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Nova Scotia Student Information System

Nova Scotia Public Education System

Scheduling On the Live Side at Elementary P-6

User Guide

Revision Date:
May 15, 2024

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Scheduling on the “live side” in PowerSchool creates both a master schedule and enrolls students into classes to create the student schedules. Elementary schools commonly use this type of live side scheduling.

This document outlines the steps involved in scheduling on the “live side” of PowerSchool.

1. SETUP YEAR & TERMS

- Years & Terms must be setup for the upcoming school year.
- The master schedule is created by the terms, days, periods and courses.
- Courses are setup up by the Department of Education and do not need to be re-created for the new school year.
- Terms, days and periods must be created and setup using the Years & Terms function.

1.1 Before Setting up Years & Terms:

Note: Check with your region’s SIS team for your specific setup configuration.

- Verify term dates to avoid making changes after terms are created. Changing term dates after the schedule is active is not recommended.
- Verify term structure to avoid deleting terms. Deleting terms after the schedule is active is not recommended.
- Create terms in order of length to ensure proper association with internal Ids. For example, a school with one year, two semesters, three trimesters and four quarters would create the terms in the following order:
 - Year
 - Semester 1, Semester 2
 - Trimester 1, Trimester 2, Trimester 3
 - Quarter 1, Quarter 2, Quarter3, Quarter 4

1.2 Create New Year

Your Regional SIS Team will provide you with the names to use for the Terms and the dates to use for each Term.

1. From the Start Page, select **School Management** from the left navigation menu.
2. Under the section **Scheduling**, click on **Years & Terms**.
3. Click on **New**.
4. Enter the information:
 - a. Name of School Year
 - b. Abbreviation
 - c. First and last day of school (refer to the memo from your region’s SIS Team)
5. Click **Submit**.

6. Once the New School Year is created, click on the year, which will open the Edit School Year page.
7. Enter the number of periods per day and the number of days per cycle.
8. Click **Submit**.

Edit School Year

Option	Value
Name of School Year	<input type="text" value="2014-2015"/> (example: 2000-2001)
Abbreviation	<input type="text" value="14-15"/> (example: 00-01)
First Day of School	09/02/2014
Last Day of School	06/30/2015
Periods	5 ▾
Days	6 ▾

[Submit](#)

1.3 Create Terms

1. Click on the link to **Edit Terms** for the new school year.
2. Click **New** add each term following the directions from your region's SIS Team.

Edit Term

Field	Value
Name of Term	<input type="text"/>
Abbreviation	<input type="text"/> (example: Q1) Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	<input type="text"/> (MM/DD/YYYY)
Last Day of Term	<input type="text"/> (MM/DD/YYYY) Note: The first and last day of a term cannot be changed once the term has started.
What portion of the school year does this term represent?	1/2 ▾
Import File Term #	

Your Board's SIS Team will supply you with the term name, Abbreviation, Term dates and portion.

[Submit](#)

Note: Once the New Year is created:

- Click on **Edit Terms**.
- Open each term and enter the **Import File Term #**.

Edit Term

Field	Value
Name of Term	<input type="text" value="2012-2013"/>
Abbreviation	<input type="text" value="12-13"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="09/04/2012"/> <small>(MM/DD/YYYY)</small>
Last Day of Term	<input type="text" value="06/28/2013"/> <small>(MM/DD/YYYY)</small> <small>Note: The first and last day of a term cannot be changed once the term has started.</small>
What portion of the school year does this term represent?	<input type="text" value="Full year"/>
Import File Term #	<input type="text" value="2200"/> <small>2200</small>

1.4 How To Copy The Master Schedule

BEFORE STARTING THIS SECTION ***CHANGE THE ACADEMIC YEAR TO THE NEXT SCHOOL YEAR*****. CHECK THAT THE ACADEMIC YEAR IS CORRECT FROM HERE TO THE LAST SECTION!**

Prior to copying the master schedule consult your region’s SIS team.

This step is available for future school years (after the initial setup in PowerSchool) depending on the school’s needs.

Please refer to Appendix C for instructions on how to copy the master schedule (Document taken from PowerSource, reference number 8272.)

Copy Master Schedule

This function will duplicate the entire master schedule from one year into another.

Option	Value
School	North Highlands Elementary
Source year (the school year that the master schedule is being copied from)	2013-2014
Target year (the school year that the master schedule is being copied to)	2014-2015
Clear existing scheduling terms in the destination school year	<input type="checkbox"/>
 Select the checkbox to confirm that you want to proceed.	<input checked="" type="checkbox"/>

[Submit](#)

NOTE: Once the schedule has been copied, return to the Years & Terms function and update the name, abbreviation, first day and last day for each term.

2. UPDATE FTES AND ATTENDANCE CONVERSIONS – IF NECESSARY

Consult your region's SIS team.

3. UPDATE BELL SCHEDULE – IF NECESSARY

Consult your region's SIS team.

Note: the minimum length of any period must be five minutes or more.

4. SETUP SCHOOL CALENDAR

Remember to setup the school calendar **after** you have copied the Master Schedule. At a minimum you need the first full cycle and last day of the calendar to be set at this point, the remaining dates may be set once verification of dates have been received from your region's SIS team.

NOTE: If you have run the Copy Master Schedule function after you setup your school calendar, PowerSchool reinitializes your calendar and clears any cycle days and bell schedule designations throughout the year.

Unless specified otherwise by your Regional Centre for Education, all calendar days marked as in-session should be assigned a membership value of 1, a cycle day, and a bell schedule. This will help prevent scheduling and attendance issues throughout the school year.

Please reference the iNSchool user guides

- ***Setting Up your School Calendar - User Guide***
- **Setting Up your School Calendar - Quick Reference Sheet**
- **Changing the School Calendar due to School Closure**
-
- These guides will walk you through the calendar setup. **Please note: to enable accurate class size counts at the beginning of the year, the first day of school is to be marked as in session day, even though there are no students present.**



5. ADD NEW TEACHERS/UPDATE EXISTING TEACHERS AND STAFF

New staff must be added to PowerSchool in order to associate sections with the new teachers.

Start Page > People > Staff > New Staff Member

Name, ID, and staff type are the required fields. Once the staff member has been created, contact your region's SIS Administrator to setup access and security.

Note: Configure the ID field as indicated by your Regional SIS Team.

Once the Edit Information has been completed, from the staff menu, click on the link **Scheduling Setup** and click on the box to Schedule this teacher.

In addition, existing staff members should be reviewed, and their information updated if necessary.

New Staff Member

Name (Last, First MI)	Teacher * , Mary *
Preferred Name	
Email Address	MaryTeacher@staff.ednet.ns.ca
Title	
Sex	Female ▾
Ethnicity	▾
ID	Mary123 *
Teacher Professional Number <small>(Team teachers separate by a comma Ex: 123456,654321)</small>	123456
Homeroom	
School	North Highlands Elementary
Lunch ID	
Home Phone #	
School Phone #	
Street	
City, Province, Postal Code	
SSN	
DOB	<input type="text"/> (MM/DD/YYYY)
Staff Type	Teacher ▾
* Required	

Be sure to configure the TEACHER ID as per instructions from your Board's SIS team

Legend

Page Icons: * - Required Field | - Date Entry |



6. REVIEW AND UPDATE ROOMS

Note: Room numbers must begin with a number; it is strongly advised by PowerSchool that the room description begins with the room number.

Review the rooms that were setup previously and make any updates or changes, as needed. ***These changes are effective immediately regardless of which year you are in.***

- From the Start Page under the section **School Management**, click on **School Parameters**.
- Click on **Rooms**.
- Review the rooms currently setup and make any updates if needed.
- If a new room is required, click **New**.
- Enter the room number (beginning with a number NOT a character e.g. 101).
- Enter a description (it is advised the description begins with the room number).

Rooms

Number	Description	Department	Facilities	Maximum
101	101Davidson			35
311	311Cannon			35
103	103Day			35
108	108LCBR			35
110	110LC			35
204	204CL			35
205	205Hausman			35
206	206Brann			35
207	207McMullin			35
218	218Library			35

Are you in
the Next
School Year?

7. SELECT COURSES

Be sure you are in the NEXT school year before you check or uncheck any courses.

- Under the section **School Management**, click on **Courses and Programs**.
- Click on **Courses**, and then click on **Manage Courses For This School**.
- Review the courses under the tab **Available and Active**; if any course(s) are **not** to be offered **next year**, uncheck the box.
- Under the tab **Available but Inactive**, put a check next to any course(s) to be offered next year and those courses will be moved to the **Available and Active**.

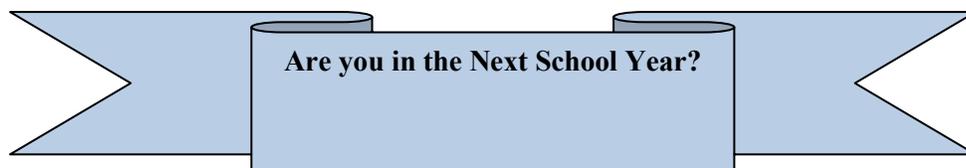
Available Courses for 2013-2014

✓ Available and Active

✓ Available but Inactive

- This page lists all available and possibly active courses for the selected school and year.
- To make a course active for the selected school and year, select the checkbox and then click the Submit button.
- Only available and active courses can be used in live scheduling.
- Courses that have not been made active for scheduling are not included in this list. To see courses that can be added to this active list, click the Available but Inactive tab.

Active	Course Name ↕	Course Number	Course Notes	End Date
<input checked="" type="checkbox"/>	ACADEMIC SUPPORT	ACCSUP	Scheduling needs course use as a place holder only	
<input checked="" type="checkbox"/>	CORE FRENCH 4	FRCORE4	Outcome Errors DO NOT SCHEDULE	June 2012
<input checked="" type="checkbox"/>	CORE FRENCH 4	FR4	English outcomes. Use in 2012+	
<input checked="" type="checkbox"/>	CORE FRENCH 5	FRCORE5	Outcome Errors DO NOT SCHEDULE	June 2012
<input checked="" type="checkbox"/>	CORE FRENCH 5	FR5	English outcomes. Use in 2012+	
<input checked="" type="checkbox"/>	CORE FRENCH 6	FRCORE6	Outcome Errors DO NOT SCHEDULE	June 2012
<input checked="" type="checkbox"/>	CORE FRENCH 6	FR6	English outcomes. Use in 2012+	
<input checked="" type="checkbox"/>	ENGLISH LANGUAGE ARTS 1	ENG1		
<input type="checkbox"/>	ENGLISH LANGUAGE ARTS 2	ENG2		



8. CREATE SECTIONS

Identify the number of sections needed for each course. Create each section and enter section information.

Start Page > School Management > Courses and Programs > Course Sections

Click on the course for which you want to edit or create sections.

Edit Section

Required Fields 

See Accompanying Notes

Field	Value																																																																																																																														
Course Name	ENGLISH LANGUAGE ARTS 1																																																																																																																														
Course Number	ENG1																																																																																																																														
	Expression: 1-2a(A-B,D-F) 2b(B-F) 3(B-E) 6(A,C-F) 7a-8a(A,C-D,F)																																																																																																																														
Schedule	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2a</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2b</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input 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	Start Date: 09/03/2013																																																																																																																														
	End Date: 06/30/2014																																																																																																																														

[Add](#)

Teacher - Section Lead	Staff	Role	% Allocation	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	Teacher, one	Lead Teacher	100	09/03/2013	06/30/2014	+ -

[Add](#)

No records found.

Room - If your list is empty, you must define rooms for your school

select a room

Section Number*

Grade Level

Current Enrollment

Maximum Enrollment

District Where Taught (Enter District ID If Taught At Different District. Otherwise, Leave Blank.)

School Where Taught

Dependent Sections (course.section, course.section, etc.)

Program (may be overridden by course setting)

Record Attendance Using Attendance Mode

Record Attendance (only applicable if Record Attendance Using Attendance Mode includes Meeting)

Once for All Meetings Each Meeting Separately

Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)

Exclude From Storing Final Grades (Use for Sections that are not graded so blank records are not stored with final grades.)

Same as course Include Exclude (Course Value: Include)

Grade Scale (Course Value: P-8 Grading Scale)

Exclude from GPA? Same as course Include Exclude (Course Value: Include)

Exclude from Class Rank? Same as course Include Exclude (Course Value: Include)

Exclude from Honor Roll? Same as course Include Exclude (Course Value: Include)

Section Type

House

Team

Close section at max



Note #1: Room -Room refers to the Room Number

Note #2: Section Number- Refer to Appendix A for section number.

Note #3: Grade Level – Must be entered for all sections except HRMATTAM and HRMATTPM courses, in the attendance sections, grade level will be blank

Note #4: Dependent Sections – Only required if this is a Parent section, refer to Appendix B for setup.

Note #5: Exclude From Attendance- This must be checked for all courses except HRMATTAM and HRMATTPM.

9. DEPENDENT SECTIONS

Dependent sections are used to associate one section (Parent Section) to others (Dependent Sections), requiring students to enrol in all. For example, in elementary schools, students in the English program, English Language Arts is the parent section and for students in the French Program, French Language Arts is the parent section. All other courses a student is to be enrolled in, including homeroom attendance AM and PM, and the Dependent sections.

9.1 Add Dependent Sections

Enter dependent sections in the **course.section** format; comma separated; ensure there are no spaces between the course name and the section number and separate each course with a comma, not a space. Refer to Appendix B on how to create Dependent Sections.

Dependent Sections
(course.section, course.section, etc.)

HE2.22,MT2.22,SCI2.22,VISART2.22,SOCST2.22
,HRMATTAM.122,HRMATTPM.122,MUSIC2.22,PH
E2.22

No spaces or special characters and
each course separated by a comma -
NOT a space

9.2 Verify Dependent Sections

- From the Start Page, go to: **Data and Reporting > Custom Reports.**
- Under the section for Scheduling select the report called **Dependent Sections List Report.**
- Check to ensure the dependent sections are entered correctly, no spaces and no special characters in the course.section and that each course is separated by a comma, not a space.

Dependent Sections					
Course Code	Sec. / Course Name	Term	Teacher	Room	Dependent Sections
ENG1	11 ENGLISH LANGUAGE ARTS 1	11-12		107	HE1Y00.11,MTH1.11,MUSIC1.11,PHE1.11,SCI1.11,SOCST1.11,VISART1.11,HRMATTAM.11,HRMATTM.11
ENG1	12 ENGLISH LANGUAGE ARTS 1	11-12		105	HE1Y00.12,MTH1.12,MUSIC1.12,PHE1.12,SCI1.12,SOCST1.12,VISART1.12,HRMATTAM.12,HRMATTM.12
ENG1	13 ENGLISH LANGUAGE ARTS 1	11-12		101	HE1Y00.13,MTH1.13,MUSIC1.13,PHE1.13,SCI1.13,SOCST1.13,VISART1.13,HRMATTAM.13,HRMATTM.13
ENG2	21 ENGLISH LANGUAGE ARTS 2	11-12		106	HE2Y00.21,MTH2.21,MUSIC2.21,PHE2.21,SCI2.21,SOCST2.21,VISART2.21,HRMATTAM.21,HRMATTM.21

- If you see an error you can click on the section number, this will open the **Edit Section** page.
 - Make any necessary corrections,
 - Click **Submit** to return to the report,
 - Continue until all corrections are made.

Are you in
the Next
School

10. SETUP NEXT YEAR ACADEMIC HOMEROOMS

Ensure all students to be scheduled for the next year at your school have a **Next Year Academic Homeroom**, this field should begin with a number, no spaces or special characters and it is case sensitive.

Note: After the End of Year Process is run, you will need to copy **NEXT_ACADEMIC_YEAR_HOME_ROOM** to the **Home_Room** field. Please see Section 12.

10.1 Manually Setup Year Next Academic Homeroom

- Select the student.
- Under the section **Student Profile**, click on **Modify Info.**
- Enter next year's homeroom number in the field **Next Academic Year Homeroom**

10.2 Mass Set Next Year Academic Homerooms

- Select a group of students.
- From the **Select Action** group function, select **Change Student Field Values**.
- In the Field to Change Box, select or type **NEXT_ACADEMIC_YEAR_HOME_ROOM**.
- In the **New Field Value** box enter the next academic year home room, e.g. 1Smith or 13W.
- Click **Submit**, verify your changes and click **Submit** again.

11. MANUALLY ENROLL STUDENTS IN COURSES.

Only when the master schedule is complete, should students be enrolled in sections, either individually on the **Modify Schedule** student screen, or using the **Mass Enroll** function.

11.1 Mass Enroll

- Search students in each of the next academic year home room e.g. (**NEXT_ACADEMIC_YEAR_HOME_ROOM= 1Smith**)
- From the **Select Action** group function, select **Mass Register**.
- Under **Quick Enroll**, enter the Parent course and section number (course.section).
- Click **Enroll**.
- In the **Mass Enroll** Preview screen, update the entry date with the start date of school, click **Submit**.

11.2 Verify Enrolment

Once the mass enroll is complete, select one student from the group and verify their schedule by way of the **Matrix View** screen.

11.3 Update IPP students

- Select the student.
- On the modify schedule screen drop the standard course(s).
- Quick enroll in the IPP section for each course that needs to be changed.
- Verify their schedule by way of the matrix view screen.



12. UPDATE HOMEROOM FIELD FOR NEXT YEAR

This can only be done once the end of year process has been completed. Follow the directions from your region's SIS team for timing of this process.

- Select the students in each of the **Next Academic Year Homerooms**.
- Select the function **Modify Student Field Values** from the **Select Action** dropdown list.
- In the **New Field Value** box enter **home_room**.
- The new field value is the homeroom the student will be in next year, e.g. 23W.
- Click **Submit**, verify your changes and click **Submit** again.

Student Field Value

32 students are selected

Option	Value
Field To Change (Fields)	Home_Room
New Field Value	23W
	<input type="checkbox"/> Clear Field Value
	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Next Year's Homeroom

Submit

Are you in the Next School Year?

13. APPENDIX A – CREATING SECTION NUMBERS (ELEMENTARY SCHOOLS SCHEDULING ON THE LIVE SIDE)

In order to identify courses for a group of students, we require that the following pattern be used to create section numbers. If you have any questions, please contact your region’s SIS team for assistance.

NOTE: Section numbers should be numeric and once created should NOT be changed.

Only in section numbers will we use 9 to indicate grade Primary.

Sample section numbers:

91- indicates grade primary, teacher 1

92 -indicates grade primary, teacher 2

11 -indicates grade 1, teacher 1

12 -indicates grade 1, teacher 2

Review the number of English and French Immersion classes at your school. For our example we have started our French Immersion sections beginning with teacher 5.

English	Course Section #s	Attendance AM & PM Section #s		French	Course Section #s	Attendance AM & PM Section #s
Primary Smith	91	91		Primary/One Colt	95 15	915
Primary/One White	92 12	912		Primary Aucoin	96	96
One Jones	11	11		Primary Smith	97	97
Two Jeffries	21	21		One/Two Smultz	16 26	126
Two Cairns	22	22		Two Jakes	25	25

Note: Early Learning Opportunities attendance sections will be single digit section numbers, please contact your region’s SIS team for details.

14. APPENDIX B –DEPENDENT SECTIONS (ELEMENTARY SCHOOLS SCHEDULING ON THE LIVE SIDE)

In a word document, create a list of dependent sections for each parent section, (for English Students the parent section should be English Language Arts and for French Immersion students the parent section should be French Language Arts).

Ensure the format is uppercase with no spaces and each section is separated by a comma, not a space.

Sample – Dependent Sections

Grade 4 Smith

ENG164.1 (Parent Section)

MT164.1,SOCST164.1,FR164.1,SCI164.1,PHYE164.1,VISART164.1,HE164.1,ICT4.1,MUSIC164.1,HRMATTAMP6.1,HRMATTPM.1 (Section List)

Grade 4/Grade 5 White (Combined Class)

ENG164.2 (Parent Section)

MT164.2,SOCST164.2,FR164.2,SCI164.2,PHYE164.2,VISART164.2,HE164.2,ICT4.2,MUSIC164.2,HRMATTAMP6.45,HRMATTPM.45 (Section List)

ENG165.2 (Parent Section)

MT165.2,SOCST165.2,FR165.2,SCI165.2,PHYE165.2,VISART165.2,HE165.2,ICT5.2,MUSIC165.2,HRMATTAMP6.45,HRMATTPM.45 (Section List)

Note: Once the dependent section list is created, copy the list to the **Dependent Sections** for the appropriate Parent Course, see section 9.

15. APPENDIX C-HOW TO COPY THE MASTER SCHEDULE ON THE LIVE SIDE

Following is a copy of the PowerSource document number 8272.

Create the Next School Year

1. Log into the appropriate school.
2. Navigate to: Start Page > School Management > Scheduling > Years and Terms.
3. Select New.
4. Populate the appropriate information.

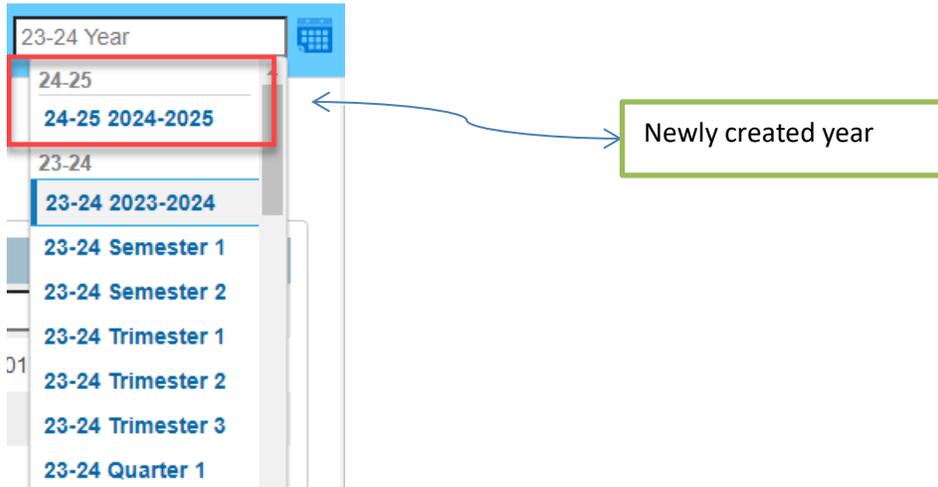
The following is an example for the 2024 -2025 school year:

- Name of School Year: 2024 - 2025.
- Abbreviation: 24-25.
- First Day of School: first day students attend school.
- Last Day of School: last day students attend school.

Field	Value
Name of Term	2024-2025
Abbreviation	24-25 (example: 00-01)
First Day of Term	09/03/2024
Last Day of Term	06/30/2025
What portion of the school year does this term represent?	Full year
Suppress Classes For This Term From Parent/Student Users	<input checked="" type="checkbox"/>
Import File Term #	3400

Set the Term to the Next Year

1. Select Term at the top of the PowerSchool page.
2. Choose the newly created term such as 2024 - 2025.



Copy Master Schedule

1. From the Start Page, navigate to: School Management > Scheduling > Copy Master Schedule.
2. Choose the prior school year as Source year.
3. Choose the newly create year as the Target year.
4. Check the confirm box.
5. Submit.

Note: When using the Copy Master Schedule function, PowerSchool will reinitialize your school calendar for the target year while copying sections from the source year into the target year. This re-initialization will clear any bell schedules and cycle days specified on the school calendar for the upcoming (target) school year. If your school is using the Copy Master Schedule function, it is recommended that your school does not set up the calendar until after copying the master schedule.

Copy Master Schedule

 This function will duplicate the entire master schedule from one year into another.

Option	Value
School	Rocky Shore School
Source Year (The school year that the master schedule is being copied from)	2023-2024
Target Year (The school year that the master schedule is being copied to)	2024-2025
Clear Existing Scheduling Terms in the Destination School Year	<input checked="" type="checkbox"/>
Suppress Classes for Copied Terms for Parent/Student Users	<input checked="" type="checkbox"/>
 Select the checkbox to confirm that you want to proceed.	<input checked="" type="checkbox"/>