

PowerSchool SIS PowerScheduler: Prepare to Build Completed Task Checklist

Complete all tasks on this checklist one week before you attend the PowerSchool SIS PowerScheduler: Build Workshop. Be sure to initial the tasks as you complete them.

Task	Date Completed/Initials
Add the upcoming school year to the Years & Terms page for each school and the District Office	
Set up all new courses <ul style="list-style-type: none"> • Create new courses at the district level • Associate new courses to the school 	
Auto. Scheduler Setup - Define years/terms, periods, and days	
Define the course catalog, departments, and facilities	
Define optional parameters – teams, buildings, and houses	
Establish rooms and all relevant information	
Students <ul style="list-style-type: none"> • Update the values in the Next Year Grade and Next School Indicator fields • Enter values in all the required fields on the Edit Scheduling Preferences page • Enter optional, school-specific information, such as the team or house 	
Staff <ul style="list-style-type: none"> • Update the Schedule This Teacher field for all staff • Enter values in the required fields on the Teacher Scheduling Preferences page • Define all teacher assignments (either on the Teachers page or the Courses page) 	
Requests <ul style="list-style-type: none"> • Create course request pages • Enter student primary and alternate requests • Print the Course Request Tally report and other pre-build reports to verify accuracy 	
Courses <ul style="list-style-type: none"> • Define the required information for each course • Define any course relationships 	

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Constraints <ul style="list-style-type: none">Consider constraints that are needed prior to building the master schedule	
Technical Preparation <ul style="list-style-type: none">Confirm that PowerSchool SIS can be viewed on the Internet, outside the firewallDownload the scheduling engine to the desktop for the validation process	