



Scheduling Considerations for Schools Using PowerScheduler

Build & Load process is suggested for schools with...

- Significant changes of the structure of the schedule (Terms, Days and/or Periods);
- Significant changes of courses offered;
- Students have requests for all courses;
- Significant changes of teacher assignments; and/or
- Significant changes of student population and/or requests.

Processes & Tasks

Phase I: PowerSchool System Administrator (available references — [Prepare to Build Checklist](#), [Prepare to Build Workbook](#), [Load Process Checklist](#) and [Load Process Workbook](#))

- Create New Courses at the District Office and associate courses to each school
- Manage School Course Availability for the future schedule year

Phase II: School PowerSchool Administrator and/or School Scheduling Staff

- Create the future year in PowerSchool Setup > School > Years & Terms > New
- Create the future schedule year scenario in PowerScheduler Auto Scheduler Setup (Years and Terms, Periods, Days)
- Manage Courses for the future schedule year PowerScheduler > Course Catalog > New or Edit existing catalog
- Manage Student scheduling information PowerSchool > Select Students > Functions > Next School Indicator; PowerScheduler > Auto Fill Student Information (Next Year Grade, Schedule This Student, Priority, Year of Graduation)
- Manage Staff Scheduling information PowerSchool > Start Page > Staff > Select a Staff Member > Schedule Setup (Schedule this Teacher, Maximum Consecutive Periods, House and/or Team)
- Create [Course Groups](#) for student requests
- Create [Student Request Screen](#) for each grade
- Enter, review & manage student course requests
- Define required scheduling information for each course including PowerScheduler > Course > Preferences, PowerScheduler > Course > Course Relationships and PowerScheduler > Constraints > Build & Load Constraints
- Create teacher assignments for each course PowerScheduler > Course > Assignments and/or teacher PowerScheduler > Teacher > Assignments to be scheduled
 - PowerScheduler > Reports > Teacher Assignments by Teacher
 - PowerScheduler > Reports > Teacher Assignments by Course
- Complete entry of required scheduling information

Phase III: School scheduling staff

- Validate Build scheduling information PowerScheduler > Build – Validate Only
- Build Master Schedule
- Load student requests
- Evaluate/review/edit the Master Schedule and student schedules (recursive processes)
 - PowerScheduler > Reports > Schedule Course Enrollment
 - PowerScheduler > Reports > Master Schedule List and/or Master Schedule (PDF)
 - PowerScheduler > Reports > Student Schedule List
- Manage individual student schedules in PowerScheduler > Students > Schedule > Manually Schedule Student
- Consult with PowerSchool System Administrator about the timing and responsibilities for committing the future schedule in preparation for End of Year Process

Build & Load using Copy the Master Schedule & Auto Generate Teacher Assignments is suggested for schools with...

- No changes of the structure of the schedule (Terms, Days and/or Periods);
- Current year master schedule is functional;
- Minor changes of courses offered;
- Minor changes of teacher assignments;
- Students have requests for all courses; and
- Minor changes of student population and/or requests.

Processes & Tasks

Phase I: PowerSchool System Administrator (available references — [Prepare to Build Checklist](#), [Prepare to Build Workbook](#), [Copy the Master Schedule](#), [Load Process Checklist](#) and [Load Process Workbook](#))

- Create New Courses at the District Office and associate courses to each school
- Manage School Course Availability for the future schedule year

Phase II: School PowerSchool Administrator and/or School Scheduling Staff

- Create the future year in PowerSchool Setup > School > Years & Terms > New
- Create the future schedule year scenario in PowerScheduler Auto Scheduler Setup (Years and Terms, Periods, Days)
- Manage Courses for the future schedule year PowerScheduler > Course Catalog > New or Edit existing catalog



- Manage Student scheduling information PowerSchool > Select Students > Functions > Next School Indicator; PowerScheduler > Auto Fill Student Information (Next Year Grade, Schedule This Student, Priority, Year of Graduation)
- Manage Staff Scheduling information PowerSchool > Start Page > Staff > Select a Staff Member > Schedule Setup (Schedule this Teacher, Maximum Consecutive Periods, House and/or Team)
- Create [Course Groups](#) for student requests
- Create [Student Request Screen](#) for each grade
- Enter, review & manage student course requests
- Define required scheduling information for each course including Preferences, Course Relationships and Build & Load Constraints
- Create the Master Schedule using PowerScheduler > Functions > Copy the Master Schedule
- Create teacher assignment using PowerScheduler > Functions > Auto Generate Teacher Assignments
- Review and edit teacher assignments for each course PowerScheduler > Course > Assignments and/or teacher PowerScheduler > Teacher > Assignments to be scheduled
 - PowerScheduler > Reports > Teacher Assignments by Teacher
 - PowerScheduler > Reports > Teacher Assignments by Course
- Complete entry of required scheduling information

Phase III: School scheduling staff

- Validate Build scheduling information PowerScheduler > Build – Validate Only
- Build Master Schedule
- Load student requests
- Evaluate/review/edit the Master Schedule and student schedules (recursive processes)
 - PowerScheduler > Reports > Schedule Course Enrollment
 - PowerScheduler > Reports > Master Schedule List and/or Master Schedule (PDF)
 - PowerScheduler > Reports > Student Schedule List
- Manage individual student schedules in PowerScheduler > Students > Schedule > Manually Schedule Student
- Consult with PowerSchool System Administrator about the timing and responsibilities for committing the future schedule in preparation for End of Year Process

Load Only using Copy the Master Schedule is suggested for schools with...

- No changes of the structure of the schedule (Terms, Days and/or Periods);
- Current year master schedule is functional;
- Minor changes of courses offered;
- Minor changes of teacher assignments;
- Students have requests for all courses; and
- Minor changes of student population and/or requests.

Processes & Tasks

Phase I: PowerSchool System Administrator (available references — [Copy the Master Schedule](#), [Load Process Checklist](#) and [Load Process Workbook](#))

- Create New Courses at the District Office and associate courses to each school
- Manage School Course Availability for the future schedule year

Phase II: School PowerSchool Administrator and/or School Scheduling Staff

- Create the future year in PowerSchool Setup > School > Years & Terms > New
- Create the future schedule year scenario in PowerScheduler Auto Scheduler Setup (Years and Terms, Periods, Days)
- Manage Courses for the future schedule year PowerScheduler > Course Catalog > New or Edit existing catalog
- Manage Student scheduling information PowerSchool > Select Students > Functions > Next School Indicator; PowerScheduler > Auto Fill Student Information (Next Year Grade, Schedule This Student, Priority, Year of Graduation)
- Manage Staff Scheduling information PowerSchool > Start Page > Staff > Select a Staff Member > Schedule Setup (Schedule this Teacher)
- Create [Course Groups](#) for student requests
- Create [Student Request Screen](#) for each grade
- Enter, review & manage student course requests
- Define required scheduling information for each course including Preferences, Course Relationships and Load Constraints
- Create the Master Schedule using PowerScheduler > Functions > Copy the Master Schedule
- Review and edit the Master Schedule for each course PowerScheduler > Course > Sections and/or teacher PowerScheduler > Teacher > Schedule to be scheduled and/or by using PowerScheduler > Visual Scheduler
- Complete entry of required scheduling information

Phase III: School scheduling staff

- Validate Load scheduling information PowerScheduler > Load – Validate Only
- Load student requests
- Evaluate/review/edit the Master Schedule and student schedules (recursive processes)
 - PowerScheduler > Reports > Schedule Course Enrollment
 - PowerScheduler > Reports > Master Schedule List and/or Master Schedule (PDF)



- PowerScheduler > Reports > Student Schedule List
- Manage individual student schedules in PowerScheduler > Students > Schedule > Manually Schedule Student
- Consult with PowerSchool System Administrator about the timing and responsibilities for committing the future schedule in preparation for End of Year Process

Load Only creating a Master Schedule using Visual Scheduler and/or Teacher > Schedule, Course > Sections is suggested for schools with...

- Unique and/or atypical meeting patterns for some or all courses;
- Minor changes of courses offered;
- Minor changes of teacher assignments; and
- Students have requests for all courses.

Processes & Tasks

Phase I: PowerSchool System Administrator (available references — [Load Process Checklist](#), [Load Process Workbook](#) and Visual Scheduler Quick Reference Card)

- Create New Courses at the District Office and associate courses to each school
- Manage School Course Availability for the future schedule year

Phase II: School PowerSchool Administrator and/or School Scheduling Staff

- Create the future year in PowerSchool Setup > School > Years & Terms > New
- Create the future schedule year scenario in PowerScheduler Auto Scheduler Setup (Years and Terms, Periods, Days)
- Manage Courses for the future schedule year PowerScheduler > Course Catalog > New or Edit existing catalog
- Manage Student scheduling information PowerSchool > Select Students > Functions > Next School Indicator; PowerScheduler > Auto Fill Student Information (Next Year Grade, Schedule This Student, Priority, Year of Graduation)
- Manage Staff Scheduling information PowerSchool > Start Page > Staff > Select a Staff Member > Schedule Setup (Schedule this Teacher)
- Create [Course Groups](#) for student requests
- Create [Student Request Screen](#) for each grade
- Enter, review & manage student course requests
- Define required scheduling information for each course including Preferences, Course Relationships and Load Constraints
- Create the Master Schedule using PowerScheduler > Functions > Copy the Master Schedule
- Review and edit the Master Schedule for each course PowerScheduler > Course > Sections and/or teacher PowerScheduler > Teacher > Schedule to be scheduled and/or by using PowerScheduler > Visual Scheduler
- Complete entry of required scheduling information

Phase III: School scheduling staff

- Validate Load scheduling information PowerScheduler > Load – Validate Only
- Load student requests
- Evaluate/review/edit the Master Schedule and student schedules (recursive processes)
 - PowerScheduler > Reports > Schedule Course Enrollment
 - PowerScheduler > Reports > Master Schedule List and/or Master Schedule (PDF)
 - PowerScheduler > Reports > Student Schedule List
- Manage individual student schedules in PowerScheduler > Students > Schedule > Manually Schedule Student
- Consult with PowerSchool System Administrator about the timing and responsibilities for committing the future schedule in preparation for End of Year Process

Load Only creating a Master Schedule using Copy the Master Schedule, Visual Scheduler and/or Teacher > Schedule, Course > Sections for sections of electives/options courses while using dependent sections for core academic courses is suggested for schools with...

- Unique and/or atypical meeting patterns for some or all courses;
- Minor changes of courses and/or teacher assignments;
- Students have requests for electives/options but do not have requests for core academics; and
- Students are assigned to a homeroom section and students are enrolled as a cohort in core academic sections of courses from the homeroom section enrollment.

Processes & Tasks

Phase I: PowerSchool System Administrator (available references — [Copy the Master Schedule](#), [Load Process Checklist](#), [Load Process Workbook](#) and Visual Scheduler Quick Reference Card)

- Create New Courses at the District Office and associate courses to each school
- Manage School Course Availability for the future schedule year

Phase II: School PowerSchool Administrator and/or School Scheduling Staff

- Create the future year in PowerSchool Setup > School > Years & Terms > New
- Create the future schedule year scenario in PowerScheduler Auto Scheduler Setup (Years and Terms, Periods, Days)
- Manage Courses for the future schedule year PowerScheduler > Course Catalog > New or Edit existing catalog



- Manage Student scheduling information PowerSchool > Select Students > Functions > Next School Indicator; PowerScheduler > Auto Fill Student Information (Next Year Grade, Schedule This Student, Priority, Year of Graduation)
- Manage Staff Scheduling information PowerSchool > Start Page > Staff > Select a Staff Member > Schedule Setup (Schedule this Teacher)
- Create [Course Groups](#) for student requests
- Create [Student Request Screen](#) for each grade
- Enter, review & manage student course requests
- Define required scheduling information for each course including Preferences, Course Relationships and Load Constraints
- Create the Master Schedule for each course PowerScheduler > Course > Sections or teacher PowerScheduler > Teacher > Schedule to be scheduled and/or by using PowerScheduler > Visual Scheduler
- Complete entry of required scheduling information

Phase III: School scheduling staff

- Validate Load scheduling information PowerScheduler > Load – Validate Only
- Load student requests for elective/option courses
- Evaluate/review/edit the Master Schedule and student schedules (recursive processes)
 - PowerScheduler > Reports > Schedule Course Enrollment
 - PowerScheduler > Reports > Master Schedule List and/or Master Schedule (PDF)
 - PowerScheduler > Reports > Student Schedule List
- Enter PowerScheduler > Courses > Sections > Dependent Sections for each section of the homeroom course
- Schedule students into sections of homeroom using PowerScheduler > Students > Browse by grade > Select Students by Hand > Functions > Schedule Mass Enroll in the appropriate section of homeroom (filter by teacher, term, day, etc. or enter course.section)
- Manage individual student schedules in PowerScheduler > Students > Schedule > Manually Schedule Student
- Consult with PowerSchool System Administrator about the timing and responsibilities for committing the future schedule in preparation for End of Year Process

Creating a Master Schedule using Copy the Master Schedule, Visual Scheduler and/or Teacher > Schedule, Course > Sections & using dependent sections for all course section enrollment is suggested for schools with...

- Unique and/or atypical meeting patterns for some or all courses;
- Students assigned to a homeroom section and are enrolled as a cohort in sections of courses from the homeroom section enrollment; and
- Students do not have requests for any courses.

Processes & Tasks

Phase I: PowerSchool System Administrator (available references — [Copy the Master Schedule](#) and Visual Scheduler Quick Reference Card)

- Create New Courses at the District Office and associate courses to each school
- Manage School Course Availability for the future schedule year

Phase II: School PowerSchool Administrator and/or School Scheduling Staff

- Create the future year in PowerSchool Setup > School > Years & Terms > New
- Create the future schedule year scenario in PowerScheduler Auto Scheduler Setup (Years and Terms, Periods, Days)
- Manage Courses for the future schedule year PowerScheduler > Course Catalog > New or Edit existing catalog
- Manage Student scheduling information PowerSchool > Select Students > Functions > Next School Indicator; PowerScheduler > Auto Fill Student Information (Next Year Grade, Schedule This Student, Priority, Year of Graduation)
- Manage Staff Scheduling information PowerSchool > Start Page > Staff > Select a Staff Member > Schedule Setup (Schedule this Teacher)
- Define required scheduling information for each course including Preferences, Course Relationships and Load Constraints
- Edit the Master Schedule for each course PowerScheduler > Course > Sections or teacher PowerScheduler > Teacher > Schedule to be scheduled and/or by using PowerScheduler > Visual Scheduler
- Complete entry of required scheduling information

Phase III: School scheduling staff

- Evaluate/review/edit the Master Schedule
 - PowerScheduler > Reports > Master Schedule List and/or Master Schedule (PDF)
- Enter PowerScheduler > Courses > Sections > Dependent Sections for each section of the homeroom course
- Schedule students into sections of homeroom using PowerScheduler > Students > Browse by grade > Select Students by Hand > Functions > Schedule Mass Enroll in the appropriate section of homeroom (filter by teacher, term, day, etc. or enter course.section)
- Manage individual student schedules in PowerScheduler > Students > Search or Browse > Select Student > Schedule > Manually Schedule Student
- Consult with PowerSchool System Administrator about the timing and responsibilities for committing the future schedule in preparation for End of Year Process