

**2008-2009 SCHEDULING TIMELINE  
GRADES K-12**

**(SCHOOL STARTS AUGUST 28, 2008)**

**MAKE SURE REPORTS ARE FOR 08-09 SCHOOL YEAR**

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**Student Systems downloads 2008/09 School year data based on INITIAL ASSIGNMENTS. Students new to a vocational, thematic or option program may or may not be included at this time.**

**(PAGE NUMBERS REFER TO SCHEDULING MANUAL WHICH MAY BE PRINTED FROM THE ECC DESKTOP SITE)**

**Start : 04/03/08                      End : Ongoing              Resp: Scheduler**

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**SCHEDULER to identify student database by running R101, R910 and R911 (Student Roster Reports) (pgs. 23-26)**

**SCHEDULER to review and update the following parameters:**

- P108 : Bell Schedule (pg. 27)
- P118: Daily Class Meeting Periods (pg. 28)
- P143: Period/Block Translation Table (pg. 29)
  
- STAF: Teacher file. Make sure SSN is correct (pgs. 30-31).  
(No "valid to" date if currently in building)  
REPO-AD HOC SUBMISSION May be used to print  
Report Id—TEAC (pg. 30)
- ROOM: Room file (pg, 32)
- HRMS: Homeroom file (pg. 33)  
HOMEROOM 800, 888---YES WHY? THEY  
ARE USED BY STUDENT ASSIGNMENT.SYSTEMS  
DO NOT DELETE FROM HRMS FILE!

**SCHEDULER should meet with school personnel to review current master schedule.**

**Standardized artificial course ID's should be identified and agreed upon. Scheduler should then enter artificial course id's in P501.**

**(pgs. 34-39) first 3 digits are STANARDIZED---LAST 3 FLEXIBLE**

**REMINDER 090 9<sup>TH</sup> CORE      100 10<sup>TH</sup> CORE GROUP  
(zero 9 zero)                      (one zero zero)**

**010 1<sup>ST</sup> REG. CORE      ZERO'S NOT O'S  
(zero 1 zero)**

**SCHEDULER to add/ review/correct student course requests individually (REQU Screen), (CREQ Screen) or through batch processing (P502/B114). (pgs. 42-42A) B114 OPTIONAL IF NOT TRAINED IN PROCESS.**

**SCHEDULER to generate the following reports to review requests:**

- R401: Student Course Request Verification Report (pg. 45)
- R402: Tally of Course Requests (pg. 46)
- R979 Students with NO requests

. **Start: 04/07/08                      End: 06/05/08              Resp: Counselors**  
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**COUNSELOR enters student course requests ENDING in A or S.**

**Artificial Course Id's should be used whenever possible. Requests are to be entered using the REQU/CREQ screen for school year**

. **Start: 04/07/08                      END 06/05/08              Resp: SCHEDULER**  
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**SCHEDULER TO COMPLETE 1<sup>ST</sup> BATCH ASSIGNMENT OF COURSE REQUESTS:**

- Create additional Artificial Course Id's based on R401 & R402 results.
- Enter Artificial Course Id's in P501. REAL COURSES ARE NOT TO BE ENTERED IN THE P501!!!!!! Enter T under Type column.
- Add Artificial Course Id of LUNCH in P501. Enter L under Type column. Update P502 (Rules for Batch Updating of Course Requests).
- Run B114 (Batch Updating of Course Requests) and review results.(THIS STEP IS OPTIONAL IF NOT TRAINED IN PROCESS)  
 R404-Students who requested a specific course(real or artificial)  
 Check Scheduling addendum (pg 46A)

**Start: 06/02/08                      End 06/06/08              Resp: School**  
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**SCHOOL COMPLETES NON PROMOTES IN SIERRA BY 5:00 p.m.**  
**CHECK SEPARATE MEMO REGARDING PROCEDURES**

**SCHEDULER MUST DELETE P501 Entries with the exception of Lunch and Media and other artificial courses to create/update the Master schedule.**

**SCHEDULER ENTERS/UPDATES MASTER SCHEDULE USING CGRP AND CMST SCREENS.**

**CGRP Entries: (pgs. 52-54) Section Numbers (pg. 52)**

**-Enter Artificial Course Id previously entered in P501 as the Group Id.**

**-Enter VALID Course Id's (ends in A or S)**

**-Enter LUNCH MEDIA if part of Core Group**

**-Enter Valid Term (12). Each meeting term MUST be on a separate line .**

**CMST Entries: (pg. 56) Section number not previously used in CGRP (pg. 52)**

**-Enter VALID Course Id's ending in A or S.**

**-VALID TERM 1 2 DEPENDING ON COURSE**

**-Enter LUNCH if not in Core group**

**NOTE: DURING FINAL ASSIGNMENT DOWNLOAD SCHOOLS WILL NOT HAVE ACCESS TO REQU/CREQ SCHE, R101, R910, R911, R79 AND STMA!**

**Start: 06/30/08 TENTATIVE            End 07/03/08**

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**Student Systems downloads 2008/09 Final Assignment data.**

**Revise student requests based on NON PROMOTE and NEW students from STUDENT ASSIGNMENTS. Add and change requests as needed!**

**Start: 07/08/08                            End 07/11/08            Resp: SCHEDULER**

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**SCHEDULER generates the following reports and reviews results**

- R910, R911, and/or R101 Student Rosters**
- R401: Student Course Request Verification Report**
- R402: Tally of Course Requests- R404 : Students who requested a specific course (pg. 46A)**
- R979: Students with N O requests**

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**SCHEDULER MUST UPDATE P511 SCREEN PRIOR TO 1<sup>ST</sup>  
RUN (pgs. 60-62)**

**Make sure P511 screen matches the following. Do not change!!!  
YOU CAN NOW RUN UP TO 13 GRADE LEVELS IN A SCHOOL.  
PRE SCHOOL IS NOT SCHEDULED!**

**Enforce Section Capacities = Y  
Percent Section Capacity Increment = 10  
Schedule Grades in Order From Left to Right-DO NOT CHANGE**

**12 11 10 9 8 7 6 5 4 3 2 1 K**

**Schedule Following Year/Terms = 08/09 12  
Reset Request Status "S" to "I" = Y  
Reset Request Status "M" to "I" = N  
Reset Request Status "R" to "i" = Y  
Reset Request Status "C" to "I" = Y  
Enforce Group Integrity = Y  
CPU Time per Student (minutes) = 1  
Retain Previous term (Y/N) = N**

**DO NOT CHANGE P520 SCREEN PRIOR TO 1<sup>ST</sup> SCHEDULING  
RUN.**

**Assign Study Hall Sections = N (this MUST be N)  
Auto Assign via B108 for Grades =  
12 11 10 9 8 7 6 5 4 3 2 1 K  
Assign via SCHE for Grades =  
12 11 10 9 8 7 6 5 4 3 2 1 K**

**Start: 07/14.08 End: 07/16/08 Resp: SCHEDULER  
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**Schools ;  
SCHEDULER MUST SUBMIT 1<sup>ST</sup> BATCH SCHEDULING RUN:  
-Send E-mail to Claudia Mramor or call Ken 361-4704 or Prince  
361-4705 to "unlock" B108 submission screen**

**A WORD OF CAUTION ABOUT THE NIGHT QUE**

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**NIGHT QUE STARTS SETTING UP FILES TO PROCESS ABOUT 6:50 P.M. EVERYONE MUST BE OFF THE SYSTEM OR THE PROGRAMS WILL NOT RUN. YOU CANNOT PUT A JOB IN THE NIGHT QUE IF YOU LOG IN AFTER 6:50 STUDENT SYSTEMS CAN SWITCH RUNS TO THE DAY IF YOU CALL AND MAKE SURE NO ONE IS ON THE SIERRA SYSTEM THAT IS PROCESSING!!!**

**-Submit the following jobs in the order listed below in the NIGHT QUE:**

- B108 - Batch Scheduler (Do not change version or date) (pg. 53)**
- R407 - Class Master Schedule (pg. 64)**
- R701 - Student Schedules (Conflicts) (pg. 63)**
- R411 - Teacher Schedule (Conflicts) (pg. 67)**
- R409 - R409 Room Schedule (Conflicts) (pg. 66)**
- Review report results**

**NOTE: CAREER/TECH. EDUCATION MUST REVIEW AND APPROVE THE VOCATIONAL COMPONENTS IN YOUR MASTER SCHEDULE. THIS IS MANDATORY! AFTER YOUR SCHEDULING RUN OF AT LEAST 70% WE WILL SEND THE FIRST COPY OF YOUR MASTER TO CAREER/TECH. ED. IF THERE IS A PROBLEM, CAREER/TECH ED. WILL CONTACT YOU. IT IS YOUR RESPONSIBILITY TO MAKE NECESSARY CORRECTIONS AND GET A CORRECTED MASTER(S) TO THEM.**

**(To be completed by JULY 28,2008)**

**HELPFUL HINTS AFTER A SCHEDULE RUN B108**

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- 1. Print/display the first 10-15 pages of the B108 on the management screen. You may need to do more.**
- 2. The percentage scheduled is only a partial guide to the status of your master. If a student had no requests or even 1 request s/he would be considered scheduled. There would be holes in the students schedules. An R401 will show students requests and students with no requests. Add or delete requests as needed. An R415 (page 77) will show students with holes in the schedules. You may need to add requests for these holes or add classes to CGRP.**



Since Homerooms will probably not be on mailers, make appropriate arrangements for students on the first day of school.

. Start: 8/06                      END 08/18/08                      Resp: SCHEDULER

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SCHEDULER should continue submitting Batch Scheduling Runs until satisfied with the results. Submit jobs in the order listed below In the NIGHT QUE and review results:

- a) B113 - Recalculate Class Filling Counts
- b) B108 - Batch Scheduler
- c) R407 - Class Master Schedule
- d) R415 - Students with Free Time (pg. 77)
- e) R701 – Student Schedules/CONFLICTS

. Start: 08/18                      End: 08/21/08                      Resp: SCHEDULER

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SCHEDULER LOCKS IN MASTER SCHEDULE AND SETS UP CLASS LISTS FOR TERM 1. A schedule run of at least 90% fully scheduled is needed to “LOCK IN” your master schedule.

Send E-mail to Claudia Mramor to unlock “B105” submission  
Screen OR CALL KEN 361-4704 OR PRINCE 361-4705 TO OPEN SCREEN FOR YOU TO SUBMIT.

- Submit the following jobs in the order listed below in the NIGHT QUE: (pgs. 85-86)
  - B105 –IN DISPLAY MODE
    - Version 01(Do not change version date) Locks in your master schedule and creates Term 1 Class Lists
  - R701 - Student Schedules - Term 1 ONLY
  - R407 - Class Master Schedule Report
  - R703 - Class List Report
  - R411 - Teacher Schedule
  - R409 - Room Schedule
  - R910 - R911 and/or R101 – Student Roster

**Start 08/22/08**

**Resp: SCHEDULER**

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**SCHEDULER MUST SET UP REGISTRATION PROCEDURE FOR SCHOOL.**

**Review on-line Scheduling with school staff.**

**NOTE: CHANGING A HOMEROOM DOES NOT CHANGE REQUESTS! THEY ARE TWO DIFFERENT FILES.**

**Be prepared for walk-in (on-line) scheduling. Student needs to have courses/core group etc entered on SCHE screen, schedule created and saved. Homeroom needs to be assigned on STMA.**

**Note: SCHEDULE AND HOMEROOM ASSIGNMENT ARE TWO DIFFERENT PROCESSES.**

**DO NOT WAIT TO LAST MINUTE TO PRINT SCHEDULES, CLASS LISTS, ATTENDANCE REPORTS, ETC.!**

**08/09 Scheduling Timeline K-12**

**04/10/08 KJK**