

Newark Public Schools

Elementary Scheduling

PowerSchool

School year 2017 - 2018

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Importance of Student Schedules

Student scheduling impacts school and district wide operations. Their accuracy and timeliness is important to ensure uninterrupted operations in the district. Student schedules are important to keep track of accurate attendance, placement availability by school and programs, identify teacher of records by subject, provide teacher roster information for digital platforms, and subject level registration for state assessments



PowerSchool & Student Schedules

	<p>PowerTeacher & Teacher’s Gradebook. Scheduling a student in classes creates student rosters that are then available to teachers via the Teacher Gradebook in PowerTeacher. Teachers take attendance and assign grades in PowerTeacher. Report cards and progress reports are generated by the grades teachers enter in gradebooks.</p>
	<p>Family Support Center Seat Tracking. Student schedules are updated to Salesforce, the system of record for student enrollment placements in NPS. The Family Support Center uses Salesforce and scheduling information in PowerSchool to determine enrollment availability by grade level, bilingual programs and special education programs.</p>
	<p>NJ SMART Course Roster Submission & Teacher mSGP. The section information, including courses codes, course name, and unique section ID, which is all derivative information from student schedules is used to create the NJ SMART Student and Staff Course Roster Submission. The state uses this report to calculate teacher mSGP.</p>
	<p>Education Technology Platforms. Education technology and other digital platforms used in schools that require teacher access are created based on PowerSchool student schedules. A student must be enrolled and scheduled in PowerSchool as per guidance outlined in this document in order for the data to roll over successfully.</p>
	<p>State Assessments Registration. Student assessments are determined by student schedules if not specified otherwise by an IEP. PARCC, Science NJ ASK, KITE Digital Learning Maps, and Interim Assessments registration is based on student course enrollment. All students must be scheduled in their English section by 9/5/17 in order to take their Literacy Assessments</p>

District Scheduling Requirements

All schools must follow the following scheduling requirements for grades K-8.

- These courses are **required** for ALL students in grades K-8

- English Language Arts
- Mathematics
- Science
- Social Studies
- Health
- Physical Education
- World Language
- Ed Media/Computer
- Visual/Performing Arts
- 21st Century
- Homeroom

- Use the students' homeroom number as the section ID

- Schedule with the appropriate course numbers. Course numbers identify **type of class** and **grade level**

- ELLA0**Z**2 **Z** = Regular Ed **2** = grade 2
- ELLA0**B**2 **B** = Bilingual **2** = grade 2
- ELLA0**S**2 **S** = Special Ed **2** = grade 2
- ELLA1**D**0 **1D** = Self Contained Dual Language **0** = Kindergarten
- ELLA2**D**0 **2D** = Side by Side Dual Language **0** = Kindergarten

- Once a section is created the section ID number should **NEVER** be changed. This will create mass errors in the database that will impact your overall school data.

- ↗ Section numbers cannot start with P
- ↗ Section numbers cannot contain spaces
- ↗ Do not change any of the default settings on the section page

- Prior to the Roll Over, be sure you are in the Next School Year when you create the sections.

- All sections will be year-long

Self-Contained Bilingual and Special Ed

Students will have the self-contained designation for these sections as:

Homeroom **B** for Bilingual or an **S** for Special Ed prior to the grade level. All the other sections will contain **Z**.

*Ex. **Self-Contained** Student's schedule (either Special Ed or Bilingual) should resemble this:*

ELHR0**S**2.201 HR self-contained **Special Ed** room 201

ELLA0**Z**2.201 LAL **Reg Ed**

ELMA0**Z**2.201 Math **Reg Ed**

ELSS0**Z**2.201 Social Studies **Reg Ed**

ELSC0**Z**2.201 Science **Reg Ed**

Continue in this fashion for all other courses the student will be scheduled into.

Sp Ed RCO/RCI students and Bilingual Push In/Pull Out

Students will have a reg. ed HR section.

The Language Arts Literacy and/or Math classes will have the designation for Sp Ed or Bilingual.

*Ex. Sp Ed or Bilingual **pull out** for Mathematics and/or English Language Arts student schedule should resemble this:*

ELHR0**Z**2.201 - HR Reg Ed HR room 201

ELLA0**S**2.201 - LAL Sp Ed

ELMA0**S**2.201 - Math Sp Ed

ELSS0**Z**2.201 - Social Studies Reg Ed

ELSC0**Z**2.201 - Science Reg Ed

Continue in this fashion for all other courses the student will be scheduled into.

Scheduling the RCI (Push In) and RCO (Pull Out) Classes and Teachers for Special Education

Special Ed Resource students who receive push in or pull out services will be scheduled as follows:

The general Ed HR teacher will have sections created for all students for all classes. In addition, they will have an additional section(s) for Mathematics and/or Language Arts for the sp ed students who will receive push in services.

The English Language Arts and/or Mathematics sections for Push In classes must contain S for Sp Ed ex. ELLA0S2.

The **General Ed teacher** will be the **Lead Teacher** for the Math and ELA "S" sections and the **Sp Ed Push In teacher** will be the **Co-Teacher**.

The Sp Ed Teacher will have sections created for the students who receive Pull Out services.

The **Pull Out teacher** will be the **Lead Teacher** for the Mathematics and/or English Language Arts class and the **HR teacher** will be the **Co-Teacher**.

Scheduling Bilingual Push In and Pull Out Classes and Teachers for Bilingual

Bilingual Students who receive Push In or Pull Out services will be scheduled as follows:

The English Language Arts and/or Mathematics sections for Push In and Pull Out classes must contain **B** for Bilingual

Example: ELLA0**B**2.

The **Bilingual teacher** will be the **Lead Teacher** for **BOTH** Push In and Pull Out sections and the HR teacher will be the Co-Teacher.

Scheduling Self-Contained and Side by Side Dual Language Classes

➤ **Only applies to K-2 in school year 2017-2018**

Self-Contained

One teacher is the sole deliverer of content in both English and Spanish. 50% of the time is dedicated to instruction in English and 50% of the time is dedicated to instruction in Spanish.

1. **ALL core classes** and **Homeroom** will have the designation in the course number for Self-Contained Dual Language.
Example: ELLA**1D0**

The Homeroom teacher is the Lead Teacher; there is no Co-Teacher.

Core Courses:

- Mathematics
- English Language Arts
- Science
- Social Studies
- Health

Side by Side

There are two teachers for each grade. One teacher is dedicated to instruction in English; the second teacher is dedicated to instruction in Spanish. Each teacher has a dedicated classroom that reflects the language of her respective language assignment. Heterogeneous groups of students switch between the two teachers; spending 50% of the time with the Spanish teacher and 50% of the time with the English teacher.

1. **All Core classes** and **Homeroom** will have the designation in the course number for Side by Side Dual Language.
Example ELLA**2D0**.

Each Homeroom teacher will be the Lead Teacher and the partner teacher will be the Co-Teacher.

Example: HR teacher A is lead and HR teacher B is co-teacher for the students in teacher A's HR.

HR teacher B is lead and HR teacher A is co-teacher for the students in teacher B's HR.

Core Courses:

Mathematics
English Language Arts
Science
Social Studies
Health

Creating Sections

➤ **Create all subject sections first and the Homerooms last.**

1. **Start page**, click on **School** under **Setup** heading on the left side.
2. Click on **Sections** under the **Scheduling** heading towards the bottom of the page.
3. Search for the course for which you are creating sections on the left and click on the **blue link**. Be sure you have selected the correct grade level.
4. Click **New** to begin creating the section.

The Edit Section window opens.

5. Fill in or check the following fields:

- A. **Course Number**- this should already be populated with the correct course number-verify that it is correct, ending in the correct grade level and has the correct letter designation:
 - Z** Regular Ed
 - B** Bilingual
 - S** Special Ed
 - 1D** Self-Contained Dual Language
 - 2D** Side by Side Dual language
- B. **Schedule** - English Language Arts, Mathematics, Science, Social Studies, Health, and 21st Century; check the CORE box for M-F

For all other courses check the appropriate boxes and M-F

Art for Art
Cmp for Computer
DA for Dance
DR for Drama
EM for Educational Media
ESL for ESL
IM for Instrumental Music
PE for Physical Education
VM for vocal Music
WL for World Language

- C. **Term**- Do not touch; leave set to the Year
- D. **Teachers- Section Lead**-Click on the **ADD** button on the right hand side and select the teacher from the STAFF drop down list. It will default to the first day of school for the start date and the last day of school for the exit date.

For the first few weeks of school, until all is settled, it is OK to change the teachers. After the first two weeks, if the teacher of record should change for that section you must end the current teacher's record and add the new teacher. There cannot be a gap in the end date of the last teacher and the start date of the new teacher.

E. Teachers/Staff Additional-

Push In for Sp Ed: select Co-Teacher-Sp Ed for the Sp Ed teacher

Pull Out for Sp Ed: select Co-Teacher-Sp Ed for the HR teacher

Bilingual Pull Out or Push In: select Co-teacher for the HR teacher

Click on the **ADD** button on the right hand side and select the teacher from the **STAFF** drop down list.

Select Role drop down. The % allocation will automatically populate to 100%. Leave it that way.

It will default to the first day of school for the start date and the last day of school for the exit date.

F. **Gradebook Type-** Leave set to the default- PTG

G. **Room-** Enter the room number or room name for where the class is taught. Ex: 202 or Gym

H. **Section Number-** We suggest that the section number should be the same as the HR number. Be extremely careful when assigning these numbers. Once the section is created the section number should NEVER be changed.

EXCEPTIONS

- Section numbers cannot start with the letter P
- Section numbers cannot contain spaces

I. **Grade Level-** enter the grade level for this section

J. **Current Enrollment-**this will be populated by the system after the students are enrolled

K. **Maximum Enrollment-**fill in the maximum number of students allowed for this class. PowerSchool will not allow you to schedule a student into this section if the maximum has been reached.

L. **Dependent Sections-** this should be filled in for the HR sections only.

M. **Close Section at Max-** This box **MUST** be checked to avoid accidental over enrollment

N. Course Type - All sections default to S1. Select S2 for Push-in & Pull-out sections AND RCI &RCO

DO NOT FILL IN OR CHANGE ANY OTHER FIELDS ON THIS PAGE!

6. Click **SUBMIT**.

Creating Homeroom Sections

- A homeroom section must be created for every homeroom at every grade level.
- P3 homeroom course number ends in T
- P4 homeroom course number ends in F

NOTE:

Self-Contained Special Education homeroom course numbers will contain an **S** in the Course Number-ELHR0**S**4

Self-Contained Bilingual Homeroom course numbers will contain a **B** in the course Number- ELHR0**B**4

Exception: Dual Language see previous pages for Dual Language guidance.

For the Sp Ed and Bilingual homerooms that contain more than one grade level, a homeroom section must be created for each grade level as well as class sections for each grade level.

7. **Start page**, click on **School** under **Setup** heading on the left side.
8. Click on **Sections** under the **Scheduling** heading towards the bottom of the page.
9. Search for the homeroom course for which you are creating sections on the left and click on the **blue link**. Be sure you have selected the correct grade level.
10. Click **New** to begin creating the section. The Edit Section window opens.
11. Fill in or check the following fields:

Course Number- this should already be populated with the correct course number-verify that it is correct, ending in the correct grade level and has the correct letter designation:

Schedule- check the HR box for M-F

Term- Do not touch; leave set to the Year

Teachers- Section Lead-Click on the **ADD** button on the right hand side and select the teacher from the drop down list. It will default to the first day of school for the start date and the last day of school for the exit date.

For the first few weeks of school, until all is settled, it is OK to change the teachers. After the first two weeks, if the teacher of record should change for that section you must end the current teacher's record and add the new teacher. There cannot be a gap in the end date of the last teacher and the start date of the new teacher.

Gradebook Type- Leave set to the default- PTG.

Room- enter the room number or room name for where the class is taught. Ex: 202 or Gym

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Section Number- We suggest that the section number should be the same as the HR number. Be extremely careful when assigning this number. Once the section is created the section number should NEVER be changed.

EXCEPTIONS

- Section numbers cannot start with the letter P
- Section numbers cannot contain spaces

Grade Level- enter the grade level for this section

Current Enrollment-this will be populated by the system after the students are enrolled

Maximum Enrollment-fill in the maximum number of students allowed for this class. PowerSchool will not allow you to schedule a student into this section if the maximum has been reached.

Dependent Sections- type in all the courses that the students in that homeroom are taking. The format is a comma separated list of course number followed by a period and then the section number, NO SPACES- for example; ELLA0Z4.302,ELMA0Z4.302,ELPE0Z4.302...

Program – Identify one of the following:

Section Name	Notes
Bilingual: Portuguese	Self-contained bilingual only (not part time)
Bilingual: Spanish	Self-contained bilingual only (not part time)
Dual Language: Spanish	Side by Side
Dual Language: Spanish	Self-Contained Dual Language
Bilingual Part Time: Portuguese	General Ed homerooms with Portuguese LEP student
Bilingual Part Time: Spanish	General Ed homerooms with Spanish LEP student
Special Education: AI	Auditory Impairments
Special Education: AI-MD	Auditory Impairments – Multiple Disabilities
Special Education: AUT	Autism
Special Education: BD	Behavioral disabilities
Special Education: BDS	Behavioral disabilities severe
Special Education: C1	Cognitive Impairments Mild
Special Education: C2	Cognitive Impairments Moderate
Special Education: LDM	Learning/Language Disabilities Mild/Moderate
Special Education: LDS	Language/Learning Disabilities Severe
Special Education: MD	Multiple disabilities
Special Education: MDMI	Multiple disabilities Medically Involved
Special Education: PSD	Pre School Disabilities

Close Section at Max- This box **MUST** be checked to avoid accidental over enrollment.

DO NOT FILL IN OR CHANGE ANY OTHER FIELDS ON THIS PAGE!

Click **SUBMIT**.

***There are two reports in PS that will help you verify that the dependent sections are correct:
Start Page>Reports>System Reports>sqlReports 4>scheduling>Dependent sections and Dependent Sections Errors.**

Scheduling Students into Their Classes

- By now you have created all course sections and homerooms with the dependent section populated.
- By enrolling the students into the homeroom they will automatically be scheduled for all the sections listed in the dependent section box.
- If you are enrolling students after the Rollover and before the start of school be sure to use the first day of school as the entry date.
- If you are enrolling students into classes after the start of school be VERY MINDFUL of the entry date.
- **The enrollment entry date into classes cannot be before the school entry date.**

Begin with a grade level. On the start page click on a grade level or for example, type in the search box: Grade_level=1

In the “select a function drop down” click on **Select Students by Hand** to select the students for a particular homeroom.

Hold down the **Ctrl** key while clicking on the names of the students you wish to schedule.

When done selecting the students click the **Functions** button. This will bring you to the group functions page.

Click on **Mass Enroll**.

NOTE: *If there are Sp Ed or Bilingual pull out students in the HR you are working with you can include them in your selection BUT you will have to drop them from either English Language Arts or Mathematics or both and schedule them individually into the resource teacher’s sections.*

On the **Mass Enroll** screen under **Filter By** enter one or more search criteria.

Suggestion:

Period-HR

Grade- grade level of selected students

Click: **Search** -On the next screen will be a selection of courses based on the filtered criteria. Click on the [Blue Link](#) of the course you want to enroll the students into.

Because you have included Dependent Sections in the Homeroom section, enrolling the students in a Homeroom section will automatically enroll them in all the dependent sections. Dependent sections should include all the other sections that the students will be enrolled into.

This will bring you to the **Mass Enroll Preview** page:

Entry Date- the entry date must be the first day the student started in the class.

The enrollment entry date into classes cannot be before the school entry date.

Sections Summary-Verify:

Course Name

Course Number

Section

Term

Pending Enrollment Count - current enrollment plus the number about to be enrolled.

Class Status – indicates reason why a student cannot be enrolled into the class: over max number, section not found, section found, section not in current term.

Student Enrollment summary – Verify:

Student Number

Student Name

Action – Confirmation or warning: already enrolled, enroll in, None (error in validating one or more sections.)

Select one of the following:

Back – Click to return to the previous page. You do not lose your student selection when returning to the previous page.

**NOTE- only if there are section errors that need to be corrected; only this button appears.

Enroll Students- Click to enroll the students into this class. The Class Roster page displays a confirmation message.

Enroll Students and Reschedule- Click to enroll the students into this class. Once enrolled in this class, the mass Enroll page displays a confirmation message. You can then enroll the students into additional classes using the Quick Enroll or filter by function

Continue until all students have been enrolled into their HR and corresponding dependent sections.

[Scheduling Bilingual and Sp Ed RCO and RCI](#)

If you scheduled these students with the rest of the HR students you will have to drop them from the English Language Arts Language Arts and/or Mathematics class(es) and enroll them into the Sp Ed or Bilingual section.

See directions below for dropping students from a class.

Once you have identified the Bilingual or Sp Ed students for RCO or RCI you can enroll them into their English Language Arts Language Arts and/or Mathematics class.

Follow the enrollment directions above for adding the lead and co-teachers.

Mass Dropping Students from a Class

Many students or all students may be dropped from a class using the Mass Drop feature. These directions apply to any students at any time during the year there is a need to drop the students from a class.

- **You must be mindful of the date you drop and the date you enroll in another class.**
- **The dates cannot overlap.**

- From the start page, click on **Teachers Schedules** under the Functions heading on the left.
- Click on the teacher's name from whose class you wish to drop students.

- Click on the **Number** under the enrollment column for class from which you wish to drop students. You will be brought to the Class Roster screen, listing all the students currently enrolled in the class.
 - **To Drop ALL the students**
 - Under "Use checked students to" **Click on Drop from the Class** button

 - **To Drop SOME of the students**
 - **Uncheck** the **Select All** check box at the top of the list of students. Check the boxes next to the name of the students whom you wish to drop.
 - Under "Use checked students to" **Click on Drop from the Class** button

This will bring you to the **Drop Students Preview** page. The Exit date defaults to the current date. **You must be mindful of the date you drop the students.** If you need to change the date click the Edit Date button. If it is possible that attendance for the exit date or any date after the exit date has already been entered into PowerSchool, click the **Clear Attendance on and after Exit Date** check box.

Verify the students listed are the students you wish to drop from the class. If they are NOT, navigate away from the page by clicking the PowerSchool logo to avoid dropping the incorrect students. If the students listed are correct, click the **Drop Students** button at the bottom of the page.

[Dropping One Student's Class\(es\)](#)

One class, multiple classes or all classes may be dropped from a student's schedule using the **Modify Schedule** student screen.

On the **Start Page** locate the student

Click on **Modify Schedule** under Scheduling on the left side of the page

- **To Drop One or More Classes, But Not all classes**
 - Check the box for the class (es) you wish to drop under the Drop column on the right.
 - Click the **Drop Selected** button

- **To Drop All Classes**
 - **Click the Drop All** button. It is not necessary to check all the check boxes in the Drop column.

This will bring you to the **Drop Classes** screen, asking you to verify the class(es) you chose to drop and the **Exit Date**. The Exit Date by default is the current date. **Be careful about the dates. You cannot have overlapping dates.**

Click **Drop Classes**

You will then be returned to the Modify Schedule screen. If you scroll down under Enrollments you will see that the student's classes (es) have been dropped from their schedule.

NOTE: If you are scheduling the student into another section of the same course, make sure that the Effective Date you enter is on or after the Exit Date you entered for the dropped class. This will avoid an overlapping enrollment.

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Changing Teachers During the School Year

The Lead Teacher is the teacher of record, the person hired for that position.

- If the teacher is out on sick leave, FMLA, etc.:
 - call the SIS office, 7000, for a login and password for the substitute. There is no need to change the teacher for the sections.
- If the teacher has been transferred to another school or left the district:
 - If there is no permanent replacement you must use a “vacancy” teacher. On each section for the teacher who transferred you will enter the end date in the Teacher-Section Lead area. You will then ADD the “vacancy” teacher with a start date of the following date of the end date. Then SUBMIT. Do this for all the sections.

Moving Students During the School Year

- If it is near the end of the marking period wait until the grades are stored before moving the student.
- The student has to be dropped from their current class(es) and scheduled into the new class(es).
 - THE GRADES DO NOT MOVE WITH THE STUDENT
- The teacher from the original class can print out a report with the assignments and grades to provide to the receiving teacher.

*Be very mindful of the dates. You cannot have overlapping sections or school enrollments.

Any questions or concerns call the SIS office at 7000 for assistance.