



PowerScheduling Process and Timeline Summary

Step 1: Preliminary Tasks. (Mid-September to December)

- Review Scheduling Philosophy and Existing Master Schedule. Are changes needed?
- Perform a Curriculum Review. Update the Course Catalog. What needs to be added, dropped, or edited?
- Develop Scheduling Timeline and Calendar for the next school year.

Step 2: Perform Auto-Scheduler Setup. (December to Mid-January)

- Review PowerScheduling Process with P.S. Liaisons.
- P.S. Liaisons perform Auto-Scheduler Setup at all Secondary Schools.

Step 3: Perform Prepare to Build Master Schedule Process. (Mid-January to Mid-March)

- Review and Edit the Course Catalog, Course File, Room File, Teacher File, and Student File.
- Prepare to collect Student Course Requests and enter the requests into PowerScheduler.
- Evaluate Requests, run Tally and Staffing process.

Step 4: Build the Master Schedule. (Mid-March to May)

- Use the Tally and Staffing results to determine how you will get your Master Schedule for the next school year. Will you: **1.** Use an existing Master Schedule, **2.** Create a new Master Schedule by hand, or **3.** Use the PowerScheduler Builder to create your new Master Schedule?
- Review and edit your Course, Room, Teacher, and Student Files again if needed to fit with how you have chosen to create your Master Schedule. Master Schedule is in place.

Step 5: Load Student Requests into Master Schedule and Evaluate. (May to Late-June)

- Run Load Process and use Reports to evaluate your Load. Make adjustments, re-Load and keep running new Loads until no more progress is being made.
- Begin fixing "incomplete" student schedules individually **by hand**.
- Goal before leaving in June: **1.** Completed Master Schedule and **2.** At least 80+% of students with completed schedules. Prepare to "Commit" Master Schedule and Student Schedules.

Step 6: P.S. Liaisons Perform Commit Process for Master Schedules & Student Schedules. (Mid-July)

- Run Commit Process. Once Commit is run you no longer use the PowerScheduler side.

Step 7: Live Side - Evaluate and Edit Master Schedule and Fix "Incomplete" Student Schedules using Walk-in Scheduling Process. (End-July to September)

- Use Tally and Staffing Process to evaluate Master Schedule now that the Commit Process has been run. Make necessary changes to Master Schedule sections individually **by hand**.
- Once Master Schedule editing is complete, continue to fix student schedules individually **by hand**.