Schedule Wizard: Mass Schedule Students - Study Guide

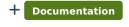Last Modified on 01/26/2023 2:49 pm CST

After course requests and course preparations have been completed for the upcoming year, the Schedule Wizard can be used to further configure scheduling parameters prior to mass-loading students into courses based on their requests.

Tool rights to the Schedule Wizard and access to Trials should only be given to staff who are part of the scheduling process.

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Scheduling Process and Checklist

The Schedule Wizard can be used to create the master schedule and load student requests into the master schedule. The following content gives an overview of the scheduling process and the role the Schedule Wizard plays in creating a master schedule.

+ **Documentation**

+ **Video**

Trials

Scheduling Trials are created when a calendar is rolled from a previous year, when a new school and calendar are created or when the Schedule Wizard is used to create a new trial. Multiple trials

can be used when creating a master schedule. Pay special attention to security and data precautions when working with trials.
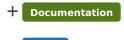
Trials (Schedule Wizard)

Trials may be created and manipulated in the Schedule Wizard.

+ Documentation

+ Video

Trials

Trials may be created and manipulated from the main Scheduling tools.

+ Documentation

+ Video

Staff Planner

After the calendars for the upcoming school year have been created, enrollments rolled forward and student requests entered, staff information and student constraints can be entered. These things should be completed prior to entering course planner information.

Set Values, Restrictions And Constraints

Description of the topic. *Example: Attendance for individual students can be entered and edited from this location.*

+ Documentation

+ Video

Edit Teacher Course Load

The Staff Planner grid may be used to edit teacher course load information.

+ Video

Course Planner

The Course Planner uses requests to determine how many sections of each course are needed and compares these numbers to last year's to see how staffing needs may be impacted. The Course Planner can then be used to modify other settings such as course constraints, room placement and teacher assignment.

Values, Restrictions, Constraints And Parameters

The Course Planner can be used to modify other settings such as course constraints, room placement and teacher assignment.

+ **Documentation**

+ **Video**

+ **Video**

Rules, Constraints And Placement Restrictions

Constraints On Selected Course

The Course Planner can be used to adjust an individual course's scheduling constraints.

+ **Video**

Student-to-Student Placement Restrictions

The Student Constraints tool is used to restrict particular students from being placed in the same course section with each other.

+ **Documentation**

+ **Video**

Configure Loading Preferences

Schedule Builder Configuration

The Schedule Wizard includes tools used to build, unbuild and configure parameters for building the master schedule.

+ **Documentation**

+ **Video**

Request Loading And Preferences

Preferences can be set that impact how requests are handled during the loading process.

+ **Documentation**

+ **Video**

Section Balancing Configuration

The Section Balancing Configuration tool allows the scheduler to prioritize several different factors the loader uses to balance how students are placed into sections.

\+ **Video**

Build And Load

Build And Retain Sections

Schedule building tools use the information entered in the Course and Staff planner to build out the course and section display on the Schedule Wizard whiteboard.

\+ **Documentation**

\+ **Video**

Load And Retain Sections

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\+ **Documentation**

\+ **Video**

Other Scheduling Tools

Once the trial that best satisfies student requests has been determined, other tools can be used to adjust or complete student schedules.

\+ **Documentation**