

Create Master Schedule

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Scheduling > Maintenance > Master Schedule Generator > Generate Campus Schedule > Create Mstr Sched

This tab allows you to create the master schedule, generate the master schedule list, and accept the schedule. The Resource Allocator information is used to create the course sections and meeting times.

Create master schedule:

Field	Description
Recalc Conflicts	Select if you want to recompute the course conflicts (i.e., the number of student course requests that conflict with each other) to determine the best period to place a course-section. The field must be selected when course requests have changed so that courses are scheduled in the correct order. • If the conflicts have not been built, the program builds the conflicts whether or not this field is selected. • If there are records in the conflict table, the program does not rebuild the conflicts unless this field is selected.

Click **Create Schedule**. The Master Schedule Generator begins building the course sections.

The program first checks for any invalid courses. If invalid courses exist on Maintenance > Master Schedule Generator > Resource Allocator > Section Info, a message is displayed, and the schedule is not created. The data in Resource Allocator must be corrected before proceeding.

1. Click **OK**. The Show Error button is displayed if errors occurred.
2. Click **Show Error** to view the error listing. Review, save, or print the report.

When the generator finishes, click **View Mstr Sched List** to view the Master Schedule Generator Priority Listing, which prints the options used to generate the schedule, the courses in order of generation, and the information about the course sections. Review, save, or print the report.

Click **Save**.

The file is saved to the specified location. The archive password dialog box is displayed.

1. In the first field, type a password for the zipped file using only alphanumeric characters.
2. In the second field, retype the password.

When the schedule is correct, click **Accept Schedule** to accept the master schedule.

WARNING: Do not accept the schedule until you are certain it is correct! Before you click **Accept Schedule**, you must do the following:

- Review the master schedule report and verify the following based on the trial scheduling load:
  - The instructor's student loads are balanced.
  - The instructors have approximately the same number of students across periods.
  - The load percentage is acceptable.
- Review the sections and meeting times created by the Master Schedule Generator, and make all necessary adjustments. The sections and meeting times created by the Master Schedule Generator are saved to temporary tables, and you can adjust this data as needed on the Sections tab. Be sure all data on the Sections tab is correct before returning to this tab.

Once you click **Accept Schedule**, the data is moved to the TxEIS database tables.

You are prompted to export the existing course sections to a zipped file, unless there are currently no course sections currently in the campus master schedule.

1. Select the location in which to save the data backup file.
2. Click **OK**.

When the export is complete, the sections and meeting times are copied to the campus master schedule.


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