


ncwise SYMPOSIUM
 SHERATON FOUR SEASONS | KOURY CONVENTION CENTER | GREENSBORO, NC

ES Scheduling

Monica Adams, Sara Isaacs, Charlie Cole
 Watauga County




FEBRUARY 22-24, 2010

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Overview

- Pre-Scheduling
- Assigning Courses
- Explodes and Simulation
- Useful Reports




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ES Scheduling Steps

Step 1

Pre- Scheduling	Step 2		
Next Year School Details	Assigning Courses	Step 3	
School Schedule	Hand Scheduling	Exploding and Simulating	Step 4
Course Lengths and Formats	Class Transfer	Exploding the courses	Tips
Course Start and End Dates	Course Explodes	Mass Simulation	Tweaking student courses
Grades and Catchments	Master Timetable Builder (MTB)		Useful Reports
Copy Staff Maintenance			
Homerooms			



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**STEP 1:
Pre-Scheduling**

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Pre-Scheduling

- ALL Pre-Scheduling activities should be finalized prior to placing students in courses.
- Verify completion of Pre-Scheduling tasks.

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Pre-Scheduling

- Next Year School Details
- School Schedule
- Course Lengths and Formats
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STEP 2: Assigning Courses

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Assigning Courses

- Hand Scheduling
- Class Transfer
- Course Explodes
- Master Timetable Builder (MTB)

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Hand Scheduling...

- Classes can be hand placed for STDP (Semester, Term, Day, Period)
- Place students in classes one student at a time.

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Class Transfer. . .

- Most Elementary schools use the Class Transfer process to schedule students.
- Since most students move together, courses can easily be scheduled by loading the homeroom students and adding each course and section.

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Class Transfer - Steps

1. Select **Current** or **Next Year**, as needed.
2. In the **Student Query** selection, select a **Load Type** and **Load Value**.
3. Click **Load Students**.

 Use the Current Year Class Transfer process with care.

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Class Transfer - Steps . . .

4. Toggle to select or de-select students.
5. In the **Courses/Classes to Add** section, select the course to add and the section number.
6. Click **Simulate**.
7. Click **Save**.

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Course Explodes...

- Must create **Course Section Maintenance** first.
- Set sections for **0000 Self Contained** course to **How Taken - Regular Day School**.
- Set sections for Subordinate courses to **How Taken - Other**.
- Add Host Course to student schedules.

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Creating a Host Course . . .

- Exploding courses are added on the **More** screen
- Host course must be kept for self-contained classes

Course Exploding

Keep Host Course
 Keep Host Course Credit

After S... Before S...
How Taken After
Other

Create		Sched	Berm	Term
1001SZ	Reading			
1010SZ	Language Arts			
2001SZ	Math			
3001SZ	Science			
4001SZ	Social Studies			

Add Del

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Master Timetable Builder (MTB)

- MTB is **next year** only
- Can create master schedule from scratch using MTB
- MTB is a useful tool – all sections can be seen on one screen
- MTB leaves less room for error when entering STDP when hand-scheduling

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STEP 3: Exploding and Simulating

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Exploding Courses...

- Exploding BEFORE simulation
 - Scatters students
 - Subordinate courses can have different section number than host course
- Exploding AFTER simulation
 - Keeps students together
 - Subordinate courses can NOT have different section number than host course

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Simulating Students

- Mass Simulation
- Student courses screen

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Mass Simulation...

- Simulates all students at one time by grade
- Can “clean up” in Student Courses screen

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Student Courses Screen...

- Can “tweak” students individually
- Can simulate one student at a time

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STEP 4: Useful Reports and Tips

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Useful Reports

- Class Master Report
- Students Missing Sections
- Timetable Constraints Report
- Timetable Detail Report
- Enrollment Summary by Section
- Teacher Timetable
- Timetable Summary

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ncwise.org

- Quick Reference Documents (QRDs)
 - Elementary Scheduling Questionnaire
 - Adding Courses at the School Level
 - Adding Course Sections
- User Guides
 - Building Host Courses and Exploding Courses
 - Hand Scheduling

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