

Secondary: Load and Commit Process

(Do this ONLY if students completed the course requests through PowerSchool)

Once the master schedule is built, and after students have completed all course requests, run the Load:

Run a Load

1. On the start page, choose **PowerScheduler** under Applications in the left menu. The Scheduling page appears.
2. Under Processing, choose **Load** from the PowerScheduler menu. The Load Student Schedules Queue page appears.
3. Use the following table to enter information in the fields:

Field	Description
Load type	Select a type of load: <ul style="list-style-type: none"> • Load all students: The system reschedules all students. Previously created student schedules or manually adjusted student schedules are deleted. • Balance: The system adjusts student schedules to help improve the balance of students among sections. There is no guarantee that students' schedules will not change. • Reschedule the selected [x] students: The system reschedules only students whose schedules have not been locked. You can select this option multiple times.
Close sections at maximum	Select the checkbox to ensure that courses close at their maximum enrollment numbers. Note: Do not select the checkbox the first time you do a load. The build itself runs without considering section maximums, so this will let you determine if you can get a little better load percentage. Also, not closing sections at their maximums will help you focus on students with conflicts.
Use global course substitutes	Select the checkbox to ensure that the system automatically inserts any global course substitutes after student course substitutes have been tried and rejected.

Use student course substitutes	Select the checkbox to ensure that the system automatically inserts student course substitutes in the order chosen, if needed.
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4. Click **Execute**. The engine starts to run. For more information, see *Understand the PowerSchool Scheduler Page*.
To view details about the load, click **(Q)** next to Load in the PowerScheduler menu, then click **View** in the Load Log column on the Load Student Schedules Queue page.
To view errors and messages produced by the load, click **View** in the Results Log column.

Import Student Schedules

After you load students into schedules, you must import the results to display student schedules in PowerSchool.

If you import schedules that have changed for a student or a group of students after the first import, only the schedules of the selected students will be overwritten. Student schedules that did not change since the last import are not affected.

1. On the start page, choose **PowerScheduler** under Applications in the main menu. The Scheduling page appears.
2. Under Processing, choose **(Q)** next to Load from the PowerScheduler menu. The Load Student Schedules Queue page appears.
3. Click **Import** in the appropriate row in the Results column. The Load Student Schedules Queue page appears.

Manually Adjust Student Schedules

Manually adjust and fine-tune student schedules only if you are certain that the master schedule will not change and that student schedules are correct.

Note: Running a load will cause manual modifications to be lost. Instead, choose the Reschedule the selected [x] students option when loading. For more information, see *Run a Load*.

You can also manually enroll students in courses based on their course requests.

Note: If you use the Balance Adjustment constraint to pre-load a section with a certain number of "placeholder students," you need to manually schedule students into those seats after loading the rest of the student schedules. For example, if you use this constraint in a section of a math course to hold five seats for Special Education students, you need to schedule those Special Education students into the math section after loading the other students' schedules.

Commit the Master Schedule

SCCS Due Date: May 31

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

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, under the Applications section in the left menu, choose **PowerScheduler**. The Scheduling page appears.
2. Under the Processing section, choose **Commit**. The Commit Master Schedule page appears.
3. Select the following ONLY IF students did course selections in PowerSchool. (Elementary and Middle Schools have a different process.)
 - **Sections & Student Schedules:** Select this option to commit both sections and student schedules.
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:

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.