



# Resource Allocator Record Creation



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

This utility creates 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.

**IMPORTANT:** All new courses for next year should already be added, and courses that will not be offered should be removed. The campus should also select **Excl Conflict Matrix** on [Maintenance > Master Schedule > Campus > Courses](#) for any courses for which sections should not be generated.

**Example:** Often campuses manually build sections for the special ed courses.

## 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.

<b>Resource Allocator Instr Courses</b>	<p>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.</p> <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>
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<b>Resource Allocator Crs Sections</b>	<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.
	<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.
	<b>Default Max Seats</b>	Type the default number of seats available in the classroom. If blank, 000 is used as the default.

- If either field is selected, the **Max Seats** field on [Maintenance > Master Schedule > Campus > Courses](#) is populated for each course if it is set to 000.
- Course sections are not created for courses that have **Excl Conflict Matrix** selected.
- The **From Sec** and **To Sec** fields on [Maintenance > Master Schedule Generator > Resource Allocator > Section Info](#) are determined by dividing the number of requests by the number of seats per class (i.e., the **Max Seats** field on [Maintenance > Master Schedule > Campus > Courses](#)). 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.
- If no requests exist for the class, or if the **Max Seats** field is blank, one section is created (i.e., **From Sec 01, To Sec 01**).
- A matching meeting time record is created for each section.
- 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:
  - 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.
  - If no day pattern exists, an error message will be displayed indicating that you must create one. Day patterns are created on [Maintenance > Master Schedule Generator > Resource Allocator > Meeting Time Parameters](#).

<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>Rsrvd 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="352 936 1481 1016"> <tr> <td data-bbox="352 936 646 1016"><b>Default Room Seats</b></td> <td data-bbox="651 936 1481 1016">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.
<b>Default Room Seats</b>	If you are using the default, type the default number of seats available in the classroom.		
<b>Resource Allocator Room Courses</b>	Select to create room course records. Courses for rooms are determined by the current year campus section meeting times.		
<b>Update Tables from NYR Instructors</b>	Select the table(s) to update only if you use designators, departments, and/or subject areas. The tables can be updated even if data already exists. The program looks at the instructor records in Scheduling and updates the tables with any new data. If there is no new data to update, a message is displayed indicating that all designators, departments, and subject areas are updated.		

<b>Auto-fill NYR Instructor Maximum Values</b>	Use the following fields if you want to auto-fill the corresponding <b>Maximum Values</b> fields on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Resource Allocator &gt; Instructors</a> :	
	You may type 99 in these fields to ensure that instructors do not have a value that is too low, which might exclude them from being assigned sections.	
	<b>Study Halls/Day</b>	Type the maximum number of study halls per day that can be assigned to an instructor.
	<b>Periods/Day</b>	Type the maximum number of periods per day an instructor can teach.
	<b>Sections/Sem</b>	Type the maximum number of sections per semester that can be assigned to an instructor.
	<b>Preps/Sem</b>	Type the maximum number of unique courses (preparations) per semester that can be assigned to an instructor. Unique courses usually require the instructor to do a separate preparation.
<b>Contact Periods/Year</b>	Type the maximum total contact periods an instructor can be assigned for the year.	

Click **Create**.

If both **Resource Allocator Instr Courses** and **Auto-fill NYR Instructor Maximum Values** are selected, the autofill process runs first to ensure that all instructor courses are created.

A message is displayed indicating that records were successfully created.

If there is no data available to create the records selected, a warning message is displayed.

**NOTE:** If the **Maximum Course Number Length** in Scheduling ([Maintenance > Master Schedule > District > District Control](#)) is different than the current year **Maximum Course Number Length** in Grade Reporting ([Maintenance > Tables > District Control Table](#)), the courses are created using the crosswalk table that was created in Scheduling when the **New Course Number Length** was changed to match the new district master schedule on the District Control tab.

After the new course number length has been committed, the crosswalk table will no longer exist, and the courses in current year Grade Reporting will be zero padded to the correct length for next year based on the options selected on the Scheduling District Control tab.



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