



School Scheduling Checklist

Scheduling documents referenced here can be found in the Scheduling Sub folder within the School Administration folder

	Task	Module Page	Done?
Initial Set Up	1. New courses for next year?		
	2. Define Build Year at School Level	M2, P8	
	3. Copy School Course Catalogue to Build Year	M2, P9	
	4. Define Next School For Students (Pre-Transition Students) and Retain Grade (if necessary)	M2, P13	
	5. Rollover Secondary School Assignments for Staff (staff members that teach at multiple schools) Assign Placeholder Teacher Name (Teacher X, Y, Z etc)	M2, P14	
	6. Create 'new' scenario & set preferences	M3, P4-10	
	Schools that want EXACTLY the same schedule as last year Can copy their timetable forward	M3, P12	
	7. Set (Adjust/Delete) Term Dates (can adjust later)	M3, P13-15	
	8. Set/Adjust Number of Days (Day 1 -2)	M3, P16	
	9. Set/Adjust Number of Periods (Blocks)	M3, P17	
Course Selection Set up	10. Set Bell Schedules	M3, P21	
	11. Edit/Create Patterns & Pattern Sets	M3, P23	
	12. Edit/Build Course Packages	M4, P11	
	13. Adjust Paper Selection sheet (to include course codes to facilitate entry by staff)		
	14. Enter Paper Course Requests	M4, P5, 9, 13	
	15. Create Student Accounts		
Course Request – Post Analysis	16. Enter/Adjust Online Course Selection Booklet	M5, P10-15	
	17. Open & Close Course Selection window for students/parents	M5, P10	
	18. Run Student Request Reports	M4, P17-20	
	19. Ask Brad for Counsellor Notes		
	20. Course Set Up (Course Attributes)	M6, P5-12	
	21. Student Set Up (Student Attributes)	M6, P13-17	
	22. Staff Set Up (Staff Attributes)	M6, P18-21	
	23. Room Set Up (Room Attributes)	M6, P22-22	



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Build Board	24. Build Rules - Parent/Child	M7, P5	
	25. Build Rules - Mosaic Rotations (skip if you are going to hand load)	M7, P7	
	26. Build Rules - Day 1/2	M7, P8	
	27. Build Rules - Course Blocking Consecutive (Brock? Grade 7 Core)	M7, P10	
	28. Build Rules - Rooms	M7, P10	
	29. Load Rules - Course Sequencing (e.g. Pre-Calc 12 then Calc 12)	M7, P11	
	30. Initialize Workspace (after #19)	M8, P4	
	31. Build the Board -Edit/Modify/Change/Add Course Sections Manually Build Mosaic Rotation	M8, P6-11	
Load/Adjust Student Schedules	32. Validate the Build & Fix Errors	M8, P12-13	
	33. Build the Master Schedule	M8, P16-17	
	34. Load Student schedules	M9, P5	
	35. Lock Student schedules (as necessary)	M9, P4	
	36. Loading Reports	M9, P10-14	
POST EOYR	37. Create Rotation	M11, P4-5	
	38. Apply Rotation	M11, P8-9	
	39. Assign Track ID (for student scheduling)	M11, P10-11	
	40. Commit Master Schedule	M11, P16	

Notes:

1. Refresh Courses, Students, Staff, Rooms OFTEN data changes.
2. This is an iterative process (you will repeat some steps many times as you adjust)
3. When you reach a decision point save your work. Create a new scenario and move on from there. M9, P15
4. Concerned about totals on Workspace not matching the number on the class roster? Run Recalculate enrolment totals (M11, P 13-14)