

Scheduling 2021-2022

Part 6

1. The Plan
2. Course Requests
3. Setup – Pattern Set, Preferences
4. Setup – Courses
5. Rules
6. Workspace

Big Ideas – The plan

1. Length of courses – full year, semester, quarter? Other?
2. Number of blocks per day?
3. Alternating days? (Day 1= ABCD, Day 2= EFGH as an example)
4. Static blocks?
5. Mosaic (what's in it)? How many courses, which ones,
6. Anything "custom?" (ie. Band -> T & R after school, Yearbook-MWF before school)

Review: Pre-Transitioning Students

Students need a next school name and an academic track to do course selection

Field set: SD73 Pre-Transition

The screenshot displays the MyEdBC Student List interface. The top navigation bar includes tabs for Pages, School, Student (selected), Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, and Admin. Below the navigation bar, the 'Student List' section is visible. On the left, there are tabs for Details, Contacts, and Attendance. The main area contains a search bar with the text 'Search on UsualLast', a table view icon, and a selection count of '0 of 361 selected'. The table header includes columns for Name, Pupil #, Designation, Citizenship Code, DOB, YOG, Grade, Grade sub level, EnrStatus, AcademicTrack, School > Name, and NextSkI > Name. The 'AcademicTrack' and 'NextSkI > Name' columns are highlighted with black boxes.

Only graduating students or students leaving MyEdBC should have a blank next school

Link: shorturl.at/gtBD2

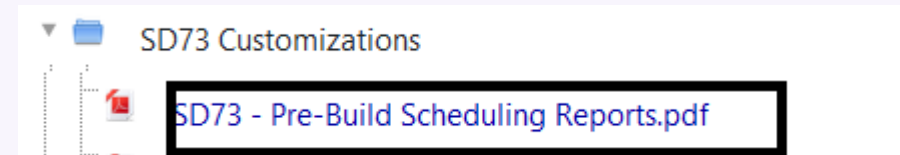
Review: Course Requests - Reports

- There are 5 different reports to run from the build view

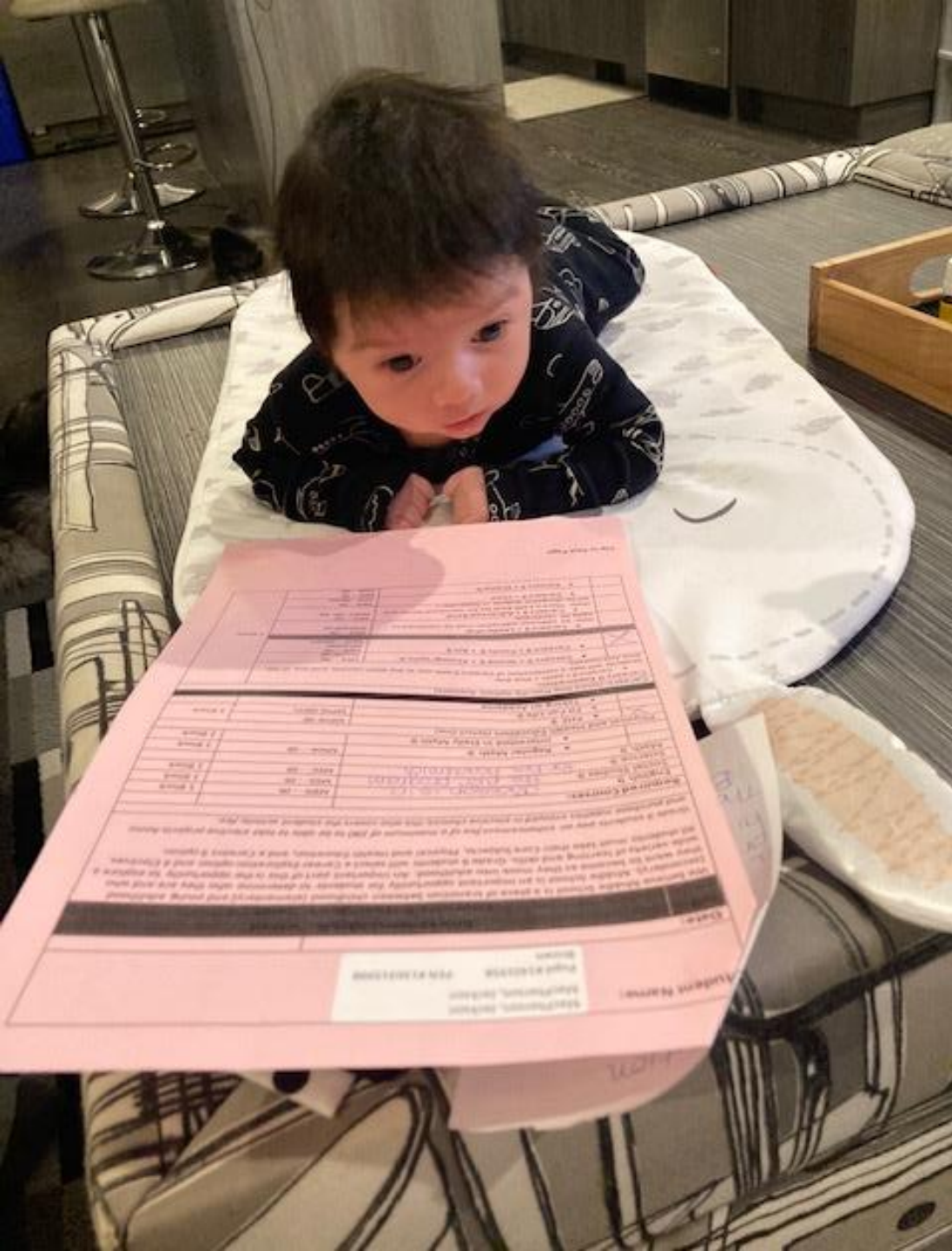
Global TT > Requests ST > Reports

Student TT > Reports

Courses TT > Reports



- Course Request Verification – ensure students select courses
- Course Tally – help plan number of sections
- Student Requests – good for keeping records if you don't have a paper copy for a student
- Student Course Selections – custom report (Global TT)
- Student Course Selections by Class – custom report (Global TT)



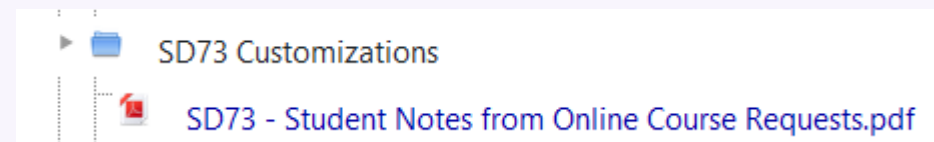
Gratuitous Cuteness

- Carefully looking at Course Requests
- Pic courtesy of Mike Faisthuber

4/13/2022

Review: Course Requests - Reports

- If you do online course selection, we can print a report of student notes for your school




- Reminder: Course Requests – can be added (new students), be removed (students leaving / courses not being offered)

Review: Staff

Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global	
Staff									
	<input type="checkbox"/>	Name	Department	Schd?	Classroom > Num	MaxInARow	Type		
Details	<input type="checkbox"/>		Science	Y	K223	99	Teacher		
Assignments	<input type="checkbox"/>		Social Studies	Y	K115	99	Teacher		
Schedule	<input type="checkbox"/>		Other	Y		99	Teacher		
Rules	<input type="checkbox"/>			Y	K214	99	Teacher		
Snapshots	<input type="checkbox"/>		Home Economics	Y	K206	99	Teacher		
	<input type="checkbox"/>			Y		99	Teacher		
	<input type="checkbox"/>		Modern Languages	Y		99	Teacher		
	<input type="checkbox"/>			Y		99	Administrator		

Review: Rooms

Pages	Scenario	Workspace	Courses	Student	Staff	Rooms	Rules	Global	
Rooms 									
Details									
Sections									
Rules									
Snapshots									
<input type="checkbox"/>	Num	Dept	Max	Schd?	SchdType				
<input type="checkbox"/>	Eng12	English	30	Y					
<input type="checkbox"/>	J-Weig	Physical Education	30	Y	Department Only				
<input type="checkbox"/>	K-Cafe		30	Y					
<input type="checkbox"/>	K-Libr		30	Y					
<input type="checkbox"/>	K-Musi		30	Y					
<input type="checkbox"/>	K-SrAct		30	Y					
<input type="checkbox"/>	K106		30	Y					

Rules – General Notes

- Rules are not specific to a scenario – the rules you create are for all scenarios
- Rules can be turned (Rule Priority) OFF - IGNORE and ON = HARD
- Rules need a name. Use one that makes sense
- Rules can be used for building the timetable and loading the students into course sections
- Verify rules?

Workspace Top Tab

1. After carefully reviewing the number of course sections being placed in the schedule
 1. We create "blank" course sections by using > Options > Initialize Sections

Course Selections

- All Courses
- Selection
- Department
- Grade level
- Snapshot

Selected courses: 1

OK Cancel


Workspace Top Tab

- Filters

- ✓ All Sections
 - Scheduled Sections
 - Prescheduled Sections
 - Sections Over Max
 - Courses Not To Schedule
 - Course Sections = ?
 - Schedule expression out of sync with matrix
 - SD73 Term=? AND Block=?
 - SD73 Teacher Last Name=?
 - SD73 Platoon = ?
 - SD73 Room =?
 - SD73 Room =?
 - Elem - Section # = ?
 - Grade = ?
 - SD73 Grade 8 & 9
 - SD73 Grade 10-12
 - SD73 School Course Begins=?
 - SD73 School Course Ends with =?
 - SD73- Team =?
 - Enrollment Total > Max

Field Set: SD73 Default Fields

SD73 Default Fields






0 of 3 selected 


<input type="checkbox"/>	Course	SecNo	Description	ScheduleTerm > Code	Schedule	PrimaryStaff > Name	PrimaryRoom > Num	Inclu
<input type="checkbox"/>	FEPSS11-001	001	EXPLORATIONS SC. HUMAINES ET SOC. 11	Term (S1, S2, FY, 9W1, etc)	The block	Teacher Name	The room	N
<input type="checkbox"/>	FEPSS11-002	002	EXPLORATIONS SC. HUMAINES ET SOC. 11					N
<input type="checkbox"/>	FEPSS11-003	003	EXPLORATIONS SC. HUMAINES ET SOC. 11	S2	1(1-2)		K106	N




Build

SD73 Default Fields – need to fix

Search on Term    a-z  

0 of 3 selected  All Se

PrimaryRoom > Num	Inclusion?	Platoon	Total	Max	Close?	BuildClass > ClassEnrollmentTotal	BuildClass > Max	BuildClass > ID	ExcludeFromBuild	SysRank	Sched?	A	B	C	D	E	F	G	H	K	P	C
	N		0	29	Y	Combined classes information will appear here			N	0	N											
	N		0	29	Y				N	0	N											
K106	N		0	29	Y				N	0	N											

Allow low incidence students into course section 

Number of students enrolled

Designated students in course section

Hand Scheduling (all or part of schedule)

- Complete the required fields (boxes),
- Consider the optional fields (hexagon)
- Verify the other fields (ovals)
- Can be changed on Workspace TT (Options > Modify List) or Course Section (click in, edit, save)

Sections :: FEPSS11-003 - EXPLORATIONS SC. HUMAINES ET SOC. 11

Master

Options Reports Help

Save Cancel

When finished
Go to next record

Default Template

Number *	FEPSS11	Section number *	003
Description	EXPLORATIONS SC. HUMAINES ET SOC. 11	Staff > Name	
Master type	Class	Additional staff for split	X
School Room > Number		Build Class > Identifier	
Schedule Term > Code		Prescheduled room	<input type="checkbox"/>
Schedule	Edit Schedule	Prescheduled term	<input type="checkbox"/>
System rank	0	Prescheduled schedule	<input type="checkbox"/>
Team		User rank adjustment	0
House		Study criteria	
Section type		Team schedule mode	
Platoon		House schedule mode	
Is section scheduled?	<input type="checkbox"/>	Section type schedule mode	
Exclude from build	<input type="checkbox"/>	Platoon schedule mode	
Enrollment maximum	29	Split resource mode	
Enrollment reserve seats	0	Schedule Rotation > Identifier	
Enrollment total	0	Track ID	
Is section closed at max enrollment?	<input checked="" type="checkbox"/>	Room status	
Is inclusion section?	<input type="checkbox"/>		

Pre-Build Work

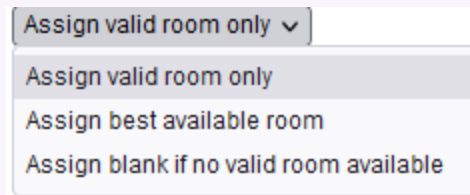
- Must place staff member on each course section
- Consider placing
 - Rooms (or use Room Reservation Rule)
 - Terms (Calc 12 must be in 2nd semester)
 - Schedules (MSWP must be in C block)

Build – Validate (check for errors) & Build (Make a Schedule)

- Once all the hand scheduling work is done AND pre-build work is done, we:

- Build > Validate
- Fix errors (smile... we can help with these)
- Build > Build (fix errors as it works)
 - Maintain scheduled sections (keep the work that the software has done to date)

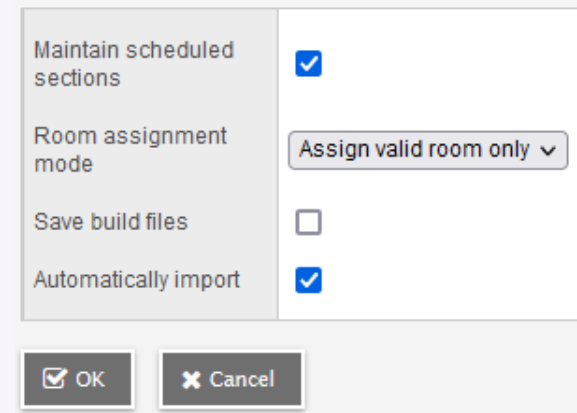
- Room assignment mode:



A screenshot of a dropdown menu with the following options:

- Assign valid room only (selected)
- Assign valid room only
- Assign best available room
- Assign blank if no valid room available

- Click "OK"



A screenshot of a dialog box with the following options:

- Maintain scheduled sections:
- Room assignment mode: Assign valid room only (selected)
- Save build files:
- Automatically import:

Buttons: OK, Cancel

Build View

- SysRank

The screenshot shows the SysRank interface with a table of sections. The table has columns for Course, SecNo, ScheduleTerm > Code, Schedule, PrimaryStaff > Name, PrimaryRoom > Num, Inclusion?, Total, Max, and SysRank. The SysRank column is highlighted in yellow and contains numerical values from 1 to 10. Red arrows point to the SysRank column header (1), the 'Scheduled' status in the SysRank column (2), and the numerical rank values (3).

Course	SecNo	ScheduleTerm > Code	Schedule	PrimaryStaff > Name	PrimaryRoom > Num	Inclusion?	Total	Max	SysRank
A2DP-12DPB-01	01	S1	1(1-2)		103	N	0	30	Sched
AELC-12-01	01	S1	1(1-2)		103	N	0	30	Sched
MFR--12-03	03	S1	3(1-2)		100	N	0	30	1
MFR--12-04	04	S2	1(1-2)		100	N	0	30	2
MFR--12-05	05	S2	2(1-2)		100	N	0	30	3
MSC--10B-01	01	S1	1(1-2)		100	N	0	30	4
IMYP-10-01	01	S1	3(1-2)		106	N	0	30	5
MAC--11CS-01	01	S2	2(1-2)		103	N	0	30	6
MFR--12-01	01	S2	4(1-2)		100	N	0	30	7
MFR--12-02	02	S1	2(1-2)		100	N	0	30	8
MSC--10B-02	02	S2	4(1-2)		106	N	0	30	9
MVAC-10B-01	01	S2	2(1-2)		106	N	0	30	10

1. The System Rank column;
2. These sections were Pre-Scheduled and therefore were not calculated into the rank;
3. Shows the order sections will be scheduled.

Build View

- Place Tiles on wall?
- Review the placement of blocks?
 - Balance blocks by grade (equal number of grade 8 courses in A block in S1 and S2)

Build View – Loading Students

- Options > Load > Validate
- Options > Load > Load
 - Options > Update Designation/ELL Tallies – Build (select the scenario & run) Software will populate designation columns
 - Scenario > Analysis > High level view of how the load went.
 - Scenario > Analysis > Course Summary (allows to see the number of conflicts – number of students that requested the course but did not get loaded – helps you see the "pattern" of who didn't get loaded)
 - Student > Schedule > Conflicts (helps you understand if you can fix the students schedule – why the student didn't get loaded – can the student's schedule be fixed without moving a course section)

Next steps

- Making a new scenario
 - What can you change?
- Locking Schedules (Student Level / Course Section Level)
- Adding in "static" blocks (XSIEP, XSPBK, DRR, Choir, Band, (Elementary Stuff - KSA, Logan Lake), Leadership, TA)
- Handing off the schedule to counselling department
 - Hand scheduling Students
- Publishing / Printing student schedules

Reports

- Workspace TT > Reports > Requests Not Scheduled – View the courses that the student requested but didn't get into
- Workspace TT > Reports > Scheduling Reports > BC Master Schedule
The timetable
- Workspace TT > Reports > Quick Report > Saved Report
> SD73 Master Schedule
The timetable in EXCEL Format

BC Master Schedule

School	South Kamloops Secondary
Sections to include	Current selection ▾
Search value	<input type="text"/>
<u>Course Information</u>	
Include Description	<input checked="" type="checkbox"/>
Include Department	<input checked="" type="checkbox"/>
Include Teacher	<input checked="" type="checkbox"/>
Include Room	<input checked="" type="checkbox"/>
<u>Student Information</u>	
Show Inclusion Counts	<input checked="" type="checkbox"/>
Show Special Ed Counts	<input type="checkbox"/>
Show ELL	<input type="checkbox"/>
Show Remedy	<input type="checkbox"/>
Sort results by	Class Identifier ▾
Format	Adobe Acrobat (PDF) ▾