

# Online Tutorial: Second Semester Schedule Setup

One week before the end of the first semester, you should set up your second semester schedule.

## Part One: Print your current master schedule

**Step 1:** From the start page, click on “Reports” under “Functions” in the left navigation bar.

- Functions
  - Absentee Report
  - Daily Bulletin
  - Enrollment Summary
  - Master Schedule
  - PowerLunch
  - Reports
  - Special Functions
  - Teacher Schedules

**Step 2:** In the middle of your screen, click on “Run Reports.”

Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.
Report Setup	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
State Reports	Run reporting engine reports for CA.
Reporting Engine	Setup, load, and run reporting engine reports.

**Step 3:** Scroll down to the bottom of your screen and click “Master Schedule (PDF)” under the “Student Listings” section.

- Student Listings
  - At Risk
  - Class Rosters (PDF)
  - Master Schedule (PDF)
  - Student Schedule Listing

**Step 4:** Check the “All periods” box.

Periods

1  2  3  4  
 5  6  7  8

All periods

Days

A  
 All days

**Step 5:** Check the “All days” box.

Rooms

All Rooms  
C-1  
C-10  
C-11  
C-12  
C-13  
C-14  
C-15  
C-16  
C-17

Teachers

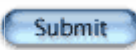
All Teachers  
Aguayo, Sandra  
Carpenter, Megan  
Cassidy, Kevin  
Corpus, Richard  
Druyon, Shaela  
Garcia, Denise  
Gladin, Martha  
Goldenberg, Mitch  
Ha, David

**Step 6:** Select “All Rooms.”

**Step 7:** Select “All Teachers.”

**Step 8:** Under the “Printing Options” section, leave everything else on the screen as it is, except for Margins (inches) and Orientation.

The screenshot shows a form with two sections. The first section is labeled "Margins (inches)" and contains four input fields: "Left" with ".5", "Top" with ".5", "Right" with ".5", and "Bottom" with ".5". The second section is labeled "Orientation, Scale" and contains a dropdown menu set to "Landscape (horizontal)" and an empty input field. Red arrows point to the "Margins (inches)" label and the "Orientation, Scale" section.

**Step 9:** Click the “Submit” button. 

**Step 10:** In the report queue, click on “View” next to “Completed” for your “Scheduling Master Schedule” report.

Created	Job Name	Started	Ended	Status
07/30/2009	Scheduling Master Schedule	07/30/2009 9:52 AM	07/30/2009 9:52 AM	Completed <a href="#">View</a>

**Step 11:** Press “Ctrl-P” to print your report.

## Part Two: Identify second semester course numbers


**Step 12:** On the start page, click on “School” under “Setup” in the left navigation bar.

Setup  
[Personalize](#)  
[PowerScheduler](#)  
[School](#)  
[Staff](#)

**Step 13:** Scroll down and select “Courses” under the “Scheduling” heading.

The screenshot shows a table with two columns: "Scheduling" and "Description". The "Scheduling" column has three items: "Constraints", "Course Groups", and "Courses". The "Courses" item is highlighted with a blue background and a red arrow points to it. The "Description" column contains the following text: "Define scheduling constraints for students.", "Define course groups for use with Graduation Sets.", and "Associate courses to current school from district master list."

Scheduling	Description
<a href="#">Constraints</a>	Define scheduling constraints for students.
<a href="#">Course Groups</a>	Define course groups for use with Graduation Sets.
<a href="#">Courses</a>	Associate courses to current school from district master list.

**Step 14:** Click on “Manage Courses for this School” in the top center of the courses box. 

**Step 15:** In the middle of your screen, next to “Sort list by,” click “Course Number.”



**Step 16:** For each Semester 1 course on your Master Schedule report that you printed (Step 11), identify and write down the course number for Semester 2 from PowerSchool.

The course name in Semester 2 should be the same as in Semester 1, but will end in a “B” instead of an “A”.

Ex. Algebra: Semester 1 course is Algebra 1A, course # 4001, while Semester 2 course is Algebra 1B, course # 4002

Master Schedule - By Teacher		
Teacher	Day	Period 1
Bear, Michael (108)	F	Algebra 1A 4001.1 31/34 Room 2 1(M,W,F) Term: S1 <b>4002</b>

<input checked="" type="checkbox"/>	Algebra 1A 4001
<input checked="" type="checkbox"/>	English 9-Independent Study 4001X
<input checked="" type="checkbox"/>	Algebra 1B 4002

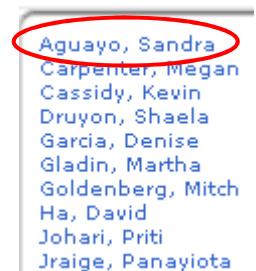
*Note: A red arrow points from the '4002' in the first table to the 'Algebra 1B 4002' entry in the second table.*

Part Three: Create a new section

**Step 17:** From the start page, click on “Teacher Schedules” under “Functions” in the left navigation bar.

- Functions**
- .....
  - Absentee Report
  - Daily Bulletin
  - Enrollment Summary
  - Master Schedule
  - PowerLunch
  - Reports
  - Special Functions
  - Teacher Schedules
- Note: A red arrow points from the text 'Teacher Schedules' in the previous block to the 'Teacher Schedules' link in this list.*

**Step 18:** In the left navigation bar, click on the first teacher's name.



**Step 19:** In the middle of your screen, click the "New" button.



**Step 20:** Enter the Semester 2 course number for the teacher's class.

Course number

**Step 21:** Check the box corresponding to the Period (Expression) for this section.

Expression

	A
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>

Room

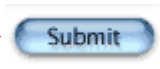
Section number\*

**Step 22:** Enter the room number and section number. These can be found on the Master Schedule printout (Step 11).

**Step 23:** Next to the "Term" box, select "Semester 2."

Term

**Step 24:** Click the "Submit" button.



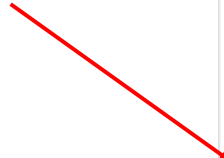
**Step 25:** Repeat Steps 17-24 for all sections and all teachers.

Part Four: Mass enroll students

**Step 26:** From the start page, click on “Teacher Schedules” under “Functions” in the left navigation bar.

**Functions**

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules



- Aguayo, Sandra
- Carpenter, Megan
- Cassidy, Kevin
- Druyon, Shaela
- Garcia, Denise
- Gladin, Martha
- Goldenberg, Mitch
- Ha, David
- Johari, Priti
- Jraige, Panayiota

**Step 27:** In the left navigation bar, click on the first teacher’s name.



**Step 28:** Click the number of students under the “Size” heading for the first section.

Expression	Term	Course #	Course	Sec #	Room	Size
1(A)	S1	1003	Spanish 2A Native Speakers	8	C-6	25



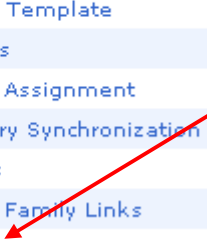
**Step 29:** Scroll to the bottom of the page and click the “Make this the current selection of students” link.

[Make this the current selection of students](#)



- Function
- Attendance Change
- Counselor’s Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Create Family Links
- Mass Enroll

**Step 30:** Click on “Mass Enroll” under the “Function” heading.



Mass enroll the selected students into which class?

Keelen, Kevin    (course.section)

Clicking the Submit button below will cause the selected 25 students to be enrolled in the class specified above.

Enrollment date:

**Step 31:** Select the appropriate teacher and period (Expression) from the drop-down boxes.

**Step 32:** Enter in the course number and section in the following format: course.section (Ex: 4002.1)

**Step 33:** Enter the first day of the second semester as the enrollment date.

**Step 34:** Click the “Submit” button.

**Step 35:** Repeat these steps for “Mass Enroll Students” for all sections and all teachers.

*Note: if you are changing courses for a few students, mass enroll all students first, then hand-select the few students who need to be moved.*

Mass enroll the selected students into which class?

Keelen, Kevin (course.section)

Clicking the Submit button below will cause the selected 25 students to be enrolled in the class specified above.

Enrollment date: 7/30/2009

Submit