PowerSchool Handbook

Elementary Scheduling

Version 4.0
November 29, 2023

INTEGRATED TECHNOLOGY
SAN DIEGO UNIFIED SCHOOL DISTRICT

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About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the Elementary School Power User or other staff member responsible for scheduling at their school. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357) or submit a support request online at https://sdusd.cherwellondemand.com

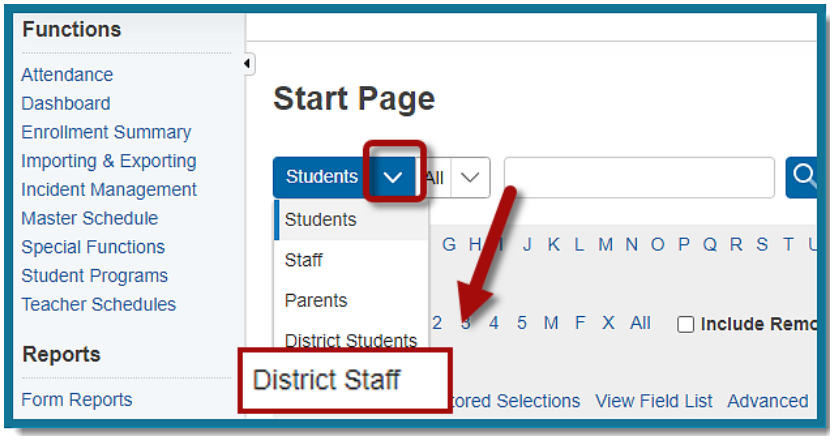
NOTE: Dates and terms depicted throughout this handbook are used as examples and may not reflect the current scheduling school year or Terms.

Part 1: Managing the School Schedule

Adding New Teachers to PowerSchool

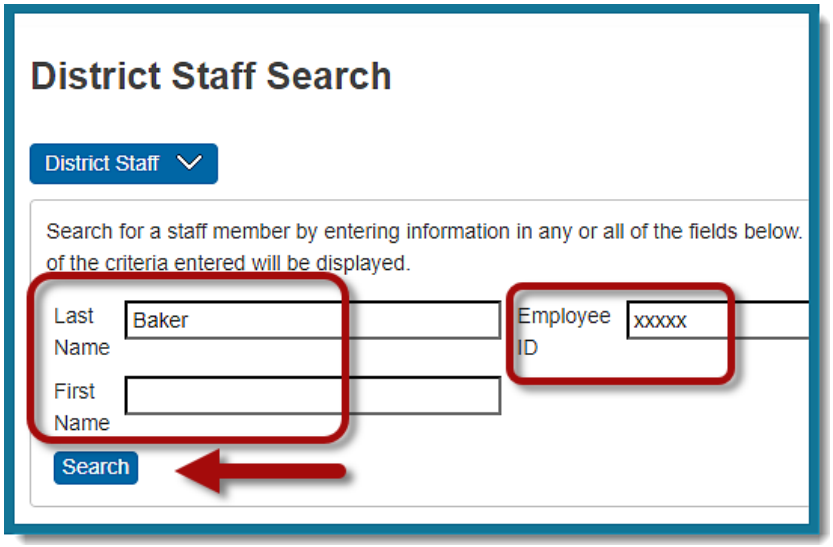
Security settings need to be adjusted to make a new teacher active at your school site. Follow the steps below to assign new staff members to your school and activate the appropriate security role/permission.

1. On the Start Page, select the down arrow to see **District Staff.**

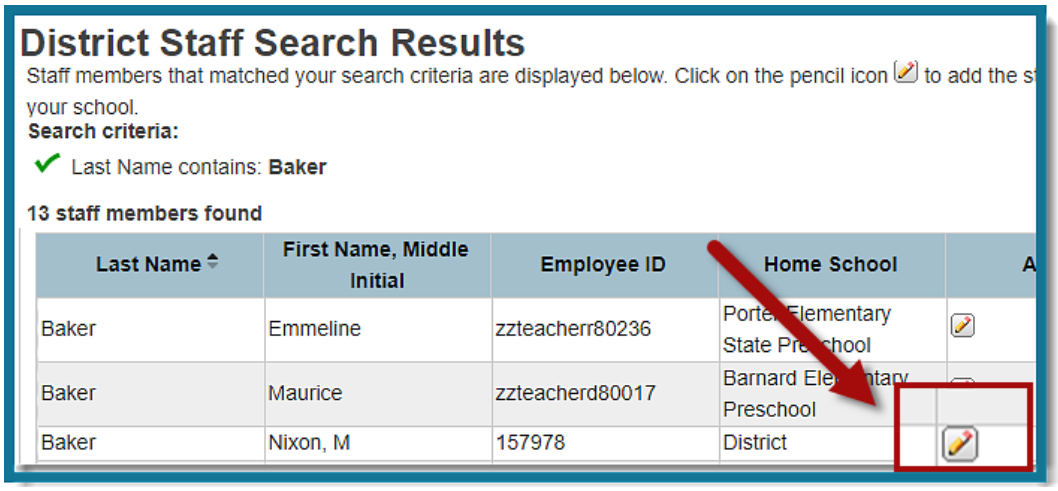


2. Enter the Staff Name and/or Employee ID.

3. Click **Search**.



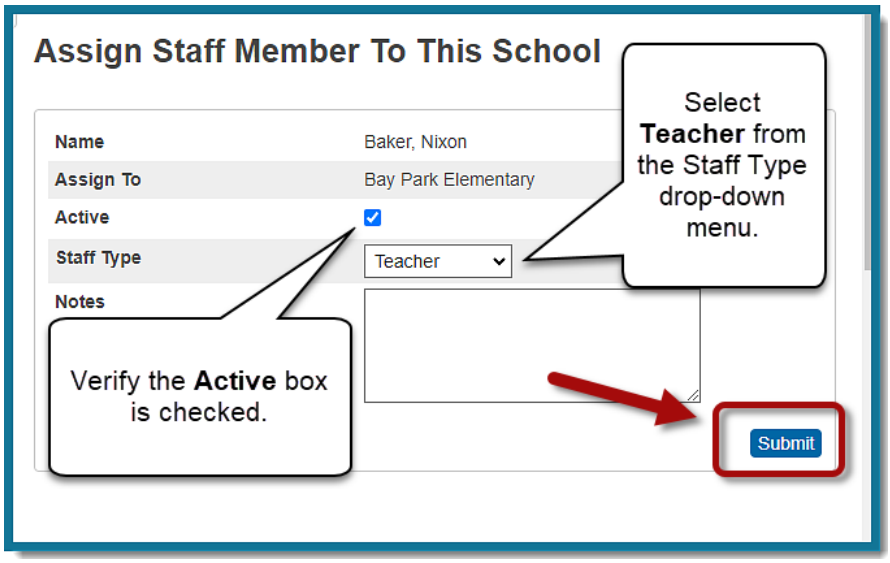
4. Locate the employee's name and click on the **pencil icon** to assign them to your site.



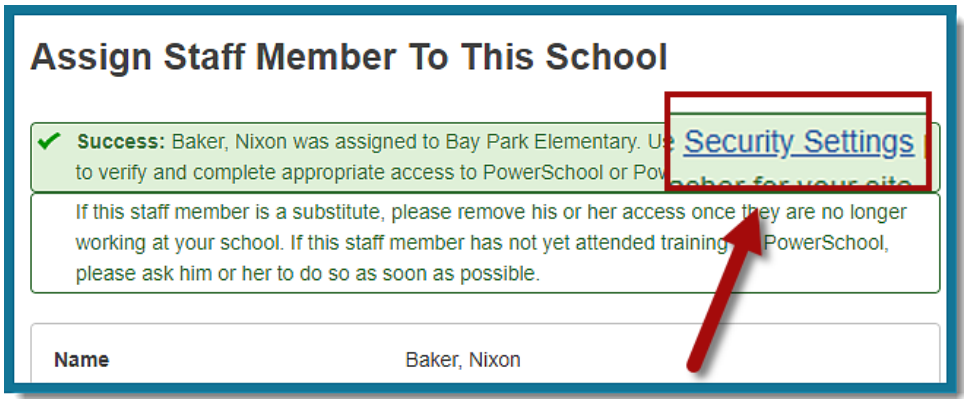
5. On the Assign Staff Member to This School page, turn on the **Active checkbox**.

6. Select Teacher from the **Staff Type** drop-down menu.

7. Click **Submit**.



8. Click the **Security Settings link** at the top of the page to access the Security Settings page.

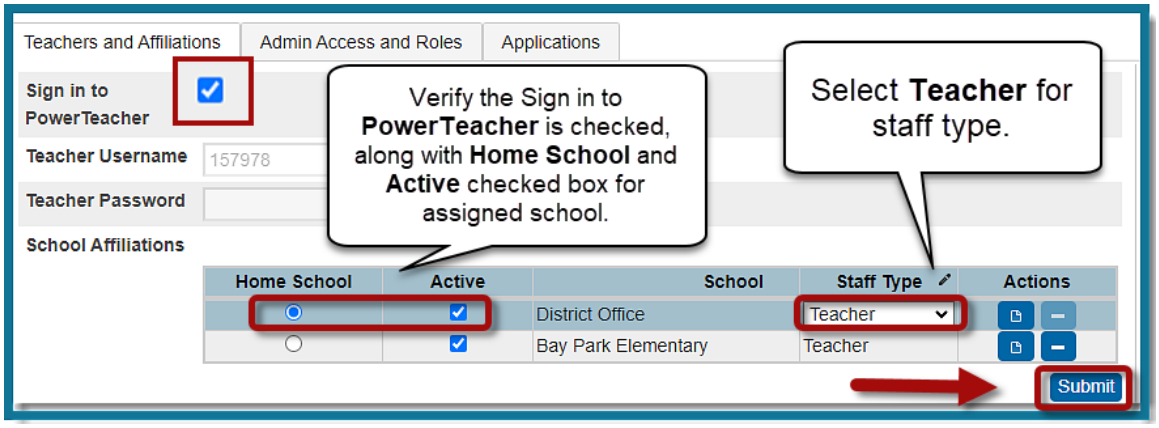


9. On the Teachers and Affiliations tab, turn on the checkbox to **Sign in to PowerTeacher**.

10. Verify the **Active checkbox** is selected for your school.

11. Verify the **Staff Type** is set to **Teacher**. This ensures the teacher's name appears in the Teacher Schedule menu.

12. Click **Submit**.



Understanding Courses, Sections and Terms

What is a Course?

A Course represents a plan of study on a particular subject. For scheduling purposes in PowerSchool, it is identified by a **Course Number** and **Course Name**.

Course Number	Course Name
E2	Second Grade

What is a Section?

A section is one occurrence of a course and is sometimes referred to as a "class."

Each course can have multiple sections, or classes, that meet in different rooms, at different times, and can be taught by different teachers. Each section is represented by the **Course Number** and a **Section Number**.

Course Number	Section Number	How it appears in PowerSchool
E2	23	E2.23

What are Terms?

Terms are the periods of time into which a school year is divided. Each section in the school schedule has a term that is applied when the section is created.

For Elementary sections, a *year-long term* is applied. The year-long term corresponds with the elementary grading cycle.

Expression	Term	Course #	Course	Sec #	Room	Enrollment
1T(1RE)	23-24	E3	Third Grade	55	5	27

Creating the School Schedule for Next Year - Setup Options

Copy or Create Your School Schedule

NOTE: In PowerSchool, the School Schedule is referred to as the Master Schedule.

There are two methods to create your school schedule for next year. Choose from one of the following:

- **COPY YOUR CURRENT SCHOOL SCHEDULE**

  This method copies your current school schedule from this year to the next school year. Changes and updates can be made as needed.

  If choosing this method, contact the Help Desk to make a request: (619) 209-HELP or submit a support request online at https://sdusd.cherwellondemand.com/ or through email at helpdesk@sandi.net.

  IMPORTANT! If you choose to copy the school schedule, **do not edit the bell schedule or calendar** for the next school year until the IT Department has notified you the copy process is complete.

- **MANUALLY CREATE YOUR SCHOOL SCHEDULE**

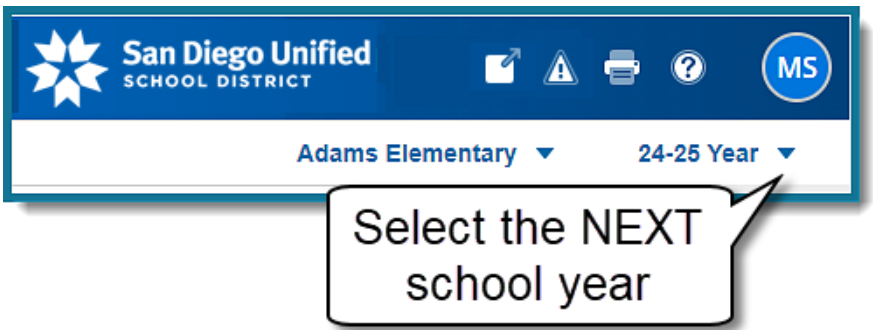
  This method requires you to manually set up each section for your teachers.

  You may complete your calendar setup and school schedule as soon as the new school Term is available in PowerSchool.

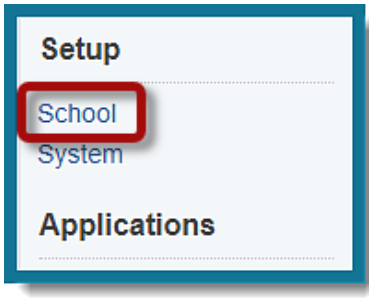
  REMINDER: Be aware of the Pupil Accounting deadline for the completion of the calendar setup. Look for the Administrative Circular for dates and contacts.

Creating Course Sections (Classes)

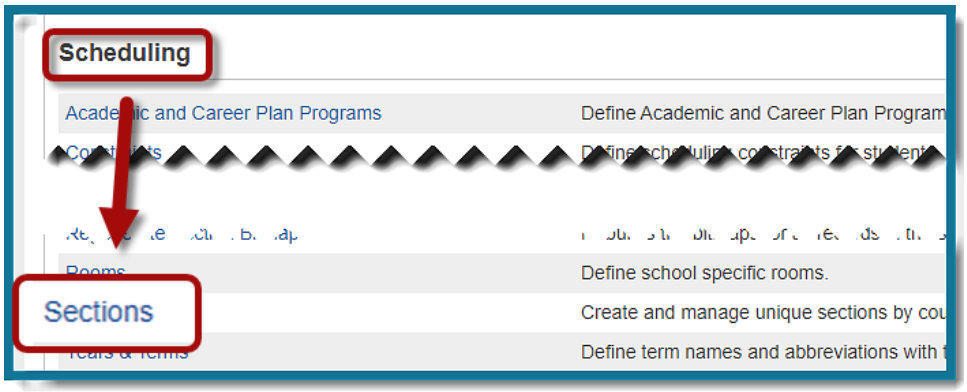
IMPORTANT! When creating course sections for next year, be sure to change the term to the next school year.



1. From the Start Page, under Setup on the left-side menu, click **School**.



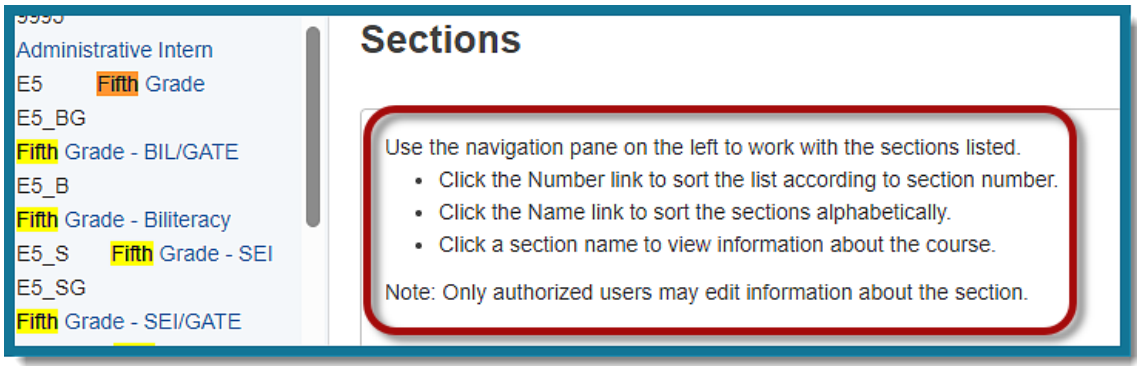
2. Under Scheduling, click **Sections**.



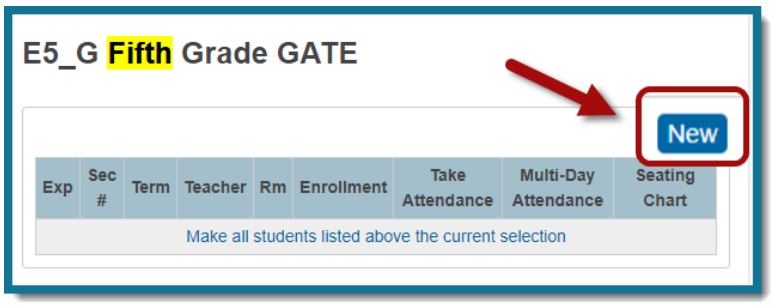
3. On the left-side menu select the course you want to add.

   NOTE: The course name should align with the teacher's qualifications. For example, if a teacher is Gate certified, you will select the course name that includes Gate. Then, when placing students into classes, it is evident who is qualified to receive Gate students.

HINT: Use **Ctrl + F** to provide a search box. For example, type "fifth" in the in the search box to find fifth grade courses.

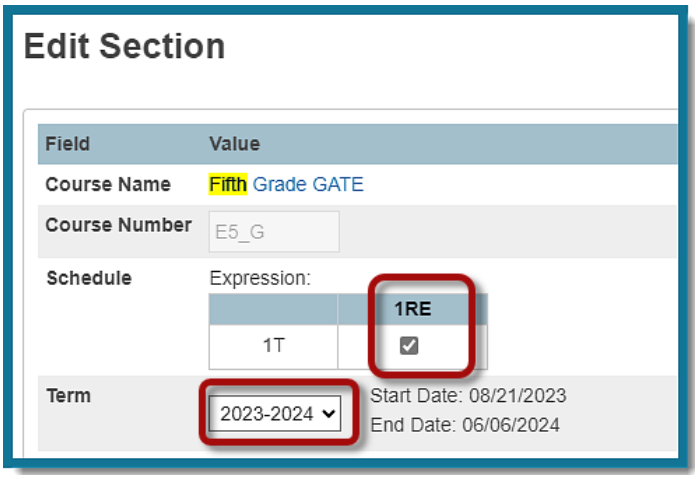


4. On the Course page, click **New**.

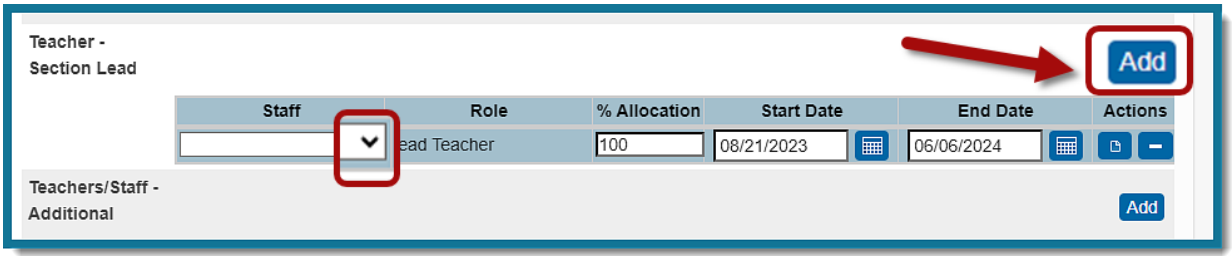


5. Complete the **Edit Section** page**:**

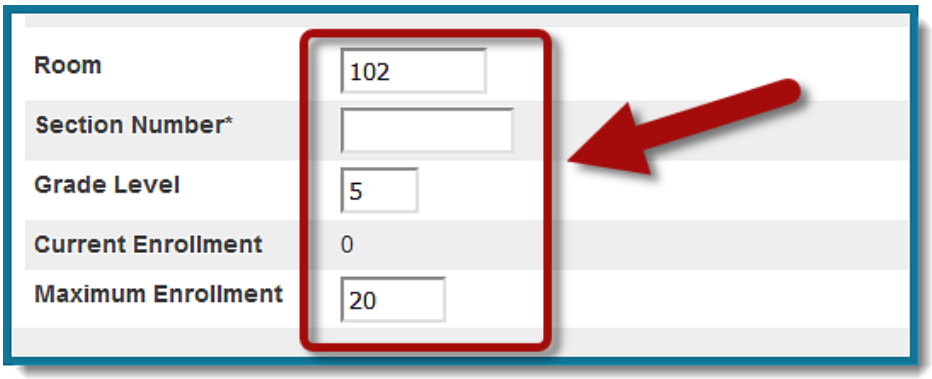
- **Schedule:** Select the Expression (Period) when the section meets. Elementary schools only have one period.
- **Term:** The year-long term appears by default.



- **Teachers – Section Lead:** The Lead Teacher is the teacher of record for the section.
  - Click **Add** to assign a teacher to this section.
  - Under **Staff**, select the permanent Lead Teacher name from the drop-down menu. A ZZTeacher placeholder can be used until a permanent Lead Teacher is assigned.
- The **Role** is set by default and cannot be changed.
- 100 appears by default under **%Allocation**. Do not change.
- The **Start Date** and **End Date** will align with the year-long term assigned to the section.



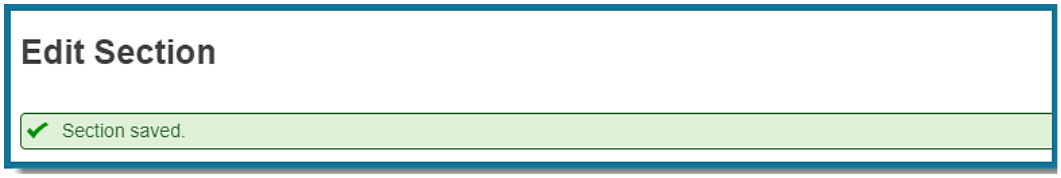
- Enter a **Room** number.
- Leave the **Section Number*** field blank to allow the system to automatically assign a unique section number.
- **Grade Level:** Enter a grade level.
- **Maximum Enrollment**: The value will appear by default. Update, as needed.



- Leave all other fields set to their default values.

6. Scroll to the bottom of the page and click **Submit**.

   A confirmation message indicates the section was saved.

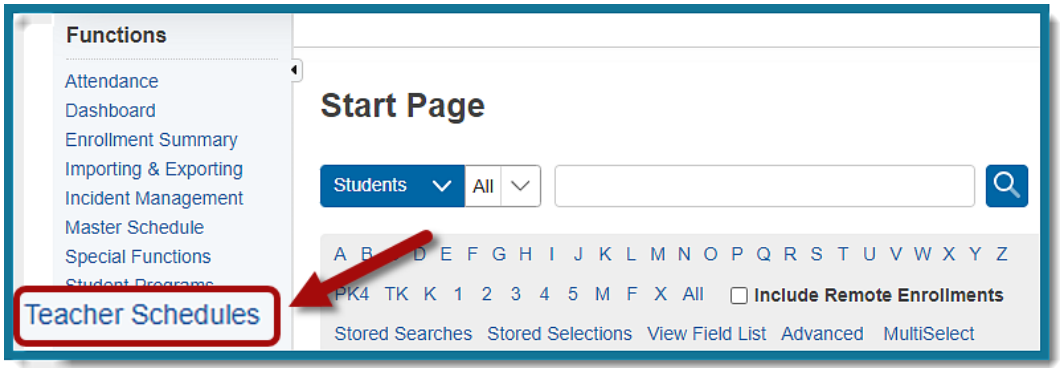


Updating an Existing Course Section

Course sections may need to be updated during the school year. For example, a teacher may take a leave of absence, a room change might be necessary due to construction, or the maximum enrollment number may change. Course sections must also be updated when replacing a ZZ Teacher placeholder with a certificated teacher of record.

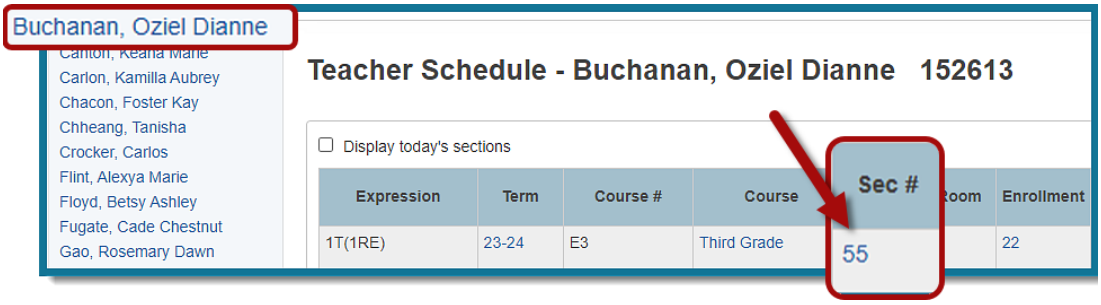
Changing the Room Number

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.



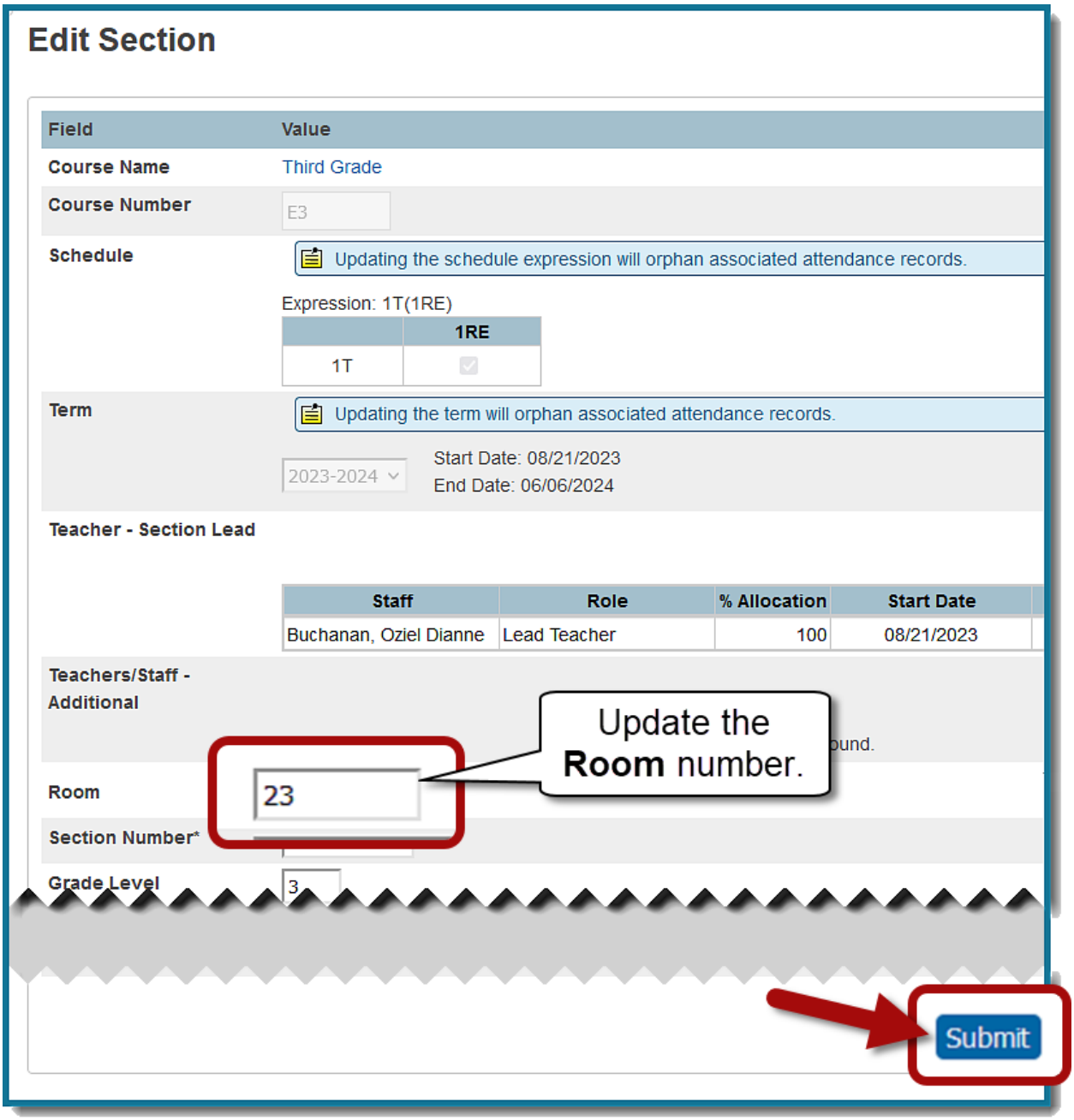
2. Select the name of the teacher from the Teacher menu.

3. On the Teacher Schedule page, select the **section number** to be edited.



4. On the open **Edit Section** page, update the room number.

5. Click **Submit.**

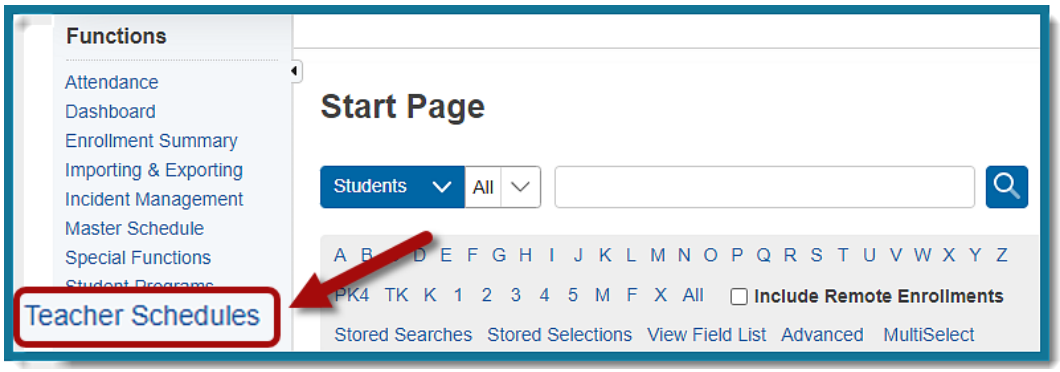

Edit Section
Field
Value
Course Name
Third Grade
Course Number
E3
Schedule
Updating the schedule expression will orphan associated attendance records.
Expression: 1T(1RE)
1RE
1T
Term
Updating the term will orphan associated attendance records.
2023-2024
Start Date: 08/21/2023
End Date: 06/06/2024
Teacher - Section Lead
Staff
Role
% Allocation
Start Date
Buchanan, Oziel Dianne
Lead Teacher
100
08/21/2023
Teachers/Staff - Additional
Room
23
Update the Room number.
Section Number*
Grade Level
3
Submit

Adding a New Lead Teacher

CALPADS reporting requirements mandate the importance of keeping the original section in place when adding a new Lead Teacher to an existing section.

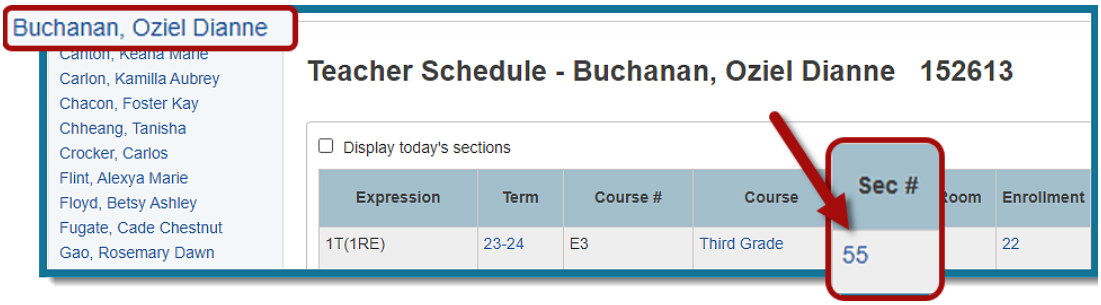
The new Lead Teacher will inherit the original Lead Teacher's PowerTeacher and PowerTeacher Pro. They can take attendance, add assignments, edit PowerTeacher Pro setup, and will be listed as the teacher of record for the section based on their Start and End dates.

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.



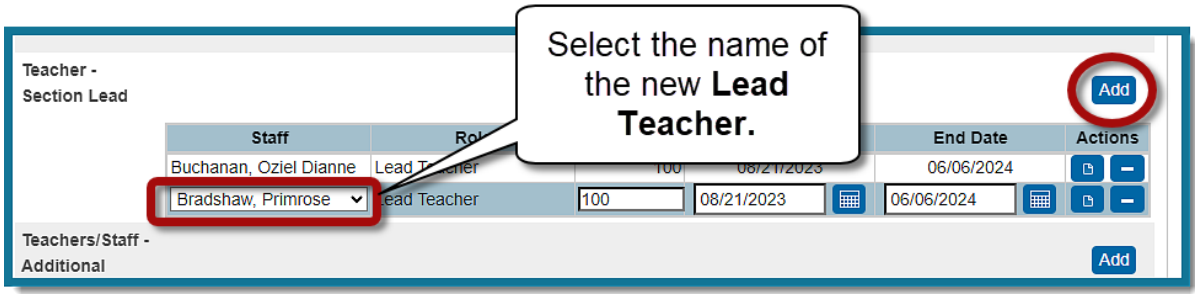
2. Select the name of the teacher from the Teacher menu.

3. On the **Teacher Schedule** page, select the **section number** to be edited.



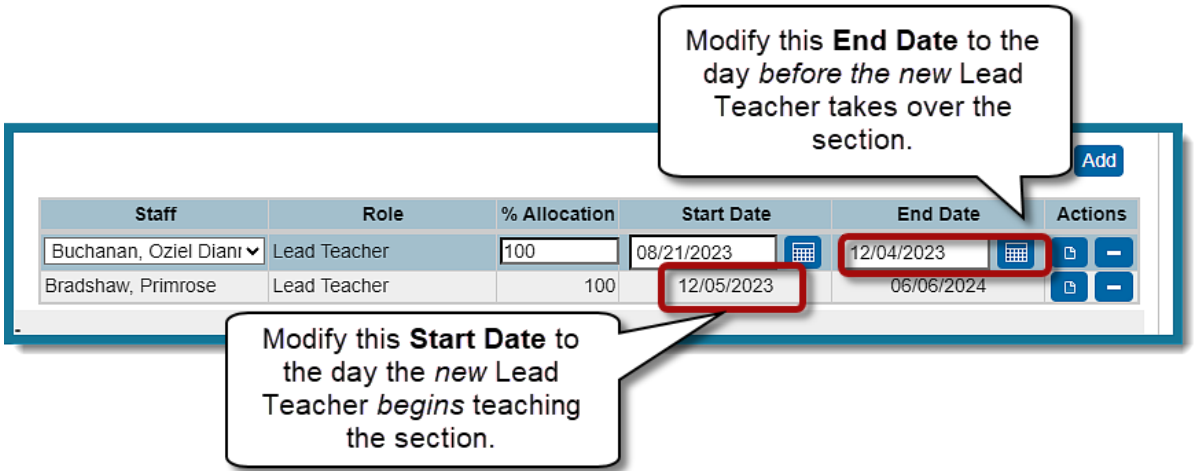
4. In the Teacher – Section Lead area, click **Add**.

   - Under Staff, select the **name of the new Lead Teacher**.



   - Modify the **End Date** of the *original* Lead Teacher to *the day* ***BEFORE*** the new Lead Teacher takes over the section.

   - Modify the **Start Date** of the *new* Lead Teacher to *the day they* ***BEGIN*** teaching the section.



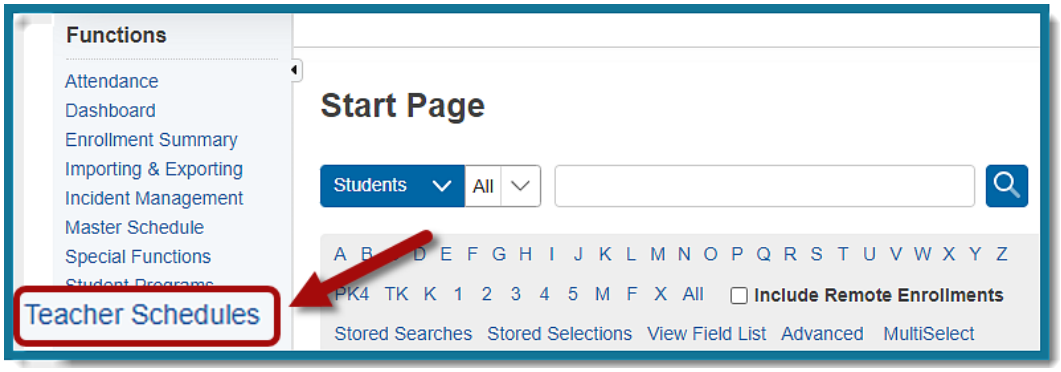
5. Click **Submit**.

Adding A Co-Teacher

A Co-Teacher is a peer to the certificated, credentialed Lead Teacher and has the same permissions as the Lead Teacher. Co-Teachers only have access to the sections they have been assigned.

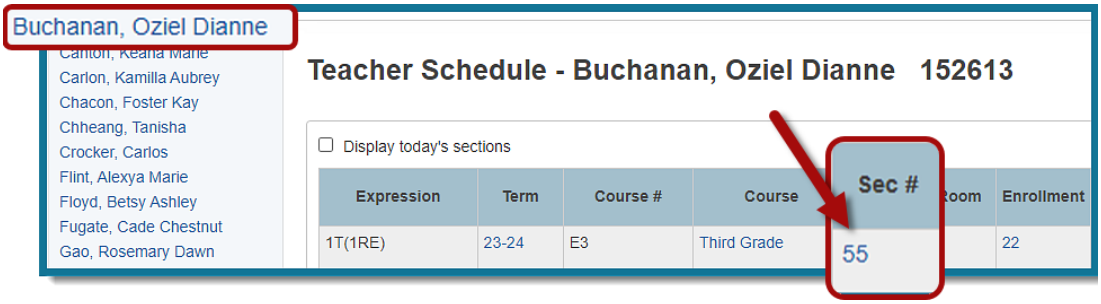
NOTE: If someone other than the Lead Teacher needs to enter attendance or standards, they must be added as a Co-Teacher.

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.



2. From the Teacher menu, select the teacher who will be assigned a co-teacher.

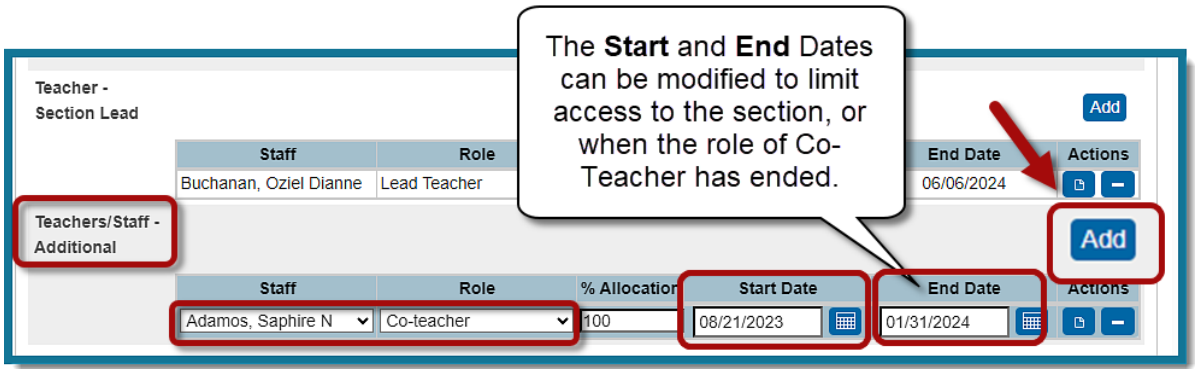
3. On the **Teacher Schedule** page, select the **section number** to be edited.



4. In the Teacher/Staff Additional area, click **Add**.

   - Under Staff, select the **name of the Co-teacher**.
   - Select **Co-teacher** from the **Role** drop-down menu.
   - **Start Date** and **End Date** default to the dates that align with the term assigned to the section. **NOTE:** These dates can be modified to limit access to the section, or when the role of Co-Teacher has ended.

5. Click **Submit**.



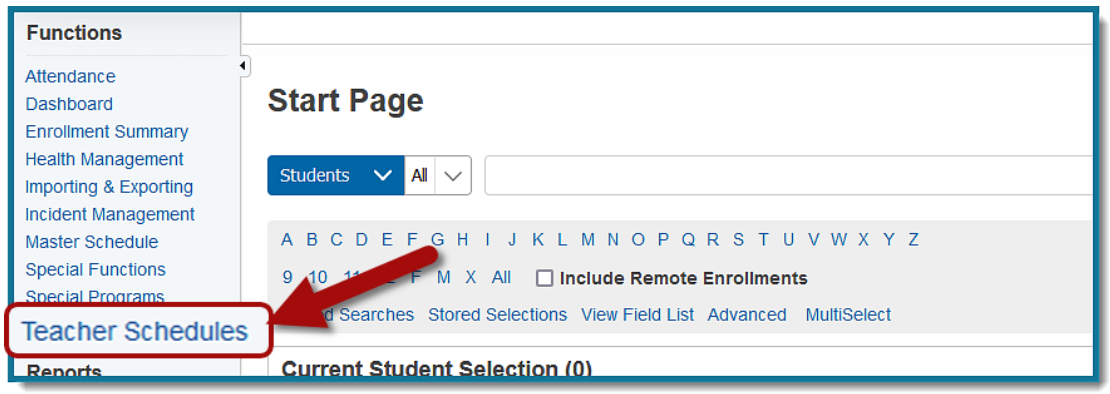
Replacing a ZZTeacher or Other Teacher Placeholder

Teacher placeholders are used in the school schedule to hold a section for teachers that have yet to be assigned to your school. Placeholder teachers could be a ZZTeacher, a teacher that will not be returning to the school next year, or an assigned teacher who does not show up for the next school year.

Every section in the school schedule must have an identifiable, credentialed instructor with a district employee ID by the CALPADS Census date of each school year. This means that ZZTeachers, or other teacher placeholders must be replaced with a permanent teacher, temporary teacher, or long-term substitute teacher by the CALPADS Census date in October.

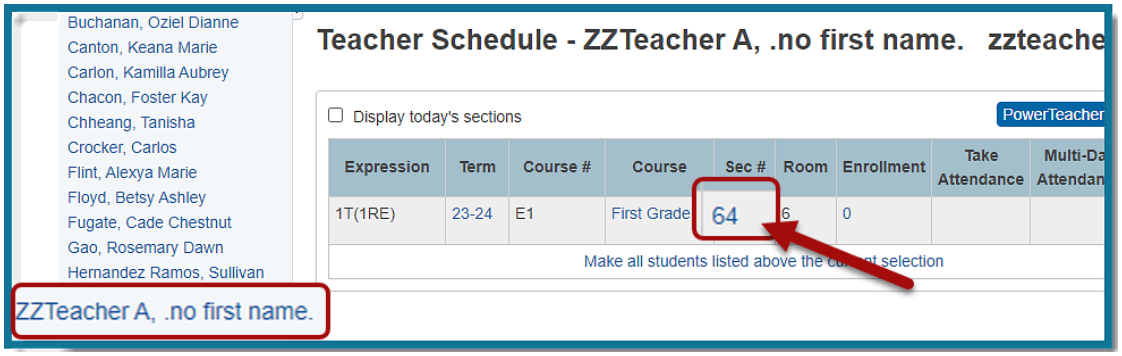
IMPORTANT! If a permanent teacher has NOT been identified by the CALPADS Census date, you must replace the ZZTeacher with the visiting (substitute) teacher who taught the section on that date.

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.

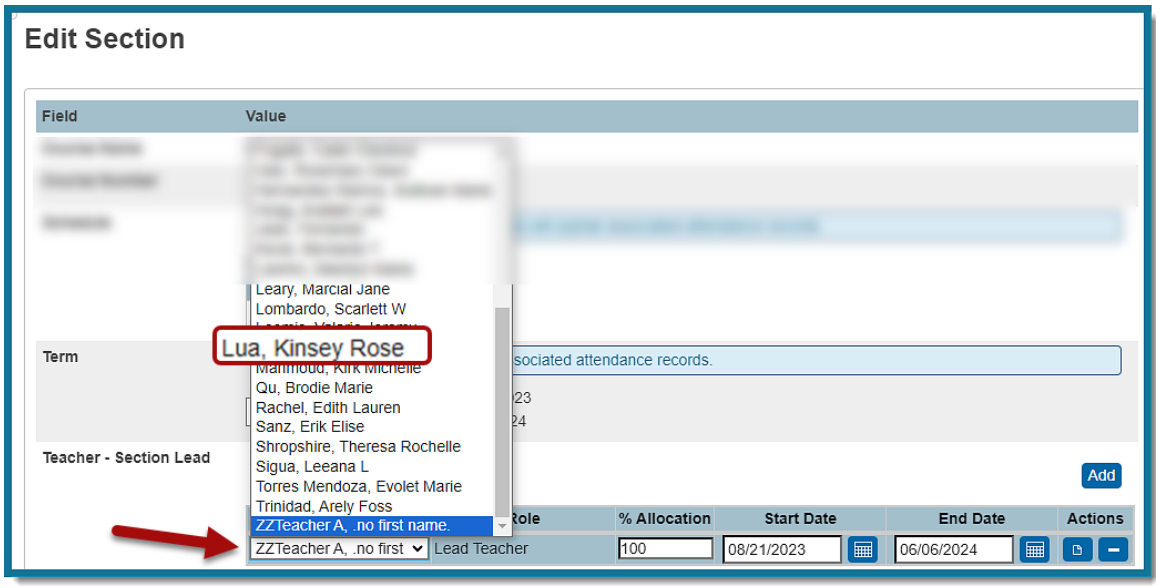


2. Select the **ZZ Teacher** that is still assigned to a section.

3. Click the **section number** at the top of the list.



4. In the Teacher – Section Lead area, click on the **Staff** menu and replace the ZZTeacher name with the name of the new permanent teacher or long-term sub.



5. Click **Submit**.

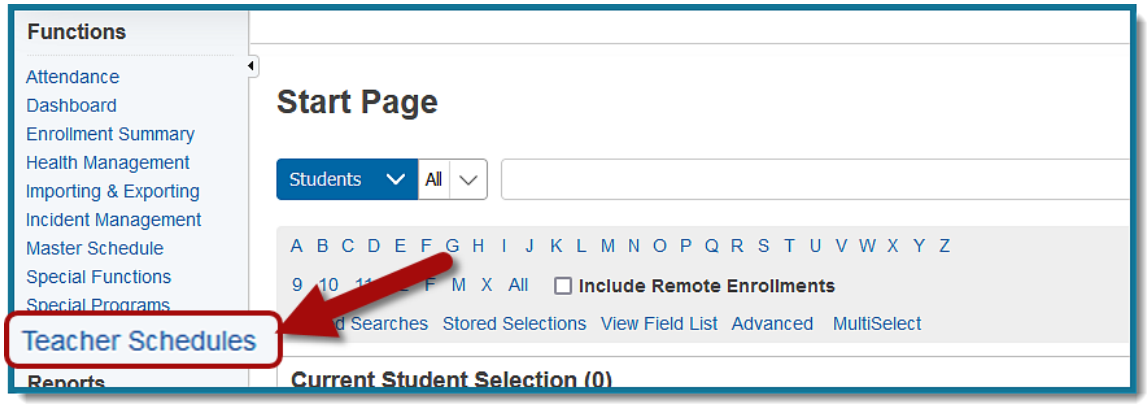
Closing a Course Section

A section cannot be deleted if there is a record of historical data. Historical data could be attendance, pre-registered students, or students who were dropped with a previous date. . If historical data is associated to the section, the section should be labeled as **CLOSED**.

IMPORTANT! Labeling a section **CLOSED** will not prevent a student from being scheduled into it. It is important for scheduling staff to know which sections are closed to prevent scheduling errors. Closed sections will continue to appear in the school schedule and on teacher schedules.

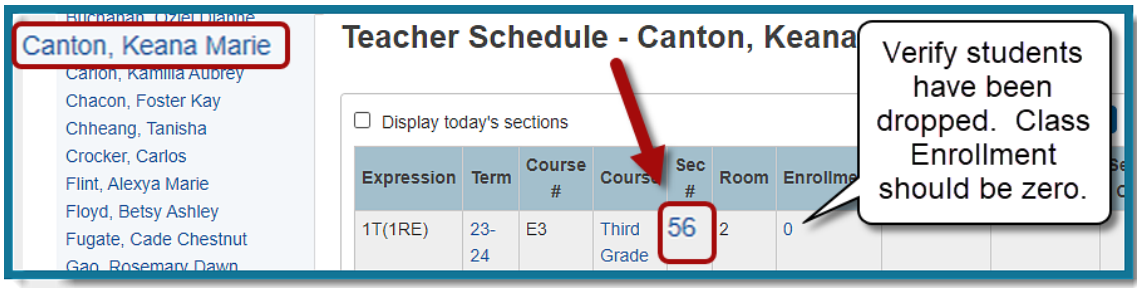
1. Before closing a section, drop all students actively enrolled in the section, (See Page 43 *Dropping Student(s) from a Class*.)

2. Once students are dropped, navigate back to **Teacher Schedules** on the Start Page.



3. Select the **Teacher** whose section is closing.

4. Verify all students have been dropped, then click the **Section Number**.

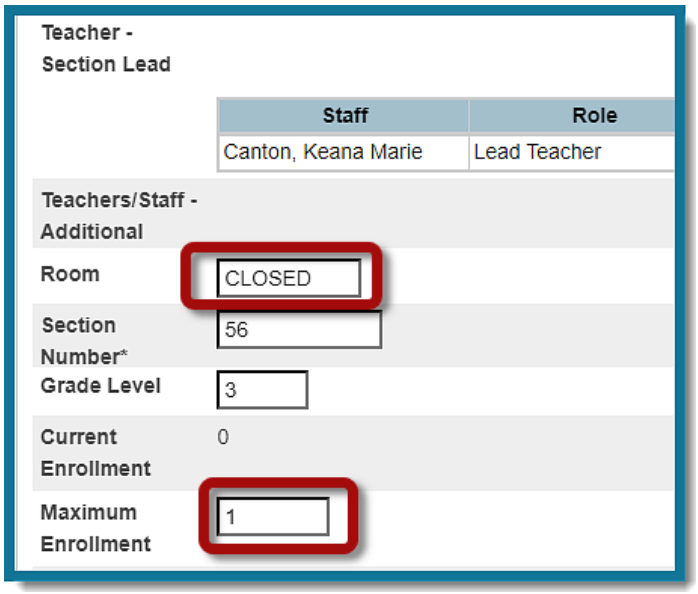


5. **IMPORTANT!** ***DO NOT*** *replace the name of the Lead Teacher with a ZZTeacher.*

6. Type the word ***CLOSED*** in the **Room** field.

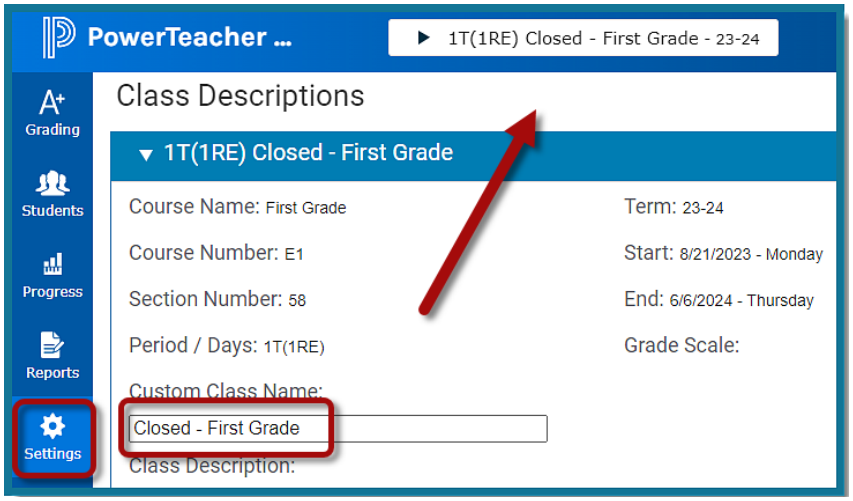
7. Enter number **1** in the **Maximum Enrollment** field.

8. Click **Submit**.



REMEMBER! These steps are intended to create a *visual cue* that the section is closed. They will not lock the section to prevent student scheduling. Scheduling Staff should be notified when sections are closed to prevent student scheduling errors.

HELPFUL HINT! CLOSED sections will continue to appear in PowerTeacher Pro. Encourage teachers to use PowerTeacher Pro **Settings - Class Descriptions** to create a custom class name to identify closed sections. In this example, the class name has been modified to include the word "Closed."

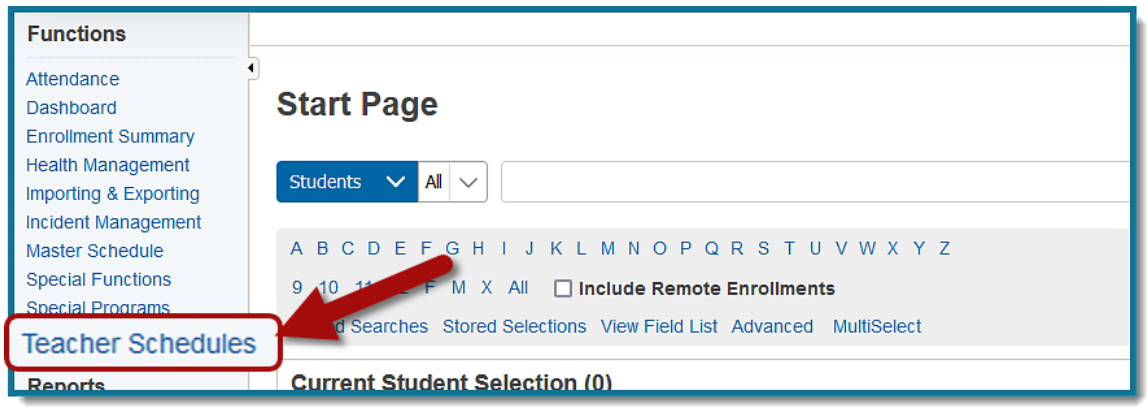


Deleting a Course Section

If a course section is no longer needed, it can be deleted from the school schedule **IF** there is no record of historical data associated with the section. Historical data could be attendance, pre-registered students, or students who were dropped with a previous date. If historical data is associated to the section, the **Delete Section** button is not available.

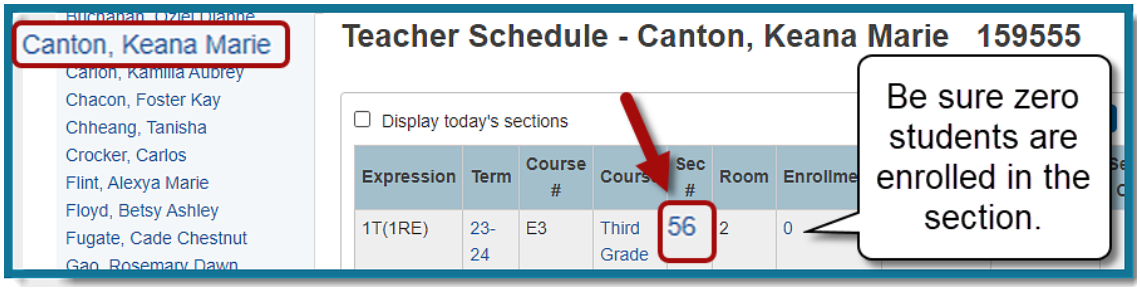
1. Before deleting the section, drop all students from the section. Students must be dropped with an **Exit Date** that matches the **Entry Date** for the class. This will delete the student enrollment record (See Page 43, *Dropping Student(s) from Class*).

2. Once students are dropped, navigate back to **Teacher Schedules** on the Start Page.



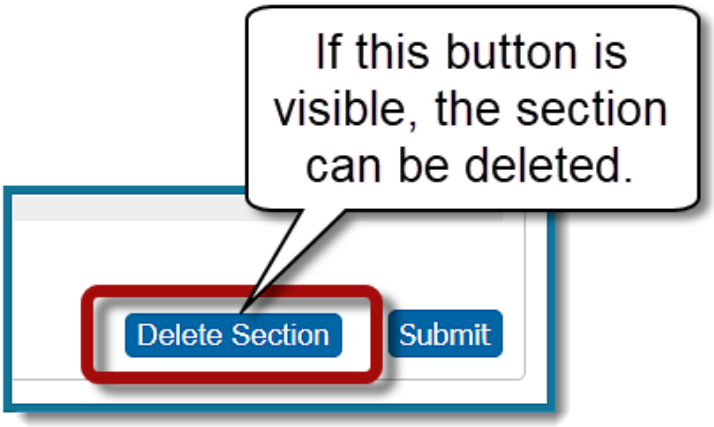
3. Select the **Teacher** whose section is being deleted.

4. Verify all students have been dropped. Click the **Section Number**.



5. Scroll to the bottom of the page and click **Delete Section**.

NOTE: If the section contains pre-registered students or students who were dropped with a previous date, or attendance exists for the section, the **Delete Section** button will not be visible.



Bell Schedule Setup

Updating Bell Schedule Names

Pupil Accounting will use your bell schedule and calendar in PowerSchool to verify compliance with the instructional minutes required by the state. Each year, the due date for bell schedule and calendar submission is communicated through the IT Training and Support emails, as well as the Admin Circulars.

Bell Schedules are copied over when a new school year is created. Schools should confirm that the Bell Schedules are accurate and follow the steps below to edit information for the upcoming school year.

Students cannot be scheduled until the bell schedule and calendar setup is complete.

IMPORTANT! The Bell Schedule name must include the school year in its title.

Regular day refers to the schedule used for most days of the week.

Minimum day refers to randomly scheduled short days usually used for conference days and/or professional development days.

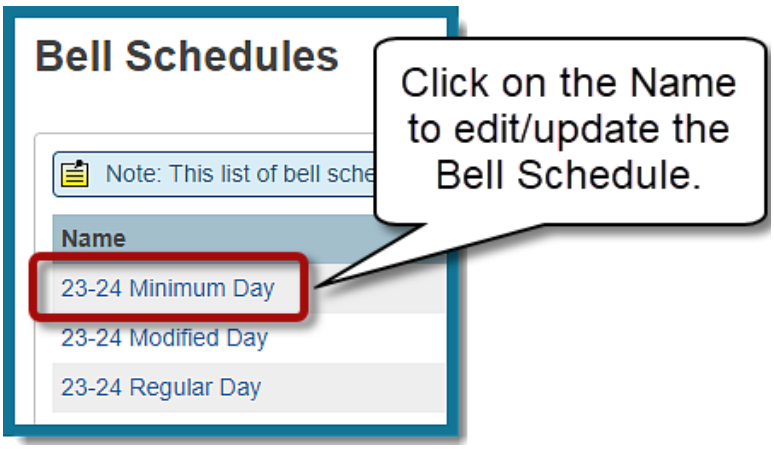
Modified day refers to the permanently scheduled short day of the week for your school. For example, every Thursday.

1. From the Start Page, change the **Term** in the upper right corner to the appropriate school term. **NOTE:** If updating for next year, be sure to switch the term to next year.

2. Under Setup on the left-side menu, click **School**.

3. Under the Calendaring section, click **Bell Schedules**.

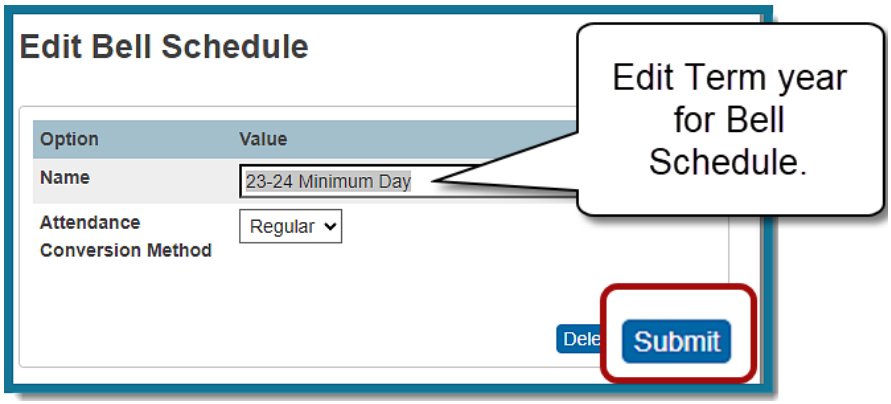
4. From the list of Bell Schedules, click the **Name** you would like to edit.



5. On the Edit Bell Schedule page, update the **Name** to include the next school year.

6. Click **Submit**.

IMPORTANT! Do this for each of the Bell Schedule names.



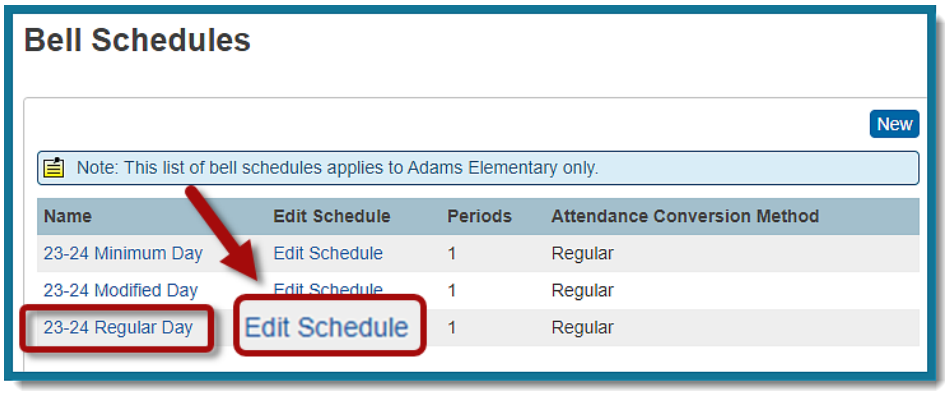
Verifying Bell Schedule Times

You must view and verify each bell schedule for your site. You are checking to confirm the start and end times are correct.

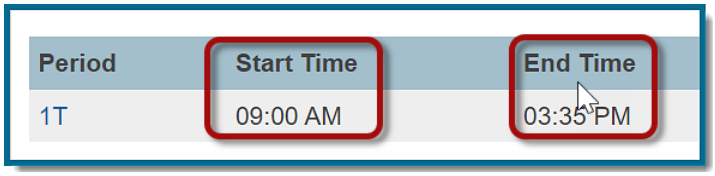
1. From the Start Page, under Setup on the left-side menu, select **School**.

2. Under the Calendaring section, click **Bell Schedules**.

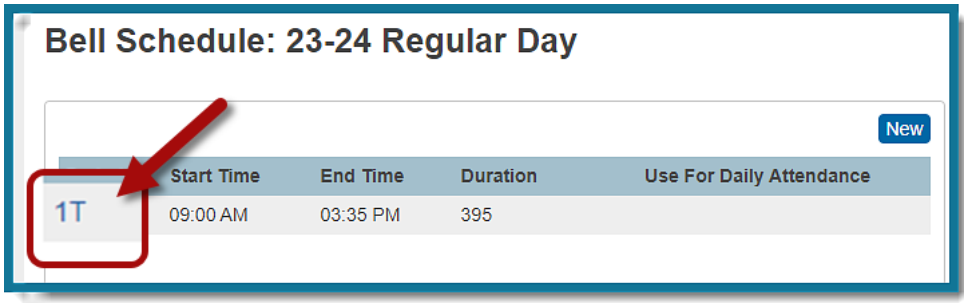
3. Click **Edit Schedule** to the right of the Bell Schedule Name.



4. Confirm start and end times.



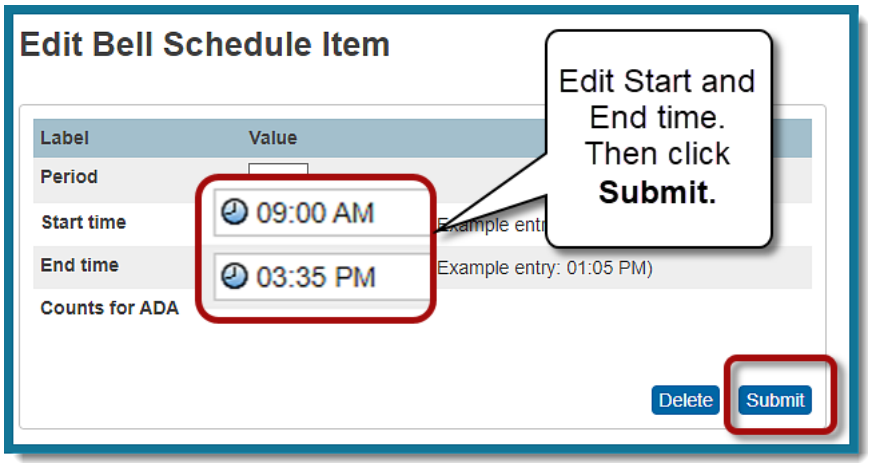
5. If changes are needed, click on the period name.



6. Update the times (be careful not to uncheck **Counts for ADA**).

7. Click **Submit**.

IMPORTANT! Do this for each of the Bell Schedules.



Calendar Setup

Applying Bell Schedules to Calendar

IT creates the basic calendar shell which includes district holidays, vacation, and off-session days. You must manually apply your site's bell schedules for each In-Session Day. Review and verify your calendar upon completion.

IMPORTANT! Do NOT open other tabs in PowerSchool when editing the Calendar Setup page.

1. From the Start Page, under Setup on the left-side menu, click **School**.

2. Under the Calendaring section, click **Calendar Setup**.

3. Click a **date link** (month/year) at the top to open the appropriate calendar month.

   - Choose the appropriate **Cycle Day** from the **Cycle Day** drop-down menu.

   - Choose the appropriate **Bell Schedule** from the **Bell Schedule** drop-down menu.

     Regular day refers to the schedule used for most days of the week.

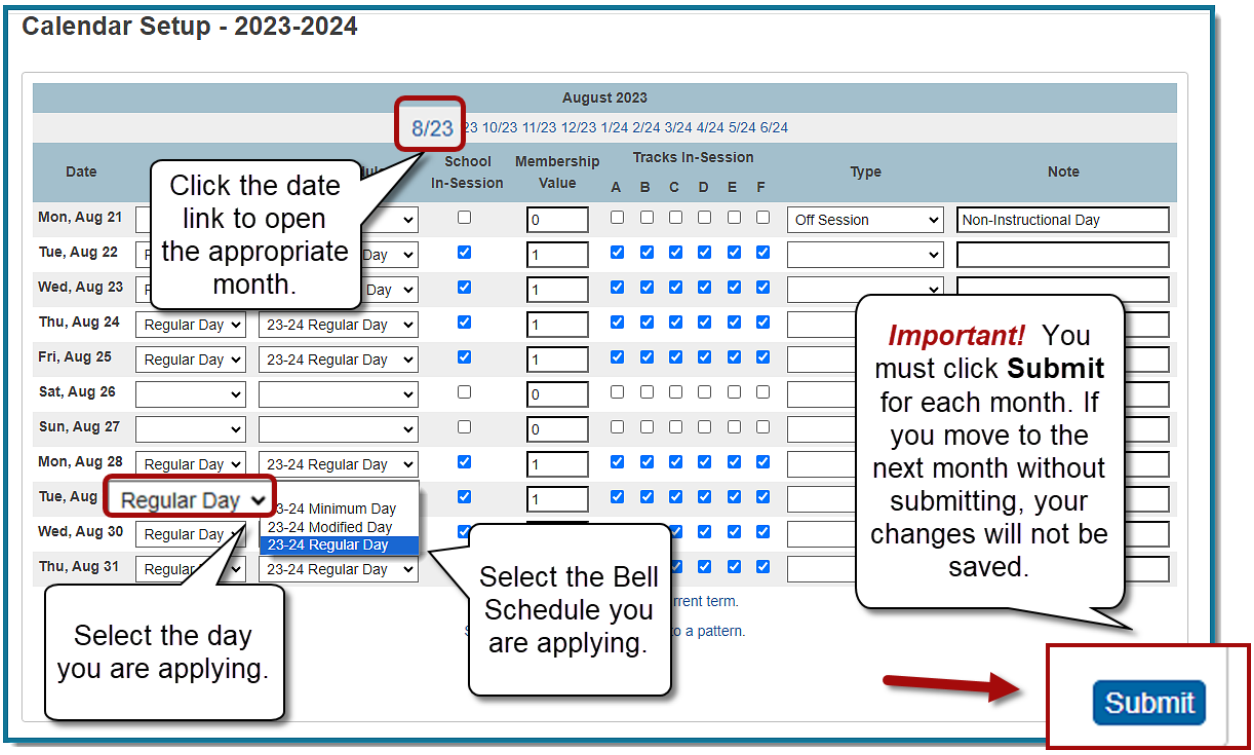
     Minimum day refers to randomly scheduled short days usually used for conference days and/or professional development days.

     Modified day refers to the permanently scheduled short day of the week for your school. For example, every Thursday.

4. Repeat the previous step for each school day date.

   Do not enter anything to Saturdays, Sundays, district holidays, vacation, and Off-Session days.

5. Click **Submit**.

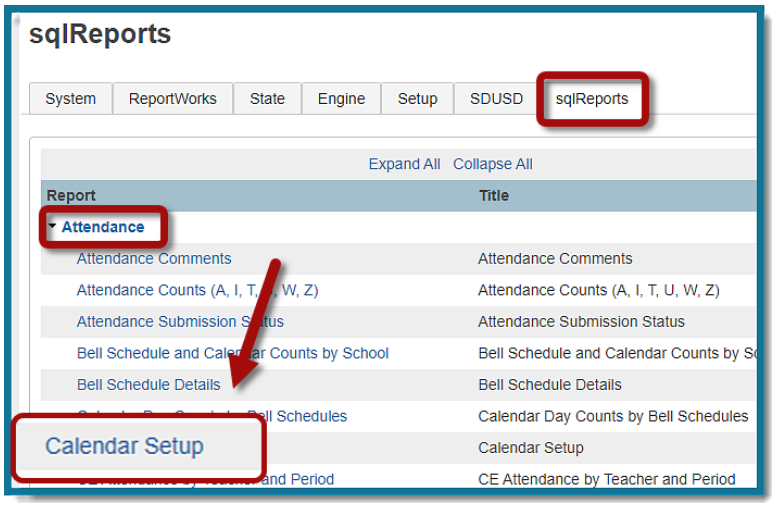

Calendar Setup - 2023-2024
August 2023
8/23
Click the date link to open the appropriate month.
Date
School In-Session
Membership Value
Tracks In-Session
A B C D E F
Type
Note
Mon, Aug 21
Tue, Aug 22
Wed, Aug 23
Thu, Aug 24
Fri, Aug 25
Sat, Aug 26
Sun, Aug 27
Mon, Aug 28
Tue, Aug
Wed, Aug 30
Thu, Aug 31
Regular Day
23-24 Regular Day
Off Session
Non-Instructional Day
23-24 Minimum Day
23-24 Modified Day
23-24 Regular Day
Important! You must click Submit for each month. If you move to the next month without submitting, your changes will not be saved.
Select the day you are applying.
Select the Bell Schedule you are applying.
Submit

Verifying the Calendar Setup

Check for Missing Days

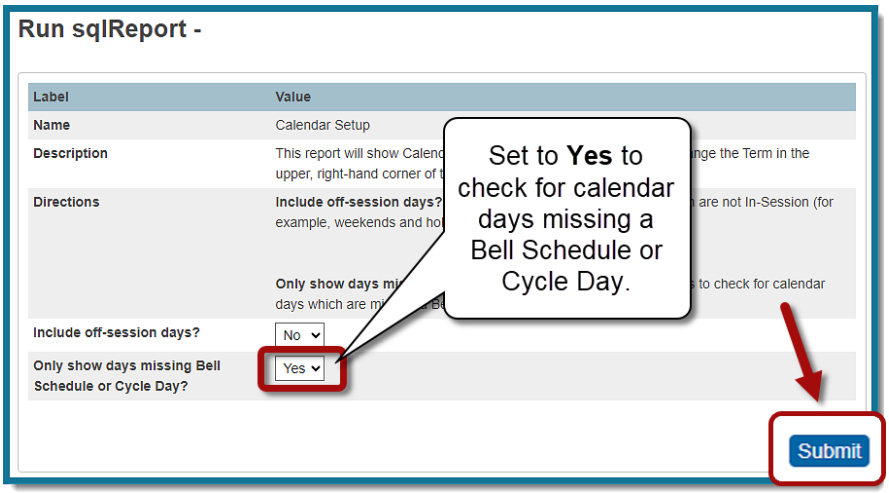
NOTE: To view Calendar information for next year, change the Term in the upper, right-hand corner of the page.

1. From the Start Page, under Reports on the left-side menu, click **sqlReports**.
2. Expand the group of Attendance Reports and select **Calendar Setup.**

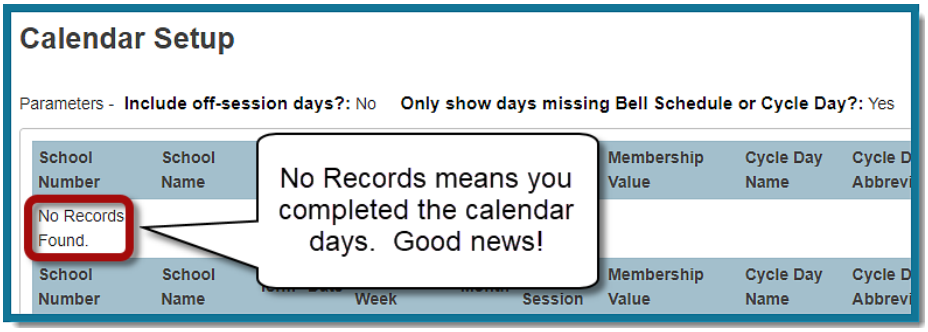


3. First, run the report to verify all the in-session dates are completed:
   - Switch the second drop-down menu to **Yes** to **only show days missing a Bell Schedule or Cycle Day**.
   - Click **Submit**.

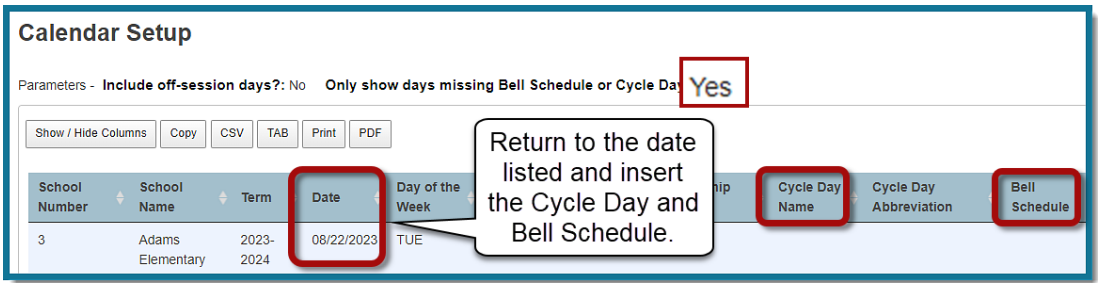
     The report results will let you know if you missed any days.

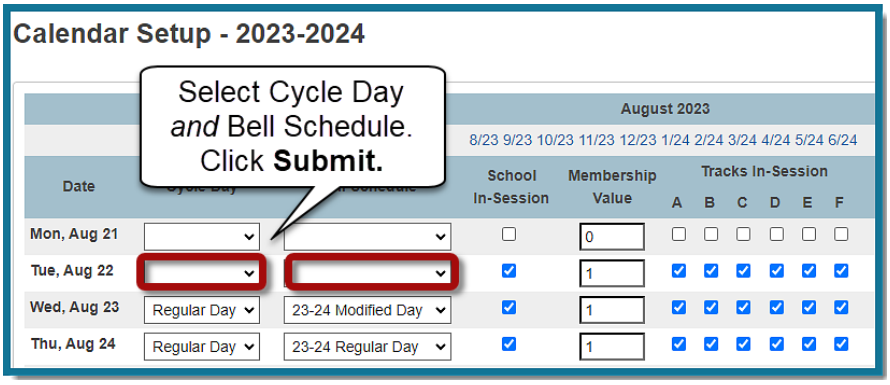


- If the report says **No Records Found**, this is good news! You successfully filled in each school day with a Cycle Day and Bell Schedule.



- If the Calendar Setup report shows dates for missing Bell Schedule or Cycle Days, return to the Calendar Setup page, and edit the dates. Be sure to click submit at the bottom of the calendar page to save your changes.



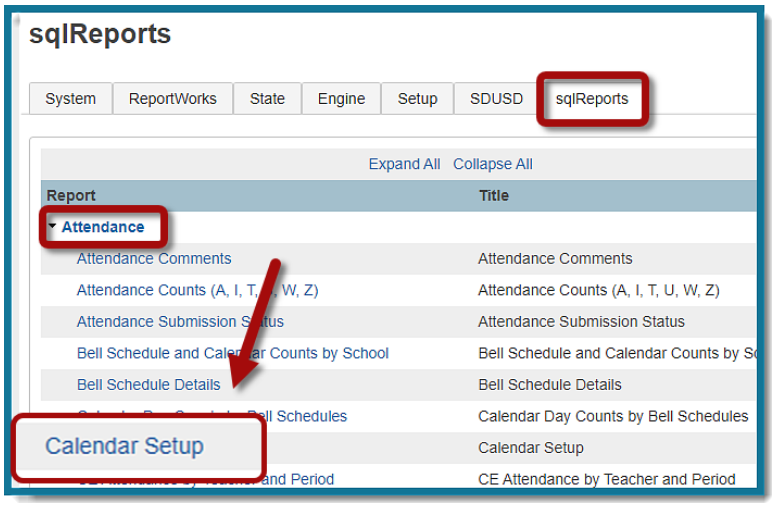


4. Run the report again to check for missing Cycle days or Bell Schedule.

   When Report data is empty, you are done with checking for missing days. Now continue to confirm the minimum, modified, and regular days.

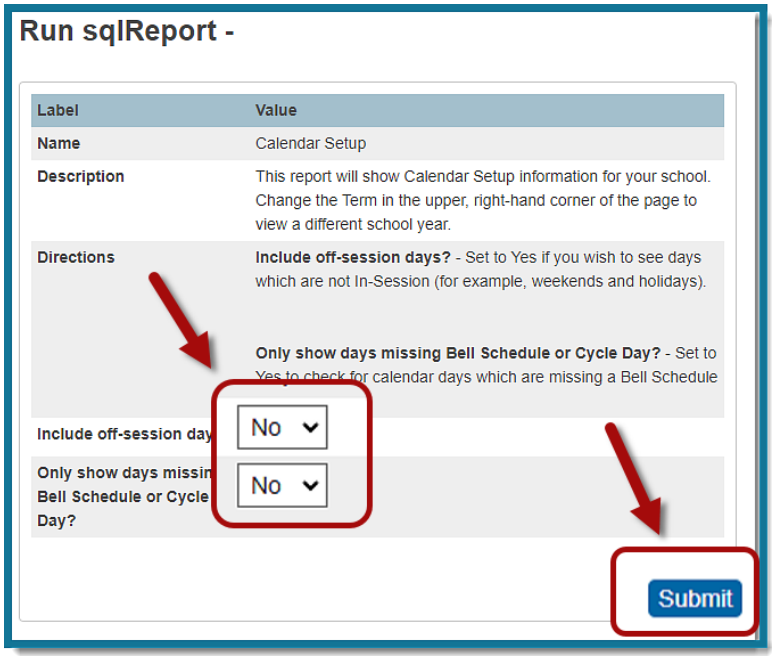
Confirm Minimum, Modified and Regular Dates

1. Navigate back to the **Calendar Setup** report.



2. Leave both drop-down menus to default **No**.

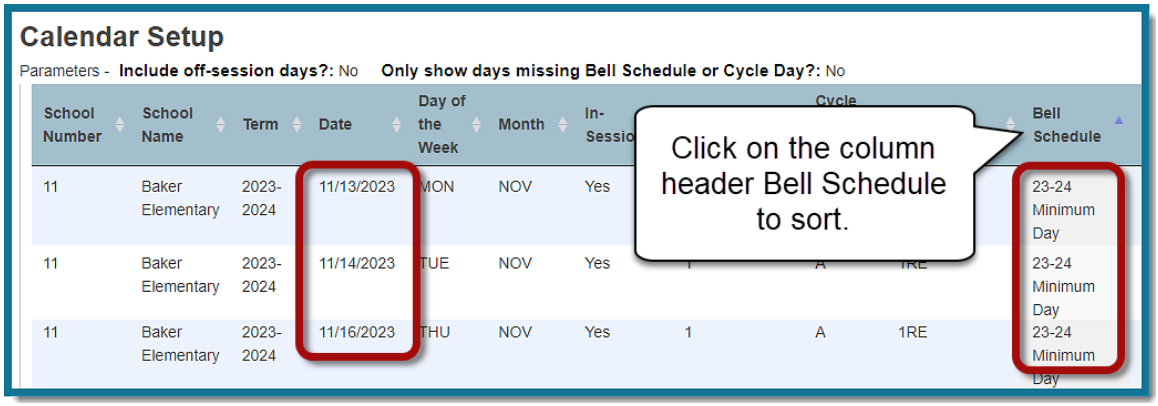
3. Click **Submit**.



4. On the report page, click the Bell Schedule header to sort the column data alphabetically.

   Notice all the Bell Schedules are sorted together.

   Look at the Date column and confirm the dates with the approved dates from Pupil Accounting. If you don't have the signed and approved list of dates from Pupil Accounting, please be sure to request this from your administrator before continuing.

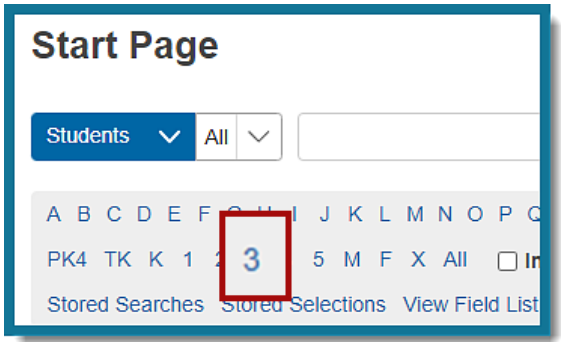


Part 3: Scheduling Students

Scheduling a Group of Students in a Class

To mass schedule students into a class, you must first select the group of students you want to schedule.

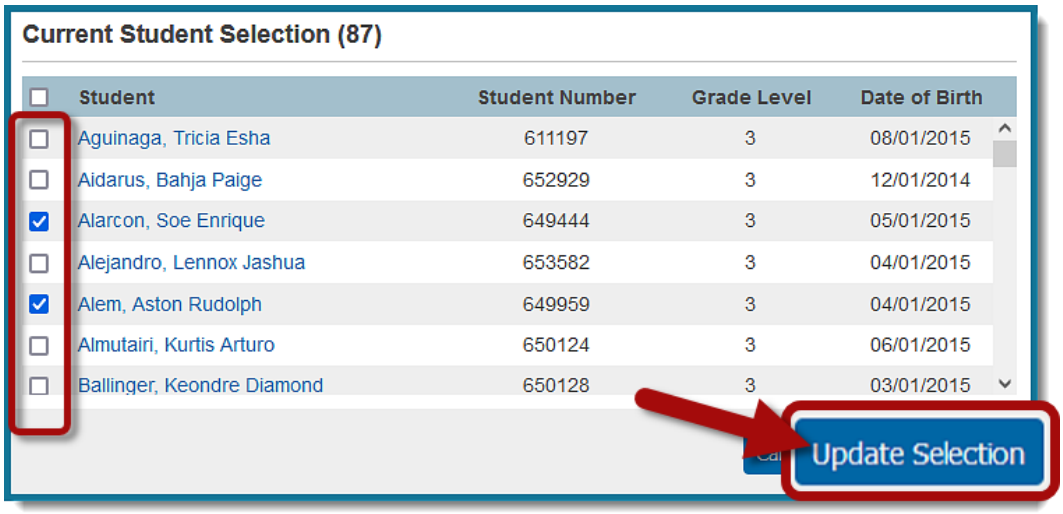
1. From the Start Page, select a student category of choice (in this example, 3rd grade).



2. Click the **Select by Hand** button.

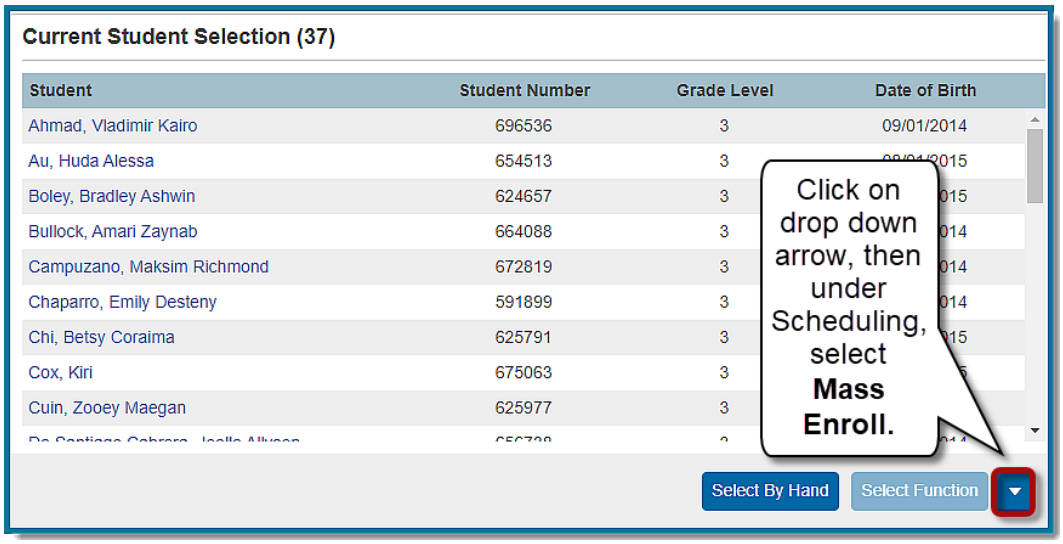
3. Check the box to select the students.

4. Click **Update Selection**.

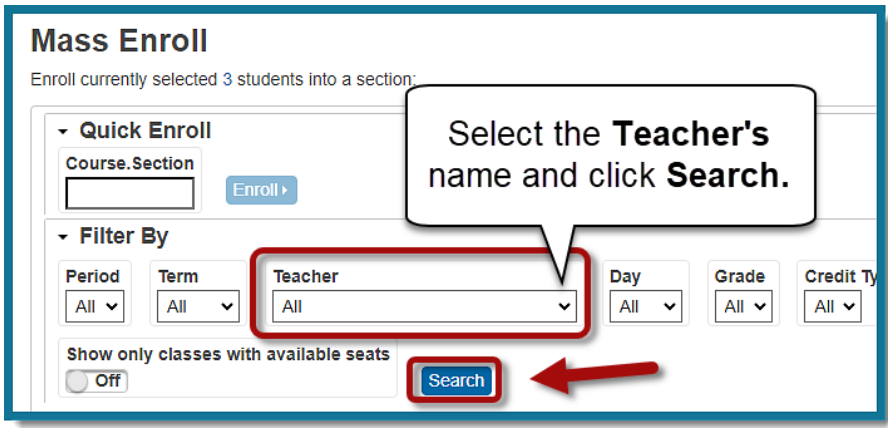


5. Click the **Select Functions** button to expand the list of Group Functions.

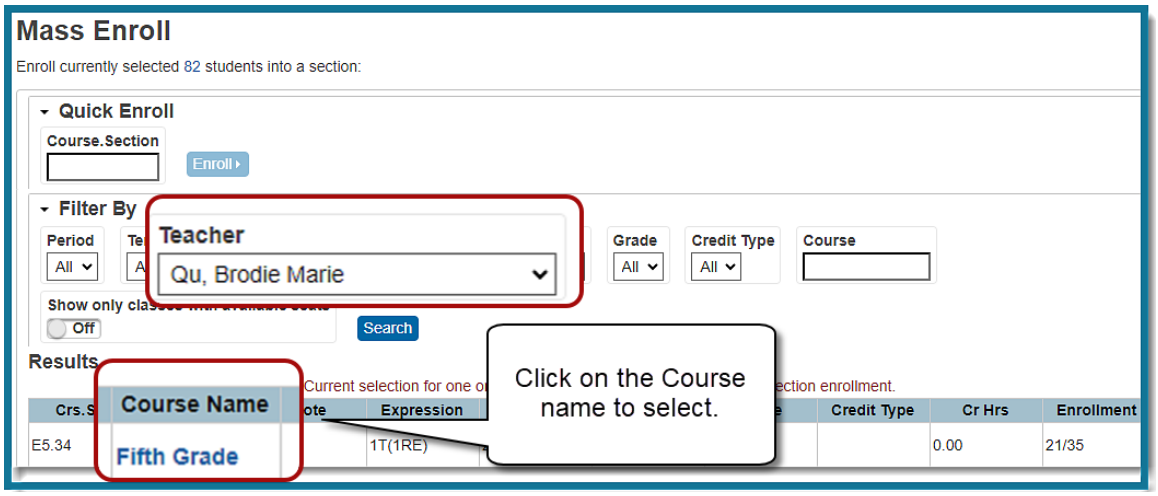
6. Under the Scheduling functions, select **Mass Enroll**.



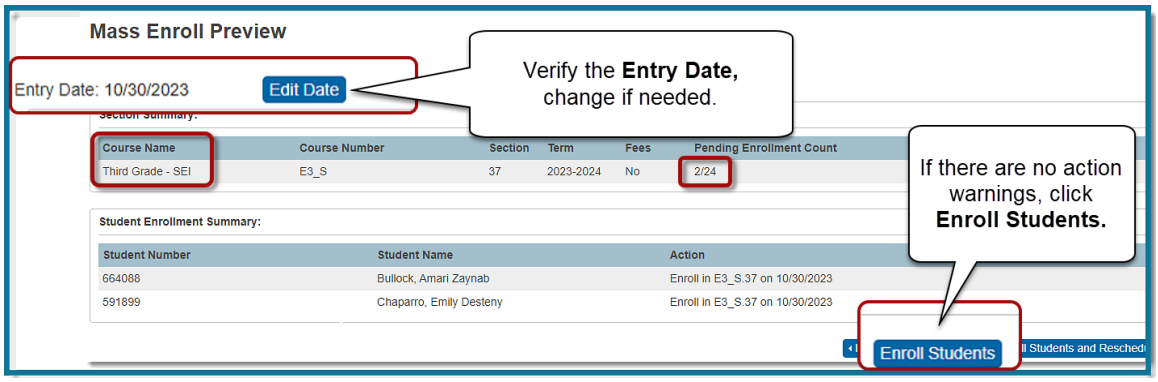
7. In the **Filter By** section, select the teacher's name from the dropdown menu and click **Search.**



8. Click on the **Course Name** link to enroll these students into the class.



9. Verify Course Name and number of students on the **Mass Enroll Preview** window and edit the **Entry Date** if needed. Click **Enroll Students.**



10. If you receive a Conflicts message next to a student on the Mass Enroll Preview page, you will need to resolve it before scheduling the student. See Page 47 to help troubleshoot a Conflict.

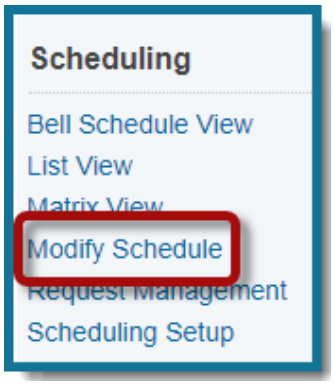
11. Once enrolled, a **Class Roster** page should appear for the section with a green message that your changes have been saved.

Schedule One Student in a Class

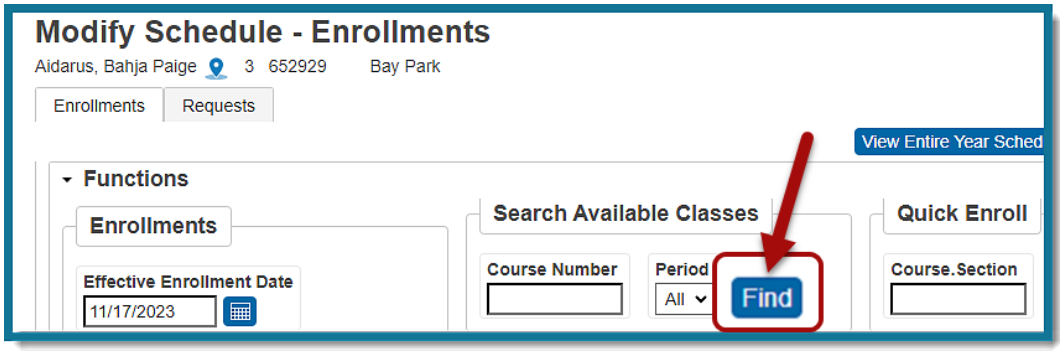
Use the **Modify Schedule** page to add classes to a student's schedule manually.

1. From the Start Page, select the student you want to schedule.

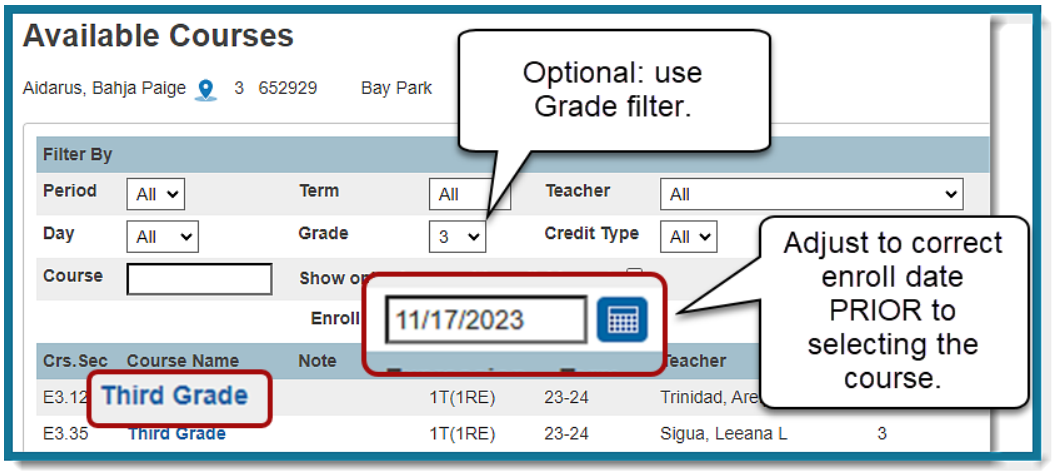
2. On the Student page, under Scheduling on the left-side menu, click **Modify Schedule.**



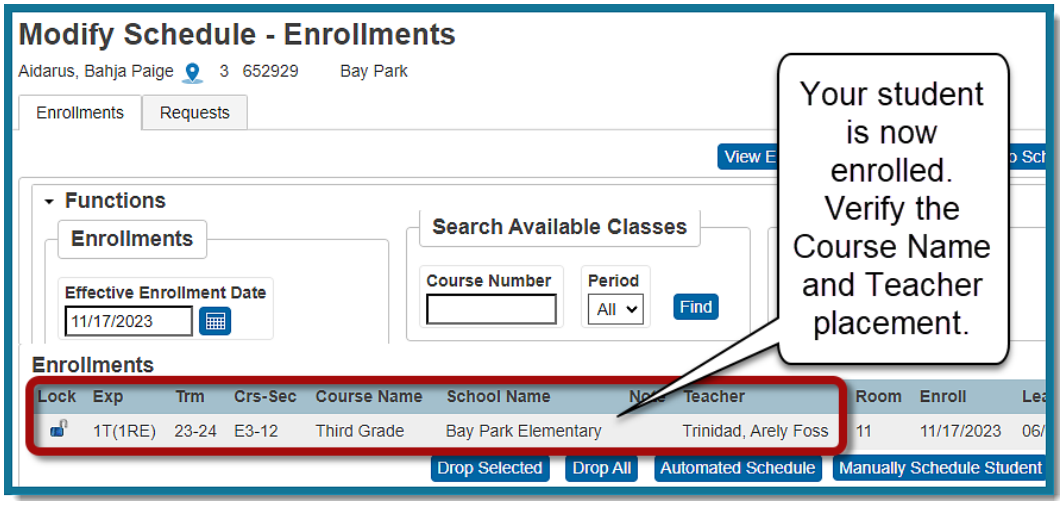
3. In the Search Available Classes area, click the **Find** button to get a list of all the sections at your school.



4. From the list that displays, the **Enroll date** will default to today's date. Make changes to the Enroll date before selecting the **Course Name**.



5. The student is now enrolled. Verify the course name and teacher placement in the Enrollments area.

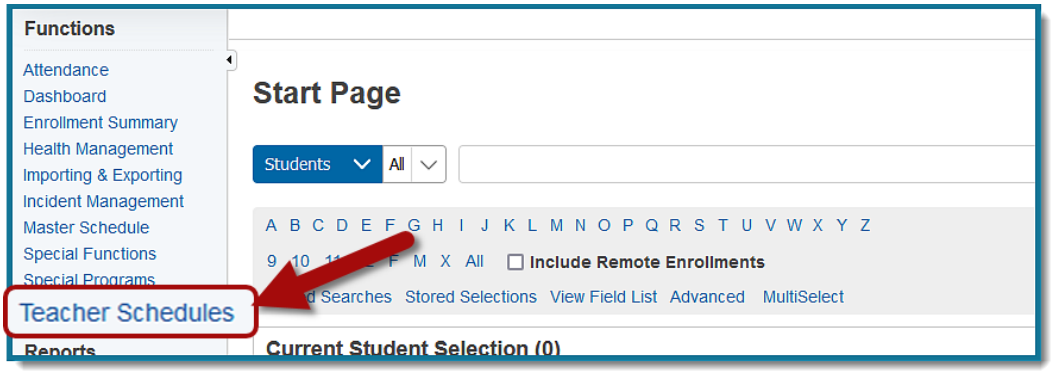


Dropping Student(s) from a Class

IMPORTANT! When dropping a student or a group of students from a class, the exit date is always the day AFTER the last day the students were in class. For example, if the student or group's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/23 is a holiday, weekend, or if school is not in session.

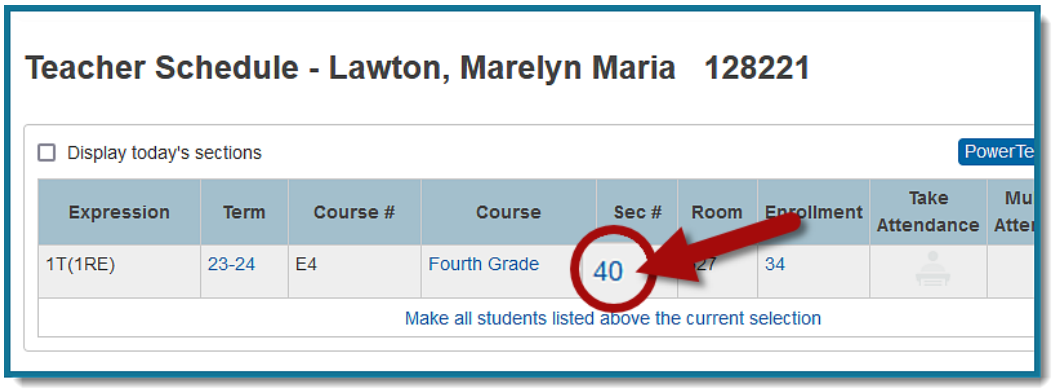
To drop a student or a group of students, do the following:

1. From the Start Page, under Functions on the left-side menu, click **Teacher Schedules**.

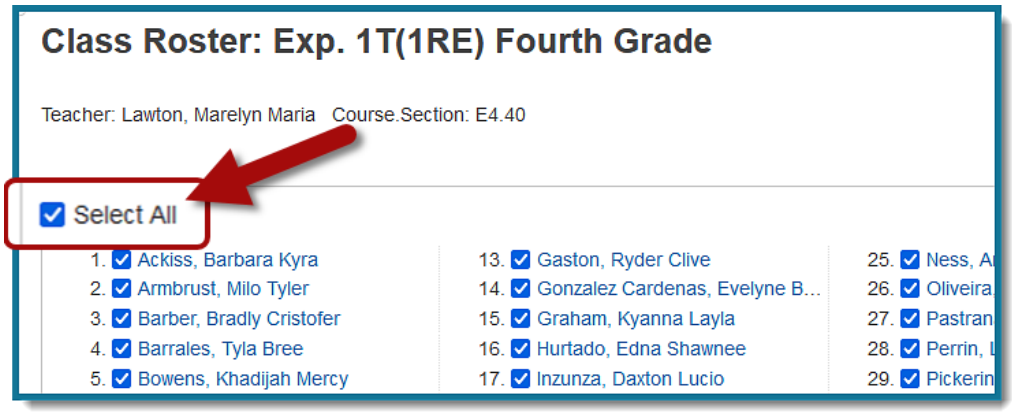


2. Select the name of the teacher from the Teacher menu.

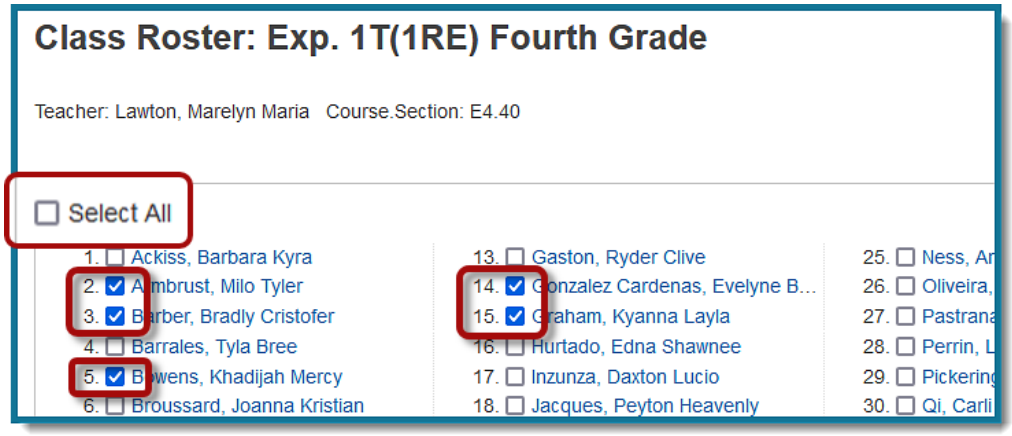
3. On the Teacher Schedule page, click the **Enrollment Number** to open the class roster.



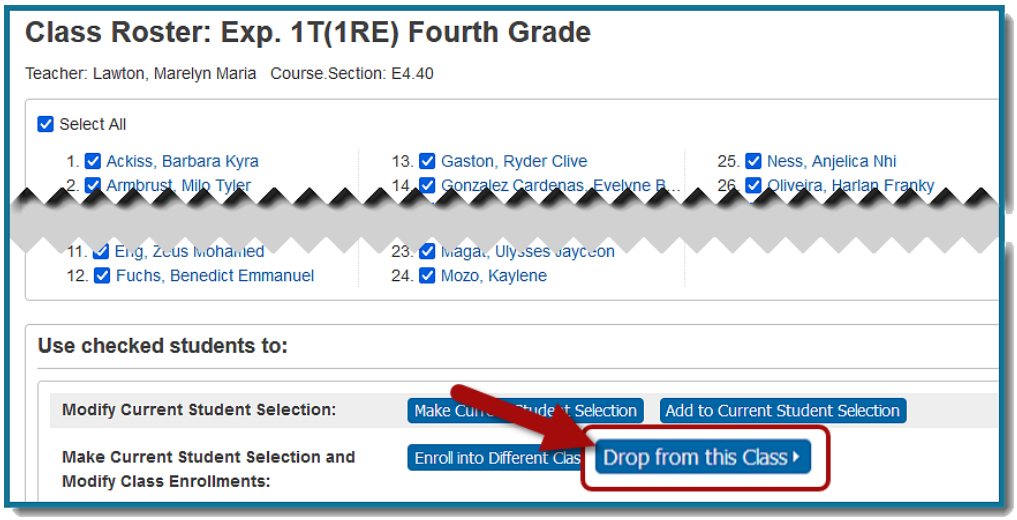
4. From the Class Roster, select the students to be dropped:
   - Check the **Select All** box to drop *all students* on the roster.



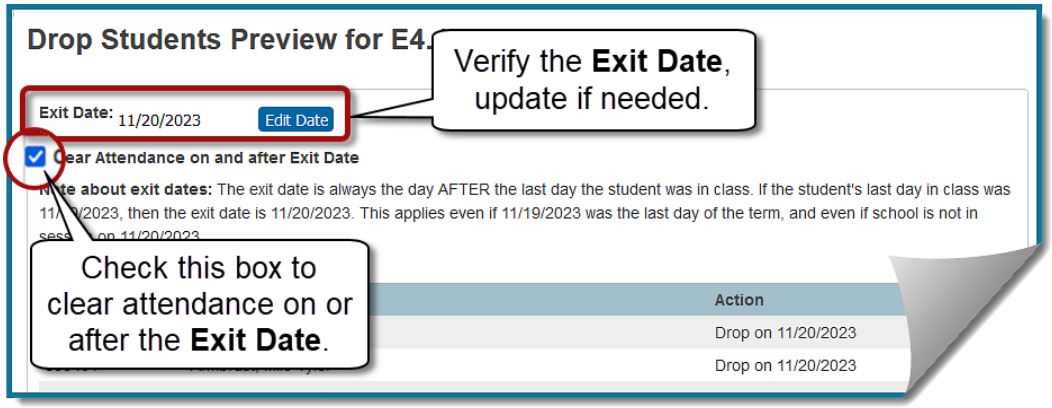
   - Remove the check from the **Select All** box to select a group of students.



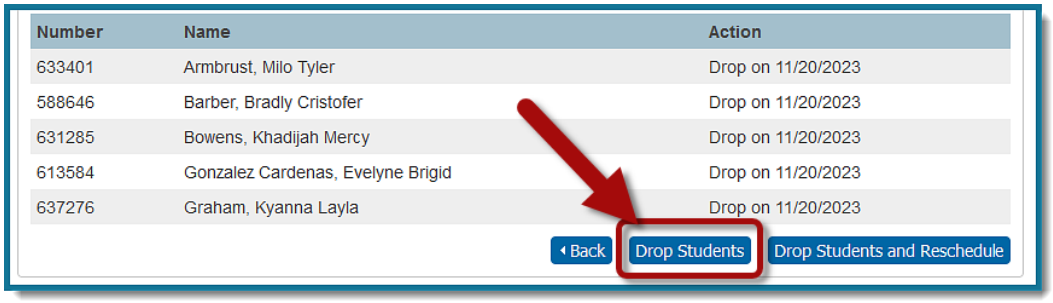
5. After selecting the students, check **Drop from this Class**.



6. On the Drop Student preview page, check **Clear Attendance on or after the exit date**.
7. **REMEMBER!** The exit date is always the day AFTER the last day the student was in class. Update if needed.



8. Verify the student selection.
   - To make changes to the selection, click the **Back** button to return to the **Class Roster**.
   - If the information is correct. Click the **Drop Students** button to remove the student(s).

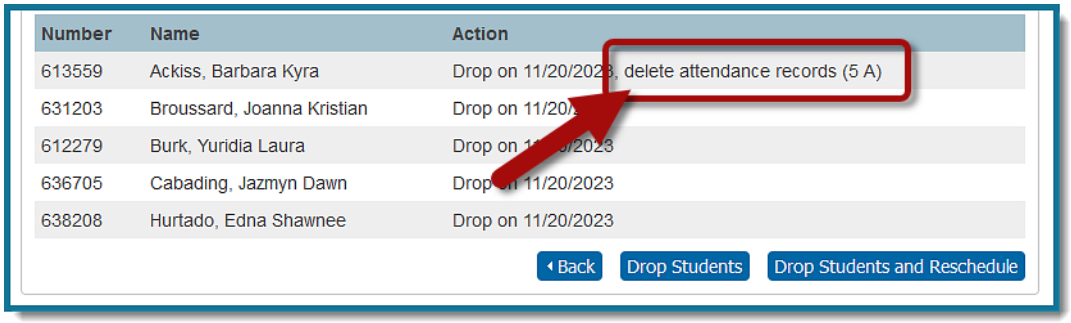


9. A green confirmation message indicates the changes have been saved**.**

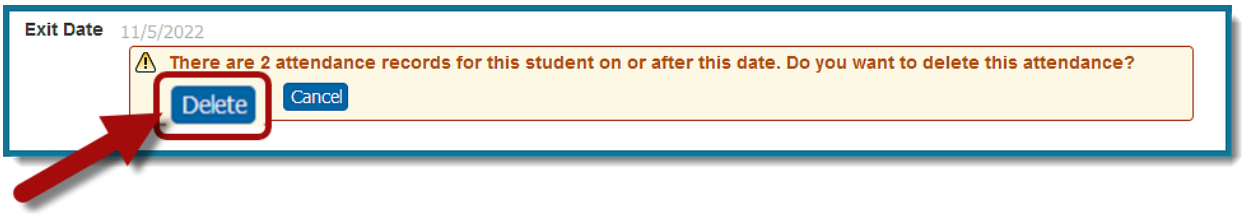
DELETING ATTENDANCE

CAUTION! Deleted attendance cannot be recovered! Pay special attention to the number of days being deleted, if the number of attendance days seems excessive, confirm the drop date BEFORE deleting.

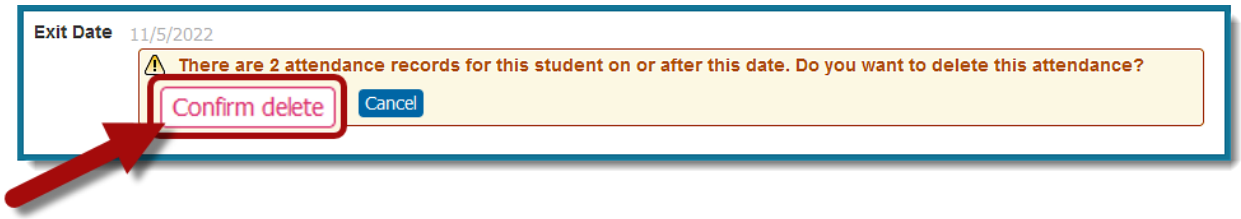
- When dropping a **group of students**, an Action message will indicate if a student has future attendance. Click **Drop Students** to proceed, this student's attendance will be deleted.



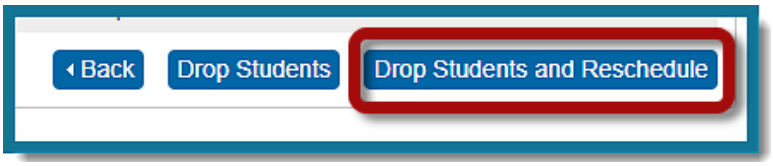
- When dropping a **single student**, an Alert message will ask if attendance should be deleted.
- Click the **Delete** button to delete the attendance.



- Click **Confirm Delete** to proceed with the drop.



HELPFUL HINT! To drop the students and continue scheduling into another class, click the **Drop Students and Reschedule** button.



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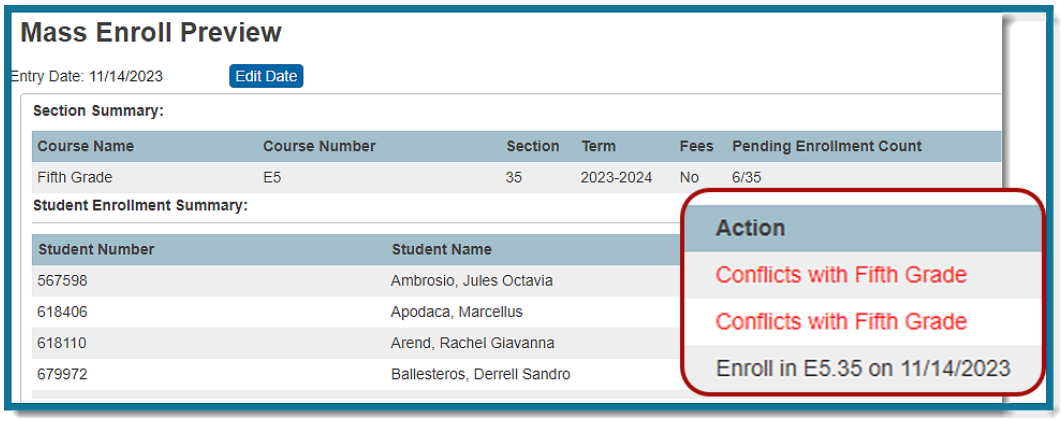
Schedule Conflict Message

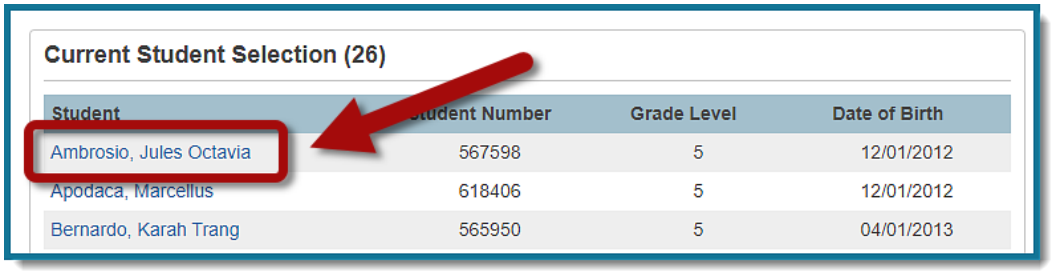
If you see a RED action message on the Mass Enroll Preview page, you will need to resolve it before scheduling the student with the conflict.

For Example:

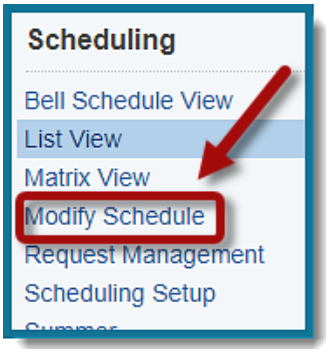


Troubleshooting

1. Return to the start page and click on the student's name from your **Current Student Selection**.

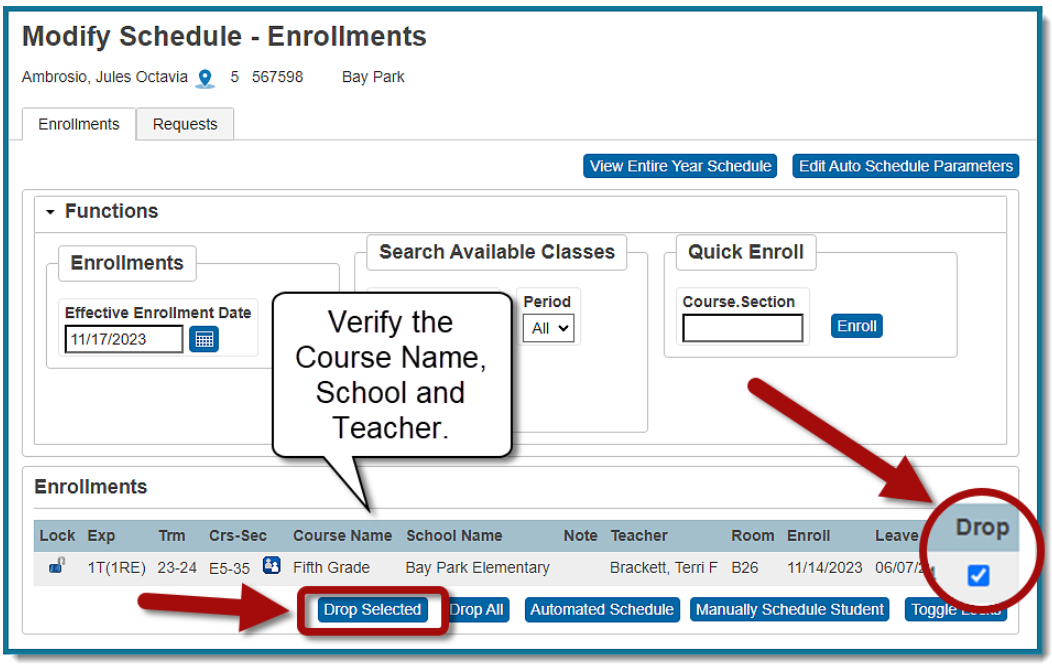


2. To see more information and see where this student is already enrolled, select **Modify Schedule** on the left-side under Scheduling.



3. Verify the Course Name, School, and Teacher:

   - If you need to drop the enrollment for the listed course, check the box **Drop** and then select **Drop Selected**.
   - If you don't need to drop them, go back to the **Class Roster,** and remove them from the selected group.



4. Once the student is dropped, the scheduling conflict error will not appear for this student, and they can be placed where you originally intended.

Part 4: Reports

Next Year Student Information

To identify next year's incoming/outgoing students, use the reports below to identify the various groups. **NOTE:** These reports should be run often for accuracy.

1. From the Start Page, under Reports on the left-side menu, click **sqlReports**.

2. Expand the group of **Enrollment** reports:

   - **Next Year Outgoing Students** - This report will show students who are currently enrolled at your school but will be attending a different school next year. Students with blank Next School will not articulate to your site unless modified.

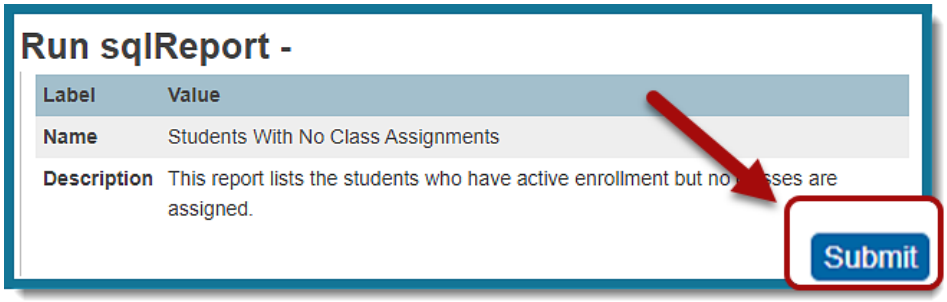
   - **Next Year Incoming Students** - This report will show students who will be enrolled at your school next year. Pre-registered students will appear with a Current School that matches the school they will be attending next year.

   - **Next Year All Students** - This report lists all students who will be enrolled at your school next year, regardless of whether they are currently enrolled at another school or if they will be new to your school next year. Pre-registered students will appear with a Current School that matches the school they *will* be attending next year.

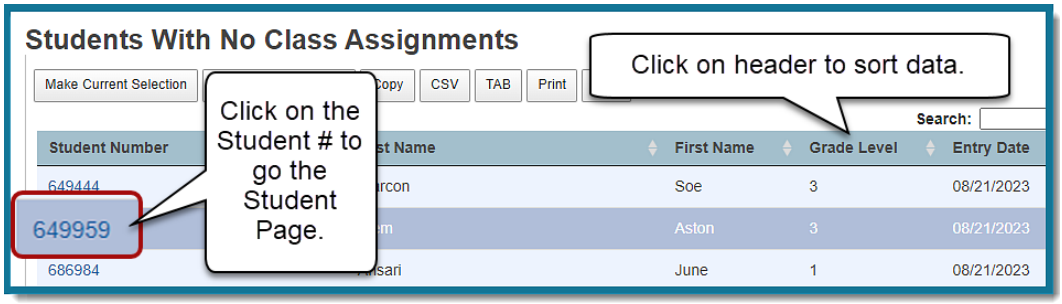
Checking for Students with No Class Assignments

To identify students not yet scheduled in a class, run the **Students with No Class Assignments** report.

1. From the Start Page, under Reports on the left-side menu, select **sqlReports**.
2. Expand the group of **Scheduling** reports.
3. Select **Students with No Class Assignments**.
4. Click **Submit**.



Optional functions: Work with the students directly from the report or make them your current student selection and schedule them into a class from the start page.

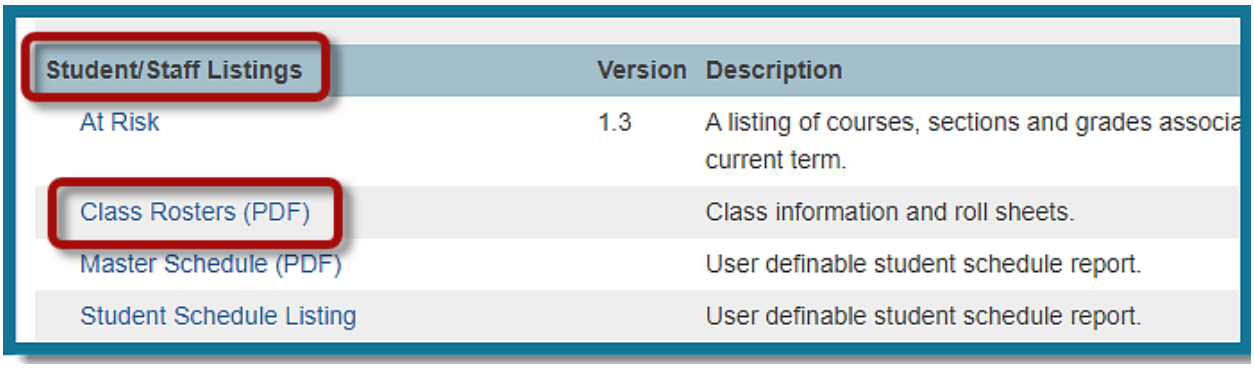


Printing Class Rosters

Use the **Class Rosters (PDF)** report to create class rosters for some or all the teachers at your school.

1. From the Start Page, under Reports on the left-side menu, select **System Reports**.

2. On the Systems tab, scroll down to Student/Staff Listings**,** click **Class Rosters (PDF)**.



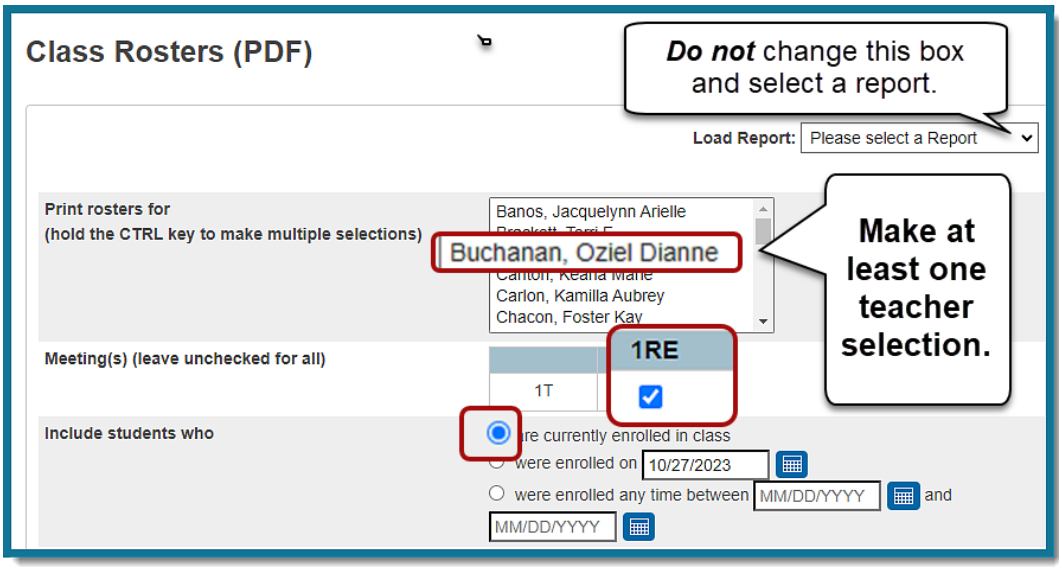
3. Configure the **Class Roster** page:

   - **Load Report**: ***Do not*** select a report from the menu.

   - **Print rosters for**: Make a teacher selection. **NOTE!** There must be a teacher selection for the report to run.

   - **Meeting(s)**: Check the appropriate meeting periods. Leave unchecked to select all.

   - **Include students who:** Select *are currently enrolled in class*.



- Heading font: Times
- Size, line height, style: 12
- **Print heading on**: Select **All pages** from the drop-down menu.
- **Heading text (Fields)**: When entering Heading text for the first time, use the carat (^) symbol to insert **Field names**. After submitting the report for the first time, the carat (^) will be replaced by a tilde (~) symbol.

  Teacher: ^(teachername)

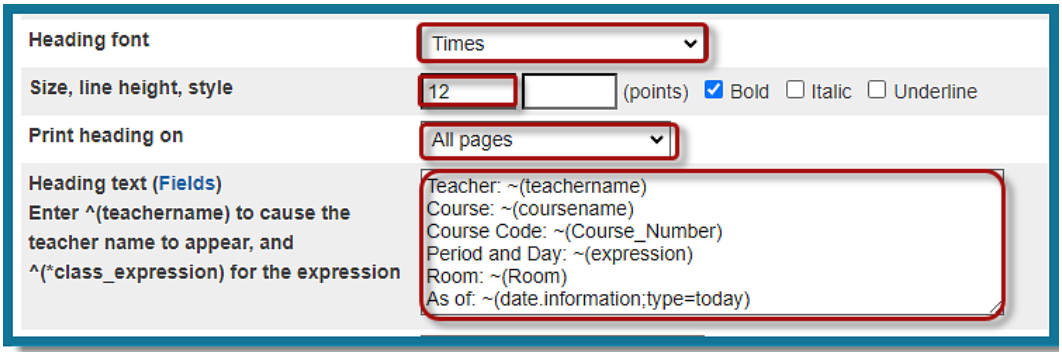
  Course: ^(coursename)

  Course Code: ^(Course_Number)

  Period and Day: ^(expression)

  Room: ^(Room)

  As of: ^(date.information;type=today)



- **Column title font:** Helvetica
- **Size, line height, style:** 12
- **Print column titles on:** Select All pages from the drop-down menu.
- **Roster font:** Times
- **Size, line height, style:** 12
- **Roster columns (Fields):** Enter the following information in the text window using this format Field name\column name\column width\alignment

  Student_Number\ID\1\L

  Last_Name\Last\2\L

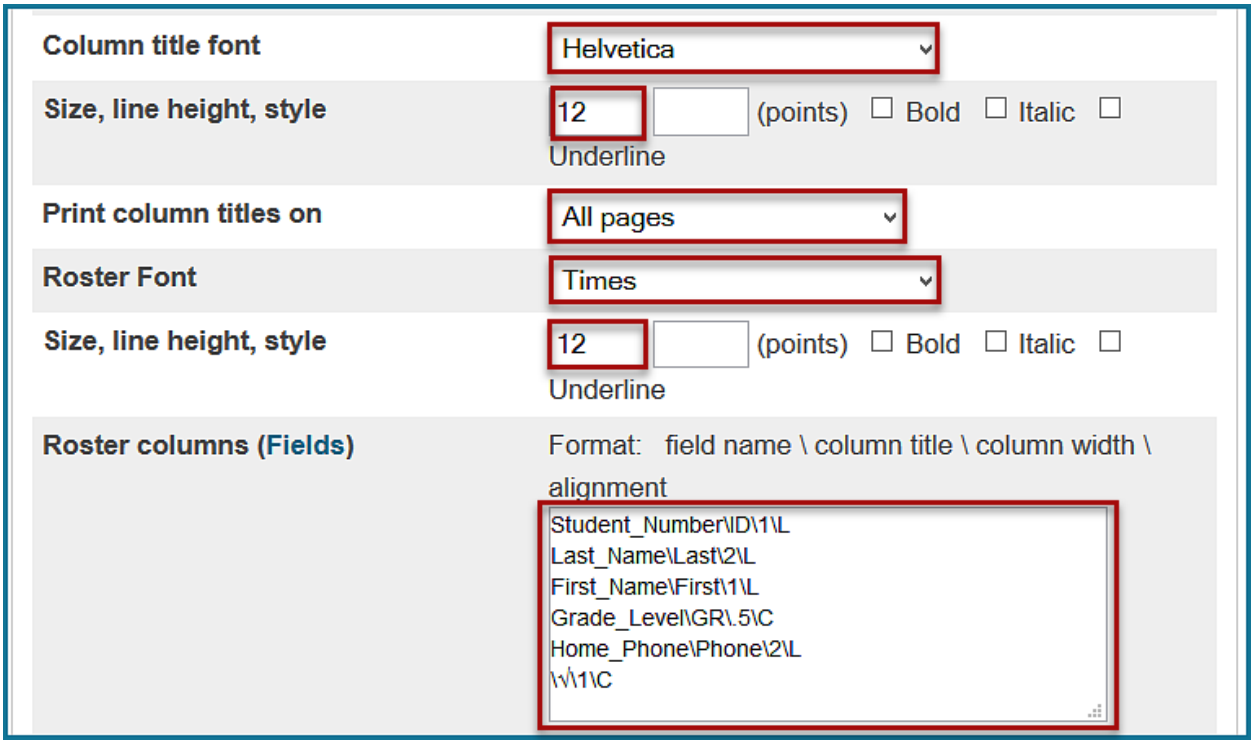
  First_Name\First\1\L

  Grade_Level\GR\.5\C

  Home_Phone\Phone\2\L

OPTIONAL TIP! Add a check mark column (To get the check mark, hold down the Alt key and, using the keypad, type 251)

\v\1\C



- **Rule width (points):**

  Horizontal: .5

  Vertical: .1

- **Cell padding:**

  Horizontal: 4

  Vertical: 2

- **Page Size:** select **Letter (8 ½" x 11")** from the drop-down menu.
- Margins (inches):

  Left: .5

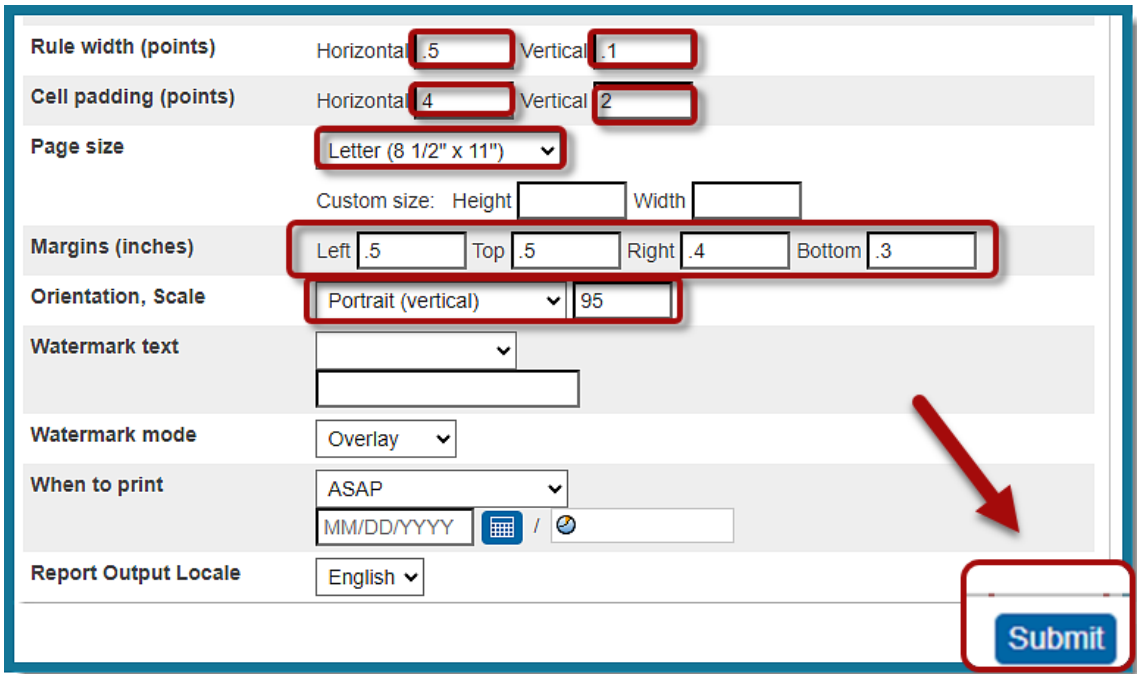
  Top: .5

  Right: .4

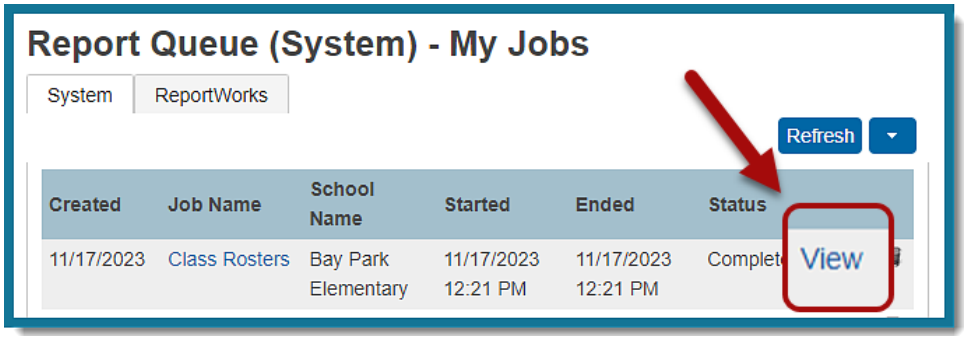
  Bottom: .3

- **Orientation, Scale:** Select **Portrait (vertical)** from the drop-down, and enter 95.
- Leave the remaining fields in their default setting.

4. Click **Submit**.



5. On the **Report Queue (System) – My Jobs** page, refresh the report until completed, then click on the **View** link to open your **Class Roster**.



Class Roster (PDF)

Teacher: Buchanan, Oziel Dianne
Course: Third Grade
Course Code: E3
Period and Day: 1(A)
Room: 5
As of: 11/14/2023

ID	Last	First	GR	Phone	√
611197	Aguinaga	Tricia	3	617-445-6161	
653582	Alejandro	Lennox	3	617-416-7962	
650128	Ballinger	Keondre	3	617-418-9963	
653666	Cadenas	Merrick	3	617-416-8120	
620813	Dimaano	Shani	3	617-443-4830	
650322	Hyland	Tanner	3	856-418-5916	
650236	Leigh-Pink	Mathias	3	617-419-0109	
666753	Leong	Jaeden	3	617-389-0917	
662965	Mehran	Jacob	3	617-393-2659	
635867	Parkes	Lemuel	3	856-438-8222	
653400	Parra	Arielle	3	617-416-9468	
649971	Redden	Hodan	3	856-419-2601	
572755	Roark	Lennon	3	856-454-7992	
700557	Rosenberg	Artem	3	617-259-3975	
634630	Sablad	Khloe	3	617-439-4644	
637094	Saleh	Gene	3	617-438-7146	
632113	Shakya	Duncan	3	617-440-2820	
634263	So	Trenten	3	947-439-4956	
639440	Tarr	Armani	3	617-438-4030	
653143	Trevizo	Edric	3	856-416-9234	
630748	Valentin	Donald	3	617-440-7486	
653729	Vicente	Danika	3	758-416-8370	

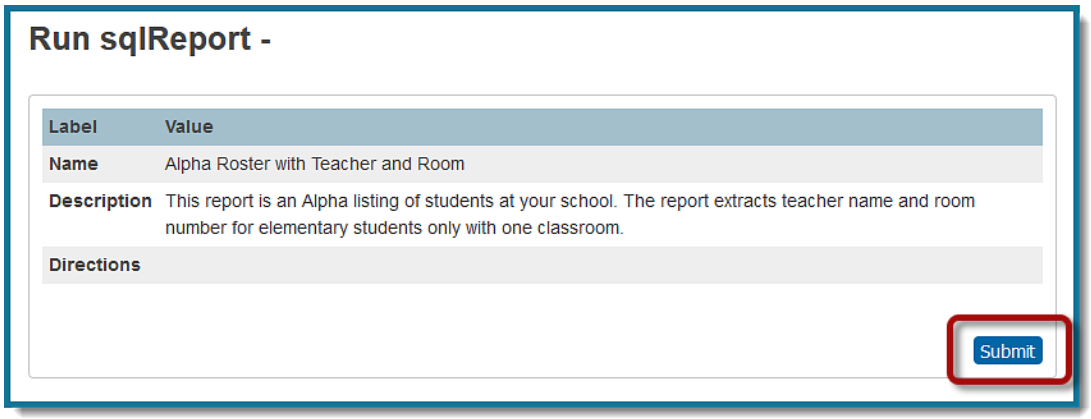
Printing Alphabetical Listing

To print an alphabetical list of all students including Teacher name and room numbers for each student do the following:

1. From the Start Page, click **sqlReports** under Reports on the left-side menu.

2. Expand the group of Enrollment reports and select **Alpha Roster with Teacher and Room**.

3. Click **Submit**.



Printing the School Schedule

There are multiple ways to print a school schedule report:

- The **Master Schedule PDF** created in **System Reports**, is a view only school schedule report in a table-like format.
- The **Master Schedule Function** found on the main menu creates a school schedule report that features links that allow you to "drill-down" to specific components within the report. You can set the report preferences to view the school schedule in a table-like or list format.

Master Schedule PDF report

1. From the Start Page, under Reports on the left-side menu, click **System Reports**.
2. On the System tab, under Student/Staff Listings, click **Master Schedule (PDF).**
3. Configure the **report** as follows:

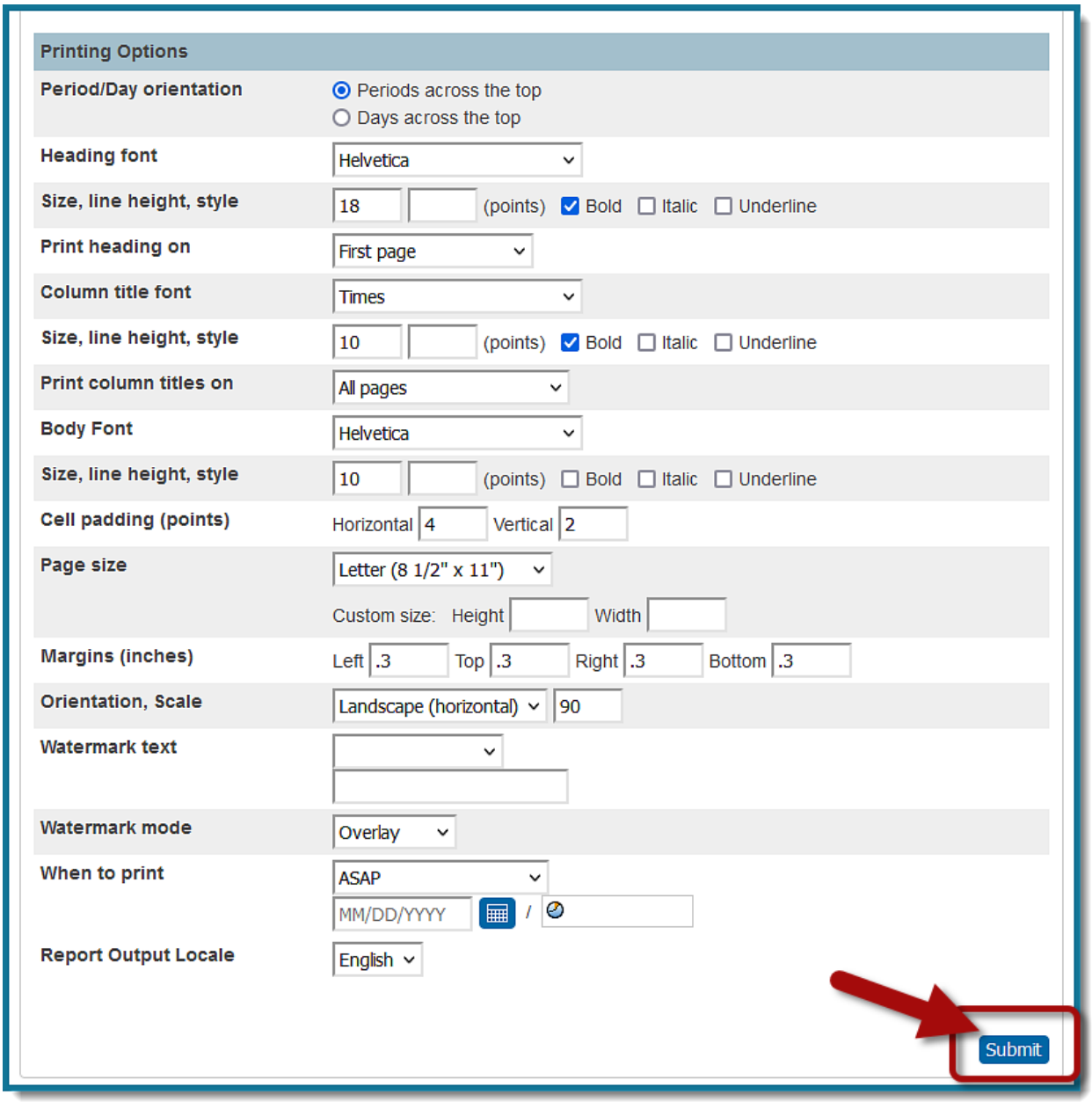
Master Schedule Options

- **All Periods** and **All days** are selected by default.
- Select **All Teachers** to include every teacher with a class assignment or hold the CTRL button while selecting individual teachers to customize who appears on this report.
- Select a **Sort By** option.

Printing Options

- See the example on the next page for suggested print options. These settings can be changed as needed.

Master Schedule (PDF) Printing Options



4. On the Report Queue, refresh the report until completed, then click **View**.

Master Schedule from the Function Menu

1. From the Start Page, under Functions on the left-side menu, select **Master Schedule.**

2. To change the view preferences, scroll to the bottom of the report page and click **Show Preferences**.

3. Configure the Master Schedule Preferences page as follows:

   - **All Periods** and **All days** are selected by default.

   - Select **All Teachers** to include every teacher with a class assignment or hold the CTRL button while selecting individual teachers to customize who appears on this report.

   - Select a **Group by/Sort By** option.

   - Select the **View By** option: **Matrix,** or **List**.

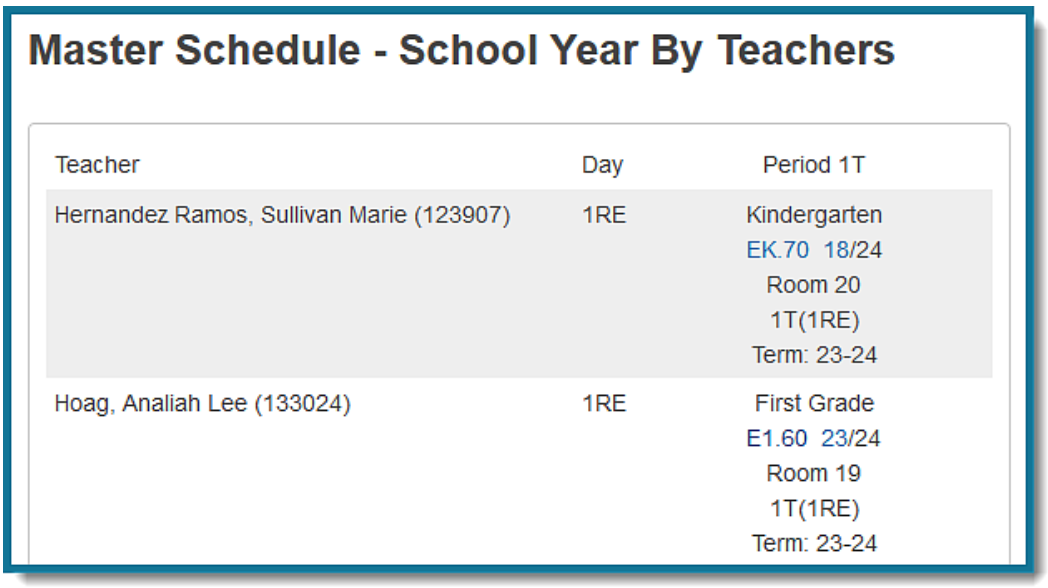
     - **Matrix view** will display the schedule in a horizontal table-like format. This view offers links to the *Edit Section Page* and the *Class Roster* for quick access to edit and update information.

     - **List view** will display the schedule in a list format. This view does not have quick links and "drill down" capabilities.

4. Click **Submit**.

5. To print, click the **printer icon** in the Navigation bar at the top of screen.

Sample Matrix View in Teacher Order



Master Schedule - School Year By Teachers

Teacher	Day	Period 1T
Hernandez Ramos, Sullivan Marie (123907)	1RE	Kindergarten EK.70 18/24 Room 20 1T(1RE) Term: 23-24
Hoag, Analiah Lee (133024)	1RE	First Grade E1.60 23/24 Room 19 1T(1RE) Term: 23-24

Sample List View in Teacher Order

Master Schedule List By Teachers

Teacher Name	Teacher Dept.	Course Name	Number.Section	Expression	Term	Room	Students	Max Seats
Kwok, Bernardo T		Second Grade	E2.68	1T(1RE)	23-24	8	24	24
Lawton, Marelyn Maria		Fourth Grade	E4.40	1T(1RE)	23-24	B27	29	35
Leary, Marcial Jane		First Grade	E1.59	1T(1RE)	23-24	16	0	24
Lombardo, Scarlett W		Universal TK	EUTK.185	1T(1RE)	23-24	13	24	24
Loomis, Valarie Jeremy		Universal TK	EUTK.185	1T(1RE)	23-24	13	24	24