

SSMS Scheduling Checklist

The District Administrator will create the following tables:

- Instructional Program Table
- District Calendar
- School Calendars
- 200 Day Calendar
- District Teacher Table
- Day Cycle Calendars
- Bell Cycle Calendars
- Attendance Codes
- Tardy Codes
- Semester Tables
- Semester Segment Dates
- Valid Period Tables
- School Header Tables
- Valid Grade Level Tables
- Homeroom Tables
- Room Number Tables
- Program Code Tables
- Activity Code Tables
- Counselor Tables
- User Field Tables
- Discipline Tables
- Course Section Tables
- Teacher Tables
- Bell Code Tables
- Track Code Tables

Brief Scheduling Checklist for School Level Administrators:

1. **Check that Track Code has been changed in the Course/Section Data for upcoming school year (Example: 2009 – Track Code 09)**
2. **Make any modifications to Courses, Sections, and Meeting Times**
*****Meeting Times Tab: For changing Periods, Teachers, Room Assignments**
3. **Run the Mass Modify Requests Routine – Select students for each course. (May want to create a list of students or post to entire grade level)**
4. **Run the Mass Scheduler**

The School Level Administrator will create/revise the following:

- Course/Section Data (Scheduling):
Make any needed changes.
 - Change Track Codes to match current year (Example: 2009 = Track Code 09) – MUST BE DONE BEFORE ANY STUDENTS WILL SCHEDULE
 - Add courses
 - Delete courses
 - Add sections

- Delete sections
 - Revise state course codes
 - Revise Course Names
 - Revise Beginning Seat Counts (must match Preliminary Report limits)
 - Revise periods
 - Teacher and Room changes (Made on Meeting Times Tab)
 - Verify the “Days” field on Meeting Times tab is correct (days class is taught)
- Enter student course requests (high schools, middle schools, and elementary schools allowing scheduler to place students initially)
 - Individually (Query) or run Mass Modify Requests routine (Scheduling).
 - Run pre scheduling reports
 - Examples:
 - Master class list
 - Request tally list
 - Students without requests
 - Single section course conflicts
 - Classes without sections
 - Requested period/credit list
 - Duplicate teacher utilization – can be run later
 - Duplicate room utilization – can be run later
 - Make any needed changes.
 - Examples:
 - Add/modify student course requests,
 - Individually (Query) or run mass modify requests routine (Scheduling)
 - Adjust beginning seat counts
 - Add/delete course sections
- Run mass scheduler (Scheduling).
 - Run post scheduling reports
 - Examples:
 - Master class list
 - Unscheduled students
 - Incomplete schedules
 - Not attempted/no requested filled
 - Period/grade summary
 - If optimum results were not achieved, clear the schedules.
 - Make any needed changes.
 - Examples:
 - Change student course requests
 - Individually (Query) or run mass modify requests routine (Scheduling)

- Change course/section data

Then go back to 'run mass scheduler' and repeat the steps until an acceptable percentage of students are scheduled. When the desired percentage is achieved, work with the unscheduled students without clearing all schedules.

Remember, if any new students have been enrolled in the current school year since you rolled students, these students will need to be rolled over and requests entered, then scheduled in the new year. Likewise, if a student has withdrawn or transferred in the current school year subsequent to rollover, their requests and/or schedule will need to be deleted and their school record deleted from the upcoming school year.

During the scheduling process, the teachers and rooms can be added to the course/section data if not already entered. Also the teacher duties, assignments and homerooms can be entered and/or modified as needed in the new year.

When scheduling is completed, recheck and make any needed changes:

Examples:

Pre scheduling reports:

- Master class list
- Students without requests
- Duplicate teacher utilization
- Duplicate room utilization

Post scheduling reports:

- Unscheduled students
- Conflict code summary
- Incomplete student schedules
- Not attempted/no requested filled

Before school starts, print any needed reports.

Examples:

Post scheduling reports:

- Student schedules
- Teacher schedules
- Class lists/rosters
- Teacher utilization
- Room utilization

IMPORTANT NOTE:

Just before school starts, the District Administrator will *Create Class Period Attendance for all schools* regardless of whether you actually take class period attendance or not.

This routine initializes your state reports, behind the scenes, based on student schedules.