PowerSchool: Live-Side - “Walk-in Scheduling”

This is a brief step by step outline to identify and correct students with no schedule or an incomplete schedule, using walk-in scheduling (live side) in PowerSchool.

**References:** From the “Mastery in Minutes” Tutorials on Pearson website https://powersource.pearsonschoolsystems.com

Also refer to the “To Access PowerSource Tutorials” document from the MISD website http://www.misd.net/powerschool/Documents

- Manually Scheduling a Student.
- Printing a Schedule for an Individual Student.

**Step 1: Identify Students with No or Incomplete Schedules:**

- To identify students with “No” or “Incomplete” schedules, you can use the following special search commands in the search box on the Start page.

  - 
  
<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*number_of_classes&lt;1</td>
<td>(for students with no schedules)</td>
</tr>
<tr>
<td>*number_of_classes&lt;12</td>
<td>(for students with incomplete schedules; adjust number based on number of requests)</td>
</tr>
<tr>
<td>*number_of_classes&gt;12</td>
<td>(for students with more than a full schedule; may have 2 or more classes in a period)</td>
</tr>
<tr>
<td>*not_enrolled_in_period=1</td>
<td>(for students with no class that period)</td>
</tr>
</tbody>
</table>
You can run a list from “List Students” in the Functions Menu. Use the SORT option to sort by grade_level.

You should also run “School Enrollment Audit” and “Section Enrollment Audit” Reports by clicking on Reports from the left menu on start page. This report lists students with no requests or students with a course date misalignment.
“School Enrollment Audit” and “Section Enrollment Audit” are listed under *Membership and Enrollment*.

<table>
<thead>
<tr>
<th>Membership and Enrollment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA/ADM by Date</td>
<td>Attendance and membership summary report by date.</td>
</tr>
<tr>
<td>ADA/ADM by Student</td>
<td>Attendance and membership summary report by student.</td>
</tr>
<tr>
<td>ADA/ADM by Minute</td>
<td>Attendance and membership summary report by minute.</td>
</tr>
<tr>
<td>Aggregate Membership Audit</td>
<td>Membership audit by section.</td>
</tr>
<tr>
<td>Class Size Reduction Report</td>
<td>Daily enrollment numbers by section.</td>
</tr>
<tr>
<td>Enrollment by Grade</td>
<td>Summary of student enrollment by grade level.</td>
</tr>
<tr>
<td>Enrollment by Section</td>
<td>Membership summary report by section.</td>
</tr>
<tr>
<td>Enrollment Summary by Date</td>
<td>Membership summary report by date.</td>
</tr>
<tr>
<td>School Enrollment Audit</td>
<td>A report of possible school enrollment errors.</td>
</tr>
<tr>
<td>Section Enrollment Audit</td>
<td>A report of possible section enrollment errors.</td>
</tr>
</tbody>
</table>

Once the report has run, you can right click on the report to print.

Make sure this report is run after the End of Year Process – this is a good Audit Report.
Step 2: Create a New Student Schedule:

- Select your student from the search box or saved group.
- Select “Modify Schedule” listed under Scheduling in the menu on left.

The “Modify Schedule – Enrollments” screen will appear. Make sure the “Effective Enrollment Date” is correct. This must be the first day of school unless school has started, then it must be the date the student is expected to have their body in a seat in the classroom (butt in seat day). Change the date if necessary, by clicking into the box!
To create a new schedule, click on the (blue) “Requests” link on the top of the page. The “Modify Schedule - Requests” screen will appear.

Click on the “New” button in the middle of the screen. A blank “Courses” screen will appear.
• Click on the “Associate” button. A screen containing all available Courses will appear.

![Create Course Requests: Babb, Deanna]

• Click on the course(s) you want to select. To select multiple courses hold down the “Control” (ctrl) key and use your mouse to select appropriate courses for the student.

![Courses to Request]

• Once Courses have been selected, release the “Control” key and click “Okay”. This will transfer requested courses to the “Create Course Requests” screen. If the requests are correct, click “Submit”.

11/5/2010
If you get an “Alert: Warning” No valid build found, click on “Modify Schedule” on left menu to see if Requests are there!

- If Course Requests are NOT there; go to “Appendix A” on page 21 and follow the instructions.

If you missed a course, click “Associate” to go back and add/drop other requests.
Once the courses are there:

- Click on Modify Schedule on the menu to return to the Modify Schedule – Enrollments screen and click on Requests link.

- The “Modify Schedule - Requests” screen that contains your “Course” selections will appear. Do not set any fields on this screen. This screen is used primarily for PowerScheduling. This is the “only” place that you can delete requests. If Courses are correct, click the “Enrollment” (blue link) to return to the Modify Schedule - Enrollment screen.

- You should see the Course requests at the bottom of the screen.
• To schedule the student using the “Automated Schedule” engine, *(if available)* click on the “Automated Schedule” link in the middle of the screen to engage the scheduling engine. This should create the students schedule. You can also use the Manually Schedule Student link to select a schedule by hand. This will be covered later in this document. The Automated Schedule link can be used multiple times to create new tentative schedules, especially if you have added or deleted requests.

![Modify Schedule - Enrollments](image)

• If schedule is correct, click on the “Accept” button at the bottom of the page. If schedule is not correct, click the “Discard” button on the bottom of the page and go back to modifying your requests.
If the Automated Scheduler is not available, or you prefer not to use it:

**Step 3: Modifying/Correcting an Incomplete Schedule by Hand:**

You can modify/correct an incomplete schedule by hand using the **“Modify Schedule”** screen. You have three ways to modify/correct the schedule: 1. Manually Schedule Student; 2. Use Search Available Classes link; and 3. Use Quick Enroll link.

- You can use the **“Manually Schedule Student”** link to schedule the student. Use the **“Requests”** link to add Courses, if necessary. Use check boxes to create the schedule. Click **“Submit”** to complete schedule. Click **“Continue”** to return to the Modify Schedule page.
You can use the “Search Available Classes” option to search for classes by course number and/or by period. Key in the Course Number and/or select a period, then click “Find”. Click on specific class to schedule it.

You can enter just a course number in the box above and it will display all available sections for that course and that period. If you leave it blank and select Find, you will get a list of ALL available sections in that period. You can also select All Periods.
Step 4: Reports and Printing Reports:

- Printing a schedule can be done by selecting a student and from the student screen and clicking on either “Bell Schedule View”, “List View”, or “Matrix View”, on the menu under Scheduling. Once selected, right click on the schedule and select the print preview feature. Select “Only the selected frame” from the drop down menu at top of preview page. Then select Print.

NOTE: Even if your schedule has been locked and you manually enroll a student into another course it will unlock their schedule and it will also allow you to enter a student into a course in the same period/term even if they are currently enrolled in a course for that period or term. It will also allow you to enroll students into the same course multiple times.  

BE VERY CAREFUL!

- If you know the course.section number (12345.1), you can use the “Quick Enroll” feature to add a specific section to the student’s schedule.
Student schedules can also be printed by having the student selected, then select “Print a Report” from the top of the left Menu. Make sure the student’s name is at the top of the Report page. Click on the “Which Report to Print” box and select the desired student schedule report. See Liaison if you need assistance.

There are also ways to print multiple student schedules. If you check our website: www.misd.net/powerschool and select Documents you will find directions under the Scheduling heading.

Step 5: Manually Adjusting the Master Schedule: (On Live-Side, after Committing!)

- Viewing the Master Schedule: From the PowerSchool start page, in the Menu under Functions, select “Master Schedule”.

Matrix view is a Bitmap. If the appearance is fuzzy go to the School link from the Start page and under Scheduling select Regenerate Bitmaps.
Use the preferences screen to get a Matrix or List view of your schedule. Matrix view contains links to the section & student list, the List view has no links.
To change between views of the report, go to the bottom of the report and select the blue link “Show Preferences” where you can select the other view.
• Viewing Master Schedule “Sections”: There are 3 ways to view the Sections:

1. Use the “Matrix” view described above, the Course. Section ID number is a “blue” link. Click on the Course. Section ID for the Section that needs to be edited. To see all of the Sections of the Course, from the Edit Section page select the Course Number in the “bread crumb trail”.

2. From the PowerSchool start page, click on “Teacher Schedules”. Click on the correct Teacher and the Teacher’s schedule should display. Click on the Section ID Number for the Section that needs to be edited.

3. From the PowerSchool start page, in the menu under Setup, select “School”.

11/5/2010
Go to the bottom of the School Setup screen under Scheduling and select "Sections".

<table>
<thead>
<tr>
<th>Scheduling</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constraints</td>
<td>Define scheduling constraints for students.</td>
</tr>
<tr>
<td>Course Groups</td>
<td>Define course groups for use with Graduation Sets.</td>
</tr>
<tr>
<td>Courses</td>
<td>Manage information about individual courses active in the school.</td>
</tr>
<tr>
<td>Days</td>
<td>Define day names for the current school year.</td>
</tr>
<tr>
<td>Departments</td>
<td>Define school specific departments.</td>
</tr>
<tr>
<td>Facilities</td>
<td>Define school specific facilities.</td>
</tr>
<tr>
<td>Graduation Sets</td>
<td>Sets up graduation requirements.</td>
</tr>
<tr>
<td>Next School</td>
<td>Create next school indicator popups for current school.</td>
</tr>
<tr>
<td>Periods</td>
<td>Define period names for the current school year.</td>
</tr>
<tr>
<td>Preferences</td>
<td>Define scheduling preferences, teams, houses, buildings.</td>
</tr>
<tr>
<td>Regenerate Section Bitmaps</td>
<td>Rebuilds the bitmaps for all records in the section table.</td>
</tr>
<tr>
<td>Rooms</td>
<td>Define school specific rooms.</td>
</tr>
<tr>
<td>Sections</td>
<td>Create and manage unique sections by course.</td>
</tr>
<tr>
<td>Years &amp; Terms</td>
<td>Define term names and abbreviations with term beginning.</td>
</tr>
</tbody>
</table>

This will open the Course List on the left. Note that you can select to sort by number or name.
- This will display the existing Sections of that Course.

Manually Adjusting Sections: Sections can be edited by selecting the Section ID Number, making the necessary changes and selecting “Submit” to save the changes. Be careful! Know what you want to edit and also know what problems, if any, the editing will cause. For example, editing/changing a period or term may cause students to have over-lapping Courses in a period or term. New Sections can be added by selecting “New “ on the Course Section screen and entering appropriate information and selecting “Submit” to save the changes. Sections may be “Deleted” (see note below) if the new school year has not yet started and no students are enrolled in the Section.

Never “Delete” a Section once you have rolled (Committed) to Live-side for the new school year, the school year has begun, and/or attendance records for any students exist! Consult with your district liaison before deleting any section.

Other PowerSchool fields may also be edited. For example: Rooms, Teachers, Periods, etc. Please be careful and talk to your - PS Liaison, The MISD Helpdesk, or Dave Swanson; if you have questions or are not sure about what you are doing.
Additional Search Commands for Scheduling

Here are several different variations on how to search for students course enrollments from the search student screen in PowerSchool.

How to search students not enrolled in a period:  *not_enrolled_in_period=2

How to search students enrolled in a course number:  *enrolled_in=9300

How to search students enrolled in a course and section:  *enrolled_in=9300.5

How to search students not enrolled in a course number:  *not_enrolled_in=9300

How to search students who have completed a course number:  *has_completed_course=9300

How to search students who have not completed a course number:  *has_not_completed=9300

And a few more...

Search Code - *hours_requested
Search Code - *number_of_classes
Appendix A: If Course Requests are not found:

- Go to “Scheduling Setup” on the left menu.

Chances are the Scheduling Setup page has not been completed for the student. You must enter the “Next Year Grade”, check the box for “Schedule This Student”, “Year of Graduation”, and “Next School Indicator”. Click “Submit” when finished. Go back to the Modify Schedule - Enrollments screen and enter requests (page 8).
If the information on the Scheduling Setup screen is filled in and correct, but you still cannot enter requests, you will need to contact your PS Liaison. Your liaison will have to set the Years and Terms, Scheduling Year, and Active Build Scenario on the PowerScheduler side.