

# POWERSCHOOL SCHEDULING TRAINING

**How to add students and educators to sections**

# WHAT IS POWERSCHEDULER

PowerScheduler is a module for building master schedules and assigning teachers and students to courses.

D65 uses this plugin each year in the winter and spring to create the following years schedules for all currently enrolled students.

On the left, under applications, select PowerScheduler.



**Applications**

- PowerLunch
- PowerScheduler
- ReportWorks Developer
- APEX Report Builder
- PowerPTC

**Attendance Percentage by School between 8/24/2022 and Yesterday**

School Name	School Membership	Attendance	Attendance Percentage between 8/24/2022 and Yesterday
Chute Middle School	43975	40447	91.977
Dawes Elementary School	25413	23534	92.606
Dewey Elementary School	28065	26318	93.775

Break out  
K-5 and 6-8 Scheduling Groups

# SCHEDULING FOR K-5

A few strater tips

- Print out your current list of Period that was created last year within PowerSchool
- Review or edit your Bell Schedule for next year
- Have an idea of your sections

Link the the step-by-step scheduling guide

<https://docs.google.com/document/d/16lGkkNJt0wBWBmK93nBtwQ-E88C2K0iqQJcdcnTKGYA/edit>

# SCHEDULING FOR 6-8

A few starter tips

- Print out your current list of Period that was created last year within PowerSchool
- Review or edit your Bell Schedule for next year
- Send families elective, language, or AVID options
- Have an idea of your sections

Link the the step-by-step scheduling guide

<https://docs.google.com/document/d/1RxkwYx2qgdWCY02s5jtgh053u5q068VVQp8RI-QwoPk/edit>

# SUPPORT AND TROUBLESHOOTING

## **K-5**

1. Ticket to [sishelp@district65.net](mailto:sishelp@district65.net) and Steve M. will address your initial request.
2. If we cannot support you internally we will schedule a time with Shannon Cochran.

## **6-8**

1. Ticket to [sishelp@district65.net](mailto:sishelp@district65.net) and Steve M. will address your initial request.
2. If we cannot support you internally we will schedule a time with Steve Mkrtshjan.

# TIMELINE AND DEADLINES

## Jan

- Scheduling launch 1/31/23
- Review next years students who are currently enrolled (enterprise report)
- Review all projected students with IEP and EL needs

### Homework

1. Review your school step-by-step scheduling instructions
2. Prioritize and scheduling all EL and IEP students

## Feb

- Course options for next year are DUE, approved courses are added to PS (2.15.23)
- Send middle school families course selection options (language, AVID, SSS)
- Educator preference form (DEC contract)

### Homework

1. Begin planning for the EL and IEP students needs
2. Map out staff and sections

## Mar

- Final educator placements, changes, and retirements
- Add new course option section (change number of sections from the previous year)

### Homework

1. Edit educators in the 23/24 school year
2. Adjust master schedule

## Apr

- Build and load schedule

### Homework

1. Use the step by step instructions to build and load the schedule

# TIMELINE AND DEADLINES

## May

- Build and load schedule

### Homework

1. Use the step by step instructions to build and load the schedule

## Jun

- Build and load schedule

### Homework

1. Use the step by step instructions to build and load the schedule

## Jul

- Roll Over 7/31/23
- Build and load schedule

### Homework

1. Use the step by step instructions to build and load the schedule

## Aug

- Finalize schedule
- Add kindergarten students to schedules
- School begins Wednesday, August 23rd

### Homework

1. Add new kinder students to sections
2. Send assignments to families via bright arrow



# RESOURCES

**PowerSchool Admin Timeline [Snapshot](#)**

**Shannon Scheduling Support for K-5 [Link](#)**

**Steve Scheduling Support for 6-8 [Link](#)**

**PowerSchool Admin Slides and Training Materials [here](#)**