



## Create Master Schedule



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**Scheduling > Maintenance > Master Schedule Generator > Generate Campus Schedule > Create Mstr Sched**

This tab allows you to [create the master schedule](#), generate the master schedule list, and accept the schedule. The Resource Allocator information is used to create the course sections and meeting times.

## Create master schedule:

| Field                   | Description  |
|-------------------------|--|
| <b>Recalc Conflicts</b> | <p>Select if you want to recompute the course conflicts (i.e., the number of student course requests that conflict with each other) to determine the best period to place a course-section.</p> <p>The field must be selected when course requests have changed so that courses are scheduled in the correct order.</p> <ul style="list-style-type: none"> <li>• If the conflicts have not been built, the program builds the conflicts whether or not this field is selected.</li> <li>• If there are records in the conflict table, the program does not rebuild the conflicts unless this field is selected.</li> </ul> |

Click **Create Schedule**. The Master Schedule Generator begins building the course sections.

The program first checks for any invalid courses. If invalid courses exist on [Maintenance > Master Schedule Generator > Resource Allocator > Section Info](#), a message is displayed, and the schedule is not created. The data in Resource Allocator must be corrected before proceeding.

1. Click **OK**. The Show Error button is displayed if errors occurred.
2. Click **Show Error** to view the error listing. [Review, save, or print the report.](#)

When the generator finishes, click **View Mstr Sched List** to view the Master Schedule Generator Priority Listing, which prints the options used to generate the schedule, the courses in order of generation, and the information about the course sections. [Review, save, or print the report.](#)

Click **Save**.

The file is saved to the specified location. The archive password dialog box is displayed.

1. In the first field, type a password for the zipped file using only alphanumeric characters.
2. In the second field, retype the password.

When the schedule is correct, click **Accept Schedule** to accept the master schedule.

**WARNING:** Do not accept the schedule until you are certain it is correct! Before you click **Accept Schedule**, you must do the following:

- Review the master schedule report and verify the following based on the trial scheduling load:
  - The instructor's student loads are balanced.
  - The instructors have approximately the same number of students across periods.
  - The load percentage is acceptable.
- Be sure all data on the [Sections](#) tab is correct. The sections and meeting times created by the Master Schedule Generator are saved to temporary tables and can be adjusted on the [Sections](#) tab. Review the sections and meeting times created by the Master Schedule Generator, and make all necessary adjustments. Ensure all data on the [Sections](#) tab is correct before returning to the Create Mstr Sched tab to accept the schedule.

Once you click **Accept Schedule**, the data is moved to the TxEIS database tables.

You are prompted to export the existing course sections to a zipped file, unless there are currently no course sections in the campus master schedule.

1. Select the location in which to save the data backup file.
2. Click **OK**.

When the export is complete, the sections and meeting times are copied to the campus master schedule.



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