

Mass Scheduling Checklist

1. **Open the [School Atom](#) (System Setup Folder). Check the following school setup items:**
 - Π General Tab: Check grade levels and periods in the school day.
 - Π Schedule Tab: Check all the entries on this page.
 - Π Term Duration Tab: Enter the correct terms, dates and term duration for next school year. *(This must be accurate BEFORE Update Classes can be run)*
 - Π *DO NOT USE MINI designations during Mass Scheduling. After Mass has been Updated to Basic Scheduling the Term Duration will need to be modified to include M1, M2, etc. and the start/end dates will have to be mass changed.*
2. **[Course Atom](#) (Mass Scheduling Folder): Check the course file to make sure all the courses you will be offering are listed and active.**
 - Π Inactivate courses no longer used; Using filter: Keep ACRS if Course = “ “.
 - Π **DO NOT Delete Courses.** They are needed for Course History.
3. **[Teacher Atom](#) (Mass Scheduling Folder): Check the teacher file to make sure all the teachers are listed. Inactivate teachers not returning next year and add new teaching positions to the file.**
 - Π Inactivate, Add new, Change Names, Correct short name changes
 - Π Change USER atom if you change Teacher number
4. **[Scheduling Options Atom](#) (Mass Scheduling Folder): Use the Scheduling Options atom to indicate your school’s scheduling preferences. You can redefine these options during the mass scheduling process as you refine your master schedule.**
5. **[Run the following Queries](#): 1. CHANGE ASTU LowPeriod = 01; 2. CHANGE ASTU HighPeriod = 0??(fill in for your school)**
6. **[Check for Team Designation](#) on the individual students. (Mass Sched Folder – Scheduling Atom – Other Info page – Do a FIND – and select a team – check the list. Do this procedure for each team. If the Team field was used last year students may need to be moved up to the next grade level team (example: school year 2001-2002 Team 6-1 – school year 2002-2003 Team 7-1)**
7. **[Change the TEA table](#) in Tables Def (System Setup Folder) to suit the needs of the school. OPTIONAL Used for schools using the Team Method.**
8. **[Mass Assign Atom](#) – look at each Group Name and check the courses. Delete Groups no longer needed, make corrections to Groups, or create new Groups. Use Inactive Filter before Mass Assigning – KEEP ASTU IF STATUS = “ “**
9. **[Drag and Drop atoms](#) – correct any drag and drop atoms that were created for grade level cores to match courses that will be offered in 2002.**
10. **[Scheduling Sections](#) – check the Team field in sections, create a list of sections for each team. Use the * in the Section ID field to get a listing of all sections. Make corrections.**

Mass Scheduling

Entering course requests and determining scheduling needs:

11. Schedule Sections

- Π Matrix short cuts

12. Enter course requests by using one of these atoms found in the Mass Scheduling folder:

- Π **Scheduling** atom
- Π **MassAssign** atom
- Π and/or
- Π **Course Request Scanning** atom
- Π **Drag and Drop** user created atoms

13. Reports - Scheduling atom report options to determine the number of sections you will need to offer for each course and to determine staffing needs for the next school year. Print the following:

- Π Course Request Tally (SSS03)
- Π Pre-Sched Edit List (SSS17)
- Π Students with Less than N Request (SSS18)
- Π Reverse Verification Listing (SSS04)

Build a master schedule

14. Develop a master schedule of classes using the reports printed in previous steps. Create the sections for the master schedule using the Scheduling Sections Atom.

Clean up sections of courses not used

- Π Matrix shortcuts
- Π Team setup
- Π Duplicating
- Π Add new

Schedule Students into the sections you have built

15. Schedule students using the Schedule All Students function in the Scheduling menu.

- Π Modify sections
- Π Check Teams using a matrix

Reports:

- Π Class Load Analysis by Course/Section (SSS10)
- Π Class Load Analysis by Period/Course (SSS21)
- Π Pre-scheduling Edit Listing (SSS17)

16. Clean up your course requests by running the following reports from the Scheduling Atom:

Reports:

- Π Pre-Scheduling Edit List (SSS17)

- Π Students with Less than N Requests (SSS18)
- Π Students with Less than Full Schedules (SSS19)

Notes:

- Π Make changes to the Master Schedule as needed using the Scheduling Sections atom.
- Π Correct course requests as needed using the Scheduling atom and/or Mass Assign atom.
- Π Reschedule a single student or the entire school using the appropriate Scheduling atom.

When you have resolved as many conflicts as possible and you are ready to print schedules for students

17. Run Update Classes, selecting the option to Transfer from Mass Scheduling to Current Schedules. **Be sure to select the option to copy the Scheduling Master Schedule into the current Master Schedule.**

18. Class Lists

- Π Filter by Semester (Term)

Tips:

1. Ignore class size maximums of first runs (Scheduling Options Atom)
2. Don't move singleton or doubleton sections
3. Run Schedule All Students often – as one change can affect many students (Save ASSS and ASMS files before scheduling all so you have the ability restore those files if you do not like the results – Reorg after you restore.
4. Schedule by Grade Level- 2 methods:
 - Assign Course Requests to one grade level and Schedule All, work with that grade level. “Lock In” schedules using the Query change below. Assign Course Requests for the next grade level, etc.
 - Mass change all 7th grade High period/Low Period fields in ASTU to 20-20:
 --CHANGE ASTU HighPeriod = 20 if Grade = 07
 --CHANGE ASTU LowPeriod = 20 if Grade = 07.
 Schedule All Students, all the 7th grade students will reject (period conflict)
 Adjust 8th grade schedules and “Lock In” using the Query below.
 Mass change 7th Students – to valid period range.
 Run Schedule All. The 8th grade students are “Locked In” and now you can adjust the 7th grade students.
5. “Lock In” – Preschedule while still in Mass Scheduling – CHANGE ASSS Precslink = Classlink if Classlink <> “ “.
6. Can't run Update Classes – Make sure all terms exist and are legal in Scheduling Sections and Term Duration page of School Atom (cannot use M1, M2, etc. in Mass Scheduling).
7. Large Number of students rejected – Check High/Low Periods.
8. Can't change beginning/ending period in Scheduling Sections after students have been scheduled – reasoning: The scheduler believes you are using Basic Scheduling and the changes to Mass Scheduling will not transfer to Basic without running Update Classes.
A SASI Safety precaution.
 - Backup AMST, ACLS, ACLH files

- Delete AMST, ACLS, ACLH files (seek help from School Support)
- Make corrections to Scheduling Sections
- Update Classes – Moving Mass to Basic