

Copy the Master Schedule

When the basic structure of the current master schedule is going to remain the same for a future schedule year, it may be efficient to use the PowerScheduler > Functions > Copy Master Schedule, make minor revisions to the copied master schedule and schedule students by performing the Load Only process or Schedule Mass Enroll. 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. Copy the Master Schedule [PowerScheduler > Functions > Copy Master Schedule > Select Source Year from the popup menu > Submit]
6. 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]
7. Confirm correct Schedule Year [PowerScheduler > Functions > Set Schedule Year > Submit]
8. Regenerate Bitmaps from the expression for all sections and constraints in the current build [PowerScheduler > Regenerate Bitmaps > Confirm > Submit]
9. Review and edit the copied Master Schedule [Review — PowerScheduler > Reports > Master Schedule (PDF); PowerScheduler > Reports > Master Schedule List; PowerScheduler > Master Schedule; and/or Edit — PowerScheduler > Teachers > Schedule; PowerScheduler > Courses > Sections; PowerScheduler > Master Schedule; PowerScheduler > Visual Scheduler; PowerScheduler > Sections]
10. Load Student course requests [PowerScheduler > Load > Load all students > Execute] or [PowerScheduler > Students > Browse by grade > Select Students by Hand > Functions > Schedule Mass Enroll]

Set Schedule Year

Sets the schedule year used for scheduling requests.

Years

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

Submit

Schedule Years & Terms

Build: 2015 - 2016 Catalog:

Year	Abbrev.	1st Day	Last Day	Edit Terms
2014-2015	14-15	05/26/2014	05/23/2015	Edit Terms
2005-2006 School Year	05-06	05/26/2015	05/23/2016	Edit Terms

Note: This list of school years applies to Scheduling High School 20 only.

