Table of Contents

Part 1: Scheduling Students for Class ................................................................. 3
  Schedule an Individual Student........................................................................... 4
    Use Search Available Classes to Schedule a Student......................................... 5
    Using Quick Enroll to Schedule a Student....................................................... 7
    Schedule a Student Using Manually Schedule Student...................................... 9
    Schedule Student using Automated Schedule.................................................. 12
  Schedule Multiple Students in a Class.............................................................. 17
  Schedule a Student in a Class at Another School............................................ 19

Part 2: Dropping Students from Class.............................................................. 21
  Drop an Individual Student from a Class......................................................... 22
  Drop Multiple Students from a Class............................................................... 24
  Fixing Overlapping Section Enrollments......................................................... 27

Part 3: Course Sections ...................................................................................... 31
  Creating a New Course Section.......................................................................... 32
  Editing Existing Course Sections....................................................................... 35
    Changing a Room Number............................................................................... 36
    Adding a New Lead Teacher to an Existing Section.......................................... 37
    Adding a Co-Teacher........................................................................................ 38
    Working with ZZTeachers............................................................................... 39
    Replacing a ZZTeacher or Other Teacher Placeholder................................. 41
  Closing a Course Section.................................................................................. 44
  Deleting a Course Section.................................................................................. 45

Part 4: Scheduling Reports.................................................................................. 47
  Printing a Class Roster....................................................................................... 48
  Printing the Master Schedule............................................................................ 53
  Master Schedule PDF Report............................................................................. 53
Master Schedule from the Function Menu ................................................................. 57
Printing an Individual Student Schedule .................................................................. 59
Printing Multiple Student Schedules ........................................................................ 61
Additional Scheduling Reports .................................................................................... 63
  Class Items Count ........................................................................................................ 63
  Class Size by Period .................................................................................................... 63
  Courses Assigned to School ...................................................................................... 63
From Another School, Taking Classes Here ................................................................. 63
Lunch Pin Roster by Teacher ....................................................................................... 63
Misaligned Class and School Enrollments ................................................................. 64
Multiple Course Enrollments ....................................................................................... 64
Overlapping Enrollments ............................................................................................. 64
Scheduled into Completed Course .............................................................................. 64
Student List, Taking a Specific Course ....................................................................... 64
Students Missing Classes/Periods .............................................................................. 64
Students Taking Edgenuity Classes ........................................................................... 65
Students With No Class Assignments ....................................................................... 65
Taking Classes at Another School ............................................................................ 65
Part 1: Scheduling Students for Class
Schedule an Individual Student

Once a new student has completed the enrollment process at your school, you can proceed to enroll, or schedule, them into classes. Scheduling a new, or existing, student into classes is done through the Modify Schedule page. The Modify Schedule page is divided into two areas; Enrollments and Requests. The Enrollment tab displays the scheduling function, course enrollment (or schedule) and a non-editable course request list. The Request tab is where Course Requests are entered or deleted. There are several scheduling options from within Modify Schedule:

- **Search Available Classes** is used to build a student’s schedule one course at a time. This method does not require adding course requests prior to scheduling. This feature allows you to filter your course search one of two ways:
  - **Course Number**: Enter the specific course number to search for the available sections offered. If no course number is entered, the search will return all sections available for the selected period. Press the Enter/Return key, or click the Find button to begin the search.
  - **Period**: To see a list of sections offered during a specific period, select the desired period from the drop-down menu. Click the Find button to begin the search.

- The **Quick Enroll** feature enables you to immediately schedule a student into a specific class. You must know the course and section number for the class you wish to assign. This feature does not require adding course requests.

- The **Manually Schedule Student** method allows you to select classes from a schedule matrix. Adding course requests makes this method easier, but is not required prior to scheduling. Only the least full classes are listed in this method.

- The **Automated Schedule** functionality works like a mini Student Loader. It schedules students into classes based on their course requests. In this mode, you will be given the best possible schedule scenario, of which you either accept or discard.

**NOTE**: The Automated Schedule method should only be used for newly enrolled students, as the drop process for existing students with scheduled sections does not clear attendance on or after the exit date.
Use Search Available Classes to Schedule a Student

The Search Available Classes method is a straightforward approach to scheduling a student. You search for and schedule a student one class at a time. To schedule a new student using Search Available Classes, do the following:

1. From the Start Page, search for and select the new student.
2. On the Student Page, under Scheduling, select Modify Schedule.

3. From the Period drop-down menu, select the desired period. Click Find.

4. Choose the appropriate Term from the drop-down menu. Choosing All will allow you to see year-long courses, as well as semester courses. Verify the Enroll date. Make changes to the Enroll date before you select the Course Name. Click on the Course Name link for the course that will be scheduled.
5. The **Modify Schedule – Enrollments** screen will display and the student will be enrolled in that class. Repeat steps 3 and 4 until the student is fully scheduled.

**REMINDE**!
High Schools and Middle Schools offering Semester classes, don’t forget to schedule 2nd Semester classes!
Using Quick Enroll to Schedule a Student

Quick Enroll allows you to schedule the student into a specific section immediately, bypassing the course selection process. To use this feature you must know the exact course and section of the class you want to schedule. If the course and section is not recognized, you will be directed to the Search Available Classes, where you can search for the desired class.

IMPORTANT! When using the Quick Enroll method, your term MUST be set to the term of the desired course/section. For example, if you want to schedule a course that is offered during semester one, you must select Semester 1 from the Term drop-down menu in the Navigation Toolbar. You will be returned to the Modify Schedule page if your terms don’t match.

To schedule a student using Quick Enroll, do the following:

1. Make a note of the course and section number of the desired class. Check your copy of the Master Schedule for accuracy.

2. From the Start Page, search for and select the new student.

3. On the Student Page, under Scheduling, select Modify Schedule.

Master Schedule - School Year By Teachers

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Day</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edmunds, Tina (142108)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garcia, Alicia (134583)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make note of the course and section number. You will enter this in the Quick Enroll field.

Always be mindful of the total class enrollment. You do not want to exceed the 36 max enrollment hard-cap for Core classes.

PowerSchool
Secondary Scheduling Handbook • Page 7
4. On the Modify Schedule page, verify the Effective Enrollment Date. Change date, if needed.

5. Accurately enter the Course and Section Number in the Quick Enroll field.

6. Click Enroll.

7. The student is immediately scheduled in the specific course and section.

Repeat steps 4-6, until the student is fully scheduled.
Schedule a Student Using Manually Schedule Student

Manually Schedule Student allows you to select classes from a schedule matrix. With this method you are somewhat limited, as only the least full classes are available. Adding Course Requests prior to using this method will limit your course selections to only those the student needs. If you choose not to add Course Requests prior to scheduling, all courses available for your site (whether offered, or not) will appear in the schedule matrix. To use Manually Schedule Students, do the following:

1. On the Start Page, search for and select a student.
2. On the Student Page, under Scheduling, Click Modify Schedule.
3. The student’s Modify Schedule screen will display. Click on the Requests tab and click the New button to add requests.
4. Click View Courses to select the courses for this student.

Modify Schedule - Requests for 2014-2015

Create Course Requests: Stark, Anthony

Courses to request

Type or paste in a comma-separated list of courses to request, then submit to create the requests.
5. When the list of courses displays hold down the CTRL key to select multiple course for the student. Click **Okay**.

6. Click **Submit**.

![Create Course Requests: Stark, Anthony](image)
7. Return to the **Enrollments** tab and confirm/modify the enrollment date field.

8. Click **Manually Schedule Student**.

9. The Course check boxes available on the **Manually Schedule Student** page depend on the requests you entered for the student. If you do not enter course requests for the student, you will see all courses.

10. Select the check boxes for the course, term, and expression in which you want to enroll the student.

11. Click **Submit**.
Schedule Student using Automated Schedule

The Automated Schedule functionality works like a mini Student Loader, utilizing basic Scheduling Parameters that you can edit. Students are scheduled into classes based on their course requests. In this mode, you will be given the best possible schedule scenario, of which you either accept or discard.

**NOTE:** This feature will NOT delete attendance or allow dropping and rescheduling if attendance is present.

To use the Automated Scheduler, do the following:

**Enter Course Requests:**

1. On the **Start Page**, search for and select a student.
2. On the **Student Page**, under Scheduling, click **Modify Schedule**.
3. The student’s **Modify Schedule** screen will display. Click on the **Requests** tab and click the **New** button to add requests.

4. Click **View Courses** to select the courses for this student.
5. When the list of courses displays hold down the **CTRL** to select multiple courses for the student. Click **Okay**.

6. Click **Submit** to enter the schedule requests.
OPTIONAL: Automated Scheduler allows you to assign course alternates (Alt). In this example, three electives are selected. Enter an E in the Code Field and check the Alt box for each alternate. Leave the Alt box unchecked for the first elective choice. Use the Priority field to rank the order in which the alternate is used to replace the first elective choice, or leave it blank if priority order is not a factor. The higher the number, the lower the priority.

To run the Automated Schedule:

1. Click the Enrollments tab.

   OPTIONAL: Edit Auto Scheduler Parameters.
2. From the **Automated Scheduling Setup** page, verify the **Close Sections at Max Enrollment** button is checked. If you added alternate course requests, check the **Using Student Request Alternate Substitution** box.

3. Click **Submit**.

4. Enter the **Effective Enrollment Date**, if different from today.

5. Click **Automated Schedule**.
6. Accept the proposed schedule, if satisfactory. If unacceptable, click **Discard**, modify the course requests, and click **Automated Schedule** again.

   ![](Automatically Schedule Student.png)

7. The **Modify Schedule** screens displays with the student enrolled in the classes. To keep a few classes on the proposed schedule, lock the courses by clicking the blue lock(s) next to the course name(s), then click **Automated Schedule** again, and click **Accept** to save the newly proposed schedule.
Schedule Multiple Students in a Class

Occasionally, you may need to Mass Enroll multiple students. For instance, you may need to mass enroll a group of students from one section to another in order to balance class size, or you may need to mass enroll an entire class into a new section because the old section was closed.

To mass enroll students into a class, you must first select the group of students you want to enroll. Then, use the Mass Enroll group function to schedule students in much the same way as scheduling one student.

1. From the Start Page, make a student selection.
2. Click the Select By Hand button.
3. Check the names of the desired students.
4. Click Update Selection.
5. From the Select Functions button, select Mass Enroll.

6. On the Mass Enroll page, the Filter By section allows you to select several different ways in which to search for your desired course.

7. Click on the Course Name link to enroll these students into the class.

8. Verify the section information on the Mass Enroll Preview window and edit the Entry Date if needed. Click Enroll Students.

The Class Roster page appears with a green confirmation that Your changes have been saved for this section.
Schedule a Student in a Class at Another School

Some students may need to take a class offered at another school in the district. For example, an eighth grader may take a Math class at the High School across the street. The first step is to call the receiving school and find out the exact course and section number of the class you will be enrolling the student. Follow the steps below to enroll a student in a class at another school.

**IMPORTANT!** You must contact the other school for the correct course and teacher.

1. On the **Start Page**, search for and select a student.
2. Click **Functions**.
3. Click **Enroll In A Class At Another School**.
4. Select the school where the class is held from the dropdown list.
5. Select the **Term** and **Enrollment** date.
6. Use the additional filters to narrow your search.
7. **OPTIONAL:** check the box **Show Teacher Home School**. This option may be useful for schools when the teacher’s Home School is different than the school where the class is held.
   This is particularly true at iHigh, where their classes may be taught by teachers from other schools.
8. The search is defaulted to **Only show open sections**. You will not be able to enroll a student in a class that is full.
9. Select the **appropriate class**.
10. Click **Submit**.
Enroll Student in a Class at Another School Page

**Enroll Student in a Class at Another School**

<table>
<thead>
<tr>
<th>Student</th>
<th>Adler, Micah Charlotte</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>Clairemont High</td>
</tr>
<tr>
<td>Term</td>
<td>Quarter 1</td>
</tr>
<tr>
<td>Enrollment date</td>
<td>8/29/2016</td>
</tr>
</tbody>
</table>

**Course:** 2325 SPN 5(P)

**Optional:** Check this box to list the teacher's Home School.

Select the appropriate class.

Select the School where the class is held.

Use the additional filters to narrow your search.

**Submit**
Part 2: Dropping Students from Class
Drop an Individual Student from a Class

Use the Modify Schedule page to drop classes from a student’s schedule. If you need to move a student from one teacher to another, be sure to drop all classes taught by the former teacher.

1. From the Start Page, search for and select a student.

2. On the Student Page, under Scheduling, click Modify Schedule.

3. Select the Drop checkbox for each class you need to drop.

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**.

![Drop Classes](image)

7. An **Alert message** will appear if the student has attendance on or after the drop date. Click the delete button to delete the attendance.

**CAUTION!** Deleted attendance cannot be recovered! Pay special attention to the number of days being deleted, if the number of attendance days seems excessive, confirm the drop date BEFORE deleting.

![Drop Classes](image)

8. Click **Confirm Delete** to proceed with the drop. (Click **Cancel** if you are not sure you want to delete the attendance.)

![Confirmation Message](image)

You will get a confirmation message and be returned back to the Student’s **Modify Schedule** page.
Drop Multiple Students from a Class

In order to balance classes, you may need to drop multiple students from one section, and enroll them into another section. You may even need to mass drop an entire class because that particular section is closing. To drop multiple students, do the following:

1. On the Start Page, select Teacher Schedules.
2. Locate and select the teacher.

   ![Teacher Schedules screenshot]

3. From the Teacher Schedule page, click the Enrollment Number that corresponds to the class from which the students will be dropped.

   ![Teacher Schedule - Chase, Benji 153042 screenshot]
4. Check the **Select All** box to select all students to be dropped. If you want to drop a selected group of students, uncheck the **Select All** checkbox and re-check the students individually. Click **Drop from this Class**.

5. On the **Student Drop Preview** page, verify the **Exit (drop) Date** is the day AFTER the student was in class.

**IMPORTANT!** Check **Clear Attendance on or after the exit date**.
6. If you have made the wrong student selection, click the Back button, in the lower right corner, to return to the Class Roster. After verifying the information is correct, click the Drop Students button. If you select the Drop Students and Reschedule button, proceed to page 17, Schedule Multiple Students in a Class.

7. You will be returned back to the Class Roster page, notice the green confirmation Your changes have been saved.

If you plan on rescheduling the Current Student Selection, see Schedule Multiple Students in a Class on page 17.
Fixing Overlapping Section Enrollments

Sometimes a mistake is made during scheduling. For example, after dropping a student from class, the counselor realizes they dropped the student from the wrong class. They then attempt to correct the error by re-scheduling the student back into the original class.

While this process appears to be the logical fix, it actually creates an inactive record that will not allow the student’s grade to be stored for that class.

To fix a duplicate section enrollment, do the following:

1. On the Student page, select All Enrollments from the main menu on the left.
2. On the All Enrollments page, locate the re-scheduled class and click Edit.
3. Change the Enroll Date of the re-scheduled class to match the Enroll Date of the original class.
4. Click Submit.
5. On the **Changes Recorded** confirmation page, select **All Enrollments** again.

6. At the bottom of the **All Enrollments page**, click the **Clean up overlapping enrollments** link.

7. On the **Cleanup Overlapping Section Enrollments** page, select the record that has the correct date range.

8. Select **Next Step (Attendance)**.
9. On the **Merge Attendance** page, check the box to confirm you want to merge the attendance records.

10. Click **Submit**.

11. You will receive a message that all duplicate enrollments for this student have been resolved.
Part 3: Course Sections
Creating a New Course Section

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

To create a new Course Section, do the following:

1. From the **Start Page**, under Setup, select **School**.
2. On the **School Setup** page, click **Sections**.
3. Select the **Course Name**.
4. On the **Course page**, click **New**.
5. On the **Edit Section** page, check the appropriate **Expression** when the course meets, and select the appropriate **Term** from the term drop-down menu.
6. In the Teachers – Section Lead area, click Add to assign a teacher to this section.

7. From the Staff drop-down, choose the permanent Lead Teacher name, or ZZTeacher if there is no permanent teacher.

8. The Allocation field is optional.

9. The Start Date and End Date fields will default to the current term dates.

10. **OPTIONAL:** For Teachers/Staff Additional, click Add to associate additional teachers or staff to this section. See page 38 to add a Co-Teacher.

11. Enter a Room.

12. Leave the Section Number* blank; the system will automatically assign a unique number.

13. Enter a Maximum Enrollment.
14. **Record Attendance Using Attendance Mode** will display **Meeting**.

15. **Record Attendance** should be set to **Each Meeting Separately**.

16. Check the **Close section at max** box. This will create a validation alert if the **Max Enrollment** is over subscribed.

17. Use the default values for the remaining fields.

18. Click **Submit**.

---

<table>
<thead>
<tr>
<th>Record Attendance Using Attendance Mode</th>
<th>Meeting</th>
<th>Each Meeting Separately</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(only applicable if Record Attendance Using Attendance Mode includes Meeting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude From Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Optional: Use only to exclude this section from counting towards ADM/ADA for students.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude From Storing Final Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Use for Sections that are not graded so blank records are not stored with final grades.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Scale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same as Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Course Value: Include)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude from GPA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same as course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Course Value: Include)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude from Class Rank?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same as course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Course Value: Include)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude from Honor Roll?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same as course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exclude</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Course Value: Include)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close section at max</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Load Status</td>
<td>Non-Exempt</td>
<td></td>
</tr>
</tbody>
</table>

This setting assures that if this section is blocked (2 periods long), the teacher must submit attendance for each period.

Checking this box will create a validation alert if the Max Enrollment for this section is over subscribed.
Editing Existing Course Sections

You may need to edit existing course sections during the school year. For example, you may need to make changes to Teacher information or Room numbers.

To edit an existing Course Section, do the following:

1. On the Start Page under Functions, click Teacher Schedules.

2. Select the name of the teacher whose section will be edited.

3. On the Teacher Schedule page, select the section number to be edited.

4. You will be taken to the Edit Section page. Modify this page, as needed.
Changing a Room Number

1. On the Start page, under Functions, select Teacher Schedules. Select the Teacher whose section will be edited, then select the section number to be edited.

2. On the Edit Section page, modify the room number.

3. Click Submit. You will receive a Section saved confirmation.
Adding a New Lead Teacher to an Existing Section

There may be times when a new teacher will take over as Lead Teacher for an existing section. CALPADS reporting requirements mandate the importance of keeping the original section in place when adding a new Lead Teacher.

The new Lead Teacher will inherit the original Lead Teacher’s PowerTeacher and Gradebook. They will be able to take attendance, add assignments, edit gradebook setup, and their name will appear on progress reports and report cards.

1. On the Start page under Functions, select Teacher Schedules. Select the Teacher whose section will be edited, then select the section number to be edited.

2. On the Edit Section page in the Teacher – Section Lead area, click Add.

3. From the Staff drop-down menu, select the name of the new Lead Teacher.

4. Modify the End Date of the original Lead Teacher to the day BEFORE the new Lead Teacher takes over the section.

5. Modify the Start Date of the new Lead Teacher to the day they BEGIN teaching the section.

6. Click Submit.
Adding a Co-Teacher

For various reasons, you may need to add a Co-teacher to a section. Co-teachers have access to PowerTeacher to post attendance for the section, and to Gradebook to add assignments and enter grades.

1. On the Start page under Functions, select Teacher Schedules. Select the Teacher whose section will be edited, then select the section number to be edited.
2. On the Edit Section page in the Teachers/Staff – Additional area, click Add.
3. From the Staff drop-down menu, select the name of the Co-teacher.
4. From the Role drop-down menu, select Co-teacher.
5. Modify the Start and End Date to limit access to this section, or leave the dates in their default setting.
6. Click Submit.
Working with ZZTeachers

Every course in the master schedule must have an identifiable instructor with a district employee ID. **ZZTeacher** entries in the master schedule must be updated to a known instructor by September 30 of each school year.

**EXCEPTION!** The following ZZTeachers aligned with their appropriate courses will be allowed beyond September 30:

- **ZZCollTch - Community College** - Aligned with courses taught by *non-district and non-charter school employees who do not have district employee IDs* (e.g., community college courses).

- **ZZNonClass - NonClassScheduleOnly** – Aligned with sections *used solely for scheduling purposes*: there is no staff person assigned to oversee students during these time periods. These entries are not real classes and are used by the school only to track student whereabouts during a specific period (e.g., Lunch).

Please see the table on the next page for guidance on using specific **ZZTeacher** codes in PowerSchool.
ZZ Teacher Codes in Power School

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty ID</th>
<th>Type</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZTeacherA, ZZTeacherAA – AZ, ZZTeacherB - Z</td>
<td>zzteachera, zzteacheraa – az, zzteacherb - z</td>
<td>Placeholder</td>
<td>• May be used as placeholder instructor until 9/30 each school year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Must be replaced by a known instructor, or if applicable, by one of the three *New Faculty Names below.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Continued use beyond 9/30 will be flagged as a master schedule error.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Note: Print Master Schedule List Report by Teacher and ZZTeachers will be at the bottom</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NonClass ScheduleOnly</td>
<td>ZZNonClass</td>
<td>Special</td>
<td>• May be used beyond 9/30 each school year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• For master schedule entries that are not real classes and used only for scheduling purposes, such as Lunch if you use a course called Lunch.</td>
</tr>
<tr>
<td>Grant Funded</td>
<td>ZZGrantTch</td>
<td>Special</td>
<td>• May be used beyond 9/30 each school year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• For externally funded instructors who are not district or charter school employees and who do not have district employee IDs.</td>
</tr>
<tr>
<td>Community College</td>
<td>ZZCollTch</td>
<td>Special</td>
<td>• May be used beyond 9/30 each school year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• For community college instructors who do not have district employee IDs.</td>
</tr>
</tbody>
</table>
Replacing a ZZTeacher or Other Teacher Placeholder

In your master schedule, you may have ZZ Teachers or other teacher placeholders. These placeholders could be for teachers that have yet to be assigned to your school, or for teachers that have been assigned, but never show up for the current school year.

Once a permanent teacher, long-term sub, or temporary certificated staff member has been identified, you will replace the ZZ Teacher or other teacher placeholder with the new teacher.

1. On the Start Page, select Teacher Schedules from the main menu.

2. Select the ZZ Teacher that is still assigned to a section.

3. Click the section number at the top of the list.
4. On the **Edit Section page**, under **Teacher – Section Lead**, click the **ZZTeachername**, to make the **Staff** field editable.

5. Select the permanent teacher or long-term sub from the drop-down menu.

6. Click **Submit**.

After submitting, you will get a **Section saved** confirmation.

- **Elementary schools**: If you have additional ZZTeachers, select the next ZZTeacher, and repeat Steps 3–6.

- **Secondary schools**: continue with the step 7:

7. Find and select the **same ZZ Teacher**.
8. Click the **next section number** that is currently on the top of the list, and continue from **Step 4**, above.

**Repeat Steps 3–6, until all sections have been changed for this ZZ Teacher.**
Closing a Course Section

At some point, you may need to close a Section. For example, when enrollment in a section is low and students must be disbursed to other sections.

Once the students have been dropped from the section and enrolled in their new section, (See page 24, Drop Multiple Students from a Class and page 17, Schedule Multiple Students in a Class) label the section closed. This way, Counselors are able to see sections that are not available for scheduling.

**NOTE:** PowerSchool will still allow scheduling into closed sections, even though they have been *labeled* as CLOSED. It is best practice to notify counselors when sections are closed.

1. On the Start Page, select Teacher Schedules.
2. Select the name of the Teacher whose section is closing.
3. From the Teacher Schedule, verify that the Enrollment is zero (all students have been dropped from class), then click the Section Number link of the section you need to close.

4. **IMPORTANT!** **DO NOT** replace the name of the Lead Teacher with a ZZTeacher.

5. In the Section Edit screen, type the word **CLOSED** in the Room field, and enter the number 1 in the Maximum Enrollment field.

6. Click Submit.
Deleting a Course Section

Please follow the instructions below to delete a section from the master schedule at your school.

NOTE: Once school begins, if attendance has been taken, sections cannot be deleted. For these sections, drop the students as of the day after the last day of attendance and modify the room number to “CLOSED” (See page 44, Close a Course Section).

If you have a section where no attendance was taken, follow the steps below to delete the section.

Deleting a Section from Your Master Schedule, Once School has Started

1. Withdraw all students from the section. Please make sure students are withdrawn with an Exit Date which matches the Entry Date for the class. This will delete the student enrollment record (See page 24, Drop Multiple Students from a Class). Be sure to drop Pre-Registered students, as well.

2. Verify the section enrollment is “0”

3. Modify the section Room to “CLOSED”

4. Contact the Help Desk to request assistance with removing the section from your master schedule. Please ensure the following information is provided in the request:
   - School
   - Course Number
   - Section Number
   - Teacher

Please also confirm with the Help Desk that students have been withdrawn from the class. Help Desk (619) 209-HELP (4357)
Part 4: Scheduling Reports
Printing a Class Roster

Use the Class Rosters (PDF) report to create class rosters for some or all of the teachers in your school.

1. From the Start page, under Reports on the left, select System Reports.
2. On the Systems tab, under Student Listings, click Class Rosters (PDF).
3. Configure the Class Roster page:
   b. Print rosters for: Select at least one teacher. If you do not make a selection, the report will not run.
   c. Meeting(s): Check the appropriate meeting periods. Leave unchecked to select all.
   d. Include students who: Select are currently enrolled in class.

![Class Rosters (PDF) screenshot]

Do not select a report.

You must make at least one teacher selection.
e. **Heading font**: Times
f. **Size, line height, style**: 12
g. **Print heading on**: Select All pages from the drop-down menu.
h. **Heading text (Fields)**: Enter the following information in the text window
   - Teacher: ^(teachernname)
   - Course: ^(coursename)
   - Course Code: ^(Course_Number)
   - Period and Day: ^(expression)
   - Room: ^(Room)
   - As of: ^[Date]

---

![Example Heading Text Information](image-url)
i. **Column title font**: Helvetica
j. **Size, line height, style**: 12
k. **Print column titles on**: Select All pages from the drop-down menu.
l. **Roster font**: Times
m. **Size, line height, style**: 12
n. **Roster columns (Fields)**: Enter the following information in the text window
   - Student_Number\ID\1\L
   - Last_Name\Last\2\L
   - First_Name\First\1\L
   - Grade_Level\GR\5\C
   - Home_Phone\Phone\2\L

**HINT**: OPTIONAL for a check mark column
   - \√\1\C

To get the check mark, hold down the Alt key and, using the key pad, type 251.
o. *Rule width (points):*
   - Horizontal: .5
   - Vertical: .1

p. *Cell padding:*
   - Horizontal: 4
   - Vertical: 2

q. *Page Size: select Letter (8 ½” x 11”) from the drop-down menu.*

r. *Margins (inches):*
   - Left: .5
   - Top: .5
   - Right: .5
   - Bottom: .3

s. *Orientation, Scale: Select Portrait (vertical) from the drop-down, and enter 95.*

t. Leave the remaining fields in their default setting.

u. Click Submit.
4. You will be directed to the Report Queue (System) – My Jobs page. Right Click on the View link and select Open Link in New Tab to open your Class Roster Report.

Class Roster (PDF)

Teacher: Alagha, Cairo J  
Course: WD HST/GEOG 7TH  
Course Code: 6521_2  
Period and Day: 3(A)  
Room: B17  
As of: 9/7/16

<table>
<thead>
<tr>
<th>ID</th>
<th>Last</th>
<th>First</th>
<th>GR</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>85052</td>
<td>Appleton</td>
<td>Yadira</td>
<td>7</td>
<td>619-994-8997</td>
</tr>
<tr>
<td>336705</td>
<td>Arroyo</td>
<td>Alonzo</td>
<td>7</td>
<td>619-997-8842</td>
</tr>
<tr>
<td>349843</td>
<td>Barnard</td>
<td>Tim</td>
<td>7</td>
<td>858-997-5731</td>
</tr>
<tr>
<td>96587</td>
<td>Bidwell</td>
<td>Amy</td>
<td>7</td>
<td>858-994-7014</td>
</tr>
<tr>
<td>383971</td>
<td>Blackburn</td>
<td>Eamon</td>
<td>7</td>
<td>619-996-7663</td>
</tr>
<tr>
<td>320005</td>
<td>Don</td>
<td>Amairary</td>
<td>7</td>
<td>949-982-3369</td>
</tr>
<tr>
<td>340346</td>
<td>Franks</td>
<td>Ulises</td>
<td>7</td>
<td>619-988-6713</td>
</tr>
<tr>
<td>98346</td>
<td>Greer</td>
<td>Madison</td>
<td>7</td>
<td>619-989-5307</td>
</tr>
<tr>
<td>98603</td>
<td>Hobson</td>
<td>Deven</td>
<td>7</td>
<td>714-994-6722</td>
</tr>
<tr>
<td>326583</td>
<td>Hatson</td>
<td>Johanna</td>
<td>7</td>
<td>858-998-0616</td>
</tr>
<tr>
<td>98601</td>
<td>Lay</td>
<td>Austin</td>
<td>7</td>
<td>619-989-5261</td>
</tr>
<tr>
<td>65614</td>
<td>Lovato</td>
<td>Herman</td>
<td>7</td>
<td>925-990-1150</td>
</tr>
<tr>
<td>348387</td>
<td>Luy</td>
<td>Helena</td>
<td>7</td>
<td>949-997-6029</td>
</tr>
<tr>
<td>565986</td>
<td>Marcelino</td>
<td>Thomas</td>
<td>7</td>
<td>617-457-1291</td>
</tr>
<tr>
<td>565727</td>
<td>McNary</td>
<td>Thong</td>
<td>7</td>
<td>617-457-1993</td>
</tr>
<tr>
<td>350242</td>
<td>Obath</td>
<td>Valerie</td>
<td>7</td>
<td>619-988-4261</td>
</tr>
<tr>
<td>333673</td>
<td>Patmon</td>
<td>Julia</td>
<td>7</td>
<td>858-997-9598</td>
</tr>
<tr>
<td>339077</td>
<td>Pecano</td>
<td>Matt</td>
<td>7</td>
<td>619-988-7093</td>
</tr>
<tr>
<td>336962</td>
<td>Poinkletter</td>
<td>Lazaro</td>
<td>7</td>
<td>619-997-8796</td>
</tr>
<tr>
<td>49946</td>
<td>Rascon</td>
<td>Kyran</td>
<td>7</td>
<td>858-993-5596</td>
</tr>
<tr>
<td>442428</td>
<td>Spears</td>
<td>Ronald</td>
<td>7</td>
<td>760-983-3556</td>
</tr>
<tr>
<td>603378</td>
<td>Uriostegui</td>
<td>Adali</td>
<td>7</td>
<td>617-489-4630</td>
</tr>
</tbody>
</table>
Printing the Master Schedule

There are multiple ways to print a Master Schedule Report:

- The **Master Schedule PDF**, created in **System Reports**, is a view only master schedule report in a matrix format.

- The **Master Schedule Function**, on the main menu, creates a master schedule report that features links that allow you to “drill-down” to specific components within the Master Schedule. You can set the report preferences to view the master schedule in list format, or matrix.

**Master Schedule PDF Report**

1. From the **Start Page** under Reports, click **System Reports**.
2. On the **System** tab, under Student Listings, click **Master Schedule (PDF)**.
3. Configure the **Master Schedule PDF** page as follows:
   - **Master Schedule Options**
     a. Check the desired **Periods** check box(es).
     b. Check the desired **Days** check box(es).
     c. Credit type is OPTIONAL. By entering a Credit type, you can filter your report to only display courses that meets specific grad requirements.
     d. Leave **Rooms** set to **All Rooms**.
     e. Select **All Teachers** to include every teacher with a class assignment, or hold the CTRL button while selecting individual teachers to customize who appears on this report.
     f. Select **Sort By option**.
   - **Printing Options**
     g. See the screen shot on page 51 for suggested Print Options.
4. Click **Submit**.
### Master Schedule Options

#### Master Schedule PDF

<table>
<thead>
<tr>
<th>Master Schedule Options</th>
<th>Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check one or more period boxes to customize your selection...</td>
<td>0 □ 1 □ 2 □ 3</td>
</tr>
<tr>
<td>or...Check this box to select All Periods</td>
<td>□ 4 □ 5 □ 6 □ 7</td>
</tr>
<tr>
<td></td>
<td>□ 9</td>
</tr>
<tr>
<td></td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check this box to view All days</td>
</tr>
<tr>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit type</th>
<th>(leave blank for all)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>All Rooms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
</tr>
<tr>
<td>107</td>
</tr>
<tr>
<td>108</td>
</tr>
<tr>
<td>110</td>
</tr>
<tr>
<td>111</td>
</tr>
<tr>
<td>113</td>
</tr>
<tr>
<td>114</td>
</tr>
<tr>
<td>115</td>
</tr>
<tr>
<td>116</td>
</tr>
<tr>
<td>117</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selecting All Teachers will include every teacher with a class assignment...</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>Abbott, Mark N</td>
</tr>
<tr>
<td>Atkins, Kim</td>
</tr>
<tr>
<td>Adora, William</td>
</tr>
<tr>
<td>Allen, DeeDee</td>
</tr>
<tr>
<td>Barton, George</td>
</tr>
<tr>
<td>Bellinger, Tina</td>
</tr>
<tr>
<td>Bolton, Michael</td>
</tr>
<tr>
<td>Bunch, June</td>
</tr>
</tbody>
</table>

| or...Hold down the Ctrl key and select individual teachers. |

<table>
<thead>
<tr>
<th>Sort By</th>
</tr>
</thead>
<tbody>
<tr>
<td>The most common Sort By option is Teacher Name.</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
</tbody>
</table>
Master Schedule Printing Options

(While the suggested settings in this example produce optimal results, you can configure the Print Options to suit your needs):

- **Period/Day orientation**: Choose Periods across the top or Days across the top.
- **Heading font**: Helvetica
- **Size, line height, style**: 18 (points) Bold
- **Print heading on**: First page
- **Column title font**: Times
- **Size, line height, style**: 10 (points) Bold
- **Print column titles on**: All pages
- **Body Font**: Helvetica
- **Size, line height, style**: 10 (points) Bold
- **Cell padding (points)**: Horizontal 4, Vertical 2
- **Page size**: Letter (8 1/2” x 11”)
- **Margins (inches)**: Left 0, Top 0, Right 0, Bottom 0
- **Orientation, Scale**: Landscape (horizontal)
- **Watermark text**: Optional input
- **Watermark mode**: Overlay
- **When to print**: ASAP
- **Report Output Locale**: English

**OPTIONAL!** Select a Watermark from the drop-down menu, or type a custom watermark in the field below.
5. You will be directed to the Report Queue (System) – My Jobs page. Right Click on the View link and select Open Link in New Tab to open your Master Schedule PDF Report.

Master Schedule PDF Report View

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Day</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbott, Mark N</td>
<td>A</td>
<td>TECHN SUPP</td>
<td>PR ECON I</td>
<td>TECHN SUPP</td>
<td>PR ECON I</td>
<td>TECHN SUPP</td>
<td>PR ECON I</td>
</tr>
<tr>
<td>(124154)</td>
<td></td>
<td>SRV1</td>
<td>(P)</td>
<td>SRV1</td>
<td>(P)</td>
<td>SRV1</td>
<td>(P)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6923.6 3036</td>
<td>6759.8 3940</td>
<td>6923.4 1/36</td>
<td>6759.8 3940</td>
<td>6923.4 1/36</td>
<td>6759.8 3940</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room 406</td>
<td>Room 406</td>
<td>Room 406</td>
<td>Room 406</td>
<td>Room 406</td>
<td>Room 406</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1(A)</td>
<td>3(A)</td>
<td>4(A)</td>
<td>5(A)</td>
<td>6(A)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Term: S1</td>
<td>Term: S1</td>
<td>Term: S1</td>
<td>Term: S1</td>
<td>Term: S1</td>
<td></td>
</tr>
<tr>
<td>Adona, Max</td>
<td>A</td>
<td>MD WD HIST</td>
<td>MD WD HIST</td>
<td>MD WD HIST</td>
<td>US HIST/GEO</td>
<td>US HIST/GEO</td>
<td></td>
</tr>
<tr>
<td>Garcia (118549)</td>
<td></td>
<td>(G1)(P)</td>
<td>(G1)(P)</td>
<td>(G1)(P)</td>
<td>(G1)(P)</td>
<td>(G1)(P)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6035.4 3036</td>
<td>6035.7 3236</td>
<td>6035.7 3236</td>
<td>6701.8 3236</td>
<td>6701.8 3236</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room B-16</td>
<td>Room B-16</td>
<td>Room B-16</td>
<td>Room B-16</td>
<td>Room B-16</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2(A)</td>
<td>3(A)</td>
<td>5(A)</td>
<td>6(A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Term: S1</td>
<td>Term: S1</td>
<td>Term: S1</td>
<td>Term: S1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allen, Christa</td>
<td>A</td>
<td>PHYS ED 3</td>
<td>PHYS ED 3</td>
<td>PHYS ED 3</td>
<td>PHYS ED 3</td>
<td>PHYS ED 3</td>
<td></td>
</tr>
<tr>
<td>Dree (114269)</td>
<td></td>
<td>5701.6 4595</td>
<td>5701.2 4955</td>
<td>5701.2 4955</td>
<td>5701.2 4955</td>
<td>5701.2 4955</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room GYM</td>
<td>Room GYM</td>
<td>Room GYM</td>
<td>Room GYM</td>
<td>Room GYM</td>
<td></td>
</tr>
</tbody>
</table>
Master Schedule from the Function Menu

1. From the **Start Page**, under Functions, click **Master Schedule**.

2. Configure the **Master Schedule Preferences** page as follows:
   a. Check the desired **Periods** check box(es).
   b. Check the desired **Days** check box(es).
   c. Credit type is OPTIONAL. By entering a Credit type, you can filter your report to only display courses that meets specific grad requirements.
   d. Leave **Rooms** set to **All Rooms**.
   e. Select **All Teachers** to include every teacher with a class assignment, or hold the CTRL button while selecting individual teachers to customize who appears on this report.
   f. Select **Sort By** option. (In this example, Teacher Name has been selected).
   g. Select the **View By** option of your choice, **Matrix** or **List**.

3. Click **Submit**.

![Master Schedule Preferences](image)

**PowerSchool**

Secondary Scheduling Handbook • Page 57
# Master Schedule Function

## Master Schedule - School Year By Teachers

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Day</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alagna, Cairo J (129999)</td>
<td>A</td>
<td>60215 2.2 7 SM</td>
<td>62015 2.2 7 SM</td>
<td>62015 2.2 7 SM</td>
<td>62015 2.2 7 SM</td>
<td>62015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-17</td>
<td>11-17</td>
<td>11-17</td>
<td>11-17</td>
<td>11-17</td>
</tr>
<tr>
<td>Baguena, Dumitru (12028)</td>
<td>A</td>
<td>60215 1.2 7 SM</td>
<td>62015 1.2 7 SM</td>
<td>62015 1.2 7 SM</td>
<td>62015 1.2 7 SM</td>
<td>62015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-17</td>
<td>11-17</td>
<td>11-17</td>
<td>11-17</td>
<td>11-17</td>
</tr>
</tbody>
</table>

- Click the course number to open the Edit Section page.
- Click the class enrollment number to open the teacher’s Class Roster page.

PowerSchool
Secondary Scheduling Handbook • Page 58
Printing an Individual Student Schedule

Student Schedules with Lunch PINs can be printed for both semester one (S1) or semester two (S2).

To print an individual student schedule, do the following:

1. From the **Start Page**, **Search** for the desired student.
2. On the **Student page**, under Quick Lookup, select **Print A Report**.
3. From the **Which report to print** drop-down menu, select **Student Schedule S1**.
4. **If printing student schedule, use...**: select the appropriate radio button (In this example, courses actively enrolled in during current term (excludes dropped courses) has been selected).
5. **Click Submit**.

6. From **Report Queue (System) – My Jobs**, find your job in the queue and Right Click the blue View link, then click **Open Link in New Tab** to view the report.
7. Print the schedule when it opens.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Grade</th>
<th>Gender</th>
<th>Lunch PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcos, Franklin</td>
<td>96113</td>
<td>8</td>
<td>M</td>
<td>12345</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period/Day</th>
<th>Course</th>
<th>Sec</th>
<th>Course Title</th>
<th>Room</th>
<th>Teacher</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(A)</td>
<td>6551_2</td>
<td>1</td>
<td>US HIST &amp; GEOG 8</td>
<td>B18</td>
<td>Tovar, Jaslene Charles</td>
<td>16-17</td>
</tr>
<tr>
<td>2(A)</td>
<td>3596_2</td>
<td>6</td>
<td>GATEWAY TO TECH</td>
<td>S4</td>
<td>Byrd, Saida P</td>
<td>16-17</td>
</tr>
<tr>
<td>3(A)</td>
<td>5502_2</td>
<td>2</td>
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Printing Multiple Student Schedules

Student Schedules with Lunch PINs can be printed for both semester one (S1) or semester two (S2).

To print schedules for multiple students do the following:

1. From the **Start page**, search for a group of students.
2. From the **Select Function menu**, select **Print Reports**.
3. Configure the **Print Reports** page as follows:
   a. **Which report would you like to print?**: Student Schedule S1 (this setting will print Lunch PINs).
   b. **For which students?**: It is recommended to print out the first couple of schedules to preview for page formatting. After verifying, select **All records in a single batch**.
   c. **In what order?**: Select the sort order as appropriate.
   d. **If printing student schedules, use...**: select the appropriate radio button (In this example, courses enrolled during current term has been selected).
   e. Click **Submit**.
4. From Report Queue (System) – My Jobs, find your job in the queue and Right Click the blue View link, then click Open Link in New Tab to view the report.

5. Print the schedules when they open.
Additional Scheduling Reports

The following reports are found under System Reports>sqlReports4 tab>Scheduling.

Class Items Count
This report provides information about the number of students scheduled and the number of students marked present in each section.

Enter an effective date to run the report. Please note that classes are only displayed if there are students scheduled.

Class Size by Period
This report will provide class size information, by period, for classes at your school.

The total number of students scheduled for the period is displayed, for all sections meeting during that period, for the given teacher. The number of students present and absent on the effective date is also displayed. If the class does not meet on the effective date, the number of students present and absent will be blank. Please note that classes may be listed twice if they meet more than one period.

Enter an effective date to run the report.

Courses Assigned to School
This report lists the courses that are assigned to the school that user is logged into, for the year of the Term that the user has selected. This report is designed to be used by schools.

This report does not show all courses in the district.

From Another School, Taking Classes Here
This report provides student schedule information for students taking classes at your school, who are enrolled at a different school. Students will be listed for each class they are scheduled into.

Enter an effective date to run the report.

Lunch Pin Roster by Teacher
This report provides a Lunch Pin Roster. The report will display the teacher and room number for elementary students with one classroom. Teacher and room will not display for Secondary students with multiple classes.
**Misaligned Class and School Enrollments**
This report lists students who have misalignment of dates between Class enrollments and School Enrollments.

Please make the necessary corrections to the student's class enrollments appearing on this report. The Class enrollment start dates must be on or after the entry date of the student from enrollment screens. The start date of the Class enrollment date is the first day when student attended classes at your school.

The Exit Date of the class enrollment should be the last day of enrollment plus one.

**Multiple Course Enrollments**
This report will show students who are scheduled into the same Course Number, but for different classes/periods at your school.

**Overlapping Enrollments**
The report lists the Overlapping Enrollments where a student is enrolled in a section more than once at any given time in a school year or a student is enrolled in a period more than once.

Please make corrections to the dates for these enrollments to prevent any loss of ADA.

To correct these errors, see *Fixing Overlapping Section Enrollments* on page 27.

**Scheduled into Completed Course**
This report lists students scheduled in a course in which they have already received an acceptable grade of “D” or better in the same or equivalent course.

**Student List, Taking a Specific Course**
This report list the student schedule information for students actively enrolled at your school, taking a specific course.

Enter an effective date and a specific course number to run the report.

**Students Missing Classes/Periods**
This report will show students missing classes/periods at your school.

Enter an effective date and select a Period Abbreviation to run the report. If your school has multiple cycle days, you will need to select the appropriate cycle day letter for the day you are running this report.

This report is date driven and will require a date in the future to look at terms that are not in session.
Students Taking Edgenuity Classes
This report will display students taking Edgenuity classes.

Enter an Effective Date to run the report. If you wish, you may optionally enter a Date Enrolled to only see students that started the class as of a given date.

Students With No Class Assignments
This report lists the students who have active enrollment but no classes are assigned.

Taking Classes at Another School
This report provides student schedule information for students taking classes at another school. Students will be listed for each class they are scheduled into.

Enter an effective date to run the report.