

# PowerSchool Handbook

## PowerSchool Extended Day and Interession

Version 3.1  
February 8, 2023



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## About This Handbook

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This handbook was created by the San Diego Unified IT Training Department as reference material for the Site Tech/Power User, or other staff, responsible for setting up and monitoring the Extended Day or Intersession track. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357).

Dates and terms depicted throughout this handbook are used as examples and may not reflect the current school year or Term.

If you have questions regarding Extended Day or Intersession, please contact **Lisa Sheldon, Integrated Youth Services**: [lsheldon1@sandi.net](mailto:lsheldon1@sandi.net)



# Part 1: Extended Day/ Intersession Overview

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## Contact Information

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For general Extended Day and Intersession questions or questions regarding specific procedures:

**Lisa Sheldon**  
**619-725-7139**  
[lsheldo1@sandi.net](mailto:lsheldo1@sandi.net)

For assistance completing a PowerSchool task or if there is a performance issue with PowerSchool:

**IT Help Desk**  
**619-209-HELP**

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# Outline of Extended Day/Intersession

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Use the following list to check that all tasks are completed and you are ready for Extended Day/Intersession.

1. **COMPLETE THE EXTENDED DAY SCHOOL INFORMATION QUESTIONNAIRE AND THE OFFTRACK ACADEMIC PROGRAM APPROVAL FORM**

Email completed forms to Lisa Sheldon at [lsheldo1@sandi.net](mailto:lsheldo1@sandi.net)

Please allow two weeks for Extended Day set up.

2. **WAIT FOR CONFIRMATION THAT EXTENDED DAY/INTERSESSION SET UP IS COMPLETE**

3. **ASSIGN TEACHERS AND STAFF TO EXTENDED DAY/INTERSESSION SCHOOL**

Once Extended Day or Intersession school set up has been confirmed, use District Search in your **EXTENDED DAY SCHOOL** to assign teachers and staff.

4. **ASSIGN SECURITY SETTINGS & ROLES FOR STAFF IN EXTENDED DAY/INTERSESSION**

Assign the appropriate Security Settings & Roles to your Extended Day staff and teachers.

5. **VERIFY TERM, CALENDAR, BELL SCHEDULE AND PERIODS FOR EXTENDED DAY/INTERSESSION**

Verify the **Term**, **Calendar**, **Bell Schedule**, and **Periods** that IT has set up for your Extended Day/Intersession site are correct. If changes need to be made, contact Lisa Sheldon at [lsheldo1@sandi.net](mailto:lsheldo1@sandi.net)

6. **BUILD YOUR EXTENDED DAY/INTERSESSION MASTER SCHEDULE**

Build your Master Schedule using only the appropriate Extended Day/Intersession Courses and teachers. Extended Day Schools will select from a list of available courses. Intersession schools will have only one choice available.

7. **SCHEDULE STUDENTS FOR EXTENDED DAY/INTERSESSION CLASSES**

**IMPORTANT! DO NOT ENROLL OR SCHEDULE** STUDENTS IN THE EXTENDED DAY/INTERSESSION SCHOOL. You must schedule students into classes, one at a time, using the **Enroll Students in Another School** function from your **regular school**.

8. **STORE EXTENDED DAY GRADES**

All Extended Day grade are stored at your **regular school**. Be sure to select the appropriate Final Grade Term that aligns with the Extended Day Term.

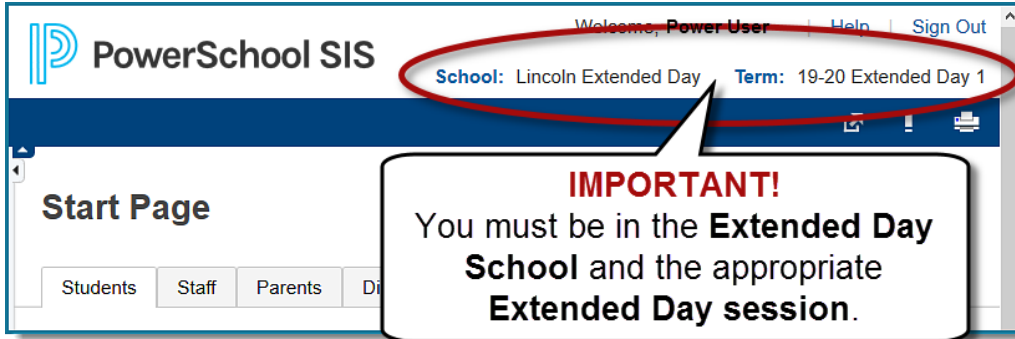




# Part 2: Managing Teachers and Staff

# Adding Teachers

1. From the **Start Page** of your *Extended Day School*, select the appropriate session from the **Term** drop-down.



PowerSchool SIS

Welcome, Power User | Help | Sign Out

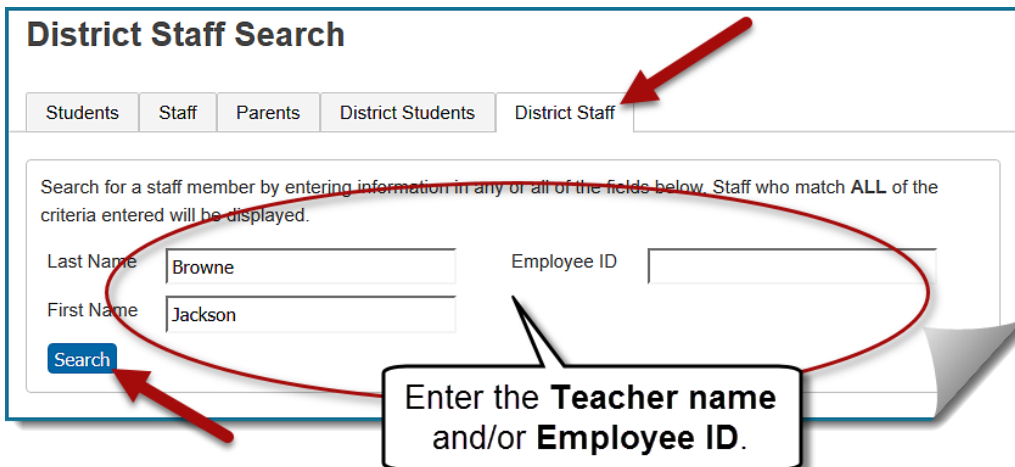
School: Lincoln Extended Day Term: 19-20 Extended Day 1

**IMPORTANT!**  
You must be in the **Extended Day School** and the appropriate **Extended Day session**.

Start Page

Students Staff Parents Di

2. Select the **District Staff** tab.
3. Enter the **Staff Name** and/or **Employee ID**.
4. Click **Search**.



**District Staff Search**

Students Staff Parents District Students District Staff

Search for a staff member by entering information in any or all of the fields below. Staff who match **ALL** of the criteria entered will be displayed.

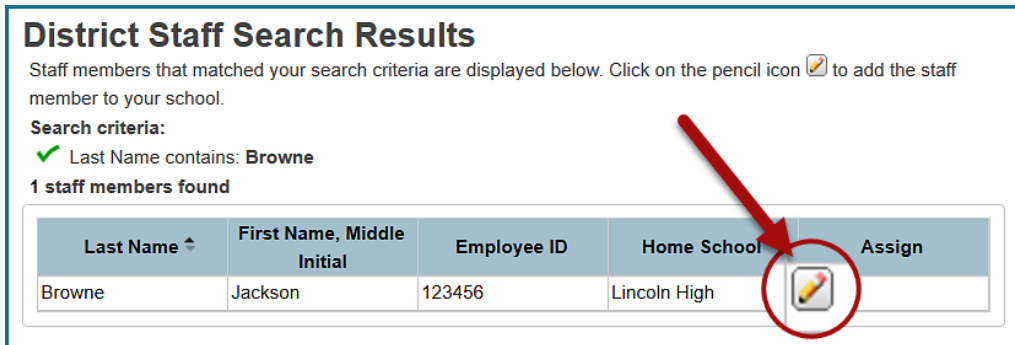
Last Name: Browne Employee ID: [ ]

First Name: Jackson


Search

Enter the **Teacher name** and/or **Employee ID**.

5. On the **District Staff Search Results** page, click on the **Assign (pencil)** icon to assign the staff to your Extended Day site.




**District Staff Search Results**

Staff members that matched your search criteria are displayed below. Click on the pencil icon  to add the staff member to your school.

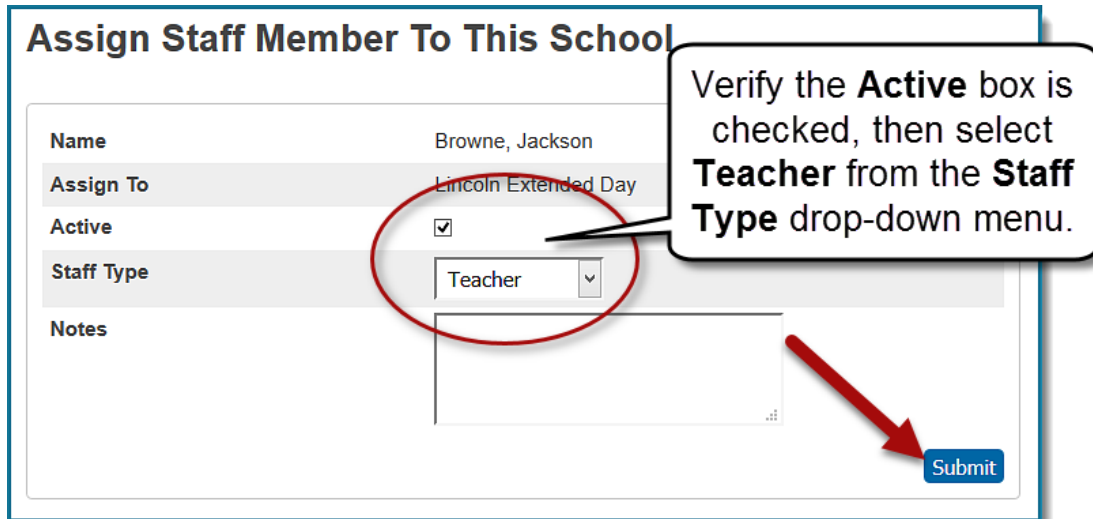
**Search criteria:**  
 ✓ Last Name contains: Browne

**1 staff members found**

Last Name	First Name, Middle Initial	Employee ID	Home School	Assign
Browne	Jackson	123456	Lincoln High	

6. On the **Assign Staff Member to This School** page, do the following:

- Verify the **Active** box is checked.
- Select **Teacher** from the **Staff Type** drop-down menu.
- Click **Submit**.

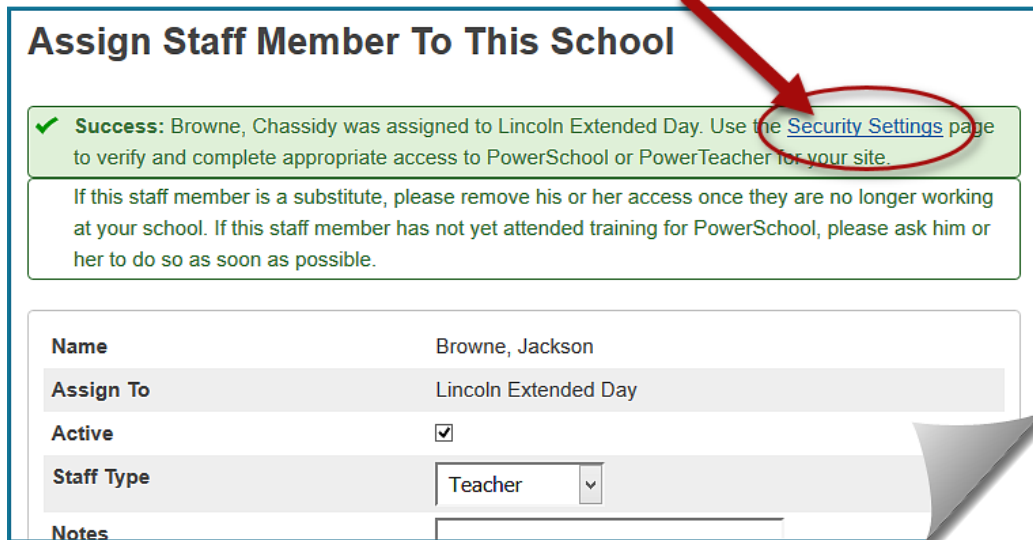


**Assign Staff Member To This School**

Name	Browne, Jackson
Assign To	Lincoln Extended Day
Active	<input checked="" type="checkbox"/>
Staff Type	Teacher
Notes	

Submit

7. Click the **Security Settings** link at the top of the page to access the Security Settings page.



**Assign Staff Member To This School**

✓ **Success:** Browne, Chassidy was assigned to Lincoln Extended Day. Use the [Security Settings](#) page to verify and complete appropriate access to PowerSchool or PowerTeacher for your site.

If this staff member is a substitute, please remove his or her access once they are no longer working at your school. If this staff member has not yet attended training for PowerSchool, please ask him or her to do so as soon as possible.

Name	Browne, Jackson
Assign To	Lincoln Extended Day
Active	<input checked="" type="checkbox"/>
Staff Type	Teacher
Notes	

8. On the **Teachers and Affiliations** tab, do the following:
- Turn on the checkbox for **Sign in to PowerTeacher**.
  - Select the **Home School** button for the Extended Day school.
  - Verify the **Active** box is checked for the Extended Day school.
  - Verify the **Staff Type** is **Teacher**.
  - Click **Submit**.

**Security Settings - Teachers and Affiliations - Browne, Jackson 123456**

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to PowerTeacher

Teacher Username: 123456 LDAP Enabled:

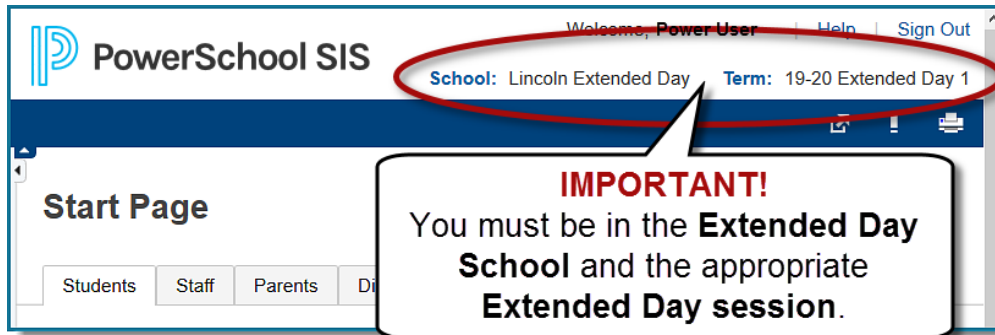
Teacher Password:

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input type="checkbox"/>	Lincoln High	Teacher	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Lincoln Extended Day	Teacher	<input type="button" value="edit"/> <input type="button" value="delete"/>

# Adding Non-Teaching Staff

1. From the **Start Page** of your *Extended Day School*, select the appropriate session from the **Term** drop-down.



PowerSchool SIS

Welcome, Power User | Help | Sign Out

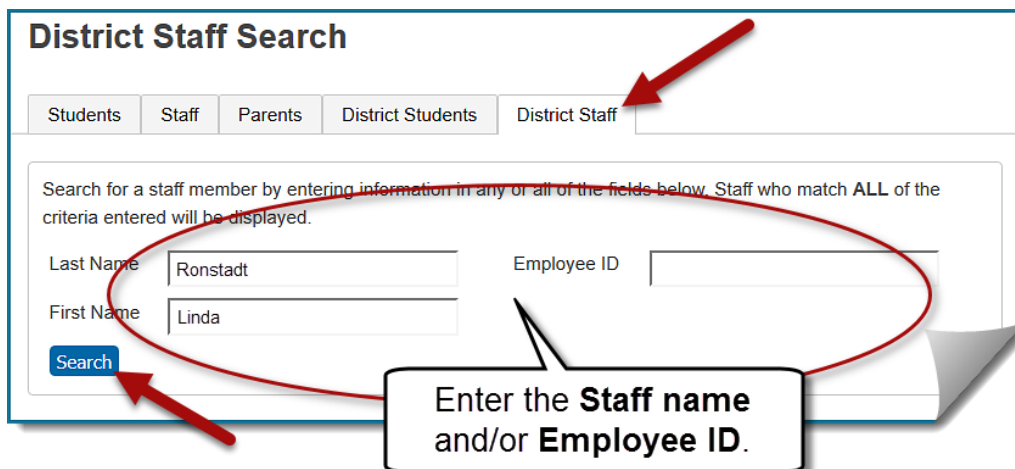
School: Lincoln Extended Day Term: 19-20 Extended Day 1

**IMPORTANT!**  
You must be in the **Extended Day School** and the appropriate **Extended Day session**.

Start Page

Students Staff Parents Di

2. Select the **District Staff** tab.
3. Enter the **Staff Name** and/or **Employee ID**.
4. Click **Search**.



**District Staff Search**

Students Staff Parents District Students District Staff

Search for a staff member by entering information in any or all of the fields below. Staff who match ALL of the criteria entered will be displayed.

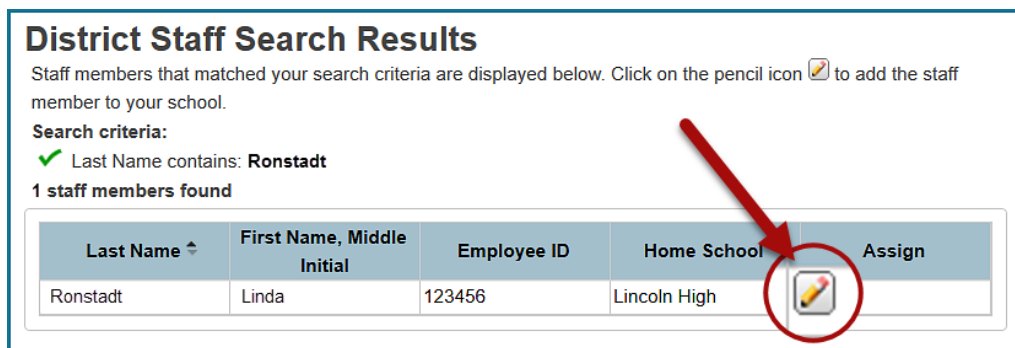
Last Name: Ronstadt Employee ID: [ ]

First Name: Linda


Search

Enter the **Staff name** and/or **Employee ID**.

5. On the **District Staff Search Results** page, click on the **pencil icon** to assign the staff to your Extended Day site.




**District Staff Search Results**

Staff members that matched your search criteria are displayed below. Click on the pencil icon  to add the staff member to your school.

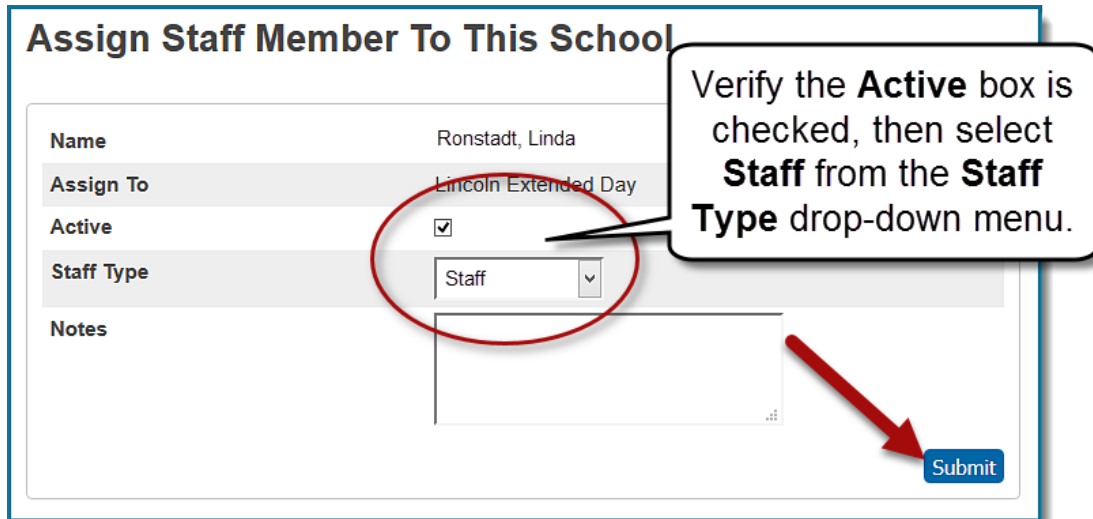
**Search criteria:**  
✓ Last Name contains: **Ronstadt**

**1 staff members found**

Last Name	First Name, Middle Initial	Employee ID	Home School	Assign
Ronstadt	Linda	123456	Lincoln High	

6. On the **Assign Staff Member to This School** page, do the following:

- Turn on the **Active** checkbox.
- Select **Staff** from the **Staff Type** drop-down menu.
- Click **Submit**.



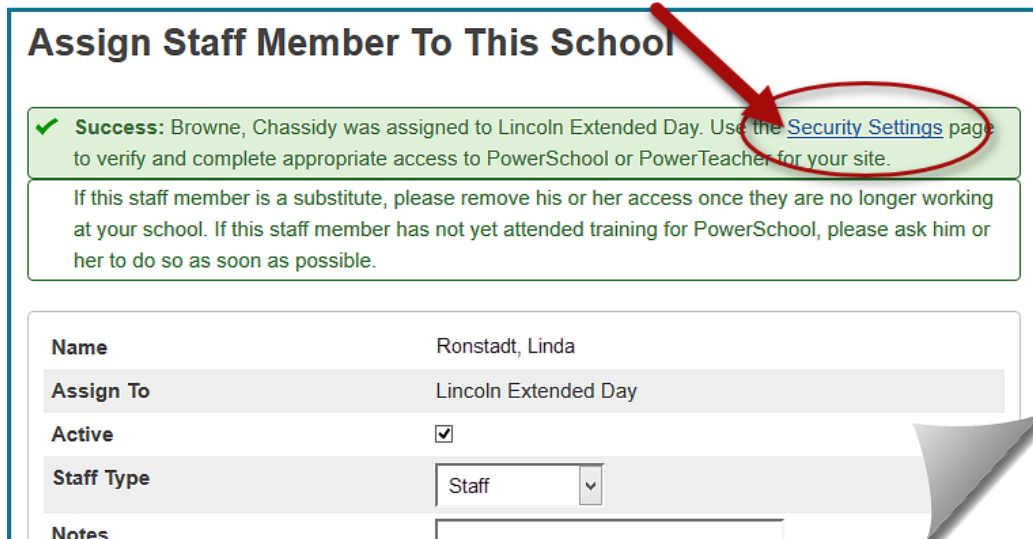
**Assign Staff Member To This School**

Name	Ronstadt, Linda
Assign To	Lincoln Extended Day
Active	<input checked="" type="checkbox"/>
Staff Type	Staff
Notes	

Verify the **Active** box is checked, then select **Staff** from the **Staff Type** drop-down menu.

Submit

7. Click the **Security Settings** link at the top of the page to access the Security Settings page.



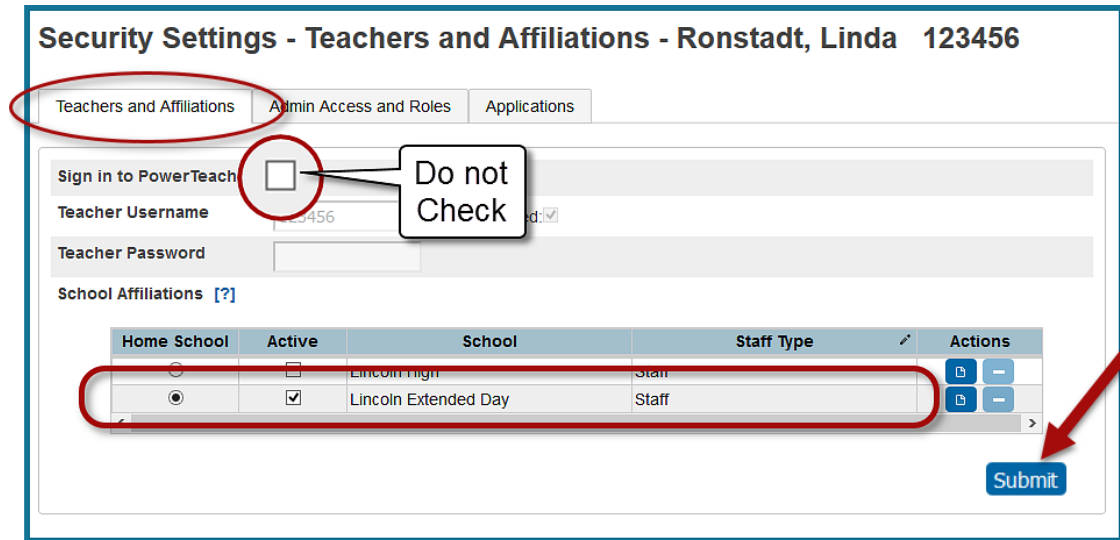
**Assign Staff Member To This School**

✓ **Success:** Browne, Chassidy was assigned to Lincoln Extended Day. Use the [Security Settings](#) page to verify and complete appropriate access to PowerSchool or PowerTeacher for your site.

If this staff member is a substitute, please remove his or her access once they are no longer working at your school. If this staff member has not yet attended training for PowerSchool, please ask him or her to do so as soon as possible.

Name	Ronstadt, Linda
Assign To	Lincoln Extended Day
Active	<input checked="" type="checkbox"/>
Staff Type	Staff
Notes	

8. On the **Teachers and Affiliations** tab, do the following:
  - Do not turn on the checkbox for **Sign in to PowerTeacher**.
  - Select the **Home School** button for the Extended Day school.
  - Turn on the **Active** checkbox for the Extended Day school.
  - Verify the **Staff Type** is **Staff**. Change, if needed.
  - Click **Submit**.



**Security Settings - Teachers and Affiliations - Ronstadt, Linda 123456**

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to PowerTeacher  Do not Check

Teacher Username [123456] [id:✓]

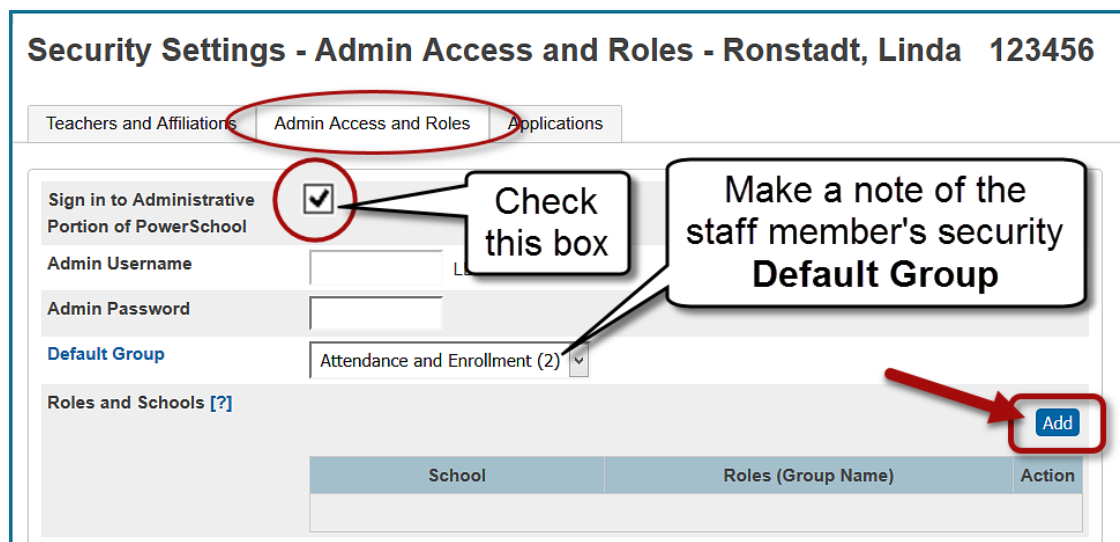
Teacher Password [ ]

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input type="checkbox"/>	Lincoln High	Staff	[ ] [ - ]
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Lincoln Extended Day	Staff	[ ] [ - ]

Submit

9. Select the **Admin Access and Roles** tab, then do the following:
  - Turn on the **Sign in to Administrative Portion of PowerSchool** checkbox.
  - Make a note of the staff member's **Default Group**.
  - Click **Add**.



**Security Settings - Admin Access and Roles - Ronstadt, Linda 123456**

Teachers and Affiliations | Admin Access and Roles | Applications

Sign in to Administrative Portion of PowerSchool  Check this box

Admin Username [ ]

Admin Password [ ]

Default Group Attendance and Enrollment (2) Make a note of the staff member's security Default Group

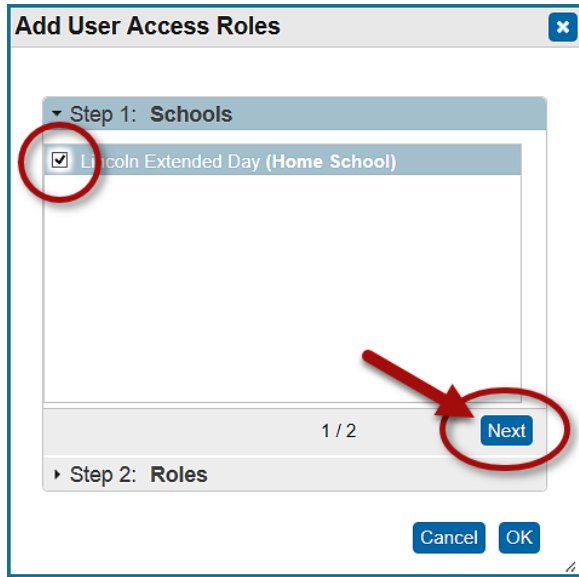
Roles and Schools [?]

Add

School	Roles (Group Name)	Action

10. On the **Add User Access Roles** dialog box, do the following:

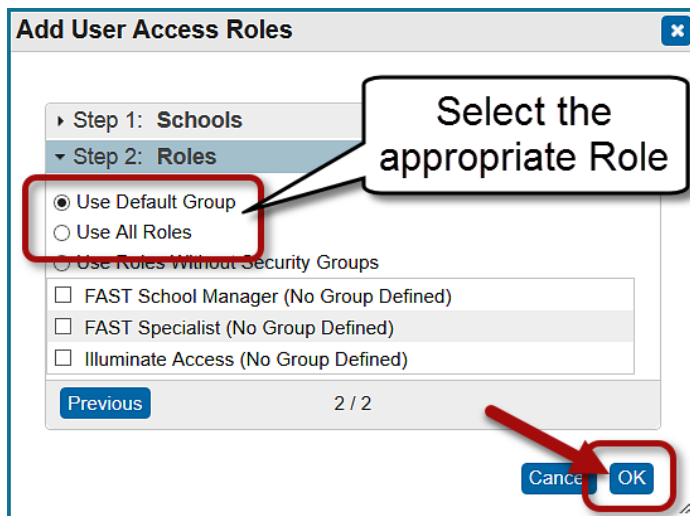
- **Step 1: Schools** – Select the Extended Day or Intersession school.
- Click **Next**.



- **Step 2: Roles** - If the staff member will fulfill the *same* security Role as their Default Group in Extended Day, select **Use Default Group**.

If the Staff member will be fulfilling a *different* security Role for Extended Day, select **Use All Roles** and check the appropriate Role from the menu.

- Click **OK**.





Verify the **Extended Day School** and **Role (Group Name)** are correct.

11. Click **Submit**.

### Security Settings - Admin Access and Roles - Ronstadt, Linda 123456

Teachers and Affiliations | Admin Access and Roles | Applications


Sign in to Administrative Portion of PowerSchool










Admin Username:  LDAP Enabled:


Admin Password:

Default Group:

Roles and Schools [?] Add

 *The Delete button has been disabled at certain schools for this user.*

School	Roles (Group Name)	Action
Lincoln High	Default Group Access (Attendance and Enrollment)	  
Lincoln Extended Day ( <b>Home School</b> )	Default Group Access (Attendance and Enrollment)	  
District Office	Remote Transfer (No Access)	  

 *Security for users at the District Office is controlled by the IT Division. If you need assistance, please contact the IT Help Desk.*

Submit



# Part 3: Building the Master Schedule

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# Verify the Final Grade Setup, Bell Schedule, and Calendar

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## Final Grades Setup

1. From the **Start Page** of your *Extended Day School*, under Setup, select **School** from the main menu.
2. Select **Final Grades Setup**.
3. Verify your **Final Grade Dates** are correct.

## Bell Schedule

1. From the **Start Page** of your *Extended Day School*, under Setup, select **School** from the main menu.
2. Select **Bell Schedules**.
3. Click **Edit Schedule**.
4. Verify the **Bell Schedule** is correct.

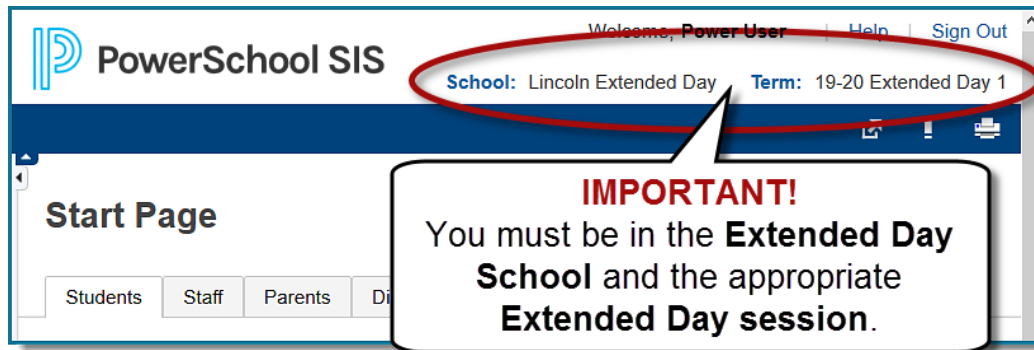
## Calendar

1. From the **Start Page** of your *Extended Day School*, under Set up, select **School** from the main menu.
2. Select **Calendar Setup**.
3. Verify the **Calendar Dates** are correct.

If your Final Grade Dates, Bell Schedule, Periods, or Calendar are set up incorrectly, contact Lisa Sheldon at [lsheldo1@sandi.net](mailto:lsheldo1@sandi.net).

# Creating Course Sections

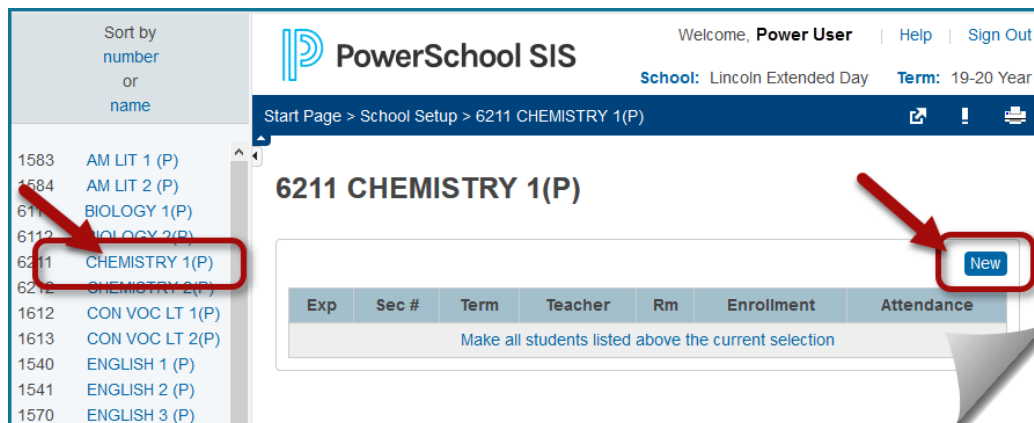
1. From the **Start Page** of your *Extended Day School*, select the appropriate session from the **Term** drop-down.



2. Select **School**, under **Setup**.
3. On the **School Setup** page, under **Scheduling**, select **Sections**.
4. Select the **Course** to be created.

If you are missing a Course, contact Lisa Sheldon at [lsheldo1@sandi.net](mailto:lsheldo1@sandi.net).

5. Click **New**.



6. On the **Edit Section** page, do the following:

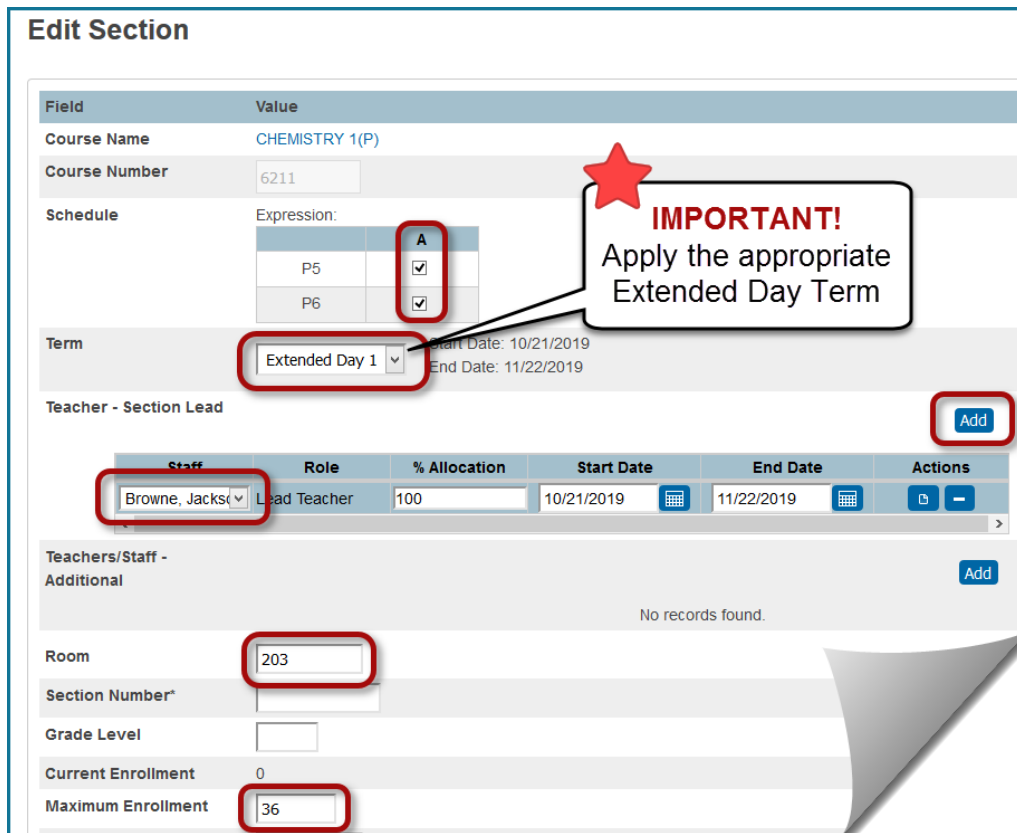
- Check the appropriate periods (**Expression**) for the course.

**NOTE:** In *Extended Day* or *Intersession*, one period (expression) equals one hour. If a class is three hours long, you will check three periods. Attendance must be taken every hour.

- Select the appropriate **Extended Day Term Session**.

**NOTE:** The Start and End Dates will change when the Term is selected. **IMPORTANT!** *Be sure to select the correct Term.*

- Click **Add** to assign a **Lead Teacher** to this section.
- Select the **Teacher** from the Staff drop-down. The **% Allocation** will automatically default to 100. The **Start and End Dates** will automatically default to the term dates.
- Enter a **Room** number.
- Leave the **Section Number\*** blank. PowerSchool will automatically assign a number.
- Leave the **Maximum Enrollment** at 36.

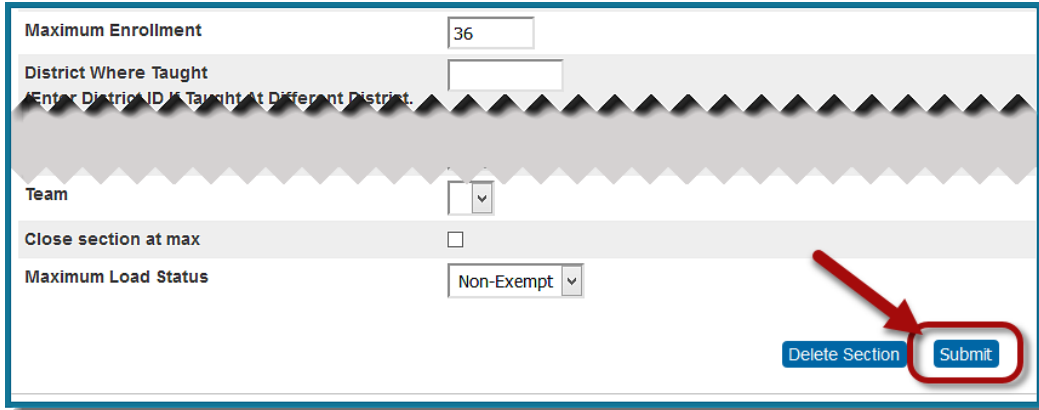


**Edit Section**

Field	Value												
Course Name	CHEMISTRY 1(P)												
Course Number	6211												
Schedule	Expression:												
	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>P5</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>P6</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		A	P5	<input checked="" type="checkbox"/>	P6	<input checked="" type="checkbox"/>						
	A												
P5	<input checked="" type="checkbox"/>												
P6	<input checked="" type="checkbox"/>												
Term	Extended Day 1 <input type="text"/> Start Date: 10/21/2019 End Date: 11/22/2019												
Teacher - Section Lead	<table border="1"> <thead> <tr> <th>Staff</th> <th>Role</th> <th>% Allocation</th> <th>Start Date</th> <th>End Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Browne, Jacks</td> <td>Lead Teacher</td> <td>100</td> <td>10/21/2019</td> <td>11/22/2019</td> <td><input type="button" value="Add"/></td> </tr> </tbody> </table>	Staff	Role	% Allocation	Start Date	End Date	Actions	Browne, Jacks	Lead Teacher	100	10/21/2019	11/22/2019	<input type="button" value="Add"/>
Staff	Role	% Allocation	Start Date	End Date	Actions								
Browne, Jacks	Lead Teacher	100	10/21/2019	11/22/2019	<input type="button" value="Add"/>								
Teachers/Staff - Additional	No records found. <input type="button" value="Add"/>												
Room	203												
Section Number*													
Grade Level													
Current Enrollment	0												
Maximum Enrollment	36												

**IMPORTANT!**  
Apply the appropriate Extended Day Term

- Use the default values for the remaining fields.
- Click **Submit**.



Maximum Enrollment

District Where Taught   
Enter District ID if Taught At Different District.

Team

Close section at max

Maximum Load Status

7. Repeat the steps above until all **Course Sections** have been created.





# Part 4: Scheduling Students

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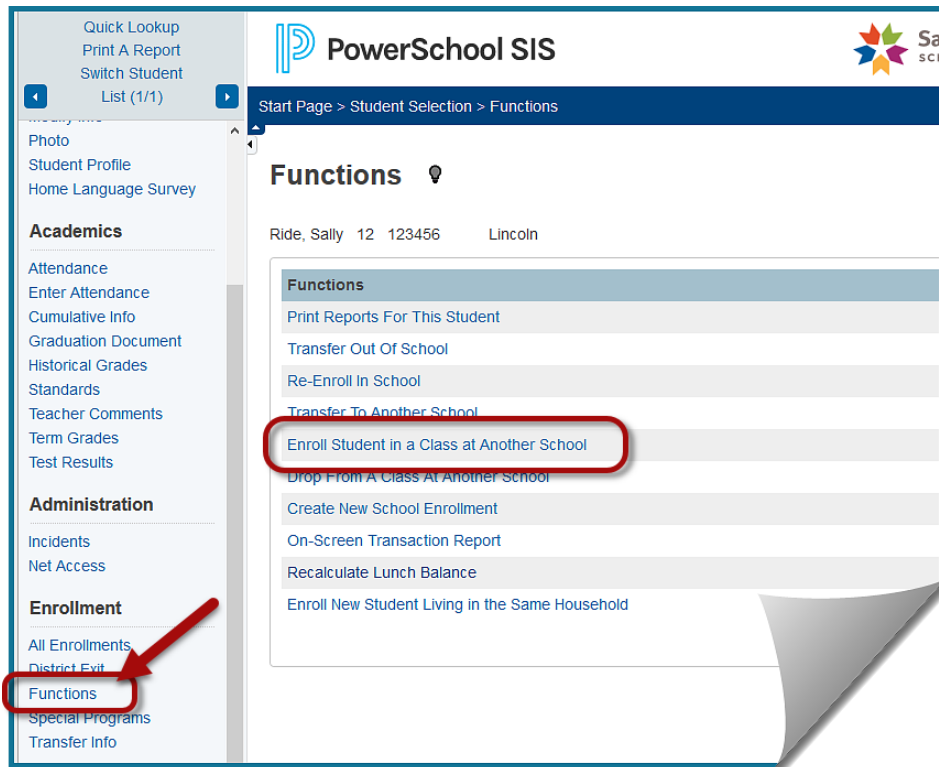
# Scheduling Students in Extended Day Classes

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- **ALL** student scheduling is done from your **REGULAR** school.
- Use the **Enroll in Class at Another School** Function to schedule students in classes.
- Students **CANNOT** be **Mass Enrolled** in classes.

To schedule a student, do the following:

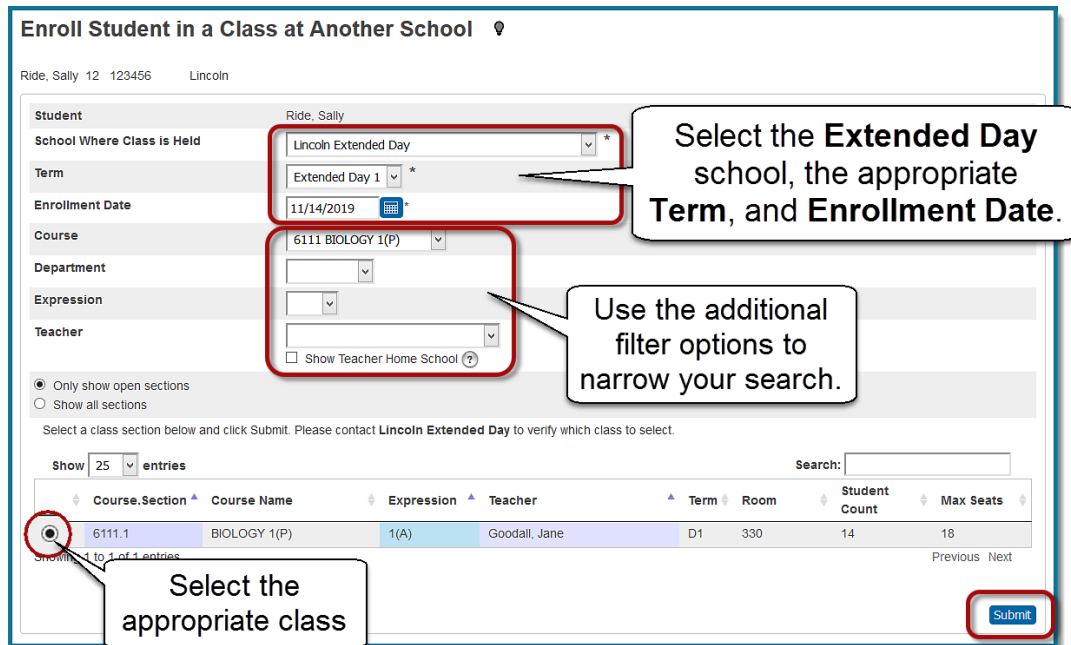
1. From the **Start Page** of your **REGULAR SCHOOL**, make a student selection.
2. On the **Student Page**, under Enrollment, click **Functions**.
3. Select **Enroll in a Class at Another School** from the list of Functions



The screenshot displays the PowerSchool SIS interface. On the left is a navigation menu with sections: Academics, Administration, and Enrollment. The 'Enrollment' section is expanded, and 'Functions' is highlighted with a red box and a red arrow. The main content area shows the 'Functions' page for student 'Ride, Sally 12 123456 Lincoln'. A list of functions is displayed, with 'Enroll Student in a Class at Another School' highlighted by a red rounded rectangle. Other functions include 'Print Reports For This Student', 'Transfer Out Of School', 'Re-Enroll In School', 'Transfer To Another School', 'Drop From A Class At Another School', 'Create New School Enrollment', 'On-Screen Transaction Report', 'Recalculate Lunch Balance', and 'Enroll New Student Living in the Same Household'.

4. On the **Enroll Student in a Class at Another School** page, do the following:

- Select the name of your **Extended Day School** from the drop-down menu.
- Select the **Term** and **Enrollment date**.
- Use the additional filters to narrow your search.
- Select the appropriate class.
- Click **Submit**.



**Enroll Student in a Class at Another School**

Ride, Sally 12 123456 Lincoln

Student: Ride, Sally

School Where Class is Held: Lincoln Extended Day

Term: Extended Day 1

Enrollment Date: 11/14/2019

Course: 6111 BIOLOGY 1(P)

Department: [Dropdown]

Expression: [Dropdown]

Teacher: [Dropdown]

Show Teacher Home School

Only show open sections  
 Show all sections

Select a class section below and click Submit. Please contact **Lincoln Extended Day** to verify which class to select.

Show 25 entries

Course.Section	Course Name	Expression	Teacher	Term	Room	Student Count	Max Seats
6111.1	BIOLOGY 1(P)	1(A)	Goodall, Jane	D1	330	14	18

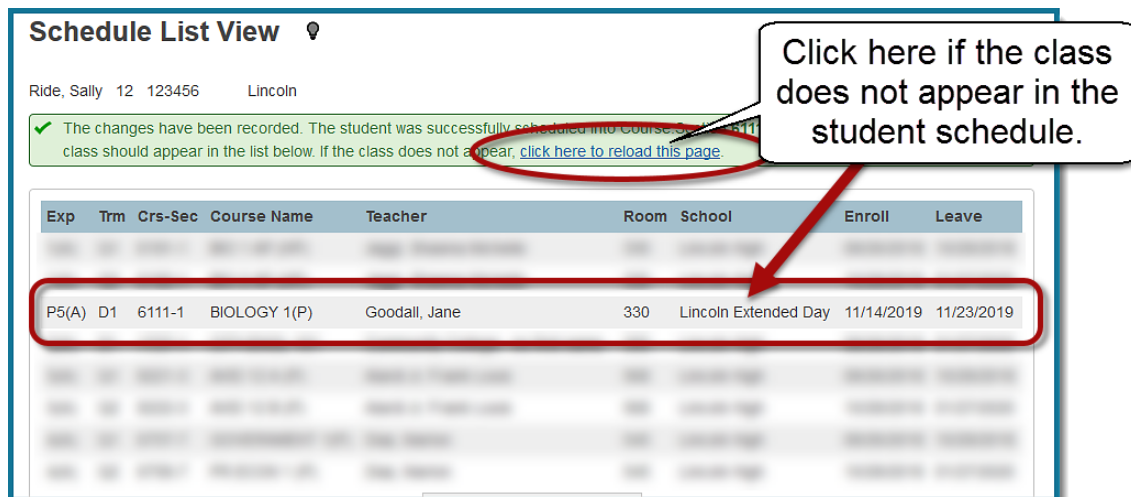
Showing 1 to 1 of 1 entries

Submit

**Callouts:**

- Select the **Extended Day** school, the appropriate **Term**, and **Enrollment Date**.
- Use the additional filter options to narrow your search.
- Select the appropriate class

**NOTE!** If the class does not appear in the **Schedule List View**, click the **reload this page** link to refresh the schedule.



**Schedule List View**

Ride, Sally 12 123456 Lincoln

✓ The changes have been recorded. The student was successfully scheduled into Course Section 6111-1. The class should appear in the list below. If the class does not appear, [click here to reload this page](#).

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	School	Enroll	Leave
P5(A)	D1	6111-1	BIOLOGY 1(P)	Goodall, Jane	330	Lincoln Extended Day	11/14/2019	11/23/2019

**Callout:** Click here if the class does not appear in the student schedule.



# Part 5: Storing Grades

# Storing Grades – Traditional Semester-based schools


**IMPORTANT!** All Extended Day grades are stored at your **REGULAR SCHOOL**. Select the appropriate Final Grade/Reporting Term that aligns with the *Extended Day* term.

2019-2020				
08/26/2019 - 06/09/2020				
P1 P2 P3 P4 S1 S2				
<b>Semester 1</b> 08/26/2019 - 01/26/2020 P1 P2 Q1 S1		<b>Semester 2</b> 01/27/2020 - 06/09/2020 P3 P4 Q3 S2		
<b>Quarter 1</b> 08/26/2019 - 10/27/2019 P1 Q1	<b>Quarter 2</b> 10/28/2019 - 01/26/2020 P2 Q2	<b>Quarter 3</b> 01/27/2020 - 04/05/2020 P3 Q3	<b>Quarter 4</b> 04/06/2020 - 06/09/2020 P4 Q4	
<b>DO NOT USE</b> 08/26/2019 - 10/20/2019	<b>Extended Day 1</b> 10/21/2019 - 11/22/2019 S1	<b>Extended Day 2</b> 12/09/2019 - 01/17/2020 S1	<b>Extended Day 3</b> 03/09/2020 - 04/03/2020 S2	<b>Extended Day 4</b> 05/11/2020 - 06/01/2020 S2

First, identify the Extended Day students and make them the Current Student Selection.

1. From the **Start Page of your Regular School**, under Reports, click **System Reports**.
2. Select the **SqlReports** tab, expand the Scheduling reports, select **Taking Classes at Another School**.
3. Set the **Effective Date** to the date that is the end of the **Extended Day** term.
4. **Run for the selected students:** Select **No**.
5. Click **Submit**.

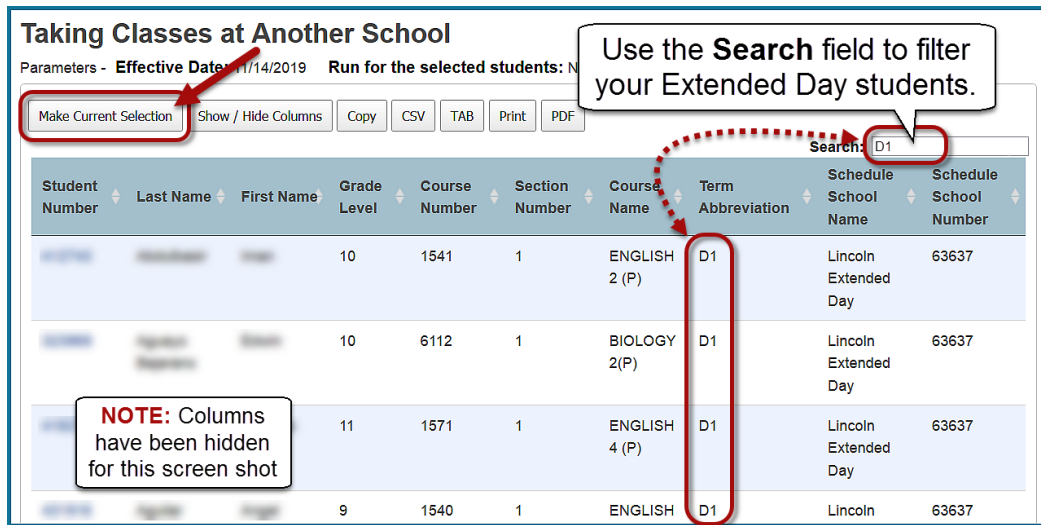
**Run sqlReport -**

Label	Value
Name	Taking Classes at Another School
Description	This report provides student schedule information for students taking classes at another school. Students will be listed for each class they are scheduled into. Please enter an effective date to run the report.
Directions	
Effective Date	11/14/2019 
Run for the selected students	No <input type="button" value="v"/>

Enter the end of the  
**Extended Day Term.**

When the report opens, do the following:

1. In the **Search** field, enter the **Term Abbreviation** that correlates to the Extended Day Term. This will filter the report to display only Extended Day students.
2. Click **Make Current Selection**.



**Taking Classes at Another School**

Parameters - Effective Date: 11/14/2019 Run for the selected students: N

Make Current Selection Show / Hide Columns Copy CSV TAB Print PDF

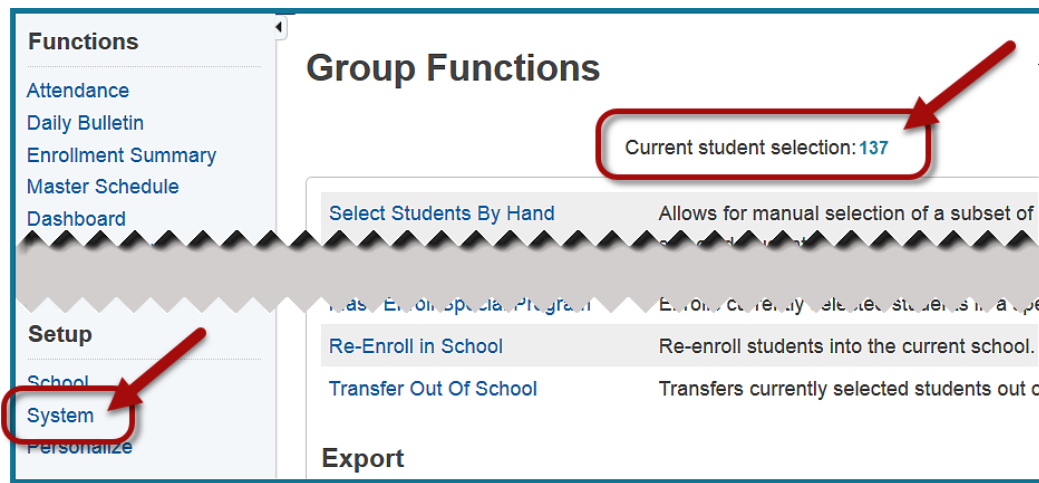
Search: D1

Student Number	Last Name	First Name	Grade Level	Course Number	Section Number	Course Name	Term Abbreviation	Schedule School Name	Schedule School Number
			10	1541	1	ENGLISH 2 (P)	D1	Lincoln Extended Day	63637
			10	6112	1	BIOLOGY 2(P)	D1	Lincoln Extended Day	63637
			11	1571	1	ENGLISH 4 (P)	D1	Lincoln Extended Day	63637
			9	1540	1	ENGLISH	D1	Lincoln	63637

**NOTE:** Columns have been hidden for this screen shot

On the **Group Functions** page, these students become the **Current student selection**.

3. On the left main menu, under **Setup**, select **System**.



**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard

**Setup**

- School
- System**
- Personalize

**Group Functions**

Current student selection: 137

Select Students By Hand Allows for manual selection of a subset of

Re-Enroll in School Re-enroll students into the current school.

Transfer Out Of School Transfers currently selected students out of

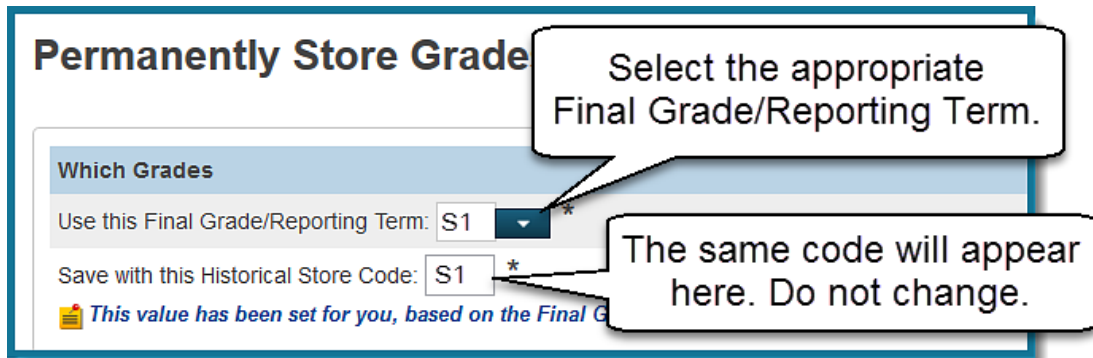
**Export**

4. On the **System Administrators** page, under the Grades heading, select **Permanently Store Grades**.

Configure the **Permanently Store Grades** screen as follows:

### Which Grades

- Select the appropriate **Final Grade/Reporting Term (S1 or S2)** from the drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default. Do not change.



**Permanently Store Grade**

**Which Grades**

Use this Final Grade/Reporting Term: S1

Save with this Historical Store Code: S1

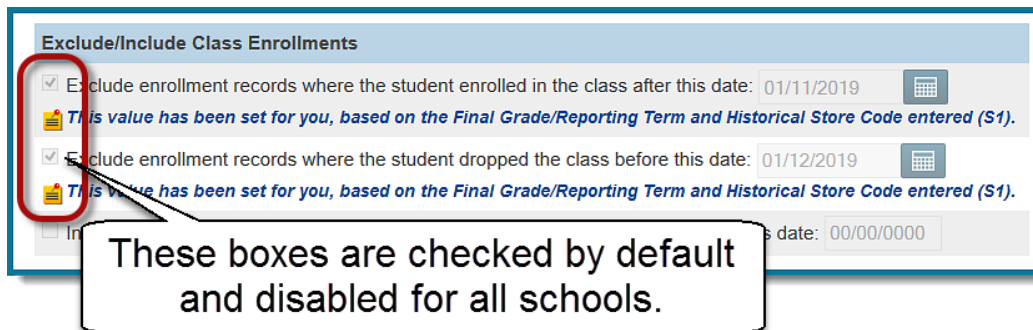
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

Select the appropriate Final Grade/Reporting Term.

The same code will appear here. Do not change.

### Exclude/Include Class Enrollments (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:



**Exclude/Include Class Enrollments**

Exclude enrollment records where the student enrolled in the class after this date: 01/11/2019

*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

Exclude enrollment records where the student dropped the class before this date: 01/12/2019

*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

These boxes are checked by default and disabled for all schools.

### **Exclude enrolled records where the student enrolled in the class after this date:**


- Enter the date that is the **end of the Extended Day term** (Last day of class).


### **Exclude enrolled records where the student dropped the class before this date:**

- The date entered must be the **day after** the date entered above.



**Exclude/Include Class Enrollments**

Exclude enrollment records where the student enrolled in the class after this date: 01/11/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

Exclude enrollment records where the student dropped the class before this date: 01/12/2019   
*This value has been set for you, based on the Final Grade/Reporting Term and Historical Store Code entered (S1).*

Include only enrollment records that are currently active and that were active on this date: 00/00/0000

▼ **Additional Filter Options**

- Expand this section and check **Store grades for the currently selected (xx) students only**.

▼ **Additional Filter Options**

Store grades for currently selected (137) students only  
*To identify and select students taking classes at another school, [click here to run the Taking Classes at Another School report](#).*

Request that grades be stored only for a  (course.section) specific section

Student Grade Level  9  10  11  12

**Classes by term length**

- Extended Day** - Select **Store with credit** from the **Store** drop-down menu: 100 will automatically be set in the **% of course credit** field.
- Show all Terms?** Leave **No** as the default setting.

Classes by term length		Store	% of course credit
2019-2020	(08/26/2019 - 06/09/2020)	Do not store ▼	<input type="text"/> %
Semester 1	(08/26/2019 - 01/26/2020)	Do not store ▼	<input type="text"/> %
Quarter 2	(10/28/2019 - 01/26/2020)	Do not store ▼	<input type="text"/> %
<b>Extended Day 1</b>	<b>(10/21/2019 - 11/22/2019)</b>	<b>Store with credit ▼</b>	<b>100 %</b>

**Options for classes enrolled at other schools**

- Store grades for classes enrolled at:** Select **All Schools**.
- Record the school name of:** Select **The other school**.

**Options for classes enrolled at other schools**

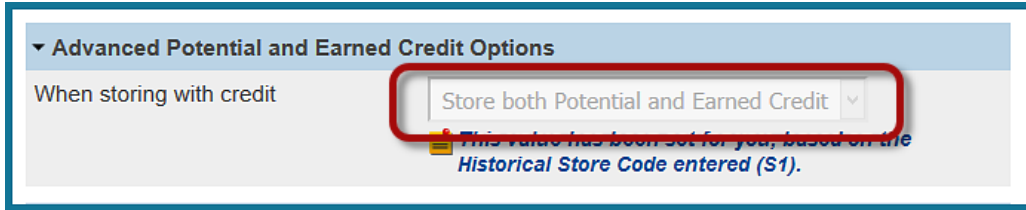
Store grades for classes enrolled at  ▼

Record the school name of  ▼

---

▼ **Advanced Potential and Earned Credit Option** expand, if it isn't already expanded.

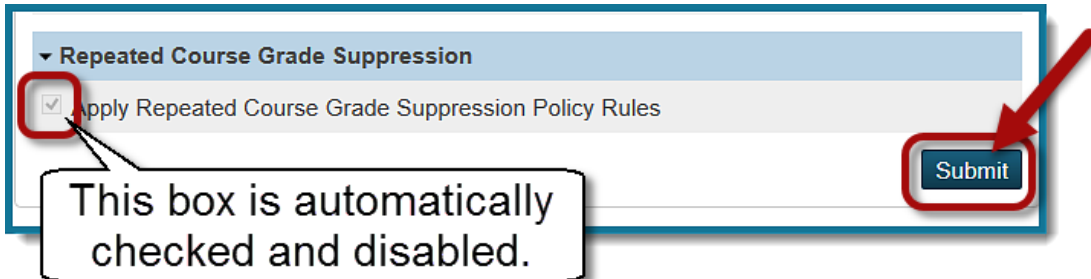
When **Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code (**S1** or **S2**).



▼ **Repeated Course Grade Suppression** expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.

## Storing Grades – 4X4 schools

School with a 4X4 schedule must make two full passes when storing Extended Day grades. The first pass will store S1 (or S2) final grades into the S1 (or S2) “bucket”. The second pass will store S1 (or S2) final grades into the F1 (or F2) “bucket”.


**IMPORTANT!** All Extended Day grades are stored in your **REGULAR SCHOOL**. Make sure you select the appropriate Final Grade/Reporting Term that aligns with the *Extended Day* term.

2019-2020				
08/26/2019 - 06/09/2020				
P1 P2 P3 P4 S1 S2				
<b>Semester 1</b> 08/26/2019 - 01/26/2020 P1 P2 Q1 S1		<b>Semester 2</b> 01/27/2020 - 06/09/2020 P3 P4 Q3 S2		
<b>Quarter 1</b> 08/26/2019 - 10/27/2019 P1 Q1	<b>Quarter 2</b> 10/28/2019 - 01/26/2020 P2 Q2	<b>Quarter 3</b> 01/27/2020 - 04/05/2020 P3 Q3	<b>Quarter 4</b> 04/06/2020 - 06/09/2020 P4 Q4	
DO NOT USE 08/26/2019 - 10/20/2019	<b>Extended Day 1</b> 10/21/2019 - 11/22/2019 S1	<b>Extended Day 2</b> 12/09/2019 - 01/17/2020 S1	<b>Extended Day 3</b> 03/09/2020 - 04/03/2020 S2	<b>Extended Day 4</b> 05/11/2020 - 06/01/2020 S2


First, you must identify the Extended Day students and make them your Student Selection.

1. From the **Start Page of your Regular School**, under Reports, click **System Reports**.
2. Select the **SqlReports** tab, expand the Scheduling reports, select **Taking Classes at Another School**.
3. Set the **Effective Date** to the date that is the end of the **Extended Day** term.
4. **Run for the selected students:** Select **No**.
5. Click **Submit**.

**Run sqlReport -**

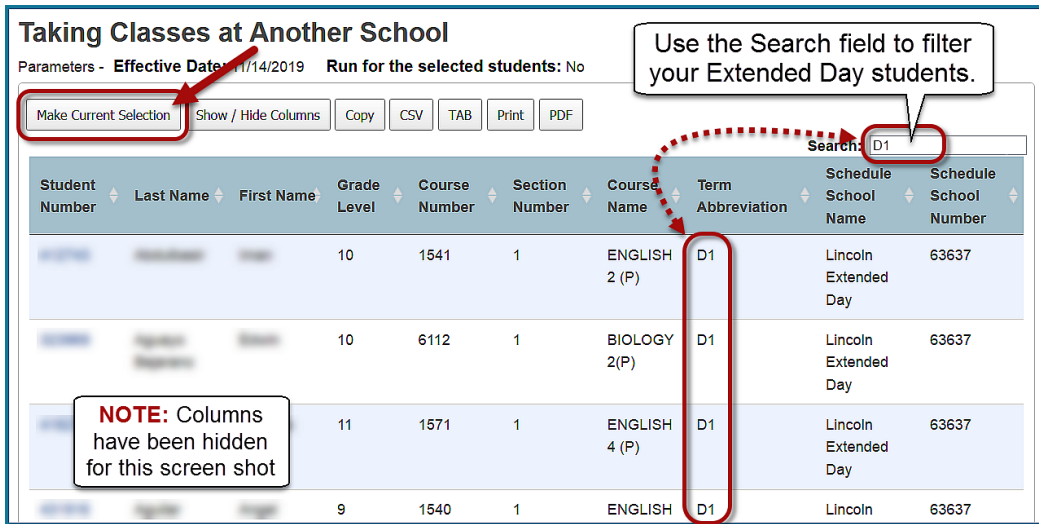
Label	Value
Name	Taking Classes at Another School
Description	This report provides student schedule information for students taking classes at another school. Students will be listed for each class they are scheduled into. Please enter an effective date to run the report.
Directions	
Effective Date	11/14/2019 
Run for the selected students	No <input type="checkbox"/>

Enter the end of the Extended Day Term.



When the report opens, do the following:

1. In the **Search** field, enter the **Term Abbreviation** that correlates to the Extended Day Term. This will filter the report to display only Extended Day students.
2. Click **Make Current Selection**.



**Taking Classes at Another School**  
Parameters - Effective Date: 11/14/2019 Run for the selected students: No

Make Current Selection Show / Hide Columns Copy CSV TAB Print PDF

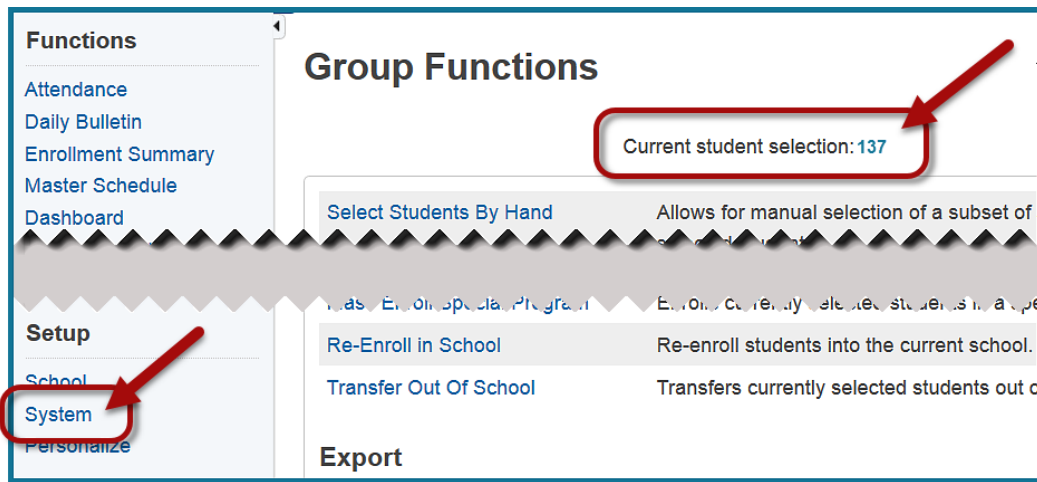
Search: D1

Student Number	Last Name	First Name	Grade Level	Course Number	Section Number	Course Name	Term Abbreviation	Schedule School Name	Schedule School Number
			10	1541	1	ENGLISH 2 (P)	D1	Lincoln Extended Day	63637
			10	6112	1	BIOLOGY 2(P)	D1	Lincoln Extended Day	63637
			11	1571	1	ENGLISH 4 (P)	D1	Lincoln Extended Day	63637
			9	1540	1	ENGLISH	D1	Lincoln	63637

**NOTE:** Columns have been hidden for this screen shot

On the **Group Functions** page, these students become the **Current student selection**.

3. On the left main menu, under **Setup**, select **System**.



**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard

**Setup**

- School
- System**
- Personalize

**Group Functions**

Current student selection: 137

Select Students By Hand Allows for manual selection of a subset of

Re-Enroll in School Re-enroll students into the current school.

Transfer Out Of School Transfers currently selected students out of

**Export**

4. On the **System Administrators** page, under the Grades heading, select **Permanently Store Grades**.

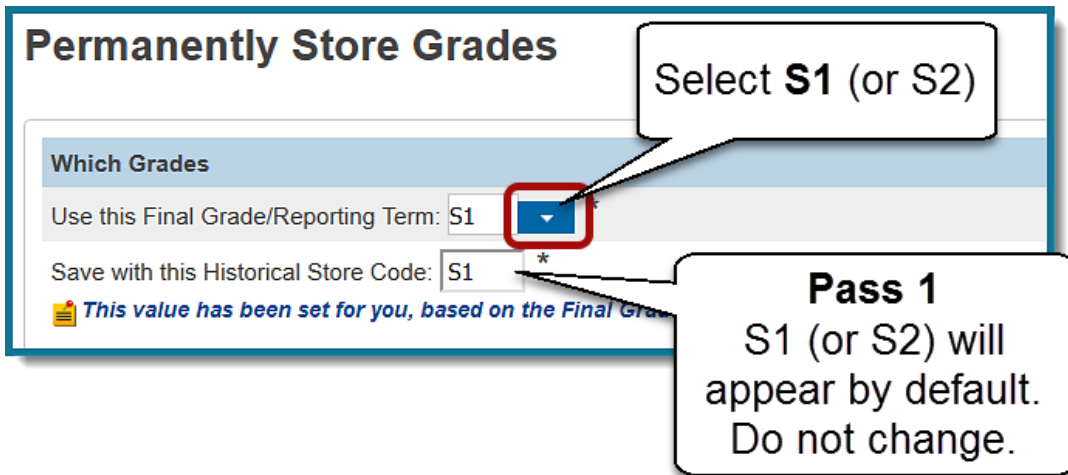
---

Configure the **Permanently Store Grades** screen as follows:

### Which Grades

#### For **Pass 1**

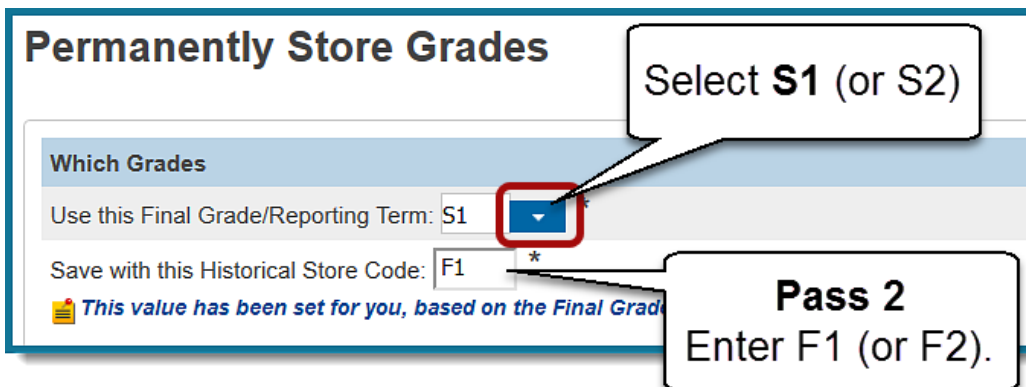
- Select the appropriate **Final Grade/Reporting Term (S1 or S2)** from the drop-down menu.
- In the **Historical Store Code** window, the *Store Code* appears by default. Do not change.



The screenshot shows the 'Permanently Store Grades' interface. Under the 'Which Grades' section, there are two fields: 'Use this Final Grade/Reporting Term: S1' and 'Save with this Historical Store Code: S1'. A red box highlights the dropdown arrow on the first field, with a callout bubble saying 'Select S1 (or S2)'. Another callout bubble points to the 'S1' value in the second field, stating 'Pass 1 S1 (or S2) will appear by default. Do not change.' Below the second field, there is a blue note: 'This value has been set for you, based on the Final Grade/Reporting Term'.

#### For **Pass 2**

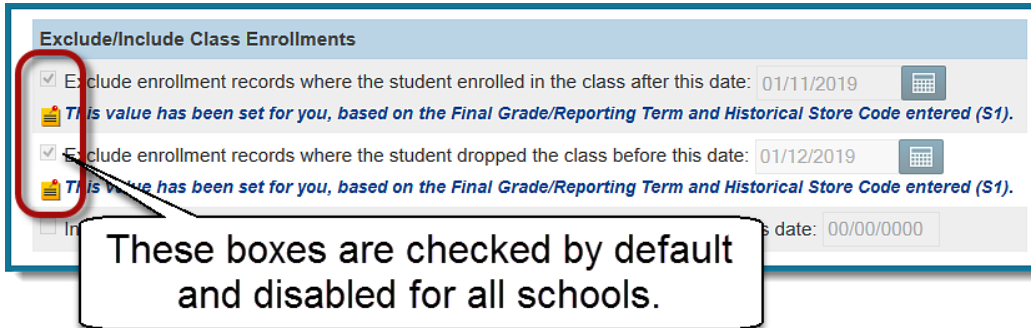
- Select the appropriate **Final Grade/Reporting Term (S1 or S2)** from the drop-down menu.
- In the **Historical Store Code** window, enter either F1 (or F2).



The screenshot shows the 'Permanently Store Grades' interface. Under the 'Which Grades' section, there are two fields: 'Use this Final Grade/Reporting Term: S1' and 'Save with this Historical Store Code: F1'. A red box highlights the dropdown arrow on the first field, with a callout bubble saying 'Select S1 (or S2)'. Another callout bubble points to the 'F1' value in the second field, stating 'Pass 2 Enter F1 (or F2)'. Below the second field, there is a blue note: 'This value has been set for you, based on the Final Grade/Reporting Term'.

**Exclude/Include Class Enrollments** (For District Schools, District Schools with Extended Day, or Charter Schools)

- These boxes are checked by default and disabled for **All** schools:

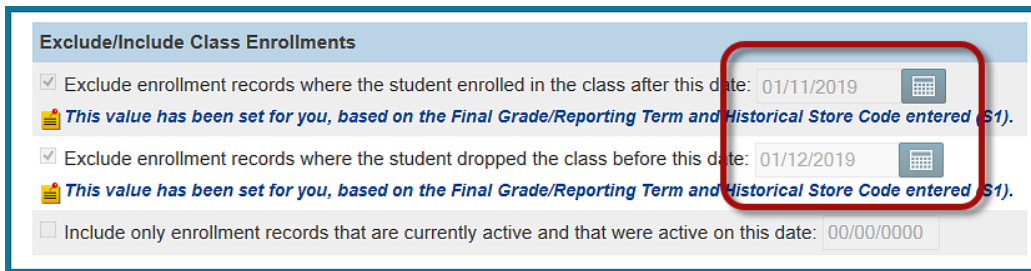


**Exclude enrolled records where the student enrolled in the class after this date:**

- Enter the date that is the **end of the Extended Day term** (Last day of class).

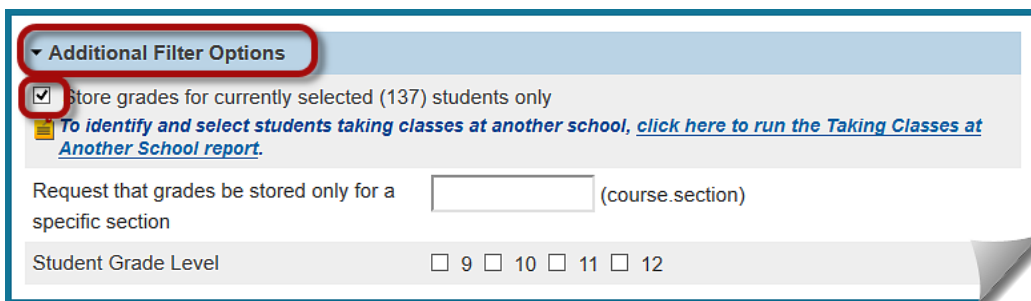
**Exclude enrolled records where the student dropped the class before this date:**

- The date entered must be the **day after** the date entered above.



**▼ Additional Filter Options**

- Expand this section and check **Store grades for the currently selected (xx) students only**.



## Classes by term length

- **Semester term** - Select **Store with credit** from the **Store** drop-down menu: **100** will automatically be set in the **% of course credit** field.
- **Show all Terms?** Leave **No** as the default setting.

Classes by term length		Store	% of course credit
2019-2020	(08/26/2019 - 06/09/2020)	Do not store	%
Semester 1	(08/26/2019 - 01/26/2020)	Do not store	%
Quarter 2	(10/28/2019 - 01/26/2020)	Do not store	%
Extended Day 1	(10/21/2019 - 11/22/2019)	Store with credit	100 %

## Options for classes enrolled at other schools

- **Store grades for classes enrolled at:** Select **All Schools**.
- **Record the school name of:** Select **The other school**.

Options for classes enrolled at other schools	
Store grades for classes enrolled at	All schools
Record the school name of	The other school

## ▼ Advanced Potential and Earned Credit Option expand, if it isn't already expanded.

When **Storing with credit** is automatically set to **Store Potential and Earned Credit** and disabled. This setting is based on the Historical Store Code (**S1** or **S2**).

▼ Advanced Potential and Earned Credit Options	
When storing with credit	Store both Potential and Earned Credit

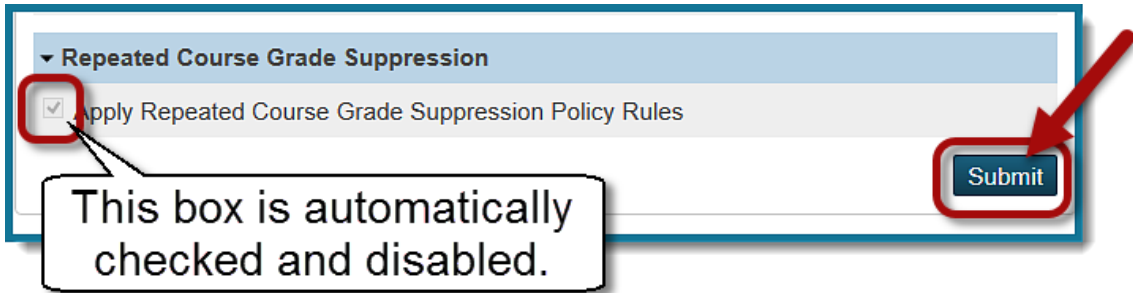
This value has been set for you, based on the Historical Store Code entered (S1).

---

▼ **Repeated Course Grade Suppression** expand if it isn't already expanded.

- **Apply Repeated Course Code Grade Suppression Policy Rules** is automatically checked and disabled.

**IMPORTANT PRINT THIS PAGE before clicking Submit!** IT will need to use this information to troubleshoot problems with grade storing.



After the **Permanently Stored Grades Progress** confirmation window opens, verify that the correct number of students have processed and you see **"Processing Stored Grades Complete!"**

**IMPORTANT!** Print this page for your records.

**RECOMMENDED!** Spot check historical grades for a few students.



# Part 6: The Master Schedule Report

## Printing the Master Schedule

1. From the **Start Page** of your *Extended Day School*, under Functions, select **Master Schedule**.
2. Configure the **Master Schedule Preferences** as follows:
  - Select **All Periods**
  - Select **All Days**
  - Select **All Rooms**
  - Select **All Teachers**
  - Select a **Sort By** preference
  - Select a **View By** preference

### Master Schedule Preferences

Option	Value
Periods	<input type="checkbox"/> P5 <input type="checkbox"/> P6 <input checked="" type="checkbox"/> All periods
Days	<input type="checkbox"/> A <input checked="" type="checkbox"/> All days
Credit type	(leave blank for all)
Rooms	All Rooms
Teachers	All Teachers Charles, Ray Cooke, Sam Franklin, Aretha Lennon, John Orbison, Roy Presley, Elvis
Sort By	<input type="radio"/> Credit Type <input type="radio"/> Department <input type="radio"/> Room <input checked="" type="radio"/> Teachers <input type="radio"/> Course Name
View By	<input checked="" type="radio"/> Matrix <input type="radio"/> List

To change views, click **Show Preferences** at the bottom of the page.

## Matrix View

Master Schedule - School Year By Teachers			
Teacher	Day	Period P5	Period P6
Charles, Ray (123456)	A	ENGLISH 3 (P)	ENGLISH 3 (P)
		1570.2 0/18	1570.2 0/18
		Room 471	Room 471
		P5-P6(A)	P5-P6(A)
		Term: D2	Term: D2
		-----	-----
		ENGLISH 4 (P)	ENGLISH 4 (P)
		1571.2 0/18	1571.2 0/18
		Room 471	Room 471
		P5-P6(A)	P5-P6(A)
		Term: D2	Term: D2
Cooke, Sam (234567)	A	INTG MATH III A(P)	INTG MATH III A(P)
		4163.2 0/18	4163.2 0/18
		Room 451	Room 451
		P5-P6(A)	P5-P6(A)
		Term: D2	Term: D2
		-----	-----
		INTG MATH III B(P)	INTG MATH III B(P)
		4164.2 0/18	4164.2 0/18
		Room 451	Room 451
		P5-P6(A)	P5-P6(A)
		Term: D2	Term: D2

## List View

Master Schedule List By Teachers								
Teacher Name	Teacher Dept.	Course Name	Number.Section	Expression	Term	Room	Students	Max Seats
Charles, Ray		ENGLISH 4 (P)	1571.2	P5-P6(A)	D2	471	0	18
Charles, Ray		ENGLISH 3 (P)	1570.2	P5-P6(A)	D2	471	0	18
Cooke, Sam		INTG MATH III B(P)	4164.2	P5-P6(A)	D2	451	0	18
Cooke, Sam		INTG MATH III A(P)	4163.2	P5-P6(A)	D2	451	0	18



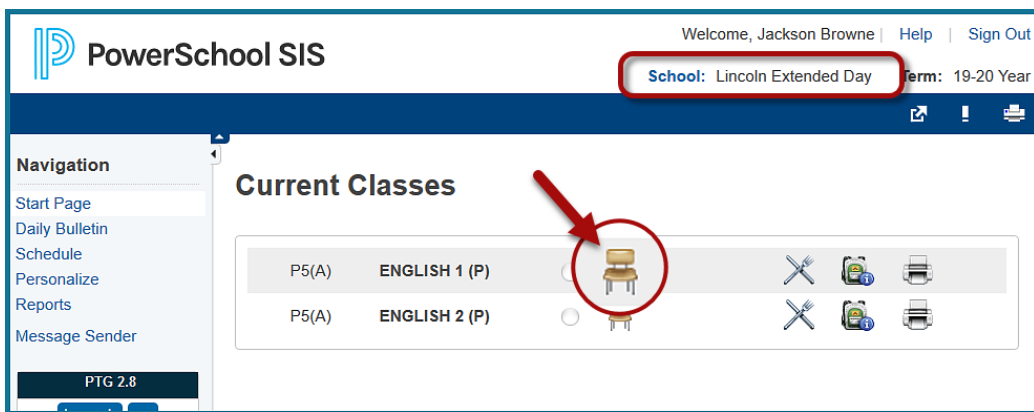
# Part 7: Taking Attendance (Teacher Directions)

# Taking Attendance for Extended Day

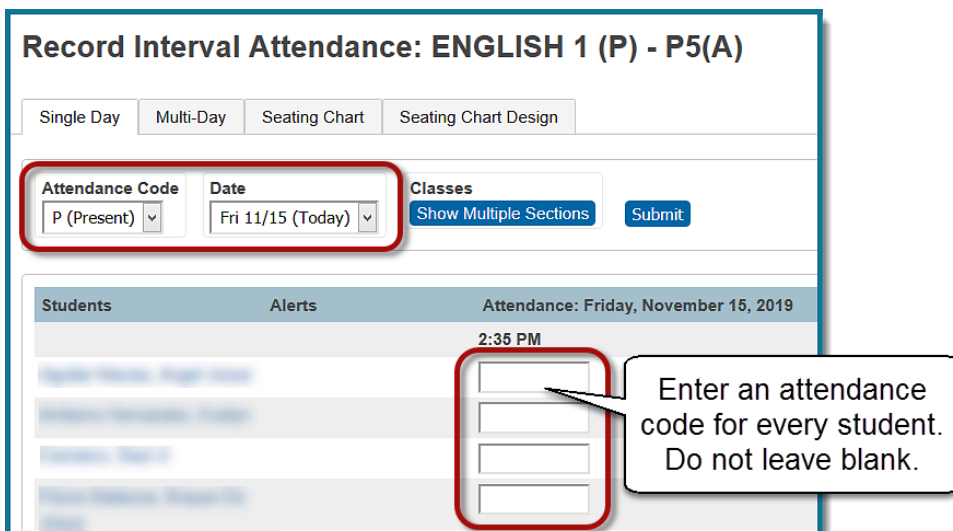
Extended Day is positive attendance. This means that no attendance codes will be set as the default code for students. Teachers must manually select the attendance code for each student for each period in the day. Extended Day attendance must be posted every hour. **IMPORTANT!** You cannot leave any attendance field blank.

## Posting Attendance for Single Sections

- From the **PowerTeacher Start Page**, select the Extended Day school from the **School** drop-down menu, then do the following:
  - Select the **Chair** icon.

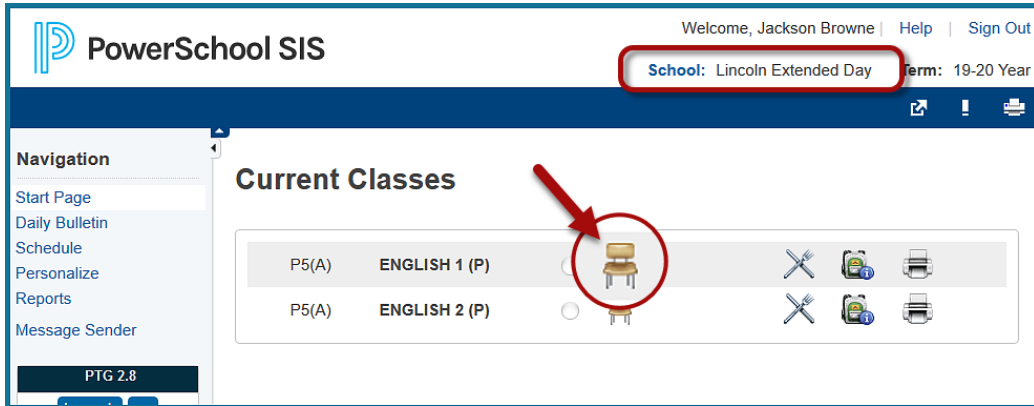


- On the **Record Interval Attendance** roster, select the appropriate **Attendance Code** and **Date**.
  - Click each student's attendance field to enter the appropriate attendance code.
- Click **Submit**.

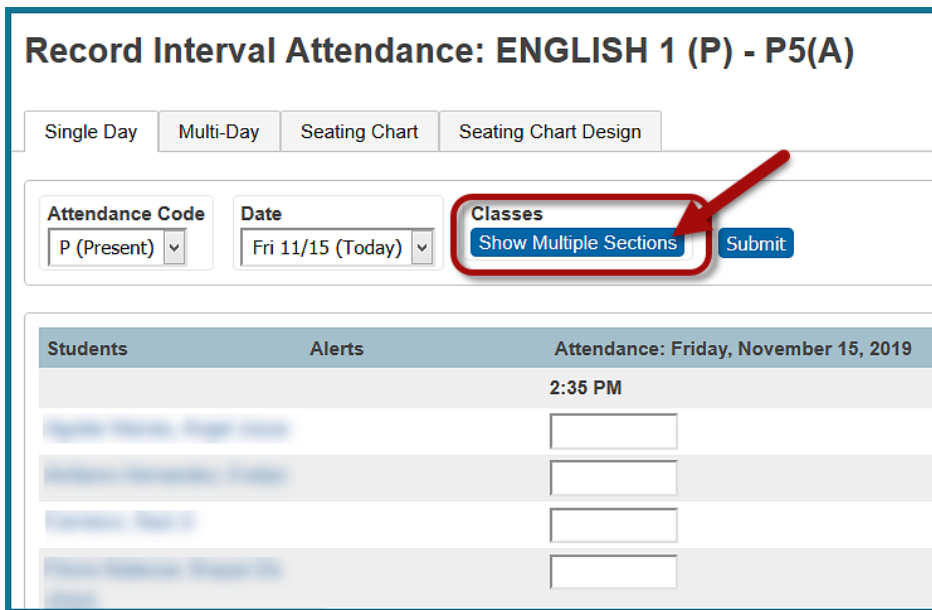


## Posting Attendance for Multiple Sections

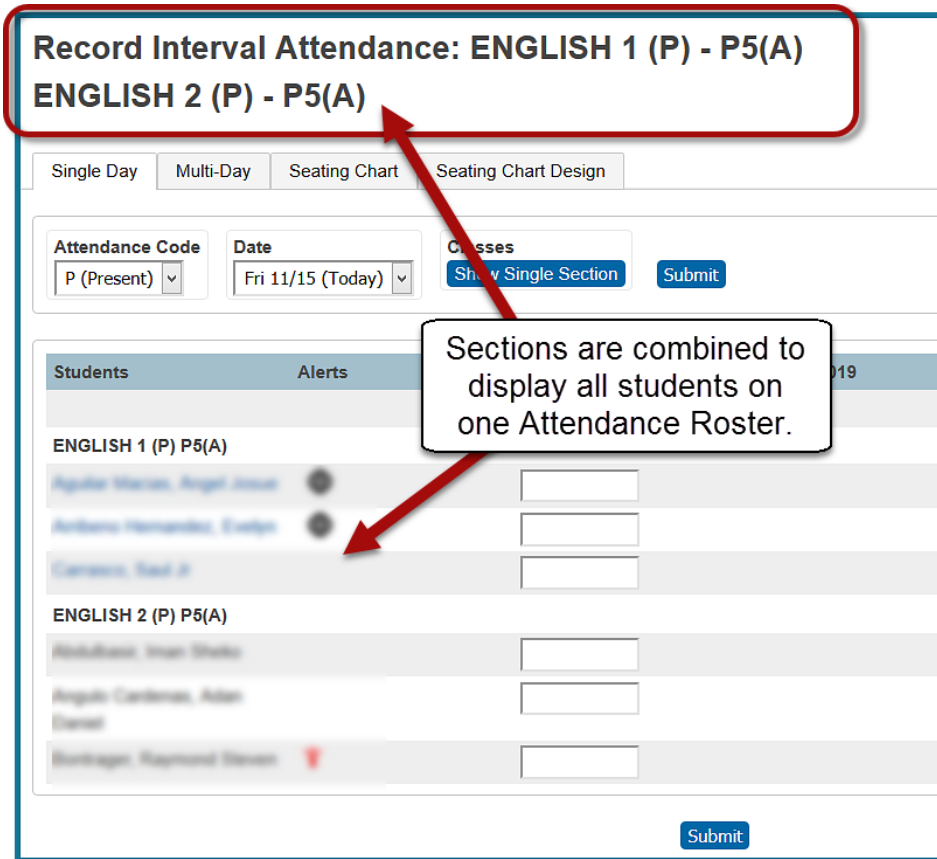
- From the **PowerTeacher Start Page**, select the Extended Day school from the **School** drop-down menu, then do the following:
  - Select the **Chair** icon.



- On the **Record Interval Attendance** roster, click **Show Multiple Sections**.



- Students from all sections are displayed on a combined roster.
  - Click each student's attendance field to enter the appropriate attendance code.
3. Click **Submit**.



**Record Interval Attendance: ENGLISH 1 (P) - P5(A)  
ENGLISH 2 (P) - P5(A)**

Single Day | Multi-Day | Seating Chart | Seating Chart Design

Attendance Code: P (Present) | Date: Fri 11/15 (Today) | Classes: Show Single Section | Submit

Students	Alerts	
<b>ENGLISH 1 (P) P5(A)</b>		
Agustin Morales, Angel Jesus	●	<input type="text"/>
Andres Hernandez, Ender	●	<input type="text"/>
Carrasco, Noel A		<input type="text"/>
<b>ENGLISH 2 (P) P5(A)</b>		
Maldonado, Ivan Steffen		<input type="text"/>
Angulo Cardenas, Alan Daniel		<input type="text"/>
Bonifacio, Raymond Steven	▼	<input type="text"/>

Submit

Sections are combined to display all students on one Attendance Roster.