**Student Setup for Scheduling**

Note: Enrollment clerks have been instructed to set the appropriate field values for individual students as they enroll. However, if they forget to do so you may experience problems during scheduling such as a student not showing in PowerScheduler. The following steps will help alleviate issues before they arise.

**Assigning Next Year Grade**

The next year grade value determines the following for each student:

1. The grade level that the student will be enrolled in during the upcoming school year after running the End of Year process.
2. The grade level that the student will be scheduled for in PowerScheduler.

If a student is assigned an invalid next year grade value, PowerScheduler or the End of Year process may not function correctly. This article describes how to assign next year grade values for all currently active students at one time.

**Assign Next Year Grade**

Once the new year has been setup in PowerSchool and you are ready to start scheduling for the next school year those with PowerScheduler access (guidance counselors) can simultaneously fill the students next year grade by following these steps:

1. On the start page, choose **PowerScheduler** under Applications in the main menu. The Scheduling page appears.
2. Under Tools, choose **Functions**. The Scheduling Functions page appears.
3. Click **Auto Fill Student Information**. The Auto-Fill Student Info page appears.
4. Use the following table to enter information in the fields:

|  |  |
| --- | --- |
| **Field**  | **Description**  |
| Next Year Grade  | For each column, enter the next year grade to indicate which students' information to change. For example, enter 12 for eleventh graders who will be in the twelfth grade next year. For 12th and 13th graders enter 99. You will need to adjust this field for returning twelfth graders individually.  |
| Priority | Enter the scheduling priority for the students. For example, enter 1 for returning twelfth graders who need to be scheduled first, and enter a higher number for incoming ninth graders. You will need to adjust this field for returning twelfth graders or repeaters individually. |
| Schedule This Student | Select either **Yes** or **No** to indicate if the students in each column should be scheduled or not. You will need to adjust this field for returning twelfth graders individually. |
| Year of Graduation | Enter the year of graduation to indicate in which school year the student will graduate. For example, enter **2017** for twelfth graders graduating at the end of the 2016-2017 school year. You will need to adjust this field for returning twelfth graders or repeaters individually. |

1. Click **Submit**. The Auto-Fill Student Info page appears.

**Assigning Next School Indicators**

A next school indicator is a value assigned to each student in the district that determines the following:

* The school that the student will attend in the upcoming school year after running the End of Year process.
* The school that the student will be scheduled for in PowerScheduler.

If a student is assigned an invalid next school indicator value, PowerScheduler or the End of Year process may not function correctly. This article describes how to create and assign next school indicators.

**Assign Next School Indicators - Student Selection**

At times you may need to assign a next school indicator to a group of students. For example, if all students in grade 7 are being promoted to grade 8 at the same school, they can all be assigned the same next school indicator. This section describes how to assign a next school indicator for a group of students.

1. On the start page, search for or select a group of students. A list of students appears in the Current Student Selection section.
2. Select Next School Indicator from the group functions menu in the bottom right corner. The Next School Indicator page appears.
3. Select a next school indicator value from the popup menu. **Note**: For 12th graders on track to graduate at the end of the current school year select **Graduated Students**. If the desired selection is not available, contact Information Systems.
4. Click Submit. All students in the current selection will be assigned the same next school indicator.

***Any of the above functions can be performed for individual students at any time during the school year by taking the following steps. This step will be necessary for students who enroll after you start scheduling.***

1. Select a student.
2. Navigate to the Scheduling Setup student screen (last option on the left hand menu).
3. Locate the field(s) to be updated and enter the necessary information.
4. Submit the page.