



Schedule Load (Live Scheduling Load)

Table of Contents

Schedule Load (Live Scheduling Load) 1

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Scheduling > Maintenance > Live Scheduling Load > Schedule Load

This tab allows you to run scheduling loads against the sections and generate statistical reports.

You can run multiple scheduling loads, and then accept the schedules once you are satisfied with the results.

The scheduling load options must be set on the Options tab before you run the scheduling load.

Run scheduling load:

Reschedule Student's Preassigned Sec/Sem	<p>If you have students with courses that are already scheduled (i.e., students who are already scheduled into courses before scheduling is run because they must have a specific section or semester of a course):</p> <p>Select the field if the scheduling load should reschedule preassigned sections/semesters. This option is usually <i>not</i> selected.</p> <p>Leave blank to retain students' preassigned sections/semesters when running the scheduling load.</p> <p>If selected, and preassigned sections or semesters exist, a warning is displayed when you accept the load indicating that preassigned courses will be overwritten. Click Yes to continue.</p>
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☐ Click **Run**.

The scheduling load begins processing.

At the end of the scheduling load, a message is displayed indicating the number of students that the run attempted to schedule.

View Load Stats	<p>Click to view the scheduling statistics report for the scheduling load. Review, save, or print the report.</p> <p>The report lists the options set when the load was run, as well as the following statistical information by grade level and for the campus:</p> <p>Grade - The grade levels included in the scheduling load. Total - The total number of students in each grade level. Fully - The number of students who received a complete schedule. % - The percentage of students who received a complete schedule. Partial - The number of students who received a partial schedule. % - The percentage of students who received a partial schedule. Unsched - The number of students who did not receive any schedule. % - The percentage of students who did not receive any schedule.</p>
Show Crs Error	<p>If errors are encountered, click to view a report of invalid course errors for the scheduling load. Review, save, or print the report.</p>

☐ 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.

Larger districts will take longer to run. Also, the more match proxies requested, the longer it will take.

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.

Accept schedules:

☐ Create a password for the export file:

Export File Password	Type a password for the zipped file, up to ten characters. Special characters are not allowed. CAUTION: Record the password.
Verify Password	Retype the password to confirm that you typed it as intended.

☐ Click **Accept Load** to accept the scheduling load.

WARNING: Do not click **Accept Load** until you have run all available reports and are satisfied with the results. Be sure to check the percentages, student reject listing, and class balancing before accepting the load.

When you click **Accept Load**, the student schedules are moved from the scheduling temporary tables to the student course request table, and the “Export successful” message is displayed.

You are prompted to save a backup of the student course requests. This enables you to start over by resetting the student course requests to the original state before the scheduling load. Save the file in a known location.

The default name for the file backup is ASCENDER_DBcccddd_STUREQ###_YYYYMMDD.zip where *cccddd* is the county-district number, *###* is the campus ID, and *YYYYMMDD* is the date the file backup was created. You can rename the file as needed.

When the scheduling load is accepted, the data is cleared from the scheduling table; therefore, no reports except the Master Schedule will contain data.



Back Cover