

PowerScheduler – **Load Only** – 2024-2025

Copy Master Schedule from Current School Year

Did you complete the Prepare to Build Worksheet? If not, **please do NOT continue** with this document. Please contact NWOCA support staff for instruction.

With Load Only you will accomplish the following:

- Copy Schedule from current school year
- Verify & Setup Courses
- Add/Delete Sections
- Add/Delete Teachers
- Validate Load – without students
- Load Students
- Evaluate Schedule
- Make Adjustments – Manually – to schedule

Instructions:

1. Click on Scenarios > Build Scenario (blue hyperlink) to verify “**Load Only**” is selected.
Example:

Edit Build Scenario

Build Information

Build and Load
Use this scenario setting to build a master schedule and load students into the built schedule.

Load Only
Use this scenario setting if a master schedule is copied or imported and you need to only load students.

Build Name Active Build

Build Description

Terms Associate

Periods

Days

Course Catalog

2. Copy Current Master Schedule: PowerScheduler > Functions > Copy Master Schedule:

Copy Master Schedule

This function will replace the following information in the scheduling area

1. Years and terms from the selected year into the scheduling area.
2. Periods from school setup into the scheduling area.
3. The entire Master Schedule from the selected year into the scheduling area.

Option	Value
School	North Central High School
Source year (the school year that the Master Schedule is being copied from)	2023-2024 ▾
Clear Existing Scheduling Terms in the Destination School Year	<input type="checkbox"/>
Check here to confirm you want to proceed.	<input type="checkbox"/>

Submit

- Select** the Source Year, Check the “**Confirm to proceed**” box, and click **Submit**.
- To view copied schedule: PowerScheduler > Master Schedule > All Periods > All Days > All Rooms > All Teachers > Submit.**

3. Add new Courses – (If needed).

- At the **District Office** add new course(s). **District > Courses > New Course** (**Course number cannot be re-used.**) **Add course information > Submit.**
- In your Building...PowerScheduler > Course Catalogs > Edit Course Catalog > New** courses will appear unchecked, so check the box to add it to the catalog. If you don't see a course that was offered previously, click “**Unavailable Courses**”
- Below Scheduling Setup, Select **Course Catalogs > click on Edit Course Catalog** for your current catalog.
 - By default, all currently active courses will be included in the new catalog.
 - Uncheck the checkbox for any course you want to remove from the catalog.
 - New courses added to PowerSchool after the catalog was created will appear unchecked and will need to be manually checked to be added to the catalog.

4. Course Set-Up Individually: PowerScheduler > Courses > Select a Course > Mark page as needed > Submit (Arrow fields are required) ←

- Select “**Schedule This Course**”
- Do **NOT** check the box to “Use this Course for lunch” EVER
- Department (optional, but recommended)**
- Maximum Enrollment**
- Load Priority** - defaults to Zero, leave alone until after you have done your first Load
- Load Type (Academic, Elective, or Alternate)**
- Use Pre Established Teams**
- Close Section After Max – Check this box**
- Use Section Types**

Course Information

Build: 2024 - 2025 (2402) Catalog: 2024-2025 Course Catalog (1402)

- Assignments
- Constraints
- Preferences
- Relationships
- Requests
- Sections

General Information

Course Number	314081
Course Name	Accounting I 1
Course Description	<input type="text"/>
Course Credit Hours	0.5
Request Screen Credit Hours	<input type="text" value="0.5"/>
Credit Type	ELE
Alternate Course Number	
Grade Scale	
CIP Code	
Vocational Class	No

Scheduling Preferences

Schedule This Course	<input type="checkbox"/>	
Use The Course For Lunch	<input type="checkbox"/>	
Exclude On Report Cards/Transcripts	<input type="checkbox"/>	
Department	<input type="text" value="BUS/TECH"/> <input type="button" value="Associate"/>	
Maximum Enrollment	<input type="text" value="0"/>	

Sections Defined

Target Number of Sections to Offer	<input type="text" value="0"/>
Number of Teacher Assignments	1
Periods Per Cycle	0
Periods Per Meeting	<input type="text" value="0"/>
Frequency	<input type="text" value="0"/>
Terms per year	0 of 4
Allow Student Repeats in the Same Term	<input type="checkbox"/>
Allow Student Repeats in Different Terms	<input type="checkbox"/>
Valid Terms	<input type="text" value="S1"/> <input type="button" value="Associate"/>

Labs Defined

Is This Course A Lab	<input type="checkbox"/>
Lab Frequency	<input type="text" value="0"/>
Lab Periods Per Meeting	<input type="text" value="0"/>

Load Options

Load Priority	<input type="text" value="0"/>	
Load Type	<input type="text" value="Academic"/>	
Balance Priority	<input type="text" value="Section"/>	
Use Pre Established Teams	<input type="checkbox"/>	
Close Section After Max	<input type="checkbox"/>	
Use Section Types	<input type="checkbox"/>	

Substitute Information

Don't Allow Student Substitutions	<input type="checkbox"/>
Global Substitution 1	<input type="text"/> <input type="button" value="Associate"/>
Global Substitution 2	<input type="text"/> <input type="button" value="Associate"/>
Global Substitution 3	<input type="text"/> <input type="button" value="Associate"/>

5. Auto Fill Course Information.

a. **Functions > Auto Fill Course Information > Apply to all Courses in the active catalog > Make Changes > Submit.**

Auto-Fill Course Info

★ Apply To:	<input type="radio"/> All courses in the active catalog <input checked="" type="radio"/> The selected 0 courses
Field Name	Value
★ Schedule This Course	No Change ▾
Department	<input type="text"/> Associate <input type="checkbox"/> Clear Value
Build Type	No Change ▾
Maximum Enrollment	<input type="text"/>
Target Number of Sections to Offer	<input type="text"/>
Number of Teacher Assignments	<input type="text"/>
Frequency	<input type="text"/>
Periods Per Meeting	<input type="text"/>
Lab Frequency	<input type="text"/>
Lab Periods Per Meeting	<input type="text"/>
Repeats in Same Term	No Change ▾
Repeats in Different Terms	No Change ▾
Balance Terms	No Change ▾
Valid Start Periods	<input type="checkbox"/> Period 1 <input type="checkbox"/> Period 2 <input type="checkbox"/> Period 3 <input type="checkbox"/> Period 4 <input type="checkbox"/> Period 5 <input type="checkbox"/> Period 6 <input type="checkbox"/> Period 7 <input type="checkbox"/> Period 8 <input type="checkbox"/> Period 9 <input type="checkbox"/> Period 10 <input type="checkbox"/> Period 11 <input type="checkbox"/> Period 12 <input type="checkbox"/> Clear Value
Valid Terms	<input type="text"/> Associate <input type="checkbox"/> Clear Value
Facilities	<input type="text"/> Associate <input type="checkbox"/> Clear Value
Load Priority	<input type="text"/>
Load Type	No Change ▾
Balance Priority	No Change ▾
Use Teams	No Change ▾
★ Close at Max	No Change ▾
Use Section Types	No Change ▾
Don't Allow Substitutions	No Change ▾

[Submit](#)

6. Adjust the Master Schedule if necessary:

- a. **PowerScheduler > Master Schedule** (matrix view) > Click on the Course Name. Make adjustment to section.
- b. Click the specific section number to be adjusted, or click **NEW** to **add** a section.
 - Edit the Schedule (Expression), Teacher, Room, Maximum Enrollment, etc.
 - **Section numbers cannot end in a ZERO**. Example: 10, 20, 30...
- c. To **Delete** a section, click on 'Delete' at bottom of Edit Section page.

7. How to Add Sections to a New Course:

- a. PowerScheduler > Courses > Select the new course.
- b. Click on the **Sections** tab.
- c. Click "**New**" to create a section. Enter the following fields:

Select the appropriate Term	Period/Day(s)	Room (Associate)	Max Enrollment
Select the Teacher	Section Number	Check Close Section at Max	

- 8. Teams** – Optional. If any of your sections last year had a "Team" designation, you will need to add the Team to the new years' **sections**, as this field is not carried over when you copy your master schedule. Teams need to be added to Students as well, unless you want dynamic teaming as opposed to static. Teacher team designations are not lost from year to year (on the Teacher Preferences page).

9. Add Course Relationships where needed.

The **Course Relationships** screen is used to set up relationships to fill specific requirements that must be met when building a master schedule and loading students into that schedule.

The relationship screen asks for up to three pieces of data: The associated course you want to relate to

1. The Relationship Type
2. The Relationship Code – you only use this one when the Relationship type is “Is Blocked For Building With”. You do NOT use it for any of the others.

These requirements might include the following:

1. One teacher teaches two subjects at the same time. (Either Block Combine or Block Simultaneous with a Concurrent)
2. There is a 2 semester course sequence for the students and the students must stay with the same students on the same period on both semesters with the same teacher. (Block Term)
3. Students are taking 2 courses during the same term and the school wants the students to travel together through both sections. (Block Section)
4. Two courses need to be built on opposite days during the same period. (Block Opposite Days)
5. Students have signed up for 2 courses that must be taken in sequence and offerings of both classes are running during both terms. Not all students sign up for both classes but those that do cannot get them in the wrong order. (Prereq)
6. Students sign up for 2 courses that must be taken in the same semester, but not in the same period. (Coreq)
7. Students sign up for 2 courses that cannot be in the same term but it does not matter which comes first. (Not Coreq)
8. Two courses must run back to back in the day, meaning consecutive periods. (Block Before or After)

Relationship Type	Relationship Code	Purpose	Used by Build	Used by Load
Is Blocked for Building With	Simultaneous	Two courses <u>must</u> be taught at the same time; can be two different teachers; can be a different number of sections	Yes	No
	Combine	Two courses taught at the same time with the same teacher; course setup on both courses must be identical	Yes	No
	Different Terms	Two courses scheduled in same period, different terms, same students, same teacher for each section	Yes	Yes
	Before/After	Two courses scheduled in consecutive periods	Yes	Yes
	Opposite Days	Two courses scheduled in same period, opposite days	Yes	Yes
	Section	Two courses in same term, same students	Yes	Yes
May be Built Concurrent With	N/A	Two courses taught by same teacher <u>can</u> be at the same time; use with a Block Simultaneous for 1 teacher who <u>must</u> teach two courses at one time (2 relationships)	Yes	No
Has a Load Coreq of	N/A	The associated course must appear in the same term in the student’s schedule as the course where you are putting the relationship	No	Yes
Has a Load Postreq of	N/A	The associated course must appear in a subsequent term in the student’s schedule	No	Yes
Has a Load Prereq of	N/A	The associated course must appear in a prior term in the student’s schedule	No	Yes
Must not Load Coreq with	N/A	The associated course must not appear in the same term in the student’s schedule as the course where you are putting the relationship	No	Yes
Must Load Distinct(no term overlap) with	N/A	The associated course must not appear in any overlapping term in the student’s schedule as the course where you are putting the relationship	No	Yes
Must Load the Term After	N/A	The associated course must appear in the next term in the student’s schedule as the course where you are putting the relationship (Q1,Q2) (Q2,Q3) (T1,T2),etc	No	Yes
Must Load the Term Before	N/A	The associated course must appear in the term before in the student’s schedule as the course where you are putting the relationship	No	Yes

10. Add new teachers (live side). Use the Scheduling Setup page to set the following fields:

- a. Schedule This Teacher
- b. Department
- c. Preferred Room

11. Define Teacher Information as needed.

- a. Review **every** teacher. Do you have new teachers since last year? Do you have non-returning teachers?
- b. May use **Auto Fill Teacher Information** to set some info, such as Schedule This Teacher & Maximum Consecutive Periods. **PowerScheduler > Functions > Auto Fill Teacher Information.**
- c. **For individual Teachers:** Select **Teachers** in **PowerScheduler > Preferences.**
- d. **For groups of teachers:** To select Teachers by hand: Functions > Update Selections > Teachers table > Search Teachers: (First drop-down) > Select those where the “Sched_Scheduled” field = 1. Click on “Search all XXX records in this School” then click on “Select Records by Hand”. Make your selections. Press Submit. Click on “Scheduling Functions” in your bread crumbs and choose Return to Functions and choose “Auto Fill Teacher Information”. Make sure the “Apply to” option is set to “ the selected ___teachers.” Using your selection from the previous step, you can assign department, consecutive periods, etc.

12. Load Constraints add as needed.

Load Constraints

Load constraints restrict the way PowerScheduler loads students into courses in the master schedule.

PowerSchool includes six types of definable load constraints. Each type constrains student schedules in a specific way.

Note: Since constraints restrict student schedules, the more constraints you define, the less flexibility the system has to load students into courses and the less optimal the resulting schedule will be. It is always best to use the fewest number of constraints required to accomplish your scheduling goals.

Start Page > PowerScheduler > Constraints > Load Constraints

Balance Adjustment – Pre-load a section with n students before calculating assigned.

Student/Student Avoid – Keep two students from being scheduled together.

Student/Teacher Avoid – Keep an individual student and teacher from being scheduled together.

Student Fee – Schedule a free period for a student.

Section Link – Link the sections of two courses with the same students.

Student Preference – Force a student to schedule in a specific teacher’s section.

Load Constraints – Note: Student Avoid and Teacher Avoid have the same code#

- 05 = Student/Teacher Avoid
- 05 = Student Preference
- 6 = Student Free
- 7 = Student/Student Avoid
- 20 = Balance Adjustment
- 92 = Section Lin

How to Add a Section Link Constraint

Use a Section Link constraint to specify that if students are enrolled in one course section, they must also be enrolled in another, specific course section.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Section Link**. The Section Link Constraints page appears.
4. Click **New**. The Edit Section Link Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number 1	Click Associate to select the name of one of the courses for which you want to link a section.
Section Number 1	Enter the section number of the course in the Course Number 1 field that you want to link to another course section.
Course Number 2	Click Associate to select the name of the other course for which you want to link a section.
Section Number 2	Enter the section number of the course in the Course Number 2 field that you want to link to the section in the Section Number 1 field.

6. Click **Submit**. The Section Link Constraints page appears.

How to Add a Student/Student Avoid Constraint

Use a Student/Student Avoid constraint to specify that two selected students cannot be scheduled into any of the same course sections.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Student Avoid**. The Student/Student Avoid Constraints page appears.
4. Click **New**. The Edit Student/Student Avoid Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student 1	Click Associate to select the name of one of the students you want to separate from one another.
Student 2	Click Associate to select the name of the other student.

6. Click **Submit**. The Student/Student Avoid Constraints page appears.

How to Add a Balance Adjustment Constraint

Use a Balance Adjustment constraint to pre-load a course section with a certain number of reserved seats before adding the rest of the students. For example, use this constraint if you have a math class that needs five seats open for SPED students.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Balance Adjustment**. The Balance Adjustment Constraints page appears.
4. Click **New**. The Edit Balance Adjustment Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Course Number	Click Associate to select the name of the course you want to balance.
Section Number	Enter the section number of the selected course that you want to balance.
Teacher	Click Associate to select the name of the teacher who instructs this course section.
Number of Reserved Seats	Enter the number of seats to be held.

6. **Note:** You must either enter a section number or select a teacher.
7. Click **Submit**. The Balance Adjustment Constraints page appears.

How to Add a Student/Teacher Avoid Constraint

Use a Student/Teacher Avoid constraint to specify that this student and this teacher cannot be scheduled into any of the same course sections.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Teacher Avoid**. The Student/Teacher Avoid Constraints page appears.
4. Click **New**. The Edit Student/Teacher Avoid Constraint page appears.
5. Use the following table to enter information in the fields:
6. Click **Submit**. The Student/Teacher Avoid Constraints page appears.

Field	Description
Student	Click Associate to select the name of the student you want to avoid scheduling with a selected teacher.
Teacher	Click Associate to select the name of the teacher you want to avoid scheduling with the selected student.

How to Add a Student Free Constraint

Use a Student Free constraint to specify those periods when a student must be free, such as when taking a course at another school.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Student Free**. The Student Free Constraints page appears.
4. Click **New**. The Edit Student Free Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click Associate to select the name of the student who needs to have a free periods.
Term	Choose from the pop-up menu the term in which this student needs free periods.
Schedule	Select the checkbox next to each period in each day that you want to schedule this student to have a free periods.

6. Click **Submit**. The Student Free Constraints page appears.

How to Add a Student Preference Constraint

Use a Student Preference constraint to schedule a student into a particular course section, term, or teacher.

1. On the start page, choose **PowerScheduler** from the main menu. The Scheduling page appears.
2. Under Resources, choose **Constraints** from the PowerScheduler menu. The Constraints menu appears.
3. Under Load Constraints, choose **Student Preference**. The Student Preference Constraints page appears.
4. Click **New**. The Edit Student Preference Constraint page appears.
5. Use the following table to enter information in the fields:

Field	Description
Student	Click Associate to select the name of the student you want to force to schedule in a specific course section.
Course Number	Click Associate to select the name of the course.
Term	Choose the term to which you want this constraint to apply from the pop-up menu (optional).
Section Number	Enter the section number of the course into which you want the student to be scheduled (optional).
Teacher	Click Associate to select the name of the teacher who instructs this course section (optional).

6. **Note:** Though the last three fields are optional, you must make a selection for at least one of the fields.
7. Click **Submit**. The Student Preference Constraints page appears.

Note: To view a list of load constraints and the number of each that have been defined for your schedule, choose Load Constraints from the constraints menu.

13. Load Validate: Validate Data until Error Free (**Load – select Validate Only**) Check the “Close Sections at Maximum” box. Click the “Q” next to “Load” to view the results. Correct any validation errors. (Warnings can be ignored.)

- a. If you wish to load only certain grade levels, **select the students before** running the load, then select “Reschedule the _____ selected students” box.

Start Page > PowerScheduler > Load Schedules

Load Schedules

Build: 2019 - 2020 (951) Catalog: 2019-2020 Course Catalog (901)

Validate

Validate only ←

(Performs only a validation of the scheduling data for loading)

Load

Load type Load all students
 Balance
 Reschedule the selected 103 students

Close sections at maximum ←

Use global course substitutes (see Course Preferences)

Use student course substitutes (see Requests)

Execute

14. Load Priority - If you have courses that are not loading correctly after running the load once, you can then adjust the load priorities using the following numbers. As needed, you will change individually to 1, 3, 7, 15, 31, and 63 depending on the loading of students into sections by PowerScheduler.

15. Load Students. Re-Run the Load > uncheck “Validate Only”. Check the “Close Sections at Maximum” box. Click the “Q” next to “Load” to view results/percentage of successfully scheduled students.

16. Import Results. Click on the “Q” beside “Load”, then **ONE CLICK** on “Import”. Wait for process to complete.

17. Evaluate the Load using Post Load Reports: (suggested reports are highlighted)

- a. Master Schedule List
- b. Schedule Course Enrollment (used to manipulate student’s schedules)
- c. Schedule Results by Grade > focus on chart at bottom of screen.
- d. Student Schedule List
- e. Room Utilization
- f. Student Schedule Report
- g. Non-Scheduled Student Requests for Scheduled Courses
- h. Individual Student Conflict Matrix

18. Manually adjust student schedules after all loading is complete. Do not load again or all your work will be deleted.

19. Manually Enroll Students - **Optional**

- a. PowerScheduler > Students > Select Students to be Scheduled into a class > Select Students by Hand > Functions > Schedule Mass Enroll

Student Scheduling Functions

What do you want to do for all of the 3 students you have selected?	
Function	Description
Export Using Template	Uses a template to export data on currently selected students.
List Students	Prints a quick list of currently selected students.
Mass Add Requests	Lets you enter the same course request for selected student at one time.
Mass Delete Requests	Lets you delete the same course request for selected students at one time.
Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.
Quick Export	Exports data on currently selected students.
Reports Menu	Goes to the Reports menu.
Schedule Mass Enroll	Enrolls currently selected students in a section.
Schedule Reports Menu	Goes to the scheduling reports menu.
Work with these students	Make the selected students the working group.

Mass Enroll

Mass enroll the selected students into which class?

Select a teacher... Period Day Term

OR

(course.section)

Clicking the Submit button below will cause the selected 3 students to be enrolled in the class specified above.

- b. Do one of the following:

- i. Select a Teacher, Period, Day, Term. OR:
- ii. (Recommended method) Enter the course.section in the blank text box.
Example:

Mass Enroll


Mass enroll the selected students into which class?

Select a teacher... Period Day Term

OR

2958.2 (course.section)

Clicking the Submit button below will cause the selected 3 students to be enrolled in the class specified above.



20. To Print Future Student Schedules prior to the EOY process:

- For a “Report Card” format, edit the “Schedule Listing” & check “Use Future Schedule” checkbox:

Student Schedule Listing for Report Card: PSU - Student Schedule

Option	Value
Column Title Style	Helvetica 10 (B) <input type="text"/>
Class Listings Style	Helvetica 10/12 <input type="text"/>
Use Future Schedule (student's schedule for next year)	<input type="checkbox"/>

Committing the Master Schedule

If you use PowerScheduler to create a master schedule, you should commit your master schedule after the current school year has ended, but before the End-of-Year Process is run.

When your schedule is as good as it can possibly be **and school is no longer in session**, commit the master schedule. When you commit a master schedule, it replaces any existing master schedule for the new school year.

When a master schedule is committed, course information, including credit hours, is retrieved from the **district** level in PowerSchool.

Years and Terms:

- **In the NEW SCHOOL YEAR** term, to ensure that attendance is set up properly, your "live side" **Years and Terms** should be created **before committing** your schedule in PowerScheduler.
- **Make sure that all starting & ending dates for the new year terms match EXACTLY those in PowerScheduler!**
- Create all terms on the Live side that are set up in PowerScheduler.
- Be sure to **leave no gaps** between ending and starting term dates!
- Be sure to populate the **Import File Term** # box for each term. (correct value is shown beneath this box)
- (If corrections to term dates are necessary, NOW is the time to correct the dates on both the Live side for next year and in PowerScheduler!)

Days:

- To ensure that the commit processes successfully, make sure that the **Days** on the Live Side (New School Year) exactly match the Days in PowerScheduler!! Compare the "Name" and "Abbreviation" fields and adjust if necessary so that they match.

Calendar:

- On the Live Side, in the New School Year, go to School > Calendar Setup and set up at least 1 day in each term. **OR**
 - Run the Automated Calendar Setup

How to Commit the Master Schedule

1. **On the start page**, choose **PowerScheduler** from the Start Page. The Scheduling page appears.
2. Under Processing, choose **Commit**. The Commit Master Schedule page appears.
3. Select which schedules to copy:
 - Sections Only**: Select this option to commit only sections.
 - Student Schedules Only**: Select this option to commit only student schedules.
 - Sections & Student Schedules**: Select this option to commit both sections and student schedules.
4. Click **Submit**. The Verify Commit Master Schedule page appears. You will need to click **Submit** again.
5. **Errors**: It is quite likely that messages will appear on the screen such as "Critical Error....Milan Sync Error" and "Resolving differences between ScheduleRoom and Room"... "between ScheduleDepartments and Departments", and "between ScheduleFacilities and Facilities". The process should continue to run and

when it completes, scroll to the bottom of the page, where you will see, “***Schedule Commit – Complete

NOTE: On the Live side, **for the new school year**, go to Years & Terms and verify that the new school year terms are correct. It WILL be necessary to re-populate the **Import File Term#**, as the Commit blanks those boxes. The valid number will appear beneath the box. (If you do not re-populate the Import File Term number, the sections will have no expressions and the school will have no “Day”.)

6. Next, in your **new school year term**, go to **School > Days** and correct the Name field. The Commit process may change “A” to “A Day”, etc. Change the fields back to what they were before the commit. Once this is done, check some sections to verify that the Expression displays correctly.
7. After the Commit has completed, perform the following steps to verify that the same number of records exist on the Live side as in PowerScheduler:

Make sure you are in your building:
Live Side, Term set to Full Year for the New School Year:
Confirm that you are in your Building:
System > Direct Database Export – DDE:

Current Table = **CC**
Select records that match:
TermID >= (greater than or equal to) **3400** (next year’s full-year term)
Check the box to search records for this building only:

Record the number of CC records selected:

Now change the Current Table to “**Sections**”
Use same criteria to select records that match your **TermID** >= (greater than or equal to) **3400**.
Check the box to search records for this building only:

Record the number of Sections records selected:

Now click on **PowerScheduler**.
Locate and Record the Build ID found at the top of the page under the word Scheduling:

PowerScheduler > Functions > Update Selections

Current Table to **ScheduleCC**
Select: **BuildID** = (buildID number you located earlier from the scheduling page)
Click on: “Search all ___ records in this school”.

Compare the number of records selected to the number found in the CC table.

Change the Current Table to **ScheduleSections**.
Select: **BuildID** = (buildID number you located earlier from the scheduling page)
Click on: “Search all ___ records in this school”.

8. Compare the number of records selected to the number selected in the Sections table.

9. **NOTE:** After processing the “Commit”, you may notice that when you click on the number in the “Enrollment” column for classes, a zero appears for classes that actually have students. To correct this, 2 steps are needed:

- Next, select “System” > Special Operations. Select “Rebuild Schedules and Rosters”.

10. **NOTE 2:** If you run the Master Schedule and select the Matrix View, and see no classes, but they do appear when you select the List View, OR, if you select a section, then click on the enrollment number and a list of students does not appear; OR, if you click on Teacher Schedules, choose a teacher, then click on the value in the Enrollment column and see no students, here is a work-around:

- System > **Special Operations**
- Select “**Reset Section Meetings**”
- In the “Param 1” field, enter: **2024**
- In the “Code” field, enter: **resetsm**

Miscellaneous

Load Only – Situation: Copied Master Schedule but some sections copied which are not needed for next year.

1. Delete Sections: if you can’t find them because it says “unknown course” – temporarily add course to course catalog – delete sections, THEN remove from course catalog.
2. Remove course from course catalog and/or uncheck schedule this course.