

## During the School Year Scheduling: Secondary Schools

This course will teach you how to use the master schedule and how to modify students' schedules, including enrolling them into special programs and classes, after master scheduling has taken place at the beginning of the school year.

### The Master Schedule

The master schedule is a visual representation of who teaches what and when during the current school year. At each school, the master schedule shows the active courses and sections, who teaches them, when and where they meet, and how many students are currently enrolled in each class. It's a handy tool for counselors, registrars, and other school administrators who can benefit from seeing all of this information on one screen.

To view the Master Schedule, click **Master Schedule** on the Start Page.

To edit the Master Schedule Preferences, click **Master Schedule** on the Start Page, then click **Show Preferences**.

## Secondary Scheduling Quick Reference Card

### Master Schedule - School Year By Teachers

Teacher	Day	Period 1
Abram, Michael (1)	A	U.S. History SOC1000.2 19/25 Room 125 1(A) Term: 08-09 -----
		Consumer Math MAT1000.4 28/45 1(A) Term: 08-09

This is the course section number.

This is the number of currently enrolled students.

This is the maximum number of students who can enroll.

# Secondary Scheduling

## Add Courses

You can add courses to your school's Master Schedule by activating existing courses on the Master Course List, using courses from your school that were converted over from your old system, or by creating new courses.

### To add a new course:

1. Click **School** on the Start Page
2. Click **Courses**
3. Click **+ New Course**
4. Enter the Course Name
5. Enter the Course Number
6. Enter the Credit Type, such as ELEC, MAT, ENG, or SOC
7. Select to Use the Course for Lunch, otherwise, leave it blank
8. Select to Exclude on Report Cards/Transcripts
  - a. Otherwise, leave it blank
  - b. Typically, courses are included on report cards and transcripts
  - c. The exception would be a course that does not issue a grade, such as Study Hall or Special Education
9. Click **Submit**
10. Refer to the Help Menu for instructions on how to complete additional fields on the Create New Course page

## Making a Course Active/Inactive at Your School

To activate a course:

1. Click **School** on the Start Page
2. Click **Courses**
3. Click **Manage Courses for this school**
4. Select the check box next to the course you want to make active
5. Click **Submit**

To deactivate a course:

1. Clear the check box next to the course you want to make inactive
2. Click **Submit**

# Secondary Scheduling

## Modify the Master Schedule

### Add Course Sections

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

1. Click **School** on the Start Page
2. Click **Sections**
3. Select the course name
4. Click **New**
5. Select the Term
6. Select the Schedule (expression or period)
7. Select the Teacher
8. Enter the Room
9. Enter the Section Number, keeping in mind:
  - a. Section numbers must be unique for each section, at each school
  - b. If you want PowerSchool to automatically assign a section number, leave the field blank
10. Enter Dependent Sections so that when a student is enrolled in this section, he/she will automatically be enrolled in any dependent sections (e.g. Lab is a dependent section of Biology)
11. Select the Mode used to Record Attendance
12. Select the Record Attendance preference
13. Select to Exclude from Attendance, otherwise, leave it blank
14. Select to Exclude from Storing Final Grades, otherwise leave it blank
15. Select to Exclude on Report Cards/Transcripts, otherwise, leave it blank
  - a. Otherwise, leave it blank
  - b. Typically, courses are included on report cards and transcripts
  - c. The exception would be a course that does not issue a grade, such as Study Hall or Special Education
  - d. Click **Submit**
16. Refer to the Help Menu for instructions on how to complete additional fields on the New Section page

## Edit Course Sections

Course sections may need to be edited for a number of reasons during the school year. A teacher may take a leave of absence, there may be construction going on that requires a room change, or the max enrollment number may be altered.

1. Click **School** on the Start Page
2. Click **Sections**
3. Select a course name
4. Select a section number
5. Edit fields as needed
6. Click **Submit**

## Delete Course Sections

Never delete a section that has ever had students enrolled in it because there are attendance and enrollment records tied to it.

1. Click **School** on the Start Page
2. Click **Sections**
3. Select a course name
4. Select a section number
5. Click **Delete**
6. Enter delete section password, which, if you do not know, contact your PowerSchool administrator
7. Click **Delete**

# Secondary Scheduling

## Manually Schedule Students using Add/Drop

### Add a Class

You can use the Modify Schedule page to manually add classes to a student's schedule.

1. Select a student on the Start Page
2. Click **Modify Schedule**
3. Search for Available Classes
4. Use the search filters to narrow the results
5. Enter the enroll date. This is the first day the student will attend class
6. Click the **course name** to be added

If you know the exact course.section number, then use Quick Enroll.

### Drop a Class

An easy way to drop classes from a student's schedule is to use the Modify Schedule page.

1. Select a student on the Start Page
2. Click **Modify Schedule**
3. Select check box next to class to be dropped
4. Enter the Exit Date
5. Click **Drop Classes**

## Enrolling a Student in a Class at Another School

To enroll a student in a class at another school, go to the student Functions page, click **Enroll in a Class at Another School**, and then enter the school name, course section number, and enroll date.

1. Select a student on the Start Page
2. Click **Functions**
3. Click **Enroll in a Class at Another School**
4. Select School where class is held
5. Enter Course.Section number
6. Enter Enrollment date
7. Click **Submit**



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

Golding, Matthew B 8 20221 CHMS

Student	Golding, Matthew B
School where class is held	Apple Grove High School 1
Course.Section Example: 53010.8	CUL001.1
Enrollment date	10/29/2008

**Submit**

# Secondary Scheduling

## Mass Enrolling Students in a Class

To mass enroll students into a class, you must first select the group of students you want to enroll. Then, use the Mass Enroll function to enroll students in a class with the teacher's name and period, or with the course.section number.

1. Select a group of students on the Start Page
2. Click **Group Functions**
3. Click **Mass Enroll**
4. Select a teacher and the period (or) enter the course.section number
5. Enter the Enrollment date
6. Click **Submit**

**Mass Enroll - Term: 08-09 Year**

Mass enroll the selected students into which class?

Select a teacher...   HR.25 (course.section)

Clicking the Submit button below will cause the selected 10 students to be enrolled in the class specified above.

Enrollment date:  11/21/2008

## Enrolling an Individual Student into a Special Program

You can enroll an individual student into a special program. You must enroll students in special programs each year.

1. Select a student from the Start Page
2. Click **Special Program**
3. Click **New**
4. Enter a Comment
5. Enter the Entry Date
6. Enter the Exit Date, keeping in mind:
  - a. To keep attendance records accurate, the exit date must be the day after the last day of the school year
  - b. If students don't exit prior to the end of the year, then enter the last date of the school year
7. Enter the student's Grade Level
8. Select the Program
9. Click **Submit**

**New Special Program Enrollment** \$

Reyes, Kayla 10 840002133 AGHS1

Comment  Kayla's native language is Portuguese; needs English language support.

Entry Date  11/17/2008

Exit Date

Exit Reason

Grade Level  10

Program  ESL

## Mass Enrolling Students into a Special Program

You can mass enroll a group of students into a special program.  
You must enroll students in special programs each year.

1. Select a group of students on the Start Page
2. Click **Special Functions**
3. Click **Group Functions**
4. Click **Mass Enroll Special Program**
5. Select the Program
6. Enter the Entry Date
7. Enter the Exit Date, keeping in mind:
  - a. To keep attendance records accurate, the exit date must be the day after the last day of the school year
  - b. If students don't exit prior to the end of the year, then enter the last date of the school year
8. Enter an Exit Code, if applicable
9. Enter a Comment
10. Click **Submit**

**Mass Enroll Special Program**

Mass enroll the selected students into which special program?

Program	Gifted and Talented ▾
Entry Date	11/19/2008
Exit Date	
Exit Code	
Comment	

Submit