

# COVID Scheduling Options:

Many of you are trying to plan and schedule for 20-21 with the challenges upon us.

- PowerSchool has had several webinars and a brand new PowerSchool version upgrade, just released 7/23/2020 as a solution for this challenge.
- At this time, we are still waiting for MDE/CEPI/Pupil Accounting Auditors guidance on what they will count, how we will be required to report attendance and classes. Without this guidance we are still in a holding pattern for final answers.
- If a decision is made to push back the start of school date, we can fix that in PowerSchool.
- Current State Reporting – all virtual learning must comply with state reporting requirements – such as parent approval and EDP, two way communication requirements etc.
- Current State Reporting for TSDL that I have talked about with auditor, CEPI and MDE staff. TSDL settings are at the course level with the ability to select a single Virtual Method choice per course. Options are then available per student per class section enrolled in under All Enrollments to select the Virtual Method for each student to report for them in TSDL. NV, DL, BL, OC are the options (**show**). *Working on clarification if student changes between virtual methods for a class and if the school or district changes virtual method of what they want coded.*
  - Your district may choose to have additional courses and sections created for the different virtual methods that would provide teachers with different attendance screens and gradebooks for each virtual method and the ability to have different assignments based on the teaching type. Attendance should not be a big deal with the added ability to use tracks to take attendance; but gradebooks may be a reason to create more courses and sections. This would eliminate the need to set the virtual method for each student for each class taken. The challenge arises if a student moves between the different virtual methods and needs to have a scheduling change, then the teacher will need to deal with having part of the grades on assignments for a different class/virtual method and getting a term final grade that includes both classes. Teachers do have the ability to give an assignment based on each student within a single class section in PTP.

The information I can give you refers to the PowerSchool guidance only - and may be required to be changed or additional changes to coding or scheduling based on our State Reporting Requirements.

PowerSchool suggestions:

- Leave your master schedule as is and do NOT change it to A/B days. This allows simplicity for changing between 100% virtual for phase 3 to 100% in person for phase 5 and mixtures for phase 4.

- I will be installing the upgraded version of PowerSchool over the next few weeks - because it is a brand new version I am watching the listservs to see what issues that others find. My normal process for new versions is to let others work out the bugs for about 6 months and then install it - but due to the current issues I will need to install the latest version to allow you to use the new features they are providing.
- Each building will be able to divide their students into cohorts using Tracks. Tracks have been around all the time and have been used in the past for groups of students who do not attend each day - such as preschool that only attend an elementary school on Mon-Wed-Fri schedule when the school is in session all days of the week.
  - Use of tracks in this new method may limit the track usage for elementary building for preschool programs as they were traditionally used
- Below is an example of possible cohorts of your students:
  - Track A = students attending 100% in person
  - Track B = group of students attending partial in person/partial virtual to provide for social distancing in the classrooms - this group may attend different day combinations such as Mon & Thurs
  - Track C = group of students attending partial in person/partial virtual to provide for social distancing in the classrooms - this group may attend different day combinations but different than Track C such as Tue & Fri
  - Track D = students attending 100% virtual digital learning
- There are up to 6 different Tracks available to use – A - F.
- This allows you to move students between Tracks if needed.
- You can divide students into these cohorts in order to balance the number of students in attendance in each class. Some student schedules may need to be adjusted to balance numbers. Dividing each grade level into tracks may balance classes out best.
- Teachers will be able to take attendance based on these Tracks.
- We may need to add additional attendance codes for the virtual learning days/100% virtual learners - waiting on guidance for state reporting on that.
- We may need to open the teacher's attendance so that they can enter it several days after the actual day of attendance to accommodate the virtual learner's attendance.

I know that many of you are working on scheduling now so I wanted to send out the information we have at this time. More updates will be coming once we receive guidance for State Reporting requirements.

**I will coordinate with each district for downtime to install the new version, it should only require a day, if no issues on install.**

Demonstrate where to set Track

By individual student – Modify Info screen or Transfer Info screen (both same field)

In Mass – student field value – Track

We can import Track for you – export student\_number, lastfirst, grade\_level, Track – then sort how you wish and populate the Track field in excel and return to us to import for you

Show where it is seen

Student – header information

List Students quick report – include Track field

Quick Export of students – include Track field

Class Roster (PDF) – add Track to fields per student

PSCB – Custom Reports (Misc) – sibling report has track added - \*\*\*\*\*need to update to version

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Help to balance student schedules – Use Special Programs

- There is some setup needed that we can setup for you for this in creating the Special Programs under District and then in PowerScheduler setting to balance with those special programs created
- Once created you can find all your Track A students and mass enroll in special program and select the one for Track A. Repeat on Track B students into the Track B special program. For both of these use an end date that will get you past the stage of balancing the schedules – don't make that date too long in case they choose to change and you need to make them the different cohort.
- System Reports – Student Program Balancing – page down to see each in course/section – this shows the # total students / # of seats
- Use this to balance your courses/sections to limits you can live with – by changing student schedules or changing student cohort group
- Can even use to test to see what if have 3 cohorts by adding another program and putting students into them

Show where teachers can take attendance based on Track – the current single day “chair” or “seating chart” only

Admin can take per track on the teachers' schedules – single day attendance page “chair” only