

Next Year Scheduling – Backup/Restore Scheduling Runs

Use this option to save and restore scheduling runs while you are attempting to improve the percentage of students fully scheduled. When you backup a scheduling run, the current Course Catalog, Master Schedule, Room Catalog, Staff Catalog, student requests, student schedules and mark reporting information are saved. You can restore any saved schedule run if you are not satisfied with another scheduling run.

For example, if you want to modify the Master Schedule to see if more students will be fully scheduled, you can save the current scheduling run and then make changes. If the changes decrease your % fully scheduled and have a negative impact on your success, you can restore any saved, more successful scheduling run.

To Backup or Restore a Scheduling Run

Step 1 – Navigate Backup/Restore


- Click on the dropdown Menu | Scheduling | Student Schedules | Student Scheduler | **Backup/Restore**
OR type “Backup” into the quick search bar and select **Backup/Restore**

Step 2 – Enter Prompts

- Select Building
- Select **Backup Existing Data** from the Action Dropdown
 - To restore a run, select **Restore Saved Data** from the Action Dropdown
- Name the run in the Scheduling Run Label Dropdown

Prompts

Building*	3043 - Catoclin High School
Action*	Back Up Existing Data
Scheduling Run Label*	1st Run without caps

Click the Run icon 

Important Note: When the Scheduling Team has determined the Student Scheduler has produced the best results possible, it is time to begin manually adjusting student schedules. **It is also imperative you contact the SIS Team and have security to run the Student Scheduler removed from all staff in your building.** This will ensure all of your hard work will not be lost be an inadvertent run of the Student Scheduler.