

# 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

The screenshot shows the PowerSchool web application interface. At the top left is the "PowerSchool" logo. Below it is a "Functions" menu with items: Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, and Teacher Schedules. The main area is titled "Start Page" and has tabs for "Students", "Staff", and "Parents". Below the tabs is a search bar with a magnifying glass icon, an "Advanced" checkbox, and a "View Field List" link. Below the search bar is a grid of letters: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z. Below the letters is a row of numbers: K 1 2 3 4 5 6 7 8 M F All Stored Searches Stored Selections.

**STEP 2**

**PowerSchool TRAINING ENVIRONMENT**

Start Page > Teacher Schedules

## Teacher Schedules

Use the navigation pane on the left to work with the teacher schedules listed.

- Click a teacher's name to view that teacher's schedule.

**Navigation Pane:**

- Acorn, Fiona
- Astle, Korbin
- Hadfield, Molly
- Kneebone, Alexander
- Louie, Jordanne
- McQuade, Elisha
- Mota, Journie
- Nault, Lucinda
- Ricketts, Haily
- Strackhen, Jazmyne
- Touchie, Quin
- Yeomans, Jarrod

# STEP 3

## PowerSchool

Start Page > Teacher Schedule - Bonsant, Doreen 3224482

Welcome, **Kandi Horsm**

School: Queen Elizabeth Sch

### 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.

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

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.

Make all students listed above the current selection

	A	B
1	Homeroom	NGHRA1308
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.

**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

1

4



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...

PowerSchool

Start Page > Staff > Select A Staff Member > Schedule Matrix - Bonsant, Doreen 3224482

Schedule Matrix - Acorn, Fiona 112345

Filter

Co-Teacher Sections:  Show

PowerSchool

Start Page > Staff > Select A Staff Member > Schedule Matrix - Bonsant, Doreen 3224482

Schedule Matrix - Acorn, Fiona 112345

Filter

Co-Teacher Sections:  Hide

Hiding the Co-Teacher Sections will enable you to see a teacher's preps. For more information on Teacher Schedules, visit the [Common Task playlist](#) 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.)

**STEP 1,2**

Begin by following Steps 1 and 2 from Option A.

**STEP 3**

PowerSchool Welcome, Kandi Horsm  
School: Queen Elizabeth Sch

Start Page > Teacher Schedule - Bonsant, Doreen 3224482

**Teacher Schedule - Acorn, Fiona 112345**

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
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	HESSB0010	You and Your World 1	1B	105	18	

	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

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.

PowerSchool Welcome, Kandi H  
School: Queen Elizabeth

Start Page > Teacher Schedule - Smith, Brent 3269701

### Teacher Schedule - Yeomans, Jarrod 1123456

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1(M)	15-16	PEPEA0000	Physical Education K	KD	gym	15	
1(M)	15-16	PEPEA0040	Physical Education 4	4D	gym	22	
1(M)	15-16	PEPEA0040	Physical Education 4	4M	gym	13	
1(M)	15-16	PEPEA0030	Physical Education 3	3L	gym	21	
1(M)	15-16	PEPEA0030	Physical Education 3	3M	gym	22	
1(M)	15-16	PEPEA0020	Physical Education 2	2M	gym	17	
1(M)	15-16	PEPEA0020	Physical Education 2	2Temp	gym	19	
1(M)	15-16	PEPEA0020	Physical Education 2	2T	gym	8	
1(M)	15-16	PEPEA0010	Physical Education 1	1T	gym	8	
1(M)	15-16	PEPEA0010	Physical Education 1	1B	gym	18	
1(M)	15-16	PEPEA0010	Physical Education 1	1S	gym	18	
1(M)	15-16	PEPEA0010	Physical Education 1	1M	gym	10	
1(M)	15-16	PEPEA0000	Physical Education K	KM	gym	6	
	15-16	PEPEA0000	Physical Education K	KG	gym	0	

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 ☺

# STEP 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.

PowerSchool Welcome, Kan  
School: Queen Eliz

Start Page > Teacher Schedule - Pitts, Margaret 3525920

### Teacher Schedule - Pitts, Margaret 3525920

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1(M)	15-16	FEMUD0000	Music K	KD	125	15	
1(M)	15-16	FEMUD0000	Music K	KG	125	16	
1(M)	15-16	FEMUD0010	Music 1	1M	125	10	
1(M)	15-16	FEMUD0010	Music 1	1S	125	18	
1(M)	15-16	FEMUD0010	Music 1	1B	125	18	
1(M)	15-16	FEMUD0010	Music 1	1T	125	8	
1(M)	15-16	FEMUD0020	Music 2	2T	125	8	
1(M)	15-16	FEMUD0020	Music 2	2Temp	114	19	
1(M)	15-16	FEMUD0020	Music 2	2M	113	17	
1(M)	15-16	FEMUD0030	Music 3	3M	125	22	
1(M)	15-16	FEMUD0030	Music 3	3L	125	21	
1(M)	15-16	FEMUD0040	Music 4	4M	125	13	
1(M)	15-16	FEMUD0040	Music 4	4D	125	22	

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 [“Live Side Scheduling” YouTube playlist](#).

Need a hand with another task? We're continually adding resources to the [DataConnect](#) site to provide you with just-in-time support.

