
Commit Process for Secondary and K-8 Schools

Effective August 1 • Version 7.0

Preparing to Commit the Master Schedule

PLEASE NOTE: Dates and terms depicted throughout this job aid are used as examples and may not reflect the current scheduling school year or Term.

Once you have a satisfactory schedule in PowerScheduler and you are ready to make it your master schedule for the next school year, you must commit it. The commit process moves the master schedule and student schedules from PowerScheduler to the “live side” in PowerSchool Admin where it becomes the schedule for the next school year.

All Secondary (and K-8) sites using **PowerScheduler** must complete the following steps regarding the PowerSchool Commit process:

1. **Review the Master Schedule** in PowerScheduler for accuracy and completeness.
2. **Verify Cycle Days.**
3. Run the **Invalid Course Requests from Another School** report to check for students with invalid course requests from another school. Delete the invalid course requests.
4. Run the **Possible Invalid Classes from Another School** report to check for students with *possible* invalid classes from another school. Drop all invalid classes.
5. **Confirm the Final Scenario** is the *active* one.
6. **Duplicate the Active Scenario.**
7. On the morning of your calendared Commit day, ensure that all staff are out of PowerScheduler, and will remain out until your Commit is finalized. *Student enrollment may continue on the live-side.*
8. Wait for notification from IT that your Commit was successful.
9. **IMPORTANT! Complete the Bell Schedule and Calendar, if you have not already done so:** In order for the Commit to be finalized, the calendar must be completed. A separate communication earlier this year instructed users to enter the Bell Schedule and Calendar for the upcoming year. If your site did not complete the Bell Schedule and Calendar before the commit, do so now. Without a complete calendar, teachers will not be able to see students on their class rosters and students cannot be scheduled for classes.

REMINDER! After the commit is completed by IT, **NO LONGER USE POWERSCHEDULER** for master schedule purposes. All teacher and student scheduling must be done on the “live-side.”

Review the Master Schedule for Accuracy and Completeness

Verify the master schedule is complete and as accurate as possible.

IMPORTANT! Make sure there are no discontinued courses in the schedule. Sections and student schedules for inactive courses will not be copied to the live side. Move any students scheduled into discontinued courses to an appropriate active course **before** requesting the Commit process.

Verify the Cycle Days

1. Select the **Next Year Term** on the **Start Page**.



2. Under **Reports** on the main menu, select **System Reports**.
3. On the **Reports** page, select the **sqlReports** tab.
4. Expand the **Scheduling** heading, select **Check Cycle Day Names for PowerScheduler**.
5. Click **Submit**.

The **Cycle Day Names** and **Abbreviations** must be the same on both the “live side” and in PowerScheduler in order for the schedule to be successfully committed to PowerSchool.

Any errors that appear on the report must be corrected.

Check Cycle Day Names for PowerScheduler

Copy CSV Tab Print PDF

School Name	Cycle Day Letter	Cycle Day Name	Cycle Day Abbreviation	PowerScheduler Letter	PowerScheduler Cycle Day Name	Do Names Match?	PowerScheduler Cycle Day Abbreviation	Do Abbreviations Match?
Serra High	A	A	A	A	Regular Day	⚠	RD	⚠

NOTICE the errors!
These must be fixed.

These **must** match.

These **must** match.

To fix errors:

1. From the **Start Page**, under **Applications** on the main menu, select **PowerScheduler**.
2. Under **Scheduling Setup**, select **Days**.
3. On the **Edit Days** screen, change the **Cycle Day Name** and/or **Abbreviation** to match that on the live side.
4. Click **Submit**.

After correcting the errors, run the **Check Cycle Day Names for PowerScheduler** report again.

Green check marks indicate an error free report.

Check Cycle Day Names for PowerScheduler								
Copy	CSV	Tab	Print	PDF				
School Name	Cycle Day Letter	Cycle Day Name	Cycle Day Abbreviation	PowerScheduler Letter	PowerScheduler Cycle Day Name	Do Name Match?	PowerScheduler Cycle Day Abbreviation	Do Abbreviations Match?
Serra High	A	A	A	A	A	✓	A	✓

NOTICE the green check marks!
Your report is correct.

LOOK! These match!

LOOK! These match!

Invalid Course Requests from Another School Report

Run this report to check for students with invalid course requests from another school.

If the next school is set to be your school and the course requests show a different school name, delete the invalid course requests in PowerScheduler.

1. Select the **Next Year Term** on the **Start Page**.



2. Under **Reports** on the main menu, select **System Reports**.
3. On the **Reports** page, select the **sqlReports** tab.
4. Expand the **Scheduling** heading, select **Invalid Course Requests from Another School**.
5. Click **Submit**.

Invalid Course Requests from Another Sch

Show / hide columns Make Current Selection Copy CSV Tab Print PD

If the **Next School** is set to be your school and the **Course Request School** is a different school, delete these invalid course requests.

Student Number	Last Name	First Name	Current Grade	Current School	Next School	Next Grade	Course Number	Course Name	Department	Course Request School	Section Type Code
356695	Smith	Jane	6	Perkins K-8	Perkins K-8	7	1501C_2	ENGLISH 7TH CL	Lang Arts	Roosevelt International Middle	
356695	Smith	Jane	6	Perkins K-8	Perkins K-8	7	2321	SPN 1(P)	WorldLang	Roosevelt International Middle	
356695	Smith	Jane	6	Perkins K-8	Perkins K-8	7	2322	SPN 2(P)	WorldLang	Roosevelt International Middle	
356695	Smith	Jane	6	Perkins K-8	Perkins K-8	7	4134_2	MATH 7TH	Math	Roosevelt International Middle	

Possible Invalid Classes from Another School Report

Run this report to check for students who are enrolled at your school, but are **possibly** scheduled for invalid classes for another school. Drop these classes if they are incorrect.

1. Select the **Next Year Term** on the **Start Page**.
2. Under **Reports** on the main menu, select **System Reports**.
3. On the **Reports** page, select the **sqlReports 4** tab.
4. Expand the **Scheduling** heading, select **Possible Invalid Classes from Another School**.
5. Click **Submit**.

Confirm the Final Scenario is Active

Verify the final scenario is the **Active** scenario before submitting the final request for Commit.

Only the **Active** scenario will be used during the Commit process.

1. In **PowerScheduler**, under Scheduling Setup, select **Scenarios**.
2. Verify the **Scenario** you plan to commit is the **Active** one.

Scheduling

Scenarios									
Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	Status	%Scheduled	%Complete	
2015-2016 "2015-2016 Build	08/30/2015	0/0/0	696	5296	94.68%	Inactive	0	0	
2015-2016 Build-Load	06/03/2015	0/0/0	688	5049	86.33%	Inactive	86	86	
2016-2017 "2016-2017 Build	08/23/2016	0/0/0	679	4982	73.36%	Inactive	0	0	
2016-2017 Build-Load	08/23/2016	0/0/0	679	4982	73.36%	Inactive	79	79	
2017-2018 "2017-2018 Build	08/22/2017	0/0/0	644	4901	76.10%	Inactive	80	80	
2017-2018 Build-Load	08/22/2017	0/0/0	644	4901	76.10%	Inactive	80	80	
2018-2019 "2018-2019 Build	08/16/2018	0/0/0	656	5122	96.49%	Inactive	0	0	
2018-2019 Build-Load	08/16/2018	0/0/0	656	5122	96.49%	Inactive	81	81	
2019-2020 "2019-2020 Build	08/12/2019	0/0/0	7	5495	100%	Inactive	0	0	
2019-2020 Build-Load	08/12/2019	0/0/0	7	5495	100%	Active	85	85	

Verify the the **Active** Scenario is the one you plan to commit.

Scheduling

Scenarios									
Build Scenario	Last Build	Last Load	Students With Requests	Requests Satisfied	Students Without Conflicts	Status	%Scheduled	%Complete	
2015-2016 "2015-2016 Build	08/30/2015	0/0/0	696	5296	94.68%	Inactive	0	0	
2015-2016 Build-Load	06/03/2015	0/0/0	688	5049	86.33%	Inactive	86	86	
2016-2017 "2016-2017 Build	08/23/2016	0/0/0	679	4982	73.36%	Inactive	0	0	
2016-2017 Build-Load	08/23/2016	0/0/0	679	4982	73.36%	Inactive	79	79	
2017-2018 "2017-2018 Build	08/22/2017	0/0/0	644	4901	76.10%	Inactive	80	80	
2017-2018 Build-Load	08/22/2017	0/0/0	644	4901	76.10%	Inactive	80	80	
2018-2019 "2018-2019 Build	08/16/2018	0/0/0	656	5122	96.49%	Inactive	0	0	
2018-2019 Build-Load	08/16/2018	0/0/0	656	5122	96.49%	Inactive	81	81	
2019-2020 Build-Load	08/12/2019	0/0/0	7	5495	100%	Inactive	85	85	
ABL_2019-2020 Build-Load	08/12/2019	0/0/0	7	5495	100%	Active	0	0	

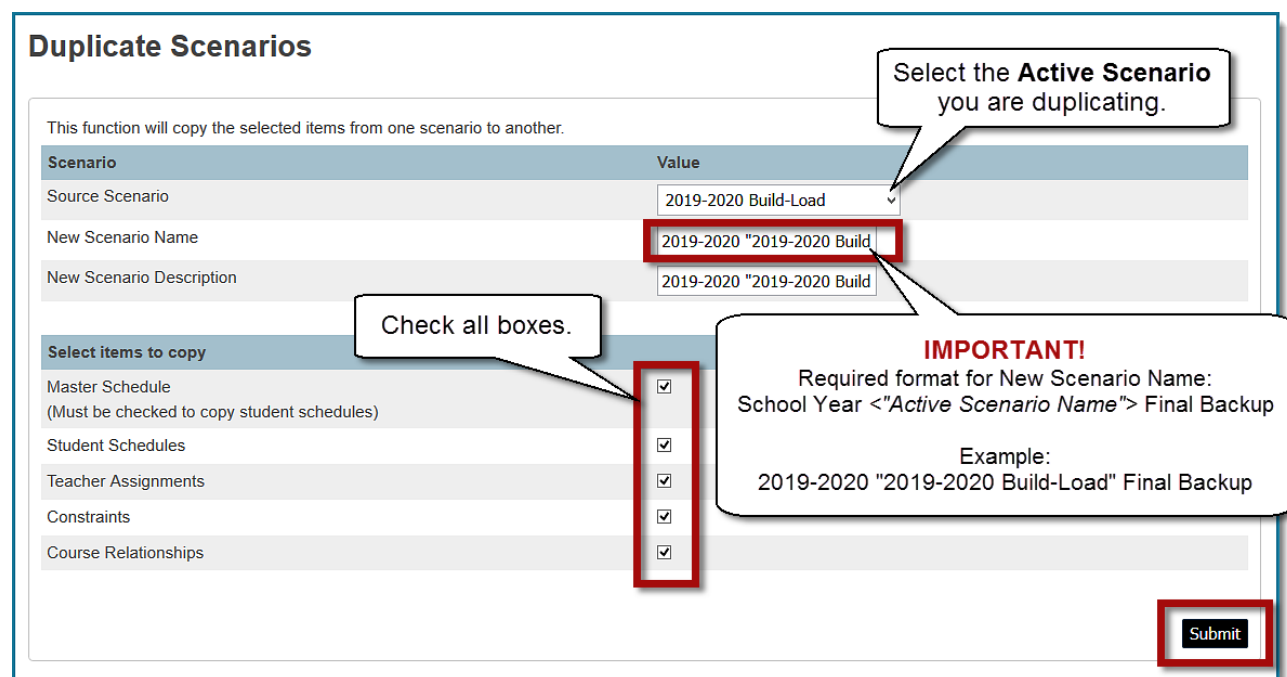
Schools using ABL should verify the ABL scenario is the **Active** one.

Duplicating the Active Scenario

1. In **PowerScheduler**, under Tools, select **Functions**.
2. On the **Functions** page, select **Duplicate Scenario**.
3. On the **Duplicate Scenario** page, do the following:
 - Select the **Active Scenario** from the **Source Scenario** drop-down menu.
 - Use the following format when entering the **New Scenario Name**:

School Year <"Name of Active Scenario"> Final Backup

Example: 2019-2020 "2019-2020 Build-Load" Final Backup
4. Click **Submit**.



Duplicate Scenarios

This function will copy the selected items from one scenario to another.

Scenario	Value
Source Scenario	2019-2020 Build-Load
New Scenario Name	2019-2020 "2019-2020 Build-Load" Final Backup
New Scenario Description	2019-2020 "2019-2020 Build-Load" Final Backup

Select items to copy

Master Schedule (Must be checked to copy student schedules)	<input checked="" type="checkbox"/>
Student Schedules	<input checked="" type="checkbox"/>
Teacher Assignments	<input checked="" type="checkbox"/>
Constraints	<input checked="" type="checkbox"/>
Course Relationships	<input checked="" type="checkbox"/>

IMPORTANT!
Required format for New Scenario Name:
School Year <"Active Scenario Name"> Final Backup

Example:
2019-2020 "2019-2020 Build-Load" Final Backup

Submit

Final Steps in the Commit Process

1. Do not access PowerScheduler

On the morning of your Commit day, ensure that all staff are out of PowerScheduler, and will remain out until your Commit is finalized. *Student enrollment may continue on the live-side.*

2. Wait for an email notification from IT of successful Commit

You will receive an email notification from IT that your Commit process has completed successfully **AND is ready to be finalized. REMINDER!** Student enrollment may continue on the live-side.

3. **IMPORTANT!** Complete the Bell Schedule and Calendar

In order for your Commit to be finalized, your calendar must be completed. Without a complete calendar, teachers will not be able to see their rostered students, student schedules cannot be added or modified.

Bell Schedule names **MUST** contain a school year identifier (example: **20-21 Minimum Day**).

Instructions for completing the Bell Schedule and Calendar begin on page 8

4. Commit Complete

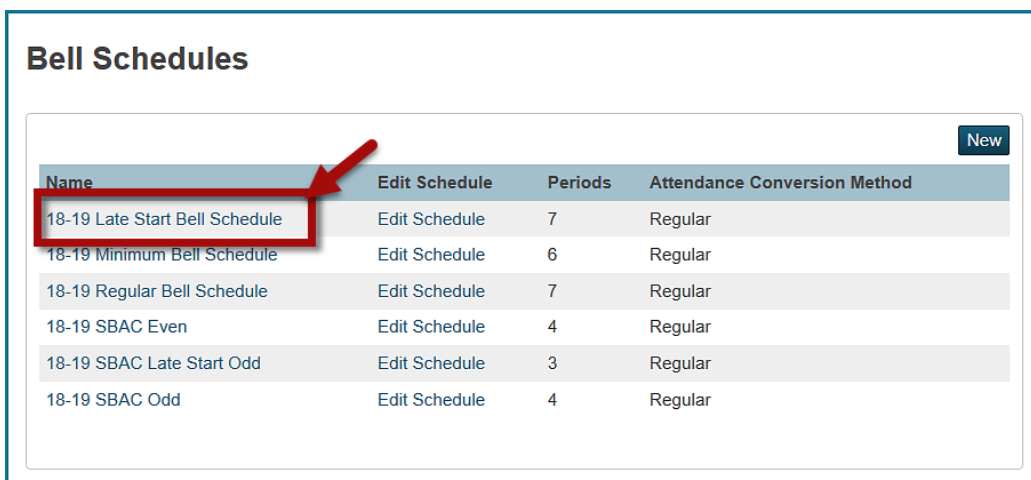
After the Commit is complete, your site can no longer use PowerScheduler for the new school year. Any changes made in PowerScheduler after the Commit cannot be copied to the live side. All teacher and student scheduling must be done on the “live side”.

Completing the Bell Schedule

PLEASE NOTE: Dates and terms are used as examples and may not reflect the current scheduling school year or Term. Please use the appropriate year naming convention according to the Term you will be working in.

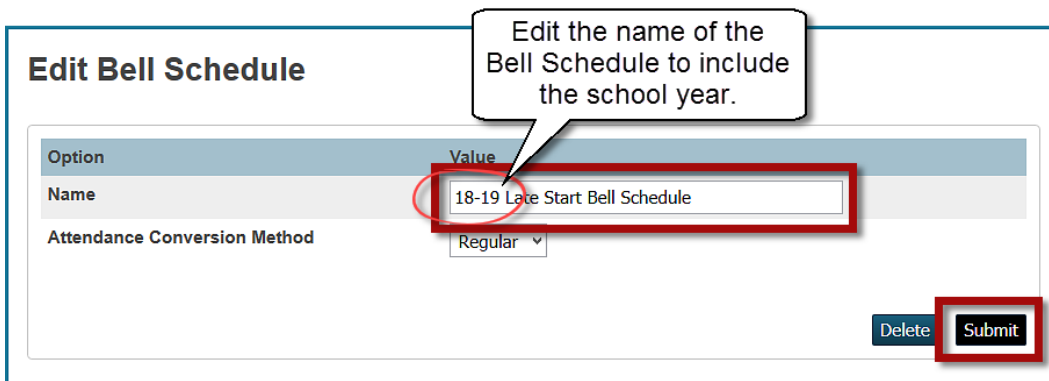
Verify the Bell Schedule

1. From the **Start Page**, under Setup on the main menu, select **School**.
2. On the **Setup page**, under the Calendaring heading, select **Bell Schedules**.
3. Click the **Name** of the first Bell Schedule.



Name	Edit Schedule	Periods	Attendance Conversion Method
18-19 Late Start Bell Schedule	Edit Schedule	7	Regular
18-19 Minimum Bell Schedule	Edit Schedule	6	Regular
18-19 Regular Bell Schedule	Edit Schedule	7	Regular
18-19 SBAC Even	Edit Schedule	4	Regular
18-19 SBAC Late Start Odd	Edit Schedule	3	Regular
18-19 SBAC Odd	Edit Schedule	4	Regular

4. Edit the **Name** of the Bell Schedule to include the school year.
5. Click **Submit**.



Option	Value
Name	18-19 Late Start Bell Schedule
Attendance Conversion Method	Regular

Delete Submit

6. Click **Edit Schedule** to verify the times and make adjustments if needed.

Bell Schedules

[New](#)

Name	Edit Schedule	Periods	Attendance Conversion Method
18-19 Late Start Bell Schedule	Edit Schedule	7	Regular
18-19 Minimum Bell Schedule	Edit Schedule	6	Regular
18-19 Regular Bell Schedule	Edit Schedule	7	Regular
18-19 SBAC Even	Edit Schedule	4	Regular
18-19 SBAC Late Start Odd	Edit Schedule	3	Regular
18-19 SBAC Odd	Edit Schedule	4	Regular

7. Verify the **Start** and **End Times**:

- **If the times do not need to be changed, and you are not adding or deleting periods:**

Click on **Bell Schedule** in the breadcrumbs and continue to edit the remaining bell schedule names to include the current school year.

- **If times or periods need to be changed, added or deleted:**

Click the **Period** number to edit or delete. Click **New** to add an additional period.

Bell Schedule: 18-19 Late Start Bell Schedule

[New](#)

Period	Start Time	End Time	Duration
1	08:50 AM	09:35 AM	45
2	09:40 AM	10:23 AM	
3	10:28 AM	11:11 AM	
		11:59 AM	
		01:22 PM	43
		02:10 PM	43
		03:30 PM	75

Click the **Period** to edit the **Start** and **End** times, or to *delete the period*.

Click **New** to add an additional Period.

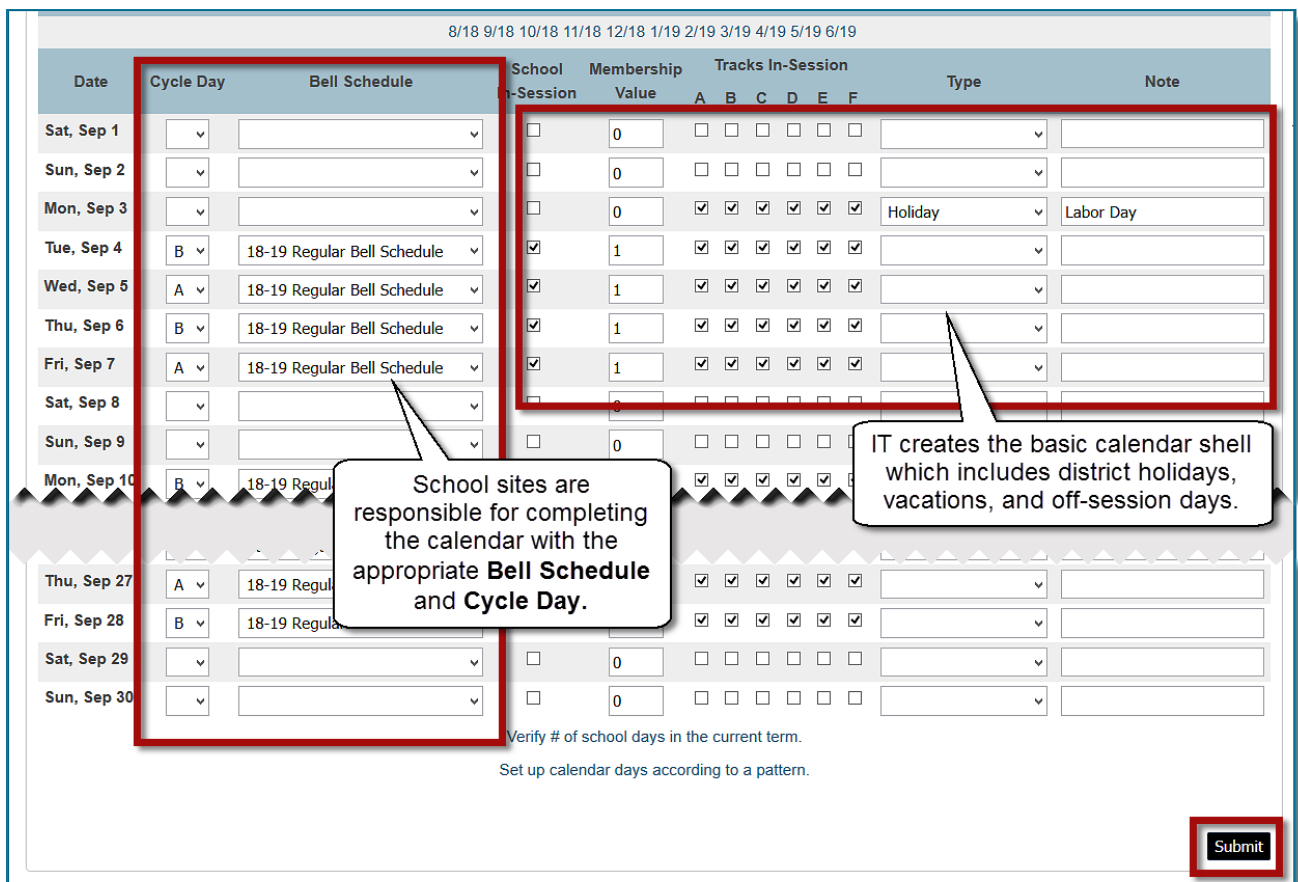
Completing the Calendar

PLEASE NOTE: Dates and terms are used as examples and may not reflect the current scheduling school year or Term.

IT creates the basic calendar shell which includes district holidays, vacations and off-session days.

School Sites are responsible for completing their calendar with appropriate bell schedules and cycle days. It is best practice to review and verify your calendar upon completion.

1. On the **Start Page**, under **Setup** on the main menu, select **School**.
2. On the **Setup page**, under the Calendar heading, select **Calendar Setup**.
3. Apply the appropriate **Cycle Day** and **Bell Schedule** to each **School In-Session day**.
4. Click **Submit**.



Date	Cycle Day	Bell Schedule	School In-Session	Membership Value	Tracks In-Session	Type	Note
					A B C D E F		
Sat, Sep 1	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	▼	
Sun, Sep 2	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	▼	
Mon, Sep 3	▼	▼	<input type="checkbox"/>	0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Holiday	Labor Day
Tue, Sep 4	B ▼	18-19 Regular Bell Schedule ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	▼	
Wed, Sep 5	A ▼	18-19 Regular Bell Schedule ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	▼	
Thu, Sep 6	B ▼	18-19 Regular Bell Schedule ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	▼	
Fri, Sep 7	A ▼	18-19 Regular Bell Schedule ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	▼	
Sat, Sep 8	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	▼	
Sun, Sep 9	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	▼	
Mon, Sep 10	B ▼	18-19 Regular Bell Schedule ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	▼	
Thu, Sep 27	A ▼	18-19 Regular Bell Schedule ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	▼	
Fri, Sep 28	B ▼	18-19 Regular Bell Schedule ▼	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	▼	
Sat, Sep 29	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	▼	
Sun, Sep 30	▼	▼	<input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	▼	

Verify # of school days in the current term.
Set up calendar days according to a pattern.

Submit