

PowerSchool Handbook

Elementary Scheduling

Version 3.7
September 25, 2019



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Part 1: Elementary Master Schedule

Elementary Master Schedule

Setup Options for Elementary Master Schedule

Decide how you plan to accomplish your new master schedule.

Your options include:

1. **Copy your Master Schedule** from this year to next year-

If your school plans to copy your Master Schedule, you must attend an Elementary Master Schedule Open Lab or call the Help Desk to make a request (619) 209-HELP.

Important! If you choose to copy the master schedule from the current year to next year, **do not edit the bell schedule or calendar** for the next school year until the IT Department has notified you the copy process is complete.

OR

2. **Create your Master Schedule** for the new school term-

If your school does not require a copy of your Master Schedule, you may complete your calendar setup and master schedule as soon as the new school Term is available in PowerSchool.

Remember: Students cannot be scheduled until the bell schedule and calendar setup is complete for the upcoming school year. Please be aware of the Pupil Accounting deadline for the completion of the calendar setup.

Open Labs for Elementary Master Schedule

The Elementary Master Schedule Open Labs are offered to assist in completing your Bell Schedule and Calendar setup, creating and finalizing your Elementary Master Schedule, and scheduling students. Sign up in ERO.

Items to consider bringing to the open lab:

- Your school's bell schedule times for regular, minimum, and modified days.
- A list of dates your school plans to hold parent/teacher conferences.
- A list of teachers and specific courses they will be teaching.
- Student Assignment Cards, organized by teacher and alphabetized by student.

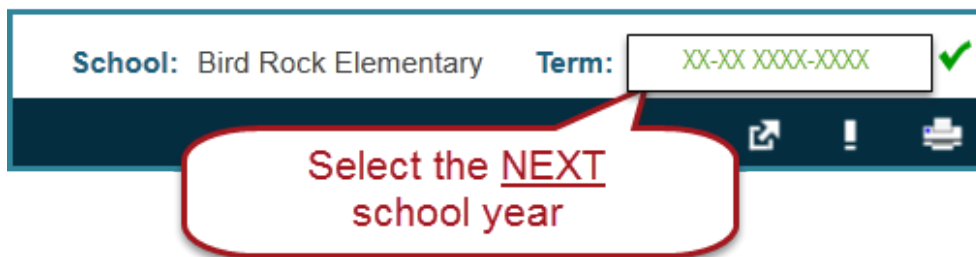
Create Master Schedule in Next Term Year

Change Term

The IT department will enable the new term year in PowerSchool. Look for the IT email notification with dates and details about when to proceed with your elementary Master Schedule setup. The new term is generally set up by the Spring.

To begin working on the Master Schedule you must first change to the **NEXT** School Year Term.

1. On the Start Page in the upper right corner of the screen select **Term**.
2. From the drop down menu, select **the term for NEXT SCHOOL YEAR**.



Bell Schedule for Site Compliance Verification

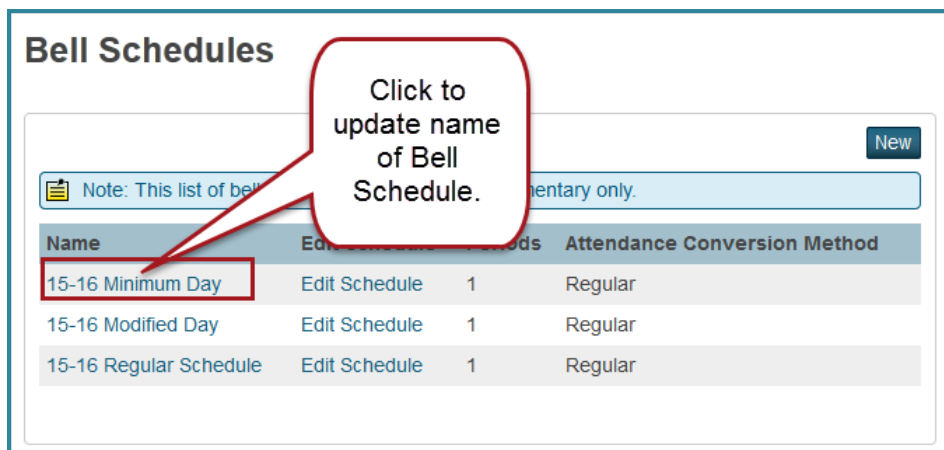
Bell Schedule

Pupil Accounting will use your bell schedule and calendar in PowerSchool to verify site compliance with the instructional minutes required by the state.

Bell Schedules are copied over when a new school year is created. Schools should confirm that the Bell Schedules are accurate and follow the steps below to edit information and apply to the current term.

Remember: Students cannot be scheduled until the bell schedule and calendar setup is complete for the upcoming school year.

1. On the Start Page, under Setup, click **School**.
2. Under Calendaring, click **Bell Schedules**.
3. From the list of bell schedules select the name you would like to edit. Next, type in the term year. Then, click **Submit**. Do this for each of your Bell Schedule names.

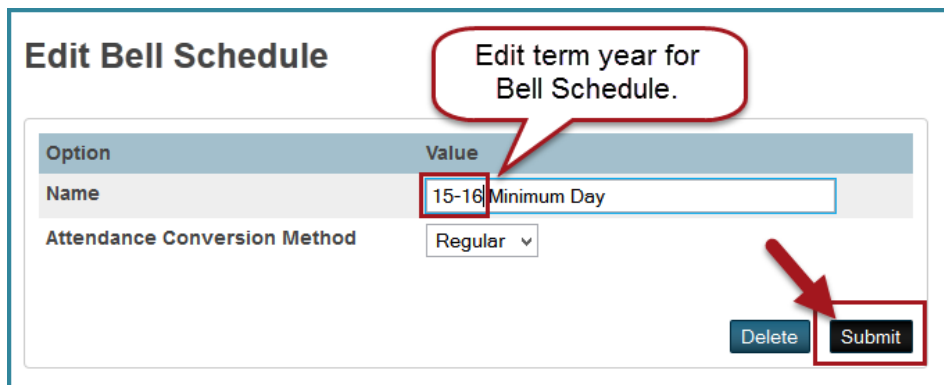


Bell Schedules

Note: This list of bell schedules is for elementary only.

Name	Edit	Days	Attendance Conversion Method
15-16 Minimum Day	Edit Schedule	1	Regular
15-16 Modified Day	Edit Schedule	1	Regular
15-16 Regular Schedule	Edit Schedule	1	Regular

New



Edit Bell Schedule

Option	Value
Name	15-16 Minimum Day
Attendance Conversion Method	Regular

Delete Submit

Regular Day Bell Schedule

You must view and verify the bell schedules for your site.

1. From the Start Page, under Setup, select **School**.
2. Under the Calendaring section, click **Bell Schedules**.
3. Click **Edit Schedule** next to the Regular Day bell schedule.

Bell Schedules

New

Name	Edit Schedule	Periods	Attendance Conversion Method
16-17 Minimum Day	Edit Schedule	1	Regular
16-17 Modified Day	Edit Schedule	1	Regular
16-17 Regular Schedule	Edit Schedule	1	Regular

Caution: If you have requested IT to copy your Master Schedule, be sure the copy process is complete before making edits to this page.

4. Confirm start and end times.

Bell Schedule: 16-17 Regular Schedule

New

Period	Start Time	End Time	Duration
1T	09:10 AM	03:35 PM	385

5. If changes are needed, click on the period name (in blue).

Bell Schedule: 16-17 Regular Schedule

New

Period	Start Time	End Time	Duration
1T	09:10 AM	03:35 PM	385

6. Edit the times (be careful not to uncheck **Counts for ADA**).

Edit Bell Schedule Item

Label	Value
Period	1T
Start time	🕒 09:10 AM (Example entry: 11:50 AM)
End time	🕒 03:35 PM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>

Delete
Submit

Edit start and end time. Then click Submit.

7. Click **Submit**.

Minimum Day Bell Schedule

The minimum day refers to your conference days and/or professional development days. Refer to your approved list of minimum days received from Pupil Accounting.

1. From the Start Page, under Setup, click **School**.
2. Under the Calendaring section, click **Bell Schedules**.
3. Then click **Edit Schedule** next to the Minimum Day bell schedule.

Bell Schedules

New

Name	Edit Schedule	Periods	Attendance Conversion Method
16-17 Minimum Day	Edit Schedule	1	Regular
16-17 Modified Day	Edit Schedule	1	Regular
16-17 Regular Schedule	Edit Schedule	1	Regular

4. The **Bell Schedules** page appears. Confirm start and end times.

Bell Schedule: 16-17 Minimum Day

New

Period	Start Time	End Time	Duration
1T	09:10 AM	01:15 PM	245

- If changes are needed, click on the period name (in blue).

Bell Schedule: 16-17 Minimum Day

Click on Period to edit times.

New

Period	Start Time	End Time	Duration
1T	09:10 AM	01:15 PM	245

- The **Edit Bell Schedule Item** screen appears. Edit the times as needed (be careful not to uncheck **Counts for ADA**).

Edit Bell Schedule Item

Edit start and end time. Then click Submit.

Label	Value
Period	1T
Start time	09:10 AM (Example entry: 11:50 AM)
End time	01:15 PM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>

Delete Submit

- Click **Submit**.

Creating Additional Bell Schedules

If there is the need to create any additional bell schedules, click **New**. Then follow the steps outlined in the **Minimum Day Bell Schedule**.

Calendar Setup for Site Compliance Verification

How to Edit the Calendar

Pupil Accounting will use your bell schedule and calendar in PowerSchool to verify site compliance with the instructional minutes required by the state. Each year, the due date will be communicated through the IT Training & Support email, as well as the Admin Circulars.

The calendar is pre-populated with non-school days which include district holidays, vacation, and off-session days. You must manually apply your site's bell schedule for Regular, Modified and Minimum Days. It is best practice to review and verify your calendar upon completion with the **Calendar Setup Report**.

1. On the Start Page under Setup, click **School**.
8. Click **Calendar Setup**.
9. Click a **month** to open the appropriate calendar.
 - a. Choose the appropriate **Cycle Day** from the **Cycle Day** drop-down menu.
 - b. Choose the appropriate **Bell Schedule** from the **Schedule** drop-down menu.

Calendar Setup - 2016-2017

June 2017											
8/16 9/16 10/16 11/16 12/16 1/17 2/17 3/17 4/17 5/17 6/17											
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session						Note
					A	B	C	D	E	F	
Thu, Jun 1	Regular Day	16-17 Modified Day	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fri, Jun 2	Regular Day	16-17 Regular Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sat, Jun 3			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun, Jun 4			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, Jun 5	Regular Day	16-17 Regular Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Tue, Jun 6	Regular Day		<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Wed, Jun 7		16-17 Minimum Day	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Thu, Jun 8		16-17 Modified Day	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fri, Jun 9		16-17 Regular Schedule	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sat, Jun 10			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun, Jun 11			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, Jun 12			<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Tue, Jun 13			<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Wed, Jun 14			<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Verify # of school days in the current term.
Set up calendar days according to a pattern.

Submit

Reminder:

- o Modified Day = Weekly scheduled short day.
- o Minimum Day = Parent/Teacher Conferences, PD Days...etc.
- c. Repeat the previous step for each school day date.

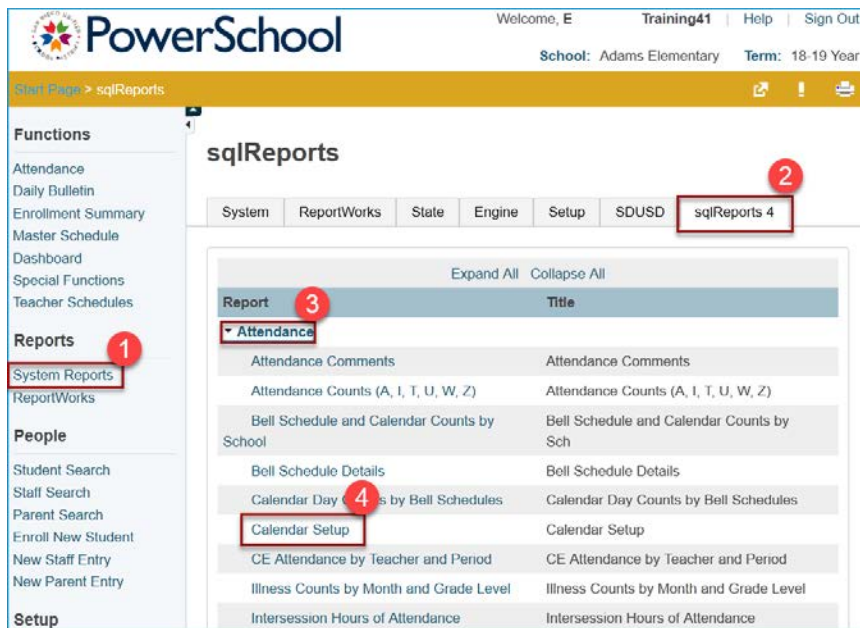
Do not do anything to Saturdays, Sundays, district holidays, vacation, and off session days.

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

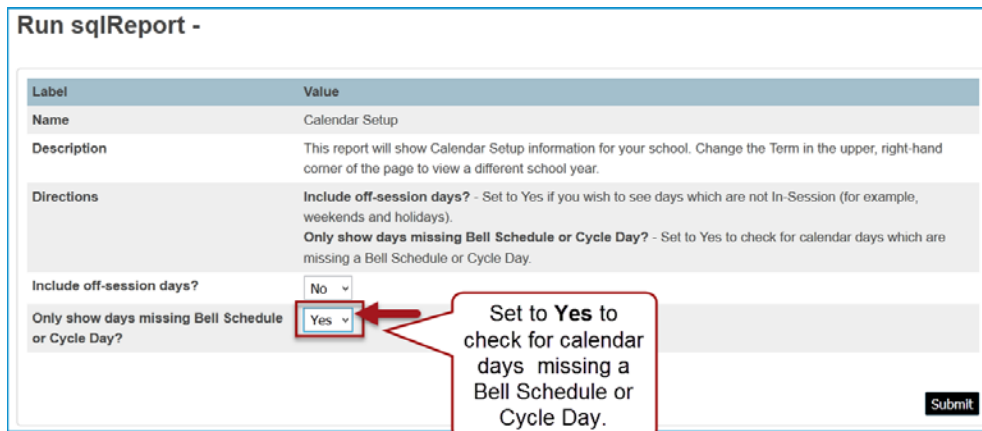
Verify Your Calendar Setup

Check for Missing Days

1. From the Start Page, click **sqlReports**.
2. Click on **Attendance** to expand. Select **Calendar Setup**.



3. First verify you completed all the in-session dates on the calendar. Adjust the report options to Yes for the second option. See below. The report results will let you know if you missed any days.



- If the report shows No Data, this is good news! You successfully filled in each school day with a Cycle Day and Bell Schedule.

Calendar Setup

Parameters - Include off-session days?: No Only show days missing Bell Schedule or Cycle Day?: Yes

No Records Found.

Show / hide columns Copy CSV Tab Print PDF

School Number	School Name	Term	Date	Day of the Week	Month	In-Session	Membership Value	Cycle Day Name	Cycle Day Abbreviation	Bell Schedule	Type	Note	Instructional Minutes
No data available in table													

Showing 0 to 0 of 0 entries

"No data" means you completed the calendar days. Good news!

- If the Calendar Setup report shows dates for missing Bell Schedule or Cycle Days, simply return to the Calendar Setup page and edit the dates. Be sure to click submit at the bottom of the page to save your changes.

Calendar Setup

Parameters - Include off-session days?: No Bell Schedule or Cycle Day?: Yes

Show / hide columns Copy CSV Tab

School Number	School Name	Term	Date	Day of the Week	Month	In-Session	Membership Value	Cycle Day Name	Cycle Day Abbreviation	Bell Schedule
31	Birney Elementary	2018-2019	09/04/2018	TUE	SEP	Yes	1			
31	Birney Elementary	2018-2019	09/05/2018	WED	SEP	Yes	1			

Showing 1 to 2 of 2 entries

Return to the dates listed and insert the Cycle day and Bell Schedule.

Calendar Setup - 2018-2019

Select Cycle Day and Bell Schedule. Click Submit.

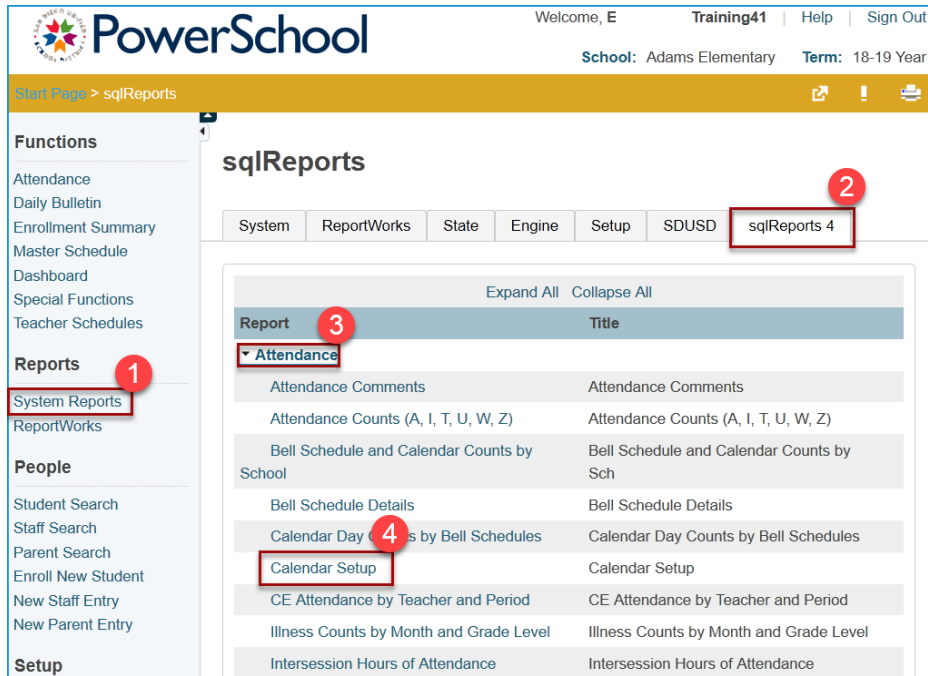
Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks I
Sat, Sep 1			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sun, Sep 2			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mon, Sep 3			<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tue, Sep 4			<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Wed, Sep 5			<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Thu, Sep 6	Regular Day	18-19 Regular Day	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Fri, Sep 7	Regular Day	18-19 Regular Day	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

- Run the report again to check for missing Cycle days or Bell Schedule.

Adjust the report options to Yes for the second option. The report results will let you know if you missed any days. Fix missing dates, if needed. When Report data is empty, you are done with checking for missing days. Now continue to confirm the minimum, modified, and regular days.

Confirm Minimum Day Dates

1. From the Start Page, click **sqlReports**.
2. Click on **Attendance** to expand. Select **Calendar Setup**.



PowerSchool

Welcome, E Training41 | Help | Sign Out

School: Adams Elementary Term: 18-19 Year

Start Page > sqlReports

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports (1)

- System Reports
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

sqlReports

System ReportWorks State Engine Setup SDUSD sqlReports 4 (2)

Expand All Collapse All

Report (3)	Title
Attendance	
Attendance Comments	Attendance Comments
Attendance Counts (A, I, T, U, W, Z)	Attendance Counts (A, I, T, U, W, Z)
Bell Schedule and Calendar Counts by School	Bell Schedule and Calendar Counts by Sch
Bell Schedule Details	Bell Schedule Details
Calendar Day Counts by Bell Schedules	Calendar Day Counts by Bell Schedules
Calendar Setup (4)	Calendar Setup
CE Attendance by Teacher and Period	CE Attendance by Teacher and Period
Illness Counts by Month and Grade Level	Illness Counts by Month and Grade Level
Interession Hours of Attendance	Interession Hours of Attendance

3. Leave dropdowns to default **No**. Click **Submit**.

Run sqlReport -

Label	Value
Name	Calendar Setup
Description	This report will show Calendar Setup information for your school. Change the Term in the upper, right-hand corner of the page to view a different school year.
Directions	<p>Include off-session days? - Set to Yes if you wish to see days which are not In-Session (for example, weekends and holidays).</p> <p>Only show days missing Bell Schedule or Cycle Day? - Set to Yes to check for calendar days which are missing a Bell Schedule or Cycle Day.</p>
Include off-session days?	No
Only show days missing Bell Schedule or Cycle Day?	No
<input type="button" value="Submit"/>	

- On the report page, click on the column header words, **Bell Schedule**. This sorts the column data alphabetically. Now you have all your Minimum Days sorted together. Look to the Date column and confirm your data entry dates with your approved dates from Pupil Accounting. If you don't have the signed and approved list of dates from Pupil Accounting, please be sure to request this from your administrator before continuing.

School Number	School Name	Term	Date	Day of the Week	Membership	Cycle Day Name	Cycle Day Abbreviation	Bell Schedule		
21	Bay Park Elementary	2019-2020	11/19/2019	TUE		Regular Day	1RE	19-20 Minimum Day		
21	Bay Park Elementary	2019-2020	11/21/2019	THU		Regular Day	1RE	19-20 Minimum Day		
21	Bay Park Elementary	2019-2020	11/22/2019	FRI		Regular Day	1RE	19-20 Minimum Day		
21	Bay Park Elementary	2019-2020	12/20/2019	FRI	DEC	Yes	1	Regular Day	1RE	19-20 Minimum Day
21	Bay Park Elementary	2019-2020	03/24/2020	TUE	MAR	Yes	1	Regular Day	1RE	19-20 Minimum Day
21	Bay Park Elementary	2019-2020	03/26/2020	THU	MAR	Yes	1	Regular Day	1RE	19-20 Minimum Day

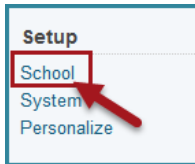
Click on the column header **Bell Schedule** to sort alphabetically. Notice you have all **Minimum Day** dates together?

Now you can compare the **dates listed** with your **approved dates** from Pupil Accounting.

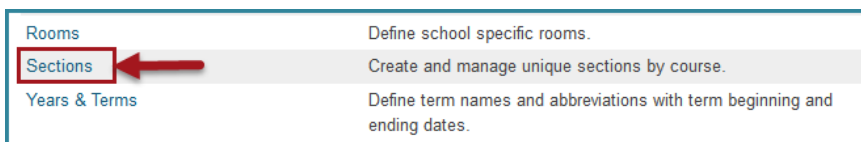
Create the Master Schedule

Create Course Sections

1. From the Start Page, under Setup click **School**.



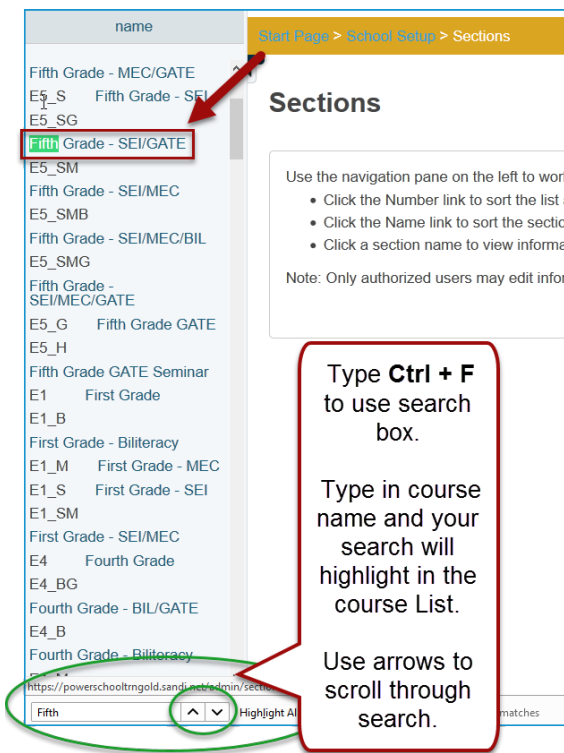
2. Under Scheduling, click **Sections**.



3. On the left menu select the course you want to add.

Hint: Use **Ctrl + F** to provide a search box. Then begin to type in the course name.

Note: The course name should align with the teacher qualifications. For example, if a teacher is Gate certified, you will select the course name that includes Gate. Then, when placing students into classes, it is evident who is qualified to receive Gate students.



- Click **New**.

E5_SG Fifth Grade - SEI/GATE

New

Exp	Sec #	Term	Teacher	Rm	Enrollment
-----	-------	------	---------	----	------------

- Select the schedule period (should only be one period) and confirm the term of the class.

Edit Section

Field	Value
Course Name	
Course Number	E5_SG
Schedule	Expression: 1S 1RE <input checked="" type="checkbox"/>
Term	2018-2019 Start Date: 08/27/2018 End Date: 07/19/2019

- To assign the teacher to the class, in the **Teachers – Section Lead**, click **Add**.

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
Lead Teacher	Lead Teacher	100	8/27/2018	7/19/2019	Add

Teachers/Staff - Additional **Add**

No records found.

- From the **Staff** drop-down menu, choose the teacher name.
- Leave the **%Allocation** at 100%. The **Start Date** and **End Date** will be the beginning and ending dates for the term.
- Enter a room number.
- Leave the section number blank, the system will assign a number automatically.
- Enter a maximum enrollment for the section.

Room	
Section Number*	
Grade Level	
Current Enrollment	0
Maximum Enrollment	

Fill in:
Room
Grade Level
Max Enrollment

-
12. Use the default values for the remaining fields.
 13. Click **Submit**. You will see **Section saved** at the top of the screen.

Edit Section

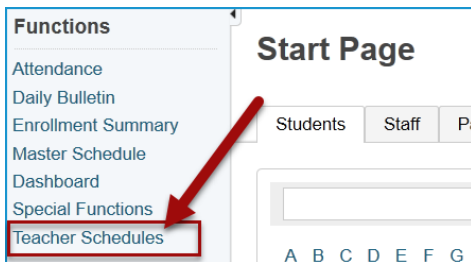
✓ Section saved.

Edit Course Sections

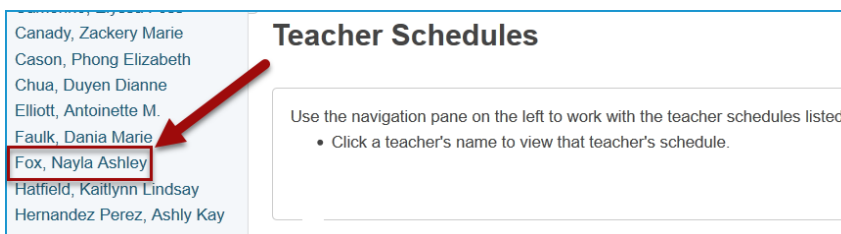
Once a course section is created, the edit page can be accessed through the **Sec #**. The **Sec#** link can be found when looking at Teacher Schedules or the Course.

From Teacher Schedules

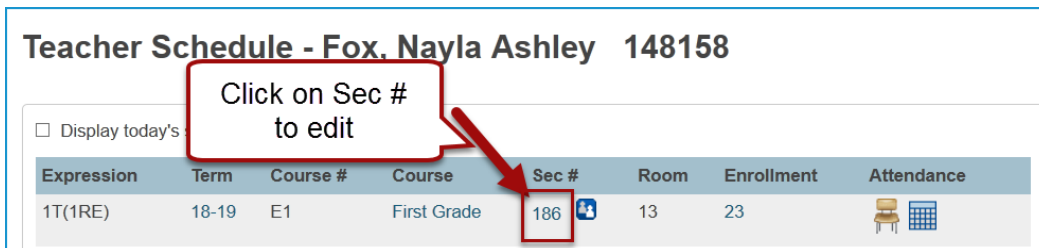
1. From the Start Page, click **Teacher Schedules**.



2. Click on the **teacher name** to view course sections.

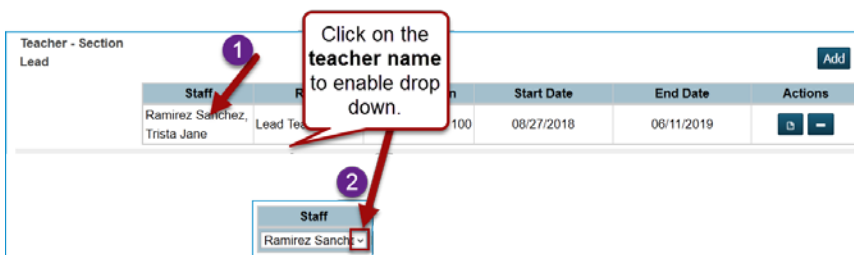


3. Click on blue link for Section #.



4. Edit page as needed. **Click Submit** to save changes.

Note: If you are editing the teacher, click on the teacher name and the dropdown arrow will appear.



From Course List

1. From the Start Page, under Setup, select **School**.
5. On the right side under Scheduling, click on **Sections**.
6. On the left menu, select the **course** you need to edit.
7. Click the **Sec#** on the section you want to edit.

E4_SM Fourth Grade - SEI/MEC

[New](#)

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
1T(1RE)	113	16-17	Connors, Rhys C	15	0	

Make all students listed above the current selection

8. The **Edit Section** screen displays. Edit the fields as needed, then Click **Submit**.

Edit Section

Field	Value												
Course Name	Fourth Grade - SEI/MEC												
Course Number	E4_SM												
Schedule	<p>Expression: 1T(1RE)</p> <table> <tr> <td>1T</td><td>1RE</td></tr> <tr> <td></td><td><input checked="" type="checkbox"/></td></tr> </table>	1T	1RE		<input checked="" type="checkbox"/>								
1T	1RE												
	<input checked="" type="checkbox"/>												
Term	<div>2016-2017</div> <div>Start Date: 08/29/2016 End Date: 06/14/2017</div>												
Teacher - Section Lead	<table> <tr> <th>Staff</th><th>Role</th><th>% Allocation</th><th>Start Date</th><th>End Date</th><th>Actions</th></tr> <tr> <td>Connors, Rhys C</td><td>Lead Teacher</td><td>100</td><td>08/29/2016</td><td>06/14/2017</td><td>Add</td></tr> </table>	Staff	Role	% Allocation	Start Date	End Date	Actions	Connors, Rhys C	Lead Teacher	100	08/29/2016	06/14/2017	Add
Staff	Role	% Allocation	Start Date	End Date	Actions								
Connors, Rhys C	Lead Teacher	100	08/29/2016	06/14/2017	Add								
Teachers/Staff - Additional	<table> <tr> <th>Staff</th><th>Role</th><th>% Allocation</th><th>Start Date</th><th>End Date</th><th>Actions</th></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>Add</td></tr> </table>	Staff	Role	% Allocation	Start Date	End Date	Actions						Add
Staff	Role	% Allocation	Start Date	End Date	Actions								
					Add								
Room	15												
Section Number*	113												
Grade Level	4												
Current Enrollment	0												
Maximum Enrollment	25												

Verify Expression is checked and Term is correct.

Click on teacher name to edit. Drop-down will show. Click to pick a teacher from list.

Never edit Section Number!

Edit teacher, room, grade, or max enrollment. Click **Submit**.

Next Year Student Information

School Reports

To identify next year's incoming/outgoing students, several reports have been created within **System Reports>sqlReports4** tab, under **Enrollment**.

1. **Next Year Outgoing Students** - This report will show students who are currently enrolled at your school but will be attending a different school next year. Students with blank **Next School** will not articulate to your site unless modified.
2. **Next Year Incoming Students**- This report will show students who will be enrolled at your school next year. Pre-registered students will appear with a Current School that matches the school they will be attending next year.
3. **Next Year All Students**- This report lists all students who will be enrolled at your school next year, regardless of whether they are currently enrolled at another school or if they will be new to your school next year. Pre-registered students will appear with a Current School that matches the school they *will* be attending next year.

Note: These reports should be run often for accuracy.

Part 2:

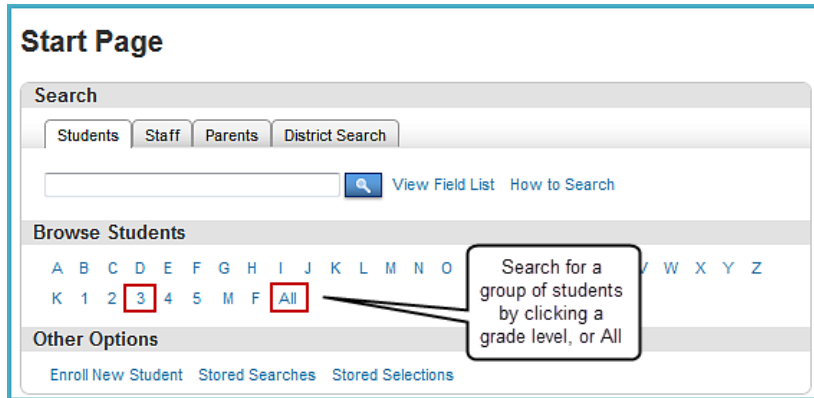
Scheduling

Students

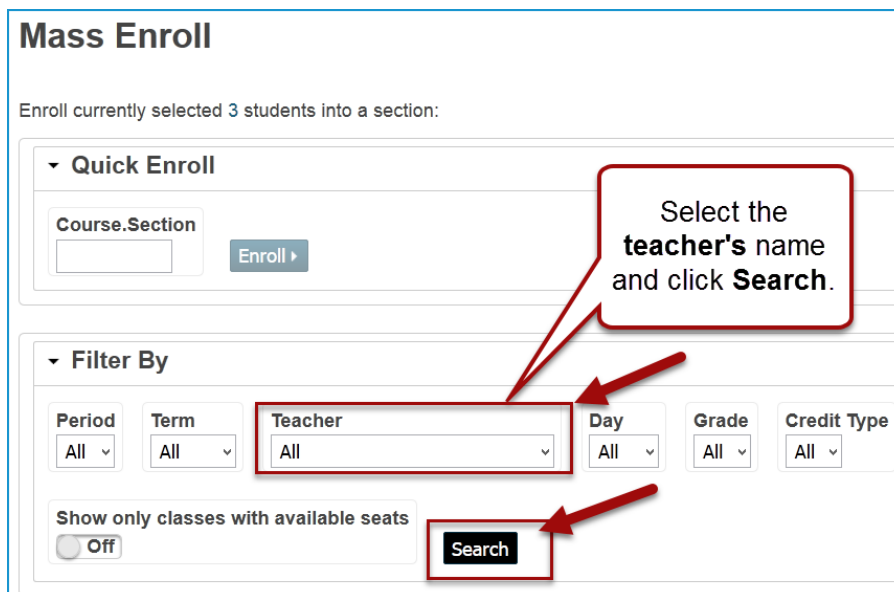
Mass Enroll Students in a Class

To mass enroll students into a class, you must first select the group of students you want to enroll.

1. From the Start Page, select a student category of choice (in this example, 3rd grade).



2. Click the **Select by Hand** button.
3. Check the names of the desired students.
4. Click the **Update Selection** button.
5. Click the **Select Functions** button, then under Scheduling, select **Mass Enroll**.
6. In the **Filter By** section, select the teacher name from the dropdown.



- Click on the **Course Name** link to enroll these students into the class.

Filter By

Period: All Term: All Teacher: Tse, Janel L Day: All Grade: All Credit Type: All

Show only classes with available seats: ☐ Off

Search

Results

Current selection: 1 student may overlap and prevent section enrollment.

Crs.Sec	Course Name	No	m	Teacher	Grade	Credit Type	Cr Hrs
E3.110	Third Grade	1T(1RE)	18-19	Tse, Janel L	3		0.00

- Verify the section information on the **Mass Enroll Preview** window and edit the **Entry Date** if needed. Click **Enroll Students**.

Mass Enroll Preview

Entry Date: 09/10/2018 [Edit Date](#)

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
Third Grade MEC/GATE	E3_MG	72	2018-2019	No	3/30	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
527395	Abdirahim, Easton Louie	Enroll in E3_MG.72 on 09/10/2018
548498	Abdirahim, Hodo Vanessa	Enroll in E3_MG.72 on 09/10/2018
553377	Alejandro, Dwight Octavio	Enroll in E3_MG.72 on 09/10/2018

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

- The **Class Roster** page appears for the section. Look for the green message that your changes have been saved.

Class Roster: Exp. 1S(1RE) Third Grade MEC/GATE

Teacher: Puello, Keanna M. Course section: E3_MG.72

✓ Your changes have been saved.

Detailed View: ☐ Off

☒ Select All

1. ☒ Abdirahim, Easton Louie 2. ☒ Abdirahim, Hodo Vanessa 3. ☒ Alejandro, Dwight Octavio

Use checked students to:

Modify Current Student Selection: [Make Current Student Selection](#) [Add to Current Student Selection](#)

Make Current Student Selection and Modify Class Enrollments: [Enroll into Different Class](#) [Drop from this Class](#)

Use currently selected 3 students to:

Modify Class Enrollments: [Enroll into this Class](#) [Drop from this Class](#)

Schedule Conflict Message

If you see a RED action message on the Mass Enroll Preview page, you will need to resolve it before scheduling the student with the conflict.

For Example:

Mass Enroll Preview

Entry Date: 09/10/2018 [Edit Date](#)

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
Third Grade MEC/GATE	E3_MG	72	2018-2019	No	3/30	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
527395	Abdirahim, Easton Louie	Conflicts with Third Grade MEC/GATE
548498	Abdirahim, Hodo Vanessa	Conflicts with Third Grade MEC/GATE
553377	Alejandro, Dwight Octavio	Conflicts with Third Grade MEC/GATE

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

Unable to enroll. See messages above

Troubleshooting

- Return to the start page and click on the student name from your **Current Student Selection**.

Current Student Selection (3)

Student	Student Number	Grade Level	Date of Birth
Abdirahim, Easton Louie	527395	3	9/1/2009
Abdirahim, Hodo Vanessa	548498	3	1/1/2010
Alejandro, Dwight Octavio	553377	3	10/1/2009

- To see more information and see where this student is already enrolled, select **Modify Schedule** from the student menu.

Scheduling

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

Modify Schedule - Enrollments

Abdirahim, Easton Louie 3 527395 Birney

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date
09/10/2018

Quick Enroll

Course.Section Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	School Name	Note	Teacher	Room	Enroll	Leave	Drop
<input checked="" type="checkbox"/>	1S(1RE)	18-19	E3_MG-72	Third Grade MEC/GATE	Birney Elementary		Hueso, Keanna M	B15	09/10/2018	07/20/2019	<input type="checkbox"/>

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Look to verify the Course Name, School, and Teacher.

- If you need to drop the enrollment for the listed course, check the box **Drop** and then select **Drop Selected**.

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	School Name	Note	Teacher	Room	Enroll	Leave	Drop
<input checked="" type="checkbox"/>	1S(1RE)	18-19	E3_MG-72	Third Grade MEC/GATE	Birney Elementary		Hueso, Keanna M	B15	09/10/2018	07/20/2019	<input checked="" type="checkbox"/>

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

1

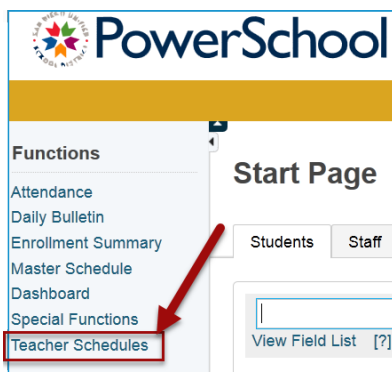
2

- Once the student is dropped, the scheduling conflict error will not appear for this student and they can be placed where you originally intended.

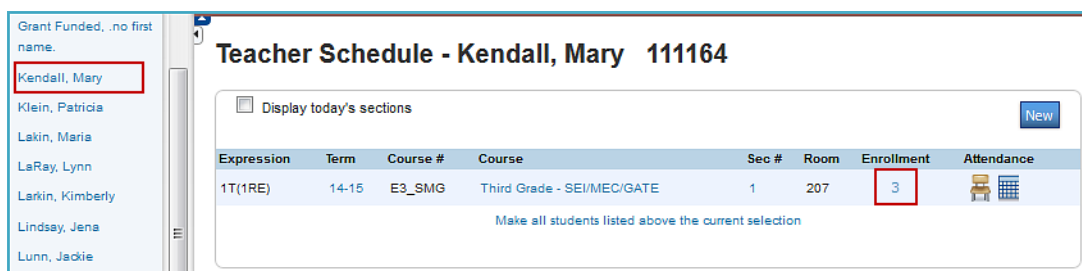
Dropping Student(s) from a Class

Perform both the drop and reschedule functions for one or multiple students using the options on the teacher's **Class Roster** page.

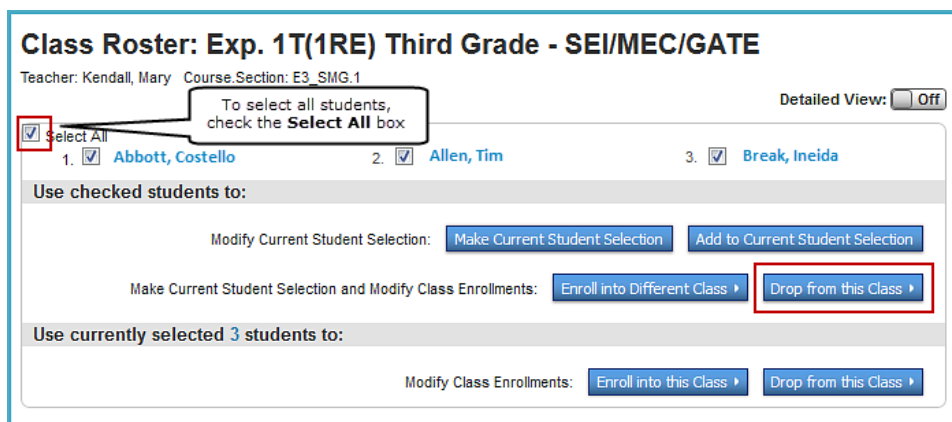
1. On the Start Page, click **Teacher Schedules**.



2. Select the teacher's name from the list on the left; the **Teacher's Schedule** will display. Click on the section's **Enrollment** number.



3. Make sure the **Select All** checkbox is filled and all the student checkboxes are filled if you are dropping all the students. If you want to drop only some of the students uncheck the **Select All** checkbox and select the individual student(s) you want to drop. Click **Drop from this Class**.



- Edit the Exit Date to the day after the last day of attendance. Check **Clear Attendance on and after Exit Date**.

Drop Students Preview for E3_SMG.1 Third Grade - SEI/MEC/GATE

Exit Date: 08/21/2014 [Edit Date](#)

☒ **Clear Attendance on and after Exit Date**

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 08/20/2014, then the exit date is 08/21/2014. This applies even if 08/20/2014 was the last day of the term, and even if school is not in session on 08/21/2014.

- Click **Drop Students** to remove the student(s).

Number	Name	Action
123456	Abbott, Costello	Drop on 08/21/2014
789456	Allen, Tim	Drop on 08/21/2014
465289	Break, Ineida	Drop on 08/21/2014
Back Drop Students Drop Students and Reschedule		

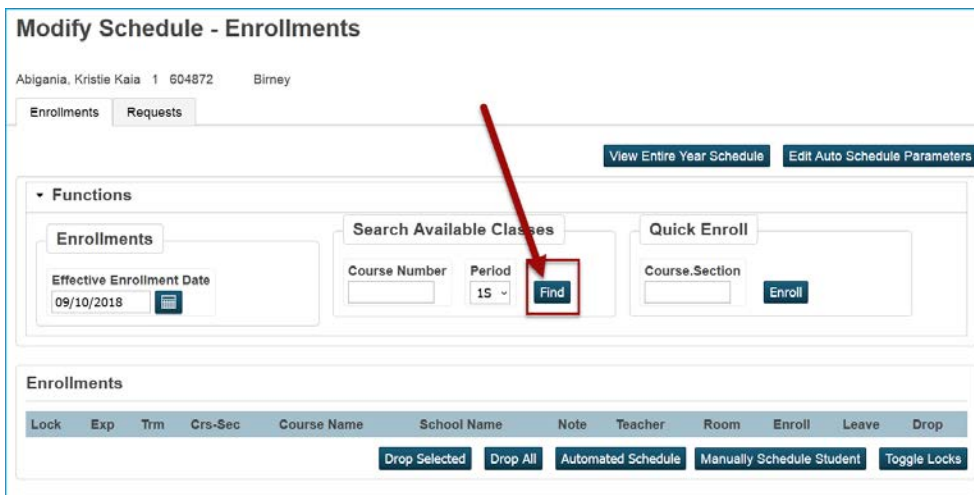
Enrolling One Student in a Class

Use the **Modify Schedule** page to add classes to a student's schedule manually.

1. On the Start Page, select the student you want to enroll.
2. Click **Modify Schedule**, under Scheduling.



3. In the Search Available Sections area, click the **Find** button to get a list of all the sections at your school.

A screenshot of the 'Modify Schedule - Enrollments' page in a web application. The page shows a student's name 'Abigania, Kristie Kaia' and ID '1 604872' at Birney. There are tabs for 'Enrollments' and 'Requests'. Below these are buttons for 'View Entire Year Schedule' and 'Edit Auto Schedule Parameters'. A 'Functions' section contains an 'Enrollments' tab, a 'Search Available Classes' section with 'Course Number' and 'Period' dropdowns, and a 'Quick Enroll' section with a 'Course.Section' dropdown. The 'Find' button in the 'Search Available Classes' section is highlighted with a red rectangular box and a red arrow pointing to it. Below the search section is an 'Enrollments' table with columns: Lock, Exp, Trm, Crs-Sec, Course Name, School Name, Note, Teacher, Room, Enroll, Leave, Drop. At the bottom of the table are buttons: 'Drop Selected', 'Drop All', 'Automated Schedule', 'Manually Schedule Student', and 'Toggle Locks'.

- From the list that displays, the **Enroll date** will default to today's date. Make changes to the Enroll date before selecting the **Course Name**.

Available Courses

Abigania, Kristie Kaia 1 604872 Birney

Filter By

Period: All Term: 18-19 Teacher: All

Day: All Grade: All Credit Type: All

Course: Show 1 classes with available seats

Enroll date: 09/10/2018

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
E5_MG.99	Fifth Grade - MEC/GATE		1S(1RE)	18-19	Chavez, Hernandez, Juliet Maria	5		0.00	0/35
E5_MG.100	Fifth Grade - MEC/GATE		1S(1RE)	18-19	Deng, Renee J	5		0.00	0/35
E5_MG.101	Fifth Grade - MEC/GATE		1S(1RE)	18-19	Templeton, Adelina E	5		0.00	0/35
E1_SM.751	First Grade - SEI/MEC		1S(1RE)	18-19	Charley, Rawan Rodriguez	1		0.00	0/30
E1_SM.752	First Grade - SEI/MEC		1S(1RE)	18-19	Anders, Adnan	1		0.00	0/30

- Your student is now enrolled. Verify the course name and teacher placement in the Enrollments area.

Modify Schedule - Enrollments

Abigania, Kristie Kaia 1 604872 Birney

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date: 09/11/2018

Search Available Courses

Course Number: Period: All

Find

Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	School Name	Note	Teacher	Room	Enroll	Leave	Drop
<input checked="" type="checkbox"/>		18-19	E1_SM-751	First Grade - SEI/MEC	Birney Elementary		Charley, Rawan Rodriguez	304	09/11/2018	07/20/2019	<input type="checkbox"/>

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Part 3:

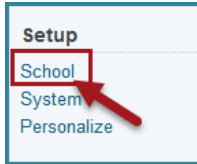
Working with

Course Sections

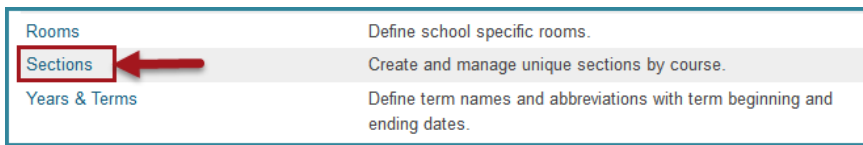
Create a New Course Section

A section is created when you select a course name and assign a teacher name.

1. From the Start Page, under Setup click **School**.



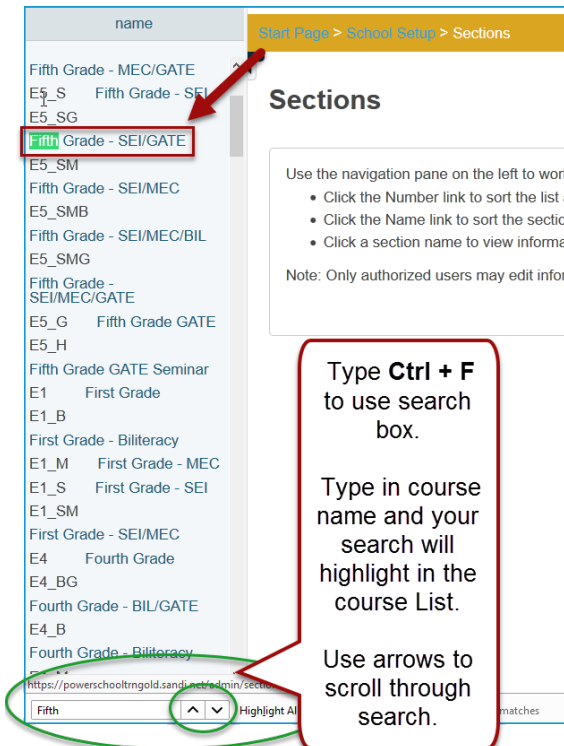
2. Under Scheduling, click **Sections**.



3. On the left menu select the course you want to add.

Note: The course name should align with the teacher qualifications. For example, if a teacher is Gate certified, you will select the course name that includes Gate. Then, when placing students into classes, it is evident who is qualified to receive Gate students.

Hint: Use **Ctrl + F** to provide a search box. Then begin to type in the course name.



- Click **New**.

E5_SG Fifth Grade - SEI/GATE

New

Exp	Sec #	Term	Teacher	Rm	Enrollment
-----	-------	------	---------	----	------------

- Check mark** the schedule period (should only be one period) and confirm the term of the class.

Edit Section

Field	Value
Course Name	
Course Number	E5_SG
Schedule	Expression:
	1RE
	1S
Term	2018-2019
	Start Date: 08/27/2018 End Date: 07/19/2019

- Click **Add** to assign a teacher to the class, in the Teachers – Section Lead. From the **Staff** drop-down menu, choose the teacher name.

Leave the **%Allocation** at 100%. The **Start Date** and **End Date** will be the beginning and ending dates for the term. If you have a teacher change mid-year, you will edit the End Date for the first teacher and add the new teacher with a Start Date for the next day. The End Date for the new teacher would be the last day of school.

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
Lead Teacher	Lead Teacher	100	8/27/2018	7/19/2019	Add

Teachers/Staff - Additional

No records found.

Add

- Enter a **room** number.
- Leave the section number blank, the system will assign a number automatically.
- Enter **grade level** and **maximum enrollment** for the section.

Room	
Section Number*	
Grade Level	
Current Enrollment	0
Maximum Enrollment	

Fill in:
Room
Grade Level
Max Enrollment

-
10. Use the default values for the remaining fields. Scroll all the way to the bottom of the page.
 11. Click **Submit**. You will see **Section saved** at the top of the screen.

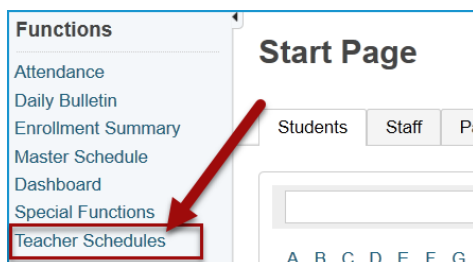
Edit Section

✓ Section saved.

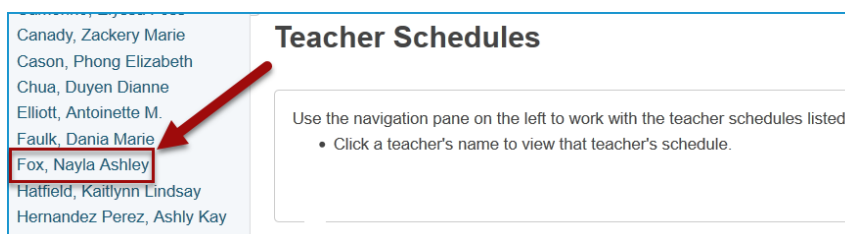
Editing a Course Section

You may need to edit course sections during the school year. For example, a teacher may take a leave of absence, a room change might be necessary due to construction, or the maximum enrollment number may change. You will also need to edit the course section when you are replacing a ZZ Teacher placeholder with a certificated teacher of record.

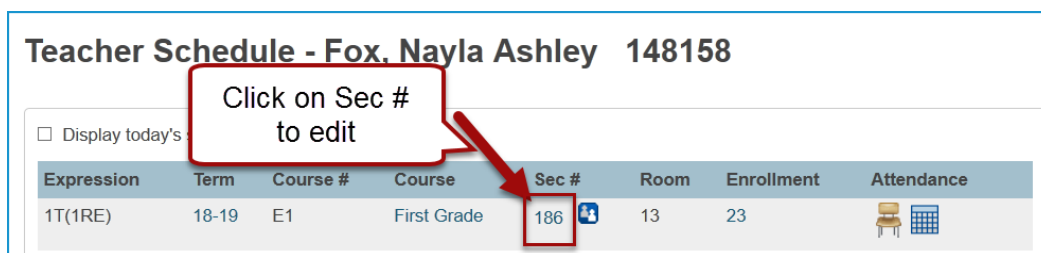
12. From the Start Page, click **Teacher Schedules**.



13. Click on the **teacher name** to view course sections.

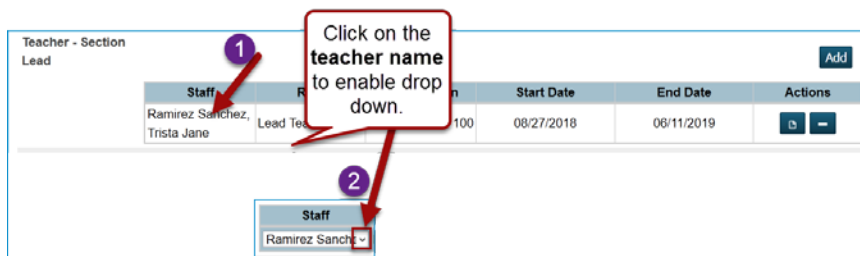


14. Click on blue link for Section #.



15. Edit page as needed. **Click Submit** to save changes.

Note: If you are editing the teacher, click on the teacher name and the dropdown arrow will appear.



Deleting a Course Section

IMPORTANT! Once school starts and attendance has been taken, you cannot delete a section.

If a section needs to be closed and attendance has been taken, drop the students the day after the last day of attendance, and edit the room number to "CLOSED".

E5 Fifth Grade

New

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
1T(1RE)	69	15-16	Britt, Noor	CLOSED	0	
1T(1RE)	70	15-16	Potts, Jarred Lynn	10	0	
1T(1RE)	71	15-16	Rice, Kaylin	22	0	

Make all students listed above the current selection

If you have a section that needs to be deleted **BEFORE** school has started, do the following:

1. Withdraw all students from the section. Make sure students are withdrawn with an Exit date that matches the Entry date for the section.
2. Confirm the Enrollment column is zero. Then **click on the Sec#** to enter the Edit Section page.

Teacher Schedule - Canady, Zackery Marie 146794

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1T(1RE)	18-19	E5	Fifth Grade	94	25	0	

Make all students listed above the current selection

Be sure zero students are enrolled in the section.

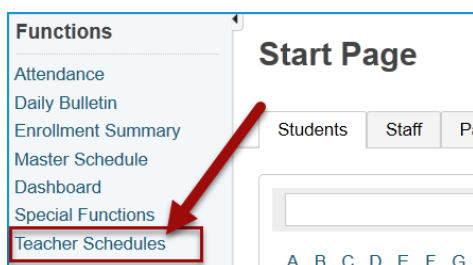
3. Scroll to the very bottom of the Edit Section page and **click Delete Section**.

Delete Section **Submit**

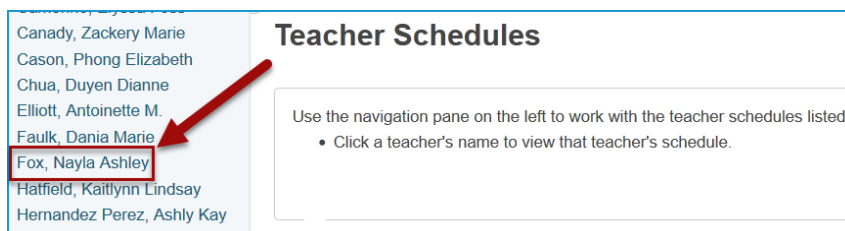
Closing a Course Section

You may have to close a section of a course ***after students are moved and scheduled*** into other classes. This may happen if you have to collapse a class and attendance is tied to the section. The method to close a section is to set room to CLOSED.

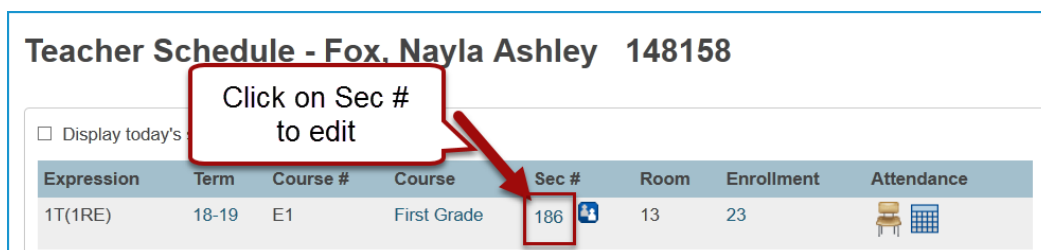
1. From the Start Page, click **Teacher Schedules**.



2. Click on the **teacher name** to view course sections.



3. Click on blue link for Section #.



- **Edit Section page** – Changes have been made to the Edit Section page to allow schools to delete a class section if there are no students scheduled into the class. Please note that sections cannot be deleted if there are any current or historical student schedules remaining. The Delete Section button will appear only if the section can be deleted by the school.

E5_SMG Fifth Grade - SEI/MEC/GATE

[New](#)

Exp	Sec #	Term	Teacher	Rm	Enrollment
1S(1RE)	20	13-14	Vela, Ada D	18	0
1S(1RE)	2	13-14	Swann, Tyrone Elaine	19	21
1S(1RE)	19	13-14	Lobo, Joanne R	22	28

Make all students listed above the current selection

4. In the room field type the word CLOSED.
5. Click **Submit**.
6. You will see **Section saved** at the top of the screen.

Edit Section

✓ Section saved.

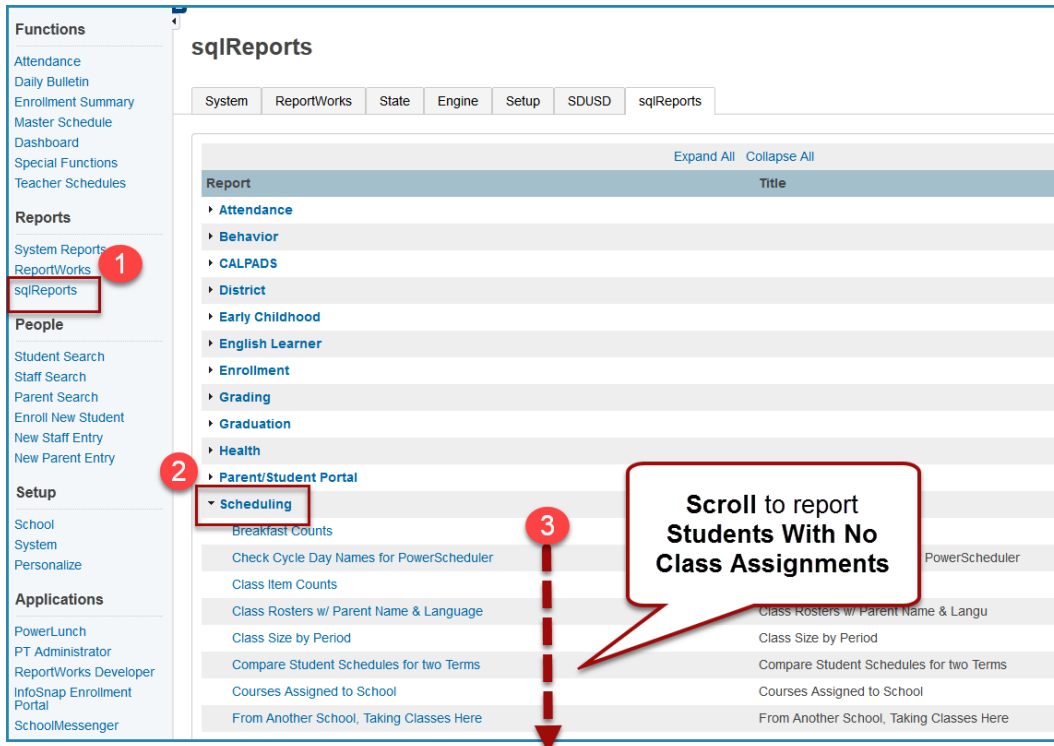
Part 4:

Reports

Check for Students with No Class Assignments

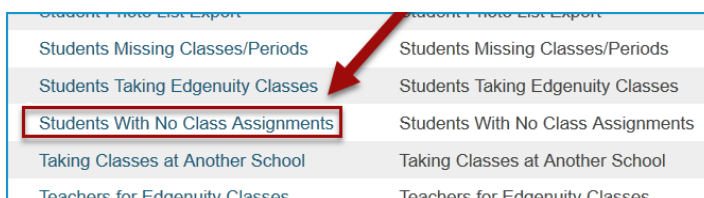
To identify students not yet scheduled in a class, run the report Student With No Class Assignments.

1. From the Start Page, click **sqlReports**.
2. Click to expand **Scheduling**.



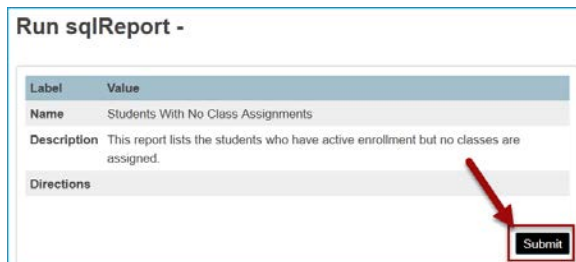
The screenshot shows the 'sqlReports' interface. On the left sidebar, 'sqlReports' is highlighted with a red box and a red circle with the number 1. In the main content area, the 'Scheduling' report is expanded with a red box and a red circle with the number 2. A red arrow with the number 3 points to the 'Students With No Class Assignments' report in the list. A callout box with a red border and a red arrow pointing to the report contains the text: 'Scroll to report Students With No Class Assignments'.

3. Click report **Students with No Class Assignments**.



The screenshot shows a list of reports. The report 'Students With No Class Assignments' is highlighted with a red box and a red arrow points to it.

4. Click **Submit**.



The screenshot shows the 'Run sqlReport' form. The 'Name' field is 'Students With No Class Assignments' and the 'Description' is 'This report lists the students who have active enrollment but no classes are assigned.' The 'Submit' button is highlighted with a red box and a red arrow points to it.

5. Optional functions. Work with the students directly from the report or make them your current student selection and schedule them into a class from the start page.

Students With No Class Assignments

[Show / hide columns](#)
[Make Current Selection](#)
[Copy](#)
[CSV](#)
[Tab](#)
[Print](#)
[PDF](#)

Search:

Student Number	Last Name	First Name	Grade Level	Entry Date
445698	Adair	Althea	5	08/27/2018
616133		Natalia	0	/2018
547605		Andree	5	/2018
614521		Tobey	0	/2018
549365		Valentina	5	/2018
553350		Allana	0	08/27/2018
612912		Robbie	0	08/27/2018
423638	Bautista	Carter	5	08/27/2018
452500	Benton	Orlando	5	08/27/2018

Printing Class Rosters

Use the **Class Rosters (PDF)** report to create class rosters for some or all of the teachers in your school.

1. From the Start Page, under Reports on the left, select **System Reports**.
2. On the Systems tab, scroll down to Student Listings, click **Class Rosters (PDF)**.
3. See below to configure the **Class Roster** page:

Class Rosters (PDF)

Do not change this box

Load Report: Please select a Report

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

Larkin, Kimberly
Lindsay, Jena
Lynn, Jackie
Mann, Diane
McGregor, Deborah
O'Brien, Darcy

You must select at least one teacher

Meeting(s) (leave unchecked for all)

1T ☒ 1RE

Include students who

☒ are currently enrolled in class
☐ were enrolled on 8/18/2014 (MM/DD/YYYY)
☐ were enrolled any time between (MM/DD/YYYY) and (MM/DD/YYYY)

Heading font Times
 Size, line height, style 12 (points) Bold Italic 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)

Column title font Helvetica
 Size, line height, style 12 (points) Bold Italic Underline
 Print column titles on All pages

Roster Font Times
 Size, line height, style 12 (points) Bold Italic Underline

Roster columns (Fields)
 Format: field name \ column title \ column width \ alignment
 Student_Number\ID\1\L
 Last_Name\Last\2\L
 First_Name\First\1\L
 Grade_Level\GR\5\C
 \v\1\C

Rule width (points) Horizontal .5 Vertical .1
 Cell padding (points) Horizontal 4 Vertical 2
 Page size Letter (8 1/2" x 11")
 Custom size: Height Width
 Left .5 Top .5 Right .5 Bottom .3
 Orientation, Scale Portrait (vertical) 95

Watermark text
 Watermark mode Overlay
 When to print ASAP
 Report Output Locale English

Submit

Heading Text

Teacher: ^(teachername)
 Course: ^(coursename)
 Course Code: ^(Course_Number)
 Period and Day: ^(expression)

OPTIONAL

Room: ^(Room)
 Total Students: ^(No_of_students)
 As of: ^(Date)

Roster Columns:

Student_Number\ID\1\C
 Last_Name\Last\2\L
 First_Name\First\1\L
 Grade_Level\GR\5\C
 gender\M/F\5\C

OPTIONAL for a check mark column

\v\1\C




To get the check mark, hold down the Alt key and, using the key pad, type 251

4. Click **Submit**.
5. You will be directed to the **Report Queue (System) – My Jobs** page. Click on the **View** link to open your **Class Roster**.

Report Queue (System) - My Jobs

System
ReportWorks

Refresh

Created	Job Name	Started	Ended	Status	
08/21/2014	Class Rosters	08/21/2014 08:26 PM	08/21/2014 08:26 PM	Completed	View 
08/21/2014	Class Rosters	08/21/2014 07:49 PM	08/21/2014 07:49 PM	Completed	View 
08/21/2014	Class Rosters	08/21/2014 07:47 PM	08/21/2014 07:47 PM	Completed	View 

Printing Alphabetical Listing

To print an alphabetical list of all students including Teacher name and room numbers for each student do the following:

1. From the Start Page, click **sqlReports**.
2. Click **Enrollment** to expand, and select **Alpha Roster with Teacher and Room**.
3. Click **Submit**.

Printing the Master Schedule

There are multiple ways to print a master schedule. The first way generates a master schedule report that displays the number of students in each section, broken down by gender and grade.

1. On the Start Page, click **System Reports** from the main menu.
2. On the System Tab, under Student Listings, click **Master Schedule (PDF)**.
3. Elementary Schools with only 1 period will default to All Periods and the period and day checkboxes cannot be accessed. Select how you would like the report sorted.
4. Select any other Printing Options.
5. Click **Submit**.
6. On the Report Queue, when the report is completed, click **View**.

You can also access the Master Schedule from the start page main menu. You have the option to view/print a Matrix Master Schedule or a List Master Schedule.

1. On the Start Page click **Master Schedule** under Functions.
2. Select your Master Schedule Preferences. Elementary Schools with only 1 period will default to All Periods and the period and day checkboxes cannot be accessed.
3. Select how you would like the report sorted.
4. For **View By**, select either **Matrix** or **List**.
5. Click **Submit**.

To change the view preferences, scroll to the bottom of the report page and click **Show Preferences**.

Sample Matrix View in Teacher Order:

Master Schedule - School Year By Teachers		
Teacher	Day	Period 1S
Abrego, Paola Ontingco (1218600033)	1RE	Third Grade - SEI/MEC/GATE E3_SMG.6 20/34 Room 16 1S(1RE) Term: 13-14
Castillo, Eve (zzteacher0033)	1RE	First Grade - Biliteracy E1_B.2 26/27 Room 10 1S(1RE) Term: 13-14
Cesena, Chau L (1389300033)	1RE	Kindergarten - Biliteracy EK_B.1 0/27 Room B12 1S(1RE) Term: 13-14

Sample List View in Teacher Order:

Master Schedule List By Teachers								
Teacher Name	Teacher Dept.	Course Name	Number.Section	Expression	Term	Room	Students	Max Seats
Abrego, Paola Ontingco		Third Grade - SEI/MEC/GATE	E3_SMG.6	1(A)	13-14	16	20	34
Castillo, Eve		First Grade - Biliteracy	E1_B.2	1(A)	13-14	10	26	27
Cesena, Chau L		Kindergarten - Biliteracy	EK_B.1	1(A)	13-14	B12	0	27
Clay, Cruz A		Spec Day-ILS/Third	SDC_I3.1	1(A)	13-14	13	1	27
Clay, Cruz A		Spec Day-ILS/Kinder	SDC_IK.1	1(A)	13-14	13	0	27
Clay, Cruz A		Spec Day-ILS/Fifth	SDC_I5.1	1(A)	13-14	13	0	34
Clay, Cruz A		Spec Day-ILS/Second	SDC_I2.1	1(A)	13-14	13	3	27
Clay, Cruz A		Spec Day-ILS/First	SDC_I1.1	1(A)	13-14	13	3	27
Clay, Cruz A		Spec Day-ILS/Fourth	SDC_I4.1	1(A)	13-14	13	1	27

- To print either of these reports, click on the printer icon in the blue bar at top of screen.

Printing the Class Size Reduction Report

Elementary Schools with Grades K-3 participate in the K-3 Class Size Reduction program. Use the Class Size Reduction report to determine your school's class size averages. This report should be reviewed at least once a month, but the report may be used more often if there is a question about placement of students due to class sizes.

Modifications to the existing Class Size Reduction Report will be available after start of school.

Note: Secondary schools with ninth grade enrollment have the option to participate in 9th grade class reduction. However, no incentive funding is provided by the district.

1. On the Start Page, click **System Reports**.
2. On the System Tab, under Membership and Enrollment, click **Class Size Reduction Report**.
3. Set up the report as you need.
4. Click **Submit**.
5. On the Report Queue, when the report is completed, click **View**.

