



## Scheduling Master Schedule: Common Reports

### Course Requests (Dashboard Item B)

**Used to:** evaluate Course Request status, assist with planning for Master Schedule

1. **Students with More/Less than N Course Requests (B5)**
2. **Students with No Course Requests (B6).** For example, new students. Run periodically.
3. **Scheduling Reverse Verification Listing (B7).** To make sure specific courses have all correct student requests (e.g. Leadership, Choir)
4. **Scheduling Course Request Listing (B8).** Allows to see all student course requests, look for errors.
5. **Scheduling Course Request Tally (B9).** To calculate number of sections needed. May wish to print to Excel and add formulae in order to assist with calculating number of needed sections.

### Building Scheduling Master Schedule (C)

**Used to:** initiate/evaluate/correct section placement

1. **Scheduling Conflict Matrix (C3).** This is really a *Potential* Conflict Matrix. Used when beginning to build master schedule. Identify placement of sections in periods with fewest conflicts.
  - a. Recommend option: Scheduling Conflict Matrix/A/NoBreak
  - b. Add singletons and doubletons to list – restricting this way makes it more efficient
  - c. Note: can include courses from most recent run if doing after schedule run
2. **Scheduling Master Schedule Errors <MUST RUN> (C4).**
  - a. Shows all instances of inconsistent course sections
  - b. Cannot schedule until errors are fixed
  - c. May see no results if all OK.
3. **Scheduling Master Schedule (C8).** By Course, Teacher, Room, etc.
  - a. Recommended by Teacher & Period, then by Teacher Name
  - b. Assists with error checking, validation
4. **Scheduling Master Schedule Board (C9)** – grid view of schedule
5. **Scheduling Master Schedule Details (C10)** – all section details, able to filter by teacher, dept., period, etc.
6. **Prescheduling Edit Listing (C11).**
  - a. Recommended, not essential
  - b. Predicts mistakes – various possibilities – e.g. grade range. Fix before scheduling.
7. **Scheduling Course Request Analysis (C12)**

Provides prospective Seats Short based on number of requests, number of sections and total available seats.
8. **Scheduling Class Load Averages (D6 - not listed under dashboard item C, but may be useful here)**
  - a. Provides prospective seat count – use frequently to provide feedback for section placement
  - b. Note Display Only Totals option – often very useful



## Scheduling Master Schedule: Common Reports

### Scheduling Students: Analysis Reports (D)

**Used to:** evaluate/correct scheduling load errors while still using SMS

- 1. Scheduling Course Request Analysis (D4)**
  - a. Seats Short – looking for large numbers – forces decisions about how to fix
  - b. Average Size
  - c. Actual Rejects – won't show if ignore maximums during scheduling run
- 2. Scheduling Class Load Analysis (D5)**
  - a. Class Average
  - b. Left – seats still available
  - c. Dev – deviation from the average. # set in report options. + next to those with higher deviation – must be addressed. Recommended: use dev = 3. May wish to set high at first in order to see/fix worst issues first.
- 3. Scheduling Class Load Averages (D6).** If this was used extensively when sections were first placed, may be less useful after the schedule has been run, though it may assist in troubleshooting. Note: still shows *course requests* per period, not how many students have been placed. Last column does show number of actual students scheduled, but only total by period.
  - a. Show by class (leave Display Only Totals unchecked)
  - b. Display Only Totals – look for balance in each grade, each period
- 4. Scheduling Reject Analysis Listing (D7)** – shows each student with rejects, with reason
- 5. Students With Double Periods (D8)**
- 6. Students With Incomplete Class Schedules (D9)**
- 7. Students With More or Less Than N Periods (D10)**
- 8. Students With UnBalanced Academic Weight (D11)** – used only in 4x4 schedules
- 9. Summary of Students by Teacher and Period (D15)**
- 10. Student Locator Cards (D16).** Note this can be run for either SMS or MST, depending on whether the SMS schedule has been copied to MST or not.