.
- To set the Target Number of Sections to Offer manually for a single course, navigate to **PowerScheduler** > **Courses** > Choose a Course > **Preferences** > Enter the **Target Number of Sections to Offer** > **Submit**.
- To set the Target Number of Sections to Offer to be the same for one or more courses, navigate to **PowerScheduler** > **Functions** > **Auto Fill Course Information** > Enter the **Target Number of Sections to Offer** > **Submit**.
- To set the Target Number of Sections to Offer based upon the current active master schedule, navigate to **PowerScheduler** > **Functions** > **Auto Generate Course Information** > **Select checkbox to verify the command** > **Submit**.

Maximum Enrollment

Set the Maximum Enrollment for each course. The Visual Scheduler does not require this information, but it is needed if you want to calculate the Target Sections of Sections to Offer.

Note: There are several methods to set this value.

How to Set Maximum Enrollment

Do any of the following:

- To set the Maximum Enrollment manually for a single course, navigate to **PowerScheduler** > **Courses** > Choose a Course > **Preferences** > Enter the **Maximum Enrollment** > **Submit**.
- To set the Maximum Enrollment to be the same for one or more courses, navigate to **PowerScheduler** > **Functions** > **Auto Fill Course Information** > Enter the **Maximum Enrollment** > **Submit**.
- To set the Maximum Enrollment based upon the current active master schedule, navigate to **PowerScheduler** > **Functions** > **Auto Generate Course Information** > **Select checkbox to verify the command** > **Submit**.

Getting Started

Launch the Visual Scheduler

Use this procedure to launch the Visual Scheduler.

Note: In order to access the Visual Scheduler, you need to have the proper security permissions. For more information, see *Security*.

How to Launch the Visual Scheduler

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Schedule, choose **Visual Scheduler**. The Visual Scheduler page appears. By default, the page loads the current active scenario.

   Note: It may take a moment for the page to display as PowerSchool loads the scenario for the current active scenario.

   Note: If the data to be displayed is large and could take some time to render, a message appears indicating that you may want to filter the schedule. If so, click **Filter** to narrow the master schedule grid to display a specific set of sections based specified criteria or click **Continue** to load the entire schedule.

Working with the Visual Scheduler

The Visual Scheduler consists of the following main areas:

- Toolbar
- Courses Panel
- Master Schedule Grid
- Seats Available Chart

Toolbar

The toolbar appears at the top of the Visual Scheduler and includes the following information:

- Filter Courses
- Sort Courses
- Filter Sections
- Undo/Redo
- Zoom

Filter Courses

You can use the **Courses Filter** to narrow the courses available in the Courses Panel to a specific set of courses based on term and sections remaining to be scheduled.

Note: If the **Courses Filter** icon (Filter by Course) appears blue, no filters are active (or no filters have been applied). If the **Courses Filter** icon (Edit Course) appears green, one or more filters are active (or have been applied). By default, the filter is active (or is applied), and displays only courses with unscheduled sections for all terms.

Note: If you apply a filter, those settings are retained making your personalized filter available each time you navigate back to the Visual Scheduler.

How to Add a Course Filter

1. In the Courses panel, click the blue **Courses Filter** icon. The Courses Filters pop-up appears.
2. Use the following table to enter information as needed:

Field	Description
Terms	To narrow the Courses Panel by term, do one of the following: • Choose the **All** option to view all courses. This is the default setting. • Choose the terms option and then select the terms you to view. Press and hold COMMAND (Mac) or CONTROL (Windows) to make multiple selections. The terms that appear are based on the scenario setup.
Courses	To narrow the Courses Panel based sections remaining to be scheduled, do one of the following: • Choose the **All** option to view both unscheduled (courses with sections remaining to be scheduled) and scheduled (courses with no sections remaining to be scheduled) courses. • Choose the **Unscheduled** option to view only courses with sections remaining to be scheduled. This is the default setting.

3. When you have made your selections, click **Filter**. The Courses Filters pop-up closes and the Courses Panel displays courses based on your selections.

How to Edit a Course Filter

1. In the Courses panel, click the green **Courses Filter** icon. The Courses Filters pop-up appears.
2. Edit information as needed. For field descriptions, see *How to Add a Course Filter*.
3. When you have made your selections, click **Filter**. The Courses Filters pop-up closes and the Courses Panel displays courses based on your selections.

Sort Courses

Using the Sort function, you can sort courses by the course name, course number, department, unscheduled sections (number of sections remaining to be scheduled), or course rank. This provides quick access the courses you want to schedule next.

Note: If the **Courses Sort** icon appears blue, the sort function is using the default settings. If the **Courses Sort** icon appears green, the sort function is using user-defined settings.

Note: If you sort courses, those settings are retained making your personalized sort available each time you navigate back to the Visual Scheduler.

How to Sort Courses

1. In the Courses panel, click the **Courses Sort** icon. The Course Sort Options pop-up appears.
2. Use the following table to edit information as needed:

Field	Description
Sort By	Choose one of the following: • **Course Name** – Sorted by name, then by number. This is the default setting. • **Course Number** – Sorted by number, then by course name. • **Department** – Sorted by department, then by course name. • **Unscheduled Sections** – Sorted by unscheduled sections, then by number of course requests. • **User Defined Rank** – Sorted by user-defined rank, then by course name. • **Note:** Courses that do not have a user defined course rank appear below courses that do have user defined course rank. This option only appears if the active scenario is a "build and load" scenario. • **System Defined Rank** – Sorted by system-defined rank, then by course name. **Note:** Courses that do not have a system defined

Field	Description
	course rank appear below courses that do have a system defined course rank. This option only appears if the active scenario is a "build and load" scenario.
Sort Direction	Choose one of the following: • **Ascending** – Sort in ascending order within the selected sort order. • **Descending** – Sort in descending order within the selected sort order.

3. When you have made your selections, click **Sort**. The Course Sort Option pop-up closes and the Courses Panel displays courses based on your selections.

Filter Sections

You can use the **Sections Filter** to narrow the master schedule grid to display a specific set of sections based specified criteria.

Note: If the **Sections Filter** icon appears blue, no filters are active (or no filters have been applied). If the **Sections Filter** icon appears green, one or more filters are active (or have been applied).

Note: If you apply a filter, those settings are retained making your personalized filter available each time you navigate back to the Visual Scheduler.

How to Add a Section Filter

1. On the master schedule grid, click the blue **Sections Filter** icon. The Section Filters pop-up appears.
2. Click the **Add Filter** pop-up menu to choose the criteria by which you want to filter sections by:

Field	Description
Teacher Elements	• Teacher • Teacher Department

Field	Description
Time Elements	• Term • Period • Day
Location Elements	• Room • Building
Section Elements	• Course • Grade Level • Team • Section Type • Section Department • House • Subject Area • Credit Type

The Section Filters pop-up displays the options for the selected element.

3. Select the options you want to filter by.

   Note: To select multiple options, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each option. If multiple options are selected, sections will appear for all options selected.

4. Repeat Step 2 and Step 3 for each filter you want to add.

   Note: If multiple filters are selected, each filter added further narrows results. When you have made your selections, click **Filter**. The Section Filters pop-up closes and the master schedule grid displays sections based on your selections.

How to Edit a Section Filter

1. On the master schedule grid, click the green **Sections Filter** icon. The Section Filters pop-up appears.
2. You can do the following:

   • Update an existing filter by making a new selection.
   • Remove a filter by clicking the **x** to the right of the filter.

- Add a filter. See Step 2 through Step 3 of *How to Add a Section Filter*.
- Click **Clear Filters** to remove all filters.

3. When you have made your selections, click **Filter**. The Section Filters pop-up closes and the master schedule grid displays sections based on your selections.

How to Reapply a Section Filter

If you alter the master schedule grid after you have used the Sections Filter function, click **Filter** again to reapply the filter.

Undo and Redo

When working with the Visual Scheduler, you may want to undo something you've done. Then again, you may undo an action and then decide you need to redo that action.

Using the **Undo** and **Redo** buttons, the following actions can be modified:

- Moving a Course from the Courses Panel to the Master Schedule Grid
- Editing Section Information
- Deleting a Section From the Master Schedule Grid
- Moving a Section

Note: The **Undo** and **Redo** buttons appear shaded until an action is performed.

Note: Deleting a section from the master schedule grid using the **Undo** button results in all enrollment records associated with the section being permanently deleted. Using the Redo button will recreate the section, but not the enrollment records.

Note: Once you refresh the page or navigate to another page, actions cannot be undone or redone.

Zoom

Using the Zoom icons you can increase the size of the master schedule grid for better readability, or decrease the size of the master schedule grid to see a high-level view of the schedule, which provides a quick way of identifying gaps in the schedule.

How to Zoom Out

Click – to zoom out on the master schedule grid.

Note: When zoomed out, the text that appears in the master schedule grid no longer displays. To view section information, hover over a tile and a tooltip appears displaying the section information.

How to Zoom In

Click + to zoom in on the master schedule grid.

Courses Panel

On the left of the master schedule grid, courses in the course catalog associated to this scenario display in the courses panel.

The course name, course number, and department display for each course that is available in the course catalog associated to the scenario.

When all sections of a course are scheduled, the course no longer appears in the courses panel. Alternately, if a section of a course is unscheduled after all sections of the course have been scheduled, the course will once again appear in the courses panel. This is only applicable the courses panel is filtered using the **Unscheduled** option to view only courses with sections remaining to be scheduled. This is the default setting.

Course Information

When hovering over a course in the courses panel, the following information appears in a tooltip:

Note: As you are viewing the tooltip, you may also note that any course section already on the master schedule grid appears highlighted. If an edge of the master schedule grid appears highlighted, it denotes section meetings not within view.

Item	Description
[Course Name]	The course name.
[Course Number]	The course number.
[Seats Made Available by Grade Level]	The numbers that display indicate how many seats will be made available for each grade level for students to be scheduled into when a section of the course is

Item	Description
	created. These numbers are determined by taking the number of course requests for a given course, by grade level, dividing by the target number of sections to offer, and rounding up if needed.
[Optimal Number of Students]	The number that displays here indicates the ideal balanced classroom size, and is determined by taking the total number of primary and elective course requests and dividing by the target number of sections to offer.
[Maximum Enrollments]	The maximum enrollment for the course. **Note:** To modify this setting, navigate to **PowerScheduler > Courses > [Course Name] > Preferences**.
[Unscheduled Sections]	The number of sections that need to be scheduled for the course.
[Scheduled Sections]	The number of sections that have been scheduled for the course.
[Target # of Sections to Offer]	The target number of sections to offer for the course. **Note:** To modify this setting, navigate to **PowerScheduler > Courses > [Course Name] > Preferences**.
[Teacher Assignments]	The teacher assignments that have been created for the course.

Course Alerts

If a course's terms are set up incorrectly, an **Alert** icon (triangle with an exclamation) appears in the upper right corner of the course tile. If an **Alert** icon appears, the course cannot be added to the master schedule grid until valid terms are selected for the course.

Additionally, if the course was added to the master schedule grid prior to the alert, the section tiles that appear on the master schedule grid cannot be modified until the invalid terms are corrected. For more information, see *Section Alerts*.

How to View a Course Alert

Click the **Alert** icon to view the alert. Possible error messages include:

- The course [Course Name] has no terms. To set up valid terms for the course, see *Course Preferences*.
- The course [Course Name] has no valid terms. To set up valid terms for the course, see *Course Preferences*.
- The course [Course Name] has an invalid mix of terms. To set up valid terms for the course, see *Course Preferences*.

How to Correct a Course Alert

Use the following procedure to correct Valid Terms at the course level.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Courses** from the PowerScheduler menu. The courses menu appears.
3. Choose **Preferences** from the pop-up menu.
4. Click the name of the course you want to correct. The Course Information page appears.
5. Click **Associate** next to **Valid Terms** to select the terms the course can meet. For example, assume you want the system to schedule a half-year course in the fall of a two-term school year. Select **S1** (first semester) as the only valid term for the course.
6. Click **Submit**. The Changes Recorded page appears.

Course Level Course Requests in Common

You can use the Course Requests in Common pop-up to view which courses have requests in common. Course requests in common represent potential conflicts.

How to Use the Course Requests in Common Function

1. Click the **Show Course Requests in Common** (grid) icon. The Course Requests in Common pop-up appears.

   - The total number of course requests for the selected course appears after the course name and number.
   - Singleton (square with one dot) courses that share requests in common appear at the top of the list.

- Doubleton (square with two dots) courses that share requests in common appear next.
- The name and number of each course appears, as well as the total number of course requests in common for each course listed.
- Courses are sorted in descending order based on the total number of course requests.
- If there are no commonalities, the message "No Course Requests in Common" appears.

2. To view courses with multiple sections that share requests in common, click **Show All Courses with Requests in Common**.

   Note: If there are no singletons and doubletons that share requests in common, this link does not appear, as the courses with multiple sections that share requests in common will automatically appear in the pop-up. Additionally, if there are no courses with multiple sections that share requests in common, this link does not appear.

3. Click the upper right corner to close.

Create Sections

Create your schedule quickly and easily by dragging and dropping course tiles to create sections for each course in your course catalog.

Note: When creating a section, note the following:

Item	Description
Multiple Section Meetings	If a course section has multiple meetings (more than one period per meeting or meets on multiple days), as you drag the course onto the master schedule grid, you will note that multiple cells appear orange.
Orange	When placing a course on the master schedule grid, the course may be placed in any cell that appears orange. If a course is placed in a cell that is not orange, the course will revert back to the courses panel. A cell that does not appear orange indicates the cell doesn't match the course's valid start periods or valid terms, or isn't in one of the days, which the valid day combinations for the course are defined.
Preferred Room	The section is automatically assigned to the teacher's preferred room if one has been defined. If the teacher's

Item	Description
	preferred room has not been defined no room is automatically assigned. You can change the room associated to the section. For more information, see *How to Edit Section Information*. **Note:** For more information defining a teacher's preferred room, see *How to Edit Staff Schedule Setup*.
Scrolling	When placing a course on the master schedule grid, the master schedule grid scrolls to the left, right, top or bottom of the schedule grid while dragging the course tile without having to click.
Striping	If a tile appears shaded with striping, it denotes that a Teacher Free constraint has been specified for that period, day, and/or term. However, you may still schedule a course in that cell, but may need to remove the teacher constraint. To modify this setting, navigate to **PowerScheduler > Constraints > Teacher Free**.

How to Create a Section

To create a section, move a course tile from the courses panel to the master schedule grid, by dragging and dropping the course tile to the preferred teacher/day/period cell. This creates a section of the course. If more than one period per meeting has been defined for a course, multiple meetings of that course section will be created.

Master Schedule Grid

The master schedule grid is organized with departments, teachers, and days across the top, periods down the left, and sections within the interior rows and columns.

Departments

In the first header row, the name of each teacher department displays in alphabetically ascending order.

"Department Not Specified" appears at the end of the row to group teachers who are not associated to a specific department.

Teachers

In the second header row, teachers appear grouped by department.

Within each department, teachers appear in alphabetically ascending order by last name.

Teachers who are not associated to a department appear grouped together in alphabetically ascending order under the heading of "Department Not Specified" at the end of [Departments] row.

For each teacher, his or her last name and first name appear.

If a teacher's name is longer than the width of the cell, an ellipsis appears. To view's a teacher's entire name, hover over the cell and a tooltip appears displaying the teacher's last name, first name, middle initial, teacher number, and teacher ID.

Note: Only teachers who are active (see the Select A Staff Member page) and have the **Schedule This Teacher** checkbox selected on the Staff Scheduling Preferences page appear.

Days

If the scenario contains more than one cycle day, the days appear in the third header row.

Note: Days are sorted by **ID**. However, the **Abbreviation** is the text that appears in the heading. For more information, see *Edit Days*.

Periods

In the first column, the abbreviation of each period displays by period sort order.

Sections

Sections for each teacher appear within the interior rows and columns, including:

Item	Description
[Course Name]	The course name. **Note:** If the course name is longer than the width of the tile, an ellipsis appears. To view's the course name in its entirety, hover over the tile and a tooltip appears displaying the full course name.

Item	Description
[Course Number.Section Number]	The course and course section number. **Note:** If the course and course section number are longer than the width of the tile, an ellipsis appears. To view the course and course section number in its entirety, hover over the tile and a tooltip appears displaying the course and course section number.
[Singleton/Doubleton Indicator]	A square with one dot indicates a singleton and a square with two dots indicates a doubleton. In addition, singleton tiles appear pink and doubleton tiles appear green. **Note:** A singleton is a course with only one section in a given school year. A doubleton is a course with two sections in a given school year. This is determined by the value in the target number of sections to offer. **Note:** To modify this setting, navigate to **PowerScheduler > Courses > [Course Name] > Preferences**.

Section Information

When hovering over a course section in the master schedule grid, the course section expands for better readability. Additionally, a tooltip displays the following information:

Note: If there is more than one section meeting for the selected course section, the course section and all section meetings appear highlighted. If an edge of the master schedule grid appears highlighted, it denotes additional section meetings not within view.

Item	Description
[Course Name]	The course name.
[Course Number]	The course number.
[Section Number]	The course section number.
[Seats Made Available by Grade Level]	The numbers that display indicate how many seats will be made available for each grade level for students to be scheduled into when a section of the course is created. These numbers are determined by taking the number of course requests for a given course, by

Item	Description
	grade level, dividing by the target number of sections to offer, and rounding up if needed.
[Optimal Number of Students]	The number that displays here indicates the ideal balanced classroom size, and is determined by taking the total number of primary and elective course requests and dividing by the target number of sections to offer.
[Maximum Enrollments]	The maximum enrollment for the course. **Note:** To modify this setting, navigate to **PowerScheduler > Courses > [Course Name] > Preferences**.
[Unscheduled Sections]	The number of sections that need to be scheduled for the course.
[Scheduled Sections]	The number of sections that have been scheduled for the course.
[Target # of Sections to Offer]	The target number of sections to offer for the course. **Note:** To modify this setting, navigate to **PowerScheduler > Courses > [Course Name] > Preferences**.
[Teacher Assignments]	The teacher assignments that have been created for the course.

Term Length

The term length of the course is reflected in the appearance of the section tile within a cell:

Note: A term length may be defined up to a twelfths-length course.

- If the course is a yearlong course, the section tile takes up the entire cell.
- If the course is a semester-length course, the cell is divided into two segments. The section tile appears within the cell based on when the section occurs (S1 or S2).
- If the course is a trimester-length course, the cell is divided into three segments. The section tile appears within the cell based on when the section occurs (T1, T2, or T3).

- If the course is a quarter-length course, the cell is divided into four segments. The section tile appears within the cell based on when the section occurs (Q1, Q2, Q3, or Q4).

How to Edit Section Information

1. Click the section tile you want to edit. The Section Detail pop-up appears.
2. Use the following table to enter information in the fields:

Field	Description
Course name	The name and number of the selected course appears. **Note:** This field is read-only.
Section number	The section number for the section appears. **Note:** This field is read-only.
Current Enrollment	The current enrollment of students in the section appears. Click to view the section's class roster. The Class Roster page appears. For more information, see *Class Roster*. If no students are enrolled, a zero displays. **Note:** You can also access the Class Roster page from the master schedule grid. Simply press and hold COMMAND (Mac) or CONTROL (Windows) and click the section tile. **Note:** For more information about enrolling students, see *Schedule This Student*. **Note:** For more information about using the scheduling engine to load students into the master schedule, see *Load Process: Load Students*.
Maximum Enrollment	Enter the maximum number of students that can enroll in the section. If nothing is entered, a zero displays and the maximum enrollment is the same value as set for the course.
Expression	Select the checkboxes for the periods and for the days on which the section is taught.

Field	Description
	Note: This creates the schedule expression that appears next to the section on several pages.
Term	From the pop-up menu, choose the term in which the section is offered. Only valid terms as set for the course display.
Room	From the pop-up menu, choose the room in which the section is taught.
Grade Level	Enter the grade level of the section.
Teacher	From the pop-up menu, choose a teacher.
Close Section at Max	Select the checkbox to not accept more enrollments than the maximum number of enrolled students.
Lock Section	Select the checkbox if the section should not be rescheduled during the next build.
Section Type	From the pop-up menu, choose the type of section, such as Bilingual.
House	From the pop-up menu, choose the house to which the section belongs.
Team	From the pop-up menu, choose the team associated with the section.
School Where Taught	Enter the school ID if the section is taught at a different school.
Dependent Sections	Enter any dependent sections for the section. Separate multiple sections with commas.
Grade Scale	From the pop-up menu, choose the grade scale for the section.
Maximum Load Status	From the pop-up menu, choose whether the section should be exempt from counting towards a teacher's maximum student load • **Exempt**: Students enrolled in the section do not count towards a teacher's maximum student load.

Field	Description
	• **Lab**: Includes the students enrolled in the section in the calculated average of the number of students scheduled into all lab sections assigned to a teacher. This average is then applied to the teacher's maximum student load. • **Non-Exempt:** Students enrolled in the section count towards a teacher's maximum student load.
Exclude From Attendance	Select the checkbox if you do not want to include the section in the student ADM/ADA counts.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.

3. Click **Save**. The Section Detail pop-up closes. If the term, teacher, period, and/or day were changed, the section will appear in a new location on the master schedule grid as specified.

How to Delete a Section

Note: Deleting a section from the master schedule grid results in all enrollment records associated with the section being permanently deleted.

1. Click the **Course Name** of the section you want to delete. The Section Detail pop-up appears.
2. Click **Delete**. A deletion confirmation notice appears.
3. Click **Delete**. The section is deleted.

Section Alerts

If a section's terms, number of periods per meeting, valid day combinations, and/or valid start periods are set up incorrectly, an **Alert** icon (triangle with an exclamation) appears in the upper right corner of the section tile. If an

Alert icon appears, the section tile cannot be moved until the setup is corrected.

How to View a Section Alert

Click the **Alert** icon to view the alert. Possible error messages include:

- This section does not match valid terms.
- This section does not match [number of periods per meeting] periods per meeting.
- This section does not match valid days [day combinations].
- This section does not match valid start periods [periods].

How to Correct a Section Alert at the Section Level

Use the following procedure to correct at the section level.

1. Click the section tile you want to correct. The Section Detail pop-up appears.
2. Use the following table to edit information as needed:

Field	Description
Expression	Select the checkboxes for the periods for the appropriate days on which the section is taught. **Note:** This creates the schedule expression that appears next to the section on several pages.
Term	Choose the term in which the section is offered from the pop-up menu. Only valid terms as set for the course display. **Note:** If valid terms set for the course differ from the terms associated to the active scenario, adjust the terms associated to the scenario or the valid terms set for the course.

3. Click **Done**. The Section Detail pop-up closes. If the term, teacher, period, and/or day were changed, the section will appear in a new location on the master schedule grid as specified.

How to Correct a Section Alert at the Course Level

Use the following procedure to correct the Periods Per Meeting, Valid Start Periods, Valid Terms, and/or Valid Day Combinations at the course level.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Courses** from the PowerScheduler menu. The courses menu appears.
3. Choose **Preferences** from the pop-up menu.
4. Click the name of the course you want to correct. The Course Information page appears.
5. Use the following table to edit information as needed:

Field	Description
Periods Per Meeting	Enter the number of periods the course section meets each time it convenes. Most courses meet for a single period. Some courses have an intensive curriculum and may convene for two or more periods per meeting.
Valid Start Periods	Select the checkbox next to the appropriate periods to determine in which periods the course is valid to start. For example, if you want a course that has two periods per meeting to start any period except 6 or 7 in a seven-period day, select the checkboxes next to Period 1, Period 2, Period 3, Period 4, and Period 5.
Valid Terms	Click **Associate** to select the terms the course can meet. For example, assume you want the system to schedule a half-year course in the fall of a four-term school year. Select **S1** (first semester) as the only valid term for the course. **Note:** Only terms that are active for the scenario are available for selection. For example, if your scenario has yearlong and quarter-long terms, then S1 would not be available for selection.
Valid Day Combinations	Enter the valid days that the course can meet. For example, if a teacher is available to teach a course only on the B day of an AB schedule, enter **B**. Click **Day** to add or edit a day. Enclose single entries in parentheses, such as (B). Enclose

Field	Description
	multiple entries each in its own parenthesis and join together, such as (A)(B)(D). Use commas to indicate day combinations and/or dashes to indicate a range, such as (A,C-E).

6. Click **Submit**. The Changes Recorded page appears.

Section Level Course Requests in Common

You can use the Course Requests in Common pop-up to view which sections have requests in common within the selected period, day, and term, including any terms that overlap, such as Trimester 1 and Quarter 1. Course requests in common represent potential conflicts.

How to Use the Course Requests in Common Function

1. Click the **Show Course Requests in Common** (grid) icon. The Course Requests in Common pop-up appears.

   - The total number of course requests for the selected course appears after the course name and number.
   - Singleton (square with one dot) courses that share requests in common appear at the top of the list.
   - Doubleton (square with two dots) courses that share requests in common appear next.
   - The name and number of each course appears, as well as the total number of course requests in common for each course listed.
   - Courses are sorted in descending order based on the total number of course requests.
   - If there are no commonalities, the message "No Course Requests in Common" appears.

2. To view courses with multiple sections that share requests in common, click **Show All Courses with Requests in Common**.

   Note: If there are no singletons and doubletons that share requests in common, this link does not appear, as the courses with multiple sections that share requests in common will automatically appear in the pop-up. Additionally, if there are no courses with multiple sections that share requests in common, this link does not appear.

3. Click the upper right corner to close.

Move Sections

Sections may be moved from one cell to another by dragging and dropping. Additionally, a section may be moved by editing the section information via the Section Detail pop-up. For more information, see *How to Edit Section Information.*

Note: When moving a section, note the following:

Item	Description
Multiple Section Meetings	If a course section has multiple meetings (more than one period per meeting or meets on multiple days), as you move a section, you will note that multiple cells appear orange.
Multiple Sections	Multiple sections can be scheduled within the same teacher/period/day/term cell so that you can create a schedule that best meets your school's scheduling and reporting needs.
	If a teacher/period/day/term cell becomes exceedingly complex, the section tile displays the message "Too complex to display. Sections: [Number of Sections scheduled into this cell appears]".
	Click to view the Scheduled Sections Too Complex to Display pop-up, which provides information about how to view the sections and the sections scheduled for this teacher/period/day/term.
Orange	When moving a section in the master schedule grid, the section may be placed in any cell that appears orange. If a section is placed in a cell that is not orange, the section will revert back to its original position. A cell that does not appear orange indicates the cell doesn't match the section's or the course's criteria.
Preferred Room	The section is automatically assigned to the teacher's preferred room if one has been defined. If the teacher's preferred room has not been defined, no room is automatically assigned. You can change the room associated to the section. For more information, see *How to Edit Section Information.*
	Note: For more information defining a teacher's

Item	Description
	preferred room, see *How to Edit Staff Schedule Setup.*
Scrolling	When moving a section in the master schedule grid, the master schedule grid scrolls to the left, right, top or bottom of the schedule grid while dragging the section tile without having to click.
Striping	If a tile appears shaded with striping, it denotes that a Teacher Free constraint has been specified for that period. However, you may still schedule a section in that cell, but may need to remove the teacher constraint. To modify this setting, navigate to **PowerScheduler > Constraints > Teacher Free**.

How to Move a Section

Do any of the following:

- To move a section from one teacher to another, drag and drop the tile from one cell to the other.
- To move a section from one period to another, drag and drop the tile from one cell to the other.
- To move a section from one day to another, drag and drop the tile from one cell to the other. This is only applicable if the scenario contains more than one cycle day in the schedule.
- To move a section from one term to another, drag and drop the tile from one cell to the other. This is only applicable if the scenario contains more than one term in the schedule and the valid terms for the course contains more than one term.

Print the Master Schedule Grid

Using the Printer icon, you can print a printer-friendly version of the master schedule grid.

Note: Print sizing and margin's implementation differ across browsers; you may need to adjust these values to get the best results.

How to Print the Master Schedule Grid

1. Click the Printer icon. The Print Setup pop-up appears.
2. Use the following table to enter information:

Note: Page setup options must match your print page setup. Background printing must be enabled to print in color.

Field	Description
Pages	Choose one of the following options: • **Single Page** – Print the master schedule grid on large/long sheet of paper. • **Multiple Pages** – Print the master schedule grid on several sheets of paper.
Paper Size & Margins	Enter the size of the paper: • **Width** • **Height** • **Unit** Enter the size of the margins: • **Top** • **Left** • **Bottom** • **Right**
Color	Choose one of the following options: • **Black & White** • **Color**
Header Font Size	This is the size of the letters. It is set in points (72 points = 1 inch). Enter the font size you want the header to appear as.
Body Font Size	This is the size of the letters. It is set in points (72 points = 1 inch). Enter the font size you want the contents to appear as.
Fill Entire Page	Select this option to fit entire printable area on a page. Otherwise, leave blank.
Teachers Per Page (#) Teachers Total	If **Multiple Pages** has been selected, enter the number of teachers you want to appear on each page. The total number of teachers that appears is based on the **Schedule** option you select

Field	Description
	below. Use this number to help you determine how many teachers you want to appear on each page.
Schedule	Choose one of the following options: • **All Sections** – Print all sections of the master schedule grid. • **Filtered Sections** – Print a specific set of sections of the master schedule grid. Sections that appear are based on the applied Sections Filter. For more information, see *Sections Filter*.

3. Click **Preview & Print**. Preview and print the master schedule grid.

   Note: Options vary based on your operating system and browser settings.

Seats Available Chart

The seats available chart overlays the schedule and auto calculates the number of seats that have been made available for each grade level for each period in the schedule. The seats available chart is updated as information changes in the master schedule grid.

How to Show the Seats Available Chart

By default, the Seats Available Chart appears hidden. To show, click the **Show Seats Available Chart** arrow to the right of the master schedule grid.

How to View the Seats Available Chart

Once the Seats Available Chart loads, the following information appears:

- The name of each grade and the number of students enrolled in the grade
- The days (if the scenario contains multiple days)
- The sum of total seats that is available to satisfy the course requests per period, per day (if multiple-day scenario) and per term.

Note: When terms overlap within a given day, period, and grade level, seats available are tallied and displayed by term. Terms are determined to be overlapping when the term segments will not evenly divide the term with the maximum number of segments.

How to Hide the Seats Available Chart

To hide, click again (now the **Hide Seats Available** arrow).

Next Steps

When you have a satisfactory schedule and want to make it your master schedule for the next school year, you must commit it. Once a schedule is committed, it replaces any existing master schedule and becomes your current schedule.

When to Commit the Master Schedule

When your master schedule is as good as it can possibly be and school is no longer in session, commit the master schedule. When you commit a master schedule, it replaces any existing master schedule for that school year.

To ensure that attendance is set up properly, your "live side" school year should be created before committing your schedule in PowerScheduler. Also, when committing a master schedule, course information, including credit hours, is retrieved from the district level in PowerSchool.

Note: If you use PowerScheduler to create a master schedule, you should commit your master schedule before running the End-of-Year Process. The End-of-Year process modifies each student's Next School Indicator and Next Year Grade. If PowerScheduler is used after running the End-of-Year process, it is possible that students will be scheduled for the wrong school or grade level.

How to Commit the Master Schedule

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Processing, choose **Commit**. The Commit Master Schedule page appears.
3. Select which schedules to copy:

   - **Sections Only**: Select this option to commit only sections.
   - **Student Schedules Only**: Select this option to commit only student schedules.
   - **Sections & Student Schedules**: Select this option to commit both sections and student schedules.

4. Click **Submit**. The Verify Commit Master Schedule page appears.
5. If you are certain that you want to commit, click **Submit**. The Changes Recorded page appears.