



Schedule Load (Trial Scheduling Load)

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This tab allows you to run a trial scheduling load and generate a statistics report by grade level. 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 schedules generated by the Trial Scheduling Load cannot be saved or accepted.

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

Run trial load:

Field	Description
Reschedule Student's Preassigned Sec/Sem	<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 Yes 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.

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



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