

# Master Schedule Snapshots

The Master Schedule Snapshots screen is used to restore the master schedule and student schedules using system backups, backups created when importing sections in the Master Schedule Builder, or manually created backups. System backups are created automatically based on the [scheduled job](#) "Master Schedule Snapshots." This is set to run every hour but can be modified as needed. Backups can also be created when importing sections in the [Master Schedule Builder](#). Manual backups can be created as needed. Hourly system backups are saved for 24 hours. Daily system backups are saved for 2 weeks. Manual backups are saved for 12 months. Backups created when importing sections in the Master Schedule Builder are not removed.

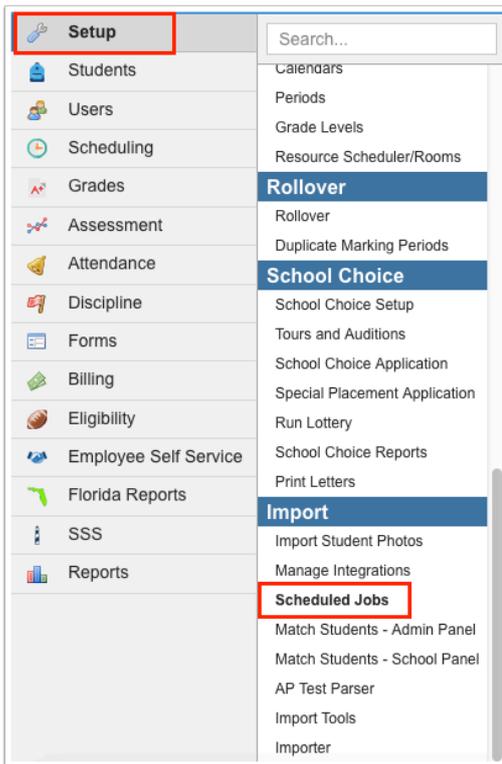
 [Profile permissions](#) control which profiles can view and edit this screen, restore schedules, and restore schedules after the first day of school. Restoring schedules after the first day of school is not recommended.

Setup	View	Edit
<b>Course Catalog</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Courses &amp; Sections</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Subjects		<input checked="" type="checkbox"/>
Edit Courses		<input checked="" type="checkbox"/>
Edit Sections		<input checked="" type="checkbox"/>
Sections - Restricted Access		<input type="checkbox"/>
Edit Teacher History		<input checked="" type="checkbox"/>
Edit Requests Subject		<input checked="" type="checkbox"/>
Edit Teacher Requestable		<input checked="" type="checkbox"/>
<b>Classes for Sale</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Optional Add-Ons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Seat Caps		<input checked="" type="checkbox"/>
<b>Lock Schedules</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Teams</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lunches</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Create Packages</b>		<input checked="" type="checkbox"/>
<b>Elementary Scheduler</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Run Scheduler</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Scheduler Priorities		<input checked="" type="checkbox"/>
<b>Master Schedule Snapshots</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Restore		<input checked="" type="checkbox"/>
Restore after first day of school		<input checked="" type="checkbox"/>
<b>Master Schedule Builder</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Course Completion Codes</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Setting Up the Master Schedule Snapshots Scheduled Job

System backups are created automatically based on the [scheduled job](#) "Master Schedule Snapshots." This is set to run every hour but can be modified as needed.

1. In the **Setup** menu, click **Scheduled Jobs**.



2. Locate the **Master Schedule Snapshots** scheduled job in the Jobs tab and click **Edit** next to the job title.

Address Corrections Create Job

**Jobs** Execution History

54 Jobs Filters: OFF Search

	Job Title	Job Time	Priority	Weekdays	End Date	Class
- Edit	BB Connect MHS	5:15 PM	500	Every day except Saturday and Sunday	N/A	IntegrationCronJob
- Edit	Horizon	7:00 PM	500	Every day except Saturday and Sunday	N/A	IntegrationCronJob
- Edit	PATS	8:00 PM	500	Every day except Saturday and Sunday	N/A	IntegrationCronJob
- Edit	Renaissance	8:30 PM	500	Every day except Saturday and Sunday	N/A	IntegrationCronJob
- Edit	School Pay	8:45 PM	500	Every day	N/A	IntegrationCronJob
- Edit	One Roster	9:30 PM	500	Every day except Saturday and Sunday	N/A	IntegrationCronJob
- Edit	Rollover	10:00 PM	500	Every day	July 12, 2017	RolloverCronJob
- Edit	Assign LCPs	11:00 PM	500	Every day except Saturday and Sunday	N/A	AssignLCP
- Edit	SEAS	11:00 PM	500	Every day	N/A	IntegrationCronJob
- Edit	AutoWithdraw	11:15 PM	500	Every day except Saturday and Sunday	N/A	AutoWithdraw
- Edit	Basic Skills Assessment	11:30 PM	500	Every day except Saturday and Sunday	N/A	BasicSkillsAssessment
- Edit	ImportStudents Job 5127	11:45 PM	500	Every day	N/A	ImportCronJob
- Edit	Master Schedule Snapshots	every hour on the hour.	0	Every day	N/A	MasterScheduleSnapshotsCron
- Edit	Update Met Graduation Reading Requirement	every hour 15 minutes past the hour	500	Every day except Saturday and Sunday	N/A	IntegrationCronJob
- Edit	Update Stu UN/PW	every hour 45 minutes past the hour	500	Every day	N/A	IntegrationCronJob
- Edit	Nightly Immunization Compliance Job	every 15 minutes	1	Monday and Tuesday	N/A	ImmunizationsNightlyJob

**3. Modify the Run Time, Start Time, End Time, Weekdays, Priority, Store Execution History, Start Date, End Date, and E-mail address as needed and click Save.**

See [Scheduled Jobs](#) for more information on setting up scheduled jobs.

Back Save

**Master Schedule Snapshots**

**Run Time**  
 12 : 00 AM

**Scheduled Timeframe**  
 Start Time: End Time:

**Weekdays**  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Priority**  
 If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.  
 500

**Store Execution History**  
 Keep the execution history for the selected timeframe (Default: 30).  
 30

**Start Date**  
 If set, this is the first day the cron job will run.

**End Date**  
 If set, this is the last day the cron job will run.

**E-mail address**  
 The results of the cron job will be sent to this address.

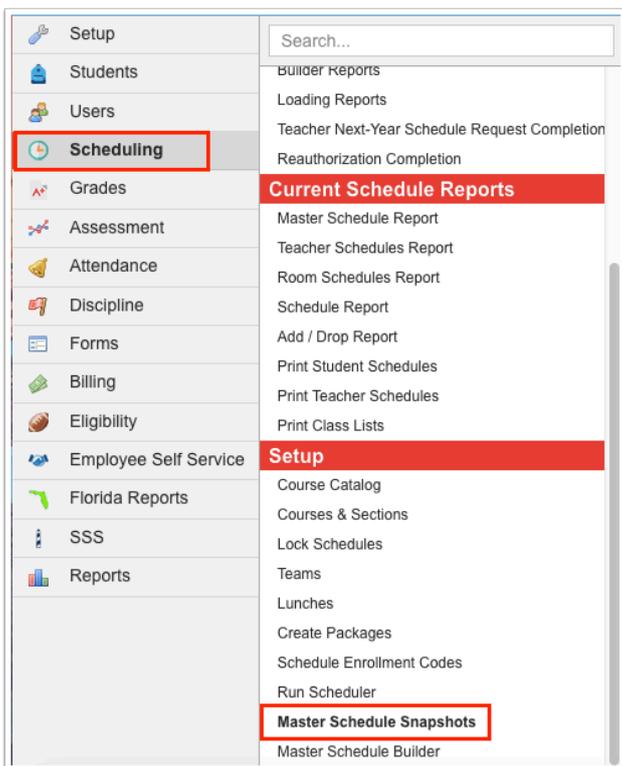
On the Master Schedule Snapshots screen, snapshots created by the scheduled job display "System" in the By field.

Restore	By	Date	Description	Percent Scheduled	# Sections
Restore	[Redacted], Cecil	09/15/2018 7:13pm			638
Restore	[Redacted], Cecil	09/15/2018 7:13pm			638
Restore	[Redacted], Marlene	09/15/2018 5:36am	test	95.91	1345
Restore	System	09/15/2018 7:12pm			638

## Creating a Manual Snapshot

Manual snapshots can be created as needed. Before making a change that could significantly affect the master schedule and student schedules, create a snapshot so that the schedules can be restored back to a previous point.

1. In the **Scheduling** menu, click **Master Schedule Snapshots**.



2. Click **Create Snapshot** at the top of the screen.

No Records Found

The snapshot is created and added to the list. The user who created the snapshot, the date and time the snapshot was created, the percent of students scheduled, and the number of sections in the master schedule are displayed.

Filter: OFF

Restore	By	Date	Description	Percent Scheduled	# Sections
<input type="button" value="Restore"/>	Weiss, Ashley	03/01/2023 11:02am		0	318

3. To add a description to the snapshot, click the **Description** field and enter the text.

Entering a useful description is recommended so that you and others involved in scheduling will know what this snapshot will restore.

4. Click **Save**.

Filter: OFF

Restore	By	Date	Description	Percent Scheduled	# Sections
<input type="button" value="Restore"/>	Weiss, Ashley	03/01/2023 11:02am	Before tweaking scl	0	318

## Restoring the Master Schedule and Student Schedules

1. Next to the snapshot you want to use, click **Restore**.

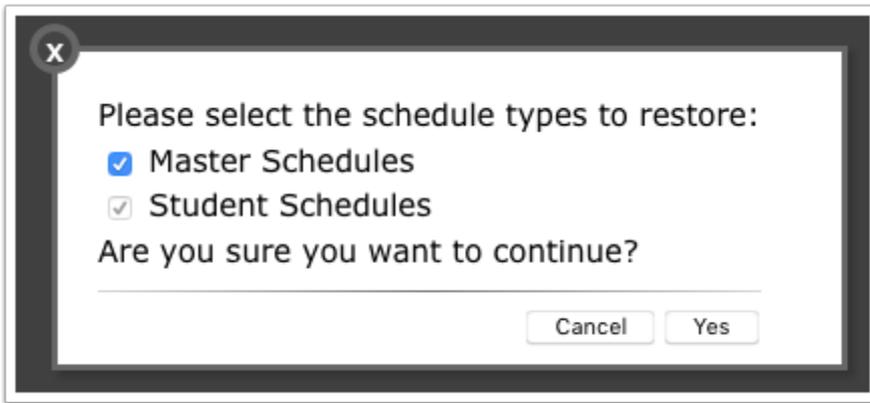
Filter: OFF

Restore	By	Date	Description	Percent Scheduled	# Sections
<input type="button" value="Restore"/>	Weiss, Ashley	03/01/2023 11:02am	Before tweaking scl	0	318

2. In the pop-up window, select **Master Schedules**, if needed.

Selecting Master Schedules will revert the master schedule to the snapshot. Student Schedules is always selected by default. This will revert student schedules to the snapshot.

3. Click **Yes** to continue.



A green check mark and confirmation message is displayed at the top of the screen.

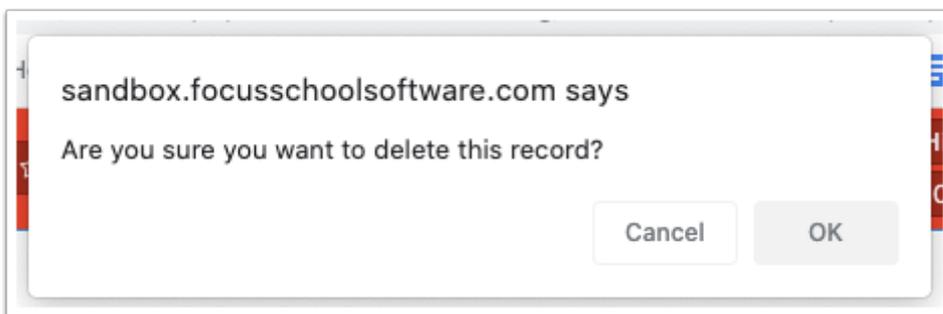


## Deleting a Snapshot

1. Next to the snapshot you want to delete, click the red minus sign.



2. In the confirmation message, click **OK**.



3. Click **Save**.

Create Snapshot

Save

Filter: OFF

Restore ↓	By ↓	Date ↓	Description ↓	Percent Scheduled ↓	# Sections ↓
<a href="#">Restore</a>	Weiss, Ashley	03/01/2023 11:02am	Before tweaking sc	0	318