

During the School Year Scheduling: Elementary 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**.

Elementary Scheduling Quick Reference Card

Master Schedule - School Year By Teachers

Teacher	Day	Period 1	Period 2
Abbot, Julie (12045)	A	Homeroom HR.Abbot 16/25 Room 11 1(A) Term: 08-09	Kindergarten EL1.Abbot 16/25 Room 11 2(A) Term: 08-09
Adair, Amanda (12081)	A	Homeroom HR.Adair 17/25 Room 10 1(A) Term: 08-09	Kindergarten EL1.Adair 17/25 Room 10 2(A) Term: 08-09
Allen, Sarah F (234890)	A	Homeroom HR.Allen 15/25 Room 12 1(A) Term: 08-09	Kindergarten EL1.Allen 17/25 Room 12 2(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.

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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**
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
 - a. Select to Exclude on Report Cards/Transcripts, or 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
4. Click **Submit**
5. Refer to the Help Menu for instructions on how to complete additional fields on the New Course page

Making a Course Active/Inactive at Your School

1. Click **School** on the Start Page
2. Click **Courses**
3. Click **Manage Courses for this school**

To activate a course:

1. Select the check box next to the course you want to make active
2. Click **Submit**

To deactivate a course:

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

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
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, keeping in mind:
 - a. Typically, sections are included on report cards and transcripts
 - b. The exception is a course that does not issue a grade, such as Study Hall or Special Education
16. Click **Submit**
17. Refer to the Help Menu for instructions on how to complete additional fields on the New Section page

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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 have, contact your PowerSchool administrator
7. Click **Delete**

Create Dependent Sections

1. Create an AM Attendance or Homeroom course
2. Add sections of the AM Attendance or Homeroom course for each teacher
3. Make all subject sections dependent so that when a student is enrolled in the attendance or homeroom section, he/she is automatically enrolled in all of the subject sections
4. Take attendance in the AM Attendance or Homeroom section once for the entire day

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. Search for a student on the Start Page
2. Click **Modify Schedule**
3. Search for Available Classes or the applicable Homeroom section
4. Use the search filters to narrow the results
5. Enter the enroll date, which 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. If you need to move a student from one teacher to another, be sure to drop all classes taught by the former teacher.

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

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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 course.section number. At the beginning of the year, if you have dependent sections set up, then mass enroll students in a teacher's AM Attendance or Homeroom section to automatically enroll them in all of the teacher's subject sections.

1. Search for a group of students on the Start Page
2. Click **Group Functions**
3. Click **Mass Enroll**
4. 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... (course.section)

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

Enrollment date:

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 on 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, Heidi 4 70102 WE

Comment

Entry Date

Exit Date

Exit Reason

Grade Level

Program

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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