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 <u>before the End-of-Year Process is run</u>.

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) **3300** (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) **3300**.
Check the box to search records for this building only:

Record the number of Sections records selected:

Now click on P**owerScheduler**.
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: **2023**
    - In the "Code" field, enter: **resetsm**