

# How to Copy the Master Schedule

## Create the Next School Year

1. Log into the appropriate school.
2. Navigate to School > Years and Terms.
3. Select New.
4. Populate the appropriate information.

Start Page > School Setup > Years & Terms > Create New School Year

**Functions**

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

**Setup**

- Personalize
- PowerScheduler
- School
- Staff
- System
- Dashboard

**Create New School Year**

		Example Entry
Name of School Year	2009-2010	2001-2002
Abbreviation	09-10	01-02
First Day of School	8/15/2009 (MM/DD/YYYY)	8/23/2001
Last Day of School	6/15/2010 (MM/DD/YYYY)	6/5/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

Submit

The following is an example for the 2008 - 2009 school year

- Name of School Year: 2008 - 2009.
- Abbreviation: 08-09.
- First Day of School: first day that students attend school.
- Last Day of School: last day that students attend school.

## Set the Term to the Next Year

1. Select Term at the top of the PowerSchool page.
2. Choose the newly created term such as 2008 - 2009.

**Term**

Current 08-09 Semester 1

Change to 08-09 Semester 1

04-05 2004-2005

04-05 Semester 1

04-05 Semester 2

05-06 2005-2006

05-06 Semester 1

05-06 Semester 2

06-07 2006-2007

06-07 Semester 1

06-07 Semester 2

07-08 2007-2008

07-08 Semester 1

07-08 Semester 2

08-09 2008-2009 School Year

08-09 Semester 1

08-09 Semester 2

09-10 2009-2010

## Copy Master Schedule

1. Navigate to System Administrator > Copy Master Schedule.
2. Choose the prior school year as Source year.
3. Choose the newly create year as the Target year.
4. Check the confirm box.
5. Submit.

### Copy Master Schedule

This function will duplicate the entire master schedule from one year into another.

Option	Value
School	Apple Grove High School 1
Source year (the school year that the master schedule is being copied from)	2008-2009 School Year
Target year (the school year that the master schedule is being copied to)	2009-2010
Confirm (click the checkbox to confirm that you want to proceed.)	<input checked="" type="checkbox"/>

Submit

**Note:** When using the Copy Master Schedule function, PowerSchool will reinitialize your school calendar for the target year while copying sections from the source year into the target year. This re-initialization will clear any bell schedules and cycle days specified on the school calendar for the upcoming (target) school year. If your school is using the Copy Master Schedule function, it is recommended that your school does not setup the calendar until after copying the master schedule.