

# Colchester High School

**AT**

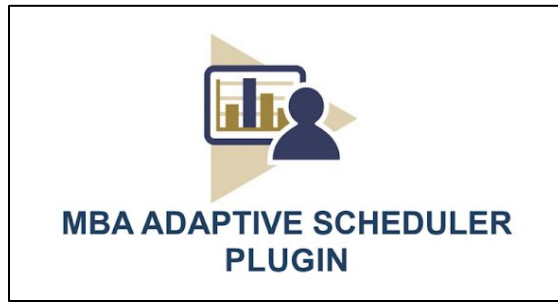
**BOOKING**



# Adaptive Scheduler Essentials

**2025-2026**

# Adaptive Scheduler Basics

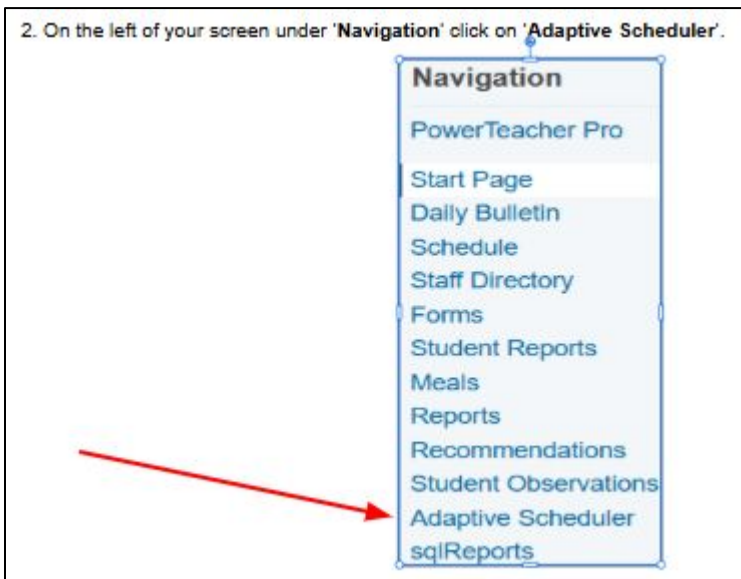


## LOGGING IN TO ADAPTIVE SCHEDULER

1. Log in to 'PowerSchool'.



2. On the left of your screen under click on 'MBA Plugin' and then 'Adaptive Scheduler'.



# CREATING GROUPS

## How to Create a Homebase Group

1. Click on the 'My Student Groups' tab.

**Adaptive Scheduler**

My Schedule | Session Schedules | Student Schedules | Group Scheduling | **My Student Groups** | Email Schedules | My Class Rosters

Week of: 09/01/2025 [Calendar Icon] [Previous] [Next] Clear Week Roster

Period	Monday ... 09/01/2025	Tuesday ... 09/02/2025	Wednesday ... 09/03/2025	Thursday ... 09/04/2025	Friday ... 09/05/2025
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2. In the blank box create a group called 'Homebase' and then click 'Create Group'. Delete any previous groups.

**Adaptive Scheduler**

My Schedule | Session Schedules | Student Schedules | Group Scheduling | **My Student Groups** | Email Schedules | My Class Rosters

Create Group

3. On the right side of the screen, using the 'Section' drop-down menu, select your 'HB/AT'. Check the 'Select/De-Select Filtered Students' box in the middle of the screen and then click 'Save Group'.

Group Name  Save Group

Student Name  Show  Inactive  Grade Levels  0  8  9  10  11  12  13  99 Section **HB/AT Grade 11 - 2 (25-26)**

**Select/De-Select Filtered Students** Selected Students: 13

<input checked="" type="checkbox"/> Beane, Lydia (11)	<input checked="" type="checkbox"/> Berthiaume, Ayson Miles (11)	<input checked="" type="checkbox"/> Bleau, Juli M (11)	<input checked="" type="checkbox"/> Breen, Tatum M (11)
<input checked="" type="checkbox"/> Bender, Memphis Ray (11)	<input checked="" type="checkbox"/> Bessette, Vic Victoria (11)	<input checked="" type="checkbox"/> Blodgett, Lily June (11)	<input checked="" type="checkbox"/> Brown, Tara Ann (11)
<input checked="" type="checkbox"/> Berard, Ryann Elizabeth (11)	<input checked="" type="checkbox"/> Bhujel, Sabin (11)	<input checked="" type="checkbox"/> Brawley, Tanner CI (11)	

Save Group

### IMPORTANT NOTE:

If a student is added to a Homebase in PowerSchool the Homebase Group in Adaptive Scheduler will need to be manually updated. To update the group, click on 'My Student Groups', click the 'Delete' button, and then follow the 'How to Create a Homebase Group' steps 1-3.

**Adaptive Scheduler**

My Schedule | Session Schedules | Student Schedules | Group Scheduling | **My Student Groups** | Email Schedules | My Class Rosters

Create Group

Group Name	Student Count	
Homebase	9	<span>Edit</span> <span>Delete</span>

## SCHEDULING STUDENTS

### How to Book Students for AT

1. Click on the **'Student Schedules'** tab and adjust the calendar to the **'Week of'** - 8/25/25. *Once school starts the calendar will default to the current week.*

### Adaptive Scheduler

My ScheduleSession SchedulesStudent SchedulesGroup SchedulingMy Student GroupsEmail SchedulesMy Class Rosters

Week of Student Selection

2. Using the **'My Student Groups'** drop down menu, select **'Homebase'**. This will display your individual Homebase students. *Notice that students are already scheduled for 'Homebase' for the first week of school.*

**Beane, Lydia**

Mon 08/25/2025	Tue 08/26/2025	Wed 08/27/2025	Thu 08/28/2025	Fri 08/29/2025
2		<span style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Clear</span>	<span style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Clear</span>	<span style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Clear</span>
		<div style="background-color: #e67e22; padding: 5px; border: 1px solid black; width: 150px; margin: auto;"><p style="text-align: center; margin: 0;"><b>Homebase</b> Lavigne-Laquerre, Melanie 200</p></div>	<div style="background-color: #e67e22; padding: 5px; border: 1px solid black; width: 150px; margin: auto;"><p style="text-align: center; margin: 0;"><b>Homebase</b> Lavigne-Laquerre, Melanie 200</p></div>	<div style="background-color: #f1c40f; padding: 5px; border: 1px solid black; width: 150px; margin: auto;"><p style="text-align: center; margin: 0;"><b>Class Meeting Grade</b> 11 Conforti, Andrew Library</p></div>

3. Advance the calendar to the **'Week of'** - 9/1/25. *Notice students are booked for Homebase on Tuesday, 9/2/2025 and will need to be scheduled for AT 9/3 through 9/5. Note also that students are pre-booked for RR&P Class Meetings with Admin this week.*

**Breen, Tatum M**

Mon 09/01/2025	Tue 09/02/2025	Wed 09/03/2025	Thu 09/04/2025	Fri 09/05/2025
2	<span style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Clear</span>	<span style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Select Session</span>	<span style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Clear</span>	<span style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Select Session</span>
	<div style="background-color: #e67e22; padding: 5px; border: 1px solid black; width: 150px; margin: auto;"><p style="text-align: center; margin: 0;"><b>Homebase</b> Lavigne-Laquerre, Melanie 200</p></div>		<div style="background-color: #f1c40f; padding: 5px; border: 1px solid black; width: 150px; margin: auto;"><p style="text-align: center; margin: 0;"><b>Respect, Responsibility, and Pride</b> Conforti, Andrew PAC</p></div>	

### IMPORTANT NOTE:

Students that are added to a Homebase mid-year will need to be manually booked for Homebase on Mondays by their advisor and the 'Homebase' group will need to be updated. See the *'How to Create a Homebase'* section of the User Guide.

# Adaptive Scheduler

My Schedule | Session Schedules | Student Schedules | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

Week of  Student Selection

Beane, Lydia

Mon 09/01/2025	Tue 09/02/2025	Wed 09/03/2025	Thu 09/04/2025	Fri 09/05/2025
2	<input type="button" value="Clear"/>	<input type="button" value="Select Session"/>	<input type="button" value="Clear"/>	<input type="button" value="Select Session"/>
	<div style="background-color: #ff69b4; padding: 5px;"> <b>Homebase</b>                      Lavigne-Laquerre, Melanie                      200                 </div>		<div style="background-color: #ffff00; padding: 5px;"> <b>Respect, Responsibility, and Pride</b>                      Conforti, Andrew                      PAC                 </div>	

4. To book students for 'AT' click '**Select Session**' under each day of the week.

# Adaptive Scheduler

My Schedule | Session Schedules | Student Schedules | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

Week of  Student Selection

Beane, Lydia

Mon 09/01/2025	Tue 09/02/2025	Wed 09/03/2025	Thu 09/04/2025	Fri 09/05/2025
2	<input type="button" value="Clear"/>	<input type="button" value="Select Session"/>	<input type="button" value="Clear"/>	<input type="button" value="Select Session"/>
	<div style="background-color: #ff69b4; padding: 5px;"> <b>Homebase</b>                      Lavigne-Laquerre, Melanie                      200                 </div>		<div style="background-color: #ffff00; padding: 5px;"> <b>Respect, Responsibility, and Pride</b>                      Conforti, Andrew                      PAC                 </div>	

Displayed is a list of all available bookings. Use the '**Session Selection Filters**' to filter by *Course Category*, *Course*, *Teacher*, or *Room* or scroll down through the alphabetical list.

## Select Session Schedule

**Session Selection Filters**

Course Category	Course	Lead Teacher	Room
-- All Categories --	-- All Courses --	-- All Teachers --	-- All Rooms --
Admin	Admin	Albright, Elizabeth	101
Art	Art	Barrino, Kelly	103
CAP	CAP	Beaudoin, Benjamin	105

Course	Description	Lead Teacher	Room	Capacity	Notes
Admin	Admin	Keep, Amber	Dir. of Student Support Office	0/1	
Admin	Admin	LeClair, Erica	AP Office	0/1	
Admin	Admin	DeMagistris, Chad	AP Office	0/1	
Admin	Admin	Conforti, Andrew	Principal's Office	0/1	
Art	Art	Cannizzaro, Vito	235	0/15	
Art	Art	Vella, Amanda	233	0/15	

Filter by "Course Category" (Ex. Math)

**Select Session Schedule**

▼ Session Selection Filters

Course Category	Course	Lead Teacher	Room
Humanities	-- All Courses --	-- All Teachers --	-- All Rooms --
Library	Admin	Albright, Elizabeth	101
<b>Math</b>	Art	Beaudoin, Benjamin	103
Music	CAP	Binder, Frances	105

Reset

Course	Description	Lead Teacher	Room	Capacity	Notes
Math	Math	Martin, Rick	213	0/12	
Math	Math	Parker, Joshua	221	0/12	
Math	Math	Marlow, Benjamin	213	0/12	
Math	Math	Mulcahy, Jamie	215	0/15	
Math	Math	Mori, Jillian	209	0/12	
Math	Math	Rimal, Ghana	217	0/15	
Math	Math	Zibrat, Rozalija	219	0/15	
Math	Math	Brizzolara, Danielle	221	0/12	

Filter by 'Course' (Ex. Humanities)

**Select Session Schedule**

▼ Session Selection Filters

Course Category	Course	Lead Teacher	Room
-- All Categories --	ELL	-- All Teachers --	-- All Rooms --
Admin	Health	Albright, Elizabeth	101
Art	Homebase	Beaudoin, Benjamin	103
CAP	Humanities	Binder, Frances	105

Reset

Course	Description	Lead Teacher	Room	Capacity	Notes
Humanities	Humanities	Deane, George	111	0/12	
Humanities	Humanities	Thime, Jason	103	0/12	
Humanities	Humanities	Albright, Elizabeth	115	0/12	
Humanities	Humanities	Cole, Wayland	Writers Workshop	0/12	
Humanities	Humanities	Lenox, Katherine	103	0/12	
Humanities	Humanities	Hammond, Jeremy	152	0/15	
Humanities	Humanities	deLaricheliere, Aimee	109	0/15	

Filter by 'Teacher' (Ex. Albright)

**Select Session Schedule**

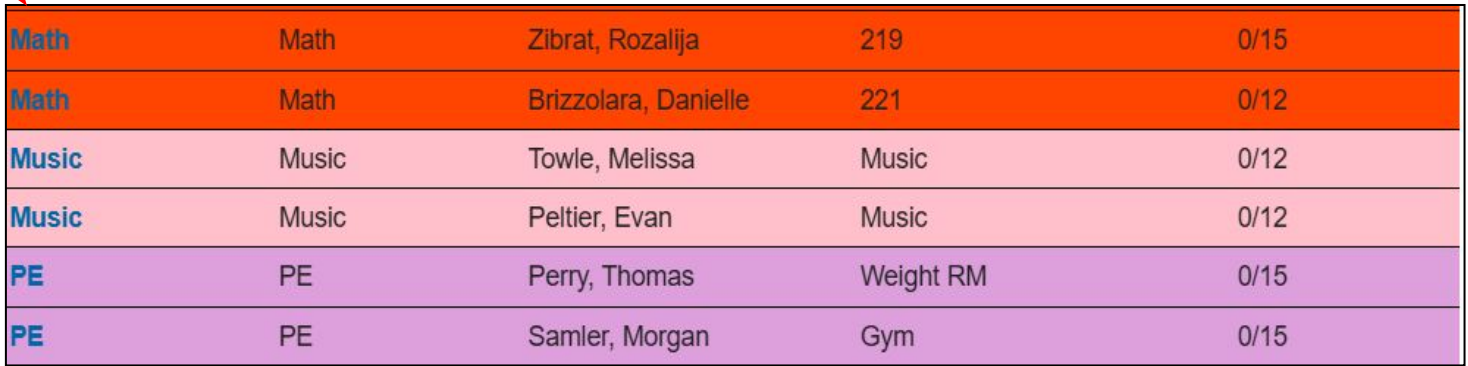
▼ Session Selection Filters

Course Category	Course	Lead Teacher	Room
-- All Categories --	-- All Courses --	-- All Teachers --	-- All Rooms --
Admin	Admin	Albright, Elizabeth	101
Art	Art	Beaudoin, Benjamin	103
CAP	CAP	Binder, Frances	105

Reset

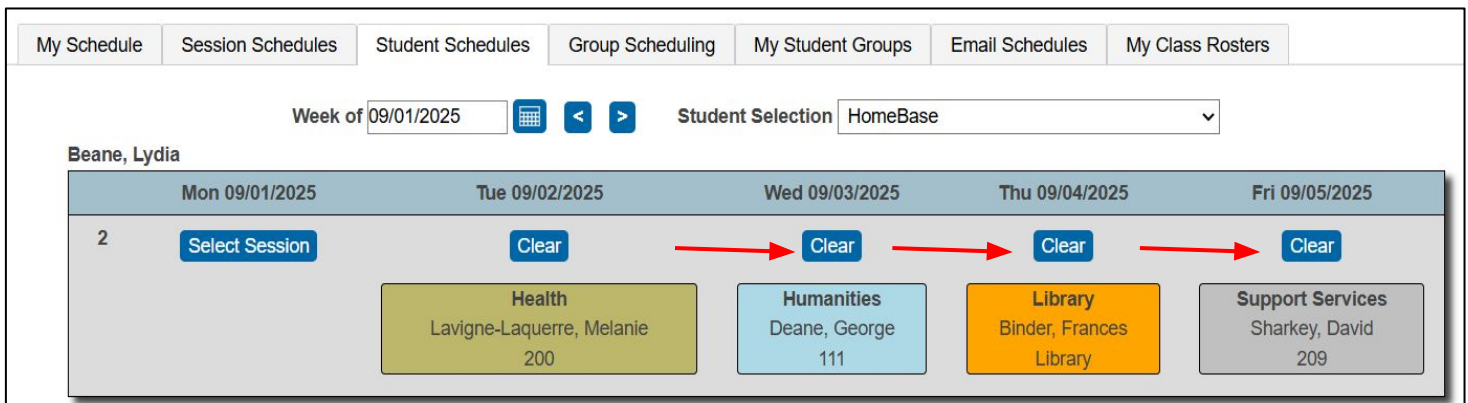
Course	Description	Lead Teacher	Room	Capacity	Notes
Humanities	Humanities	Albright, Elizabeth	115	0/12	

5. To select a specific session click on the blue 'Course' on the left side of the screen.






Math	Math	Zibrat, Rozalija	219	0/15
Math	Math	Brizzolara, Danielle	221	0/12
Music	Music	Towle, Melissa	Music	0/12
Music	Music	Peltier, Evan	Music	0/12
PE	PE	Perry, Thomas	Weight RM	0/15
PE	PE	Samler, Morgan	Gym	0/15

6. To delete or change a session click 'Clear'. Bookings are saved automatically.



My Schedule | Session Schedules | Student Schedules | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

Week of 09/01/2025    Student Selection HomeBase

Beane, Lydia

Mon 09/01/2025	Tue 09/02/2025	Wed 09/03/2025	Thu 09/04/2025	Fri 09/05/2025
2 <a href="#">Select Session</a>	<a href="#">Clear</a>	<a href="#">Clear</a>	<a href="#">Clear</a>	<a href="#">Clear</a>
	<b>Health</b> Lavigne-Laquerre, Melanie 200	<b>Humanities</b> Deane, George 111	<b>Library</b> Binder, Frances Library	<b>Support Services</b> Sharkey, David 209

## How to Pre-Book a Single Student

1. Click on 'Student Schedules'. Adjust the calendar to the 'Week of' (Ex. 9/1/25)

### Adaptive Scheduler

My Schedule | Session Schedules | **Student Schedules** | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

Week of 09/01/2025 [Calendar Icon] [Left Arrow] [Right Arrow] Student Selection [Dropdown]

2. Using the 'Student Selection' drop down menu, select the student you want to book

### Adaptive Scheduler

My Schedule | Session Schedules | Student Schedules | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

Week of 09/01/2025 [Calendar Icon] [Left Arrow] [Right Arrow] Student Selection Abair, Emma-Jean Elizabeth (10) [Dropdown]

Abair, Emma-Jean Elizabeth

	Mon 09/01/2025	Tue 09/02/2025	Wed 09/03/2025	Thu 09/04/2025	Fri 09/05/2025
2	Select Session	Select Session	Select Session	Select Session	Select Session

3. Choose the day of the week you are looking for and click 'Select Session'.

### Adaptive Scheduler

My Schedule | Session Schedules | Student Schedules | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

Week of 09/01/2025 [Calendar Icon] [Left Arrow] [Right Arrow] Student Selection Abair, Emma-Jean Elizabeth (10) [Dropdown]

Abair, Emma-Jean Elizabeth

	Mon 09/01/2025	Tue 09/02/2025	Wed 09/03/2025	Thu 09/04/2025	Fri 09/05/2025
2	Select Session	Select Session	Clear	Select Session	Select Session

Art Cannizzaro, Vito 235

4. Use the 'Session Selection Filters' or scroll down the list. Select your 'Course' by clicking on the session in blue on the left side of the screen.

### Select Session Schedule

▼ Session Selection Filters

Course Category	Course	Lead Teacher	Room
-- All Categories --	-- All Courses --	-- All Teachers --	-- All Rooms --
Admin	Admin	Albright, Elizabeth	101
Art	Art	Barrino, Kelly	103
CAP	CAP	Beaudoin, Benjamin	105

Reset

Course	Description	Lead Teacher	Room	Capacity	Notes
Admin	Admin	Keep, Amber	Dir. of Student Support Office	0/1	
Admin	Admin	LeClair, Erica	AP Office	0/1	

5. The student is now booked for that session. To leave a note click on the session box, type your note in the space provided, then click 'Update'. To mark the session 'Teacher Requested', check the 'Teacher Requested' box. Appointments are teacher requested by default so this step is not necessary. Include a note for the student if you want to (FYI - only students see teacher notes). To delete the request click 'Clear'.

**Adaptive Scheduler**

My Schedule | Session Schedules | Student Schedules | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

Week of 09/01/2025 Student Selection Abair, Emma-Jean Elizabeth (10)

Abair, Emma-Jean Elizabeth

	Mon 09/01/2025	Tue 09/02/2025	Wed 09/03/2025	Thu 09/04/2025	Fri 09/05/2025
2	Select Session	Select Session	Clear Art Cannizzaro, Vito 235	Select Session	Select Session

**Edit: Art 09/03/2025**

Notes Teacher Requested

AAA Redo

**Update**

## ATTENDANCE

### How to Take Homebase and AT Attendance

1. To take attendance click on the 'My Schedule' tab. Your schedule for the week will be displayed. For each day, click on 'Roster/Attendance.'

**Adaptive Scheduler**

My Schedule | Session Schedules | Student Schedules | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

**Adaptive Scheduler**

My Schedule | Session Schedules | Student Schedules | Group Scheduling | My Student Groups | Email Schedules | My Class Rosters

Week of 09/08/2025 Clear Week Roster

Period	Monday ... 09/08/2025	Tuesday ... 09/09/2025	Wednesday ... 09/10/2025	Thursday ... 09/11/2025	Friday ... 09/12/2025
2	<b>Homebase</b> Lavigne-Laquerre, Melanie Room - 200 Students 11 / 15	<b>Health</b> Lavigne-Laquerre, Melanie Room - 200 Students 0 / 15	<b>Health</b> Lavigne-Laquerre, Melanie Room - 200 Students 0 / 15	<b>Health</b> Lavigne-Laquerre, Melanie Room - 200 Students 0 / 15	<b>Health</b> Lavigne-Laquerre, Melanie Room - 200 Students 0 / 15

2. Using the drop down menu mark each student: **Present**, **Absent**, or **Tardy** and then click ‘**Submit Attendance**.’

Student	Alerts	Attendance	Unschedule from Session
Benoit, Riley David		Present ▾	Remove
Beridze, Zakir Damuraliyevich		Present ▾	Remove
Berthiaume, Gabrielle		Present ▾	Remove
Bertoni, Graham Scott		Present ▾	Remove
Blaisdell, Alisa (Lee) Elaine JLeigh		Present ▾	Remove
Blow, Joshua David		Present ▾	Remove
Boardman-Wolfe, Ella Rose		Present ▾	Remove
Breen, Riley A		Present ▾	Remove
Brooks, Owen P		Present ▾	Remove

**Submit Attendance**

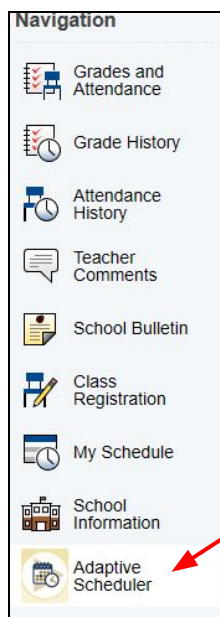
### IMPORTANT NOTE-

*Adaptive Scheduler does not give the Present/Participating, Present/Not Participating option. AT attendance will be processed daily and reflected in PowerSchool. Families will receive an autodial at 3:00 PM if students miss mod 2. Taking attendance in Adaptive Scheduler for AT is important. HB/AT attendance determines a student’s pass or fail grade.*

## STUDENT VIEW

### How Students View AT Schedules in PowerSchool

1. To view weekly AT schedules students log in to PowerSchool and click on ‘**Adaptive Scheduler**’ at the bottom of the ‘**Navigation**’ bar. *HomeBase advisors will review this with their students.*



2. Students see the 'Session Schedule' as their default. *Students at CHS cannot book their own sessions.*

**Adaptive Scheduler**

My Schedule | Session Schedules

Week of 09/02/2019

Period	Monday 09/02/2019	Tuesday 09/03/2019	Wednesday 09/04/2019	Thursday 09/05/2019	Friday 09/06/2019
2		Home Base Deane, George 100	Admin Baron, Heather Principal's Office	Admin Baron, Heather Principal's Office	Admin Baron, Heather Principal's Office
		Home Base Losenovitz, Kara 215	Admin Shea, Jean Dir. of Student Support Office	Admin Shea, Jean Dir. of Student Support Office	Admin Shea, Jean Dir. of Student Support Office
		Home Base Lang, Christopher 200	Admin LeClair, Erica AP Office	Admin LeClair, Erica AP Office	Admin LeClair, Erica AP Office
		Home Base Richey, Jeffrey 214	Admin DeMagistris, Chad AP Office*	Admin DeMagistris, Chad AP Office*	Admin DeMagistris, Chad AP Office*
		Home Base Warren, William 216*	Art Cannizzaro, Vito 235	Art Cannizzaro, Vito 235	Art Cannizzaro, Vito 235

3. To see their AT schedule for the week students click on the 'My Schedule' tab at the top of the screen. *Notice students can not 'Clear' sessions from their schedules.*

**Adaptive Scheduler**

My Schedule | Session Schedules

Week of 09/02/2019

Period	Monday 09/02/2019	Tuesday 09/03/2019	Wednesday 09/04/2019	Thursday 09/05/2019	Friday 09/06/2019
2		Home Base LeClair, Erica Calletera**	Art Cannizzaro, Vito 235	Humanities Thime, Jason 106	Guidance Pastore, Julie 227

4. Teacher notes will appear for students if this feature has been used.

**Adaptive Scheduler**

My Schedule | Session Schedules

Week of 09/02/2019

Period	Monday 09/02/2019	Tuesday 09/03/2019	Wednesday 09/04/2019	Thursday 09/05/2019	Friday 09/06/2019
2		Home Base LeClair, Erica Calletera**	Art Cannizzaro, Vito 235 Student Notes This is a note	Humanities Thime, Jason 106	Guidance Pastore, Julie 227

## EMAILING STUDENT AT SCHEDULES

### How to Email Student Schedules

1. Click on the 'Email Schedules' tab. Use the 'Student Selection' drop down menu to choose the group (Ex. HomeBase) you want to email. Adjust the 'Schedule' date range, include a 'Subject' and click 'Send Email'.

# Adaptive Scheduler

- My Schedule
- Session Schedules
- Student Schedules
- Group Scheduling
- My Student Groups
- Email Schedules
- My Class Rosters

Student Selection HomeBase

Schedule List students' sessions during selected date range.  
09/01/2025 - 09/05/2025

Subject AT Schedules this week

Header Message

Footer Message