The Scheduling Master Schedule Board is an Aeries™ program that has been created to assist the user with setting up and updating the Scheduling Master Schedule.

Scheduling process usually involves a white board with the periods, teachers and different colored labels with the names of the classes to be scheduled. The labels are then moved around to try and create a successful Master Schedule for the upcoming semester or school year.

The purpose of this Aeries™ program is to eliminate manually moving the colored labels around on a white board and then entering the changes into the Aeries™ database. This form displays an overall view of the Scheduling Master Schedule. The user can add, change, delete and move classes instantly within the Scheduling Master Schedule, and then schedule all students to see the results.

The information that will be displayed on this form depends upon the size of the monitor. These procedures have been written with the use of a 17 inch monitor. If the monitor is less than 17 inches the scroll bar will need to be utilized to display any existing information outside of these parameters. Also, the monitor settings should be set at a minimum of 1024 X 768.

Please be aware that Eagle Software’s objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within Aeries™. However, Eagle Software recognizes that each school and district using Aeries™ has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.
The Scheduling Master Schedule Board is accessible from the Scheduling Master Schedule form on the Student Scheduling Cycle.

![Image of Scheduling Master Schedule Board]

<table>
<thead>
<tr>
<th>Section</th>
<th>Period</th>
<th>Elek Sem</th>
<th>Course ID</th>
<th>Course Title</th>
<th>TchrNum</th>
<th>Tchr2 Name</th>
<th>HOT</th>
<th>Tchr3 Name</th>
<th>Room</th>
<th>Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1 Y</td>
<td>0321</td>
<td>Reading Fundamentals</td>
<td>729</td>
<td>Cooksey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit: 5.00

School (if other than the current):

Name: Unassigned

Sex: Unassigned

Track: Unassigned

Lock: Unassigned

Move

Grading Specific Fields:

- SchedGrp
- SchedGrp
- Overlap
- Team
- Semi

Track: MIWTF

Sex: 0

Split Term: Mon Tues Wed Thurs Fri Sat

Max: 1

Total Boys: 13

Girls: 5

Left: 8

PreSch: 17

Move students to another class:

1. New Section
2. Move ALL the students in class
3. Move the tagged students only

Note: Click on students to tag or untag them.
The following form will display with the current **Scheduling Master Schedule**. The teacher number and name will display on the left side of the board with cells containing the class information. The course number, title, semester code and number of students are displayed in each cell. Multiple classes for the same teacher and period will display on separate lines.

Scroll bars on the bottom of the form will move the **board** from left to right. Scroll bars on the far right side of the form will move the **board** up and down. Along the bottom of the form are function buttons. Each button will perform a different function to update the **Scheduling Master Schedule**.
The top right of the form displays the different options available. There are 3 tabs – Display Options, Scheduling Options and Department Color Codes.

Below are the Display Options available. The options selected will display in RED. These options will change how the Scheduling Master Schedule board displays.

- **Semesters to display**: Select the term to display, Year, Fall, Spring or Trimesters 1, 2 or 3.
- **Sort Teacher**: Select to sort by teacher name or teacher number.
- **Skip Inactive Sections?**: Selecting Yes will not display sections tagged as inactive.
- **Skip Teacher Aides?**: Selecting Yes will not display sections of courses that are tagged as Teacher Aide as defined in the Course Data.
• **DoubleClick Move?** Selecting Yes will enable the user to double click on an existing class then click on any empty teacher/period cell to move the class into. A message will display to warn of possible errors.

• **Group by Dept?** Selecting Yes will sort the classes by department and display the department name in the teacher name column. The department codes are assigned on the **Course Data** form.

• **Show Dept Colors?** Selecting Yes will display the classes with the colors assigned to the departments on the **Department Color Codes** tab.

• **Singletons in RED?** Selecting Yes will display all singleton classes for a course in red.

• **Period Range to Show:** User can limit the period range to display on the board. The starting period may be 0 or 1 and the ending period may be 4-9.

• **Print Options:** Preview will display a print preview of the board when the Print This Display button is clicked on the bottom of the form. If Legal is selected, the board will print on legal sized paper (8 1/2 by 13). If Legal is not selected, the board will print on letter sized paper (8 1/2 by 11).

Below are the **Scheduling Options** available. The results and options are also available on the **Schedule All Students Into Classes** form on the **Student Scheduling Cycle**. The **Scheduling Statistics** will display the results of the last scheduling run.
Below are the **Department Color Codes** available. Up to 10 different departments can be assigned colors. If the **Department Color Codes** are changed, click the **Refresh** button for the new color settings to take effect.

**DISPLAY CLASS INFO FOR A SELECTED PERIOD AND TEACHER**

To display more class information for a particular period and teacher, click the mouse on the class selected for the teacher. The detailed information will display at the top of the form. The selected class will be hi-lighted in yellow.

**ADD A CLASS**

To add a class to the **Scheduling Master Schedule**, click the mouse on the **Period** and **Teacher** selected and the class will be hi-lighted in yellow. Click the mouse on the **Add Class for Tchr/Per** button.
A message will display verifying that the section selected will be added to the **Scheduling Master Schedule**. Click the mouse on the **Yes** button to complete the **Add**. The cursor will now display at the top of the form in the period field. A section number will be assigned. Change any necessary information for this class and press **Enter**. The course will be added to the teacher and period selected.

### MOVE A CLASS

To move a class in the **Scheduling Master Schedule**, click the mouse on the selected class to hi-light it in yellow. Then click on the **Move Class Tchr/Period** button on the bottom of the form.

A message will display in **RED** on the top of the form to select the new period and teacher for this class. Click the mouse on the **Teacher and Period** selected.
A message will display verifying the section selected will be moved to the **Teacher and Period selected**. To complete the move, click the mouse on the **Yes** button. The following message will display if the student has been previously scheduled and a conflict may occur.

**ARE YOU SURE?**

Are you sure you want to move this class to another period, even though the students in it may have conflicting classes?

![Yes No Buttons](image)

To continue with the move click the mouse on the **Yes** button and the **Scheduling Master Schedule Board** will be updated. To cancel the move, click the mouse on the **No** button.

**COPY A CLASS**

To copy a selected section to a new teacher and period, click on the selected class. The class will be highlighted. Click on the **Copy Data to New Tchr/Per** button on the bottom of the form.

A message will display in RED to select another period/teacher to copy this section to.
A message will display verifying the section will be copied to the teacher and period selected. To complete the copy, click the mouse on the **Yes** button. To cancel the copy, click the mouse on the **No** button.

**CHANGE CLASS DATA**

To change data on an existing class in the **Scheduling Master Schedule**, click the mouse on the **Period** and **Teacher** selected and the class will be hi-lighted. Click the mouse on the **Change Data About Class** button.

The class information will display at the top of the form. Change any necessary information for this class and press **Enter**. The new class information will display.

**DROP A CLASS**

To drop a class from the **Scheduling Master Schedule**, click the mouse on the **Class** selected and the class will be hi-lighted. Click the mouse on the **Drop This Class** button.
A message will display verifying that the section selected will be deleted from the Scheduling Master Schedule. To complete the delete, click the mouse on the Yes button. The class will no longer display and will be deleted from the Scheduling Master Schedule. To cancel the delete, click the mouse on the No button.

If there are students scheduled in the class, the following message will display. To continue with the delete click the mouse on the Yes button. To cancel the delete, click the mouse on the No button.

If there are any students with course requests for this class a message will display. If Yes is selected the students course request will be deleted. If No is selected the students course request will remain but the section will be deleted from the Scheduling Master Schedule.

The total number of students scheduled for this class should be zero prior to deleting this class from the Scheduling Master Schedule.
**LIST CLASS**

To display a listing of students in a class, click the mouse on the class selected and the class will be hi-lighted. Click the mouse on the **List Stu in Class** button on the bottom of the form. A message to include inactive students will display. Select **Yes** or **No**.

The following report will display in print preview with all students currently enrolled in the class selected.

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**Screaming Eagle High School**

1/5/2009

<table>
<thead>
<tr>
<th>Sec</th>
<th>Period</th>
<th>Student Name</th>
<th>Grade</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>3</td>
<td>Aniz, Alex</td>
<td>8</td>
<td>F</td>
</tr>
<tr>
<td>00110</td>
<td></td>
<td>Alves, Todd</td>
<td>9</td>
<td>M</td>
</tr>
<tr>
<td>00411</td>
<td></td>
<td>Chung, Elizabeth</td>
<td>9</td>
<td>F</td>
</tr>
<tr>
<td>00042</td>
<td></td>
<td>Cleaver, Carl</td>
<td>8</td>
<td>M</td>
</tr>
<tr>
<td>00648</td>
<td></td>
<td>Cortez, Kathy</td>
<td>9</td>
<td>F</td>
</tr>
<tr>
<td>00643</td>
<td></td>
<td>Estrada, Amanda</td>
<td>9</td>
<td>M</td>
</tr>
</tbody>
</table>

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**FIND BEST PERIOD**

Click the mouse on the **Period** and **Teacher** selected and the class will be hi-lighted. Click the mouse on the **Find Best Period** button. This option will temporarily move the class to each period and attempt to schedule all students.

After it has scheduled each period, it shows the total rejects above the period. When finished, it will display a recommendation based on the period with the fewest rejects.

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The recommended period is not based on the available teachers or rooms.
ADD NEW CLASSES

Clicking on the **Add New Classes** button on the bottom of the form will display the **Inter-Active Scheduling Master Schedule Builder** form. This form allows you to add sections for a selected course.

To add sections for a course, enter a course number in the **Course ID** field or click the mouse on the **drop down** to locate a course. Once the course has been selected in **Area 1** press Tab and the number of **Course Requests** that have been made for this course will display to the right by grade.
Area 2 will display all of the scheduling conflicts by term for each period. To display the conflict details double click the mouse on the period column and term.

The following text box will display with all potential conflicts for this course.
Press **Tab** and the cursor will display in the **Sections to Add** fields. In **Area 3** the number of sections to be added can be entered for each period. As each **number** is added the information for the period will display in **Area 4**.

To setup **ALL** sections the same enter the information in **Area 4** on the top line.
To setup each section differently enter the information in **Area 4** for each section in each period.

After all section information has been entered click the mouse on the **Add Sections** button in **Area 5** and the sections will be added to the Scheduling Master Schedule.

**REJECTED COURSES**

After running the scheduler the rejected courses can be displayed. Click the mouse on the **Rejected Courses** button on the bottom of the form. The following text box will display courses that have students rejected from them. The **Total** column will display the total number of rejects. The columns to the right will show the total number of students rejected, broken down by the reject reason.
To display the rejected students for a course click the mouse on the **STU** button located to the right of the **Total** column. The following text box will display showing each student rejected from this course and the reject reason.

To **delete** a student's course request click the mouse on the **Delete** button and the following message will display. Click the mouse on the **Yes** button. Click on the **Red X** on the upper right corner of the form to **Exit**.
To display the **Scheduling Master Schedule** for a course click the mouse on the **SMS** button. The following text box will display which allows you to **Change Course** information. See the information **Changes by Course** for details.

Changes can be made for each individual section by entering the change in the desired field displayed. To make a change to all sections displayed enter the information on the bottom line. Click the mouse on the **CHG ALL** button. A message will display verifying the change. Click the mouse on the **Yes** button. Click on the **Red X** on the upper right corner of the form to **Exit**.

**CHANGES BY COURSE**

To change section information for a specific course, select any class for that specific course. Click the mouse on the **Changes by Course** button on the bottom of the form. The following text box will display with all sections setup for this course.
Changes can be made for each individual section by entering the change in the field selected. To make a change to all sections displayed enter the information on the bottom line. Click the mouse on the CHG ALL button. A message will display verifying the change. Click the mouse on the Yes button.

In the example below the room number will be changed to F1 for all sections for the course 0835. The Scheduling Master Schedule Board has been updated with this change. Click on the Red X on the upper right corner of the form to Exit.
To print the class information for the teachers and periods as displayed on the form, click the mouse on the Print This Display.

The following is an example of the report that will be generated.

SAVE OR RESTORE

This button lets you save the current SMS/SSS tables or restore previously saved results. This is the same form as the Save or Restore Scheduling Results from the Student Scheduling cycle.
The **Save or Restore Scheduling Results** allows the user to keep the current SMS and SSS tables, and to restore them later on if desired. Creates and updates a database named SAV------.MDB containing multiple backups of the SMS and SSS tables. Form shows list of available saved results, allows user to save more results, restore saved results, or delete saved results.

To save the current scheduling results click on the button labeled **Save current scheduling results (SMS and SSS tables)**. The following message will display.

A comment can be entered by typing over the default text of Saved scheduling results. The date and time will automatically be saved.
To **Restore** a prior backup of the SMS and SSS tables click the mouse on the result listed under **Comments**. Click on the **Restore scheduling results** button. The following message will display.

![ARE YOU SURE?](image)

To continue with the **restore** click on **Yes**. Click on **No** to cancel the process.

![Microsoft Office Access](image)

To **Delete** a prior backup of the SMS and SSS tables click the mouse on the result listed under **Comments**. Click on the **Delete stored scheduling results** button. The following message will display.

![ARE YOU SURE?](image)

To continue with the **delete** click on **Yes**. Click on **No** to cancel the process.

![Microsoft Office Access](image)
Before **Scheduling All Students**, verify that all **Scheduling Options** have been correctly selected. To schedule students into classes click the mouse on the **Schedule All Students** button. The following message will display.

**SCHEDULE STUDENTS INTO CLASSES?**

Are you sure you want to schedule all students into new classes?

[Yes] [No]

Click the mouse on **Yes** to start the **Scheduler**. The scheduling progress will display at the top of the form. When the scheduler has been completed the results can be viewed on the **Scheduling Options** tab at the top right of the board.

After scheduling is complete, a red message will display indicating if you have more, less, or the same number of rejects from the previous scheduling run.