PowerScheduler – Build & Load – 2024-2025

Prepare to Build must be finished and course requests must be entered. If it is not, please contact NWOCA support.

Remember, you need to "**touch**" each course. No short-cuts.

1. Course Set-Up **Individually**: PowerScheduler > Courses > Select a Course > Mark page as needed > Submit

Course Information

Build: 2024 - 2025 (751)   Catalog: 2024-2025 Course Catalog (701)

| Assignments | Constraints | Preferences | Relationships | Requests | Sections |

General Information

Course Number	312001
Course Name	Algebra I
Course Description	
Course Credit Hours	0.5
Request Screen Credit Hours	0.5
Credit Type	MTO
Alternate Course Number	
Grade Scale	
CIP Code	
Vocational Class	No

2. Scheduling Preferences

   a. Select "Schedule This Course"
   b. Do not check the box to "Use this Course for lunch" EVER
   c. Department (optional, but recommended)
   d. Build Type (Default is "Standard", but may need "Lab" or "Lab Float")
   e. Maximum Enrollment

Scheduling Preferences

Schedule This Course	☐
Use The Course For Lunch	☐
Exclude On Report Cards/Transcripts	☐
Department	MTH [Associate]
Build Type	Standard ∨
Maximum Enrollment	0

3. Sections Defined

    a. Periods per Meeting
    b. Frequency
    c. Valid Start Periods
    d. Valid Terms (click "Associate")
    e. Valid Day Combinations

Sections Defined

Target Number of Sections to Offer	0
Number of Teacher Assignments	0
Periods Per Cycle	0
Periods Per Meeting	0
Frequency	0
Terms per year	0 of 4
Allow Student Repeats in the Same Term	☐
Allow Student Repeats in Different Terms	☐
Balance Terms	☐

Frequency: Ex.   A=1   A,B=2   A,B,C,D,E=5

Valid Start Periods

☐ Period 1   ☐ Period 2   ☐ Period 3   ☐ Period 4   ☐ Period 5
☐ Period 6   ☐ Period 7   ☐ Period 8   ☐ Period 9   ☐ Period 10
☐ Period 11 ☐ Period 12 ☐ Period 13 ☐ Period 14

Valid Terms [Associate]

Valid Day Combinations [   ] Example: (A,B)(B,D)

4. Labs: See NWOCA staff if these are needed

Labs Defined

Is This Course A Lab	☐
Lab Frequency	0
Lab Periods Per Meeting	0
Valid Lab Day Combinations	[ ] Example: (A,B)(B,D)

Room Requirements

Facilities [Associate]

5. Load Options

    a. <mark>Load Priority</mark> – defaults to Zero, leave alone until after you have done your first Build

    b. Load Type (Academic, Elective, or Alternate)

    c. Use Pre Established Teams

    d. <mark>Close Section After Max – Check this box</mark>

    e. Use Section Types

Load Options

Load Priority	0
Load Type	Academic
Balance Priority	Section
Use Pre Established Teams	☐
Close Section After Max	☐
Use Section Types	☐

6. May use **Auto Fill Course Information**.

    a. **Functions** > **Auto Fill Course Information** > Apply to all Courses in the active catalog > Make Changes > Submit.

Auto-Fill Course Info

Apply To:	○ All courses in the active catalog
	● The selected 0 courses

Field Name	Value
Schedule This Course	No Change
Department	☐ Clear Value [Associate]
Build Type	No Change
Maximum Enrollment	
Target Number of Sections to Offer	
Number of Teacher Assignments	
Frequency	
Periods Per Meeting	
Lab Frequency	

7. Add **Course Relationships** where needed.

Click Course > Associate > Select Course > Choose Relationship Type > Relationship Code > Submit

The **Course Relationships** screen is used to set up relationships to fill specific requirements that must be met when building a master schedule and loading students into that schedule.

The relationship screen asks for up to three pieces of data:

1. The associated course you want to relate to
2. The Relationship Type
3. The Relationship Code – you only use this one when the Relationship type is "Is Blocked For Building With". You do NOT use it for any of the others.

These requirements might include the following:

1. One teacher teaches two subjects at the same time. (Either Block Combine or Block Simultaneous with a Concurrent)
2. There is a 2 semester course sequence for the students and the students must stay with the same students on the same period on both semesters with the same teacher. (Block Term)
3. Students are taking 2 courses during the same term and the school wants the students to travel together through both sections. (Block Section)
4. Two courses need to be built on opposite days during the same period. (Block Opposite Days)
5. Students have signed up for 2 courses that must be taken in sequence and offerings of both classes are running during both terms. Not all students sign up for both classes but those that do cannot get them in the wrong order. (Prereq)
6. Students sign up for 2 courses that must be taken in the same semester, but not in the same period. (Coreq)
7. Students sign up for 2 courses that cannot be in the same term but it does not matter which comes first. (Not Coreq)
8. Two courses must run back to back in the day, meaning consecutive periods. (Block Before or After)

Relationship Type	Relationship Code	Purpose	Used by Build	Used by Load
Is **Block**ed for **Build**ing With	Simultaneous	Two courses <u>must</u> be taught at the same time; can be two different teachers; can be a different number of sections	Yes	No
	Combine	Two courses taught at the same time with the same teacher; course setup on both courses must be identical	Yes	No
	Different Terms	Two courses scheduled in same period, different terms, same students, same teacher for each section	Yes	Yes
	Before/After	Two courses scheduled in consecutive periods	Yes	Yes
	Opposite Days	Two courses scheduled in same period, opposite days	Yes	Yes
	Section	Two courses in same term, same students	Yes	Yes
May be **Built** Concurrent With	N/A	Two courses taught by same teacher <u>can</u> be at the same time; use with a Block Simultaneous for 1 teacher who <u>must</u> teach two courses at one time (2 relationships)	Yes	No
Has a **Load** Coreq of	N/A	The associated course must appear in the same term in the student's schedule as the course where you are putting the relationship	No	Yes
Has a **Load** Postreq of	N/A	The associated course must appear in a subsequent term in the student's schedule	No	Yes
Has a **Load** Prereq of	N/A	The associated course must appear in a prior term in the student's schedule	No	Yes
Must not **Load** Coreq with	N/A	The associated course must not appear in the same term in the student's schedule as the course where you are putting the relationship	No	Yes
Must **Load** Distinct(no term overlap) with	N/A	The associated course must not appear in any overlapping term in the student's schedule as the course where you are putting the relationship	No	Yes
Must **Load** the Term After	N/A	The associated course must appear in the next term in the student's schedule as the course where you are putting the relationship (Q1,Q2) (Q2,Q3) (T1,T2),etc	No	Yes
Must **Load** the Term Before	N/A	The associated course must appear in the term before in the student's schedule as the course where you are putting the relationship	No	Yes

8. **Teacher Information**

   a. Review <mark>every</mark> teacher. Do you have new teachers since last year? Do you have non-returning teachers?
   b. May use **Auto Fill Teacher Information** to set some info, such as Schedule This Teacher & Maximum Consecutive Periods. **PowerScheduler > Functions > Auto Fill Teacher Information.**
   c. <u>For individual Teachers</u>: Select **Teachers** in **PowerScheduler** > **Preferences.**
   d. <u>For groups of teachers</u>: To select Teachers by hand: **Functions** > **Update Selections > Teachers table> Search Teachers**: (First drop-down) > Select those where the "Sched_Scheduled" field = 1. Click on "Search all XXX records in this School" then click on "Select Records by Hand". Make your selections. Press **Submit**. Click on "Scheduling Functions" in your bread crumbs and choose Return to Functions and choose "Auto Fill Teacher Information". Make sure the "Apply to" option is set to " the selected _____teachers." Using your selection from the previous step, you can assign department, consecutive periods, etc.

9. **Course Assignments**: Teacher Assignments for Courses

   a. Courses (Select Courses) > Assignments tab > New

      i. Click "Associate" to select a teacher
      ii. Enter the number of sections for this teacher
      iii. If course can meet either term(s), you may want to designate how many sections this teacher should have for a specific term. (add multiple assignments)
      iv. You can "associate" from Teacher or Course
   b. **Tip:** Course Request Tally Report helps determine section amounts.

10. **Build Constraints:** The most commonly used Build Constraints are:

   a. Teacher Free: Select the Term/Day/Period(s) for when a teacher must be free.
   b. Teacher Part-time: The starting/ending periods when a teacher IS AVAILABLE.
   c. Pre-Schedule: Schedules a section ahead of time for a specific term/period/day (Ex. Band 1st Period – could be done at course preferences)
   d. See handout for additional constraints. (<mark>less is better for PowerScheduler</mark>)

   Build Contraints restrict the actual building of the master schedule. To view a list of build constraints and the number of each that have been defined for your schedule, choose Build Constraints from the constraints menu.

   Start Page > PowerScheduler > Constraints > Build Constraints

   - Course Optimize – Set build optimization parameters for a course.
   - Course Restrict – Restrict a section of a course to a particular period or day.
   - Course Room – Force a course to schedule in a specific room.
   - Course Team – Specify teaching teams for blocked courses.
   - Pre-Schedule – Pre-Schedule a section of a course.
   - Room Free – Block a room from being scheduled for a particular term, day and period.
   - Schedule Break – Identify breaks in the schedule for max-in-a-row counts.
   - Teacher Dovetail – Partial course scheduled using a few periods possible.
   - Teacher Free – Specify periods that a teacher must be free. (Ex. Shares teacher with another school.)
   - Teacher Part-Time – Limit a teacher's schedule to a range of periods.
   - Teacher Team – Specify teaching teams for a set of courses.

11. **Course Rank**. PowerScheduler > Course Rank > Build Rank

   a. Click **Build Rank**, then **Submit**

   b. If **"Build Rank"** button is clicked after manual adjustments are made, manually assigned ranks will be lost. Use **"Build Rank"** button again if courses were added or removed.

   c. Click **"Update Rank"** if the number of sections, course requests, or constraints have changed. (Manual rank changes are not lost.) Then **Submit**

   Note: Even though no current course rank appears on the page, the confirm message will appear when you click Build Rank. **Submit.**

12. **Powerscheduler > Build**

Build Schedule

Validate	
Validate only (Performs only a validation of the scheduling data)	☑

Build	
Build master schedule (Creates schedule from scratch overwriting any existing schedule from the scenario)	◉
Use locked master records	☐

Optimize	
Optimize master schedule (Creates a previously built schedule by attempting to reschedule individual courses to reduce conflicts to improve balance)	○
Time allowed for optimizations	[____] hour(s) [____] minute(s)
Skip courses with ranks above	[_____]

Execute

   a. PowerScheduler > **Build** > Select "**Validate only**" > Execute
   b. Click "**Q**" beside "Build" to view results. Click "**View**" under "Results Log".
   c. Check for errors and make corrections.
   d. If Build does not complete at 100%, go back to Bild rank and manually make changes. Making sure semester courses are next to each other in the rank.
   e. **Singletons**, such as Band and Choir, should be towards the top of your rank.
   f. Then **Update Rank** and **Submit.**
   g. Then **Build** > Select "**Validate only**" > Execute
   h. Once the Validate <u>completes successfully</u>, run the Build again; This time not checking the Validate Box
   i. Click "Q", then "View" under "Results Log".

13. **Import Master Schedule:**

    a. Once the Build is Complete, click "**Q**", then "**Import**". Select "Master Schedule" only.

14. **Load Constraints:** Load constraints restrict the way PowerScheduler loads students into courses in the master schedule.

PowerSchool includes six types of load constraints. Each type constrains student schedules in a specific way. Since constraints restrict the load process, it is always best to use the fewest number of constraints required to accomplish your scheduling goals.

Start Page > PowerScheduler > Constraints > Load Constraints

Balance/Adjustment – Preload a section with xx students before calculating assigned.
Student/Student Avoid – Keep two students from being scheduled together.
Student/Teacher Avoid – Keep an individual student and teacher form being scheduled together.
Student Fee – Schedule a free period for a student.
Section Link – Link the sections of two courses with the same students.
Student Preference – Force a student to schedule in a specific teacher's section.

==See Appendix A for specific information about each type of constraint==

15. **Load Priorities**

    a. All courses were defaulted to Zero.

    b. To update one course: PowerScheduler > Courses > Preferences tab

    c. Once a load priority has changed for 1 course all courses then must be given a load priority other than 0

    d. Recommended values are: 1, 3, 7, 15, 31, and 63. (1 = the highest priority.)

    e. <u>To mass update courses</u>: Functions > Auto Fill Course Information to update Load Priority.

    f. Recommend to change all courses to a 7 and then individually change courses after that.

16. **Fix Section Links: (see below)**

     a. If you had any Course Relationships set up with Relationship Type = "Is Blocked For Building With", and Relationship Code = "Different Terms", you must follow the steps on the handout for "Fixing Section Links Created by the Build". (Section links created from the PowerScheduler > Constraints > Section Links page do not need to be fixed.

     b. <mark>Section links copied from last year – if section changed, make corrections now.</mark>

Fixing Broken Section Links resulting from the Build process

It is a known issue that, during the **Build** process, Section Links created by various Relationships are broken. The following steps will repair and restore them. <mark>(Do this step for everyone. If there are not links, it will not hurt anything.)</mark>

First, go to the Update Selections function (PowerScheduler > Functions > Update Selections.)

Step 1:   **Determining your Build ID and Catalog ID**

- Select the <u>ScheduleBuilds</u> table and click the "Select all ___ records in this school" button.
- From the blue links, choose "List View" and get the Build ID for your currently active build. Build ID# _____
- Go back to scheduling functions in the breadcrumbs – select update selections
- Now, select the <u>ScheduleCatalog</u>s table table and click the "Select all ___ records in this school" button.
- From the blue links, choose "List View" to find the CatalogID for your currently active build. The one that says: true. Catalog ID# _____

Step 2:   **Fixing the Section Links**

- Go back to scheduling functions in the breadcrumbs – select update selections
- Select the ScheduleConstraints table and search for records that match your Build ID and Constraint Code 92 (Section Links), as shown below.

Update Selections

Current Table:	ScheduleConstraints	▼

Current Records in Selection: 0   List View   Modify Records   Select Records by Hand

[Select all 644 records in this school]

Search ScheduleConstraints

BuildID ▼	= ▼	451
ConstraintCode ▼	= ▼	92

[Search all 644 records in this school]   [Search within the current 0 records only]

- Select: Search all XXX records in this school.
- Once you have isolated those records, choose the "Modify Records" link, and enter
- Catalog ID = _____(your catalog ID number) and Modify the records.
- Choose Modify Records. This time enter ConstraintFlagField1 = False, and Modify the record.

     <mark>***NOTE: This process will need to be done each time you run another Build.***</mark>

17. **Load Students**.

   a. **PowerScheduler > Load** > check "**Validate Only**" & check "**Close Sections at Max**" > **Execute**.

   b. View the results: Click on the "**Q**" next to "Load", then Click on "**View**" under "**Results Log**".

   c. Once the Validate runs successfully, **Run** the Load again **without checking Validate Only**; check the "**Close Sections at Maximum**" box >**Execute.**

   d. View the results of the load per the instructions above.

Load Schedules

Build: 2019 - 2020 (951)   Catalog: 2019-2020 Course Catalog (901)

Validate	
Validate only *(Performs only a validation of the scheduling data for loading)*	☑

Load	
Load type (Student schedules may be loaded from scratch. Existing schedules may be balanced or students that have already been loaded may be rescheduled.)	⦿ Load all students ◯ Balance ◯ Reschedule the selected 0 students
Close sections at maximum	☑
Use global course substitutes (see Course Preferences)	☐
Use student course substitutes (see Requests)	☐

Execute

18. **Import Results**.

   a. Once the Load has completed successfully, click on the "**Q**" next to "Load", then click on "**Import**" under "Results". – <mark>DO NOT PRESS SUBMIT</mark>

19. **Evaluate the Load** using Post Load Reports: (Start with B, C, and G)

   a.   Master Schedule List
   b.   <mark>Schedule Course Enrollment</mark>
   c.   <mark>Schedule Results by Grade</mark>
   d.   Student Schedule List
   e.   Room Utilization
   f.   Student Schedule Report
   g.   <mark>Non-Scheduled Student Requests for Scheduled Courses</mark>
   h.   Individual Student Conflict Matrix

20. **Manually adjust student schedules** <mark>after all electronic loading is complete</mark>.

21. **Manually Enroll Students - Optional**

    a. **PowerScheduler > Students > Select Students to be Scheduled into a class > Select Students by Hand > Functions > Schedule Mass Enroll**

Student Scheduling Functions

Function	Description
	What do you want to do for all of the 3 students you have selected?
Export Using Template	Uses a template to export data on currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Add Requests	Lets you enter the same course request for selected student at one time.
Mass Delete Requests	Lets you delete the same course request for selected students at one time.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Schedule Mass Enroll	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

Mass Enroll

Mass enroll the selected students into which class?

[Select a teacher... ▼] [Period ▼] [Day ▼] [Term ▼]
OR
[_____] (course.section)

Clicking the Submit button below will cause the selected 3 students to be enrolled in the class specified above.

    b. Do one of the following:

      i. Select a Teacher, Period, Day, Term.   OR:

      ii. (Recommended method) Enter the course.section in the blank text box. Example:

Mass Enroll

Mass enroll the selected students into which class?

[Select a teacher... ▼] [Period ▼] [Day ▼] [Term ▼]
OR
[2958.2] (course.section)

Clicking the Submit button below will cause the selected 3 students to be enrolled in the class specified above.

22. **To Print Future Student Schedules while still in current school year:**

- For a "Report Card" format, edit the "Schedule Listing" & check "Use Future Schedule" checkbox:

Student Schedule Listing for Report Card: PSU - Student Schedule

Option	Value
Column Title Style	Helvetica 10 (B) ▼
Class Listings Style	Helvetica 10/12 ▼
Use Future Schedule (student's schedule for next year)	☐

Committing the Master Schedule

If you use PowerScheduler to create a master schedule, **you should commit your master schedule after the current school year has ended, but <u>before the End-of-Year Process is run</u>**.

When your schedule is as good as it can possibly be **and school is no longer in session**, commit the master schedule. When you commit a master schedule, it replaces any existing master schedule for the new school year.

When a master schedule is committed, course information, including credit hours, is retrieved from the **district** level in PowerSchool.

Years and Terms:

- In the NEW SCHOOL YEAR term, to ensure that attendance is set up properly, your "live side**" Years and Terms** should be created **before committing** your schedule in PowerScheduler.

- **Make sure that all starting & ending dates for the new year terms match EXACTLY those in PowerScheduler!**

- Create all terms on the Live side that are set up in PowerScheduler.

- Be sure to **leave no gaps** between ending and starting term dates!

- Be sure to populate the Import File Term # box for each term. (correct value is shown beneath this box)

- (If corrections to term dates are necessary, NOW is the time to correct the dates on both the Live side for next year and in PowerScheduler!)

Days:

- To ensure that the commit processes successfully, make sure that the **Days** on the Live Side (New School Year) exactly match the Days in PowerScheduler!! Compare the "Name" and "Abbreviation" fields and adjust if necessary so that they match.

Calendar:

- On the Live Side, in the New School Year, go to School > Calendar Setup and set up at least 1 day in each term.   **OR**
  - Run the Automated Calendar Setup

How to Commit the Master Schedule

1. **On the start page**, choose **PowerScheduler** from the Start Page. The Scheduling page appears.

2. Under Processing, choose **Commit**. The Commit Master Schedule page appears.

3. Select which schedules to copy:
   Sections Only: Select this option to commit only sections.
   Student Schedules Only: Select this option to commit only student schedules.
   Sections & Student Schedules: Select this option to commit both sections and student schedules.

4. Click **Submit**. The Verify Commit Master Schedule page appears.   You will need to click **Submit** again.

5. Errors: It is quite likely that messages will appear on the screen such as "Critical Error….Milan Sync Error" and "Resolving differences between ScheduleRoom and Room"…"between ScheduleDepartments and Departments", and "between ScheduleFacilities and Facilities". The process should continue to run and when it completes, scroll to the bottom of the page, where you will see, "***Schedule Commit – Complete ***

NOTE: On the Live side, **for the new school year**, go to Years & Terms and verify that the new school year terms are correct. It WILL be necessary to re-populate the Import File Term#, as the Commit blanks those boxes. The valid number will appear beneath the box. (If you do not re-populate the Import File Term number, the sections will have no expressions and the school will have no "Day".)

6. Next, in your **new school year term**, go to School > Days and correct the Name field. The Commit process may change "A" to "A Day", etc. Change the fields back to what they were before the commit. Once this is done, check some sections to verify that the Expression displays correctly.

7. After the Commit has completed, perform the following steps to verify that the same number of records exist on the Live side as in PowerScheduler:

Make sure you are in your building:
Live Side, Term set to Full Year for the New School Year:
Confirm that you are in your Building:
System > Direct Database Export – DDE:

Current Table = **CC**
Select records that match:
TermID   >= (greater than or equal to) **3300** (next year's full-year term)
Check the box to search records for this building only:

Record the number of CC records selected:

Now change the Current Table to "**Sections**"
Use same criteria to select records that match your **TermID   >=** (greater than or equal to) **3300**.
Check the box to search records for this building only:

Record the number of Sections records selected:

Now click on P**owerScheduler**.
Locate and Record the Build ID found at the top of the page under the word Scheduling:

PowerScheduler > Functions > Update Selections

Current Table to **ScheduleCC**
Select: **BuildID** = (buildID number you located earlier from the scheduling page)
Click on: "Search all ____ records in this school".

Compare the number of records selected to the number found in the CC table.

Change the Current Table to **ScheduleSections**.
Select: **BuildID** = = (buildID number you located earlier from the scheduling page)
Click on: "Search all ____ records in this school".

8. Compare the number of records selected to the number selected in the Sections table.

9. **NOTE**: After processing the "Commit", you may notice that when you click on the number in the "Enrollment" column for classes, a zero appears for classes that actually have students. To correct this, 2 steps are needed:

- Next, select "System" > Special Operations. Select "Rebuild Schedules and Rosters".

10. **NOTE 2**: If you run the Master Schedule and select the Matrix View, and see no classes, but they do appear when you select the List View, OR, if you select a section, then click on the enrollment number and a list of students does not appear; OR, if you click on Teacher Schedules, choose a teacher, then click on the value in the Enrollment column and see no students, here is a work-around:

- System > **Special Operations**

- Select "**Reset Section Meetings**"

- In the "Param 1" field, enter: **2024**

- In the "Code" field, enter: **resetsm**

Constraint Codes

Build Constraints

- 1 = Teacher Free
- 2 = Teacher Part-Time
- 9 = Course Restrict
- 11 = Course Room
- 16 = Pre-Schedule
- 17 = Teacher Dovetail
- 18 = Course Optimize
- 31 = Schedule Break
- 93 = Course Team
- 94 = Teacher Team
- 97 = Room Free

Load Constraints – Note: Student Avoid and Teacher Avoid have the same code#

- 05 = Student/Teacher Avoid
- 05 = Student Preference
- 6 = Student Free
- 7 = Student/Student Avoid
- 20 = Balance Adjustment
- 92 = Section Link

Appendix A

Load Constraints

Load constraints restrict the way PowerScheduler loads students into courses in the master schedule.

PowerSchool includes six types of definable load constraints. Each type constrains student schedules in a specific way.

Note: Since constraints restrict student schedules, the more constraints you define, the less flexibility the system has to load students into courses and the less optimal the resulting schedule will be. It is always best to use the fewest number of constraints required to accomplish your scheduling goals.

Start Page > PowerScheduler > Contraints > Load Constraints

Balance Adjustment – Pre-load a section with n students before calculating assigned.
Student/Student Avoid – Keep two students from being scheduled together.
Student/Teacher Avoid – Keep an individual student and teacher from being scheduled together.
Student Fee – Schedule a free period for a student.
Section Link – Link the sections of two courses with the same students.
Student Preference – Force a student to schedule in a specific teacher's section.

How to Add a Balance Adjustment Constraint

Use a Balance Adjustment constraint to pre-load a course section with a certain number of reserved seats before adding the rest of the students. For example, use this constraint if you have a math class that needs five seats open for SPED students.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Balance Adjustment**. The Balance Adjustment Constraints page appears.
4. Click **New**. The Edit Balance Adjustment Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number	Click **Associate** to select the name of the course you want to balance.
Section Number	Enter the section number of the selected course that you want to balance.
Teacher	Click **Associate** to select the name of the teacher who instructs this course section.
Number of Reserved Seats	Enter the number of seats to be held.

6. **Note:** You must either enter a section number or select a teacher.
7. Click **Submit**. The Balance Adjustment Constraints page appears.

How to Add a Student/Student Avoid Constraint

Use a Student/Student Avoid constraint to specify that two selected students cannot be scheduled into any of the same course sections.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Student Avoid**. The Student/Student Avoid Constraints page appears.
4. Click **New**. The Edit Student/Student Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student 1	Click **Associate** to select the name of one of the students you want to separate from one another.
Student 2	Click **Associate** to select the name of the other student.

6. Click **Submit**. The Student/Student Avoid Constraints page appears.

How to Add a Student/Teacher Avoid Constraint

Use a Student/Teacher Avoid constraint to specify that this student and this teacher cannot be scheduled into any of the same course sections.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Teacher Avoid**. The Student/Teacher Avoid Constraints page appears.
4. Click **New**. The Edit Student/Teacher Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student you want to avoid scheduling with a selected teacher.
Teacher	Click **Associate** to select the name of the teacher you want to avoid scheduling with the selected student.

6. Click **Submit**. The Student/Teacher Avoid Constraints page appears.

How to Add a Student Free Constraint

Use a Student Free constraint to specify those periods when a student must be free, such as when taking a course at another school.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Student Free**. The Student Free Constraints page appears.
4. Click **New**. The Edit Student Free Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student who needs to have a free periods.
Term	Choose from the pop-up menu the term in which this student needs free periods.
Schedule	Select the checkbox next to each period in each day that you want to schedule this student to have a free periods.

6. Click **Submit**. The Student Free Constraints page appears.

How to Add a Section Link Constraint

Use a Section Link constraint to specify that if students are enrolled in one course section, they must also be enrolled in another, specific course section.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Section Link**. The Section Link Constraints page appears.
4. Click **New**. The Edit Section Link Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number 1	Click **Associate** to select the name of one of the courses for which you want to link a section.
Section Number 1	Enter the section number of the course in the Course Number 1 field that you want to link to another course section.
Course Number 2	Click **Associate** to select the name of the other course for which you want to link a section.
Section Number 2	Enter the section number of the course in the Course Number 2 field that you want to link to the section in the Section Number 1 field.

6. Click **Submit**. The Section Link Constraints page appears.

How to Add a Student Preference Constraint

Use a Student Preference constraint to schedule a student into a particular course section, term, or teacher.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Student Preference**. The Student Preference Constraints page appears.
4. Click **New**. The Edit Student Preference Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click **Associate** to select the name of the student you want to force to schedule in a specific course section.
Course Number	Click **Associate** to select the name of the course.
Term	Choose the term to which you want this constraint to apply from the pop-up menu (optional).
Section Number	Enter the section number of the course into which you want the student to be scheduled (optional).
Teacher	Click **Associate** to select the name of the teacher who instructs this course section (optional).

6. **Note:** Though the last three fields are optional, you must make a selection for at least one of the fields.
7. Click **Submit**. The Student Preference Constraints page appears.

> **Note:** To view a list of load constraints and the number of each that have been defined for your schedule choose Load Constraints from the constraints menu.