

SUNGARD® PUBLIC SECTOR

eSchoolPLUS Scheduling Procedural Outline with Master Schedule Builder

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Setup:

1. Complete Scheduling setup options, including Scheduling Configuration, Periods, Intervals, Timetable.

Pre-scheduler process:

2. Create/update Course Setup options, including Course Catalog, Course Groups and Course Sequencing.
3. Update Room and Staff Information.
4. Enter Student Requests by using one of the following options: Student Course Requests Entry, Mass Load/Unload/Erase Student Requests, or Scanning.
5. Analyze/verify student requests by generating one or more of the following reports: Conflict Matrix Book, Conflict Matrix Grid, Pre-Assignment Class List, Simple Tally, Student Request Detail, Student Request Summary, Student Request Verification.

Master Schedule Builder options:

6. Create/Update Master Schedule Builder options, including Meeting Codes and Resource Groups.
7. Update Room and Staff Allocations and restriction information.
8. Run the Course Setup Utility.
9. Maintain each course under Course Setup. Allow at least a week for this process.
10. Run the Master Schedule Builder Error Scan to verify all setups are in place.
11. Run the Build Master Schedule program.
12. Analyze/verify the Master Schedule that was created by generating one or more of the following reports: Class Matrix, Master Schedule List, Room Availability, Room Utilization, Seat Availability, Teacher Availability, Teacher Schedules, Teacher Schedule Matrix.
13. (Optional) Run the Save/Restore option on the master schedule builder menu to save the results of the previous master schedule build.
14. (Optional) If the results of the Build Master Schedule are not satisfactory, adjust Room, Staff, and Course Setup information as needed, adjust student requests as needed, and re-run the Build Master Schedule program.

Student Scheduler Process:

15. Once the Master Schedule has been finalized, use Schedule Entry to lock individual students into specific course sections.
16. Update Scheduling Parameters.
17. Run Student Scheduler Error Scan. Correct information that is causing errors before proceeding.
18. Run Schedule Students to schedule students into Requests.
19. Analyze/verify student schedules by generating one or more of the following reports: Student Conflict Analysis, Unscheduled Request Detail, Unscheduled Request Summary.
20. (Optional) Run the Save/Restore Student schedules option to save the results of your scheduling run.
21. (Optional) If changes to the master schedule are necessary, run the Mass Load/Unload/Lock/Erase Scheduled Courses option to erase student schedules. Update Master Schedule.
22. (Optional) Return to step 17 to re-run the Scheduler.

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Study Hall Process:

23. If your school schedules study halls into the student's free time, generate the Free Period Analysis and/or Free Time Detail reports in order to determine how to create your study halls.
24. Create/Update study halls in the Master Schedule.
25. Run Schedule Studies to schedule students into study halls.

Post-scheduler maintenance:

26. Resolve conflicts in students' schedules by using Schedule Entry.
27. Generate Class Lists for distribution to teachers.
28. Generate Student Schedules for distribution to students.
29. Once school has started and/or schedule changes have begun, generate the Add/Drop Report periodically to inform teachers of changes in their classes.