



ASCENDER Scheduling Guide - Manual, Automated, or Combination

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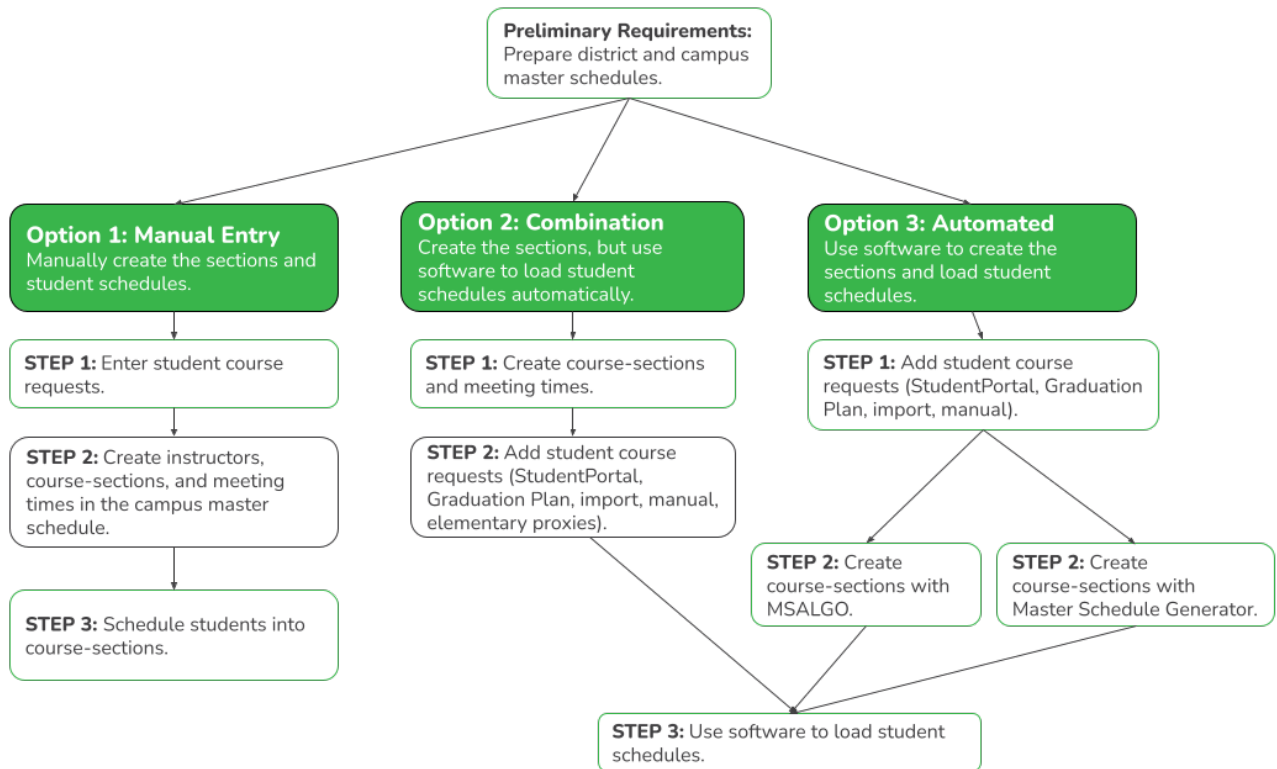
Secondary and Elementary

Before You Begin:

- **Communication across campuses is essential throughout the process.** Find out for each campus if they intend to copy courses and/or section from Grade Reporting into Scheduling.
- Enable the Scheduling application in ASCENDER Security Admin. See [ASCENDER Security Administration > Manage Roles](#).
- Identify at least one district user who has access to all campuses in the district and the Scheduling application who will be responsible for the deletion and creation of district courses.
- Identify scheduling teams and roles at each campus and at the district level, and maintain communication across teams. The scheduling team should include administrators and counselors.
- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).

Three Scheduling Options Flow Chart:

ASCENDER Three Options for Scheduling Students



NOTE: Elementary campuses may choose one of the three options listed above and refer to the Elementary Scheduling guides for Before/After Annual Student Data Rollover.

Preliminary Requirements for Scheduling

Whether your district and campuses do manual, automated, or combination scheduling, you must complete the preliminary requirements before you begin.

[TxEIS Scheduling - Preliminary Requirements](#)

Manual Scheduling

The following steps are for secondary campuses and districts that manually create the campus master schedule (section and meeting times) and manually schedule students into course-sections.

[TxEIS Scheduling - Manual](#)

Combination Scheduling

These steps are for secondary campuses and districts that use a combination of manual and automated tools to complete scheduling, where the campus master schedule (section and meeting times) is *manually* created, and automated tools are used to schedule students into course-sections.

[TxEIS Scheduling - Combination](#)

Automated Scheduling (Master Schedule Generator or MSALGO)

These steps are for secondary campuses and districts that use a TxEIS program (Master Schedule Generator or MSALGO) to create the campus master schedule (section and meeting times) and to create student schedules.

[TxEIS Scheduling - Automated](#)

Elementary Scheduling

IMPORTANT: The steps you follow depend on whether or not Move to Grade Reporting (MTGR) has been completed.

If the district has already run MTGR, follow the steps as described on the [TxEIS Grade Reporting - Complete Scheduling for Elementary Campuses \(After MTGR\)](#) guide. These steps are completed in the Grade Reporting application.

If the district has not yet run MTGR, follow the steps as described on the [TxEIS Scheduling - Complete Scheduling for Elementary Campuses \(Before MTGR\)](#) guide. These steps are completed in the Scheduling application.

Additional Scheduling Resources

Additional tools are available to address other scheduling needs:

- Individual student schedule changes may be necessary after the school year begins.
 - (Before Move to Grade Reporting) document needed
 - (After Move to Grade Reporting) [TxEIS Grade Reporting - Change a Student's Schedule](#)
- For students who transfer into the school and do not have a schedule, use the [Walk-in Scheduler](#).



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