



PowerScheduler 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?
- Developing 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 OR manually create years & terms at all secondary schools/schools using PowerScheduler

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-April to May)

- Use the Tally and Staffing results to determine how you will get your Master Schedule for the next school year. Will you:
 - Use an existing Master Schedule
 - Create a new Master Schedule by hand or,
 - 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:
 - Completed Master Schedule and
 - 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**.