

Schedule Pro Timeline

Preparation for Scheduling

December/January

1. Review and clean up Course file. Approve and finalize course additions and changes.
2. Review and clean up Teacher file. Add new teachers.
3. Review Rooms
4. Select Scheduling Options
5. Determine if houses or teams apply.
6. Complete New Year Rollover process (week of 1/6/02)
7. Make changes to course or teacher numbers
8. Set up Rotation Definition

To be completed by 1/31/____
Initialed: _____

Tally Phase

January/February/March

9. Enter student course requests using:
 - Mass Assign atom
 - Drag and Drop techniques
 - Enter directly into Schedule Pro Course Request atom
10. Run Tally reports from Scheduling atom (stained-glass window):
 - Course Request Tally (SSS03)
 - Reverse Verification Listing (SSS04)
 - Course Request Verification (SSS07)
 - Students with less than n requests (SSS18)

To be completed by 3/31/____
Initialed: _____

Schedule Pro Setup

April

11. Global Scheduling Specifications
 - Main Tab
 - PAR (Period Allocation Restrictions)
 - Class Scheduler Rules (CS Rules)
 - Class Loader Rules (CL Rules)
 - Terms Tab
 - Periods Tab
 - DST Tab (Duration Start Times)
 - MDP Tab (Meeting Day Patterns)
 - MSP (Meeting Start Periods)
12. Rooms
 - PAR (Period Allocation Restrictions)
 - Class Scheduler Rules (CS Rules)
 - Class Loader Rules (CL Rules)
13. Teachers
 - PAR (Period Allocation Restrictions)
 - Class Scheduler Rules (CS Rules)
 - Class Loader Rules (CL Rules)

14. Courses – Schedule Pro form
- PAR (Period Allocation Restrictions)
 - Class Scheduler Rules (CS Rules)
 - Class Loader Rules (CL Rules)
 - Course/Teacher Allocations
 - Course/Room Allocations
 - Course Links
 - Section Load Restrictions
15. Scheduling Sections - Schedule Pro form

To be completed by 4/30/____
Initialed: _____

May

16. Run simulations using the Schedule Pro Builder. Adjust settings and prioritize constraints, moving the priorities to have the system do what you want. Use conflict analysis and other reports generated by Schedule Pro to accomplish this. If you are satisfied with the master schedule itself, you can stop using the builder and keep on using the loader until you have achieved the best possible load.
17. Generate reports for teachers and students such as schedules, enrollments, and room usage.
18. Transfer both your schedule (ASMS) and your student schedules (ASSS) into Mass Scheduling. Stay in Mass Scheduling until all major adjustments have been made. If your goal is to have scheduling completed before the end of June, you must finalize your schedule by the end of May.

To be completed by 5/31/____
Initialed: _____

June

19. Call in students with dropped courses to resolve conflicts.
20. Determine staff duties.
21. Print schedules for students and distribute near the end of the school year or during the summer.

To be completed by 6/30/____
Initialed: _____

July

22. Review and process requests for schedule changes.

August

23. Update classes to Basic Scheduling
24. Assign students to study halls and homerooms
25. Use Walk-In Scheduler to process remaining requests for schedule changes.