



## Schedule Load (Live Scheduling Load)



# Table of Contents

**Schedule Load (Scheduling Load) ..... 1**



# Schedule Load (Scheduling Load)

## **Scheduling > Maintenance > Scheduling Load > Schedule Load**

This tab allows you to run a trial scheduling load and generate a statistics report by grade level.

- If you are running a trial scheduling load, the generated schedules cannot be saved or accepted.
- If you are running the actual scheduling load, you can accept the schedules once you are satisfied with the results.

The trial scheduling load tests the courses created by the Master Schedule Generator and any courses that already exist in the campus master schedule. This allows you to determine how well students will be scheduled with courses created by [Maintenance > Master Schedule Generator > Generate Campus Schedule](#).

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

### **Run trial load:**

<p><b>Reschedule Student's Preassigned Sec/Sem</b></p>	<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 <b>Yes</b> to continue.</p>
--	--

Click **Trial Run**.

The trial scheduling load begins processing.

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

<b>View Load Stats</b>	<p>Click to view the scheduling statistics report for the scheduling load. <a href="#">Review, save, or print the report.</a></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><b>Grade</b> - The grade levels included in the scheduling load.  <b>Total</b> - The total number of students in each grade level.  <b>Fully</b> - The number of students who received a complete schedule.  <b>%</b> - The percentage of students who received a complete schedule.  <b>Partial</b> - The number of students who received a partial schedule.  <b>%</b> - The percentage of students who received a partial schedule.  <b>Unsched</b> - The number of students who did not receive any schedule.  <b>%</b> - The percentage of students who did not receive any schedule.</p>
<b>Show Crs Error</b>	<p>If errors are encountered, click to view a report of invalid course errors for the scheduling load. <a href="#">Review, save, or print the report.</a></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 the following reports after the trial run and before accepting the load:

- Go to the **Master Sched** tab to view the master schedule report which allows you to check class balancing.
- Go to the **Stu Reject List** tab to view the student reject listing report which allows you to determine changes needed in the master schedule or student course requests.

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

After you run the first trial, a warning message is displayed when you run subsequent trial runs indicating that students have already been scheduled. Click **OK** to continue.

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

### Accept schedules:

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 trial run. 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.

If you selected **Reschedule Student's Preassigned Sec/Sem**, and preassigned sections or semesters exist, a warning is displayed indicating that preassigned courses will be overwritten. Click **Yes** to continue.

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 TxEIS\_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.

You are prompted to create a password for the file.

<b>password</b>	Type a password for the zipped file, up to ten characters. Special characters are not allowed. <b>CAUTION:</b> Record the password.
<b>retype password</b>	Retype the password to confirm that you typed it as intended.

Click **OK**. The scheduling load begins processing.

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