Master Scheduling Checklist for Secondary Schools

Admin > Master Scheduling > Select Future Year

Set-Up

- ☐ In Scenario Manager screen create a scheduling scenario by selecting one of two options:
  - Import – Import Master Schedule from last Fall term (if selected all school periods, section types, spaces, courses will be pre-populated) OR
  - Add – Create New Master Schedule (if selected all school periods, section types, spaces, courses will need to be added manually)
- ☐ In the Periods screen
  - Edit/Create Periods
- ☐ In the Section Types screen
  - Edit/Create Section Types
  - Review Magnet Section Types and other special populations
  - Note: Sections types must be associated to school courses
- ☐ In the School Courses screen
  - Edit/Create School Courses
  - Review courses for appropriate grade-span level, a-g, credit, obsolete/experimental courses
  - School Courses must be associated to a section type. NONE is the default. You must uncheck NONE if you do not wish to use this section type.
- ☐ In the School Spaces screen
  - Review/Edit School Spaces
  - If a room needs to be added or updated, go to Instructional School Spaces under the Admin Tab to make edits or create a new room. Updates will then display on the School Spaces tab.
- ☐ Run and Review Reports
  - District Courses
  - School Courses
  - School Spaces

Build

- ☐ In the Manage Groups screen (optional)
  - Create new groups for future master scheduling – Before future year groups can be created, there are two processes that need to be run in MiSiS. The first is the Next Year Enrollment (NYE1) process which runs late February. This will place continuing students in the future year. After this process is run, the future year groups for continuing students can then be created in Manage Groups. The second process is the Next Year Enrollment (NYE2) process which runs late March. This will place matriculating students in the future year. After this process is run, the future year groups for matriculating students can then be created in Manage Groups. In Early April through June - Magnet

and ZOC students will be added to the future year. Future year scheduling groups for these students can then be created in Manage Groups**.**

- o Create Future Year groups in Step 2 Duration & Permissions. Select the "Yes" option under the Limit Group to School Year. A drop down will appear to select the future year.

☐ In the Request Generator screen (optional)
- o Used to Add Student Requests en masse (Groups must be created for the future year before using this screen)
- o Run and Review Course Request Criteria Report

☐ In the Course Request screen
- o Input Student Requests – individually, multiple students by using the shift or control key, or select a group from the drop down
- o Note- check the Potential Course Deficiency and Repeating Courses reports before finalizing requests

☐ Run and Review Reports
- o Student Course Request Summary
- o Individual Student Requests
- o Student Request Options
- o Potential Conflict Matrix
- o Scheduler Course Request Summary

☐ In the Mass Request Editor screen
- o Delete, Move or Add courses for students at the course level (Use of this screen requires that students have at least one existing course request)

☐ In the Section Assignments screen
- o Edit/Create sections
- o Link or Combine sections as needed
- o Edit/Create Section Attributes, examples:
    - EL – any class that contains at least one EL student enrolled must be set with the corresponding section attribute that applies to the instructional practices in that section. Section attributes for EL instructional services include ELD, SDAIE, and/or Primary Language. An EL eligible for special education services must receive EL instructional services in accordance with the student's IEP
    - Magnet – the magnet attribute is available to associate a section to a particular magnet school
    - Special Education – select the program attribute that correlates to that section
    - Additional Educator/Paraprofessionals – add another educator (this teacher will not be the teacher of record) or assign a paraprofessional to the section
    - Dual Language Programs – section attributes must reflect the appropriate EL Service and Primary Language
    - For sections that do not require marks or attendance (Home, College Class)- select the appropriate attributes

☐ Run and Review Reports:
- o Pre-Run Validation
- o Scheduler Course Request Summary

- o Student Missing Requests
- o Teacher Section Assignment
- ❒ In the Scenario Manager Screen
    - o Select the appropriate scenario to run the scheduling engine. The Quick Run schedules one time whereas the Long Run schedules the best out of 10 runs
- ❒ Prior to Committing, Run and Review Reports:
    - o Student Request Scheduled
    - o Student Requests NOT Scheduled
    - o Course Request NOT Scheduled
    - o Class Enrollment

Commit

- ❒ In the Scenario Manage Screen
    - o You may commit at 70% or above if you've made all the necessary adjustments

Maintain

- ❒ In the Walk-In Scheduler screen
    - o Create/Edit Student Schedules
- ❒ Run and Review Reports at the student level:
    - o Student Program
    - o Add/Drop Report
    - o Student Schedule Summary
    - o Students in Special Education Placement
- ❒ In the Sections Editor screen
    - o Create/Update Teacher Sections
    - o Delete, Move or Add courses for students at the Section level
- ❒ Run and Review Reports at the section level:
    - o Class Enrollment
    - o Student Schedule Summary
    - o Magnet Class Enrollment
    - o Teacher Section Assignment
    - o Co-Teacher Section Assignment
    - o Section Attributes
    - o Manage Groups