

SUNGARD® PUBLIC SECTOR

eSchoolPLUS Master Schedule Maintenance

Courses in Master Schedule must exist in the Course Catalog. Information entered in the course Catalog will be defaulted into the Master Schedule, but can be changed for each section as necessary.

Adding Course Sections

Every course in your building that is on a student's schedule, report card, or transcript must exist in the master schedule.

To add a course-section:

1. Select **Scheduling Center > Master Schedule > Master Schedule**
2. Click **New**.
3. If you want to add courses for a different building, click Building List and then select the desired building.
4. Enter the course code. The next available section number will default. Change it if necessary.
5. Enter information in the Master Schedule Information section.
6. Click on **New Session**. Enter information related to when the course meets.
7. Click **New Session** as necessary to add additional time periods.
8. Click **Save**.

To add a blocked course-section:

1. Follow the procedures above to add all blockette sections for the block. The blockettes must have the same section number as the block.
2. Select **Scheduling Center > Master Schedule > Master Schedule**
3. Click **New**.
4. Enter the blocked course code. The next available section number will default. Change it if necessary.
5. The blockette course codes will display in the Master Schedule Blockette Information section of the page.
6. Click **Save**.

Maintaining Master Schedule Information

To update an existing course-section:


1. Select **Scheduling Center > Master Schedule > Master Schedule**.
 2. Use **Search** to locate the course-section.
 3. Select the course-section from the list.
 4. Make necessary changes and click **Save**.
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Creating A Report of the Master Schedule

To create a listing of courses:

1. Select **Scheduling Center > Master Schedule > Master Schedule**.
 2. Use **Search** to create the list of course-sections you want to print in the report.
 3. Click **Report**.
 4. From the Home page, open the Master Schedule report and click  to send the report to the printer.
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