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Nova Scotia Student Information System

Nova Scotia Public Education System

Modifying a Student's Schedule: Ways to Add and Drop Courses

User Guide

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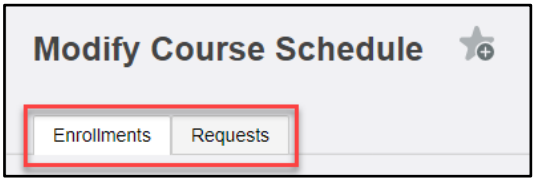
(Note: Student and teacher names appearing in this document are fictitious names)

1. Overview

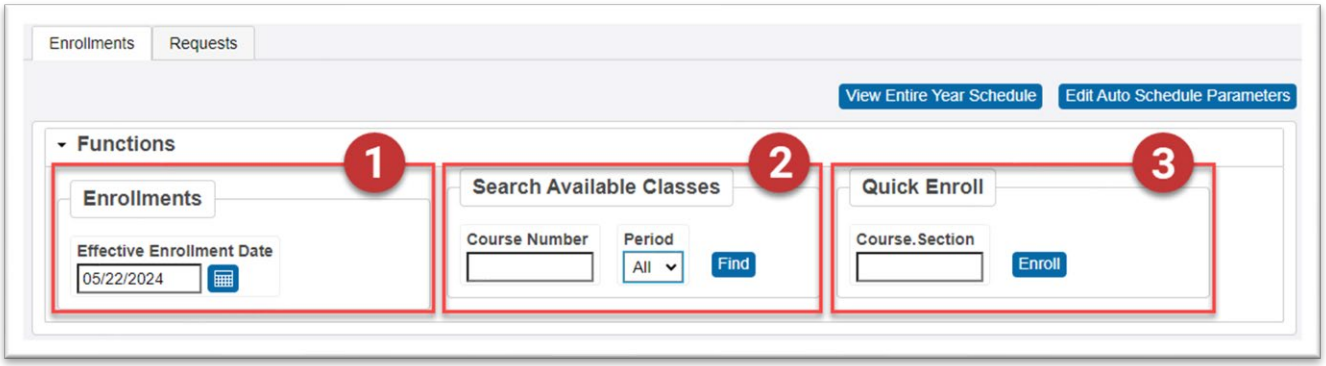
The **Modify Course Schedule** page (located under the **Courses and Programs** student menu) is used to create a new schedule or modify an existing schedule for one student.

The page has two tabs: **Enrollments** and **Requests**.



The **Enrollments** tab provides scheduling functions and shows the student's current schedule information as well as a view-only list of course requests for the current school year.

The **Functions** area displays the following:

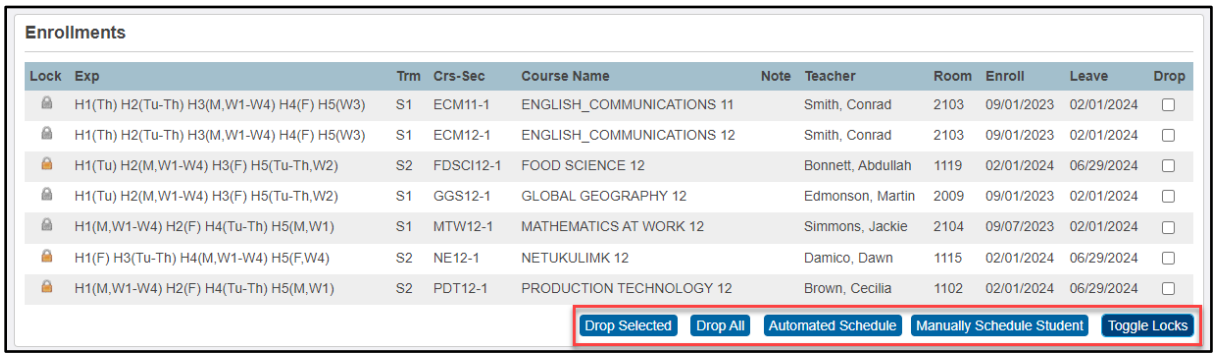


1. **Enrollments** - when creating a new section enrollment, enter the date that any enrollment becomes effective in the **Effective Enrollment Date** field.

2. **Search Available Classes** - this function allows available sections to be filtered by course number and/or by period.

3. **Quick Enroll** - this function is used to quickly enroll students into a class if the course and section number are known.

The **Enrollments** area provides additional methods to register students into classes and displays the following:



Student Schedule - this area displays the student's current schedule along with their respective enrollment dates as well as checkboxes used during the drop course process.

Drop Selected - click this button to drop selected classes from the student's schedule.

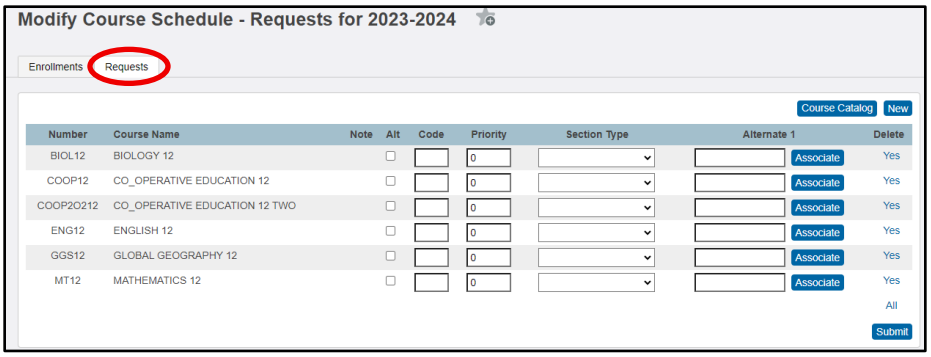
Drop All - click this button to quickly drop all classes from the student's schedule.

Automated Schedule - this process automatically creates the most optimal schedule based on the student's current course requests. Course requests must be entered before using this function.

Manually Schedule Student - this scheduling process works by manual selection of available sections by period. Course requests must be entered before using this function.

Toggle Locks - click the **Lock** icon next to each section to lock/unlock that section when using the Automated Schedule function. Locked sections will be ignored when making student schedule changes. The **Toggle Lock** button will quickly change all locked sections to unlocked, and vice versa.

The **Requests** tab is used to enter, update, or delete current year student course requests.



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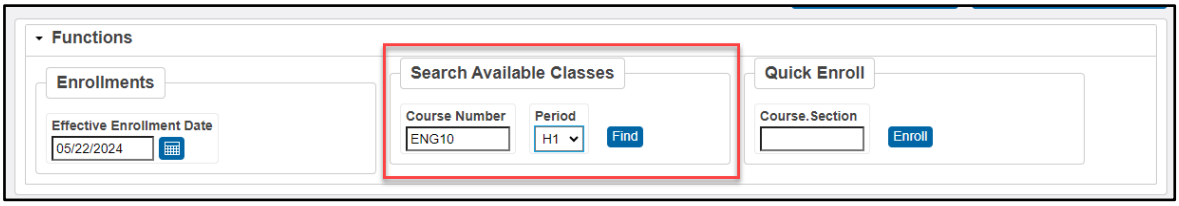
2. Registering Individual Students into Classes

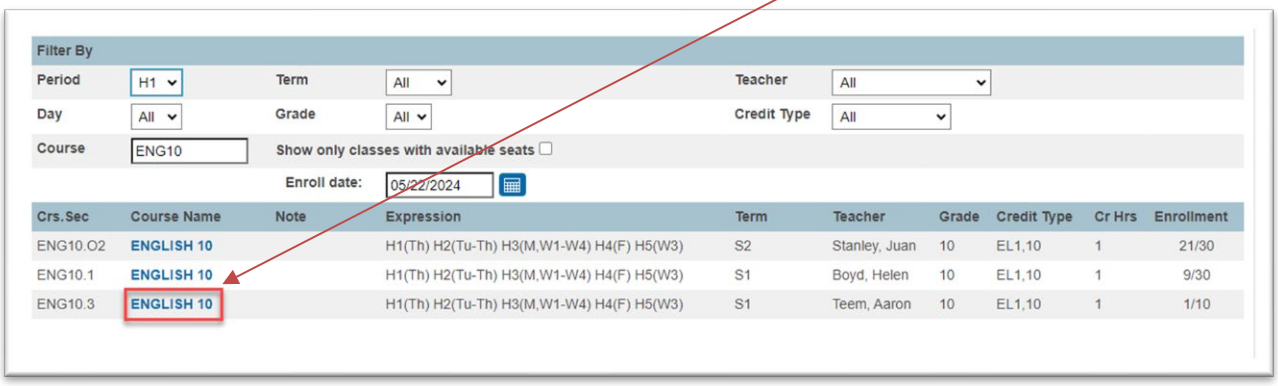
Once the school has been scheduled and as new students arrive, there are several ways to add these students to classes.

2.1. Search Available Classes

Use this function to filter available classes at the school which can then be scheduled for the selected student.



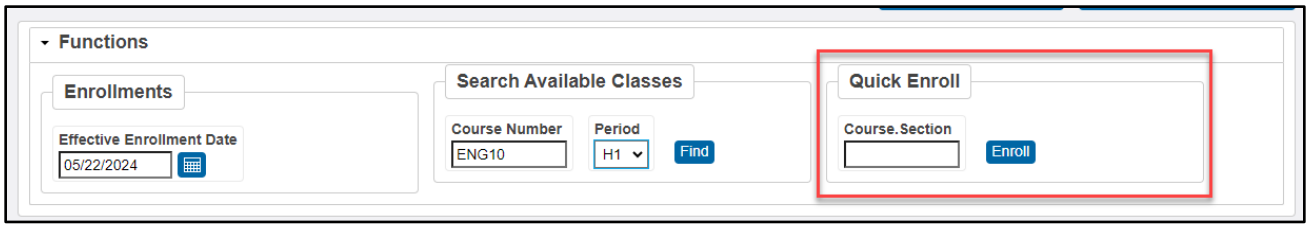
1. From the Start Page, select the student.
2. On the Student page, under **Courses and Programs** on the left-side menu, select **Modify Course Schedule**.
3. Enter the **Effective Enrollment Date** for the class.
4. In the **Search Available Classes** area, enter the course number and/or period from the drop-down menu to search for available classes. If no filter is applied, the search will list all available sections for all periods. To refine the list of sections, use the **Filter By** dropdowns to update the list of sections based on your filtering criteria.
5. Click **Find** to display courses matching your search criteria. Once the classes are displayed, you can further refine the class list by filtering by additional options such as: Day, Term, Grade Level, Teacher, only classes with available seats.
6. From the list of available classes, click the **Course Name** of the section to be scheduled. In the example below, the student will be enrolled in English 10, section 3 (ENG10.3) with an effective enrollment date of May 22, 2024.



7. Repeat steps 3 to 6 to schedule additional classes to the student.

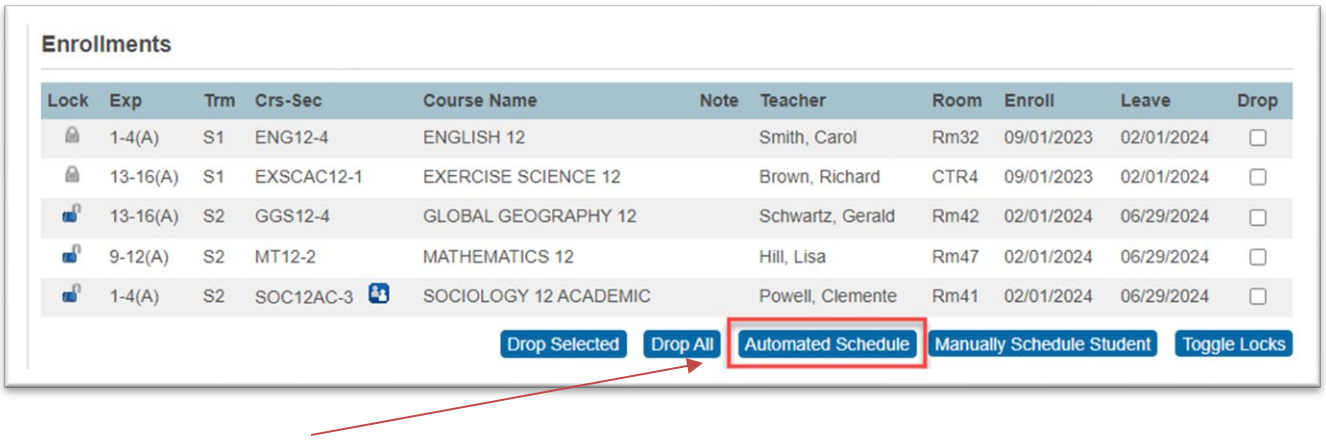
2.2. Quick Enroll

If you know the exact course and section number (course.section), then use **Quick Enroll** from the student's **Schedule Course Schedule** page. Ensure the effective enrolment date is correct. Enter the course and section number, then click **Enroll**. The student is immediately scheduled in the specified course and section.



Note: If your school has set up the dependent sections, as you enroll students in their parent section, the dependent sections will be automatically added as defined.

2.3. Automated Schedule



The **Automated Schedule** feature operates using the same scheduling engine as the master scheduling engine in PowerScheduler. It schedules students into classes based on their course requests and PowerScheduler parameters. The resulting schedule can only be accepted or rejected in its entirety.

Select the student on the Start Page and then click **Modify Course Schedule**, under the **Courses and Programs** section. Complete steps 1 to 5 only if the student has no course requests, or if you need to modify current requests.

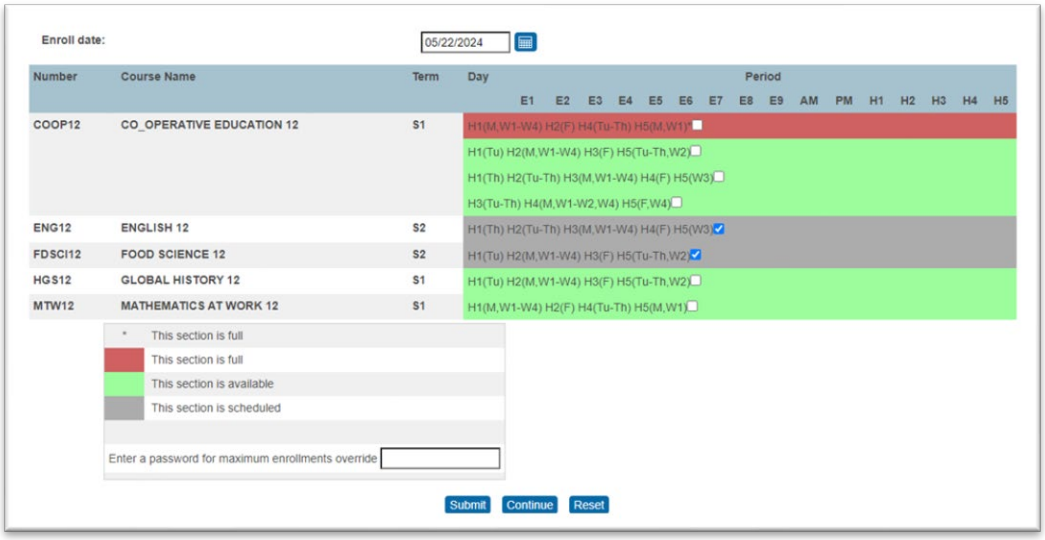
1. Click on the **Request** tab at the top of the page.

2. On the Modify Schedule Request screen, click **Yes** under the **Delete** column to remove a course request, or click **All** to delete all requests.
3. Click on **New** to add new course requests.
4. Click on View Courses to see the list of available courses, hold down the CTRL key (on a PC), on a Mac, hold down the Command key and select the courses. (It is recommended to make extra requests because not all the requests will be granted.) When all the requests are selected click **Okay**.
5. Review the courses and then click **Submit** to add the requests to the student.
6. Next, assign any scheduling parameters you require (i.e., Alternates, Priority, Code). Refer to section 2.5 for more information on course requests.
7. Click **Submit**.
8. Click on the **Enrollments** tab and ensure the **Effective Enrollment Date** is correct.
9. Press **Automated Schedule**.
10. If the results are acceptable, click **Accept**. The Modify Course Schedule Enrollments page displays the new schedule. If the results are unacceptable, click **Discard**. The Modify Course Schedule Enrollments page displays the student's original schedule. Use other means, as described in sections 2.1, 2.2, 2.4, to continue to schedule the student.

2.4. Manually Schedule Student

You can use the **Modify Course Schedule** page to manually add classes to a student's schedule using a scheduling matrix based on their course requests.

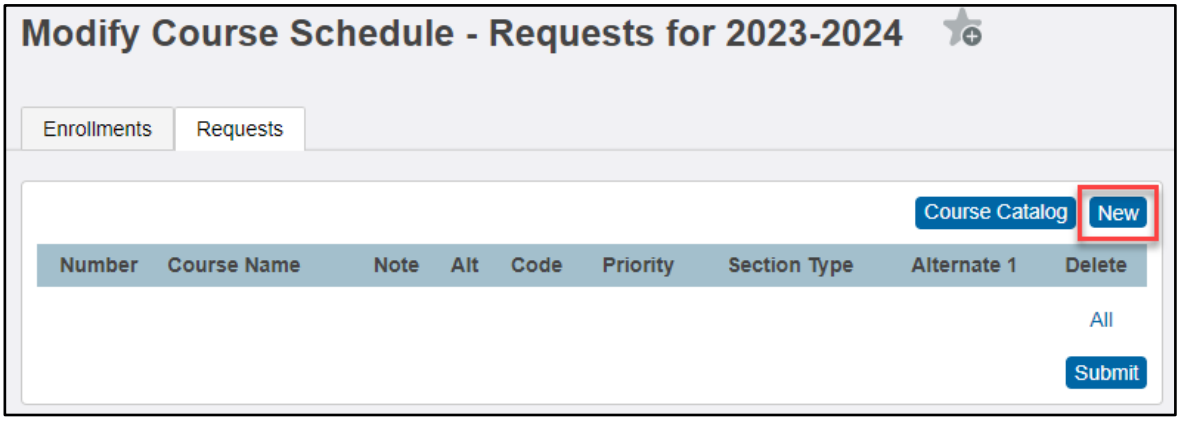
1. Select a student from the Start Page.
2. Click **Modify Course Schedule**, under the **Courses and Programs** section.
3. Make sure the **effective enrollment date** is correct.
4. Click **Manually Schedule Student**. The courses listed on the **Manually Schedule Student** page will depend on the course requests entered for the student.



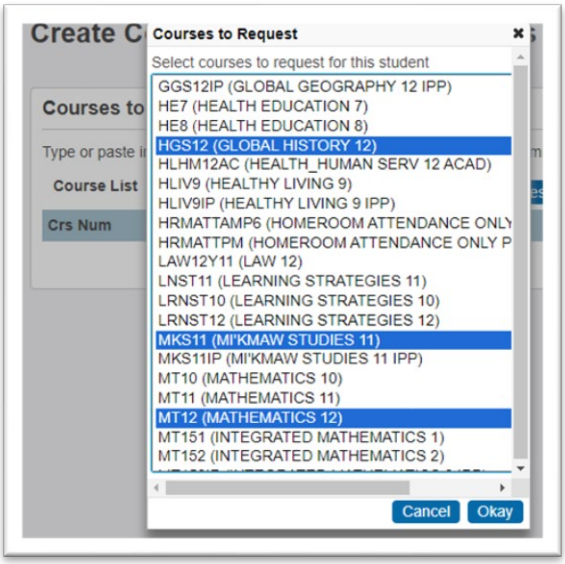
5. Check or uncheck the appropriate boxes based on the course, term, and expression to create or update the student's schedule. Make note of the colours in the scheduling matrix when deciding which classes to schedule:
    - Courses in **Green** indicate the section is available,
    - Courses in **Red** indicate the section is full (if you need to overfill the class, you will require the override password),
    - Courses in **Gray** indicate the student's current schedule,
    - **Tip:** Hover your cursor over the checkbox to view teacher name and class size.
6. Click **Submit**.

2.5. Add Requests and Manually Schedule a Student into Multiple Courses

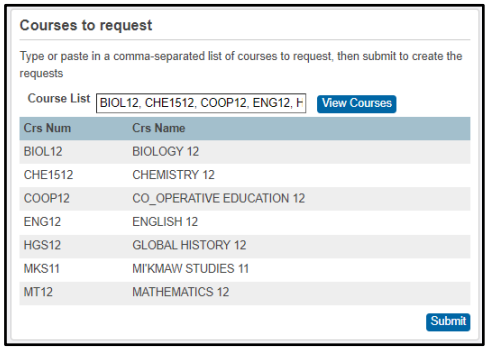
1. Do a search for and select the student.
2. Under the section **Courses and Programs**, click on **Modify Course Schedule**. Click on the **Request** tab at the top of the page.
3. In the Modify Schedule Request screen, click on **New**.



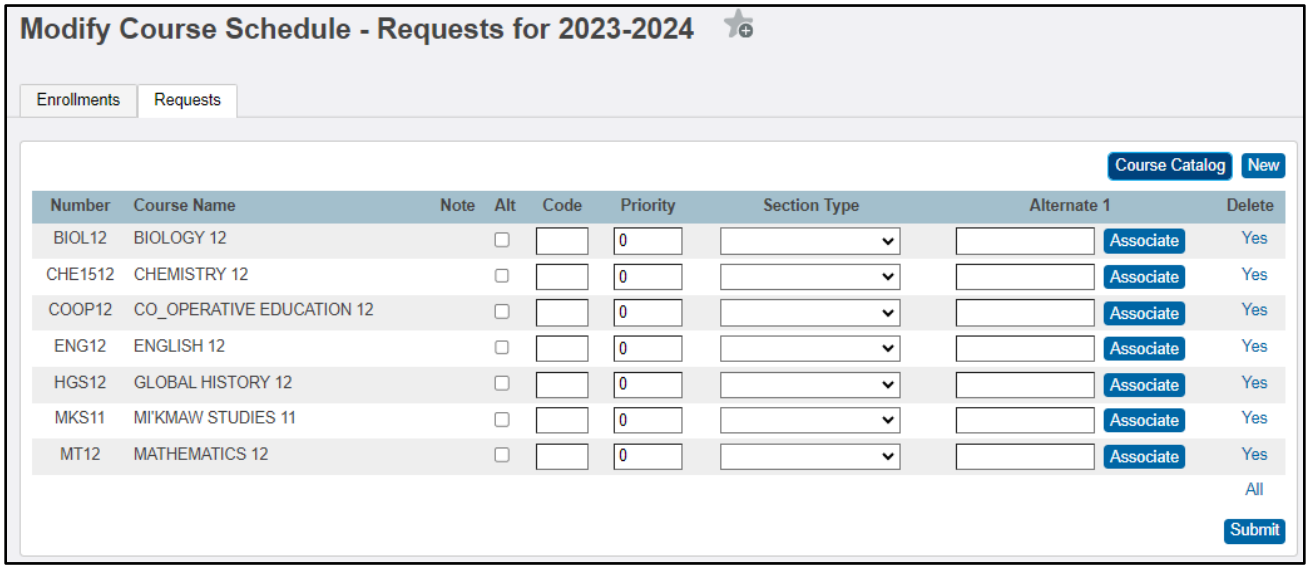
4. Click on View Courses to see the list of available courses, hold down the CTRL key (on a PC), on a Mac, hold down the Command key and select the courses. It is recommended to make extra requests because not all the requests will be granted.
5. When all the requests are selected, click **Okay**.



6. Review the courses and click **Submit**.



The **Modify Course Schedule Request** page will show the student's current course requests.



When using **Automated Schedule** to schedule a student, alternate course requests can be scheduled when the first-choice electives cannot be scheduled due to conflicts or full sections.

The following example depicts a student's electives and alternates as course requests.

1. Enter an **E** in the **Code** field to identify elective courses.

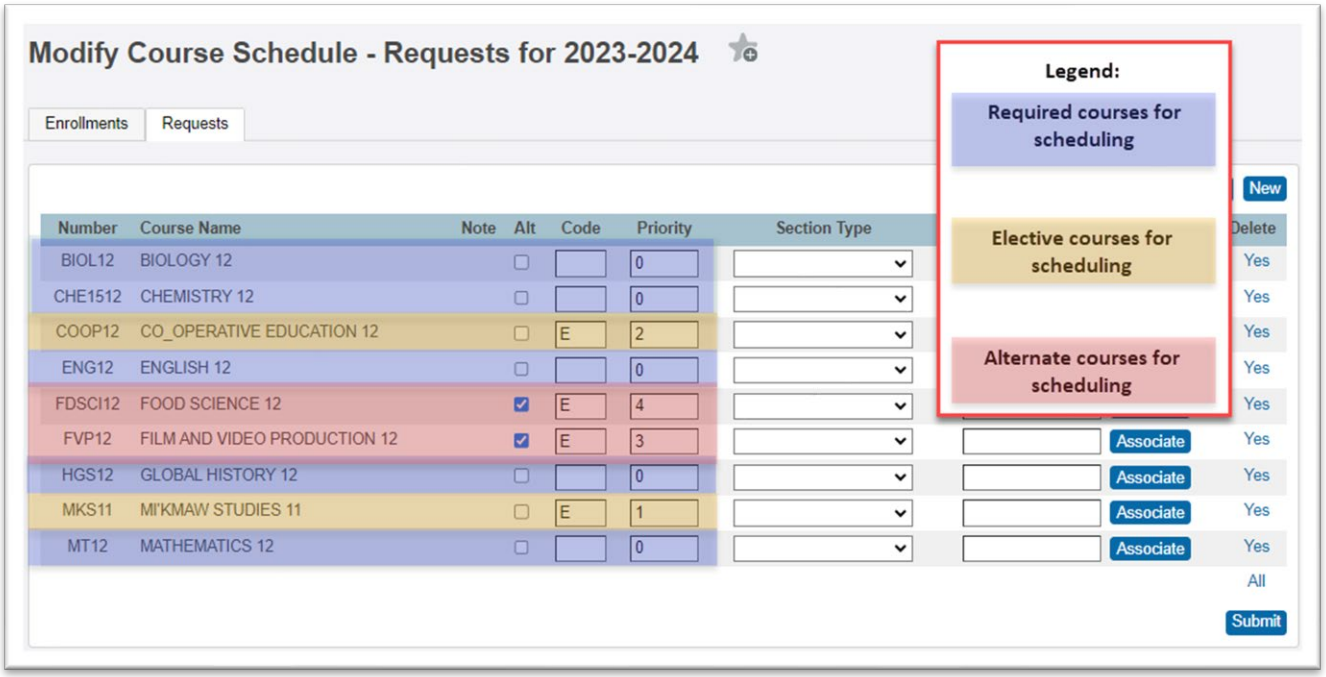
   Important: Do not confuse elective course requests in PowerSchool with elective courses for graduation. For instance, Mi'kmaw Studies 11 can meet the Canadian Content requirement. If a student has already met this requirement, enter 'E' to indicate the course is not essential. Conversely, if a student wants to take Calculus 12 even though it is not needed for graduation (having already completed three Math credits), do not enter 'E' to ensure the course is considered required for scheduling.

2. Check the **Alt** box to identify each alternate request that can be scheduled in place of elective requests.

3. Enter a **Priority** number so the system will know which alternate to load first when a student does not receive the elective. The lower the number, the higher the priority.

4. Click **Submit** to save changes.

Below is an example of a student's Request screen comprised of required, elective, and alternate courses.



2.6. Scheduling Using Dependent Sections

Using this method assumes dependent sections have been set up in the parent course, and assigning dependent sections to the parent section will enroll the student into several classes at once. When the parent section is added to a student's schedule any dependent sections will also be added to the student's schedule.

To add dependent sections to the parent section, the user must have access to the **Course Sections** page which is located by navigating to: Start Page > School Management > Courses and Programs. Open the section and in the field labeled **Dependent Sections (course.section, course.section, etc.)** enter the course_number.section_number for all courses you wish to be linked. Classes are comma separated and ensure that no spaces or extra characters are entered in the string (see image below for example where ENG164.8 represents the parent section). Click **Submit** once ready to save changes to the parent section.

To quickly view any courses at your school containing any dependent sections, run the **Dependent Section List** custom report. The report is located by navigating to: Start Page > Data and Reporting > Custom Reports > Scheduling.

Course Code	Sec.	Course Name	Term	Teacher	Room	Dependent Sections
ENG151	100	INTEGRATED LANGUAGE ARTS 1	25-26	Brown, Vance	100	HRMATTAMP6.100,HRMATTPM.100,MT151.100,PHYE1.100,MUSIC1.100
ENG151	112	INTEGRATED LANGUAGE ARTS 1	25-26	Bones, Cory	112	HRMATTAMP6.112,HRMATTPM.112,MT151.112,PHYE1.112,MUSIC1.112

To enroll a student into a parent section containing dependent sections:

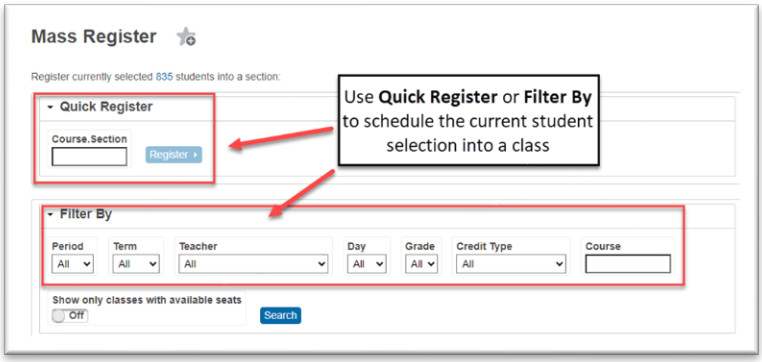
1. Do a search for and select the student.
2. Under the **Courses and Programs** section, click on **Modify Course Schedule**.
3. Ensure the effective enrolment date is correct.
4. Enter the parent course and the section in the **Quick Enroll** course.section box and click **Enroll**. Alternatively, you can use the **Search Available Classes** function to enroll the student. Refer to sections 2.1 and 2.2 for more information on enrolling students using these methods.
5. Once enrolled in the parent course, all the dependent courses will be scheduled at the same time.

3. Registering Multiple Students into Classes

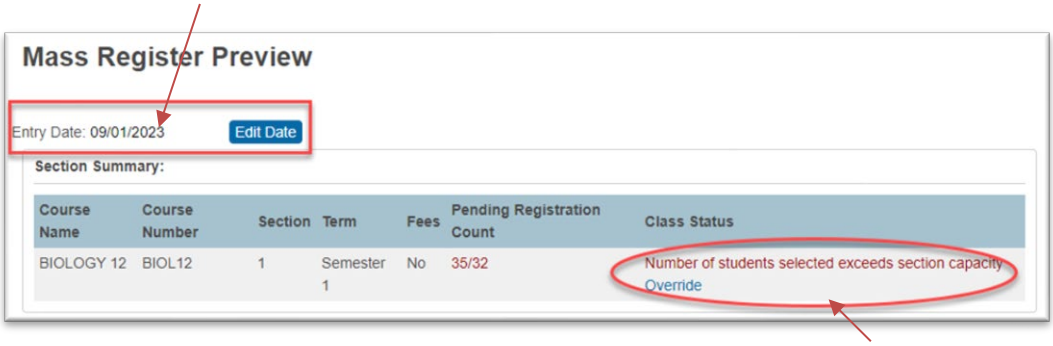
3.1.Using the Mass Register Group Action

To mass register a group of students into a class, you must first select the group of students you want to register into the class(es). Afterwards, from the Start Page, use the **Mass Register** group action to register students into classes.

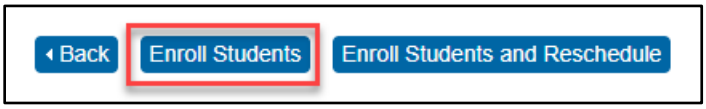
1. Select a group of students from the Start Page.
2. From Group Functions Select **Mass Register**.
3. You may search for available courses by either entering the course.section for **Quick Register** or by using the **Filter By** area. Refer to sections 2.1 and 2.2 for more details on using the Filter By and Quick Register options.



4. On the **Mass Register Preview** page be sure to verify the class information and to enter the correct entry date.



5. Click **Enroll Students**. Note: If the number of students exceeds the section capacity, you will need the overwrite password.



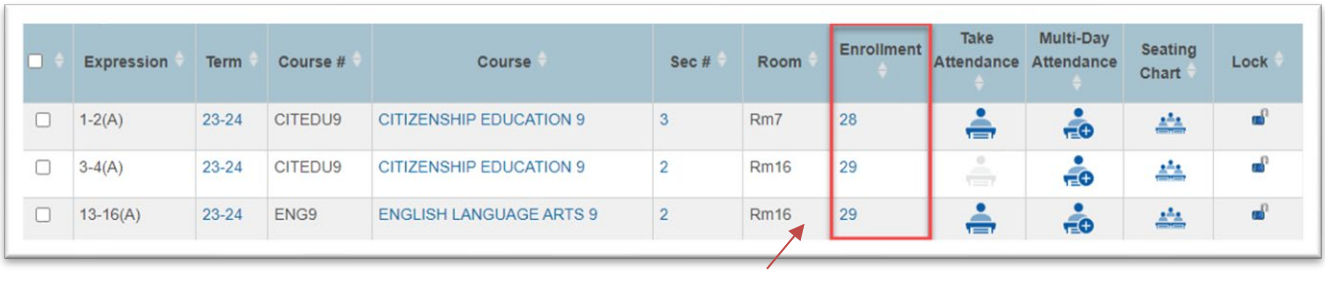
Alternatively, you can click **Enroll Students and Reschedule** to register the same group of students into another class.

3.2. Using the Teacher Schedules Page

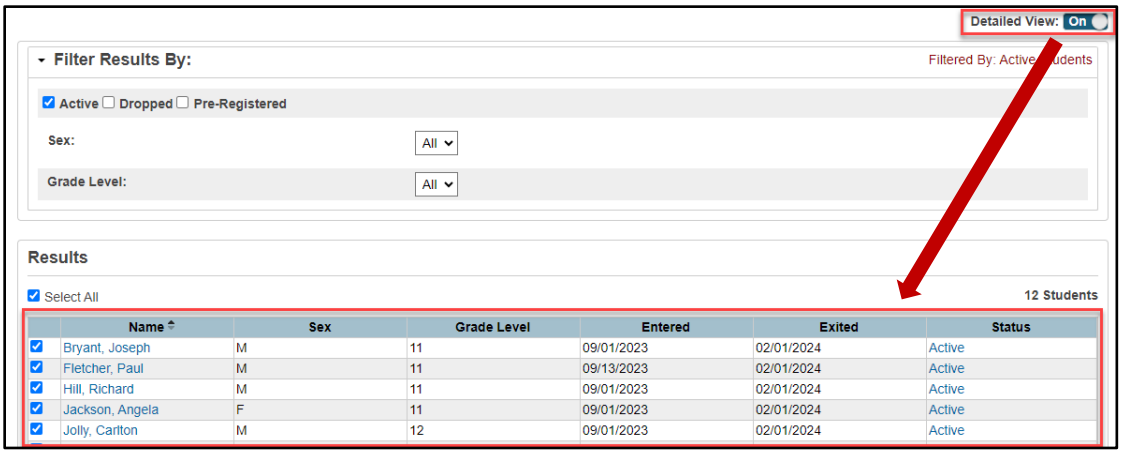
If you need to register students currently registered in the same section into a different section, you can use the **Teacher Schedule** page to register all students, or a subset of these students, into another section.

To view the class roster from the Teacher Schedules page:

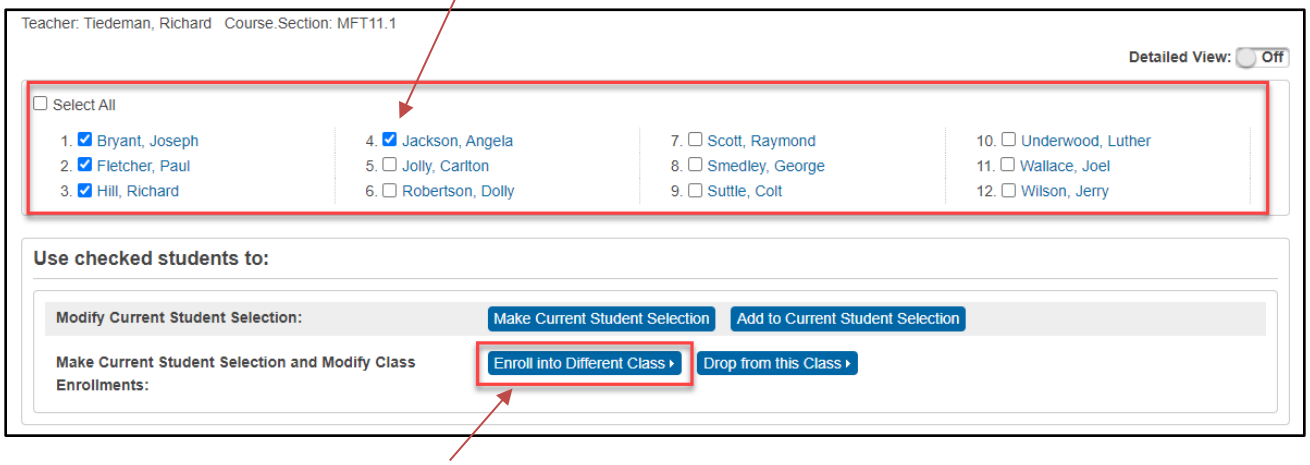
1. From the Start Page, choose **People** from the left menu, then click on **Staff**, and then **Teacher Schedules**.
2. The Teacher Schedules page appears. Click the name of the staff member to view the selected teacher's schedule.



3. Click **Enrollment** to display the section's class roster.
4. By default, the Class Roster page displays only the names of active students in the class. To view additional information on the class roster, click the **Detailed View** switch to **On**. The page refreshes and displays each student's: Name, Gender, Grade Level, the date the student entered the class, the date the student exited the class, and the course status for each student. Use the **Filter Results By** area to narrow or expand the student list by Active, Dropped, and/or Pre-Registered status.



5. On the Class Roster page, do one of the following:
   a. Check the **Select All** checkbox to select all students in the class roster.
   b. If all students are already selected, deselect the checkbox(es) to remove the checkmarks from students in the class roster who are not to be registered into a different class.



6. Click **Enroll into Different Class** to quickly and easily mass register the selected students from this class into a different class.

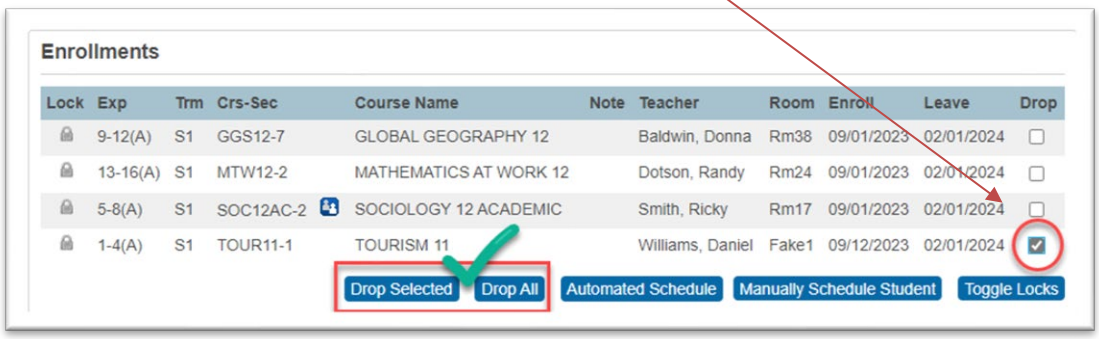
7. The **Mass Register** page appears. This page is identical to the Mass Register page described in section 3.1 so refer to that section for more information on how to use it.

4. Dropping Individual Students from Classes

4.1. Drop a Class for a Single Student

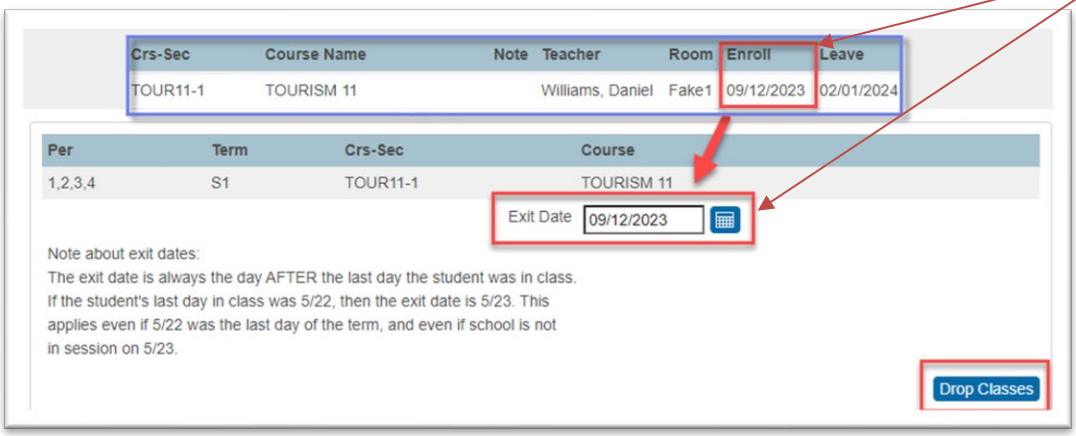
An easy way to drop classes from a student's schedule is to use the **Modify Course Schedule** page.

1. Select a student on the **Start Page**.
2. Click **Modify Course Schedule** from the **Courses and Programs** student menu.
3. Select the checkbox next to the class(es) to be dropped.

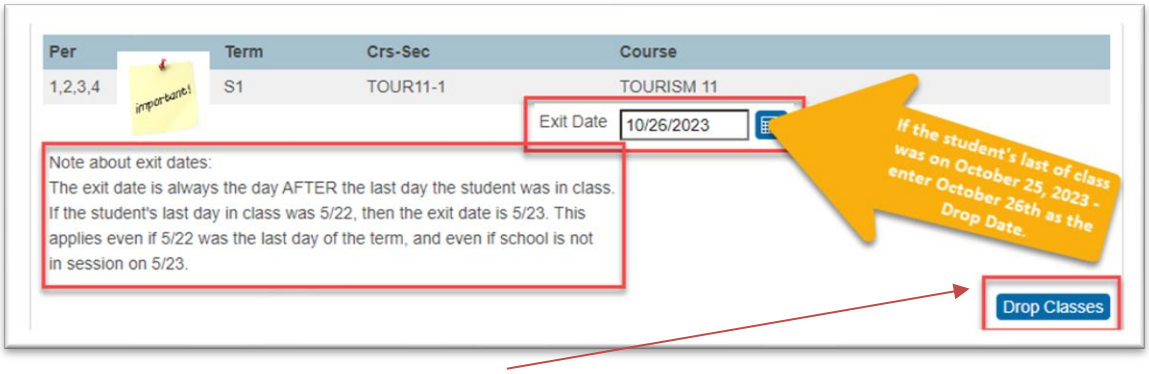


4. Click **Drop Selected** to drop the selected class(es) or click **Drop All** to drop all classes from the student's schedule.
5. The date defaults to today's date. Click **Edit Date** to select a different exit date, if needed.

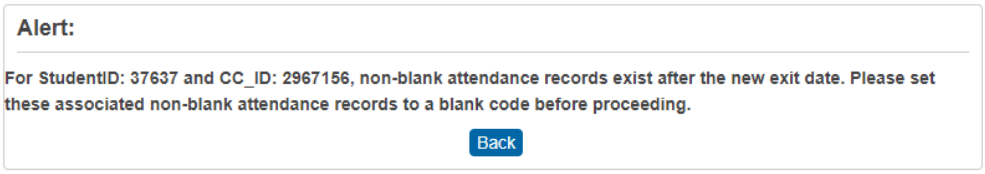
- Scenario A: If the student has never attended the class, the Exit Date **must be the same date** as the Enroll Date. This will remove the class from the student's course registrations.



- Scenario B: If the student did attend any portion of the class, then the exit date must be the **day AFTER the student's last day of class** to ensure attendance data is correct.



6. Click **Drop Classes** to drop the class(es).
7. If the student has attendance on or after the Exit Date, an **Alert** message will appear informing the user that the class cannot be dropped due to 'non-blank attendance records' (since PowerSchool will not allow the existence of 'orphan' attendance records in the system).



   If an alert message appears, first remove attendance records that exist on or after the Exit Date, then return to the **Modify Course Schedule** page to re-attempt the dropping of the class(es). **[Alternatively, you can use the method described in section 4.2 to integrate the removal of attendance records into the course drop process.]**
8. The page will return to the student's schedule page and list the remaining scheduled classes.

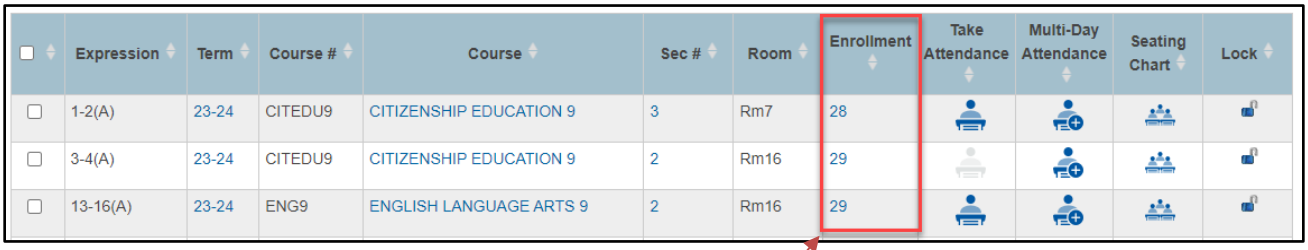
4.2. Using the Teacher Schedules Page

If you need to drop a student from one or more classes, and if you know that the student has attendance records on or after the Exit Date, rather than first removing the attendance records and then dropping the class(es), you can use the **Teacher Schedule** page to **perform both actions at the same time** (i.e., drop the class(es) and also clear any attendance records on or after the Exit Date). Even if you are unsure if attendance records exist for the student, using the Teacher Schedule page will ensure that any attendance records are removed when the class is dropped. However, if you need to drop several classes for the student, using the method described in section 4.1 may be preferable.

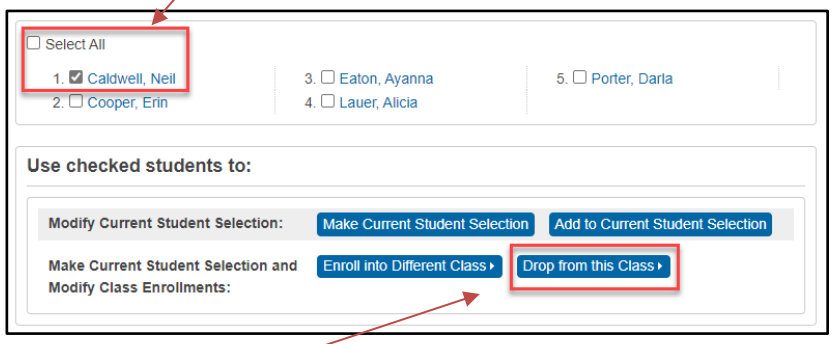
To search for and select the student from the Teacher Schedules page:

1. From the Start Page, choose **People** from the left menu, then click on **Staff**, and then **Teacher Schedules**.

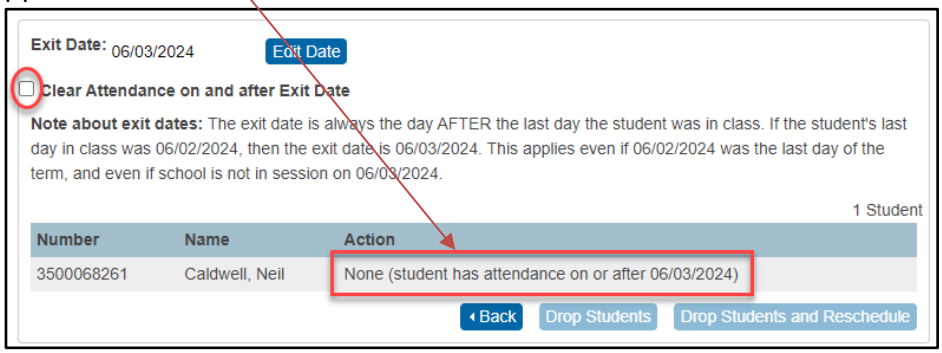
2. The Teacher Schedules page appears. Click the name of the staff member to view the selected teacher's schedule.



3. Click **Enrollment** to display the section's class roster. Refer to section 3.2 to learn more about the **Detailed View** switch.
4. On the Class Roster page, uncheck the **Select All** box and select the student requiring the class to be dropped.

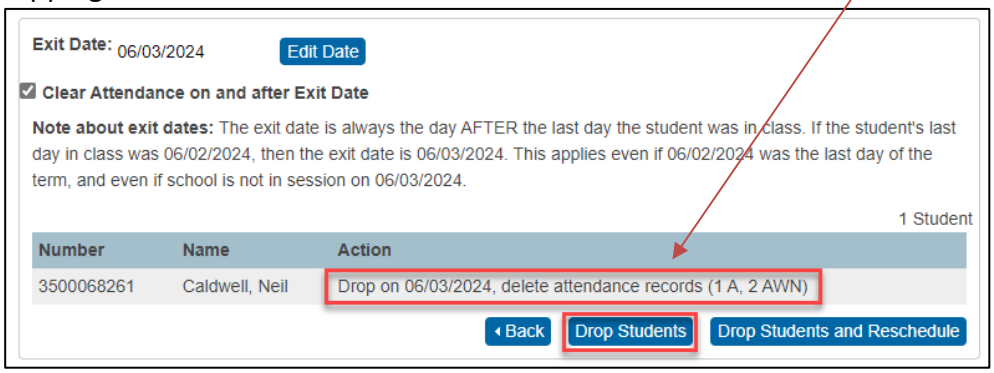


5. Click **Drop from this Class**.
6. The date defaults to today's date. Click **Edit Date** to select a different exit date, if needed.
7. If dropping a student who has attendance records on or after the entered exit date, the below message will appear and the **Drop Students** and **Drop Students and Reschedule** buttons appear shaded.

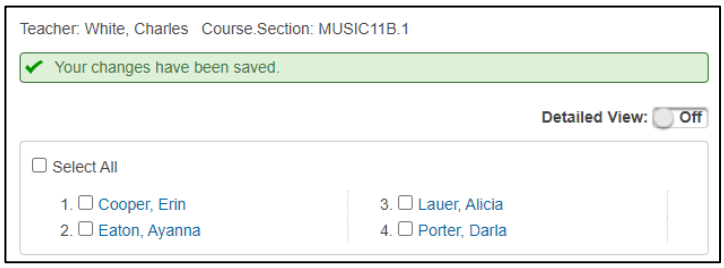


8. Check the **Clear Attendance on and after Exit Date** box to clear the attendance records. Clearing attendance records avoids attendance records being orphaned.

9. Once checked, the page will refresh and indicate the attendance records to be deleted upon dropping the course.



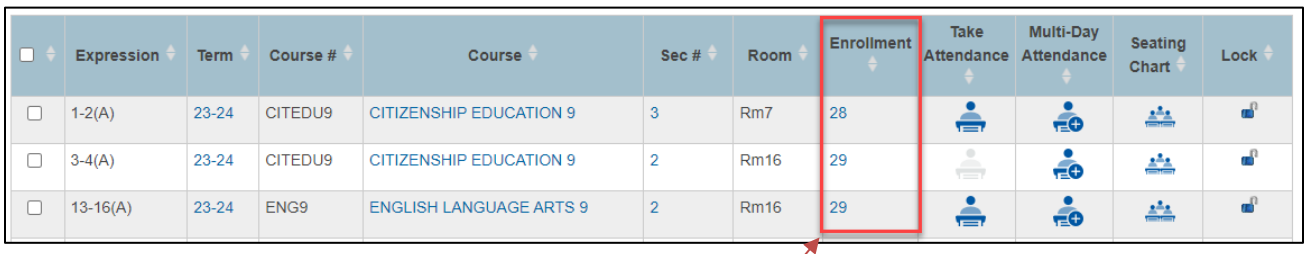
10. Click **Drop Students** to drop the class as well as remove the attendance records. The page will return to the class roster page with the student removed from it.



11. Alternatively, click **Drop Students and Reschedule** to drop the class and register the student into another class. In this case, the **Mass Register** page will appear.

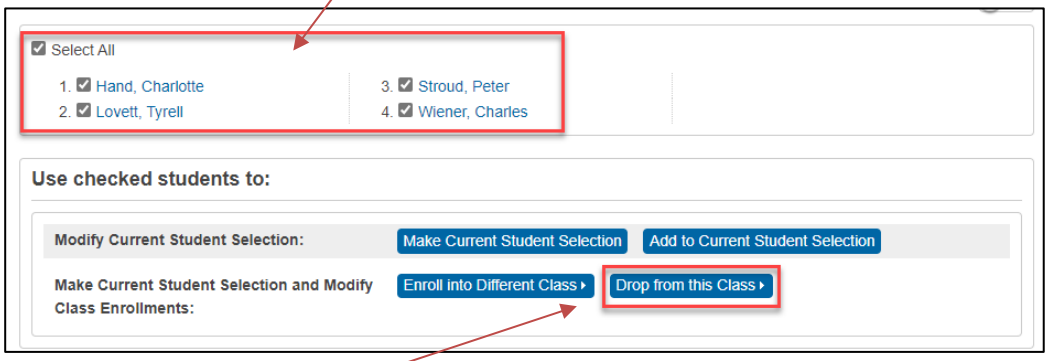
5. Dropping Multiple Students from Classes

1. From the Start Page, choose **People** from the left menu, then click on **Staff**, and then **Teacher Schedules**.
2. The Teacher Schedules page appears. Click the name of the staff member to view the selected teacher's schedule.



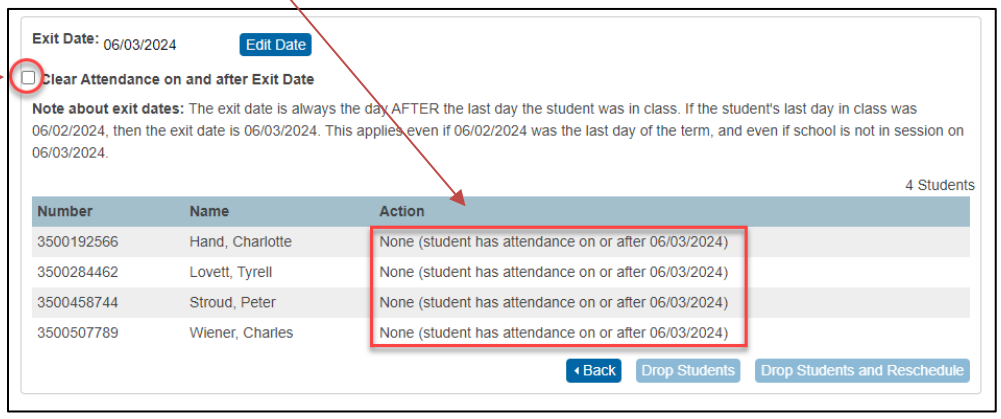
3. Click **Enrollment** to display the section's class roster. Refer to section 3.2 to learn more about the **Detailed View** switch.
4. On the Class Roster page, do one of the following:

a. Check the **Select All** checkbox to select all students in the class roster.
b. If all students are already selected, deselect the checkbox(es) to remove the checkmarks from students in the class roster who are not to be dropped from the class.



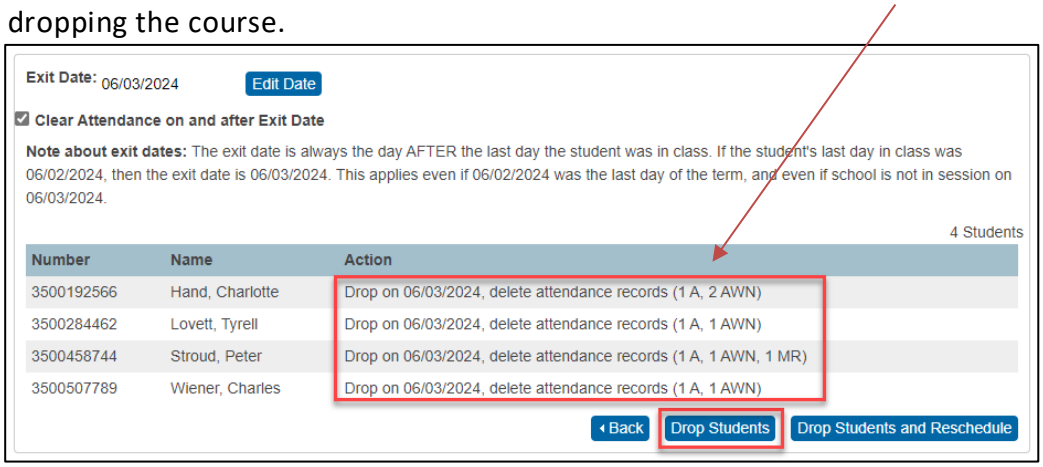
5. Click **Drop from this Class**.
6. The date defaults to today's date. Click **Edit Date** to select a different exit date, if needed.

7. If any of the selected student have attendance records on or after the entered exit date, the below message will appear and the **Drop Students** and **Drop Students and Reschedule** buttons appear shaded.

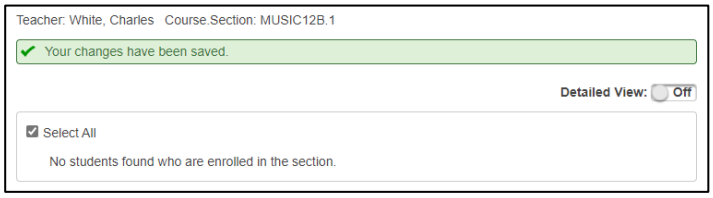


8. Check the **Clear Attendance on and after Exit Date** box to clear the attendance records. Clearing attendance records avoids attendance records being orphaned.

9. Once checked, the page will refresh and indicate the attendance records to be deleted upon dropping the course.



10. Click **Drop Students** to drop the class as well as remove the attendance records. The page will return to the class roster page with the student removed from it.

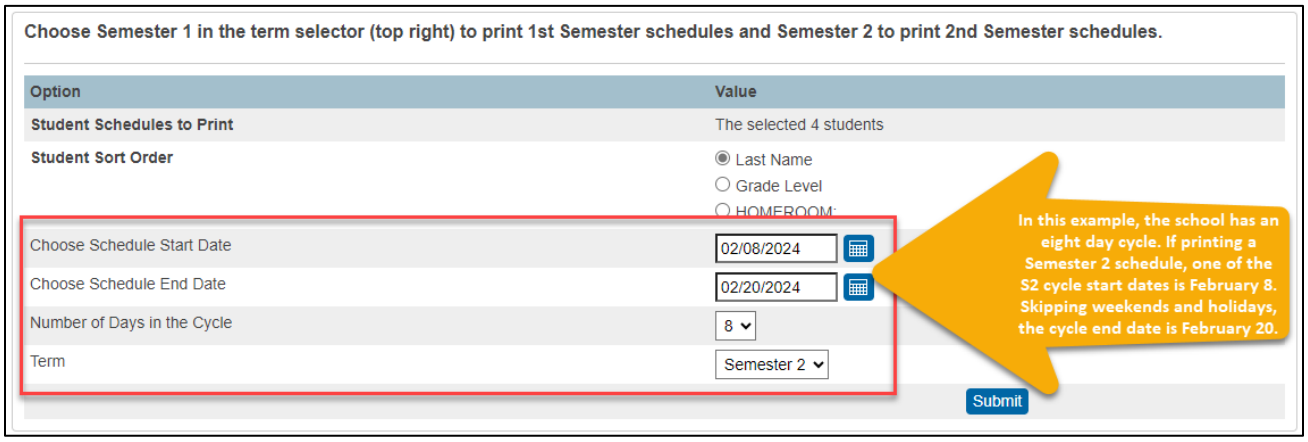


11. Alternatively, click **Drop Students and Reschedule** to drop the class and register the student into another class. In this case, the **Mass Register** page will appear.

6. Printing the Student Schedule

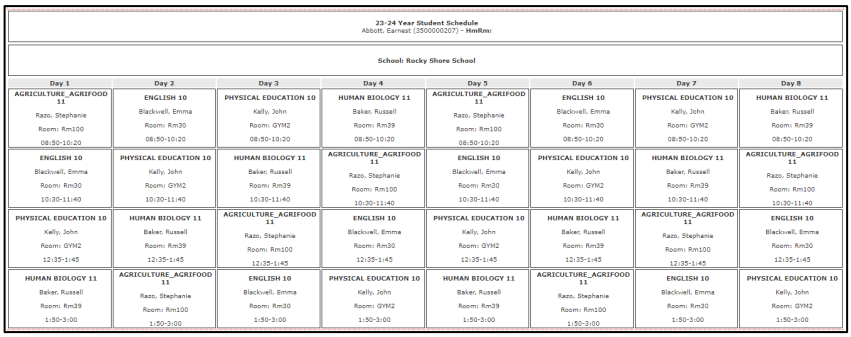
To print a schedule for a single student or group of students:

- Search for and select the student(s).
- From the Start Page, select **Data and Reporting** from the left menu, then select **Custom Reports**.
- Click on the header **Scheduling** to expand the section, then select the **Student Bell Schedule**.
- The **Student Schedule** report page appears.



- The number of students you have selected is displayed, so ensure this number is correct.
- You may use the **Sort** function to determine print order.
- Schedule Start Date: enter a date corresponding to when the Day A of the cycle begins. The date can be a date in the past or in the future.
- Schedule End Date: enter a date corresponding to when the last day of the cycle ends. The date entered must be associated with the same cycle as entered above.

  Note: if you are unsure when a particular cycle begins and ends, and if you have access, refer to the school's **Configure Calendar** page (located under Start Page > School Management > Scheduling > Configure Calendar).
- Number of Days in the Cycle: indicate the number of days in the cycle at this school.
- Term: select the term from the dropdown.
- Click **Submit**.
- The student schedules appear for the selected student(s) and can be printed for distribution.



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