

## Scheduling - Preparing for 2024 Learning Event

Start time: 10 AM

You can use the following numbers to dial in:

Victoria: 1-778-401-6245 | Vancouver: 1-604-449-4460

Kelowna: 1-236-361-9865 | Whitehorse: 1-867-457-0197

Conference ID: 508 150 092#

During the calls, press \*6 to mute your phone, or \*7 to un-mute

To preview the slides: use the *navigation arrows* at the top left and use *click to presenter* when done

### This Session is being recorded

Please Mute your sound and turn off Video.

To ask questions you can:

Type in the Chat and we will read it out
Raise your hand and we will call your name
\*7 to unmute to speak over phone or Teams.

# **Steps to Complete**

- Introduction and overview of the steps to create next years Master Schedule.
- Courses
  - Managing District Course Catalogue
  - Setting Build Year Context for All Schools
  - Managing School Course Catalogue
- Building
  - Creating Scenarios
  - Preferences
  - Terms
  - Period and Days

# **Steps to Complete**

- Building (con't)
  - Pattern required for Build engine
  - Pattern Sets required for Build engine
  - Courses
- Defining Constraints
  - Manually scheduling some sections
  - Setting Teachers on sections for Class Grouping
  - Setting up Rules

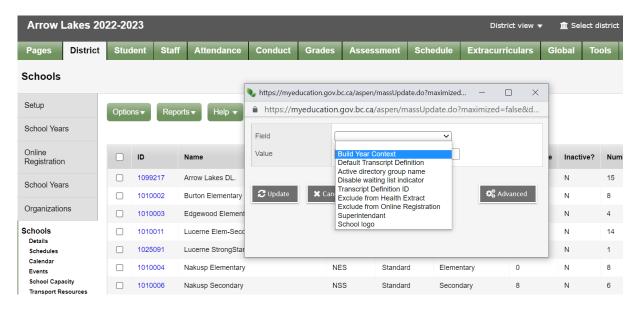
# Introduction

- Key concepts
  - Schools should decide if they are going to 'roll' last years schedule forward or start a new scenario (schedule).

 Schools should decide if they are going to use the Build engine to schedule sections of courses or manually schedule sections of courses.

#### Courses

- Review District Course Catalogue
  - Add new Courses for the 2024 school year.
  - Set Build Year Context for ALL schools:
    - District view > Schools st > Options > Mass Update



 School Course Catalogue --> Copy courses to the next Year.

### Building

- Creating Scenarios
- Preferences
- Terms
- Period and Days
- Patterns required for Build engine
- Pattern Sets required for Build engine
- Courses

#### **Constraints**

- Setting individual attributes of sections can be done, such as:
  - Teachers
  - Rooms
  - Terms
  - Schedule (Day & Period)

## Rules

- Rules are either:
  - Build Rules which will only work if the school is using the Build engine (process) to schedule sections of courses

 Load Rules – which will be used when placing student into sections, based on course requests.

# **Questions and Answers**

