



ASCENDER Scheduling - Combination Manual & Auto (Phase III)

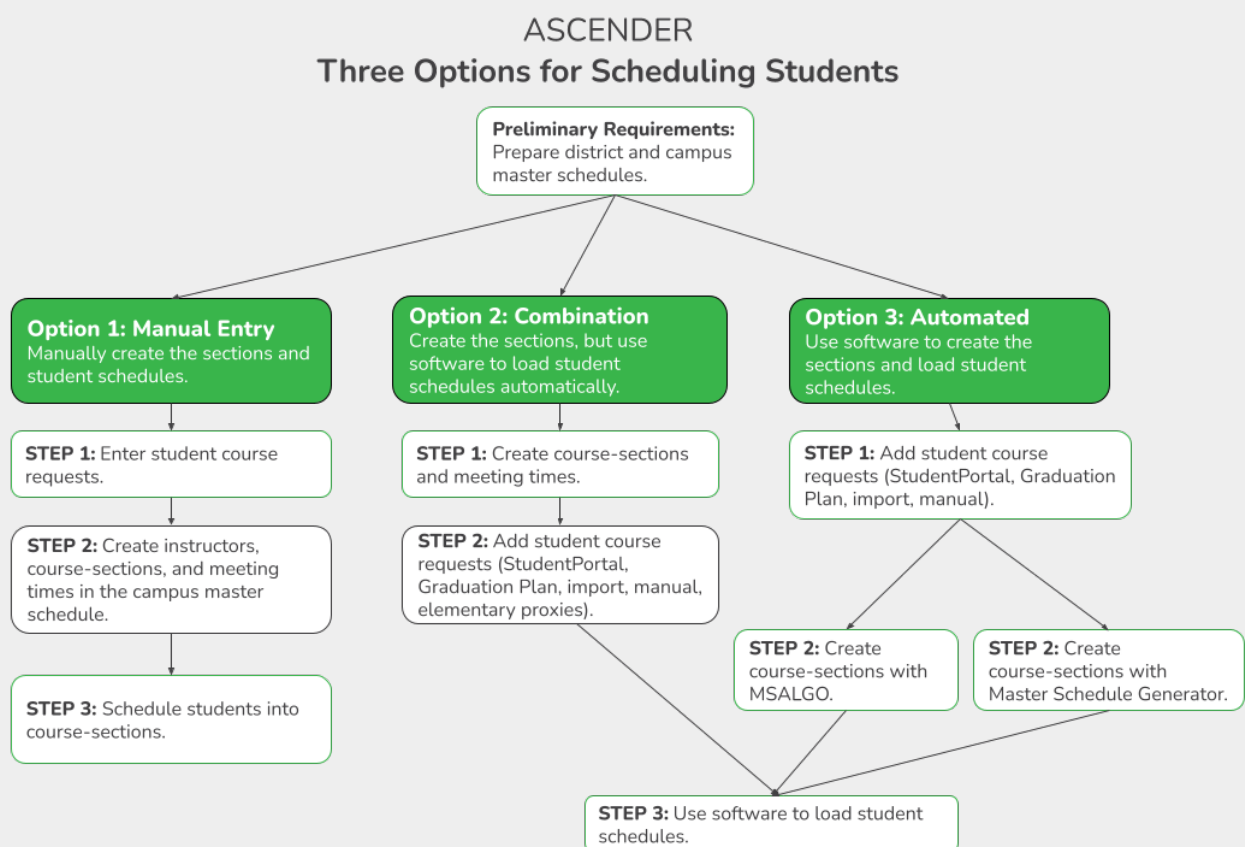
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ASCENDER Scheduling - Combination Manual & Auto (Phase III)

Follow these steps to use a combination of manual and automated tools to complete scheduling, where the campus master schedule (section and meeting times) is manually created, and automated tools are used to schedule students into course-sections.

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.

Before you proceed, review the Scheduling pre-load reports.

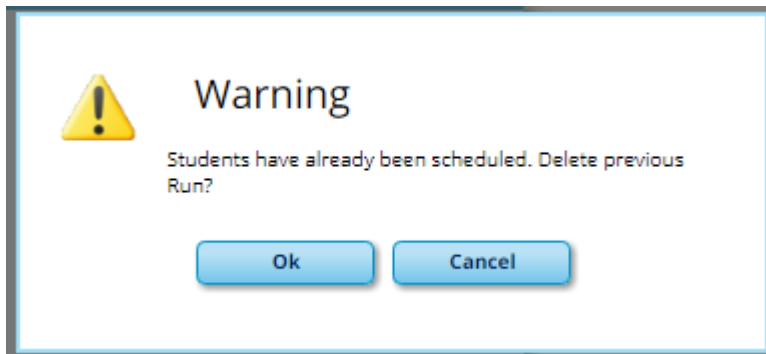
Run the Live Scheduling Load

1. [Verify scheduling load options.](#)
2. [Run the live scheduling load.](#)
3. [View all scheduling load reports.](#)
4. [Re-run the scheduling load until you are satisfied with the results.](#)

If you need to improve your scheduling load, run all reports necessary to identify reasons for unscheduled students, and make the necessary modifications. It is recommended that you run and review all scheduling load reports before accepting the load.

Click **Run** to run the scheduling load again until you are satisfied with the results.

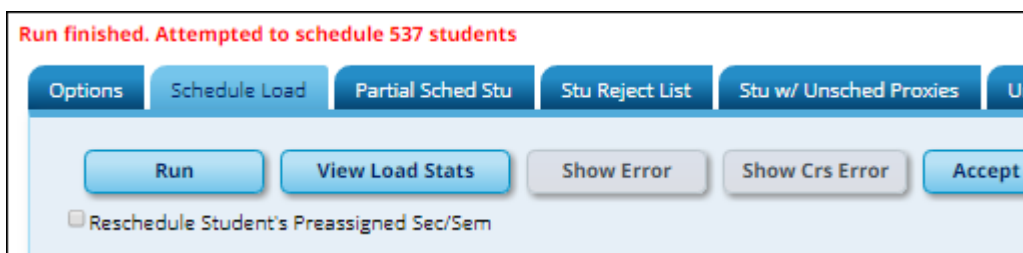
After the first run, a warning message is displayed when you run subsequent runs indicating that students have already been scheduled.



Click **OK** to continue.

Any subsequent runs will reschedule all the students and load the master schedule and student course requests into temporary tables again.

When the load is completed, a message is displayed.



5. [Accept the scheduling load.](#)

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

Run Reports

Run and review all post-load reports.



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