Future Scheduling
Training Information Sheet

Length: 2 days

Description: This class is a step by step process of Future Scheduling. Starting with cloning, updating or creating the course master, methods to enter student requests, building a master schedule using the Scheduling Board, Interactive master builder and/or Automated master builder. Then auto scheduling students, manually scheduling students and using the study hall scheduler complete the process. Reports will be demonstrated that will aid in course master and request verification, conflict resolution, student schedules and class lists.

Click the following link to view an overview tutorial of the Future Scheduling module: Future Scheduling Overview

Interaction: Other Skyward modules that this product potentially interacts with are: Student Access, Family Access, Educator Access, Current Year Scheduling and Grading.

Audience: This training is intended for the staff responsible for scheduling students for the upcoming school year. It is geared more specifically to High School and Middle School scheduling where you are utilizing request entry, auto scheduling and conflict resolution. At least one key decision-maker for the master schedule and at least one person responsible for data entry and reporting should attend this class.

Outcome: Upon completion of this training class, the attendee will be able to do the following:

- Create or clone a course master
- Enter student requests and print verification reports
- Understand the Scheduling Board, Interactive Master Builder and/or Auto Master Builder
- Auto Generate Student Schedules and interpret resulting reports
- Schedule students individually or by class
- Print Student schedules and class lists
Future Scheduling Class Outline:

**DAY 1 FUTURE SCHEDULING**

- **A. General System Overview**
  - 1. [Browse](#) and [Filter](#) functionality
  - 2. Multiple Entities
  - 3. Training Resources: Documentation & Website Review

- **B. Next Year Scheduling Processing Overview**
  - 1. Traditional
  - 2. Team
  - 3. Block
  - 4. Arena

- **C. Cloning Course Master, Entity Setup and Calendars**
  - 1. [Clone Entity Year and Term Definitions](#)
  - 2. [Clone Entity Calendars](#)
  - 3. Clone Schedule Master Files
  - 4. [Create Course Master Save Point](#)
  - 5. [Mass Add Students to an Entity](#)

- **D. Course Master Processing Includes: Updating and Reporting**
  - 1. [Course Master Overview](#)
  - 2. Update Course Status
  - 3. Required/Elective
  - 4. Scheduling Types: Normal, Manual, Special Education, Drop
  - 5. Leveling Priority
  - 6. Team Scheduling
  - 7. Lock Group
  - 8. Prerequisite
  - 9. Corequisite
  - 10. Grade Ranges
  - 11. [Mass Change Course Master Fields](#)
  - 12. [Course Report by Course](#)

- **E. Process Initialize Class Meeting Details Utility**
  - 1. [Initialize Class Meeting Details](#) – “zero” out scheduling periods (optional)
  - 2. Can also be used to initialize Lunch code, Teacher and Room Number

- **F. Student Course Availability List/Scanner Catalog Processing**
  - 1. [Course Availability List](#)
  - 2. [Course Catalog Report](#)
G. Student Request Entry Includes: Keyboard Entry, Mass Add
   1. Add with Course Availability List
   2. Add without Course Availability List
   3. Request Quick Entry
   4. Mass Add/Chg/Del Student Course Requests
   5. Request entry by Student Access
   6. Alternate Course Requests
   7. Adding requests via Family/Student Access
   8. Arena Scheduling

H. Student Request Reporting/Verification
   1. Student Request Report
   2. Course Requests in Course Sequence Report
   3. Course/Class Count Report
   4. Course Master Report
   5. Alternate Requests Report
   6. Prerequisite Verification Report

I. Preparatory Steps for Master Builder
   1. Enter “Gotta be” courses
   2. Update estimated number of sections utility
   3. Create new sections if necessary
   4. Staff unavailability
   5. Review of Advanced Master Builder setup steps

DAY 2 FUTURE SCHEDULING
J. Conflict Matrix Processing
   1. Create Conflict Matrix
   2. View Conflict Matrix

K. Master Builder Processing
   1. Interactive Master Builder
   2. Automated Master Builder
   3. Interactive Scheduling Board

L. Student Schedule Generation Includes: Imperative, Pseudo and Actual Schedule Generation

M. Student Scheduling Run Analysis
   1. Course Conflict Report
   2. Student Conflict Report
   3. Student Credit Count Report

N. Student Conflict Resolution
O. Walk-in Student Scheduler

P. Study Hall Scheduler
   1. Study Hall Scheduler

Q. Utilities/Un-scheduler
   1. Utilizing Un-schedule/Re-schedule to Reduce Conflicts

R. Scheduling Reports
   1. Course/Class Count Report
   2. Class Roster Report
   3. Student Schedules
   4. Teacher Schedules