



## **Delete/Rebuild Master Schedule**



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## Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Master Schedule

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, before elementary course-sections and student schedules are built. The master schedule can be deleted/rebuilt as many times as needed until 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:

| Field  | Description   |
|--|---|
| <b>Delete/Rebuild Existing Elem Sections</b> | Select 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.<br><br>Every time this option is selected, existing sections are deleted and new sections are created based on settings in the previous steps. |
| <b>Rebuild/Update Elementary Sections</b>    | Select to retain existing sections and automatically add new sections. For example, this option can be used if a new instructor is added after the course-sections are already built for the campus.  |
| <b>Default Value to Use for Max Seats</b>    | Type the maximum number of seats needed for all new sections.   |

Click **Execute**.

- If you are deleting existing sections, a list of courses-sections is displayed. Click **Delete** to confirm that you want to delete the sections and continue processing. New sections are displayed.

- 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**.



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