



## Scheduling: Utilities



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# Utilities

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# Create NY Master Schedule

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# Campus

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# Create Next Year Campus Courses

**Scheduling > Utilities > Create NY Master Schedule > Campus**

This utility creates next year campus courses (i.e., the campus master schedule). At the campus level, courses are only created if they are offered at the district level. Sections are only created for courses in the next year campus file.

If next year master schedule information already exists, the message "Created" is displayed, and courses cannot be created.

## Create next year campus courses:

☐ Indicate the data you want to create:

<b>Instructors</b>	Select to create next year instructor records from current year.	
<b>Campus Courses</b>	Select to create next year courses. Additional fields are enabled:	
	<b>from CY campus</b>	Select if you want courses created from the current year campus master schedule.
	<b>from NY district</b>	Select if you want courses created from the next year district master schedule.  This option is not usually selected, as it moves ALL courses from the district master schedule, including courses that are no longer used.  This option creates all district courses at the campus. This option can be used if the district has only one campus.
	The <b>Campus Sections</b> field is enabled allowing you to create sections.	
<b>Campus Sections</b>	Select to create next year sections from current year Grade Reporting sections. • If you will be using the Resource Allocator or MSALGO to generate campus sections for the next year master schedule, you should not create next year sections from current year sections.  • If you are creating sections, you must also select <b>Instructors</b> to create instructors. If you do not create instructors, the sections are created without instructors. Any instructors associated with the sections are deleted unless they are created at this time.	
	Additional fields are enabled:	
	<b>Active Meeting Times (Teacher of Record)</b>	Select to move only the courses sections of the active meeting time rows to Scheduling for any class role, even if the meeting time rows have different beginning and ending periods.
	<b>Include Withdrawn Meeting Times (Teacher of Record)</b>	Select to move all meeting time rows to Scheduling, whether or not a withdrawal date exists.



**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.

☐ Click **Create**.

☐ You are prompted to confirm that you want to create the selected data. Click **Yes**.

# District

Use the Table of Contents to access a page.

# Create Next Year District Courses

***Scheduling > Utilities > Create NY Master Schedule > District***

This utility creates next year district courses (i.e., the district master schedule) from current year district courses in Grade Reporting. Once created, the courses can be modified as needed on [Scheduling > Maintenance > Master Schedule > District > Courses](#).

If next year master schedule information already exists, the utility is disabled, and the following message is displayed: "The Next Year Master Schedule Information already exists. You will NOT be able to run this utility to create courses."

## Create next year district courses:

<b>District Courses</b>	The field is automatically selected, indicating that the district courses will be created.
	The field is disabled if courses have already been created.

**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.


☐ Click **Create**.

☐ You are prompted to confirm that you want to create the courses. Click **Yes**. ☐ If errors are encountered, click **Show Errors** to view the error report.


[Review, save, or print the report.](#)

## Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)

When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Once created, courses can be modified as needed on [Scheduling > Maintenance > Master Schedule > District > Courses](#).

# Delete NY Master Schedule

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# Campus

Use the Table of Contents to access a page.

# Delete Next Year Campus Courses

**Scheduling > Utilities > Delete NY Master Schedule > Campus**

This utility deletes next year campus courses (i.e., the campus master schedule). The next year master schedule information is deleted before the new next year master schedule is created from the current year master schedule.

At the campus level, all student requests and schedules must be deleted before you can delete campus courses. If student requests or schedules exist, course or section information cannot be deleted.

If the information has been deleted, the message "Empty" is displayed next to the field.

## Delete next year campus courses:

☐ Select the data you want to delete.

- If student requests or schedules exist, the **Campus Courses**, **Campus Sections**, and **Campus Proxies** fields are disabled, and you cannot delete next year campus courses.
- Select **Instructors**. You will re-add them later in the Scheduling process.
- If you select **Campus Courses**, the **Campus Sections** field is automatically selected.
- **WARNING:** If you select **Campus Proxies**, all proxies are deleted and will need to be recreated individually by the campus. Proxies are not created from the current year master schedule.

☐ Click **Delete**.

☐ You are prompted to confirm that you want to delete the selected data. Click **Yes**.

☐ Repeat this process for each campus.

# District

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# Delete Next Year District Courses

## **Scheduling > Utilities > Delete NY Master Schedule > District**

This utility deletes next year district courses (i.e., the district master schedule). The next year master schedule information must be deleted before the new next year master schedule can be created from the current year master schedule.

**NOTE:** Next year requests (including alternates), student schedules, instructors, campus courses, and campus sections must be deleted from every campus in the district before the next year district courses can be deleted. You cannot delete the next year schedule if the next year schedule (not the current year schedule) has courses assigned to a graduation plan.

**IMPORTANT: Use extreme caution when using this utility.** Deleting district courses affects all campuses. To delete next year district courses, you must have access rights to district level in Security Administration > Manage Roles > Edit Role for Scheduling > Utilities > Delete Next Year Master Schedule.

### **Delete next year district courses:**

☐ Select **District Courses**.

**NOTE:** If you have run [Scheduling > Utilities > Delete NY Master Schedule > Campus](#), **Campus Courses** and **Campus Sections** are disabled and cannot be selected.

☐ Click **Delete**.

☐ If proxies exist, you are prompted to select which items to clear.

<b>District</b>	Delete the next year district courses but keep the proxies.
<b>Dist + Proxies</b>	Delete the next year district courses and the proxies. Each campus will need to manually recreate its proxies.

# Export

Use the Table of Contents to access a page.

# Sections (Unload) (Export)

## Scheduling > Utilities > Export > Sections (Unload)

This utility exports sections for the campus to which you are logged on.

**WARNING:** If the export is run more than once on the same day, be careful not to overwrite files.

### Export data:

☐ Create a password:

<b>Password</b>	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. <b>CAUTION:</b> Record this password.
<b>Verify Password</b>	Retype the password to confirm that you typed it as intended.

☐ Click **Export**.

The export function creates an encrypted, zipped file containing the exported data named ASCENDER\_DBccddd\_SECTION###\_yyyymmdd.zip, where cccddd is the county-district number, ### is the campus to which you are logged on, and yyyymmdd is the current date. You can rename the file as needed.


☐ You are prompted to open or save the zipped file. Save the file in a known location.

☐ If errors are encountered, click **Show Errors** to view the error report.


- [Review, save, or print the report.](#)

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Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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# Student Requests (Unload) (Export)

## Scheduling > Utilities > Export > Student Requests (Unload)

This utility exports student requests for the campus to which you are logged on.

**WARNING:** If the export is run more than once on the same day, be careful not to overwrite files.

### Export data:

☐ Create a password:

<b>Password</b>	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. <b>CAUTION:</b> Record this password.
<b>Verify Password</b>	Retype the password to confirm that you typed it as intended.

☐ Click **Export**.


The export function creates an encrypted, zipped file containing the exported data named ASCENDER\_DBccccdd\_STUREQ###\_yyyymmdd.zip, where *ccccdd* is the county-district number, *###* is the campus to which you are logged on, and *yyyymmdd* *Italic Text* is the current date. You can rename the file as needed.


☐ You are prompted to open or save the zipped file. Save the file in a known location.

☐ If errors are encountered, click **Show Errors** to view the error report.


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# Import

Use the Table of Contents to access a page.

# Course Request Upload Third Party

## *Scheduling > Utilities > Import > Course Request Upload Third Party*

This utility uploads student course requests generated by a third-party software.

You can use the import utility as many times as necessary, correcting errors in your third-party software after each import. Courses that were previously requested, either manually in Scheduling or in previous imports as valid requests, will not appear on the error report. The **Crs.Prev.Req** (courses previously requested) field on the error report will enumerate the duplicates. Duplicate requests will not overwrite the existing ones in Scheduling.

The utility will not import invalid course requests (e.g., courses no longer offered at the district or campus).

**NOTE:** If the course-sections are invalid because a new course number length has been committed on [Maintenance > Master Schedule > District > District Control](#), the program will convert the course-request from the import file to the new course number and import the record with the new course number.

[Click here](#) to view the file layout.

### Upload course requests:

☐ Select the file:

**Import File** Click **Browse**. Locate and open the file. The file name is displayed.

☐ Click **Import**.

The file is imported.


☐ If errors are encountered, click **Show Errors** to view the error report.


The report includes the count of error records, valid records, previously requested courses (duplicates) and total records.

[Review, save, or print the report.](#)




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When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

# Sections (Unload) (Import)

## **Scheduling > Utilities > Import > Sections (Unload)**

This utility imports sections, overwriting current sections.

The utility will not import invalid course sections (e.g., course sections no longer offered in the district or on the campus). The utility will also not import sections if any students have scheduled courses.

**NOTE:** If the course-sections are invalid because a new course number length has been committed on [Maintenance > Master Schedule > District > District Control](#), the program will convert the course-request from the import file to the new course number and import the record with the new course number.

### **Import data:**

☐ Select the file:

<b>Import File</b>	Click <b>Browse</b> . Locate and open the file. The file name is displayed.
<b>Password</b>	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.


☐ Click **Import**.

☐ If errors are encountered, click **Show Errors** to view the error report.


[Review, save, or print the report.](#)

### **Review the report using the following buttons:**


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When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



# Student Requests (Unload) (Import)

## Scheduling > Utilities > Import > Student Requests (Unload)

This utility imports student requests, overwriting current student requests and schedules. Students with enrollment status 1 (*currently enrolled at this campus*) are updated to 2 (*currently enrolled at this campus, will return next year*), if courses for that student are imported.

The utility will not import invalid course sections (e.g., course sections no longer offered in the district or campus).

**NOTE:** If the course-sections are invalid because a new course number length has been committed on [Maintenance > Master Schedule > District > District Control](#), the program will convert the course-request from the import file to the new course number and import the record with the new course number.

### Import data:

☐ Select the file:

<b>Import File</b>	Click <b>Browse</b> . Locate and open the file. The file name is displayed.
<b>Password</b>	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.


☐ Click **Import**.

☐ If errors are encountered, click **Show Errors** to view the error report.


[Review, save, or print the report.](#)

### Review the report using the following buttons:


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# Resource Allocator Record Creation

## *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="360 936 1471 1016"> <tr> <td data-bbox="360 936 647 1016"><b>Default Room Seats</b></td><td data-bbox="647 936 1471 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>	<p>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>:</p> <p>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.</p>	
	<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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# Resource Allocator Record Deletion

## Scheduling > Utilities > Resource Allocator Record Deletion

This utility deletes specific resource allocator information or entire resource allocator records from the previous scheduling year before entering current year information. For example, if you assigned free time and courses to instructors, you can delete all the free time without deleting the courses. Records deleted using this utility are deleted from both the master schedule and the resource allocator.

If resource allocator information is not cleared, the Resource Allocator Record Creation utility will not overwrite existing data.

It is recommended that you back up your database before running this utility.

### Delete records:

☐ Indicate the data you want to delete:

<b>Meeting Time Parameters</b>	Select the meeting time parameters you want to delete.  Do <i>not</i> select if you have already set meeting time parameters or are using the same parameters as last year.
<b>Rooms</b>	Select the room data you want to delete. Select <b>Delete All Rooms</b> to delete both free time and courses.
<b>Instructors</b>	Select the instructor data you want to delete. Select <b>Delete All Instructors</b> to delete all instructors from the Scheduling application, including free time and courses.  <b>WARNING:</b> If next year campus section records exist, the instructors assigned to the next year sections are also deleted from the meeting times.
<b>Section Info</b>	Select <b>Delete All Records</b> to delete all section records, including all information for the sections.
<b>Study Hall</b>	Select <b>Delete All Records</b> to delete all study hall course records, including all the information for the courses.
<b>Campus Courses</b>	Select <b>Clear Max Seats</b> to reset the <b>Max Seats</b> field to 000 for all courses on <a href="#">Maintenance &gt; Master Schedule &gt; Campus &gt; Courses</a> .  Do <i>not</i> select if you have already set the maximum seats for each course or are using the same settings as last year.

☐ Click **Delete**.

☐ You are prompted to confirm that you want to delete the selected resource allocator data. Click

**Yes.**

A message is displayed indicating that the records were successfully deleted.

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Back Cover