MS/HS Scheduling Wizard
**Schedule Wizard Workshop**

**Overview**

Review the workshop agenda & objectives

**Launching the Wizard**

Learn best practices for access and saving

**Selection Screen**

Learn about the items available on the selection screen when you launch the Schedule Wizard:
- Schools and calendars
- Opening a trial
- Copying a trial
- Activating a trial

**Navigation**

Understand and learn how to use the Schedule Wizard's navigational features:
- Window
- Menu bar
- Display options
- Right click options
- Hovering
- Conflicts, Missing Data & Highlighting

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**Checklist**

Before the Schedule Wizard training, schools should have completed the following:

- Calendar set up (System Administration)
- Enrollment roll over (System Administration)
- Course preparation (Scheduling)
  - Attach departments to courses (Course tab)
  - Check terms, schedules and periods (Course tab)
  - Determine if the course can be requested by students (Course tab)
  - Enter the Maximum students (Course tab)
  - Mark the appropriate courses active (Course tab)
  - Select the desired scheduling priority if applicable (Course tab)
  - Establish scheduling rules if applicable (Scheduling)
  - Build Course Constraints if applicable (Constraints tab)
- Entered Student Course Requests
  - Online Course Request
  - Request Wizard to batch enter requests (Scheduling)
  - Manual requests, if applicable
- Planning for the Schedule
  - Analyzing requests
  - Use the Requests Satisfied report to determine how many sections will be needed
  - Make any necessary course changes/revisit course preparation items above
  - Plan the Master Schedule

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<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
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<tbody>
<tr>
<td>Placing Sections (30 minutes)</td>
<td>Learn the methods to place sections in the master schedule:</td>
</tr>
<tr>
<td></td>
<td>• Placing courses onto the master schedule</td>
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<td></td>
<td>• Assigning Teacher, Room, Team</td>
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<td>• Moving sections to new locations</td>
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<td>• Building courses</td>
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<tr>
<td>Loading Requests (30 minutes)</td>
<td>Learn options and ways to load student requests on the master schedule:</td>
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<td>• Full Department and Course Load</td>
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<td>• Full Load</td>
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<td>• Auto Load Config</td>
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<td>• Manual Roster Builder</td>
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<tr>
<td>Weighted Section Balancing (15 minutes)</td>
<td>Learn key data and results for enabling weighted section balancing</td>
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<td>Analyze Loaded Trial (20 minutes)</td>
<td>Analyze the loaded trial using the following methods:</td>
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<tr>
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<td>• Requests Satisfied Summary report</td>
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<td>• View unrostered students</td>
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<td>• Schedule Conflicts report</td>
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<td>• Student schedules in the web interface</td>
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<tr>
<td>Scheduling Clean Up Tools (30 minutes)</td>
<td>Learn about the tools used for cleaning up &amp; finishing the schedule process</td>
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<td>• Student Gap Scheduler</td>
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<td></td>
<td>• Schedule Gap Filler</td>
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<tr>
<td>Working on Your Schedule</td>
<td>At the end of this session you should have:</td>
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<tr>
<td></td>
<td>• Experimented with different views</td>
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<tr>
<td></td>
<td>• Placed sections</td>
</tr>
<tr>
<td></td>
<td>• Loaded a course</td>
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<tr>
<td></td>
<td>• Auto-loaded sections</td>
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<td>• Loaded a department</td>
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<td>• Ran a full load</td>
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<td></td>
<td>• Ran an unload</td>
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<td>• Saved your trial</td>
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<td>• Activated your trial</td>
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<tr>
<td></td>
<td>• Viewed the trial outside of the wizard</td>
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<tr>
<td></td>
<td>• Made modifications out of the wizard</td>
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<tr>
<td></td>
<td>• Reopened wizard and view modifications made outside of the wizard</td>
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<tr>
<td></td>
<td>• Made a copy of your trial</td>
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<tr>
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<td>• Opened the copy and make modifications</td>
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<tr>
<td></td>
<td>• Ran a full load on the copy trial</td>
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<tr>
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<td>• Compared to the other trial</td>
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<td>• Ran reports to analyze loads</td>
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**Overview**
The Infinite Campus Schedule Wizard is a tool designed to load student requests in the master schedule. This tool will take requests that have been made by any of the methods available in Campus (student requests through Portal, walk-in scheduler, and/or Request Wizard) and attempt to fulfill them using the sections that have been created in either the Campus application or the Schedule Wizard. This process may be done in different versions of the master schedule to allow experimentation or iteration of work until a substantially complete schedule for the school is achieved.

**Objectives**
By the end of this lesson, the user will be able to:
- Launch the Schedule Wizard.
- Create a copy of a trial.
- Rename a trial.
- Create sections in the Schedule Wizard.
- Assign teacher, room, and team to a section.
- Move a section in the Wizard.
- Load requests using a variety of methods.
- Save a trial.
- Make a trial active.
- Lock rosters for sections.

**Security & Data Precautions**
The Schedule Wizard tool is a powerful tool that works to fulfill requests into a given trial. As a stand-alone application that downloads and runs on your computer remote from the Campus server, there are several precautions that should be taken to avoid corrupt data.

- **One computer at a time per school in the Wizard.** When trials (versions of the master schedule) are saved back to the Campus database, they are saved based on an automatically assigned identification number. Having multiple computers attempt to save data associated with the same calendar and trial back to the database will cause corrupt information, as the trials will be intermingled in the database.

- **Any changes made should be done using the Schedule Wizard or the Campus application, not both at the same time.** Since the Wizard downloads the data and works with it remotely from the campus server, it is imperative that the data not be changed in both places at the same time. Doing so would create more sections and rosters than are needed.

- **Once done with master scheduling for the year, the wizard should NEVER be used to modify or change the year’s schedule.** There are several pieces of data that are tied to sections—namely attendance, grades, and teacher grade books. If a user were to make significant changes to a schedule once this data was entered, orphaned records would be created. It is highly recommended that a currently active year NEVER be changed in the Wizard.
Schedule Wizard

Launching the Wizard
1. From the Scheduling module of the user outline, select the schedule wizard.
2. Click the Launch link that appears.
3. Schedule Wizard is a Java application that uses the JRE (Java Runtime Environment) platform. You will see a link to download the JRE if your computer does not have Java installed.
4. Since Java is a programming language, you will likely see a security message; select run or accept.
5. You will be asked to log in to the wizard. Use the same user name and password that you use to access Campus.

Trial Selection Screen
Once successfully logged in, the user will be presented with a screen to select the trial they wish to work with. The hierarchy on the left will show all schools, calendars, and schedule structures the user has access to; this access is based on your rights as defined by the system administrator. Trials that are associated with a particular calendar or schedule structure will display linked to the proper calendar.

Trials
A trial is a version of the master schedule. A school can have multiple trials (versions of a master schedule) that can be thought of as working copies. It is highly recommend that as schedulers complete the process of scheduling, they create copies of the last trial and work in the copy.
That way, if they make a major error, they can revert back to the previous trial in the hierarchy and start again.

While the user can create multiple trials in the Schedule Wizard, only one trial can be seen by the Campus web application at a time - the trial that is marked as active. The scheduling staff may wish to make a trial active at a given time to review the results in the application, but they will need to log out and log back in to Campus to see the newly active trial.

- To make a trial active, select it in the hierarchy and click the active button.
- To make a copy of the trial, select it and click the copy button.
- To delete a trail, select it and click delete.
- To rename a trial, select it and change the name; click save when finished.
- To open a trial in the Wizard, select it and click the open button.

Unused trials may be kept in the database, or may be deleted if desired. There is no need to delete extra trials.
Overview of Wizard Interface
Wizard is an assisted build tool to help schedulers find conflicts, build and revise master schedules and load student requests.

- Courses will display down the left side of the window, organized by department. Courses that are not part of a department will display at the top of the Wizard. The plus sign next to the department may be clicked to minimize the department if needed. To restore the view of the department, click on the sign again.
- Terms and days will display across the top.
- Periods may be across the top or down the side.
- Sections will appear on the grid as they are scheduled.
- Sections may be displayed by number (course/section and total students), teacher, room, or scheduling group assigned to the section.

Two percentages at the top of the Wizard indicate how well the schedule is fulfilling student requests.

Requests Satisfied: the number (and percentage) of the aggregate total of requests that have been fulfilled in current trial.

Complete: the number (and percentage) of students who have had all their requests met (i.e. they’ve gotten everything they’ve wanted, even if they have no requests)

To change the section label,
1. Select View from the menu.
2. Select Section.
3. Choose the option for how sections should be labeled.
Schedule Wizard

**Configuring the Display**

Periods may be placed across the top of the Wizard (on the X axis) or down the side of the Wizard application (on the Y axis) based on user preference.

To change period display,
1. Click the view menu.
2. Select period display.
3. Select the axis desired.
4. The wizard will automatically re-draw the schedule according to that preference.

Courses or teachers may be displayed down the left side of the screen. Displaying by teacher is often used to review individual teacher schedules prior to finalizing the schedule to be sure the schedule follows guidelines and rules from the district’s master contract with the teacher union.

To switch between teacher/course:
1. Click the view menu.
2. Select the Y-axis.
3. Select the option desired.
4. The wizard will automatically re-draw the schedule according to that preference.

**Information Pop-Ups**

There are several places in the Wizard where hovering will display a window where key information may be found to aid the scheduler in placing sections, detecting issues and determining how successful the current trial meets the needs of students.

**Section**

The section popup will indicate the section number, the number of students on the roster (both a total and by gender), the teacher assigned to that section, the room the section meets in, as well as the team/scheduling group that the section belongs to. In addition, the total number of behavior events (lifetime total) will display, as well as the number of Special Education students in that section.

**Course**

Hovering over a course will indicate the number of requests satisfied (students who have been scheduled in a section of a course) out of the total number of requests, the number of seats filled, the number of sections placed and needed (determined by dividing the total number of requests by the student max defined on the course), and if entered the number of sections to build. Any rules
Schedule Wizard

Department will show the number of requests (fulfilled and grand total) for courses in that department, as well as the number of seats scheduled and taken for courses in that department.

Period
Useful for determining if a sufficient number of sections are available during that period, as well as the number of seats available and filled in that period of the day.

Term
Useful for determining if a sufficient number of sections are available during that term, as well as the number of seats available and filled.

Creating the Master Schedule

Creating Sections
There are two ways of creating sections in the Schedule Wizard:

Drag and Drop—left clicking and holding on a course and then dragging onto the schedule grid will create a section of the course. The section will be dimensioned according to the terms-schedules-periods defined on the course.

Build Course-- Right clicking on a course will open a menu. One option in the menu is to build course. If this option is used, the schedule wizard will create the number of sections defined in sections to build based upon constraints entered for the course.

- A section may be moved by clicking it with the left mouse button and dragging it to the correct time.
- Deleting a section may be done by dragging a section to the left all the way off the grid, or by right clicking on the section and selecting Delete Section.
- All sections of a course may be deleted by right clicking on the course and selecting the Unbuild option.
Assigning Teacher, Room, Group
Right clicking on a section will open a menu where teacher, room, group may be assigned to a section. Select the option needed and a new window will open showing the room, teacher, or teams created for the school. Any room or teacher already booked for that time will be highlighted pink. Double-clicking on a resource (room or teacher) or team will assign them to that section.

Detecting Issues
The View Menu offers several highlighting options. These options may be turned on while creating and changing the master schedule to help detect and pinpoint problems in the schedule.

Conflicts will highlight sections that are creating potential issues. Hovering over the highlighted section will open a pop-up showing the reason for the conflict.

- Teacher and Room conflicts will find resources that are double booked (unless the courses are marked as combined in Course Rules) and highlight them in red.
- Roster Conflict will highlight courses that have a student which is scheduled into two or more courses during the same term/period combination (unless the courses are marked as skinny in Course Rules). This could happen if requests for a course were loaded and a section of that course was then moved on the schedule.
- Singleton Request conflicts is especially useful when placing singletons (courses that each have only 1 section) on the schedule. If the singleton is scheduled at the same time as another singleton and there are students who have requested both courses, both will highlight on the schedule. Many schedulers will then move one of the sections until there are no singleton conflicts or the number of students with a conflict is at a level acceptable to the user.

Missing Data can show sections that are scheduled without a teacher, room, or team assignment with a green highlight.

Highlighting options include full or empty sections, courses without enough seats, singleton courses and/or sections with a locked roster.
To turn on highlighting:
1. Click the View options.
2. Hover over the type of highlighting desired.
3. Mouse over to the type of issue that you wish to be highlighted.
   Multiple options can be turned on; users should remember what options they have set.

Manual Roster Builder
The manual roster builder may be used if the scheduler needs to manually add or remove students to section rosters as in the case of Special Education students who together require the services of a paraprofessional in the classroom.

- To open the manual roster builder, select the tool from the loading menu.
- The left section will show all students enrolled in the school, the middle section will show students who have requested a particular course, and the right section will show students scheduled into a particular section of the course. If all students who have requested a course have been scheduled, there will not be any students in the request field.

To use the manual roster builder:
1. Select the course in the course dropdown.
2. If needed, select the proper section in the third dropdown.
3. To move a student from one list to another, use the left or right arrow keys after selecting the student. Multiple students may be selected by using the Shift or control keys, then using the arrow key.
4. Placing a student onto a section roster will automatically lock them on the roster.
Loading Requests
Requests may be loaded into the schedule from multiple load command options. Load Commands are available by right-clicking:
- Section (loads all sections of the course)
- Course (left side of screen)
- Department
- Term
- Period

In addition, the user may choose to run a Full Load from the Load menu. The Full Load option will follow the preferences set in the weighted section balancing commands (see below) and will load courses using the order defined in the priority field on the course.

Weighted Section Balancing
The Schedule Wizard allows the user to define weights on five factors to tell the Wizard how hard to work to achieve balance between sections of a course based on five factors. The degree to which the Wizard seeks balance in each area is governed by a slider control accessed from the Weighted Section Balancing option found on the Loading menu.
- **Student Balance** favors putting student into the section with the lowest number of students.
- **Gender Balance** favors putting student into the section with the lowest number of students of their gender.
- **Minority Balance** if loading requests for a minority student, this preference favors putting student into the section with the lowest number of minority students. Minority status is determined by whichever code is set as the default value in the Attribute Dictionary of the Campus application. This value can be changed by the district.
- **Discipline Balance**- if loading requests for a student with a high rate of behavior events (higher than the district average of discipline events), this preference favors putting student into the section with the lowest number of total behavior events.
- **Special Education Balance**- if loading requests for a Special Education student (a student with an IEP active as of the first day of school) favors putting student into the section with the lowest number of IEP’s.
Auto-Loading
Campus’ Schedule Wizard can be configured by the user to automatically re-load student requests when a section is either created, moved, or deleted. If this option is turned on, the Wizard will give students in the upper grades a higher priority at the seats in the section and will also be biased towards completing student schedules. Some counselors or schedulers will turn this option on to determine if a new section placement better meets the needs of their school and then run a full unload/load to give all students an equal opportunity at the seats.
To enable auto-loading
1. Select the Auto Load Config option from the Loading menu.
2. Check the boxes for the auto-load behavior desired.
3. Click Save.
As sections are created or moved, the Wizard will re-load requests based upon that section placement.

Locking Rosters
Lock is on a student’s entry on a section roster. Akin to a seat belt, it locks them into the section and will not remove them if the section is unloaded or moved. If seats are open in the section, other students could be scheduled into the section as it fits into their schedule.
Locking can be done on:
- Section (locks just that section)
- Course
- Department
- Period
- Term
Locking rosters is not required; but it should be done if a particular course that drives a student schedule (such as an advanced math, science, or language course) is loaded first prior to a full load being done. If rosters for that course are locked, a full unload will not remove students from that course, allowing the scheduler to make adjustments to other courses and sections in the master schedule.

Viewing Course Scheduling Issues
An option on the course tab allows the scheduler to view unrostered students—i.e. students who have a request for a course but were not scheduled into a section by the Schedule Wizard based on schedule conflicts or for any other reasons. A review of names on this list may indicate courses or sections that have caused the issue (e.g. if only Orchestra students did not get into a Math course, then the
placement of orchestra or some other course is blocking their entry into Math).
Additional information may be found by viewing the request conflicts list for a course. This list will show course pairs where a student has requested courses that meet during the same period. This may lead the scheduler to review the section placement of particular courses. This option is also available on each section to show what is being offered at that particular term and period that has request conflicts.

Viewing Schedules in the Campus Application
The Schedule Wizard allows the user to create different versions of the master schedule (different trials) as part of a scheduling process OR to create different schedules based upon different staffing plans. However, the Campus application will only pull reports and schedules (both teacher and student) for the trial that is active at the time the user logs into Campus. Viewing the schedule through the Campus application will require the scheduler to make that trial active, and then re-logon to the Campus web application.
To make a trial active:
1. If working in a trial, use the Select Trial tool found under File.
2. The currently active trial will be in bold in the list of trials.
3. In the list of trials on the left side of the Trial Selection Tool, click the trial that you wish to make active IF it is not already the active trial.
4. Click the Active button.
5. You may then open that trial, or cancel the action.
6. If the Campus application is running in the background, switch to your web browser. You will need to logout of Campus and log back in.
7. The Campus application will check to see which trial is active when logging in. The sections as well as the student, teacher, and master schedules that are derived from these sections will display in the application.
To check which trial is active at a given time, the user may use the trials tool found in the Scheduling module. This tool will show which trial (version of the master schedule) is active and is being seen in the Campus application. Changing which trial is active can only be done in the Schedule Wizard using the process outlined above.
Scheduling Reports

Overview
Several canned reports may be used to analyze the active schedule and determine if it is ready for any manual clean-up.

Requests Satisfied
The requests satisfied report may be used before and after the request loading process done in the Wizard. Prior to loading requests, this report may be used to determine the number of students requesting a course (by grade level and grand total) and the number of sections needed to fulfill all requests based upon the maximum number of students defined on the course. The number of sections for that course in the currently active trial will also display and a differential will display showing the number of sections that need to be added or deleted.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Requests/Requests</th>
<th>Section Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Max</td>
<td>Needed</td>
</tr>
<tr>
<td>1000s</td>
<td>9thWorldLit/Comp</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>1000s 1</td>
<td>9thWorldLit/Comp Prep</td>
<td>32</td>
<td>2</td>
</tr>
<tr>
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<td>English Lit/Comp</td>
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<td>0</td>
</tr>
<tr>
<td>1000s 1</td>
<td>American Lit/Comp</td>
<td>28</td>
<td>3</td>
</tr>
</tbody>
</table>

Master Schedule
The Master Schedule Report will show key information about the active trial. The data included on the report will show the teacher assigned to each section, when and where the section meets, and information about the students scheduled into that section, including counts by gender, team, room number and students with active IEPs. This report will also show the current number of seats still available in that section.

To generate the report:
1. Select the Master Schedule Report for the report options
2. If desired, the master schedule report may be ran for a particular subset of the schedule by selecting the options on the report screen.
3. When ready, select generate report.
4. The report will open as a PDF in a new window to be printed or saved as needed.
Scheduling Reports

Scheduling Conflicts
The Scheduling Conflict Report will show student requests that are unfulfilled in the active trial due to: Singleton conflicts, a full student schedule, seat unavailability, and/or other course conflicts. This report is useful in determining if the current active trial met enough requests with a minimum number of conflicts, or if there are conflicts that should be resolved.

To generate the report:
1. Select the Scheduling Conflict Report from the user outline
2. Select the students by grade level or AdHoc filter.
3. Select the type of conflict to be included.
4. Select the sort options
5. Click Generate Report.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Request Course</th>
<th>Request Type</th>
<th>Conflict Type</th>
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</thead>
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<tr>
<td>Abegg, Dylan</td>
<td>1215s American Lit/Comp AP Prep</td>
<td>R</td>
<td>CONFLICT-Course doesn’t have section or period</td>
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<tr>
<td>Grade 10 Gender M Conflict Requests: 3</td>
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<td></td>
</tr>
<tr>
<td>3014s Environmental Science</td>
<td>R</td>
<td>CONFLICT</td>
<td></td>
</tr>
<tr>
<td>4903s US History</td>
<td>R</td>
<td>CONFLICT</td>
<td></td>
</tr>
<tr>
<td>Achilles, Calinda</td>
<td>1215s American Lit/Comp AP Prep</td>
<td>R</td>
<td>CONFLICT-Course doesn’t have section or period</td>
</tr>
<tr>
<td>Grade 10 Gender F Conflict Requests: 1</td>
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</tr>
</tbody>
</table>

Seat Count Report
The Seat Count report will show the number of seats taken/seats available by term and period. This report is useful in finding periods where too many (or too few) sections were placed (and the periods where more problems exist).

Teacher Load
Teacher Load report will show for each selected teacher the number of courses (preps) each teacher has (useful in determining balance of prep work between teachers to insure compliance with teacher union contracts),

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Scheduling Reports

The number of sections and periods they teach (to avoid any overload situations), and the number of students scheduled to be taught by the teacher. The student number will include the total number from section rosters and an indication of unique students (names/faces the teacher would need to learn).

To generate the report:
1. Select the Teacher Load Report
2. Select the teachers for analysis.
3. Click Generate Report.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Term</th>
<th>Sections</th>
<th>Courses</th>
<th>A</th>
<th>B</th>
<th>Total</th>
<th>Students/Unique</th>
<th>Special Ed/Unique</th>
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<td>Jones, John</td>
<td>1</td>
<td>2</td>
<td>4</td>
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<td>3</td>
<td>3</td>
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<td>6048</td>
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<td>Adams, David</td>
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<td>1</td>
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<td>5648</td>
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</tr>
</tbody>
</table>

Schedule Batch/Teacher Schedule Batch
The Schedule Batch & Teacher Schedule Batch may be used for two purposes:
- Spot checking students and teachers with complicated schedules
- Distribution of students and teachers to be ready for next year
Open Rooms
The Open Rooms report will list the rooms that are not scheduled with a course section for the term and corresponding period.

To generate the report:
1. Select a Term for which to view open rooms from the dropdown list. This selection can be set to the ALL option to see open rooms for the entire calendar year.
2. Click the Generate Report button.

Section Rosters
This report displays the rosters for each section taught by a specific teacher.

To generate the report:
1. Select the Term from the dropdown list.
2. Select the Period in the list of periods to include on the report.
3. Check the box to Exclude the address and phone number from the report.
4. Select the Date of the term by typing in mmddyy format or clicking the calendar link to select a date.
5. Select the teacher(s) from the list.
6. Click the Generate Report button. The report will display in a PDF (Adobe) document that lists the students enrolled in each section.
Room Usage
The Room Usage Report will display what course sections meet in each term and period for each room.

To generate the report:
Click the Generate Report button. The report will display in a PDF (Adobe) document, listing the room usage for the chosen calendar.

<table>
<thead>
<tr>
<th>Term: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
</tr>
<tr>
<td>Room 160</td>
</tr>
<tr>
<td>Schedule A</td>
</tr>
<tr>
<td>31</td>
</tr>
<tr>
<td>32</td>
</tr>
<tr>
<td>33</td>
</tr>
<tr>
<td>34</td>
</tr>
<tr>
<td>Schedule A</td>
</tr>
<tr>
<td>31</td>
</tr>
<tr>
<td>32</td>
</tr>
<tr>
<td>33</td>
</tr>
<tr>
<td>34</td>
</tr>
</tbody>
</table>
The Student Gap Scheduler tool is used to find students with holes in their schedule. This tool may be used to generate a report to show students with a hole in their schedule or to access a variant of the Walk-In Scheduler where these holes may be fixed.

**Accessing the Gap Scheduler**
Expand the Scheduling Module
Select the Student Gap Scheduler.

**Using the Student Gap Scheduler**
1. Select the students whose schedules you wish to analyze (by grade or AdHoc filter)
2. Select the enrollment effective date.
3. If running the report, select the type of report. The summary mode will list the empty periods each student has. The detail mode will print a mini-schedule for the student, with an “X” indicating a scheduled course and gray shading indicating an empty period.
4. Select the terms/periods for analysis using the checkbox grid at the bottom.
   - Selecting the Schedule checkbox at the top of the grid will automatically check all term/period boxes.
   - Selecting (or deselecting) a term will check all boxes in that term.
   - Selecting (or deselecting) a period will check all boxes for that period.
5. Selecting Find Students will run a search and show students with a hole in their schedule in the search results. Generate report will create a PDF report that may be printed or saved as needed.

Be sure the enrollment effective date is a date in the calendar selected; otherwise no results will be returned.
Uses of the Gap Scheduler Report

The Gap Scheduler report is useful for finding issues in the schedule in terms of periods that do not have enough seats, or grade levels that have issues in particular periods. A review of the printed report is recommended prior to beginning schedule cleanup with the Gap Scheduler's variant of Walk-In scheduler. In the above example, notice the common gap in the last period. If this trend continues for more students on the report, a review of the sections scheduled in that period during third and fourth term may be needed.

Resolving Schedule Gaps

If Find Students is selected, students with a gap in their schedule during the checked terms/periods will display in the search results. Clicking on a student name will open a version of the walk-in scheduler where their schedule may be cleaned up.

Loading Alternate Courses

The @ sign next to the course may be used to find when a course is offered if the scheduler wishes to build the student schedule manually, or find sections of a course that were not placed. When using the @ sign functionality, the student schedule grid may show 1 of 3 colors:
Student Gap Scheduler

- Red-shows a section exists during that time on the schedule, but is at capacity.
- Blue-shows a section exists during that time and has open seats.
- Yellow-the student is currently scheduled into the course at that time.

To add a student into a section using this method, click on the cell for the term and period you wish to add that course in for the student.

Search Mode

The second method uses a course search functionality to add courses to the schedule.

1. To load this mode of scheduling, click the search button at the top of the student schedule tab.
2. You may then search for courses using any of the fields provided.
3. Search results will appear below the section search in the white area.
4. The search results will show course number, section number, current student count/maximum, teacher, term, period, and the number of students currently in that section with a locked (active) IEP.
5. To add a course using this method, click on the section in the search results.

Filling an Empty Hole in the Schedule

When scheduling students in either of the previously described methods, it may not be possible to fulfill all requests. In the case of filling empty holes in the schedule, clicking on the word “EMPTY” in a particular term and period will automatically do a search for the sections that meet during that time. Search results will show in the white area in the lower right. To add a course from the search results, click on the section.
**Schedule Gap Filler**

The Schedule Gap Filler Tool will fill holes in student schedules with a user-selected course. This tool is often used to provide students with a study hall on their schedule after any manual clean-up is done.

If using a Study Hall as a gap filler, the sections of Study Hall should be built in such a way that one section would fit the smallest hole possible in a student schedule. If the calendar of the school is set as a four term, A/B rotation, each section of study hall should be set as a one term, one schedule, one period section in order to fill the smallest hole that a student could have in their schedule.

To Use the Schedule Gap Filler:

1. Select the Grade Level for which to fill schedule gaps or select an Ad Hoc Filter from the drop-down list.
2. Select a Course to add to the students’ schedules from the drop-down list. This is a list of all of the courses in the school calendar.
3. Available sections and periods will be displayed. Check or uncheck the appropriate sections as necessary. Any checked sections will be placed on students’ schedules.
4. Click the Fill Schedule Gaps & Print Report button. The schedules will be filled and the printed report will list the students that were affected by this process.

The Schedule Gap Filler should be used AFTER as much clean-up work as possible has been done using the Student Gap Scheduler. The Gap Filler tool will fill a student’s schedule with the selected course multiple times; if using study hall as the filler, a student could end up with 2 courses and 5 periods of study hall if manual clean-up is not done first.
Five different areas in the Wizard contain key data about the scheduling process and commands to complete the scheduling process. For each area, the first box shows a sample of the information available by hovering over the respective item, while the second box shows the options when the user right-clicks on an item.