

Options (Trial Scheduling Load)

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Scheduling > Maintenance > Master Schedule Generator > Trial Scheduling Load > Options

This tab allows you to set options for scheduling students in a scheduling load.

- If you are running a trial scheduling load, the options are for the trial load.
- If you are running the actual scheduling load, the options are for the actual load.

Before the scheduling load is run, the following must be completed:

- Create next year campus courses and sections.
- Ensure students have next year course requests.
- Set the **Maximum Scheduling Semesters Allowed** field on Maintenance > Master Schedule > District > District Control.
- Set the following fields on Maintenance > Master Schedule > Campus > Campus Control:
  - **Max Sems Allowed**
  - **Low Grade** and **High Grade**
  - **Period Begin** and **Period End**
  - **Norm Prd Cntrl**
  - **Schedule Withdrawn Students** - Select if you want to include withdrawn students in the trial run.
  - **Scheduling Sequence** - Only grade levels with a priority are included in the scheduling load.

Restrictions are placed in order by proxy, section, campus course, and then district course.

Set options:

❑ Make the following selections:

Course Balancing by Gender	Select to balance the number of students assigned to all sections of a course by gender. The program will attempt to balance the number of males and females assigned to the course-section evenly based on the number of males and females requesting the course.

Team Restriction can be Lifted	Select if classes restricted to one team code can have the restriction lifted during the scheduling process. Campuses that assign team codes usually *do not* select this option. In order for the scheduling load to restrict students by team code, the **Type Restriction** field must be set to *Fixed* on Maintenance > Master Schedule > Campus > Sections.
Seat Balancing Intensity	Select the intensity for seat balancing: *High* - (Recommended) The program selects sections based on the most seats remaining. Seating will be considered the most important criterion for selecting a section to assign to a student. The scheduling process may take longer if *High* is selected, since it may bypass the best section for a student in order to achieve good balancing. *Low* - Balancing is not a concern. Select this option if you want the program to run as quickly as possible.
Gender Restriction can be Lifted	Select if classes restricted to one gender can have the restriction lifted during the scheduling process. Campuses that have gender restrictions set in district courses or campus section usually *do not* select this option.
Retain Partial Schedules	Select if you want to retain all student schedules, including those for students who have been assigned a partial schedule. Selecting the field produces the Student Reject Listing which allows you determine why courses could not be scheduled.
Grd Lvl Restriction can be Lifted	Select if classes restricted to a particular grade level can have the restriction lifted during the scheduling process. Campuses that have grade level restrictions set in district courses or campus section usually *do not* select this option.
Substitute Alternate Courses	Select if you want the scheduling load to schedule predefined course alternatives for a student when the original class combinations cannot be scheduled. The program will attempt to substitute alternate courses based on the order in which they are entered (i.e., **1st**, **2nd**, and **3rd Alt Course** fields on Maintenance > Student Schedules > Course Requests). **NOTE:** Alternate courses can be selected in ASCENDER StudentPortal.
Schedule Required Courses First	Select to schedule the students into all required courses first and then elective courses. For example, if a student has requested two required courses, one with one section and another with two sections, the scheduler schedules the course with one section first, and then the course with two sections. After all of the required courses have been scheduled, the scheduler will schedule elective courses in the same priority (i.e., one section, two sections, etc.) until the student is scheduled. If the field is blank, the courses are scheduled in priority order based on the number of sections available. This increases the chances that more students will get a complete schedule. **NOTE:** Required and elective courses are determined by the **Required** and **Elective** fields on Maintenance > Master Schedule > District > Courses.

Seat Loading Factor	Type the percentage for increasing or decreasing the number of students above or below the maximum seats allowed during the scheduling process. For example, type 100 (i.e., 100%) to load the students into course-sections according to the maximum seats allowed at the campus.
Fill Unscheduled Periods with	Type the course number that will be used to autofill any period that does not have a scheduled course for students who have a partial schedule. This is usually a “See Counselor” course. It should be one-semester, one-period course with one section for each period for each semester. For example, for a two-semester campus with eight periods, you would need 16 sections of this course.

❑ Click **Save**.


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