

PowerSchool Handbook

Secondary Scheduling

Version 4.1
November 17, 2017



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Part 1: Scheduling Students for Class

Schedule an Individual Student

Once a new student has completed the enrollment process at your school, you can proceed to enroll, or schedule, them into classes. Scheduling a new, or existing, student into classes is done through the **Modify Schedule** page. The **Modify Schedule** page is divided into two areas; **Enrollments** and **Requests**. The **Enrollment** tab displays the scheduling function, course enrollment (or schedule) and a non-editable course request list. The **Request** tab is where **Course Requests** are entered or deleted. There are several scheduling options from within **Modify Schedule**:

- **Search Available Classes** is used to build a student's schedule one course at a time. This method does not require adding course requests prior to scheduling. This feature allows you to filter your course search one of two ways:
 - **Course Number**: Enter the specific course number to search for the available sections offered. If no course number is entered, the search will return all sections available for the selected period. Press the **Enter/Return** key, or click the **Find** button to begin the search.
 - **Period**: To see a list of sections offered during a specific period, select the desired period from the drop-down menu. Click the **Find** button to begin the search.
- The **Quick Enroll** feature enables you to immediately schedule a student into a specific class. You must know the course and section number for the class you wish to assign. This feature does not require adding course requests.
- The **Manually Schedule Student** method allows you to select classes from a schedule matrix. Adding course requests makes this method easier, but is not required prior to scheduling. Only the least full classes are listed in this method.
- The **Automated Schedule** functionality works like a mini Student Loader. It schedules students into classes based on their course requests. In this mode, you will be given the best possible schedule scenario, of which you either accept or discard.

NOTE: The Automated Schedule method should only be used for newly enrolled students, as the drop process for existing students with scheduled sections does not clear attendance on or after the exit date.

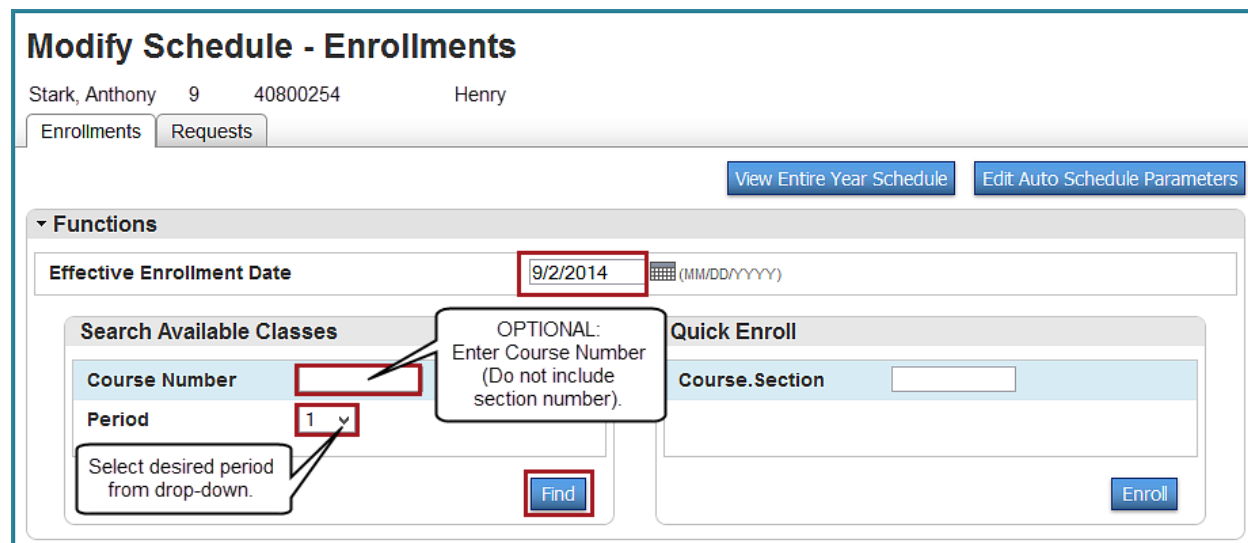
Use Search Available Classes to Schedule a Student

The **Search Available Classes** method is a straight forward approach to scheduling a student. You search for and schedule a student one class at a time. To schedule a new student using **Search Available Classes**, do the following:

1. From the **Start Page**, search for and select the new student.
2. On the **Student Page**, under Scheduling, select **Modify Schedule**.



3. From the **Period** drop – down menu, select the desired period. Click **Find**.



A screenshot of the "Modify Schedule - Enrollments" page. At the top, it shows student information: "Stark, Anthony", "9", "40800254", and "Henry". Below this are tabs for "Enrollments" and "Requests". There are two buttons: "View Entire Year Schedule" and "Edit Auto Schedule Parameters". A section titled "Functions" contains a form for "Effective Enrollment Date" with a date field set to "9/2/2014" and a calendar icon. Below this is the "Search Available Classes" section, which includes a "Course Number" field, a "Period" dropdown menu (set to "1"), and a "Find" button. A callout box points to the "Course Number" field with the text: "OPTIONAL: Enter Course Number (Do not include section number)". Another callout box points to the "Period" dropdown with the text: "Select desired period from drop-down." To the right of the "Search Available Classes" section is the "Quick Enroll" section, which includes a "Course.Section" field and an "Enroll" button.

4. Choose the appropriate **Term** from the drop-down menu. Choosing **All** will allow you to see year-long courses, as well as semester courses. Verify the **Enroll date**. Make changes to the **Enroll date** before you select the **Course Name**. Click on the **Course Name** link for the course that will be scheduled.

Available Courses

Stark, Anthony Henry

Choose appropriate **Term** from the drop-down menu to see all courses available during selected Period.

Filter By

Period: Term: Teacher:

Day: Grade: Credit Type:

Course:

Show only classes with available seats ☐

Enroll date: (MM/DD/YYYY)

HINT! Click here to filter only classes with available seats.

Verify the Enroll date. Make changes before you select Course Name.

Check here to see current Enrollment.

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
1583.4	AM LIT 1 (P)		1(A)	S1	Frerichs, Mark S	0	S,B,1c,8	1.00	9/12
1583.5	AM LIT 1 (P)		1(A)	S1	Nix, Monica	0	S,B,1c,8	1.00	31/36
1583.6	AM LIT 1 (P)		1(A)	S1	Seip, Florise	0	S,B,1c,8	1.00	31/36
1584.4	AM LIT 2 (P)		1(A)	S2	Frerichs, Mark S	0	S,B,1c,8	1.00	7/12
1584.5	AM LIT 2 (P)		1(A)	S2	Nix, Monica	0	S,B,1c,8	1.00	31/36
1584.6	AM LIT 2 (P)		1(A)	S2	Seip, Florise	0	S,B,1c,8	1.00	30/36
0191.1	ART 1 (P)		1(A)	S1	Hockmuth, Michael	0	S,F,2b,8	1.00	36/38
0192.1	ART 2 (P)		1(A)	S2	Hockmuth, Michael	0	S,F,2b,8	1.00	36/38

5. The **Modify Schedule – Enrollments** screen will display and the student will be enrolled in that class. Repeat steps 3 and 4 until the student is fully scheduled.

Modify Schedule - Enrollments

Stark, Anthony Henry

Enrollments Requests

REMINDER! High Schools and Middle Schools offering Semester classes, don't forget to schedule 2nd Semester classes!

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Effective Enrollment Date: (MM/DD/YYYY)

Search Available Classes

Course Number:

Period:

Repeat steps 3 and 4 until the student is fully scheduled.

Find Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	1(A)	S1	0191-1	ART 1 (P)		Hockmuth, Michael	412	09/02/2014	01/26/2015	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	S1	1540-6	ENGLISH 1 (P)		Evans, Amy Elizabeth	310	09/02/2014	01/26/2015	<input type="checkbox"/>
<input type="checkbox"/>	3(A)	S1	6605-7	MD WD HST/G1(P)		Wilcox, Alexander	B-15	09/02/2014	01/26/2015	<input type="checkbox"/>
<input type="checkbox"/>	4(A)	S1	2384-1	AM SIGN LG 1(P)		Ronco, Jennifer Rose	B-8	09/02/2014	01/26/2015	<input type="checkbox"/>
<input type="checkbox"/>	5(A)	S1	5503-3	PHYS ED 1		Clark, Lynn	GYM	09/02/2014	01/26/2015	<input type="checkbox"/>
<input type="checkbox"/>	6(A)	S1	4159-4	INTG MATH II A (P)		Evans, Amy Elizabeth	B-19	09/02/2014	01/26/2015	<input type="checkbox"/>

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Using Quick Enroll to Schedule a Student

Quick Enroll allows you to schedule the student into a specific section immediately, bypassing the course selection process. To use this feature you must know the exact course and section of the class you want to schedule. If the course and section is not recognized, you will be directed to the **Search Available Classes**, where you can search for the desired class.

IMPORTANT! When using the **Quick Enroll** method, your term **MUST** be set to the term of the desired course.section. For example, if you want to schedule a course that is offered during semester one, you must select Semester 1 from the Term drop-down menu in the Navigation Toolbar. You will be returned to the **Modify Schedule** page if your terms don't match.

To schedule a student using **Quick Enroll**, do the following:

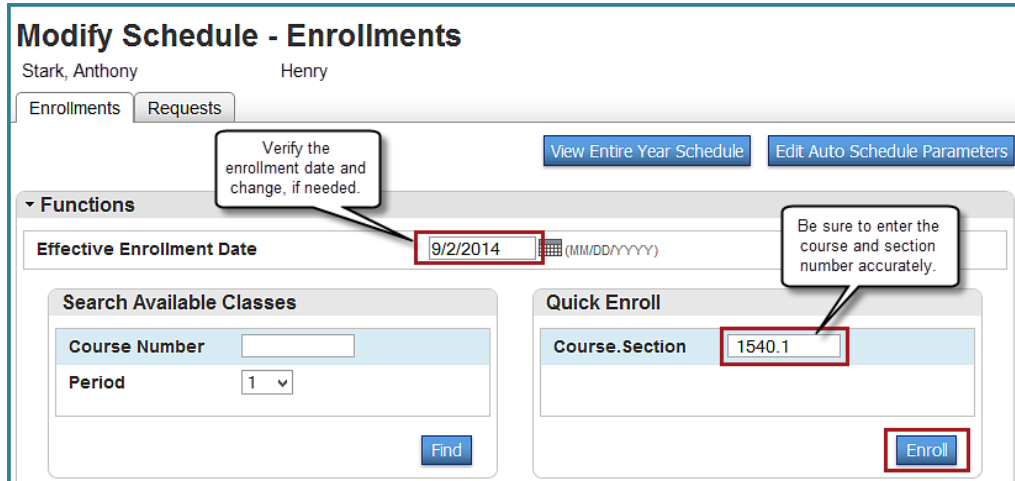
1. Make a note of the course and section number of the desired class. Check your copy of the Master Schedule for accuracy.

Master Schedule - School Year By Teachers						
Teacher	Day	Period 1	Period 2	Period 3	Period 4	Period 5
Edmunds, Tina (142108)	A		ENGLISH 1 (P) 1540.1 34/36 Room E 2(A) Term: S1	ENGLISH 1 (P) 1540.1 34/36 Room E 3(A) Term: S1	ENGLISH 3 (P) 1570.9 34/36 Room E 4(A) Term: S1	ENGLISH 1 (P) 1540.5 38/39 Room E 5(A) Term: S1
Garcia, Alicia (134563)	A	SPN 3(P) 2323.1 27/36 Room V 1(A) Term: S1	SPN 1(P) 2321.7 36/40 Room V 2(A) Term: S1	SPN 1(P) 2321.1 36/36 Room V 3(A) Term: S1		

2. From the **Start Page**, search for and select the new student.
3. On the **Student Page**, under Scheduling, select **Modify Schedule**.

Scheduling
Bell Schedule View
List View
Matrix View
Modify Schedule
Request Management
Scheduling Setup

4. On the **Modify Schedule** page, verify the **Effective Enrollment Date**. Change date, if needed.
5. Accurately enter the **Course** and **Section Number** in the **Quick Enroll** field.
6. Click **Enroll**.



Modify Schedule - Enrollments
Stark, Anthony Henry

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Effective Enrollment Date 9/2/2014 (MM/DD/YYYY)

Search Available Classes

Course Number
Period 1

Quick Enroll

Course.Section 1540.1

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

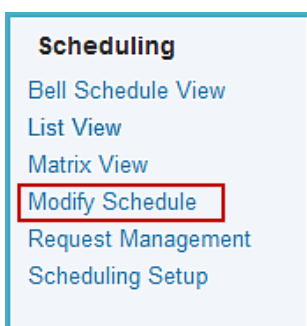
Enrollments										
Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	1(A)	S1	0191-1	ART 1 (P)	The course appears in student schedule.		412	09/02/2014	01/26/2015	<input type="checkbox"/>
	2(A)	S1	2321-7	SPN 1(P)			V	09/02/2014	01/26/2015	<input type="checkbox"/>
	3(A)	S1	1540-1	ENGLISH 1 (P)		Edmunds, Tina	E	09/02/2014	01/26/2015	<input type="checkbox"/>
<div>Drop Selected</div> <div>Drop All</div> <div>Automated Schedule</div> <div>Manually Schedule Student</div> <div>Toggle Locks</div>										

Repeat steps 4-6, until the student is fully scheduled.

Schedule a Student Using Manually Schedule Student

Manually Schedule Student allows you to select classes from a schedule matrix. With this method you are somewhat limited, as only the least full classes are available. Adding **Course Requests** prior to using this method will limit your course selections to only those the student needs. If you choose not to add Course Requests prior to scheduling, all courses available for your site (whether offered, or not) will appear in the schedule matrix. To use **Manually Schedule Students**, do the following:

1. On the **Start Page**, search for and select a student.
2. On the **Student Page**, under Scheduling, Click **Modify Schedule**.



Scheduling

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

3. The student's **Modify Schedule** screen will display. Click on the **Requests** tab and click the **New** button to add requests.



Modify Schedule - Requests for 2014-2015

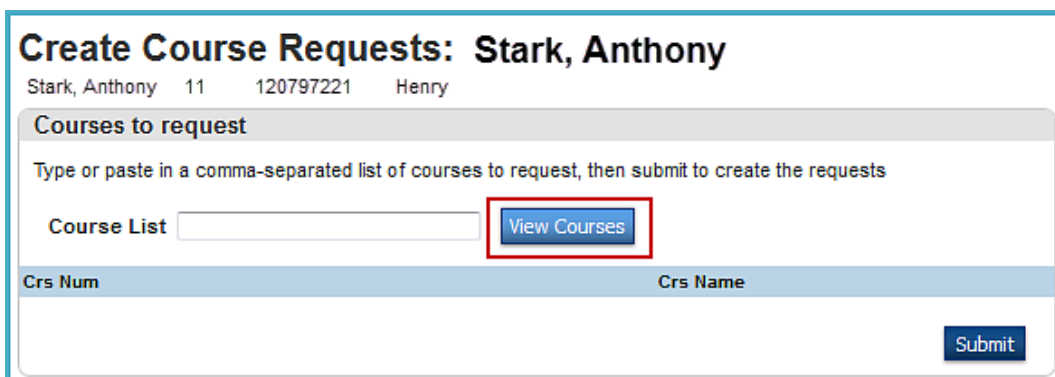
Stark, Anthony 11 120797221 Henry

Enrollments **Requests**

New

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
<input type="button" value="Submit"/>								

4. Click **View Courses** to select the courses for this student.



Create Course Requests: Stark, Anthony

Stark, Anthony 11 120797221 Henry

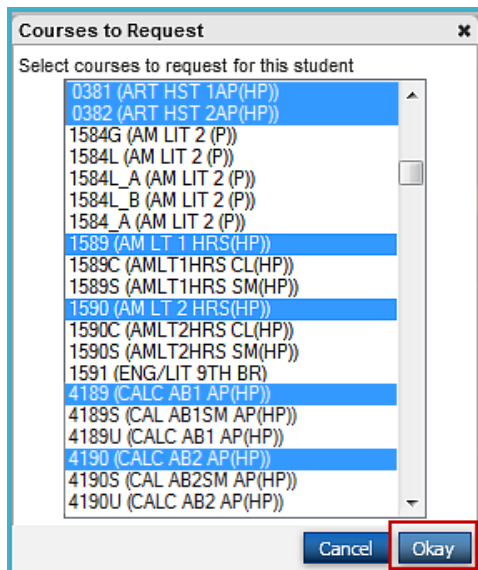
Courses to request

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

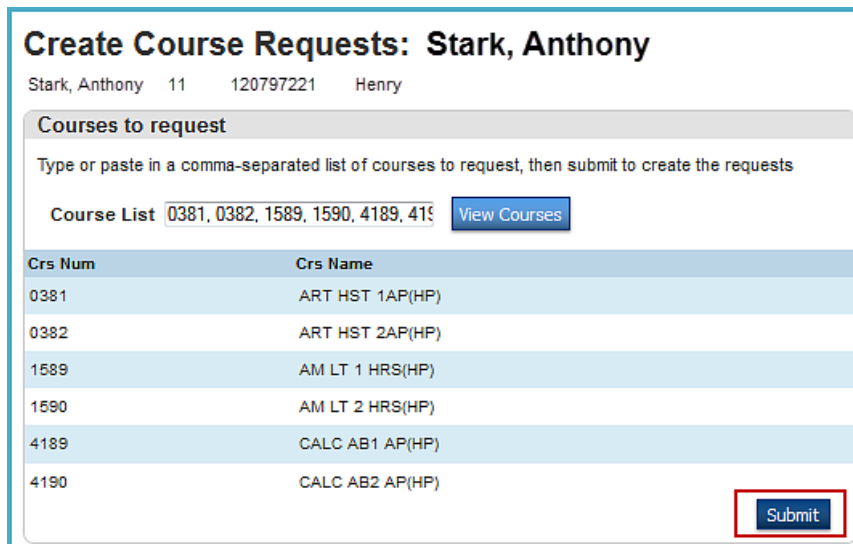
Course List **View Courses**

Crs Num	Crs Name
<input type="button" value="Submit"/>	

- When the list of courses displays hold down the **CTRL** key to select multiple course for the student. Click **Okay**.

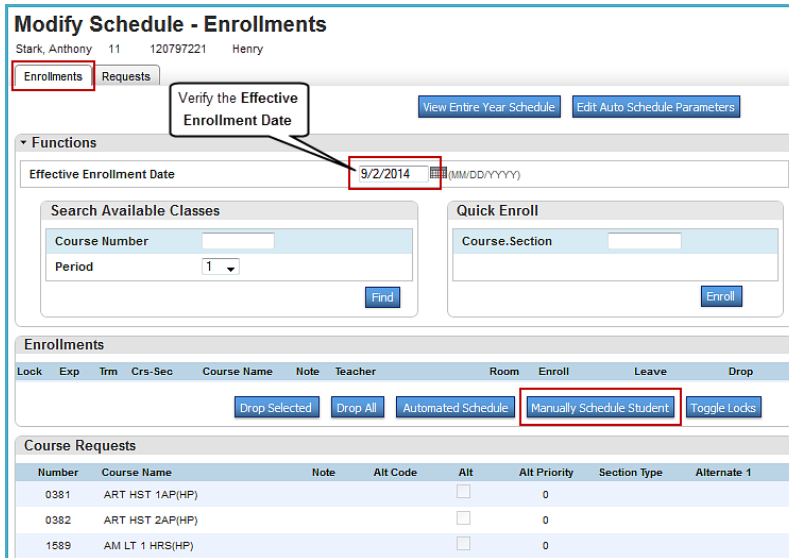


- Click **Submit**.



Crs Num	Crs Name
0381	ART HST 1AP(HP)
0382	ART HST 2AP(HP)
1589	AM LT 1 HRS(HP)
1590	AM LT 2 HRS(HP)
4189	CALC AB1 AP(HP)
4190	CALC AB2 AP(HP)

7. Return to the **Enrollments** tab and confirm/modify the enrollment date field.
8. Click **Manually Schedule Student**.



Modify Schedule - Enrollments
Stark, Anthony 11 120797221 Henry

Enrollments Requests

Verify the Effective Enrollment Date

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Effective Enrollment Date 9/2/2014 (MM/DD/YYYY)

Search Available Classes

Course Number
Period 1

Find

Quick Enroll

Course.Section

Enroll

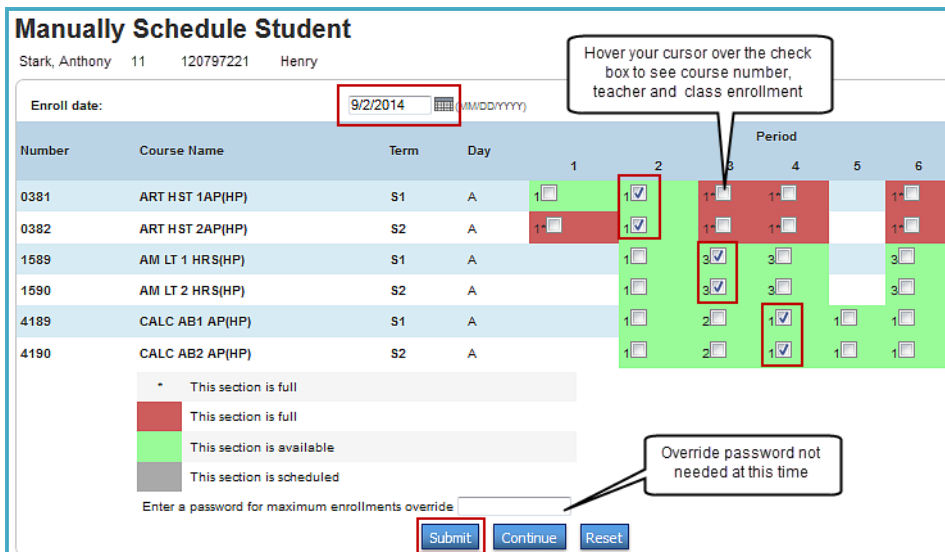
Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks										

Course Requests

Number	Course Name	Note	Alt Code	Alt	Alt Priority	Section Type	Alternate 1
0381	ART HST 1AP(HP)			<input type="checkbox"/>	0		
0382	ART HST 2AP(HP)			<input type="checkbox"/>	0		
1589	AM LT 1 HRS(HP)			<input type="checkbox"/>	0		

9. The Course check boxes available on the **Manually Schedule Student** page depend on the requests you entered for the student. If you do not enter course requests for the student, you will see all courses.
10. Select the check boxes for the course, term, and expression in which you want to enroll the student.



Manually Schedule Student
Stark, Anthony 11 120797221 Henry

Enroll date: 9/2/2014 (MM/DD/YYYY)

Hover your cursor over the check box to see course number, teacher and class enrollment

Number	Course Name	Term	Day	1	2	3	4	5	6
0381	ART HST 1AP(HP)	S1	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
0382	ART HST 2AP(HP)	S2	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
1589	AM LT 1 HRS(HP)	S1	A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
1590	AM LT 2 HRS(HP)	S2	A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4189	CALC AB1 AP(HP)	S1	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4190	CALC AB2 AP(HP)	S2	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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

Override password not needed at this time

11. Click **Submit**.

Schedule Student using Automated Schedule

The **Automated Schedule** functionality works like a mini Student Loader, utilizing basic Scheduling Parameters that you can edit. Students are scheduled into classes based on their course requests. In this mode, you will be given the best possible schedule scenario, of which you either accept or discard.

NOTE: This feature will NOT delete attendance or allow dropping and rescheduling if attendance is present.

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

Enter Course Requests:

1. On the **Start Page**, search for and select a student.
2. On the **Student Page**, under Scheduling, click **Modify Schedule**.
3. The student's **Modify Schedule** screen will display. Click on the **Requests** tab and click the **New** button to add requests.



Modify Schedule - Requests for 2014-2015

Stark, Anthony 11 120797221 Henry

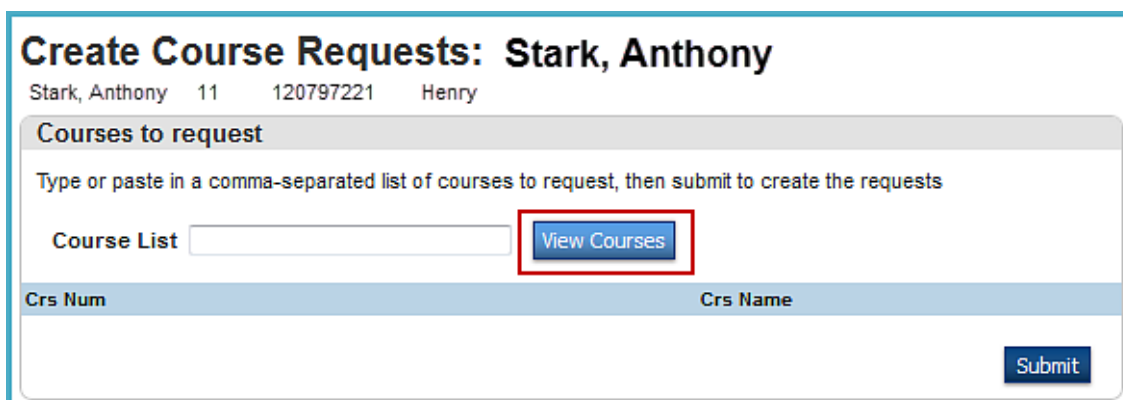
Enrollments **Requests**

New

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
<input type="text"/>								

Submit

4. Click **View Courses** to select the courses for this student.



Create Course Requests: Stark, Anthony

Stark, Anthony 11 120797221 Henry

Courses to request

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

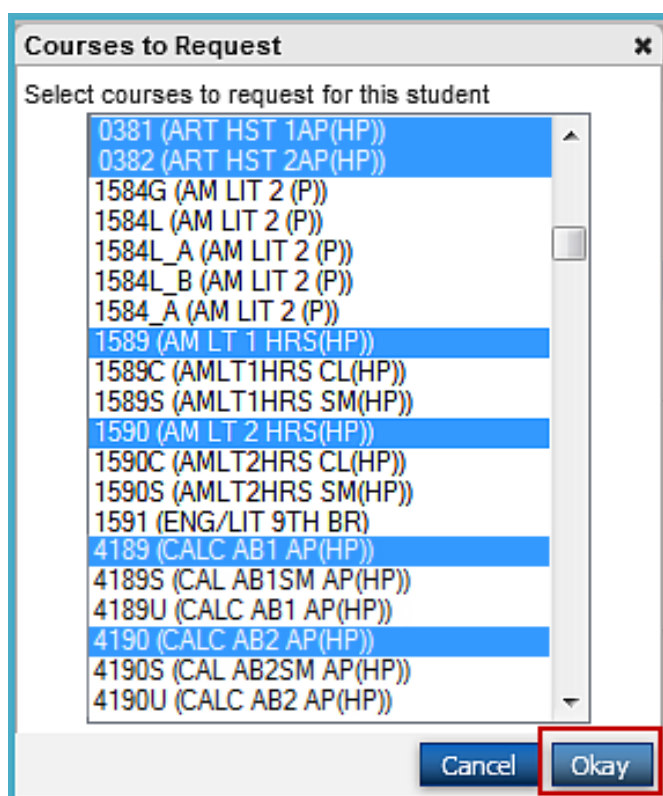
Course List

View Courses

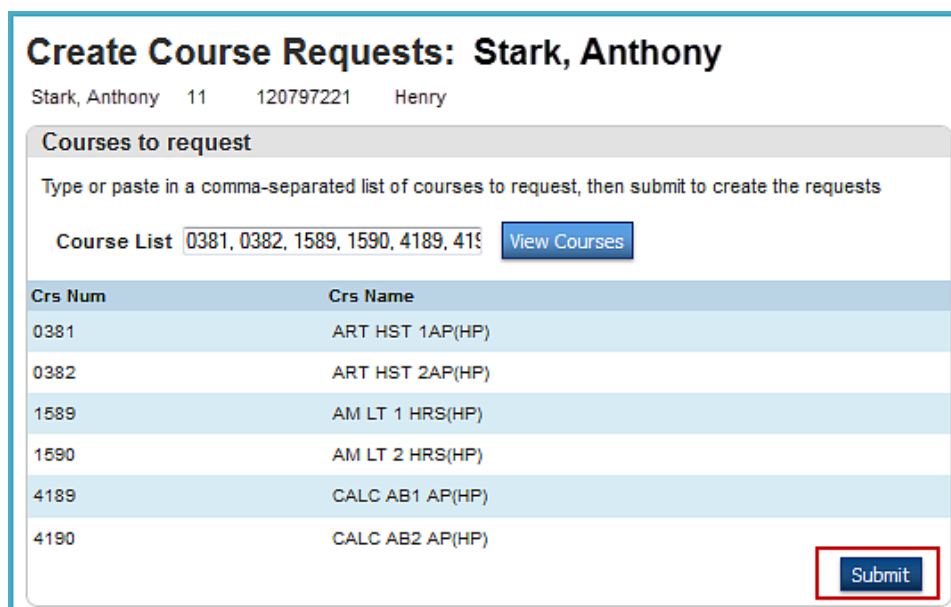
Crs Num	Crs Name
<input type="text"/>	

Submit

- When the list of courses displays hold down the **CTRL** to select multiple courses for the student. Click **Okay**.



- Click **Submit** to enter the schedule requests.



Crs Num	Crs Name
0381	ART HST 1AP(HP)
0382	ART HST 2AP(HP)
1589	AM LT 1 HRS(HP)
1590	AM LT 2 HRS(HP)
4189	CALC AB1 AP(HP)
4190	CALC AB2 AP(HP)

OPTIONAL: Automated Scheduler allows you to assign course alternates (Alt). In this example, three electives are selected. Enter an **E** in the **Code Field** and check the **Alt** box for each alternate. Leave the **Alt** box unchecked for the first elective choice. Use the **Priority** field to rank the order in which the alternate is used to replace the first elective choice, or leave it blank if priority order is not a factor. The higher the number, the lower the priority.

Modify Schedule - Requests for 2014-2015

Stark, Anthony 9 40800254 Henry

Enrollments Requests

[New](#)

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
0191	ART 1 (P)		<input checked="" type="checkbox"/>	E	2		Associate	Yes
0231	CERAM 1 (P)		<input type="checkbox"/>	E			Associate	Yes
0244	DES MIX MED1(P)		<input checked="" type="checkbox"/>	E	3		Associate	Yes
1540	ENGLISH 1 (P)		<input type="checkbox"/>		0		Associate	Yes
2321	SPN 1(P)		<input type="checkbox"/>		0		Associate	Yes

Annotations:
 - This is the student's 2nd elective choice. (points to Priority 2)
 - This is the student's 1st Elective choice. (points to Alt checkbox for CERAM 1)
 - This is the student's 3rd elective choice. (points to Priority 3)

To run the **Automated Schedule**:

1. Click the **Enrollments** tab.

OPTIONAL: Edit Auto Scheduler Parameters.

Modify Schedule - Enrollments

Stark, Anthony 9 40800254 Henry

Enrollments Requests

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

OPTIONAL

▼ Functions

Effective Enrollment Date: 9/2/2014 (MM/DD/YYYY)

Search Available Classes

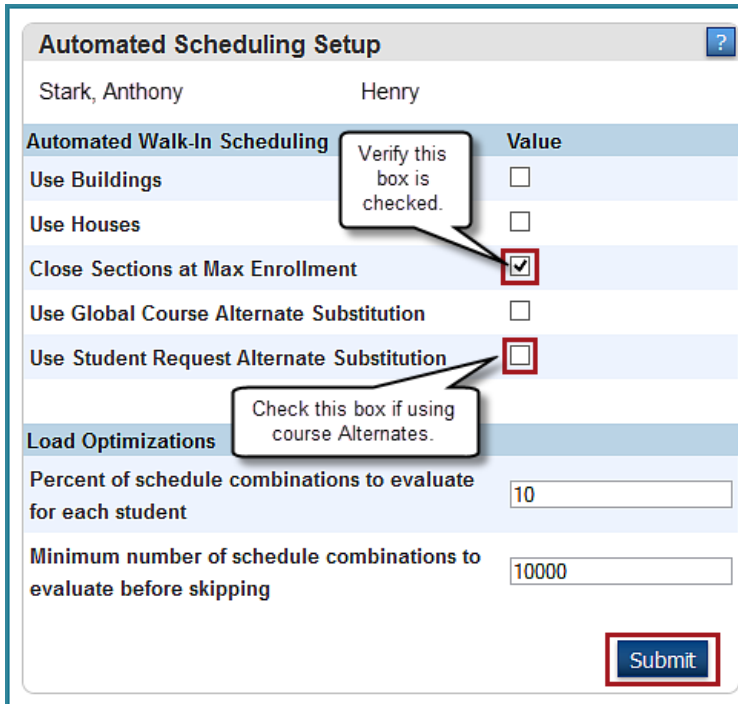
Course Number:

Period: 1 ▼

Quick Enroll

Course.Section:

- From the **Automated Scheduling Setup** page, verify the **Close Sections at Max Enrollment** button is checked. If you added alternate course requests, check the **Using Student Request Alternate Substitution** box.
- Click **Submit**.



Automated Scheduling Setup

Stark, Anthony 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"/>

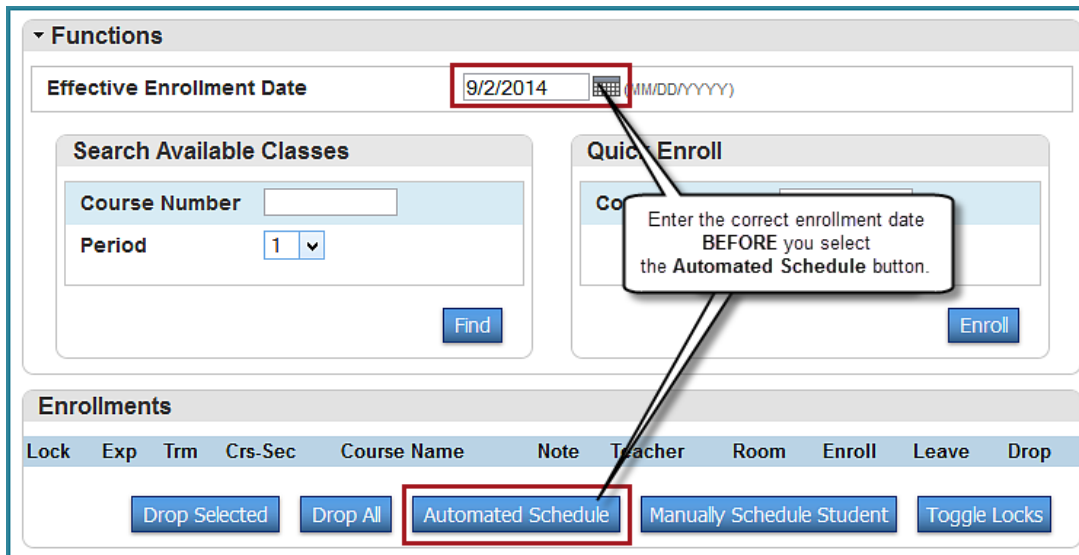
Load Optimizations

Percent of schedule combinations to evaluate for each student: 10

Minimum number of schedule combinations to evaluate before skipping: 10000

Submit

- Enter the **Effective Enrollment Date**, if different from today.
- Click **Automated Schedule**.



Functions

Effective Enrollment Date: 9/2/2014 (MM/DD/YYYY)

Search Available Classes

Course Number:

Period: 1

Find

Quick Enroll

Co:

Enroll

Enrollments

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

6. Accept the proposed schedule, if satisfactory. If unacceptable, click **Discard**, modify the course requests, and click **Automated Schedule** again.

Automatically Schedule Student

Stark, Anthony 9 40800254 Henry

► **Status**

Enrollments effective 9/2/2014

Add/Drop	Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Section Type	Team
Add		9(A)	14-15	8027-8	ADVISORY	Choi, Seanha	411		
Add		1(A)	S1	4157-1	INTG MATH I A (P)	Chase, Benji	B-7		
Add		2(A)	S1	0191-2	ART 1 (P)	Vizesi, Molly Jeanette	413		
Add		3(A)	S1	6605-7	MD WD HST/G1(P)	Arnett, Thomas	B-16		
Add		4(A)	S1	5503-9	PHYS ED 1	Reese, Jonathan Matthew	GYM		
Add		5(A)	S1	1540-5	ENGLISH 1 (P)	Edmunds, Tina	E		
Add		6(A)	S1	2321-6	SPN 1(P)	Oberlander, Karen	B-3		

7. The **Modify Schedule** screens displays with the student enrolled in the classes.

To keep a few classes on the proposed schedule, lock the courses by clicking the blue lock(s) next to the course name(s), then click **Automated Schedule** again, and click **Accept** to save the newly proposed schedule.

Enrollments

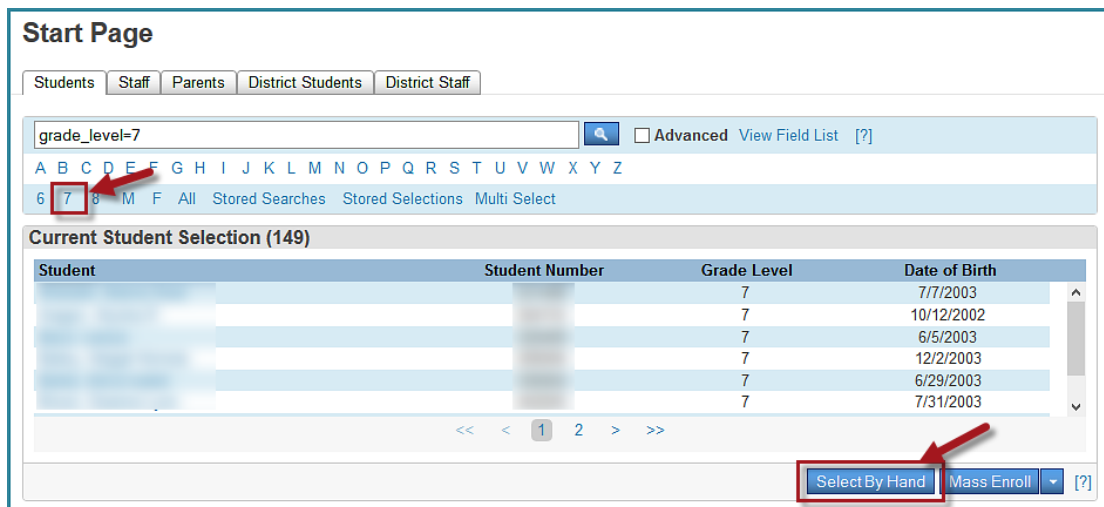
Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
	1(A)	S1	4157-1	INTG MATH I A (P)		Chase, Benji	B-7	09/02/2014	01/26/2015	<input type="checkbox"/>
	2(A)	S1	0191-2	ART 1 (P)		Vizesi, Molly Jeanette	413	09/02/2014	01/26/2015	<input type="checkbox"/>
	3(A)	S1	6605-7	MD WD HST/G1(P)		Arnett, Thomas	B-16	09/02/2014	01/26/2015	<input type="checkbox"/>
	4(A)	S1	5503-9	PHYS ED 1		Reese, Jonathan Matthew	GYM	09/02/2014	01/26/2015	<input type="checkbox"/>
	5(A)	S1	1540-5	ENGLISH 1 (P)		Edmunds, Tina	E	09/02/2014	01/26/2015	<input type="checkbox"/>
	6(A)	S1	2321-6	SPN 1(P)		Oberlander, Karen	B-3	09/02/2014	01/26/2015	<input type="checkbox"/>
	9(A)	14-15	8027-8	ADVISORY		Choi, Seanha	411	09/02/2014	06/16/2015	<input type="checkbox"/>

Schedule Multiple Students in a Class

Occasionally, you may need to **Mass Enroll** multiple students. For instance, you may need to mass enroll a group of students from one section to another in order to balance class size, or you may need to mass enroll an entire class into a new section because the old section was closed.

To mass enroll students into a class, you must first select the group of students you want to enroll. Then, use the **Mass Enroll** group function to schedule students in much the same way as scheduling one student.

1. From the **Start Page**, make a student selection.
2. Click the **Select By Hand** button.



Start Page

Students | Staff | Parents | District Students | District Staff

grade_level=7 ☐ Advanced View Field List [?]

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

6 7 8 M F All Stored Searches Stored Selections Multi Select

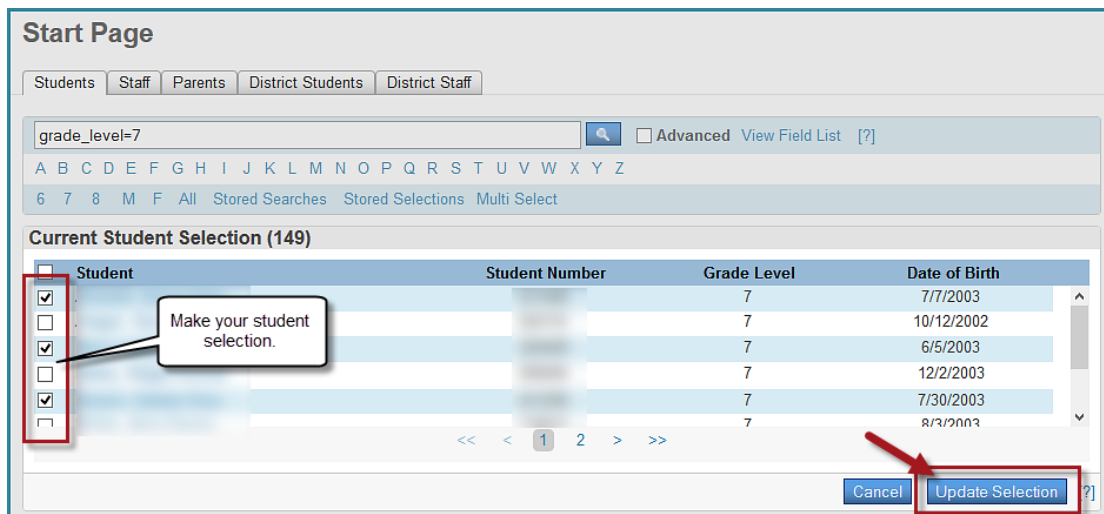
Current Student Selection (149)

Student	Student Number	Grade Level	Date of Birth
		7	7/7/2003
		7	10/12/2002
		7	6/5/2003
		7	12/2/2003
		7	6/29/2003
		7	7/31/2003

<< < 1 2 > >>

Select By Hand **Mass Enroll** [?]

3. Check the names of the desired students.
4. Click **Update Selection**.



Start Page

Students | Staff | Parents | District Students | District Staff

grade_level=7 ☐ Advanced View Field List [?]

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

6 7 8 M F All Stored Searches Stored Selections Multi Select

Current Student Selection (149)

Student	Student Number	Grade Level	Date of Birth
<input checked="" type="checkbox"/>		7	7/7/2003
<input type="checkbox"/>		7	10/12/2002
<input checked="" type="checkbox"/>		7	6/5/2003
<input type="checkbox"/>		7	12/2/2003
<input checked="" type="checkbox"/>		7	7/30/2003
<input type="checkbox"/>		7	8/3/2003

<< < 1 2 > >>

Cancel **Update Selection** [?]

Make your student selection.

- From the **Select Functions** button, select **Mass Enroll**.
- On the **Mass Enroll** page, the **Filter By** section allows you to select several different ways in which to search for your desired course.

Mass Enroll

Enroll currently selected 5 students into a section:

Filter By

Period: Term: Teacher: Day: Grade: Credit Type:

Course: ☐ Show only classes with available seats

Quick Enroll

Course.Section:

You can Filter your course search many different ways

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

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
0191.1	ART 1 (P)				McCarthy, Lara	0	S,F,2b,8	1.00	36/38
0191.4	ART 1 (P)				McCarthy, Lara	0	S,F,2b,8	1.00	35/38
0191.5	ART 1 (P)		3(A)	S1	McCarthy, Lara	0	S,F,2b,8	1.00	34/38
0192.1	ART 2 (P)		1(A)	S2	McCarthy, Lara	0	S,F,2b,8	1.00	37/38
0192.4	ART 2 (P)		2(A)	S2	McCarthy, Lara	0	S,F,2b,8	1.00	35/38
0192.5	ART 2 (P)		3(A)	S2	McCarthy, Lara	0	S,F,2b,8	1.00	34/38

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

Be mindful of the class size, you do not want to over enroll a class.

- 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: 10/15/2014

Verify the Entry Date. Change if needed.

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
ART 1 (P)	0191	5	Semester 1	No	38/38	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
120397231	Abbott, Costello	Enroll in 0191.5 on 10/15/2014
92998029	Allen, Tim	Enroll in 0191.5 on 10/15/2014
102198182	Break, Ineida	Enroll in 0191.5 on 10/15/2014

Verify the course and section.

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

Schedule a Student in a Class at Another School

Some students may need to take a class offered at another school in the district. For example, an eighth grader may take a Math class at the High School across the street. The first step is to call the receiving school and find out the exact course and section number of the class you will be enrolling the student. Follow the steps below to enroll a student in a class at another school.

IMPORTANT! You must contact the other school for the correct course and teacher.

1. On the **Start Page**, search for and select a student.
2. Click **Functions**.
3. Click **Enroll In A Class At Another School**.
4. Select the school where the class is held from the dropdown list.
5. Select the **Term** and **Enrollment** date.
6. Use the additional filters to narrow your search.
7. **OPTIONAL:** check the box **Show Teacher Home School**. This option may be useful for schools when the teacher's Home School is different than the school where the class is held.

This is particularly true at iHigh, where their classes may be taught by teachers from other schools.

8. The search is defaulted to **Only show open sections**. You will not be able to enroll a student in a class that is full.
9. Select the **appropriate class**.
10. Click **Submit**.

Enroll Student in a Class at Another School Page


Enroll Student in a Class at Another School

Adler, Micah Charlotte 11 452476 Henry

Student Adler, Micah Charlotte

School where class is held *

Term *

Enrollment date 

Course

Department

Expression

Teacher

☒ Show Teacher Home School (?)

☒ Only show open sections
☐ Show all sections

Select a class section below and click Submit at (858) 273-0201 to verify which class to select.

Show entries Search:

	Course.Section	Course Name	Expression	Teacher	Term	Room	Student Count	Max Seats
<input checked="" type="radio"/>	2325.45	SPN 5(P)	1(A-B)	Diaz Jr, Manuel G (Clairemont High)	Q1	311	29	36
<input type="radio"/>	2325.46	SPN 5(P)	2(A-B)	Diaz Jr, Manuel G (Clairemont High)	Q1	311	35	36

Showing entries Previous Next

Select the **School** where the class is held.

Use the additional filters to narrow your search.

OPTIONAL: Check this box to list the teacher's Home School.

Select the appropriate class.

Part 2:

Dropping

Students from

Class

Drop an Individual Student from a Class

Use the **Modify Schedule** page to drop classes from a student's schedule. If you need to move a student from one teacher to another, be sure to drop all classes taught by the former teacher.

1. From the **Start Page**, search for and select a student.
2. On the **Student Page**, under Scheduling, click **Modify Schedule**.
3. Select the **Drop** checkbox for each class you need to drop.
4. Click **Drop Selected**.

Modify Schedule - Enrollments

Serra

Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date
6/3/2015 (MM/DD/YYYY)

Search Available Classes

Course Number Period 1 Find

Quick Enroll

Course.Section Enroll

Enrollments

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
1(A)	S1	6701-1	US HST/GEO 1(P)			617	09/02/2014	01/26/2015	<input type="checkbox"/>	
1(A)	S2	6702-1	US HST/GEO 2(P)			617	01/26/2015	06/16/2015	<input checked="" type="checkbox"/>	
2(A)	S1	1583-2	AM LIT 1 (P)			619	09/02/2014	01/26/2015	<input type="checkbox"/>	
2(A)	S2	1584-2	AM LIT 2 (P)			619	01/26/2015	06/16/2015	<input type="checkbox"/>	
6(A)	S1	4151-9	INT ALG 1(P)			204	10/20/2014	01/26/2015	<input type="checkbox"/>	
6(A)	S2	4152-9	INT ALG 2(P)			204	01/26/2015	06/16/2015	<input type="checkbox"/>	
P1-P3(A)	D3	6023-1	EARTH SCI 1 (P)			701	01/12/2015	02/25/2015	<input type="checkbox"/>	
P1-P3(A)	D4	6606-E4	MD HST/G2(P)			605	03/02/2015	04/20/2015	<input type="checkbox"/>	

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

- Enter the **Exit Date**, which should be the day *after* the student's last day of class.
- Click **Drop Classes**.

Drop Classes

Antunez, Victor 11 40498052 Serra

Per	Term	Crs-Sec	Course
1	S2	6702-1	US HST/GEO 2(P)

Exit Date (MM/DD/YYYY)

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

Enter the Date that is the one day AFTER the students was in class.

- An **Alert message** will appear if the student has attendance on or after the drop date. 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.

Drop Classes

Serra

Per	Term	Crs-Sec	Course
1	S2	6702-1	US HST/GEO 2(P)

Exit Date (MM/DD/YYYY)

CAUTION! Deleted attendance cannot be recovered.

There are 3 attendance records for this student on or after this date. Do you want to delete this attendance? **Delete**

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

- Click **Confirm Delete** to proceed with the drop. (Click **Cancel** if you are not sure you want to delete the attendance.)

There are 3 attendance records for this student on or after this date. Do you want to delete this attendance?

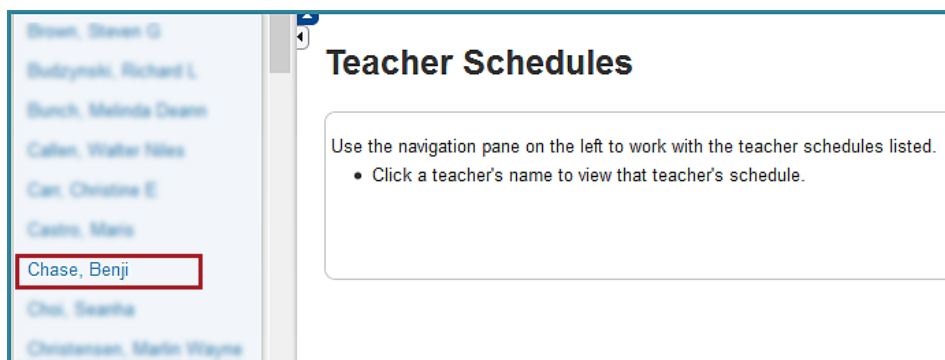
Cancel **Confirm delete**

You will get a confirmation message and be returned back to the Student's **Modify Schedule** page.

Drop Multiple Students from a Class

In order to balance classes, you may need to drop multiple students from one section, and enroll them into another section. You may even need to mass drop an entire class because that particular section is closing. To drop multiple students, do the following:

1. On the **Start Page**, select **Teacher Schedules**.
2. Locate and select the teacher.



3. From the **Teacher Schedule** page, click the **Enrollment Number** that corresponds to the class from which the students will be dropped.

Teacher Schedule - Chase, Benji 153042

☐ Display today's sections New

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
9(A)	14-15	8027	ADVISORY	12	B-7	26	
1(A)	S1	4157	INTG MATH I A (P)	1	B-7	38	
2(A)	S1	4159	INTG MATH II A (P)	6	B-7	34	
3(A)	S1	4159	INTG MATH II A (P)	9	B-7	37	
4(A)	S1	4157	INTG MATH I A (P)	6	B-7	37	
5(A)	S1	4157	INTG MATH I A (P)	8	B-7	36	

Make all students listed above the current selection

Note: In the original image, the enrollment number '38' for the first row is highlighted with a red box, and a callout bubble points to it with the text: 'Click on the Enrollment number to open the Class Roster.'

- Check the **Select All** box to select all students to be dropped. If you want to drop a selected group of students, uncheck the **Select All** checkbox and re-check the students individually. Click **Drop from this Class**.

Class Roster: Exp. 1(A) INTG MATH I A (P)

Teacher: Chase, Benji Cou

Check the **Select All** box to select **All** students. Or, Un-Check the box, and select the group of students to be dropped.

Detailed View: ☐ Off

☒ **Select All**

1. <input checked="" type="checkbox"/> Adams, Abdullah Khawaja	14. <input checked="" type="checkbox"/> Johnson, Jeannie La'ne	27. <input checked="" type="checkbox"/> Sanchez, Sareya
2. <input checked="" type="checkbox"/> Ahrari, Issiah Micheal	15. <input checked="" type="checkbox"/> Jones, Solomon	28. <input checked="" type="checkbox"/> Shaheed, Isha Niguel
3. <input checked="" type="checkbox"/> Albert, Giovanni	16. <input checked="" type="checkbox"/> Kaiona, Dennis	29. <input checked="" type="checkbox"/> Slade, Morgan
4. <input checked="" type="checkbox"/> Balderas, Ileanis Flores	17. <input checked="" type="checkbox"/> Lance, Tyler Silva	30. <input checked="" type="checkbox"/> Slieff, Ashley
5. <input checked="" type="checkbox"/> Carbonell, Zane	18. <input checked="" type="checkbox"/> Luz, Van Thanh	31. <input checked="" type="checkbox"/> Stewart, Nathan Allen
6. <input checked="" type="checkbox"/> Cazares, Jaelynn Elizabeth	19. <input checked="" type="checkbox"/> Nguyen, Antonio	32. <input checked="" type="checkbox"/> Stolp, Desmond Edward
7. <input checked="" type="checkbox"/> Cline, Myles	20. <input checked="" type="checkbox"/> Nunez, Silvina Maria	33. <input checked="" type="checkbox"/> Thomas, Justin Alexander
8. <input checked="" type="checkbox"/> Cole, Jacob Dean	21. <input checked="" type="checkbox"/> Padilla, Hussein Ahmad	34. <input checked="" type="checkbox"/> Torres, Andres Jose
9. <input checked="" type="checkbox"/> Davis, Amniziel	22. <input checked="" type="checkbox"/> Ragab, John Troy	35. <input checked="" type="checkbox"/> Velazquez-Tovar, Sandy
10. <input checked="" type="checkbox"/> Estrada, Chandler Blake	23. <input checked="" type="checkbox"/> Roberts, Bethany	36. <input checked="" type="checkbox"/> Villa, Eddie Jair
11. <input checked="" type="checkbox"/> Evans, Canin Brant	24. <input checked="" type="checkbox"/> Robles, Jennifer	37. <input checked="" type="checkbox"/> Villicana, Andrea D'Anna
12. <input checked="" type="checkbox"/> Hessom, Briana D	25. <input checked="" type="checkbox"/> Rodriguez, Kassandra Isa...	38. <input checked="" type="checkbox"/> Wright, Cristian Yoatsua
13. <input checked="" type="checkbox"/> Johnson, Danielle Joan	26. <input checked="" type="checkbox"/> Rodriguez, Kayla Marie	

Use checked students to:

Modify Current Student Selection:

Make Current Student Selection and Modify Class Enrollments:

- On the **Student Drop Preview** page, verify the **Exit (drop) Date** is the day **AFTER** the student was in class.

IMPORTANT! Check **Clear Attendance on or after the exit date**.

Drop Students Preview for 4157.1 INTG MATH I A (P)

Exit Date: 10/15/2014

Verify the **Exit Date** is the day **AFTER** the student was in class. Change the date, if needed.

☒ **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 10/14/2014, then the exit date is 10/15/2014. This applies even if 10/14/2014 was the last day of the term, and even if school is not in session on 10/15/2014.

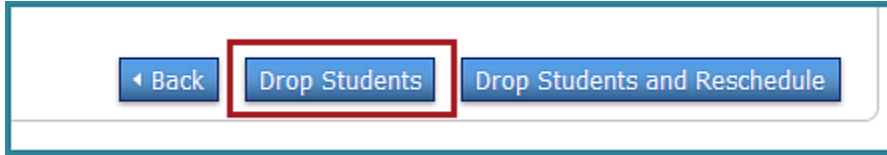
IMPORTANT! check the box **Clear Attendance on or after Exit Date**.

38 Students

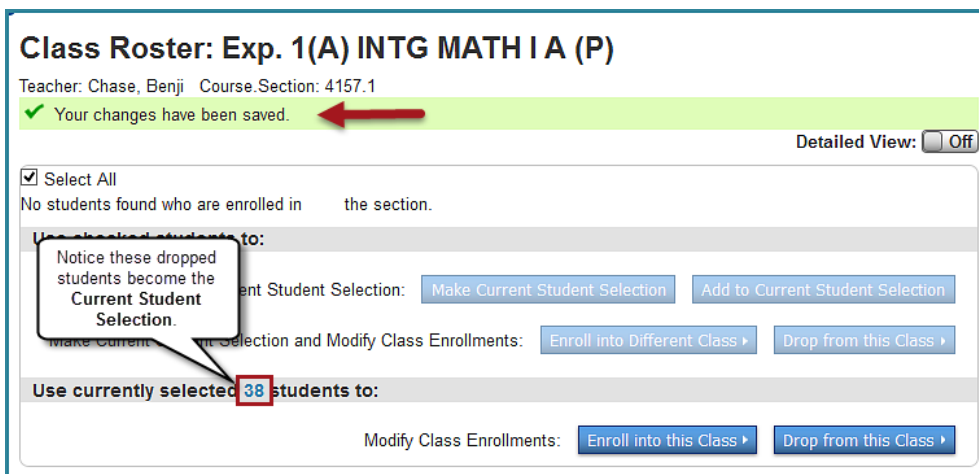
Num		Action
67072	Adams, Abdullah Khawaja	Drop on 10/15/2014
416767	Ahrari, Issiah Michael	Drop on 10/15/2014
30762	Albert, Giovanni	Drop on 10/15/2014
110800291	Balderas, Ileanis Flores	Drop on 10/15/2014
538432	Carbonell, Zane	Drop on 10/15/2014

Verify these are the correct students

- If you have made the wrong student selection, click the **Back** button, in the lower right corner, to return to the **Class Roster**. After verifying the information is correct, click the **Drop Students** button. If you select the **Drop Students and Reschedule** button, proceed to page 17, **Schedule Multiple Students in a Class**.



- You will be returned back to the Class Roster page, notice the green confirmation **Your changes have been saved**.



If you plan on rescheduling the Current Student Selection, see **Schedule Multiple Students in a Class** on page 17.

Fixing Overlapping Section Enrollments

Sometimes a mistake is made during scheduling. For example, after dropping a student from class, the counselor realizes they dropped the student from the wrong class. They then attempt to correct the error by re-scheduling the student back into the original class.

While this process appears to be the logical fix, it actually creates an inactive record that will not allow the student's grade to be stored for that class.

To fix a duplicate section enrollment, do the following:

1. On the **Student page**, select **All Enrollments** from the main menu on the left.
2. On the **All Enrollments** page, locate the re-scheduled class and click **Edit**.

All Enrollments

Entered +	Exited	Exp	Course	Teacher	View	Edit
10/14/2015	02/01/2016	1(A)	ENLGCP1AP (HP)	Ward, Elizabeth Marie	View	Edit
09/08/2015	10/14/2015	1(A)	ENLGCP1AP (HP)	Ward, Elizabeth Marie	View	Edit

Re-scheduled class Enroll date.

Click Edit.

Original class Enroll date.

3. Change the **Enroll Date** of the re-scheduled class to match the **Enroll Date** of the original class.
4. Click **Submit**.

Edit Enrollment Record

Student

Course ENLGCP1AP (HP) (1655.1)

Teacher Ward, Elizabeth Marie

Expression 1(A)

Enroll Date 9/8/2015 (MM/DD/YYYY)

Exit Date 02/01/2016 (MM/DD/YYYY)

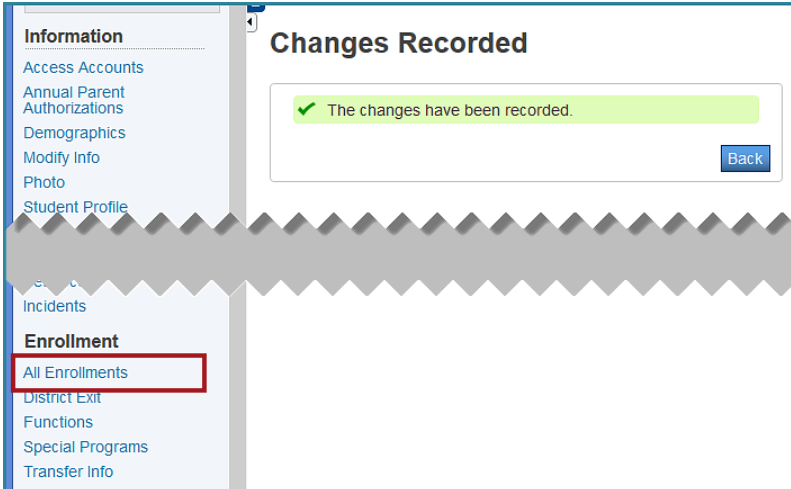
Use these fields to edit a student's class enrollment record. However, if dropping a student from a class, use the drop function on the Class Roster page or the Modify Schedule page.

California State Information

Submit

Change the Enroll Date to match the Enroll Date of the original class.

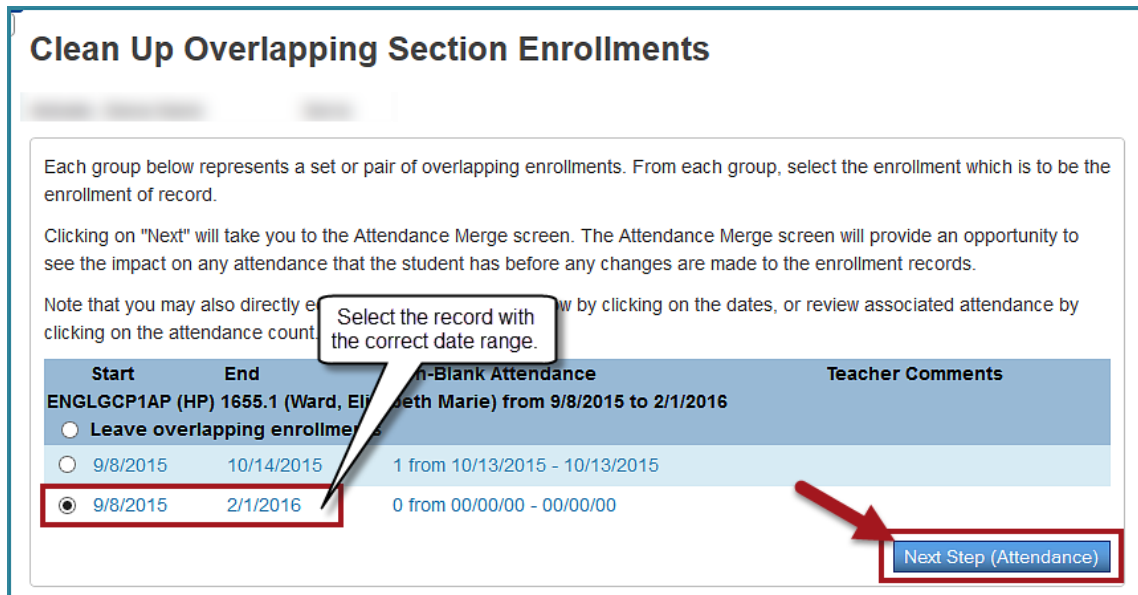
- On the **Changes Recorded** confirmation page, select **All Enrollments** again.



- At the bottom of the **All Enrollments** page, click the **Clean up overlapping enrollments** link.

09/03/2013	01/27/2014	6(A)	PHYS 1 ADV (P)	0000, Han Han gunter	View	Edit
<p>⚠ This student has multiple overlapping enrollments in a single section. This condition may cause system instability and is always incorrect. Clean up overlapping enrollments.</p>						

- On the **Cleanup Overlapping Section Enrollments** page, select the record that has the correct date range.
- Select **Next Step (Attendance)**.



Each group below represents a set or pair of overlapping enrollments. From each group, select the enrollment which is to be the enrollment of record.

Clicking on "Next" will take you to the Attendance Merge screen. The Attendance Merge screen will provide an opportunity to see the impact on any attendance that the student has before any changes are made to the enrollment records.

Note that you may also directly edit the enrollment by clicking on the dates, or review associated attendance by clicking on the attendance count.

Select the record with the correct date range.

Start	End	Blank Attendance	Teacher Comments
ENGLGCP1AP (HP) 1655.1 (Ward, Elizabeth Marie)	from 9/8/2015 to 2/1/2016		
<input type="radio"/> Leave overlapping enrollments			
<input type="radio"/> 9/8/2015	10/14/2015	1 from 10/13/2015 - 10/13/2015	
<input checked="" type="radio"/> 9/8/2015	2/1/2016	0 from 00/00/00 - 00/00/00	

[Next Step \(Attendance\)](#)

9. On the **Merge Attendance** page, check the box to confirm you want to merge the attendance records.
10. Click **Submit**.

Merge Attendance

When the student's enrollments are merged, the following attendance records will need to be moved to the anchor enrollment or removed.

For each day/period where the student has attendance, pick which record should be kept. All others will be removed.

Now the merge attendance screen moves all of the enrollment data from the enrollment page to a particular day/period only. And

day/period, you will need to choose the proper anchor period. Finally, you will choose the enrollment dates and course section, and to fall outside the range of the enrollment, that will also be highlighted below, although submitting will always simply remove these "orphaned" records.

An italicized attendance code indicates a code which was entered or last modified by an administrator. Non-italicized attendance was entered by a teacher.

Date	Period	Marks Made	Note
ENGLGCP1AP (HP) 1655.1 (Ward, Elizabeth Marie) from 9/8/2015 to 2/1/2016 (into 9/8/2015 to 2/1/2016 enrollment)			
<input checked="" type="checkbox"/>			Check to confirm that you really want to merge this group of enrollments

Submit

11. You will receive a message that all duplicate enrollments for this student have been resolved.

Clean Up Overlapping Section Enrollments

Each group below represents a set or pair of overlapping enrollments. From each group, select the enrollment which is to be the enrollment of record.

Clicking on "Next" will take you to the Attendance Merge screen. The Attendance Merge screen will provide an opportunity to see the impact on any attendance that the student has before any changes are made to the enrollment records.

Note that you may also directly edit the enrollments listed below by clicking on the dates, or review associated attendance by clicking on the attendance count.

All duplicate enrollments for this student have been resolved

Next Step (Attendance)

Part 3:

Course

Sections


Creating a New Course Section

A section is one occurrence of a course. Each course can have multiple sections that meet in different rooms at different times and can be taught by different teachers.

To create a new Course Section, do the following:

1. From the **Start Page**, under Setup, select **School**.
2. On the **School Setup** page, click **Sections**.
3. Select the **Course Name**.
4. On the **Course** page, click **New**.

8027_2 ADVISORY

New


Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
5(A)	685	17-18	Ballesteros, Greyson Trinh	123	0	

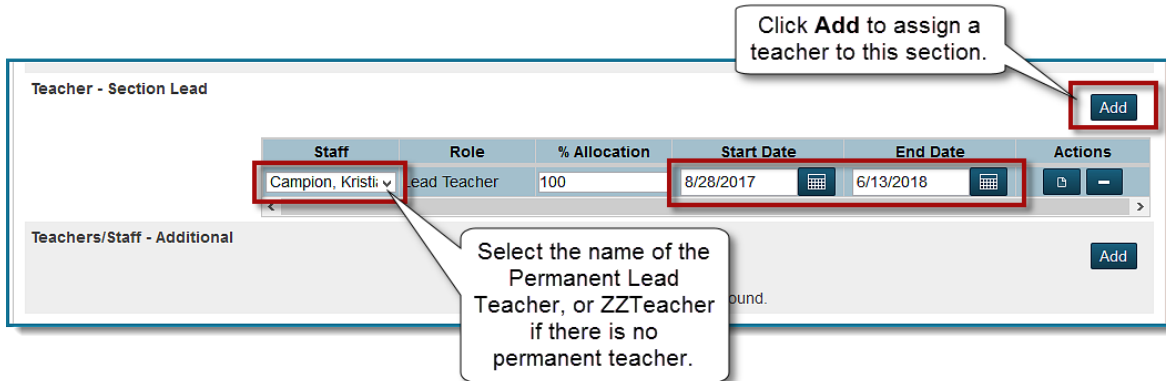
Make all students listed above the current selection

5. On the **Edit Section** page, check the appropriate **Expression** when the course meets, and select the appropriate **Term** from the term drop-down menu.

Edit Section

Field	Value																
Course Name																	
Course Number	8027_2																
Schedule	<div>Expression:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th></th> <th>A</th> </tr> </thead> <tbody> <tr><td>1</td><td><input 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 checked="" type="checkbox"/></td></tr> <tr><td>6</td><td><input type="checkbox"/></td></tr> <tr><td>7</td><td><input type="checkbox"/></td></tr> </tbody> </table>		A	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>
	A																
1	<input type="checkbox"/>																
2	<input type="checkbox"/>																
3	<input type="checkbox"/>																
4	<input type="checkbox"/>																
5	<input checked="" type="checkbox"/>																
6	<input type="checkbox"/>																
7	<input type="checkbox"/>																
Term	<div style="border: 2px solid red; padding: 2px;">2017-2018 ▼</div> <div style="font-size: x-small; margin-top: 5px;"> Start Date: 08/28/2017 End Date: 06/13/2018 </div>																

6. In the **Teachers – Section Lead** area, click **Add** to assign a teacher to this section.
7. From the **Staff** drop-down, choose the permanent Lead Teacher name, or ZZTeacher if there is no permanent teacher.
8. The Allocation field is optional.
9. The **Start Date** and **End Date** fields will default to the current term dates.
10. **OPTIONAL:** For **Teachers/Staff Additional**, click **Add** to associate additional teachers or staff to this section. See page 38 to add a Co-Teacher.



Click **Add** to assign a teacher to this section.

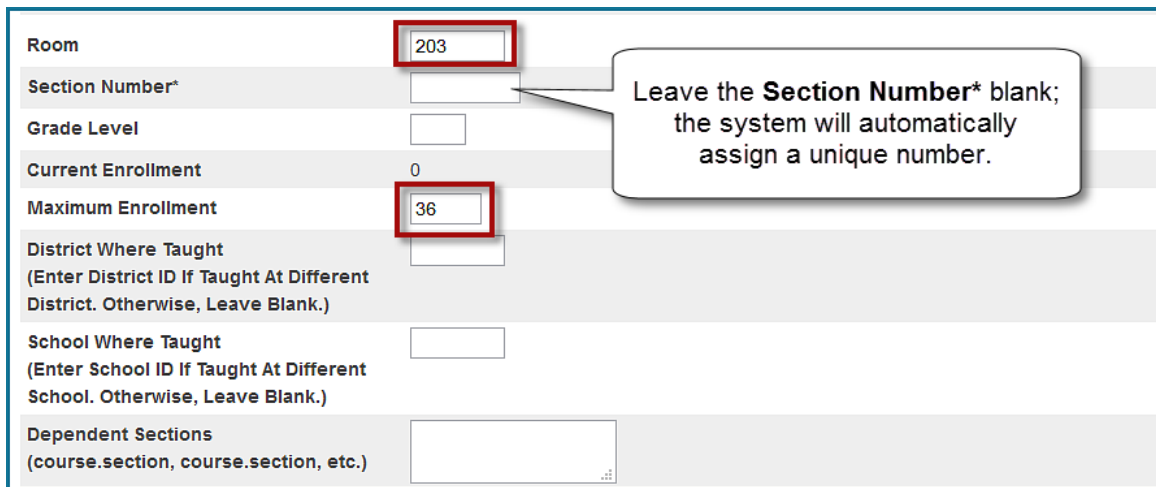
Staff	Role	% Allocation	Start Date	End Date	Actions
Campion, Kristi	Lead Teacher	100	8/28/2017	6/13/2018	

Teachers/Staff - Additional

Select the name of the Permanent Lead Teacher, or ZZTeacher if there is no permanent teacher.

Add

11. Enter a **Room**.
12. Leave the **Section Number*** blank; the system will automatically assign a unique number.
13. Enter a **Maximum Enrollment**.



Room: 203

Section Number*:

Grade Level:

Current Enrollment: 0

Maximum Enrollment: 36

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

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

Dependent Sections (course.section, course.section, etc.):

Leave the **Section Number*** blank; the system will automatically assign a unique number.

14. **Record Attendance Using Attendance Mode** will display **Meeting**.
15. **Record Attendance** should be set to **Each Meeting Separately**.
16. Check the **Close section at max** box. This will create a validation alert if the **Max Enrollment** is over subscribed.
17. Use the default values for the remaining fields.
18. Click **Submit**.

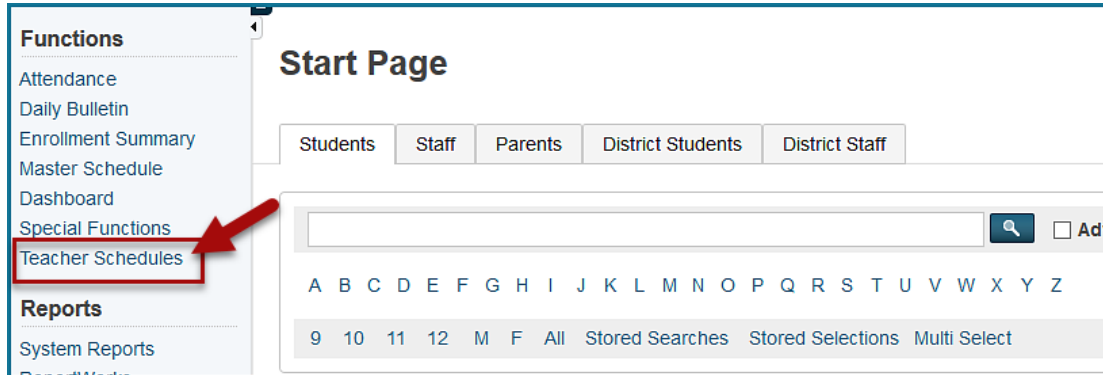
Record Attendance Using Attendance Mode	Meeting ▾	
Record Attendance (only applicable if Record Attendance Using Attendance Mode includes Meeting)	<input type="radio"/> Once for All Meetings <input checked="" type="radio"/> Each Meeting Separately	<div> This setting assures that if this section is blocked (2 periods long), the teacher must submit attendance for each period. </div>
Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>	
Exclude From Storing Final Grades (Use for Sections that are not graded so blank records are not stored with final grades.)	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude (Course Value: Include)	
Grade Scale	Same as Course ▾	(Course Value:)
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude (Course Value: Include)	
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude (Course Value: Include)	
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude (Course Value: Include)	
Section Type	▾	
House	▾	
Team	▾	
Close section at max	<input checked="" type="checkbox"/>	<div> Checking this box will create a validation alert if the Max Enrollment for this section is over subscribed. </div>
Maximum Load Status	Non-Exempt ▾	
		<div> <div>Delete Section</div> <div>Submit</div> </div>

Editing Existing Course Sections

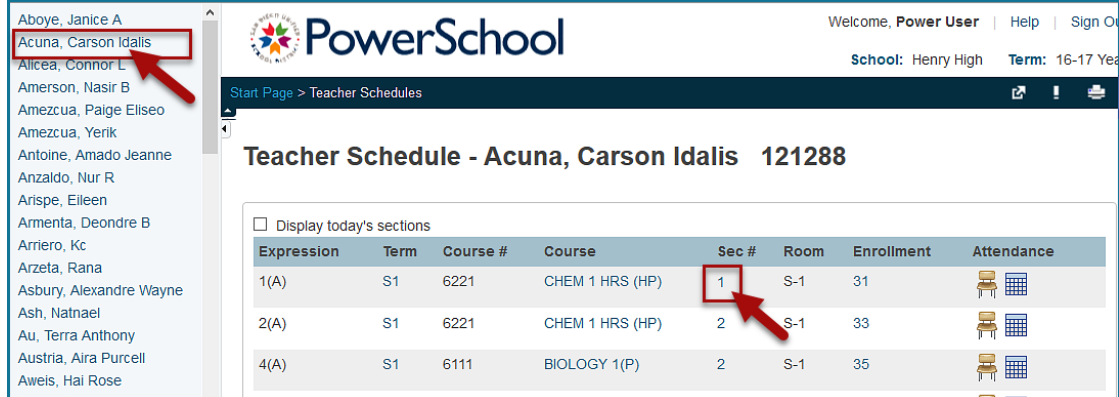
You may need to edit existing course sections during the school year. For example, you may need to make changes to Teacher information or Room numbers.

To edit an existing Course Section, do the following:

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



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



4. You will be taken to the **Edit Section** page. Modify this page, as needed.

Changing a Room Number

1. On the **Start page**, under Functions, select **Teacher Schedules**. Select the Teacher whose section will be edited, then select the section number to be edited.
2. On the **Edit Section** page, modify the room number.
3. Click **Submit**. You will receive a **Section saved** confirmation.

Edit Section

Field	Value																				
Course Name	CHEM 1 HRS (HP)																				
Course Number	6221																				
Schedule	Expression: 2(A) <table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr><td>1</td><td><input type="checkbox"/></td></tr> <tr><td>2</td><td><input checked="" 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> <tr><td>7</td><td><input type="checkbox"/></td></tr> <tr><td>0</td><td><input type="checkbox"/></td></tr> <tr><td>PP</td><td><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"/>	0	<input type="checkbox"/>	PP	<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"/>																				
0	<input type="checkbox"/>																				
PP	<input type="checkbox"/>																				
Term	Semester 1 Start Date: 08/15/2016 End Date: 01/29/2017																				
Teacher - Section Lead	<div>Add</div> <table border="1"> <thead> <tr> <th>Staff</th> <th>Role</th> <th>% Allocation</th> <th>Start Date</th> <th>End Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Acuna, Carson Idalis</td> <td>Lead Teacher</td> <td>100</td> <td>08/15/2016</td> <td>01/29/2017</td> <td> <div></div> <div>-</div> </td> </tr> </tbody> </table>	Staff	Role	% Allocation	Start Date	End Date	Actions	Acuna, Carson Idalis	Lead Teacher	100	08/15/2016	01/29/2017	<div></div> <div>-</div>								
Staff	Role	% Allocation	Start Date	End Date	Actions																
Acuna, Carson Idalis	Lead Teacher	100	08/15/2016	01/29/2017	<div></div> <div>-</div>																
Teachers/Staff - Additional	<div>Add</div> No records found.																				
Room	S-1																				
Section	2																				

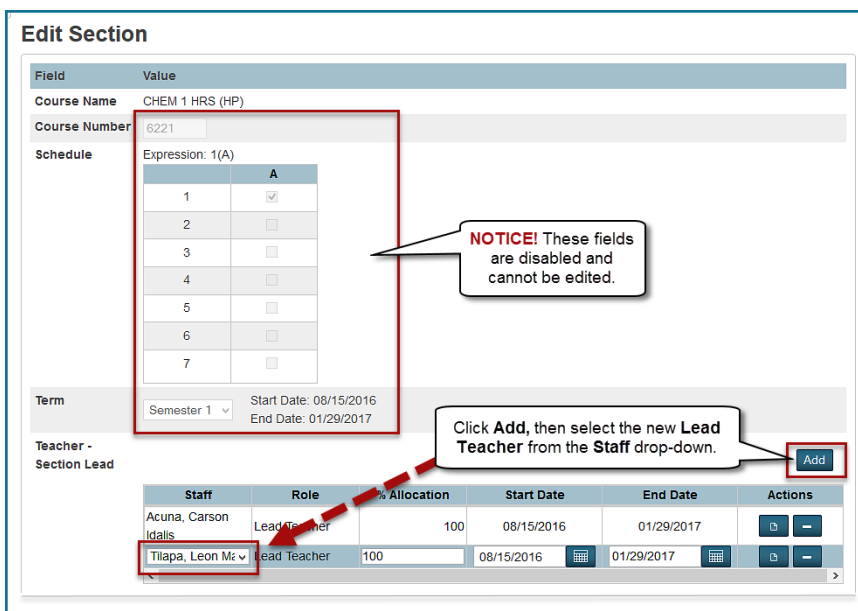
Modify the Room.
Click Submit.

Adding a New Lead Teacher to an Existing Section

There may be times when a new teacher will take over as Lead Teacher for an existing section. CALPADS reporting requirements mandate the importance of keeping the original section in place when adding a new Lead Teacher.

The new Lead Teacher will inherit the original Lead Teacher's PowerTeacher and Gradebook. They will be able to take attendance, add assignments, edit gradebook setup, and their name will appear on progress reports and report cards.

1. On the **Start page** under Functions, select **Teacher Schedules**. Select the Teacher whose section will be edited, then select the section number to be edited.
2. On the **Edit Section** page in the **Teacher – Section Lead** area, click **Add**.
3. From the **Staff** drop-down menu, select the name of the new **Lead Teacher**.



Edit Section

Field	Value
Course Name	CHEM 1 HRS (HP)
Course Number	6221
Schedule	Expression: 1(A)

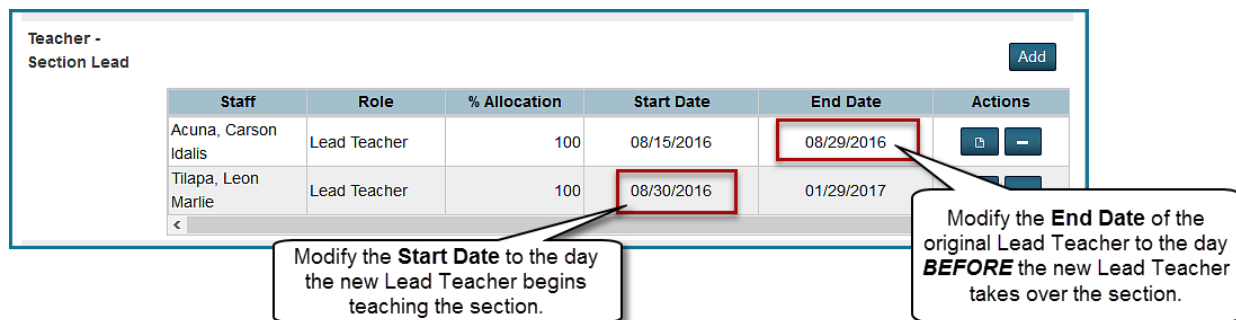
	A
1	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>

Term: Semester 1 Start Date: 08/15/2016 End Date: 01/29/2017

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
Acuna, Carson Idalis	Lead Teacher	100	08/15/2016	01/29/2017	
Tilapa, Leon M	Lead Teacher	100	08/15/2016	01/29/2017	

4. Modify the **End Date** of the original Lead Teacher to *the day BEFORE* the new Lead Teacher takes over the section.
5. Modify the **Start Date** of the new Lead Teacher to *the day they BEGIN* teaching the section.
6. Click **Submit**.



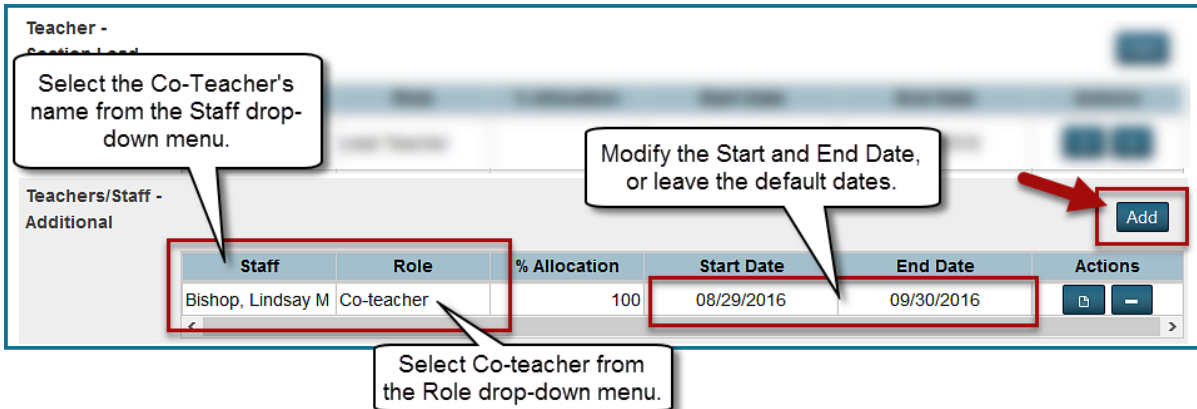
Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
Acuna, Carson Idalis	Lead Teacher	100	08/15/2016	08/29/2016	
Tilapa, Leon Marie	Lead Teacher	100	08/30/2016	01/29/2017	

Adding a Co-Teacher

For various reasons, you may need to add a Co-teacher to a section. Co-teachers have access to PowerTeacher to post attendance for the section, and to Gradebook to add assignments and enter grades.

1. On the **Start page** under Functions, select **Teacher Schedules**. Select the Teacher whose section will be edited, then select the section number to be edited.
2. On the **Edit Section** page in the **Teachers/Staff – Additional** area, click **Add**.
3. From the **Staff** drop-down menu, select the name of the Co-teacher.
4. From the **Role** drop-down menu, select **Co-teacher**.
5. Modify the **Start** and **End Date** to limit access to this section, or leave the dates in their default setting.
6. Click **Submit**.



Teacher -
Section Lead

Teachers/Staff -
Additional

Select the Co-Teacher's name from the Staff drop-down menu.

Modify the Start and End Date, or leave the default dates.

Select Co-teacher from the Role drop-down menu.

Staff	Role	% Allocation	Start Date	End Date	Actions
Bishop, Lindsay M	Co-teacher	100	08/29/2016	09/30/2016	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Working with ZZTeachers

Every course in the master schedule must have an identifiable instructor with a district employee ID. **ZZTeacher** entries in the master schedule must be updated to a known instructor by September 30 of each school year.

EXCEPTION! The following ZZTeachers aligned with their appropriate courses 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 (e.g., 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 (e.g., **Lunch**).

Please see the table on the next page for guidance on using specific **ZZTeacher** codes in PowerSchool.

ZZ Teacher Codes in Power School

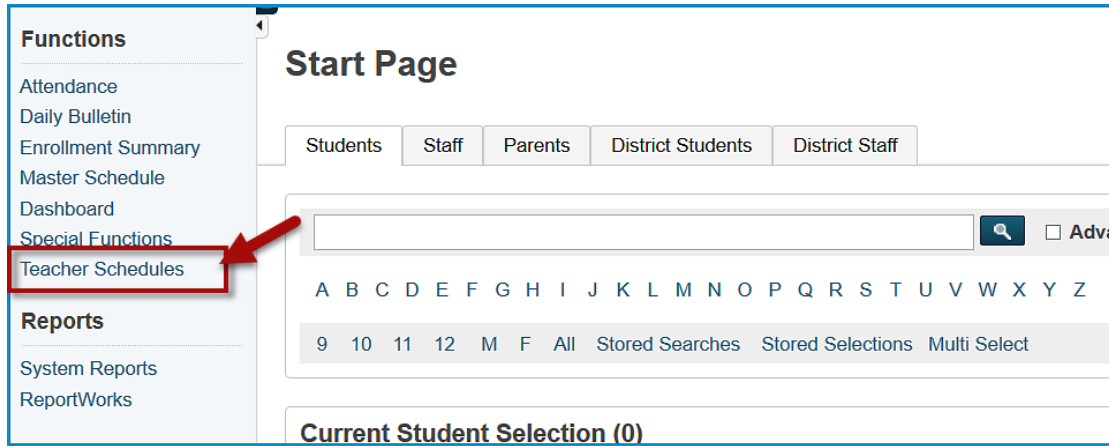
Faculty Name	Faculty ID	Type	Use
ZZTeacherA, ZZTeacherAA – AZ, ZZTeacherB - Z	zzteachera, zzteacheraa– az, zzteacherb - z	Placeholder	<ul style="list-style-type: none"> May be used as placeholder instructor until 9/30 each school year. Must be replaced by a known instructor, or if applicable, by one of the three *New Faculty Names below. Continued use beyond 9/30 will be flagged as a master schedule error. Note: Print 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 master 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

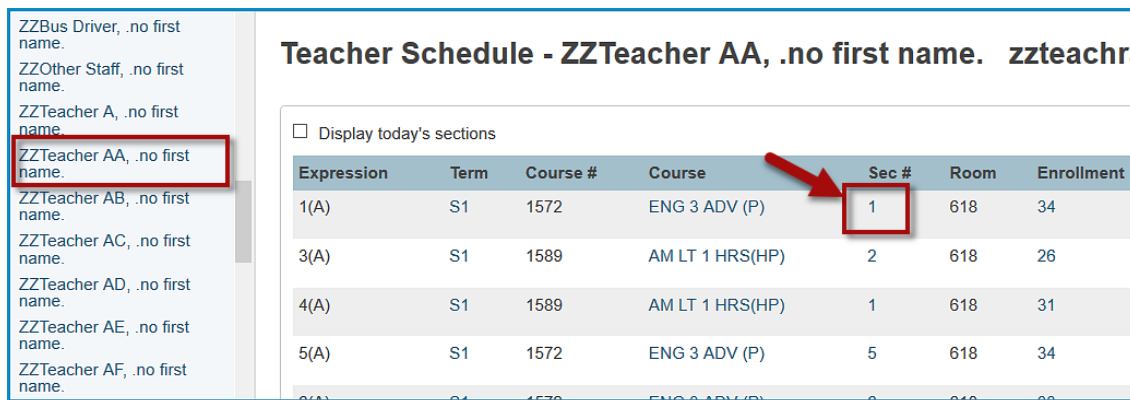
In your master schedule, you may have ZZ Teachers or other teacher placeholders. These placeholders could be for teachers that have yet to be assigned to your school, or for teachers that have been assigned, but never show up for the current school year.

Once a permanent teacher, long-term sub, or temporary certificated staff member has been identified, you will **replace** the ZZ Teacher or other teacher placeholder with the new teacher.

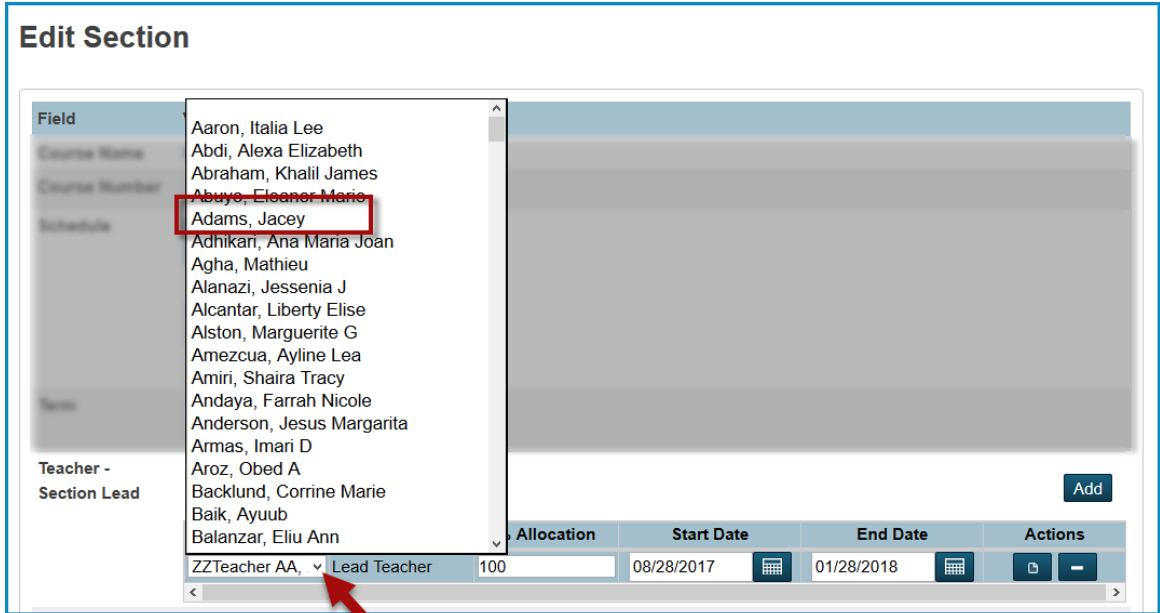
1. On the **Start Page**, select **Teacher Schedules** from the main menu.



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



- On the **Edit Section** page, under **Teacher – Section Lead**, click the **ZZTeachername**, to make the **Staff** field editable.
- Select the permanent teacher or long-term sub from the drop-down menu.



Edit Section

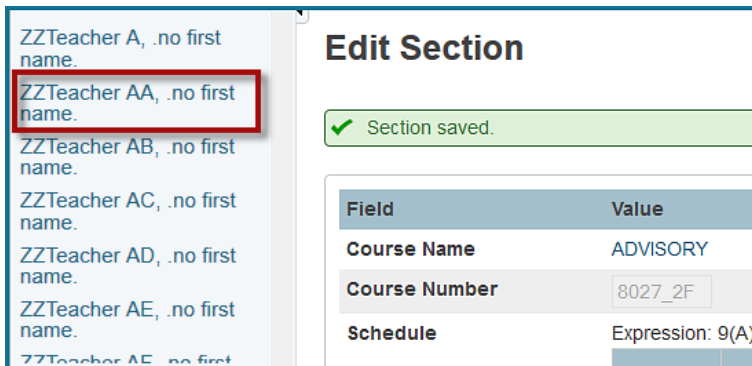
Field	Value
Course Name	
Course Number	
Schedule	
Teacher - Section Lead	ZZTeacher AA, Lead Teacher
Allocation	100
Start Date	08/28/2017
End Date	01/29/2018
Actions	

- Click **Submit**.

After submitting, you will get a **Section saved** confirmation.

- Elementary schools:** If you have additional ZZTeachers, select the **next ZZTeacher**, and repeat Steps 3–6.
- Secondary schools:** continue with the step 7:

- Find and select the **same ZZ Teacher**.



Edit Section

✓ Section saved.

Field	Value
Course Name	ADVISORY
Course Number	8027_2F
Schedule	Expression: 9(A)

8. Click the **next section number** that is currently on the top of the list, and continue from **Step 4**, above.

Teacher Schedule - ZZTeacher AA, .no first name. zzteacher

☐ Display today's sections

Expression	Term	Course #	Course	Sec #	Room	Enrollment
3(A)	S1	1589	AM LT 1 HRS(HP)	2	618	26
4(A)	S1	1589	AM LT 1 HRS(HP)	1	618	31
5(A)	S1	1572	ENG 3 ADV (P)	5	618	34

Repeat Steps 3–6, until all sections have been changed for this ZZ Teacher.

Closing a Course Section

At some point, you may need to close a Section. For example, when enrollment in a section is low and students must be disbursed to other sections.

Once the students have been dropped from the section and enrolled in their new section, (See page 24, **Drop Multiple Students from a Class** and page 17, **Schedule Multiple Students in a Class**) label the section closed. This way, Counselors are able to see sections that are not available for scheduling.

NOTE: PowerSchool will still allow scheduling into closed sections, even though they have been *labeled* as CLOSED. It is best practice to notify counselors when sections are closed.

1. On the **Start Page**, select **Teacher Schedules**.
2. Select the name of the **Teacher** whose section is closing.
3. From the **Teacher Schedule**, verify that the **Enrollment** is zero (all students have been dropped from class), then click the **Section Number** link of the section you need to close.

Teacher Schedule - Alawad, Esmeralda J 121816

☐ Display today's sections

Expression	Term	Course #	Course	Sec #	Room	Enrollment
1(A)	S1	2323	SPN 3(P)	7	413B	32
2(A)	S1	2003	FR 3(P)	2	413B	20
3(A)	S1	2003	FR 3(P)	1	413B	24
4(A)	S1	2323	SPN 3(P)	5	413B	0
6(A)	S1	2003	FR 3(P)	9	413B	35

Verify the students have been dropped. The Class Enrollment should be zero.

Click the section number to open the Edit Section page.

Students listed above the current selection

4. **IMPORTANT! DO NOT** replace the name of the Lead Teacher with a ZZTeacher.
5. In the **Section Edit** screen, type the word **CLOSED** in the **Room** field, and enter the number **1** in the **Maximum Enrollment** field.

Room	CLOSED
Section Number*	5
Grade Level	0
Current Enrollment	0
Maximum Enrollment	1

6. Click **Submit**.

Deleting a Course Section

Please follow the instructions below to delete a section from the master schedule at your school.

NOTE: Once school begins, if attendance has been taken, sections cannot be deleted. For these sections, drop the students as of the day after the last day of attendance and modify the room number to “CLOSED” (See page 44, **Close a Course Section**).

If you have a section where no attendance was taken, follow the steps below to delete the section.

Deleting a Section from Your Master Schedule, Once School has Started

1. Withdraw all students from the section. Please make sure students are withdrawn with an **Exit Date** which matches the **Entry Date** for the class. This will delete the student enrollment record (See page 24, **Drop Multiple Students from a Class**). *Be sure to drop Pre-Registered students, as well.*
2. Verify the section enrollment is “0”
3. Modify the section Room to “CLOSED”
4. Contact the **Help Desk** to request assistance with removing the section from your master schedule. Please ensure the following information is provided in the request:
 - **School**
 - **Course Number**
 - **Section Number**
 - **Teacher**

Please also confirm with the Help Desk that students have been withdrawn from the class. **Help Desk (619) 209-HELP (4357)**

Part 4:

Scheduling

Reports

Printing a Class Roster

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, under **Student Listings**, click **Class Rosters (PDF)**.
3. Configure the **Class Roster** page:
 - a. **Load Report:** Do not make a selection.
 - b. **Print rosters for:** Select at least one teacher. If you do not make a selection, the report will not run.
 - c. **Meeting(s):** Check the appropriate meeting periods. Leave unchecked to select all.
 - d. **Include students who:** Select **are currently enrolled in class**.

Class Rosters (PDF)

Do not select a report.

Load Report: Please select a Report

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

Alagha, Cairo J

Balbuena, Samaria Francisco

Bergstrom, Makai M

Bork, Ilias

Brickner, Wolfgang Tanous

Byrd, Saida P

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"/>

Include students who

☒ are currently enrolled in class

☐ were enrolled on MM/DD/YYYY

☐ were enrolled any time between MM/DD/YYYY and MM/DD/YYYY

You must make at least one teacher selection.

- e. **Heading font:** Times
- f. **Size, line height, style:** 12
- g. **Print heading on:** Select **All pages** from the drop-down menu.
- h. **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]

- i. **Column title font:** Helvetica
- j. **Size, line height, style:** 12
- k. **Print column titles on:** Select **All pages** from the drop-down menu.
- l. **Roster font:** Times
- m. **Size, line height, style:** 12
- n. **Roster columns (Fields):** Enter the flowing 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

HINT: 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

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> <p>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</p>

o. **Rule width (points):**

Horizontal: .5

Vertical: .1

p. **Cell padding:**

Horizontal: 4

Vertical: 2

q. **Page Size:** select **Letter (8 1/2" x 11")** from the drop-down menu.

r. **Margins (inches):**

Left: .5

Top: .5

Right: .5

Bottom: .3

s. **Orientation, Scale:** Select **Portrait (vertical)** from the drop-down, and enter 95.

t. Leave the remaining fields in their default setting.

u. 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	Width	
		<input type="text"/>	<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" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/>			
Report Output Locale	<input type="text" value="English"/>			
<input type="button" value="Submit"/>				

- You will be directed to the **Report Queue (System) – My Jobs** page. **Right Click** on the **View** link and select **Open Link in New Tab** to open your **Class Roster Report**.

Class Roster (PDF)

Teacher: Alagha, Cairo J
 Course: WD HST/GEOG 7TH
 Course Code: 6521_2
 Period and Day: 3(A)
 Room: B17
 As of: 9/7/16

ID	Last	First	GR	Phone
85052	Appleton	Yadira	7	619-994-8997
336795	Arvayo	Alonzo	7	619-997-8842
349843	Barnard	Tim	7	858-997-5731
96587	Bidwell	Amy	7	858-994-7014
383971	Blackburn	Eamon	7	619-996-7663
320005	Don	Amairany	7	949-982-3369
340346	Franks	Ulisses	7	619-988-6713
98346	Greer	Madison	7	619-989-5307
98603	Hobson	Deven	7	714-994-6722
326583	Hutson	Johanna	7	858-998-0616
98601	Lay	Austin	7	619-989-5261
65614	Lovato	Herman	7	925-990-1150
348387	Luy	Helena	7	949-997-6029
565986	Marcelino	Thomas	7	617-457-1291
565727	Mcnaury	Thong	7	617-457-1993
350242	Olachea	Valerie	7	619-988-4261
333673	Patmon	Julia	7	858-997-9598
339077	Piceno	Matt	7	619-988-7095
336962	Poindexter	Lazaro	7	619-997-8796
49946	Rascon	Kyran	7	858-983-5596
442428	Spears	Ronald	7	760-985-5556
603378	Uriostegui	Adali	7	617-489-4630

Printing the Master Schedule

There are multiple ways to print a Master Schedule Report:

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

Master Schedule PDF Report

1. From the **Start Page** under Reports, click **System Reports**.
2. On the **System** tab, under Student Listings, click **Master Schedule (PDF)**.
3. Configure the **Master Schedule PDF** page as follows:

Master Schedule Options

- a. Check the desired **Periods** check box(es).
- b. Check the desired **Days** check box(es).
- c. Credit type is OPTIONAL. By entering a Credit type, you can filter your report to only display courses that meets specific grad requirements.
- d. Leave **Rooms** set to **All Rooms**.
- e. 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.
- f. Select **Sort By** option.

Printing Options

- g. See the screen shot on page 51 for suggested Print Options.
4. Click **Submit**.

Master Schedule Options

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

☒ All Rooms
104
107
108
110
111
113
114
116
117

Leave **All Rooms** selected.

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

Master Schedule 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")
Margins (inches)	Left .3 Top .3 Right .3 Bottom .3
Orientation, Scale	Landscape (horizontal) 90
Watermark text	
Watermark mode	Overlay
When to print	ASAP
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

5. You will be directed to the **Report Queue (System) – My Jobs** page. Right Click on the **View** link and select **Open Link in New Tab** to open your **Master Schedule PDF Report**.

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:
 - a. Check the desired **Periods** check box(es).
 - b. Check the desired **Days** check box(es).
 - c. Credit type is **OPTIONAL**. By entering a Credit type, you can filter your report to only display courses that meets specific grad requirements.
 - d. Leave **Rooms** set to **All Rooms**.
 - e. 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.
 - f. Select **Sort By** option. (In this example, Teacher Name has been selected).
 - g. Select the **View By** option of your choice, **Matrix** or **List**.
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	(leave blank for all)
Rooms	<div>All Rooms</div> <div>02</div> <div>03</div> <div>07</div> <div>08</div> <div>09</div> <div>10</div> <div>12</div> <div>B02</div> <div>B03</div>
Teachers	<div>All Teachers</div> <div>Alagna, Carlo J</div> <div>Balbuena, Samaria Francisco</div> <div>Bergstrom, Makai M</div> <div>Bork, Ilias</div> <div>Brickner, Wolfgang Tanous</div> <div>Byrd, Saida P</div> <div>Chinchilla, Channing R.</div> <div>Cornett, Nichole Dean</div> <div>Crow, Everardo B</div>
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

Submit

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	WLDHST/GEO 7 SM 6521S_2.1 11/36 Room B17 5(A) Term: 16-17
Balbuena, Samaria Francisco (120928)	A	SPN 2(P) 2322.1 24/36 Room B22 1(A) Term: S2	SPN 2(P) 2322.2 23/36 Room B22 2(A) Term: S2	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	SPN 2(P) 2322.3 23/36 Room B22 4(A) Term: S2

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

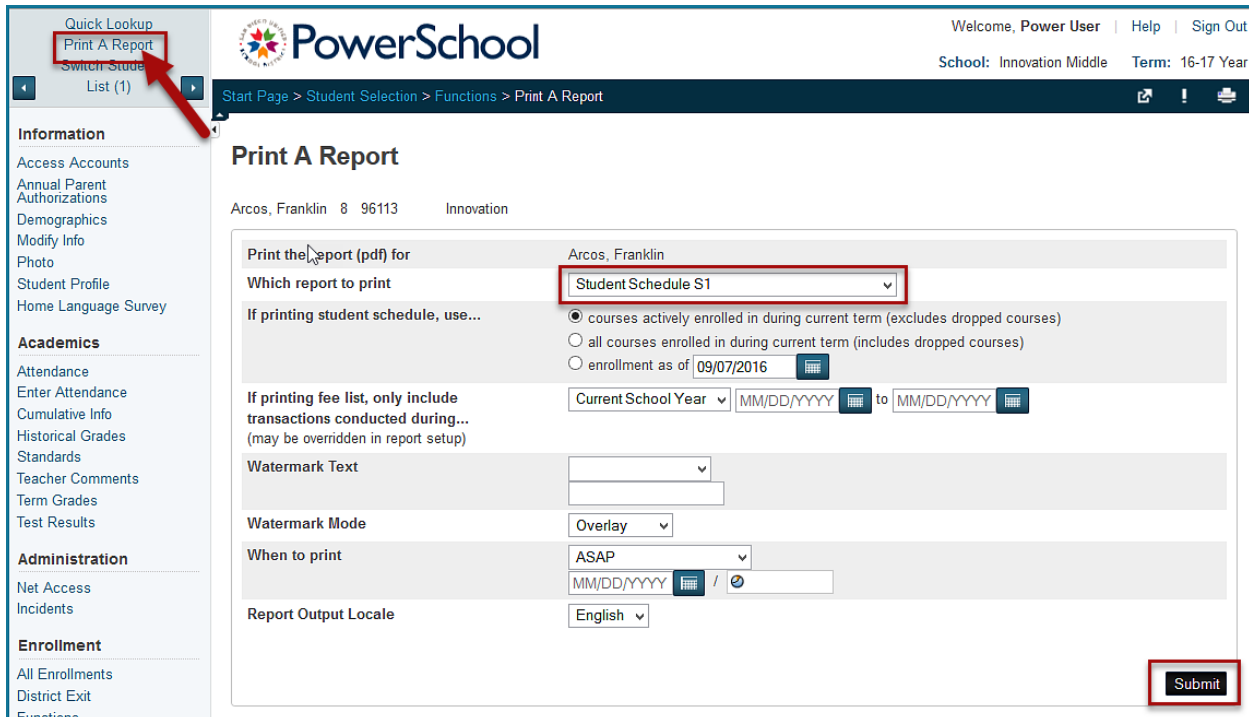
Click the class enrollment number to open the teacher's **Class Roster** page.

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. From **Report Queue (System) – My Jobs**, find your job in the queue and Right Click the blue View link, then click **Open Link in New Tab** to view the report.

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:
 - a. **Which report would you like to print?:** Student Schedule S1 (this setting will print Lunch PINs).
 - b. **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**.
 - c. **In what order?:** Select the sort order as appropriate.
 - d. **If printing student schedules, use...:** select the appropriate radio button (In this example, **courses enrolled during current term** has been selected).
 - e. Click **Submit**.

Print Reports Screen

Print Reports

Option	Value
Which report would you like to print?	Student Schedule S1
	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 <input checked="" type="radio"/> By grade, then alphabetical <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...	<input checked="" type="radio"/> courses enrolled during current term <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	
Watermark Mode	Overlay
When to print	ASAP / (MM/DD/YYYY)
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.

- From **Report Queue (System) – My Jobs**, find your job in the queue and **Right Click** the blue **View** link, then click **Open Link in New Tab** to view the report.
- Print the schedules when they open.

Additional Scheduling Reports

The following reports are found under **System Reports>sqlReports4 tab>Scheduling**.

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 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 more than one period.

Enter an effective date to run the report.

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.

Misaligned Class and School Enrollments

This report lists students who have misalignment of dates between Class enrollments and School Enrollments.

Please make the necessary corrections to the student's 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 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 into 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.

To correct these errors, see **Fixing Overlapping Section Enrollments** on page 27.

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 list 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 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.