

BUILDING A SIMPLE SCHEDULE WITH A SPREADSHEET

Start with what you have and modify

Data and Reporting

Direct Database Export (DDE)

Sections (3)

Search Sections

Term ID >=3500 (the lowest # in year you want to copy)

<https://help.powerschool.com/t5/PowerSchool-SIS-Data/PowerSchool-SIS-Data-Dictionary/ta-p/553661?attachment-id=113686>

Fields often used:

[02]Course_Name	Exclude_State_Rpt_YN
TermID	GradeScaleID
CA_AcademicTerm	Instruction_Lang
S_CA_SEC_X.AcademicTerm	CA_LangInstruction
Course_Number	MaxEnrollment
S_CA_SEC_X.AlternateCourseNumber	ProgramID
Att_Mode_Code	CA_EdServiceCode
Attendance_Type_Code	CA_IndependentStudy
Exclude_ADA	CA_InstStrategy
Grade_Level	ExcludeFromClassRank
S_CA_SEC_X.Middle_School_Ind	ExcludeFromGPA
[05]Last_Name	ExcludeFromHonorRoll
[05]First_Name	ExcludeFromStoredGrades
Teacher	GradebookType
Section_Number	S_CA_SEC_X.AttendanceRecovery_Ind
Dependent_Secs	S_CA_SEC_X.ExpandedLearning_Ind
Room	S_CA_SEC_X.IndependentStudy
Expression	S_CA_SEC_X.InstStrategy
External_Expression	SchoolID

Put the fields you will change each year first and the ones that will be changed less or remain static at the end.

Change your Term ID First!

If you do not have new staff yet, enter placeholder staff in PS, then when staff are hired you can change the applicable lines and reload only those lines

Make changes in logical groups (grade level, courses, teachers)

Double check, Filter by language, instructional strategy, rooms, anything that is unique

Import (if you have a test server, use it!)

Map External_Expression to Expression when importing (ignore the original Expression)

Data and Reporting

Quick Import

Sections (Master Schedule)

Helpful Links

[Live-Side Scheduling Checklist in PowerSchool SIS # 11845](#)

<https://help.powerschool.com/t5/PowerSchool-SIS-Knowledge-Base/How-To-Live-Side-Scheduling-Checklist-in-PowerSchool-SIS/ta-p/11845>

[DERO Technical Services](#) **[Elementary Scheduling w/Excel](#)**

<http://derotechnical.com/SCHEDULING/Scheduling.html>