

Editing/Adding Block Info - Using Macros Master Schedule (SCH.320)

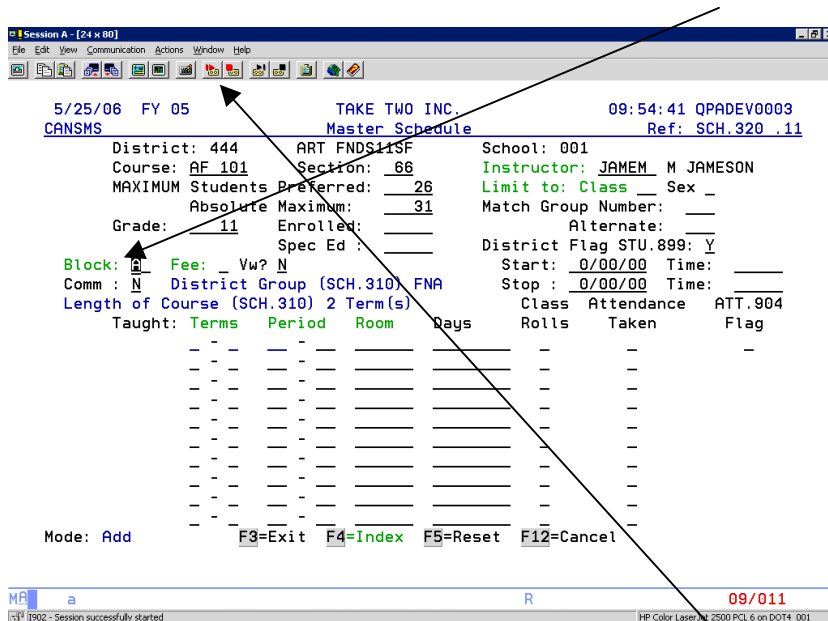
It is easy in master schedule (SCH.320) to mess up on getting both the block and period rotation correct when editing where/when a course is taught.

Suggestion: Setup a macro for each block and rotation. Play the appropriate macro when you need to edit master schedule.

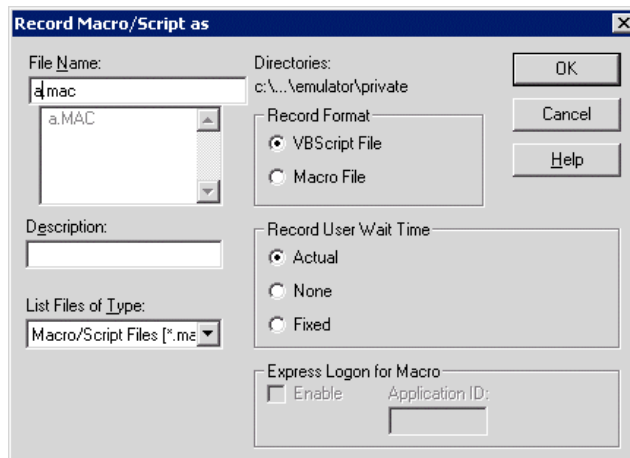
- Macros are dependent to the computer .. not the user.
- Once a macro is setup, it will be there forever for every year - any occasion

To setup a macro

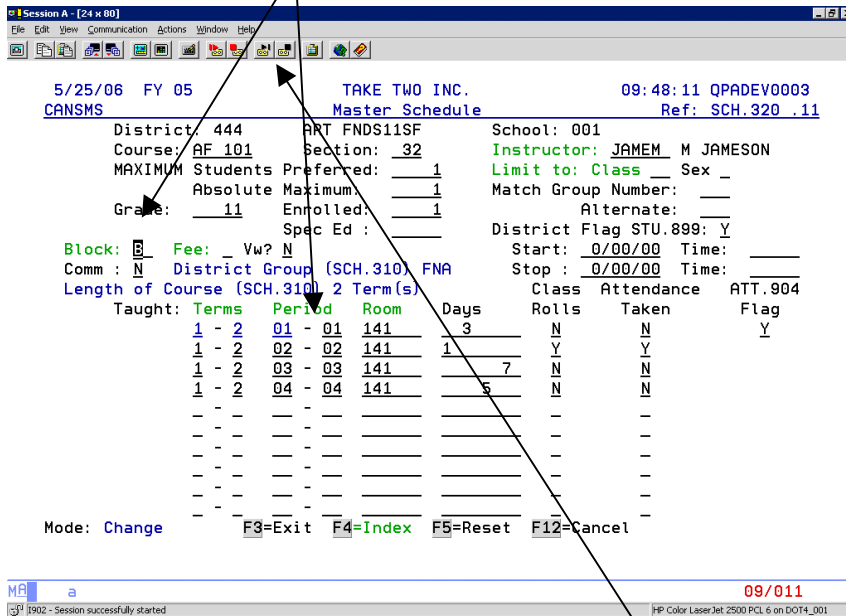
1. Make sure you are in SCH.320 and choose to add a course/section (can be a fake course/section - can delete it later). With your cursor at the block value:



2. Choose to record a macro (red play icon directly beside the keyboard icon)
3. Name the macro identical to the block, ie: if you are doing the 'A' block rotation then name the macro 'A'



- Recording is now 'ON' (you can tell because there is a R showing at the bottom of the screen). Use the <tab> key to advance to the term/period area and fill in the appropriate term and period rotation information.



- Press the adjacent red stop icon to stop recording your macro.

Now, Macro 'A' is complete and anytime you want to add an 'A' block course or modify a course to be block A - then

- Position your cursor right a block
- Choose the black play macro icon at the top of the screen

This same process can be done for each of your blocks.
 This will make editing accurate.