

March 2016 Prep to Build PowerSchool Workshops for Master Schedule Fact Sheet for Principals

Instruction Supported by IT and Office of Secondary Schools Head Counselors

- March 16-17 (High School); 18 and 21 (Middle School and High School); or 23-24 (Middle School and K-8's)
- 2-day sessions
- 2 labs running concurrently at Fremont (bungalows at north end of campus, formerly iHigh, park in lot adjacent to bungalows.)
- Will begin Day 1 of each 2-day session at 8 a.m. in Ballard Center Auditorium, except Friday, March 18. There will be valuable direct instruction regarding the choices you will have in building your schedule. After this opening 60 minute segment, you will have options to join lab groups which will directly address your site's needs. You will be asked to decide how you will create your schedule, i.e. using the PowerScheduler Builder or hand-building the schedule. These options, as well as copying the 2015-2016 master schedule, will be explained in detail in the opening segment. The pros and cons of each option will be thoroughly discussed. Schools who wish to build using Filemaker Pro will be accommodated. The site principal will guide the decision making team in this initial phase of master schedule development.
- 10 schools at each lab (2 labs) with a 3 member team (Administrator, Site Tech, Counselor) – 2 computer stations in the labs for each school; bring a laptop to assure individual web access. If you are using Filemaker Pro you will need your school laptop.
- Enrollment will be open in ERO beginning February 11. **ONLY THE PRINCIPAL WILL REGISTER. (Permissions are set as such.) THE ASSUMPTION WILL BE THAT A TEAM OF THREE WILL COME. PLEASE DO NOT HAVE SITE TECH'S OR COUNSELORS REGISTER SEPARATELY.**
- Note: Site Tech should work collaboratively with Administrator PRIOR to the workshop to have the following elements ready. You will be working in your live data, so the more pre-workshop tasks you complete, the more productive your time will be during the 2 days.

Preparation Checklist for Workshop

In **preparation for this workshop** you should accomplish the following tasks. Your data entry needs to be as complete as possible.

This list assumes that you:

- Have updated your PowerScheduler Course Catalogue for 16-17 (see Job Aid)
- Have entered ALL Student Course Requests (All requests should be entered by March 11, a tight timeline.)
- Know and bring all Teacher Course Assignments and Room Numbers.
- Know and bring all necessary Course Relationships and any Constraints (such as singleton and doubleton course sections, common preps for collaboration, and section block classes).

Here are the documents you could bring to the workshop to make maximum use of the lab time:

1. **Course List** to see Depts, Terms, PPM, Freq, #sections, Max, Facilities, etc.
2. **Course Relationships** to see all your relationships.
3. **Teacher Course Assignments** to make sure teachers have the right assignments and that they are not over or under booked.
4. **Teacher List** to make sure all teachers have a preferred room.
5. **Room List** to make sure your rooms are setup correctly.
6. **Course Request Tally** to make sure you have enough sections/assignments for the demand.