



Managing the Workspace (Pre Build Tasks)

Work done on courses/student/staff/rooms “attributes” needs to be done first

- a. assigning departments to courses, teachers and some rooms will be an advantage
- b. include in scheduling for all four top tabs?
- c. accuracy/completeness of course selection
- d. update inclusion sections and student requests
- e. make sure to note the **Rules** you used for your Mosaic rotations and Parent-Child
- f. teachers max in a row cannot be set to 0 (Build View , Staff Top Tab)

Initialize and Update Workspace

Initializing Sections for scheduling

1. Workspace top tab, sections side tab, options → initialize sections (this creates courses & sections from courses top tab)
 - a. If you add another course section in the courses top tab, you must re do (options → initialize sections) and this will add the “extra” sections.
 - b. To undo: Options → clear workspace
 - c. To remove selections (because you adjusted the number of sections) use options → initialize sections; the software will indicate the “extra sections” and you will need to go options → show selected, then options → delete to remove them

Assigning Courses to Staff

2. Workspace Top tab, Assignments Side Tab

Assignments Fujitsu suggests working by department

Save Revert

Course filter: Department English Class courses only Specify term

Teacher filter: Department English Courses with sections only Course term

Initialize unassigned sections Teacher term

	QA010 English 9 H	QA011 English 9 C	QA013 English 9	QA020 Lit Themes H	QA021 Lit Themes C
Sections offered	4	5	9	4	4
Anderson, Caroline	3 [3]				
Balcerek, Jessica	0				
Buckley, Victoria	0				
Duggen, Lilly	0				
Assigned	3	0	0	0	0
Unassigned	1	5	9	4	4



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If you have staff members that teach out their departments (i.e. a group of teachers who also teach math but are not in the math department), make a snap shot in the staff top tab and then you can use the teacher filter and pull up the snapshot

Pages Scenario **Workspace** Courses Student Staff Rooms Rules Global

Options Reports Help

Assignments

Master
Matrix View
Assignments
Schedules
Feedback
Analysis

Save Revert

Course filter: Department English Class courses only
 Teacher filter: Snapshot specialized group Courses with sections only
 Initialize unassigned sections Specify term: Course term Teacher term

	OA010 English 9 H	OA011 English 9 C	OA013 English 9	OA020 Lit Themes H	OA021 Lit Themes C
Sections offered	6	5	9	4	4
Orticerio, Elizabeth	0				
Symanski, Jessica	0				
Assigned	4	0	0	2	0
Unassigned	2	5	9	2	4

Save Revert

Pre-Schedule Section Attributes

Note: if you leave fields "blank" the build engine will complete the rest of the attributes when building.

3. Workspace top tab, section side tab. Click on a section. A new window opens:

Sections :: ACAL-12-001 - AP CALCULUS AB 12

Save Cancel

Sections
Details
Roster
Teachers
Rules

Classes
Class Size
Summary

Matrix View
Assignments
Schedules
Feedback
Analysis

Number * ACAL-12 Section number * 001
 Description AP CALCULUS AB 12 Staff > Name
 Master type Class Additional staff for split
 Build Class > Identifier

School Room > Number Prescheduled room
 Schedule Term > Code Prescheduled term
 Schedule Edit Schedule Prescheduled schedule
 System rank 0 User rank adjustment 0

Team Team schedule mode
 House House schedule mode
 Section type Section type schedule mode
 Platoon Platoon schedule mode

Is section scheduled?
 Exclude from build
 Enrollment maximum 0
 Enrollment total 0
 Is section closed at max enrollment?
 Is inclusion section?

Study criteria
 Split resource mode
 Schedule Rotation > Identifier
 Track ID
 Room status

Save Cancel

You can add/adjust staff, rooms, schedule, AND hand load students into a specific section (and lock them in to the particular course)



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Validate for Build

4. Workspace top tab, sections side tab

The screenshot shows a software interface with a menu bar containing 'Options', 'Reports', and 'Help'. The 'Options' menu is open, displaying a list of actions. A sub-menu is open under 'Build', with 'Validate' highlighted by a mouse cursor. Other options in the 'Options' menu include Add, Delete, Modify List, Mass Update..., Initialize Sections..., Copy Sections..., Clear Workspace, Load, Optimize..., Group scheduling..., Studies, Rotation, Recalculate Enrollment Totals..., Synchronize Schedule..., Populate Schedule Attributes..., Query..., Snapshots..., Show Selected, and Omit Selected. The background shows a table with columns 'SecNo' and 'Description'.

5. Once completed, click on feedback side tab to see errors.

Feedback category

0 of 4 selected

Level	RunType	Feedback instances
<input type="checkbox"/> Info	Build	3
<input type="checkbox"/> Fatal	Build	63
<input type="checkbox"/> Warning	Build	99
<input type="checkbox"/> All	Build	165

Feedback Details

Analysis



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6. The build engine will not run with **Fatal Errors**; they must be fixed prior to running the build engine.

Feedback category :: Fatal

1: 2/13/2013 1:... | Build 0 of 38 selected

	RunType	Data Type	Level	Message
<input type="checkbox"/>	Build	Course	Fatal	Field Course > sections must be greater than 0 (record: test100, 0, value: 0).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > enrollmentMax must be greater than 0 (record: test100, 0, value: 0).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > baseTermNumber must be greater than 0 (record: test100, 0, value: 0).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > coveredTermNumber must be greater than 0 (record: test100, 0, value: 0).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > periodsPerCycle must be greater than 0 (record: test100, null, value: null).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > patternSet cannot be blank (record: OA202,).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > patternSet cannot be blank (record: OA127,).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > patternSet cannot be blank (record: OA611,).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > patternSet cannot be blank (record: OA433,).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > patternSet cannot be blank (record: OA434,).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > patternSet cannot be blank (record: OA851,).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > patternSet cannot be blank (record: OA221,).
<input type="checkbox"/>	Build	Course	Fatal	Field Course > patternSet cannot be blank (record: OA241,).

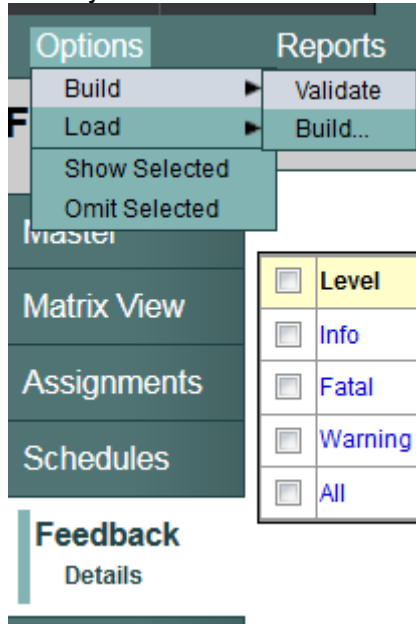
Note:
Common mistakes

Include in scheduling	<input checked="" type="checkbox"/>	Common error - these are not correctly entered (or are empty)	Covered terms per year	<input type="text" value="0"/>
Sections scheduled	<input type="text" value="0"/>		Base terms per year *	<input type="text" value="0"/>
Section enrollment max	<input type="text" value="0"/>		Periods per cycle	<input type="text" value="0"/>
			Schedule Pattern Set > Name	<input type="text"/>

If you intend on "0" sections scheduled, then do not include in scheduling

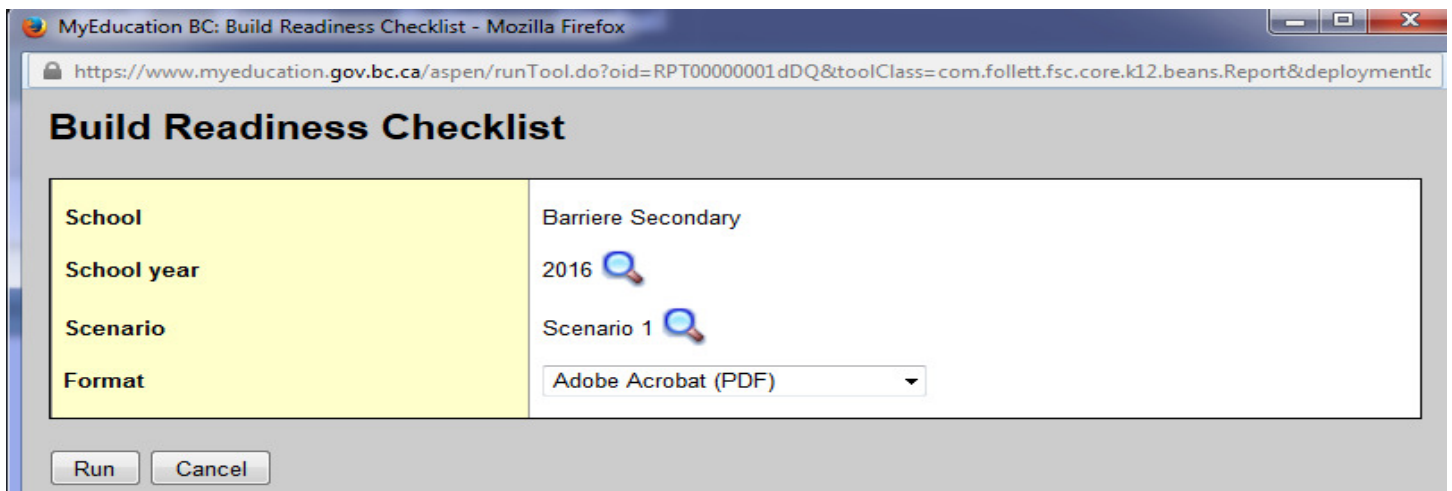
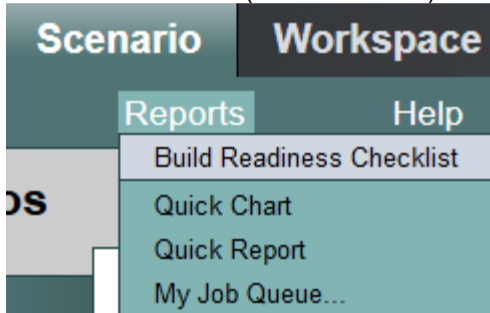
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7. Once you have fixed some errors, you can re-validate:



Build Readiness Checklist

Gives information (left hand side) about the status of your work on the pre-build tasks





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- ✓ 1. Define the build year context
Current year: 2015; Build year: 2016
- ✗ 2. Set up the district course catalog for the build year
Number of current year courses: 85290; Number of build year courses: 22902
- ✓ 3. Assign the build year to the school
School build year: 2016
- 4. Set up the school course catalog for the build year
Number of current year courses: 223; Number of build year courses: 0
- 5. Enter student requests
Number of current year requests: 1526; Number of build year requests: 0
- ✓ 6. Create a schedule scenario in the build view
Selected scenario: Scenario 1
- ✓ 7. Create terms, days, and periods
*Active schedule: 11 terms; 2 days; 5 periods
Build scenario: 11 terms; 2 days; 5 periods*
- ✗ 8. Create patterns and pattern sets
*Patterns: 12; Pattern Sets: 2
Patterns matching scenario's structure: 0*
- ✓ 9. Set student, staff, course, and room attributes
*Students to schedule: 157 (160 currently active students)
Staff to schedule: 11 (23 currently active staff)
Rooms to schedule: 20 (26 rooms)
Courses to schedule: 316 (0 school courses for build year)*
- ! 10. Analyze student course requests
*Number of over-subscribed courses: 38
Number of over-subscribing students: 4*
- ✗ 11. Initialize workspace sections
*Number of sections in the current schedule: 243
Number of sections in the workspace: 0
Sum of course section counts: 199*
- ! 12. Assign teachers to sections
Teacher assignments set: 0% (0/0)
- ! 13. Create rules
Number of active schedule rules: 0; Number of build scenario rules: 0
- 14. Validate for build