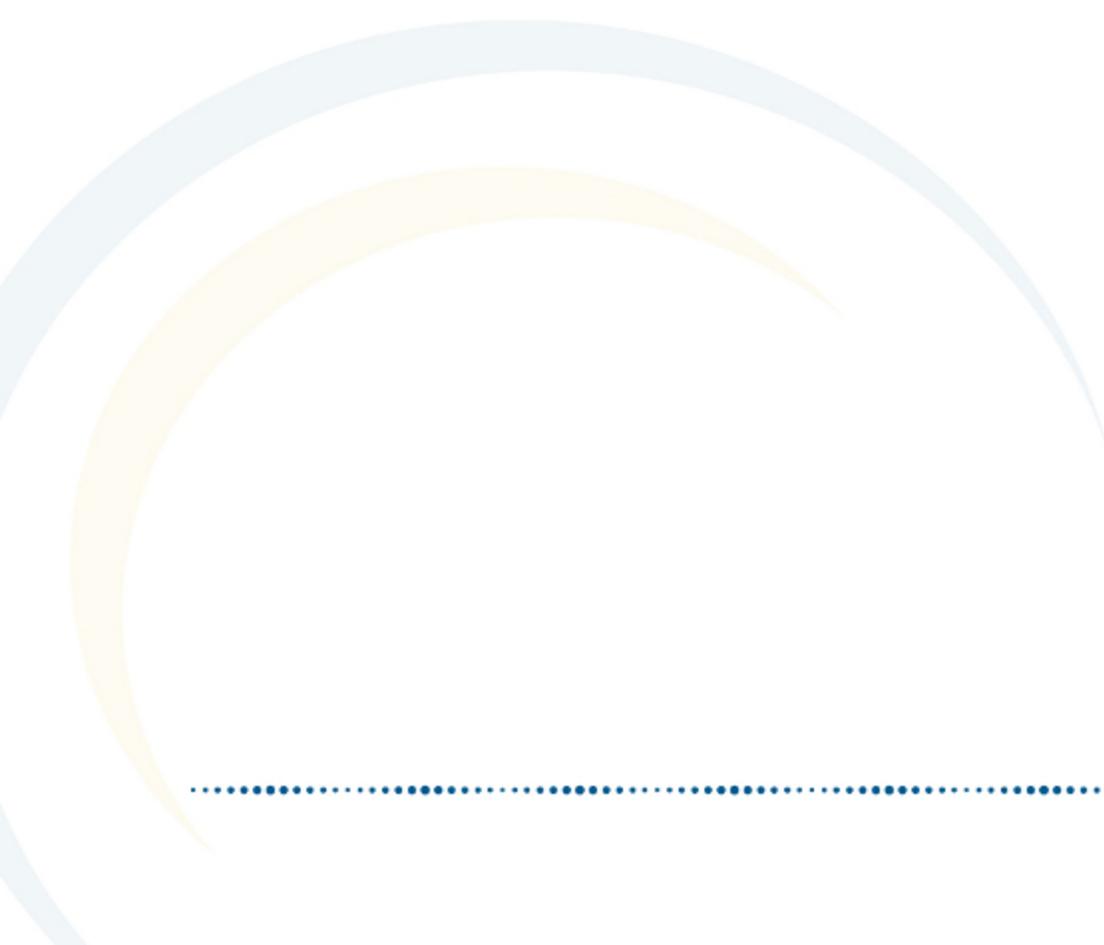


Checklist for Scheduling

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Checklist for Scheduling

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This document provides end-user information related to preparing for the scheduling season and the scheduling process. Before registration or scheduling for the next school year can begin, create new calendars and review the current schedule that is used.

Calendars

Done	Task
	Configure the Next School Year.
	Create a calendar for the next school year. <ul style="list-style-type: none"> • Add extra days at the beginning and end of the year to allow for professional development workshops and emergency days (snow days). • Roll the existing calendar forward. Select the areas to copy.
	Modify Calendar Start and End Dates.
	Modify Term Dates on all calendar and/or schedule structures.
	Reset days on all calendars and/or schedule structures.
	Rotate days on all calendars and/or schedule structures, if applicable.

Enrollment

Done	Task
	Communicate to office staff that enrollments will be rolled forward. State Reporting enrollment changes made to the current enrollment record will also need to be made in next year's enrollment record.
	Set Next Calendar, Next Grade on the student's current year enrollment for those who will NOT roll forward by grade sequence or school boundary.
	Roll student enrollments forward. Use the first day of school as the start date.

User Security

Done	Task
	Add a Scheduling Preparation Tool Right User Group.

	Add a Scheduling Wizard Tool Right User Group.
	Add a New Year Calendar Group for each school.
	Add the schedulers to the appropriate Tool Right Group(s) and Calendar Group(s).

Course Cleanup

Done	Task
	Add new courses that will be offered for the year.
	Remove the Active checkmark for courses that will no longer be offered in the next school year.
	<p>Verify next year course information that affects scheduling:</p> <ul style="list-style-type: none"> • Departments • Scheduling Priority • Maximum Students • Terms, schedules and periods • Sections to build • Allow Requests • Allow Teacher Requests • Description • Scheduling Rules • Course Constraints

 Course constraints severely restrict the placement of course sections and limit the success of the Schedule Wizard. Use this option sparingly.

Request Entry

Done	Task
	Hand enter requests using the Walk-In Scheduler for special circumstances (students who have particular needs).
	Mass enter student requests through the Request Wizard.
	Allow students to enter their own requests through the Portal.

Planning the Master Schedule

Done	Task
	Generate request reports (counts, conflicts, batch, satisfied, detail). These reports used in conjunction with the scheduling team and departments of school with guide courses and how many sections to build.