



## Resource Allocator Record Creation



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# Resource Allocator Record Creation

## **Scheduling > Utilities > Resource Allocator Record Creation**

The utility allows you to create the instructor, room, and section records from the current year instructors and rooms records and next year district courses. The program also updates designators, departments, and subject areas from the next year instructor records.

If resource allocator information already exists, you cannot overwrite existing data.

### **Create records:**

A message is displayed indicating that existing data cannot be overwritten. Click **OK**.

If the records have already been created, and there is no new data to update, all fields are disabled.

Field	Description
<b>Resource Allocator Instr Courses</b>	Select this option to create the instructor resource courses. The utility uses the current year campus sections to create the instructor resource courses in the next year. For example, if an instructor is teaching three sections of English I and three sections of Literary Genres in the current year, the utility will give this instructor the same courses and the same number of sections for each course in the next year instructor resource courses. <ul style="list-style-type: none"><li>• If next year instructor records do not exist, they are created from current year records.</li><li>• Any course with an instructor ID in a meeting time is included.</li><li>• Courses are only created for instructors who have valid values in the <b>Maximum Values</b> fields on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Resource Allocator &gt; Instructors</a>.</li></ul>

Field	Description
<b>Resource Allocator Crs Sections</b>	<p><b>Max Seats from CYR Sections</b> If selected, the <b>Max Seats</b> field from the first section of the course in the current year schedule is used. If there is no matching course in the current year sections, the value in the <b>Default Max Seats</b> field (on this page) is used, if available.</p> <p><b>Max Seats from Default</b> If selected, the value from the <b>Default Max Seats</b> field (on this page) is used for all courses in the campus master schedule.</p>
	<p><b>Default Max Seats</b> Type the default number of seats available in the classroom. If blank, 000 is used as the default.</p> <ul style="list-style-type: none"> <li>• If either field is selected, the <b>Max Seats</b> field on <a href="#">Maintenance &gt; Master Schedule &gt; Campus &gt; Courses</a> is populated for each course if it is set to 000.</li> <li>• Course sections are not created for courses that have <b>Excl Conflict Matrix</b> selected.</li> <li>• The <b>From Sec</b> and <b>To Sec</b> fields on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Resource Allocator &gt; Section Info</a> are determined by dividing the number of requests by the number of seats per class (i.e., the <b>Max Seats</b> field on <a href="#">Maintenance &gt; Master Schedule &gt; Campus &gt; Courses</a>). For example, if there are 33 requests for a course that has a maximum seat capacity of 15, three sections of the course will be created.</li> <li>• If no requests exist for the class, or if the <b>Max Seats</b> field is blank, one section is created (i.e., <b>From Sec</b> 01, <b>To Sec</b> 01).</li> <li>• A matching meeting time record is created for each section.</li> <li>• The program assumes that at least one day pattern exists for the resource allocator to use when creating meeting times for resource allocator course sections:</li> <li>• If at least one day pattern exists, but it is not MTWRF (05), the resource allocator uses the first one it finds. A message is displayed indicating the day pattern that is used.</li> <li>• If no day pattern exists, an error message will be displayed indicating that you must create one. Day patterns are created on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Resource Allocator &gt; Meeting Time Parameters</a>.</li> </ul>

Field	Description						
<b>Room Number</b>	<p>Select to create room records. The program attempts to load seats, subject areas, and departments for the room records.</p> <p><b>NOTE:</b> Do not select this field if you assign rooms to instructors on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Resource Allocator &gt; Instructors</a> using the <b>Rsvd Room</b> field. Example: If the instructors are in the same room all day.</p> <ul style="list-style-type: none"> <li>• Seats are determined using the highest value in the <b>Max Seats</b> field in a current year section taught in the room. If no sections are taught in the room, the value in the <b>Default Room Seats</b> field (on this page) is used, if available.</li> <li>• Subject areas are determined from the instructor record for the lowest course number and section number taught in the room by an instructor with a subject area in Grade Reporting.</li> <li>• Departments are determined by the lowest course number taught at the campus that has a department specified on the district course maintenance page in either Scheduling or Grade Reporting. The program looks at the district courses in Scheduling first. If departments do not exist in Scheduling, the program looks in Grade Reporting.</li> </ul> <table border="1" data-bbox="323 983 1468 1057"> <tr> <td data-bbox="323 983 632 1057"><b>Default Room Seats</b></td><td data-bbox="632 983 1468 1057">If you are using the default, type the default number of seats available in the classroom.</td></tr> </table>	<b>Default Room Seats</b>	If you are using the default, type the default number of seats available in the classroom.				
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<b>Resource Allocator Room Courses</b>	<p>Set up courses that can be assigned to the room.</p> <p>Click <b>+Add</b> under <b>Courses</b>. A blank row is displayed in the <b>Courses</b> grid.</p> <table border="1" data-bbox="323 1185 1468 1711"> <tr> <td data-bbox="323 1185 632 1260"><b>Course</b></td><td data-bbox="632 1185 1468 1260">Click  to <a href="#">select the course</a>. The course title is displayed in the <b>Title</b> field.</td></tr> <tr> <td data-bbox="323 1260 632 1334"><b>Max Sections</b></td><td data-bbox="632 1260 1468 1334">Type the maximum number of sections that can be assigned to the room per semester.</td></tr> <tr> <td data-bbox="323 1334 632 1711"></td><td data-bbox="632 1334 1468 1711"> <p><a href="#">Remove a course assigned to the room.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> </td></tr> </table>	<b>Course</b>	Click  to <a href="#">select the course</a> . The course title is displayed in the <b>Title</b> field.	<b>Max Sections</b>	Type the maximum number of sections that can be assigned to the room per semester.		<p><a href="#">Remove a course assigned to the room.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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