



ASCENDER Scheduling - Secondary - Automated Phase III

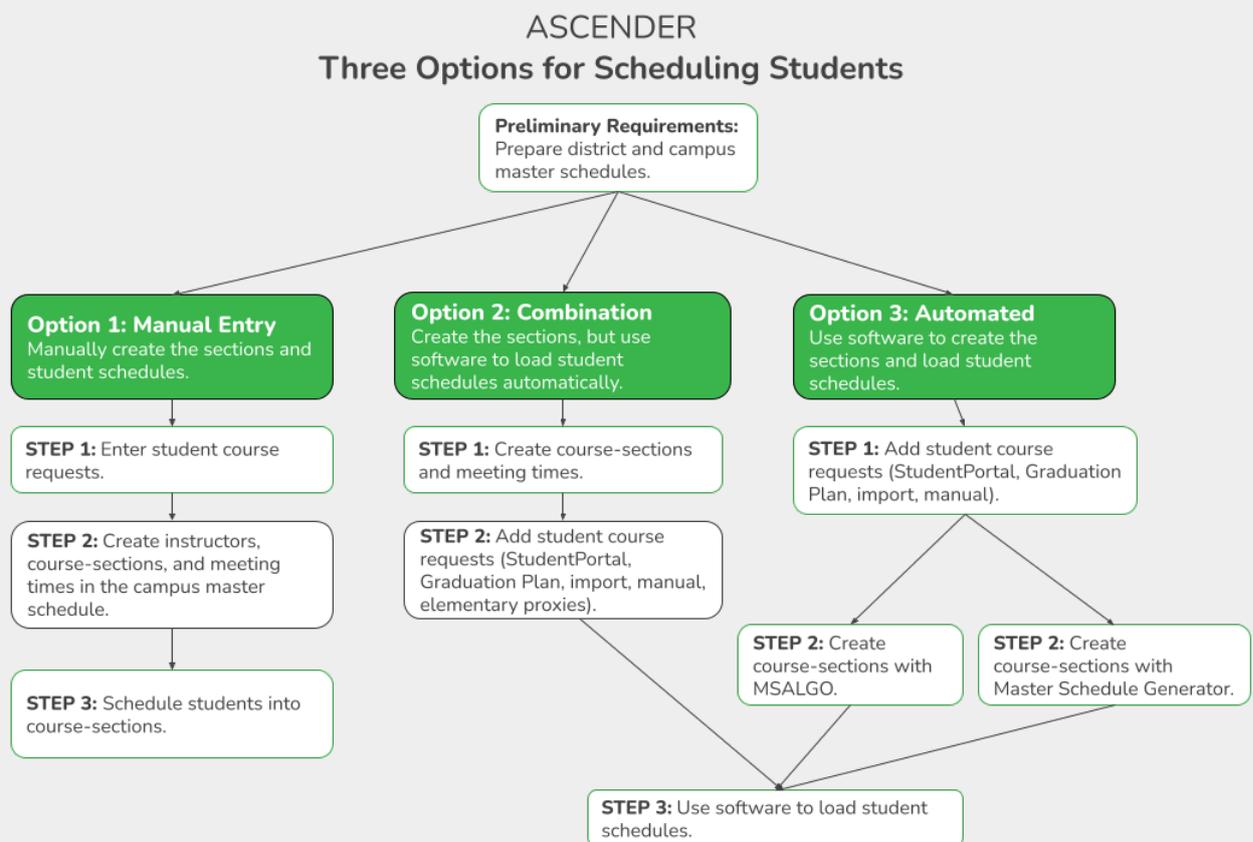
Table of Contents

ASCENDER Scheduling - Automated (Phase III)	1
<i>Run Reports</i>	1
<i>Verify Settings and Backup Data</i>	5
<i>Run the Live Scheduling Load</i>	9
<i>Run Reports</i>	10
<i>Start Over if Needed</i>	10

ASCENDER Scheduling - Automated (Phase III)

Follow these steps if you are using an ASCENDER program (Master Schedule Generator or MSALGO) to create the campus master schedule (section and meeting times) and to create student schedules.

Three Scheduling Options Flow Chart:



NOTE: Elementary campuses may choose one of the three options listed above and refer to the Elementary Scheduling guides for Before/After Annual Student Data Rollover.

The Phase III steps include running and accepting the Live student scheduling load.

Run Reports

Run all pre-load reports.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0160 - Room Utilization Report \(Next Yr\)](#)

This report displays the next year daily room schedule by course and the utilization rate of the room based on the available periods.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0200 - Potential Drop List \(Next Yr\)](#)

This report lists students who have not submitted any course requests for next year, and therefore do not have at least one scheduled class.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0300 - Tally of Course Requests \(Next Yr\)](#)

This report lists courses and the requests for each course for next year. For each course, the number of requests is tallied by gender and grade level.

The scheduling team (including administrators and counselors) can use this report to determine how many sections are required for each course offered next year.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0350 - Tally of Course Requests By Team Code \(Next Yr\)](#)

This report provides a list of courses and the requests for each course for next year. For each course, the number of requests is tallied by team code and grade level.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0400 - Student Course Request \(Next Yr\)](#)

This report lists students and their courses requested for next year. Demographic information is

also displayed. For match proxy requests, the course and title display in bold type.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0500 - List of Students Requesting \(Next Yr\)](#)

This report lists courses and the students who have requested the courses for next year.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0550 - List of Students Requesting Alternates](#)

This report lists students and their first, second, and third alternate course selections. You can view requests for specific courses or all courses.

The report may be useful if a campus needs to delete a course number. Since you cannot delete a course if it has any requests, including alternate course requests, the report lets you see which students have requested the course, and remove those requests, which will allow you to delete the course.

- If you specify an alternate request and no course request, the list will include all courses for which the specified course was chosen as an alternate.
 - If you specify a course request and no alternate request, the list will include all courses chosen as alternates for the specified course.
 - If you specify both an alternate and a course request, the list will only display data if the specified alternate was chosen as an alternate for the specified course.
 - If you do not specify either an alternate or a course request, the list will include all alternates chosen for each course. The alternate requests for each course are listed on separate pages.
-

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0600 - Potential Conflict Matrix \(Next Yr\)](#)

This report lists the number of students requesting each course and provides a list and count of other courses the students have requested.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0700 - Insufficient Seats / No Section \(Next Yr\)](#)

This report lists each course scheduled for next year, the number of sections scheduled, the number of students requesting each course, and the maximum number of seats available.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0800 - Too Many Requests \(Next Yr\)](#)

This report lists students whose course requests have exceeded the optimum (normal) period control number. The period control is calculated on [Maintenance > Master Schedule > Campus > Campus Control](#) (**Norm Prd Cntrl** field).

Each requested course is listed with its calculated period control number.

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0810 - Too Few Requests \(Next Yr\)](#)

This report lists students whose course requests have a total period control number less than the optimum (normal) period control number. The period control is calculated on [Maintenance > Master Schedule > Campus > Campus Control](#) (**Norm Prd Cntrl** field).

Each requested course is listed with its calculated period control number.

Students with zero course request are included if the student's status code indicates that he will be at the campus next year (i.e., students with status code 1, 2, 4, and 5).

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0900 - Students With Unscheduleable Requests \(Next Yr\)](#)

This report lists students who meet any of the following criteria:

- Requested a course with no sections
- Requested a course with no sections for the requested semester
- Scheduled into a section that is not offered
- Scheduled into a grade level-, gender-, or team code-restricted section in which they do not belong

[Scheduling > Reports > Scheduling Reports > Pre-Load > SCH1000 - Scheduling Singleton Conflicts \(Next Yr\)](#)

This report lists students who have requested courses that have only one section in the semester.

Verify Settings and Backup Data

1. [Verify the master schedule settings for the district.](#)

[Scheduling](#) > [Maintenance](#) > [Master Schedule](#) > [District](#) > [District Control](#)

This tab allows you to maintain scheduling options for the district that apply to the upcoming school year. You can also change the course number length for the district.

Save

DISTRICT CONTROL COURSES

Cnty-Dist: 964-964
Dist Name: TEXAS ISD
Address: 1407 Lone Star Drive
Alamo City, TX 95095-2152

Region 13
Phone: (555) 628-6043
Fax: (555) 628-9744
Superintendent: MR. Jo C Smith 1

Scheduling Options

School Year:

Maximum Scheduling Semesters Allowed:

Maximum Course Number Length: 4

New Course Number Length:

Zero Pad Left or Right:

Maximum Scheduling Semesters Allowed

Select the maximum number of semesters for scheduling.

Examples:

- If all the campuses in the district will use two-semester scheduling, select 2.
- If all campuses in the district will use two-semester scheduling, except the high school will use four-semester scheduling, select 4.

Click **Save**.

2. [Verify the master schedule settings for the campus.](#)

[Scheduling](#) > [Maintenance](#) > [Master Schedule](#) > [Campus](#) > [Campus Control](#)

This tab allows you to set up scheduling options for a campus. These options apply to the upcoming school year and must be set before you can access the campus master schedule. The Master Schedule > Campus tabs are disabled until these settings are saved.

Verify the settings of the following:

Max Sems Allowed	Select the number of semesters to be scheduled at the campus for the next school year.
Low Grade	Select the lowest grade level at the campus.
High Grade	Select the highest grade.
Schedule Withdrawn Students	Select if students who withdraw from the campus in the current school year should be scheduled for next year.
Period Begin	Type the first class period that can be scheduled using two digits.
Period End	Type the last class period that can be scheduled using two digits.
Norm Prd Cntrl	The normal period control for the campus is displayed, which is usually equal to number of periods in the school day multiplied by the number of semesters. For example, at a two-semester campus that has 8 periods per day, the normal period control is 16. This number is used to flag students whose course requests vary from what is expected.
Scheduling Sequence	Indicate the order in which grade levels should be scheduled: <input type="checkbox"/> Click +Add to add a grade level to the scheduling sequence. A row is displayed in the Scheduling Sequence grid.
	Priority The order in which the grade levels are scheduled is displayed in order from highest (i.e., 1) to lowest priority.
	Grade Select the grade level that should be scheduled according to the corresponding Priority field. For example, if you want to schedule 12th grade students first, the Priority field should be set to 1, and the Grade field should be set to 12. All grade levels must be listed.
	 Delete a grade level from the sequence. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save . You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No . You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

3. [Export and back up student course requests as a precaution.](#)

Follow these steps to export and save all student course requests for backup.

Data can be restored from these files if needed.

Back up data:

1. [Export student course requests.](#)

[Scheduling > Utilities > Export > Student Requests \(Unload\)](#)

This backup is a safety precaution in case you need to make significant changes to the next year master schedule after accepting the load.

This utility exports student requests for the campus to which you are logged on.

WARNING: If the export is run more than once on the same day, be careful not to overwrite files.

- Create a password:

Password	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. CAUTION: Record this password.
Verify Password	Retype the password to confirm that you typed it as intended.

- Click **Export**.

The export function creates an encrypted, zipped file containing the exported data named ASCENDER_DBccccdd_STUREQ###_yyyymmdd.zip, where cccddd is the county-district number, ### is the campus to which you are logged on, and yyyymmdd *Text* is the current date. You can rename the file as needed.

- You are prompted to open or save the zipped file. Save the file in a known location.
- If errors are encountered, click **Show Errors** to view the error report.
 - [Review, save, or print the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Restore data from backup:

1. [Restore student course requests.](#)

If you need to start over with the original course requests, you can import the file you created in the previous steps.

[Scheduling](#) > [Utilities](#) > [Import](#) > [Student Requests \(Unload\)](#)

This utility imports student requests, overwriting current student requests and schedules. Students with enrollment status 1 (*currently enrolled at this campus*) are updated to 2 (*currently enrolled at this campus, will return next year*), if courses for that student are imported.

The utility will not import invalid course sections (e.g., course sections no longer offered in the district or campus).

NOTE: If the course-sections are invalid because a new course number length has been committed on [Maintenance > Master Schedule > District > District Control](#), the program will convert the course-request from the import file to the new course number and import the record with the new course number.

Select the file:

Import File	Click Browse . Locate and open the file. The file name is displayed.
Password	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.

Click **Import**.

If errors are encountered, click **Show Errors** to view the error report.

[Review, save, or print the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Run the Live Scheduling Load

1. [Verify scheduling load options.](#)
2. [Run the live scheduling load.](#)
3. [View all scheduling load reports.](#)
4. [Accept the scheduling load.](#)
5. [Review student course assignments.](#)

6. [Assign next year control numbers to students.](#)

7. [Modify student schedules as needed.](#)

Run Reports

[Run all post-load reports.](#)

Start Over if Needed

If you need to reschedule all students after accepting the scheduling load, import the student requests file you created during the backup step, and start over.



Back Cover