



3 Ways to Create a Master Schedule in PowerScheduler - ***** Select One*****

Unless you know for sure that you are building a new schedule (by hand or with the Builder), copy over your current Master Schedule, print the schedule and compare to your tally to see if useable again this year - with some minor changes. If you copy over the Master Schedule from last year remember to go back and edit Years & Terms names & dates, Set Schedule Year, and Associate Terms in your Scenario.

1 Use the previous year's schedule. You will only use Load. (Easiest of 3 ways)	2 Create new schedule by hand. You will only use Load.	3 Create new Master Schedule with Builder.
Review steps 1 - 16 from the PowerScheduler Checklist. When creating the scenario you will select to Load only.	Follow steps 1-4 and 6 from PowerScheduler Checklist. <u>Verify that you have no Master Schedule before you begin entering info.</u>	<u>YOU WILL USE BUILD</u> to create the schedule & <u>LOAD</u> to create the student schedules.
You will need to have all your requests in, the number of sections and staffing from your tally. Compare your tally to the schedule you copied to see if you can use it.	Create your Master Schedule. Build constrained courses first, then singleton academics, then singleton electives, doubleton academics, etc. Use scheduling board.	Follow steps in the "MISD PowerScheduler" document.
<u>YOU WILL NOT USE BUILD</u> ; you will create any additional sections by hand and/or delete any not being used. Check/complete all courses, sections, rooms, students and edit where needed.	If you are scheduling all the student's classes by hand and <u>not</u> using the Loader you can do that once you have your schedule created and can see it in your Master Schedule. <u>YOU WILL NOT USE BUILD.</u>	
Set any Load constraints/relationships and make sure maxes are set on room, section & course.	If however, you want to use Loader check steps 8-16. You will need Load Priority set on each course. Set any load constraints or relationships making sure maxes are set correctly.	
<u>LOAD ONLY</u> - the builder will not be used. Validate the Load, Fix all Errors & Warnings where necessary. Load students.	Validate the Load, Fix all Errors & Warnings where necessary. Load students.	