
Prepare to Build Training Agenda

Day One

AM

Welcome and Introduction

PowerScheduler Overview

- Preparing to Build vs. Building

- Understanding the Active-Side vs. the Build-Side

- Locating the Scheduling Menu in PowerSchool

Years and Terms

BREAK

Build Scenario

- Creating a Build Scenario

Schedule Parameters

- Defining Periods

- Defining Days

LUNCH BREAK

PM

Optional Schedule Parameters

- Defining Houses

- Defining Buildings

- Defining Section Types

- Defining Teams

Course Catalog

- Adding a New Course to the Master Course List

- Modifying a Course Catalog

- Attaching a Course Catalog to the Build Scenario



Rooms, Facilities, and Departments

- Defining Facilities
- Defining Departments
- Defining Rooms
- Auto-Creating Rooms
- Auto-Generating Rooms
- Using Update Selections to Update Rooms

Student Information

Manually Entering Required Scheduling Preferences

- Students to include in the Build
- Next School Indicator
- Schedule Priority
- Year of Graduation

Manually Entering Optional Scheduling Preferences

- Buildings
- Houses
- Teams

Auto-Filling Student Scheduling Preferences

- Using Update Selections to enter Students Preferences

BREAK

Student Course Requests

- Preparing for Requests
 - Defining Grade-Level Requirements
 - Creating Course Groups
 - Creating Course Request Pages
- Entering Course Requests
- Printing Course Request Reports

