

**PLUG IN &
CONNECT**



**SYMPOSIUM
2017**

Schedule Request Screens

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Goals of Session

1. Verify setup is complete to create scheduling request screens within PowerScheduler.
2. Create course groups for use on scheduling request screens.
3. Understand the differences between the 3 request types.
4. Understand the use of alternates
5. Understand the course request screen parameters.
6. Understand activation and use of screens.



Verify Setup (Before Screens are created)

- Scenario established within PowerScheduler.
- Course Catalog established within PowerScheduler.
- Course catalog associated with scenario.



Scenario Verification

Start Page > PowerScheduler > Scenarios > Edit Build Scenario

Edit Build Scenario

Build Information

Build and Load

Use this scenario setting to build a master schedule and load students into the built schedule.

Load Only

Use this scenario setting if a master schedule is copied or imported and you need to only load students.

Build Name

2015 - 2016 AB

Automated Schedule Setup

Build Description

Automated Schedule Setup

Terms

1

Associate

Periods

4

Days

1

Course Catalog

2015-2016 AB

Build Optimizations

Percent of schedule combinations to evaluate for each course

10

Minimum number of schedule combinations to evaluate for each course

10000

Load Optimizations

Percent of schedule combinations to evaluate for each student

10

Minimum number of schedule combinations to evaluate before skipping

10000

Best Schedule Weights

Student conflicts

50

Section balance

50

Total

100

Delete

Submit

Valid Term(s)

Valid Periods & Days

Correct Course Catalog

Scenario Note

- For rising transition students (8th, 5th, etc.), a scenario must be established at their home school for those students to be able to access the request screens, **even if that school does not intend to use PowerScheduler.**



What is a course group?

- A course group is a collection of courses that will be presented to students on a course request screen. Students will have the option to select 1 or more of the se courses (single requirement, multiple requirement), or will be automatically selected for students (core requirement).



Course Groups

- I see my course groups from last year! Can I simply reuse these?
 - In version 9.2 and higher, groups are year-independent and may be reused.



Create Course Groups

- Click course groups
- Click new to create a new group

Requesting

Course Groups

Screen Setup

New

Start Page > PowerScheduler > Course Groups > Edit Course Group

Edit Course Group

Option	Value
Name	<input type="text"/>
Type	Scheduling Only ▾
Applies to	<input checked="" type="radio"/> all schools <input type="radio"/> West Iredell High

Show Courses: School Master Schedule | Current Catalog

- 99329X0HR Activity Period/Homeroom
- 10265X0ADV Adv English Language & Composition
- 10265X0VPS Adv English Language & Composition
- 10275X0ADV Adv English Literature & Composition
- 10275X0VPS Adv English Literature & Composition NCV
- 24002X0A Adv Functions & Modeling
- 43045X0ADV Advanced American History I
- 30205X0ADB Advanced Biology

- 20502X0INC Foundations of Math I
- 20512X0FM2 Foundations of Math II
- 20522X0FM3 Foundations of Math III
- 11012X0VPS French I NCVPS
- 11022X0VPS French II NCVPS
- 96102X0F Freshman Academy Leadership/Careers
- IL162X0G General Transportation Systems 2B1, 2B2
- 11612X0A German I



HOME BASESM

Create Course Group

Start Page > PowerScheduler > Course Groups > Edit Course Group

Edit Course Group

Option	Value
Name	<input type="text"/>
Type	Scheduling Only ▾
Applies to	<input checked="" type="radio"/> all schools <input type="radio"/> West Iredell High
Show Courses: School Master Schedule Current Catalog	
<input type="checkbox"/> 99329X0HR Activity Period/Homeroom <input type="checkbox"/> 10265X0ADV Adv English Language & Composition <input type="checkbox"/> 10265X0VPS Adv English Language & Composition <input type="checkbox"/> 10275X0ADV Adv English Literature & Composition <input type="checkbox"/> 10275X0VPS Adv English Literature & Composition NCV <input type="checkbox"/> 24002X0A Adv Functions & Modeling <input type="checkbox"/> 43045X0ADV Advanced American History I <input type="checkbox"/> 30205X0ADB Advanced Biology	<input type="checkbox"/> 20502X0INC Foundations of Math I <input type="checkbox"/> 20512X0FM2 Foundations of Math II <input type="checkbox"/> 20522X0FM3 Foundations of Math III <input type="checkbox"/> 11012X0VPS French I NCVPS <input type="checkbox"/> 11022X0VPS French II NCVPS <input type="checkbox"/> 96102X0F Freshman Academy Leadership/Careers <input type="checkbox"/> IL162X0G General Transportation Systems 2B1, 2B2 <input type="checkbox"/> 11612X0A German I

Name group
(i.e. 17-18 9th English)

Select who can see this
group

Current

Select courses to include in
this group

Create Course Groups

- Create groups one-by-one. A different group is needed for each set of courses you wish to present to students – different options mean different groups.
 - Common groups are made by content/grade level. For example:
 - 17-18 9th English, 17-18 9th Math
 - 17-18 9th Science, 17-18 9th Social Studies
 - 17-18 9th Electives, 17-18 9th PE



Create Request Screens

- Request Screens are divided by grade level. Students rising into that grade will see that screen (controlled by next_year_grade).
- This is the only screen type possible.
- Create for the masses – adjust for the individuals.



Create Request Screens

- Click Screen Setup (top left).

Requesting

Course Groups
Screen Setup

- Click on grade to edit.

2015-2016 Requests

Grade 12

Grade 11

Grade 10

Grade 9



Grade 12 Request Screen Setup for 2015-2016

Enable student registration screen for this grade in:

PowerSchool Admin Portal

Activate Screen

Preview Student Registration Screen

PowerSchool Student and Parent Portal

Preview Student Registration Screen

Instructions to display on screen (HTML)

Display on registration screens for students in this grade:

Number of credit hours each student must submit (excluding alternate request)

Min/Max HOURS to require

Minimum: Maximum:

New request creation

Instructions and options presented to students in this grade

New Single Course Requirement

New Multi-Course Requirement

New Core Requirement

Sort Order

Requirement Name

Type

Course Group

Created requirements will display here when done.

Submit



This Grade May Register

- Checkbox to activate screen for both students within student portal and administrators via scheduling setup. Screen is either active for both or inactive for both.
- Can be manipulated screen by screen (one grade active, others inactive).



Message to Display

- This text (HTML Responsive) will display at the top of the student request screen. Can be used to display specific instructions.
- Can include a link to online course registration guide.



Min/Max Hours to Require

- Students will not be able to submit their requests unless the total of their requested **hours** is in this range.
- Can be the same number (8/8) to require exactly a certain number of request hours.
- Does not include alternated (designated by request type)
- **Middle School: courses carry zero hours – cannot use this control.**



Course Requirements

- Links to create the course request options for students. Each link opens the respective requirement type creation screen.
 - Single Course – students select **one** course from the options.
 - Multi-Course – students select a number (set on requirement screen) of the courses.
 - Core Requirement – students automatically select the course(s) in the group used on the screen. Cannot be deselected by students.



Requirement Display Area

- This area displays the requirements that have been created on the grade level's screen.
- Can manipulate the order of options at any time.



Single Course Requirement

Grade-Specific Requirement For Course Requests: Grade 9 for 2015-2016

Single-Course Requirement	
Name of this requirement	English
Description/Instructions This information will be presented to the student as instructions on how to comply with this requirement	Course Group (created earlier) Select your English Course
List of courses to present to the student in the pop-up menu	Must Select or Can ignore Grade 9 English
Must students select a course from the pop-up, or may they leave it blank?	Must select one
Message to display if students are required to select a course, but they leave it blank instead (leave blank for a generic message)	Request type R,E,A Please select an English Course
Request type (alternates will be used if an elective cannot be filled)	Requests to generate per course Required
Number of requests to generate	1
Item sort order (affects display only)	1 (a number from 0 to 100)



Single Course Requirement

- Students select **ONE** course from the options.
- Course Group
 - This is the list of courses from which a student must select.
- Must Select
 - Option to force students to make a selection from this requirement group or leave them the option to skip.
- Request Type
 - Tells system to generate a Required course, Elective course, or Alternate Elective course request.
 - System will use **alternates** to replace **electives** that cannot be filled.
 - Must be selected & coded properly for alternates to work.



Multi-Course Requirement

Grade-Specific Requirement For Course Requests: Grade 9 for 2015-2016

Multi-Course Requirement	
Name of this requirement	<input type="text" value="Electives"/>
Description/Instructions Advises students on how to comply with this requirement	<input type="text" value="Select three elective courses"/>
List of valid courses for this item	<input type="text" value="Grade 9 Electives"/>
Number of courses student must select to meet this requirement	Min: <input type="text" value="3"/> Max: <input type="text" value="3"/>
Message to display if the number of courses selected is not correct (leave blank for a generic message)	<input type="text" value="Select 3 electives"/>
Request type (alternates will be used if an elective cannot be filled)	<input type="text" value="Elective"/>
Number of requests to generate	<input type="text" value="1"/>
Item sort order (affects display only)	<input type="text" value="4"/> (a number from 0 to 100)

Course Group (created earlier) →

How many courses can/must be selected →

Request type R,E,A →

Requests to generate per course →



Multi-Course Requirement

- Students select **Multiple** course from the options.
- Course Group
 - This is the list of courses from which a student must select.
- Number to Select
 - Number of courses (range) that students may select from this group. Each course may be selected one time.
- Request Type
 - Tells system to generate a Required course, Elective course, or Alternate Elective course request.
 - System will use **alternates** to replace **electives** that cannot be filled.
 - Must be selected & coded properly for alternates to work.



Core Course Requirement

Grade-Specific Requirement For Course Requests: Grade 9 for 2015-2016

Core Requirement	
Requirement Name	<input type="text" value="Required Courses for 9th Grade"/>
Description/Instructions Advises students on how to comply with this requirement	<input type="text" value="These courses are required for all Freshman."/>
List of valid courses for this item	<input type="text" value="Grade 9 Health/PE"/>
Number of requests to generate per course	<input type="text" value="1"/>
Item sort order	<input type="text" value="8"/> (a number from 0 to 100)

Course Group (created earlier) →

Requests to generate per course →



Core Course Requirement

- Requests for course(s) automatically generated for student. Student may **not** deselect these choices.
- Course Group
 - List of courses students will be requested.
- Automatically generates **required** requests.



Request Screen Items

- Instructions
 - Display on screen beside the group.
- Number of Requests per course
 - Tells system how many requests to generate for each course selected from the group. **NOT** how many courses can be selected.
 - Used to **duplicate** requests.



Preview Student Screen

- After all groups are added, preview screen allows user to view the screen before opening to a student.



Next Steps

- Complete screens for each grade that will register online.
- Coordinate registration process and ensure that quality course requests are generated.
- **Course requests are one of the most important pieces of the scheduling process.**



Other Sessions to Consider

- PowerScheduler Overview
- PowerSchool Pre-Scheduling
- *Course Requests (this course)*
- Courses, Teacher Assignments, Relationships
- Copy and Tweak
- Elementary Scheduling
- Scheduling Q&A



Questions?

And hopefully answers...



Thank You!

