



Configuring Rooms & Staff

1. Rooms

1. Idea ... for schools with room use problems --> photocopy your school MAP 8 times (one for each period) to manually track room use in your building.

2. To add a room:

1.School view > Schedule TT > Rooms ST> Options>Add.

3. To view your rooms:

1.Build View > Rooms TT

1. Don't forget to **Refresh**

2. Filters: Rooms to Schedule (rooms you want the build engine to use), All Records

3. Field Set: SD73 Default Fields

<input type="checkbox"/>	Num	Dept	Max	Schd?	SchdType	Location
<input type="checkbox"/>	101		30	Y		
<input type="checkbox"/>	102		30	Y		

1. Num: Room Number

2. Department: The department that uses this room

3. Building Code & Location Code (for Brad/Jake/Siobhan)

4. Max Capacity: Number of students that can be in this room (watch out - > this value connects with the enrollment max in the course sections) and the build engine. The engine will only use rooms that have a capacity greater than or equal to the enrollment max.

5. Include in scheduling: check / uncheck (check: allow build engine to see the room, allow you to use the room in a pick list)

6. Schedule use type: Blank (most rooms will be this), Department only (good for PE/Science), Always Free

4. It is good practice to audit your rooms each year.



Configuring Rooms & Staff

2. Staff

1. This is a list of current staff members at your school.

1. YOU DO NOT ADD/DELETE STAFF MEMBERS

1. If you need a placeholder for a staff member; contact the MyED Team to create one for you.

2. Filter: Staff to Schedule (list of staff the build engine will use and staff members in a pick list), Primary Staff (the list of staff that are primary to your school that may/may not be included in scheduling), Secondary Staff (the list of staff that teach at your school but are not primary), All Records (everybody)

3. Field Set: SD73 Field Set

Staff

Options ▾ Reports ▾ Help ▾ Search on Name 🔍 🗲 📄 a-z 📊 🖨

Assignments < 1 > 0 of 29 selected 🍷 Staff To Schedule

<input type="checkbox"/>	Name	Department	Schd?	Classroom > Num	MaxInARow	Type
<input type="checkbox"/>			Y		0	TOC
<input type="checkbox"/>			Y		0	Support
<input type="checkbox"/>			Y		0	Secretary
<input type="checkbox"/>			Y		0	Teacher
<input type="checkbox"/>			Y		0	Teacher
<input type="checkbox"/>			Y		0	Support
<input type="checkbox"/>			Y		0	Teacher
<input type="checkbox"/>			Y		0	Teacher
<input type="checkbox"/>			Y		0	Teacher
<input type="checkbox"/>			Y		0	Support
<input type="checkbox"/>			Y		0	Teacher

1. Name: Staff Members' name
2. Department:
3. Status: Active/Inactive
4. Include in scheduling: Checked / Unchecked
5. Max in a row: 99
6. Classroom > Number (the classroom the teacher works in)
7. Use preferred room only: checked/unchecked