



PSISJS, LLC

RCAN Elementary Schools

Scheduling

April 2019

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RCAN Agenda Power Scheduler Training

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 - Prepare for Scheduling
 - Teacher Schedules
 - Edit
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Teachers

Create New Teacher, as needed.
In PowerSchool, go to New Staff Entry

PowerSchool will check for name match, if you find your teacher click on name to bring to your school.

The screenshot shows a form for adding a new staff member. The 'Name (Last, First MI)' field is filled with 'Jones', 'Debra', and 'MI'. The 'ID' field contains '17659034'. The 'Staff Type' dropdown is set to 'Teacher'. Red arrows highlight these fields.

Teachers Username and Password-Enter a Help Desk ticket

Teachers-Prepare for Scheduling

In PowerSchool (aka Live Side)-
Schedule this Teacher to bring to
PowerScheduler.

On Start Page, click Staff tab to bring
up All Teachers or enter a last name of
teacher and search. Once you
have your teacher, check box for
Schedule this Teacher to make
teacher available in
PowerScheduler and click **Submit**
to save.

The screenshot shows the 'Staff Scheduling Preferences' form for 'Moore, Barb J 1000'. Under 'Required Settings', the 'Schedule This Teacher' checkbox is checked. Under 'Optional Settings', there are fields for 'Building Code', 'House Code', and 'Team Code'. A red arrow points to the 'Submit' button at the bottom right.

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Enter Teacher Sections in PowerScheduler

CAUTION! PowerScheduler screens look similar to Live Side. Always verify that you are in PowerScheduler before editing or deleting sections.

Go to Resources>Teachers>Click on Teacher Name>Click on Schedule tab

TIP: If working with a group of teachers schedules, go up top of teacher names and change Preference to Schedule, then every time you click on a teacher name the schedule will appear.

Click **New Section**

- Teacher Name: will be hard-coded.
- Course Number: click Associate to choose course number
- Term: choose which term course take place
- Expression: What Period(s) and what Day(s) course take place
- Room: Click Associate to choose a Room
- Section Number: *Enter your unique Section Number.* The first few digits are separate your school, the 2nd to last digit is the grade level and last digit represents A or B of a class. A=1, B=2.

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"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>
13	<input type="checkbox"/>
14	<input type="checkbox"/>


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Dependent Sections

In Home Room, enter Dependent Sections information. Enter every course and section number that student that gets enrolled in this Home Room also need to be enrolled. Enter

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

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

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

Grade Scale


Maximum Load Status

Exclude from GPA? Same as course Include Exclude

Exclude from Class Rank? Same as course Include Exclude

Exclude from Honor Roll? Same as course Include Exclude

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



course.section,course.section,course.section

Click **Submit** to Save

Edit Section Info-(**Not** Teacher Name)

Click on the blue Section Number of course to edit

Edit any data except Teacher, as it is hard-coded. Click **Submit** to Save changes.

Teacher Schedule - Miller, Karen demo

Build: 2019 - 2020 SAJCs (2221) Catalog: 2019-2020 SAJCs (1673)

Assignments Constraints Matrix Preferences **Schedule**

Basic Filter

6 of 6 Items

Section #	Expression	Term	Course Number	Course	Room	Section Type	Students	Max
41129072	1(A)	19-20	HR	Homeroom	2A		0	30
41129072	3(A)	19-20	RDLIT07	Reading/Literature - Grade 7	7		0	30
41129072	4(A)	19-20	LA06	Language Arts - Grade 6	6		0	0
41129072	5(A)	19-20	MA07PAL	Pre-Algebra - Grade 7	6		0	0
41129072	6(A)	19-20	SS07	Social Studies - Grade 7	6		0	30
41129072	7(A)	19-20	SCI07	Science - Grade 7	6		0	0

How to Edit Section Info-(**Including** Teacher Name)

To change a Teacher Name, go to Schedule>Sections>Course Name>click blue Section Number.

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World
Grade 3
Grade 4
Grade 5
Grade 6
Grade 7
Maths - Grade 1
Maths - Grade 3
Maths - Grade 4
Maths - Grade 5
Maths - Grade 6

New Section

Basic Filter

Clear Apply

1 of 1 items

Section #	Expression	Term	Teacher	Room	Section Type	Students	Max
41129061	4(A)	19-20	Hall, Myah	7		0	0

Course Name is hard-coded. Edit other data.

To change teacher, choose teacher from drop down. Click **Submit** to Save changes.

Option	Value																														
Course name	Language Arts - Grade 6																														
Course number	LA06																														
Term	2019-2020																														
Schedule	Expression: 4(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 type="checkbox"/></td></tr> <tr><td>3</td><td><input type="checkbox"/></td></tr> <tr><td>4</td><td><input checked="" 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>8</td><td><input type="checkbox"/></td></tr> <tr><td>9</td><td><input type="checkbox"/></td></tr> <tr><td>10</td><td><input type="checkbox"/></td></tr> <tr><td>11</td><td><input type="checkbox"/></td></tr> <tr><td>12</td><td><input type="checkbox"/></td></tr> <tr><td>13</td><td><input type="checkbox"/></td></tr> <tr><td>14</td><td><input type="checkbox"/></td></tr> </tbody> </table>		A	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9	<input type="checkbox"/>	10	<input type="checkbox"/>	11	<input type="checkbox"/>	12	<input type="checkbox"/>	13	<input type="checkbox"/>	14	<input type="checkbox"/>
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Teacher	Hall, Myah																														

Delete Teacher Sections in PowerScheduler

Go to Resources>Teachers>Click on Teacher Name>Click on Schedule tab

TIP: If working with a group of teachers schedules, go up top of teacher names and change Preference to Schedule, then every time you click on a teacher name the schedule will appear.

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Delete Section

Click on the **blue** Section
Number of course to delete

Scroll down to bottom
Click **Delete**

Teacher Schedule - Miller, Karen demo

Build: 2019 - 2020 SAJCs (2221) Catalog: 2019-2020 SAJCs (1673)

Assignments Constraints Matrix Preferences Schedule

New Section

Basic Filter

Clear Apply

6 of 6 items

Section #	Expression	Term ^	Course Number	Course	Room	Section Type	Students	Max
41129072	1(A)	19-20	HR	Homeroom	2A		0	30
41129072	3(A)	19-20	RDLIT07	Reading/Literature - Grade 7	7		0	30
41129072	4(A)	19-20	LA07	Language Arts - Grade 7	6		0	0
41129072	5(A)	19-20	MA07PAL	Pre-Algebra - Grade 7	6		0	0
41129072	6(A)	19-20	SS07	Social Studies - Grade 7	6		0	30
41129072	7(A)	19-20	SCI07	Science - Grade 7	6		0	0

Delete Submit

Click **Confirm Delete**

Confirm Delete Cancel Submit

Add Rooms

PowerScheduler>Resources>Rooms
Click New Room

Rooms

Build: 2018 - 2019 HRS (653) Catalog: 2018-2019 RHS (312)

New Room

Basic Filter

Clear Apply

1 of 1 items

Number ^	Description	Department	Matrix	Facilities	Max	Scheduled	Dept. Use Only	Fac. Use Only	Always Free
8			View		0	No	No	No	No

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Students-Prepare for Scheduling

At training we prepared our students for rollover in mass; however, what about the new students that come to your school this school year and the pre-registered for next fall.

Manually

Current Year New Student

After enrolling student into in your *school this current year*, bring up new student.
On left hand side of screen, go to Scheduling>Schedule Setup.

Note: Upon enrolling new student, this screen is blank. Next Grade Level defaults 0 aka Kdg.

Complete the following and click **Submit** to save:

Next Grade

- Check box for Schedule this Student
- Year of Graduation (from your elementary school)
- Next School Indicator

Example of New Grade 3 Student

- Next Grade: 3
- Next School "your school"

Example of New Grade 8 Student

- Next Grade: 99
- Next School Indicator: Graduated Students

Scheduling Setup
Chester, William 3 1145 HR# Home Phone: 302-673-3133 HRS

Required Settings

Next Year Grade: 4

Priority: 1

Schedule This Student:

Year of Graduation: 2023

Summer School Indicator: None

Note for Summer School Admin: 80 characters left

Next School Indicator: Holy Rosary School

Optional Settings

Next Year Campus/Building: Associate

Next Year House: Associate

Next Year Team:

Submit

Scheduling Setup
Wise, Debbie 8 1029 HR# Home Phone: 302-995-6777 HRS

Required Settings

Next Year Grade: 99

Priority:

Schedule This Student:

Year of Graduation: 2018

Summer School Indicator: None

Note for Summer School Admin: 80 characters left

Next School Indicator: Graduated Students

Optional Settings

Next Year Campus/Building: Associate

Next Year House: Associate

Next Year Team:

Submit

Retained Students

To retain a student not ready for the next grade level, update Schedule Setup.

Example of Retained Grade 3 Student

- Next Grade: 3
- Year of Graduation: 2015
- Next School Indicator: "your school"

Pre-Register Students

Pre-register-new students in PowerSchool (aka the Live Side) in next school year Term (at top right). These are students who will not be enrolled in next year classes until after roll over on the Live Side. Enroll student in school with date of the first day of school for fall.

Note: You will not Prepare Students for Scheduling as they will not be a part of the roll over process for this coming end of school year. This will be completed in mass during next school year scheduling process.

Teacher Schedules

PowerScheduler>Resources>Teachers

During schedule workshop we copied your master schedule. Now edit Teacher Schedules applicable.

Add: Teacher Schedules-click Add and enter needed data

Edit: Teacher Schedules-click on blue Section Number and edit data, as needed

Delete: Teacher Schedules-click on blue Section Number and delete, as needed.

Please Note: PowerScheduler does not like Letters in Section Numbers. Edit Section Numbers accordingly, A=1, B=2, C=3. For example. Section 7A=71, 7B=72, 7C=73. **If you make changes to Section Numbers, please update the Section Numbers in the Dependent Sections.** You can go to the course that contains the Dependent Sections, copy the Dependent Sections detail into Word. Do a Find and Replace, copy and paste back into Dependent Sections in your course and hit Submit to save.

Change Teacher on Schedule

To change a teacher on a section, go to PowerScheduler>Schedule>Sections. Click on course name, click on blue Section Number, update Lead Teacher name and hit Submit.

After Roll Over-New Year Setup

Calendar Setup

Bell Schedule

Current Grade Display

Final Grade/Reporting Term Setup

Quick Lookup Preferences

Mass Enroll Students (after roll over)

Mass Enroll Students into classes –in PowerSchool aka Live Side

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