

Student Course Request User Guide

PowerSchool
Student Information System



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This edition applies to Release 5.1.2 of the PowerSchool Premier software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Contents

- Preface..... 1**
 - Legend 1
 - Purpose 1
 - Audience..... 1
- Introduction..... 2**
- Student Course Requests 3**
- Automatic Schedule Setup..... 4**
 - How to Run the Automatic Schedule Setup Function 4
- Schedule Year 5**
 - How to Set the Schedule Year 5
- Scheduling Preferences..... 6**
 - How to Set Scheduling Preferences for an Individual Student..... 6
 - How to Set Scheduling Preferences for a Group of Students 7
 - How to Auto Fill Student Information 8
- Course Catalogs 9**
 - How to Add a New Course to the Master Course List 9
 - How to Create a Course Catalog 11
 - How to Edit a Course Catalog 11
 - How to Delete a Course Catalog 12
- Grade-Level Requirements 13**
 - How to Collect Grade-Level Requirements..... 13
- Course Groups..... 15**
 - How to Create a Course Group 15
 - How to Delete a Course Group 16
- Student Course Request Pages..... 17**
 - How to Create a Request Screen in PowerScheduler 17
- Requirements..... 18**
 - How to Enter a Single Class Requirement in PowerScheduler 18
 - How to Enter a Multi-Class Requirement 20
 - How to Enter a Core Requirement..... 21
 - How to Preview the Registration Request Page 22
- Student Course Request Entry..... 24**
 - How to Activate the Student Request Forms..... 24
 - How to Enter Requests in the Scheduling Area..... 24

How to Enter Student Requests by Course 26

How to Edit Student Course Requests..... 26

How to Delete Student Course Requests 27

How to Mass Assign Student Course Requests 28

How to Mass Delete Student Course Requests 29

Preface

Legend

- This guide uses the > symbol to move down a menu path. If instructed to “Click **File** > **New** > **Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.
- It is easy to identify notes because they are indented and prefaced by the text **Note:**.
- This guide may contain italicized references to other sections. For sections not included in this guide, see PowerSchool Online Help. Click the **Help** icon, which looks like a question mark, on any page in PowerSchool.
- This guide may contain italicized references to other documents. See the PowerSchool Customer Support Web site at <https://support.powerschool.com/>. You will need your username and password to log in. If you do not have this information, contact your System Administrator. Once you are logged in, navigate to **Documentation**.

Purpose

This document focuses on the basic preparation and entering of student course requests using PowerScheduler or Automated Walk-In (AWI) scheduling. Following and completing the steps outlined in this guide will prepare a district to begin building or loading schedules for the next school year.

Audience

This information is intended for administrators, counselors, etc. responsible for scheduling students.

Introduction

Student course requests are critical to scheduling, whether you use PowerScheduler or Automated Walk-In (AWI) scheduling. During the PowerScheduler Build process, for example, Student Course Requests are utilized to determine how many sections of a course are required. During the Scheduler Load process or when using AWI scheduling, the Requests are used to place the students into their desired or required courses. Requests can also be used to make PowerScheduler and AWI scheduling load students into selected sections of a course.

Student Course Requests

When using PowerScheduler to build a master schedule or load students into courses, the goal is to satisfy as many student course requests and have the most balanced schedule possible. Both PowerScheduler and AWI scheduling utilize student course requests when creating Master or Student Schedules.

Before creating student course request pages, some preparation is required. This involves setting up the schools on the PowerSchool server for the upcoming scheduling year, setting student scheduling preferences, adding any new courses, collecting the appropriate grade-level requirement information, and creating course groups and student request screens. Once complete, you can then begin building or loading schedules for the next school year.

The student course request process involves several steps. Complete these steps in the following order:

1. Create a scenario for each school before using PowerScheduler to build master schedules or load student schedules for each new scheduling year. It is recommended that you use Auto Schedule Setup to create a scenario for all schools in your district, whether or not the school will use PowerScheduler for scheduling purposes. That way, the appropriate students and their course requests will appear in the correct schools during the scheduling process. For more information, see *Automatic Schedule Setup*.
2. Set the Schedule Year for the upcoming year at all schools on the PowerSchool server. Approximate start and end dates for the new scheduling year will be required; these can be modified later, if necessary. For more information, see *Schedule Year*.
3. Set the Next School, Next Year Grade, and Schedule This Student indicators for all active students using the Student Field Value and Next School group functions or by setting each student individually from the student's Schedule Setup page. These fields, with the exception of Next School, may also be mass-filled for each school using the Auto Fill Student Information function in PowerScheduler. Note that the Next School indicator must be set for those students who will be scheduled before using this function. For more information, see *Scheduling Preferences*.
4. Add new courses to the Master Course List at the district level and at any schools that will be using them for scheduling, then activate the courses in the course catalog. For more information, see *Course Catalog*.
5. Collect appropriate grade-level information. For more information, see *Grade-Level Requirements*.
6. Create course groups. For more information, see *Course Groups*.
7. Create student course request pages. For more information, see *Student Course Request Pages*.
8. Enter student course requests. For more information, see *Student Course Request Entry*.

Automatic Schedule Setup

The Automatic Schedule Setup function is intended to give you a head-start when creating scenarios. After you enter basic information related to days, periods, and terms on the Automatic Schedule Setup page, PowerScheduler populates those fields for a scenario. That way, you do not need to set up days, periods, and terms on their respective setup pages; instead, those field defaults can be set using Automatic Schedule Setup.

You will be guided through several pages when using the Automatic Schedule Setup function. It is important to note that no information is saved to PowerScheduler until you click Submit. Use the "Continue" button to navigate through the setup screens.

How to Run the Automatic Schedule Setup Function

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Processing, choose **Auto. Scheduler Setup** from the PowerScheduler menu. The Automatic Schedule Setup page appears.
3. Use the following table to enter information in the fields:

Field	Description
Lowest term level division	Use the pop-up menu to choose the smallest fraction of terms that the school uses. For example, if the school uses quarters and semesters, select Quarters from the pop-up menu.
Number of periods	Use the pop-up menu to choose the number of periods that the school uses. For example, if the school currently uses or would like to create a seven period schedule, select 7 .
Number of days	Use the pop-up menu to choose the number of days that the school uses. For example, if the school currently uses or would like to create a schedule using A and B days, select 2 .

4. Click **Continue**. The Automatic Schedule Setup - Schedule Term Selection page appears.
5. Select the checkbox next to the full year term and the term levels that will be used for scheduling. For example, if you offer semester courses, select the checkboxes next to **Full Year** and **Semester - Semester**.

Note: You must select the **Full Year** checkbox.

6. Click **Continue**. The Automatic Schedule Setup - Define Term Dates page appears.
7. Enter the first and last days of each term, using the format mm/dd/yyyy or mm-dd-yyyy.
8. Click **Continue**. The Edit Build Scenario page appears.
9. Edit and submit the build scenario. For more information, see *Build Scenarios*.

Schedule Year

Because course requests can be made for the current year or for other scheduling years, you must set the schedule year for student requests made in PowerScheduler, on the PowerSchool Parent Portal, or on the Requests Modify Future page in PowerSchool.

For example, set the scheduling year to **2008-2009** if you want students to enter course requests on the student access pages for the 2008-2009 year. In this case, the request Screen Setup function in PowerScheduler will apply to the 2008-2009 school year. The student's requests made through the Requests Modify Current page in PowerSchool will apply to the 2007-2008 school year. For more information on student course requests, see *Student Course Requests*.

How to Set the Schedule Year

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Tools, choose **Functions** from the PowerScheduler menu.
3. On the Scheduling Functions page, click **Set Schedule Year**. The Set Schedule Year page appears.
4. Choose the schedule year from the pop-up menu.

Note: Only the years established on the Years & Terms page appear in the pop-up menu. To select a year that is not listed, you must first set up that scheduling year. For more information, see *Automatic Scheduler Setup*.

5. Click **Submit**. The Scheduling page appears.

Scheduling Preferences

Set student scheduling preferences before creating student course request pages or entering student course requests. By setting these parameters before students submit requests, requests will be created with the appropriate future school and schedule year identifiers. Set student scheduling preferences for an individual student or for a group of students in PowerSchool.

You can also set student scheduling preferences in PowerScheduler; for more information, see *How to Auto Fill Student Information*.

How to Set Scheduling Preferences for an Individual Student

1. On the start page, search for and select a student.
2. Choose **Scheduling Setup** from the student pages menu. The Edit Scheduling Preferences page appears.
3. Use the following table to enter information in the fields:

Field	Description
Next Year Grade	Enter the grade level that the student will be entering next school year. If the student is to be retained, enter the student's current grade level.
Priority	Enter a number for the Load Priority for this student. Typically, students in upper grade levels will be assigned a higher priority, such as 10, to assure that they are scheduled first for courses that they require for graduation. Values range from 1 to 99 and are usually separated by increments of 10, such as 10, 20, 30, and so on.
Schedule This Student	Select the checkbox so that PowerScheduler will schedule the student.
Year of Graduation	Enter the year that the student is expected to graduate from the currently selected school.
Summer School Indicator	If applicable, select from the pop-up menu the summer school the student will attend.
Note for Summer School Admin	If the student is to attend summer school, you can enter a note for the summer school administrator, such as Needs to retake Biology . This note is viewed only on the Student Scheduling Setup page. Note: Because the End-of-Year process clears this field, summer school notes will not carry over from year to year.
Next School Indicator	Select the school that the student will enter next year. This ensures that the requests pages used by administrators, students, and parents display the correct course information and that the students are scheduled at the correct school. Note: If setting this preference for inactive students, those

Field	Description
	students appear in PowerScheduler along with the active students. Set this field to "blank" for transferred students.
Next Year Campus/Building (optional)	To select the campus or building that the student will go to next year, click Associate . Select a campus or building, and click Submit .
Next Year House (optional)	To select the house that the student will belong to next year, click Associate . Select a house, and click Submit .
Next Year Team (optional)	Choose the team that the student will belong to next year from the pop-up menu.

4. Click **Submit**. The Changes Recorded page appears.

How to Set Scheduling Preferences for a Group of Students

Enter information in the required fields to set scheduling preferences for a group of students.

1. On the start page, select the group of students.

Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu.

2. Choose **Next School Indicator** from the pop-up menu. The Next School Indicator page appears.
3. Choose from the pop-up menu the name of the school the selected students will attend during the next school year.
4. Click **Submit**. The Changes Recorded page appears.
5. Click the PowerSchool logo to return to the start page.
6. Click **Current Selection** to select the same group of students.
7. Choose **Student Field Value** from the pop-up menu. The Student Field Value page appears.
8. Enter **Sched_NextYearGrade** in the Field to Change field.
9. Enter the appropriate next year grade level in the New Field Value field.
10. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
11. Click **Submit**. The Field Value page appears.
12. Click **Submit**. The Alert: Completed page appears.
13. Click the PowerSchool logo to return to the start page.
14. Click **Current Selection** to select the same group of students.
15. Choose **Student Field Value** from the pop-up menu. The Student Field Value page appears.
16. Enter **Sched_Scheduled** in the Field to Change field.
17. Enter True in the New Field Value field.
18. Deselect the **Clear Field Value** and **Do not overwrite existing data** checkboxes.
19. Click **Submit**. The Field Value page appears.
20. Click **Submit**. The Alert: Completed page appears.

How to Auto Fill Student Information

Use this function to fill in student information simultaneously for selected students. Student information that can be automatically filled includes next year grade, priority, and year of graduation.

You can set the next school indicator for all students before using this function, and you must set the next year grade indicator for returning twelfth graders before using this function. For more information, see *Next School Indicator*.

Note: The grade level entered affects all students for the grade level column selected whose next school indicator is set for the school submitting the information.

1. On the start page, click **PowerScheduler**. The PowerScheduler menu appears in the main menu.
2. Click **Functions**. The Scheduling Functions page appears.
3. Click **Auto Fill Student Information**. The Auto Fill Student Information page appears.
4. Use the following table to enter information in the fields:

Field	Description
Next Year Grade	For each column, enter the next year grade to indicate which students' information to change. For example, enter 12 for eleventh graders who will be in the twelfth grade next year, and enter 12 in the next column for any returning twelfth graders.
Priority	Enter the scheduling priority for the students. For example, enter 1 for returning twelfth graders who need to be scheduled first, and enter a higher number for incoming ninth graders.
Schedule This Student	Select either Yes or No to indicate if the students in each column should be scheduled or not.
Year of Graduation	Enter the year of graduation to indicate in which school year the student will graduate. For example, enter 2009 for twelfth graders graduating at the end of the 2008-2009 school year.

5. Click **Submit**. The Changes Recorded page appears.

Course Catalogs

Create the list of courses that your school will offer next school year. PowerSchool refers to this list as the course catalog.

Courses in the course catalog are copied from the district level. Not all courses on the district course list are available for the catalog; only courses that are associated with the school using the school's master course list can be included.

You can edit information in the course catalog without affecting the courses on the school's master course list. For example, you may want to change the credit hours for a course for scheduling purposes, but revert to the course's real credit hours when committing schedules for the next school year. Once a master schedule is committed, the course information, including credit hours, is retrieved from the district level.

Note: You can have more than one course catalog, and it is not necessary to create a new catalog for each scheduling year. Course catalogs are associated with builds, and a catalog is only active when it is associated with the active build scenario. This also means that you can only edit courses in the catalog that is active. For more information, see *Build Scenarios*.

How to Add a New Course to the Master Course List

Associating courses with your school makes them available for both student course requests and inclusion in your course catalog. Courses are created at the district level and then associated with individual schools. To associate a course with a school, see *How to Edit Course Status*.

You must first log in to the district office before performing this procedure.

Note: You cannot add a new course to your master course list in PowerSchool's Scheduling area.

1. On the start page, choose **District** from the main menu.
2. On the District Setup page, click **Courses**. The Courses page appears.
3. Choose **View Master Course List** from the courses menu. The Master Course List page appears.
4. Click **New**. The New Course page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Name	Enter the name of the course.
Course Number	Enter the number that will be used to identify this course.
Alternate Course Number	Enter an alternate course number if your school uses this field for state reporting or district purposes.
Credit Hours	Enter the number of credits a student receives for taking this course.
CIP Code	In some states, schools use CIP codes to identify courses as part of a state-managed vocational program. Enter this code, if applicable.

Field	Description
Vocational Class	Select the checkbox if this is a vocational course.
Credit Type	Enter the type of credit a student receives for passing this course, such as MATH, ENG, or FINE. You can then apply this credit to a graduation type.
Default Maximum Enrollment	Enter the maximum number of students that can be enrolled in this course.
Prerequisite Courses	Enter the numbers of courses that students must complete with a passing grade before they can take this course. Separate multiple courses with commas. Note: When you enroll a student in a course, the system does not automatically check if the student completed the prerequisite courses you enter here. The user enrolling the student must manually reference and research the information.
PowerLink (English)	Enter course-related text that PowerLink will read when parents and guardians access student information and select the English option.
PowerLink (Español)	Enter course-related text that PowerLink will read when parents and guardians access student information and select the Spanish option.
Gradescale	Choose the grade scale from the pop-up menu. For more information, see <i>How to Assign Grade Scales to Courses</i> .
GPA Added Value Points	Enter any added value for the grade points, such as 1 for one additional grade point. You can also use fractions of a point. Most schools do not enter added values.
Exclude from GPA?	Select the option to either include or exclude the grade from the GPA calculation.
Exclude from Class Rank?	Select the option to either include or exclude the grade from the class rank calculation.
Exclude from Honor Roll?	Select the option to either include or exclude the grade from the honor roll calculation.
Use the Course for Lunch	Select the checkbox to use all sections of this course for lunch. Otherwise, deselect the checkbox.
Exclude on Report Cards/Transcripts	Select the checkbox to exclude all sections of this course from appearing on the schedule listing of Report Cards or the Transcript Object of Object reports. Otherwise, leave blank.

- Click **Submit**. The course created appears on the Master Course List page.

Note: To associate this course with your school, log in to your school. On the Master Course List page, select the checkbox next to the course name, and then click

Submit. Doing so makes this course available for both the course catalog and student course requests.

How to Create a Course Catalog

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Parameters, choose **Catalogs** from the PowerScheduler menu. The Catalogs page appears.
3. Click **New**. The New Course Catalog page appears.
4. Use the following table to enter information in the fields:

Field	Description
Name	Enter a name for this catalog. For example, if you are creating the course catalog for a specific school year, you might call it 2008-2009 .
Description	Enter a description of the catalog. Enter no more than 80 characters in this field.

5. Click **Submit**. The catalog appears on the Catalogs page.
6. Click **Edit Course Catalog** in the row of the catalog you created. The Course Catalog page appears.

Note: If "Not active catalog" appears instead of "Edit Course Catalog," you must first make the new catalog the active catalog. Edit the current build scenario so that the new catalog is the active catalog. For more information, see *Build Scenarios*.

7. Deselect the checkbox next to each course you want to remove from this course catalog. By default, the checkboxes next to all of the courses available for scheduling at your school are selected. To sort the list, click **Course Name**, **Course Number**, or **Active Status**, which sorts the active (selected) courses first and the inactive (deselected) courses last.

Note: Deselecting a course means that you will not be able to schedule that course for the upcoming schedule year, even if you have student course requests associated with it. Any student course requests will be automatically dropped from the scheduling process.

8. Click **Submit**. The Catalogs page appears.

Note: You can edit the scheduling information for any of the courses within your active course catalog by clicking **Edit** in the Courses row. For more information, see *Build Scenarios*.

How to Edit a Course Catalog

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Parameters, choose **Catalogs** from the PowerScheduler menu. The Catalogs page appears.

3. Click **Edit Course Catalog** in the row of the catalog you want to edit. The Course Catalog page appears.
4. Select the checkbox next to a course name to include it in this course catalog, or deselect the checkbox next to a course name to remove it from this catalog.
5. Click **Submit**. The Catalogs page appears.

How to Delete a Course Catalog

Deleting a course catalog deletes the following items related to that catalog: courses, teacher assignments, constraints, and course relationships. You cannot delete the active catalog. To inactivate a catalog so that it can be deleted, see *Build Scenarios*.

Note: This function does not delete courses from the master course list.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Parameters, choose **Catalogs** from the PowerScheduler menu. The Catalogs page appears.
3. Click the name of the catalog you want to delete. The Edit Course Catalog page appears.
4. Click **Delete**. The Delete Catalog page appears.
5. Select the checkbox if you are sure you want to delete this course catalog.
6. Click **Submit**. The Changes Recorded page appears.

Grade-Level Requirements

Determine the individual course requirements at your school, such as the names of required courses and number of credits students must take for each grade level. Having all of this information readily available for reference will make it much easier to create the student course request pages.

How to Collect Grade-Level Requirements

Collect the following information for each grade level:

- Required courses
- Number of credits that must be taken
- Possible semester elective courses
- Possible yearlong elective courses
- Possible no-credit courses
- Number of terms for each request
- Before- or after-school courses
- Possible lunch periods

The following is an example of what you might collect for a ninth-grade request page:

Information to collect	Example
Required courses	<ul style="list-style-type: none"> • One semester of each of the following: Software Applications 1, Software Applications 2, General Science 1, General Science 2, Health, Word Processing • Two semesters of English: English 9, English 9 Honors, or English 9 Basic Skills • Two semesters of math: Consumer Math, Pre-Algebra, Algebra I, Algebra II, or Geometry
Number of credits that must be taken	Ninth graders must take 7 full credits (14 semester classes)
Possible semester electives	Woods I, Woods II, Beginning Pottery, Art I, Art II, Beginning Foods, Fitness for Life (PE), any other Physical Education class, any computer class
Possible year-long electives	Band, Chorus, Audition Choir, any first-year Foreign Language, Agriculture I, Horticulture I
Possible no-credit courses	Only students with special permission can take no-credit periods: Study Hall, Work Experience, released time for religious or other academic classes, Independent Study
Number of terms for each request	Each request will represent one semester of course material
Before- or after-school courses	No class will be offered to ninth graders before or after school

Information to collect	Example
Possible lunch periods	Lunch is not part of the ninth grade student schedule

Course Groups

To make it easier for students, parents, or staff members to enter requests, you have the option of creating course groups. Course groups represent the courses that are available to a student for a specific request.

For example, when eighth-grade students select a ninth-grade elective course for the next school year, they are presented with a list of valid ninth-grade elective course options. Students must make their selection from the list of courses that you determine are valid for a particular selection.

Note: It is recommended that course groups for scheduling use should only contain courses that require the same number of student course requests. For example, you should not combine single semester courses with yearlong courses, as this could lead to an inaccurate count of requests and credit hours.

Create the lists by making a course group for all predetermined requirements. For example, in the case that you need to create six course groups for a particular grade level, you might create three groups for core courses, one for semester electives, one for yearlong electives, and one for no credit electives.

Course group	Example
Core courses	<ul style="list-style-type: none"> • Software Application I and II, General Science 1 and 2, Health, Word Processing • English 9: English 9, Honors, Basic Skills • Mathematics 9: Consumer Math, Pre-Algebra, Algebra I, Algebra II, Geometry
Semester electives	Woods I, Woods II, Beginning Pottery, Art I, Art II, Beginning Foods, Fitness for Life (PE), any other Physical Education class, any computer class
Yearlong electives	Band, Chorus, Audition Choir, any first-year Foreign Language, Agriculture I, Horticulture I
No credit electives	Study Hall, Work Experience, Released Time, Independent Study

How to Create a Course Group

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Requesting, choose **Course Groups** from the PowerScheduler menu. The Course Groups page appears.
3. Choose in which order you want courses to be listed on student course request pages—either by course name or course number—from the pop-up menu.
4. Click **New** in the courses menu. The Edit Course Group page appears.

5. Use the following table to enter information in the fields:

Field	Description
Name	<p>Enter a name for the course group. All course groups and graduation requirement sets must have unique names in all schools.</p> <p>Note: If there are multiple schools on your server, you may want to create a system for naming your course groups so that they sort in a certain way. For example, you might call Apple Grove High School's course group containing ninth-grade core courses AGHS-9-Core Courses. If you followed this system, all of your schools would sort together, as would the grade levels within them.</p>
Type	<p>Choose the type of course group from the pop-up menu:</p> <ul style="list-style-type: none"> • Both: Course group is for both scheduling and graduation requirement purposes. Existing groups are set to Both by default. • Scheduling Only: Course group is used for scheduling purposes only. • Graduation Set Only: Course group is used for graduation requirement purposes only.
Applies to	<p>Set course groups to apply either to all schools or to the current school only. Existing groups are set to all schools by default.</p>

6. Select the checkbox next to the name of each course that should belong to this group.
7. Click **Submit**. The course group you just created appears in the courses menu. This group is now available to use in setting up request pages. Repeat this process for all course groups required for each grade level or request type at your school.

How to Delete a Course Group

1. On the start page, choose PowerScheduler from the main menu.
2. Under Requesting, choose **Course Groups** from the PowerScheduler menu. The Course Groups page appears.
3. Choose the course group to be edited from the courses menu. The Edit Course Group page appears.
4. Click **Delete**. The Selection Deleted page appears.

Student Course Request Pages

Create course requirements and student course request pages for each grade level in the school. The course request pages contain courses you select for the various course groups from which students can make their selections. The request pages require students to select only courses and electives that have been approved for their grade level. If you need to make an exception, you can do so manually.

Note: For more information on grade-specific requirements, see *Requirements*.

Course Request Screens are relevant to whatever is selected as the scheduling year. The scheduling year also determines which Request Screen appears to parents and students. For example, if the current school year is 2007-2008 and the schedule year is set to 2008-2009, students who are in tenth grade during 2007-2008 will use the Grade 11 request screen. For more information, see *How to Set the Schedule Year*.

Note: In most cases, course request screens must be recreated each year. However, if you wish to use the same screens from year to year, modify the YearID of the appropriate records using the **Update Selections** function. Always backup the data file before attempting this procedure. For more information, see Knowledgebase article 3641, *How to Re-Use Student Request Screens*, available on the PowerSchool Customer Support Web site.

How to Create a Request Screen in PowerScheduler

Because course requirements vary for each grade level, you can create new or edit existing course request pages for each grade level in your school. The Next School Indicator field points to the school students will attend next year. For example, a school district consists of two high schools and three junior high schools. An eighth grader entering student course requests will view the request page for the high school set as his or her next school. Other eighth graders, whose next school is set to the other high school, would view a different request page.

Note: It is important to set all students' next school indicator, even if they stay at the same school next year. For more information, see *Student Information*.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Requesting, choose **Screen Setup** from the PowerScheduler menu. The Future Requests menu displays all of the grade levels at your school.
3. Click the appropriate grade level. The [grade level] Request Screen Setup Future page appears.

Note: The grade level selected refers to the students' next year grade level.

4. Enter a minimum and maximum number of credits needed to complete the registration process. For example, you could enter **5** for **Minimum** and **7** for **Maximum**, thus ensuring that no student takes courses whose total credit hours are less than five or more than seven.

Note: Leaving the **Minimum** and **Maximum** fields blank makes it possible for students to request too many or too few credit hours.

5. Click **Submit**. The [grade level] Request Screen Setup Future page appears.

Requirements

You must create requirement entries for each student course request. Requirement entries make up the body of the request page, informing students which courses they must take and giving them selections from valid course groups. For more information on student course request pages, see *Student Course Request Pages*.

There are three types of requirement entries:

- **Single Class Requirement:** Students make single selections from a course group. For example, if all eleventh graders need to take one computer course next year, create a Computer course group that includes all of the computer courses. Students select one of the courses from the list to fulfill their Computer requirement.
- **Multi-Class Requirement:** Students make multiple selections from a course group. For example, if all eleventh graders need to take two business courses next year, create a Business course group that includes all business courses. Students select two or more of the courses from the list to fulfill their Business requirement.
- **Core Requirement:** Students view a set of requests that are predefined, such as a core set of classes for all ninth graders. There are no options from which students can make selections.

How to Enter a Single Class Requirement in PowerScheduler

A single class requirement appears on the request page as a pop-up menu. Students choose a single course from the list (course group) you create.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Requesting, choose **Screen Setup** from the PowerScheduler menu. The grades menu displays the available grade levels.
3. Click the grade level for which you want to enter a single class requirement.
4. On the [grade level] Request Screen Setup Future page, click **New Single Class Requirement**. The Grade-Specific Requirement for Course Requests [grade level]: Future page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name of this requirement	Enter a name for the requirement, such as Ninth Grade Math.
Description/ Instructions	Enter a description or instructions for students to read on the screen so they understand exactly what they need to do to meet this requirement. For example, enter: You are required to enroll in one Math course. Use the pop-up menu to make your selection from the list of available courses.
Dimensions of the entry box	Enter the height and width of the box into which students will enter course numbers. Enter the width using the number of characters (such as 11) and the height using the number of lines of text (such as 4).

Field	Description
List of courses to present to the student in the pop-up menu	Use the pop-up menu to choose the course group you want students to make their selection from, such as Math 9 .
First item in popup (optional)	Enter what you want the first item of the pop-up menu to read. If you want the first item to be blank, enter an asterisk (*). For example, enter Choose one of the following: as the first line of the pop-up menu.
Must the student select a course from the pop-up, or may they leave it blank?	Choose either Must select one or Can leave blank from the pop-up menu.
Message to display if the student is required to select a course, but they leave it blank instead	If you chose Must select one in the previous field, you can enter an alert message students will receive if they do not select one of the courses in the group. For example, enter: You forgot to select one Math course. If you do not enter a specific message for this requirement, the system displays a generic message: You did not select a course for this requirement: [requirement name].
Request type	Use the pop-up menu to choose the type of request: <ul style="list-style-type: none"> • Elective: Not a requirement • Alternate: Used if an elective request is not met. If you select Alternate, the system uses this request if it cannot schedule the student in a requested elective. • Required: Required course for this grade level <p>Note: An alternate request will never replace a required request.</p>
Number of requests to generate	Use the pop-up menu to choose the number of requests that should be generated when this requirement is selected. For example, if Math is a yearlong course but sections operate on semesters, choose 2 for two requests. Semester electives may only need one request.
Item sort order	Enter a number between 0 and 100 that indicates the order in which you want this requirement to appear on the request page you are creating.

6. Click **Submit**. The requirement appears on the grade level's request page.

How to Enter a Multi-Class Requirement

A multiple class requirement appears on the request page as a scrolling or static list. Students choose multiple courses from the list (course group) you create.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Requesting, choose **Screen Setup** from the PowerScheduler menu. The grades menu displays the available grade levels.
3. Click the grade level for which you want to enter a single class requirement.
4. On the [grade level] Request Screen Setup Future page, click **New Multi-Class Requirement**. The Grade-Specific Requirement for Course Requests [grade level]: Future page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name of this requirement	Enter a name for the requirement, such as Ninth Grade Math .
Description/Instructions	Enter a description or instructions for students to read on the screen so they understand exactly what they need to do to meet this requirement. For example, enter: You are required to enroll in one Math course. Use the pop-up menu to make your selection from the list of available courses.
Dimensions of the entry box	Enter the height and width of the box into which students will enter course numbers. Enter the width using the number of characters (such as 11) and the height using the number of lines of text (such as 4).
List of courses to present to the student in the pop-up menu	Use the pop-up menu to choose the course group you want students to make their selection from, such as Math 9 .
How to present the list of courses	Select one of the following options to determine how you want the system to display the list of courses in the course group: <ul style="list-style-type: none"> • As a scrolling list: If you select this option, enter the number of lines you want the system to display before the student must scroll to see the other courses in the list. • As plain text: This is the most common selection for this field. • Don't display the list
Number of courses student must select to meet this requirement	Enter the minimum and maximum number of courses a student must select from the list to fulfill this requirement. For example, enter 2 and 2 to require that no more and no less than two courses from the list are selected.

Field	Description
Message to display if the student is required to select a course, but they leave it blank instead	<p>If you chose Must select one in the previous field, you can enter an alert message students will receive if they do not select one of the courses in the group.</p> <p>For example, enter: You forgot to select one Math course.</p> <p>If you do not enter a specific message for this requirement, the system displays a generic message: You did not select a course for this requirement: [requirement name].</p>
Request type	<p>Use the pop-up menu to choose one of the following to determine the type of request:</p> <ul style="list-style-type: none"> • Elective: Not a requirement • Alternate: Used if an elective request is not met. If you select Alternate, the system uses this request if it cannot schedule the student in a requested elective. • Required: Required course for this grade level <p>Note: An alternate request will never replace a required request.</p>
Number of requests to generate	<p>Use the pop-up menu to choose the number of requests that should be generated when this requirement is selected. For example, if Math is a yearlong course but sections operate on semesters, choose 2 for two requests. Semester electives may only need one request.</p>
Item sort order	<p>Enter a number between 0 and 100 that indicates the order in which you want this requirement to appear on the request page you are creating.</p>

6. Click **Submit**. The requirement appears on the grade level's request page.

How to Enter a Core Requirement

A core requirement is a set of classes that members of an entire grade level must request. There is no selection for students to make; you make the selection now so that students view an unalterable list of these required courses on their request pages.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Requesting, choose **Screen Setup** from the PowerScheduler menu. The grades menu displays the available grade levels.
3. Click the grade level for which you want to enter a single class requirement.
4. On the [grade level] Request Screen Setup Future page, click **New Core Requirement**. The Grade-Specific Requirement for Course Requests: [grade level] Future page appears.

5. Use the following table to enter information in the fields:

Field	Description
Requirement Name	Enter a name for the requirement. For example, assume you are creating a requirement for ninth graders that consists of the core classes in which they must enroll. You could name the requirement Ninth Grade Core Required Courses.
Description/ Instructions	Enter a description or instructions. Since students will automatically receive the course requests you specify on this page, you could enter All freshmen must take the following courses: .
List of valid courses for this item	Use the pop-up menu to choose a course group, such as Ninth Core Courses .
How to present the list of required courses	Select one of the following options to determine how you want the system to display the list of courses in the course group: <ul style="list-style-type: none"> • As a scrolling list: If you select this option, enter the number of lines you want the system to display before the student must scroll to see the other courses in the list. • As plain text: This is the most common selection for this field. • Don't display the list
Number of requests to generate per course	Use the pop-up menu to choose the number of requests that need to be generated for this requirement. For example, if these are semester-long courses, you would need to generate one request per course. In that case, choose 1 from the pop-up menu.
Item sort order	Enter a number between 0 and 100 that indicates the order in which you want this requirement to appear on the request page you are creating.

6. Click **Submit**. The requirement appears on the grade level's request page.

How to Preview the Registration Request Page

After you enter all of the requirements you want to include on the request page, you have an opportunity to review how it looks and verify its accuracy.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Requesting, choose **Screen Setup** from the PowerScheduler menu. The grades menu displays the available grade levels.

3. Click the grade level for which you created a request page. The [grade level] Request Screen Setup Future page appears.
4. Enter any message you want to appear on the request page in the "Message to display on registration screens for students in this grade" field.

Note: The checkbox "This grade may register for classes" should not be selected until the request pages are completely set up and you are ready for PowerScheduler to accept course requests.

5. Click **Submit**.
6. At the top of the [grade level] Request Screen Setup page, click Preview Student Registration Screen to review the actual output of the page. The Request Form Future page appears.
7. Click **Close** to return to the [grade level] Request Screen Setup Future page if you need to make corrections to any of the individual requirements.
8. Click **Submit**. The [grade level] Request Screen Setup page appears.

Student Course Request Entry

Once you complete and activate student course request pages for each grade level in your school, students and parents or guardians can use PowerSchool Parent Portal to enter requests. You can also enter students' course requests in PowerScheduler.

To enter student course requests one at a time, see either *How to Enter Requests in the Scheduling Area* or *How to Enter Student Requests by Course*, depending on whether you are working with a student or a course. To enter requests for more than one student at a time, see *How to Mass Assign Student Course Requests*.

Course requests entered in PowerScheduler appear on the requesting student's Requests Modify Future and Requests View Future pages in PowerSchool. In addition, administrative staff members can use PowerSchool to enter or delete requests for one or more students. To edit requests, see *How to Edit Student Course Requests*.

After the initial requests are made in PowerSchool or in PowerScheduler, future course requests can be modified or deleted in PowerScheduler.

You may also want to manually schedule a student once his or her course requests are made. For more information, see *How to Manually Schedule Students*.

For alternate course requests, PowerScheduler prioritizes scheduling alternates in the following order: associated Alternate course for a request, individual course requests with the Alternate checkbox selected, and global course substitutions made on the Course Information page. Any request with an Alternate Group Code of "E" (the only acceptable group code) can be replaced with any requests selected as "Alternate" according to PowerScheduler's priority for scheduling alternates.

How to Activate the Student Request Forms

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Requesting, choose **Screen Setup** from the PowerScheduler menu. The grades menu displays the available grade levels.
3. Click the name of a grade level at your school. The [grade level] Request Screen Setup page appears.

Note: The selected grade level is the grade level for the future year. For example, to activate the course request page for students who will be in 10th grade next year, select **Grade 10**.

4. Select the **This grade may register for classes** checkbox.
5. Click **Submit**. The [grade level] Request Screen Setup page appears.

How to Enter Requests in the Scheduling Area

In addition to the Requests Modify Future page in PowerSchool, you can use PowerScheduler to enter student course requests for a future school year. That school year is determined by the setting on the Set Schedule Year page. For more information on setting the schedule year, see *How to Set the Schedule Year*.

1. On the start page, choose **PowerScheduler** from the main menu.

2. Under Resources, choose **Students** from the PowerScheduler menu. The Scheduling page appears.
3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click **M** or **F** to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see *Schedule Search and Select*.

4. Click **Select these students** so that their names appear in the students menu.
5. Choose **Requests** from the pop-up menu.
6. Click a student's name to view his or her Requests page, which includes the percentage scheduled calculations for the student:
 - **% Scheduled** - Percentage of requests successfully filled
 - **% Core Scheduled** - Percentage of requests for core classes successfully filled
 - **% Primary Requests Satisfied** - Percentage of primary requests (non-alternate requests) that were successfully filled
 - **% Total Requests Satisfied** - Percentage of total requests including alternate requests that were filled
7. Click **New**. The Edit Course Request [student name] page appears.
8. Click **Associate** to select the name of the course. Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to make multiple selections.
9. Click **Submit**. The Requests page appears.
10. Use the following table to enter information in the fields:

Field	Description
Number	The number of the requested course appears.
Course Name	The name of the requested course appears.
Alt	Select the checkbox to indicate whether this is an alternate course request.
Priority	If you selected the Alt checkbox, enter a priority number so the system will know which alternate to load first when a student does not receive the elective that he or she wants.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, a student may request a bilingual section of a course.
Alternate 1	Click Associate to select the name of the first alternate for this course.
Delete	Select the checkbox to remove the course request.

11. Click **Submit**. The Requests page appears.

How to Enter Student Requests by Course

If you are working with a course and want to enter student requests for that course, use the Requests function for the course.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Resources, choose **Courses** from the PowerScheduler menu. The courses menu appears.
3. Choose **Requests** from the pop-up menu.
4. Click the name of the course for which you want to define course requests. The [Course Name] Requests page appears.
5. Click **New**. The Edit Course Request: [Course Name] page appears.
6. Use the following table to enter information in the fields:

Field	Description
Student	Click Associate to select the student for which you are making this request.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, a student may request a bilingual section of a course.
Alternate	Select the checkbox to indicate whether this is an alternate course request.
Alternate Group Code	If this course request cannot be met but can be replaced with any course request selected as Alternate , enter E in this field.
Alternate Priority	This field is reserved for future functionality.
Alternate Course 1	Click Associate to select the name of an alternate course for this request.
Alternate Course 2	This field is reserved for future functionality.

7. Click **Submit**. The [Course Name] Requests page appears.

How to Edit Student Course Requests

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Resources, choose **Students** from the PowerScheduler menu. The Scheduling page appears.
3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click **M** or **F** to select all males or all females in your school.

- Click the Search icon to view a list of all students and then make your selection by hand.
- Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see *Schedule Search and Select*.

4. Click **Select these students** so that their names appear in the students menu.
5. Choose **Requests** from the pop-up menu.
6. Click a student's name to view his or her Requests page, including the percentage scheduled calculations for the student:
 - **% Scheduled** - Percentage of requests successfully filled
 - **% Core Scheduled** - Percentage of requests for core classes successfully filled
 - **% Primary Requests Satisfied** - Percentage of primary requests (non-alternate requests) that were successfully filled
 - **% Total Requests Satisfied** - Percentage of total requests including alternate requests that were filled
7. Use the following table to edit information in the fields:

Field	Description
Number	The number of the requested course appears.
Course Name	The name of the requested course appears.
Alt	Select the checkbox to indicate whether this is an alternate course request.
Priority	If you selected the Alt checkbox, enter a priority number so the system will know which alternate to load first when a student does not receive the elective he or she wants.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, a student may request a bilingual section of a course.
Alternate 1	Click Associate to select the name of the first alternate for this course.
Delete	Select the checkbox to remove the course request.

8. Click **Submit**. The Requests page appears.

How to Delete Student Course Requests

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Resources, choose **Students** from the PowerScheduler menu. The Scheduling page appears.
3. Select the students you want to work with, using any of the following methods:

- Click a number to select all students in a particular grade level.
- Click **M** or **F** to select all males or all females in your school.
- Click the Search icon to view a list of all students and then make your selection by hand.
- Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see *Schedule Search and Select*.

4. Click **Select these students** so that their names appear in the students menu.
5. Choose **Requests** from the pop-up menu.
6. Click a student's name to view his or her Requests page, including the percentage scheduled calculations for the student:
 - **% Scheduled** - Percentage of requests successfully filled
 - **% Core Scheduled** - Percentage of requests for core classes successfully filled
 - **% Primary Requests Satisfied** - Percentage of primary requests (non-alternate requests) that were successfully filled
 - **% Total Requests Satisfied** - Percentage of total requests including alternate requests that were filled
7. Select the **Delete** checkbox in the row of each course request you want to delete.
8. Click **Delete Requests**. The Requests page appears.

How to Mass Assign Student Course Requests

It is possible that an entire grade level or group of students will need to request the same course or courses. If this is the case, you have the option of mass assigning course requests to these students.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Resources, choose **Students** from the PowerScheduler menu. The Scheduling page appears.
3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click **M** or **F** to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see *Schedule Search and Select*.

4. On the Selected Students page, click **Functions**. The Scheduling Functions page appears.
5. Click **Mass Add Requests**. The Mass Add Requests page appears.

6. Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the number of the course you want to assign to the group of students you selected.
Section Type	Choose the course's section type, if applicable, from the pop-up menu. For example, these students may request a bilingual section of a course.
Request Type	Choose the type of request from the pop-up menu: <ul style="list-style-type: none"> • Required • Elective • Alternate
Priority	If you selected Alternate in the Request Type field, enter a priority for the request. The lower the number, the higher the priority and the more likely these students will be scheduled into this alternate class.

7. Click **Submit**. The Changes Recorded page appears.

How to Mass Delete Student Course Requests

After student course requests have been entered, you may find that due to a data entry error, an entire group of students was assigned to the wrong course. Alternatively, perhaps there is not enough money in the budget to hold a particular course next year. In these and other similar situations, you have the option of mass deleting student course requests.

1. On the start page, choose **PowerScheduler** from the main menu.
2. Under Resources, choose **Students** from the PowerScheduler menu. The Scheduling page appears.
3. Select the students you want to work with, using any of the following methods:
 - Click a number to select all students in a particular grade level.
 - Click **M** or **F** to select all males or all females in your school.
 - Click the Search icon to view a list of all students and then make your selection by hand.
 - Enter a search command line to conduct your own search, such as for all students assigned to a particular team.

Note: For more information, see *Schedule Search and Select*.

4. On the Selected Students page, click **Functions**. The Scheduling Functions page appears.
5. Click **Mass Delete Requests**. The Mass Delete Requests page appears.

6. Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the number of the course you want to delete from the group of students you selected.
Section Type	Click Associate to select the section type, if appropriate. This ensures that only requests of the selected course that have this section type will be deleted.
Alternate	Select the checkbox to delete only requests for this course that are selected as Alternate.
What to Delete	Choose whether you want to apply the changes to the first occurrence or all occurrences of students' course requests. Deleting only the first occurrence of a request is useful for removing duplicate student course requests.

7. Click **Submit**. The Changes Recorded page appears.

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