

Next Year Scheduling - Student Scheduler

Once the master schedule is completed and student requests have been entered, students can be scheduled into classes.

To run the Scheduler for the First Time

1. Run the **Error Scan** to detect problems with the course catalog, student requests, master schedule and student registration information.
2. Update the [Parameters](#) to set the defaults for the scheduler.
3. Run **Schedule Students** to schedule students into course-sections.

Step 1 – Navigate to Schedule Students

- Click on the dropdown Menu | Scheduling | Student Schedules | Student Scheduler | Schedule Students

Step 2 – Enter [Prompts](#)

- Select Building
- Select Date Active in Course - Use 'Today's Date
- Override Seat Counts - : If this box is checked when you run the Student Scheduler, the system will schedule students into course-sections that are full based on the Maximum Seats you have set on your Master Schedule. (**Recommended on initial run; Master Schedule Report used as an evaluation tool.**)
- Override House Team – Check if you want to override House Teams
- Course Priorities to Ignore – If you opt to list a course priority in this area, when the Student Scheduler is run, it will ignore or not schedule these priorities.
- Schedule Course Alternates - Check this box if you want the Student Scheduler to schedule the course alternates as defined in the Course Catalog if the student cannot be scheduled into any regular request.
- Student Alternates - Check this box if you want the Student Scheduler to schedule student alternate requests if the student cannot be scheduled into any regular request.
- Scheduling Interval – Y for yearly
- Preserve Student Schedules - **If you are running the Scheduler in progressive runs**, for example scheduling all of the English classes first and then moving on from there. **On each subsequent run, you will want to Preserve Student Schedules.** This will leave the classes you have placed in your first run in place and then add upon that run.
- Balance Courses – : You may elect to have the Student Scheduler attempt to balance the students scheduled into courses by

- C - Classification – Not Used by FCPS
- D – Discipline – Not Used by FCPS
- S – Gender
- G – Grade
- X – None
- E – Race

- Maximum Tries – Select a number from 1 -100 to indicate how many times the Student Scheduler should try to schedule a student. Recommendation is to leave this at 100. (Software multiplies times 10,000).
- Student Time Out in Seconds– Leave Blank
- Maximum Marking Period Imbalance – Check this box if you want the Student Scheduler to balance the total course weight for marking periods. This requires Course Catalog Maintenance of Semester Weight.
- Shuffle Attempts – The shuffling process moves students who are partially scheduled in an attempt to schedule another student; it does not touch students who have been successfully scheduled. The recommendation is that you use 5 or fewer attempts if you are going to use shuffle attempts. **If you do not want to shuffle students enter zero (0).**
- Reschedule Attempts - **Reschedule Attempts:** This number represents the number of students the Student Scheduler can try to completely reschedule to fit the student currently being scheduled into a closed course-section. The recommendation is that you use 5 or fewer attempts if you are going to use reschedule attempts. **If you do not want to reschedule students enter zero (0).**

Step 3 – Enter Filter

- Select Active and Pre-Registered Students
- Select Grade

Step 4 – Enter Sort

Step 5 – Click on Run

4. Run **Post Scheduler** reports to analyze the results of the scheduler.

To Run the Student Scheduler After it has Already Been Run

1. Run the **Backup/Restore** to save results of a scheduler run if you want to make changes to students and courses, but do not want to lose your current scheduling information.

Step 1 – **Navigate Backup/Restore**

- Click on the dropdown Menu | Scheduling | Student Schedules | Student Scheduler | **Backup/Restore**
OR type “Backup” into the quick search bar and select **Backup/Restore**

Step 2 – **Enter Prompts**

- Select Building
- Select **Backup Existing Data** from the Action Dropdown
 - To restore a run, select **Restore Saved Data** from the Action Dropdown
- Name the run in the Scheduling Run Label Dropdown

Click the Run icon

2. Run the **Load/Unlock/Lock/Eraser Scheduled Courses** to erase any scheduled courses that are not locked into a student’s schedule. This must be done before making changes to the master schedule.

Step 1 – Navigate to Scheduled Courses Load/Unload/Lock Erase

- Menu | Scheduling | Student Schedules | Student Utilities | **Scheduled Courses Load/Unload/Lock Erase OR**
- Type “Load” in the quick search bar and select **Scheduled Courses Load/Unload/Lock Erase**

Step 2 – Select Action

- Enter Building
- Select Action
 - Erase All
 - Mass Load
 - Mass Lock
 - Mass Lock Select
 - Mass Replace
 - Mass Unload
- Enter Course Numbers and Sections if Mass Loading a Course

Ensure you have selected ‘Scheduled Courses Load/Unload/Lock Erase, and NOT Request Load/Unload Erase

Step 3 – Select Students

- Enter criteria on the Filter Panel

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Next Year Demographic	Next Year Building	=	3013 - Gov. Thomas Johnson High School
	AND	2	Next Year Demographic	Next Year Grade	<	13 - Graduated
	AND	3	Demographic	Current Status	=	Active

- Click on the Load Records icon
 - Remove any students necessary by checking the box next to their name and clicking on the remove icon
- Click on the Run icon

3. After you have made changes to the master schedule and/or student requests, rerun the **Error Scan**.
4. Re-run **Schedule Students**.
5. Run **Post-Scheduler** reports to analyze the results of the scheduler.