


# Master Schedule Builder

The Master Schedule Builder is used to create the master schedule for the school based on a number of criteria, including the number of course requests, teacher constraints, and other rules. The Builder assigns periods to sections based on the rules you set up. The Scheduler can then be used to schedule students into sections based on their course requests. The Master Schedule Builder allows you to run several scenarios in order to find the ideal schedule.

## Before Using the Master Schedule Builder

- ! Before using the Master Schedule Builder, ensure the following has been completed:
  - [Rollover](#) of non-student and student data into the next school year
  - Verify that periods are set up correctly for the next school year in Setup > [Periods](#)
  - Verify that marking periods and marking period dates are set up correctly for the next school year in Setup > [Marking Periods](#)
  - Verify that attendance calendars and calendar dates are set up correctly for the next school year in Setup > [Attendance Calendars](#)
  - Verify that grade levels are set up correctly for the next school year in Setup > [Grade Levels](#)
  - Verify that the courses and sections are set up correctly and are accurate for the next school year in Scheduling > [Courses & Sections](#) (for example, add any new courses for the next school year and delete courses that are no longer offered, according to state regulations)
  - Finalize all student requests and review the Requests Reports for the next school year in Scheduling > [Requests Reports](#), and fix any missing or duplicate requests
  
- ! Once you start working in the Master Schedule Builder, do not make changes to Courses & Sections or the Teacher Schedules Report until you are finished with the Master Schedule Builder.

 Ensure you have the next school year selected at the top-right corner of the screen.

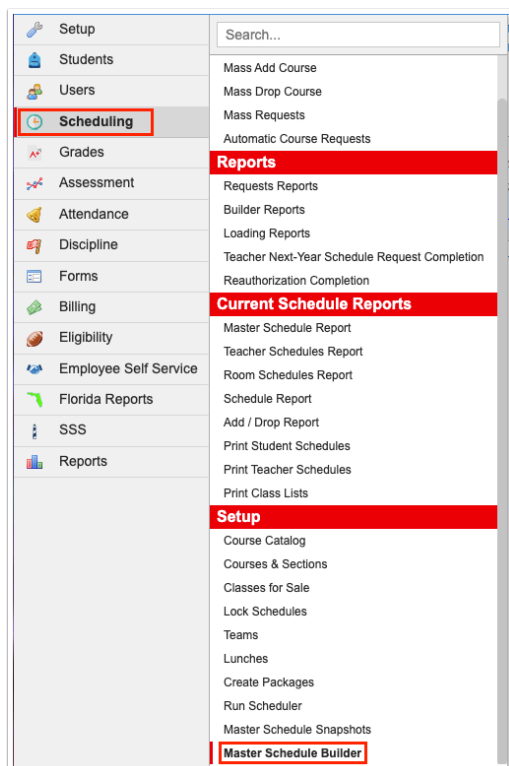
 Before running the Master Schedule Builder for the first time, it is recommended to take a snapshot of the current master schedule via [Master Schedule Snapshots](#). The snapshot can be used to return to the master schedule that was rolled over, if needed. This only serves as a back-up; it does not make the existing master schedule available as a scenario in the Builder.

A snapshot can also be created upon importing sections into the Builder in the [Courses](#) [tab](#).

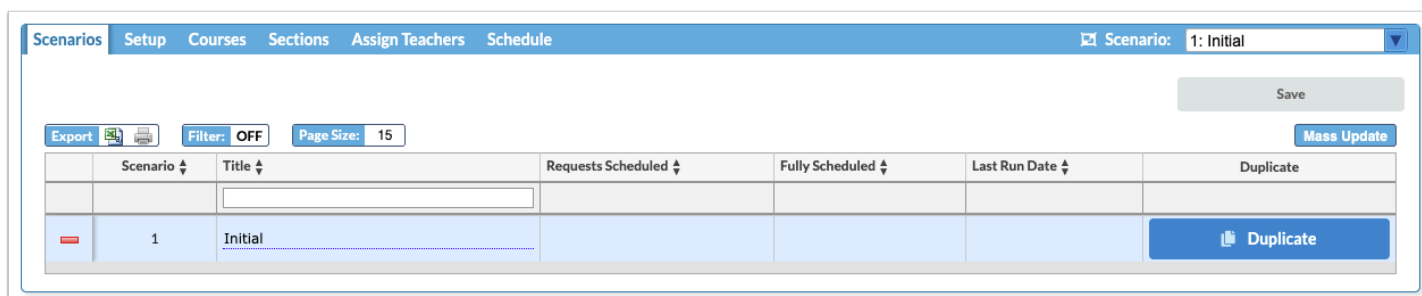
## Renaming the Initial Scenario

The Scenarios tab is used to set up the different scenarios to run in the Master Schedule Builder. The first time you use the Master Schedule Builder, you will use the Initial scenario. This scenario can be renamed, if desired.

**1.** In the **Scheduling** menu, click **Master Schedule Builder**.

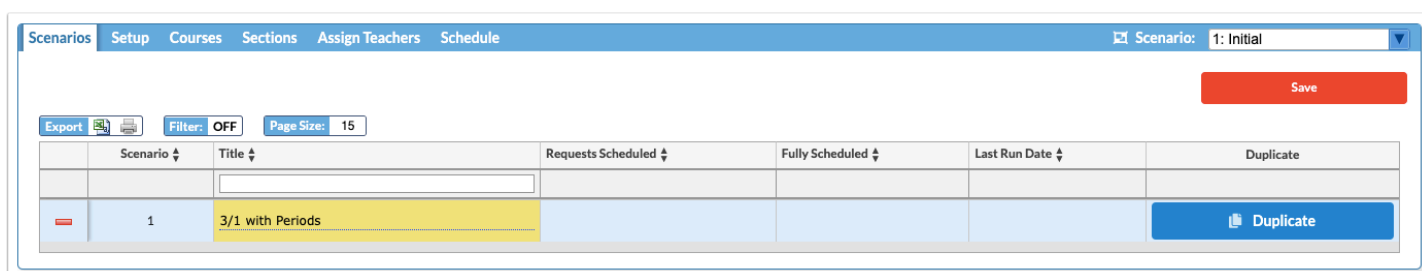



The Scenarios tab displays each of the scenarios that have been run in the Master Schedule Builder, and is used to duplicate or create new scenarios as needed (see [Creating a New Scenario or Duplicating a Scenario](#)). Use the Initial scenario the first time you use the Master Schedule Builder.



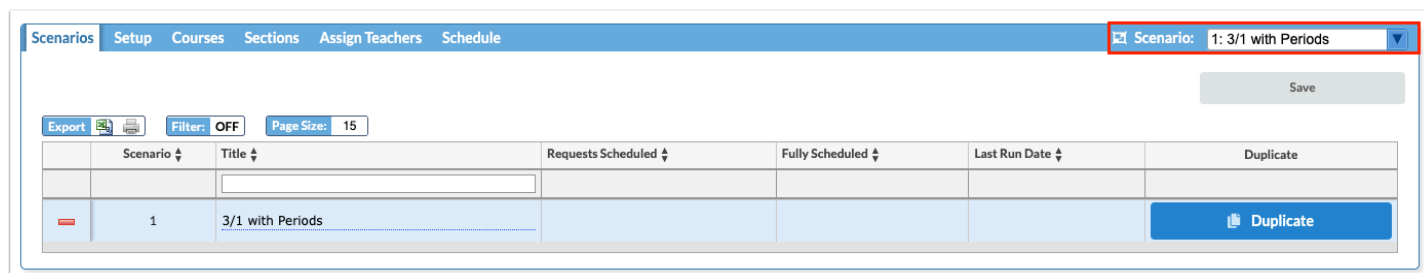
2. To rename the Initial scenario, click the **Title** field and enter the desired name. It may be useful to name the scenario using the date and a description, such as "3/1 with Periods."


3. Click **Save**.



 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.



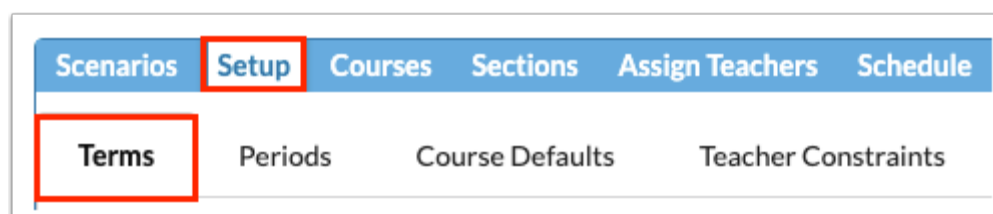
Scenario	Title	Requests Scheduled	Fully Scheduled	Last Run Date	Duplicate
1	3/1 with Periods				 Duplicate

## Using the Terms Tab

The Terms tab is used to select the terms that will be scheduled.

 If you are working in your initial scenario in which you are retaining a copy of the current master schedule, ensure the marking periods used for the current master schedule are selected, even if they will be different next year. When working in subsequent scenarios, you can select the marking periods applicable to next year, if different.

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



Scenarios	Setup	Courses	Sections	Assign Teachers	Schedule
	Terms	Periods	Course Defaults	Teacher Constraints	


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

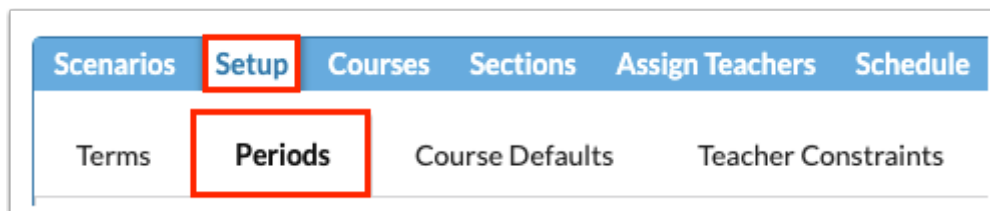
 If any term displays "The term has already started," ensure that you have the new school year selected at the top-right of the screen and that the dates for the new school year marking periods in Setup > [Marking Periods](#) do not include dates for the current school year.

## Using the Periods Tab

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

 If you are working in your initial scenario in which you are retaining a copy of the current master schedule, ensure the periods used for the current master schedule are selected.

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



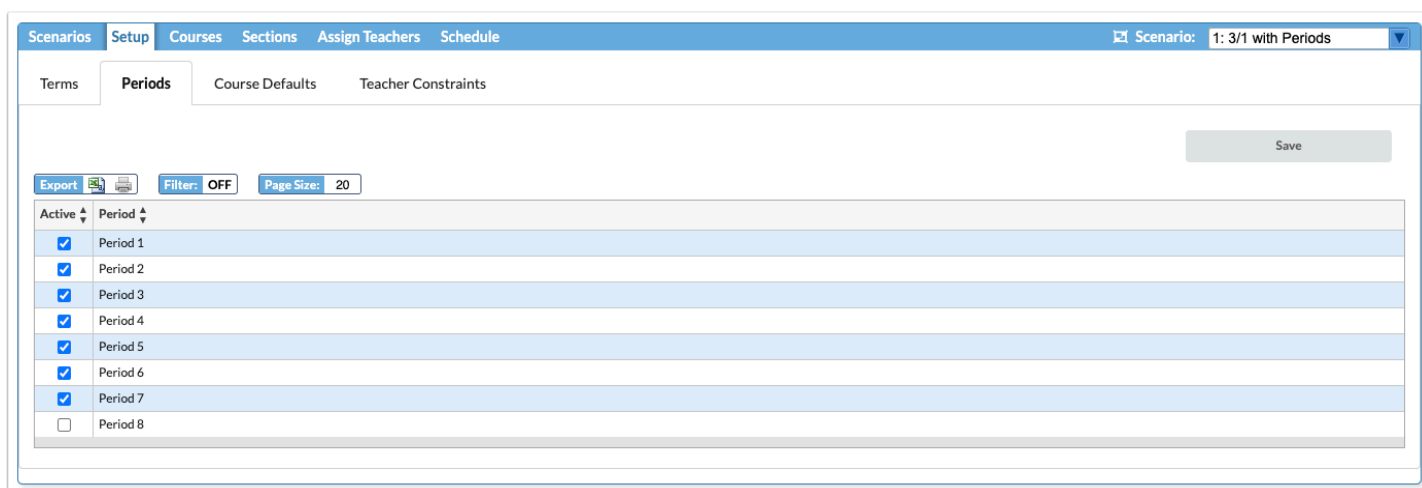
All of the periods set up as "Required for Scheduling" in Setup > [Periods](#) are auto-selected as Active.

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**.

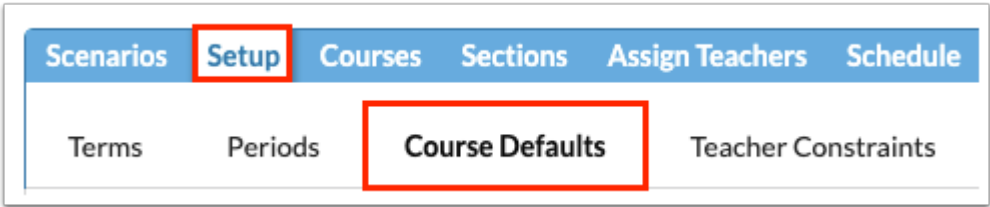


# Using the Course Defaults Tab

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.

 If you are working in your initial scenario in which you are retaining a copy of the current master schedule, do not make any changes to course defaults.

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



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

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

Prev Page: 1 / 11 Next Export Filters: OFF Page Size: 20 Mass Update

Number	Course	Meeting Days							Attendance	Graded	Affects GPA	Calendar	Grading		Stacking	Mark
		Sun	Mon	Tue	Wed	Thur	Fri	Sat					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.

**i** 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. To mass update course defaults, first filter the list of courses to display only those courses that will be updated. Click the **Filter** button to turn the filters on.



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

Prev Page: 1 / 11 Next Export Filters: OFF Page Size: 20 Mass Update

Number	Course	Meeting Days							Attendance	Graded	GPA	Calendar	Grading Scale	Stacking	Mark
		Sun	Mon	Tue	Wed	Thur	Fri	Sat							
0101300	2-D STUDIO ART 1											Standard District Calendar	Unweighted	0101310 2-D ...	FY
0101310	2-D STUDIO ART 2											Standard District Calendar	Unweighted	0101300 2-D ...	FY
0101320	2-D STUDIO ART 3 HON											Standard District Calendar	Honors	0101300 2-D ...	FY
0101330	3-D STUDIO ART 1											Standard District Calendar	Unweighted	0101340 3-D ...	FY
0101340	3-D STUDIO ART 2											Standard District Calendar	Unweighted	0101330 3-D ...	FY
0101350	3-D STUDIO ART 3 HON											Standard District Calendar	Honors	0101330 3-D ...	FY
0104300	AP DRAWING											Standard District Calendar	AP/DE	0109350 AP ...	FY
0109350	AP 2-D ART & DESIGN											Standard District Calendar	AP/DE	0104300 AP ...	FY

4. 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							Attendance	Graded	GPA	Calendar	Grading Scale	Stacking	Mark
		Sun	Mon	Tue	Wed	Thur	Fri	Sat							
1400300	PEER COUN 1											Standard District Calendar	Unweighted	1400320 PE...	FY
1400310	PEER COUN 2														
1400320	PEER COUN 3											Standard District Calendar	Unweighted	1400300 PE...	FY
1400330	PEER COUN 4														

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

6. Click **Update**.

X

## Mass Update

Column Value

Attendance ☐ Update

The updates are made to the courses in the list.

## 7. 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.

Save


Export Filter: ON Page Size: 20 Mass Update

Number	Course	Meeting Days							Takes			Affects	Calendar	Grading		Markin
		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Attendance	Graded	GPA			Scale	Stacking	
1400300	PEER COUN 1												Standard District Calendar	Unweighted	1400320 PE...	FY
1400310	PEER COUN 2															
1400320	PEER COUN 3												Standard District Calendar	Unweighted	1400300 PE...	FY
1400330	PEER COUN 4															

 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.

## Using Teacher Constraints Tab

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.

 If you are working in your initial scenario in which you are retaining a copy of the current master schedule, do not make any changes to teacher constraints.

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



teachers (periods that are not planning periods, department planning periods, duty periods, or unavailable periods will display). Only users with the View permission to the Planning Periods screen will have access to the Import From Planning Periods button.

The screenshot shows the Master Schedule Builder interface with the 'Teacher Constraints' tab selected. The 'Periods Available' column is highlighted with a red box, showing a dropdown menu with options 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100. The 'Consecutive Periods Allowed' and 'Max Periods' columns are also visible.

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.

**i** 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									
<div> <div> <div>Prev</div> <div>Page: 1 / 6</div> <div>Next</div> </div> <div> <div>Export</div> <div>Filter: OFF</div> <div>Page Size: 20</div> </div> <div> <div>Import from Planning Periods</div> <div>Save</div> </div> <div>Mass Update</div> </div>									
Teacher	Rooms	Periods Available	Consecutive Periods Allowed	Max Periods	Allowed Courses	Allowed Subjects	Scheduled Subjects	Course Limits	
Abernathy, Nora R : 3105	1 207	01, 02, 03, 05, 0...			1111111 After Care, 2106420 A...		No Credit, Social Studies	Edit	
Alanis, Mateo V : 3893	2 205	01, 02, 03, 04, 0...			0708350 SPANISH 2, 0708410...		World Languages	Edit	
Alonso, JoAnne C : 3383	4 215				1000410 INTENS READ		Electives	Edit	
Anthony, Adina M : 24630		02, 03, 04, 05, 0...						Edit	
Augusto, Santiago N :		01, 02, 03, 04, 0...						Edit	
Badillo, Rafael R :		02, 03, 04, 05, 0...	3					Edit	
Bonilla, Nehueln :		01, 02, 03, 04, 0...				EN English		Edit	
Bravo, Harry P : 3709	4 101M	01, 02, 03, 04, 0...			8201410 DIG VID TECH 1, 82...		Practical Arts	Edit	
Brown, Febe : 23156		01, 02, 03, 04, 0...						Edit	
Bueno, Frankie B : 3104	4 106	01, 02, 03, 04, 0...			7910125 Access English 2, 79...		Exceptional Student, Practical Arts	Edit	

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

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 1: 3/1 with Periods									
Terms Periods Course Defaults Teacher Constraints									
<div> <div> <div>Prev</div> <div>Page: 1 / 6</div> <div>Next</div> </div> <div> <div>Export</div> <div>Filter: OFF</div> <div>Page Size: 20</div> </div> <div> <div>Import from Planning Periods</div> <div>Save</div> </div> <div>Mass Update</div> </div>									
Teacher	Rooms	Periods Available	Consecutive Periods Allowed	Max Periods	Allowed Courses	Allowed Subjects	Scheduled Subjects	Course Limits	
Abernathy, Nora R : 3105	1 207	01, 02, 03, 05, 0...			1111111 After Care, 2106420 A...		No Credit, Social Studies	Edit	
Alanis, Mateo V : 3893	2 205	01, 02, 03, 04, 0...			0708350 SPANISH 2, 0708410...		World Languages	Edit	
Alonso, JoAnne C : 3383	4 215				1000410 INTENS READ		Electives	Edit	
Anthony, Adina M : 24630		02, 03, 04, 05, 0...						Edit	
Augusto, Santiago N :		01, 02, 03, 04, 0...						Edit	
Badillo, Rafael R :		02, 03, 04, 05, 0...	3					Edit	
Bonilla, Nehueln :		01, 02, 03, 04, 0...				EN English		Edit	
Bravo, Harry P : 3709	4 101M	01, 02, 03, 04, 0...			8201410 DIG VID TECH 1, 82...		Practical Arts	Edit	
Brown, Febe : 23156		01, 02, 03, 04, 0...						Edit	
Bueno, Frankie B : 3104	4 106	01, 02, 03, 04, 0...			7910125 Access English 2, 79...		Exceptional Student, Practical Arts	Edit	

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.

Course Limits For: Alanis, Mateo V : 3893

Export Filter: OFF

Course	Limit
0708350 SPANISH 2	3

Close

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

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

Terms Periods Course Defaults Teacher Constraints

Import from Planning Periods Save

Prev Page: 1 / 6 Next Export Filter: 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	01, 02, 03, 05, 0...			1111111 After Care, 2106420 A...		No Credit, Social Studies	Edit
Alanis, Mateo V : 3893	2 205	01, 02, 03, 04, 0...			0708350 SPANISH 2, 0708410...		World Languages	Edit
Alonso, JoAnne C : 3383	4 215				1000410 INTENS READ		Electives	Edit
Anthony, Adina M : 24630		02, 03, 04, 05, 0...						Edit
Augusto, Santiago N :		01, 02, 03, 04, 0...						Edit
Badillo, Rafael R :		02, 03, 04, 05, 0...		3				Edit
Bonilla, Nehuel N :		01, 02, 03, 04, 0...				EN English		Edit
Bravo, Harry P : 3709	4 101M	01, 02, 03, 04, 0...			8201410 DIG VID TECH 1, 82...		Practical Arts	Edit
Brown, Febe : 23156		01, 02, 03, 04, 0...						Edit
Bueno, Frankie B : 3104	4 106	01, 02, 03, 04, 0...			7910125 Access English 2, 79...		Exceptional Student, Practical Arts	Edit

## Courses Tab Overview

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.

! Pick one of the two options below before moving on to the next step:


1. If the goal is to keep the current master schedule, [select the "With Periods" option](#) when importing the master schedule. This will capture the master schedule. This option must be done first before using the other two options or the current master schedule will not be recoverable.

Note: If a [Master Schedule Snapshot](#) was created before working in the Master Schedule Builder or upon importing sections within the Master Schedule Builder, the snapshot can be used to restore the master schedule. The restored master schedule would then

need to be imported into the Builder using the "With Periods" option.

It is recommended to rename the master schedule scenario so that everyone knows it is the existing master schedule. The scenario should only be run if the current master schedule needs to be restored.

2. If the goal is to start a new scenario based on the current master schedule, [select the "Without Periods" option](#) when importing the master schedule.

 If you click Optimize without importing sections first, the current master schedule will import without periods.

## Retain a Copy of the Current Master Schedule using the With Periods Option

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** 1: Optimize the Number of Sections Save

**Color Legend**

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

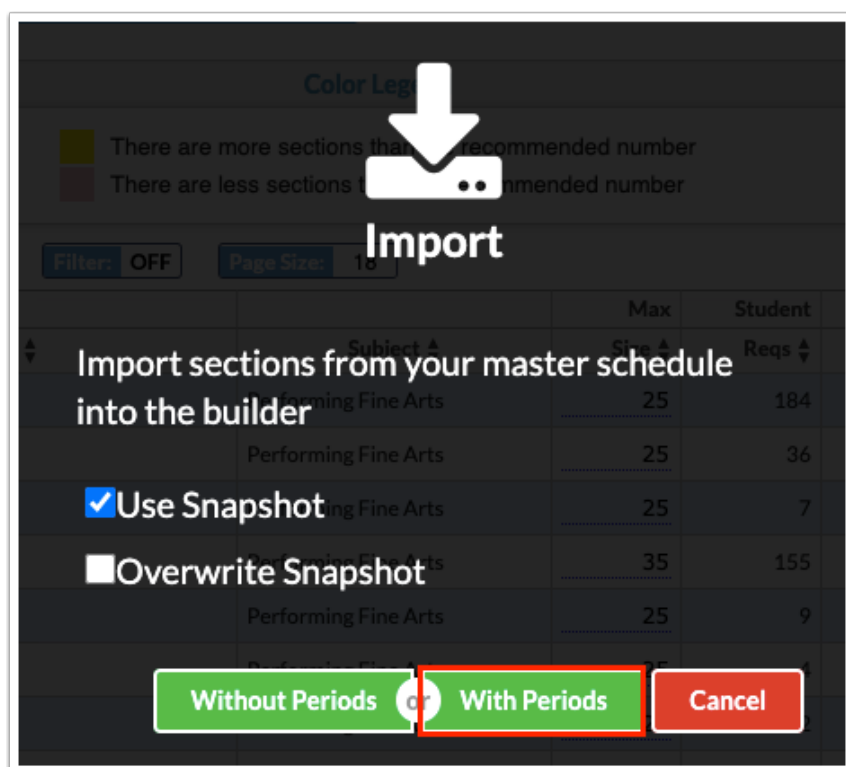
Prev Page: 1 / 12 Next Export Filter: OFF Page Size: 18 Mass Update

Add/Edit	Sections	Number	Course Title	Subject	Max Size	Student Reqs	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.

**i** These snapshots will not be deleted by the cronjob and will display under [Master Schedule Snapshots](#) with the default description "MSB Auto Snapshot."

**3b.** 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. This completes the initial scenario, where the existing master schedule has been imported with the periods locked.

## Using the Without Periods Option

After creating the initial scenario where the current master schedule has been imported with periods locked, subsequent scenarios can use the "Without Periods" option to have the builder assign periods.

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: [Scenario Name]

**Import Sections from Master Schedule** | 1: 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

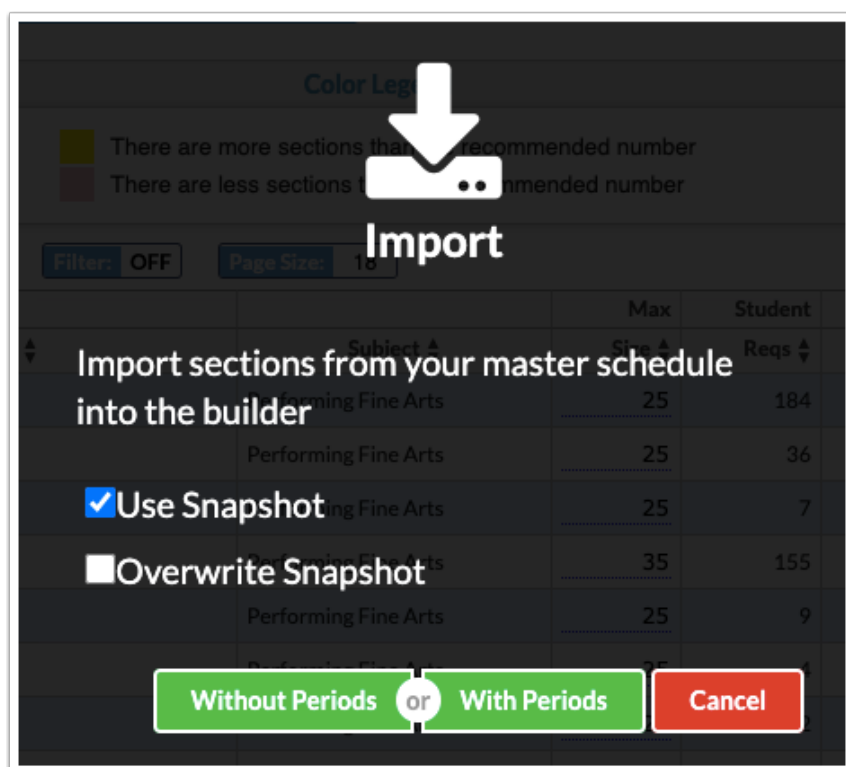
Add/Edit	Sections	Number	Course Title	Subject	Max Size	Student Reqs	Recommended	Current	Optimize
	0101300	2-D STUDIO ART 1	Performing Fine Arts	25	0	0	0	<input type="checkbox"/>	
	0101310	2-D STUDIO ART 2	Performing Fine Arts	25	0	0	0	<input type="checkbox"/>	
	0101320	2-D STUDIO ART 3 HON	Performing 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.

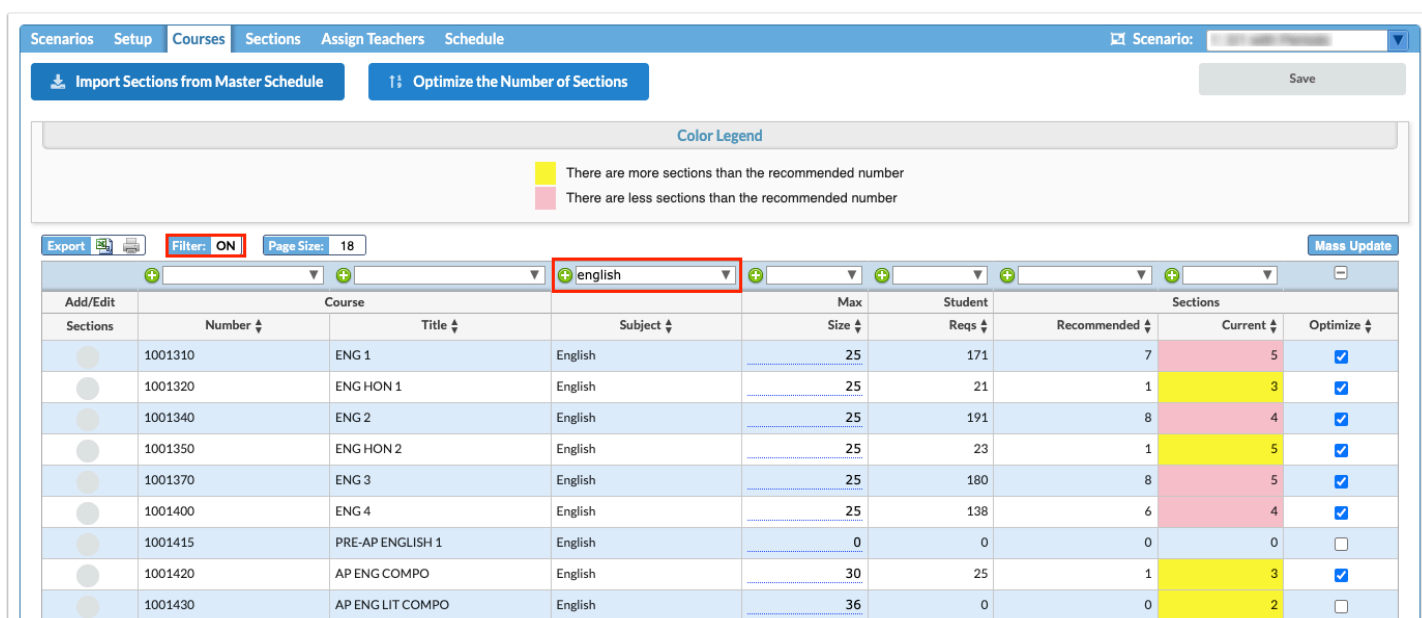
**i** These snapshots will not be deleted by the cronjob and will display under [Master Schedule Snapshots](#) with the default description "MSB Auto Snapshot."

**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.



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

4. It may be useful to use the **Filter** feature to filter the courses displayed in the work area. For example, you can filter the list of courses to display one subject area.



5. 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.

6. 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
<div></div>	1001310	ENG 1	English	25	171	7	5	<input checked="" type="checkbox"/>
<div></div>	1001320	ENG HON 1	English	25	21	1	3	<input checked="" type="checkbox"/>
<div></div>	1001340	ENG 2	English	25	191	8	4	<input checked="" type="checkbox"/>
<div></div>	1001350	ENG HON 2	English	25	23	1	5	<input checked="" type="checkbox"/>
<div></div>	1001370	ENG 3	English	25	180	8	5	<input checked="" type="checkbox"/>
<div></div>	1001400	ENG 4	English	25	138	6	4	<input checked="" type="checkbox"/>
<div></div>	1001415	PRE-AP ENGLISH 1	English	0	0	0	0	<input type="checkbox"/>
<div></div>	1001420	AP ENG COMPO	English	30	25	1	3	<input checked="" type="checkbox"/>
<div></div>	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.

1. Optimize the Number of Sections

Export Filter: OFF Page Size: 20 Mass Update Save

	Teacher Schedule	Teacher	Max Size	Room	Lock Period	MP	Period	How Many?
						FY		1
-		Burgess, Carlo	25	4 203	05	FY		
-		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

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

8. 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.

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

Export Filter: OFF Page Size: 20 Mass Update Save

	Teacher Schedule	Teacher	Max Size	Room	Lock Period	MP	Period	How Many?
						FY		1
-		Burgess, Carlo	25	4 203	05	FY		
-		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

Rooms Periods Available Consecutive Periods Allowed Max Periods Allowed Subjects

4 203

Save

Export Filter: OFF Page Size: 10 Mass Update Save

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	

Save

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

**Export Sections from Master Schedule**

1. Optimize the Number of Sections

Export Filter: OFF Page Size: 20 Mass Update Save

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

2. Assign Teachers

Export Filter: OFF Page Size: 10 Mass Update Save

Rooms	Periods Available	Consecutive Periods Allowed	Max Periods	Allowed Subjects
4 203				

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

livedemo.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel OK

11. Click **Save**.

12. 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.

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

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





Scenarios

Setup

Courses

Sections

Assign Teachers

Schedule

Scenario:

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

Export

Filter: ON

Page Size: 18

Mass Update

Add/Edit	Course	Title	Subject	Max	Student	Sections		
Sections	Number			Size	Reqs	Recommended	Current	Optimize
	1001310	ENG 1	English	25	171	7	6	<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"/>

## Using the Sections Tab

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

Filters: 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							
	Copy		World Languages	0708340 SPANISH 1	7	191	FY			25				
	Copy		World Languages	0708340 SPANISH 1	7	191	FY			25				
	Copy		World Languages	0708350 SPANISH 2	7	218	FY			25				
	Copy		World Languages	0708350 SPANISH 2	7	218	FY			25				
	Copy		World Languages	0708400 AP SPANISH L...	2	86	FY			25				
	Copy		World Languages	0708410 AP SPANISH L...	2	80	FY			25				
	Copy		English	1001310 ENG 1	7	171	FY			25				
	Copy		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.

9 Records [Export](#) [Filter: ON](#) [Toggle Columns](#) [Page Size: 18](#) [Mass Update](#) [Save](#)

	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size	Periods Spanned
<a href="#">Copy</a>	Ets-Hokin, : ...	Exceptional Student	7921015 ACCESS US G...	1		FY		4 106	25	
<a href="#">Copy</a>	Fry, : ...	Social Studies	2106310 US GOVT	4		S1	2102310 EC...	1 206	25	
<a href="#">Copy</a>	Fry, : ...	Social Studies	2106310 US GOVT	4		S1		1 206	25	

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](#) [Mass Update](#) [Save](#)

	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size	Periods Spanned
<a href="#">Copy</a>		Science	2000340 AP BIO	5	150	FY			25	2
<a href="#">Copy</a>		Science	2000340 AP BIO	5	150	FY			25	
<a href="#">Copy</a>		Science	2000340 AP BIO	5	150	FY			25	
<a href="#">Copy</a>	Poelma, : ...	Science	2000340 AP BIO	5	150	FY		4 206	35	
<a href="#">Copy</a>	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.

**Save**

< Prev   Page: 1 / 3   Next >   42 Records   **Export**   **Filter: ON**   **Toggle Columns**   Page Size: 18   **Mass Update**

	Teacher	Subject	Course	Rooms	Max Size	Periods Spanned	Rotation Days	A	B	Lock Period	Schedule Period
 <b>Copy</b>	Ets-Hokin, : ...	Exceptional Student	7910135 Access English 4	4 106	25						
 <b>Copy</b>	Ets-Hokin, : ...	Exceptional Student	7910125 Access English 2	4 106	25						
 <b>Copy</b>	Ets-Hokin, : ...	Exceptional Student	7910130 Access English 3	4 106	25						
 <b>Copy</b>	Fry, :	English	1001350 ENG HON 2	4 204	25		1	<input checked="" type="checkbox"/>			
 <b>Copy</b>	Fry, :	English	1001400 ENG 4	4 204	25						



- 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.

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

**Save**

< Prev   Page: 1 / 2   Next >   21 Records   **Export**   **Filter: ON**   **Toggle Columns**   Page Size: 18   **Mass Update**

	Teacher	Subject	Course	MP	Followup	Rooms	Max Size	Periods Spanned	Lock Period	Scheduled Period
				FY						
 <b>Copy</b>	Abagnale, :	Dual Enrollment	MAC1105 COLLEGE AL...	S1		OC OFFC	25		01	
 <b>Copy</b>	Andersen, :	Math	1200310 ALG 1	FY		2 216	25			


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

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




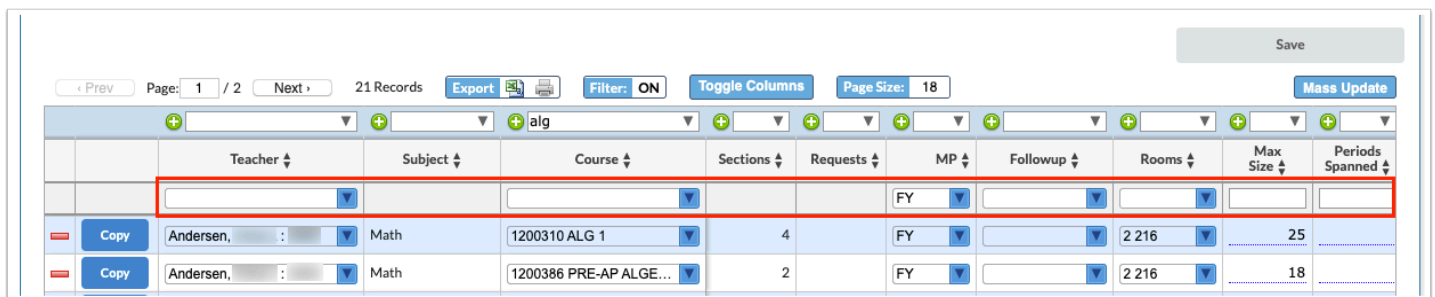
A duplicate section is created. Adjust the settings on the section as needed.

**17. Click **Save**.**

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

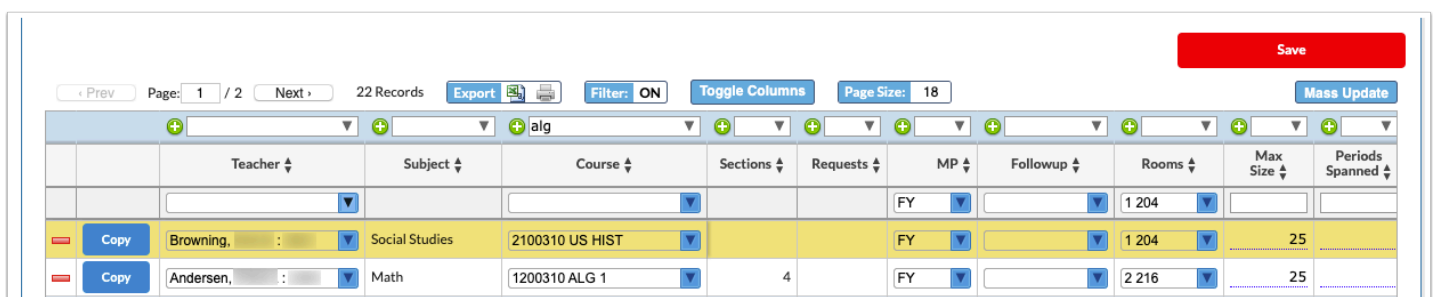
**18. To add a new section, enter the information in the blank row at the top of the table.**

 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.



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

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




	Teacher	Subject	Course	Sections	Requests	MP	Followup	Rooms	Max Size	Periods Spanned
						FY		1 204		
Copy	Browning, [dropdown]	Social Studies	2100310 US HIST			FY		1 204	25	
Copy	Andersen, [dropdown]	Math	1200310 ALG 1	4		FY		2 216	25	

## Using the 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.

1. 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.

 If Focus does not have a teacher suggestion, then the [Teacher Constraints](#) may need to be adjusted.

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

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:	
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
1001310	ENG 1		Burgess, Carlo
1001310	ENG 1		Velasco, Lizette

The suggested teacher is populated in the Assigned column.

3. Click **Save**.

ScenariosSetupCoursesSectionsAssign TeachersSchedule

Scenario: 1: 3/1 with Periods

Assign SuggestionsSave

PrevPage: 4 / 20Next

ExportFilter: OFFPage 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

4. To accept all of the teacher suggestions, click **Assign Suggestions** at the top of the screen.

Scenarios

Setup

Courses

Sections

Assign Teachers

Schedule

Scenario: 1: 3/1 with Periods

Assign Suggestions

Save

Prev

Page: 4 / 20

Next

Export

Filters: 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

The suggested teachers are assigned to the sections, and the assignments are auto-saved.

5. To manually assign a teacher, select the teacher in the **Assigned** column.

6. Click **Save**.

Assign Suggestions

Save

Prev

Page: 1 / 21

Next

Export

Filter: OFF

Toggle Columns

Page Size: 18

Number	Course	Suggested	Assigned
0102310	CERAM/POT 2		Block, <div></div>
0102320	CERAM/POT 3 HON		<div></div>
0104300	AP ART/DRAW PORT		<div></div>



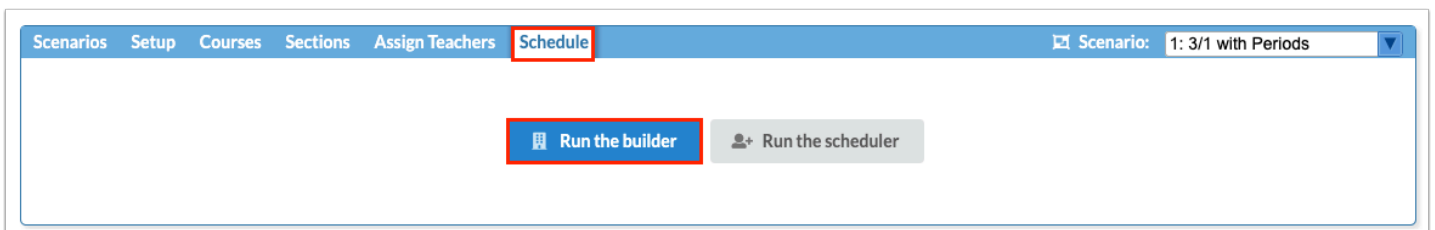
**i** If the teacher is not allowed to teach the course (based on the Allowed Courses and Allowed Subjects set up in the [Teacher Constraints](#) tab), the row will highlight in red and the teacher assignment cannot be saved.

## Using the 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.

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

Run the builder Run the scheduler

These sections were identified with problems.

Export Filter: OFF Page Size: 20

Teacher	Number	Course	Section	Problem	Examine
Alonso Fonseca:			ALG 1	Teacher Unavailable	<b>examine</b>
Alonso Fonseca:			AP STAT	Teacher Unavailable	examine
Dawkins Carson:			AP SPANISH LANG & CU	Teacher Unavailable	examine
Dawkins Carson:			SPANISH 1	Teacher Unavailable	examine

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.

Save

Export Filter: OFF Page Size: 18 Mass Update

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

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.

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	

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	

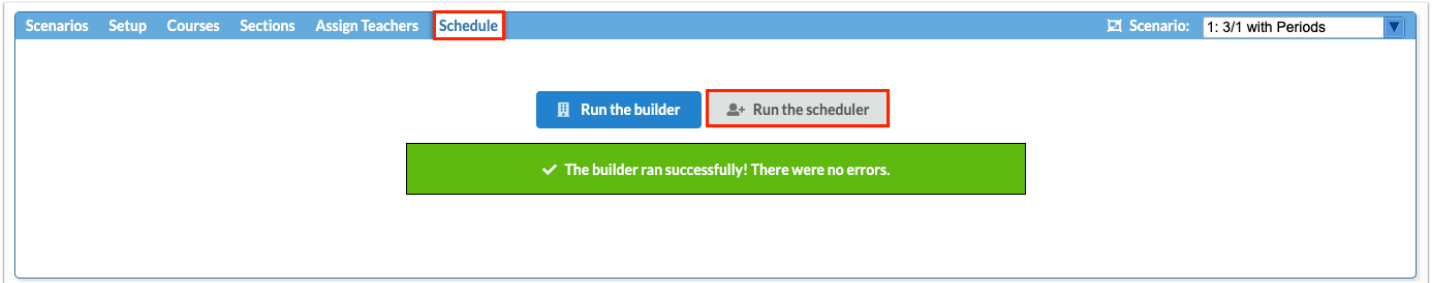
8. If there were scheduling issues, make the necessary changes in the Sections tab or other relevant tabs, and then re-run the Builder in the Schedule tab.

## Running the Scheduler


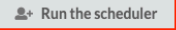
1. Once you are satisfied with the periods the Builder assigned to sections, click the **Schedule** tab.

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

## 2. Click **Run the scheduler**.

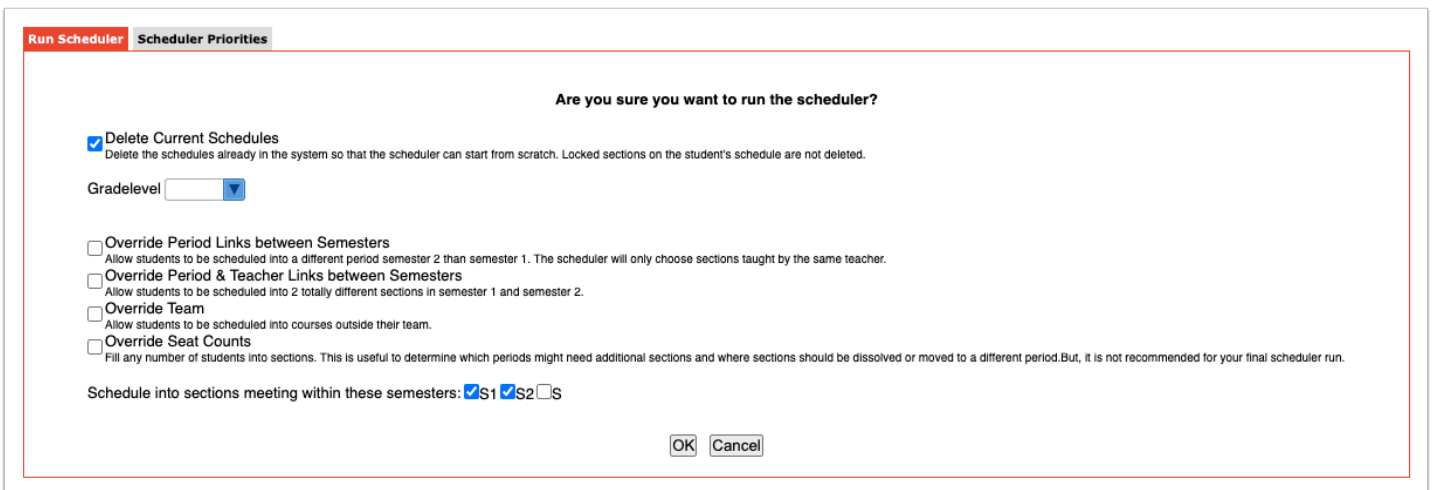


Scenarios Setup Courses Sections Assign Teachers **Schedule** Scenario: 1: 3/1 with Periods

✓ The builder ran successfully! There were no errors.

The Scheduler screen is opened in a new tab.



**Run Scheduler** Scheduler Priorities

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

## 3. Select the desired Scheduler options:

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. 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

Field	Description
	<p>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	<p>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.</p>
Override Seat Counts	<p>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.</p>
Schedule into sections meeting within these semesters	<p>Select the semesters to schedule.</p>

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.

Run Scheduler

Scheduler Priorities

< Prev

Page: 1 / 2

Next >

Filter: OFF

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

< Prev

Page: 1 / 2

Next >

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.

Run Scheduler

Scheduler Priorities

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

OK

Cancel

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

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

## Creating a New Scenario or Duplicating a Scenario

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.

1. Click the **Scenarios** tab.

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

Save

Export Filter: OFF Page 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

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

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 1: 7/13/20 with periods

Save

Export Filter: OFF Page Size: 15 Mass Update

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)."

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

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 2: Copy of 3/1 with Periods

Save

Export Filter: OFF Page Size: 15

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

4. 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**.

5. 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

6. 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
	3/5 without periods				Duplicate
2	3/3 with Periods				Duplicate
1	3/1 with Periods	87.13%	1.20%	03/02/2023	Duplicate

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.