

COMMIT A POWERSCHEDUER SCHEDULE: HOW TO

This document is an instructional guide for administrators detailing how and when to commit the Master Schedule from PowerScheduler to PowerSchool Live-Side.

OVERVIEW

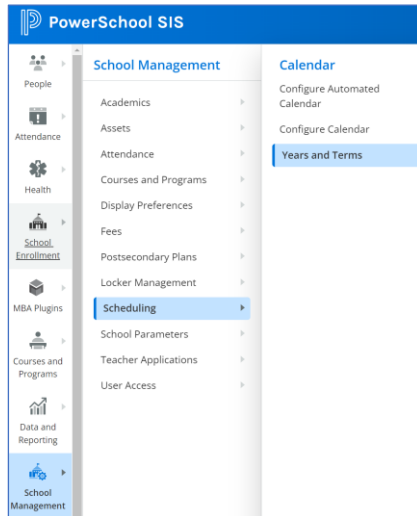
How to Commit the Master Schedule

- Step 1: Review Years and Terms
- Step 2: Commit the Master Schedule
- Step 3: Send Verification Email to RESA

1. Review Years and Terms

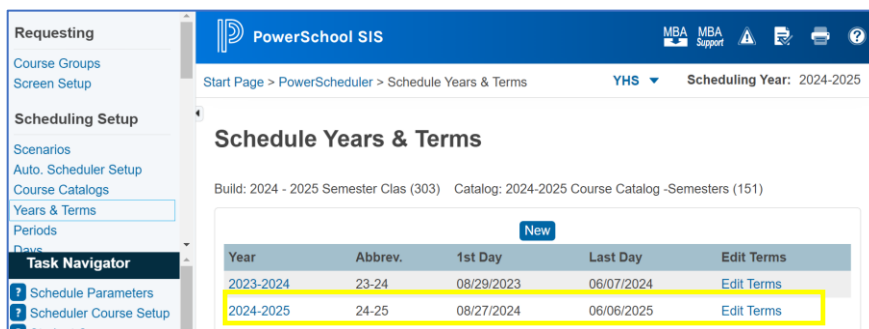
- Confirm the Year Term START and END dates MATCH between the DISTRICT, each SCHOOL, and POWERSCHEDULER

- LIVE SIDE: [DISTRICT](#) OR [SCHOOL MANAGEMENT](#) > [SCHEDULING](#) > [CALENDAR](#) > [YEARS AND TERMS](#)



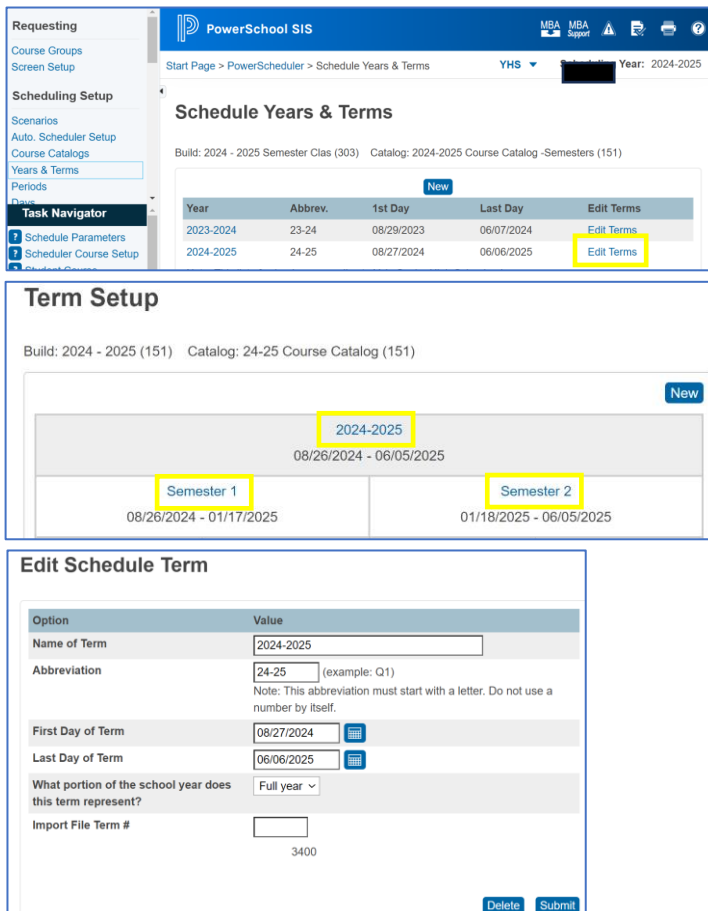
Year	Abbrev.	1st Day	Last Day	Edit Terms
2022-2023	22-23	08/30/2022	06/09/2023	Edit Terms
2023-2024	23-24	08/24/2023	06/07/2024	Edit Terms
2024-2025	24-25	08/27/2024	06/06/2025	Edit Terms

- POWERSCHEDULER: [APPLICATIONS](#) > [POWERSCHEDULER](#) > [SCHEDULING SETUP](#) > [YEARS AND TERMS](#)



- In PowerScheduler confirm ALL Term START and END dates are accurate

- * SEMESTER, QUARTER, TRIMESTER, MARKING PERIOD, etc. Term dates will carry over from POWERSCHEDULER to the LIVE SIDE of POWERSCHOOL
- * REMINDER: DO NOT create any TERM other than the YEAR TERM on the Live Side of PowerSchool
 - Select EDIT TERMS
 - Select the NAME of the Term and make edits to START and END dates as necessary
 - SUBMIT



2. Commit the Master Schedule from PowerScheduler to the Live Side of PS

POWERSCHEDULER > PROCESSING > COMMIT

- Commit the Master Schedule AFTER school is out of session for the year AND before the END OF YEAR PROCESS
 - Select SECTIONS & STUDENT SCHEDULES (THIS WILL REPLACE BOTH)
 - Select SUPPRESS CLASSES FOR ASSOCIATED TERMS FOR PARENT/STUDENT USERS
 - This option will HIDE the schedule on the Parent/Student Portal
 - At the beginning of the year, an administrator will remove the TERM SURPRESSION
 - SUBMIT

Commit Master Schedule

Committing the Master Schedule will result in the following items being copied over to your production environment:

- Periods
- Days
- Year term

Any data you have for next year will be replaced with the values you currently have in PowerScheduler.

When the Year Term is replaced it will remove any associated terms.

Please choose which schedules to copy:

Copy	Select
Sections Only (this will keep Student Schedules)	<input type="radio"/>
Student Schedules Only (this will keep Sections, Periods, Days and Terms)	<input type="radio"/>
Sections & Student Schedules (this will replace both)	<input checked="" type="radio"/>
Suppress Classes for Associated Terms for Parent/Student Users	<input checked="" type="checkbox"/>

- On the VERIFY COMMIT MASTER SCHEDULE page, select SUBMIT

Verify Commit Master Schedule

You are about to overwrite your Periods, Days, Terms, Sections and Student Schedules.

If this is not what you wanted, please go back now. To commit your master schedule press submit.

- The Master Schedule has been SUCCESSFULLY committed when you see ****SCHEDULE COMMIT - COMPLETE**** at the bottom of the PROGRESS page
- Take a SCREENSHOT of the PROGRESS page

Progress

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**** Schedule Commit (2024-2025) - Start ****
Removing existing CC records...
Removing existing CC records... Done
Removing existing Section records...
Removing existing Section records... Done
Removing existing Terms records...
Removing existing Terms records... Done
Copying ScheduleTerms records to Terms...
Copying ScheduleTerms records to Terms... Done
Copying SchedulePeriod records to Periods...
Copying SchedulePeriod records to Periods... Done
Copying 0 ScheduleSections records to Sections...
Copying ScheduleSections records to Sections... Done
Creating SectionTeacher records...
Creating SectionTeacher records... Done
Copying SchedSectProgSettings records to SectProgSettings...
Copying SchedSectProgSettings records to SectProgSettings... Done
Copying 0 ScheduleCC records to CC...
Copying ScheduleCC records to CC... Done
No sections found for school [REDACTED]
Special Operation: Reset Class Count (for current school) has finished.
Resolving differences between ScheduleRoom and Room...
Resolving differences between ScheduleRoom and Room... Done
Resolving differences between ScheduleDepartments and Departments...
Resolving differences between ScheduleDepartments and Departments... Done
Resolving differences between ScheduleFacility and Facility...
Resolving differences between ScheduleFacility and Facility... Done
**** Schedule Commit - Complete ****

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3. Send Verification to RESA

- Send a VERIFICATION EMAIL to RESA SIS Support: sissupport@sccresa.org
 - SUBJECT LINE: 24-25 Schedules Committed - [insert your SCHOOL NAME]

- BODY of the EMAIL:
 - Schedules Committed on [insert DATE]
 - Include the PROGRESS page SCREENSHOT saved in STEP #2
 - Email Example:

