

PowerSchool Handbook

Student Scheduling and Course Management

Version 5.0

November 8, 2022



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About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Site Tech/Power User, Counselors, or other staff members responsible for scheduling students at their school. 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) or submit a support request online at <https://sdusd.cherwellondemand.com>

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



Part 1: Maintaining the School Schedule

Understanding Courses, Sections, and Terms

What is a Course?

A Course represents a plan of study on a particular subject. For scheduling purposes in PowerSchool, it is identified by a **Course Number** and **Course Name**.

Most secondary courses have credit values. In PowerSchool these are referred to as credit hours. Students have the potential to earn credits once the course is completed successfully. Elementary courses do not have credit hours.

Course Number	Course Name	Credit Hours
2321	SPN 1(P)	1
1520_2	ENGLISH 8TH	2
1607_4	ELD LEVEL 1	4
E2	Second Grade	0

What is Credit Value (Credit Hour)?

A course credit value, or credit hour, is a unit of measure that is used during the grade calculation to determine GPA. It is important to understand a course's credit value when you create new course sections and enter student course requests. Using a course with the wrong credit value or applying the wrong term to a course section can affect a student's GPA calculation or earned credits.

Courses with **no underscore** (for example, **2321**) have a credit value of **1**. These courses are usually used for Semester or Quarter long classes. **NOTE!** There are exceptions to this rule, always check the course credit value.

Courses with an **underscore 2** (for example, **1520_2**) have a credit value of **2**. These courses are usually used for year-long classes.

Courses with an **underscore 4** (for example, **1607_4**) have a credit value of **4**. These courses are used for blocked (2 period) year-long classes.

To locate the **credit value (credit hour)** of a course, use one of the following methods:

Using Teacher Schedules:

From the Start Page, click Teacher Schedules on the left-side menu, select the teacher, then click the **Course Name**.

Teacher Schedule - Graciano, Ruth 123456

Display today's sections PowerTeac

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Attend
4(A)	22-23	8431_2	STU GOVT 9-12TH	1				
1(A)	S1	6238	BIO LIVING EARTH1 (P)	4				

Course Information

Course Name	STU GOVT 9-12TH
Course Number	8431_2
Credit Hours	2.00
Grade Scale	Scholarship Marks Exclude

Using the Edit Section page:

From the Start Page, click Teacher Schedules on the left-side menu, select the teacher, then click the section number to open the Edit Section page. Click the **Course Name**.

Edit Section

Field	Value
Course Name	BIO LIVING EARTH1 (P)
Course Number	6238
Schedule	Updating the schedule e
Expression: 1(A)	
	1 A

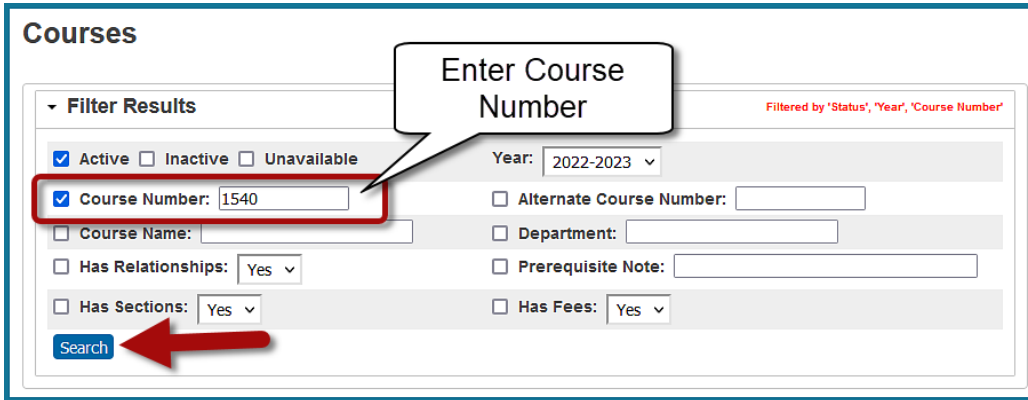
(6238) - General

Label	Value
Display Name	
Course Number	
Course Name	BIO LIVING EARTH1 (P)
Course Description	
Alternate Course Number	9331
Credit Hours	1.00
Maximum Credit Hours	20.00

Using the Courses page:

From the Start Page, under Setup on the left-side menu, select School. Under Scheduling towards the bottom, click **Courses**.

Enter the **Course Number** and click **Search**.



Courses

Filter Results Filtered by 'Status', 'Year', 'Course Number'

Active Inactive Unavailable Year: 2022-2023

Course Number: 1540 Alternate Course Number:

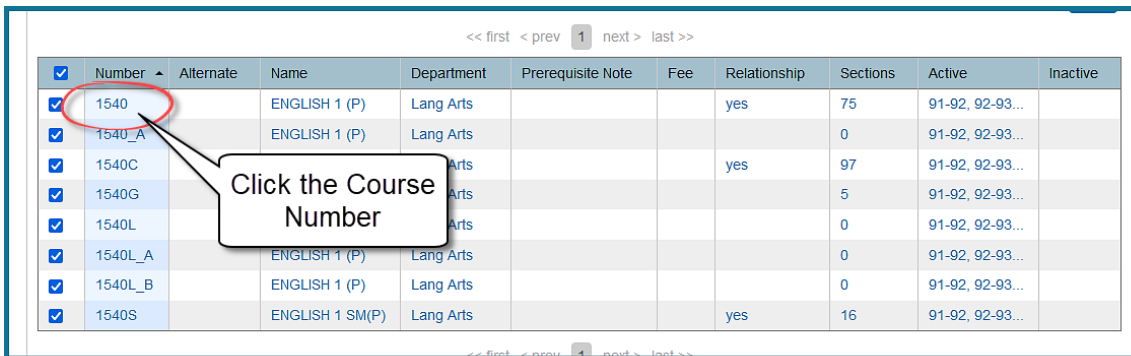
Course Name: Department:

Has Relationships: Yes Prerequisite Note:

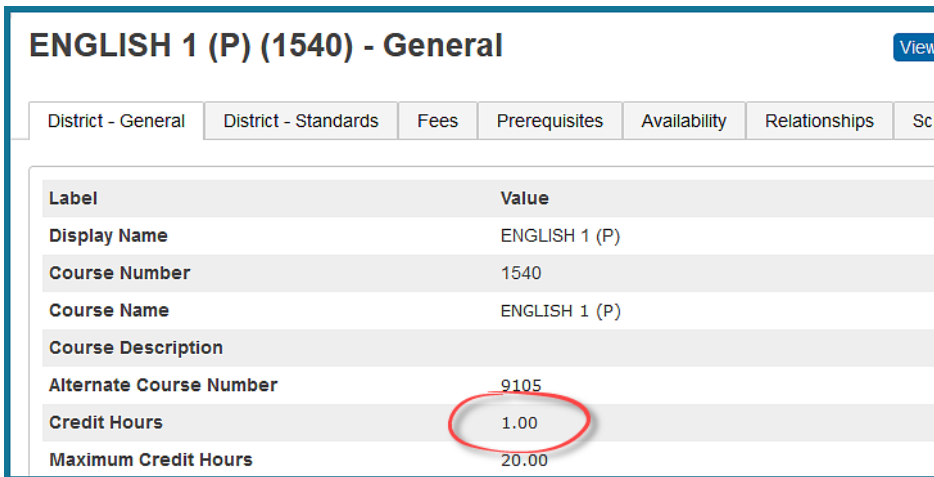
Has Sections: Yes Has Fees: Yes

[Search](#)

Click the **Course Number**.



<input checked="" type="checkbox"/>	Number	Alternate	Name	Department	Prerequisite Note	Fee	Relationship	Sections	Active	Inactive
<input checked="" type="checkbox"/>	1540		ENGLISH 1 (P)	Lang Arts			yes	75	91-92, 92-93...	
<input checked="" type="checkbox"/>	1540_A		ENGLISH 1 (P)	Lang Arts				0	91-92, 92-93...	
<input checked="" type="checkbox"/>	1540C		Lang Arts				yes	97	91-92, 92-93...	
<input checked="" type="checkbox"/>	1540G		Lang Arts					5	91-92, 92-93...	
<input checked="" type="checkbox"/>	1540L		Lang Arts					0	91-92, 92-93...	
<input checked="" type="checkbox"/>	1540L_A		ENGLISH 1 (P)	Lang Arts				0	91-92, 92-93...	
<input checked="" type="checkbox"/>	1540L_B		ENGLISH 1 (P)	Lang Arts				0	91-92, 92-93...	
<input checked="" type="checkbox"/>	1540S		ENGLISH 1 SM(P)	Lang Arts			yes	16	91-92, 92-93...	



ENGLISH 1 (P) (1540) - General [View](#)

District - General | District - Standards | Fees | Prerequisites | Availability | Relationships | Sch

Label	Value
Display Name	ENGLISH 1 (P)
Course Number	1540
Course Name	ENGLISH 1 (P)
Course Description	
Alternate Course Number	9105
Credit Hours	1.00
Maximum Credit Hours	20.00

What is a Section?

A section is one occurrence of a course and is sometimes referred to as a “class.”

Each course can have multiple sections, or classes, that meet in different rooms, at different times, and can be taught by different teachers. Each section is represented by the **Course Number** and a **Section Number**.

Course Number	Section Number	How it appears in the school schedule, and on teacher and student schedules
2321	2	2321.2
1520_2	1	1520_2.1
E2_SM	23	E2_SM.23

What are Terms?

Terms are the periods of time into which a school year is divided. Each section in the school schedule has a term that is applied when the section is created.

For Elementary sections, a *year-long term* is applied. The year-long term corresponds with the elementary grading cycle but is not used to calculate GPA or earned credits.

For Secondary sections, each *term* corresponds to a grading period. The applied *term* and the course’s *credit value (credit hour)* determine what percentage of the course credit will be used during the grade storing process and GPA calculation.

Sections with ***year-long terms*** are stored at **50%** of the credit value.

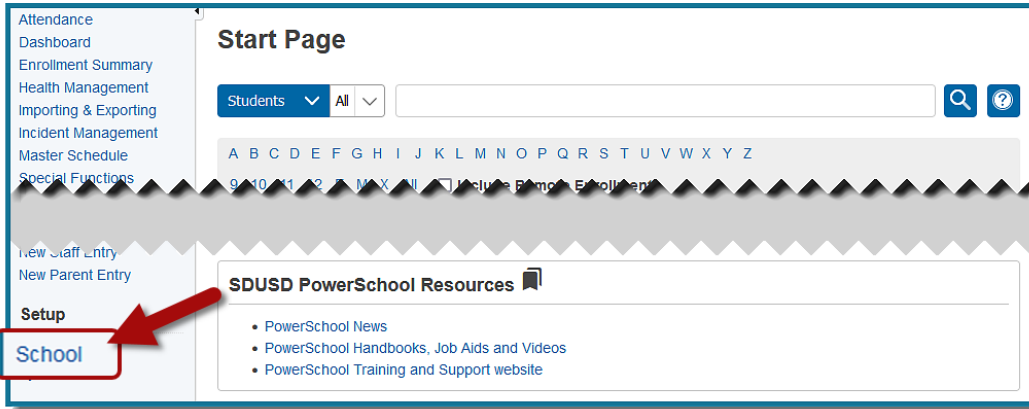
Sections with ***semester or quarter terms*** are stored at **100%** of the credit value.

IMPORTANT! *Be sure the correct Term has been applied to the section.* An incorrect term will affect the student’s earned credit and GPA.

Creating a New Course Section

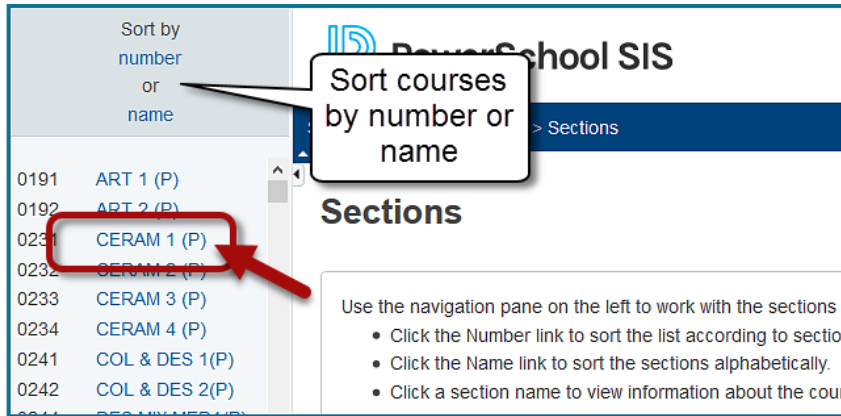
To create a new Course Section, do the following:

1. From the Start Page, under Setup on the left-side menu, select **School**.

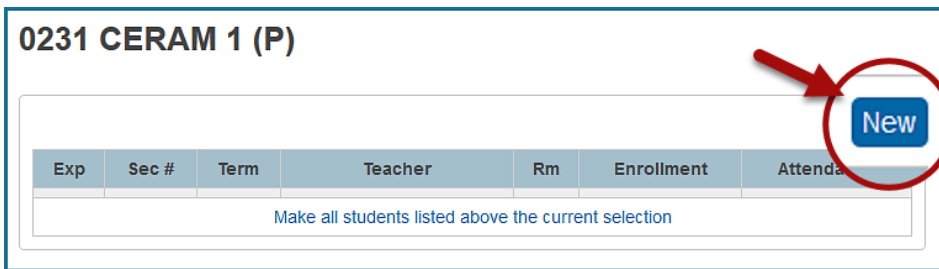


2. On the School Setup page, under Scheduling towards the bottom, select **Sections**.
3. Make a course selection from the Course menu.

HINT! Use the **Sort by** feature to filter courses by number or name.



4. On the Course page, click **New**.



5. Complete the **Edit Section** page:

- **Schedule:** Select the Expression (Period) when the section meets.
- **Term:** Select the appropriate Term from the drop-down.

Secondary View

Edit Section

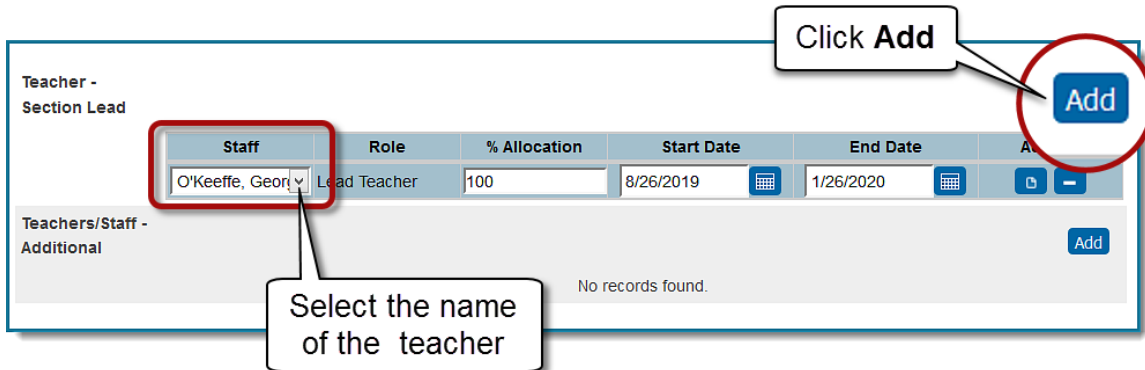
Field	Value																
Course Name	CERAM 1 (P)																
Course Number	0231																
Schedule	Expression: <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th></th> <th style="text-align: center;">A</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		A	1	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>
	A																
1	<input type="checkbox"/>																
2	<input checked="" type="checkbox"/>																
3	<input type="checkbox"/>																
4	<input type="checkbox"/>																
5	<input type="checkbox"/>																
6	<input type="checkbox"/>																
7	<input type="checkbox"/>																
Term	Semester 1 Start Date: 08/26/2019 End Date: 01/26/2020																

Elementary View

Edit Section

Field	Value				
Course Name	Second Grade - SEI/MEC				
Course Number	E2_SM				
Schedule	Expression: <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th></th> <th style="text-align: center;">1RE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		1RE	1	<input checked="" type="checkbox"/>
	1RE				
1	<input checked="" type="checkbox"/>				
Term	2019-2020 Start Date: 08/26/2019 End Date: 06/09/2020				

- **Teachers – Section Lead:** The Lead Teacher is the teacher of record for the section.
 - Click **Add** to assign a teacher to this section.
 - Under **Staff**, select the permanent Lead Teacher name from the drop-down menu. Select a ZZTeacher if there is no permanent teacher.
 - Lead Teacher appears under **Role** by default and cannot be changed.
 - 100 appears by default under **% Allocation**. Do not change.
 - **Start Date** and **End Date** default to the dates that align with the term assigned to the section. These dates can be changed if adding a new Lead Teacher (See page 16, *Adding a New Lead Teacher*).



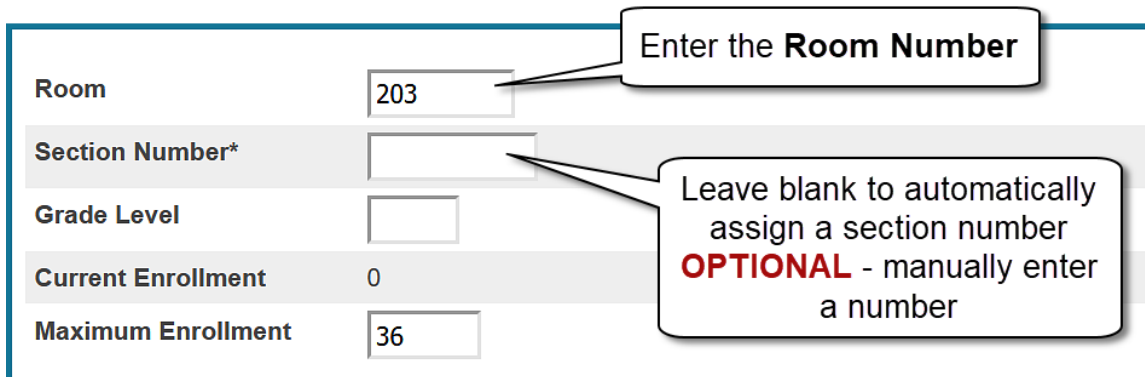
Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
O'Keeffe, Geor	Lead Teacher	100	8/26/2019	1/26/2020	[Add] [Edit] [Delete]

Teachers/Staff - Additional [Add]

No records found.

- **Room:** Enter the room number.
- **Section Number*:** Leave this field blank to allow the system to automatically assign a unique section number, or manually enter a number to create a specialized section.
NOTE: If manually entered, an Alert will indicate if this course and section number already exist for this year.
- **Maximum Enrollment:** The value will appear by default. Update, as needed.



Room: 203

Section Number*: [Blank]

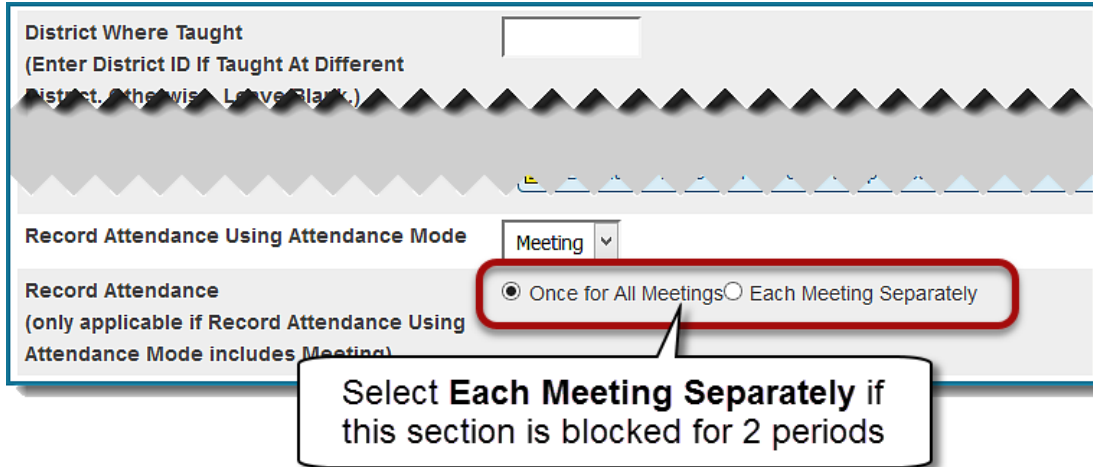
Grade Level: [Blank]

Current Enrollment: 0

Maximum Enrollment: 36

- Scroll down the page to **Record Attendance**: Once for All Meetings will appear by default.

NOTE: If this section is blocked for 2 periods, select **Each Meeting Separately**. This setting will allow teachers to submit attendance for each period.



District Where Taught
(Enter District ID If Taught At Different District, Otherwise Leave Blank.)

Record Attendance Using Attendance Mode Meeting

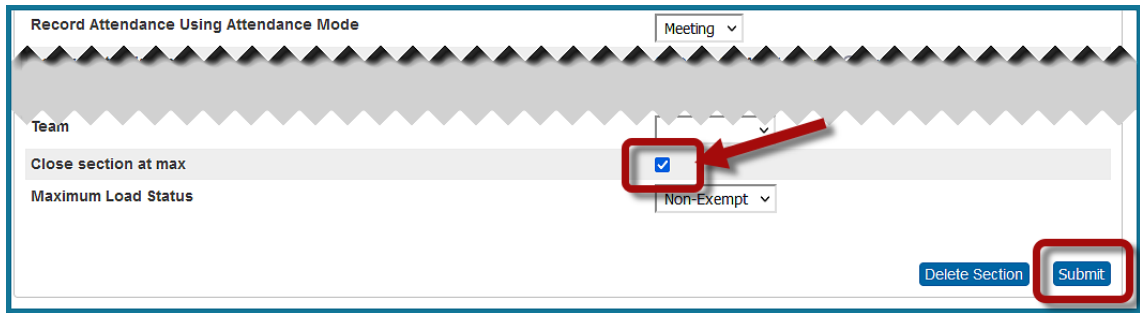
Record Attendance
(only applicable if Record Attendance Using Attendance Mode includes Meeting)

Once for All Meetings Each Meeting Separately

Select **Each Meeting Separately** if this section is blocked for 2 periods

- **Close section at max:** Check this box.
- Leave all other fields set to their default values.

6. Click **Submit**.



Record Attendance Using Attendance Mode Meeting

Team

Close section at max

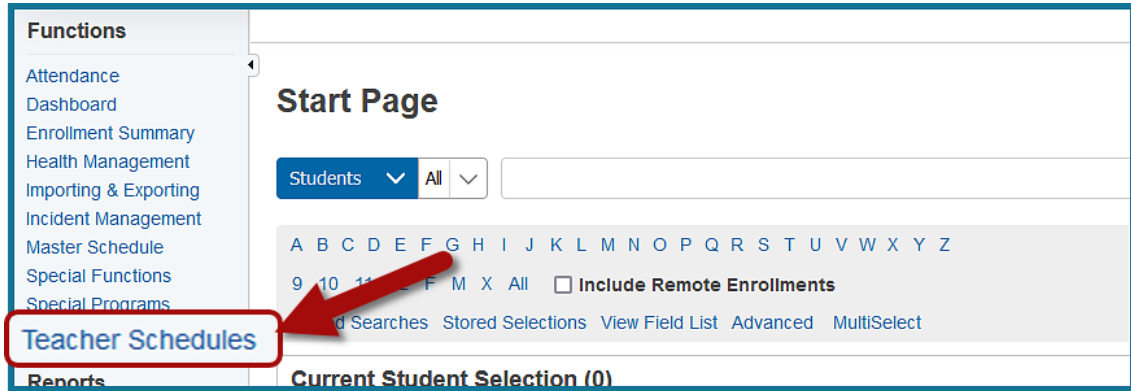
Maximum Load Status Non-Exempt

Delete Section Submit

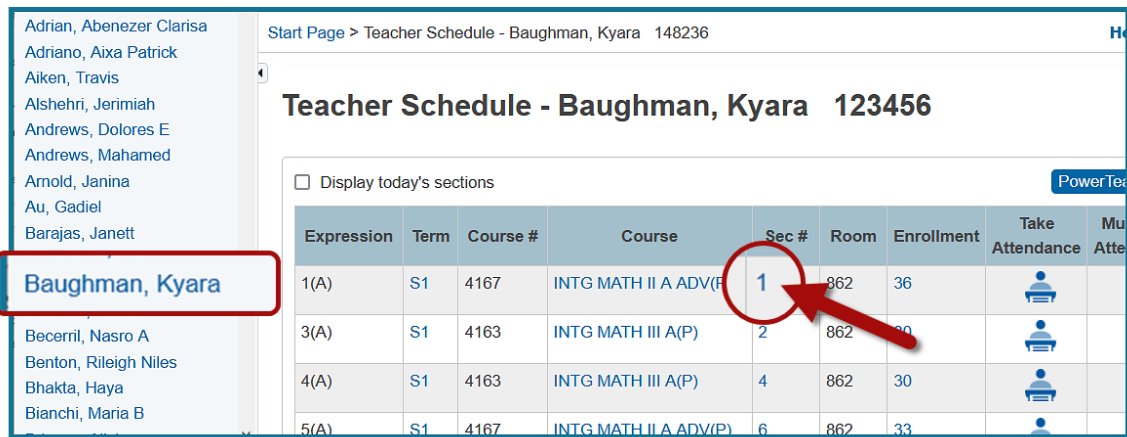
Updating an Existing Course Section

Changing the Room Number

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.



2. Select the name of the teacher from the Teacher menu.
3. On the Teacher Schedule page, select the **section number** to be edited.



4. On the open **Edit Section** page, update the room number.
5. Click **Submit**.

Edit Section

Field	Value														
Course Name	INTG MATH II A ADV(P)														
Course Number	<input type="text" value="4167"/>														
Schedule	Expression: 1(A)														
	<table border="1"> <thead> <tr> <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> <tr> <td>6</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"/>	6	<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"/>														
6	<input type="checkbox"/>														
Term	<input type="text" value="Semester 1"/> Start Date: 08/29/2022 End Date: 01/22/2023														
Teacher - Section Lead	<table border="1"> <thead> <tr> <th>Staff</th> <th>Location</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>Baughman, Kyara</td> <td>100</td> <td>08/29/2022</td> </tr> </tbody> </table>	Staff	Location	Start Date	Baughman, Kyara	100	08/29/2022								
Staff	Location	Start Date													
Baughman, Kyara	100	08/29/2022													
Teachers/Staff - Additional	No records found.														
Room	<input type="text" value="862"/>														
Section Number*	<input type="text" value="1"/>														
Attempted Credit	<input type="text"/>														

Update the
Room number

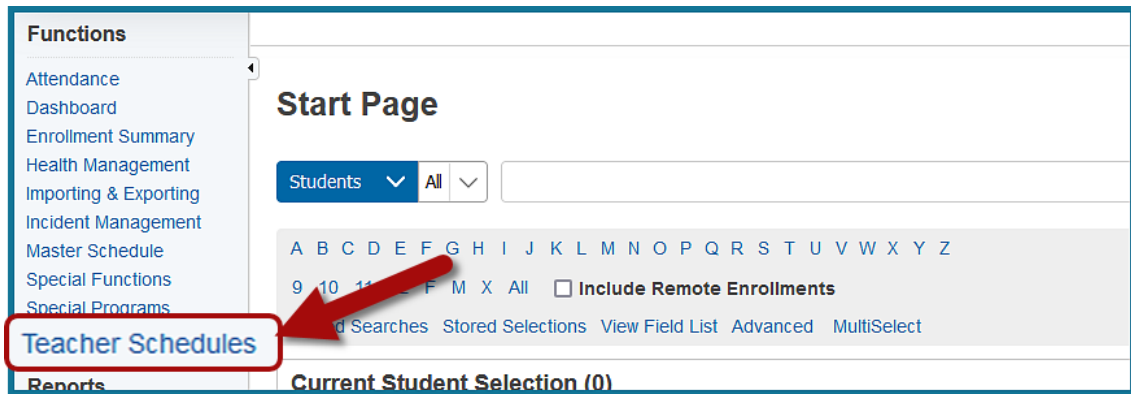


Adding a New Lead Teacher

CALPADS reporting requirements mandate the importance of keeping the original section in place when adding a new Lead Teacher to an existing section.

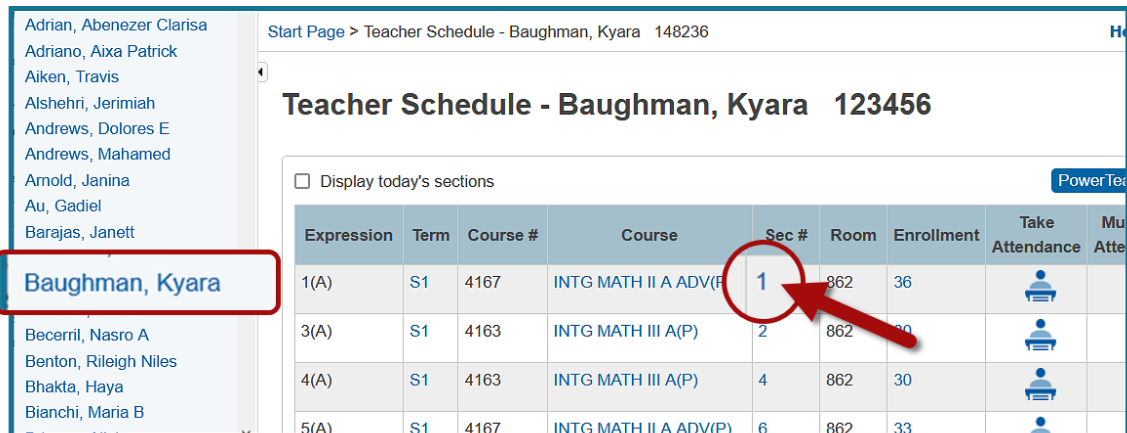
The new Lead Teacher will inherit the original Lead Teacher's PowerTeacher and PowerTeacher Pro. They can take attendance, add assignments, edit PowerTeacher Pro setup, and will be listed as the teacher of record for the section based on their Start and End dates.

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.



The screenshot shows the 'Start Page' interface. On the left, a 'Functions' menu is visible, with 'Teacher Schedules' highlighted in a red box and pointed to by a red arrow. The main content area shows the 'Start Page' with search filters for 'Students' and 'All', a letter index (A-Z), and a search bar. Below the search bar, there are options for 'Include Remote Enrollments' and 'View Field List'. The current student selection is shown as '(0)'.

2. Select the name of the teacher from the Teacher menu.
3. On the **Teacher Schedule** page, select the **section number** to be edited.

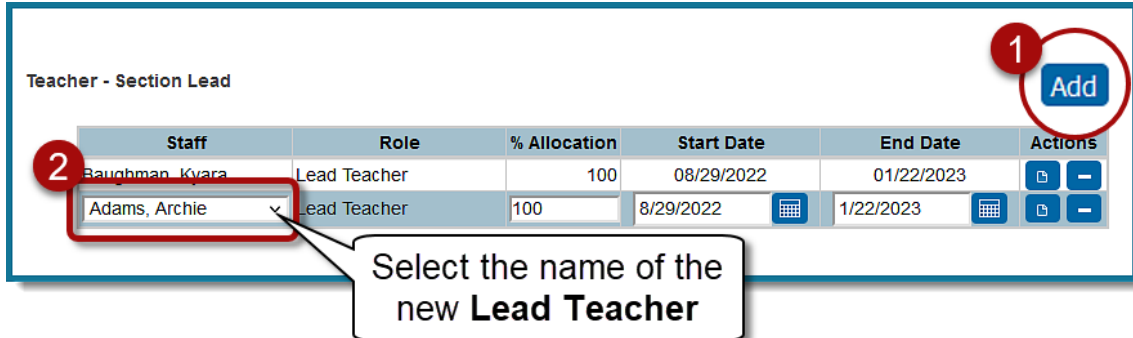


The screenshot shows the 'Teacher Schedule - Baughman, Kyara 123456' page. On the left, a list of teachers is visible, with 'Baughman, Kyara' highlighted in a red box and pointed to by a red arrow. The main content area shows a table of sections with columns for Expression, Term, Course #, Course, Sec #, Room, Enrollment, Take Attendance, and Mu Atte. The 'Sec #' column for the first row is circled in red and pointed to by a red arrow.

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Mu Atte
1(A)	S1	4167	INTG MATH II A ADV(P)	1	862	36		
3(A)	S1	4163	INTG MATH III A(P)	2	862	30		
4(A)	S1	4163	INTG MATH III A(P)	4	862	30		
5(A)	S1	4167	INTG MATH II A ADV(P)	6	862	33		

4. In the Teacher – Section Lead area, click **Add**.

- Under Staff, select the **name of the new Lead Teacher**.

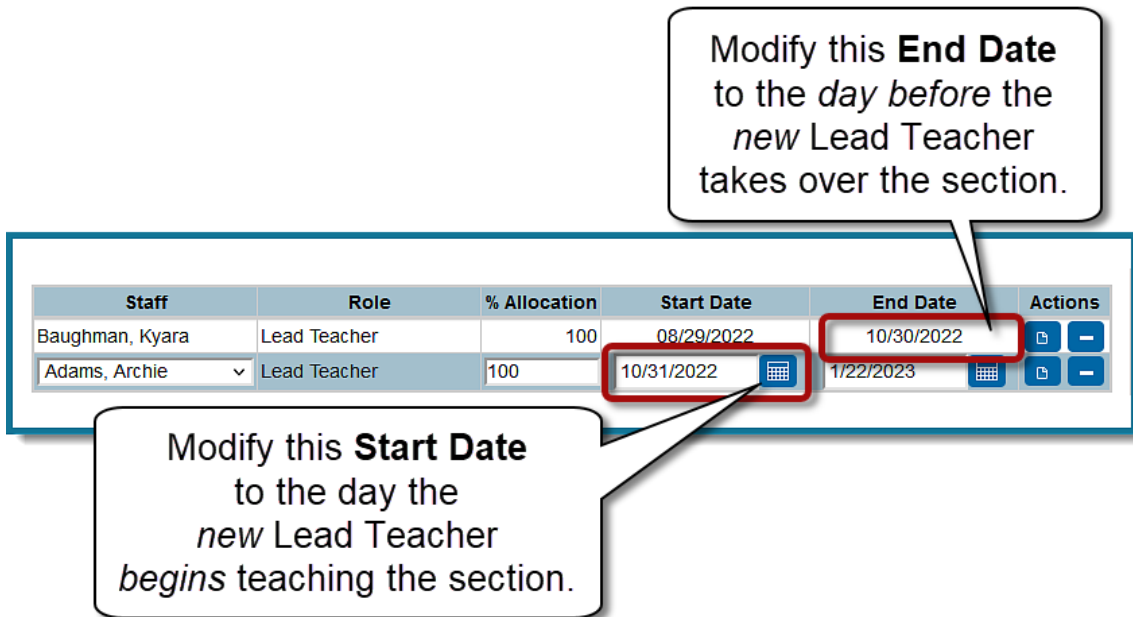


Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
Baughman, Kyara	Lead Teacher	100	08/29/2022	01/22/2023	
Adams, Archie	Lead Teacher	100	8/29/2022	1/22/2023	

Select the name of the new **Lead Teacher**

- Modify the **End Date** of the *original* Lead Teacher to the day **BEFORE** the new Lead Teacher takes over the section.
- Modify the **Start Date** of the *new* Lead Teacher to the day they **BEGIN** teaching the section.



Staff	Role	% Allocation	Start Date	End Date	Actions
Baughman, Kyara	Lead Teacher	100	08/29/2022	10/30/2022	
Adams, Archie	Lead Teacher	100	10/31/2022	1/22/2023	

Modify this **End Date** to the day before the new Lead Teacher takes over the section.

Modify this **Start Date** to the day the new Lead Teacher begins teaching the section.

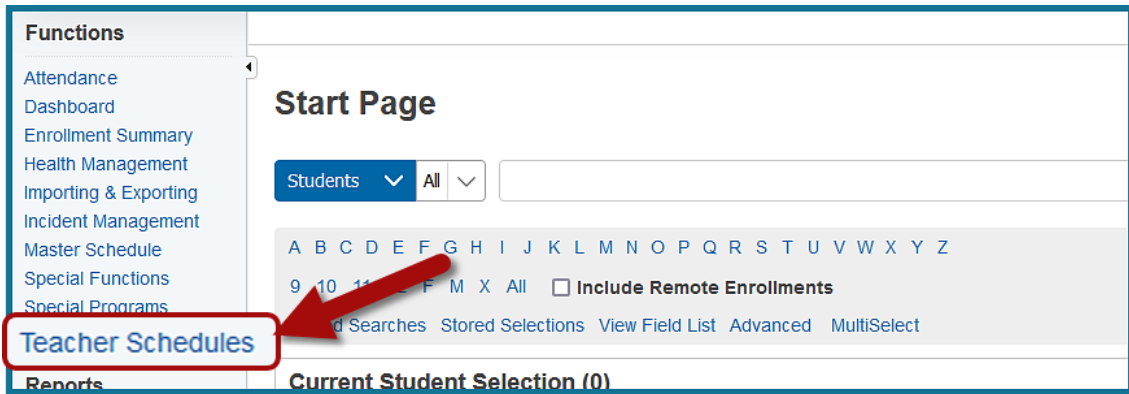
5. Click **Submit**.

Adding A Co-Teacher

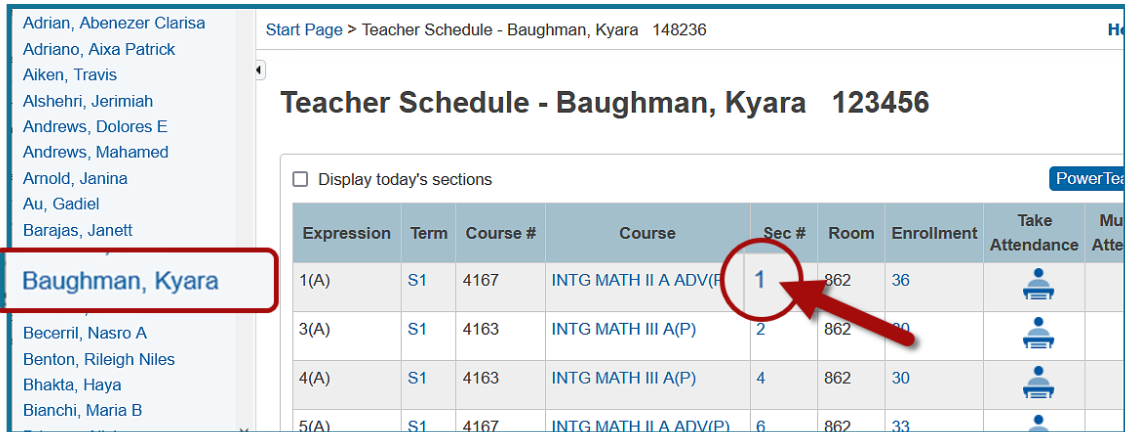
A Co-Teacher is a peer to the certificated, credentialed Lead Teacher and has the same permissions as the Lead Teacher. Co-Teachers only have access to the sections they have been assigned.

NOTE: If someone other than the Lead Teacher needs to enter attendance, add assignment scores, or enter grades, they must be added as a Co-Teacher.

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.

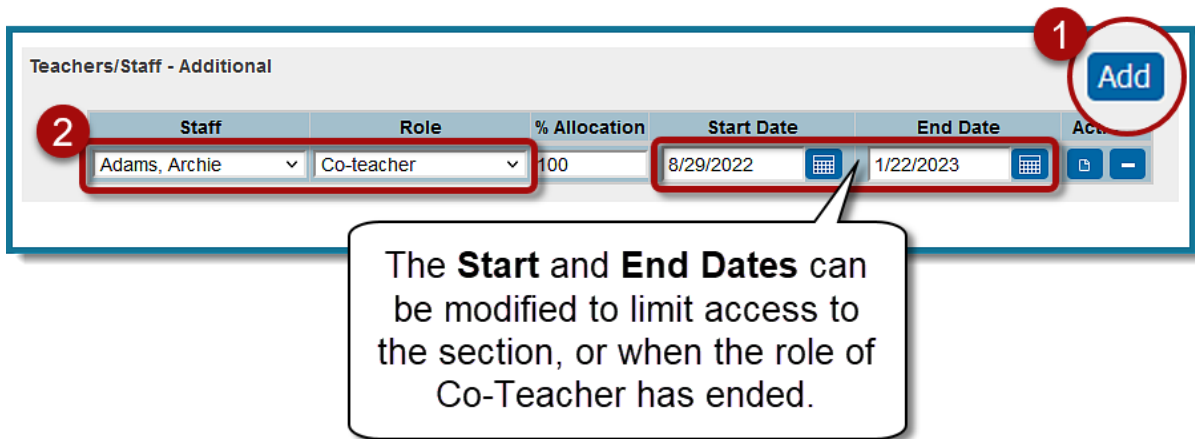






2. From the Teacher menu, select the teacher who will be assigned a co-teacher.
3. On the **Teacher Schedule** page, select the **section number** to be edited.



Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Mu Atte
1(A)	S1	4167	INTG MATH II A ADV(P)	1	862	36		
3(A)	S1	4163	INTG MATH III A(P)	2	862	30		
4(A)	S1	4163	INTG MATH III A(P)	4	862	30		
5(A)	S1	4167	INTG MATH II A ADV(P)	6	862	33		

4. In the Teacher/Staff Additional area, click **Add**.
 - Under Staff, select the **name of the Co-teacher**.
 - Select **Co-teacher** from the **Role** drop-down menu.
 - **Start Date** and **End Date** default to the dates that align with the term assigned to the section.
NOTE: These dates can be modified to limit access to the section, or when the role of Co-Teacher has ended.
5. Click **Submit**.



Staff	Role	% Allocation	Start Date	End Date	Act
Adams, Archie	Co-teacher	100	8/29/2022	1/22/2023	   

The **Start** and **End Dates** can be modified to limit access to the section, or when the role of Co-Teacher has ended.

Working with ZZTeachers

Every section in the school schedule must have an identifiable certificated instructor with a district employee ID. **ZZTeacher** entries in the school schedule must be updated to a known instructor by the CALPADS Census date of each school year, on the first Wednesday in October.

EXCEPTION! The following ZZTeachers aligned with their appropriate section will be allowed beyond September 30:

- **ZZCollTch - Community College** - Aligned with courses taught by *non-district and non-charter school employees who do **not** have district employee IDs* (For example, community college courses).
- **ZZNonClass - NonClassScheduleOnly** – Aligned with sections *used solely for scheduling purposes*: there is no staff person assigned to oversee students during these time periods. These entries are not real classes and are used by the school only to track student whereabouts during a specific period, for example, **Lunch**.

Faculty Name	Faculty ID	Type	Use
ZZTeacherA, ZZTeacherAA – AZ, ZZTeacherB - Z	zzteachera, zzteacheraa– az, zzteacherb - z	Placeholder	<ul style="list-style-type: none"> • May be used as placeholder instructor until 9/30 each school year. • Must be replaced by a known instructor, or if applicable, by one of the three Faculty Names below. • Continued use beyond 9/30 will be flagged as a school schedule error. • Note: Print the Master Schedule List Report by Teacher and ZZTeachers will be at the bottom
NonClass ScheduleOnly	ZZNonClass	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For school schedule entries that are not real classes and used only for scheduling purposes, such as Lunch if you use a course called Lunch.
Grant Funded	ZZGrantTch	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For externally funded instructors <i>who are not district or charter school employees and who do not have district employee IDs.</i>
Community College	ZZCollTch	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For community college instructors who do not have district employee IDs.

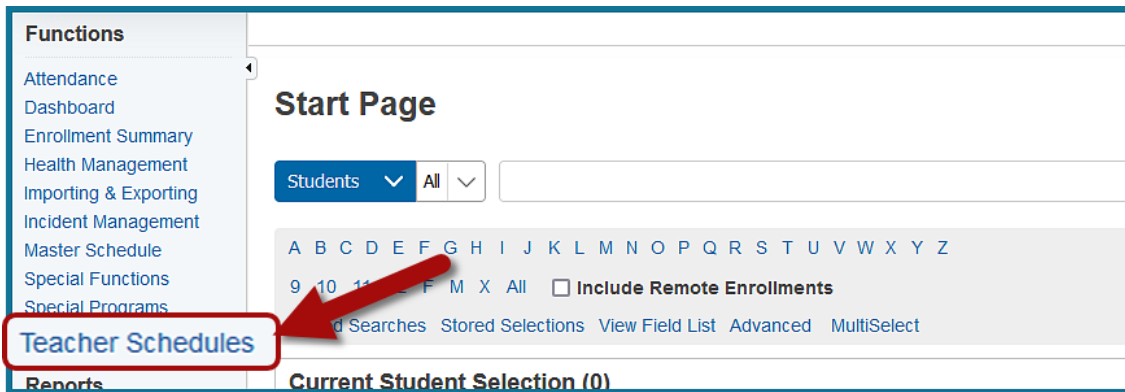
Replacing a ZZTeacher or Other Teacher Placeholder

Every course in the school schedule must have an identifiable, credentialed instructor with a district employee ID by the CALPADS Census date of each school year. This means that ZZTeachers, or other teacher placeholders must be replaced with a permanent teacher, temporary teacher, or long-term substitute teacher by the third week in October.

Teacher placeholders are used in the school schedule to hold a section for teachers that have yet to be assigned to your school. Placeholder teachers could be a ZZTeacher, a teacher that will not be returning to the school next year, or an assigned teacher who does not show up for the next school year.

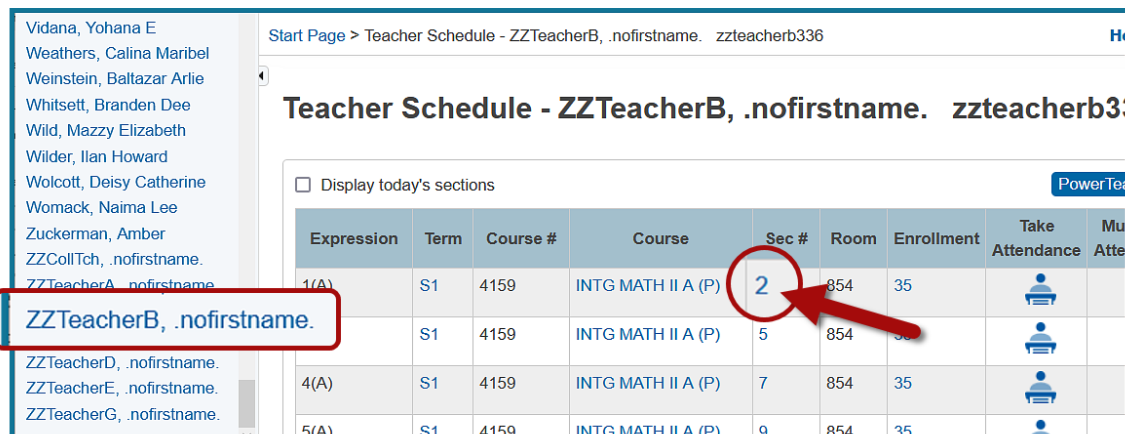
IMPORTANT! If a permanent teacher has NOT been identified by the CALPADS Census date, you must replace the ZZTeacher with the visiting (substitute) teacher who taught the section on that date.

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.



The screenshot shows the 'Start Page' interface. On the left, a 'Functions' menu is visible, with 'Teacher Schedules' highlighted in a red box. A red arrow points from this menu item to the 'Teacher Schedules' option in the main content area. The main content area shows a search bar with 'Students' and 'All' dropdowns, and a grid of letters A-Z. Below the grid, there are search filters and options like 'Include Remote Enrollments'.

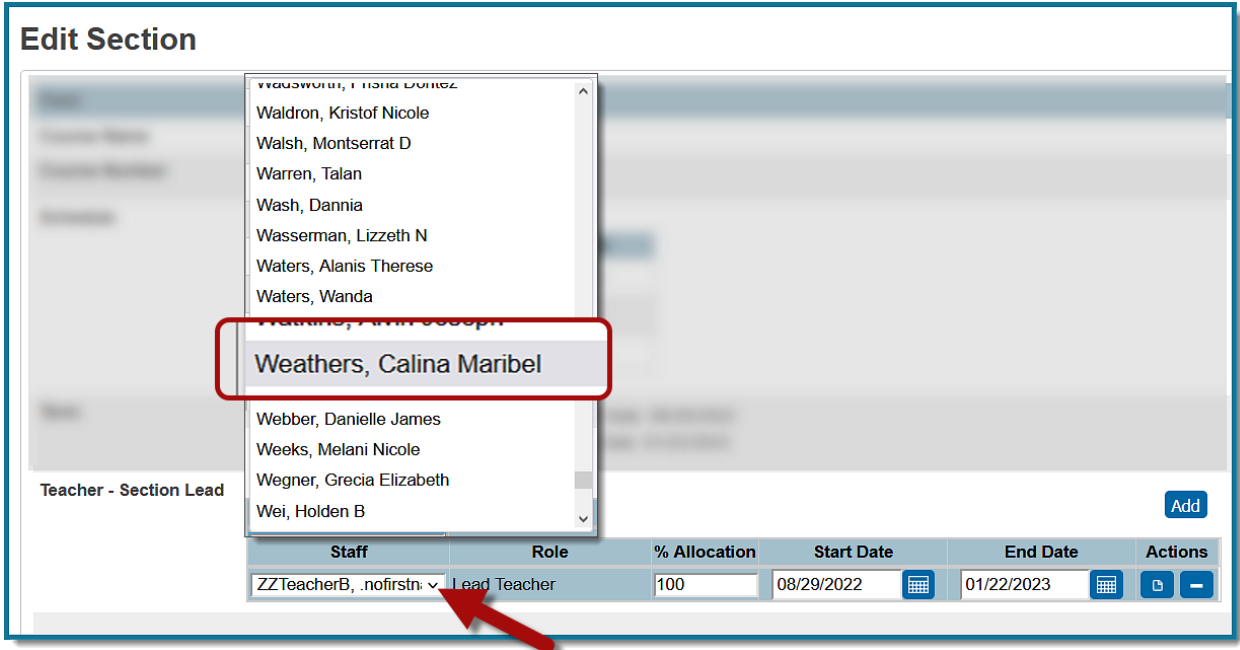
2. Select the **ZZ Teacher** that is still assigned to a section.
3. Click the **section number** at the top of the list.



The screenshot shows the 'Teacher Schedule - ZZTeacherB, .nofirstname. zzteacherb336' page. The left sidebar lists various teachers, with 'ZZTeacherB, .nofirstname.' highlighted in a red box. The main content area shows a table of sections. The section number '2' is circled in red, and a red arrow points to it. The table has columns for Expression, Term, Course #, Course, Sec #, Room, Enrollment, Take Attendance, and Mu.

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Mu
1(A)	S1	4159	INTG MATH II A (P)	2	854	35		
	S1	4159	INTG MATH II A (P)	5	854	35		
4(A)	S1	4159	INTG MATH II A (P)	7	854	35		
5(A)	S1	4159	INTG MATH II A (P)	9	854	35		

- In the Teacher – Section Lead area, expand the **Staff** menu and replace the ZZTeacher name with the name of the new permanent teacher or long-term sub.






Edit Section

Teacher - Section Lead

Staff

- Waldron, Kristof Nicole
- Walsh, Montserrat D
- Warren, Talan
- Wash, Dannia
- Wasserman, Lizzeth N
- Waters, Alanis Therese
- Waters, Wanda
- Weathers, Calina Maribel**
- Webber, Danielle James
- Weeks, Melani Nicole
- Wegner, Grecia Elizabeth
- Wei, Holden B

Staff	Role	% Allocation	Start Date	End Date	Actions
ZZTeacherB, .nofirstn	Lead Teacher	100	08/29/2022	01/22/2023	  

- Click **Submit**.

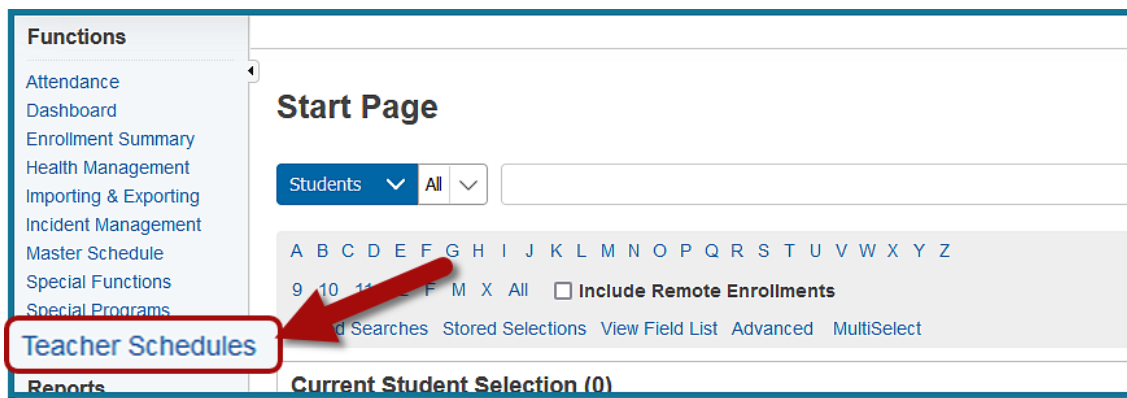
IMPORTANT for Secondary schools: Repeat steps 3-5 until all sections assigned to the ZZTeacher have been updated with the permanent teacher or long-term sub.

Closing a Course Section

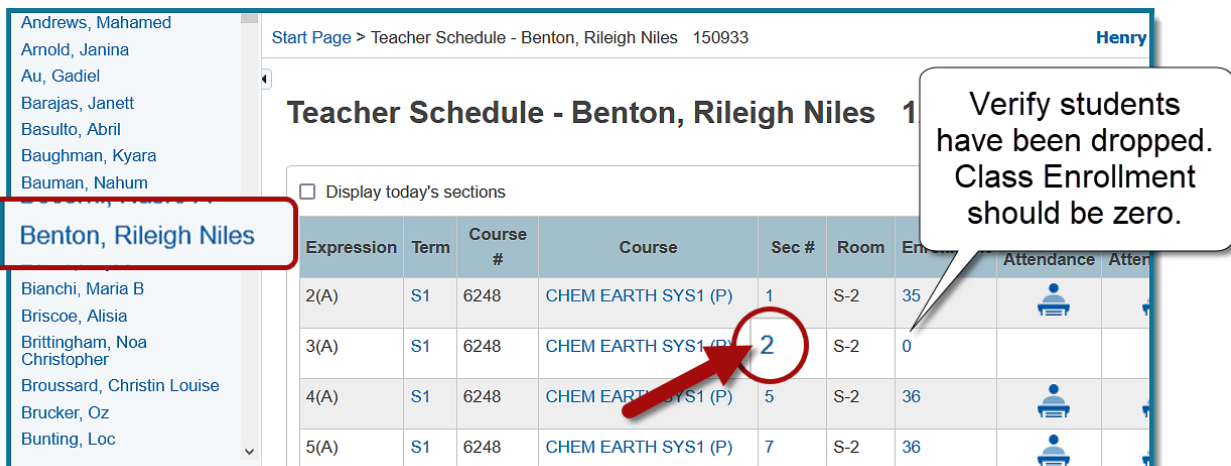
A section cannot be deleted if there is a record of historical data. For example, if attendance has been recorded for the section, or the section contains pre-registered students or students who were dropped on a previous date. Instead, the section should be labeled as **CLOSED**.

IMPORTANT! Labeling a section **CLOSED** will not prevent a student from being scheduled into it. It is important for counselors to know which sections are closed to prevent scheduling errors. Closed sections will continue to appear in the school schedule and on teacher schedules.

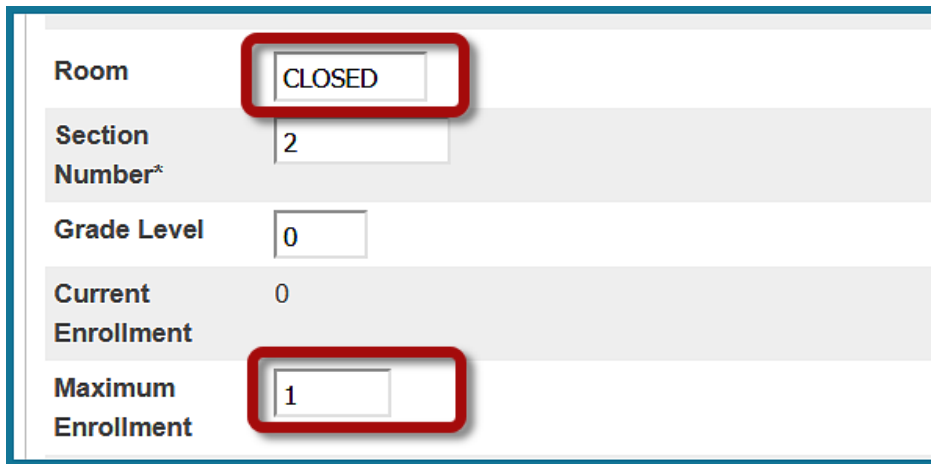
1. Before closing a section, drop all students actively enrolled in the section (See page 55, *Dropping A Group of Students from Class*).
2. Once students are dropped, navigate back to **Teacher Schedules** on the Start Page.



3. Select the **Teacher** whose section is closing.
4. Verify all students have been dropped, then click the **Section Number**.



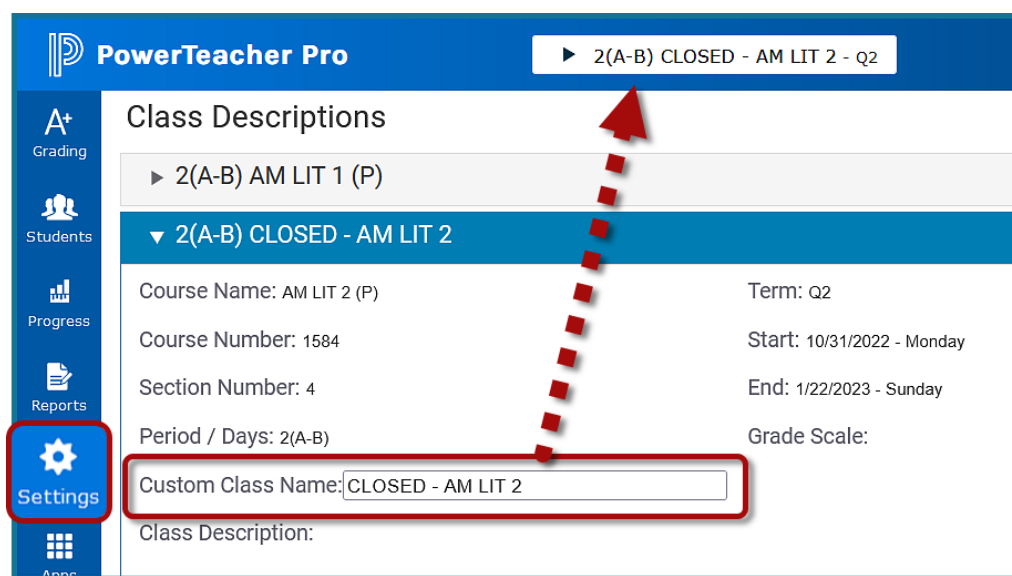
5. **IMPORTANT! DO NOT** replace the name of the Lead Teacher with a ZZTeacher.
6. Type the word **CLOSED** in the **Room** field.
7. Enter the number **1** in the **Maximum Enrollment** field.
8. Click **Submit**.



Room	CLOSED
Section Number*	2
Grade Level	0
Current Enrollment	0
Maximum Enrollment	1

REMEMBER! These steps are intended to create a *visual cue* that the section is closed. They will not lock the section to prevent student scheduling. Counselors should be notified when sections are closed to prevent student scheduling errors.

HELPFUL HINT! CLOSED sections will continue to appear in PowerTeacher Pro. Encourage teachers to use PowerTeacher Pro Settings- Class Descriptions to create a custom class name to identify closed sections.



PowerTeacher Pro | 2(A-B) CLOSED - AM LIT 2 - Q2

Class Descriptions

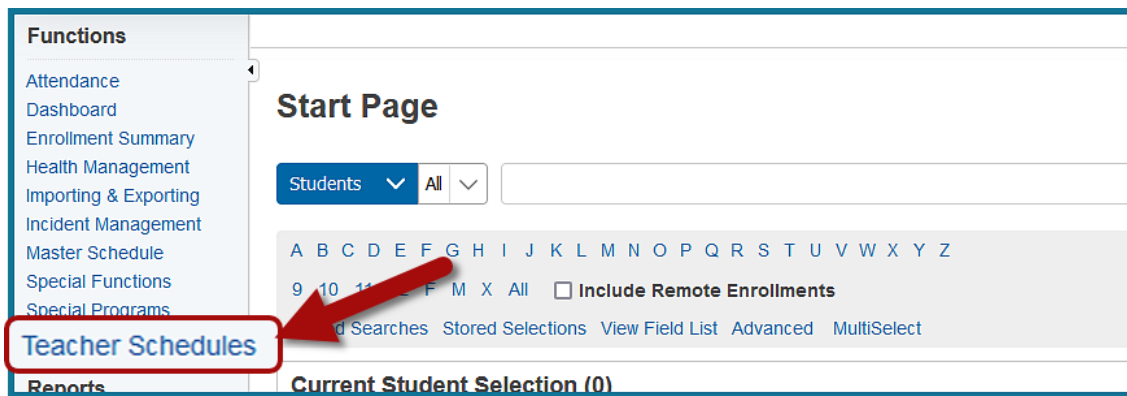
- ▶ 2(A-B) AM LIT 1 (P)
- ▼ 2(A-B) CLOSED - AM LIT 2

Course Name: AM LIT 2 (P)	Term: Q2
Course Number: 1584	Start: 10/31/2022 - Monday
Section Number: 4	End: 1/22/2023 - Sunday
Period / Days: 2(A-B)	Grade Scale:
Custom Class Name: <input type="text" value="CLOSED - AM LIT 2"/>	
Class Description:	

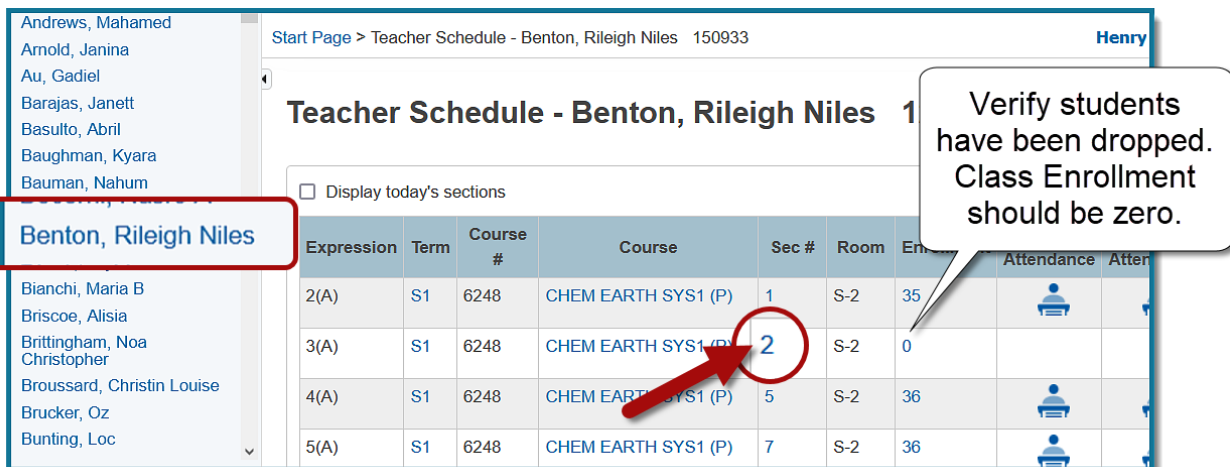
Deleting a Course Section

If a course section is no longer needed, it can be deleted from the school schedule **IF** there is no record of historical data associated with the section. Historical data could be attendance, pre-registered students, or students who were dropped with a previous date. If historical data is associated to the section, the **Delete Section** button is not available.

1. Before deleting the section, drop all students from the section. Students must be dropped with an **Exit Date** that matches the **Entry Date** for the class. This will delete the student enrollment record (See page 55, *Dropping a Group of Student from Class*).
2. Once students are dropped, navigate back to **Teacher Schedules** on the Start Page.



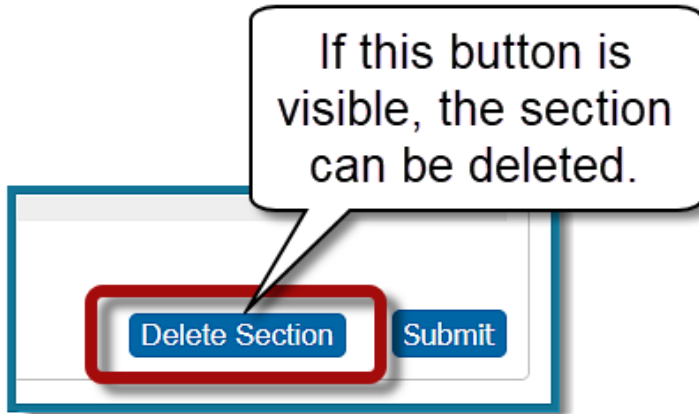
3. Select the **Teacher** whose section is being deleted.
4. Verify all students have been dropped. Click the **Section Number**.



Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Attendance
2(A)	S1	6248	CHEM EARTH SYS1 (P)	1	S-2	35		
3(A)	S1	6248	CHEM EARTH SYS1 (P)	2	S-2	0		
4(A)	S1	6248	CHEM EARTH SYS1 (P)	5	S-2	36		
5(A)	S1	6248	CHEM EARTH SYS1 (P)	7	S-2	36		

5. Scroll to the bottom of the page and click **Delete Section**.

NOTE: If the section contains pre-registered students or students who were dropped with a previous date, or attendance exists for the section, the **Delete Section** button will not be visible.



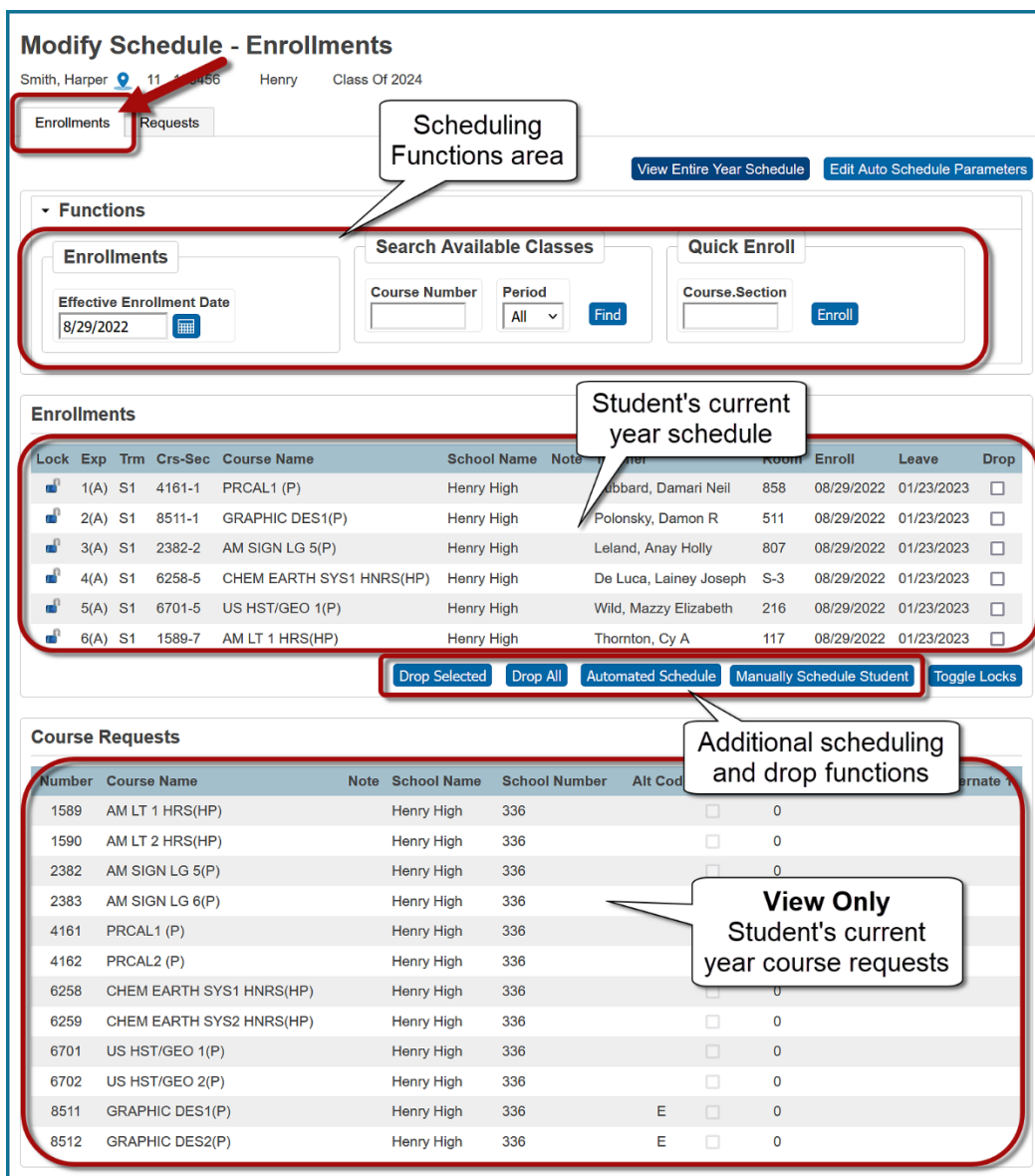
Part 2: Student Scheduling

Understanding the Modify Schedule-Enrollments Page

The **Modify Schedule – Enrollments** page is used to create a new schedule or modify an existing schedule for one student. The page has two tabs: **Enrollments** and **Requests**.

Enrollments Tab

The **Enrollments** tab displays scheduling functions, the student's current schedule enrollment information, and a view only list of course requests for the current school year.



Modify Schedule - Enrollments
Smith, Harper | 11 | 486 | Henry | Class Of 2024

Enrollments | Requests

Scheduling Functions area

View Entire Year Schedule | Edit Auto Schedule Parameters

Functions

Enrollments | Search Available Classes | Quick Enroll

Effective Enrollment Date: 8/29/2022

Course Number | Period: All | Find

Course.Section | Enroll

Enrollments

Student's current year schedule

Lock	Exp	Trm	Crs-Sec	Course Name	School Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	1(A)	S1	4161-1	PRCAL1 (P)	Henry High		Abbard, Damari Neil	858	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	S1	8511-1	GRAPHIC DES1(P)	Henry High		Polonsky, Damon R	511	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	3(A)	S1	2382-2	AM SIGN LG 5(P)	Henry High		Leland, Anay Holly	807	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	4(A)	S1	6258-5	CHEM EARTH SYS1 HNRS(HP)	Henry High		De Luca, Lainey Joseph	S-3	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	5(A)	S1	6701-5	US HST/GEO 1(P)	Henry High		Wild, Mazzy Elizabeth	216	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	6(A)	S1	1589-7	AM LT 1 HRS(HP)	Henry High		Thornton, Cy A	117	08/29/2022	01/23/2023	<input type="checkbox"/>

Drop Selected | Drop All | Automated Schedule | Manually Schedule Student | Toggle Locks

Course Requests

Additional scheduling and drop functions

View Only Student's current year course requests

Number	Course Name	Note	School Name	School Number	Alt Code	Enroll	Alternate
1589	AM LT 1 HRS(HP)		Henry High	336		<input type="checkbox"/>	0
1590	AM LT 2 HRS(HP)		Henry High	336		<input type="checkbox"/>	0
2382	AM SIGN LG 5(P)		Henry High	336		<input type="checkbox"/>	0
2383	AM SIGN LG 6(P)		Henry High	336		<input type="checkbox"/>	0
4161	PRCAL1 (P)		Henry High	336		<input type="checkbox"/>	0
4162	PRCAL2 (P)		Henry High	336		<input type="checkbox"/>	0
6258	CHEM EARTH SYS1 HNRS(HP)		Henry High	336		<input type="checkbox"/>	0
6259	CHEM EARTH SYS2 HNRS(HP)		Henry High	336		<input type="checkbox"/>	0
6701	US HST/GEO 1(P)		Henry High	336		<input type="checkbox"/>	0
6702	US HST/GEO 2(P)		Henry High	336		<input type="checkbox"/>	0
8511	GRAPHIC DES1(P)		Henry High	336	E	<input type="checkbox"/>	0
8512	GRAPHIC DES2(P)		Henry High	336	E	<input type="checkbox"/>	0

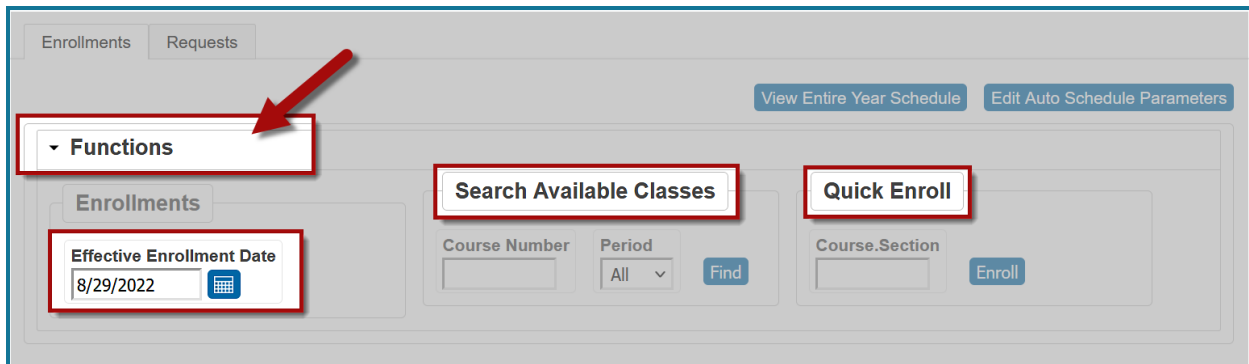
Functions Area

The **Functions** area displays the following:

Effective Enrollment Date – The date that the enrollment in a class (section) becomes effective.

Search Available Classes – This function allows available classes (sections) to be filtered by Course Number and/or Period.

Quick Enroll – This function is used to quickly enroll students if the course and section number are known.



Enrollments Area

The Enrollments area displays the following:

Drop Selected – This process is used to drop selected classes from the student's schedule.

Automated Schedule – This scheduling process works like a mini schedule loader; the most optimal schedule is automatically created. Course requests must be entered before using this function.

Manually Schedule Student – This scheduling process works by manual selection of available sections by period. Course requests must be entered before using this function.

Student Schedule – This area displays the student's current schedule, including course and section information, the school where each section is held, Enroll and Leave dates, and checkboxes used during the drop selected process.

Enrollments												
Lock	Exp	Trm	Crs-Sec	Course Name	School Name	Note	Teacher	Room	Enroll	Leave	Drop	
	1(A)	S1	4161-1	PRCAL1 (P)	Henry High		Hubbard, Damari Neil	858	08/29/2022	01/23/2023	<input type="checkbox"/>	
	1(A)	S2	4162-1	PRCAL2 (P)	Henry High		Hubbard, Damari Neil	858	01/23/2023	06/15/2023	<input type="checkbox"/>	
	2(A)	S1	8511-1	GRAPHIC DES1(P)	Henry High		Polonsky, Damon R	511	08/29/2022	01/23/2023	<input type="checkbox"/>	
	2(A)	S2	8512-1	GRAPHIC DES2(P)	Henry High		Polonsky, Damon R	511	01/23/2023	06/15/2023	<input type="checkbox"/>	
	3(A)	S1	2382-2	AM SIGN LG 5(P)	Henry High		Leland, Anay Holly	807	08/29/2022	01/23/2023	<input type="checkbox"/>	
	3(A)	S2	2383-2	AM SIGN LG 6(P)	Henry High				01/23/2023	06/15/2023	<input type="checkbox"/>	
	4(A)	S1	6258-5	CHEM EARTH SYS1 HNRS(HP)	Henry High				08/29/2022	01/23/2023	<input type="checkbox"/>	
	4(A)	S2	6259-5	CHEM EARTH SYS2 HNRS(HP)	Henry High				01/23/2023	06/15/2023	<input type="checkbox"/>	
	5(A)	S1	6701-5	US HST/GEO 1(P)	Henry High		Wild, Mazzy Elizabeth	216	08/29/2022	01/23/2023	<input type="checkbox"/>	
	5(A)	S2	6702-5	US HST/GEO 2(P)	Henry High		Wild, Mazzy Elizabeth	216	01/23/2023	06/15/2023	<input type="checkbox"/>	
	6(A)	S1	1589-7	AM LT 1 HRS(HP)	Henry High		Thornton, Cy A	117	08/29/2022	01/23/2023	<input type="checkbox"/>	
	6(A)	S2	1590-7	AM LT 2 HRS(HP)	Henry High		Thornton, Cy A	117	01/23/2023	06/15/2023	<input type="checkbox"/>	

Student's Current Schedule

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Course Requests Area

The Course Requests area offers a view only display of the student's current year course requests.:

Course Requests										
Number	Course Name	Note	School Name	School Number	Alt Code	Alt	Alt Priority	Section Type	Alternate 1	
1589	AM LT 1 HRS(HP)		Henry High	336		<input type="checkbox"/>	0			
1590	AM LT 2 HRS(HP)		Henry High	336		<input type="checkbox"/>	0			
2382	AM SIGN LG 5(P)		Henry High	336		<input type="checkbox"/>	0			
2383	AM SIGN LG 6(P)		Henry High	336		<input type="checkbox"/>	0			
4161	PRCAL1 (P)		Henry High	336		<input type="checkbox"/>	0			
4162	PRCAL2 (P)		Henry High	336		<input type="checkbox"/>	0			
6258	CHEM EARTH SYS1 HNRS(HP)		Henry High	336		<input type="checkbox"/>	0			
6259	CHEM EARTH SYS2 HNRS(HP)		Henry High	336		<input type="checkbox"/>	0			
6701	US HST/GEO 1(P)		Henry High	336		<input type="checkbox"/>	0			
6702	US HST/GEO 2(P)		Henry High	336		<input type="checkbox"/>	0			
8511	GRAPHIC DES1(P)		Henry High	336	E	<input type="checkbox"/>	0			
8512	GRAPHIC DES2(P)		Henry High	336	E	<input type="checkbox"/>	0			

Course Requests for the current school year

Requests Tab

The **Requests** tab is used to enter, update, or delete current year student course requests for your school, or to enter online course requests for students taking Edgenuity classes at iHigh Virtual Academy.

NOTE: Elementary Schools do not use the Course Request tab.

Modify Schedule - Requests for 2019-2020

Potter, Harry 8 123456 Marston

Enrollments **Requests**

Enter or edit student's course requests on this page

Course Catalog New

Number	Course Name	School	Note	Alt	Code	Priority	Section Type	Alternate 1	
1520_2	ENGLISH 8TH	Marston Middle	<input type="checkbox"/>	<input type="checkbox"/>					Associate <input type="checkbox"/>
4135_2	MATH 8TH	Marston Middle	<input type="checkbox"/>	<input type="checkbox"/>		0			Associate <input type="checkbox"/>
5502_2	PHYS ED 8TH	Marston Middle	<input type="checkbox"/>	<input type="checkbox"/>		0			Associate <input type="checkbox"/>
6005_2	SCIENCE 8TH	Marston Middle	<input type="checkbox"/>	<input type="checkbox"/>		0			Associate <input type="checkbox"/>
6551_2	US HIST&GEOG 8	Marston Middle	<input type="checkbox"/>	<input type="checkbox"/>		0			Associate <input type="checkbox"/>
8027_2C	ADVISORY	Marston Middle	<input type="checkbox"/>	<input type="checkbox"/>		0			Associate <input type="checkbox"/>
8370_2	INTRO VIDEO 6-8	Marston Middle	<input type="checkbox"/>	<input type="checkbox"/>		0			Associate <input type="checkbox"/>

New Online Request

Completed	Number	Course Name	School	Priority	
					<input type="checkbox"/>

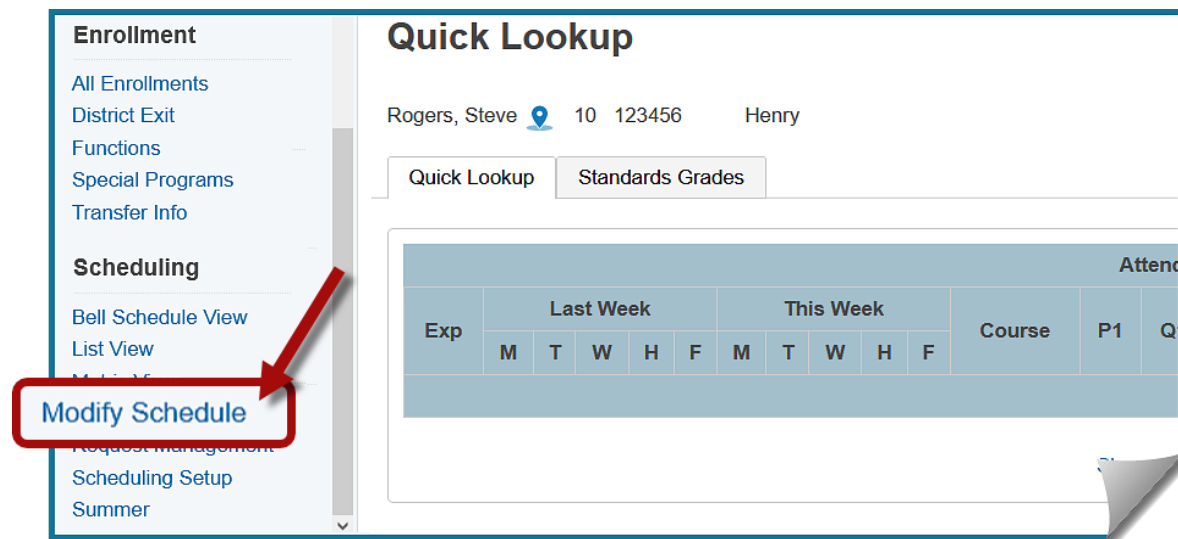
Delete Selected Submit

Scheduling One Student in Class

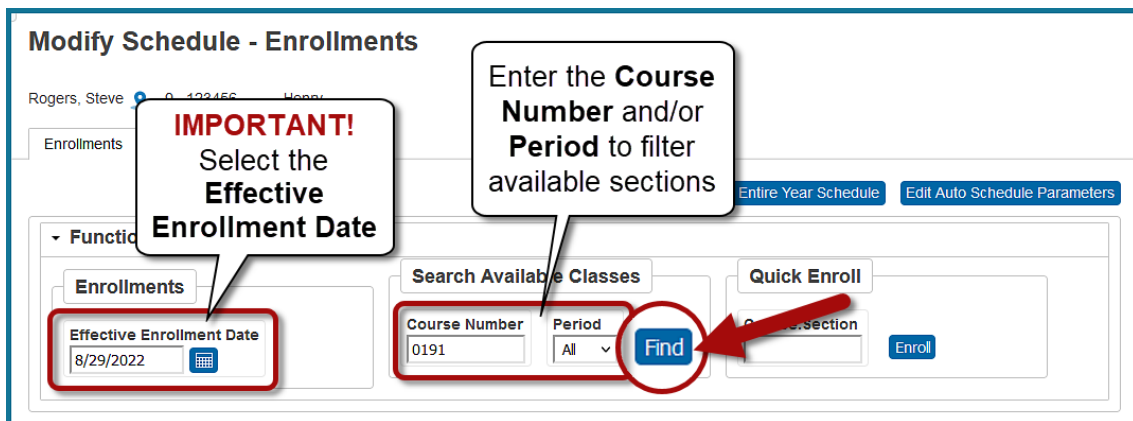
Using Search Available Classes

Use the **Search Available Classes** function to filter available classes (sections):

1. From the **Start Page**, make a student selection.
2. On the Student page, under Scheduling on the left-side menu, select **Modify Schedule**.



3. Select the **Effective Enrollment Date**.
4. Enter the **Course Number** and/or select a **Period** from the drop-down menu to search for available classes. **NOTE:** If no filter is applied, the search will list all available sections for all periods (See page 33, *Using Filters to Refine the Search*).
5. Click **Find**.



6. From the list of available classes, click the **Course Name** of the class (section) to be scheduled.

Available Courses

Rogers, Steve 9 123456 Henry

Filter By

Period: All Term: All Teacher: All

Day: All Course: 0191

Enroll date: 8/29/2022

Crs. Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
0191.1	ART 1 (P)		1(A)	S1	Mcalister, Daevon Emmanuel	0	S,F,2b,8	1.00	21/36
0191.2	ART 1 (P)		1(A)	S1	Gregorio, Abby Jason	0	S,F,2b,8	1.00	20/36
0191.3	ART 1 (P)		2(A)	S1	Gregorio, Abby Jason	0	S,F,2b,8	1.00	20/36
0191.4	ART 1 (P)		3(A)	S1	Gregorio, Abby Jason	0	S,F,2b,8	1.00	20/36
0191.5	ART 1 (P)		4(A)	S1	Gregorio, Abby Jason	0	S,F,2b,8	1.00	21/36
0191.6	ART 1 (P)		5(A)	S1	Gregorio, Abby Jason	0	S,F,2b,8	1.00	20/36

Using Filters to Refine the Search

To further refine the search for specific classes (sections), apply the following filters as needed:

- **Period** – To display sections available only for the selected period.
- **Term** – To display sections available for the selected term. For example, selecting the S1 term will only display Semester 1 sections.
HINT! Change the Term selector on the Start Page to year-long, then select **All** to see available sections for all terms.
- **Teacher** – To display the available sections taught by the selected teacher.
- **Day** – To display available sections offered for the selected day.
For example, selecting **B** would display all available sections offered on **B-Day**.
- **Course** – Enter a Course Number to display all available sections for the specified course.
- **OPTIONAL Show only classes with available seats** – Check this box to display a list of available sections with room to schedule students.
- Verify the **Enroll date**. **IMPORTANT!** Make changes to the **Enroll date** *before you select the Course Name* from the list.

Available Courses

Rogers, Steve 9 123456 Henry

Filter By

Period: All Term: All Teacher: All

Day: All Grade: All Credit Type: All

Course: 0191 Show only classes with available seats

Enroll date: 8/29/2022

Crs. Sec	Course Name	Note	Expression	Term	Teacher	Grade	Cre
0191.1	ART 1 (P)		1(A)		Mcalister, Daevon Emmanuel	0	S,F,20,8
0191.2	ART 1 (P)		1(A)			0	S,F,20,8 1.00 20/36
0191.3	ART 1 (P)		2(A)			0	S,F,2b,8 1.00 20/36
0191.4	ART 1 (P)		3(A)			0	S,F,2b,8 1.00 20/36
0191.5	ART 1 (P)		4(A)			0	S,F,2b,8 1.00 21/36
0191.6	ART 1 (P)		5(A)	S1	Gregorio, Abby Jason	0	S,F,2b,8 1.00 20/36

IMPORTANT! Verify the Enroll Date before you select Course Name

Use the filters to refine the search for a specific section

Secondary and K-8 Schools - Repeat steps 3 – 6 until the student is fully scheduled.

REMINDER! Schools with Semesters and/or Quarters, be sure to schedule students for all terms.

Modify Schedule - Enrollments

Rogers, Steve 9 123456 Henry

Enrollments Requests

REMINDER! Schools with Semesters and/or Quarters - be sure to schedule students for all terms!

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

Functions

Enrollments

Effective Enrollment Date: 8/29/2022

Search Available Classes

Course Number: Period: All **Find**

Quick Enroll

Repeat the steps until the student is fully scheduled

Lock	Exp	Trm	Crs-Sec	Course Name	School Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	1(A)	S1	0191-2	ART 1 (P)	Henry High		Gregorio, Abby Jason	413	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	S1	1540C-2	ENGLISH 1 CL(P)	Henry High		Prasad, Veronica S	125	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	3(A)	S1	6605-5	MD WD HST/G1(P)	Henry High		Rebello, Nevin L	102	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	4(A)	S1	2384-3	AM SIGN LG 1(P)	Henry High		Leland, Anay Holly	807	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	5(A)	S1	5503-10	PHYS ED 1	Henry High		Chamberlin, Francia Lynn	GYM	08/29/2022	01/23/2023	<input type="checkbox"/>

[Drop Selected](#) [Drop All](#) [Automated Schedule](#) [Manually Schedule Student](#) [Toggle Locks](#)

Using Quick Enroll

The **Quick Enroll** function will quickly schedule the student into a specific class bypassing the course selection process. A course and section number must be entered accurately for the course to be scheduled. If the course and section is not recognized, the function will default back to **Search Available Classes**.

IMPORTANT! The Term on the Start page of the entered course.section must match the term selected on the Start Page, or the year-long term can optionally be selected to accommodate scheduling across all terms.

1. Make a note of the course and section number of the class to be scheduled.

Teacher	Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Abdikadir, Leydi A		PRCAL1 HR (HP)	PRCAL1 HR (HP)	INTG MATH III	INTG MATH II A		INTG MATH III
Lien Shueng		4181.1 35/36	4181.2 34/36	A(P)	ADV(P)		A(P)
(13804: Math)		Room 852	Room 852	4163.3 30/36	4167.3 34/36		4167.7 36/36
(144537: Lang Arts)		Room 111	Room 111	Room 111	Room 111		Room 719
		1(A)	2(A)	3(A)	4(A)		6(A)
		Term: S1	Term: S1	Term: S1	Term: S1		Term: 22-23
Baughman, Kyara (148236: Math)	A	INTG MATH II A ADV(P)		INTG MATH III A(P)	INTG MATH III A(P)	INTG MATH II A ADV(P)	INTG MATH II A A(P)
		4167.1 36/36		4163.2 30/36	4163.4 30/36	4167.6 33/36	4167.9 36/36
		Room 862		Room 862	Room 862	Room 862	Room 862
		1(A)		3(A)	4(A)	5(A)	6(A)
		Term: S1		Term: S1	Term: S1	Term: S1	Term: S1

2. From the **Start Page**, make a student selection.
3. On the Student page, under Scheduling on the left-side menu, select **Modify Schedule**.

Enrollment

- All Enrollments
- District Exit
- Functions
- Special Programs
- Transfer Info

Scheduling

- Bell Schedule View
- List View
- Modify Schedule**
- Request Management
- Scheduling Setup
- Summer

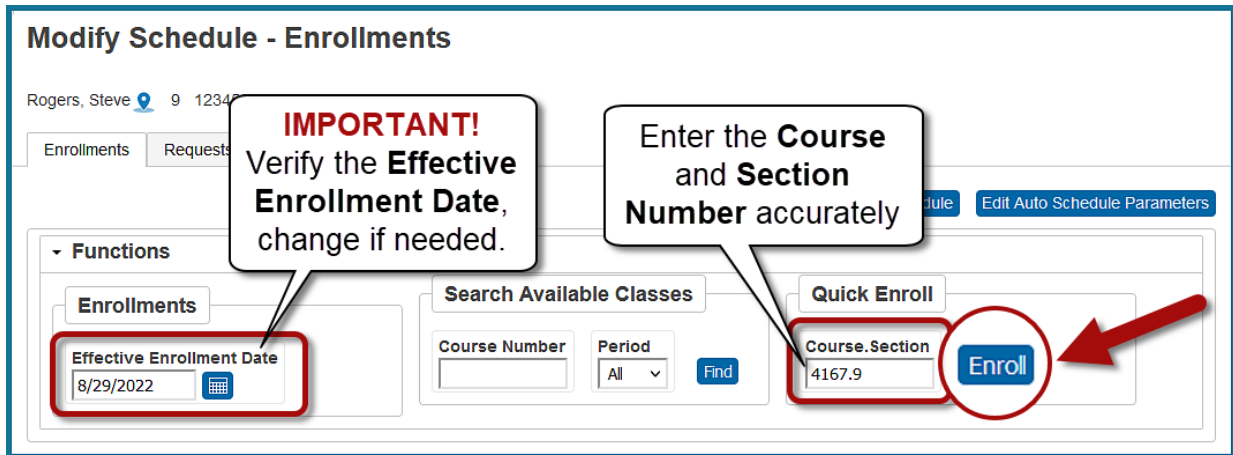
Quick Lookup

Rogers, Steve 📍 10 123456 Henry

Quick Lookup Standards Grades

Exp	Last Week					This Week					Course	P1	Q	
	M	T	W	H	F	M	T	W	H	F				

4. Select the **Effective Enrollment Date**.
5. Accurately enter the **Course** and **Section Number** in the **Quick Enroll** field.
6. Click **Enroll**.



Modify Schedule - Enrollments

Rogers, Steve 9 12345

Enrollments Requests

Functions

Enrollments

Effective Enrollment Date
8/29/2022

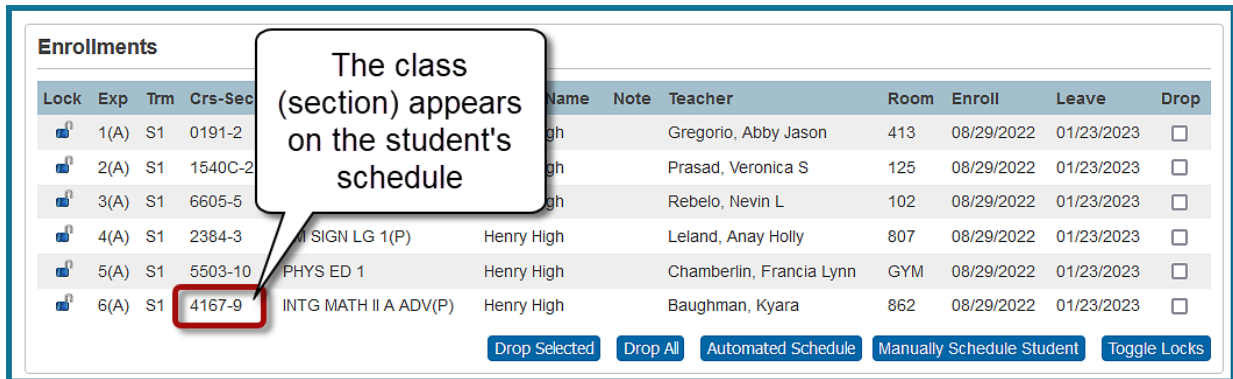
Search Available Classes

Course Number Period All

Quick Enroll

Course.Section 4167.9

The student is immediately scheduled in the specific course and section.



Enrollments

Lock	Exp	Trm	Crs-Sec	Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	1(A)	S1	0191-2	Henry High		Gregorio, Abby Jason	413	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	S1	1540C-2	Henry High		Prasad, Veronica S	125	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	3(A)	S1	6605-5	Henry High		Rebello, Nevin L	102	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	4(A)	S1	2384-3	Henry High		Leland, Anay Holly	807	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	5(A)	S1	5503-10	Henry High		Chamberlin, Francia Lynn	GYM	08/29/2022	01/23/2023	<input type="checkbox"/>
<input type="checkbox"/>	6(A)	S1	4167-9	Henry High		Baughman, Kyara	862	08/29/2022	01/23/2023	<input type="checkbox"/>

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Secondary and K-8 Schools Repeat steps 4-6, until the student is fully scheduled.

REMINDER! Schools with Semesters and/or Quarters, be sure to schedule students for all terms.

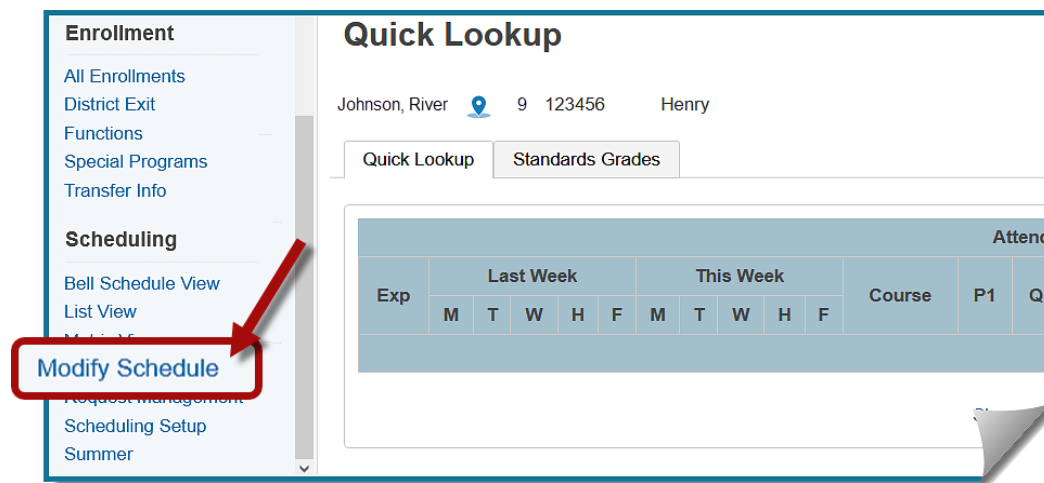
Using Manually Schedule Student

Manually Schedule Student allows you to select classes from a schedule matrix. Adding **Course Requests** prior to using this method will filter the course selections to only those the student needs. If Course Requests are not added prior to scheduling, all courses will be listed.

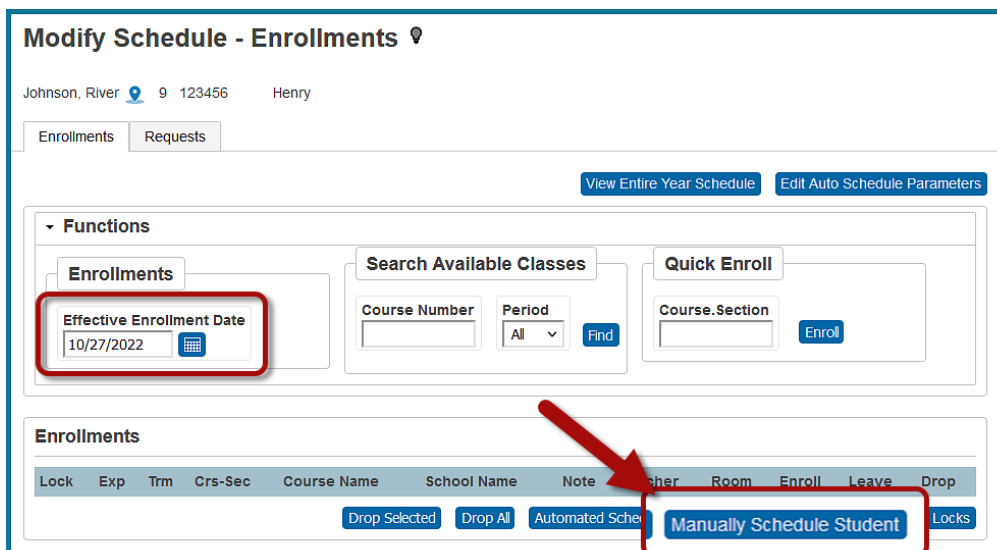
IMPORTANT! This feature will NOT delete attendance or allow dropping and rescheduling if attendance is present, an error message will indicate this method cannot be used for scheduling.

To use **Manually Schedule Students**, do the following:

1. From the **Start Page**, make a student selection.
2. On the Student page, under Scheduling on the left-side menu, select **Modify Schedule**.



3. Select the **Effective Enrollment Date**.
4. Click **Manually Schedule Student**.



5. The Courses listed on the **Manually Schedule Student** page depend on the course requests entered for the student. If no course requests are entered, all courses will be listed.
6. Check or uncheck the appropriate boxes for the course, term, and period to create the student's schedule:
 - Courses in Green indicate the section is available
 - Courses in Red indicate the section is full
 - Courses in Gray indicate the student's current schedule
 - Hover your cursor over the box to view teacher name and class size.
 - The section with the lowest enrollment is listed to use for scheduling. However, the number next to the box indicates the number of available sections for the period. To select a different class, return to the Modify Schedule – Enrollments page and use the **Search Available Classes** function (See page 32, *Using Search Available Classes*).
7. Click **Submit**.

Manually Schedule Student

Johnson, River 9 123456 Henry

Enroll date: 10/27/2022

Number	Course Name	Term	Day	Period			
				1	2	3	4
1540C	ENGLISH 1 CL(P)	S1	A	1 <input type="checkbox"/>	5 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>
1541C	ENGLISH 2 CL(P)	S2	A	1 <input type="checkbox"/>	5 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>
2349	SP SPKRS 5(P)	S1	A	<input checked="" type="checkbox"/>			
2350	SP SPKRS 6(P)	S2	A	<input checked="" type="checkbox"/>			
4167	INTG MATH II A ADV(P)	S1	A	1 <input type="checkbox"/>		1 <input type="checkbox"/>	3 <input type="checkbox"/>
4168	INTG MATH II B ADV(P)	S2	A	1 <input type="checkbox"/>		1 <input type="checkbox"/>	3 <input type="checkbox"/>
5050	CHOIR 1 (P)	S1	A	1 <input type="checkbox"/>		<input checked="" type="checkbox"/>	
5051	CHOIR 2 (P)	S2	A	1 <input type="checkbox"/>		<input checked="" type="checkbox"/>	
5503	PHYS ED 1	S1	A	3 <input type="checkbox"/>	<input checked="" type="checkbox"/>	3 <input type="checkbox"/>	1 <input type="checkbox"/>
5504	PHYS ED 2	S2	A	3 <input type="checkbox"/>	<input checked="" type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
6321	PHYS 1 ADV (P)	S1	A	1 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>
6322	PHYS 2 ADV (P)	S2	A	1 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>

* This section is full

This section is full

This section is available

This section is scheduled

Enter a password for maximum enrollments override:

Submit
Continue
Reset

The number next to the checkbox indicates the number of sections offered for the associated period

Hover your cursor over the box to view teacher name and class size

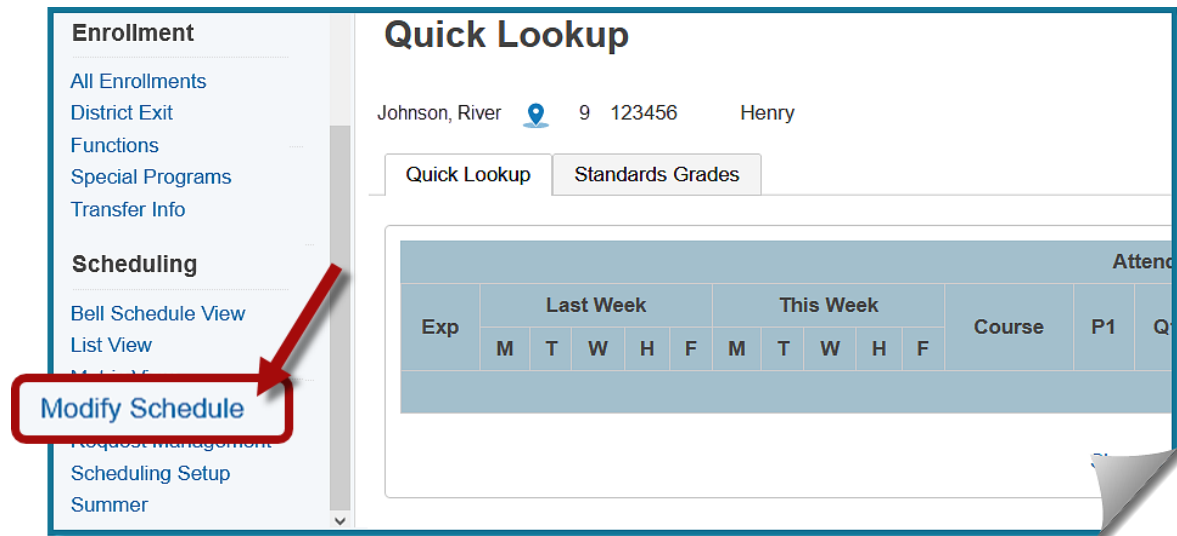
Using Automated Schedule

The **Automated Schedule** feature functions like the schedule Loader in PowerScheduler. The student is scheduled into classes based on their course requests and PowerScheduler scheduling parameters. The result can only be accepted or rejected as a whole.

IMPORTANT! This feature will NOT delete attendance or allow dropping and rescheduling if attendance is present, an error message will indicate this method cannot be used for scheduling.

To use **Automated Schedule**, do the following:

1. From the **Start Page**, make a student selection.
2. On the Student page, under Scheduling on the left-side menu, select **Modify Schedule**.




Enrollment

- All Enrollments
- District Exit
- Functions
- Special Programs
- Transfer Info

Scheduling

- Bell Schedule View
- List View
- Modify Schedule**
- Request Management
- Scheduling Setup
- Summer

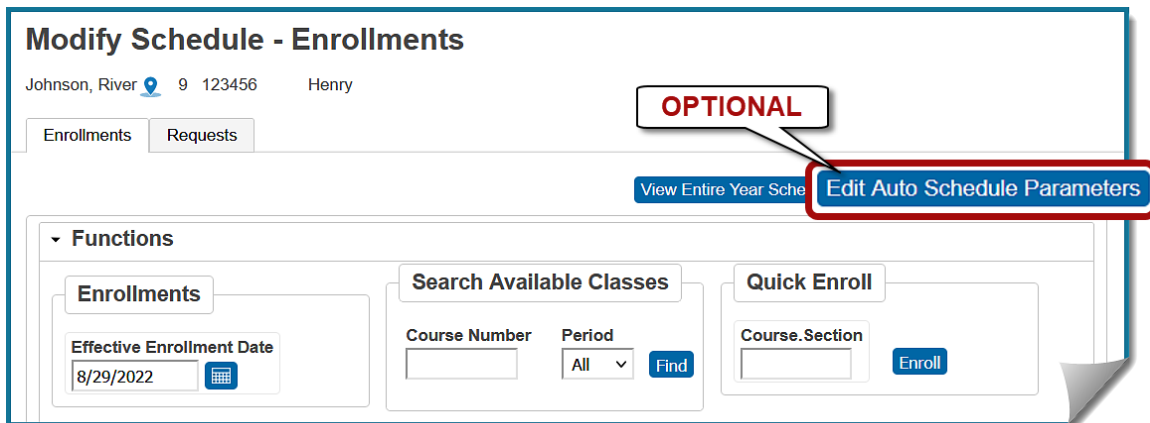
Quick Lookup

Johnson, River  9 123456 Henry


Quick Lookup Standards Grades

Exp	Last Week					This Week					Course	P1	Q	
	M	T	W	H	F	M	T	W	H	F				

3. **OPTIONAL:** Click **Edit Auto Scheduler Parameters**.



Modify Schedule - Enrollments

Johnson, River  9 123456 Henry


Enrollments Requests

OPTIONAL

View Entire Year Schedule **Edit Auto Schedule Parameters**

Functions

- Enrollments**

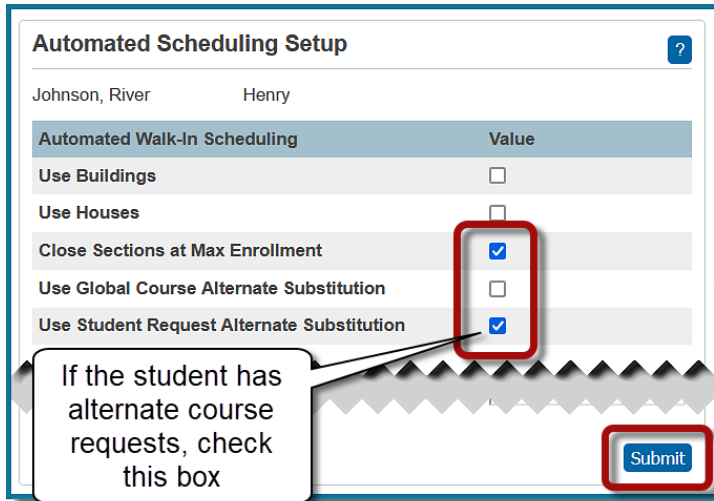
Effective Enrollment Date: 8/29/2022 
- Search Available Classes**

Course Number: Period: All
- Quick Enroll**

Course.Section:

- From the Automated Scheduling Setup page, check **Close Sections at Max Enrollment**.
- If the student has alternate course requests, check **Using Student Request Alternate Substitution**. (See page 52, *Entering Alternate Course Requests for Automated Schedule*)

4. Click **Submit**.



Automated Scheduling Setup ?

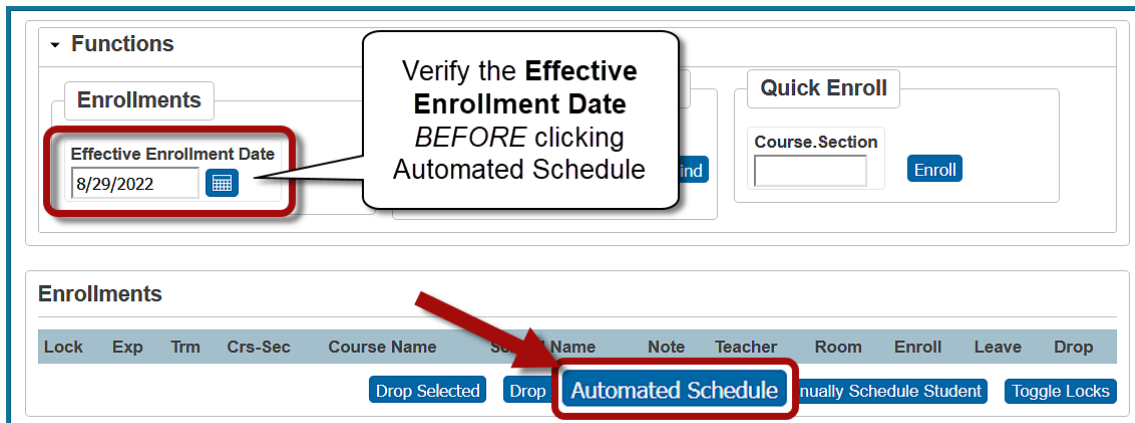
Johnson, River Henry

Automated Walk-In Scheduling	Value
Use Buildings	<input type="checkbox"/>
Use Houses	<input type="checkbox"/>
Close Sections at Max Enrollment	<input checked="" type="checkbox"/>
Use Global Course Alternate Substitution	<input type="checkbox"/>
Use Student Request Alternate Substitution	<input checked="" type="checkbox"/>

If the student has alternate course requests, check this box

Submit

5. Verify the **Effective Enrollment Date**, update if needed.
6. Click **Automated Schedule**.



▼ Functions

Enrollments

Effective Enrollment Date: 8/29/2022

Verify the **Effective Enrollment Date** BEFORE clicking Automated Schedule

Quick Enroll

Course.Section: [] Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Sec Name	Note	Teacher	Room	Enroll	Leave	Drop
<p>Drop Selected Drop Automated Schedule Annually Schedule Student Toggle Locks</p>											

7. Be patient as the result takes a few minutes to process.
8. If the result is acceptable, click **Accept**. The Modify Schedule - Enrollments page displays the new schedule.
9. If the result is unacceptable, click **Discard**. The Modify Schedule - Enrollments page displays the students' original schedule. Use Search Available Classes to continue to schedule the student.

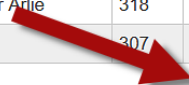
Automatically Schedule Student

Johnson, River 9 123456 Henry

▸ Status

Enrollments effective 08/29/2022

Add/Drop	Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Section Type	Team
Add		1(A)	S1	2349-1	SP SPKRS 5(P)	Nichols, Maximillian Deann	813		
Add		2(A)	S1	5503-4	PHYS ED 1	Rouch, Kadence Rose	GYM		
Add		3(A)	S1	5050-2	CHOIR 1 (P)	Petry, Talan	600		
Add		4(A)	S1	4167-3	INTG MATH II A ADV(P)	Abdikadir, Leydi Lien Shueng	855		
Add		5(A)	S1	6321-5	PHYS 1 ADV (P)	Weinstein, Baltazar Arlie	318		
Add		6(A)	S1	1540C-17	ENGLISH 1 CL(P)	Gillcrist, Jarrod A	307		
Add		1(A)	S2	2350-1	SP SPKRS 6(P)	Nichols, Maximillian Deann	813		
Add		2(A)	S2	5504-4	PHYS ED 2	Rouch, Kadence Rose	GYM		
Add		3(A)	S2	5051-2	CHOIR 2 (P)	Petry, Talan	600		
Add		4(A)	S2	4168-3	INTG MATH II B ADV(P)	Abdikadir, Leydi Lien Shueng	855		
Add		5(A)	S2	6322-5	PHYS 2 ADV (P)	Weinstein, Baltazar Arlie	318		
Add		6(A)	S2	1541C-17	ENGLISH 2 CL(P)	Gillcrist, Jarrod A	307		

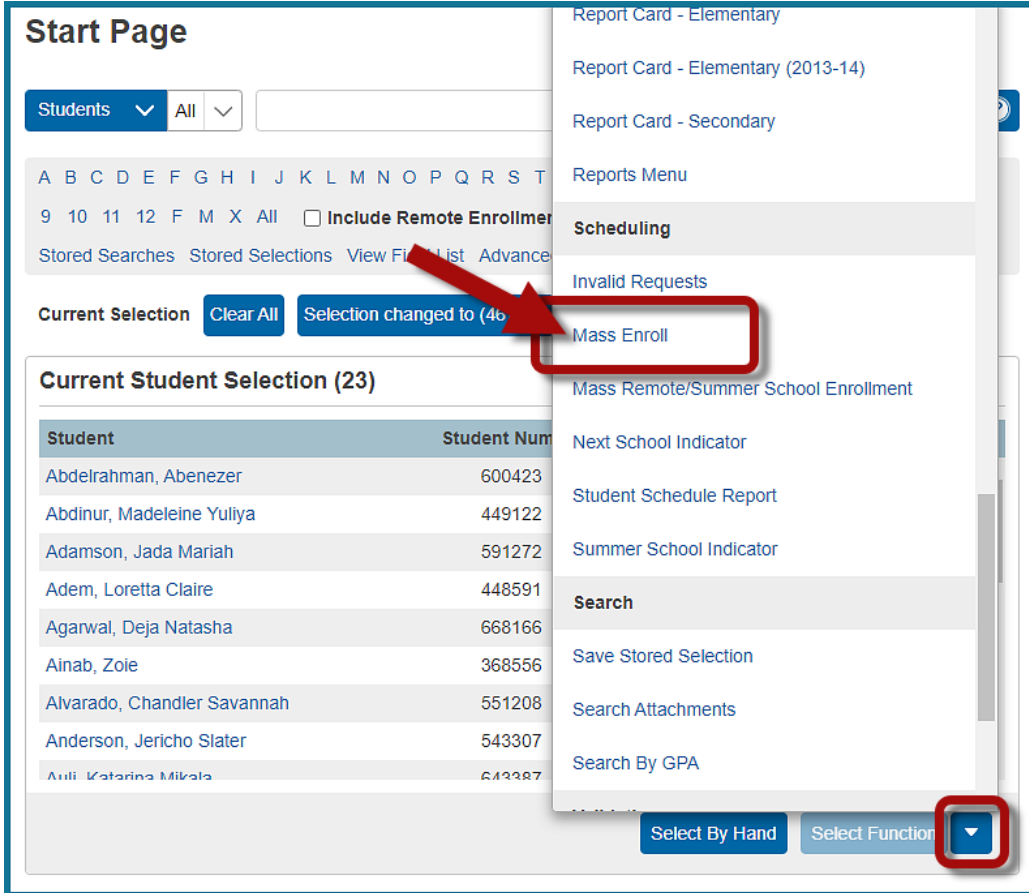


Discard
Accept

Scheduling a Group of Students in Class

The **Mass Enroll** function allows a group of students to be scheduled into a class at the same time.

1. From the **Start Page**, make a student group selection.
2. Expand the Select Functions button, and under the Scheduling functions, select **Mass Enroll**.

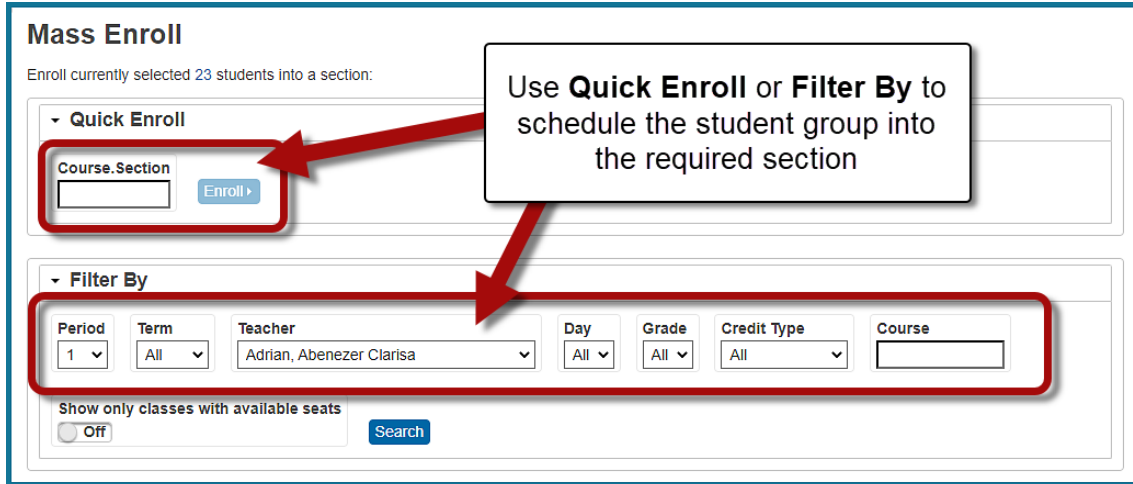


The screenshot shows the 'Start Page' interface. At the top, there are filters for 'Students' (set to 'All') and a search bar. Below this is a navigation menu with letters A through T. A 'Current Selection' section shows 'Selection changed to (46)'. A table titled 'Current Student Selection (23)' lists student names and IDs. On the right, a dropdown menu is open, showing various functions. The 'Scheduling' section is highlighted, and 'Mass Enroll' is selected and circled in red. At the bottom right, the 'Select Function' button is also circled in red.

Student	Student Number
Abdelrahman, Abenezzer	600423
Abdinur, Madeleine Yuliya	449122
Adamson, Jada Mariah	591272
Adem, Loretta Claire	448591
Agarwal, Deja Natasha	668166
Ainab, Zoie	368556
Alvarado, Chandler Savannah	551208
Anderson, Jericho Slater	543307
Auli, Katarina Mikala	643387

- On the Mass Enroll page, use **Filter By** to refine the search for the appropriate section.

OPTIONAL – Use **Quick Enroll** to jump straight to the Mass Enroll Preview page. Be sure to enter the course and section number accurately.



Mass Enroll
Enroll currently selected 23 students into a section:

Quick Enroll

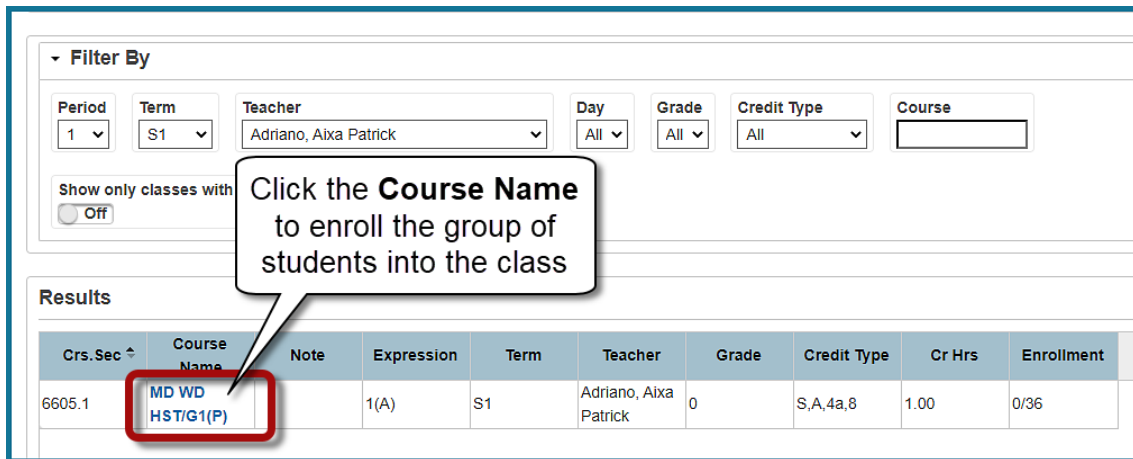
Course.Section

Filter By

Period: 1 | Term: All | Teacher: Adrian, Abenezer Clarisa | Day: All | Grade: All | Credit Type: All | Course:

Show only classes with available seats: Off

- Click on the **Course Name** to open the Mass Enroll Preview page.



Filter By

Period: 1 | Term: S1 | Teacher: Adriano, Aixa Patrick | Day: All | Grade: All | Credit Type: All | Course:

Show only classes with available seats: Off

Results

Crs. Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
6605.1	MD WD HST/G1(P)		1(A)	S1	Adriano, Aixa Patrick	0	S,A,4a,8	1.00	0/36

- Verify the section information and edit the **Entry Date**, if needed.

- Click **Enroll Students**.

OPTIONAL – Click **Enroll Students and Reschedule** to continue scheduling the same group of students into another class.

Mass Enroll Preview

Entry Date: 08/29/2022 [Edit Date](#)

Verify the **Entry Date**, change if needed

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
MD WD HST/G1(P)	6605	1	Semester 1	No	20/36	Section found

Student Enrollment Summary:

Student Number	Action
449122	Enroll in 6605.1 on 08/29/2022
591272	Enroll in 6605.1 on 08/29/2022
448591 Adem, Loretta Claire	Enroll in 6605.1 on 08/29/2022
668166 Agarwal, Deja Natasha	Enroll in 6605.1 on 08/29/2022

Click **Enroll Students** to enroll them in the selected section

[Back](#) [Enroll Students](#) [Enroll Students and Reschedule](#)

The **Class Roster** page appears with a green confirmation that **Your changes have been saved** for this section.

Class Roster: Exp. 1(A) MD WD HST/G1(P)

✓ Your changes have been saved.

Detailed View: On

Filter Results By: Filtered By: Active Students

Active Dropped Pre-Registered

Gender:

Grade Level:

Results

Select All 20 Students

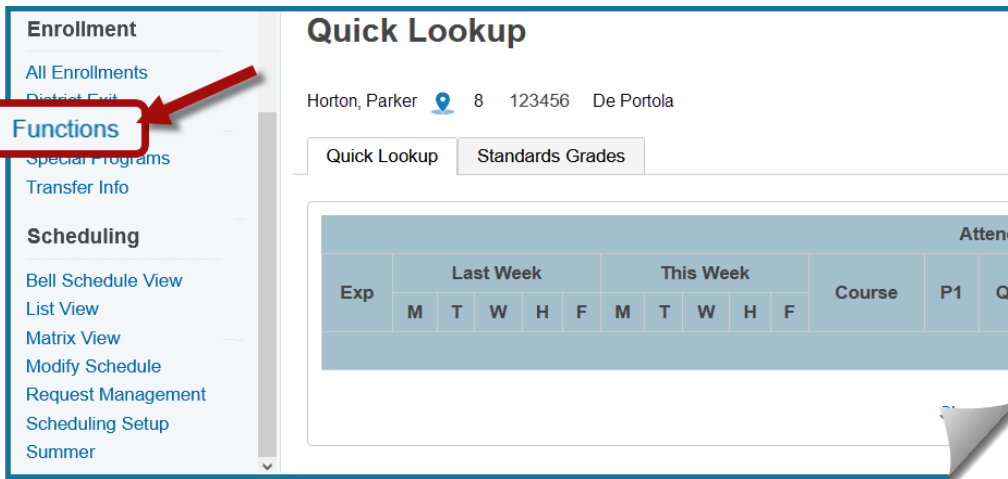
	Name	Gender	Grade Level	Entered	Exited	Status
<input checked="" type="checkbox"/>	Abdinur, Madeleine Yuliya	F	9	08/29/2022	01/23/2023	Active
<input checked="" type="checkbox"/>	Adamson, Jada Mariah	F	9	08/29/2022	01/23/2023	Active
<input checked="" type="checkbox"/>	Adem, Loretta Claire	F	9	08/29/2022	01/23/2023	Active
<input checked="" type="checkbox"/>	Agarwal, Deja Natasha	F	9	08/29/2022	01/23/2023	Active
<input checked="" type="checkbox"/>	Alnah, Zole	F	9	08/29/2022	01/23/2023	Active

Scheduling a Student in a Class at Another School

When a student needs to take a class at another school, the school where the student is actively enrolled (your school) must schedule them into the class at the other school. It is important to contact the other school for the correct course, section, and teacher before scheduling the student.

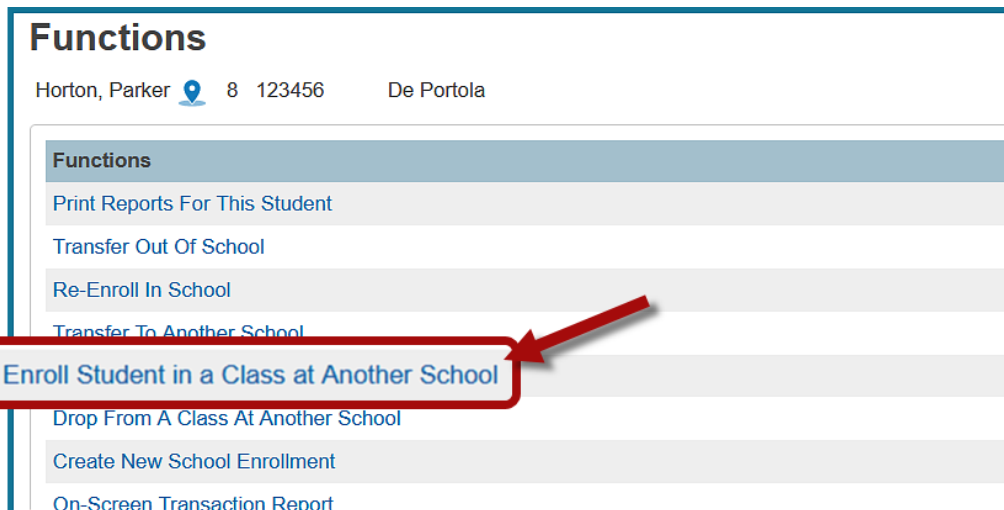
EXCEPTION! For all students needing online Edgenuity courses offered at iHigh, your school counselor must enter online course requests for these students and iHigh Virtual Academy will schedule them for the class (See page 49, *Entering Online Course Requests*).

1. On the **Start Page**, make a student selection.
2. Under Enrollments on the left-side menu, click **Functions**.



The screenshot shows the PowerSchool interface. On the left, there is a sidebar menu with categories: Enrollment, Scheduling, and Summer. Under the Enrollment category, the 'Functions' option is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Quick Lookup' and displays student information for Horton, Parker (ID 8 123456, De Portola). Below this, there are tabs for 'Quick Lookup' and 'Standards Grades'. A table is partially visible with columns for 'Exp', 'Last Week', 'This Week', 'Course', 'P1', and 'Q'.

3. Click **Enroll Student in a Class at Another School**.



The screenshot shows the 'Functions' menu for the student Horton, Parker. The menu items are: Print Reports For This Student, Transfer Out Of School, Re-Enroll In School, Transfer To Another School, Enroll Student in a Class at Another School (highlighted with a red box and a red arrow), Drop From A Class At Another School, Create New School Enrollment, and On-Screen Transaction Report.

4. Select the school where the class is held from the dropdown list.
5. Select the **Term** and **Enrollment** date.
6. Use the additional filter options to narrow the search.
7. The search defaults to **Only show open sections**. Students cannot be enrolled into a class that is full.
8. Select the **appropriate class** from the list of results.
9. Click **Submit**.

Enroll Student in a Class at Another School *

Horton, Parker 8 123456 De Portola

Student Horton, Parker

School Where Class is Held Henry High *

Term Semester 1 *

Enrollment Date 10/3/2022 *

Course 2384 AM SIGN LG 1(P) *

Department

Expression

Teacher

Show Teacher Home School ?

Only show open sections
 Show all sections

Select a class section below and click Submit. Please contact **Henry High** at (858) 988-2700 to verify which class to select.

Show 25 entries Search:

Course.Section	Course Name	Expression	Teacher	Term	Room	Student Count	Max Seats
<input checked="" type="radio"/> 2384.1	AM SIGN LG 1(P)	1(A)	Anning, Salman Holly	S1	807	35	36
<input type="radio"/> 2384.4	AM SIGN LG 1(P)	5(A)	Anning, Salman Holly	S1	807	35	36

Schedule List View *

Horton, Parker 8 123456 De Portola

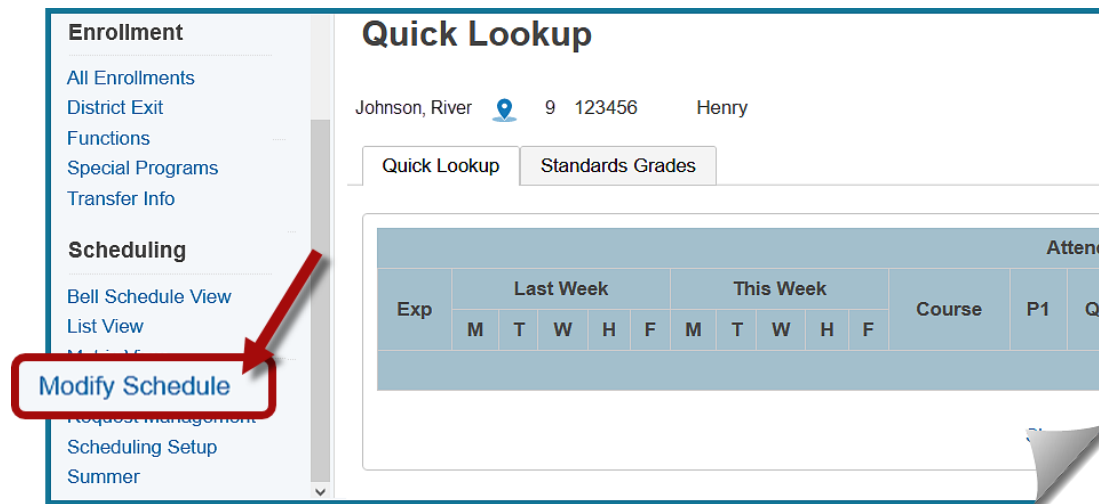
✓ The changes have been recorded. The student was successfully scheduled into Course.Section 2384.1 at Henry High. This class should appear in the list below. If the class does not appear, [click here to reload this page](#).

Exp	Trm	Crs-Sec	Course Name	Teacher	Room	School	Enroll	Leave
1(A)	22-23	6041_2-16	SCI 8TH ADV	Rabago, Niko Thomas	335	De Portola Middle	08/29/2022	06/15/2023
1(A)	S1	2384-1	AM SIGN LG 1(P)	Anning, Salman Holly	807	Henry High	10/03/2022	01/23/2023
2(A)	22-23	5502_2-392	PHYS ED 8TH	Udan, Remi Jacob	PE	De Portola Middle	08/29/2022	06/15/2023
3(A)	22-23	1520C_2-154	ENGLISH 8TH CL	Read, Haylee Rose	801	De Portola Middle	08/29/2022	06/15/2023
4(A)	S1	4157-29	INTG MATH I A (P)	Arnesto, Alanis J		De Portola Middle	09/22/2022	01/23/2023
5(A)	22-23	6551C_2-116	USHST&GEOG 8 CL	Bryson, Adrienne P	702	De Portola Middle	08/29/2022	06/15/2023
6(A)	22-23	5011_2-40	CHOR 5-8TH BEG	O'Connor, Miley Patricia	803	De Portola Middle	08/29/2022	06/15/2023

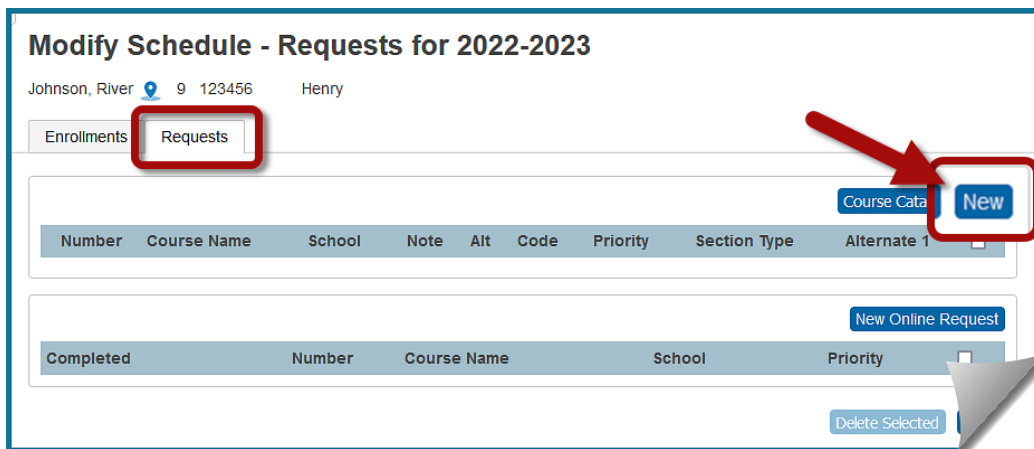
Entering Student Course Requests During the Current School Year

Course requests provide a record of what courses a student needs prior to scheduling them. Some scheduling functions, like *Manual Schedule Student* or *Automated Scheduling* use student course requests for the process of scheduling.

1. From the **Start Page**, make a student selection.
2. On the Student page, under Scheduling on the left-side menu, select **Modify Schedule**.




3. Select the **Requests** tab and click **New**.



4. Click **View Courses**.

Create Course Requests: Johnson, River

Johnson, River  9 123456 Henry

Courses to request

Type or paste in a comma-separated list of courses to request, then submit to create the requests

Course List [View Courses](#)

Crns Num	Crns Name

[Submit](#)

5. Select the appropriate courses from the pop-up box (Hold down the **Ctrl** key to make multiple selections). Click **Okay**.

Courses to Request

Select courses to request for this student


- 1462 (TECHTHEATRE3(P))
- 1463 (TECHTHEATRE4(P))
- 1498 (ENG LIT 1 AP(HP))
- 1499 (ENG LIT 2 AP(HP))
- 1540 (ENGLISH 1 (P))
- 1540C (ENGLISH 1 CL(P))
- 1540S (ENGLISH 1 SM(P))
- 1541 (ENGLISH 2 (P))
- 1541C (ENGLISH 2 CL(P))

[Cancel](#) [Okay](#)

OPTIONAL: Type or paste in a comma-separated list of courses in the **Course List** field.

6. Verify the list of requests, then click **Submit**.

Create Course Requests: Johnson, River

Johnson, River  9 123456 Henry

Courses to request

Type or paste in a comma-separated list of courses to request, then submit to create the requests

Course List [View Courses](#)

Crns Num	Crns Name
1540	ENGLISH 1 (P)
1541	ENGLISH 2 (P)
2321	SPN 1(P)
2322	SPN 2(P)
5503	PHYS ED 1
5504	PHYS ED 2

[Submit](#)

OPTIONAL: Type or paste in a comma-separated list of courses

Selected requests appear here

Entering Online Course Requests

For all students needing online Edgenuity courses offered at iHigh, your school counselor must enter online course requests and iHigh Virtual Academy will schedule them for the class.

1. From the **Start Page**, make a student selection.
2. On the Student page, under Scheduling on the left-side menu, select **Modify Schedule**.

Enrollment

- All Enrollments
- District Exit
- Functions
- Special Programs
- Transfer Info

Scheduling

- Bell Schedule View
- List View
- Modify Schedule**
- Request Management
- Scheduling Setup
- Summer

Quick Lookup

James, Taylor 11 123456 Henry Class Of 2024

Quick Lookup Standards Grades

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
1(A)											AM LIT 1 (P) Andrews, Dolores E - Rm: 111
2(A)											AM SIGN LG 5(P) Nebel, Tabitha Rose - Rm: 808
											PRCAL 1 (P)

3. Select the **Requests** tab and click **New Online Request**.

Modify Schedule - Requests for 2022-2023

James, Taylor 11 123456 Henry Class Of 2024

Enrollments **Requests**

Course Catalog New

Number	Course Name	School	Note	Alt	Code	Priority	Section Type	Alternate 1	
1583	AM LIT 1 (P)	Henry High	<input type="checkbox"/>			0			Associate <input type="checkbox"/>
1584	AM LIT 2 (P)	Henry High	<input type="checkbox"/>			0			Associate <input type="checkbox"/>
1582	AM SIGN LG 5(P)	Henry High	<input type="checkbox"/>			0			Associate <input type="checkbox"/>
8512	GRAPHIC DES2(P)	Henry High	<input type="checkbox"/>			0			Associate <input type="checkbox"/>

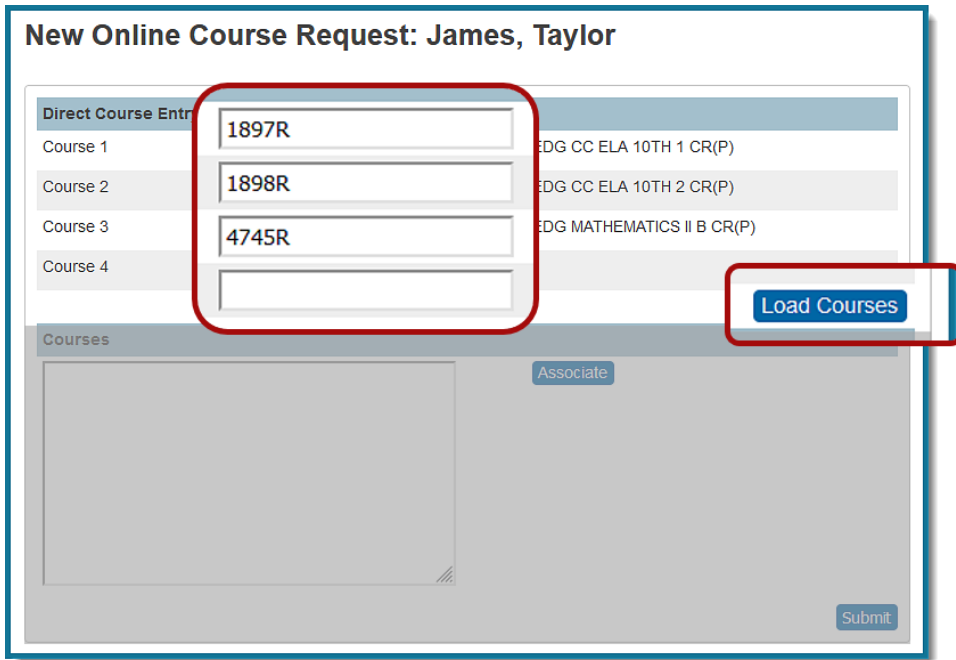
New Online Request

Completed Number Course Name School Priority

Delete Selected Submit

4. Enter up to four courses. Use one of the options below:

OPTION 1: Direct Course Entry – Enter the course number into the course field, then click **Load Courses**.



New Online Course Request: James, Taylor

Direct Course Entry

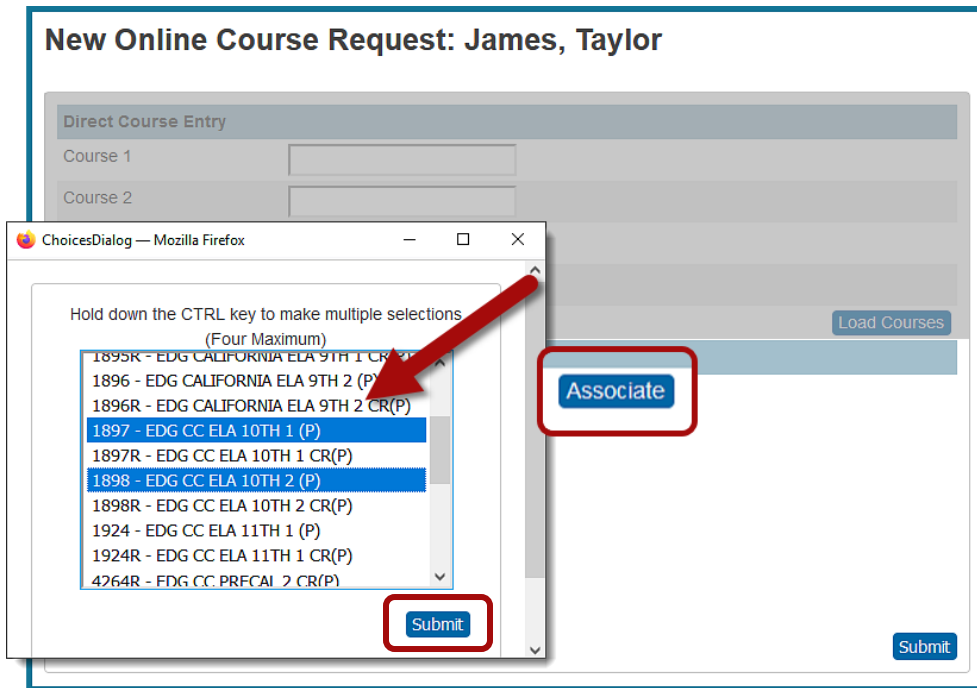
Course 1	1897R	EDG CC ELA 10TH 1 CR(P)
Course 2	1898R	EDG CC ELA 10TH 2 CR(P)
Course 3	4745R	EDG MATHEMATICS II B CR(P)
Course 4		

Load Courses

Associate

Submit

OPTION 2: Click the **Associate** button to select courses from a pop-up menu, then click **Submit**.



New Online Course Request: James, Taylor

Direct Course Entry

Course 1		
Course 2		

Associate

Load Courses

Submit

ChoicesDialog — Mozilla Firefox

Hold down the CTRL key to make multiple selections
(Four Maximum)

- 1895K - EDG CALIFORNIA ELA 9TH 1 CR(P)
- 1896 - EDG CALIFORNIA ELA 9TH 2 (P)
- 1896R - EDG CALIFORNIA ELA 9TH 2 CR(P)
- 1897 - EDG CC ELA 10TH 1 (P)
- 1897R - EDG CC ELA 10TH 1 CR(P)
- 1898 - EDG CC ELA 10TH 2 (P)
- 1898R - EDG CC ELA 10TH 2 CR(P)
- 1924 - EDG CC ELA 11TH 1 (P)
- 1924R - EDG CC ELA 11TH 1 CR(P)
- 4764R - FDG CC.PRFCAI 2 CR(P)

Submit

- Verify the course selection, then click **Submit**.

New Online Course Request: James, Taylor

Direct Course Entry

Course 1	<input type="text" value="1897R"/>	EDG CC ELA 10TH 1 CR(P)
Course 2	<input type="text" value="1898R"/>	EDG CC ELA 10TH 2 CR(P)
Course 3	<input type="text" value="4745R"/>	EDG MATHEMATICS II B CR(P)
Course 4	<input type="text"/>	

[Load Courses](#)

Courses

[Associate](#)

Verify course selection

Submit

- Back on the **Modify Schedule – Requests** page, rank the online requests in order of **Priority**.
- Click **Submit**.

Modify Schedule - Requests for 2022-2023 *

James, Taylor 11 123456 Henry Class Of 2024

[Enrollments](#) [Requests](#)

Number	Course Name	School	Note	Alt	Code	Priority	Section Type	Alternate 1
1583	AM LIT 1 (P)	Henry High	<input type="checkbox"/>	<input type="checkbox"/>		0		Associate
8512	GRAPHIC DES2(P)	Henry High	<input type="checkbox"/>	<input type="checkbox"/>		0		Associate

Completed	Number	Course Name	School	Priority	Request
<input type="checkbox"/>	1897R	EDG CC ELA 10TH 1 CR(P)	iHigh Virtual Academy	<input type="text" value="2"/>	<input type="checkbox"/>
<input type="checkbox"/>	1898R	EDG CC ELA 10TH 2 CR(P)	iHigh Virtual Academy	<input type="text" value="3"/>	<input type="checkbox"/>
<input type="checkbox"/>	4745R	EDG MATHEMATICS II B CR(P)	iHigh Virtual Academy	<input type="text" value="1"/>	<input type="checkbox"/>

Submit

Entering Alternate Course Requests for Automated Schedule

When using Automated Schedule to schedule a student, alternate course requests can be optionally added for instances when the first-choice elective cannot be met.

The following example demonstrates how to label electives as alternates.

1. Enter an **E** in the **Code Field** to identify all three electives. **IMPORTANT!** The system will only replace the primary elective with an alternate elective if they have been coded properly.
2. Check the **Alt** box to identify each alternate. *Do not check the Alt box* for the primary elective.
3. Use the **Priority** field to rank the order in which the alternate is used to replace the primary elective. If priority order is not a factor, leave these boxes blank. The lowest number is highest priority.
4. Click **Submit**.

Modify Schedule - Requests for 2022-2023

Johnson, River 9 123456 Henry

Enrollments Requests

Number	Course Name	School	Note	Alt	Code	Priority	Section Type	Alternate 1
0191	ART 1 (P)	Henry High		<input checked="" type="checkbox"/>	E	1		<input type="checkbox"/>
0231	CERAM 1 (P)	Henry High		<input type="checkbox"/>	E	0		<input type="checkbox"/>
0244	DES MIX MED1(P)	Henry High		<input checked="" type="checkbox"/>	E	2		<input type="checkbox"/>

Course Catalog New

Associate

1st Alternate Elective

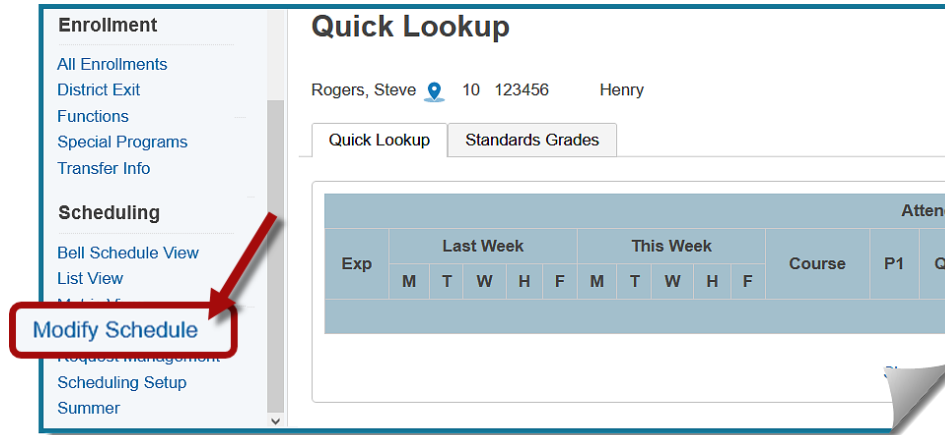
Primary Elective (1st Choice)

2nd Alternate Elective

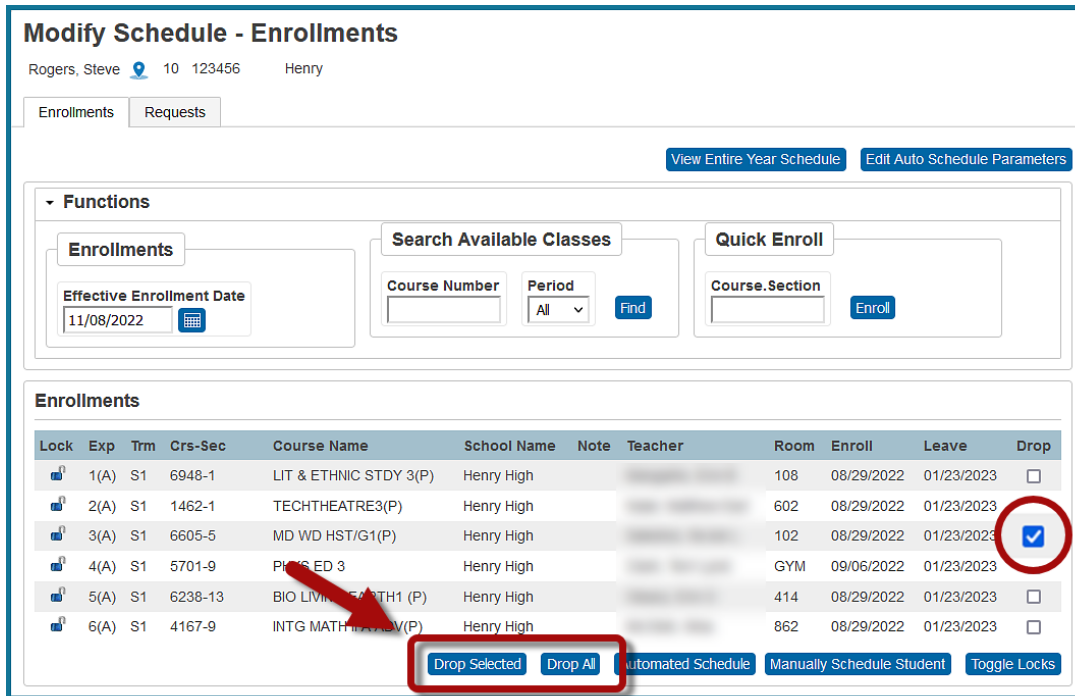
Dropping One Student from Class

IMPORTANT! When dropping a student, the exit date is always the day AFTER the last day the student was in class. For example, if the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/23 is a holiday, weekend, or if school is not in session.

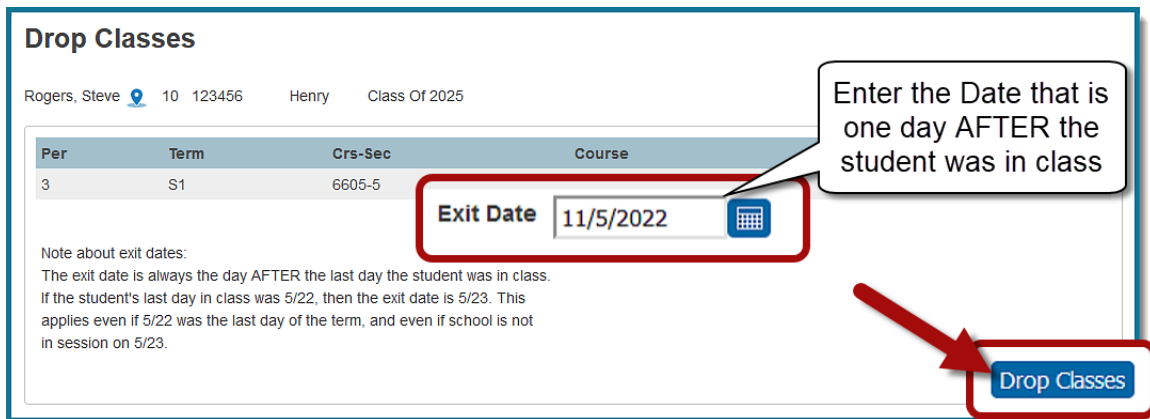
1. From the **Start Page**, make a student selection.
2. On the Student page, under Scheduling on the left-side menu, select **Modify Schedule**.



3. Under the **Drop** column, check the box for each class to be dropped.
4. Click **Drop Selected** to drop the selected classes or select **Drop All** to drop all classes from the student's schedule.



5. Select the **Exit Date**. **REMEMBER!** The exit date is always the day **AFTER** the last day the student was in class.
6. Click **Drop Classes**.



Drop Classes

Rogers, Steve 10 123456 Henry Class Of 2025

Per	Term	Crse-Sec	Course
3	S1	6605-5	

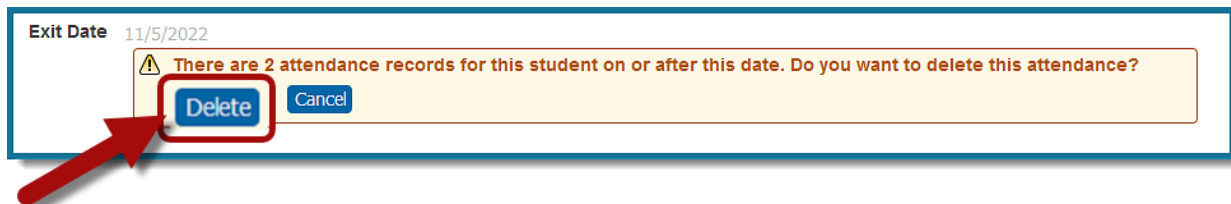
Exit Date 11/5/2022

Note about exit dates:
The exit date is always the day **AFTER** the last day the student was in class.
If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

Drop Classes

7. If the student has attendance on or after the Exit Date, an **Alert message** will ask if attendance should be deleted.
 - Click the **Delete** button to delete the attendance.

CAUTION! Deleted attendance cannot be recovered! Pay special attention to the number of days being deleted, if the number of attendance days seems excessive, confirm the drop date **BEFORE** deleting.

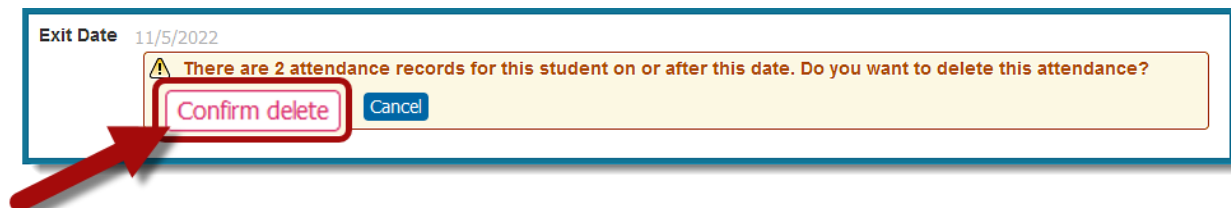


Exit Date 11/5/2022

⚠ There are 2 attendance records for this student on or after this date. Do you want to delete this attendance?

Delete Cancel

8. Click **Confirm Delete** to proceed with the drop.



Exit Date 11/5/2022

⚠ There are 2 attendance records for this student on or after this date. Do you want to delete this attendance?

Confirm delete Cancel

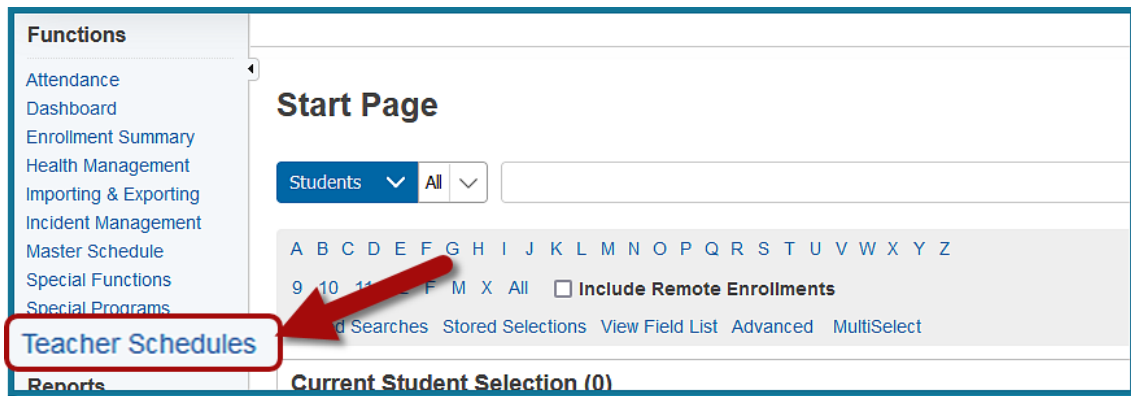
A confirmation message on the student's **Modify Schedule** page indicates the drop is complete.

Dropping a Group of Students from Class

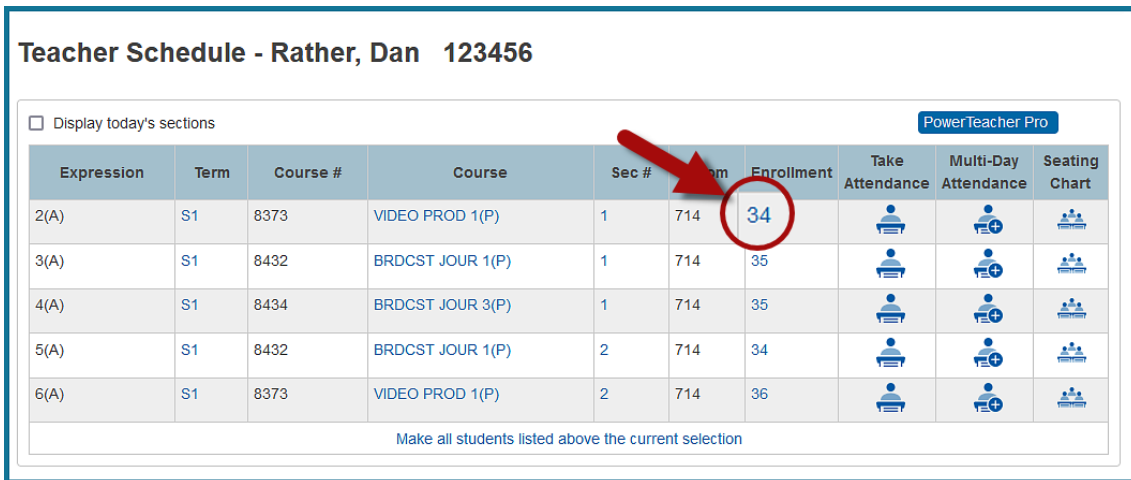
IMPORTANT! When dropping a group of students, the exit date is always the day AFTER the last day the students were in class. For example, if the group's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/23 is a holiday, weekend, or if school is not in session.

To drop a group of students, do the following:

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.



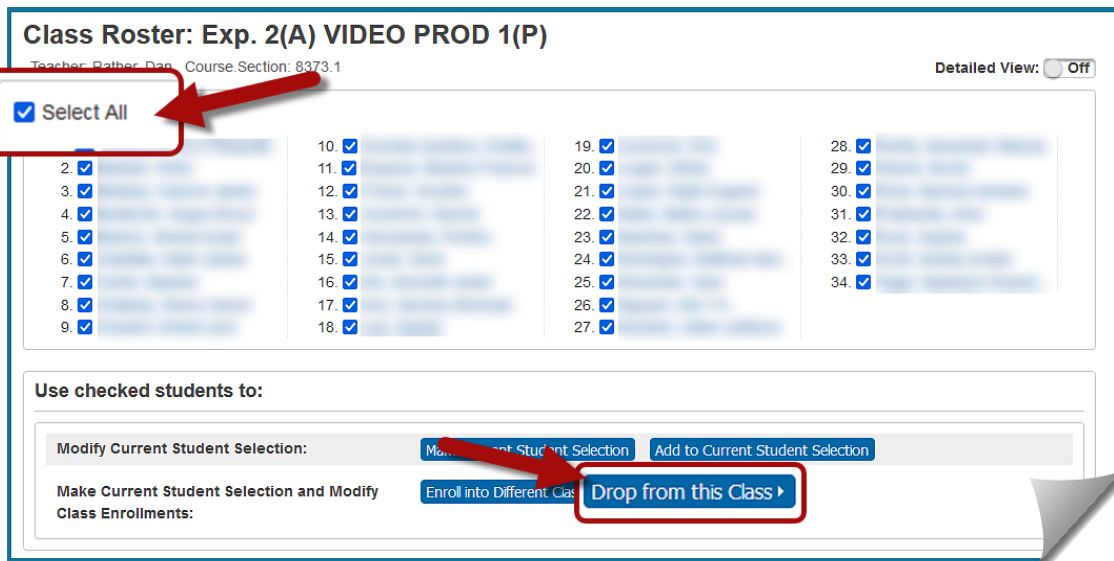
2. Select the name of the teacher from the Teacher menu.
3. On the Teacher Schedule page, click the **Enrollment Number** to open the class roster.



Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart
2(A)	S1	8373	VIDEO PROD 1(P)	1	714	34			
3(A)	S1	8432	BRDCST JOUR 1(P)	1	714	35			
4(A)	S1	8434	BRDCST JOUR 3(P)	1	714	35			
5(A)	S1	8432	BRDCST JOUR 1(P)	2	714	34			
6(A)	S1	8373	VIDEO PROD 1(P)	2	714	36			

Make all students listed above the current selection

4. From the Class Roster, select the students to be dropped:
 - To drop *all students* on the roster, check the **Select All** box.
 - To drop a *selected group of students*, remove the check from the **Select All** box, then check the students individually.
5. Click **Drop from this Class**.



Class Roster: Exp. 2(A) VIDEO PROD 1(P)
Teacher: Patzer, Dan Course Section: 8373.1 Detailed View: Off

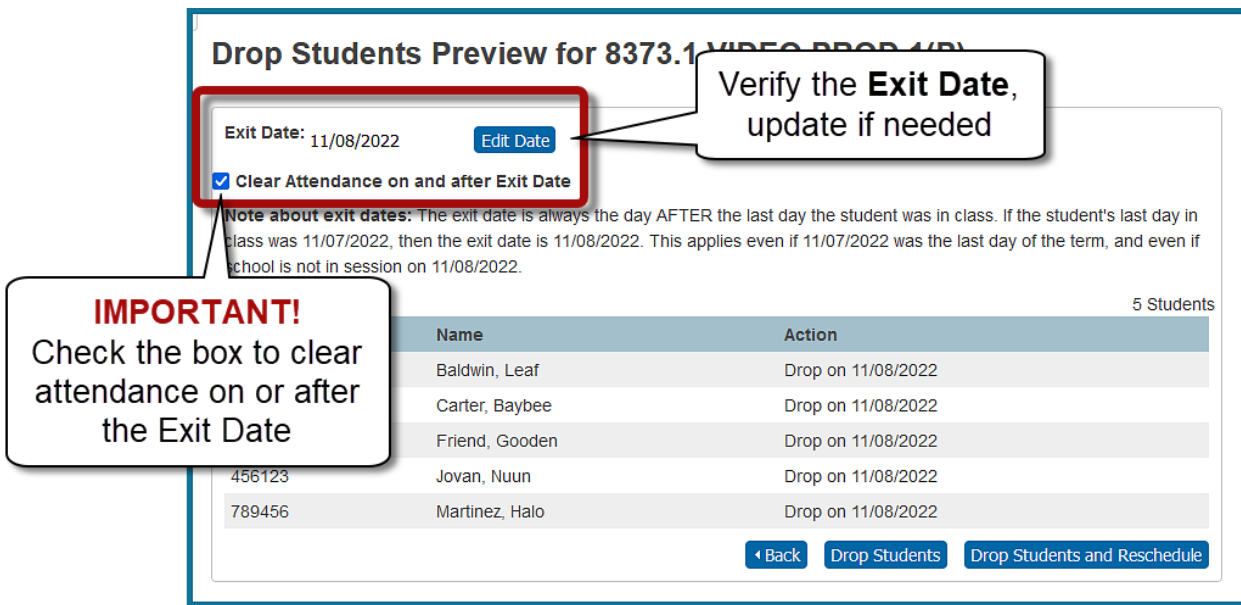
Select All

Use checked students to:

Modify Current Student Selection:

Make Current Student Selection and Modify Class Enrollments:

6. On the **Student Drop Preview** page, verify the **Exit (drop) Date** is the day **AFTER** the students were in class.
7. **IMPORTANT!** Check Clear Attendance on or after the exit date.



Drop Students Preview for 8373.1 VIDEO PROD 1(P)

Exit Date: 11/08/2022

Clear Attendance on and after Exit Date

IMPORTANT! Check the box to clear attendance on or after the Exit Date

Verify the Exit Date, update if needed

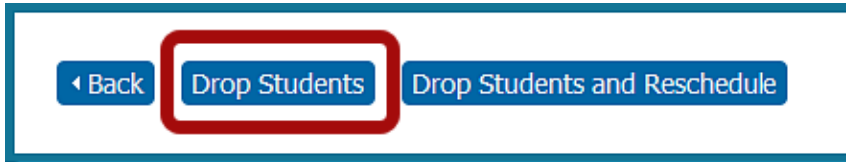
Note about exit dates: The exit date is always the day AFTER the last day the student was in class. If the student's last day in class was 11/07/2022, then the exit date is 11/08/2022. This applies even if 11/07/2022 was the last day of the term, and even if school is not in session on 11/08/2022.

Name	Action
Baldwin, Leaf	Drop on 11/08/2022
Carter, Baybee	Drop on 11/08/2022
Friend, Gooden	Drop on 11/08/2022
456123 Jovan, Nuun	Drop on 11/08/2022
789456 Martinez, Halo	Drop on 11/08/2022

5 Students

-
8. Verify the student selection. To make changes to the selection, click the **Back** button to return to the **Class Roster**. If the information is correct, click the **Drop Students** button.

HELPFUL HINT! To drop the students and continue scheduling into another class, click the **Drop Students and Reschedule** button. (See page 42, *Scheduling a Group of Students in Class*).



9. A confirmation message on the Class Roster page indicates the changes have been saved.

Part 3: Scheduling Reports

Printing a Class Roster

Use the **Class Rosters (PDF)** report to create class rosters.

1. From the Start page, under Reports on the left-side menu, select **System Reports**.
2. On the Systems tab, under Student/Staff Listings, select **Class Rosters (PDF)**.
3. Configure the **Class Roster** page:
 - **Load Report:** *Do not* select a report from the menu.
 - **Print rosters for:** Make a teacher selection. **NOTE!** There must be a teacher selection for the report to run.
 - **Meeting(s):** Check the appropriate meeting periods. Leave unchecked to select all.
 - **Include students who:** Select *are currently enrolled in class*.

Class Rosters (PDF)

Do not select
a report

Load Report: Please select Report X

Print rosters for
(hold the CTRL key to make multiple selections)

About, Roman
 Bunting, Aj Elizabeth
 Burlaza, Trina Adkins
Cates, Karma E
 Cayetano, Daylene
 Chipman, Kyan Carandang

Make at least
one teacher
selection

Meeting(s) (leave unchecked for all)

	A
1	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>

Include students who

are currently enrolled in class
 were enrolled on
 were enrolled any time between and

- **Heading font:** Times
- **Size, line height, style:** 12
- **Print heading on:** Select **All pages** from the drop-down menu.
- **Heading text (Fields):** Enter the following information in the text window

Teacher: ^(teachername)
 Course: ^(coursename)
 Course Code: ^(Course_Number)
 Period and Day: ^(expression)
 Room: ^(Room)
 As of: ^[Date]

Heading font	Times
Size, line height, style	12 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print heading on	All pages
Heading text (Fields) Enter ^(teachername) to cause the teacher name to appear, and ^(class_expression) for the expression	Teacher: ~(teachername) Course: ~(coursename) Course Code: ~(Course_Number) Period and Day: ~(expression) Room: ~(Room) As of: ~[Date]

- **Column title font:** Helvetica
- **Size, line height, style:** 12
- **Print column titles on:** Select All pages from the drop-down menu.
- **Roster font:** Times
- **Size, line height, style:** 12
- **Roster columns (Fields):** Enter the following information in the text window

Student_Number\ID\1\L

Last_Name>Last\2\L

First_Name\First\1\L

Grade_Level\GR\5\C

Home_Phone\Phone\2\L

OPTIONAL TIP! Add a check mark column (To get the check mark, hold down the Alt key and, using the keypad, type 251)

\v\1\C

Column title font	Helvetica
Size, line height, style	12 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print column titles on	All pages
Roster Font	Times
Size, line height, style	12 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Roster columns (Fields)	<p>Format: field name \ column title \ column width \ alignment</p> <pre>Student_Number\ID\1\L Last_Name>Last\2\L First_Name\First\1\L Grade_Level\GR\5\C Home_Phone\Phone\2\L \v\1\C</pre>

- **Rule width (points):**
Horizontal: .5
Vertical: .1
- **Cell padding:**
Horizontal: 4
Vertical: 2
- **Page Size:** select **Letter (8 1/2" x 11")** from the drop-down menu.
- **Margins (inches):**
Left: .5
Top: .5
Right: .5
Bottom: .3
- **Orientation, Scale:** Select **Portrait (vertical)** from the drop-down, and enter 95.
- Leave the remaining fields in their default setting.

4. Click **Submit**.

Rule width (points)	Horizontal <input type="text" value=".5"/>	Vertical <input type="text" value=".1"/>
Cell padding (points)	Horizontal <input type="text" value="4"/>	Vertical <input type="text" value="2"/>
Page size	<input 11")"="" type="text" value="Letter (8 1/2" x=""/>	
	Custom size: Height <input type="text"/>	Width <input type="text"/>
Margins (inches)	Left <input type="text" value=".5"/>	Top <input type="text" value=".5"/>
	Right <input type="text" value=".5"/>	Bottom <input type="text" value=".3"/>
Orientation, Scale	<input type="text" value="Portrait (vertical)"/>	<input type="text" value="95"/>
Watermark text	<input type="text"/>	
Watermark mode	<input type="text" value="Overlay"/>	
When to print	<input type="text" value="ASAP"/>	
	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
Report Output Locale	<input type="text" value="English"/>	

- On the Report Queue (System) – My Jobs page, refresh the report until completed, then right click on **View** and select **Open Link in New Tab**.

Class Roster (PDF)

Teacher: Cates, Karma E
 Course: AM LIT 1 (P)
 Course Code: 1583
 Period and Day: 1(A)
 Room: 111
 As of: 11/8/22

ID	Last	First	GR	Phone
624890	Araiza	Benjamin	11	856-443-0210
403107	Braithwaite	Tarik	11	619-986-9797
323636	Calvin	Susie	9	858-982-2884
536119	Carranza	Roland	11	617-462-9794
390291	Colin	Jesse James	11	858-994-5332
356364	Costa	Andrew	11	619-988-2932
401067	Cowan	Nikolas	10	619-994-1917
353748	Cromwell	Taron	11	619-997-4884
342753	Dee	Iyanna	11	858-997-7302
396329	Eddings	Ernesto	11	760-987-2169
330721	Faustino	Zakary	11	619-980-0267
401670	Ferguson	Gaven	11	760-994-1713
372345	Ford	Lorelei	11	619-997-0507
446547	Gonzalez Martinez	Deacon	11	619-984-9472
396000	Hudson	Saniah	11	949-994-3601
575318	Hurt	Mackenna	11	856-454-0492
393060	Kindred	Jaime	11	619-994-4519
624885	Lamas	Isiah	11	856-442-9774
579524	Leonardo	Akayla	11	308-453-4530
391467	Littlejohn	Hoa	11	858-987-3869
390329	Lombardi	Ethan	11	619-987-4188
345817	Marrero	Bethlehem	11	858-988-5261
395029	Ngo	Uriah	11	619-994-3920
370925	Ovalle	Stevie	11	619-997-0968
389619	Poirier	Hermela	11	858-987-4358
392835	Quinonez	Messiah	11	619-987-3397
533120	Redden	Yousuf	11	617-463-3018

Printing the School Schedule

There are multiple ways to print a school schedule report:

- The **Master Schedule PDF**, created in **System Reports**, is a view only school schedule report in a table-like format.
- The **Master Schedule Function**, on the main menu, creates a school schedule report that features links that allow you to “drill-down” to specific components within the report. You can set the report preferences to view the school schedule in a table-like or list format.

Master Schedule PDF Report

1. From the Start Page, under Reports on the left-side menu, click **System Reports**.
2. On the System tab, under Student/Staff Listings, click **Master Schedule (PDF)**.
3. Configure the **report** as follows:

Master Schedule Options

- Check the desired **Periods** check box(es).
- Check the desired **Days** check box(es).
- Credit type is OPTIONAL. By entering a Credit type, you can filter your report to only display courses that meet specific grad requirements.
- Leave **Rooms** set to **All Rooms**.
- Select **All Teachers** to include every teacher with a class assignment or hold the CTRL button while selecting individual teachers to customize who appears on this report.
- Select **Sort By option**.

Printing Options

- See the example on page 67 for suggested Print Options.
4. Click **Submit**.

Master Schedule PDF

Master Schedule Options

Periods

Check one or more period boxes to customize your selection...

0 1 2 3
 4 5 6 7
 9

or... Check this box to select **All Periods**

All periods

Days

Check this box to view **All days**

A
 All days

Credit type

Enter the **Credit type** to filter courses that meet specific grad requirements

(leave blank for all)

Rooms

Leave **All Rooms** selected.

All Rooms
104
107
108
110
111
113
114
116
117

Teachers

Selecting **All Teachers** will include every teacher with a class assignment...

or... Hold down the **Ctrl** key and select individual teachers.

All Teachers
Abbott, Mark N
Adkins, Kim
Adona, William
Allen, DeeDee
Bateman, George
Bellinger, Tina
Bolton, Michael
Bricke, Thad
Bunch, June

Sort By

The most common **Sort By** option is **Teacher Name**.

Teacher Name Course Name
 Teacher Number Course Number
 Department Course Credit Type
 Room

Printing Options

(While the suggested settings in this example produce optimal results, you can configure the Print Options to suit your needs):

Printing Options	
Period/Day orientation	<input checked="" type="radio"/> Periods across the top <input type="radio"/> Days across the top
Heading font	Helvetica
Size, line height, style	18 (points) <input checked="" type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print heading on	First page
Column title font	Times
Size, line height, style	10 (points) <input checked="" type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print column titles on	All pages
Body Font	Helvetica
Size, line height, style	10 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Cell padding (points)	Horizontal 4 Vertical 2
Page size	Letter (8 1/2" x 11") Custom size: Height Width
Margins (inches)	Left .3 Top .3 Right .3 Bottom .3
Orientation, Scale	Landscape (horizontal) 90
Watermark text	<input type="text"/> <input type="text"/>
Watermark mode	Overlay
When to print	ASAP <input type="text"/> (MM/DD/YYYY) / <input type="text"/>
Report Output Locale	English

These are suggested settings. You can configure your **Printing Options** to suit your needs.

OPTIONAL! Select a Watermark from the drop-down menu, or type a custom watermark in the field below.

Submit

- On the Report Queue (System) – My Jobs page, refresh the report until completed, then right click on **View** and select **Open Link in New Tab**.

Master Schedule PDF Report View

Master Schedule - By Teacher								
Teacher	Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Abbott, Mark N (124194)	A	TECHN SUPP SRV1 8923.6 3/36 Room 406 1(A) Term: S1		PR ECON 1 (P) 6758.6 39/40 Room 406 3(A) Term: S1	TECHN SUPP SRV3 8925.7 1/36 Room 406 4(A) Term: S1	TECHN SUPP SRV1 8923.4 1/36 Room 406 5(A) Term: S1	PR ECON 1 (P) 6758.10 37/40 Room 406 6(A) Term: S1	
Adona, Max Garcia (118549)	A	MD WD HST/G1(P) 6605.2 34/36 Room B-16 1(A) Term: S1	MD WD HST/G1(P) 6605.4 36/36 Room B-16 2(A) Term: S1	MD WD HST/G1(P) 6605.7 32/36 Room B-16 3(A) Term: S1		US HST/GEO 1(P) 6701.6 32/39 Room B-16 5(A) Term: S1	US HST/GEO 1(P) 6701.8 36/39 Room B-16 6(A) Term: S1	
Allen, Christa Dee (111429)	A		PHYS ED 3 5701.6 45/55 Room GYM	PHYS ED 3 5701.2 48/55 Room GYM	PHYS ED 3 5701.3 55/55 Room GYM	PHYS ED 3 5701.7 54/55 Room GYM	PHYS ED 3 5701.5 59/55 Room GYM	

Master Schedule from the Function Menu

1. From the **Start Page**, under Functions, click **Master Schedule**.
2. Configure the **Master Schedule Preferences** page as follows:
 - Select the appropriate **Periods** check box(es).
 - Select the appropriate **Days** check box(es).
 - Credit type is **OPTIONAL**. Enter a Credit type to filter the report to only display courses that meet specific grad requirements.
 - Leave **Rooms** set to **All Rooms**.
 - Select **All Teachers** to include every teacher with a class assignment or hold the CTRL button while selecting individual teachers to customize who appears on this report.
 - Select **Sort By** option. (In this example, Teacher Name has been selected).
 - Select the **View By** option: **Matrix**, or **List**.
 - **Matrix view** will display the schedule in a horizontal table-like format. This view offers links to the *Edit Section Page* and the *Class Roster* for quick access to edit and update information.
 - **List view** will display the schedule in a list format. This view does not have “drill-down” capabilities.
3. Click **Submit**.

Master Schedule Preferences

Option	Value
Periods	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> All periods
Days	<input type="checkbox"/> A <input checked="" type="checkbox"/> All days
Credit type	<input type="text"/> (leave blank for all)
Rooms	<input type="text" value="All Rooms"/> 02 03 07 08 09 10 12 B02 B03
Teachers	<input type="text" value="All Teachers"/> Alagna, Cairo J Balbuena, Samaria Francisco Bergstrom, Makai M Bork, Ilias Brickner, Wolfgang Tanous Byrd, Saida P Chinchilla, Channing R. Cornett, Nichole Dean Crow, Everardo B
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

Master Schedule Function

Master Schedule - School Year By Teachers

Teacher	Day	Period 1	Period 2	Period 3	Period 4	Period 5
Alagha, Cairo J (129999)	A	WLDHST/GEO 7 SM 6521S_2.2 14/36 Room B17 1(A) Term: 16-17		WD HST/GEOG 7TH 6521_2.2 22/36 Room B17 3(A) Term: 16-17	WD HST/GEOG 7TH 6521_2.3 30/36 Room B17 4(A) Term: 16-17	WLDHST/GEO 7 SM 6521S_2.1 11/36 Room B17 5(A) Term: 16-17
Balbuena, Samaria Francisco (120928)	A		SPN 1(P) 2322.2 24/36 Room B22 2(A) Term: S1	SPN 3(P) 2323.1 27/36 Room B22 3(A) Term: S1	SPN 1(P) 2321.3 27/36 Room B22 4(A) Term: S1	SPN 2(P) 2322.3 23/36 Room B22 4(A) Term: S2

Click the course number to open the **Edit Section** page.

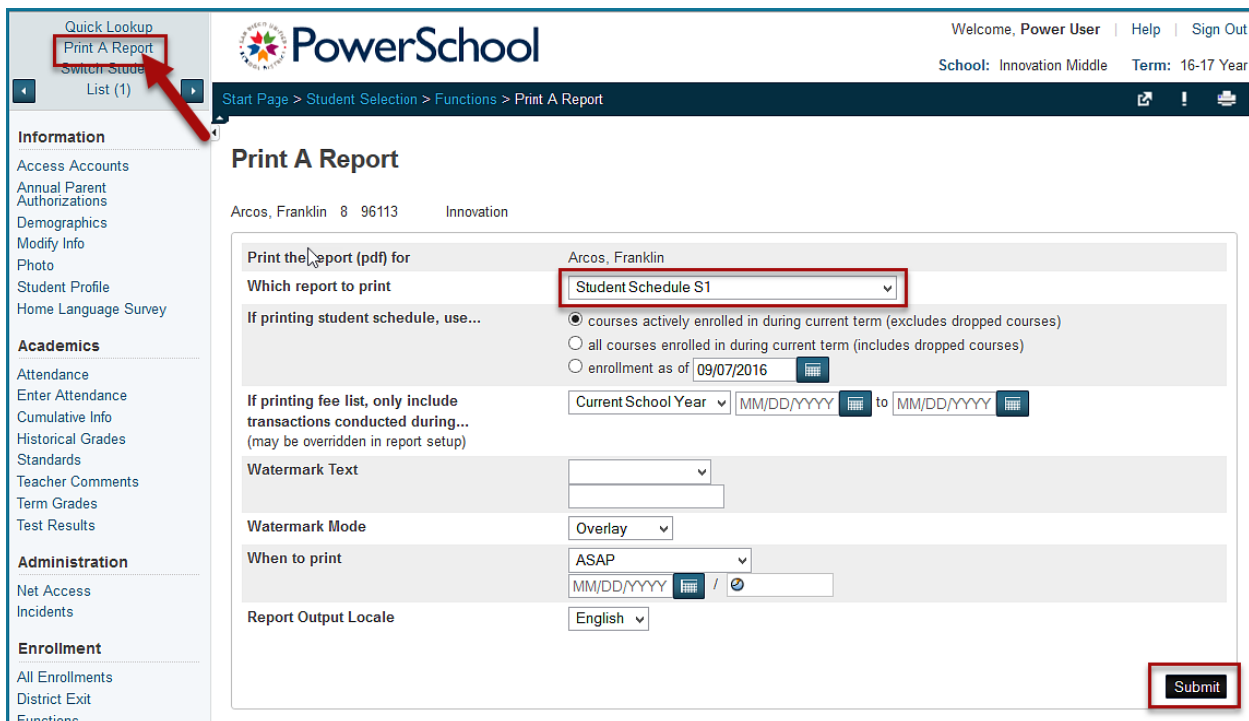
Click the class enrollment number to open the teacher's **Class Roster** page.

Printing an Individual Student Schedule

Student Schedules with Lunch PINs can be printed for both semester one (S1) or semester two (S2).

To print an individual student schedule, do the following:

1. From the **Start Page, Search** for the desired student.
2. On the **Student page**, under Quick Lookup, select **Print A Report**.
3. From the **Which report to print** drop-down menu, select **Student Schedule S1**.
4. **If printing student schedule, use...:** select the appropriate radio button (In this example, courses actively enrolled in during current term (excludes dropped courses) has been selected).
5. Click **Submit**.



Quick Lookup
Print A Report
Switch Student
List (1)

Welcome, Power User | Help | Sign Out
School: Innovation Middle Term: 16-17 Year

Start Page > Student Selection > Functions > Print A Report

Print A Report

Arcos, Franklin 8 96113 Innovation

Print the report (pdf) for Arcos, Franklin

Which report to print Student Schedule S1

If printing student schedule, use...
 courses actively enrolled in during current term (excludes dropped courses)
 all courses enrolled in during current term (includes dropped courses)
 enrollment as of 09/07/2016

If printing fee list, only include transactions conducted during... (may be overridden in report setup)
 Current School Year MM/DD/YYYY to MM/DD/YYYY

Watermark Text

Watermark Mode Overlay

When to print ASAP
 MM/DD/YYYY /

Report Output Locale English

Submit

6. On the Report Queue (System) – My Jobs page, refresh the report until completed, then right click on **View** and select **Open Link in New Tab**.

7. Print the schedule when it opens.

Student Schedule as of 09/07/2016						
Innovation Middle						
Student	Student ID	Grade	Gender	Lunch PIN		
Arcos, Franklin	96113	8	M	12345		
Period/Day	Course	Sec	Course Title	Room	Teacher	Term
1(A)	6551_2	1	US HIST&GEOG 8	B18	Tovar, Jaslene Charles	16-17
2(A)	3596_2	6	GATEWAY TO TECH	S4	Byrd, Saida P	16-17
3(A)	5502_2	2	PHYS ED 8TH	B03	Seng, Janine John	16-17
4(A)	6005_2	3	SCIENCE 8TH	S1	Monge, Alea M	16-17
6(A)	1520_2	3	ENGLISH 8TH	09	Bork, Ilias	16-17
7(A)	4135_2	3	CC MATH 8TH	B14	Rebollar, Nailah Christopher	16-17

Printing Multiple Student Schedules

Student Schedules with Lunch PINs can be printed for both semester one (S1) or semester two (S2)..

To print schedules for multiple students, do the following:

1. From the **Start page**, search for a group of students.
2. From the **Select Function menu**, select **Print Reports**.
3. Configure the **Print Reports** page as follows:
 - **Which report would you like to print?:** Student Schedule S1 (this setting will print Lunch PINs).
 - **For which students?:** It is recommended to print out the first couple of schedules to preview for page formatting. After verifying, select **All records in a single batch**.
 - **In what order?:** Select the sort order as appropriate.
 - **If printing student schedules, use...:** select the appropriate radio button (In this example, **courses enrolled during current term** has been selected).
 - Click **Submit**.

Print Reports Screen

Print Reports

Option	Value
Which report would you like to print?	<div style="border: 1px solid red; padding: 2px;">Student Schedule S1</div>
The selected 658 students	
For which students?	<input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input type="radio"/> All records in batches of records.
In what order?	<input type="radio"/> Alphabetical <div style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/> By grade, then alphabetical</div> <input type="radio"/> By period 1 class, as of this date: 9/2/2014 (MM/DD/YYYY) (takes extra time)
If printing student schedules, use...	<div style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/> courses enrolled during current term</div> <input type="radio"/> enrollment as of 9/2/2014 (MM/DD/YYYY)
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to (MM/DD/YYYY) to (MM/DD/YYYY)
Watermark Text	<input type="text"/> <input type="text"/>
Watermark Mode	Overlay
When to print	ASAP <input type="text"/> (MM/DD/YYYY) / <input type="text"/>
Report Output Locale	English

Submit

HINT! Print a few copies to check formatting before printing all schedules.

HINT! Use By grade, then alphabetical for first day schedule handout.

4. On the Report Queue (System) – My Jobs page, refresh the report until completed, then right click on **View** and select **Open Link in New Tab**.
5. Print the schedules when they open.

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Additional Scheduling Reports

To find the following reports, from the Start Page, click sqlReports, then expand the group of Scheduling reports.

Class Items Count

This report provides information about the number of students scheduled and the number of students marked present in each section.

Enter an effective date to run the report. Please note that classes are only displayed if there are students scheduled.

Class Rosters w/Parent Name & Language

This report will provide class roster information, based on the period and date you select. The first Parent/Guardian/Contact name and Primary Language is also included. The Home School column reflects where students are primarily enrolled, in cases where they may be taking a class at another school.

Enter an effective date and select a period to run the report.

Class Size by Period

This report will provide class size information, by period, for classes at your school.

The total number of students scheduled for the period is displayed, for all sections meeting during that period, for the given teacher. The number of students present and absent on the effective date is also displayed. If the class does not meet on the effective date, the number of students present and absent will be blank. Please note that classes may be listed twice if they meet for more than one period.

Enter an effective date to run the report.

Compare Student Schedules for two Terms

This report will show actively enrolled students at your school with schedule information for two different dates or Terms. For example, this report can be used to view a student's schedule in Semester 1 and Semester 2.

Enter two dates to run this report. For example, enter a date for Semester 1 and a date for Semester 2. Please note that if your school uses Cycle Days, you may need to adjust the date for Semester 2 to reflect the first day classes will meet.

Courses Assigned to School

This report lists the courses that are assigned to the school that user is logged into, for the year of the Term that the user has selected. This report is designed to be used by schools.

This report does not show all courses in the district.

From Another School, Taking Classes Here

This report provides student schedule information for students taking classes at your school, who are enrolled at a different school. Students will be listed for each class they are scheduled into.

Enter an effective date to run the report.

Lunch Pin Roster by Teacher

This report provides a Lunch Pin Roster. The report will display the teacher and room number for elementary students with one classroom. Teacher and room will not display for Secondary students with multiple classes.

Master Schedule – Special Program Counts

This report displays Master Schedule sections at your school with special program (EL, GATE, SpecEd, Online, and Hybrid) counts. Please note that this report provides master schedule information from the "live" side of PowerSchool, not PowerScheduler.

Master Schedule Counts by Grade, Gender

This report provides a list of all master schedule sections at your school as well as counts by grade level and gender.

Enter an effective date to run the report.

Misaligned Class and School Enrollments

This report lists students who have misaligned dates between Class Enrollments and School Enrollments.

Please make the necessary corrections to the students' class enrollments appearing on this report. The class enrollment start dates must be on or after the entry date of the student from enrollment screens. The start date of the class enrollment date is the first day when the student attended classes at your school.

The Exit Date of the class enrollment should be the last day of enrollment plus one.

Multiple Course Enrollments

This report will show students who are scheduled in the same Course Number, but for different classes/periods at your school.

Overlapping Enrollments

The report lists the Overlapping Enrollments where a student is enrolled in a section more than once at any given time in a school year or a student is enrolled in a period more than once. Please make corrections to the dates for these enrollments to prevent any loss of ADA.

This report displays the error that is found for each enrollment.

Overlapping Enrollment is the error where student is enrolled in a section more than once at any given time in a school year.

Select a student and go to **All Enrollments** page, where the data can be corrected.

The easiest method for correcting these records is to use the "Clean up overlapping enrollments" function at the bottom of the newly opened page.

Overlapping Enrollment within the Same Expression is the error where a student is enrolled more than once in a period at any point in time.

Select a student and go to **All Enrollments** page where the duplicate period enrollments may be reviewed and corrected.

Scheduled into Completed Course

This report lists students scheduled in a course in which they have already received an acceptable grade of "D" or better in the same or equivalent course.

Student List, Taking a Specific Course

This report lists the student schedule information for students actively enrolled at your school, taking a specific course.

Enter an effective date and a specific course number to run the report.

Students Missing Classes/Periods

This report will show students missing classes/periods at your school.

Enter an effective date and select a Period Abbreviation to run the report. If your school has multiple cycle days, you will need to select the appropriate cycle day letter for the day you are running this report.

This report is date driven and will require a date in the future to look at terms that are not in session.

Students Taking Edgenuity Classes

This report will display students taking Edgenuity classes.

Enter an Effective Date to run the report. If you wish, you may optionally enter a Date Enrolled to only see students that started the class as of a given date.

Students with Edgenuity Course Requests

This report will display actively enrolled students with Edgenuity course requests for iHigh Virtual Academy.

Students With No Class Assignments

This report lists the students who have active enrollment, but no classes are assigned.

Taking Classes at Another School

This report provides student schedule information for students taking classes at another school. Students will be listed for each class they are scheduled into.

Enter an effective date to run the report.