Colchester High School

AT

BOOKING

Adaptive Scheduler Essentials

2024-2025

Adaptive Scheduler Basics
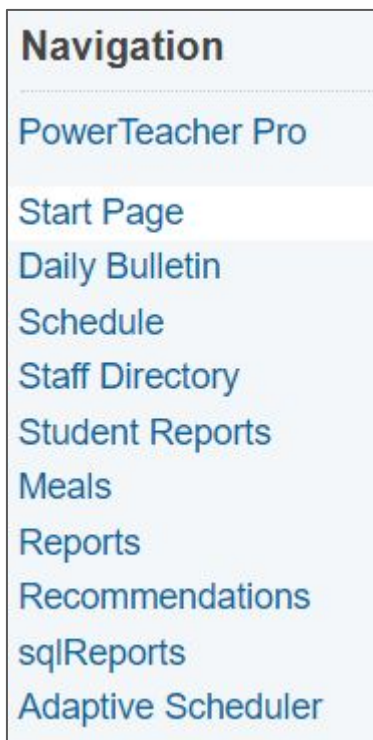

MBA ADAPTIVE SCHEDULER PLUGIN

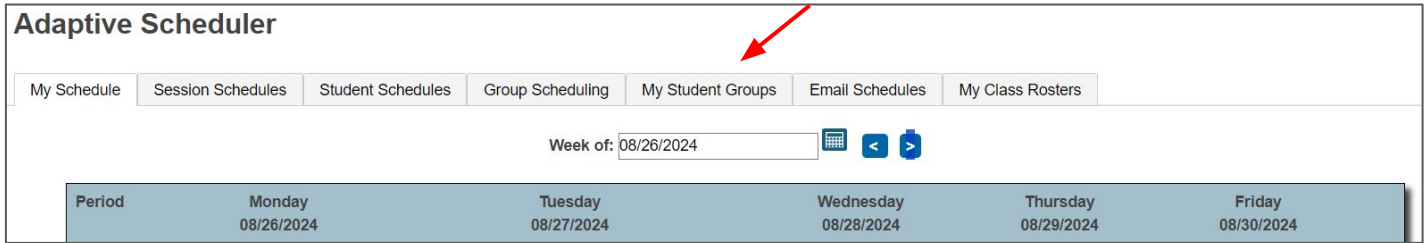## LOGGING IN TO ADAPTIVE SCHEDULER

1. Log in to '**PowerSchool**'.

2. On the left of your screen under '**Navigation**' click on '**Adaptive Scheduler**'.

CREATING GROUPS

How to Create a Homebase Group
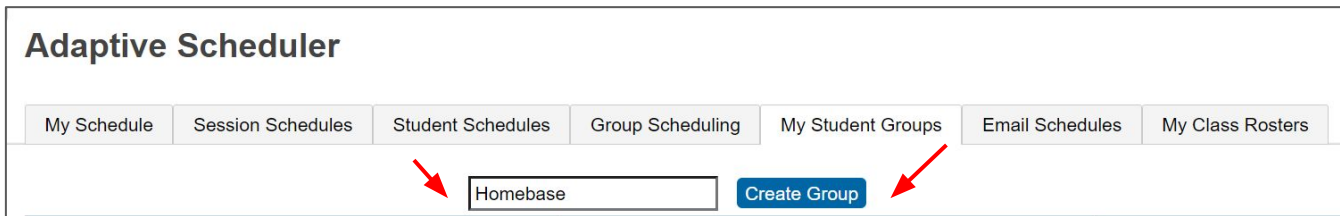
1. Click on the '**My Student Groups**' tab.

2. In the blank box create a group called 'Homebase' and then click '**Create Group'.** Delete any previous groups.
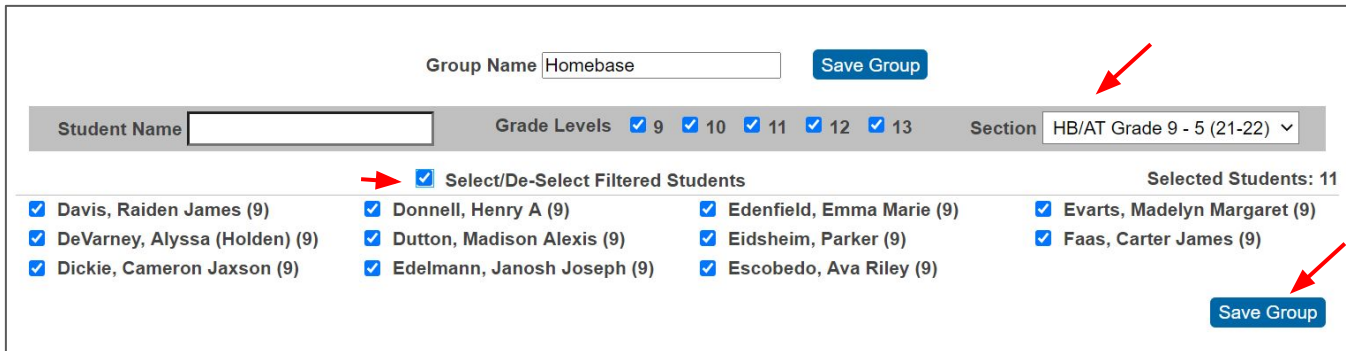
3. On the right side of the screen, using the '**Section**' drop-down menu, select your 'HB/AT'. Check the '**Select/De-Select Filtered Students**' box in the middle of the screen and then click '**Save Group**'.

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.

SCHEDULING STUDENTS

How to Book Students for AT

1. Click on the '**Student Schedules'** tab and adjust the calendar to the '**Week of'** - 8/26/24. *Once school starts the calendar will default to the current week.*

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.*

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. S*ee the 'How to Create a Homebase' section of the User Guide.*

3. Advance the calendar to the '**Week of**' - 9/2/24. *Notice students are booked for Homebase on Tuesday, 9/2/2024 and will need to be scheduled for AT 9/3 through 9/6. Note also that students are pre-booked for RR&P Class Meetings with Admin this week.*

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

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.

Filter by "Course Category" (Ex. Math)

Filter by '**Course**' (Ex. Humanities)

Filter by **'Teacher'** (Ex. Albright)

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

Math	Marlow, Benjamin	219	0/12
Math	Dixon, Jaclyn	209	0/12
Math	Mulcahy, Jamie	207	0/15
Music	Towle, Melissa	Music*	0/15
Music	Peltier, Evan	Music	0/15
PE	Samler, Morgan	Gym**	0/15
Physical Activity	Boetsma, Courtney	Gym	0/25
Science	Lenorovitz, Kara	216	0/15
Science	Lang, Christopher	208	0/15

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

Adaptive Scheduler

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

Week of 09/09/2024 < >

Student Selection
HomeBase

Beane, Lydia

Mon 09/09/2024	Tue 09/10/2024	Wed 09/11/2024	Thu 09/12/2024	Fri 09/13/2024
2	Clear	Clear	Clear	Clear	Clear
	Homebase Lavigne-Laquerre, Melanie 200	**Art** Cannizzaro, Vito 235	**Health** Lavigne-Laquerre, Melanie 200	**Humanities** Lenox, Katherine 103	**Math** Martin, Rick 213

How to Pre-Book a Single Student

1. Click on '**Student Schedules**'. Adjust the calendar to the '**Week of**' (Ex. 9/2/24)

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

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

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.

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**'.

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.**'

2. Using the drop down menu mark each student: **Present**, **Absent**, or **Tard**y and then click '
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.*
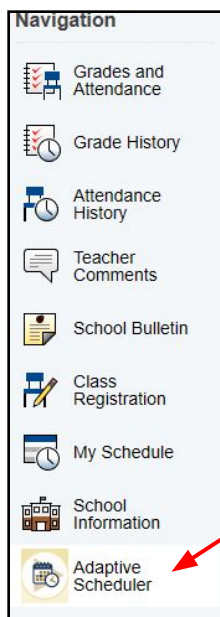
2. Students see the '**Session Schedule**' as their default. *Students at CHS cannot book their own sessions.*

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.*

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

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 [▾]

Schedule   List students' sessions during selected date range.

[09/02/2024] [▦] - [09/06/2024] [▦] [<] [>]

Subject [AT Schedules this week]

Header Message

[   ]

Footer Message

[   ]

[Send Email(s)]