



### Auto Generate Teacher Assignments

When the basic structure of the current master schedule is to remain the same for a future schedule year, it may be efficient to use the PowerScheduler > Functions > Copy Master Schedule, then use the PowerScheduler > Functions > Auto Generate Teacher Assignments function to migrate all current teacher assignments to the future schedule year. The guidance below provides an overview of the tasks in sequence.

1. Create a new scheduling scenario with matching terms, periods and schedule days as the year to be copied [PowerScheduler > Auto Scheduler Setup > Submit]
2. Set Schedule Year [PowerScheduler > Functions > Set Schedule Year > select "Full Year" > Submit]
3. Create or use an existing Course Catalog [PowerScheduler > Course Catalogs > (New if necessary) > Submit]
4. Link the Scenario to the desired Course Catalog [PowerScheduler > Scenarios > Select the name of the schedule year > Select the desired Course Catalog from the popup menu > Submit]
5. Enter all required Course Preferences for all courses in the active course catalog [PowerScheduler > Functions > Auto Fill Course Information or PowerScheduler > Courses > Selected course]
6. Copy the Master Schedule [PowerScheduler > Functions > Copy Master Schedule > Select Source Year from the popup menu > Submit]
7. Edit the name and abbreviation of the Schedule Year in Years & Terms [PowerScheduler > Years & Terms > Select the name of the copied year (2005-2006 School Year) edit the name and abbreviation to match the schedule scenario > Submit]
8. Confirm correct Schedule Year [PowerScheduler > Functions > Set Schedule Year > Submit]
9. Copy all teacher assignments from a selected school year to the future schedule year [PowerScheduler > Functions > Auto Generate Teacher Assignments]
10. Delete the copied master schedule [PowerScheduler > Functions > Delete Master Schedule]
11. Review and edit the copied Teacher Assignments [Review — PowerScheduler > Reports > Teacher Assignments by Course or PowerScheduler > Reports > Teacher Assignments by Teacher; and/or Edit — PowerScheduler > Teachers > Selected teacher > Assignments; PowerScheduler > Courses > Selected course > Assignments]
12. Complete the remaining Prepare to Build tasks

### Set Schedule Year

Sets the schedule year used for scheduling requests.

<b>Years</b>	2015-2016
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**Submit**

### 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
<b>School</b>	Scheduling High School 20
<b>Source year (the school year that the Master Schedule is being copied from)</b>	2014-2015
<b>Clear existing scheduling terms in the destination school year</b>	<input type="checkbox"/>
<b>Check here to confirm you want to proceed.</b>	<input checked="" type="checkbox"/>

**Submit**

### Generate Teacher Assignments

This function will generate teacher assignments for the current build using the existing masterschedule for Scheduling High School 1.

<b>Select checkbox to verify the command</b>	<input checked="" type="checkbox"/>
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**Submit**

### Delete Master Schedule

This function will delete the entire draft Master Schedule.

Option	Value
<b>School</b>	Scheduling High School 1
<b>Select checkbox to verify the delete command</b>	<input checked="" type="checkbox"/>

**Submit**