

Colchester High School

AT

BOOKING



Adaptive Scheduler Essentials

2023-2024

Adaptive Scheduler Basics

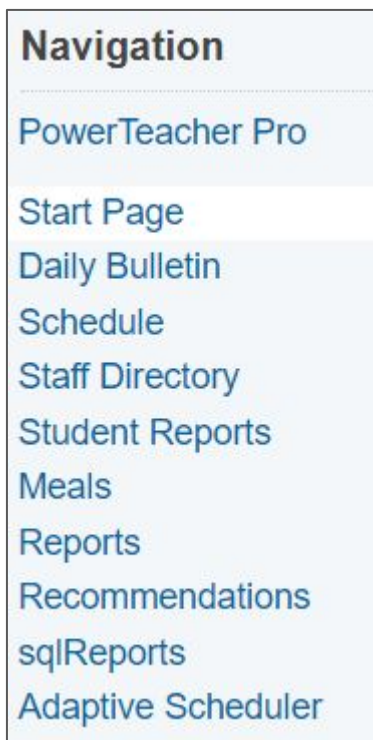


LOGGING IN TO ADAPTIVE SCHEDULER

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

A screenshot of the PowerSchool SIS Teacher Sign In screen. At the top, there is a blue header bar with the PowerSchool SIS logo and the text "PowerSchool SIS". Below the header, the text "Teacher Sign In" is displayed. There are two input fields: "Username" with the value "erica.leclair" and "Password" with a masked password "*****". A "Sign In" button is located at the bottom right of the form.

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.

Adaptive Scheduler

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

Week of: 08/22/2022

Period	Monday 08/22/2022	Tuesday 08/23/2022	Wednesday 08/24/2022	Thursday 08/25/2022	Friday 08/26/2022
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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

Homebase **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: Homebase **Save Group**

Student Name: Grade Levels: ☒ 9 ☒ 10 ☒ 11 ☒ 12 ☒ 13 Section: HB/AT Grade 9 - 5 (21-22) ▼

☒ Select/De-Select Filtered Students Selected Students: 11

<input checked="" type="checkbox"/> Davis, Raiden James (9)	<input checked="" type="checkbox"/> Donnell, Henry A (9)	<input checked="" type="checkbox"/> Edenfield, Emma Marie (9)	<input checked="" type="checkbox"/> Evarts, Madelyn Margaret (9)
<input checked="" type="checkbox"/> DeVarney, Alyssa (Holden) (9)	<input checked="" type="checkbox"/> Dutton, Madison Alexis (9)	<input checked="" type="checkbox"/> Eidsheim, Parker (9)	<input checked="" type="checkbox"/> Faas, Carter James (9)
<input checked="" type="checkbox"/> Dickie, Cameron Jaxson (9)	<input checked="" type="checkbox"/> Edelmann, Janosh Joseph (9)	<input checked="" type="checkbox"/> Escobedo, Ava Riley (9)	

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	Edit Delete


SCHEDULING STUDENTS

How to Book Students for AT

1. Click on the **'Student Schedules'** tab and adjust the calendar to the **'Week of'** - 8/29/22. *Once school starts the calendar will default to the current week.*

Adaptive Scheduler

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


Week of 08/29/2022  < >

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 three days of school.*

Adaptive Scheduler

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


Week of 08/15/2022  < >

Student Selection

Student Groups
GreenTeam
HomeBase
VTSA







Adaptive Scheduler

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







Week of 08/29/2022  < >

Student Selection HomeBase

Bisson, Jeremy Michael

Mon 08/29/2022	Tue 08/30/2022	Wed 08/31/2022	Thu 09/01/2022	Fri 09/02/2022
2				
				

Boyd, Sean James

Mon 08/29/2022	Tue 08/30/2022	Wed 08/31/2022	Thu 09/01/2022	Fri 09/02/2022
2				
				




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.*





3. Advance the calendar to the **'Week of'** - 9/5/22. *Notice students are booked for Homebase on Tuesday, 9/6/2022 and will need to be scheduled for AT 9/7 through 9/9. Note also that students are pre-booked for RR&P Class Meetings with Admin this week.*

Adaptive Scheduler

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

Week of 09/05/2022    Student Selection HomeBase




Bisson, Jeremy Michael

	Mon 09/05/2022	Tue 09/06/2022	Wed 09/07/2022	Thu 09/08/2022	Fri 09/09/2022
2		 <div>HomeBase Lavigne-Laguerre, Melanie 200</div>	 <div>Class Meeting Grade 12 Conforti, Andrew PAC</div>		




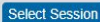
4. To book students for 'AT' click '**Select Session**' under each day of the week.

Adaptive Scheduler

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

Week of 09/05/2022    Student Selection HomeBase

Bisson, Jeremy Michael


	Mon 09/05/2022	Tue 09/06/2022	Wed 09/07/2022	Thu 09/08/2022	Fri 09/09/2022
2		 <div>HomeBase Lavigne-Laguerre, Melanie 200</div>	 <div>Class Meeting Grade 12 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

Teacher

Room

HomeBase
Humanities
Library
Math

-- All Courses --
Admin
Art
CAP

-- All Teachers --
Albright, Elizabeth
Barrino, Kelly
Beaudoin, Benjamin

-- All Rooms --
101
103
105

Reset

Course	Description	Teacher	Room	Capacity	Notes
Math	Math	Dixon, Jaclyn	209	0/15	
Math	Math	Lynch, Timothy	207	0/15	
Math	Math	Marlow, Benjamin	219	0/15	
Math	Math	Martin, Rick	213	0/15	
Math	Math	Mori, Jillian	209	0/15	
Math	Math	Mulcahy, Jamie	215	0/15	
Math	Math	Parker, Joshua	221	0/15	
Math	Math	Rimal, Ghana	217	0/15	

Filter by 'Course' (Ex. Humanities)

Select Session Schedule

▼ Session Selection Filters

Course Category

Course

Teacher

Room

-- All Categories --
Admin
Art
CAP

HomeBase
Humanities
Library
Math

-- All Teachers --
Albright, Elizabeth
Barrino, Kelly
Beaudoin, Benjamin

-- All Rooms --
101
103
105

Reset

Course	Description	Teacher	Room	Capacity	Notes
Humanities	Humanities	Albright, Elizabeth	115	0/15	
Humanities	Humanities	Beaudoin, Benjamin	113	0/15	
Humanities	Humanities	Cohen, Rachel	119	0/15	
Humanities	Humanities	Cole, Wayland	Writers Workshop	0/15	
Humanities	Humanities	Deane, George	113	0/15	
Humanities	Humanities	deLaricheliere, Aimee	109	0/15	
Humanities	Humanities	Emery, Matthew	105	0/15	
Humanities	Humanities	Gagne, Megan	107	0/15	

Filter by 'Teacher' (Ex. Albright)

Select Session Schedule

▼ Session Selection Filters

Course Category

Course

Teacher

Room

-- All Categories --
Admin
Art
CAP

-- All Courses --
Admin
Art
CAP

-- All Teachers --
Albright, Elizabeth
Barnes, Cynthia
Baron, Heather

-- All Rooms --
101
103
105

Reset

Course	Teacher	Room	Capacity	Notes
Humanities	Albright, Elizabeth	115	0/15	

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

Courses

Session Schedule

Student Schedules

Functions

Reports

Plugin Configuration

Week of 09/05/2022

<

>

Single Student Abbott, Noah Christopher (9)

Show All in Current Selection (739)

Abbott, Noah Christopher

Mon 09/05/2022

Tue 09/06/2022

Wed 09/07/2022

Thu 09/08/2022

Fri 09/09/2022

2

Clear

HomeBase
King, Christopher
227

Clear

Humanities
Albright, Elizabeth
115

Clear

Math
Lynch, Timothy
207

Clear


Art
Cannizzaro, Vito
235

How to Pre-Book a Single Student

1. Click on 'Student Schedules'. Adjust the calendar to the 'Week of' (Ex. 8/30/22)

Adaptive Scheduler

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


Week of 08/29/2022  < >

Student Selection

2. Using the 'StudentSelection' 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 09/05/2022  < >

Student Selection Abair, Jack David (9)


Abair, Jack David

Mon 09/05/2022	Tue 09/06/2022	Wed 09/07/2022	Thu 09/08/2022	Fri 09/09/2022
2	Clear	Select Session	Select Session	Select Session
HomeBase King, Christopher 227				

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 09/05/2022  < >

Student Selection Abair, Jack David (9)

Abair, Jack David

Mon 09/05/2022	Tue 09/06/2022	Wed 09/07/2022	Thu 09/08/2022	Fri 09/09/2022
2	Clear	Select Session	Select Session	Select Session
HomeBase King, Christopher 227				

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 ScheduleSession SchedulesStudent SchedulesGroup SchedulingMy Student GroupsEmail SchedulesMy Class Rosters

Week of 09/02/2019Single Student Abair, Madison Elizabeth (11)Show All in Group

Abair, Madison Elizabeth

Mon 09/02/2019	Tue 09/03/2019	Wed 09/04/2019	Thu 09/05/2019	Fri 09/06/2019
2	<div>Clear</div> <div>Home Base Hammond, Jeremy 105</div>	<div>Clear</div> <div>Health Lavigne-Laquerre, Melanie 200</div>	<div>Select Session</div>	<div>Select Session</div>

Edit: Art 09/09/2022

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 ScheduleSession SchedulesStudent SchedulesGroup SchedulingMy Student GroupsEmail SchedulesMy Class Rosters

Adaptive Scheduler

My ScheduleSession SchedulesStudent SchedulesGroup SchedulingMy Student GroupsEmail SchedulesMy Class Rosters

Week of: 09/30/2019

Period	Monday 09/30/2019	Tuesday 10/01/2019	Wednesday 10/02/2019	Thursday 10/03/2019	Friday 10/04/2019
2	<div>Home Base Room - Catalina** Students 9 / 15</div> <div>Roster / AttendanceRequest Student(s)Edit Session</div>	<div>Admin Room - AP Office Students 0 / 5</div> <div>Roster / AttendanceRequest Student(s)Edit Session</div>	<div>Admin Room - AP Office Students 0 / 5</div> <div>Roster / AttendanceRequest Student(s)Edit Session</div>	<div>Admin Room - AP Office Students 0 / 5</div> <div>Roster / AttendanceRequest Student(s)Edit Session</div>	<div>Admin Room - AP Office Students 0 / 5</div> <div>Roster / AttendanceRequest Student(s)Edit Session</div>

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

Roster - Home Base (08/28/2019)

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

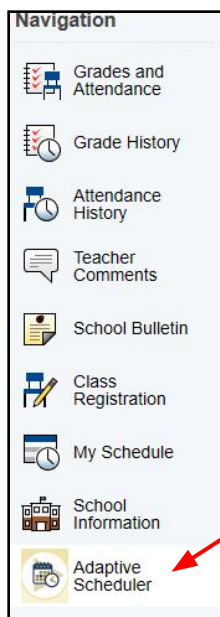
IMPORTANT NOTE-

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

- 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

Session Schedule

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 109	Admin Baron, Heather Principal's Office	Admin Baron, Heather Principal's Office	Admin Baron, Heather Principal's Office
		Home Base Lencowski, Kara 235	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 205	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 215*	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

Schedule

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 Calculus*	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

Schedule

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 Calculus*	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.

08/05/2019 - 08/09/2019

Subject

Header
Message

Footer
Message

Send Email(s)