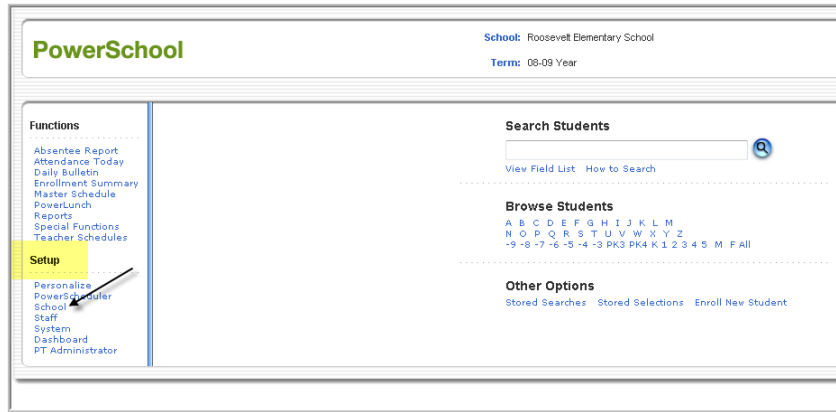


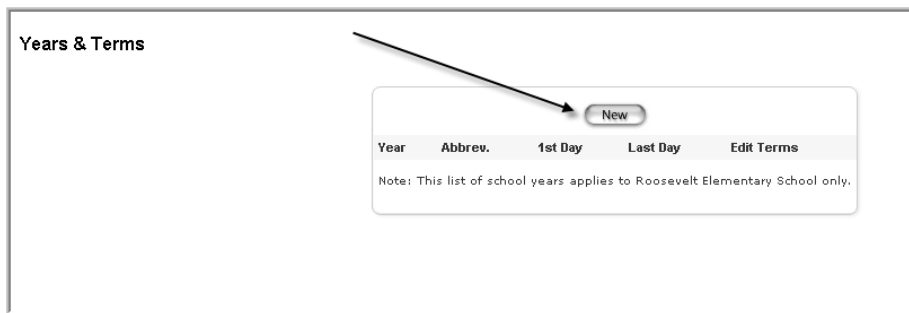
## Setting up Courses and Sections for Elementary Schools

### 1. Setup Years/Terms.

- a. From Start page → Setup Menu → click on School



- b. From the School Menu → scroll to Scheduling menu and click on Years/Terms → Click on the New Button



- c. Enter in the year name, abbreviation, start and end dates – click submit.

The screenshot shows the 'Create New School Year' form. It includes a table for data entry and a 'Submit' button at the bottom right.

		Example Entry
Name of School Year	<input type="text" value="2008-2009"/>	2001-2002
Abbreviation	<input type="text" value="08-09"/>	01-02
First Day of School	<input type="text" value="9/1/2008"/> (MM/DD/YYYY)	8/23/2001
Last Day of School	<input type="text" value="6/13/2009"/> (MM/DD/YYYY)	6/5/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

- d. Once the years and terms are displayed click on the year name link to enter in the days/periods.

**Years & Terms**

[New](#)

Year	Abbrev.	1st Day	Last Day	Edit Terms
2008-2009	08-09	9/1/2008	6/13/2009	<a href="#">Edit Terms</a>

Note: This list of school years applies to Roosevelt Elementary School only.

e. Enter the Days and periods for you school and click submit.

**NOTE:** You will need only 1 day in your schedule. You will need an AM and PM period and then a period for each subject area your school may need.

**Edit School Year**

Option	Value
Name of School Year	2008-2009 (example: 2000-2001)
Abbreviation	08-09 (example: 00-01)
First Day of School	9/1/2008
Last Day of School	6/13/2009
Periods	15
Days	1

[Submit](#)

## 2. Setup Periods

- a. From School Setup menu → click on Periods
- b. Click on Period 1, name it AM Attendance with an abbreviation of AM, then click submit.

**NOTE:** You will need to rename each period for AM/PM Attendance and then each subject area

**Periods**

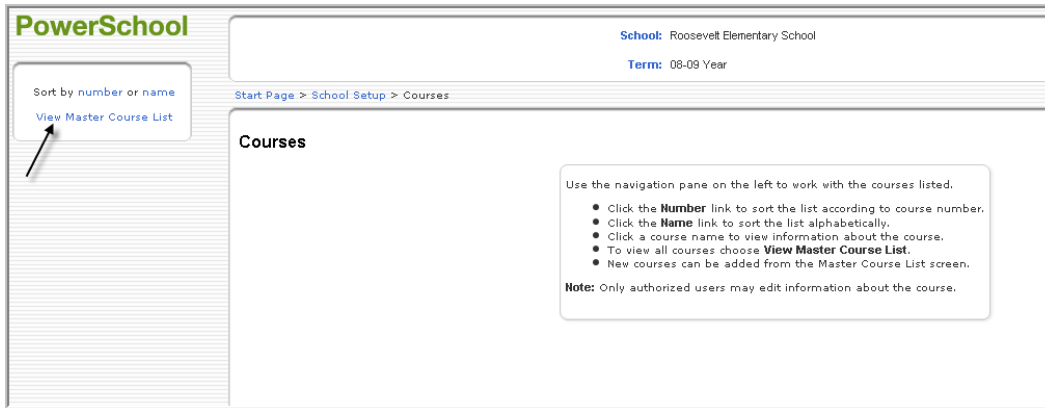
Period Number	Name	Abbreviation	Sort
1	AM Attendance	AM	1
2	PM Attendance	PM	2
3	Reading	RDG	3
4	Spelling	SPL	4
5	Math	MAT	5
6	Writing	WRT	6
7	Science	SCI	7
8	Social Studies	SOC	8
9	Art	ART	9
10	Music	MUS	10
11	Phy Ed	PHY	11
12	Library/Media	LIB	12
13	Keyboarding	KEY	13
14	Homeroom	HMR	14
15	Work Habits	WH	15

[Submit](#)

### 3. Create Courses

- a. From Start Page → Setup Menu → School → Courses (under Scheduling Menu)
- b. When the Course list displays → click on View Master Course List link

NOTE: If you have No courses created your screen will look like the picture below. If you have entered some courses, you will see courses displayed in the frame on the left side.



- c. After you click on View Master Course List → you will see the DISTRICT Master Course List

NOTE: Two schools can share the same course. At this point, you can either check the box next to courses you would like to use at your school or click the *New* button to add new courses. Once you Add a new course, you will get back to the DISTRICT Master and will have to check off the course to activate it at your school.

**Master Course List**

This screen lists all courses available to all schools using this PowerSchool server. Courses currently active for this school are so indicated by available to this school, click the checkbox and then click the Submit button.

Note: A \* after the course Number indicates that the course has a fee assigned to it.

Sort list by: [Course Name](#) [Course Number](#) [Active Status](#)

Check	Course	Check	Course
<input type="checkbox"/>	*Acc Am Lit 11 000119	<input type="checkbox"/>	Home MIS 100
<input type="checkbox"/>	*Acc Am Lit 11 000120	<input type="checkbox"/>	Home Ec HEC9
<input type="checkbox"/>	*Accounting II 000066	<input type="checkbox"/>	Home Repair LS1000
<input type="checkbox"/>	*Accounting II 000067	<input type="checkbox"/>	Home/Portage MIS110
<input type="checkbox"/>	*Adv Biology CSI 000335	<input type="checkbox"/>	Homeroom HR
<input type="checkbox"/>	*Adv Biology CSI 000336	<input type="checkbox"/>	Homeroom 1 1000
<input type="checkbox"/>	*Adv Concert Band 000254	<input type="checkbox"/>	Homeroom 2 2000
<input type="checkbox"/>	*Adv Concert Band 000255	<input type="checkbox"/>	Homeroom 3 3000
<input type="checkbox"/>	*Adv Concert Orch 000266	<input type="checkbox"/>	Homeroom 4 4000
<input type="checkbox"/>	*Adv Concert Orch 000267	<input type="checkbox"/>	Homeroom 4K 1001
<input type="checkbox"/>	*Adv Spart Singers 000280	<input type="checkbox"/>	Homeroom 5 5000
<input type="checkbox"/>	*Adv Spart Singers 000281	<input type="checkbox"/>	Homeroom 6 6000

- d. To add a new Course → Click on the *New* button at the top of the list
- e. You must enter a Course Name, Course Number and the appropriate Grade Scale, then you can click submit at the bottom of the page. If the Grade Scales are not setup, it is OK, these can be modified later.

**New Course**

Label	Value
Course Name	1 Math
Course Number	1MAT
Alternate Course Number	
Credit Hours	
CIP Code	<input type="checkbox"/> Vocational Class
Credit Type	(no spaces)
Default Maximum Enrollment	
Prerequisite Courses Prerequisites apply only to the current scheduling term. (comma-separated)	
Grade Scale	1234
GPA Added Value Points	0 (usually zero)
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Use The Course For Lunch	<input type="checkbox"/>
Exclude On Report Cards/Transcripts	<input type="checkbox"/>

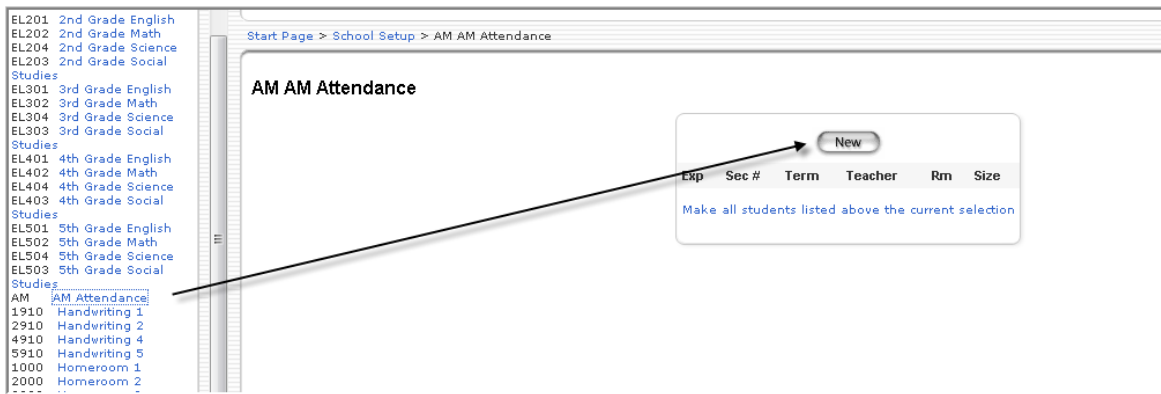
- f. Once you have created your courses, you need to activate them on the DISTRICT Master Course List.
- g. To activate, you check the box next to each course you need to use and then click the submit button at the bottom of the screen.

<input checked="" type="checkbox"/>	1st Grade Social Studies EL103	<input type="checkbox"/>	Honors German 5 440
<input type="checkbox"/>	20th Cent US Hist 000380	<input type="checkbox"/>	Honors German 6 442
<input type="checkbox"/>	20th Cent US Hist 000381	<input type="checkbox"/>	Honors Physics 272
<input type="checkbox"/>	2D Design ART300	<input type="checkbox"/>	Horticulture AGR261
<input checked="" type="checkbox"/>	2nd Grade English EL201	<input type="checkbox"/>	Horticulture AGR262
<input checked="" type="checkbox"/>	2nd Grade Math EL202	<input type="checkbox"/>	Horticulture AGR270
<input checked="" type="checkbox"/>	2nd Grade Science EL204	<input type="checkbox"/>	Hospitality-DL FAC740
<input checked="" type="checkbox"/>	2nd Grade Social Studies EL203	<input type="checkbox"/>	Hospitality-DL TC FAC730
<input checked="" type="checkbox"/>	3rd Grade English EL301	<input type="checkbox"/>	House/Design 000187
<input checked="" type="checkbox"/>	3rd Grade Math EL302	<input type="checkbox"/>	Housing & Interior Design 5020
<input checked="" type="checkbox"/>	3rd Grade Science EL304	<input type="checkbox"/>	HOUSING/INT 822
<input checked="" type="checkbox"/>	3rd Grade Social Studies EL303	<input type="checkbox"/>	HS English - xx ZEN150
<input checked="" type="checkbox"/>	4th Grade English EL401	<input type="checkbox"/>	HS English - xx ZEN151
<input checked="" type="checkbox"/>	4th Grade Math EL402	<input type="checkbox"/>	HS Math - xx ZMA120
<input checked="" type="checkbox"/>	4th Grade Science EL404	<input type="checkbox"/>	HSED MIS200
<input checked="" type="checkbox"/>	4th Grade Social Studies EL403	<input type="checkbox"/>	HSED MIS210
<input checked="" type="checkbox"/>	5th Grade English EL501	<input type="checkbox"/>	Human Awareness-TR 080517
<input checked="" type="checkbox"/>	5th Grade Math EL502	<input type="checkbox"/>	Human Behavior SOS330
<input checked="" type="checkbox"/>	5th Grade Science EL504	<input type="checkbox"/>	Human Behavior-xx ZSS150
<input checked="" type="checkbox"/>	5th Grade Social Studies EL503	<input type="checkbox"/>	Human Geogrpny 354

## 4. Create Sections

Once you have created or activated all your courses, you will need to create sections of your courses for each of your teachers. Your grade level teachers will need a section for AM, PM and each subject area. Your 'specials' (Art, Music, PE, etc.) teachers will have as many sections as necessary per grade level for their courses

- a. From Start Page → Setup Menu → School → Sections
- b. You will see your courses displayed in a list in the frame on the left.
- c. Click on the Course you want to create sections for
- d. Click on the New button



- e. Once you click on the New button, you will have to enter the section info:
  - i. Term
  - ii. Period
  - iii. Teacher
  - iv. Room
  - v. Section number: the section number does not have to be a number. A lot of elementary schools will incorporate the teachers name or room number into the section. It MUST, however, be unique for each course. And, it CANNOT start with the letter P
  - vi. Max Enrollment

The 'Edit Section' form has the following fields and options:

Field	Value																								
Course Name																									
Course Number	AM																								
Term	2008-2009																								
Expression:	<table border="1"> <tr> <td>A</td> <td><input type="checkbox"/></td> </tr> <tr> <td>AM</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>PM</td> <td><input type="checkbox"/></td> </tr> <tr> <td>RDG</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SPL</td> <td><input type="checkbox"/></td> </tr> <tr> <td>MAT</td> <td><input type="checkbox"/></td> </tr> <tr> <td>WRT</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SCI</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SOC</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ART</td> <td><input type="checkbox"/></td> </tr> <tr> <td>MUS</td> <td><input type="checkbox"/></td> </tr> <tr> <td>PHY</td> <td><input type="checkbox"/></td> </tr> </table>	A	<input type="checkbox"/>	AM	<input checked="" type="checkbox"/>	PM	<input type="checkbox"/>	RDG	<input type="checkbox"/>	SPL	<input type="checkbox"/>	MAT	<input type="checkbox"/>	WRT	<input type="checkbox"/>	SCI	<input type="checkbox"/>	SOC	<input type="checkbox"/>	ART	<input type="checkbox"/>	MUS	<input type="checkbox"/>	PHY	<input type="checkbox"/>
A	<input type="checkbox"/>																								
AM	<input checked="" type="checkbox"/>																								
PM	<input type="checkbox"/>																								
RDG	<input type="checkbox"/>																								
SPL	<input type="checkbox"/>																								
MAT	<input type="checkbox"/>																								
WRT	<input type="checkbox"/>																								
SCI	<input type="checkbox"/>																								
SOC	<input type="checkbox"/>																								
ART	<input type="checkbox"/>																								
MUS	<input type="checkbox"/>																								
PHY	<input type="checkbox"/>																								
Schedule																									

	MUS <input type="checkbox"/>
	PHY <input type="checkbox"/>
	LIB <input type="checkbox"/>
	KEY <input type="checkbox"/>
	HMR <input type="checkbox"/>
	WH <input type="checkbox"/>
Teacher	Kane, Monica ▾
Room	18
Section Number*	1kan
Grade Level	1
Current Enrollment	0
Maximum Enrollment	16
District Where Taught (Enter District ID if Taught At Different District. Otherwise, Leave Blank.)	<input type="text"/>
School Where Taught (Enter School ID if Taught At Different School. Otherwise, Leave Blank.)	<input type="text"/>
Dependent Sections (course.section, course.section, etc.)	<input type="text"/>
Program	<input type="text"/>

f. Be sure to scroll to the bottom and click the SUBMIT button.

Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>
Exclude From Storing Final Grades (Use for Sections that are not graded so blank records are not stored with final grades.)	<input type="checkbox"/>
Grade Scale	Same as Course ▾
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude
Section Type	<input type="checkbox"/>
House	▾
Team	▾
Close section at max	<input type="checkbox"/>
Maximum Load Status	Non-Exempt ▾
SectionID: 0 * Section numbers must be unique among sections of the same course for a given school year.	
<input type="button" value="Delete"/> <input checked="" type="button" value="Submit"/>	

g. Repeat for all sections necessary for ALL courses.

## 5. Setting up Dependent Sections

Once you have all your sections created you can set the Dependent sections. These are used so that when you Mass Enroll students into their homeroom section, they also are enrolled into the remaining sections needed for grading.

- From Start Page → under Functions menu → click on Teacher Schedules → click the Homeroom Teacher name you would like to start with.
- Click on the Section Number for the AM Attendance Section, it will open the section detail screen.

PowerSchool

School: Lincoln Elementary School

Term: 08-09 Quarter 3

Start Page > Teacher Schedule - Adams, Alicia 110001

Teacher Schedule - Adams, Alicia 110001  
Lincoln Elementary School

New

Expression	Term	Course #	Course	Sec #	Room	Size
AM(A)	08-09	AM	AM Attendance	1	101	17
WR(A)	08-09	1910	Handwriting 1	1	101	17
PM(A)	08-09	PM	PM Attendance	1	101	17
RD(A)	08-09	1100	Reading 1	1	101	17
EN(A)	08-09	1200	English 1	1	101	17
SC(A)	08-09	1300	Science/Health 1	1	101	17
SS(A)	08-09	1400	Social Studies 1	1	101	17
MA(A)	08-09	1500	Math 1	1	101	17
SP(A)	08-09	1600	Spelling 1	1	101	17

Make all students listed above the current selection

- Scroll to the dependent sections box, enter in the remaining sections for this teacher. You must separate each section with a comma.
- Scroll to bottom and Click **SUBMIT** button.

Teacher: Adams, Alicia

Room: 101

Section Number\*: 1

Grade Level: 0

Current Enrollment: 17

Maximum Enrollment: 30

District Where Taught (Enter District ID if Taught At Different District. Otherwise, Leave Blank.): 0

School Where Taught (Enter School ID if Taught At Different School. Otherwise, Leave Blank.): 0

Dependent Sections (course.section, course.section, etc.): 1, 1600.1, 1700.adam, 1800.ad

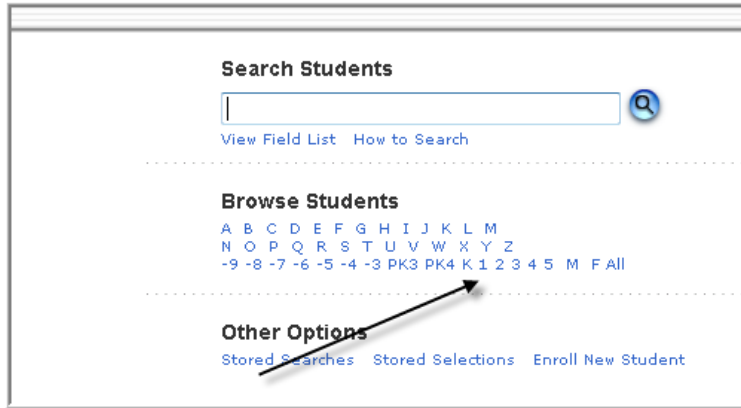
Program (may be overridden by course setting):

- Repeat for all AM Attendance or Homeroom sections.

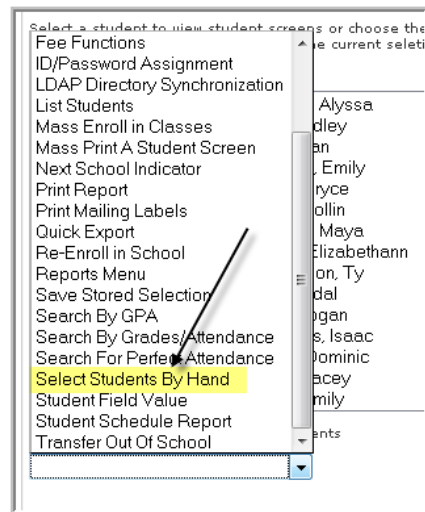
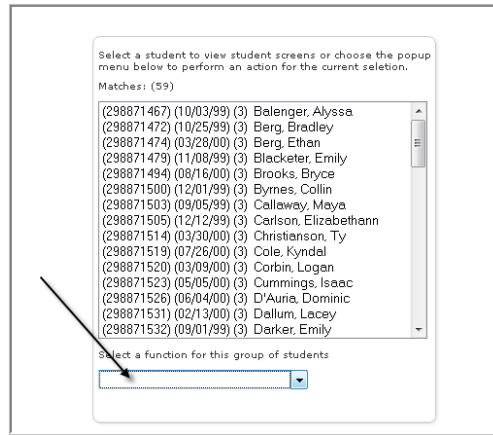
## 6. Enrolling Students into Sections

The final step will be to enroll the students into the AM Section.

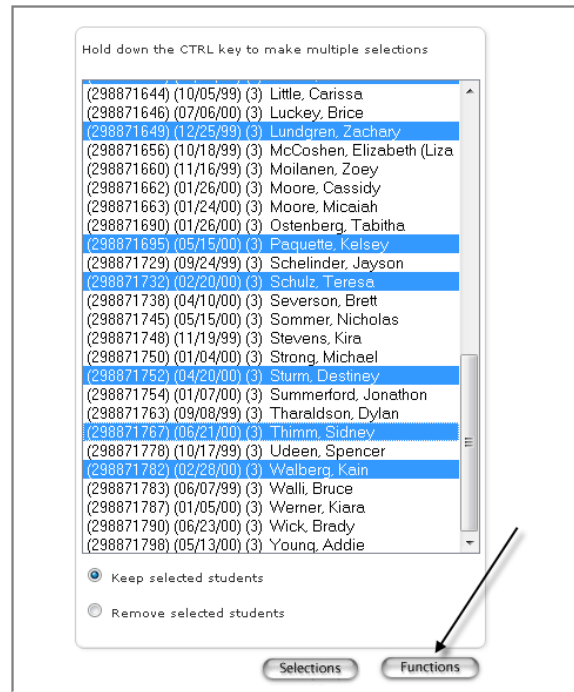
- a. From Start Page → search students by clicking on a grade level → you will get a list of students



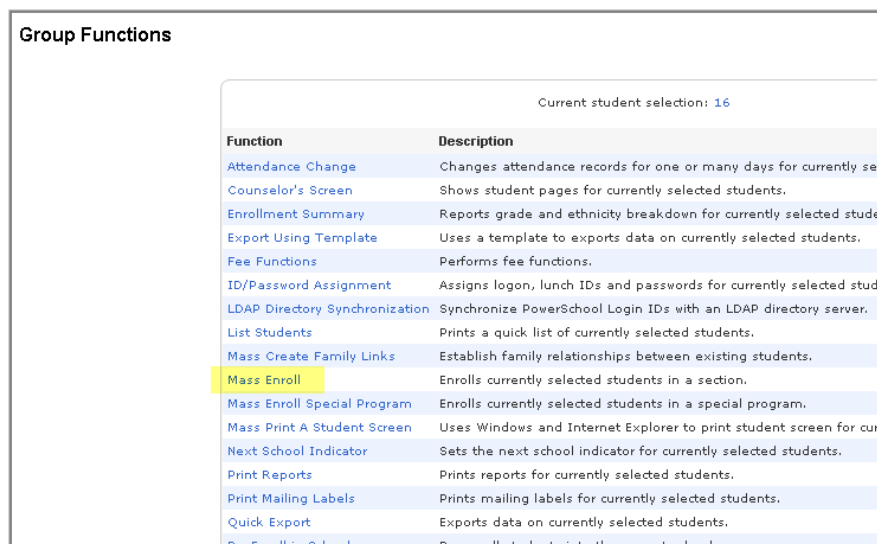
- b. At the bottom of the student list → click the Functions drop down → select the option to Select Students by Hand



- c. The list will refresh and you will then be able to choose students. Be sure to hold down the Control (CTRL) key as you select the students.
- d. Then click on the Functions button



- e. From the Functions menu → select the option to Mass Enroll.



- f. Select the teacher and enter the AM Attendance section number.
- g. Be sure the Enrollment date is the correct date
- h. Click submit.

Mass Enroll - Term: 08-09 Quarter 3

Mass enroll the selected students into which class?

Barrow, Betty      AM.2 (course, section)

Clicking the Submit button below will cause the selected 16 students to be enrolled in the class specified above.

Enrollment date: 9/1/2008

Submit

PowerSchool will now enroll the students in the AM Attendance section as well as ALL of the Dependent sections associated with the AM Attendance section for this teacher.

- i. Repeat for ALL Grade level/Homeroom Teachers.

You have now successfully created schedules for your Elementary School. Congratulations!