### **Confirming the Creation of Dependent Sections & Student Mass Enrollment**

Peace of mind in a few clicks...

#### Introduction

Interested in confirming that the magic of Dependent Sections worked?? And that students are indeed enrolled in the appropriate courses... Follow the simple procedure outlined in either Option A or B. In **Option A**, your school decides to make the **Homeroom teacher** a **Co-teacher** for **Specialty subjects** (e.g., Art, Music & Phys. Ed.). In **Option B**, your school decides **not** to make the Homeroom teacher a Co-teacher for Specialty subjects.

**Option A** 

Your school decides to make the Homeroom teacher a Co-teacher for Specialty subjects (e.g., Art, Music & Phys. Ed.)

STEP

1



를 2

#### PowerSchool TRAINING ENVIRONMENT Acorn, Fionna Astle, Korbin Hadfield, Molly Kneebone, Alexander Louie, Jordanne **Teacher Schedules** McQuade, Elisha Mota, Journie Nault, Lucinda Use the navigation pane on the left to work with the teacher schedules listed. Ricketts, Haily · Click a teacher's name to view that teacher's schedule. Strackhen, Jazmyne Touchie, Quin Yeomans, Jarrod

## STEP 3

#### **PowerSchool**

Start Page > Teacher Schedule - Bonsant, Doreen 3224482

Teacher Schedule - Acorn, Fionna 112345

You see Section # 1B all the way down the list. For a K-4 Homeroom teacher, this is generally what you'd see because the Homeroom teacher teaches his/her students most of their subjects. 1B travels as a cohort to each subject.

Welcome, Kandi Horsm

School: Queen Elizabeth Sci

|            |       |           |                         | _                                  | V    |            |
|------------|-------|-----------|-------------------------|------------------------------------|------|------------|
| Expression | Term  | Course #  | Course                  | Sec #                              | Room | Enrollment |
| HR(M-F)    | 15-16 | NGHRA1308 | Homeroom                | 1B                                 | 105  | 18         |
| 1(M)       | 15-16 | FEARB0010 | Art 1                   | 1B                                 | 105  | 18         |
| 1(M)       | 15-16 | EELAB0010 | English Language Arts 1 | 1B                                 | 105  | 18         |
| 1(M)       | 15-16 | MEFMA0010 | Mathematics 1           | 1B                                 | 105  | 18         |
| 1(M)       | 15-16 | FEMUD0010 | Music 1                 | 1B 🚹                               | 125  | 18         |
| 1(M)       | 15-16 | PEPEA0010 | Physical Education 1    | 1B 🛂                               | gym  | 18         |
| 1(M)       | 15-16 | HESSB0010 | You and Your World 1    | 1B                                 | 105  | 18         |
|            |       |           | Make all students       | listed above the current selection |      |            |

You see the same
Enrollment number
for each course.
Another positive sign.
The same cohort of
students is travelling
from one subject to
the next; so, you
should see the same
Enrollment number.

Homeroom NGHRA1308

A B

Homeroom NGHRA1308

1
2 Art 1 FEARB0010
3 English Language Arts EELAB0010
4 Mathematics 1 MEFMA0010
5 Music 1 FEMUD0010
6 Physical Education 1 PEPEA0010
7 You and Your World 1 HESSB0010

This is a good sign... There are 7 courses listed here, including Homeroom. According to the Dependent Sections Excel workbook, Gr.1 students have 7 courses.

1

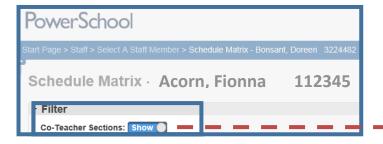
IMPORTANT Mrs. Acorn doesn't actually teach Music and Phys. Ed. to her Homeroom. These two subjects are taught by Specialists. When the school created these sections of Music and Phys. Ed., it was decided that while the **Specialists** would be the **Lead** teachers, the **Homeroom** teacher would be made a **Co-teacher**. Making the Homeroom teacher a Co-Teacher for Specialty subjects provides a quick and efficient way to check that Dependent Sections have worked properly.

Keep in mind that if the Homeroom teacher is made a Co-Teacher, he/she has the same rights in Gradebook for this course section as the Lead teacher—except that the Co-teacher cannot create assessment categories.

3



If your school chooses to make the Homeroom teacher a Co-teacher for Specialty subjects, keep in mind this tip when you look at a Teacher's Schedule Matrix view...





Hiding the Co-Teacher Sections will enable you to see a teacher's preps. For more information on Teacher Schedules, visit the <u>Common Task playlist</u> of the PowerSchool Admin YouTube channel.

#### **Option B**

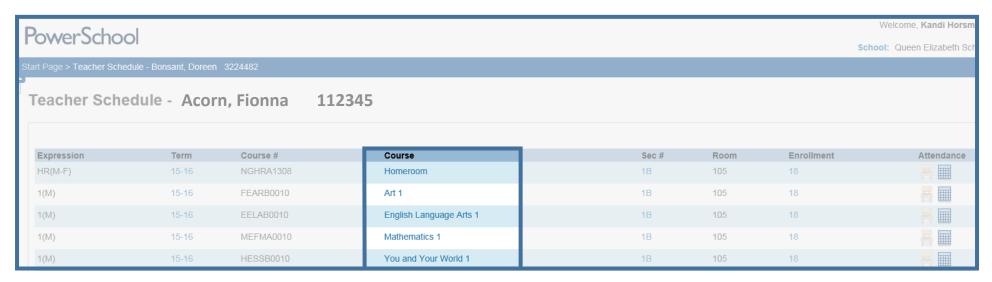
Your school decides NOT to make the Homeroom teacher a Co-teacher for Specialty subjects (e.g., Art, Music & Phys. Ed.)



Begin by following Steps 1 and 2 from Option A.

STEP

3



| 4 | А                     | В         |
|---|-----------------------|-----------|
|   | Homeroom              | NGHRA1308 |
|   |                       |           |
|   |                       |           |
| 1 |                       |           |
| 2 | Art 1                 | FEARB0010 |
| 3 | English Language Arts | EELAB0010 |
| 4 | Mathematics 1         | MEFMA0010 |
| 5 | Music 1               | FEMUD0010 |
| 6 | Physical Education 1  | PEPEA0010 |
| 7 | You and Your World 1  | HESSB0010 |

Only 5 /7 subjects are listed... Music and Phys. Ed. are missing??

Don't panic! The PowerSchool genie hasn't let you down!

Music 1B and Phys. Ed. 1B were indeed created during the Dependent Sections process. However, at this school, the Homeroom teacher, Mrs. Acorn, was not made a Co-Teacher. Remember that you're currently looking at Mrs. Acorn's Teacher Schedule. So, you don't see her students' Music and Phys. Ed. because Mrs. Acorn is in no way associated with teaching these two subjects.

# STEP 4

Return to the Start Page → Teacher Schedules → Choose the teacher who teaches Phys. Ed. 1B to Mrs. Acorn's students.



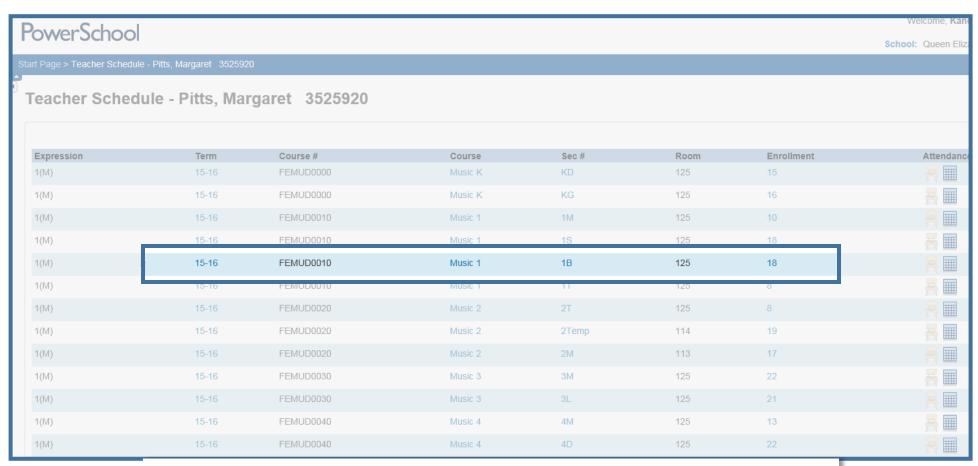
Phys. Ed section 1B was indeed created for Mrs. Acorn's students during the Dependent Sections process. You can see it listed here in Mr. Yeomans' Teacher Schedule.

All right... 6/7 course sections confirmed ☺

## 를 5

To finish confirming that all 7 course sections were created during the Dependent Sections process...

Return to the Start Page → Teacher Schedules → Choose the teacher who teaches Music 1B to Mrs. Acorn's students.



Music section 1B was indeed created for Mrs. Acorn's students during the Dependent Sections process. You can see it listed here in Mrs. Pitts' Teacher Schedule.

7/7 course sections confirmed! All is right in the universe ☺

Congratulations! You've confirmed the creation of Dependent Sections and Student Mass Enrollment—achieving peace of mind.

If you'd prefer to watch videos demonstrating procedures like this, simply click to visit the <u>"Live Side Scheduling" YouTube playlist</u>.

Need a hand with another task? We're continually adding resources to the <a href="DataConnect">DataConnect</a> site to provide you with just-in-time support.

