Delete/Rebuild Master Schedule

Table of Contents

Delete/Rebuild Master Schedule 1

Delete/Rebuild Master Schedule

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. You can verify the number of semesters for the course using **Nbr Sem** on Grade Reporting > Maintenance > Master Schedule > District Schedule.

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.
- All 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
Delete/Rebuild Existing Elem Sections	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. Every time this option is selected, existing sections are deleted and new sections are created based on settings in the previous steps.
Rebuild/Update Elementary Sections	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.
Default Value to Use for Max Seats	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**.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover