

Scheduling Checklist

January 15, 2018

Version 1.0

School Scheduling by Module	
Task	Module/Page
1. Define Build Year at School Level	M2, P8
2. Copy School Course Catalogue to Build Year; clean up and add new/ remove old courses	M2, P9-12
3. Define Next School for Students	M2, P13
4. Rollover Secondary School Assignments for Staff (staff members that teach at multiple schools)	M2, P14
5. Create " NEW " scenario & set preferences (Set inclusion count to 3)	M3, P4-10
Schools that want EXACTLY the same schedule as last year can copy their timetable forward	M3, P12
6. Set (Adjust/Delete) Term Dates (can adjust later but MUST DO PRIOR TO #31)	M3, P13-15
7. Set/Adjust Number of Days (Day 1 - 2)	M3, P15-16
8. Set/Adjust Number of Periods (Blocks)	M3, P16-17
9. Set or check (if copied to scenario) Bell Schedules	M3, P17-18
10. Edit/Build Course Packages (Cannot use course packages as ALTERNATES)	M4, P9-12
11. Course Selection (Requests)	
Paper Course Selection	
A. Adjust Selection sheet to include course codes to facilitate entry by staff	
B. Enter Paper Course Requests	M4, P8-12
C. Handling Alternate Course Requests	M4, P7
Online Course Selection	
A. Create Student Accounts	
B. Assign all students "Standard" Academic Track	M5, P4
C. Enter/Adjust Online Course selection Booklet (Academic Tracks)	M5, P9-14
D. Open Course Selection window for students (parents to Review)	M5, P10
12. Batch Load Course Requests (as necessary)	M4, P12
13. Mark SSS Students as Inclusion Requests	
14. Run Student Request Reports	M4, P15-17
15. Run Course Request Totals	M6b, P12
16. Decide on number of Course Sections	
17. Edit/Create Patterns & Pattern Sets (only if using the Builder)	M6a, P7-13
18. Course Set Up (Course Attributes) Confirm/Set up Field Sets	M6b, P4-11
19. Student Set Up (Student Attributes) Confirm/Set up Field Sets	M6b, P13-17
20. Staff Set Up (Staff Attributes)	M6b, P18-21
21. Room Set Up (Room Attributes)	M6b, P22-23
22. Build Rules - Linked (Combined) Classes	M7, P5
23. Build Rules - Rotational Wheel (skip if you are going to hand load)	M7, P9-11
24. Build Rules - Day 1/2	M7, P12
25. Build Rules - Rooms	M7, P14
26. Load Rules - Course Sequencing (e.g. Pre-Calc 12 then Calc 12)	M7, P15
27. Initialize Workspace (after #18)	M8, P4
28. Build the board - Edit/Modify/Change/Add Course Sections Manually Build Rotational Courses	M8, P6-11
29. Validate the Build & Fix Errors	M8, P12-14
30. Build the Master Schedule	M8, P16-22
31. Load Student schedules / Update Designation Tallies / Re-calculate enrollment totals	M9, P5-8
32. Lock Student schedules (as necessary)	M9, P4
33. Loading Reports / Analysis	M9, P8-16
34. Copy / Change Scenario	M9, P17
35. Label Scenario as Final / Mark scenario that you aren't using as DO NOT USE / Rename Combined Classes / Notify counsellors they can now begin scheduling.	
36. Create & Load Outside Timetable Blocks	
37. Create & Load LA Blocks	
38. Create & Load TA Blocks	
EYOR	
39. Confirm Bell Schedules and Term Dates	
40. Commit Master Schedule	M11 P16,17
41. Assign School Calendar	

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