**Kirk’s hints and tips**

**NOTE: Never delete the rollover/original schedule in the Schedule Wizard.**

**When to make a copy of the trial in Schedule Wizard?**

1. Schedule all the sections for your courses. **MAKE A COPY OF THE TRIAL AND RENAME – THEN MAKE ACTIVE!**
2. Load all your requests. Lock any rosters (via Schedule Wizard) when a student(s) has to be in a certain section of the course. **MAKE A COPY OF THE TRIAL AND RENAME – THEN MAKE ACTIVE!**
3. When you want to modify the schedule (add/drop sections, move a section to a new period) and see what the results will be. **MAKE A COPY OF THE TRIAL AND RENAME – THEN MAKE ACTIVE!**

**NOTE:** Student requests cover all the trials you create in the schedule wizard. They are not inclusive to the trial like courses. If you put a student in a team/group, they will appear in that group for all trials.

**Teams/groups (Schedule > Scheduling groups > New)** – When you assign a team to a course section **(Course/Section > click on the section > Teams)**, you do not need to do it for the student. As soon as a student is scheduled into a section with a team, the scheduling wizard will force the student into other sections with the same team or a section without a team. It will not schedule them into a course section set up as a different team.

**Scheduling Priorities** **(Course/Section > Course > Schedule Load Priority**) – Allows you to schedule core courses ahead of electives. The lower the priority number, the sooner the Scheduling wizard will schedule students into that course. Generally, I make all my core courses a priority of three (3) and my electives a seven (7).

**Teacher screen in Scheduling Wizard (Schedule Wizard > click on Teacher box)** Allows you to check your teacher’s schedule and make sure they are scheduled into all their courses. Remember to do this in the active trial/schedule so you are checking your IC school information.

**In Scheduling Wizard**, it shows you the number of course requests that have been scheduled and the number of students who have complete schedules. Keep this in mind when you are moving/adding/deleting sections.

**Make only ONE or TWO** changes with the master schedule before re-running the Schedule Wizard. Remember, one change will affect a number of student’s schedules, not just the students in the section you modified.

**If you want to try something new** but do not want risk messing up anything on your current schedule do the following. **MAKE A COPY of the current trial** and use the copy trial to make your changes. REMEMBER to make the copy trial **active if you are going to use IC to modify your schedule**.

**Course rules:**

NOTE: Only the **Before** and **After** rules are used by the Scheduling Wizard when it builds your master schedule. They are also used when scheduling in your students requests.

* **Before** – Course A is taken before course B.
* **After** – Course A is taken after course B.

**Student rules**

* **Before** – Course A is taken before course B
* **After** – Course A is taken after course B
* **Precedes** – Course A precedes course B. This is a tighter restrictions of the before rule because courses must be in consecutive terms.
* **Follows** – Course A follows course B. (complements the **precedes** rule)
* **Consecutives** – Student will take course A and B in consecutive terms, but not in any order.
* **Same Teacher** – Course A and B must be taught by the same teacher.
* **Same Section Number** – Course A and B must be scheduled with the same section number.
* **Same Period** – Course A and B must be scheduled in the same period for different terms.
* **Same Term** – Course A and B must be scheduled in the same term but different periods.
* **Different Term** – Course A and B must be scheduled into different terms.
* **S kinny** – Course A and B are scheduled into the same term and period without it causing a conflict.
* **Combined** – Course A and B can be taught in the same classroom by the same teacher at the same time without causing a conflict.
* **Bind** – Student must be scheduled into course A and B or neither course is scheduled.
* **SIDE NOTE**: Some rules become irrelevant when using a semester term setup. **Precedes/follows** and **after/before** do not have any basis when courses are set up as semesters. However, if you have 9-week (quarter schedule) courses these rules would become very useful.

**After you schedule what reports to run:**

**(Scheduling > reports)**

1. **Requests Satisfied** – Shows the number of requests by course and how many students were scheduled out of that number. Also shows you the number of sections needed and built for each course
2. **Request Detail** – Shows you by course, the name of student who requested it.
3. **Schedule Conflicts** – Shows you the students who have conflicted schedules and gives you the reason why.
4. **Master Schedule** – Shows the courses, sections, period, teachers and number of students assigned to each section broken down by gender.
5. **Schedule Batch** – Prints out a list of student’s schedules, one page per student, suitable for handing out to the student.
6. **Request Batch** – prints out a list of students request, one page per student, suitable for handing out to the student to be taken home and signed by the parent. Breaks it down by required courses (courses the computer added) and requested courses (courses the student/parent picked).
7. **Section Rosters** – prints out a class list.
8. **Open Rooms** – shows you the room (by term and period) that do not have a course scheduled into them.
9. **Request Counts** – Shows students who have not requested enough courses to fill their schedule.
10. **Room Usage** – Shows you a room schedule by term/period.
11. **Teacher Schedule Batch** – Prints out the teacher schedule.