

Prepare to Build Completed Task Checklist

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Complete all tasks on this checklist one week prior to attending the PowerSchool Build Workshop. Be sure to initial the tasks as they are completed.

Task	Date Completed/Initials
Setup All New Courses <ul style="list-style-type: none"> • Create New Courses in District Office • Associate New Courses to School 	
Auto Scheduler Setup - Define years/terms, periods, days	
Define Course Catalog, Departments, and Facilities	
Define Optional Parameters – Teams, Buildings, Houses	
Establish Rooms and all relevant information	
Students <ul style="list-style-type: none"> • Update the values in the Next Year Grade and Next Year School fields • Enter values in all required fields on the Edit Scheduling Preferences page • Enter optional, school specific information such as team or house 	
Staff <ul style="list-style-type: none"> • Update the Schedule This Teacher field for all staff • Enter values in the required fields on the Staff Scheduling Preferences page • Define all teacher assignments (either in Teachers or in Courses) 	
Requests <ul style="list-style-type: none"> • Create Course Request pages • Enter all student primary and alternate requests • Print Course Request Tally Report and other pre-build reports and view for accuracy 	
Courses	

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<ul style="list-style-type: none">• Define all required information for each course• Define any course relationships	
<p>Constraints</p> <ul style="list-style-type: none">• Include any specific constraints that must be considered prior to building the master schedule	
<p>Technical Preparation</p> <ul style="list-style-type: none">• Make sure PowerSchool can be viewed on the Internet, outside your firewall• Make a copy of your data and burn it to a CD (for backup purposes only)• Download Scheduling Engine to desktop for Validation Process	