Scheduling Options

Welcome to scheduling season! This document is designed to help you understand your scheduling options in PowerSchool SIS and to help you determine which scheduling path would be most beneficial to meet your district's needs.

What is PowerScheduler? PowerScheduler is a tool contained in the core PowerSchool Student Information System that is available to you for no additional cost. Use PowerScheduler in a variety of ways:

- Build a school's Master Schedule and then Load the students into it (Build)
- Copy an existing Master Schedule and then Load the students into it (Load)
- Manually create a Master Schedule and then Load the students into it (Visual Scheduler + Load Process)

Below is a listing of the different scheduling training offerings available.

Prepare to Build: Agenda

This is a 3-day offering that will teach your staff how to use PowerScheduler to run a Build operation. It covers how to associate courses to schools, create your scenario, set up pre-requisites, create course request screens, assign teachers to courses and rooms, configure your courses, and analyze your course requests amongst other tasks. The Build operation, when run, will then use the settings you have defined and will optimize your Master Schedule considering your setup and the student requests.

Build Workshop:

This is a 4-day offering that is taken after the Prepare to Build, typically 4-6 weeks later. Experienced districts may forgo the Prepare to Build and opt for only the Workshop. This course requires you to have done some homework prior to attending. Course Requests need to be entered, and the setup learned in the Prepare to Build needs to be completed. (You receive a Build Checklist post Prepare to Build we ask you to have completed prior to attending.) This course is almost entirely in the customer's SIS database, and is intended to help with questions, errors, and troubleshooting. At the end of the Build Workshop, the goal is to have a completed Master Schedule with students loaded based on their requests. For first-time customers running a Build, it is highly recommended.

Load Process: Agenda

This is a 2-day offering that assumes you already have a Master Schedule you plan to reuse. This course will teach how to configure your scenario, copy your existing Master Schedule, modify the schedule, and then Load the students into it. Major changes to your schedule such as adding/removing days, switching from Semester based to Trimester, or removing periods may require a fresh Build of your Master Schedule. If you are taking a Prepare to Build, this course is not necessary.

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Visual Scheduler: [Agenda](#)

This is a half day course on Visual Scheduler, a tool contained in PowerScheduler. It covers the setup required in PowerScheduler to utilize Visual Scheduler. Visual Scheduler uses drag and drop functionality to create sections and assign them to teachers and periods. It is best used by schools that know what their Master Schedule should be. Middle schools and smaller high schools may find this to be beneficial. After creating the schedule in Visual Scheduler, the Load Process course may be beneficial to then load the students into the newly created Master Schedule.

PowerScheduler Refresher: [Agenda](#)

This is a 1 day offering that experienced PowerScheduler users can take to help remind them of the steps needed to use PowerScheduler. It is designed for staff who have used PowerScheduler before and is taken in place of the Prepare to Build or Load Process classes. It covers your options in PowerScheduler and covers the relevant setup items needed to be successful.

Master Schedule Build Workshop (MSBW): [Agenda](#)

This is a lecture-style course with hands-on activities and is NOT PowerSchool SIS specific. It teaches scheduling theory, and how to optimize schedules.