



### Live-Side Scheduling in PowerSchool

The Live-Side scheduling process in PowerSchool creates both the master schedule and enrolls students into classes to create student schedules. The master schedule includes sections, teachers, rooms, facilities, departments, etc. The Live-Side scheduling option is appropriate for schools with a master schedule that is consistent from year-to-year with limited adjustments to the master schedule. It is efficient for elementary schools and/or schools with small student populations to schedule use Live-Side scheduling.

Live-Side scheduling can be implemented before or after End of Year (EOY) process. It is more convenient to enroll students after the EOY process has been completed, as students will have been promoted to the appropriate grade in the next school year. If EOY has not been done, please be aware of the following:

- Users must switch to the future school year by using the PowerSchool Term Selector before copying and/or adjusting the master schedule and enrolling students in sections of courses.
- Student grade level will reflect current year enrollment, so any student selections made must be based on current grade.

<b>School:</b> Apple Grove High School	<b>Term:</b> ✓ 15-16 2015-2016
	15-16 Semester 1
	15-16 Semester 2

### Years & Terms

Create the year term and define beginning and ending dates for the year term of the future school year. Then, create and define additional terms for the school year, if necessary. Terms created on the Years & Terms page are “scheduling terms”, which define the entire length of a school year (year term) as well as the length of sections offered during the school year (semester, quarter, etc.).

Start Page > School > Years & Terms

Create terms in order of duration then sequence (15-16, Semester 1, Semester 2, Trimester 1, etc.). Scheduling terms differ from “grading terms”. For information about defining grading terms, refer to guidance on Final Grade Setup.

### Course Management

Use Edit Availability for Schools and Years to adjust course school associations by associating or disassociating courses with schools and years.

District Office > Start Page > District > Courses (Filter by School) > Edit Availability for Schools and Years

This procedure may only be performed at the District Office.

### Copy Master Schedule

The Copy Mast Schedule function will duplicate the entire master schedule from the selected Source Year into the desired Target Year.

Start Page > System > Copy Master Schedule

### Edit the Master Schedule

There exist several pathways to Edit the Master Schedule. Each path offers similar functionality. The path selected may depend on desired adjustment.

Start Page > School > Courses > Sections > select Section Number

Start Page > School > Sections > select Section Number

Start Page > Master Schedule > course.section

**Copy Master Schedule**

This function will duplicate the entire master schedule from one year into another.

Option	Value
<b>School</b>	Apple Grove High School
<b>Source year (the school year that the master schedule is being copied from)</b>	2005-2006
<b>Target year (the school year that the master schedule is being copied to)</b>	2005-2006
<b>Clear existing scheduling terms in the destination school year</b>	<input type="checkbox"/>
<b>Select the checkbox to confirm that you want to proceed.</b>	<input checked="" type="checkbox"/>

**Submit**

### Dependent Sections

Schools use the Dependent Sections function when students take a set of classes as a cohort. When a student is enrolled in the desired section of a course, (e.g. Homeroom), the student is also enrolled in the dependent section of selected courses. Guidance on the use of Dependent Sections can be found [here](#).

### Student Scheduling Preferences

Manage Student scheduling information by populating the required scheduling fields

PowerSchool > Select Students > Functions > Next School Indicator; Next Year Grade, Schedule This Student, Priority, Year of Graduation

### Enroll Students

Students can be enrolled in sections of courses, either individually on the Modify Schedule student screen, or using the Mass Enroll group function.