![MISD logo]

MISD PowerSchool Document

Copying Teacher Assignments to a New Build in PowerScheduler

Follow the steps below to successfully export and import Teacher Assignments from one PowerScheduler build to another. Note that you must have a Build already set up to import into.

Export Data

1. Navigate to Start Page > System Administrator > Direct Database Export (DDE).
2. Choose the [ScheduleBuilds] table.
3. Click on "Select all x records in this table" and then click on "Table View."

4. Locate the Build that you want to export from and the Build that you want to import into. You will need the BuildID numbers for both builds.

5. Select the [ScheduleTeacherAssignments] table.
6. Search for BuildID = [BuildID for build you would like to export from].
7. Click on "Search all x records in this table." Your search will yield the Teacher Assignments for export.
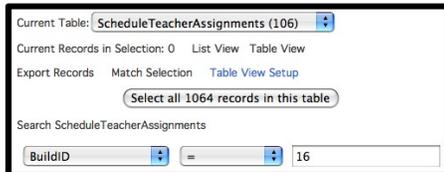
8. Click Export Records. From the drop down, select all possible fields. There will be some fields that are blank, but it is possible to import fields without data.
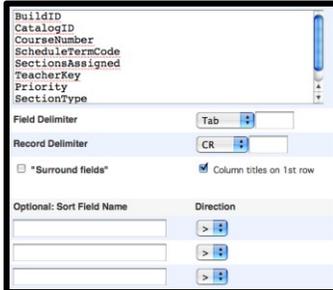
9. Once you have all the fields selected, click "Submit" and save the file as a **Text (Tab delimited)** file in Excel.
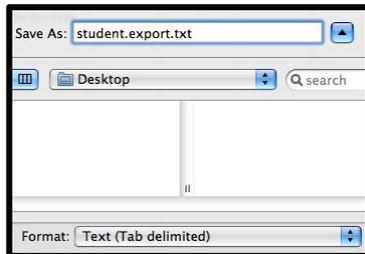
10. In this file, change the data in the following fields:
    ▪ Build ID to the build you would like to import into
    ▪ ScheduleTermCode if present
    ▪ Save the file again

Import Data

Import the data using the Quick Import Screen.

1. Navigate to Start Page > Special Functions > Importing & Exporting > Quick Import, and select the Schedule Teacher Assignments table.
2. Browse for the file. Check the box, "Suggest field map" and submit the page.

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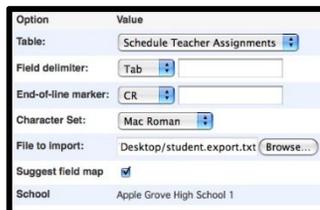
3. The next page that appears will have a field map. Verify that all the exported fields have a matching import field.
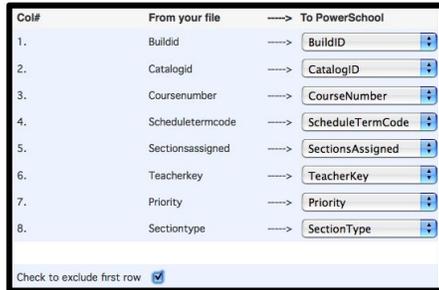
4. If there are Field Names in the first row of the file, select the box to Exclude First Row and submit the page.

5. Navigate to Start Page > PowerScheduler > Courses > Choose a Course > Teacher Assignments. There should be figures to indicate the presence of Assignments in that build.

Note: Make sure to regenerate bitmaps under PowerScheduler > Functions > Regenerate Bitmaps after importing any preschedule, room free, teacher free, course restrict constraints or any settings that use an expression.