Commit Process for Secondary and K-8 Schools

Preparing to Commit the Master Schedule

Effective August 1, 2019 ● Version 6.0

When you have a satisfactory schedule and want to make it your master schedule for the next school year, you must commit it. Once a schedule is committed, it replaces any existing master schedule in the New Year and becomes your current schedule.

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

1. **Review your 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 will 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 your Commit to be finalized, your 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, then they need to be entered. 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 commit is completed by IT, you **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

Be sure that your master schedule is as complete and as accurate as possible.

IMPORTANT! Make sure there are no discontinued courses in your schedule. Sections and students schedules for inactive courses will not be copied to the live side. If there are any discontinued courses in your schedule, you must move the students to an appropriate active course **BEFORE** requesting the Commit process.

Verify Your Cycle Days

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

PowerSchool

Welcome, **Power User** | Help | Sign Out

School: Henry High | Term: 19-20 Year

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 **Check Cycle Day Names for PowerScheduler**.

5. Click **Submit**.

The **Cycle Day Names** and **Abbreviations** must match what you are using in PowerScheduler in order for your schedule to be successfully committed to PowerSchool.

If your report contains errors, you must correct them.

Check Cycle Day Names for PowerScheduler

NOTICE the errors! These must be fixed.

| 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	⚠

These *must* match.

These *must* match.

To fix your 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 you have corrected all errors, run the **Check Cycle Day Names for PowerScheduler** report again.

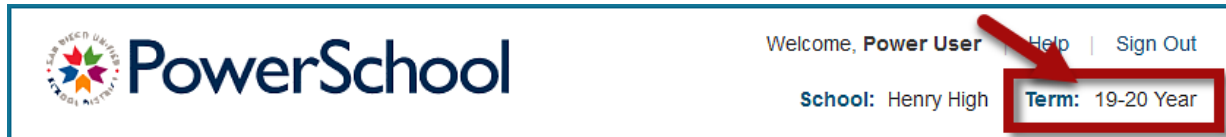Verify that you have *green check marks* under **Do Names Match?** and **Do Abbreviations Match?**

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, then proceed to 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 4** tab.

4. Expand the **Scheduling** heading, select **Invalid Course Requests from Another School**.

5. Click **Submit**.

Label	Value
Name	Invalid Course Requests from Another School
Description	This report displays students who enrolled at your school and have invalid course requests for another school, for the Term you have selected. Change the Term to view course requests for a different school year. Please follow the instructions below to fix this issue: 1. Delete the course requests from another school, using PowerScheduler. 2. If necessary, re-enter the course requests under your own school, using PowerScheduler.
Directions	

Submit

Invalid Course Requests from Another Sch

Show / hide columns   Make Current Selection   Copy   CSV   Tab   Print   PD
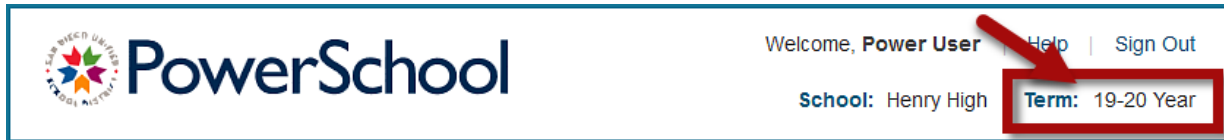
If the **Next School** is set to be your school and the **Course Request School** is a different school, delete these invalid course requests.

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	
356695	Smith	Jane									

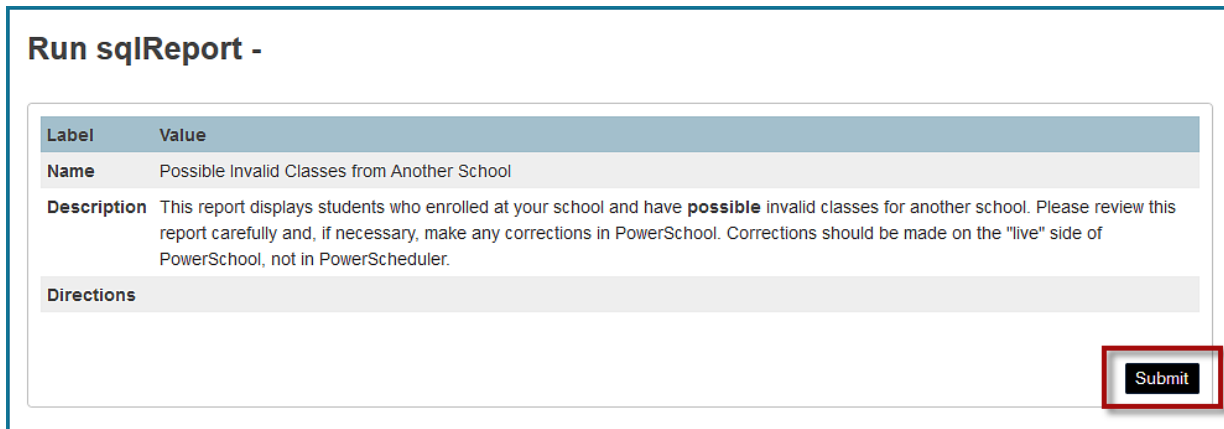# Possible Invalid Classes from Another School Report

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

Be sure that your Final Scenario is the active scenario. This must be done and verified before sending your final request to have the Commit process run for your school.

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	%Core Scheduled	%Re
2015-2016 Build-Load	06/25/2015	0/0/0	1792	20567	95.98%	Inactive	74	74	76
2016-2017 <"2016-2017 Bui	08/04/2016	0/0/0	1056	15057	75.28%	Inactive	0	0	0
2016-2017 Build-Load	08/04/2016	0/0/0	1056	15057	75.28%				78
2017-2018 "2017-2018 Buil	07/14/2017	0/0/0	1090	16395	76.97%				0
2017-2018 Build-Load	07/14/2017	0/0/0	1090	16395	76.97%				86
2018-19 "2018-19 Build-Lo	08/09/2018	0/0/0	1144	16247	80.86%	Inactive		0	0
2018-2019 Build-Load	08/09/2018	0/0/0	1144	16247	80.86%	Inactive	68	68	81
2019-2020 Build-Load	0/0/0	0/0/0	0	0	0%	Active	0	0	0

> Verify 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	%Cor
2015-2016 Build-Load	06/25/2015	0/0/0	1792	20567	95.98%	Inactive	74	74
2016-2017 <"2016-2017 Bui	08/04/2016	0/0/0	1056	15057	75.28%	Inactive	0	0
2016-2017 Build-Load	08/04/2016	0/0/0	1056	15057	75.28%	Inactive	78	73
2017-2018 "2017-2018 Buil	07/14/2017	0/0/0	1090					0
2017-2018 Build-Load	07/14/2017	0/0/0	1090					68
2018-19 "2018-19 Build-Lo	08/09/2018	0/0/0	1144					0
2018-2019 Build-Load	08/09/2018	0/0/0	1144	16247	80.86%	Inactive	68	68
2019-2020 Build-Load	0/0/0	0/0/0	0	0	0%	Inactive	0	0
ABL_2019-2020 Build-Load	0/0/0	0/0/0	0	0	0%	Active	0	0

> Schools using ABL should verify **ABL_2019-2020 Build-Load** is the *Active Scenario*.

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 "2019-2019 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
New Scenario Description	2019-2020 "2019-2020 Build

Select the **Active Scenario** you are duplicating.

Select items to copy	
Master Schedule (Must be checked to copy student schedules)	☑
Student Schedules	☑
Teacher Assignments	☑
Constraints	☑
Course Relationships	☑

Check all boxes.

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: **19-20 Minimum Day**).

   NOTE! For more information on how to create a new Bell Schedule and complete the Calendar, see the **Systems Administration for Power Users Handbook, Part 3: Calendar Set Up.**

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.

Bell Schedules

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**.

Edit Bell Schedule

Edit the name of the Bell Schedule to include the school year.

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 **New** to add an additional Period.

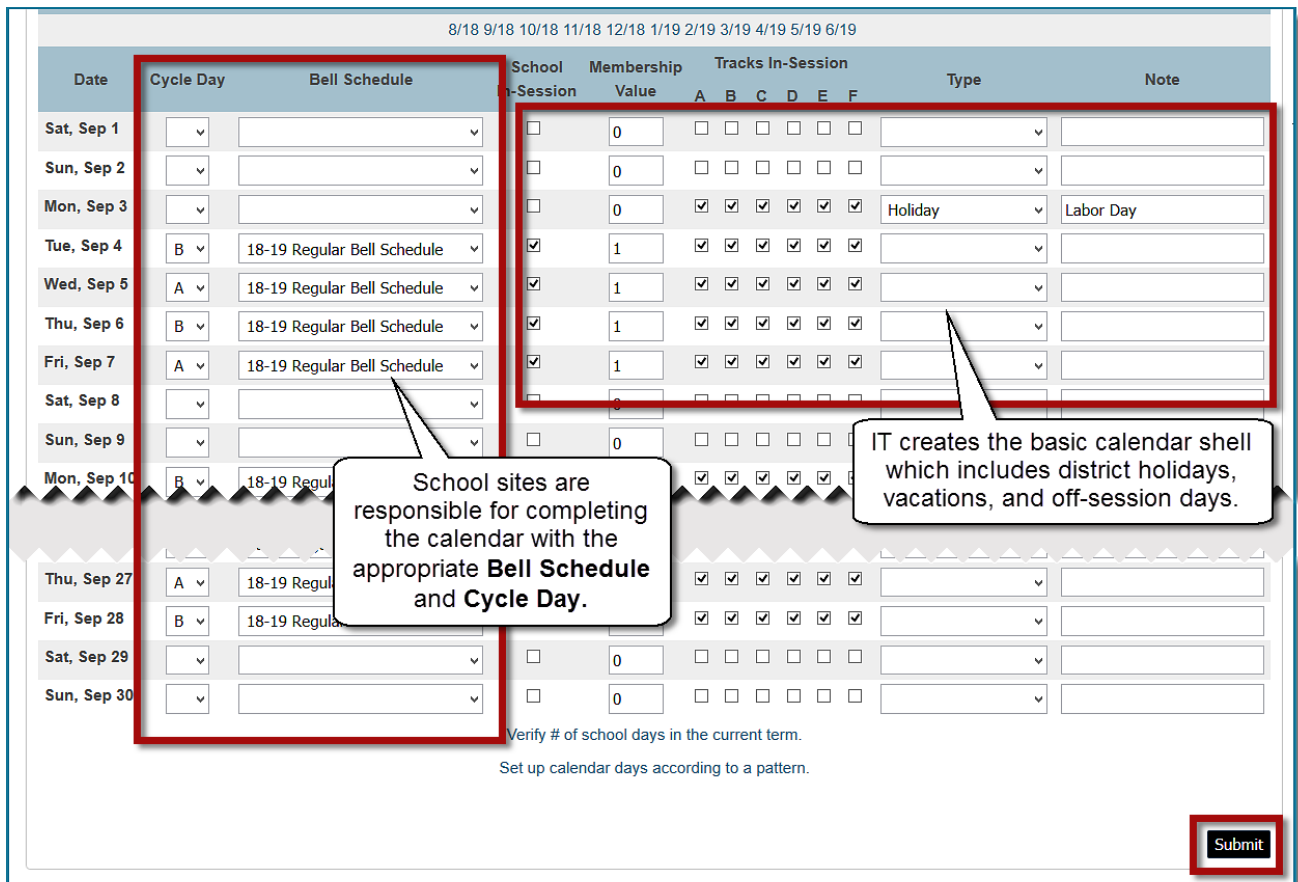Click the **Period** to edit the **Start** and **End** times, or to *delete the period.*

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**.

School sites are responsible for completing the calendar with the appropriate **Bell Schedule** and **Cycle Day.**

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