

PowerSchool Handbook

Creating the Master Schedule Manually

Version 2.0
March 6, 2019



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Table of Contents

About this Handbook.....	5
Part 1: Gathering Data	7
Updating the Course Catalog.....	8
Entering Student Course Requests.....	9
Determining The Number of Sections Needed.	10
Part 2: Defining Schedule Setup	11
Scheduling Setup	12
Scenarios	12
Auto. Scheduler Setup	14
Course Catalog	14
Years & Terms	14
Periods	14
Days.....	14
Buildings.....	14
Constraints: Load Constraints.....	15
Departments	15
Facilities	15
Houses.....	15
Section Types	16
Teams.....	16
Programs	16
Part 3: Defining Scheduling Resources	17
Resources	18
Rooms	18
Adding/Editing a Room.....	18
Students	20

Updating Student Scheduling Preference using Auto-Fill	20
Updating Individual Student Scheduling Preference	21
Teachers	24
Adding a Teacher to Your School	24
Making a Teacher Visible in PowerScheduler	27
Part 4: Master Schedule Construction	29
Creating Sections	30
Auto Generate Course Info Function	33
Creating Section Links	35
Part 5: Loading Students	39
Load Validation	40
Load Students	42

About this Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Site Tech/Power User, or other staff members responsible for creating the master schedule manually and using the PowerScheduler Loader to schedule students for the next school year. 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).



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

If you are missing a course that your school plans to offer, contact Kathryn Smart at ksmart@sandi.net.

If you have questions regarding master schedule theory or any other course related questions, please contact the **Office of School Innovation**.

Part 1: Gathering Data

Updating the Course Catalog

See [Scheduling Course Catalog Job Aid](#)

Each year, IT creates a new course catalog that contains all courses available to your school for use in the next school year. When the course catalog is updated, the list of available courses is narrowed down to only the courses your school plans to offer.

If the course catalog is missing a course that your school plans to offer, contact Kathryn Smart at ksmart@sandi.net to request the course be made available for next year.

IMPORTANT! Before disabling (unchecking) a course from the course catalog, any scheduling course setup associated to that course must be deleted; course requests, teacher assignments, course relationships, constraints (including section links), course sections created by the Builder or by hand, and “Schedule this Course” in course preferences.

New courses made available to your school **after** IT creates the course catalog will appear *unchecked*. The new course must be enabled (checked) in order to schedule it for the future year.

Entering Student Course Requests

See the [Student Course Requests Handbook](#).

Student course requests are vital to scheduling. During the PowerScheduler Build process, student Course Requests are used to determine how many sections of a course are required. During the Load process, the Requests are used to schedule the students into their selected or required courses. Requests can also be used to load students into selected sections of a course.

There are several methods to enter or delete student course requests. Course requests can be manually entered or deleted for an individual student, or mass added or deleted for a student group. Course Requests can also be entered by the student or counselor via the online Student Registration Screen (see the [Course Request Management Handbook](#)).

IMPORTANT! Prior to entering Course Requests, the Scheduling Course Catalog must be updated to include only the courses your school plans to offer.

Determining The Number of Sections Needed.

See the [Determining the Number of Sections Needed Job Aid](#).

Once Course Requests have been added, two methods can be used to determine the number of sections needed:

- Use the results from the **Course Request Tally** report to create a spreadsheet to calculate the target number of sections to offer.
- Use the **Calculate Target Number of Sections to Offer** function to allow the system to calculate the recommended number of section needed for each course.

Part 2: Defining Schedule Setup

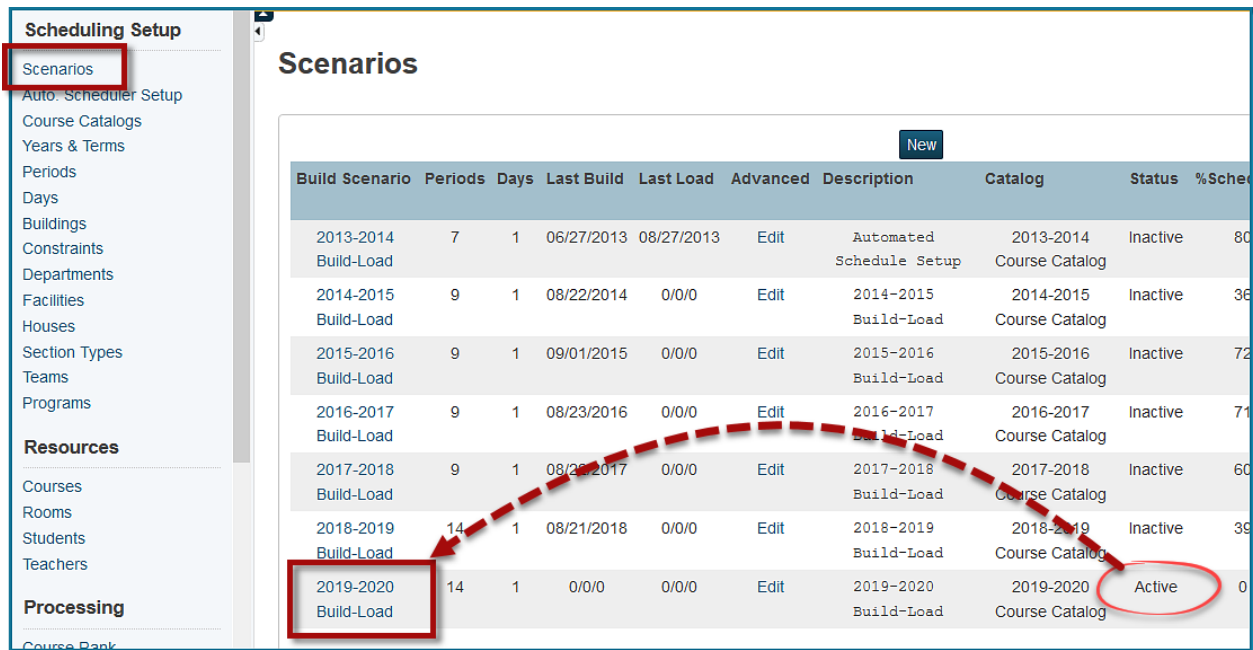
Scheduling Setup

Before you can begin to create your master schedule, you must define certain pieces of information to be used during the process. Not all scheduling setup need to be defined.

Scenarios

The next year build Scenario is setup by IT based on your current year Scenario. Verify and update information, as needed.

1. On the **Start Page**, under Applications, select **PowerScheduler**.
2. Under Scheduling Setup, click **Scenarios**.
3. Click on the **Active Scenario** name.



Scheduling Setup

- Scenarios
- Auto. Scheduler Setup
- Course Catalogs
- Years & Terms
- Periods
- Days
- Buildings
- Constraints
- Departments
- Facilities
- Houses
- Section Types
- Teams
- Programs

Resources

- Courses
- Rooms
- Students
- Teachers

Processing

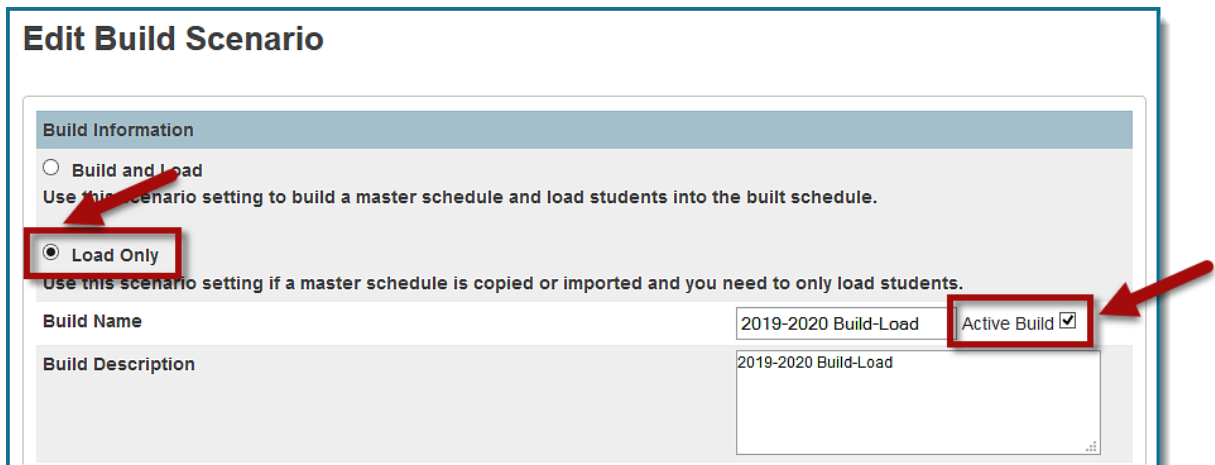
- Course Bank

Scenarios

New

Build Scenario	Periods	Days	Last Build	Last Load	Advanced	Description	Catalog	Status	%Sched
2013-2014 Build-Load	7	1	06/27/2013	08/27/2013	Edit	Automated Schedule Setup	2013-2014 Course Catalog	Inactive	80
2014-2015 Build-Load	9	1	08/22/2014	0/0/0	Edit	2014-2015 Build-Load	2014-2015 Course Catalog	Inactive	36
2015-2016 Build-Load	9	1	09/01/2015	0/0/0	Edit	2015-2016 Build-Load	2015-2016 Course Catalog	Inactive	72
2016-2017 Build-Load	9	1	08/23/2016	0/0/0	Edit	2016-2017 Build-Load	2016-2017 Course Catalog	Inactive	71
2017-2018 Build-Load	9	1	08/20/2017	0/0/0	Edit	2017-2018 Build-Load	2017-2018 Course Catalog	Inactive	60
2018-2019 Build-Load	14	1	08/21/2018	0/0/0	Edit	2018-2019 Build-Load	2018-2019 Course Catalog	Inactive	39
2019-2020 Build-Load	14	1	0/0/0	0/0/0	Edit	2019-2020 Build-Load	2019-2020 Course Catalog	Active	0

- On the **Edit Build Scenario** page, select the **Load Only** option. Use this option whether you plan to use the Loader to schedule students or schedule students by hand.
- Verify the **Active Build** box is checked.



Edit Build Scenario

Build Information

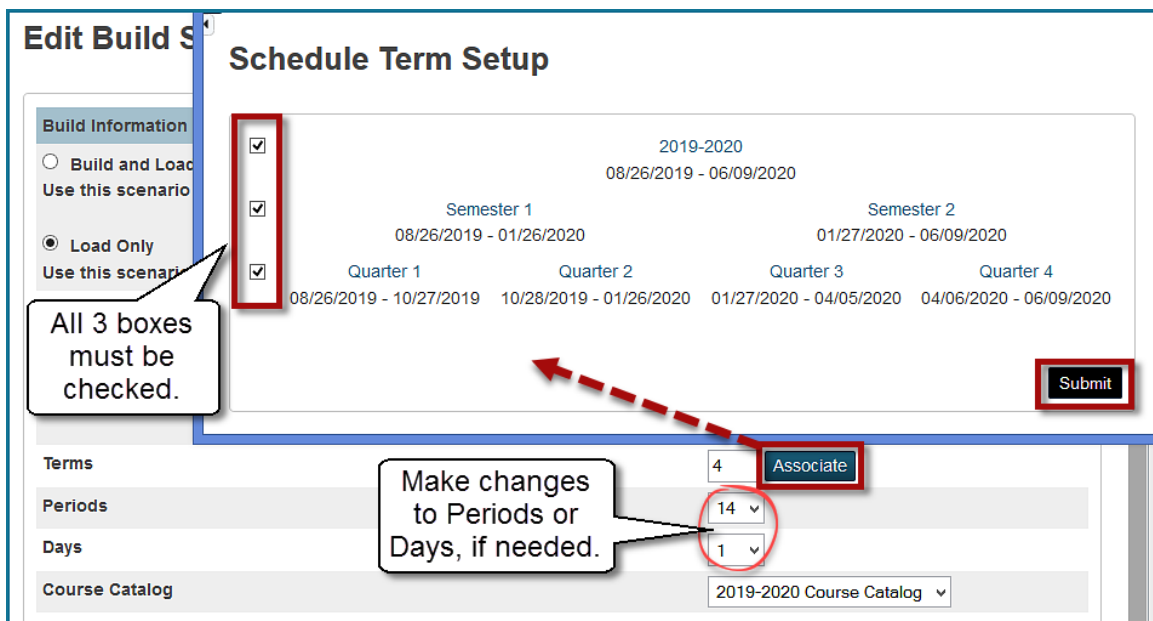
Build and Load
Use this scenario setting to build a master schedule and load students into the built schedule.

Load Only
Use this scenario setting if a master schedule is copied or imported and you need to only load students.

Build Name: 2019-2020 Build-Load **Active Build**

Build Description: 2019-2020 Build-Load

- Terms** – Verify that the number 4 appears in the Term box (click the associate button and verify all 3 boxes are checked).
- Periods** - Verify the correct number of **periods** appear. If you are changing the number of periods being offered, select the new number from the drop-down menu.
- Days** - Verify the correct number of **Days** appear in the drop down menu.



Edit Build Scenario

Schedule Term Setup

Build Information

Build and Load
Use this scenario

Load Only
Use this scenario

2019-2020
08/26/2019 - 06/09/2020

Semester 1: 08/26/2019 - 01/26/2020
Semester 2: 01/27/2020 - 06/09/2020

Quarter 1: 08/26/2019 - 10/27/2019
Quarter 2: 10/28/2019 - 01/26/2020
Quarter 3: 01/27/2020 - 04/05/2020
Quarter 4: 04/06/2020 - 06/09/2020

Submit

Terms: 4 Associate

Periods: 14

Days: 1

Course Catalog: 2019-2020 Course Catalog

All 3 boxes must be checked.

Make changes to Periods or Days, if needed.

9. **Build Optimizations** – Do Not Change.
10. **Load Optimizations** – Do Not Change.
11. **Best Schedule Weights** – Do Not Change.
12. Click **Submit**, if changes were made.

Build Optimizations	
Percent of schedule combinations to evaluate for each course	<input type="text" value="10"/>
Minimum number of schedule combinations to evaluate for each course	<input type="text" value="10000"/>
Load Optimizations	
Percent of schedule combinations to evaluate for each student	<input type="text" value="10"/>
Minimum number of schedule combinations to evaluate for each student	<input type="text" value="10000"/>
Best Schedule Weights	
Student conflicts	<input type="text" value="50"/>
Section balance	<input type="text" value="50"/>
Total	100
<input type="button" value="Delete"/> <input type="button" value="Submit"/>	

Auto. Scheduler Setup

This item is completed by IT.

Course Catalog

Update the Course Catalog (see page **Error! Bookmark not defined.**).

Years & Terms

This item is completed by IT.

Periods

Verify the Name and Abbreviation. Click Submit, if changes are made.

Days

Verify the Name and Abbreviation. Click Submit, if changes are made.

Buildings

Used remotely at a few schools, must be setup by IT.

Constraints: Load Constraints

Load constraints restrict the way PowerScheduler loads students into courses in the master schedule. The more constraints you define, the less flexibility the system has to load students into courses, resulting in less than optimal scheduling. It is best to use the fewest number of constraints.

- **Balance Adjustment** – Used to pre-load a course section with a certain number of reserved seats before adding the rest of the students.
- **Student Avoid** – Used to keep two selected students from being scheduled together.
- **Teacher Avoid** – Used to keep a selected student and a selected teacher from being scheduled into any of the same course sections.
- **Student Free** – specifies which periods a student must not be scheduled. Useful if student is taking a course at another school.
- **Section Link** – Section Link constraints are used by the Loader and Automated Walk in Scheduler on the live side, to allow students enrolled in one course to be enrolled in another specific course section. (See page 35).
- **Student Preferences** – Used to schedule a student in a particular course section, term, or teacher.

Departments

Insufficient Access (completed by IT)

Facilities

Not used when building the master schedule manually

Houses

Houses is another way to assign students to a specific room and teacher. Students assigned to a specific House can only be scheduled into a section of the same House, or a section with no House designation. They cannot be scheduled into a section of another House. Students who are not assigned a House will be scheduled into any section.

NOTE: Be sure the “Use houses” checkbox is selected on the **Edit Advanced Build Scenario** page, if using Houses.

How to define a House:

- On the **PowerScheduler** page, under Scheduling Setup, select **Houses**.
- On the **Houses** page, click **New**.
- On the **Add/Edit House** page, enter the name of the House in the text field.
- Click **Submit**.

Section Types

Section types are used to differentiate sections of a course and are applied to student requests and the appropriate section.

You must check the “Use Section Type” box on the course preference page if you plan to use the Loader to schedule students.

IMPORTANT! Only students with a specific section type will be scheduled into the section with the same section type. The section will not *back-fill* with non-section typed students. Section types must be “relaxed” in order to allow students without a section type to back-fill the section. (Call Help Desk to have section types relaxed).

How to define Section Types:

- On the **PowerScheduler** page, select **Section Types**.
- On the **Section Types** page, click **New**.
- On the **Add/Edit Section Types** page, enter a *name for the Section Type* (max of 20 characters), and a *section type code* (max of 2 characters).
- Click **Submit**.

Teams

Teams are another way to group students together. Teams fall into two categories: static or dynamic.

Static Teams – You define a team name, and manually assign the student and teacher to the team. The system will schedule the student with the appropriate teacher team.

Dynamic Teams – You define a team name and manually assign the teacher to the team. The system will decide which students to assign to the team for the best possible balance.

How to define a Team:

- On the **PowerScheduler** page, select **Teams**.
- On the **Teams** page, click **New**.
- On the **Edit Team** page, enter the name for the Team.
- Click **Submit**.

Programs

Leave default values.

Part 3: Defining Scheduling Resources

Resources

Rooms

Adding/Editing a Room

1. On the **PowerScheduler** page, under Resources, select **Rooms**.

Resources	Build Scenario	Last Build	Last Load	Stu Rec
Courses	2013-2014 Build-Load	07/13/2013	08/27/2013	121
Rooms	2014-2015 Build-Load	08/15/2014	0/0/0	118
Students	2015-2016 Build-Load	06/18/2015	0/0/0	112
Teachers	2016-2017 Build-Load	08/22/2016	0/0/0	109

2. On the **Rooms** page, do the following:
 - Click the **New Room** button to create a new room.
 - Click on the **Room Number** to edit the room.

Rooms

Build: 2018-2019 Build-Load (25524906) Catalog: 2018-2019 Course Catalog (25005356)

Click **New Room** to create a new room.
New Room

Basic Filter +

Clear Apply

94 of 94 items

Number	Description	Department	Matrix	Facilities	Max	Scheduled	Dept. Use Only	Fac. Use Only	Always Free
102	Computer Lab	Non-Dept	View		99	Yes	No	No	No
104	104	Math	View		99	Yes	No	No	No
105	Computer Lab	Non-Dept	View		99	No	No	No	Yes

Click the **Room Number** to edit the room.

3. On the **Add/Edit Room** page, enter or modify:

- **Room Number**
- **Room Description**
- **Department** – Do not use.
- **Use for Scheduling** – Check box.
- **Room Maximum** – Enter the maximum number of seats for this room.
- All other fields can be left blank.

4. Click **Submit**.

Add/Edit Room

Option	Value
Room Number	<input type="text" value="100"/>
Room Description	<input type="text" value="100"/>
Department	<input type="text"/> Associate
Building	<input type="text"/> Associate
House	<input type="text"/> Associate
Use for Scheduling	<input checked="" type="checkbox"/>
Room is Always Free	<input type="checkbox"/>
Department Use Only	<input type="checkbox"/>
Facility Use Only	<input type="checkbox"/>
Room Facilities	<input type="text"/> Associate
Room Maximum	<input type="text" value="25"/>

Students

If you plan to use the **Loader** to schedule students in PowerScheduler, the **Schedule this Student** box must be checked.

When IT runs the Next Year Setup, the **Student Scheduling Preferences** are updated automatically. For students who enroll after the Next Year Setup, their scheduling preferences will be updated through the enrollment process. However, it is important to verify that all students have the **Schedule This Student** box checked in order for the system to schedule them into classes.

You can enter or update student scheduling preferences using any of the following methods:

- Updating student scheduling preference using Auto-fill Student Information.
- Updating individual student scheduling preference.

Updating Student Scheduling Preference using Auto-Fill

1. On the **PowerScheduler** page, select **Functions**.
2. On the **Scheduling Functions** page, select **Auto Fill Student Information**.
3. Enter the following values:
 - **Priority** – This value will determine the scheduling order. The lower number has the highest priority.
 - **Schedule This Student** – Select **Yes**, to auto-fill the **Schedule This Student** box for all students.
4. Click **Submit**.

Auto-Fill Student Info

Field Name	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Priority	40	30	20	10	[]
Schedule This Student	Yes ▾	Yes ▾	Yes ▾	Yes ▾	No Change ▾

Updating Individual Student Scheduling Preference

Find Students Missing Schedule this Student:

1. On the **PowerScheduler** page under Resources, click **Students**.

Resources	Build Scenario	Last Build	Last Load	Stu Rec
Courses	2013-2014 Build-Load	07/13/2013	08/27/2013	121
Rooms	2014-2015 Build-Load	08/15/2014	0/0/0	118
Students	2015-2016 Build-Load	06/18/2015	0/0/0	112
Teachers	2016-2017 Build-Load	08/22/2016	0/0/0	109

2. On the **Scheduling** page, type the following in the **Student Search Field**:

Sched_Scheduled=False

Scheduling

Build: 2018-2019 Build-Load (25524906) Catalog: 2018-2019 Course Catalog (25005356)

View Field List Multi Select

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Next Year Grade Level: 9 10 11 12

Current Year Grade Level: 8 9 10 11 12

Other Options: M F All

3. On the **Selected Students** page, click the **Select these students** link.

Selected Students

Searched for: Sched_Scheduled=False

Matches: (5)

(333673) (08/01/04) (8) Albarran, Grecia
 (33766) (09/01/01) (10) Bales, Jaylin
 (72700236) (07/01/00) (10) Barros, Clifton Julio
 (86980) (05/01/04) (8) Betts, Juliet
 (310515) (11/01/03) (9) Brumley, Nathaniel Evaristo

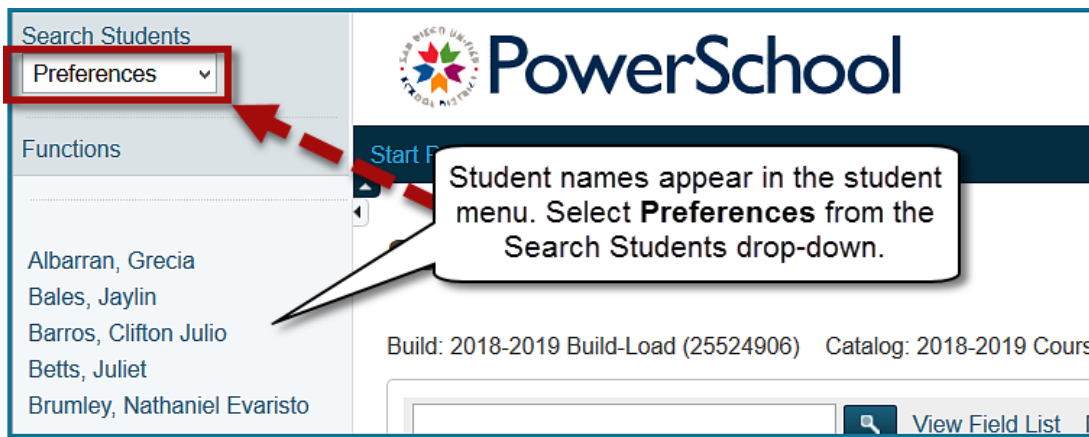
Click **Select these students**

Select Students By Hand

Select these students

Functions

- The selected student names will appear in the student menu. Select **Preferences** from the drop-down menu. Select the first student.



- Complete the **Edit Scheduling Preferences** page as follows:
 - Next Year Grade** – Set by IT during Next Year Setup, or during the enrollment process on the Student Scheduling Setup page. Verify or change, as needed.
 - Priority** – Enter a priority for the system to follow when loading student schedules.
NOTE: The lower the number, the higher the priority.
 - Schedule This Student** – This box must be checked for student to be scheduled. If this box is left unchecked, the system will ignore this student.
 - SD Class of** – Set by IT (View only field)
 - Next Year School** – Verify this information is correct. Only students with the Next Year School listed as your school, will show up in PowerScheduler.
NOTE: If you have a student who does not show up in PowerScheduler, go to the live side and verify your school is listed on the Student Scheduling Setup page.
- Click **Submit**.

Edit Scheduling Preferences

Albarran, Grecia 8 333673 Innovation

Constraints Demographics Grad Planner Grad Progress Matrix **Preference** Requests Schedule

Required Settings

Next Year Grade Level *

Priority

Schedule This Student

Check this box.

SD Class Of

Next Year School *

Optional Settings

Next Year Building Associate

Next Year House Associate

Next Year Team

20401

Submit

Teachers

Adding a Teacher to Your School

Use the **District Staff** tab to search for new teachers and assign them to your site. Once a new teacher has been added, the Power User can then assign the appropriate role/permission, and add them to an existing class.

1. On the **Start Page**, select the **District Staff** tab.
2. On the **District Staff Search** page, enter the **Staff Name and/or Employee ID**.

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

First Name

Employee ID

Enter the Staff Name and/or Employee ID

3. On the **District Staff Search Results** page, click on the **pencil icon** to assign the staff to your 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.

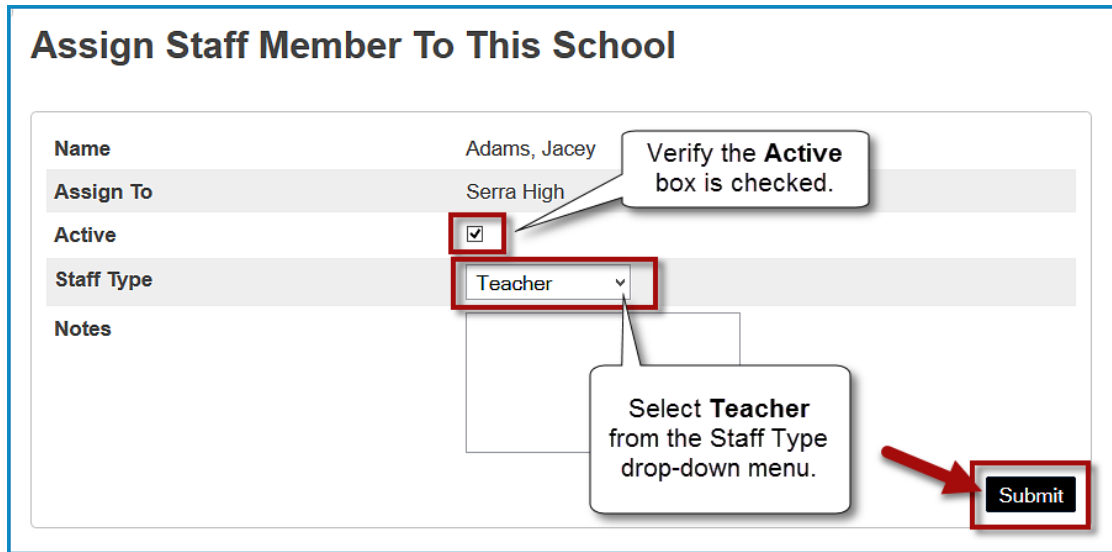
Search criteria:

✓ Last Name contains: **Adams**

16 staff members found

Last Name ^	First Name, Middle Initial	Employee ID	Home School	Assign
Adams	Amparo, C	100544	Hamilton Elementary	
Adams	Apollo	zzteacherr157	Johnson Elementary	
Adams	Dominik	166673	Hoover High	
Adams	Jacey	161858	District	
Adams	Juana	165583	District	

4. On the **Assign Staff Member to This School** page, turn on the **Active** checkbox.
5. Select **Teacher** from the **Staff Type** drop-down menu.
6. Click **Submit**.



Assign Staff Member To This School

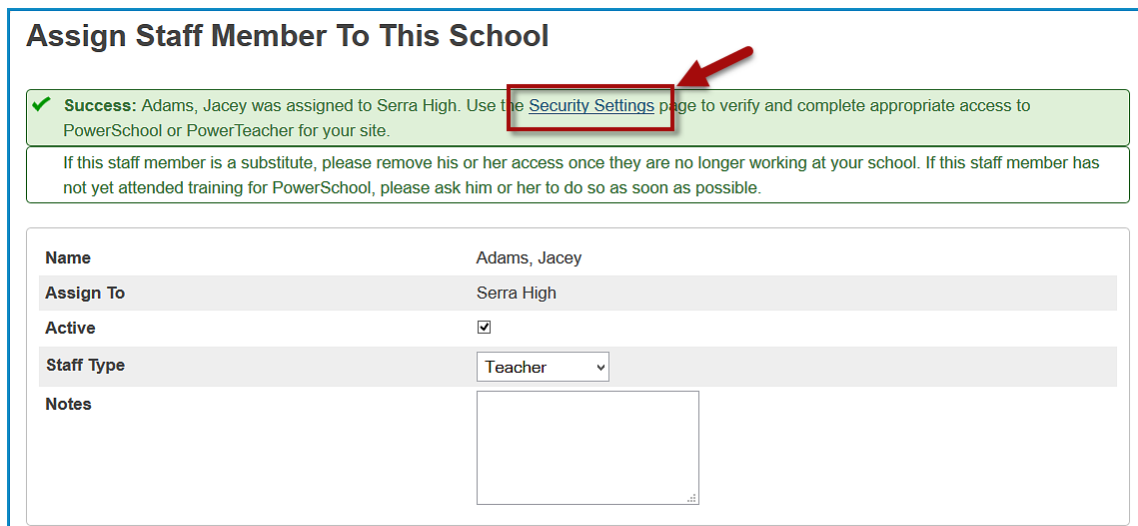
Name	Adams, Jacey
Assign To	Serra High
Active	<input checked="" type="checkbox"/>
Staff Type	Teacher
Notes	

Verify the **Active** box is checked.

Select **Teacher** 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:** Adams, Jacey was assigned to Serra High. 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	Adams, Jacey
Assign To	Serra High
Active	<input checked="" type="checkbox"/>
Staff Type	Teacher
Notes	

8. On the first tab of the **Security Settings** page, turn on the checkbox for **Sign in to PowerTeacher**.
9. Verify the **Active** checkbox is selected for your school, and **Teacher** is selected as the **Staff Type**.
10. Click **Submit**.

Security Settings - Teachers and Affiliations - Adams, Jacey 161858

Teachers and Affiliations

Admin Access and Roles

Applications

Sign in to PowerTeacher

Teacher Username
 Teacher Password

School Affiliations [?]

Home School	Active	School	Staff Type	Actions
<input type="radio"/>	<input checked="" type="checkbox"/>	District Office	Staff	<input type="button" value="D"/> <input type="button" value="-"/>
<input type="radio"/>	<input checked="" type="checkbox"/>	Serra High	Teacher	<input type="button" value="D"/> <input type="button" value="-"/>

Check the **Sign in to PowerTeacher** box, if it is not already checked.

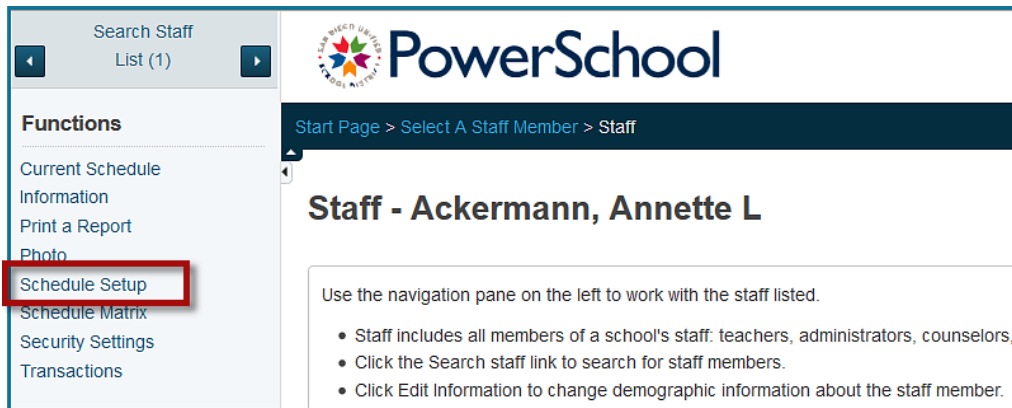
Verify **Active** is checked for your school.

Verify **Teacher** is the selected **Staff Type**.

Making a Teacher Visible in PowerScheduler

If **Schedule this Teacher** is not checked on the teacher's **Schedule Setup** page, they will not show up on the PowerScheduler side.

1. On the **Start Page**, select the **Staff** tab and search for the teacher.
2. On the **Staff** page, under Functions, click **Schedule Setup**.



Search Staff
List (1)

PowerSchool

Start Page > Select A Staff Member > Staff

Staff - Ackermann, Annette L

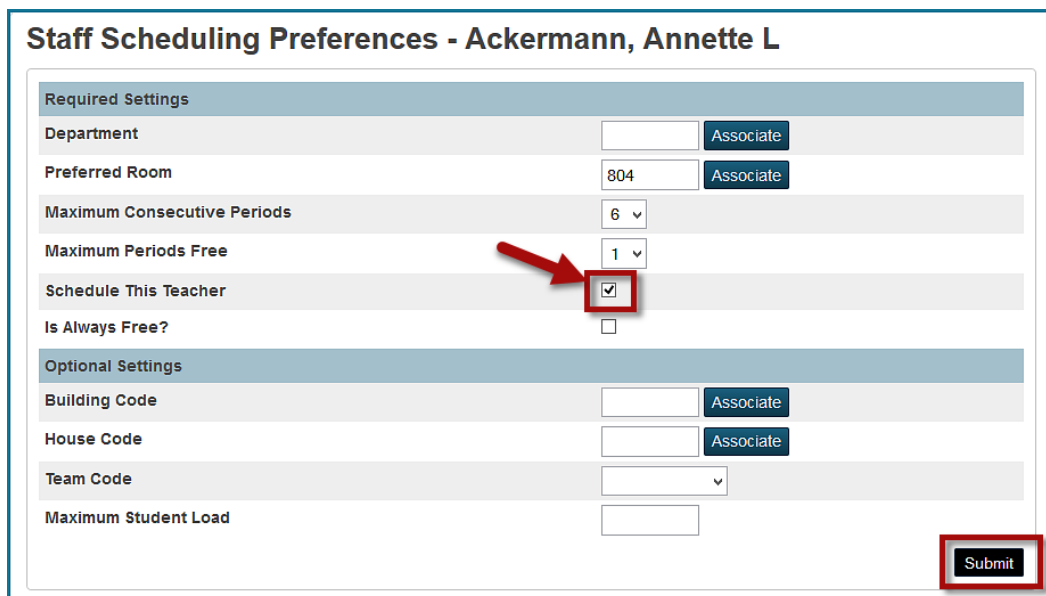
Use the navigation pane on the left to work with the staff listed.

- Staff includes all members of a school's staff: teachers, administrators, counselors,
- Click the Search staff link to search for staff members.
- Click Edit Information to change demographic information about the staff member.

Functions

- Current Schedule
- Information
- Print a Report
- Photo
- Schedule Setup**
- Schedule Matrix
- Security Settings
- Transactions

3. On the **Staff Scheduling Preferences** page, check the **Schedule This Teacher** box.
4. Click **Submit**.



Staff Scheduling Preferences - Ackermann, Annette L

Required Settings	
Department	<input type="text"/> Associate
Preferred Room	804 Associate
Maximum Consecutive Periods	6 ▾
Maximum Periods Free	1 ▾
Schedule This Teacher	<input checked="" type="checkbox"/>
Is Always Free?	<input type="checkbox"/>
Optional Settings	
Building Code	<input type="text"/> Associate
House Code	<input type="text"/> Associate
Team Code	<input type="text"/> ▾
Maximum Student Load	<input type="text"/>

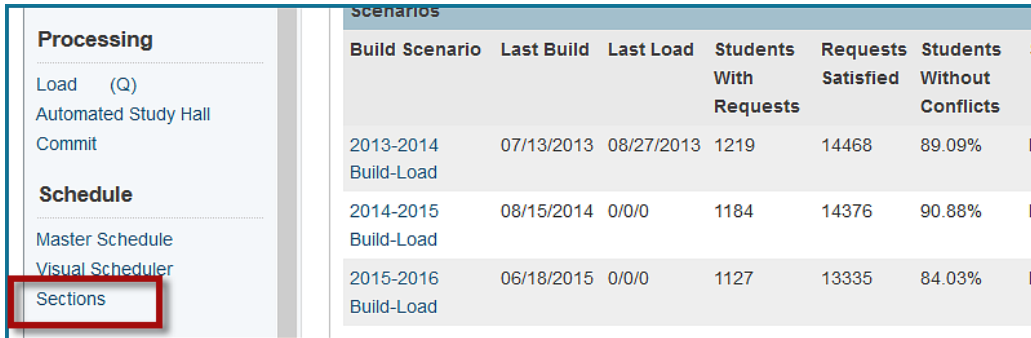
Submit

Part 4: Master Schedule Construction

Creating Sections

A Section is one occurrence of a course. Each course can have multiple sections that meet with different teachers at different times. The section identifies who is teaching the course, at what time, and in which room.

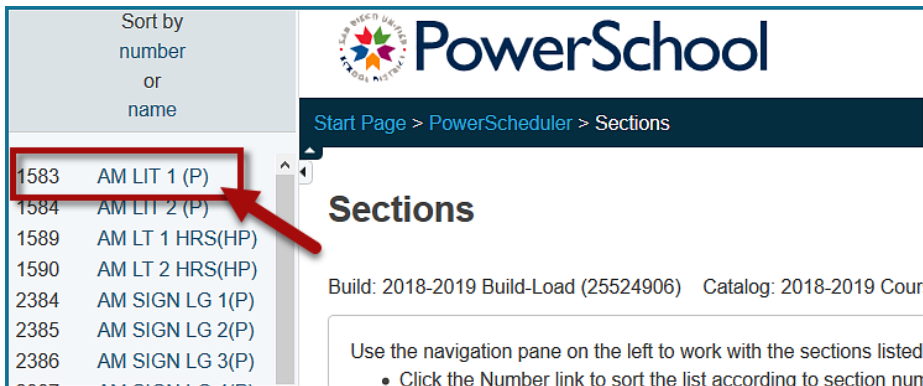
1. On the **PowerScheduler** page, under Schedule, click **Sections**.



The screenshot shows the PowerScheduler interface. On the left, there is a sidebar with a 'Schedule' section containing links for 'Master Schedule', 'Visual Scheduler', and 'Sections'. The 'Sections' link is highlighted with a red box. The main area displays a table of scenarios.

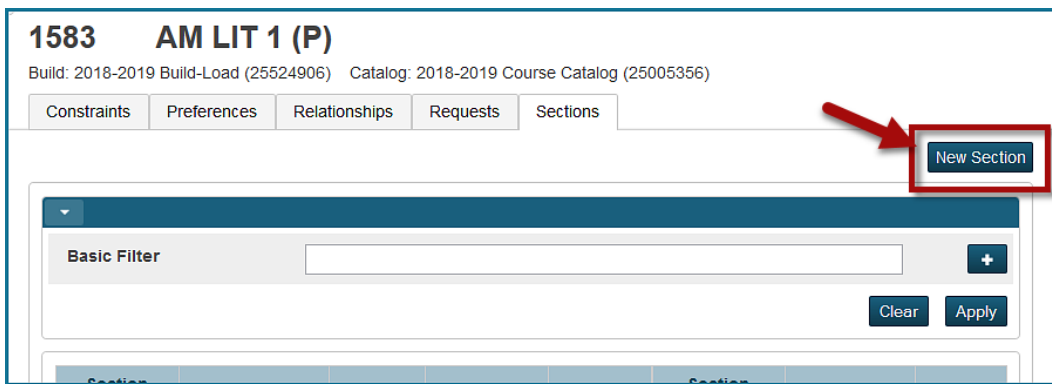
Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	
2013-2014 Build-Load	07/13/2013	08/27/2013	1219	14468	89.09%	Ir
2014-2015 Build-Load	08/15/2014	0/0/0	1184	14376	90.88%	Ir
2015-2016 Build-Load	06/18/2015	0/0/0	1127	13335	84.03%	Ir

2. From the **Course menu** select the course.



The screenshot shows the PowerSchool interface. At the top, there is a navigation bar with 'Start Page > PowerScheduler > Sections'. Below this is a list of courses. The course '1583 AM LIT 1 (P)' is highlighted with a red box and a red arrow points to it. The main area shows the 'Sections' page for this course.

3. On the **Course page**, click **New Section**.



The screenshot shows the course page for '1583 AM LIT 1 (P)'. At the top, there are tabs for 'Constraints', 'Preferences', 'Relationships', 'Requests', and 'Sections'. The 'Sections' tab is active. A red box highlights the 'New Section' button, with a red arrow pointing to it. Below the tabs is a 'Basic Filter' section with a search box and 'Clear' and 'Apply' buttons.

4. Complete the **Edit Section** page as follows:

- **Term:** Select the term in which the section is offered.
- **Schedule Expression:** Check the period for the appropriate day(s) on which the section is taught.
- **Teacher:** Select the Teacher from the drop-down menu.
- **Room:** Click the **Associate** button to select a room. Click the **Submit** button to save the selection, and close the dialog box.

Edit Section

Option	Value												
Course name	AM LIT 1 (P)												
Course number	1583												
Term	Semester 1 ▼												
Schedule	Expression: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	1	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
	A												
1	<input checked="" type="checkbox"/>												
2	<input type="checkbox"/>												
3	<input type="checkbox"/>												
4	<input type="checkbox"/>												
5	<input type="checkbox"/>												
Teacher	Ackermann, Annette L ▼												
Room	1001 Associate												

Select the Term for this section.

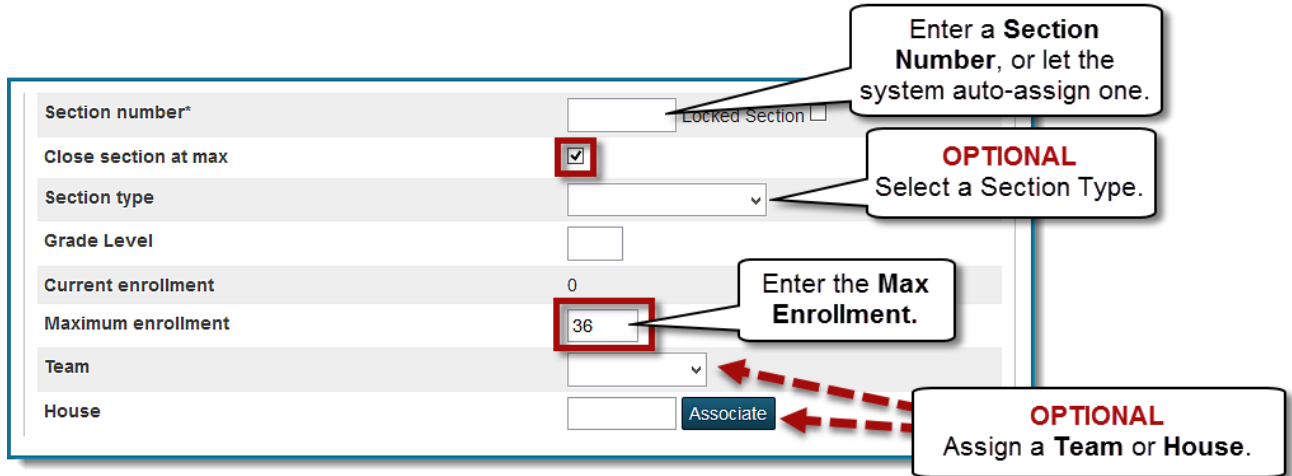
Check the appropriate period and day(s) this section meets.

Select the Teacher.

Click Associate to select a Room from the dialog box.

- **Section Number:** The system will automatically assign a section number if this field is left blank. (OPTIONAL) Enter a unique section number for this section. **You will receive a validation alert if you create a duplicate section.**
- **Close section at Max:** Check the box to close the section when it reaches the maximum enrollment.
- **Section Type:** (OPTIONAL) Select the appropriate Section Type.
- **Maximum enrollment:** Enter the maximum enrollment for this section.

- **Team:** (OPTIONAL) Select the team associated to this section.
- **House:** (OPTIONAL) Click Associate to assign a House to this section.



Enter a **Section Number**, or let the system auto-assign one.

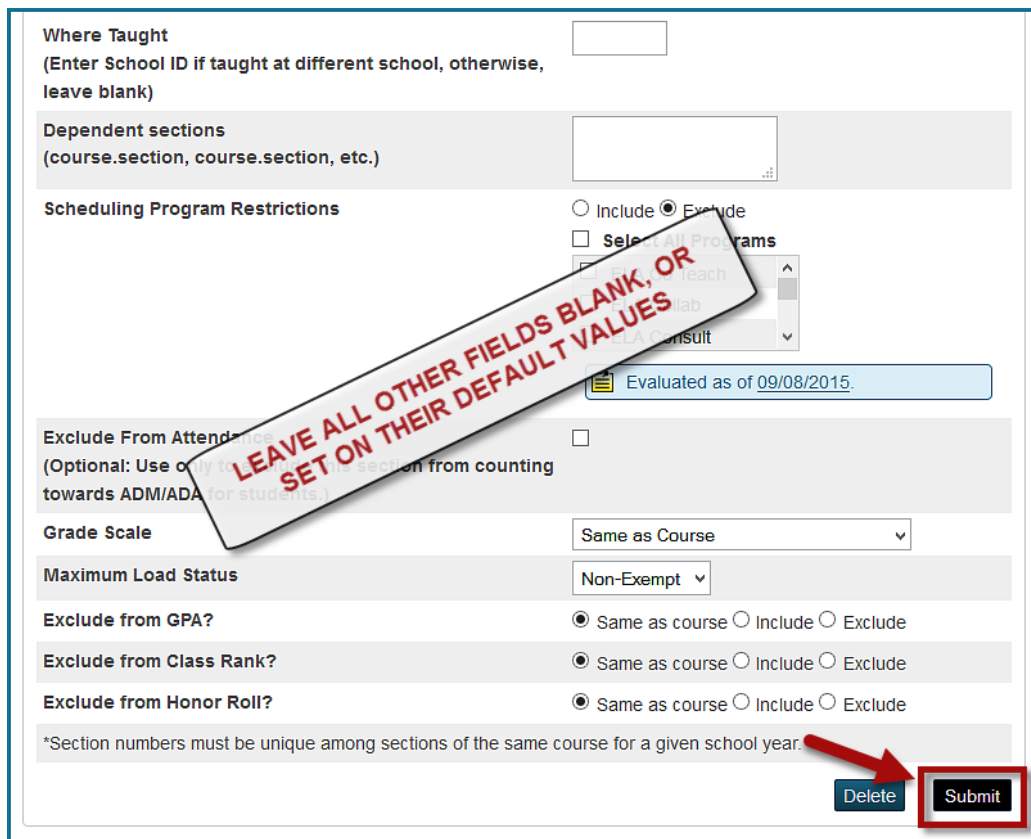
OPTIONAL Select a Section Type.

Enter the **Max Enrollment**.

OPTIONAL Assign a **Team** or **House**.

- Leave all other fields blank, or set on their default values.

5. Click **Submit**.



Where Taught
(Enter School ID if taught at different school, otherwise, leave blank)

Dependent sections
(course.section, course.section, etc.)

Scheduling Program Restrictions
 Include Exclude
 Select All Programs

Exclude From Attendance
(Optional: Use only to exclude section from counting towards ADM/ADA for students.)

Grade Scale
Same as Course

Maximum Load Status
Non-Exempt

Exclude from GPA?
 Same as course Include Exclude

Exclude from Class Rank?
 Same as course Include Exclude

Exclude from Honor Roll?
 Same as course Include Exclude

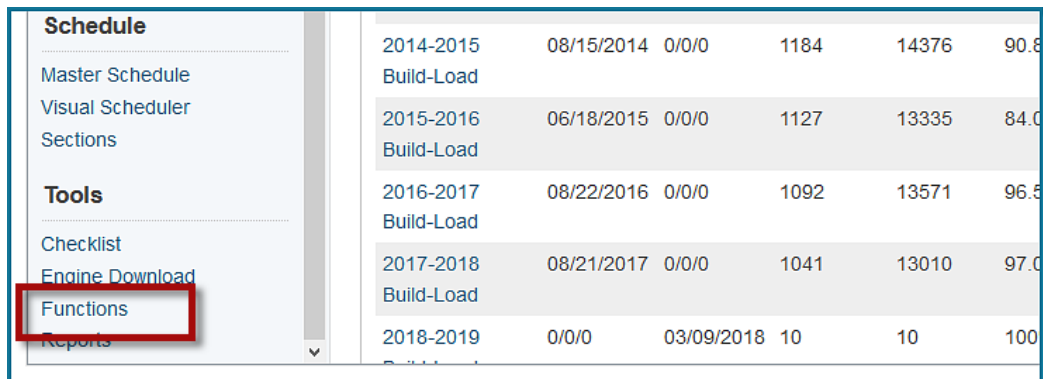
*Section numbers must be unique among sections of the same course for a given school year.

Delete Submit

Auto Generate Course Info Function

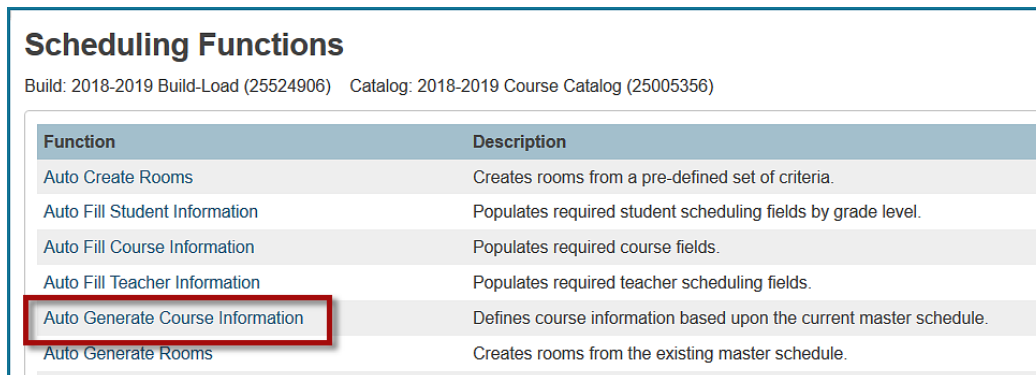
IMPORTANT! You will not be able to use the Loader to schedule students in PowerScheduler, or the Automated Scheduler option on the live side, if this step is not completed.

1. On the **PowerScheduler** page, under Tools, select **Functions**.



Schedule	2014-2015	08/15/2014	0/0/0	1184	14376	90.8
Master Schedule	Build-Load					
Visual Scheduler	2015-2016	06/18/2015	0/0/0	1127	13335	84.0
Sections	Build-Load					
Tools	2016-2017	08/22/2016	0/0/0	1092	13571	96.5
Checklist	Build-Load					
Engine Download	2017-2018	08/21/2017	0/0/0	1041	13010	97.0
Functions	Build-Load					
Reports	2018-2019	0/0/0	03/09/2018	10	10	100

2. On the **Scheduling Functions** page, select **Auto Generate Course Information**.



Build: 2018-2019 Build-Load (25524906) Catalog: 2018-2019 Course Catalog (25005356)

Function	Description
Auto Create Rooms	Creates rooms from a pre-defined set of criteria.
Auto Fill Student Information	Populates required student scheduling fields by grade level.
Auto Fill Course Information	Populates required course fields.
Auto Fill Teacher Information	Populates required teacher scheduling fields.
Auto Generate Course Information	Defines course information based upon the current master schedule.
Auto Generate Rooms	Creates rooms from the existing master schedule.

3. On the **Auto Generate Course Info** screen, check the box **Set the following fields to their default values**.
4. Click **Submit**.

Auto Generate Course Info

This function will derive course information for the following fields from the existing Sections in PowerScheduler.

- Target Number of Sections to Offer
- Valid Terms
- Terms per Year
- Periods per Meeting
- Periods per Cycle
- Frequency
- Is This Course a Lab
- Lab Periods per Meeting
- Lab Frequency
- Maximum Enrollment
- Build Type

Set the following fields to their default values

- Load Priority: 10
- Load Type: Academic
- Balance Priority: Section
- Schedule This Course: True

NOTE: This function only applies to Madison High.

Submit

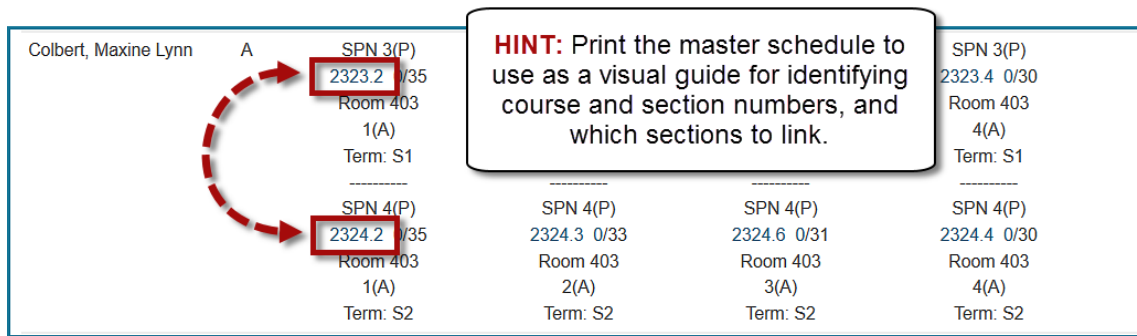
Creating Section Links

Section Links are required if you plan to use the **Loader** to schedule students on the PowerScheduler side, or the **Automated Walk-in Scheduler** option on the live-side.

Section links ensure students scheduled in one course section, will also be scheduled in another specific course section.

For example, for sections that are term specific (S1, S2), a section link will allow a student to be scheduled with the same teacher and period from one term to the next.

HINT: Use the printed master schedule as a visual guide for identifying course and section numbers, and which sections to link.

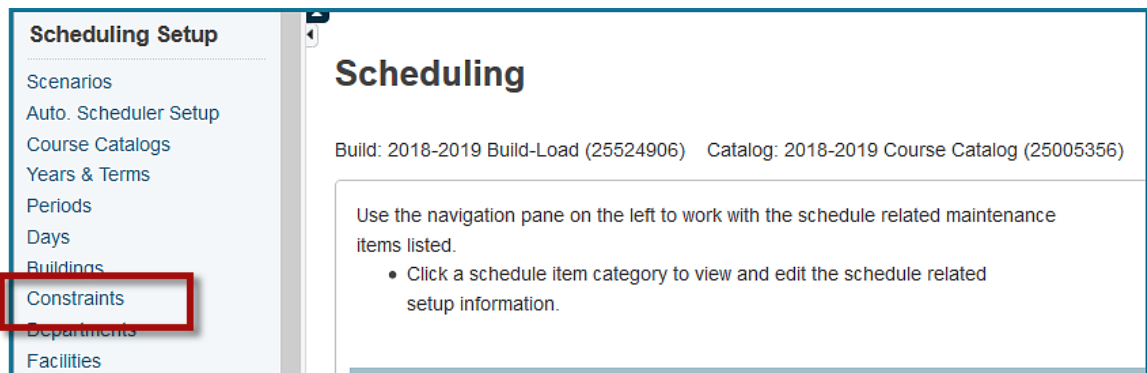


HINT: Print the master schedule to use as a visual guide for identifying course and section numbers, and which sections to link.

Colbert, Maxine Lynn	A	SPN 3(P) 2323.2 /35 Room 403 1(A) Term: S1	SPN 3(P) 2323.4 0/30 Room 403 4(A) Term: S1
		SPN 4(P) 2324.2 /35 Room 403 1(A) Term: S2	SPN 4(P) 2324.4 0/30 Room 403 4(A) Term: S2

To create a Section Link, do the following:

1. On the **PowerScheduler** page, under Scheduling Setup, click **Constraints**.



Scheduling Setup

- Scenarios
- Auto. Scheduler Setup
- Course Catalogs
- Years & Terms
- Periods
- Days
- Buildings
- Constraints**
- Departments
- Facilities

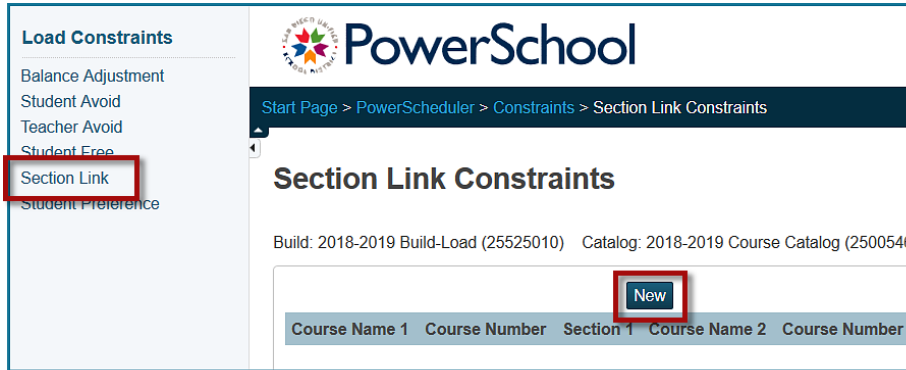
Scheduling

Build: 2018-2019 Build-Load (25524906) Catalog: 2018-2019 Course Catalog (25005356)

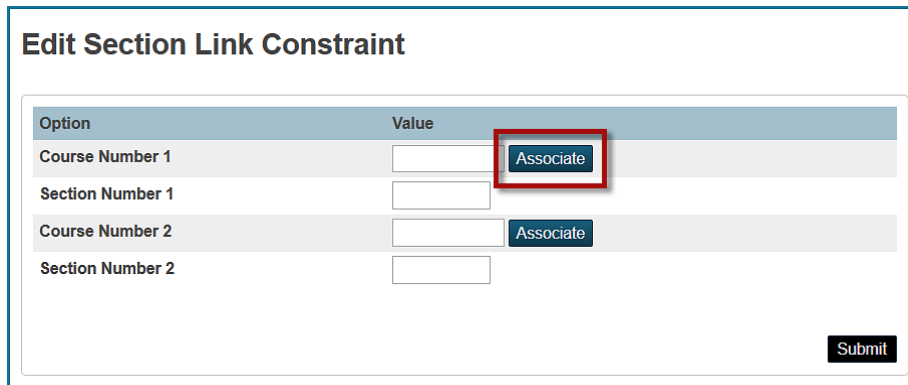
Use the navigation pane on the left to work with the schedule related maintenance items listed.

- Click a schedule item category to view and edit the schedule related setup information.

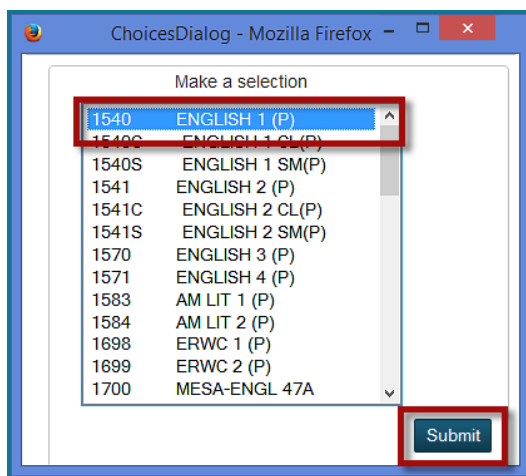
2. Under the **Load Constraints** menu, click **Section Link**.
3. Click **New** on the Section Link Constraints page.



4. On the **Edit Section Link Constraint** page, click the **Associate** button of **Course Number 1**.



5. From the **ChoicesDialog** box, select **Course Number 1**.
6. Click **Submit**.



- Back on the **Edit Section Link Constraint** page, enter the **Section Number** for course number 1, and then click the **Associate** button for **Course Number 2**.

Edit Section Link Constraint

Option	Value	
Course Number 1	<input type="text" value="1540"/>	<input type="button" value="Associate"/>
Section Number 1	<input type="text" value="1"/>	
Course Number 2	<input type="text"/>	<input type="button" value="Associate"/>
Section Number 2	<input type="text"/>	

- From the **ChoicesDialog** box, select **Course Number 2**, then click **Submit**.

ChoicesDialog - Mozilla Firefox

Make a selection

- 1540 ENGLISH 1 (P)
- 1540C ENGLISH 1 CL(P)
- 15488 ENGLISH 1 SM(P)
- 1541 ENGLISH 2 (P)
- 1541C ENGLISH 2 CL(P)
- 1541S ENGLISH 2 SM(P)
- 1570 ENGLISH 3 (P)
- 1571 ENGLISH 4 (P)
- 1583 AM LIT 1 (P)
- 1584 AM LIT 2 (P)
- 1698 ERWC 1 (P)
- 1699 ERWC 2 (P)
- 1700 MESA-ENGL 47A

- Add the **Section Number** for Course Number 2.

- Click **Submit**.

Edit Section Link Constraint

Option	Value	
Course Number 1	<input type="text" value="1540"/>	<input type="button" value="Associate"/>
Section Number 1	<input type="text" value="1"/>	
Course Number 2	<input type="text" value="1541"/>	<input type="button" value="Associate"/>
Section Number 2	<input type="text" value="1"/>	

Section Link Constraints

Build: 2018-2019 Build-Load (25524906) Catalog: 2018-2019 Course Catalog (25005356)

Course Name 1	Course Number	Section 1	Course Name 2	Course Number 2	Section 2
ENGLISH 1 (P)	1540	1	ENGLISH 2 (P)	1541	1

Repeat step 3 – 10, until you have created Section Links for all of your Term courses.

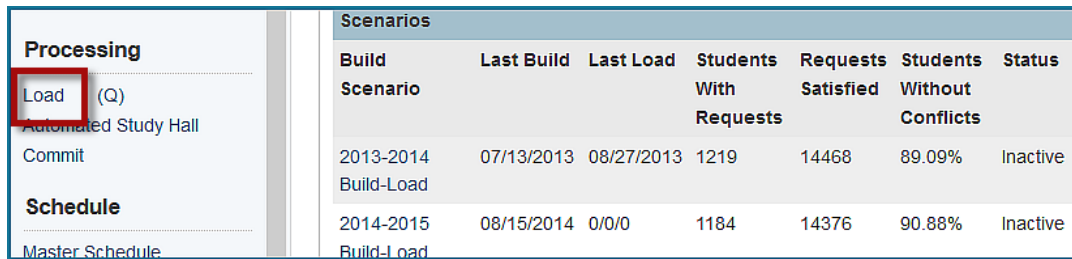
Part 5: Loading Students

Load Validation

Once you are satisfied with your master schedule, you can begin to schedule your students by running a Load.

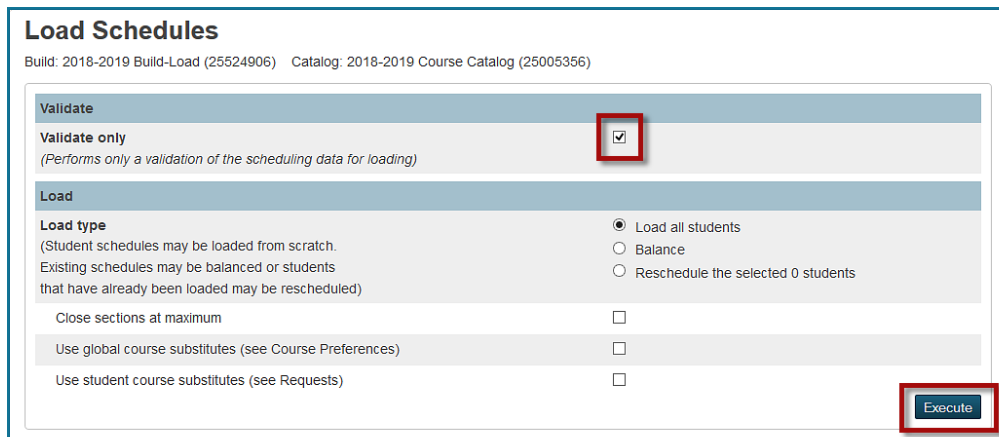
Before running the Loader, you must validate the data. This process finds any errors in your data and reports the potential problems.

1. On the **PowerScheduler** page under Processing, select **Load**.



Scenarios							
Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	Status	
2013-2014 Build-Load	07/13/2013	08/27/2013	1219	14468	89.09%	Inactive	
2014-2015 Build-Load	08/15/2014	0/0/0	1184	14376	90.88%	Inactive	

2. On the **Load Schedules** page, check the **Validate only** checkbox.
3. Click **Execute**.



Build: 2018-2019 Build-Load (25524906) Catalog: 2018-2019 Course Catalog (25005356)

Validate

Validate only
(Performs only a validation of the scheduling data for loading)

Load

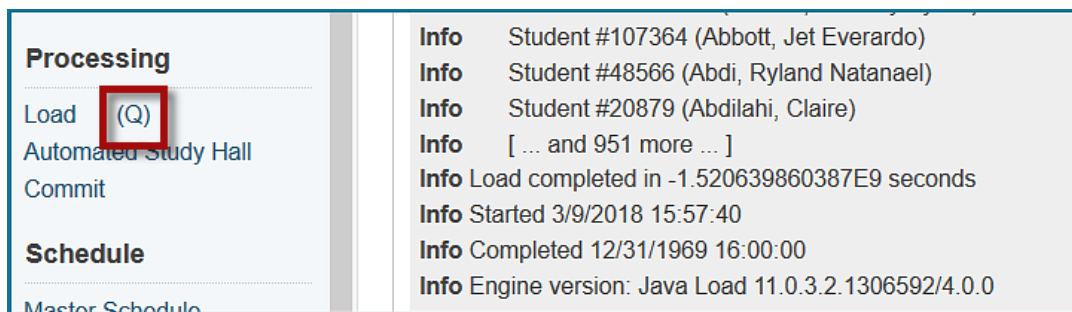
Load type
(Student schedules may be loaded from scratch. Existing schedules may be balanced or students that have already been loaded may be rescheduled)

Load all students
 Balance
 Reschedule the selected 0 students

Close sections at maximum
 Use global course substitutes (see Course Preferences)
 Use student course substitutes (see Requests)

Execute

4. After the engine completes its process, under **Processing**, click the **(Q)** next to Load.



Processing

Load (Q)
Automated Study Hall
Commit

Schedule
Master Schedule

Info Student #107364 (Abbott, Jet Everardo)
Info Student #48566 (Abdi, Ryland Natanael)
Info Student #20879 (Abdilahi, Claire)
Info [... and 951 more ...]
Info Load completed in -1.520639860387E9 seconds
Info Started 3/9/2018 15:57:40
Info Completed 12/31/1969 16:00:00
Info Engine version: Java Load 11.0.3.2.1306592/4.0.0

-
5. On the **Load Student Schedules Queue** page, click **View** in the Results Log column.

Load Student Schedules Queue

Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete
Load	True	True	3/9/18 02:58:05 PM	View		N/A	<input type="text"/>	<input type="checkbox"/>

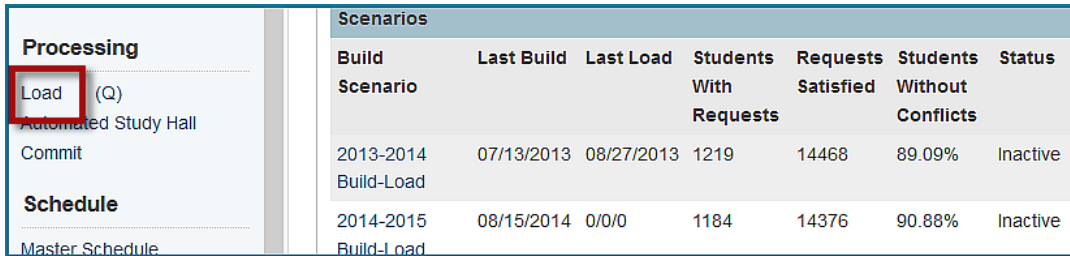
Submit

6. Correct any validation errors. Continue to Validate until you are error-free.

Load Students

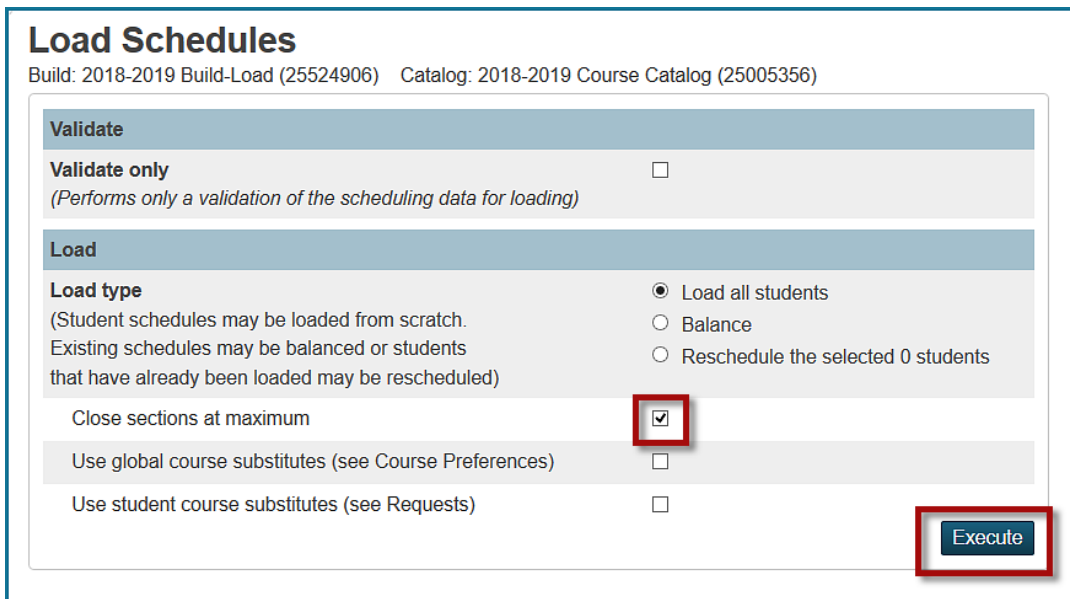
NOTE: Do not run the loader until you are satisfied with your master schedule.

1. On the **PowerScheduler** page under Processing, select **Load**.



Scenarios							
Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	Status	
2013-2014 Build-Load	07/13/2013	08/27/2013	1219	14468	89.09%	Inactive	
2014-2015 Build-Load	08/15/2014	0/0/0	1184	14376	90.88%	Inactive	

2. On the **Load Schedules** page, select the **Close Sections at maximum** checkbox.
3. Click **Execute**.



Load Schedules
Build: 2018-2019 Build-Load (25524906) Catalog: 2018-2019 Course Catalog (25005356)

Validate

Validate only
(Performs only a validation of the scheduling data for loading)

Load

Load type Load all students
(Student schedules may be loaded from scratch. Existing schedules may be balanced or students that have already been loaded may be rescheduled)
 Balance
 Reschedule the selected 0 students

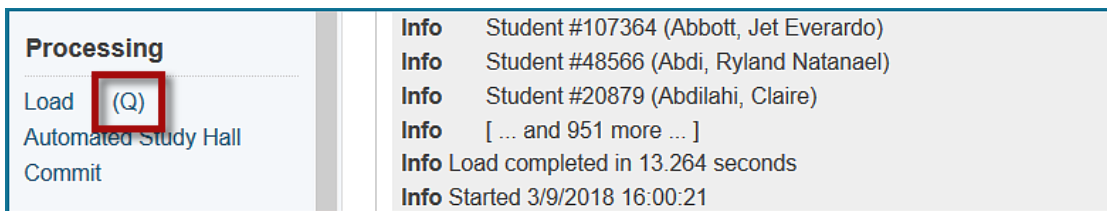
Close sections at maximum

Use global course substitutes (see Course Preferences)

Use student course substitutes (see Requests)

Execute

4. After the engine completes its process, under **Processing**, click the **(Q)** next to Load.



Processing	Info
Load (Q)	Student #107364 (Abbott, Jet Everardo)
Automated Study Hall	Student #48566 (Abdi, Ryland Natanael)
Commit	Student #20879 (Abdilahi, Claire)
	[... and 951 more ...]
	Info Load completed in 13.264 seconds
	Info Started 3/9/2018 16:00:21

- On the **Load Student Schedules Queue** page, click **View** to see errors and messages regarding the load.

Load Student Schedules Queue

Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete
Load	True	True	3/9/18 02:58:05 PM	View	Import	N/A	<input type="text"/>	<input type="checkbox"/>

Submit

Click **View** to see errors and messages regarding the Load.

Results Log for Madison High

```

Info Engine version: Java Load 11.0.3.2.1306592/4.0.0
Info == Analysis: 956 students ==
Info ***** 956 FULLY SCHEDULED *****
Info 0 students fully time scheduled but missing requests.
Info 956 students with 0 requests unscheduled!
Info [[ DETAILED REPORT ]]
Info 0 students fully time scheduled but missing requests.
Info 956 students with 0 requests unscheduled!
Info Student #96253 (Abarca, Abrahan Judah)
Info Student #25105982 (Abarca, Waverly Ayline)
Info Student #107364 (Abbott, Jet Everardo)
Info Student #48566 (Abdi, Ryland Natanael)
Info Student #20879 (Abdilahi, Claire)
Info [... and 951 more ... ]
Info Load completed in 13.264 seconds
Info Started 3/9/2018 16:00:21
Info Completed 3/9/2018 16:00:35
Info Engine version: Java Load 11.0.3.2.1306592/4.0.0
Info Started schedule: 3/9/2018 16:00:21
Info Students loaded: 956
Info Total students to load: 956
Info Students loaded: 100%
Info Load Completed Successfully
Info Total run time: 13.264 seconds.
Info Finished schedule: 3/9/2018 16:00:35
    
```

- After successfully loading schedules, click **Import** to display the student schedules in the master schedule.

Load Student Schedules Queue

Type	Started	Success	Completed	Results Log	Results	Load Log	Comment	Delete
Load	True	True	3/9/18 02:58:05 PM	View	Import	N/A	<input type="text"/>	<input type="checkbox"/>

Submit

Click **Import** to display the student schedules in the master schedule.