

scheduling_ra_section_info_body_scheduling

Table of Contents

Existing sections are displayed in order by instructor ID.

- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If there are multiple pages, page through the list.

❑ Click in the upper grid to add sections to an existing course.
❑ Or, click **+Add** to add a course and sections.

The fields below the grid are enabled.

Crs Nbr	Click to select the course. The course name is displayed in the **Title** field. The field cannot be updated once the record is saved.
From Sec **To Sec**	Type the beginning and ending sections for the range of sections to be generated (01-99). Each unique section of a course that is generated must be identified by a section number. To create only one section, type the same section number in both fields. When the Resource Allocator Record Creation utility is run, the **From Sec** and **To Sec** fields are determined by dividing the number of requests by the number of seats per class (i.e., the **Max Seats** field on Maintenance > Master Schedule > Campus > Courses). Instead of rounding when calculating the number of sections, a sufficient number of sections is created to fill every request.
Max Seats	Type the number of students who can be scheduled into each section per semester, up to three digits. The value is used by the Master Schedule Generator to determine when to close a class to prevent further scheduling. If no seats are specified, no students are scheduled into the class.
Priority	Select the class generation priority that the resource course will have during master schedule generation. The priority values are 1-9, where 1 has the highest priority and 9 has the lowest. The default value is 5. If all resource courses have the same class generation priority, they are processed by the generator in the order of processing difficulty. This priority can be used to override the order of generation.

Restr Type	Select the code indicating if the restrictions always apply (i.e., fixed) or can be overridden (i.e., selectable) by the user. This field applies to the other restriction fields for this course-section (gender, team, and grade level). The field is only used if you are using one or more restriction fields (i.e., **Gender**, **Team**, or **Grade**). If there are any restrictions, the field is required.
Gender	Select a gender if the section is restricted to one gender.
Team	(Optional) If you are using Team Code, select a team code if you want to restrict section membership to a certain group or team of students. Team codes are established on Maintenance > Team Code.
Grade	If there are grade level restrictions for the course-section, select the lowest grade level allowed. In the adjacent **+** field, type the number of additional grade levels that are eligible to take the course. For example, if the course is for 7th and 8th grade students, select 07 in the **Grd Restr** field, and type 1 in the **+** field. (Note that on the Resource Allocator Section Info tab, the **+** field is named **Addl**.)
Dist Nbr Sem	The number of semesters for the course is displayed (from the **Nbr Sem** field on Maintenance > Master Schedule > District > Courses).
Dist Per Ctrl	The period control for the course is displayed (from the **Per Ctrl** field on Maintenance > Master Schedule > District > Courses). **IMPORTANT:** Before proceeding, verify that **Per Ctrl** is set correctly for each course.

❑ Click **+Add** in the lower grid to add a meeting time for the section. A blank row is added to the lower grid.

- You can add up to four meeting times per section.
- At least one meeting time is required to run save a section record.

NOTE: For pre-placed sections, enter the periods of the day when the pre-placed classes will meet. For example, if band and athletics are normally pre-placed in certain periods, enter the semester for when any one-semester courses will meet, and enter conditional periods if the classes must meet only in the morning or only in the afternoon.

Sequence	A sequential number is displayed for each meeting time you add.
Common	Select C if you want to force multiple sections of a course to come together for a common meeting time, such as a lecture. The meeting time pattern will be assigned to all sections generated for the course. Once a time pattern is selected for a section in the range of sections specified for the course, the selected time pattern remains common for all sections in the range. Leave blank to not use this option.

❑ Under **Semester**:

#	Select the number of semesters the course meets. The semesters listed depend on the value in the **Max Sems Allowed** field on Maintenance > Master Schedule > Campus > Campus Control. The field must match the **Dist Nbr Sem** field. The field is required if a semester condition is entered in the **Cond** field.
Cond	Select a condition for the semester: N - The Master Schedule Generator will not assign the semester specified in the semester patterns to the meeting time. S - The Master Schedule Generator assigns the same number of semesters to this meeting time as assigned to the previous meeting time.
Pattern	Select the semester pattern code for the course meets. The field is required if the **Cond** field is N. The field must be the same for all meeting time rows for a section unless the **Cond** field is *N* or the **Pattern** field is blank for the row. If the field is blank and the **#** field matches **Max Sems Allowed** on Maintenance > Master Schedule > Campus > Campus Control, the **Pattern** field is changed to *3* for a two-semester campus, and *F* for a four-semester campus.

❑ Under **Periods**:

#	Type the number of periods the course meets.

Cond	Select a condition for the periods: Blank - If the number of periods is specified and this field is blank, the Master Schedule Generator selects the specified number of periods from the defined default conditional period range (period pattern) for the meeting time. 1-9 - The Master Schedule Generator selects the number of periods from the defined conditional period range (period pattern) for the meeting time specified. A-C - The Master Schedule Generator assigns the specified number of periods to the meeting time that are consecutive to the periods of the previous meeting time. • A - Consecutive (after) to the periods of the previous meeting time. • B - Consecutive (before) to the periods of the previous meeting time. • C - Consecutive to the periods of the previous meeting time (either before or after). S - The Master Schedule Generator assigns the specified number of same periods to the meeting time as in the previous meeting time. This condition cannot be specified for the first meeting time. N - The Master Schedule Generator does not assign a period falling within the specified period range to the meeting time. The **From** field is required. If the **To** field is blank, the meeting time is not scheduled during the period in the **From** field.
From **To**	Select the actual beginning and ending periods for the class. The fields are required if the **Cond** field is set to *N*.

❑ Under **Days**:

#	Type the number of days the class meets (1-5). A day pattern for the meeting time is selected from the valid day patterns.
Cond	Select a condition for the days: S - The Master Schedule Generator assigns the specified number of same days to the meeting time as assigned to the previous meeting time. This condition cannot be specified for the first meeting time. If this condition is selected, the number of days (**#** field) must be specified. N - The Master Schedule Generator does not select a day pattern containing any of the specified days for this meeting time. If this condition is selected, the number of the days (**#** field) and pattern must be specified.
Pattern	Select the code indicating the actual days the course meets. If the **Cond** field is *N*, this field indicates which days are not to be used.

❑ Under **Room**:

Cond	Select a condition for the room: C - The Master Schedule Generator selects a common (same) room for all sections generated for the resource course. The generator assigns the same room to the meeting time for all sections generated for the resource course. Once a room is selected for a section specified for the resource course, the selected room remains common for all sections in the range. N - The Master Schedule Generator does not assign any room to the meeting time. S - The Master Schedule Generator selects the same room as selected for the previous meeting time of this section. The generator assigns to the meeting time the same room that was assigned to the previous meeting time. D - The Master Schedule Generator uses the designators for selecting a room. The generator assigns to the meeting time a room with designators matching the specified designators. If this condition is specified, the desired designator codes must be specified in the **ID** fields: • If the resource course is specified as a resource course for a room, the generator can select the room for the meeting time instead of a room with matching designators. • If the resource course is not defined as a resource course for any room, the generator can select a room with a matching department or subject area for the meeting time, instead of a room with matching designators.
ID	Click ⋮ to select the room assigned to the meeting time. If the **Cond** fieldset to is D, three **ID** fields are displayed allowing you to select up to three designator codes from Maintenance > Master Schedule Generator > Tables > Designators. The Master Schedule Generator attempts to assign the room to the meeting time. If the room cannot be assigned, the meeting time may not be generated. However, when you run the generator, you can specify that a meeting should be generated even if a room cannot be assigned (i.e., select **Generate if Unable to Assign Room** on Maintenance > Master Schedule Generator > Generate Campus Schedule > Options).

❑ Under **Instructor**:

Cond	Select a condition for the instructor: C - The Master Schedule Generator selects a common instructor for all sections generated for the resource class. The generator assigns the same instructor to the meeting time for all sections generated for the resource course. Once an instructor is selected for a section specified for the resource course, the selected instructor remains common for all sections in the range. N - The Master Schedule Generator does not assign any instructor to the meeting time. S - The Master Schedule Generator selects the same instructor as selected for the previous meeting time of the section. D - The Master Schedule Generator uses the designators for selecting an instructor and assigns to the meeting time an instructor with designators matching the specified designators. If this condition is specified, the designator codes must be entered in the **ID** fields. • If the course has been specified as a resource course for an instructor, the generator can select the instructor for the meeting time instead of an instructor with matching designators. • If the course has not been defined as a resource course for any instructor, the generator can select an instructor with a matching department or subject area for the meeting time, instead of an instructor with matching designators.
ID	Click ⋮ to select the instructor assigned to the meeting time. If the **Cond** fieldset to is *D*, three **ID** fields are displayed allowing you to select up to three designator codes from Maintenance > Master Schedule Generator > Tables > Designators. The Master Schedule Generator attempts to assign the instructor to the meeting time. If the instructor cannot be assigned, the meeting time may not be generated. However, when you run the generator, you will have the opportunity specify that a meeting should be generated even if an instructor cannot be assigned (i.e., by selecting **Generate if Unable to Assign Tchr** on Maintenance > Master Schedule Generator > Generate Campus Schedule > Options). If you assign a room and instructor, and the instructor has a reserved room assigned (**Rsrvd Room** field on Maintenance > Master Schedule Generator > Resource Allocator > Instructors), the room on the Section Info tab will override the instructor's reserved room.

❑ Click **Save**.

	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.

(upper grid)	Delete a course-section. 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).
(lower grid)	Delete a meeting time for the course-section. 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).
Recalc Sections	Click to recalculate the **From Sec** and **To Sec** fields according to the number of instructors who will be teaching the course, the maximum number of sections each instructor will teach, and the number of seats available in each section. **You can recalculate as many times as needed.** The new **From Sec** and **To Sec** fields are displayed. A message is displayed indicating the number of records recalculated. If no records were recalculated, you are prompted to view the error list. **WARNING:** Click **Save** before navigating away from the page or you will lose all of your changes.
View Recalc List	If at least one course was recalculated, the button is enabled. Click to view the report of courses for which the sections were recalculated.
Error Report	If no records were recalculated, click to view the error list.
View Students	Click to view the report of students requesting the selected course.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover