

# Master Schedule Builder

The Master Schedule Builder allows schools to create a master schedule for the new school year based on the current year's sections. Users can now create sections in bulk, allow the system to optimize sections (add/delete based on requests and seat size), have sections created without teachers, and add teacher constraints that will help auto assign teachers to sections.

## Preconditions

Prior to beginning work in the Builder, it is imperative that the following have occurred:

- Rollover of Course Catalog, Courses, Subjects, Periods, Marking Periods, Calendars, Grading Scales, and Grade Posting Schemes and Sections (optional).
- Calendars and Marking periods must be updated to new school year dates.
- Any additions or removal to Subjects and Courses should be completed.
- Student requests should be entered and complete.

It is recommended to make a snapshot of the rolled master schedule before beginning to work in the builder (or use the first scenario in the builder to import the existing master with the periods attached and locked), as a backup. This document uses the Snapshot option for keeping a copy of the current Master Schedule. Schedulers must have profile permission to use the Master Schedule Snapshot feature.

## Master Schedule Snapshots

1. Ensure the NEW school year is selected and now displayed in the pull-down.
2. In the **Scheduling** menu, click **Master Schedule Snapshots**.

The screen will be blank if this feature has not been utilized either manually or with automatic snapshots setup by the district.

3. Click **Create Snapshot** at the top of the screen.



The snapshot is created and added to the list. The user who created the snapshot, the date and time the snapshot was created, the percent of students scheduled, and the number of sections in the master schedule are displayed.

Create Snapshot

Save

Filter: OFF

	Restore	By	Date	Description	Percent Scheduled	# Sections
	Restore	Weiss, Ashley	03/01/2023 11:02am		0	318

4. To add a description to the snapshot, click the **Description** field and enter the text.
- Entering a useful description is recommended so that you and others involved in scheduling will know what this snapshot will restore.
5. Click **Save**.

Create Snapshot

Save

Filter: OFF

	Restore	By	Date	Description	Percent Scheduled	# Sections
	Restore	Weiss, Ashley	03/01/2023 11:02am	Before tweaking scl	0	318

This will now allow schedulers to restore the current master schedule any time after setting up and running the Builder if results are less than satisfactory.

## Beginning Work in the Builder

!

Once work has started in the builder, DO NOT make any changes to **Course & Sections** or the **Teacher Schedules Report** as those changes will not be reflected in the builder. These options can be ‘tweaked’ after all work has been completed in the builder.

## Scenarios Tab

1. Ensure the NEW school year is selected and now displayed in the pull-down.
2. In the **Scheduling** menu, click **Master Schedule Builder**.

The builder defaults to the **Scenarios** tab.

The Scenarios tab displays each of the scenarios that have been run in the Master Schedule Builder, and is used to duplicate or create new scenarios as needed. Use the Initial scenario the first time you use the Master Schedule Builder.

Scenarios

Setup

Courses

Sections

Assign Teachers

Schedule

Scenario: 1: Initial

Export

Filter: OFF

Page Size: 15

Mass Update

Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
1	Initial				Duplicate

- To rename the Initial scenario, click the **Title** field and enter the desired name. It may be useful to name the scenario using the date and a description, such as "3/1 with Periods."
- Click **Save**.

Scenarios

Setup

Courses

Sections

Assign Teachers

Schedule

Scenario: 1: Initial

Export

Filter: OFF

Page Size: 15

Save

Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
1	3/1 with Periods				Duplicate

The scenario you are currently working in is displayed in the pull-down at the top-right of the screen. To switch the scenario that you are working in, select the desired scenario.

The scenarios are numbered. If you create a scenario and then delete it, you will see a gap in the numbering of scenarios. For example, if you delete scenario 2, you will see scenario 1, 3, 4, etc. in the pull-down and in the scenarios list.

Scenarios

Setup

Courses

Sections

Assign Teachers

Schedule

Scenario: 1: 3/1 with Periods

Export

Filter: OFF

Page Size: 15

Save

Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
1	3/1 with Periods				Duplicate

- i** After running the Master Schedule Builder for the first scenario, you may wish to duplicate the scenario. This will save the existing scenario and settings, and create a copy of the scenario which you can adjust and run to see if the percent scheduled improves. If you are looking to start fresh, you can create a new scenario. This will create a brand new scenario which has to be set up from scratch.

5. To duplicate a scenario, click **Duplicate** next to the appropriate scenario.

Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
1	7/13/20 with periods	70.88%	100.00%	01/24/2020	Duplicate

A copy of the scenario is created, with the title "Copy of (name of original scenario)."

a. Edit the **Title** of the scenario, as needed, and click **Save**.

Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
2	3/3 with Periods				Duplicate
1	3/1 with Periods	87.13%	1.20%	03/02/2023	Duplicate

6. To create a brand new scenario and set up the Master Schedule Builder tabs from scratch, enter a **Title** for the new scenario in the blank row at the top of the table and press **Enter**.

a. Click **Save**.

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 2: 3/3 with Periods Save

Export Filter: OFF Page Size: 15

Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
	3/5 without periods				Duplicate
2	3/3 with Periods				Duplicate
1	3/1 with Periods	87.13%	1.20%	03/02/2023	Duplicate

7. Ensure the scenario you want to run is selected in the pull-down at the top-right of the screen. Then go through the rest of the Master Schedule Builder tabs to set up and run the new scenario.

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 3: 3/5 without periods

Export Filter: OFF Page Size: 15

Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
3	3/5 without periods				Duplicate
2	3/3 with Periods				Duplicate
1	3/1 with Periods	87.13%	1.20%	03/02/2023	Duplicate

**i** Once you are satisfied with the results from the Master Schedule Builder, any further tweaks should be made in Scheduling > Courses & Sections, Scheduling > **Teacher Schedules Report**, or Scheduling > **Master Schedule Report**. If you make changes outside of the Builder, do not run the Builder again or you will overwrite those changes.

**Requests Scheduled:** This column populates after each run of the Builder and the Scheduler. It will show the percent of all entered requests that the Builder was able to schedule. This does NOT reflect the percentage of students totally scheduled.

**Fully Scheduled:** This column also populates after at least 1 run of the Builder and the Scheduler. It shows the percent of the total student body for whom requests have entered and that have a section scheduled for each period for the full year (S1, S2).

**Last Run Date:** This column displays the date for the last time the Builder was run for each scenario. This date does NOT mean the Scheduler was run, only the Builder.

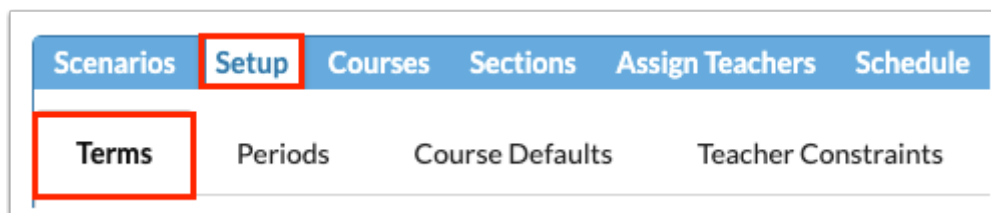
Scenarios						Scenario: 4: Test
Setup Courses Sections Assign Teachers Schedule						Save
Export	Filter: OFF	Page Size: 15				
Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate	
4	Test				Duplicate	
1	3/1 with Periods	87.13%	1.20%	03/02/2023	Duplicate	

## Setup Tab

The Setup tab has four tabs: Terms, Periods, Course Defaults, and Teacher Constraints. Each of these tabs must be revisited any time a NEW scenario is created.

## Terms

1. Click the **Setup** tab.
2. Click the **Terms** tab if not already opened.



Each of the terms set up in Setup > **Marking Periods** are listed. The Active check boxes next to each of the terms are automatically selected.

3. Deselect the **Active** check box next to terms that will not be scheduled.

For example, if your school offers full year and semester courses, ensure the Full Year, Semester 1, and Semester 2 check boxes are selected. If you do not offer courses that only meet for one quarter, deselect the quarter marking periods.

4. Click **Save**.

Active	Period
<input type="checkbox"/>	Summer School
<input checked="" type="checkbox"/>	Full Year
<input checked="" type="checkbox"/>	Semester 1
<input type="checkbox"/>	1st 9 Weeks
<input type="checkbox"/>	2nd 9 Weeks
<input checked="" type="checkbox"/>	Semester 2
<input type="checkbox"/>	3rd 9 Weeks
<input type="checkbox"/>	4th 9 Weeks

**i** If any term displays "The term has already started," ensure that you have the new school year selected at the top-right of the screen and that the dates for the new school year marking periods in Setup > **Marking Periods** do not include dates for the current school year.

## Periods

The Periods tab is used to select the periods that will have sections assigned.

1. Click the **Periods** tab (located within the Setup tab).

All of the periods set up as "Required for Scheduling" in Setup > [Periods](#) are auto-selected as Active.

2. Ensure each period that should have sections assigned by the Builder and students scheduled through Run Scheduler is selected. Deselect any periods that will not have sections and students assigned.

Periods without classes scheduled, such as lunch or homeroom periods, should be deselected.

**i** Any existing sections in the deselected periods will be imported with periods locked when importing sections in the Courses tab. For example, if you want your homeroom sections to be imported and remain unchanged even with no requests, deselect the homeroom period to maintain those sections when the Builder runs.

### 3. Click **Save**.

The screenshot shows the Master Schedule Builder interface. At the top, there are tabs: Scenarios, Setup, Courses, Sections, Assign Teachers, and Schedule. The 'Setup' tab is active, and within it, the 'Periods' sub-tab is selected. Below the tabs, there are buttons for 'Terms', 'Periods', 'Course Defaults', and 'Teacher Constraints'. The 'Periods' sub-tab contains a table with columns 'Active' and 'Period'. The table lists Period 1 through Period 8. Periods 1 through 7 are checked in the 'Active' column, while Period 8 is unchecked. To the right of the table, there is a 'Save' button. Above the table, there are buttons for 'Export', 'Filter: OFF', and 'Page Size: 20'.

## Course Defaults

The Course Defaults tab is used to apply default settings for Meeting Days, Takes Attendance, Graded, Affects GPA, Calendar, Grading Scale, Stacking, and Default Marking Period to new sections.

### 1. Click the **Course Defaults** tab (located within the Setup tab).

The screenshot shows the Master Schedule Builder interface. At the top, there are tabs: Scenarios, Setup, Courses, Sections, Assign Teachers, and Schedule. The 'Setup' tab is active, and within it, the 'Course Defaults' sub-tab is selected. Below the tabs, there are buttons for 'Terms', 'Periods', 'Course Defaults', and 'Teacher Constraints'. The 'Course Defaults' sub-tab is highlighted with a red box.

Each course is listed, along with its current settings for Meeting Days, Takes Attendance, Graded, Affects GPA, Calendar, Grading Scale, Stacking, and Default Marking Period.

The highlight color indicates if there is currently no setting (red), not all sections have the same setting (yellow), or the section was created by the master scheduler this year (gray).



There is a Color Legend for reference at the top of the screen.

**Scenarios** | Setup | Courses | Sections | Assign Teachers | Schedule

Scenario: 1: 3/1 with Periods ▼

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Terms | Periods | **Course Defaults** | Teacher Constraints

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**Color Legend**

- Not all sections have the same setting
- Couldn't find any settings
- This section was created by the master scheduler this year.

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Save

◀ Prev    Page: 1 / 11    Next ▶    Export 📄 🖨️    Filter: OFF    Page Size: 20    Mass Update

Number ▲	Course ▲	Meeting Days							Takes	Affects	Calendar ▲	Grading	Stacking ▲	Mark	
		Sun ▲	Mon ▲	Tue ▲	Wed ▲	Thur ▲	Fri ▲	Sat ▲	Attendance ▲	Graded ▲		GPA ▲			Scale ▲
0101300	2-D STUDIO ART 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar ▼	Unweighted ▼	0101310 2-D ... ▼	FY
0101310	2-D STUDIO ART 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar ▼	Unweighted ▼	0101300 2-D ... ▼	FY
0101320	2-D STUDIO ART 3 HON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar ▼	Honors ▼	0101300 2-D ... ▼	FY
0101330	3-D STUDIO ART 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar ▼	Unweighted ▼	0101340 3-D ... ▼	FY
0101340	3-D STUDIO ART 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar ▼	Unweighted ▼	0101330 3-D ... ▼	FY
0101350	3-D STUDIO ART 3 HON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar ▼	Honors ▼	0101330 3-D ... ▼	FY
0104300	AP DRAWING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar ▼	AP/DE ▼	0109350 AP ... ▼	FY
0109350	AP 2-D ART & DESIGN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar ▼	AP/DE ▼	0104300 AP ... ▼	FY

**2.** For each course, adjust the course defaults as needed and click **Save** if changes are made.

 Selecting courses in the **Stacking** pull-down indicates that these courses should be scheduled into the same period, for example, Band 1, Band 2, Band 3, and Band 4.

Each course needs to be selected individually and stacked with the other courses. For example, for the Band 1 course, Band 2, Band 3, and Band 4 must be selected in the Stacking pull-down. For the Band 2 course, Band 1, Band 3, and Band 4 must be selected in the Stacking pull-down, etc.

By default, this field will be populated if the Builder found evidence of stacking in the prior three years.

**3.** After turning on the Filter and filtering the list of courses that display, click **Mass Update**.

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 1: 3/1 with Periods

Terms Periods Course Defaults Teacher Constraints

Color Legend

- Not all sections have the same setting
- Couldn't find any settings
- This section was created by the master scheduler this year.

Save

Export Filter: ON Page Size: 20 Mass Update

Number	Course	Meeting Days							Takes		Affects	Calendar	Grading	Stacking	Markin
		Sun	Mon	Tus	Wed	Thr	Fri	Sat	Attendance	Graded					
1400300	PEER COUN 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar	Unweighted	1400320 PE...	FY
1400310	PEER COUN 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard District Calendar	Unweighted	1400300 PE...	FY
1400320	PEER COUN 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard District Calendar	Unweighted	1400300 PE...	FY
1400330	PEER COUN 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard District Calendar	Unweighted	1400300 PE...	FY

4. In the pop-up window, select the **Column** to update and the **Value** to assign to the courses.

5. Click **Update**.

X

## Mass Update

Column Value

Attendance ☒ Update

The updates are made to the courses in the list.

6. Click **Save**.

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 1: 3/1 with Periods

Terms Periods Course Defaults Teacher Constraints

Color Legend

- Not all sections have the same setting
- Couldn't find any settings
- This section was created by the master scheduler this year.

Export Filter: ON Page Size: 20 Mass Update

peer

Number	Course	Meeting Days							Takes		Affects	Calendar	Grading	Stacking	Markin	
		Sun	Mon	Tus	Wed	Thr	Fri	Sat	Attendance	Graded						
1400300	PEER COUN 1															
1400310	PEER COUN 2															
1400320	PEER COUN 3															
1400330	PEER COUN 4															

**i** If defaults are not assigned to a course, sections will be assigned the default grading scale and calendar. The Meeting Days will be set to Monday through Friday.

## Teacher Constraints

The Teacher Constraints tab is where you can set the rooms, periods available, consecutive periods allowed, max periods, allowed courses, and allowed subjects for teachers. You can also set a limit for how many sections of a particular course a teacher is allowed to teach.

1. Click the **Teacher Constraints** tab (located within the Setup tab).

Scenarios Setup Courses Sections Assign Teachers Schedule

Terms Periods Course Defaults Teacher Constraints


A list of the teachers at the school is displayed. The list includes anyone with a teacher profile even if they do not teach courses, such as instructional coaches.

2. To restrict a teacher to a particular room or rooms, select the **Rooms**.

If no room is defined for the teacher in this tab, it will not be possible to change the room for the teacher on subsequent tabs. The teacher may be scheduled into any available room.

**3.** To restrict the periods to schedule the teacher, select the **Periods Available**.

This might be useful if trying to schedule the same planning period for a group of teachers. Select all the periods the teacher is available except for the planning period.

 It is strongly recommended to not set period restraints for the first run of the Builder except for those teachers who may be part-time at your school.


**4.** To restrict the number of consecutive periods the teacher is allowed to teach, enter the maximum number of **Consecutive Periods Allowed**.

**5.** To restrict the number of total periods the teacher is allowed to teach, enter the **Max Periods**.

If the Max Periods is null, the Builder will assume the teacher can be scheduled in all periods.

**6.** Select the **Allowed Courses** for the teacher.

**7.** Select the **Allowed Subjects** for the teacher. These are the subjects set up in Courses & Sections, along with the short name.

 Setting the Allowed Courses and Allowed Subjects parameters allows Focus to assign teachers to sections that are missing a teacher in the [Assign Teachers](#) tab.

The Allowed Courses fields will be automatically populated with the courses teachers have taught in the last three years.

For new teachers, you must assign the Allowed Courses or Allowed Subjects that they can teach.

Setting both Allowed Courses and Allowed Subjects for a teacher acts as an OR condition.

Allowed Courses and Allowed Subjects can be left blank for a teacher to allow the teacher to be assigned to any course.

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 1: 3/1 with Periods

Terms Periods Course Defaults **Teacher Constraints**

Save

Prev Page: 1 / 6 Next Export Filters: OFF Page Size: 20 Mass Update

Teacher	Rooms	Periods Available	Consecutive Periods Allowed	Max Periods	Allowed Courses	Allowed Subjects	Scheduled Subjects	Course Limits
Abernathy, Nora R : 3105	1 207				1111111 After Care, 2106...		No Credit, Social Studies	Edit
Alanis, Mateo V : 3893	2 205				0708350 SPANISH 2, 07...		World Languages	Edit
Albanese, Kevin D : 3501		02, 03, 04, 0...						Edit
Alonso, JoAnne C : 3383	4 215				1000410 INTENS READ		Electives	Edit
Anthony, Adina M : 24630								Edit
Augusto, Santiago N :								Edit
Badillo, Rafael R :			3					Edit
Bonilla, Nehueln :						EN English		Edit
Bravo, Harry P : 3709	4 101M				8201410 DIG VID TECH ...		Practical Arts	Edit

8. To limit how many sections of a particular course a teacher can teach, click **Edit** in the **Course Limits** column.

9. In the pop-up window, select the **Course**.

The Course pull-down is limited to the courses the teacher is allowed to teach as set in Allowed Courses.

10. Enter the number of sections of the course the teacher is allowed to teach in the **Limit** field.

Course Limits For: Alanis, Mateo V : 3893

Export Filter: OFF

Course	Limit
0708350 SPANISH 2	3

Close

11. Press **Enter** to add the row.

12. If needed, add additional course limits to the table.

13. Click **Close** when finished.

14. When finished entering teacher constraints, click **Save**.

# Courses Tab

The Courses tab is used to add, edit, or delete sections in the master schedule. In the work area, the maximum number of students allowed to be scheduled into new sections, the number of student requests for the course, the number of recommended sections needed to accommodate student requests, and the current number of sections (if sections were imported) are provided for each course in order to help make decisions on whether new sections are needed or existing sections can be deleted.

Instead of manually adding or removing sections, the Optimize feature can be used to have Focus automatically create the optimal number of sections based on all of these factors.

1. Click the **Courses** tab.
2. Click **Import Sections from Master Schedule**.

This will import the sections rolled from the previous year's master schedule into the work area. This saves time if most teachers will be teaching the same courses they taught last year. Sections will not import if they are not assigned to a teacher or if the number of students in the section is 0.

Scenarios Setup **Courses** Sections Assign Teachers Schedule Scenario: 1: 3/1 with Periods

**Import Sections from Master Schedule** Optimize the Number of Sections Save

Color Legend

- There are more sections than the recommended number
- There are less sections than the recommended number

Prev Page: 1 / 12 Next Export Filter: OFF Page Size: 18 Mass Update

Add/Edit Sections	Number	Course Title	Subject	Max Size	Student Reqs	Sections		
						Recommended	Current	Optimize
	0101300	2-D STUDIO ART 1	Performing Fine Arts	25	0	0	0	<input type="checkbox"/>
	0101310	2-D STUDIO ART 2	Performing Fine Arts	25	0	0	0	<input type="checkbox"/>
	0101320	2-D STUDIO ART 3 HON	Performing Fine Arts	25	26	2	0	<input checked="" type="checkbox"/>
	0101330	3-D STUDIO ART 1	Performing Fine Arts	35	0	0	0	<input type="checkbox"/>
	0101340	3-D STUDIO ART 2	Performing Fine Arts	25	0	0	0	<input type="checkbox"/>
	0101350	3-D STUDIO ART 3 HON	Performing Fine Arts	25	11	1	0	<input checked="" type="checkbox"/>
	0104300	AP DRAWING	Performing Fine Arts	25	16	1	0	<input checked="" type="checkbox"/>

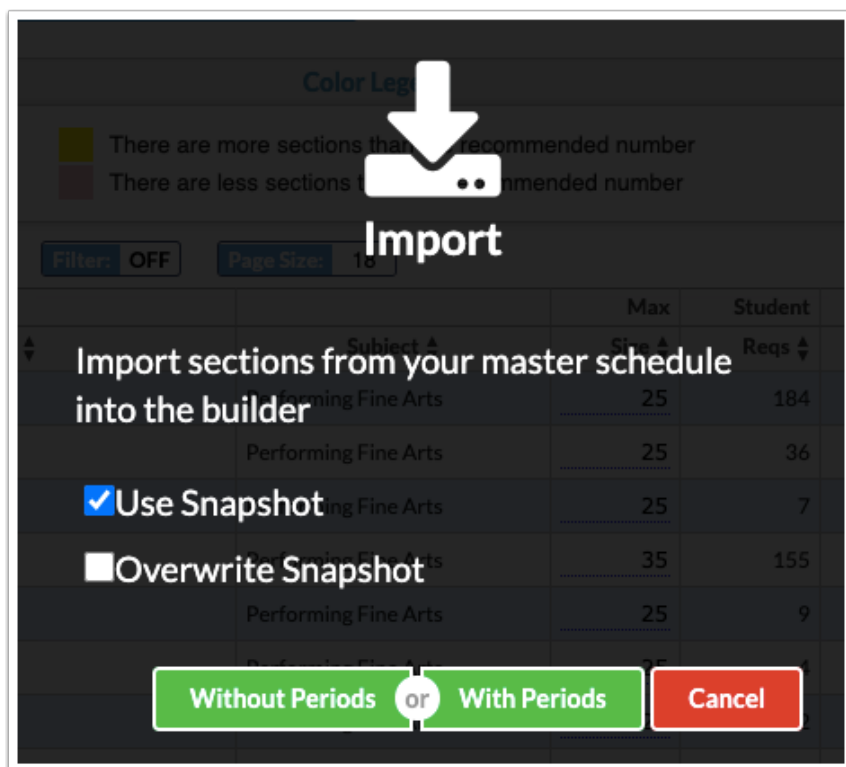
**3a.** Select **Use Snapshot** to create a new snapshot of the master schedule. A new snapshot is only created upon initial use of this option. Any subsequent times this option is selected, the previously created snapshot will be used to import sections.

**3b.** Select **Overwrite Snapshot** to create a new snapshot.

**i** These snapshots will not be deleted by the cronjob and will display under **Master Schedule Snapshots** with the default description “MSB Auto Snapshot.”

**3c.** Click **Without Periods** to import sections from the master schedule without the periods they were assigned. This allows the Builder to assign periods to these sections. This option should not be selected for the initial scenario if you wish to maintain a copy of the existing master schedule.

**3d.** Click **With Periods** to import sections from the master schedule with the periods they were assigned. This option will lock the periods on the sections, and the Builder will not overwrite them when run. Use this option to retain a copy of the existing master schedule. This option cannot be re-selected to return to the original master schedule if importing without periods was selected for the first scenario.



The screen is refreshed and the sections are copied into the work area.










**4.** Enter a number in the **Max Size** field to set this number as the maximum class size on any new sections of the course.

Changing the max size of sections in a course will affect the number of required sections. Adjusting the max size may help meet the need of scheduling students into the course.

- The Student Reqs column displays the total number of student requests for the course.
- The Recommended column indicates the number of sections that are required in order to fulfill the student requests for the course, based on the Max Size indicated.

- The Current column indicates the current number of sections that exist for the course. The field displays in yellow if there are more sections than the recommended number. The field displays in red if there are less sections than the recommended number. Refer to the Color Legend at the top the screen.

5. To add, edit, or delete sections of a course, click the icon in the **Add/Edit Sections** column next to the course.

Export	Filter: ON	Page Size: 18	Mass Update					
+			english					
Add/Edit	Course			Max	Student	Sections		
Sections	Number	Title	Subject	Size	Reqs	Recommended	Current	Optimize
	1001310	ENG 1	English	25	171	7	5	<input checked="" type="checkbox"/>
	1001320	ENG HON 1	English	25	21	1	3	<input checked="" type="checkbox"/>
	1001340	ENG 2	English	25	191	8	4	<input checked="" type="checkbox"/>
	1001350	ENG HON 2	English	25	23	1	5	<input checked="" type="checkbox"/>
	1001370	ENG 3	English	25	180	8	5	<input checked="" type="checkbox"/>
	1001400	ENG 4	English	25	138	6	4	<input checked="" type="checkbox"/>
	1001415	PRE-AP ENGLISH 1	English	0	0	0	0	<input type="checkbox"/>
	1001420	AP ENG COMPO	English	30	25	1	3	<input checked="" type="checkbox"/>
	1001430	AP ENG LIT COMPO	English	36	0	0	2	<input type="checkbox"/>

In the pop-up window, the existing sections are listed.

- The Teacher column displays the teacher assigned to the section.
- The Max Size displays the maximum number of students who can be scheduled into the section.
- The Room column is used to assign a room number to the section.
- The Lock Period column is used to assign a period to the section and lock it. This prevents the Builder from assigning a period to the section. Leave this column blank to allow the Builder to select the best period to assign the section.
- The MP column displays the marking period of the course.

6. Edit the **Teacher**, **Max Size**, **Room**, **Lock Period**, or **MP** on existing sections as needed.

7. To view the teacher's schedule, click the icon in the **Teacher Schedule** column.

The teacher's currently scheduled sections are displayed along at the bottom-right side of the window. The Max Size, Room, Lock Period, and MP can be edited on the teacher's current sections as needed.

At the top-right of the window, the teacher's Rooms, Periods Available, Consecutive Periods Allowed, Max Periods, and Allowed Subjects can be viewed and edited as needed, just as on the **Teacher Constraints** tab.



**Left Screenshot: Teacher Schedule Table**

Teacher Schedule	Teacher	Max Size	Room	Lock Period	MP	Period	How Many?
	Burgess, Carlo	25	4 203	05	FY		1
	Velasco, Lizette	25	2 223	07	FY		
	Velasco, Lizette	25	2 223	01	FY		
	Velasco, Lizette	25	2 223	02	FY		
	Burgess, Carlo	25	4 203	03	FY		

**Color Legend**

The course is not allowed for the teacher

**Right Screenshot: Course Table**

Course	Max Size	Room	Lock Period	MP	Period
1001310	25	4 203	05	FY	
1001320	25	4 203	01	FY	
7910120	25	KE5	06	FY	
1001310	25	4 203	03	FY	
1001430	36	4 203	02	FY	
1001430	36	4 203	04	FY	

8. To delete a section that is not needed, click the red minus sign to the left of the section.

a. In the confirmation message, click **OK**.

9. Click **Save**.

10. To add a new section, select the **Teacher** and edit the **Max Size** and **MP** if needed.

**i** The Teacher does not have to be selected at this point. It can be left blank, and the teacher will be assigned in the **Assign Teachers** tab.

11. Select **How Many?** sections to add.

12. Press **Enter** to add the row.

X
Export Sections from Master Schedule
1. Optimize the Number of Sections
Save

Export
Filter: OFF
Page Size: 20
Mass Update

	Teacher Schedule	Teacher ▾	Max Size ▾	Room ▾	Lock Period ▾	MP ▾	Period ▾	How Many?
						FY ▾		1 ▾
<span>Exp</span>	<span>●</span>	Burgess, Carlo 23914 ▾	25	4 203 ▾	05 ▾	FY ▾		
	<span>●</span>	Velasco, Lizette 3428 ▾	25	2 223 ▾	07 ▾	FY ▾		
	<span>●</span>	Velasco, Lizette 3428 ▾	25	2 223 ▾	01 ▾	FY ▾		
	<span>●</span>	Velasco, Lizette 3428 ▾	25	2 223 ▾	02 ▾	FY ▾		
	<span>●</span>	Burgess, Carlo 23914 ▾	25	4 203 ▾	03 ▾	FY ▾		

Color Legend

13. Click **Save** and click the **X** to close the pop-up window.

14. To have Focus add sections and remove sections as needed, click **Optimize the Number of Sections**.

**i** By default, Focus will optimize any course that has requests and a max size set. Courses like Intensive Reading may not have requests at this point in the scheduling process, so Focus will not select the Optimize check box by default to remove the sections that were rolled over from last year.

Deselect the Optimize check box next to any course you do not want to optimize before clicking "Optimize the Number of Sections."

New sections added by Focus will not have a teacher assigned.

Scenarios Setup **Courses** Sections Assign Teachers Schedule

Import Sections from Master Schedule **Optimize the Number of Sections**

Color Legend

There are more sections than the recommended number

There are less sections than the recommended number

Export Filter: ON Page Size: 18

Add/Edit	Number	Course	Title	Subject	Max Size	Student Reqs	Recommended
	1001310	ENG 1	English	English	25	171	7
	1001320	ENG HON 1	English	English	25	21	1
	1001340	ENG 2	English	English	25	191	8

## Sections

The Sections tab is where most of the adjustments are done in the Master Schedule Builder. All of the sections are listed, and edits can be made to teacher, marking period, followup courses, rooms, rotation days, etc. as needed. Once the Builder is run, the Section tab also displays the period the section was scheduled and any scheduling issues.

### 1. Click the **Sections** tab.

Scenarios Setup Courses **Sections** Assign Teachers Schedule

Scenario: 1: 3/1 with Periods

Save

Prev Page: 1 / 20 Next 348 Records Export Filter: OFF Page Size: 18 Mass Update

	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size	Periods Spanned	Lock Period	Scheduled Period	Scheduling Issues
						FY							
		World Languages	0708340 SPANISH 1	7	191	FY			25				
		World Languages	0708340 SPANISH 1	7	191	FY			25				
		World Languages	0708350 SPANISH 2	7	218	FY			25				
		World Languages	0708350 SPANISH 2	7	218	FY			25				
		World Languages	0708400 AP SPANISH L...	2	86	FY			25				
		World Languages	0708410 AP SPANISH L...	2	80	FY			25				
		English	1001310 ENG 1	7	171	FY			25				
		English	1001310 ENG 1	7	171	FY			25				

The list of sections is displayed.

💡 Use the Filter feature to refine the list of sections. For example, to view only singleton or doubleton sections, click the Filter button to enable the filters, and in the text box above the Sections column, enter 1 or 2.

2. To assign a teacher to a section missing a teacher or to change the teacher who was assigned to a section, select the **Teacher** from the pull-down.

📘 Teachers can also be assigned to sections that are missing a teacher in the **Assign Teachers** tab.

3. To reassign a section to a different course (for example, an Algebra 1 section needs to change to an Algebra 1 Honors section), select the **Course** from the pull-down.

📘 If a teacher is assigned to the section, the only courses available in the Course pull-down will be courses the teacher is allowed to teach, according to the setup in the **Teacher Constraints** tab.

4. To edit the marking period of the section, select the marking period in the **MP** pull-down.

	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size	Periods Spanned	Lock Period	Schedule Period
Copy	Velasco, Lizette C : 3428	English	1001310 ENG 1	6	171	FY			25			
Copy		English	1001340 ENG 2	8	191	FY			25			
Copy		English	1001340 ENG 2	8	191	FY			25			
Copy		English	1001340 ENG 2	8	191	FY			25			
Copy		English	1001340 ENG 2	8	191	FY			25			
Copy		English	1001370 ENG 3	8	180	FY			25			

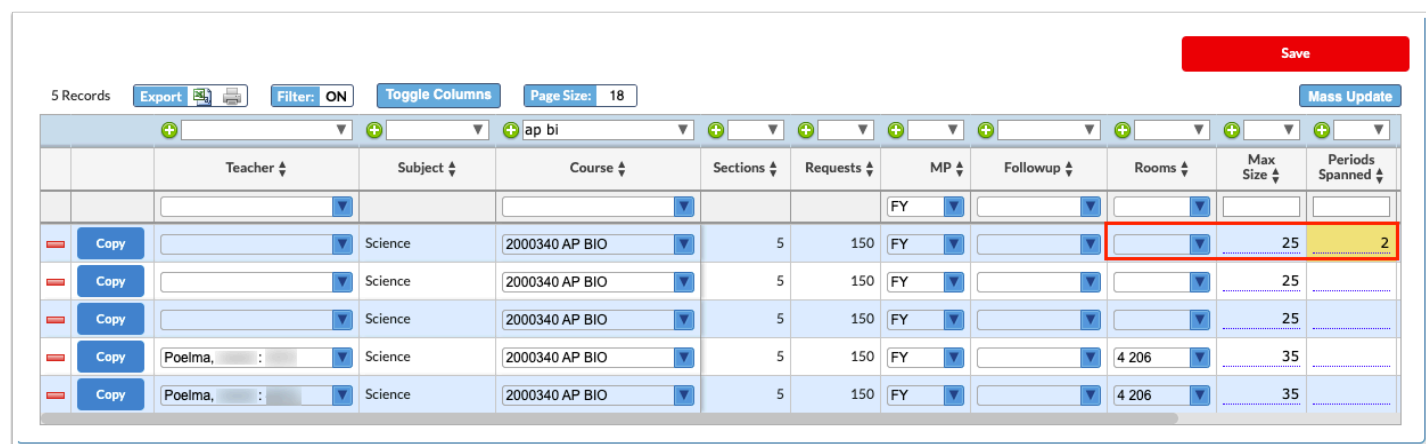
5. If the course has a follow-up course (for example, Economics follows U.S. Government, and therefore needs to be assigned to the same period), select the course in the **Followup** pull-down.

6. Edit the room assignment by selecting the room from the **Rooms** pull-down.

**!** If the room is blank, the section will be assigned to "Any," which means the system will not check for room conflicts.

7. Edit the maximum amount of students who can be scheduled into the section by entering a number in the **Max Size** field.

8. If the section needs to span more than one period, enter the number of periods in the **Periods Spanned** field.



5 Records   Export   Filter: ON   Toggle Columns   Page Size: 18   Save   Mass Update

	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size	Periods Spanned
Copy		Science	2000340 AP BIO	5	150	FY			25	2
Copy		Science	2000340 AP BIO	5	150	FY			25	
Copy		Science	2000340 AP BIO	5	150	FY			25	
Copy	Poelma, :	Science	2000340 AP BIO	5	150	FY		4 206	35	
Copy	Poelma, :	Science	2000340 AP BIO	5	150	FY		4 206	35	


9. If your school uses rotation days, select the number of days the section meets during the rotation in the **Rotation Days** pull-down.

10. Select the appropriate rotation day check boxes for when the section will meet.

**i** You can use Mass Update to mass assign rotation days to a group of sections.

**i** If the master schedule that was imported had rotation days set, the rotation days will be preset on the sections. If you want the Builder to determine the best rotation day for the new schedule, you will need to update the Rotation Days column to 1 (or the applicable number) and then mass update the A day and B day columns to be blank.

11. To manually set the period the section meets instead of letting the Builder decide, select the period in the **Lock Period** pull-down.

 Leave the Lock Period blank to allow the Builder to select the best period to schedule the section.

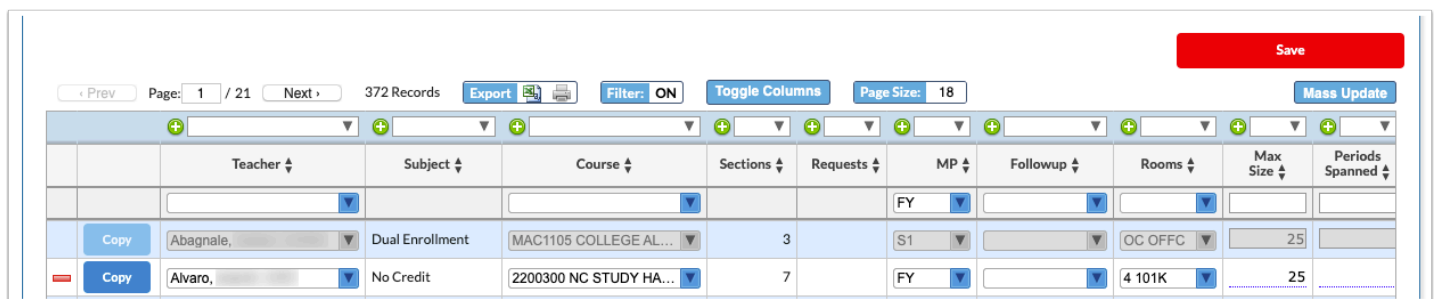
12. Click **Save** after making any changes.

13. To delete a section, click the minus sign to the left of the section.

a. In the confirmation message, click **OK**.

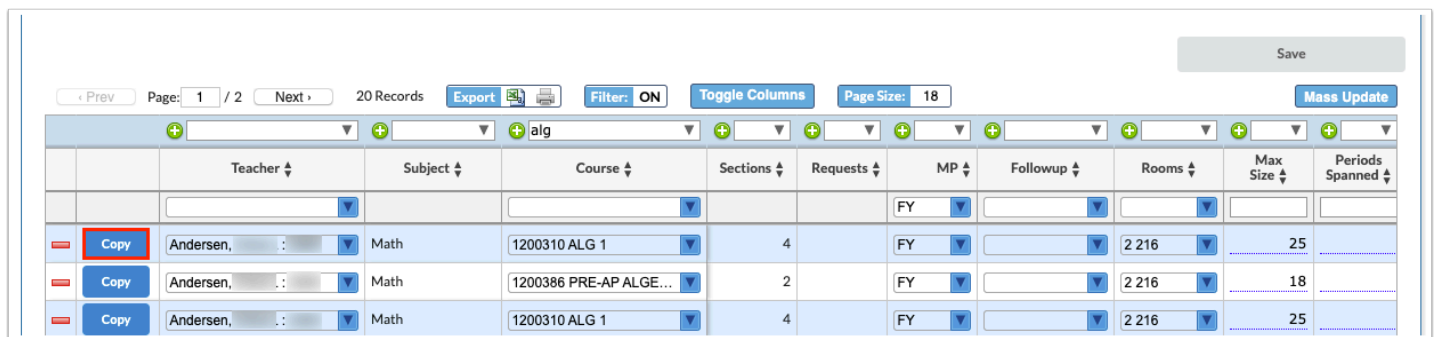
The row is grayed out to indicate it will be deleted.

14. Click **Save** to complete the deletion.



	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size	Periods Spanned
Copy	Abagnale,	Dual Enrollment	MAC1105 COLLEGE AL...	3		FY		OC OFFC	25	
Copy	Alvaro,	No Credit	2200300 NC STUDY HA...	7		FY		4 101K	25	


15. To copy a section, click **Copy** to the left of the section.



	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size	Periods Spanned
Copy	Andersen,	Math	1200310 ALG 1	4		FY		2 216	25	
Copy	Andersen,	Math	1200386 PRE-AP ALGE...	2		FY		2 216	18	
Copy	Andersen,	Math	1200310 ALG 1	4		FY		2 216	25	

A duplicate section is created. Adjust the settings on the section as needed.

16. Click **Save**.

 Refer to the Sections and Requests columns to help you determine where sections can be deleted or need to be added.

17. To add a new section, enter the information in the blank row at the top of the table.

- i** For new sections, the Max Size will display with the default value from the Courses tab. A value should only be entered if none exists and the school intends to build sections, or if you wish to increase or decrease the max size.

<div> <div> <div>Prev</div> <div>Page: 1 / 2</div> <div>Next</div> </div> <div>21 Records</div> <div>Export</div> <div>Filter: ON</div> <div>Toggle Columns</div> <div>Page Size: 18</div> <div>Mass Update</div> </div>									
	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size
						FY			
Copy	Andersen, :	Math	1200310 ALG 1	4		FY		2 216	25
Copy	Andersen, :	Math	1200386 PRE-AP ALGE...	2		FY		2 216	18

- Press **Enter** to add the row and click **Save**.

## Assign Teachers Tab

The Assign Teachers tab is used to assign teachers to sections that are missing a teacher. Focus will suggest teachers for sections based on who taught those courses in the past three years. The settings in the [Teacher Constraints](#) tab are also taken into account. You can accept the suggestions, or manually assign the teachers.

- Click the **Assign Teachers** tab.

If Focus has a suggestion for a section missing a teacher, the row is highlighted in yellow and the teacher's name is displayed in the Suggested column.

- i** If Focus does not have a teacher suggestion, then the **Teacher Constraints** may need to be adjusted.

- To accept a suggestion for an individual section, click the teacher's name in the **Suggested** column.

The suggested teacher is populated in the Assigned column.

- Click **Save**.

Scenarios Setup Courses Sections Assign Teachers Schedule					Scenario: 1: 3/1 with Periods	
					Assign Suggestions	Save
Prev	Page: 4 / 20	Next	Export	Filter: OFF	Page Size: 18	
Number	Course	Suggested	Assigned			
0708350	SPANISH 2		Alanis, Henry			
0708350	SPANISH 2		Alanis, Henry			
0708350	SPANISH 2	Alanis, Henry	Alanis, Henry			
0708350	SPANISH 2	Alanis, Henry				
0708400	AP SPANISH LANG & CU		Carson, Dawkins			
0708400	AP SPANISH LANG & CU	Carson Dawkins				
0708410	AP SPANISH LIT & CU		Alanis, Henry			
0708410	AP SPANISH LIT & CU	Alanis, Henry				
1000410	INTENS READ		Meyers, Heather			
1000410	INTENS READ		Meyers, Heather			
1000410	INTENS READ		Alonso, JoAnne			
1000410	INTENS READ		Alonso, JoAnne			
1000410	INTENS READ		Alonso, JoAnne			
1000410	INTENS READ		Alonso, JoAnne			
1000410	INTENS READ		Alonso, JoAnne			
1001310	ENG 1		Burgess, Carlo			
1001310	ENG 1		Velasco, Lizette			

- To accept all of the teacher suggestions, click **Assign Suggestions** at the top of the screen.  
The suggested teachers are assigned to the sections, and the assignments are auto-saved.
- To manually assign a teacher, select the teacher in the **Assigned** column.
- Click **Save**.

**i** If the teacher is not allowed to teach the course (based on the Allowed Courses and Allowed Subjects set up in the **Teacher Constraints** tab), the row will highlight in red and the teacher assignment cannot be saved.

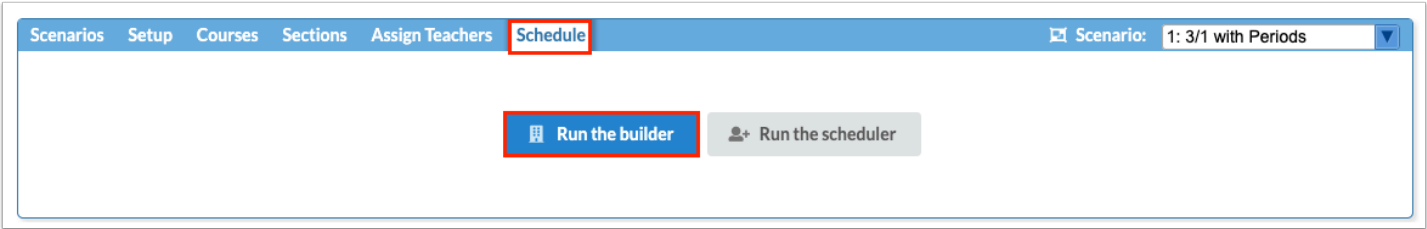
## Schedule Tab

Once you have set all the rules for this scenario, the Schedule tab is used to run the Builder and the Scheduler. The Builder will assign periods to sections based upon all the rules you have set up in the previous tabs. Once the Builder is finished, you can then review the Scheduled Period and Scheduling Issues columns in the Sections tab. Once you are satisfied with the results from running the Builder, you will then run the Scheduler from the Schedule tab, which will schedule students into sections based on their requests.



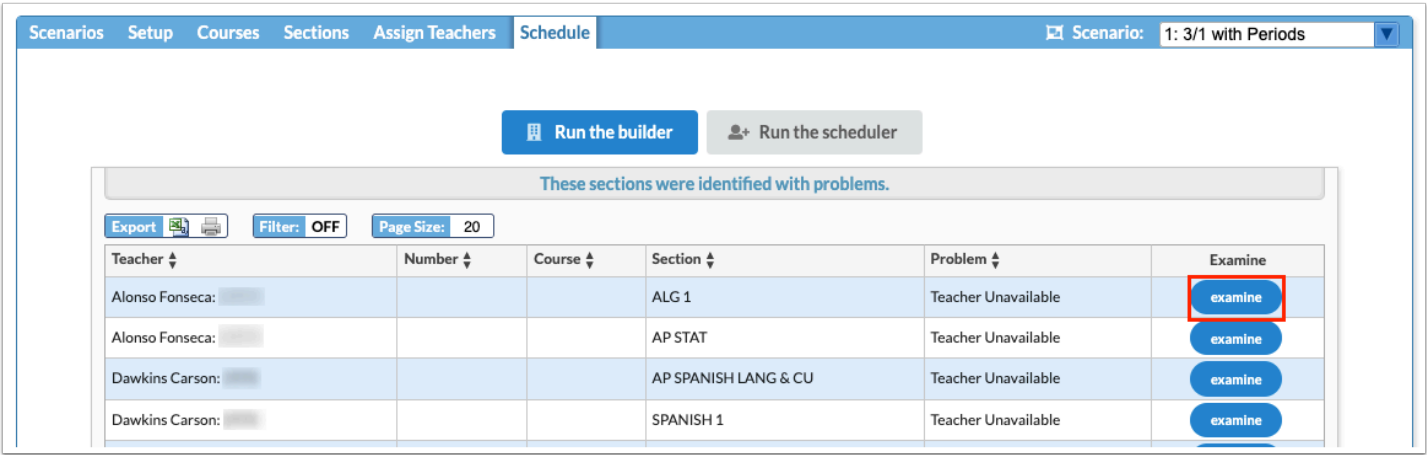
# Running the Builder

- 1. Click the **Schedule** tab.
- 2. Click **Run the builder**.



Any issues encountered by the Builder are listed in a table. If no issues are encountered, a message displays indicating the Builder ran successfully.

- 3. Click **examine** to view issue details.



- 4. The **Teacher**, **Course**, **MP**, **Max Size**, and **Lock Period** for the section can be edited and saved as needed at the top of the window. The section can also be deleted. Refer to the available teachers at the bottom of the window if a new teacher assignment is needed. Click the **X** to close the pop-up window when finished.

Module Builder

Save

Export Filter: OFF Page Size: 18 Mass Update

Teacher: Fonseca, Alonso Course: 1200310 ALG 1 MP: FY Max Size: 25 Lock Period:

Teachers Available To Teach The Course

Prev Page: 1 / 5 Next Export Filter: OFF Page Size: 12

Teacher	Assigned	Periods
Esquibel, Jeffrey	0	
Coronado, Enrique	0	
Albanese, Kevin	0	
Castaneda, Ovidia	0	
Power, Donn	0	
Perea, Ibel	0	
Whitney, Julee	0	
Vaca, Robin	0	
Hawes, Frederick	0	
Stringer, Roland	0	
Saucedo, Nathan	0	
Nino, Jamie	0	

5. Once the Builder is finished, click the **Sections** tab.

6. Review the **Scheduled Period** column to see what periods the Builder has assigned to the sections.

7. The Builder may have been unable to assign a period to some sections. Review the **Scheduling Issues** column to see the issues the Builder encountered.

Scenarios Setup Courses **Sections** Assign Teachers Schedule

Scenario: 1: 3/1 with Periods

Save

Prev Page: 1 / 19 Next 341 Records Export Filter: ON Page Size: 18 Mass Update

	Teacher	Subject	Course	Followup	Rooms	Max Size	Periods Spanned	Lock Period	Scheduled Period	Scheduling Issues
Copy	Varela, Suzi M	Social Studies	2100310 US HIST			25			02	Forced another section to trade periods
Copy	Abernathy, Nora R	Social Studies	2109310 WORLD HIST		1 207	25	1	02	02	
Copy	Abernathy, Nora R	Social Studies	2109310 WORLD HIST		1 207	25	1	03	03	
Copy	Abernathy, Nora R	Social Studies	2106420 AP US GOVT/...		1 207	50	1	05	05	
Copy	Abernathy, Nora R	Social Studies	2109310 WORLD HIST		1 207	25	1	07	07	
Copy	Abernathy, Nora R	No Credit	1111111 After Care			10	1	08	08	
Copy	Alanis, Henry V	World Languages	0708350 SPANISH 2		2 205	32	1	01	01	
Copy	Alanis, Henry V	World Languages	0708350 SPANISH 2		2 205	32	1	02	02	
Copy	Alanis, Henry V	World Languages	0708350 SPANISH 2		2 205	32	1	03	03	
Copy	Alanis, Henry V	World Languages	0708410 AP SPANISH L...		2 205	25	1	04	04	
Copy	Alanis, Henry V	World Languages	0708350 SPANISH 2		2 205	32	1	05	05	

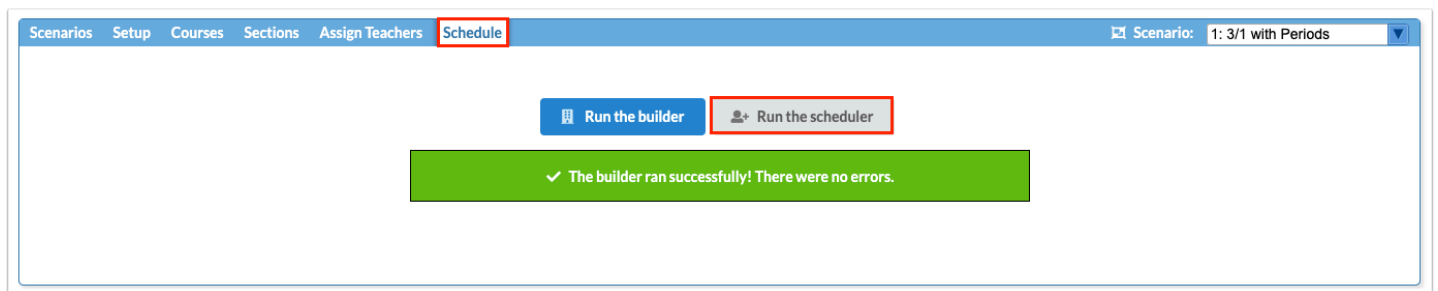
8. If there were scheduling issues, make the necessary changes in the Sections tab or other relevant tabs, and then re-run the Builder in the Schedule tab.

# Running the Scheduler

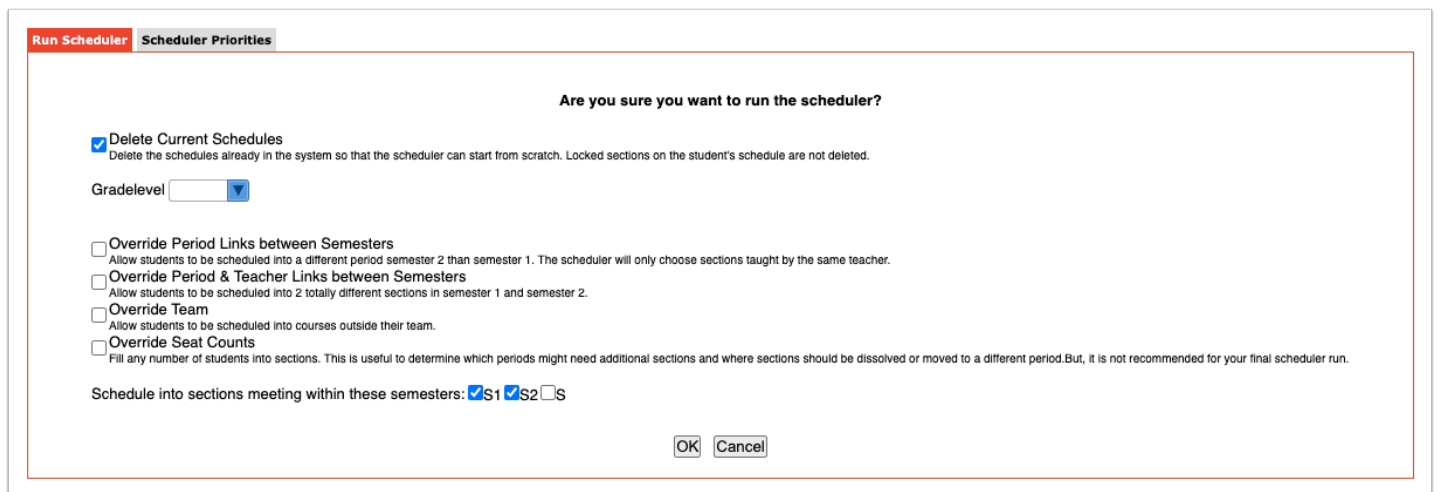
1. Once you are satisfied with the periods the Builder assigned to sections, click the **Schedule** tab.

 If there are no more errors, a message displays that the Builder ran successfully.

2. Click **Run the scheduler**.



The Scheduler screen is opened in a new tab.



3. Select the desired Scheduler options:

- **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. One or multiple grade levels can be selected.
- **Override Period Links between Semesters:** 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.  
*Note: This option is available when the system preference "Enable the options for splitting sections in the Scheduler" is enabled in Setup > System Preferences > Scheduling tab.*

- **Override Period & Teacher Links between Semesters:** 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. *Note: This option is available when the system preference “Enable the options for splitting sections in the Scheduler” is enabled in Setup > System Preferences > Scheduling tab.*
  - **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.
  - **Schedule into sections meeting within these semesters:** Select the semesters to schedule.
4. To edit the order in which graduation subjects are scheduled when there is a conflict with the student's requests being filled, click the **Scheduler Priorities** tab.



The screenshot shows the 'Scheduler Priorities' tab in a software interface. At the top, there are navigation buttons: '< Prev', 'Page: 1 / 2', and 'Next >'. To the right of these is a 'Filter: OFF' button. Below the navigation is a table with two columns: 'Grad Subject' and 'Sort Order'. The table lists 25 subjects with their corresponding sort order values. At the bottom of the table, there are more navigation buttons: '< Prev', 'Page: 1 / 2', and 'Next >'. The 'Sort Order' column has a dropdown arrow next to its header.

Grad Subject	Sort Order
Integrated Science	
Mathematics	1
Foreign Language	2
Language Arts	3
English	10
Math	20
Science	30
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
Life Management Skill	250

5. Edit the **Sort Order** next to each graduation subject as needed.

A graduation subject with a sort order of 1 will have priority before a graduation subject with a sort order of 2 when scheduling the students.

6. Click back to the **Run Scheduler** tab.

7. To run the Scheduler, click **OK**.

The results of the Scheduler run are displayed, including the percentage of students completely scheduled and the percentage of requests filled.

8. Review the **Courses with Unfilled Requests** tab and **All Unfilled Requests** tab, and close the window when finished.
- If you are continuing to use the Master Schedule Builder, all corrections and changes need to be done in the Master Schedule Builder.

✔ Finished in 0 minutes 13 seconds.  
44.18% of 550 students with all requests filled.  
100% of students with full schedules.  
70.88% of 1233 requests filled.

Courses with Unfilled RequestsAll Unfilled Requests

7 Courses with Unfilled Requests

Search

2420%

Course	Course Number	Subject	Number of Unfilled Requests	Sections	Available Seats	Requested Seats
AP SPANISH LANG & CU	0708400	World Languages	82	1	26	108
AP BIO	2000340	Science	80	2	70	150
BIO 1	2000310	Science	64	3	63	127
CHEM 1 HON	2003350	Science	62	0		62
AP CHEM	2003370	Science	35	0		35
PRE-CALCULUS HON	1202340	Math	21	2	50	71
AP CALCULUS AB	1202310	Math	15	1	25	40

9. Click the **Scenarios** tab.
- The percentage of requests scheduled, the percentage of students fully scheduled, and the last run date are displayed next to the scenario name.

ScenariosSetupCoursesSectionsAssign TeachersSchedule

Scenario: 1: 3/1 with Periods

Save

ExportFilter: OFFPage Size: 15

Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
1	3/1 with Periods	87.13%	1.20%	03/02/2023	Duplicate

## Restoring From the Master Schedule Snapshot

- In the **Scheduling** menu, click **Master Schedule Snapshots**.
- Next to the snapshot you want to use, click **Restore**.

Create SnapshotSave

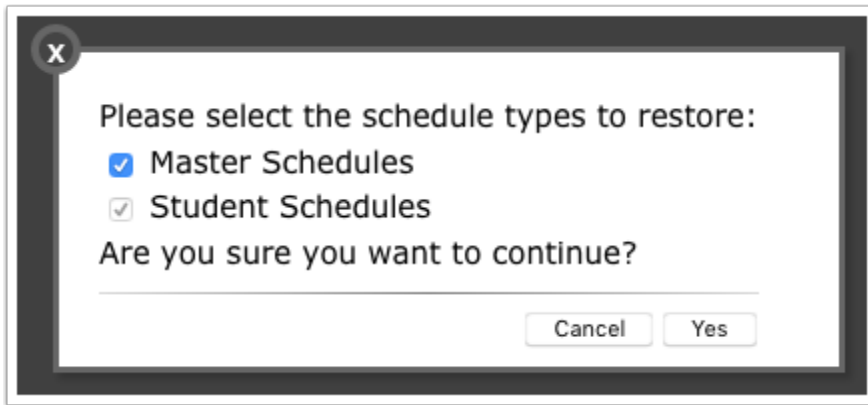
Filter: OFF

Restore	By	Date	Description	Percent Scheduled	# Sections
Restore	Weiss, Ashley	03/01/2023 11:02am	Before tweaking sch	0	318

- In the pop-up window, select **Master Schedules**, if needed.

Selecting Master Schedules will revert the master schedule to the snapshot. Student Schedules is always selected by default. This will revert student schedules to the snapshot.

4. Click **Yes** to continue.



A green check mark and confirmation message is displayed at the top of the screen.

## Builder Completed

At this point, Schedulers have the option to continue to use **Run the Builder** and **Run the Scheduler** to try to increase the percentage of scheduled students or tweak the new Master Schedule outside of the Builder. If the decision is made to tweak outside the Builder, DO NOT RETURN to the MASTER SCHEDULE BUILDER. The student schedules would be created by using the **Run Scheduler** option in the **Scheduling** menu. Remember to delete existing schedules after each run of builder when ready to run the scheduler.