Updated January 2010

**Senior High Environment (Complex Scheduling)

Once Student Next Year line has been filled & course requests have been entered for an incoming student, withdrawal of a student will automatically clear next year line but not course requests. Use SCH.710 often

**** Set Deadlines/expectation dates to be at each circle!**

Pre-Requisite
YEAR START SETUP
Setup options, Student Enrollment Proj.

****SYSTEM SETUP ITEMS - DO IN NEW YEAR****

SCH.101 (New Year), SCH.102
- Setup options, terms, periods
- Scheduling options **critical**
*Hint: Review Previous Yr options and copy into new year.
- Set up block rotation in SCH.102

STU.215
- Add/Delete room info

STU.240
-Add/Delete teacher Info

Step #1 - Students Work at getting projected Enrollment accurate

****IN CURRENT YEAR WORK AT SHOWING EXPECTED STUDENTS & NUMBERS**

STU.997
Report incoming student names, classes

STU.996
Report next year totals per class/grade

STU.530 format 'FDR'
Report incoming students by fdr sch
- select 'N'ext Yr, Count only 'Y' opt

STU.301
- Ensure next year cls/grade

RUN REPORTS OFTEN
COMMUNICATE WITH SCHLS TO ENSURE DESIGNATIONS

****skip Step #2 if you are not bubbling**

** Potentially recalibrate scanner **

SCH.606
- Auto generate crse reqs
1. SCH.310 to define them
2. Report SCH.550
3. SCH.606 to execute
*consider using type 'C' if using web

STEP #3 - KIDS/COURSES INITIAL COURSE REQUESTS BUILD OR INPUT AND VERIFICATION OF NUMBERS

PC/Scanning - CSO/Win95
- Scan, upload and post scan sheets CSO000 Menu
- Resolve errors

CSO.410
- Print Preslugs
- Print blank/preslugged scan forms for students

Once CSO.410 is printed Further changes to the form will cause SERIOUS problems

** Pay attention to sort order options so that sheet order makes sense for distribution If previous yr h/r SCH.638 first in current year

CSO.140 or SCH.441 (Web)
- Add/Change preslug formats
- Ensure all courses are on the correct preslug sheets
- Ensure sort is setup, ie current year homeroom

It is IMPORTANT to ensure that the next year line is correct. Phase One confirms/reports on enrollment.

STEP #2 COURSE - CATALOGUE PREPARATION - PREPARE Online Course Request Form

Phase 2 gets your course catalogue ready and prepares you for students to make Next Year Course requests

SCH.310 - COURSES
- Add/Delete courses
- Activate/Inactive courses
- Define auto generated courses courses
- Define length of courses
- Define terms/semesters that course is taught for master builder
- Define link courses
****Use SCH.550 Course Listing****

SCH.410
Edit/Add/Delete Crse Reqs

SCH.650
Mass change course reqs
***Those NOT done by SCH.652**

SCH.563, SCH.651, SCH.652
*Run Report to confirm current pre-reqs
*Define pre-reqs and verify existing ones
*execute mass change formats automatically

SCH.592
- Check for students with too few/many course requests & 0 course requests
**** query DUPCOURSE**

***run constantly as students come and go from your building!!**

SCH.710
Report stu's who have crse reqs in your schl who's Next yr line<>your school.

SCH.991
- Confirm total requests by class & and balance to STU.996
- also shows kids with 0 crse requst

SCH.510
- Confirm total requests by course Course Request Tally

- Don't trust the numbers until you check loads of other issues!!!!

SCH.527
- Locate students missing specific required courses

SCH.523
- Check for specific course combinations Use SCH.650 or links to fix alike combos.

****Refer to LINK document**

STEP #4 TIMETABLE BUILDER
BUILDER - OMIT THIS SECTION IF CIMS IS NOT BEING USED TO BUILD WHO TEACHES WHAT/WHEN

Timetable building reports
- Print potential/critical conflict reports to assist (SCH.515)
- Reconfirm crsetally (SCH.510)
- Consider alternates (crsalterna)
-use GRD.558 to consider failures
- feedr stud potential fails(GRD.567)

****SCHEDDETxx for download**
****use these reports faithfully**

SCH.521
Identify particular students who have requested specific course(s)

SCH.901/SCH.619
- Ensure class in crse matches class
-Ensure courses sorted R,E,A

SCH.590
- Print course request worksheet verifications (sort order important)
Or SCH.594 (no page break)

SCH.541/545
- Check over selected periods by teacher/course

SCH.615
- Run period resource allocator to have system select "best" time to hold courses/sections

SCH.330
- Add/Change master builder info by teacher ie who teaches what & available slots

SCH.101
- Modify Periods for Res. Allocator to allow Resource Allocator to select semester for course.
*** SCH.310 to confirm Terms and preferred class size**
*** STU.215 Capacity overrides 310**

- Use SCH.320 to enter OR use SCH.617 to copy last years Schedule to current
- Use SCH.510 build D File to make labels & assist in board scheduling.

Based on reports go back to SCH.330 to make chges

*all teacher courses must be assigned to continue (NO blank selects)

SCH.622
- Create master schedule from proposed

SCH.625
- If you timetable rotates use this pgm to fill-in slot and explode periods based on SCH.102 rotation

**** Run SCH.611 to update fields**

STEP #5 SCHEDULING STUDENTS & MINOR MASTER SCHEDULE ADJUSTMENTS

SCH.903 Change 'C' to 'R'
- If you have used C

SCH.561/SCH.560/SCH.563
- Master schedule by Period
- Sorts by "grade" if defined in SCH.320 "grade" field

SCH.567(S), SCH.581T SCH.560T, SCH.567G
- Master schedule by tchr

SCH.569
- Print Group Courses & summary of tchr busy by block !

SCH.619
- Sort Crse Requests by Type *NB for semester balance, 'R's First

carryfwd TA's and auto-assign new students automatically

SCH.902 *Optional
Carry Forward TA & Sect then autogen for new stu's
1. SCH.310 TA auto-gen
2. All others OFF
3. SCH.550 to check
4. SCH.606 for TA='Y'

SCH.903
Adjust type for certain Courses to NOT reschedule

SCH.684
Repair broken link crses

SCH.901
integrity for class field

SCH.584/SCH.583
- Scheduling errors by student, incomplete schd

***repeat until conflicts are minimal**

Make changes to students or schedule REPEAT

SCH.61B
Backup Crse Requests, can Retrieve if results are BAD

***Never schedule kids without ensuring master schedule is input correct**

SCH.610/SCH.610Q
- Arena schedule student course reqs (Q)=results

SCH.650
- Mass change course requests

SCH.569
- Run report to check group total values (tchr/block)

SCH.320
-Adj Pref/Abs Maxs 'I' by #8
-Change slot/period

Any change to SCH.320 means rerun SCH.610

SCH.523
- Check for specific courses
- Print 'D'etail kids to help know where to move a course "holes"

SCH.410
- Adjustments to individual student course requests

**** Run SCH.611 when making loads of adjustments in SCH.410 to ensure master schedule number totals remain nsync**

SCH.585
- Check errors by course for necessary adjustments to class time, size and restrictions

SCH.560/SCH.563
- Master schedule by course/block to check for number of unscheduled & scheduled requests by course
***Use SCH.611 first during school start to ensure accurate numbers**

SCH.573
- Check for Room overbooking and SCH.574 for room availability

SCH.619 (*optional, but VERY good)
Resort Course Requests by term/block

****FINAL ITEMS**

SCH.581/SCH.787/786(List)
- Print student timetables

**** Consider SCH.568/GRD.558 previous schl to check on failures and students who have not achieved courses**

**** Consider Waitlist entries SCH.580**

ATT.101/ATT.210
Update attendance options
Update Schl Calendar **NB

SCH.788/SCH.581T
- Print Teacher Schedules

TRA/MIN.925 & SGH.925 & TXB.925
-Copy Ministry Defs, Fees, textbk to new Yr, then SCH.553, SGH.905 reports

END
*SCH.645 collect statistics
* SCH.630 end of September
* SCH.905 end of Sept/October

SCH.583, SCH.786
- Print incomplete stu schedules
- List stu schedules

SCH.638
- Fill Homeroom and Tchr fields based on TA Course

***providing manual Tas using STU.402 not done**

SCH.786
- List student schedules for final check.

SCH.591
- Unbalanced Student Schedule Listing

SCH.584/SCH.583
- Scheduling errors by student, incomplete schd

SCH.524
- Prerequisite error listing

****students must be scheduled**

SCH.566
- Unscheduled period analys (kids with free blocks)

(Repeat Scheduling Process if unbalanced volume/fixes are impossible)