PowerSchool SIS: During the School Year Scheduling: Elementary Schools

Explore how to use the master schedule and how to modify students' schedules. Learn how to enroll students in courses, sections, and special programs after scheduling has taken place at the start 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. Counselors, registrars, and other school administrators use this tool to see all the scheduling information on one screen.

On the Start Page, click **Master Schedule** to view the master schedule.

To edit master schedule preferences, click **Master Schedule**, then at the bottom of the Master Schedule page, click **Show Preferences**.

In the image above:

- The course and section number: HR.2
- The number of students enrolled currently: 19
- The maximum number of students who can enroll: 25

Modify the Master Schedule

Once you create the master schedule, modify it to account for changes related to courses or sections.

Make a Course Available

School administrators can only schedule a course that is available for scheduling at their school.
To make a course available to a school:

1. Navigate to the District Office
2. Click **District** > **Courses**
3. Click **Filter Results** to expand the filter options
4. Check **Course Name** and enter the first few letters of the course name

5. Select the check box next to the course name

   If needed, deselect all the courses and then select the one you want.

6. Click **Edit Availability for Schools and Years**
7. On the left, select the appropriate school year and click the right-facing arrow

8. Click **Next**
9. On the left, select the appropriate school or schools and click the right-facing arrow
10. For the Association Type, use the default option, **Make Available**
11. Click **Next**
12. Review the summary of changes
13. Click **Submit**

The course will appear on the school's course list.

Add Courses

Add courses to your school's master schedule by activating available courses at your school or by creating new courses.

To add a new course:

1. On the Start Page, click **School**
2. Under Scheduling, click **Courses**
3. Click **+ New Course**

   If you don't have permission to add courses, the PowerSchool SIS administrator can modify your access, or the PowerSchool SIS administrator will add the course at the district level.

4. Enter the course name and course number
5. Select the school year(s) for which this course will be available
6. Add the credit hours
7. Enter the credit type, such as `MAT` or `ENG`
8. Enter a default maximum enrollment number for consistent section enrollments
9. Select a grade scale
10. Choose whether or not to exclude the course from report cards and from stored grades

Typically, courses are included on report cards and grades are stored unless the course does not issue a grade, such as study hall or a special education class.

11. Use the default values for the remaining fields

   Refer to online help for instructions on how to complete the additional fields on the New Course page.

12. Click **Submit**

Make a Course Active or Inactive at a School

You can add only active classes to the master schedule; you cannot add inactive courses until you activate them. Be sure to set the status of a course for a term or year. When a new course is added, it will automatically be active at the school where it was created.

District-level administrators determine whether or not a course is available. The PowerSchool SIS administrator makes courses available for scheduling at your school and you choose which courses to activate.

To make a course active at a school:

1. On the Start Page, click **School** > **Courses** > **Manage Courses for this school**
2. To activate a course, check the box next to the course
3. To deactivate a course, clear the box next to the course
4. When you're finished, click **Submit**

Add Course Sections

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

To add a course section:

1. Click **School**

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2. Click **Sections**
3. Select the course name
4. Click **New**
5. In the Schedule section, select the period(s) and day(s) the class will meet
6. Select the term
7. For "Teacher – Section Lead," click **Add**
8. Select a teacher from the Staff menu, set the allocation, and enter the start and end dates

   If there are two lead teachers assigned to the course, click **Add** again. Then, edit the start and end dates for the two teachers. Only one lead teacher can be active during a certain time frame.

9. Add any additional staff or co-teachers, as needed
10. Select the gradebook the teacher will use, such as **PowerTeacher Pro**
11. Enter a room name or number
12. Enter a section number (must be unique for each section at each school)

    To have a section number assigned, leave the field blank.

13. Enter a maximum enrollment
14. Enter dependent sections so that when a student is enrolled in the section, he or she will be enrolled automatically in any dependent sections—enter the course.section numbers separated by commas with no spaces
15. Select the preference for recording attendance
16. If needed, exclude the section from attendance and from storing final grades
17. Select a grade scale or select **Same as Course**
18. Use the default values for the remaining fields

    Refer to online help for instructions on how to complete the additional fields on the Edit Section page.

19. Click **Submit**

Edit Course Sections

You may need to edit course sections throughout the school year. A teacher may take a leave of absence, there may be construction going on that leads to a room change, or the maximum enrollment number may change.

To edit the details for a course section:

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

Delete Course Sections

Never delete a section before verifying that no student attendance or enrollment records are associated with the section.

To delete a course section that has no students enrolled:

1. Click **School** > **Sections**
2. Select a course name
3. Select a section number
4. Click **Delete Section**
5. Enter the delete section password (or contact the PowerSchool SIS administrator if you do not have one)
6. Click **Confirm Delete**

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Create Dependent Sections

Add dependent sections to an AM Attendance or Homeroom section so that, when a student is enrolled in the section, he or she is enrolled automatically in all the dependent sections.

When you enroll a student in AM Attendance or Homeroom, the student will be enrolled in each of the dependent sections—such as math, science, social studies, and English—automatically.

Take attendance in the AM Attendance or Homeroom section once for the entire day and use the other sections for grading.

To create dependent sections:

1. Create an AM Attendance or Homeroom course
2. Add sections for the AM Attendance or Homeroom course and add sections for the dependent courses
3. Select a Homeroom section number
4. In the Dependent Sections field, enter a course.section number in this format: EL402.10
5. Click **Submit**

Student Schedules

After you've completed the master schedule, you're ready to work with student schedules. You can add or delete classes from a student's schedule manually using the student's Modify Schedule page.

Add a Class

1. Search for and select a student
2. Click **Modify Schedule**
3. Choose a period and click **Find** to search for available classes or for the applicable homeroom section

   If you know the exact course.section number, use the Quick Enroll area instead of the Search Available Classes area.

4. Use the search filters to narrow the results
5. Enter the enroll date, which is the first day the student will attend class

   Do not use a date prior to the beginning of the class term.

6. Click the course name that you want to add

   The student is enrolled in the class and it now appears in the Enrollments section.

Drop a Class

1. Search for and select a student
2. Click **Modify Schedule**
3. Next to each class that you want to drop, check **Drop**

   To move a student from one teacher to another, be sure to drop all classes taught by the former teacher.

4. Click **Drop Selected**
5. Enter the exit date, which should be the day after the student's last day of class
6. Click **Drop Classes**

Mass Enroll Students in a Class

To mass enroll students in a class, first select the group of students you want to enroll. Then, use the Mass Enroll group function to enroll students in the same class.

At the beginning of the year, if you have dependent sections set up, then mass enroll students in a teacher's AM Attendance or

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Homeroom section to enroll them in all dependent sections automatically.

1. Search for a group of students

   If you have students enrolled in some classes already, use the Teacher Schedules page to find the group and mass enroll the students in a different class.

2. Click the Select Function arrow and choose **Mass Enroll**
3. In the Quick Enroll section, enter the course.section number of the class

   Be aware that the field is case sensitive. If you don't know the course.section number, use the Filter By fields to search for the correct section.

Section Summary:

Course Name	Course Number	Section	Term	Fees	Pending Enrollment Count	Class Status
Resource	EL10	2	2018-2019	No	20/25	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
3677	Brantner, Lonnie F	Enroll in EL10.2 on 09/07/2018
3642	Bungert, Alison F	Enroll in EL10.2 on 09/07/2018
3678	Daniels, Nikki	Enroll in EL10.2 on 09/07/2018

7. Click **Enroll Students**

▾ Quick Enroll

Course.Section
HR.34   Enroll ▸

▾ Filter By

Period	Term	Teacher	Day	Grade	Credit Type
All ▾	All ▾	All ▾	All ▾	All ▾	All ▾

4. Click **Enroll**
5. Verify the section
6. Edit the enrollment date, as needed