

Agenda

- Introductions
- Expectations / Goals
- Goal of Building a Master Schedule
 - *Arrange time, staff, students, and physical resources so that optimal learning can take place*
- Calendar Info
- Course/Section Info
- Walk in Scheduler
- Schedule Wizard

Agenda

- **Calendar set-up: Regular year and summer school**
- **Period set-up**
- **Creating overlapping or double periods**
- **Add/drop courses**
- **Changing teachers by section**
- **Filling open periods (Study Hall)**
- **Adding lunches**

Calendar Tabs Info

- Calendar
- Grade Levels
- Schedule Structure
- Terms
- Periods
- Days

Calendar Tabs Info

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Help

- System Administrator
- + Student Information
- + Instruction
- + Census
- + Behavior
- + Health
- + Attendance
- + Scheduling
- + Fees
- + Grading & Standards
- + Medicaid
- + Transcripts
- + Ad Hoc Reporting
- User Communication
 - User Notices
- System Administration
 - Assessment
 - Attendance
 - Auditing
 - Behavior
 - Calendar
 - Calendar
 - Calendar Wizard
 - School Years
 - Census

204 - 2012-2013

Calendar
Grade Levels
Schedule Structure
Terms
Periods
Day

Save

Calendar Info

Calendar ID	School	
7844	204 Lafayette High School (schoolID:72)	
*Name	Number	
204 - 2012-2013		
*Start Date	*End Date	Summer School
07/01/2012	06/30/2013	<input type="checkbox"/>
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude
360	480	<input type="checkbox"/>
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice
240	120	<input type="checkbox"/>
Require Student Assignment	<input type="checkbox"/>	
Comments		
rolling 03/16/2012 05:01 PM		

Course Tab Info

- Number
- Name
- Department
- Max
- Scheduling Priority
- Terms / Schedules / Periods

Course Tab Info

Index
Search
Help

Search for a:

Course/Section

eng

Go

Advanced Search >>

- EN01GSRC ENGLISH I
- EN02G ENGLISH II
- EN02GCT ENGLISH II
- EN02GREP ENGLISH II
- EN02GSM ENGLISH II
- EN03R ENGLISH III
 - 1) KEMP, DANA E Rm:022
 - 2) KEMP, DANA E Rm:022
 - 3) KEMP, DANA E Rm:022
 - 4) KEMP, DANA E Rm:022
 - 5) GONZALEZ, DANIELLE
 - 6) HEFFRON, DANIEL J Rm:022
- EN03RCT ENGLISH III
- EN03RESL ENGLISH III
- EN03RIND ENGLISH III
- EN03RREP ENGLISH III
- EN03RSIC ENGLISH III

EN03R ENGLISH III

Scheduling Rules
Fees
Build Constraints
Assessments

Course
Sections
Grading Tasks
Standards
Composite Grading

Save
Delete

Course Editor

CourseID 8480

*Number	EN03R	*Name	ENGLISH III	Standards-based	<input type="checkbox"/>	Active	<input checked="" type="checkbox"/>
		Subject Type					
State Code	01003	Department	English Language Arts				
Schedule Load Priority		Max Students	24	Terms	4	Schedules	6
				Periods	1	Sections to Build	0
GPA Weight	1	Bonus Points	<input type="checkbox"/>	Transcript	<input checked="" type="checkbox"/>	Required	<input type="checkbox"/>
Type							
Activity							
Homeroom	<input type="checkbox"/>	Allow requests	<input checked="" type="checkbox"/>	Allow teacher requests	<input type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>
Comments						Unit Attendance	<input type="checkbox"/>

Section Info

- Number
- Section Max*
- Room
- [Teacher(s)]
- Section Placement

Walk-in Scheduler

- Add, Delete, Change Requests
 - It is highly recommended to Unload courses that are going to be Changed. Or, better yet, Delete then Add, in lieu of Change
- Organize into R – E – A
- Verify number of Units
- Verify workable request combinations
- Roster individual students
- Lock Individual students

Request Reports

Report

Description

Use

Request Batch

Student Requests, one page per student

Sending home for course request verification

Request Conflicts

Lists courses, with the number of sections and requests, in conflict with a course

Avoid placing “landmines” in the schedule (placing the 1 section of AP English with Choir)

Request Counts

Students who have not requested the maximum number of units (courses)

Finding students who could have additional course requests

Request Detail

All students who have requested a particular course(s)

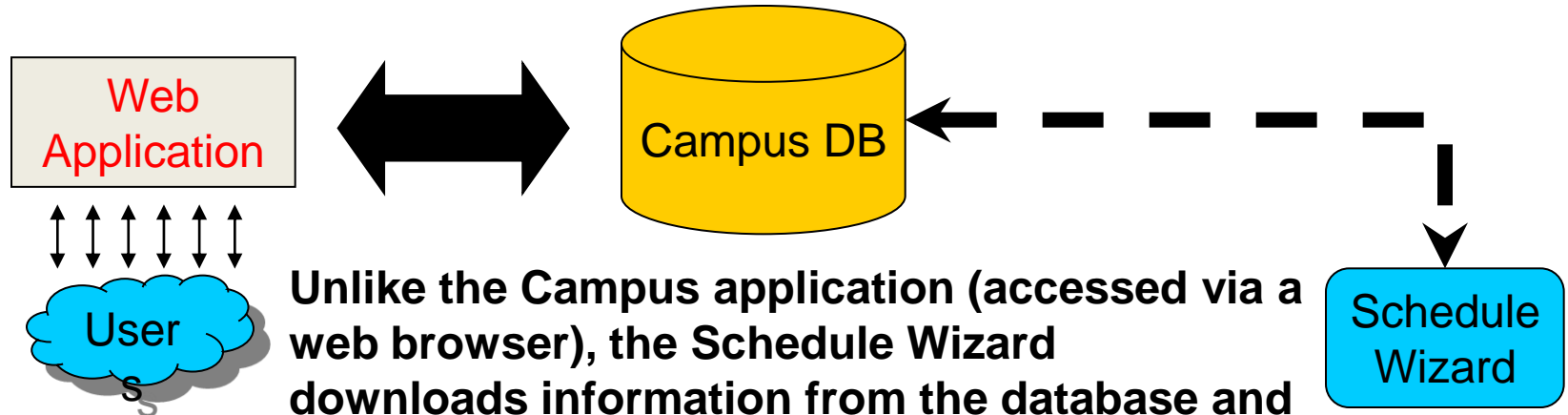
Verifying course request issues in real time

Requests Satisfied

Number of requests fulfilled and the total number of requests for a course

Determining the number of sections to run, checking student max, number of requests in a grade, etc.

Using the Schedule Wizard



Unlike the Campus application (accessed via a web browser), the Schedule Wizard downloads information from the database and then does all work and processing on the local machine. It then re-saves back to the Campus DB. This arrangement means the following *must be followed to avoid issues:*

1. Only one computer running the Wizard for a school.
2. Changes should be made in the Wizard OR in the application - not both!
3. Once the school year starts, do not go back into the wizard.

Schedule Wizard Functionality

- Create and save multiple versions of your schedule
- Load placed rosters as if they were requests
- Load / Unload course requests by school, department or course
- Manage Teachers, Rooms, and Scheduling Groups (Teams)
- Create and Move sections with Drag & Drop technology according to course defined specs - Optionally adjust loading on the fly
- Drag and drop technology to delete sections
- Use **yellow** to highlight important information
- Use **red** to highlight problems
- Use **green** to highlight missing data
- Renumber sections for Departments and/or Courses
- Display / Maneuver teacher schedules
- Manually lock students into particular sections
- Balance aspects of loading with respect to defined priorities
- Lock/Unlock students in Departments, Courses, or Sections

Using all of IC's Scheduling Power

- Set **Red** to view Singleton Conflicts, find appropriate placement for singletons and more
- Set **Yellow** to view full sections & periods on x-axis, study vertical period loading
- Set **Red** to view roster conflicts, find best section placement by moving to multiple periods (works best when student have schedule gaps)
- Quickly assess effect of schedule rules with separate loads
- Reorganize Departments and load departments sequentially
- Reload repeatedly without Unloading
- Use Manual Schedule Builder for locking individual students and managing requests
- Assign many students to teams in the beginning by giving them a request for a “teamed” course, roster them, fill teams, remove the course and requests
- Use the Roster Copy to copy homeroom classes from year to year and to build rosters in a non-scheduled environment
- Save your school-wide Request Detail report (and student schedules) on a weekly basis
- Know your Inclusion / Collaborative options
- When overcrowded, do not run non-academic classes during lunch periods
- Create multiple sections of a course (lunch) to de-emphasize / lower priority

Study Halls

Gaps in student schedules can be filled with a study hall course/section by using the ***Student Gap Scheduler***, which finds gaps in a schedule, in conjunction with the ***Student Gap Filler***, which fills those gaps. Setting up the type or types of Study Hall courses depends on the school structure and personal choice.

Gap Scheduler

The program will generate results in report format so that you will know which students need the study hall in which periods *or* will find the students who need study halls and list them in the left panel so that they can be scheduled manually through the walk-in scheduler.

Gap Filler

This module searches for students with gaps and fills the gap(s) with sections of a selected study hall course.

Study Halls

Pd	<u>Q1</u>		<u>Q2</u>		<u>Q3</u>		<u>Q4</u>	
	A	B	A	B	A	B	A	B
1	■	■	■	■	■	■	■	■
2								
3		■		■		■		■
4								
5					■	■	■	■
6								
7	■		■					
8							■	■
9					■			

Pd 1 – Full year, everyday

Pd 3 – Full year, alternating

Pd 5 – Half year, everyday

Pd 7 – Half year, alternating

Pd 8 – One quarter, everyday

Pd 9 – One quarter, alternating

Options:

- One course with 72 sections, one for each unit
- Multiple courses loaded from largest to smallest