

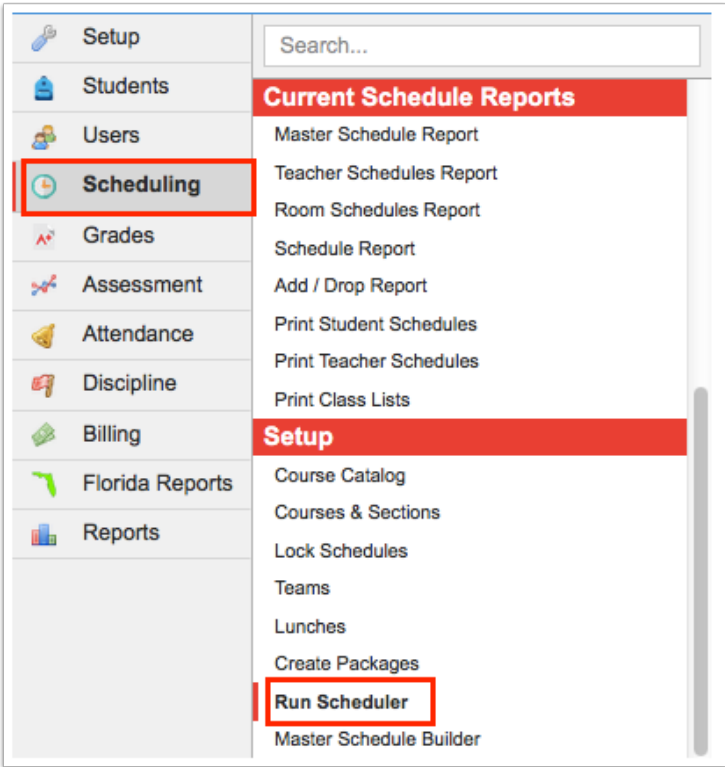
# Run Scheduler

The Scheduler uses the master schedule and student requests in order to schedule students with the highest percentage of filled requests.

## Setting Scheduler Priorities

The Scheduler Priorities tab is used to change the order in which graduation subjects are scheduled. By default, the Scheduler will schedule students based on the sort order of the graduation subjects in [Graduation Requirements](#). If these priorities need to be overridden by a school, they can be edited in the Scheduler Priorities tab.

1. In the **Scheduling** menu, click **Run Scheduler**.



2. Click the **Scheduler Priorities** tab.

Run Scheduler
Scheduler Priorities

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Grad Subject	Sort Order
Integrated Science	
Mathematics	1
Foreign Language	2
Language Arts	3
English	10
Math	20
Science	30
Equally Rigorous course that counts for Science credits	35
World History	50
US History	60
American Government	70
Economics	80
Algebra 1	90
Geometry	100
Biology	110
World Languages	120
Approved Practical/ Performing Fine Arts	130
Practical Arts	140
Physical Education	150
Hope	160
Vocational	170
Exceptional Student	180
Electives	190
Algebra 2	200
Algebra 2	200

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3. Click the **Sort Order** field next to a Grad Subject and enter the desired number. The lower the number, the higher the priority. Required subjects should have a lower number entered for the Sort Order so that they have a higher priority than electives.

The change will save once you click out of the field.

Run Scheduler
Scheduler Priorities

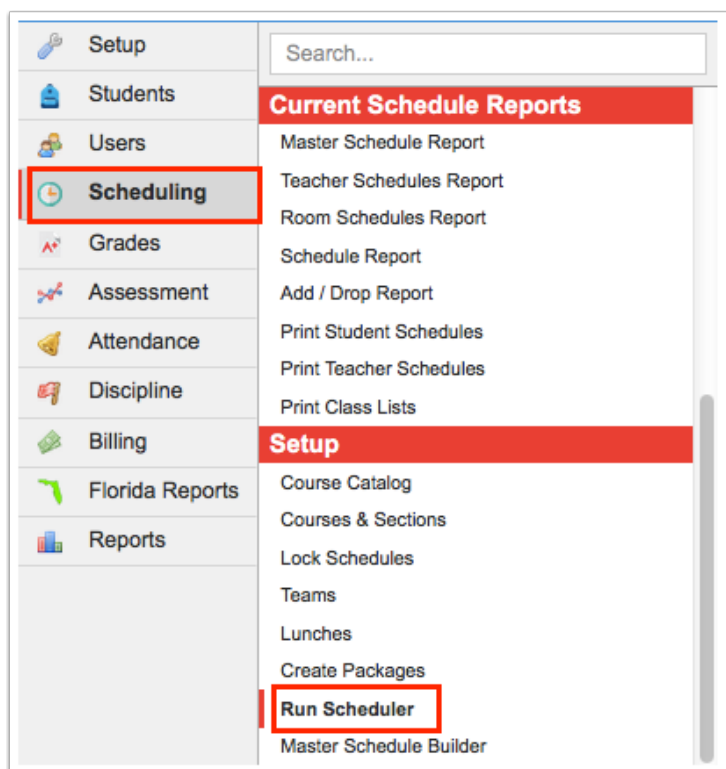
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Grad Subject	Sort Order
Integrated Science	500
Mathematics	1
Foreign Language	2
Language Arts	3
English	10
Math	20
Science	30
Equally Rigorous course that counts for Science credits	35
World History	50
US History	60
American Government	70
Economics	80
Algebra 1	90
Geometry	100
Biology	110
World Languages	120
Approved Practical/ Performing Fine Arts	130
Practical Arts	140
Physical Education	150
Hope	160
Vocational	170
Exceptional Student	180
Electives	190
Algebra 2	200
Algebra 2	200

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# Running the Scheduler

1. In the **Scheduling** menu, click **Run Scheduler**.



2. In the **Run Scheduler** tab, select the desired Scheduler options:

**Are you sure you want to run the scheduler?**

☐ **Delete Current Schedules**  
Delete the schedules already in the system so that the scheduler can start from scratch. Locked sections on the student's schedule are not deleted.

Gradelevel  ▼

☐ **Override Period Links between Semesters**  
Allow students to be scheduled into a different period semester 2 than semester 1. The scheduler will only choose sections taught by the same teacher.

☐ **Override Period & Teacher Links between Semesters**  
Allow students to be scheduled into 2 totally different sections in semester 1 and semester 2.

☐ **Override Team**  
Allow students to be scheduled into courses outside their team.

☐ **Override Seat Counts**  
Fill any number of students into sections. This is useful to determine which periods might need additional sections and where sections should be dissolved or moved to a different period. But, it is not recommended for your final scheduler run.


Schedule into sections meeting within these semesters: ☒ S1 ☒ S2 ☒ S


Field	Description
Delete Current Schedules	This option overrides existing student schedules that have not been locked. This option should be selected when running the Scheduler to allow schedules to be shifted to improve the overall percentage of students scheduled.
Gradelevel	Select the grade level to schedule. For example, you may only want to schedule grade 12 students. One or multiple grade levels can be selected.
Override Period Links between Semesters	<p>This option allows students to be scheduled into different periods but still have the same teacher from semester 1 to semester 2. This option should be used after other options to resolve scheduling conflicts have been tried.</p> <p><i>Note: This option is available when the system preference "Enable the options for splitting sections in the Scheduler" is enabled in Setup &gt; System Preferences &gt; Scheduling tab.</i></p>
Override Period & Teacher Links between Semesters	<p>This option allows students to be scheduled into different periods and teachers from semester 1 to semester 2. This option should be used after other options to resolve scheduling conflicts have been tried.</p> <p><i>Note: This option is available when the system preference "Enable the options for splitting sections in the Scheduler" is enabled in Setup &gt; System Preferences &gt; Scheduling tab.</i></p>
Override Team	If the school uses team scheduling, this option allows students to be scheduled into sections that are assigned to a team other than the one the student is assigned to.
Override Seat Counts	This option allows the Scheduler to fill any number of students into sections. This may be useful to determine which periods might need additional sections and where sections should be deleted or moved to a different period. It is not recommended to use this option for the final Scheduler run.

Field	Description
Schedule into sections meeting within these semesters	Select the semesters to schedule. Summer marking periods should be deselected.


### 3. Click **OK** to run the Scheduler.

After the Scheduler finishes running, the Scheduler displays the amount of time it took to run (the more restrictions or singleton sections, the longer the Scheduler will take to run), the percentage of students completely scheduled, and the percentage of requests filled. For a student to be considered completely scheduled, 100% of their non-alternate course requests must be filled. If a student has too many requests, they will not be included in this percentage. The percentage of requests filled indicates how many total non-alternate course requests were scheduled across the school. The Scheduler also displays a list of courses with unfilled requests in the Courses with Unfilled Requests tab, and a list of all unfilled requests in the All Unfilled Requests tab.

 The percentage of students scheduled in the [Loading Reports](#) indicates how many students are fully scheduled (all periods are filled for the semester or year) based on the periods marked as "Required for Scheduling" and that have Length (minutes) set in Setup > Periods.

 Finished in 0 minutes 1 seconds.  
 71.13% of 620 students completely scheduled.  
 70.18% of 996 requests filled.

**Courses with Unfilled Requests**
**All Unfilled Requests**

**5 Courses with Unfilled Requests**
Search 

Course	Course Number	Subject	Number of Unfilled Requests	Sections	Available Seats	Requested Seats
<a href="#">ENG HON 2</a>	1001350	English	<a href="#">457</a>	5	125	710
<a href="#">ENG 4</a>	1001400	English	<a href="#">48</a>	3	75	196
<a href="#">ENG HON 3</a>	1001380	English	<a href="#">47</a>	4	100	247
<a href="#">ENG 3</a>	1001370	English	<a href="#">29</a>	5	125	275
<a href="#">ENG 2</a>	1001340	English	<a href="#">7</a>	8	175	356

 Changing any information from the Scheduler results screen will re-run the Scheduler.