

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

Arrow Lakes 2022-2023 District view Select district

Pages District Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools

Schools

Options Reports Help

ID	Name	Inactive?	Num
1099217	Arrow Lakes DL.	N	15
1010002	Burton Elementary	N	8
1010003	Edgewood Element	N	4
1010011	Lucerne Elem-Sec	N	14
1025091	Lucerne StrongSta	N	1
1010004	Nakusp Elementary	N	8
1010006	Nakusp Secondary	N	6

Field Value

Build Year Context

Default Transcript Definition

Active directory group name

Disable waiting list indicator

Transcript Definition ID

Exclude from Health Extract

Superintendent

School logo

Update Cancel Advanced

- 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

