

eSchoolPLUS Student Scheduling – Master Schedule Exercises

These exercises includes:

- A. Adding course-sections to the Master Schedule
- B. Maintaining courses in the Master Schedule and printing lists

A. Adding course-sections to the Master Schedule

Procedure:

- 1. Menu Path: Scheduling Center > Master Schedule > Master Schedule
- 2. Add the following information (use default if no information is indicated)
- 3. Click Save
- 4. Click New to add a new course

Building:	As assigned	As assigned	As assigned	As assigned	As assigned
Course:	109	501	609	659	600
Course Section:	As generated	2	12	12	12
Description:					
Gender Res:			M – Male Only	M – Male Only	M – Male Only
Track:					
Block Type:					
Max. Seats:			100	100	
Fee:					
Grad Req Rule:					
Department:					WF
Study Hall:					
Grade Restrict:			12	12	12
House Team:					
Duration Type:					
VoTec:					
Average ID:					
1st Session Info					
Description:		Spanish 1 Lab			
Periods:	4	2	6	6	
Used Seats:					
Primary Staff:	Mr. Christopher	Mr. Moore	Mr. Filoon	Mr. Filoon	
2nd taff:					
Room:	118	110	GYM	GYM	
Mark Periods:			M1, M3	M2, M4	
Cycles:		M, W, F	T, R	T, R	
Take Attend:					
Marks Are:		N – Not Issues			
Course Level:		N / A			
Credit:		N / A			
Issue Marks:		N / A			
Inc. Honor Roll:		N / A			
HR Level:		N / A			
Include in GPA:		N / A			
GPA Level:		N / A			

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2nd Session Info					
Description:		Spanish 1 Lab			
Periods:		3			
Used Seats:					
Primary Staff:		Mr. Moore			
2nd Staff:					
Room:		110			
Mark Periods:					
Cycles:		M, W, F			
Take Attend:		N			
Marks Are:		N – Not Issued			
Course Level:		N / A			
Credit:		N / A			
Issue Marks:		N / A			
Inc. Honor Roll:		N / A			
Include in GPA:		N / A			
Blockette Info					
					609 (confirm)
					659 (confirm)

B. Maintaining courses in the Master Schedule and printing lists

Update the following information in the Master Schedule:

1. Course 411 Section 2 Change the period to 5
2. Course 743 Section 1 Change the period to 6. Click Save and then click Conflicts button. To verify that Accounting course 742 does not also meet in period 6. Change the period back to 5 if it does conflict.
3. Course 210 Section 1 Change the maximum seats to 28

Procedure:

- Menu Path: Scheduling Center > Master Schedule > Master Schedule
- Choose course-section from the list or click Search to enter search criteria
- Click the course-section and make the data changes
- Click Save

Create the following reports of Master Schedule information in your assigned building:

1. Course-Sections with maximum seats greater than 20
2. Course-sections in the Math (MA) Department
3. Course-sections which meet in period 4

Procedure:

- Menu Path: Scheduling Center > Master Schedule > Master Schedule
- Choose Search
- Enter appropriate search criteria and click Search
- Click Report, choose parameters, click Run
- Open Master Schedule List from My Home > My Reports