



aSc Scheduler Step by Step Checklist

Change Log

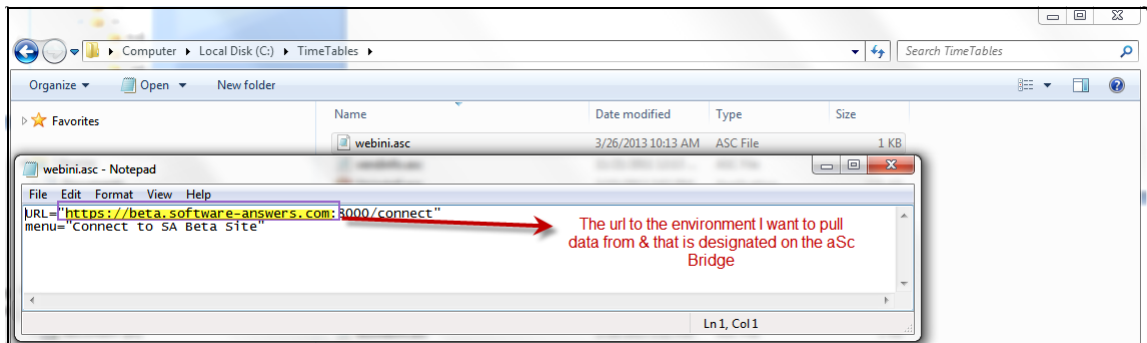
Date	Section Number/Name	Change Description
4/16/15	Appendix F	Added Scheduling Worksheet back
3/6/15	Entire doc	2015/2016 school yr updates
10/15/14	Entire doc	Update screenshots/breadcrumb trail

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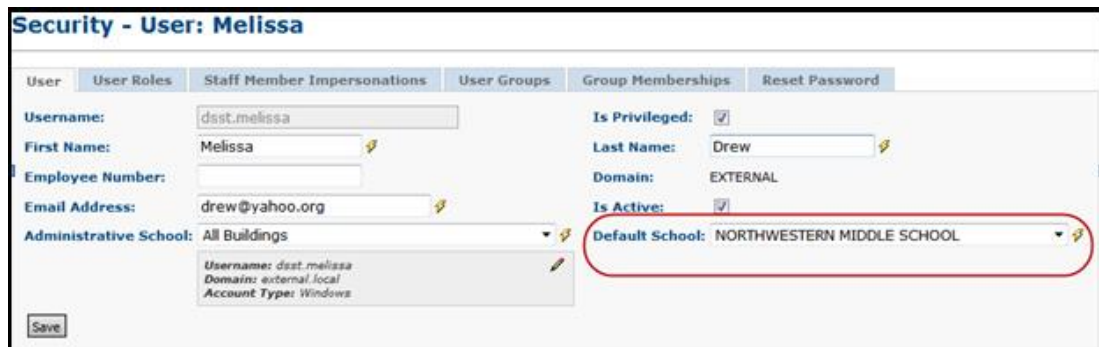
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Connecting to aSc

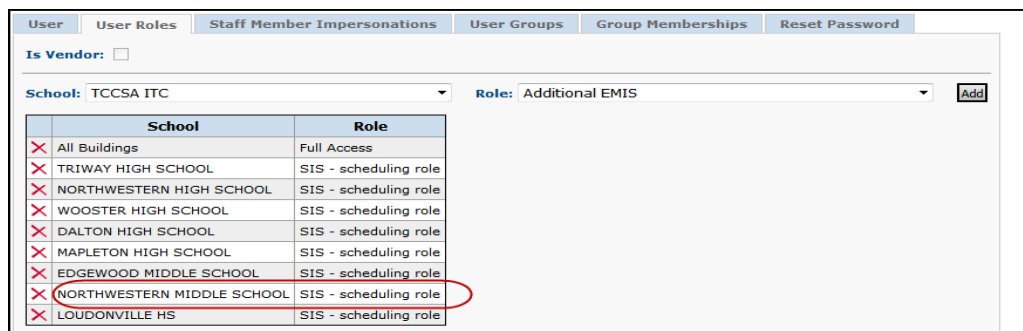
1. Ensure aSc Bridge software is installed at your ITC on the webserver
2. Install aSc application on your computer
 - a. Each building in your district will need a separate license
 - b. Each computer you install the aSc application on will need a separate license, even if it is within the same building
3. Install the Webini file on your C drive in the "Timetables" folder. The webini file tells aSc what SI environment to pull from.
 - a. File extension should be .asc



4. Edit your SI User Account and ensure the Default School on tab 1 is the school you want to pull data from and/or load data into for aSc.



5. Next edit tab 2 of your user account assign the aSc role designated on the Bridge for the building you want to pull data from and/or load data into.



Pre-aSc: Things to do in SI prior to extracting to aSc

1. Complete SYI for the future school year.
2. Complete Promo/Bulk Enroll in the future school year.
 - a. New students can't be added to aSc
 - b. If you whack a student in SI, you must delete the student from aSc
3. Determine Lunch periods
 - a. If lunch doesn't appear on student's schedules – continue to #4
 - b. If lunch is designated for a certain period for all students (Example: period 5 or period 7) – continue to #4
 - c. If students have lunch either period 5,6, or 7 (as an example) – continue to #4
 - d. If lunch is 5a, 5b, 5c continue to #4. (Example: Geometry is 5a,5c and lunch is 5b)
 - e. If lunch is any other scenario, STOP and contact your ITC before continuing.
4. Verify schedule is named "Default Schedule" on the Master Schedule Maintenance page in SI. aSc will only pull from the "Default Schedule".
5. Go to Course Terms Maintenance page in SI
 - a. Add new course terms
 - b. Inactivate outdated course terms
 - c. Course terms shouldn't be added or deleted in aSc
6. Go to Staff Member Maintenance page in SI
 - a. Add new teachers, ensure they have a 15/16 job function of Teacher on tab 2
 - b. Remove 15/16 Teacher job function from any retired or former Teacher
 - c. Teachers shouldn't be added or deleted in aSc
7. Go to Room/Location Maintenance page in SI
 - a. Add new rooms in 15/16
 - b. Unmark "Is Schedulable" for any rooms you don't want to go over into aSc.
8. Go to Course Maintenance page in 15/16 in SI
 - a. Inactivate courses you no longer need
 - b. Add new courses
 - c. Change any course info on existing courses
 - d. Verify course priority is correct on tab 1 (1-3=Low, 4-6=Med, 7-9=High in aSc)
 - e. Change Course Type to PSEO for any course that will have not any requests in 15/16 but that you still want to use in 15/16. These sections will not come over into aSc since they don't have requests. Once scheduling is complete in aSc and schedule is loaded into SI, please send a ticket to your ITC to have the PSEO sections copied from the original "Default Schedule" into the aSc schedule.
 - f. Courses shouldn't be added in aSc

9. Go to Course Section Maintenance in 15/16 in SI
 - a. Verify capacities are adequate enough to meet student demand
 - b. Add sections to meet student demand. aSc doesn't have the option to automatically overfill.
 - c. Inactivate any section you no longer need, including sections where capacity grossly outweighs student demand.
 - d. Verify sections have Teacher assigned & at least one period marked on the Meeting Times tab.
 - e. Sections can be added in aSc but don't forget to put a room, teacher, & period
10. Go to Course Group Maintenance in 15/16 in SI
 - a. Inactivate any outdated groups you will no longer be using
 - b. Add new groups
 - c. Verify "Is Locked" is marked on tab 1 of each group.
 - d. Verify tab 2 is completely filled out, including ensuring there is at least one group section
 - e. Groups should not be added/deleted/changed in aSc
11. Go to Periods of the Day Maintenance in 15/16 in SI
 - a. Add any new periods
 - b. Temporarily inactivate any periods that aren't part of the typical day
 - c. Periods should not be removed or added in aSc
12. Create a list of courses that are only offered certain periods (Example: Band is 9th period)
13. Create a list of courses that are currently assigned to a designated course term, but are flexible and be scheduled into another course term
14. Create a list of Teachers that can only teach certain periods
15. Create a list of Teachers who teach more than one subject during the same period. Run R411 in SI with option checked to *Only Display Schedules For Teachers With Conflicts*. (Example: Art Teacher instructs Drawing & Painting the same period as Art II and Art III)
16. Do Teachers need free periods for lunch & planning? If no, continue to #17
 - a. If yes, does the planning period need to be the same within the department? (Example: Math Dept. staff needs a common planning period)
17. Create a list of Course Sequencing Rules
18. Create a list of Teacher Link Groups
19. Enter student course requests in SI
 - a. Requests can be added in aSc, but it is a tedious process
20. Create a list of students that need hand scheduling into course sections before you run the scheduler for the entire school



Once you pull into aSc please make sure you have following, do not proceed and contact support if the following items didn't load into aSc:

1. Students
2. Student Requests
3. Rooms
4. Teachers
5. Courses Sections, including assigned teacher and room



Please do not make changes to course groups in aSc. If you have to correct, add, delete, change course groups – please do it in StudentInformation and repull into aSc.

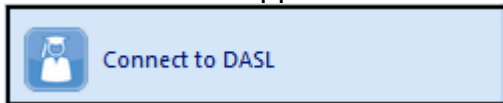
Running the aSc scheduler



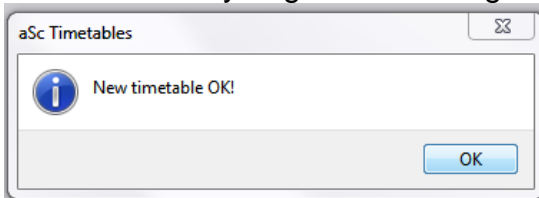
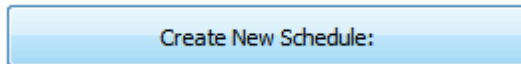
If your building is planning on schedule 5a,5b,5c lunch in aSc please read Appendix A before you begin.

1. Clean up data in SI
2. Open aSc Timetables application.

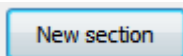
3. Click



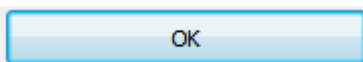
4. Next, choose
5. Click OK when you get the message



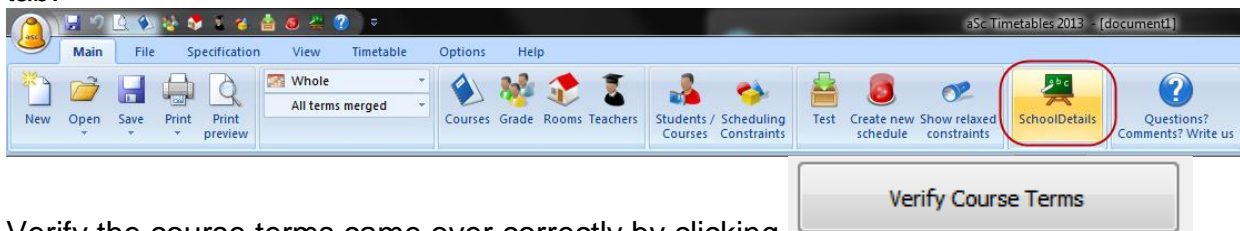
6. First, go to Student/Courses under the Main menu tab. Make sure you have students, requests, and sections.
7. Any course in red in the lower right-hand pane is a course that has requests but no sections. This is an impossible scheduling scenario. Your options are:
 - a. Create a section
 - b. Delete the request
 - c. Ignore
8. Add sections in StudentInformation and reload. You will need to start back at Step 3 if you reload.
9. To add sections in aSc, if you haven't already added them in StudentInformation. Remember: Add sections in aSc with caution. See disclaimer in #1 of Things to do in StudentInformation before you load into aSc.
 - a. Go to Courses.
 - b. Select the course and click
 - c. Click
 - d. Select a teacher, room, days of the week, # of periods per day, course term.



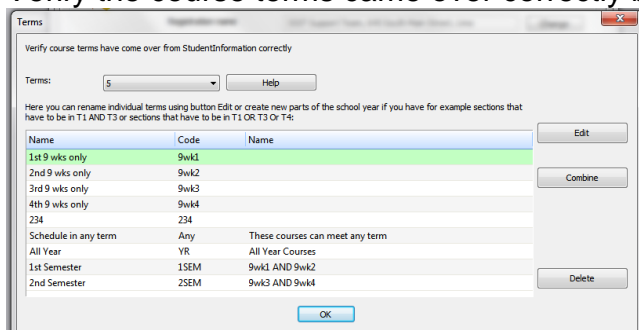
- 10.



11. Next, go into School Details on the **Main** tab.

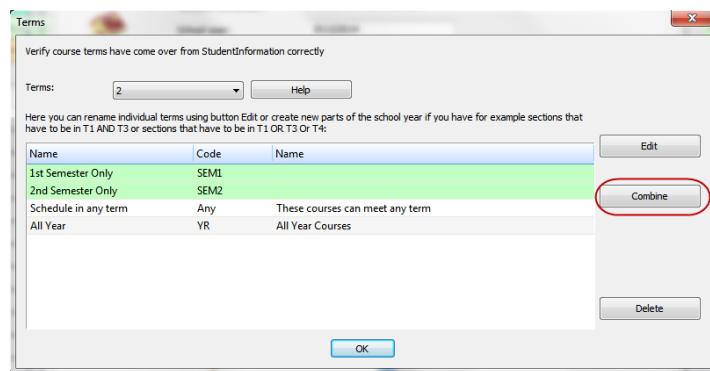


12. Verify the course terms came over correctly by clicking

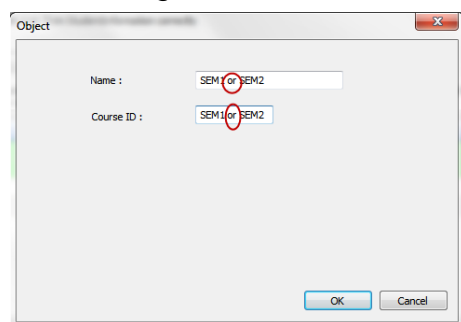


13. aSc has the ability to schedule a section in any term. (Example Keyboarding can be 1st Sem or 2nd Sem)

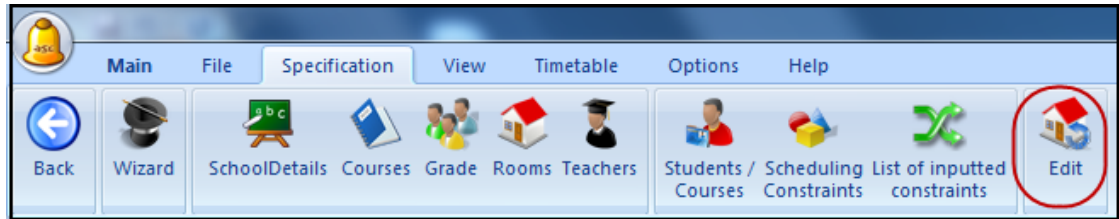
- a. Click 1st Sem
- b. Hold down the Ctrl key and select 2nd Sem
- c. Click Combine



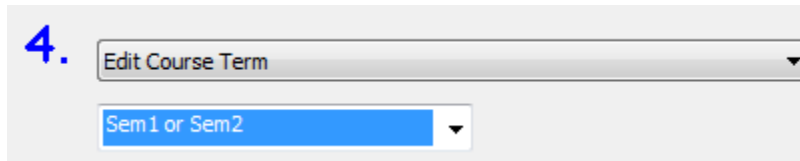
- d. Choose 1st Semester only OR 2nd Semester Only
- e. Change the wording in the Name and Course ID fields if desired and click OK.



- f. Now go to the **Specification** tab.
- g. To designate which courses can be scheduled into any term, click Edit on the far right of the tool bar.

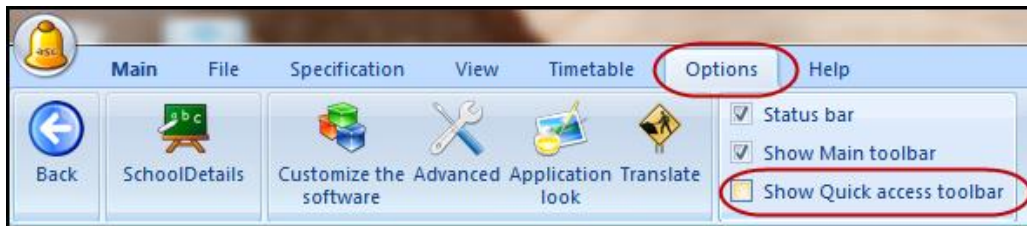


- h. In section 1 – Courses choose the **Select courses** button
- i. Move any courses that can be scheduled in the new term over to the right and hit OK.
- j. In section 4 – choose the following

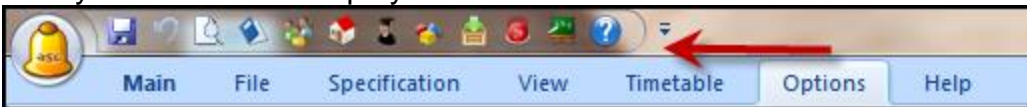


- k. Click **Change**.

14. Go to Options tab and click “Show Quick access toolbar.”



15. Now your toolbar will display as follows:



16. Next click on the View tabs and choose the option to “Show tabs on scheduling grid”.

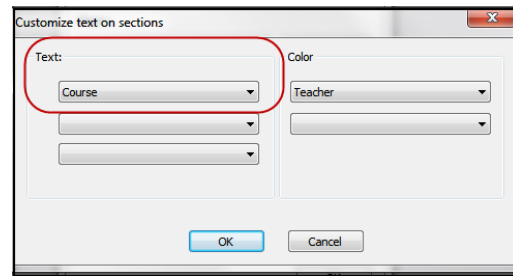
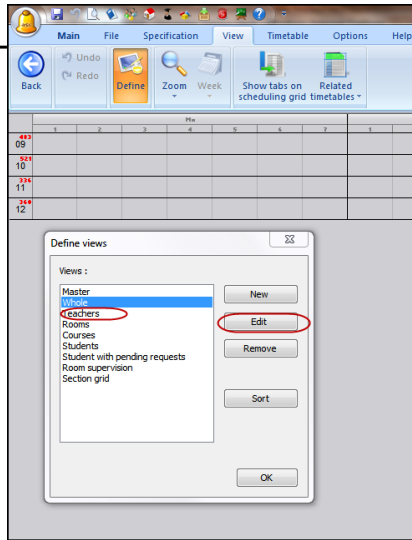
17. While still on the View tab select Define. A new window will pop up.

18. Choose Teachers and click **Edit**.

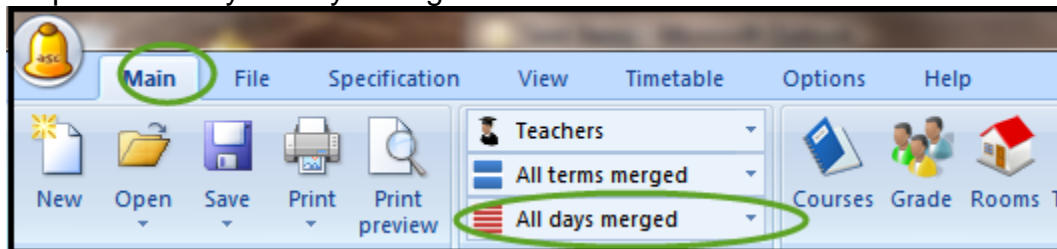
19. A new window will open. Choose Course and or Teacher in the Text: dropdown.

20. Repeat the process with Rooms, Courses, and Students.

21. Click **OK** when finished and the pop up will close.



22. If the building only has courses that meet every day of the week, you can simplify the schedule view by clicking on **Options** menu at the top.
- Next, choose “Customize the Software”.
 - Put a check in the box next to Show days picker on the main toolbar.
 - Finally, back on the Main menu choose change the All Days separately dropdown to say All days merged.

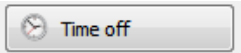


23. Set up time off for courses & teachers by going into Courses on the **Main** tab.

F.Y.I.

NOTE: You will only need to “Time Off” courses that have requests. Do not mark Time Off for any course that you will schedule in StudentInformation, like Study Halls, PSEO, Special Ed courses, etc.

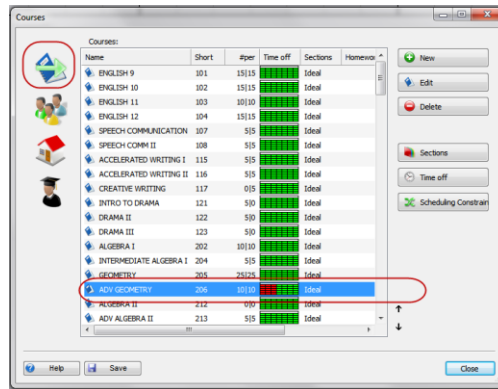
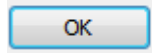
24. Select the course by clicking on it and then choose



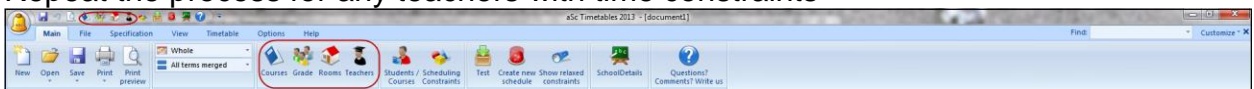
25. A new window will open.

26. Double click the periods or day of the week so a Red X appears to signify the time is

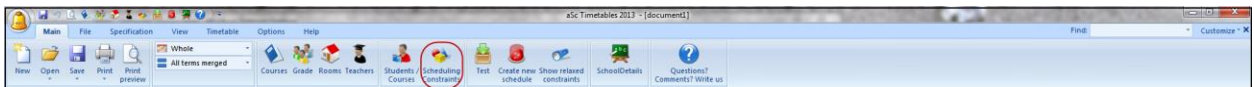
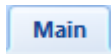
blocked from being scheduled. Click



27. Repeat the process for any teachers with time constraints

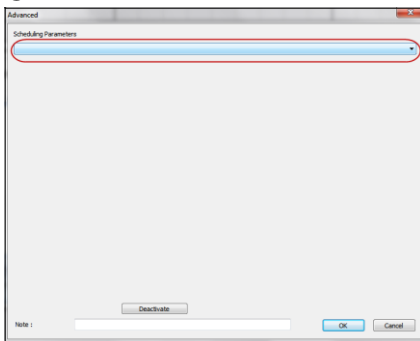


28. Set up course sequencing rules by going to Scheduling Constraints on the



29. A new window will open, select Advanced.

30. In the dropdown at the top, select the parameter you need and finish set up and click OK.

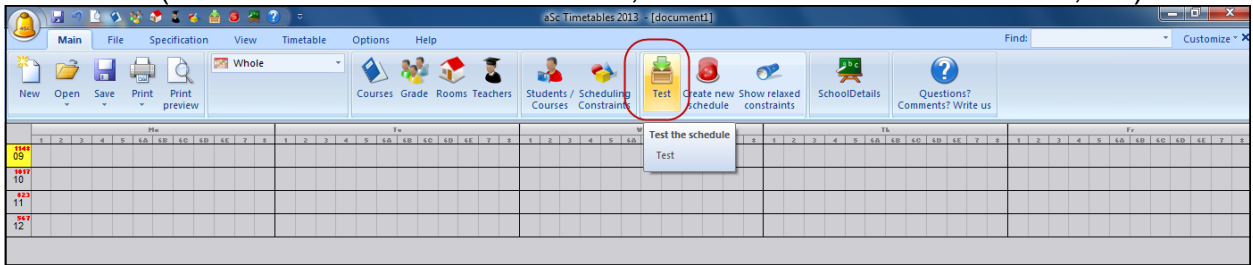


31. The most common scheduling constraints are:

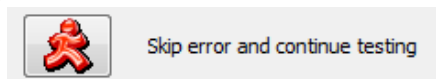
- a. #44, #45, #46, #47 Pre-reqs
- b. #35 Teacher Link Groups
- c. #10 Max Periods per day teacher can be scheduled (give teacher a lunch or planning period) If building is using a department wide planning period – see Appendix B.

32. Now is a good time to click SAVE, if you haven't already.

33. Next, run a test to pinpoint possible scheduling issues. Remember the errors on the test should correspond to the teachers, courses, rooms, etc you listed on your worksheet (teachers that are double-booked, rooms that are double booked, etc).



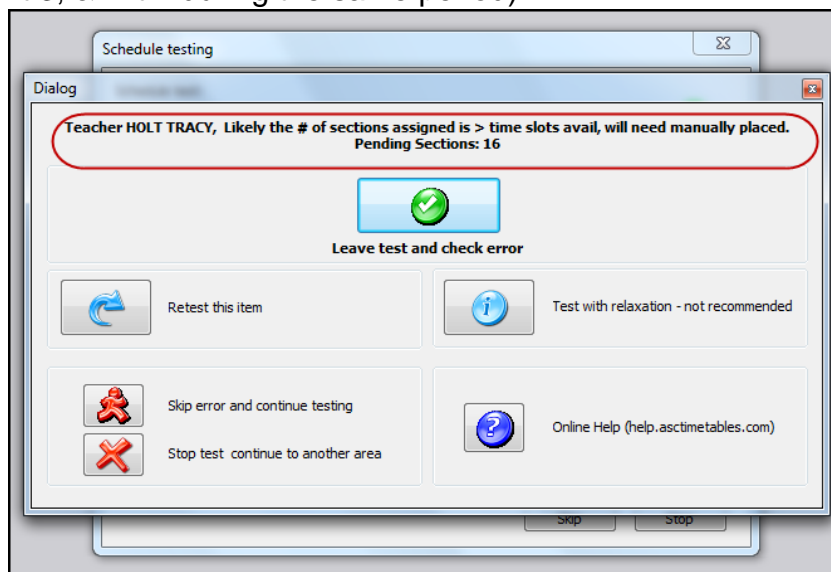
34. Any student that has more requests than available timeslots will show as an error on the test also, you can ignore these errors. SI State Support recommends you write down the errors and check them when the entire test is done. If you leave the test to check an error, the entire test will need to be restarted.



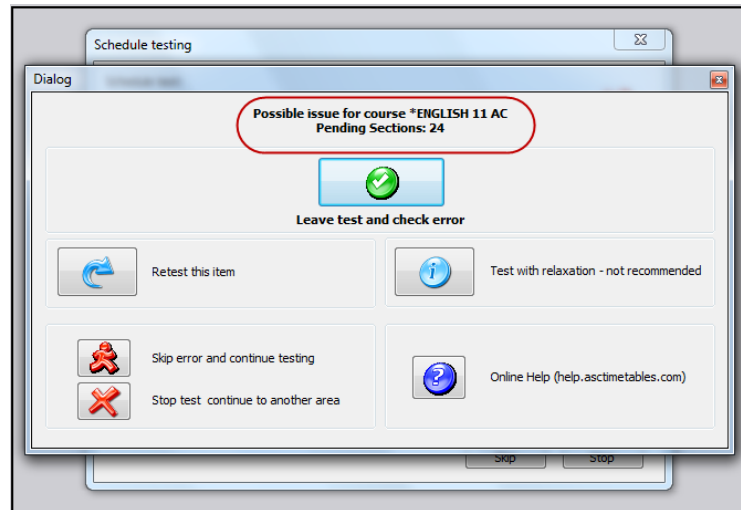
35. When an error pops up, right down the error and click to continue the test.

36. Example errors:

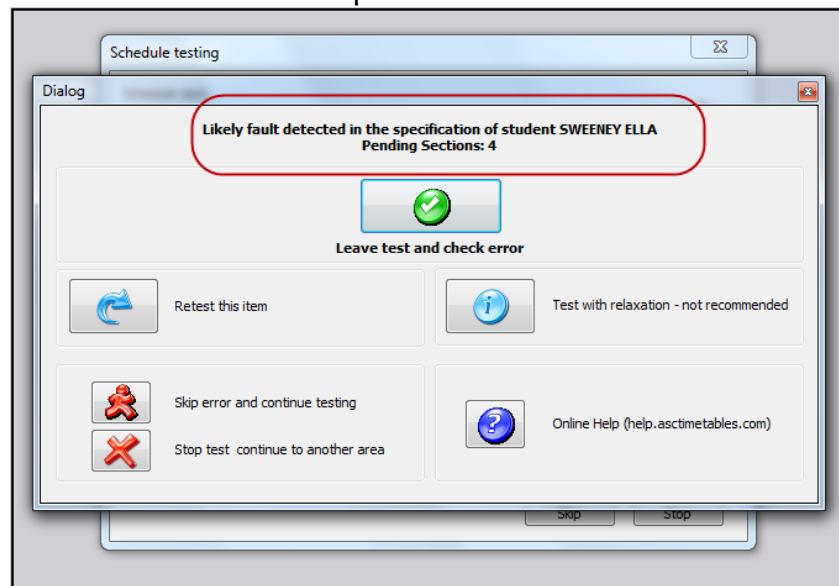
- a. The error below probably is a result of the teacher being assigned more sections than their time slots to teach them in. (Example: Art teacher teaches Art 2, Art 3, & Art 4 during the same period)



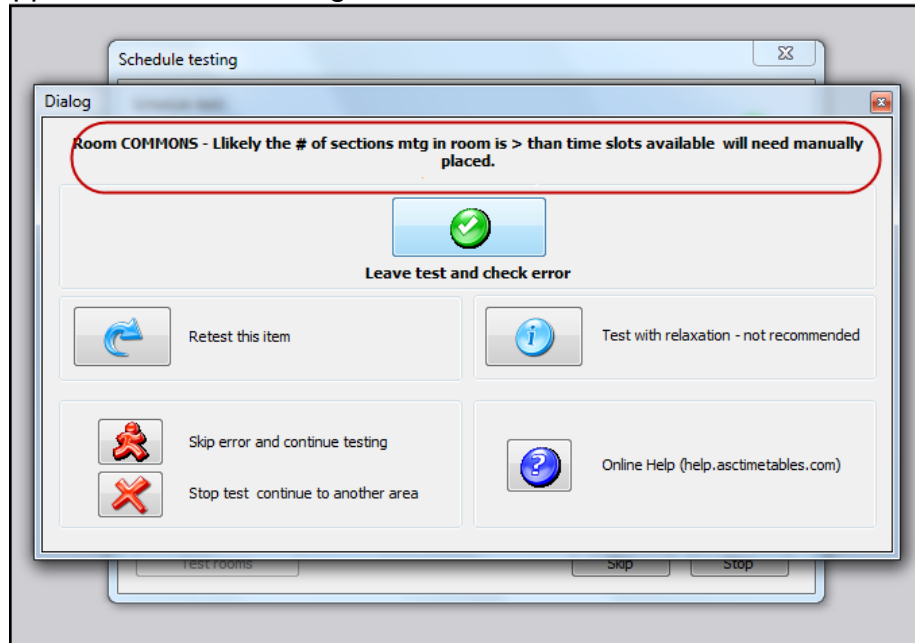
- b. The next error typically means that the course sections don't have enough capacity to accommodate all the students who requested the course. In the example error below 24 students requested *English 11AC, but will not be scheduled into the course because there is not enough capacity.



- c. If the student requested more courses than timeslots available or a course they requested doesn't have enough capacity, the following error will appear. The student has 4 course requests that won't be scheduled in the error below:



- d. Rooms that have more designated course sections than available timeslots will appear with the following error:

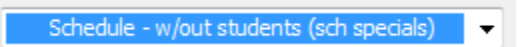


37. Now we are ready to start building a schedule.

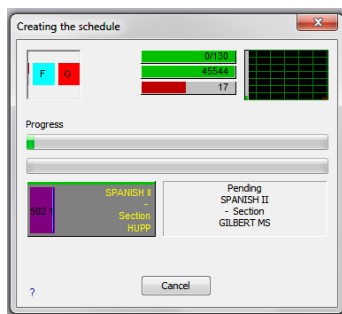
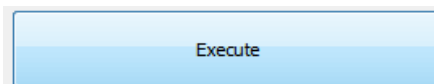
38. Go to the **Main** tab and click Create new schedule button.



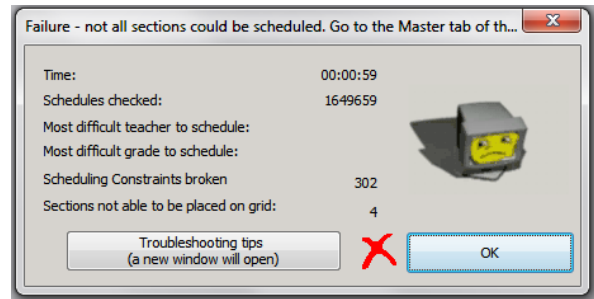
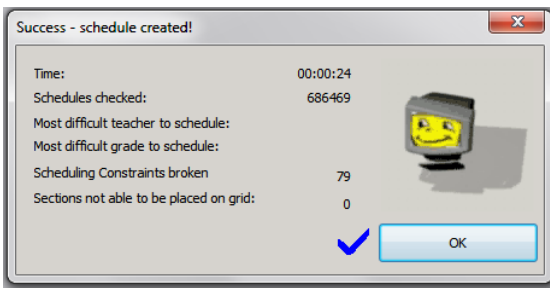
39. In the **Please choose what you want to generate:** dropdown select



40. Do not change anything else and click

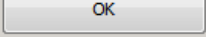


41. When the scheduler is finished you will either get a happy face or a sad face. A sad face means there were some sections that couldn't be placed on the scheduling grid because the teacher or room was double-booked.

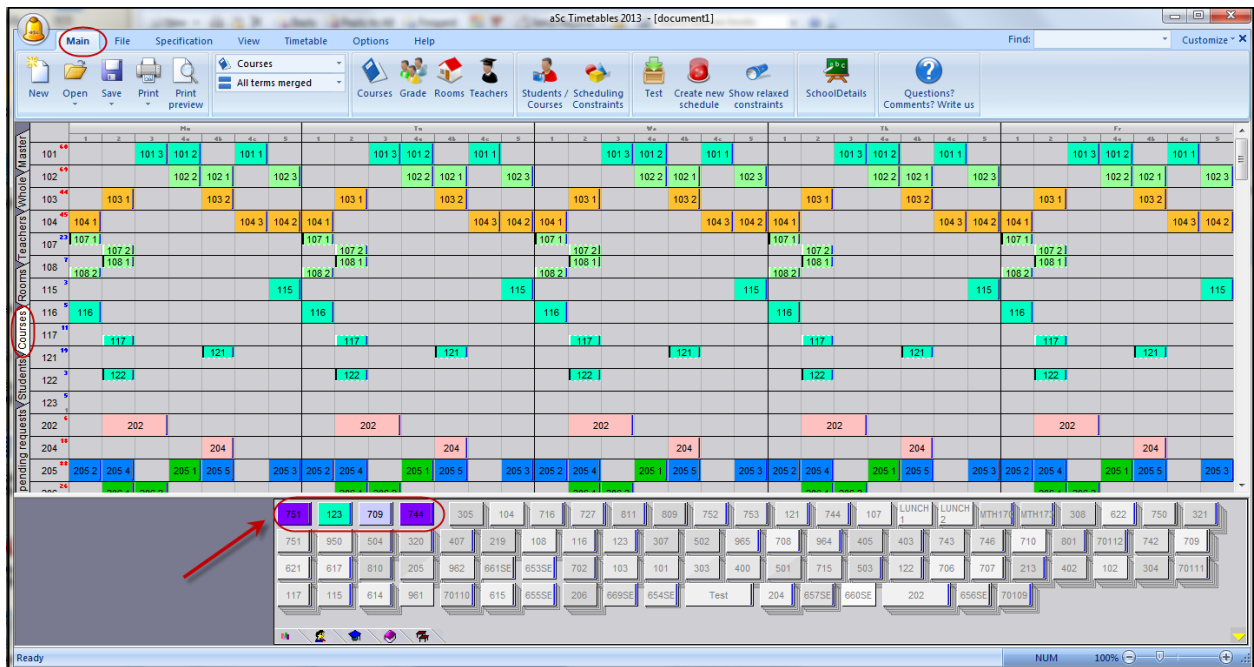


42. If you received the happy face continue to step 51 to hand schedule specials.
 43. If you received the sad face you will need to manually place some sections on the scheduling grid.

NOTE: If you have teachers and or rooms that are double booked, you will never get the happy face, which is acceptable.

44. Click .

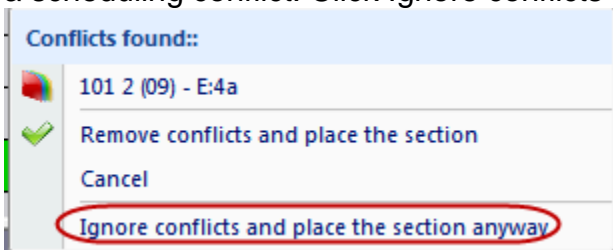
45. On the  tab click the Courses tab along the left side of the screen.




46. The courses shown at the bottom in color still need placed on the scheduling grid. Remember these are courses taught by teachers that teach more sections than there are timeslots.
 47. Click on one of the colored courses and move it to the appropriate position on the grid.

F.Y.I.

48. When you drop the course on the grid a small window will pop up telling you there is a scheduling conflict. Click Ignore conflicts and place the section anyway.



NOTE: If you have a card that won't "stay" on the scheduling grid, even after you choose Ignore conflicts and place the section anyway, you can hold down the Shift key on your keyboard and click the card to place it on the grid.

49. If you lose track of which course you grabbed click the  clear your selection.



50. Repeat the process until all colored courses are placed on the scheduling grid.

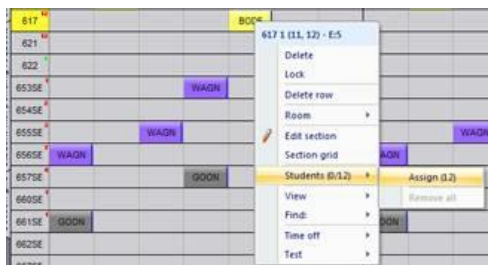
51. Now is a good time to click SAVE AS.

NOTE: You can stop and load the course sections into StudentInformation and then run the Batch Scheduler in StudentInformation to actually schedule the students into the course sections, or you can continue on and finish scheduling in aSc.

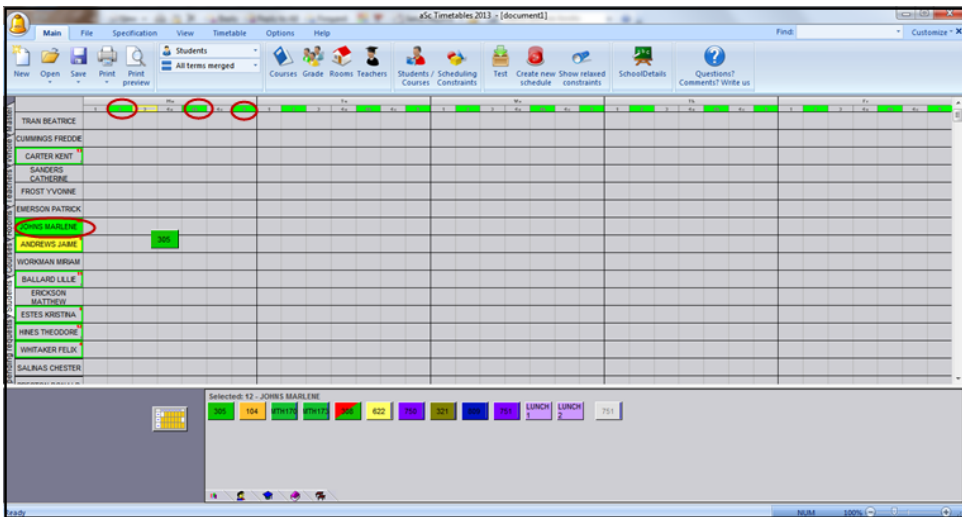
52. Now we are ready to hand schedule specials, remember – these are the courses we want to make sure the student gets and we want the rest of their schedule built around.

53. While still on the Courses tab of the scheduling grid, right-click the course you want to bulk-assign kids into.

54. Choose Students – Assign



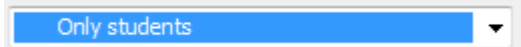
55. Repeat the process for any course that needs manually assigned.
56. If you plan on running the scheduler again without students you will need to right-click the course again and choose Lock so it is not overwritten when you rerun the scheduler to shuffle the courses around.
57. Now is a good time to click SAVE AS.
58. If you need to hand schedule individual students click on the Students tab (it is directly under the Courses tab).
59. Click on a student and notice the student's course requests appear at the bottom.
60. Click on a course and drag it up to the student's line on the grid.
61. Notice the periods that you can place the course in will light-up in green
62. Drop the course in the appropriate slot



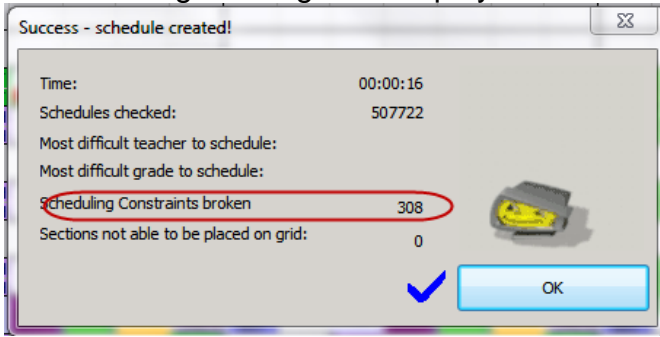
63. Right-click the assignment and Lock. Now when you run the timetable to finish scheduling all the students the assignment will not be overwritten.
64. Continue this process for any courses that need manually placed.
65. Now we are ready to run the scheduler to schedule any requests that are outstanding for the entire school.
66. Go to the **Main** tab and click Create new schedule button.



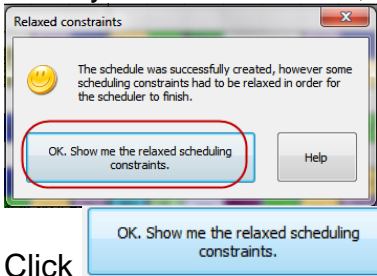
67. In the **Please choose what you want to generate:** dropdown select



68. The following message will display when the scheduler is done:

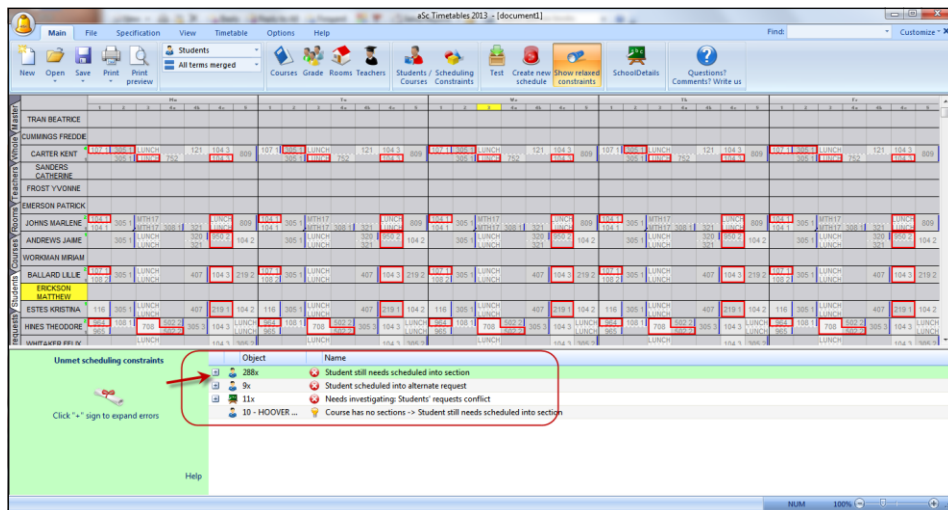


69. Once you click , the following message will be displayed:

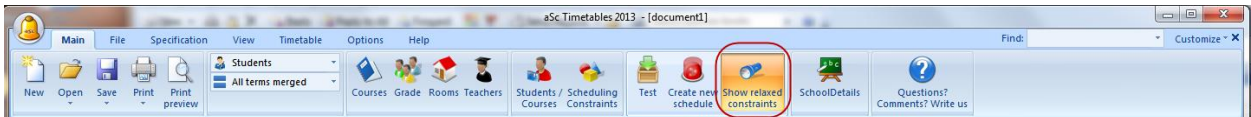


70. Click

71. The scheduling grid will refresh and the unmet constraints will show at the bottom. You can click on the plus sign to expand the errors or the minus sign to collapse the errors.



72. If you click in the scheduling grid the unmet constraints will disappear. To get them back click on Show Relaxed Constraints on the Main menu.

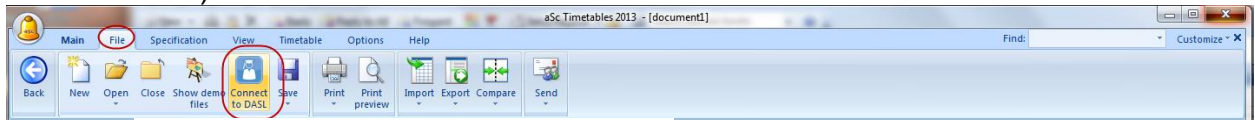


73. Any request that wasn't scheduled will appear in the Relaxed Constraint in red.

74. Now is a good time to click SAVE AS.

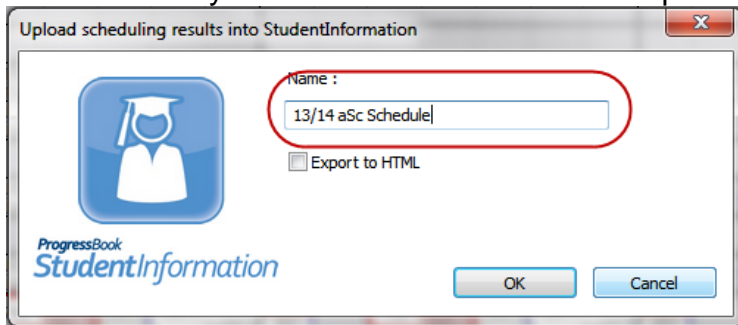
75. We are ready to load the schedules back into StudentInformation and clean up the schedules in SI and also run the Study Hall Wizard in SI.

76. Go to the **File** tab and choose Connect to StudentInformation (Your icon may say Connect to SI).



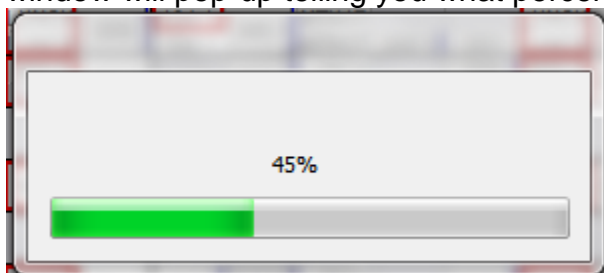
77. Choose **Upload scheduling results into StudentInformation**

78. Give your schedule a descriptive name. After the results are loaded into SI you will see the name you entered in the Schedule dropdown of the SI scheduling pages.

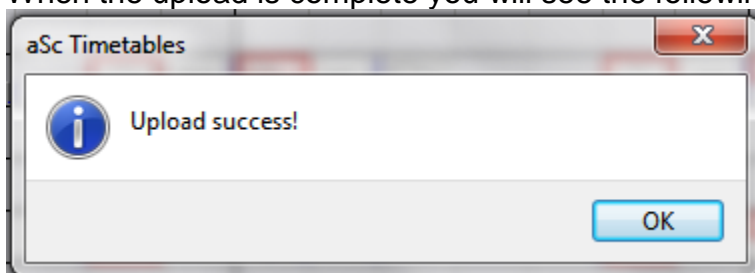


NOTE: Do not reuse the same name – this will only cause issues. Each time you load a schedule from aSc, you should give it a unique name.

79. Be patient while aSc works to load the scheduling results in StudentInformation. A window will pop-up telling you what percentage of the process is complete.



80. When the upload is complete you will see the following message:



81. Login to StudentInformation and begin adjusting schedules.

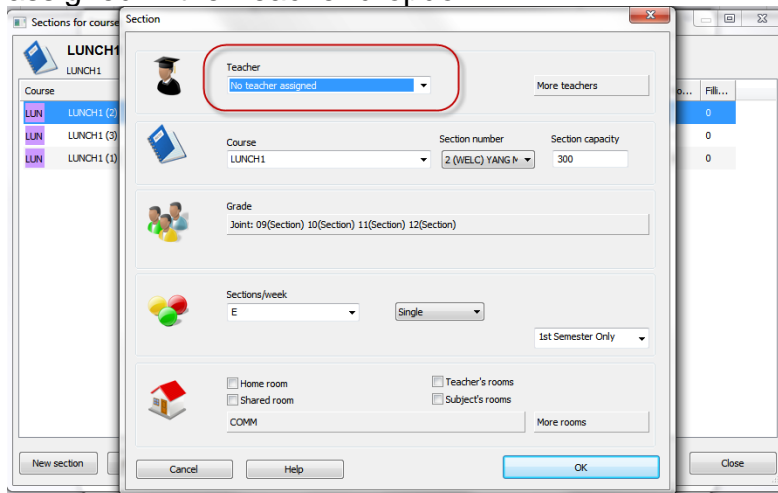
82. Sections can be created without a room or a teacher in aSc. When they load into SI they get loaded with no meeting time. Run the R807 and sort by teacher to see which sections don't have a teacher and/or room.
83. Once the assignments have been cleaned up run the Study Hall Wizard.

Appendix A: How to schedule 4a, 4b, 4c lunch periods

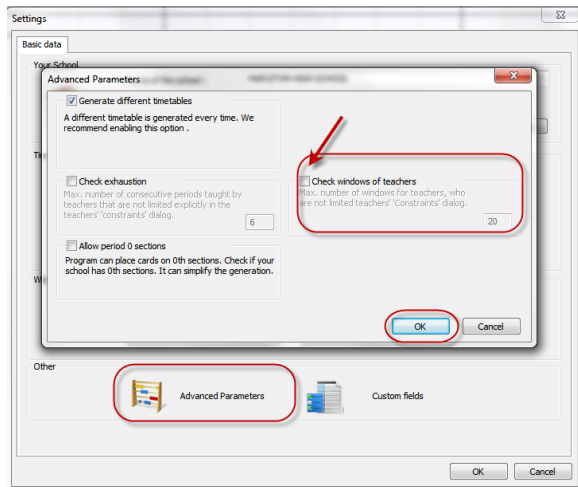
Before you begin ensure:

- Students have request for lunch in StudentInformation
- Lunch courses have sections for each period lunch can be scheduled in Student Information
- Lunch sections have enough capacity
- Courses that were scheduled in SI over lunch periods will need edited and changed to one period of the day. (Example: Algebra-9 met 4a & 4c in SI, edit the section so it only meets one period)

1. Complete steps 1-39 above.
2. Go into Courses and highlight Lunch course and click Sections.
3. Edit each lunch section and remove the teacher by choosing No teacher assigned in the Teacher dropdown.

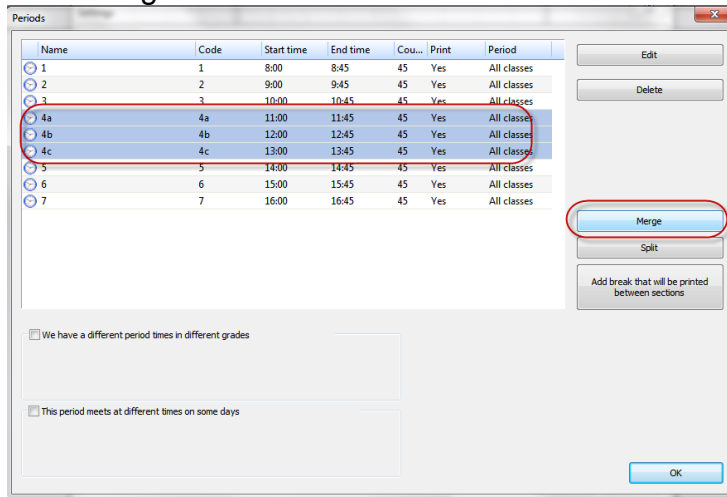


4. Go back to SchoolDetails.
5. Click on Advanced Parameters.

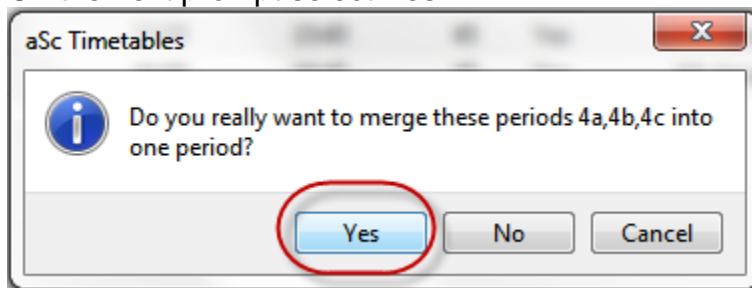


6. Unmark Check window of teacher and click OK.

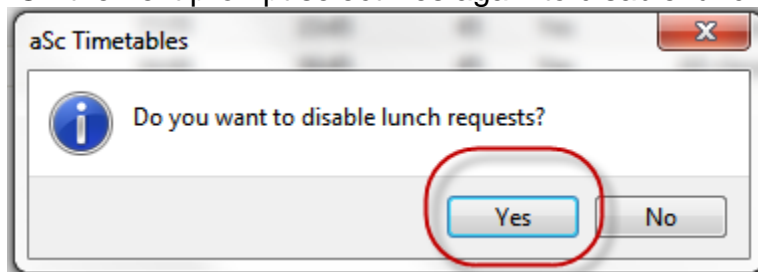
7. Click on Period times / Rename periods.
8. Hold Shift key and highlight periods 4a,4b,4c.
9. Click Merge.



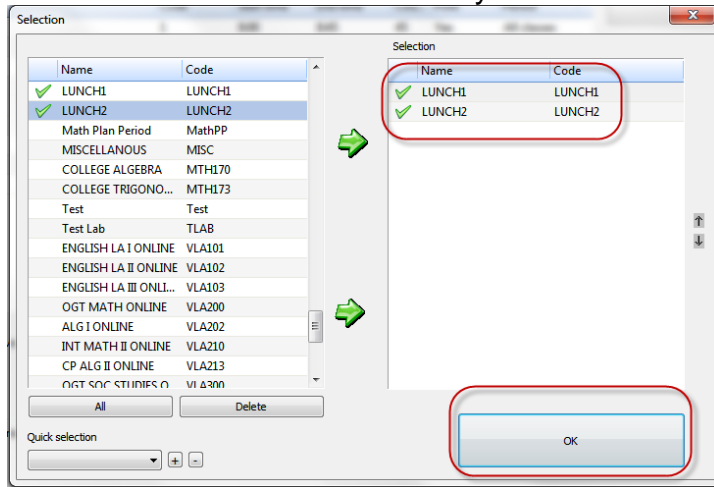
10. On the next prompt select Yes.



11. On the next prompt select Yes again to disable lunch requests.



12. In the Selection window move any lunch course to the right and click OK.



13. Click OK until you return to the main aSc screen.

14. Go back to Scheduling Constraints.

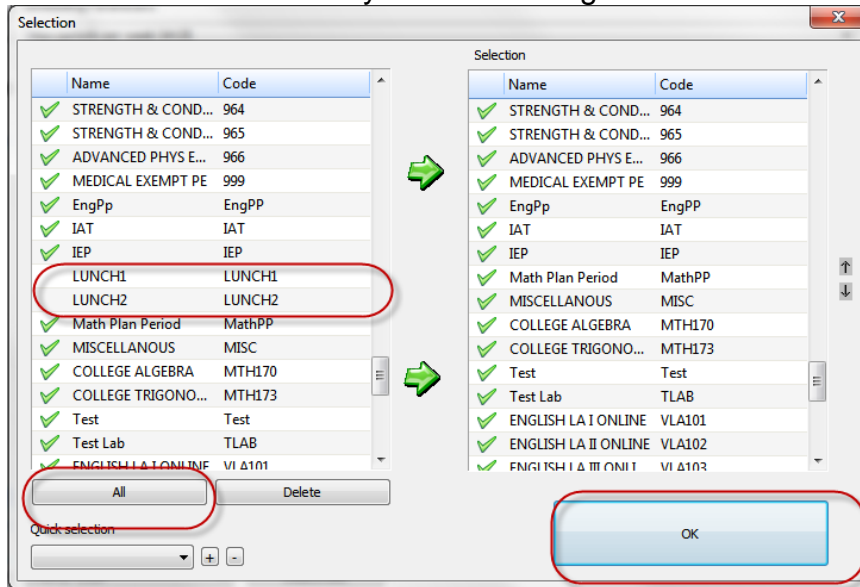
15. Click on Advanced.

16. In the dropdown select #13: Max Periods Per Week.

17. Choose Apply globally.

18. Select Change: Courses A.

19. Move all courses over to the right by clicking All but then bring the lunch courses back to the left by double clicking them.



20. Click OK.

21. Next uncheck all periods except the period you merged.

22. Select Options A – Course Length – 2.

23. In the Importance of this card relationship dropdown select Strict.

24. Double check your selections. Lunch will not be scheduled correctly if these exact options aren't selected.

25. Add an optional Note.

Advanced

Scheduling Parameters

Max periods per week (#13)

0

Apply globally

Change: Teachers A All teachers

Change: Grade A All classes

Change: Courses A 101, 102, 103, 104, 107, 108, 115,

	1	2	3	4	5	6	7
M				✓			
T				✓			
W				✓			
R				✓			
F				✓			

Options A Course Length: 2

Importance of this card relationship:

Strict Deactivate

Note :

OK Cancel

26. Click OK.

27. Click OK again to exit the Scheduling Constraints window.

28. Now go back to the original steps and continue with steps 40-76.

29. NOTE – you will need to put all lunch sections onto one period for now (manually put the cards on the scheduling grid).

30. Now is a good time to Save as.

31. We have just scheduled all courses and kids except for lunch.

32. Now we need to schedule lunches.

33. Go back into Scheduling Constraints.

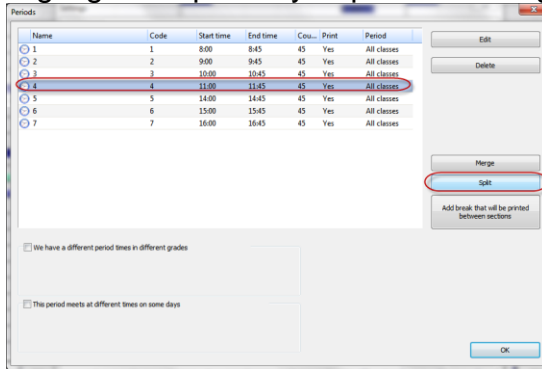
34. Click the constraint you set up in steps 16-28 and press deactivate.

35. Click OK to exit the Scheduling Constraints window.

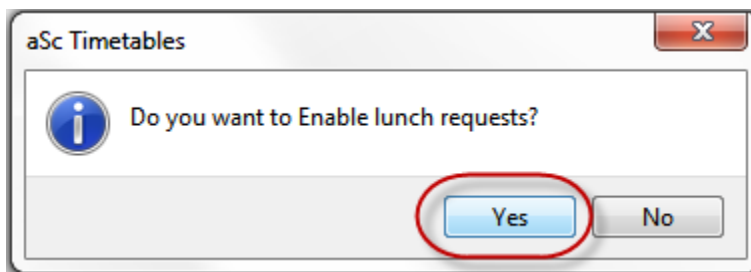
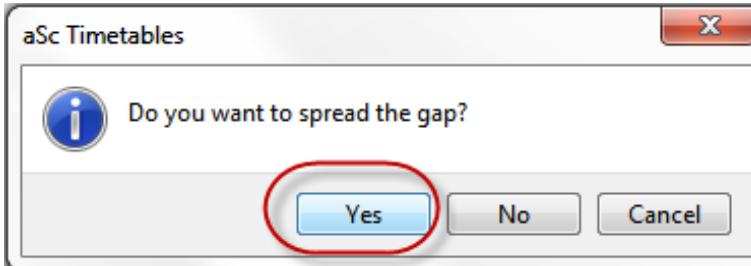
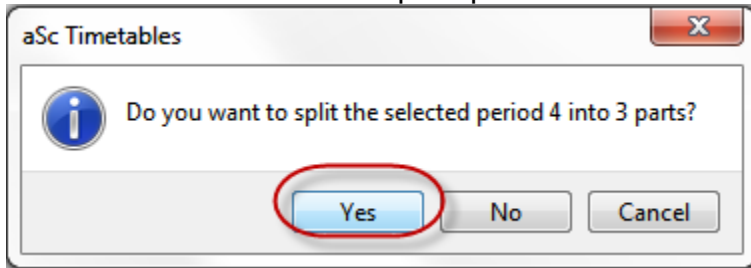
36. Go back into School Details.

37. Click Period times / Rename periods.

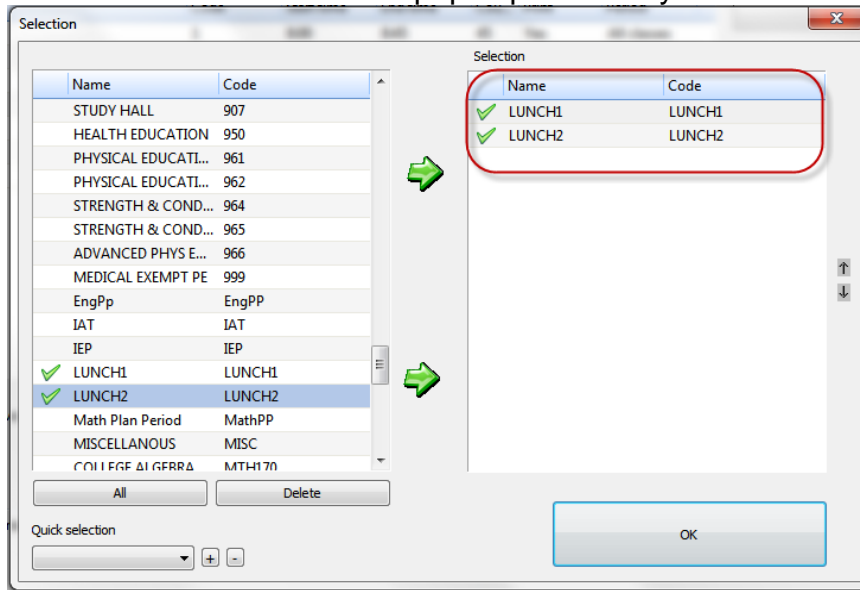
38. Highlight the period you previous merge and click Split.



39. Click Yes on the next three prompts.



40. In the Selection window that pops up move any lunch courses to the right.



41. Click OK.

42. Click OK again until you are back to the Main screen.

43. Go back into Scheduling Constraints and choose Advanced.

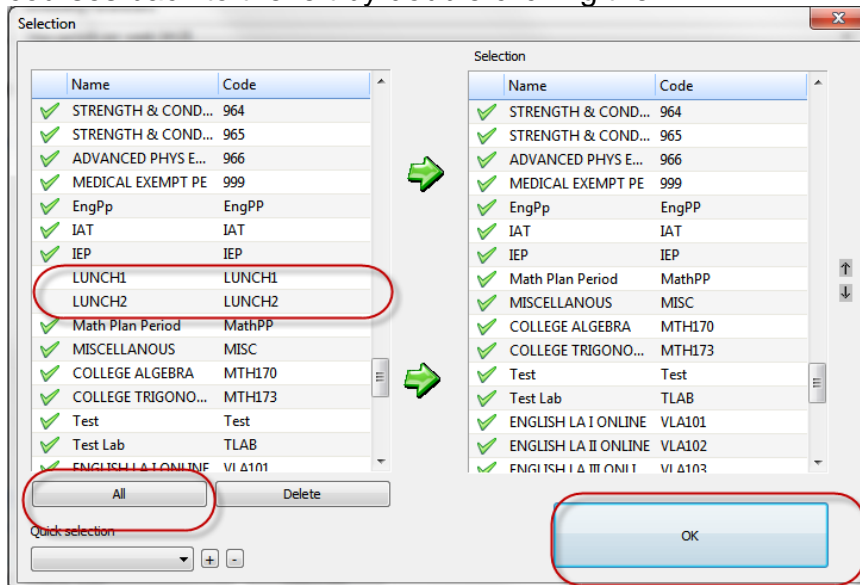
44. In the dropdown select #54: Max different courses per day.

45. In the next dropdown select 1.

46. Then choose Apply to students in selected courses.

47. Select Change: Courses A.

48. Move all courses over to the right by clicking All but then bring the lunch courses back to the left by double clicking them.



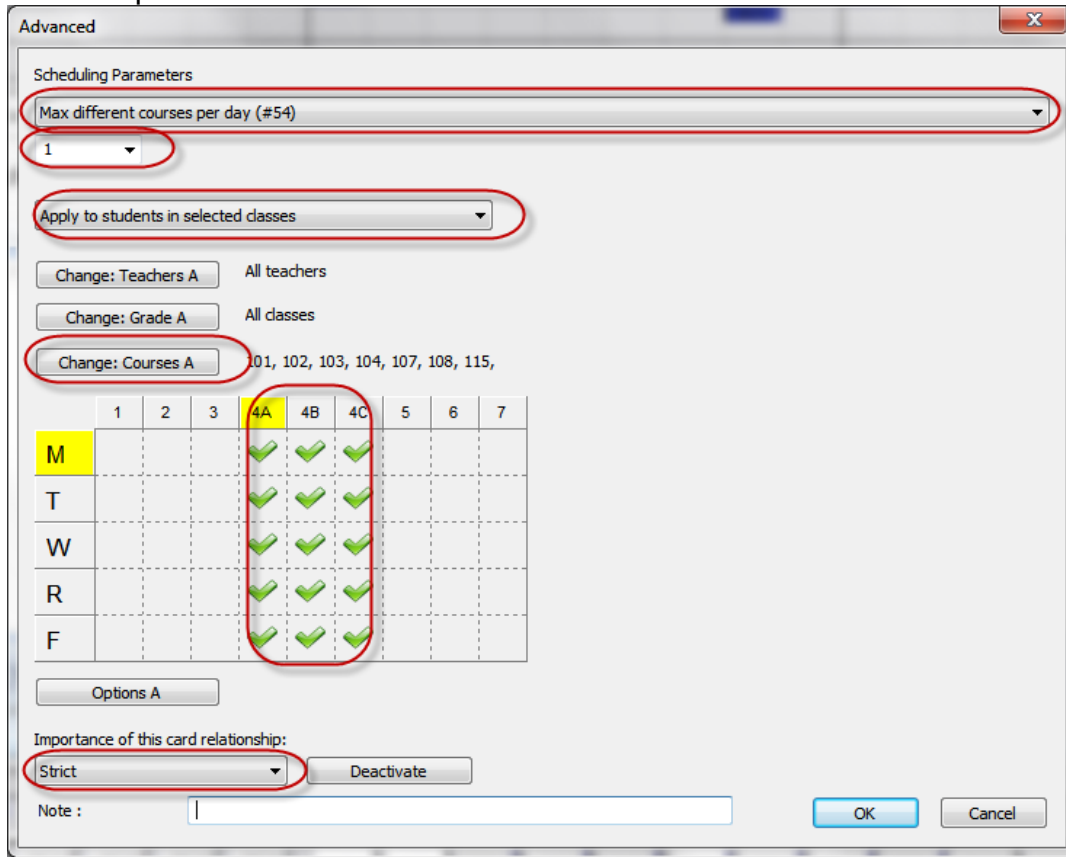
49. Click OK.

50. Next uncheck all periods except the lunch periods.

51. In the Importance of this card relationship dropdown select Strict.

52. Double check your selections. Lunch will not be scheduled correctly if these exact options aren't selected.

53. Add an optional Note.



54. Click OK until you return to the Main screen.

55. Now on the scheduling grid click the Courses tab on the left.

56. Find your lunch courses and manually move the sections so there is one on each lunch period.

57. Now start at the top of the grid and click the first course while holding down the Shift key, scroll down to the last course and click the last course.

58. All course codes on the grid should be highlighted on the left.

59. Right click on any course code and choose Lock Row – this will prevent any courses from being moved around on the grid.

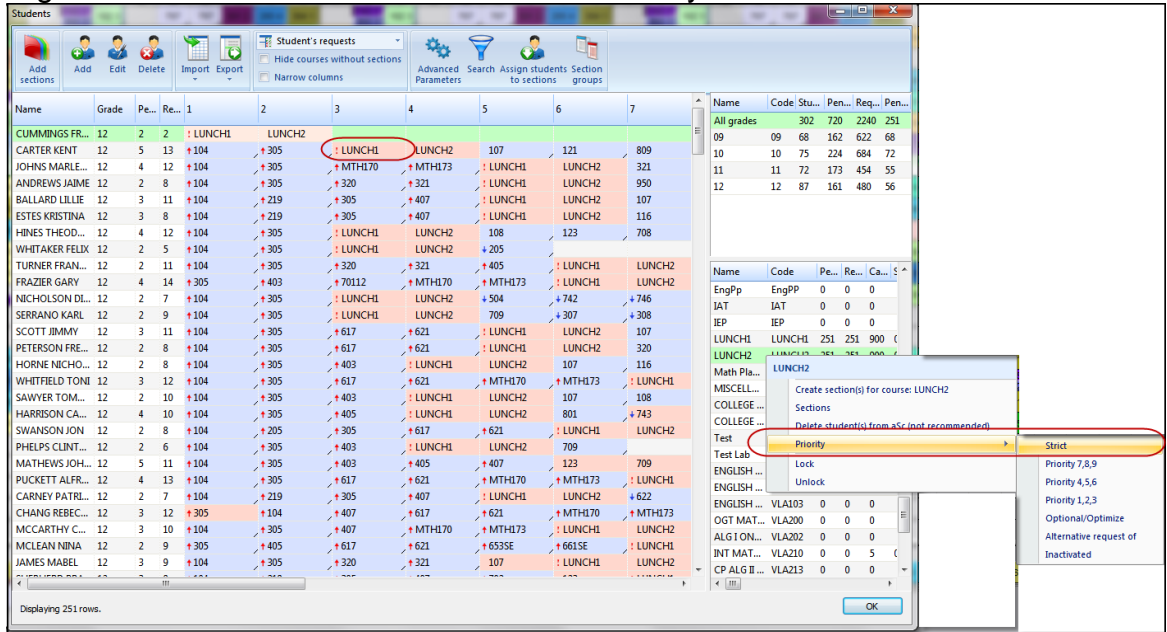
60. Now click on the Students tab and repeat the process to lock in all course section assignments.

61. NOTE: You can tell the courses are locked because they have a small / in the bottom right corner.



62. Go to Students / Courses and find the lunch courses in the bottom right pane.

63. Right click each lunch course and choose Priority = Strict.



64. There will now be a red exclamation point next to each lunch request.

65. Click OK to return to the Main screen.

66. Click on Create New Schedule BUT this time choose Entire Schedule and Execute.

67. Congrats! Now you have lunch 4a, 4b, 4c scheduled.

68. Finish the original instructions starting with step #78 to load the results back into StudentInformation.

69. Before printing schedules go into Course Section Mtnce in StudentInformation and edit the meeting time of the lunch sections and add the teacher back.

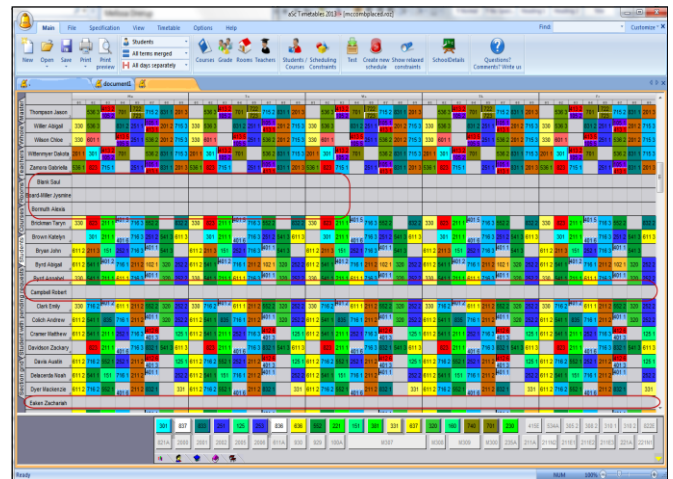
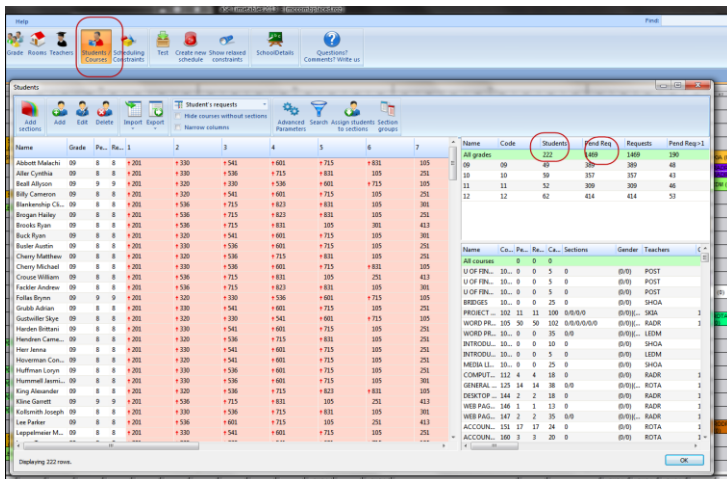
The screenshot shows the 'aSc-Timetables 2013' application window. The interface includes a menu bar (Main, File, Specification, View, Timetable, Options, Help) and a toolbar with various icons for file operations and scheduling. The main area is a large grid representing a timetable. The rows represent students, and the columns represent courses and sections. The grid is color-coded by course, with many cells containing course codes and section numbers. A sidebar on the left lists student names and their corresponding course assignments.

Appendix B: How to schedule all teachers within a certain department into the same planning period

1. Before you pull into aSc, create a course named Planning Period in StudentInformation in 13/14. This new course can be any course type except Blank.
2. Complete steps 1-39, but before continuing to step #40 complete the following in aSc:
 - a. Go to Courses & select the Planning Period course
 - b. Click Sections
 - c. Click New section button in bottom left corner
 - d. Click More Teacher and select the teachers that you want to have the same planning period and click OK.
 - e. In the Grade dropdown select the dash -.
 - f. In the Sections/week dropdown select "E"
 - g. Then choose Single and All Year
 - h. Finally uncheck the Homeroom checkbox and click OK
 - i. You will receive a warning, ignore it by clicking OK
3. Repeat these steps as many times as needed for other departments.

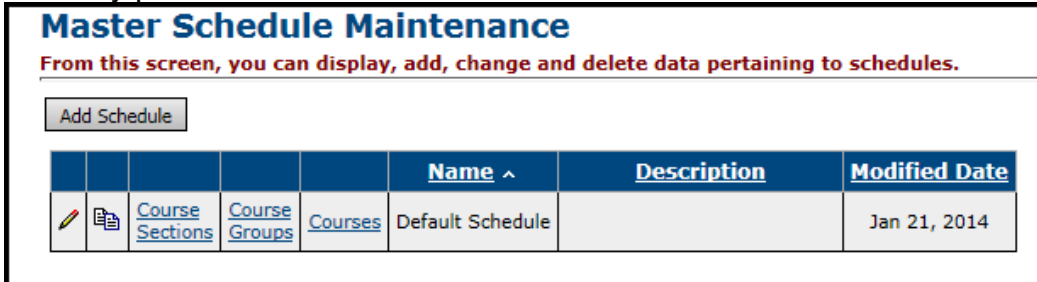
Appendix C: How to figure what % of students are fully scheduled in aSc

1. Run aSc schedule to schedule sections and students in sections.
2. Go to Student/Courses and in top right pane it will say the total # of students (222 in example screenshot below).
3. Now go to Students tab of aSc scheduling grid and scroll down thru entire grid and find the students who don't have any sections assigned. These students didn't have requests in StudentInformation. (40 students in 2nd screenshot below).
4. Subtract # of students without requests from total # of students in aSc. (222-40= 182 students). This will give you the # of students aSc scheduled.
5. Next go to Student with Pending Requests tab and count the # of students appearing on the tab. These are the kids that didn't get all their requests met or aren't fully scheduled in aSc. (In my example I have 32 students on the Pending Students tab.)
6. Finally take the # of students that aSc scheduled and subtract the # of partially scheduled students. This will be the # of students fully scheduled in aSc. (I took 182-32 and got 150.)
7. To get the percentage of students fully scheduled in aSc divide the # of fully scheduled students by the total of students scheduled in aSc. ($150/182 = 82\%$).
8. To get the percentage of students partially scheduled in aSc divide the # of partially scheduled students by the total of students scheduled in aSc. ($32/182 = 17\%$ partially scheduled).



Appendix D: What information will come over into aSc from StudentInformation

aSc only pulls data from the Default Schedule.



Master Schedule Maintenance
From this screen, you can display, add, change and delete data pertaining to schedules.

Add Schedule

					Name ^	Description	Modified Date
		Course Sections	Course Groups	Courses	Default Schedule		Jan 21, 2014

Courses (except for Course Type = Blank)

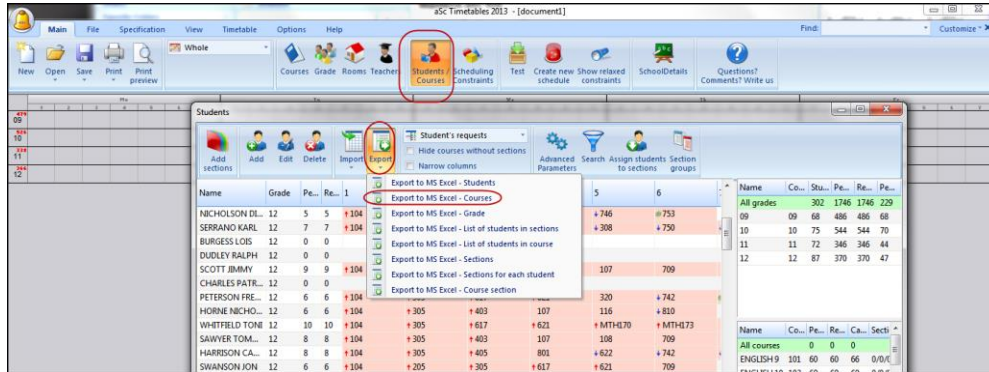
1. Course Sections of course that have requests (see table below)
 - a. Assigned Teacher
 - b. Assigned Course Term
 - c. Assigned Room
 - d. How many periods section meets, but not which periods it meets
2. Rooms that are marked as Is Schedulable in SI
3. Teachers
4. Any student with overall student status of "Active" (refer to Student Status table in SI)
 - a. Student's Grade level
 - b. Student's Course Requests
 - i. Student's Request priority (Low, Medium, High)

StudentInformation Request Priority	Translates to what priority in aSc?
1,2,3	Low
4,5,6	Medium
7,8,9	High
n/a	Strict* (Use sparingly, must be done manually in aSc)

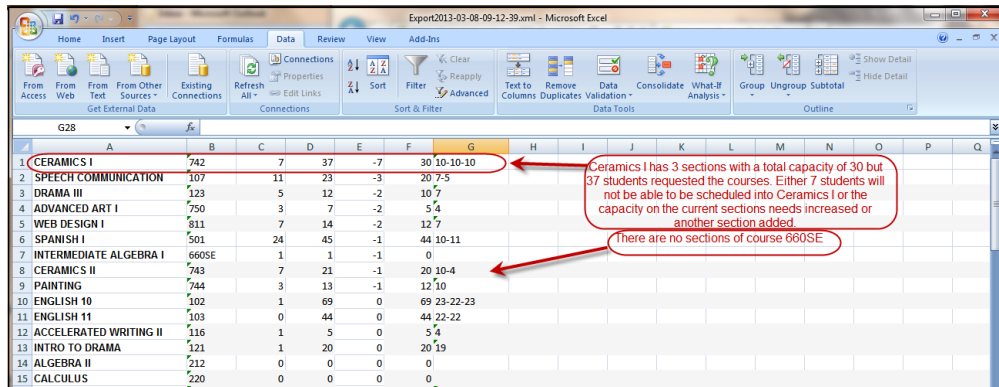
*Course Type in StudentInformation	Will sections come over into aSc if students have requested course in StudentInformation?	Notes:
Lunch	Yes	
Vocational	Yes	
ESC	Yes	
Spare	Yes	
Satellite	Yes	
PSEO	Yes	
Blank	No	*Course itself doesn't come over either
Case Mgmt	Yes	
Study Hall*****	****	Study Hall sections will come over regardless if there are requests for the study halls or not

Appendix E: How to figure section capacity versus # of requests out of aSc

- Build “New Schedule” in aSc (unofficially)
- Under Student/ Courses
- Choose Export –Export to MS Excel – Courses



- Add another column to the Excel spreadsheet. Subtract the Requests column from the Capacity column
- Now sort by this new column. The new column will tell you which courses don't have enough capacity in the sections or no sections at all
- The column titled Sections will tell you how many sections the course has and the capacity of each section



Appendix F: Scheduling Worksheet

Teachers who are there the entire day:

(Example: Band Teacher who is at the Middle School in the AM, High School in the PM)

Teacher Name	Which periods are they gone?

Courses / Teachers / Rooms that are double scheduled:

(Example: Art 2, Art 3, Art 4 all taught the same period by the Art teacher in the Art room)

Teacher Name	Courses	Classroom

Course Sequencing Rules / Teacher Link Groups:

Lunch Period(s) – Should lunch print on student schedules?

Lunch Period(s)	Print on schedule?

Courses that can be scheduled in either term:

(Example: Keyboarding can be Sem1 or Sem2)

Course	Term

List of students & their courses that the student's schedule should be built around:

--

Courses that need to meet certain periods:
(Example: Band is 7th period, Choir is 5th period)

Course	Period