

# PowerSchool SIS (Enhanced UI) PowerScheduler: Load Process Agenda

The PowerSchool SIS PowerScheduler: Load Process two-day session is designed for administrative staff who have not previously loaded a master schedule in PowerScheduler, are new to scheduling concepts, or need extra assistance when setting up the parameters for their school. To work hands-on in this course, your PowerSchool SIS instance should have some key items set up, such as courses, students, teachers, and possibly rooms.

Course Duration: 2 days

Audience: Office/Administrative Staff and Registrars

## PowerScheduler: Preparing the Load Process – Step A

- Understanding the Load Process
  - Creating the Future Year
- Step A: Using Auto. Scheduler Setup
  - Performing the Auto. Scheduler Setup
  - Editing the Scenario
  - Setting the Schedule Year
  - Copying a Master Schedule
  - Creating the Scheduling Course Catalog
  - Verifying Optional Scheduling Preferences

## PowerScheduler: Preparing the Load Process – Steps B and C

- Step B: Defining Course Information
  - Defining Course Preferences
  - Adding a New Course
  - Establishing Course Prerequisites
  - Defining Course Relationships
- Step C: Defining Rooms

## PowerScheduler: Preparing the Load Process – Step D

- Step D: Preparing Student and Teacher Information
  - Working with Student Information
  - Moving Student Information to PowerScheduler
  - Updating Student Scheduling Preferences
  - Updating Teacher Information

## PowerScheduler: Preparing the Load Process – Step E

- Step E: Entering Student Course Requests
  - Defining Grade-Level Requirements
  - Reviewing Course Recommendations
  - Creating Course Groups
  - Creating Requirements
  - Entering Student Course Requests
  - Finding and Resolving Invalid Requests
  - Managing Recommendations and Prerequisites
  - Running Course Request Reports

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## PowerScheduler: Running the Load Process – Steps F-J

- Step F: Adjusting the Master Schedule Manually
  - Changing Teacher Sections
  - Using the Visual Scheduler
- Step G: Defining Load Constraints
- Step H: Loading Students
- Step I: Evaluating the Load
  - Viewing the Load Results
- Step J: Exploring Post-load Options