

eSchoolPLUS: Running the Student Scheduler

Scheduling Students

Once the master schedule is completed and student requests have been entered, students can be scheduled into classes. Use the following procedures to schedule students into their requested courses:

To run the student scheduler for the first time:

1. Run the **Error Scan** to detect problems with course catalog, student requests, master schedule, and student registration information.
2. Update the **Parameters** to set the defaults for the scheduler.
3. Run **Schedule Students** to schedule students into course-sections.
4. Run **Post-Scheduler** reports to analyze the results of the scheduler.

To run the student scheduler after it has already been run:

1. Run the **Save/Restore** to save results of a scheduler run if you want to make changes to students and courses, but do not want to lose your current scheduling information.
2. Run the **Load/Unload/Lock/Eraser Scheduled Courses** to erase any scheduled courses that are not locked into a student's schedule. This must be done before making changes to the master schedule.
3. After you have made changes to the master schedule and/or student requests, rerun the **Error Scan**.
4. Rerun **Schedule Students**.
5. Run **Post-Scheduler** reports to analyze the results of the scheduler.

Error Scan

The error scan checks the following information for errors:

- Course Catalog
- Master Schedule
- Student Requests
- Registration
- Blocked Courses
- Course Sequencing

To run the Error Scan:

1. Select **Scheduling Center > Schedule Students > Error Scan**.
2. Make sure that the building and scheduling interval are correct.
3. Check the boxes for the options that you want to have scanned.
4. Add Criteria if necessary.
5. Click Run.
6. From the Home page, open the Student Scheduler Error Scan report, and click  to send the report to the printer.

eSchoolPLUS: Running the Student Scheduler Load/Unload/Lock/Erase Scheduled Courses

The Load/Unload/Lock/Erase Scheduled Courses option can be used for multiple purposes. You can use criteria to add scheduled courses to multiple students or remove scheduled courses from multiple students. You can lock scheduled courses into students' schedules so that they are not accidentally erased or moved when the Student Scheduler is run. You can erase courses from students who need to be rescheduled.

Prior to running the Student Scheduler, you need to erase all scheduled courses that are not locked. You must also erase scheduled courses prior to making adjustments to the master schedule that include changing when a course meets.

To run Mass Load/Unload/Lock/Erase Scheduled Courses:

1. Select **Scheduling Center > Student Scheduler > Load/Unload/Lock/Erase Scheduled Courses**.
2. Select the building.
3. Click **Search** to find the students that you wish to update.
4. Enter search criteria and click **Search**.
5. Select the applicable option.
6. If you are running the Load, Unload, Mass Lock Select options, you can enter the courses to be added, updated, or removed.
7. Check the list of students that were selected to have their schedules updated. If necessary, remove students by checking the box to the right of their name and clicking **Remove**.
8. Click **Run**.

Scheduling Parameters

Parameters are defaults that will be used by the Student Scheduler. They are also used when a student's schedule is modeled in the Request Entry option.

To update Parameters:

1. Select **Scheduling Center > Student Scheduler > Parameters**.
2. If you need to change the building, click **Building List** and select the building.
3. Update the prompts and define a Request Sort Order.
4. Click **Save**.

Schedule Students

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The Schedule Students option is used to schedule students into course-sections that they have requested. You can schedule all students within a building or use a filter to schedule a group of students or group of courses. You can define the order in which students will be scheduled, as well as the order in which the courses will be scheduled. The defaults for each run are defined in the parameters.

To run Schedule Students:

1. Select **Scheduling Center > Student Scheduler > Schedule Students**.
 2. If you need to change the building, click **Building List** and select the building that you want to schedule.
 3. Make any necessary changes to the prompts.
 4. In the Schedule Students Filter section, indicate which students should be processed. If you are processing the entire building, it can be left blank.
 5. In the Schedule Students Sort and the Student Extended Sort Order sections, indicate the order in which students should be processed.
 6. Make any necessary changes in the Request Sort Order section.
 7. Click **Run**.
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Save/Restore Scheduling

The Save/Restore option is used to save a scheduling run. You can then make adjustments, either to the master schedule, your scheduling parameters, or other information and rerun the Schedule Students option. If your later run is less successful, you can restore the previous run.

To run the Save/Restore:

1. Select **Scheduling Center > Student Scheduler > Save/Restore** or click **Backup/Restore** from the **Schedule Students** option.
 2. Select the building and the action.
 3. If you are saving the existing run, enter a prefix so that you can identify the run should you need to restore. If you are restoring an existing run, select the run from the dropdown list.
 4. Click **Run**.
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Reports

The following reports will assist you in analyzing the results of the Scheduler:

- Student Conflict Analysis
- Unscheduled Request Detail
- Unscheduled Request Summary

To print the reports:

1. Select **Scheduling Center > Reports > Post-Scheduler > (report name)**
2. Indicate how you want to print the report by completing the appropriate sections of the page. For more information on completing a section, see the following sections in the Scheduling Reports handout:
 - Filtering Reports
 - Sorting Reports
 - Scheduling Reports
3. Click **Run**.
4. From the Home page, open the report and click  to send the report to the printer.

Student Conflict Analysis

For each student, this report prints their schedule and displays their unscheduled time. It also prints each possible section for each request that the student did not get scheduled. To run, select **Scheduling Center > Reports > Post-Scheduler > Student Conflict Analysis**.

Student ID	Name	Grade	Gender	Counselor	Homeroom	House/Team	Phone Number	Building
308102	Anderson, William John	11	M					308
Student Conflict Analysis SunGard Pentamaton High D2								
Period	Course Section	Description	Marking Periods	Days	House/Team	Resolved Conflict	Status	
Scheduled Courses								
1	*****	Unassigned	M1, M2, M3, M4	A, B				
2	*****	Unassigned	M1, M2, M3, M4	A, B				
3	EN110-1	English II	M1, M2, M3, M4	A, B		N		
4	*****	Unassigned	M1, M2, M3, M4	A, B				
5	MA400AP-1	Calculus - Advanced Placement	M1, M2, M3, M4	A, B		N		
6	PHYS100-1	Physics 1	M1, M2, M3, M4	A, B		N		
7	PHYS100-1	Physics 1	M1, M2, M3, M4	A, B		N		
Unscheduled Requests								
5	HIST400-1	U.S. History	M1, M2, M3, M4	A, B				Conflict
4	HIST400-2	U.S. History	M1, M2, M3, M4	A, B				Unknown

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Unscheduled Request Detail

For each course, this report prints a list of the students that requested the course, but did not get scheduled into the course. To run, select **Scheduling Center > Reports > Post-Scheduler > Unscheduled Request Detail**.

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Unscheduled Request Detail
SunGard High School

Course	Description	Department				
FA100	Music Appreciation	Fine Arts				
Student ID	Student Name	Grade	Home Room	Counselor	House / Team	Alternate
M1000	Madison, Jeremy	12	B100	Frasler, Carolina		R
M1001	Miller, Andrea Theresa	12	B100	Frasler, Carolina		R
W1000	Williams, Brianna Marie	12	B101	Frasler, Carolina		R
W1001	Walch, Mark David	12	B101	Frasler, Carolina		R

Unscheduled Request Summary

For each course, this report prints the total number of students that requested the course, but did not get scheduled into the course. To run, select **Scheduling Center > Reports > Post-Scheduler > Unscheduled Request Summary**.

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Unscheduled Request Summary
SunGard High School

Course	Description	Conflicts	Sections
BAND	Band	2	1
FA.100	Music Appreciation	4	1
FL105SP	Spanish 1B	1	1
LA405	Honor's Composition	1	1
MA400	Calculus	2	1
SC405	AP Biology	2	1
SC410	AP Physics	1	1
SS400	Political Science	5	0