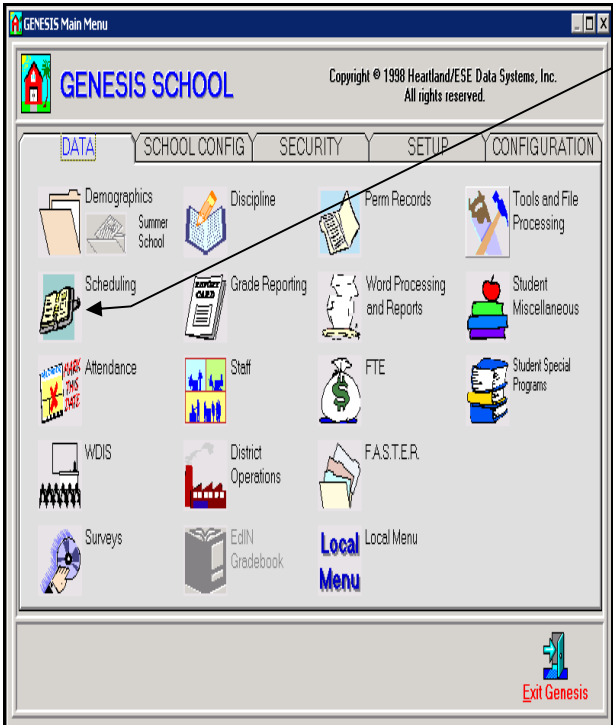
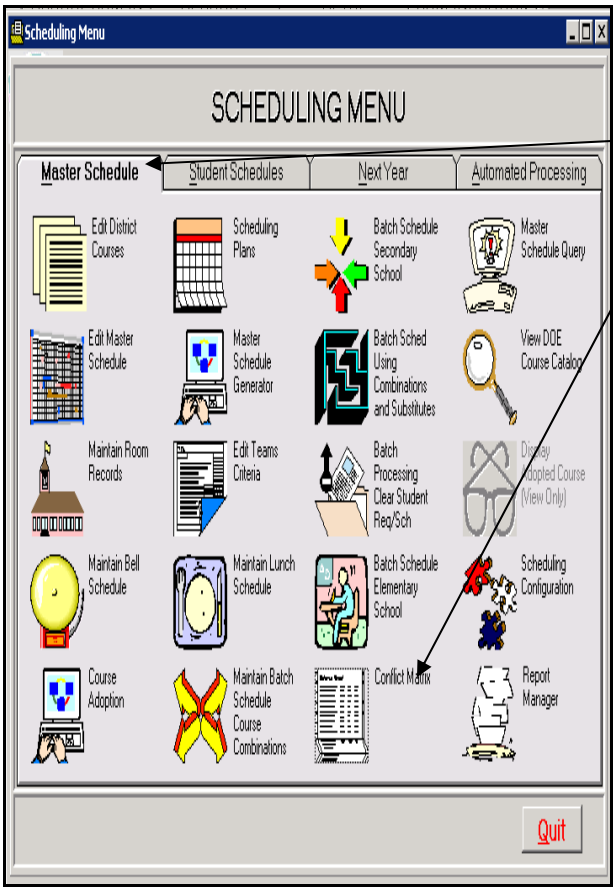
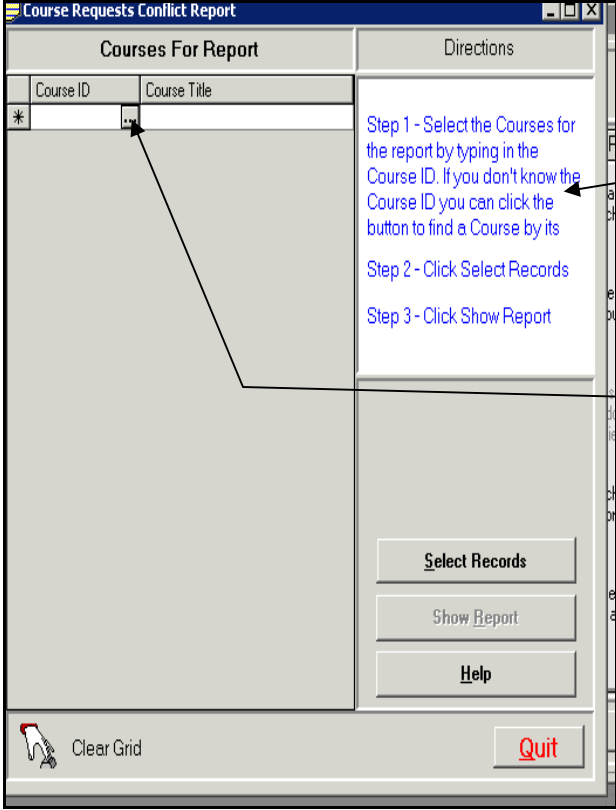
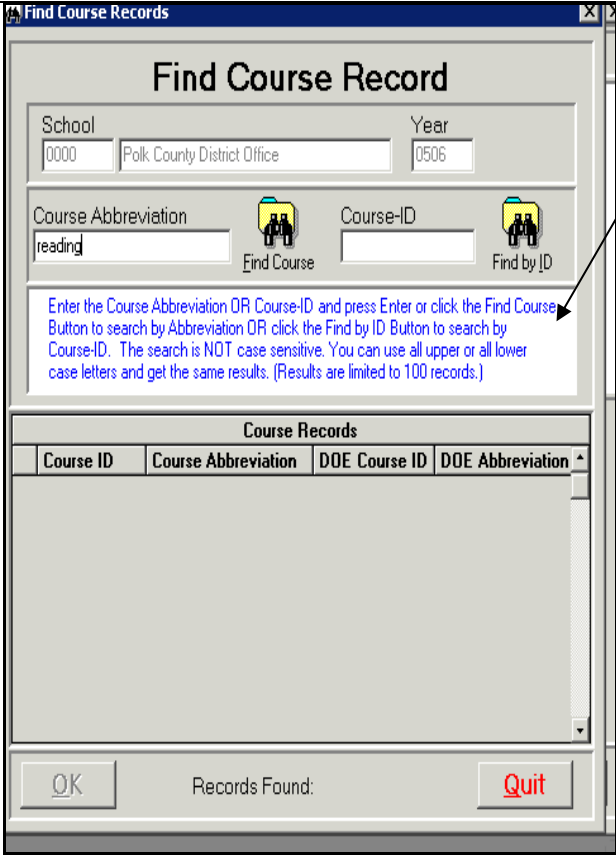


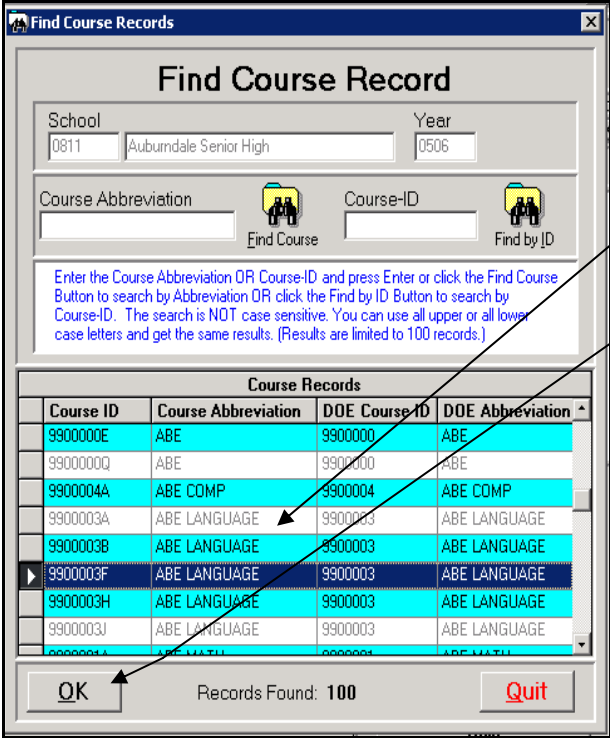
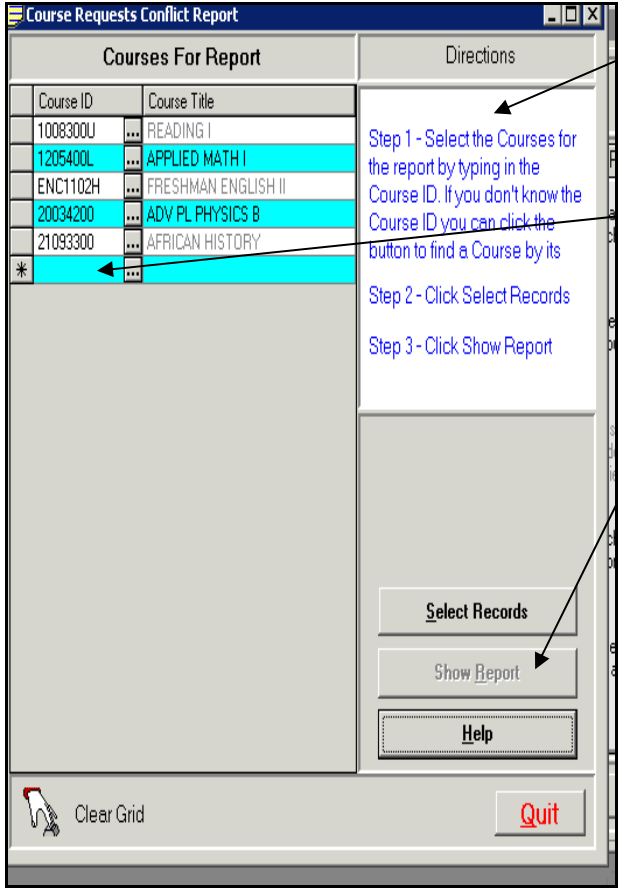
Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
1		<ul style="list-style-type: none"> Click the Scheduling icon from the DATA tab in Main Menu <p>IMPORTANT NOTE: Before building a Master Schedule, a Course Request Conflict Matrix report should be run for all singleton courses and some doubleton courses. This will allow you to maximize the number of students in each class, and place these courses so they are not in conflict with each other.</p> <p>NOTE: IF YOU DON'T need to run a Course Request Conflict Matrix Rpt., you may Proceed to Step 9.</p> <p>IF YOU DO, go to Step 2.</p>
2		<p>To run a Course Request Conflict Matrix Report:</p> <ul style="list-style-type: none"> Click the Conflict Matrix icon from the Master Schedule tab <ul style="list-style-type: none"> This will generate a Course Request Conflict Matrix report shown in the next step, and is used to determine Singleton or Doubleton courses that need to be worked around. <p>NOTE: A singleton course is a course with only one section. A doubleton course is a course with only two sections</p>

Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> • After <i>Clicking</i> on the Conflict Matrix icon, the window shown at the left will open. • Use the Directions shown in blue text on the right of the Course Requests Conflict Report screen. <p style="text-align: center;"><u>To begin search:</u></p> <ul style="list-style-type: none"> • <i>Click</i> the button to the right of the Course ID box. This will open the Find Course Record screen shown <u>Step 4.</u>
4		<ul style="list-style-type: none"> • From the Find Course Record screen, follow the directions listed in the blue text to locate the Course-ID.

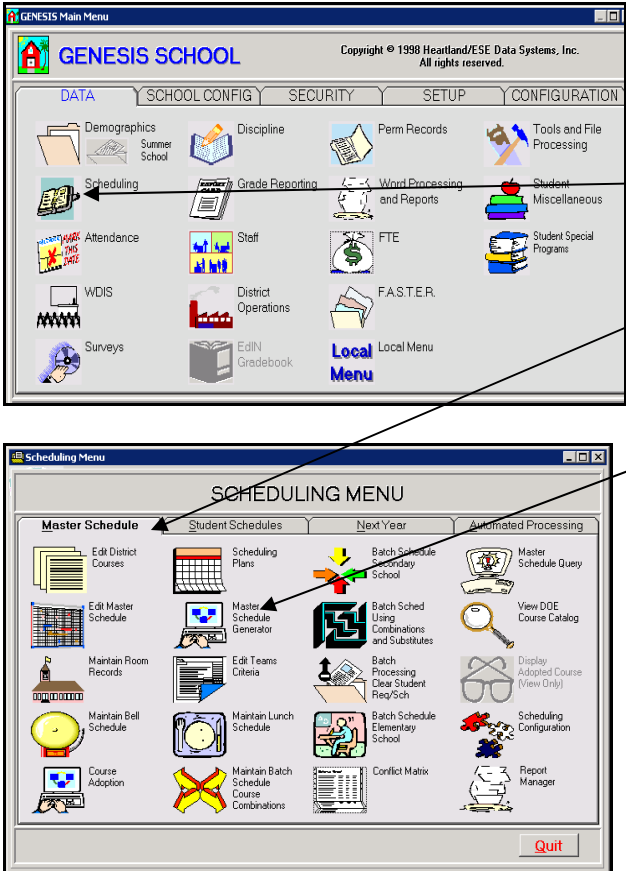
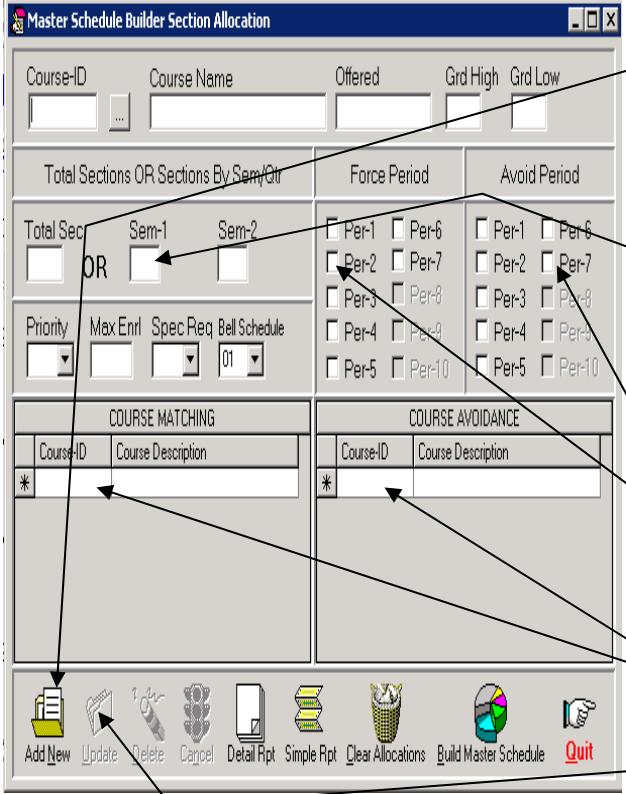
Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
5		<p>The Course Records will display below and will allow you to select your desired course.</p> <ul style="list-style-type: none"> ● Click the Course Record to highlight desired course. ● Click the OK button to move them into your report.
6		<p>Continue to build your Course Request Conflict Matrix report by using the Directions in the blue text</p> <ul style="list-style-type: none"> ● After you have entered all the desired Course-ID's ● Click the Select Records button, this will turn the gray Show Report button below it to highlighted bold

Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
7		<p>Click the Show Report button; this will display the Course Request Conflict Matrix report shown in the Step 8.</p>
8		<ul style="list-style-type: none"> The Course Request Conflict Matrix report is shown in the box to the left. (The data is pulled from students request made in the computer) Use the key in the lower half of the report to determine the course conflicts that need to be worked around. <p>NOTE: After determining the best placement of a singleton course, you can select the courses to Force or Avoid that may cause conflict in a students schedule on the Master Schedule Builder Section Allocation screen.</p>

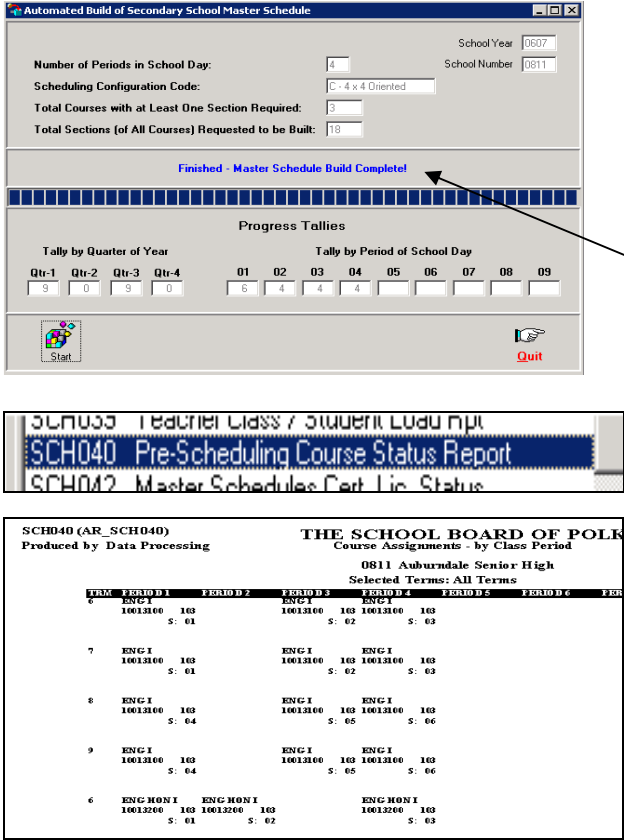
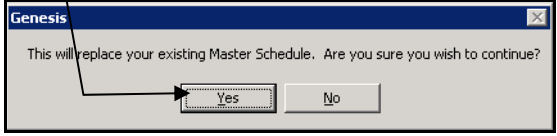
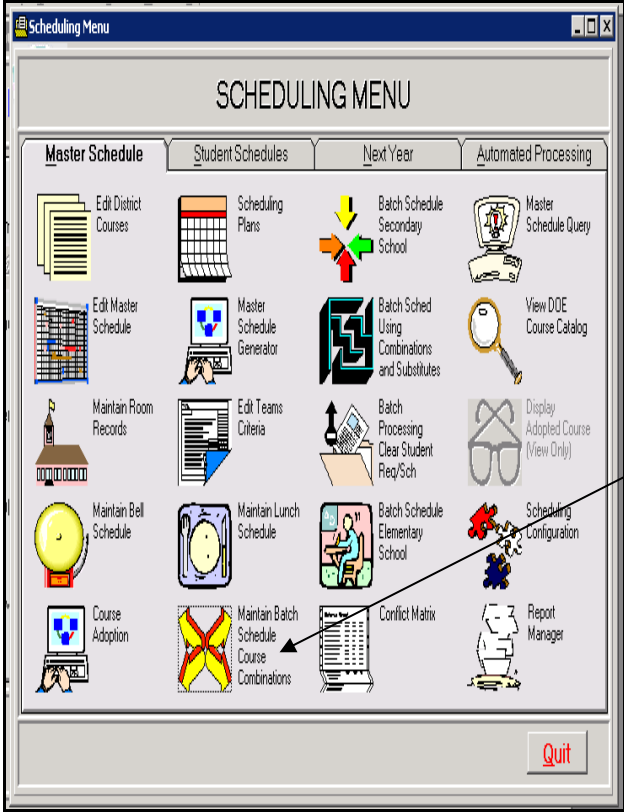

Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
9		<p>After working around your course conflicts, you are ready to start the Master Schedule <i>build</i> process.</p> <ul style="list-style-type: none"> • Click the Scheduling icon from the Main Menu • From the Master Schedule folder in the Scheduling Menu shown at the left • Click the Master Schedule Generator icon
10		<ul style="list-style-type: none"> • Click the Add New icon • The screen to the left needs to be prepared for each course that the school wants to participate in the 'automated generation' of the Master Schedule. • In the simplest cases, all that's needed is to specify how many sections are required. • In other cases, the school staff may want to place restrictions on what periods the section(s) of a given class may meet. • Click the check boxes to Force or Avoid the same periods (and term) of other courses. (Do not use both at the same time.) • Click the columns to place courses together or to avoid courses. • Click Update

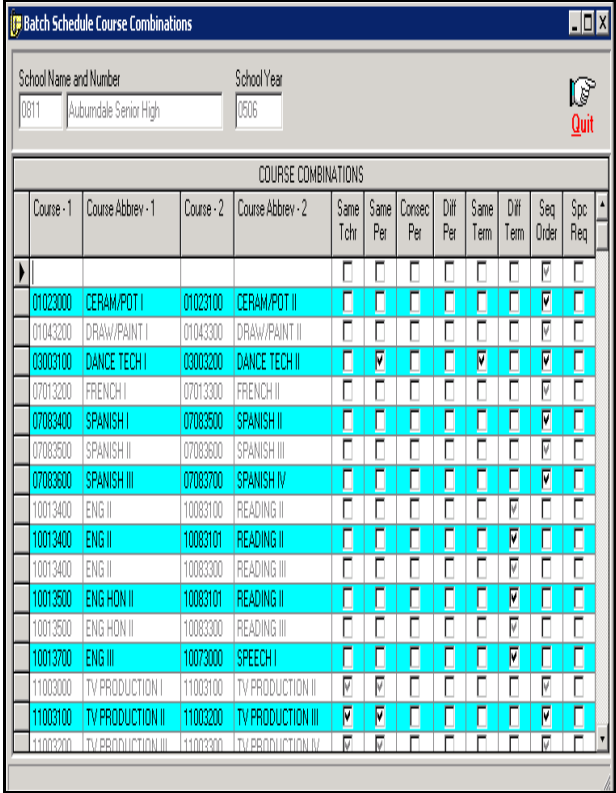
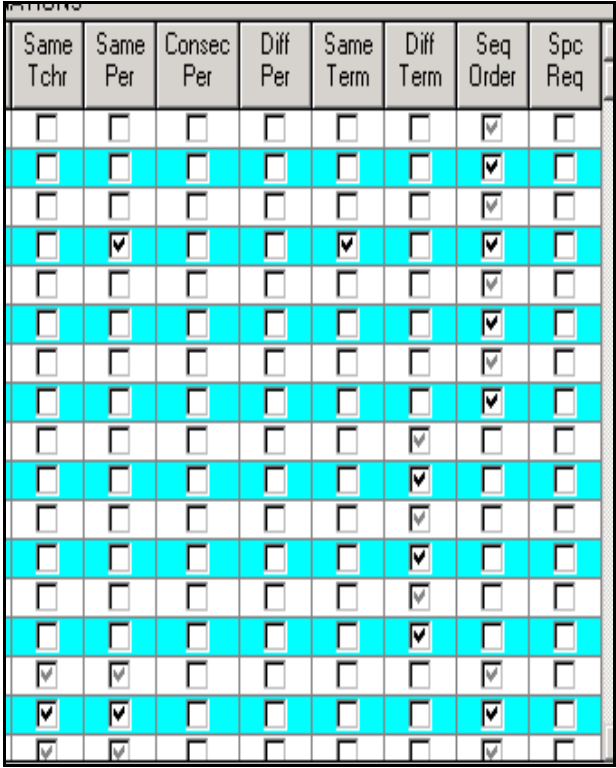
Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
11		<p>Click the Simple Rpt icon to display report shown to left.</p> <ul style="list-style-type: none"> This report will allow you to work around courses. After each round of corrections, reprint Simple Rpt. To view changes. When report is like you want it, proceed to Build Master Schedule, shown in Step 12.
12		<p>To Start the 'Initial' build of the Master Schedule:</p> <ul style="list-style-type: none"> Click the Build Master Schedule icon when all criteria are selected and this will start the Automated 'Build' of Secondary School Master Schedule Click the Start icon to begin Processing Automated Build You will get the screen in the lower left with the Warning! Message shown below. Followed by this message below.

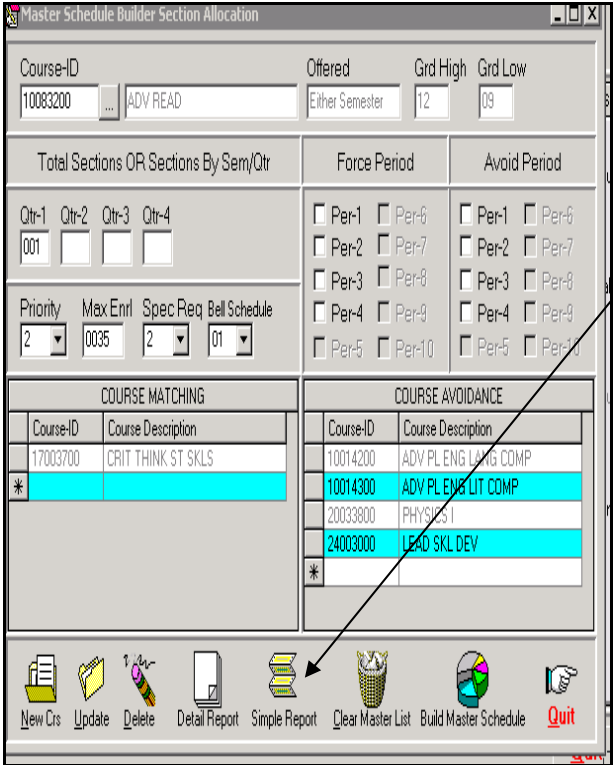
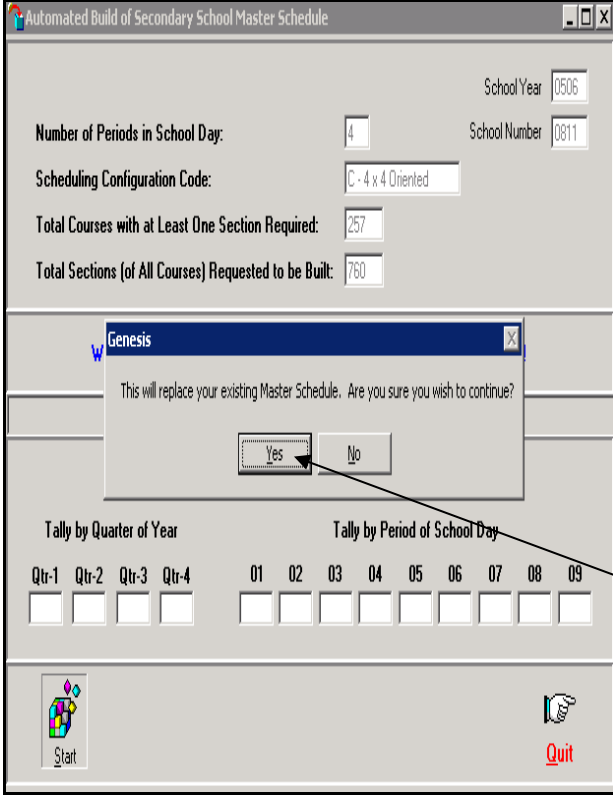
Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
13	 <p style="text-align: center;">Finished - Master Schedule Build Complete!</p>	<p style="text-align: center;">Click Yes if you wish to continue</p>  <p style="text-align: center;">When Automated Build of Secondary School Master Schedule is '<i>Finished</i>', you will get the screen to the left with message below.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #d3d3d3;"> <p>Finished - Master Schedule Build Complete!</p> </div> <p>NOTE: After each Build, run a SCH040 report shown to the left from the Report Manager, and then continue to check for error's to help make corrections to Master Schedule.</p>
14		<p>NOTE: Any time you make adjustments to the <i>Force/Avoids</i>, and/or <i>Course Matching/ Course Avoidance</i> on the Master Schedule Builder Section Allocation screen, you must go back and Build Master Schedule.</p> <p>NOTE: If you do not need to Maintain Batch Course Combinations, you may proceed to Step 23.</p> <p style="text-align: center;">Click on the Maintain Batch Schedule Course Combinations icon from the Master Schedule tab in the Scheduling menu.</p> 

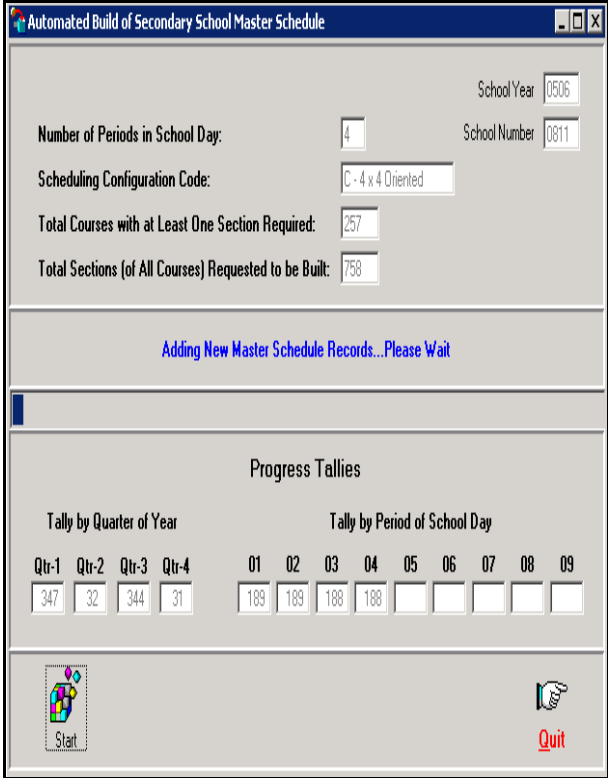
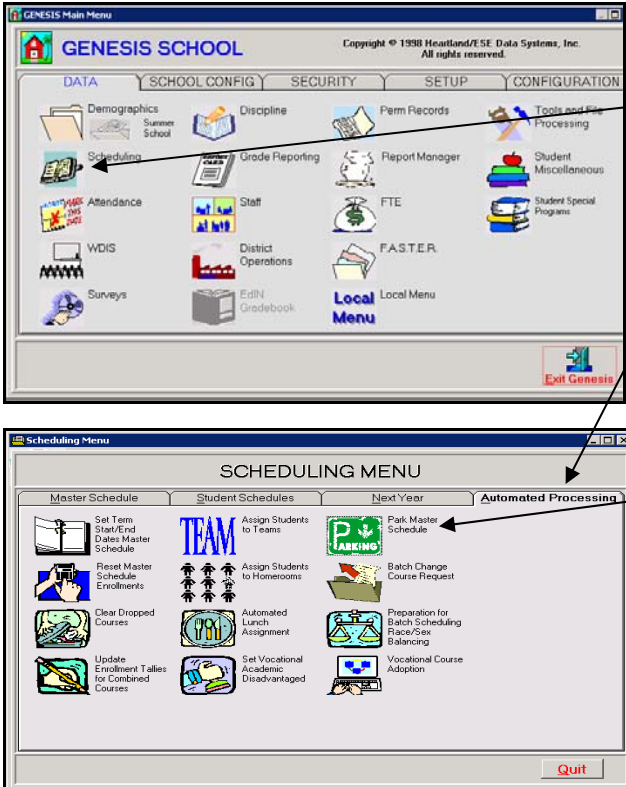
Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
15		<p>AFTER the <i>'build process'</i>, and if your school is using the Maintain Batch Course Combinations method, proceed with this step.</p> <p style="text-align: center;"><u>Course Combination Example</u></p> <ul style="list-style-type: none"> In the example to the left you can select from the different fields to the right of the courses. These details will determine how you want student course requests to batch. Listed in the next step are the various fields and their full names.
16		<ul style="list-style-type: none"> Same Tchr. (Same Teacher) – Same Per. (Same Period) – Consec. Per. (Consecutive period)- Existing Period+1 Diff. Per. (Different Period) – Same Term (Same Term)- Diff Term (Different Term)- Seq. Order (Sequential Term)- Existing Term + 1 <p>Once your student course requests, school master schedule and course combinations (if any) have been entered, you can begin the batch scheduling process.</p>

Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
17		<ul style="list-style-type: none"> Once Master Schedule is built after each round of corrections is made to the Master Schedule Builder Section Allocation Click on the Simple Report icon When the report is like you want it, (<i>after enrollments have been reset, and only if you have saved results</i>), you are ready to proceed to Build Master Schedule again. <p><u>To Build Master Schedule again proceed to Step 12:</u></p> <p><u>Note:</u> If you need to Maintain Batch Course Combinations again, proceed to Step 15.</p>
18		<p><u>REMEMBER:</u> 'PARK' the current Master Schedule if you want to save it. Proceed to Step 20 to Park Master Schedule.</p> <ul style="list-style-type: none"> You will get one more window stating that you will be replacing existing Master Schedule <p>Click on the Yes to continue building your Master Schedule</p> <p>The Progress Tallies will populate the white spaces in the bottom section shown at the left.</p>

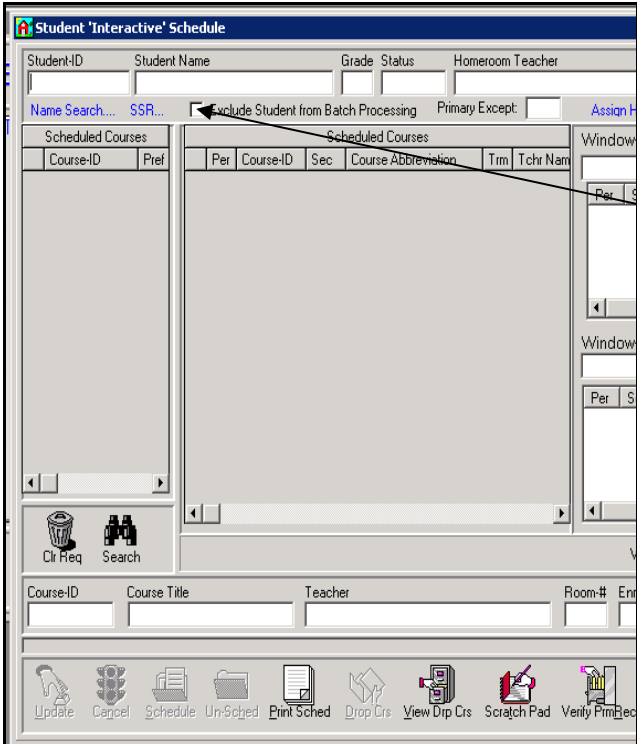
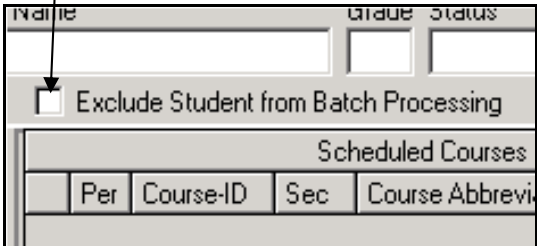
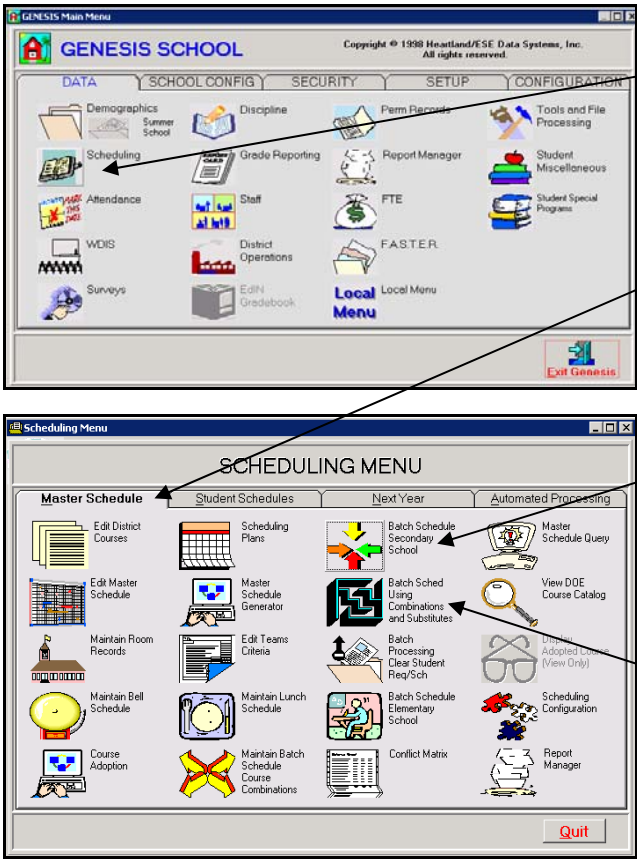




Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures																																							
19	 <p style="text-align: center;">Progress Tallies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Tally by Quarter of Year</th> <th colspan="9">Tally by Period of School Day</th> </tr> <tr> <th>Qtr-1</th> <th>Qtr-2</th> <th>Qtr-3</th> <th>Qtr-4</th> <th>01</th> <th>02</th> <th>03</th> <th>04</th> <th>05</th> <th>06</th> <th>07</th> <th>08</th> <th>09</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">347</td> <td style="text-align: center;">32</td> <td style="text-align: center;">344</td> <td style="text-align: center;">31</td> <td style="text-align: center;">189</td> <td style="text-align: center;">189</td> <td style="text-align: center;">188</td> <td style="text-align: center;">188</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Tally by Quarter of Year				Tally by Period of School Day									Qtr-1	Qtr-2	Qtr-3	Qtr-4	01	02	03	04	05	06	07	08	09	347	32	344	31	189	189	188	188						<ul style="list-style-type: none"> • Blue text message, ‘Adding New Master Schedule Records...Please Wait’ will show up, while the dark blue processing bar moves across screen • Notice Progress Tallies fields below are filled now • At this point, you are now ready to use the Park Master Schedule function which <i>‘parks’</i> your Master Schedule you just created as trial runs if you so desire. You can <i>‘park’</i> up to 5 Master Schedules <p><u>Proceed to Step 23 if you do not wish to Park Master Schedule</u></p>
Tally by Quarter of Year				Tally by Period of School Day																																					
Qtr-1	Qtr-2	Qtr-3	Qtr-4	01	02	03	04	05	06	07	08	09																													
347	32	344	31	189	189	188	188																																		
20		<p><u>To Park Master Schedule:</u></p> <ul style="list-style-type: none"> • Click on Scheduling icon on the Data tab • Click on the Automated Processing tab • Click on the Park Master Schedule icon • This will open the Park Master Schedule window in the next step. You will make your criteria selections at this screen. 																																							

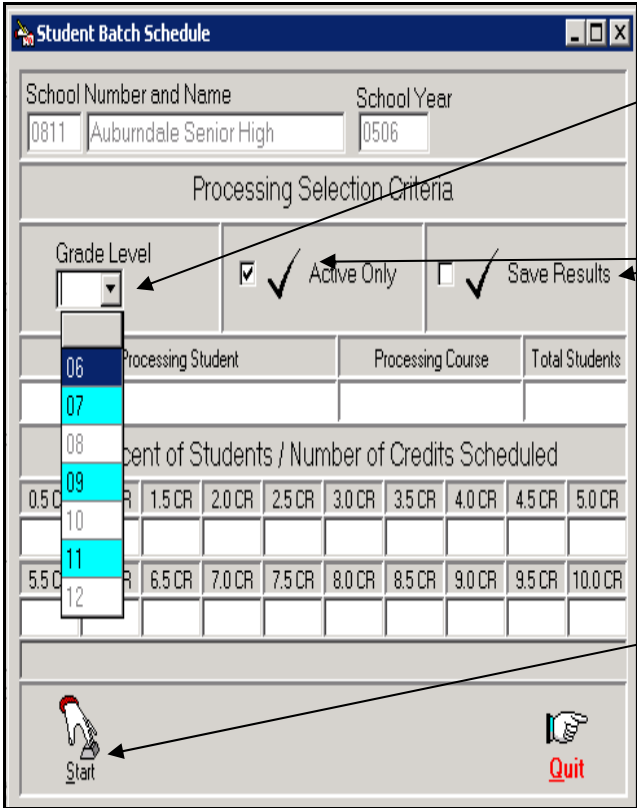
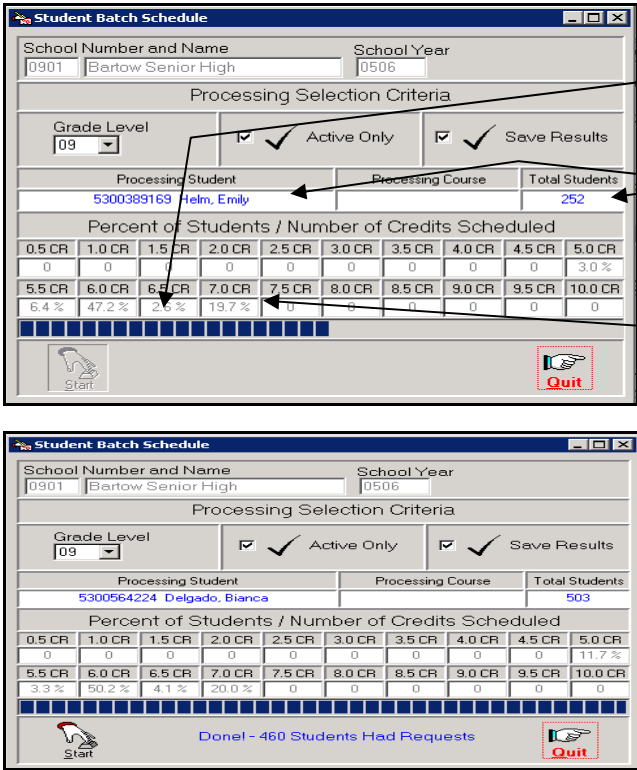
Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
21		<ul style="list-style-type: none"> From the screen to the left you will be able to make the following selections: Click in the Delete for any of the Parked Master Schedules Click in the Park Current Master Schedule As (A thru E radio buttons) Click in the Restore Current Master Schedule with Parked Master Schedule (A thru E radio buttons) <p><u>Note- Only 'Parked' Master Schedules will have enabled Delete box and Radio buttons, 'Empty' Master Schedule selections will be grayed out</u></p> <ul style="list-style-type: none"> Click on the Report icon for a Master Schedule/Comparison by Section Enrollments report
22		<ul style="list-style-type: none"> Master Schedule/Comparison by Section Enrollments report shown to the left will be used to compare all Parked Master Schedules to determine which 'Parked' Schedule should be 'Restored' to become the Current Master Schedule. Once this has been determined, you are now ready to Batch Student Schedules shown in the following steps. <p><u>NOTE:</u> Make sure to Reset Master Schedule Enrollments <i>before</i> Batch Process is run.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Reset Master Schedule Enrollments </div>

Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
23		<p>Note: Do this Step if you are manually scheduling students that that you don't want cleared in the 'Automatic Clear' process.</p> <p>Click in the Exclude Student from Batch Processing check box shown to the left and below.</p>  <p>NOTE: Make sure to Reset Master Schedule Enrollments before Batch Process is run.</p>
24		<p>Click on the Scheduling icon</p>  <p>Click on the Master Schedule tab</p>  <p>Click on the Batch Schedule Secondary School icon to batch 'without combo's'.</p>  <p>Click on the Batch Sched using Combinations and Substitutes icon to batch 'with combo's'.</p> 

Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures						
25		<p>Click on the Grade Level dropdown menu from the Student Batch Schedule screen shown to the left.</p> <p>You can also <i>Click</i> in the Active Only <i>'and/or'</i> Save Results check box.</p> <p>Active Only- Batch Students in 'Active' enrollment status for 'counts' only, does not save schedule.</p> <p>Save Results- Saves the results of the 'Batch Process'.</p> <p>Click on the Start icon to begin processing.</p>						
26		<p>The dark blue processing bar will indicate processing has started</p> <p>The Processing Student and Total Students boxes will rapidly count in blue text</p> <p>The Percent of Students/Number of Credits Scheduled fields will begin to populate with student percentages</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50px;">1.9%</td> <td style="width: 50px;">6.7%</td> </tr> <tr> <td>5.5 CR</td> <td>6.0 CR</td> </tr> <tr> <td>11.5%</td> <td>25.0%</td> </tr> </table> </div>	1.9%	6.7%	5.5 CR	6.0 CR	11.5%	25.0%
1.9%	6.7%							
5.5 CR	6.0 CR							
11.5%	25.0%							

Master Schedule Generator (Automated)

Steps	Screen Displayed	Procedures
27		<p>When Batch Schedule Processing is complete you will receive the message displayed below.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> <p style="color: blue; font-weight: bold;">Done! - 460 Students Had Requests</p> </div>