

Scheduling Module 9

Load Students and Analysis

March 2021 v1.3

Version History

Version	Date	Description
1.0	13 Apr 2015	Initial Draft
1.1	24 Mar 2016	Added section 3.1 Load Validation
1.2	29 Apr 2019	Added hyperlinks to Table of Contents
1.3	12 March 2021	Added BC Student Schedule Report

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1.0 Introduction

After you build your master schedule on the Workspace tab, load students into the finished master schedule. Loading students into the schedule maximizes section balances and requests satisfied.

After you load students, you can analyze the load results. The system provides reasons for each conflict a student's schedule has when trying to fulfill requests.

Note: Students are Loaded into each scenario. This allows you to analyze the results, make a copy of the scenario, try new options and then go back to a previous scenario.

2.0 Lock Individual Student Schedules

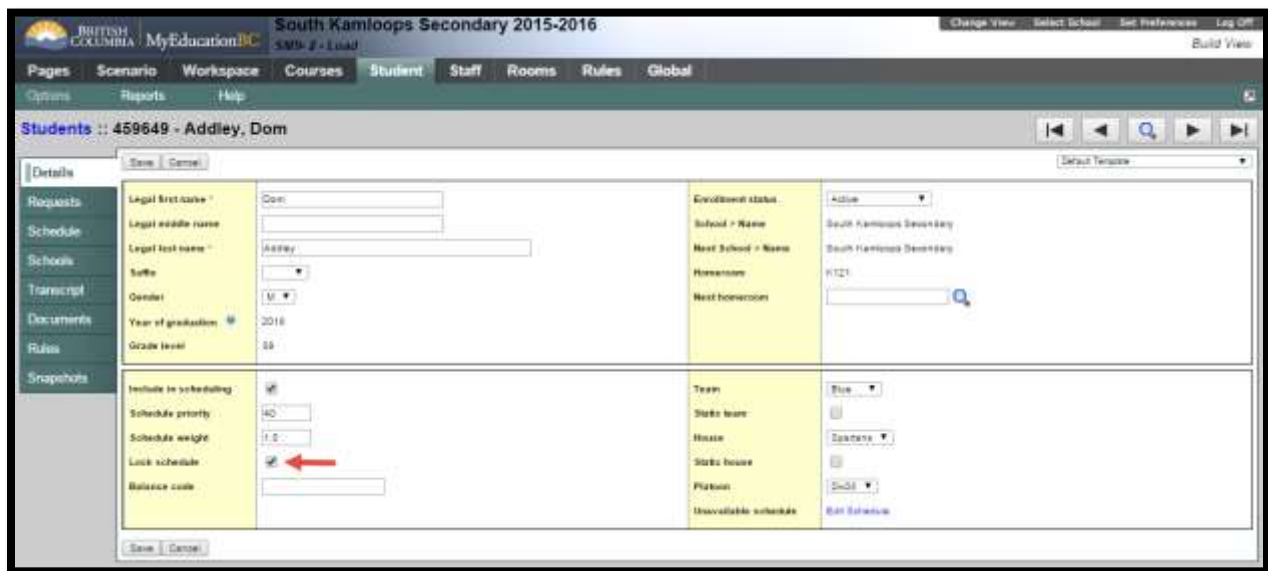
Students can be hand scheduled before or after a load is run.

2.1 Lock a Student's schedule

After a load has been run a student's schedule can be locked, preventing the student from being rescheduled in subsequent loads

From the Student top tab

1. Select the student
2. Details
3. Check the **Lock Schedule** box:



4. Click **Save**

Individual scheduled sections can also be locked, from the Workspace > Schedules side tab.

The screenshot shows the 'Schedules' page in the MyEducationBC system. The page title is 'L.A. Matheson Sec 2016-2017' and the date is '5-23 Mar 2016'. The navigation menu includes 'Pages', 'Scenario', 'Workspace', 'Courses', 'Student', 'Staff', 'Rooms', 'Rules', and 'Global'. The 'Workspace' tab is active, and the 'Schedules' sub-tab is selected. A search bar contains '1:Adam, Caralee (971549)'. The table below shows a list of schedules for this student, with columns for Name, Pupil #, Term, Schedule, and LockSchedule. The 'LockSchedule' column contains 'N' and a red arrow icon, indicating that the schedule is locked.

Name ▲	Pupil #	Term	Schedule	LockSchedule
Adam, Caralee	971549	FY	2(2)	N
Adam, Caralee	971549	FY	2(1)	N
Adam, Caralee	971549	S1	1(1-2)	N
Adam, Caralee	971549	S1	4(1-2)	N
Adam, Caralee	971549	S1	3(1-2)	N
Adam, Caralee	971549	S2	4(1-2)	N
Adams, Isach	972746	FY	4(1)	N
Adams, Isach	972746	FY	2(1)	N
Adams, Isach	972746	FY	4(2)	N
Adams, Isach	972746	FY	2(2)	N

3.0 Load Students

3.1 Load Validation

Prior to loading students, all fatal Load Validation errors must be corrected.

To Validate for Load:

1. Log on to the Build view.
2. Click the Workspace tab.
3. On the Options menu, click Load > Validate
4. Select Validate for Load.

If fatal errors are encountered go to Feedback side tab and click on the link to Fatal (Warnings can be ignored).

A list of errors will be presented:

The screenshot shows a window titled "Feedback category :: Fatal" with a table of errors. The table has columns for RunType, DataType, Level, Message, and Fixed?. There are 4 records listed, all with a Fixed? status of "N".

RunType	DataType	Level	Message	Fixed?
Fix...	Load	Master	Fatal: Field Master > scheduleTermMap cannot be blank (record: MAC--11---002,).	N
Fix...	Load	Master	Fatal: Field Master > scheduleMatrix cannot be blank (record: MAC--11---002,).	N
Fix...	Load	Master	Fatal: Master (MAC--11---002) was dropped. Reason: The schedule bitmap is empty or invalid.	N
Fix...	Load	Request	Fatal: Request (student Anwar, Charfa, course MDO--12--) was dropped. Reason: The preferred teacher for the request does not teach the course.	N

The following are some examples and how to correct them:

1. **Field Master > scheduleTermMap cannot be blank (record: MAC--11---002,).** The cause of this error is - *There is no schedule expression (i.e. Period/Day) therefore the scheduleTermMap does not exist.*
2. **Field Master > scheduleMatrix cannot be blank (record: MAC--11---002,).** The cause of this error is - *There is no schedule expression (i.e. Period/Day) therefore the scheduleMatrix does not exist.*
3. **Master (MAC--11---002) was dropped. Reason: The schedule bitmap is empty or invalid.** The cause of this error is - *There is no schedule expression (i.e. Period/Day) therefore the bitmap does not exist.*

The above three errors are all caused by the same issue, this section is not fully scheduled.

BRITISH COLUMBIA MyEducationBC L A Matheson Sec 2016-2017 23 Feb 2018

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Sections :: MAC--11--002 - ACCOUNTING 11

Save Cancel Default Template

Sections > Details

Number * MAC--11--002

Description ACCOUNTING 11

Master type Class

Section number * 002

Staff * Name

Additional staff for split

Build Class * Identifier

Classes

Class Size Summary

Multi View

School Room * Number 0211

Schedule Term * Code 24

Schedule Not Schedule

System rank 247

Prescheduled room

Prescheduled term

Prescheduled schedule

User rank adjustment

No Period/Day

- Request (student Anvar, Charla, course MDD--12--) was dropped. Reason: The preferred teacher for the request does not teach the course. The cause of this error is – *The student has a request for the course and a specific teacher. The requested teacher, is not teaching any sections of this course.*

BRITISH COLUMBIA MyEducationBC L A Matheson Sec 2016-2017 23 Feb 2018

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Students :: 971512 - Anvar, Charla :: MDD--12--

Save Cancel Default Template

Details

School Course * Number MDD--12--

Section type

Is inclusion section?

Content term code

Is optional?

Is alternate course?

Alternate course priority

School Course * Number MDD--12--

School Course * Description DRAFTING & DESIGN 12

Alternate Course 1 * Number

Alternate Course 2 * Number

Staff * Name Adelberg, Brand

Section number

Term code

Requested Teacher

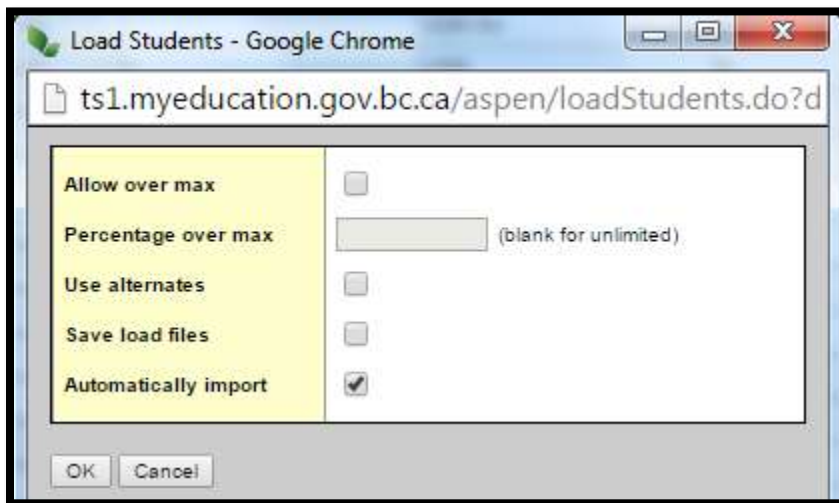
Scheduled teacher is:



3.2 All Students

To load students into the master schedule:

1. Log on to the Build view.
2. Click the Workspace tab.
3. On the Options menu, click Load > Load.
4. The Load Students dialog box appears:



1. Select the **Allow over max** checkbox if you want the system to ignore the maximum enrollment numbers you defined for sections. Then, enter the **Percentage over max** you want.
2. Select the **Use alternates** checkbox if you want the system to attempt to schedule students into their alternate requests if primary requests are not available
3. **Save load files** does not have to be checked, unless directed by support staff.
4. Check **Automatically import**
5. Click **OK**. The progress meter displays the name of the student currently being scheduled, and the number of students remaining to be scheduled.

The order in which students are loaded can be controlled by setting a student **Load priority**. In the example below the priority has been set in ascending order. Grade 11 students have the lowest priority and Grade 7 the highest. With this setup, the Grade 11 students will be loaded first:

The screenshot shows the 'Students' page in the MyEducationBC system for South Kamloops Secondary 2015-2016. The table lists five students with their respective grades and load priorities. A red arrow points to the 'SchdPri' column, indicating that the load priority is set in ascending order.

Name	Grade	YOG	SchdPri	Schd7
Alex, Geneva	11	2016	20	Y
Adema, Ivy	10	2017	30	Y
Adley, Doni	09	2018	40	Y
Alex, Emmet	08	2019	50	Y
Aley, Delane	07	2020	60	Y

To Load by grade you must use the Include in Scheduling checkbox on student details.

Steps:

1. Set only those students, for example Gr. 11's, to 'Include in Scheduling = Checked'.
2. Set all others to 'Include in Scheduling = Unchecked'.
3. Run the Load.
4. Lock Gr.11 student schedules.
5. Repeat for other grade levels, as desired.

4.0 Analysis

There are several ways to analyze the results and determine the overall build and success of the load. From the Workspace top tab, click on the Analysis side tab. This shows information from the latest load:

Printer Friendly Version	
Last run type	Load
Status of last run	Completed
Validation Errors	0
Validation Warnings	70
Build failure reason	
Requests satisfied	6029 (93%)
Total requests	7415
Students satisfied	843 (81%)
Total students	1040
Total run time	53 sec.

Last run type – shows either Build or Load.

Status – indicates if it has completed or in progress.

Validation Errors – If there were errors the number would be indicated.

Requests satisfied – shows the overall number of request successfully scheduled.

Total request – the number of requests for all students at the school.

Students satisfied – the total number of students fully scheduled (all requests met).

Total students – number of students included in the load.

Total run time – the time it took to load.

4.1 Conflict Summary

After a load has been completed you can see which sections had conflicts; students that requested a course but did not get into a section.

From the Workspace top tab > Analysis side tab click on **Course Summary**

South Kamloops Secondary 2015-2016
SM9- 2 - Load

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Analysis ::

Printer Friendly Version

Department filter: All

Conflicts:

Section count:

Minimum conflicts:

Course	Description	Department	Sections	Requests	Seats	Conflicts
MAF-12	ART FOUNDATIONS 12	Fine Arts	3	60	60	2
NDNC-12	DANCE CHOREOGRAPHY 12	Fine Arts	1	27	30	8
NDNG-10	DANCE 10: GENERAL	Fine Arts	1	27	30	21
NDRR-10	DRAMA 10: THEATRE PERFORMANCE	Fine Arts	2	59	60	13
MEN-08	ENGLISH LANGUAGE ARTS 8	English	5	162	150	35
MEN-10--	ENGLISH 10	English	8	214	240	2
MFCN-09	FOODS AND NUTRITION 09	Applied Skills	7	182	210	24

1. Select a department at the **Department filter** drop-down to view only courses in a specific department.
2. Select the **Conflicts** checkbox to view only courses with conflicts. The **Conflicts** checkbox is selected by default. Otherwise, the list shows all courses, including those without conflicts with student requests.
3. Enter a value in the **Section Count** field to limit the courses that appear by the number of sections. For example, to view how singletons were loaded, type 1.
4. Enter a value in the **Minimum** conflicts field to limit the courses that appear to courses with the number of conflicts you identify and above. For example, to view courses which three or more students requested and could not be scheduled in, type 3.
5. Click on the **Conflicts** column twice, to sort courses with the most conflicts to the top:

South Kamloops Secondary 2015-2016
SM9- 2 - Load

Pages Scenario Workspace Courses Student Staff Rooms Rules Global

Options Reports Help

Analysis ::

Printer Friendly Version

Department filter: All

Conflicts:

Section count:

Minimum conflicts:

Course	Description	Department	Sections	Requests	Seats	Conflicts
MSS-08	SOCIAL STUDIES 8	Social Studies	5	162	150	56
MMA-08	MATHEMATICS 8	Mathematics	5	162	150	36
MPE-08--	PHYSICAL EDUCATION 8	Physical Education	5	162	150	36
MEN-08	ENGLISH LANGUAGE ARTS 8	English	5	162	150	35

- Click the link (blue number) in the conflicts column to view the list of students who requested the course, but could not be scheduled. The list of students appears:

South Kamloops Secondary 2015-2016
SM9-2 - Load

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

Options Reports Help

Students

0 of 56 selected

Name	Grade	YOG	SchdPri	Schd?
Aley, Delaine	07	2020	60	Y
Alibhai, Raveen	07	2020	60	Y
Avison, Clovette	07	2020	60	Y
Beech, Yanni	07	2020	60	Y
Boyle, Elan	07	2020	60	Y

- To view why the system could not fulfill a student's request for the course, select the student, and click the **Schedule** side tab > **Conflicts**. The **Comment** column displays **Request not scheduled** for any course the student was not scheduled in:

South Kamloops Secondary 2015-2016
SM9-2 - Load

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

Options Reports Help

Students :: 606739 - Aley, Delaine

Student Schedule (56% scheduled - Class credits: 4.0)

Course	Periods	Comment
MEN-08- ENGLISH LANGUAGE ARTS 8	0-002 [S1] 0-003 [S2]	S 001 [S2]
MFDN-08- FOODS AND NUTRITION 08	C 005 [Q2]	S 002 [Q1]
MFR-08- FRENCH 8	O 004 [S2]	O 003 [S1] O 002 [S2]
MGT- GRADUATION TRANSITIONS		S 001
MAA-08- MATHEMATICS 8	S 001 [2]	O 002 [1] C 004 [1] C 003 [2]
MPE-08- PHYSICAL EDUCATION 8	S 004 [1]	O 003 [2] C 002 [1] C 001 [2]
MSC-08- SCIENCE 8	O 004 [S2]	O 002 [S1] O 004 [S2]
MSS-08- SOCIAL STUDIES 8	C 005 [S1] O 004 [S2]	O 003 [S1] O 002 [S2]
MTE-08- TECHNOLOGY EDUCATION 8	C 005 [Q3]	S 001 [Q2]
MTXT-08- TEXTILES 8	C 005 [Q1]	S 004 [Q4] C 003 [Q3]
MVA-08- VISUAL ARTS 8	C 002 [Q4]	S 004 [Q3] C 003 [Q2]
PH-08-REG COURSE PACKAGE 08		No sections scheduled

- Click **Request not scheduled** to view the 'Schedule conflict reasons' dialog box. The **Conflict Reason** column displays the reason the student could not be scheduled for each section:

Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Close?	SecType	Team	House	Platoon	Inclusion?	Conflict Reason
MSS-08-001	SOCIAL STUDIES 8		S2	3(1-2)		30	30	Y					N	Section is closed
MSS-08-002	SOCIAL STUDIES 8		S2	2(1-2)		13	30	Y					N	Conflict with scheduled sections
MSS-08-003	SOCIAL STUDIES 8		S1	2(1-2)		14	30	Y					N	Conflict with scheduled sections
MSS-08-004	SOCIAL STUDIES 8		S2	1(1-2)		19	30	Y					N	Conflict with scheduled sections
MSS-08-005	SOCIAL STUDIES 8		S1	1(1-2)		30	30	Y					N	Section is closed

One of the following conflict reasons appears next to each section for the course:

- Section is closed
- Student is unavailable
- Section conflicts with students preferred sections
- Invalid course relationship with students preferred sections
- Invalid section type
- Invalid team code
- Invalid house code
- Invalid platoon code
- Invalid as not preferred teacher
- Invalid as not preferred term
- Invalid as not preferred section
- Violation of student avoid student rule
- Violation of student avoid teacher rule
- Invalid as not matching content term code
- Invalid not inclusion section for inclusion request
- Violation of term link rule
- Conflict with scheduled sections
- Invalid course relationship with scheduled sections
- Violation of inclusion ratio
- Violation of inclusion count allowed

9. Use the value in the Conflict Reason column to make possible changes to the student's schedule to fulfill their requests.

Note: The system only updates these comments when you run another load, or you click **Reschedule** on the student workspace. Making manual changes to resolve conflicts, does not change the comments.

5.0 Reports

There are a variety of reports available to assist with the analysis of a schools master schedule and the resulting load of students.

5.1 Requests Not Scheduled

Run the Requests Not Scheduled report to view the courses each student requested, but did not get into when you built the master schedule and loaded students.

Use the results to determine if you need to change any section information and rebuild those sections to see if you can satisfy more student requests.

To run the **Requests Not Scheduled** report:

1. Log on to the **Build view**.
2. Click the **Workspace** tab.
3. On the **Reports** menu, click **Requests Not Scheduled**. The Requests Not Scheduled dialog box appears:

You can view these unsatisfied requests by student name, as in the following example, or by course:

Kamloops/Thompson		South Kamloops Secondary	
Requests Not Scheduled			
Page 1		22/04/2015	
Addley, Dom	2018	MEN--10--	ENGLISH 10
		Total: 1	
Alcock, Maureen		MEN--10--	ENGLISH 10
		MPLAN10	PLANNING 10
		Total: 2	
Alex, Emmet	2019	MFDN-09	FOODS AND NUTRITION 09
		MFR--09	FRENCH 9
		MPE--09--	PHYSICAL EDUCATION 9
		Total: 3	

Note: You can run the report by student or course.

5.2 BC Master Schedule

This report shows all schedule and load information, including **Classes** enrollment totals.

To run the **BC Master Schedule** report:

1. Log on to the **Build view**.
2. Click the **Workspace** tab.
3. On the **Reports** menu, click **BC Master Schedule**. The BC Master Schedule dialog box appears:

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 checked="" type="checkbox"/>
Show ELL	<input checked="" type="checkbox"/>
Sort results by	Class Identifier ▼
Format	Adobe Acrobat (PDF) ▼

The **Class ID** column shows the name and the **Total** enrollment for the grouping:

Kamloops/Thompson		BC Master Schedule						South Kamloops Secondary						
SMB- 2 - Load								April 22, 2015						
Page 1														
CrsCode	Class ID	Course	Flav	Teacher	Room	Trm	Schedule	Assigned			Male		Female	
								Tot	Max	Open	INC	SPEC	ELL	INC
AAR-12		AAR-12-001			J007	S1	4(1-2)	5	30	25				
ABCD-12		ABCD-12-001			J009 Sd	S1	3(1-2)	6	30	24				
ACHE-12		ACHE-12-001		Adley, Rowe				0	30	30				
AELC-12		AELC-12-001			J008	S1	1(1-2)	6	30	24				
MAF-11		MAF-11-003			K-Lbr	S2	1(1-2)	29	30	1				
MAF-12		MAF-12-003			K117-Art	S1	3(1-2)	18	30	12				
MCH-12		MCH-12-001			J211 Sd	S1	4(1-2)	25	30	5				
MCH-12		MCH-12-002			J009 Sd	S2	1(1-2)	25	30	5				
MCH-12		MCH-12-003			J215 Sd	S2	4(1-2)	25	30	5				
MCH-12		MCH-12-004			J214 Sd	S2	3(1-2)	25	30	5				
MDNC-06		MDNC-09-001		Adley, Rowe	J115-Dance	S1	4(1-2)	0	30	30				
MAF-11	Art 11012 001	MAF-11-001		Aven, Tasha	K117-Art	S1	4(1-2)	5						
MAF-12	Art 11012 001	MAF-12-001		Aven, Tasha	K117-Art	S1	4(1-2)	15						
	Art 11012 001					S1		21	30	9				
MAF-11	Art 11012 002	MAF-11-002		Aven, Tasha	K117-Art	S2	3(1-2)	15						
MAF-12	Art 11012 002	MAF-12-002		Aven, Tasha	K117-Art	S2	3(1-2)	15						
	Art 11012 002					S2		30	30	0				

5.3 Unscheduled Room

This report shows all Rooms that are free in each period and term.

To run the **Unscheduled Room** report:

1. Log on to the **Build view**.
2. Click the **Workspace** tab.
3. On the **Reports** menu
4. Click **Rooms > Unscheduled Room**. The Unscheduled Room dialog box appears:

Unscheduled Room

Rooms to include	All <input type="text"/>
Search value	<input type="text"/>
Sort results by	Name <input type="text"/>
Format	Adobe Acrobat (PDF) <input type="text"/>

Kamloops/Thompson		South Kamloops Secondary	
Page 1		April 22, 2015	
Period 1	Period 1	Period 1	Period 2
J-Admi 1(1-2)	K-Cafe 1(1-2)	K206 1(1-2)	J-Admi 2(1-2)
J-Coun 1(1-2)	K- [Q1 Q2] 1(1-2)	K209 1(1-2)	J-Coun 2(1-2)
J-Libr 1(1-2)	Music	K210 1(1-2)	J-Libr 2(1-2)
J101- [Q3] 1(1-2)	K-Off [Q1 Q2] 1(1-2)	K211 1(1-2)	J101- [Q2] 2(1-2)
Art	K100- 1(1-2)	K212 1(1-2)	Art
J104- 1(1-2)	Music	K213 1(1-2)	J104- 2(1-2)
Cafe	K106 1(1-2)	K214 1(1-2)	Cafe
J105- [Q1] 1(1-2)	K109- 1(1-2)	K215 1(1-2)	J105- [Q4] 2(1-2)
Cafe	Music	K216 1(1-2)	Cafe
J107- [Q2] 1(1-2)	K110- 1(1-2)	K217 1(1-2)	J106- [Q1 Q2] 2(1-2)
Txtl	Music	K218 1(1-2)	Cafe
J110- 1(1-2)	K111 1(1-2)	K220 1(1-2)	J107- [Q1] 2(1-2)
Dance	K112 1(1-2)	K221 1(1-2)	Txtl

5.4 Unscheduled Teacher

This report shows all **Teachers** that are free in each period and term.

To run the **Unscheduled Teacher** report:

1. Log on to the **Build view**.
2. Click the **Workspace** tab.
3. On the **Reports** menu
4. Click **Teachers > Unscheduled Teacher**

Kamloops/Thompson		South Kamloops Secondary	
Unscheduled Teachers			
Page 1		April 22, 2015	
Period 1	Period 2	Period 3	Period 4
Addey, Rowe 1(1-2)	Addey, Rowe 2(1-2)	Addey, Rowe 3(1-2)	Addey, Rowe [Q3 Q4] 4(1-2)
Aven, Tasha 1(1-2)	Aven, Tasha 2(1-2)	Aven, Tasha [Q1 Q2] 3(1-2)	Aven, Tasha [Q3 Q4] 4(1-2)

5.5 BC Scheduled Student

The BC Scheduled Student Report provides schedulers and counselors a list of students which have too few courses scheduled or too many courses scheduled. The user has the ability to search based on Term, Day and Period.

Run the BC Scheduled Student report to view the courses each student is scheduled in based on sections and/or course credits

Use the results to determine if you need to change any student course sections scheduled information and update student schedule if/when required

To run the **BC Scheduled Student** report:

1. Log on to the **Build view**.
2. Select Scenario
3. Click the **Student** tab.
4. On the **Reports** menu,
5. Click Scheduling Reports> **BC Scheduled Report**:

BC Scheduled Student

School	Abbotsford Senior Secondary
Students to include	Current selection ▼
Search value	<input type="text"/>
Term	🔍
Select Number of Course Sections or Credits	Course Sections ▼
Only show students with...	Greater Than ▼
Number	<input type="text"/>
Sort results by	YOG ▼
Students included in scheduling	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) ▼

▶ Run
✕ Cancel

In the pop up parameter screen enter the **students to include** in the report, the **Term, Day and Period** of the records to include, and select the number of either **Course Sections or Credits** you would like to see displayed.

User can also select to sort the results by **YOG** or **Name** and can filter students based on the **Include in Scheduling** flag.

Field	Description
School	The school name will be displayed in a read-only field.
Student to Include	This field is auto populated with current selection by default and contains following values in the dropdown - All - Current Selection - Snapshot - Grade
Search Value	This field is disabled by default. When grade or snapshot is select from the dropdown "Students to include" this field gets enabled for the user to enter value.

Term	This is a mandatory field and it blank by default. The user can select one or multiple terms using this option
Select number of course sections or credits	This field is auto populated with course section by default and contains following values in the dropdown <ul style="list-style-type: none"> - Course Section - Credits
Only show students with	This field is auto populated with Greater Than by default and contains following values in the dropdown <ul style="list-style-type: none"> - Greater Than - Greater Than or Equal To - Less Than - Less Than or Equal To - Equal
Number	This is a mandatory field and it is blank by default. The user needs to enter a number from to filter the report
Sort Results by	This field is used to sort the report. This will be auto populated with YOG by default and contains following values in the dropdown <ul style="list-style-type: none"> - YOG - Name
Students Include in scheduling	This is a checkbox field which is checked by default. This option will filter the data and display the results based on students which are include in scheduling only
Format	This dropdown is auto populated with adobe acrobat value by default but it also contains following options <ul style="list-style-type: none"> - Adobe Acrobat (PDF) - Webpage (HTML) - Microsoft Excel (XLS) - Coma Separated (CSV)

BC Scheduled Student

Pupil: 2300835		Student Name: Ab. Ma		YOG: 2022	
Course	Description	Credit	Term	Schedule	
MCLE-10—G	CAREER LIFE EDUCATION 10	4	Q4	A(1-2)	
MEPSS11—H	EXPLORATIONS IN SOCIAL STUDIES 11	4	Q4	C(1-2)	
MDCOM11—E	DIGITAL COMMUNICATIONS 11	4	Q3	B(1-2)	
MNMD-11—F	NEW MEDIA 11	4	Q3	D(1-2)	
Total: 4		Total: 16			

Note: You can run the report by Course Sections or Course Credits

6.0 Adjusting a Master Schedule

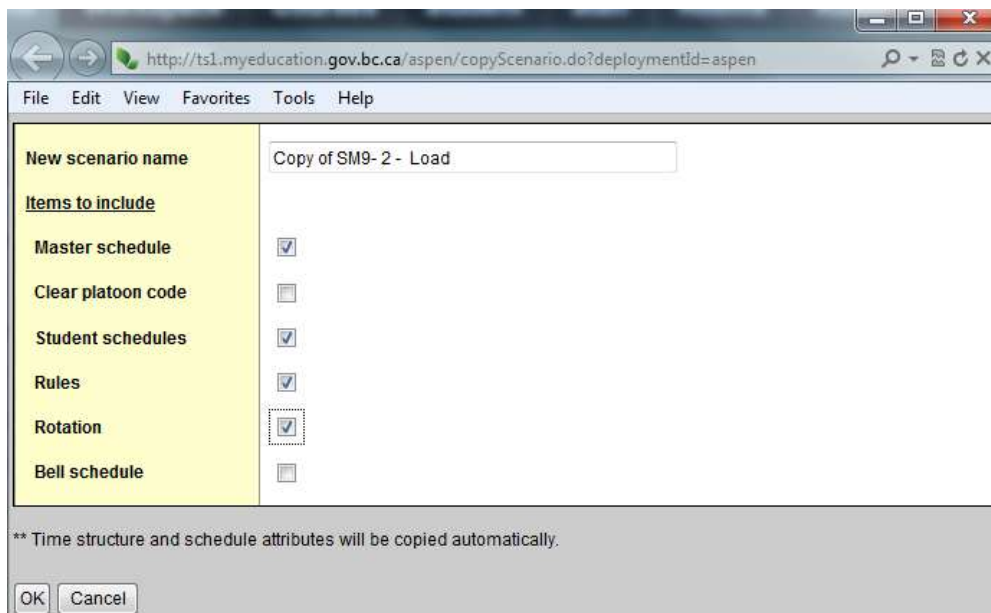
Once analysis is complete, decisions will need to be made about adjustments that are required to improve the schools master schedule. These may take many different forms and are unique to each school and their situation.

The following section reviews the process for making copies of a Scenario; as this often required to compare situations.

6.1 Copy a Scenario

To copy a scenario:

1. From the **Scenario** tab.
2. Click into **Details** of the scenario you wish to copy.
3. Click **Options > Copy Scenario...**
4. The copy scenario dialog box opens:



Select the pieces of the scenario you want to copy into this new scenario, such as the master schedule, student schedules, rules, and rotations.

Note: Ensure you review the **Scenario** preferences, covered in Scheduling Module 3 – Scenarios and Time Structures.