Prepare to Build Completed Task Checklist

Complete all tasks on this checklist one week prior to attending the PowerSchool Build Workshop. Be sure to initial the tasks as they are completed.

Task	Date Completed/Initials
Setup All New Courses • Create New Courses in District Office • Associate New Courses to School	
Auto Scheduler Setup - Define years/terms, periods, days	
Define Course Catalog, Departments, and Facilities	
Define Optional Parameters – Teams, Buildings, Houses	
Establish Rooms and all relevant information	
Students • Update the values in the Next Year Grade and Next Year School fields • Enter values in all required fields on the Edit Scheduling Preferences page • Enter optional, school specific information such as team or house	
Staff • Update the Schedule This Teacher field for all staff • Enter values in the required fields on the Staff Scheduling Preferences page • Define all teacher assignments (either in Teachers or in Courses)	

Task	Date Completed/Initials
Requests • Create Course Request pages • Enter all student primary and alternate requests • Print Course Request Tally Report and other pre-build reports and view for accuracy	
Courses • Define all required information for each course • Define any course relationships	
Constraints • Include any specific constraints that must be considered prior to building the master schedule	
Technical Preparation • Make sure PowerSchool can be viewed on the Internet, outside your firewall • Make a copy of your data and burn it to a CD (for backup purposes only) • Download Scheduling Engine to desktop for Validation Process	