

## Elementary and Middle: Commit Process

(Do this ONLY if students DID NOT complete the course requests through PowerSchool)

When your schedule is as good as it can possibly be, and school is no longer in session, commit the master schedule.

### How to Commit the Master Schedule

**SCCS Due Date: May 31**

#### **ATTENTION!**

**When you commit a master schedule, it replaces any existing master schedule for that school year.**

**Once you commit the schedule, DO NOT DO ANY MORE WORK IN POWERSCHEDULER. ALL CHANGES MUST BE MADE IN THE LIVE SIDE OF SIS.**

#### **Steps to Commit the Master Schedule:**

1. On the start page, choose **PowerScheduler** under Applications in the main menu. The Scheduling page appears.
2. Under Processing, choose **Commit**. The Commit Master Schedule page appears.
3. Select the following:
  - **Sections Only**: Select this option to commit only sections.
4. Click **Submit**. The Verify Commit Master Schedule page appears.
5. Click **Submit**. The Commit Master Schedule Warnings page displays if there are any conflicts or unavailable courses. If there are no conflicts or unavailable courses, skip to Step 6.
6. If you are certain you want to commit, click **Submit** to proceed. The Changes Recorded page appears.

Once again:

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**Once you commit the schedule, DO NOT DO ANY MORE WORK IN POWERSCHEDULER. ALL CHANGES MUST BE MADE IN THE LIVE SIDE OF SIS.**