

**eSchool Plus Notes  
Channelview ISD**

**NEXT YEAR SCHEDULING CHECKLIST**

**GOAL: Hand out student's schedules on August 10, 2009**

**TIMELINE:**

**By June 25, 2009**

- Verify Rooms – check for room number, description, number of seats, active status, and number of computer to ensure that any changes in rooms are in the Room Catalog
  1. Click on Registration Center
  2. Click on Room Information
  3. Search on your building and room status Active
  
- Verify Staff – get a list of your currently active staff; make a note of any changes so that you can make the same changes in the 2009-2010 master schedule. To get a list
  1. Click on Registration Center
  2. Click on Staff Information
  3. Search on your building and staff status Active

If you have a teacher who is leaving and need a new staff person added, please email the eSchool team with any information you have. That way we can add the new teacher and you can change the master schedule for the courses that person will be teaching. You must have at least first name, last name, and gender for us to add them to the staff listing.

Another way to verify teachers is to run the teacher schedules from the Next Year Database and then check each teacher. If this teacher is going to retire or leave and not be replaced you want to make sure that their sections are deleted from the master schedule. If they are going to be replaced, you can send the information and know exactly which courses and sections you are going to input the new staff ID on. The teacher's schedule is an excellent way to verify staff as well as master schedule. To run the teacher's schedules

1. Click on Scheduling Center
2. Click on Reports
3. Click on Post Scheduler Reports
4. Click on Teacher Schedules
5. Be sure to include all marking periods
6. Filter on master schedule, building, equals, your building number
7. Click on Run

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**NEXT YEAR SCHEDULING CHECKLIST (continued)**

**GOAL: Hand out student's schedules on August 10, 2009**

**TIMELINE (continued):**

**By July 2, 2009**

- Verify Master Schedule – get a list of all next year master schedule courses **by period**. Changes in rooms and teachers should be made at this time and this period master schedule listing should be verified against your Master Schedule Board or Excel listing whichever you use. To get this report
  1. Click on Scheduling Center
  2. Click on Master Schedule
  3. Click on Master Schedule (under the first master schedule)
  4. Search on your building and start period 1 (2,3,etc,) in master schedule sessions
  5. Click on Report with these buttons clicked

**Master Schedule List Report**

**Blockette Appearance:**  Print blockettes within their block  
 Print blockettes as regular courses  
 Print blockettes as regular courses

**Output Format:**  List  
 Expanded List  
 Expanded List

Print the master schedule listing and check teacher assignments, maximum seats, room assignment, marking periods, and days of the week. All of our classes should meet all 3 marking periods and every day of the week. Fix any issues you may find.

- Verify course requests – Run your simple tally report to see how many students are requesting courses. Check to make sure that course requests are correct. If there is a course that is not going to be offered, **remove those requests**. If a student has too many requests, **remove the extra requests**. If there are courses the student has to take but has requests for other courses, **change those requests**. Problems with your requests will cause issues with the percentage of students the scheduler can schedule. We schedule for all year so please check both 1<sup>st</sup> and 2<sup>nd</sup> semester courses. To run the simple tally
  1. Click on Scheduling Center
  2. Click on Reports
  3. Click on Pre Scheduler Reports

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**NEXT YEAR SCHEDULING CHECKLIST (continued)**

**GOAL: Hand out student's schedules on August 10, 2009**

**TIMELINE (continued):**

4. Click on Simple Tally
5. Run it for your building, scheduling interval Y, all grades, regular requests only, and be sure to filter on Student Requests, courses, greater than, 0 (zero) so that only courses with requests will be on the report.

**Week of July 6<sup>th</sup> though July 9<sup>th</sup> Rollover – no access to the system**

**Week of July 13 through July 16**

- Verify scheduling reports. There are many different scheduling reports that you can run to help improve the percentage of students fully scheduled. Remember to always click on the Log Statistics box when running reports so you can see how you ran any particular report. For example, if you have a courses that is not going to be offered. If you want to see which students requested that course you can run a Pre-Assignment Class list that will give you all the students who requested the course so you can change their course requests. Pre-Assignment Class Lists are also good lists to use for courses that may require an audition. The teacher can use that list to indicate which student goes into which special band, music, choir, or ensemble course. To run the pre assignment class list
  1. Click on Scheduling Center
  2. Click on Reports
  3. Click on Pre Scheduler
  4. Click on Pre-Assignment Class Lists
  5. Type in your building, Y for the scheduling interval, only regular requests, with phone numbers if you want. In the filter you enter the course numbers for the course(s) you want to see
  6. Click Run

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**NEXT YEAR SCHEDULING CHECKLIST (continued)**

**GOAL: Hand out student's schedules on August 10, 2009**

**TIMELINE (continued):**

- Another good scheduling report is the Seat Availability report. You can run this report to see how many requests you have and how many seats are available. You can look at this report to see only classes with too few seats or classes with too many. To run the Seat Availability report
  1. Click on Scheduling Center
  2. Click on Reports
  3. Click on Pre Scheduler
  4. Click on Seat Availability
  5. Prompts should be your building, Y, R, 0, 0 , and click on Log Statistics
  6. Click Run

As you fix excessive requests or maximum seats you can start running the report changing the zeros to different numbers to find the problematic courses.

- Run the Error Scan – this will look at your students, their requests, your master schedule and give you areas that may cause you problems in the scheduling runs. For example, this report will list active students with no requests or inactive students who have requests. To run the error scan you
  1. Click on Scheduling Center
  2. Click on Error Scan
  3. Your building and interval Y and be sure that all the boxes are checked. You always want to run the error scan for all areas
  4. Click on Run

You should look at your errors and fix them prior to running the scheduler. Be sure to run the error scan until you get no errors prior to running the student scheduler.

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**NEXT YEAR SCHEDULING CHECKLIST (continued)**

**GOAL: Hand out student's schedules on August 10, 2009**

**TIMELINE (continued):**

**Week of July 20 through July 23 and July 27 through July 29**

- Run the Scheduler to check percentages – when you run the scheduler, you can look at the last page of the scheduler log to see percentage of students scheduled, percentage of students with all requests filled, percentage of students timed out. This will help you decide what your problem areas are. To run the scheduler make sure that you are in the next year database and then you need to
  1. Click on Scheduling Center
  2. Click on Student Scheduler
  3. Make sure date active in courses is 08/24/2009 (the first day of school)
  4. Check Override seat counts (this is good the first few times you run the scheduler since you can then look at overloaded courses to see which periods may have more conflicts – **this should not be checked when you doing the final runs prior to beginning hand scheduling.**)
  5. Click on Run

This process will give you a log and a report. The report is the one that you want to check and go to the last page so that you can see your percentages. As you run the scheduler more often you may see that you are not sure if you want to keep a particular run or you want to see if you can improve it. eSchoolPlus allows you to save a scheduling run, makes changes to requests and master schedule, and then run it again. If you are happy with the first run, you can go back to it or you can save that one and make more changes. You can save as many scheduling runs as you want but if you restore a scheduling run any changes made to the course catalog, student requests, or master schedule after that save will be lost.

- Tweak the master schedule – this is where you may add some sections or change seat counts, which would not requires a “Save Scheduling Run” (you run the scheduler preserving students’ schedules and it will schedule more students). If you need to change section’s period or make classes multi period you must erase all the scheduled courses and run the scheduler over again

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**NEXT YEAR SCHEDULING CHECKLIST (continued)**

**GOAL: Hand out student's schedules on August 10, 2009**

**TIMELINE (continued):**

- Keep running the scheduler until you are happy with the percentages or you realize that the students who are not scheduling have special circumstances that require hand scheduling. **Do not begin to hand schedule until you have finished running the scheduler. You will lose your hand scheduled courses if all courses need to be erased.**

**July 30<sup>th</sup>**

- Print Schedules to give to counselors for verification – these are the schedules that counselors will check to see what needs to be added or changed due a student's special circumstance. Before you print schedules you need to determine how you are going to hand them out (i.e. grade order, alpha within the grade; straight alpha order, etc.). To print schedules you need to
  1. Click on Scheduling Center
  2. Click on Reports
  3. Click on Post Scheduler Reports
  4. Click on Student Schedules
  5. Your building will be there. I would suggest that this set of schedules be half page since the counselors will be verifying from these. However, if you plan to give out the ones that do not need changing to the students you may want to do full page. Half page schedules print 2 to a page. You can use those to hand out but be sure that you use half page paper that is already scored in the middle. It is a full time job to cut all those schedules in half!
  6. As of Date **MUST** be 08/25/2009. If you use another date or schedule student using another date, those courses will not print on the schedules since schedules are printed based on the date you use here.
  7. Be sure to choose all 6 marking periods. We schedule for all year, we want to verify for all year.
  8. You may want to check print students with no courses so you can see who is missing a schedule completely. This helps to see who may have come in later, may not have any requests, or the requests that they have are wrong.
  9. The office version prints the student's phone number on full or half page schedules. The student version prints address only on full page schedules.
  10. Start date and end date will let you generate and print only the schedules that have had changes to them between those dates. If you want schedules for all the students in your building, your start date should always be the first date that you

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**NEXT YEAR SCHEDULING CHECKLIST (continued)**

**GOAL: Hand out student's schedules on August 10, 2009**

**TIMELINE (continued):**

ran your scheduler since the date is based on the date/time stamp on the student's schedule. The End Date should be today. As you are correcting schedules you may want to wait until the end of the day to print all the ones that were changed today.

11. Be sure to click on Log Statistics so you can get the page that tells you how you ran these schedules.
12. Be careful with your filter since if you want inactive students with schedules you cannot use the current status = 'A'. Be sure to enter the sort you have decided on and Click Run.

**Week of August 3, 2009**

- On Monday August 3, 2009 secondary Counselors will report to the Technology Lab for a refresher training session on schedule changes. In this session we will go over schedule changes, dates, flags, clear and delete (all counselors will have those buttons until the first day of school), and general issues that will affect scheduling students.
- Verify printed student schedules
- Hand scheduling that is needed for any student is done this week in preparation for handing out schedules to students.

**August 10, 2009**

- Students can pick up schedules on August 10, 2009

**August 10 through August 20**

- Schedule changes are done from August 10 through August 20
- Decide how schedules are to be handed out on the first day of school
- Final schedules are printed on August 21 to be handed out on the first day of school, August 24, 2009

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**NEXT YEAR SCHEDULING CHECKLIST**

**DONE BY/**

**DATE DONE**

**TASK**

- |       |   |
|-------|---|
| _____ | <b>1. Verify Room Catalog</b>   |
| _____ | <b>2. Verify Staff Catalog</b>  |
| _____ | <b>3. Verify Master Schedule</b>  |
| _____ | <b>4. Verify Course Requests/Available Seats</b>  |
| _____ | <b>5. Verify Scheduling Reports</b>   |
| _____ | <b>6. Run Error Scan</b>  |
| _____ | <b>7. Fix errors from Error Scan</b>  |
| _____ | <b>8. Run Error Scan until no errors</b>  |
| _____ | <b>9. Run Student Scheduler</b>   |
| _____ | <b>10. Check percentages, decide what needs to be fixed<br/>and whether to save the run or just tweak</b>         |
| _____ | <b>11. Run Student Scheduler again with Preserve Student<br/>Schedules checked or</b>                             |
| _____ | <b>12. Save the scheduling run, erase scheduled courses,<br/>make changes and run the Student Scheduler again</b> |
| _____ | <b>13. Print schedules, distribute to counselors to verify, and<br/>make changes/additions</b>                    |

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**NEXT YEAR SCHEDULING CHECKLIST (continued)**

- \_\_\_\_\_ **14. Decide how schedules are going to be handed out on  
the first day of school**
- \_\_\_\_\_ **15. Print and verify final schedules for the first day of  
school.**