



Delete/Rebuild Master Schedule

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This utility deletes and rebuilds the elementary master schedule using the elementary courses table to determine the period and days met for each course-section.

In elementary grade reporting, the master schedule is deleted/rebuilt during the current year, but before elementary course sections and student schedules are built. The master schedule can be deleted/rebuilt as many times as necessary, but the program does not execute if students have been assigned to course-sections.

Only two-semester course are processed; all others are bypassed. One-semester course-sections must be manually added.

Before running the program, the following must be completed:

- All elementary courses must be defined in the district master schedule. The **Credit Lvl** field must be set to E.
- The elementary courses must be added to the campus master schedule.
- Grade level and section information must exist in the instructor records.
- The elementary grade table must be completed.
- The elementary courses table must be completed.

Update data:

Select the process you want to perform:

Select Delete/Rebuild Existing Elem Sections to delete existing sections and automatically create new sections. This option is used at the beginning of the school year to build the new course sections for elementary instructors.

Select Rebuild/Update Elementary Sections to retain existing sections and automatically add new sections. This option can be used if a new instructor is added after the course sections are already built for the campus.

In the Default Value to Use for Max Seats field, type the maximum number of seats needed for all new sections. The field can be up to three digits.

Click Execute.

If you are deleting existing sections, a list of courses and sections is displayed.

Click Delete to confirm that you want to delete the sections and continue processing. New sections are displayed.

Click Save to save the changes.

If you are rebuilding sections, and all possible sections exist, a message is displayed indicating that sections already exist and no new records were created.

If you are rebuilding sections, and sections do not exist, new sections are displayed. Click Save to save the changes.



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