How do I set up an Auto Scheduler template?

Go to Office, Future Scheduling, Student Schedule Generation, Auto Scheduler [WS\OF\FS\SS\AS]

1. Create a new template or clone an existing template. Under **Template Settings** give your template a Name/Description. If you want other people to see and/or clone your template place a checkmark in the **Share this template with other users…..**

Template Settings

* Template Description: Auto Schedule Template

☐ Share this template with other users in entity 431

2. Verify scheduling year and term range

Schedule Generation Options

Year To Generate Schedules For: 2015-16   Terms: Entire Year   Terms: 01 - 06

3. Options in Student Ranges

Student Ranges

	Start		End	
* Grade/Grad Yr:	12	2016	09	2019

	Low	High
* Student Type:		ZZZ
* NY Sched Team:		ZZZ

Grad Yr/Grade	Ranges of students to be scheduled by Graduation Year/Grade Level
	The Start range is the Grad Yr/Grade level that you want scheduled first and the End range is the grade level that you want scheduled last. Typically, the hardest Graduation Year/Grade Level to schedule is scheduled first. *RESA – recommendation leave default unless you prefer to schedule lower grade levels to highest grade level.*
Student Type	Ranges of students to be scheduled by Student Type, if desired. *RESA – recommendation leave option wide open.*
NY Sched Team	Ranges of students to be scheduled by Next Year Scheduling Team code. *RESA – recommendation leave option wide open.*

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4. Scheduling Options

Scheduling Options

☐ Process Special Ed Courses
☐ Close Sections When Filled
☐ Build Free Period Matrix
     * Semester Imbalance Max: [10] [?]
☐ Use Maximum Special Ed Enrollment %
☐ Force Co-Requisites to Schedule All or Nothing
    ☐ Only for flagged Co-Requisites [?]
☐ Schedule Required Courses first, then Elective Courses [?]

Process Special Ed Courses	Includes the Special Ed courses in the scheduling process. *RESA – recommendation – Decide whether you prefer to hand schedule or auto schedule Spec Ed Courses. If you hand schedule do Not check this option. If you would like the Auto-Scheduler to schedule courses marked as Spec Ed then check this option.*
Close Sections when Filled	Determines whether sections of a course will be closed when they are full. The auto scheduler stops scheduling students into a section once the maximum number of student's vale for the section is reached. *RESA – recommendation – Check this option - to close once filled to max.*
Build Free Period Matrix	Creates the Free Period Matrix report that shows how many students are free each period of the day. *RESA – recommendation – Check this option – Creates a nice report to find major wholes.*
Semester Imbalance Max:	This field indicates the maximum number of free periods per week that may differ between semesters before a semester imbalance occurs, the student will try to be re-scheduled to remove the imbalance. *RESA – recommendation – Do NOT check this option.*
Use Maximum Sp Ed Enrollment %	If you set on a course the maximum sp ed student in course percentage. *RESA – recommendation – Do NOT check this option. The problem with this feature is that it calculates its % on the Max seats. If a section fills below the Max seats that number is not used in the calculation.*
Force Co-Requisites to Schedule All or Nothing	This option enforces this restraint only on Co-Requisites that are flagged to 'Schedule All Co-Requisite courses on None'. *RESA Recommendation – If you use Co-requisties and you've checked the box for Schedule all or nothing on some but not all Co-Req's then select this option and click on for only ones flagged all or nothing.*
Schedule Required Courses first, then Electives	By default the scheduler will process singletons, then multiple sections courses. By choosing this option, the scheduler will first process required singletons and multiple class courses, then process elective singletons and multiple class courses. *RESA Recommendation – This works best if you have multiple Elective Sections and you code the courses you wish to schedule first as Required and the Electives as Electives. You then will have most hand changes with the Electives.*

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5. Creation Options

Creation Options

☐ Create Student Conflict Detail
    ☐ Include Imbalances As Conflicts

Create Student Conflict Detail	Creates the Student Conflict Detail report that tells you which students have a course conflict. Always select this option so that schedule generation reports are available. *RESA Recommendation – Select Create Student Conflict Detail- Creates a great conflict analysis report*
Include Imbalances As Conflicts	6. If the Create Student Conflict Detail option is selected, this option is available. It includes any imbalances as a conflict on the Student Conflict Detail report. *RESA Recommendation – do Not select Include Imbalances As Conflicts.*

7. Scheduling Run to Perform options

Scheduling Run To Perform

◉ Actual Scheduling Run   * Number of Runs: 1 ▾ ?
◯ Imperative Conflict Run
◯ Pseudo Scheduling to Simulate Process

Actual Run	Actually creates student schedules. *RESA – Select when ready for the real run.*
Imperative Conflict run	Is a simulated run for singletons courses *RESA – Do Not Run*
Pseudo Scheduling to Simulate Process	Is a simulated run that will simulated an actual run *RESA – we find that when you do run the actual run after Pseudo they differ significantly. We don't recommend running in pseudo mode*
Number of Runs	*RESA –Recommends 3 runs. Will complete first run then try to schedule unscheduled courses only on the next consecutive runs.*

An Actual Scheduling Run can be processed up to five times in one run, through a cycling of scheduling and unscheduling. The scheduling portion of the cycle is equal to the Number of Runs.

For example, if the Number of Runs is set to 3, the Auto Scheduler will schedule, unschedule, schedule, unscheduled and schedule. All classes are unscheduled except for those the student was manually scheduled into.

This option allows the Auto Scheduler to try scheduling different course combinations and minimize the number of course conflicts.

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Note: It is not recommended to set the number of runs greater than one if you are layering the scheduling runs. This is because the point of the multiple scheduling runs was to lock previous runs and if you process later scheduling runs and allow the scheduler to schedule and unscheduled classes (because you select more than one Number of Runs), the system will potentially unscheduled classes that were scheduled in previous scheduling runs.
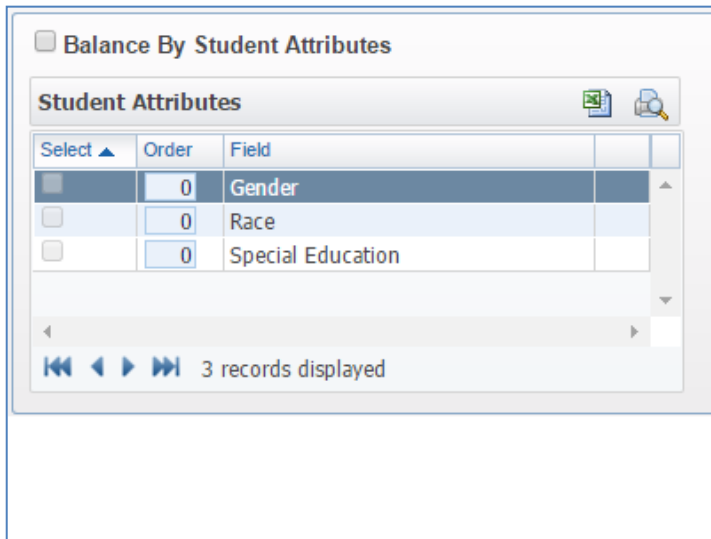
8. Auto Scheduler Type – no options available

Auto Scheduler Type

◉ .Net Scheduler

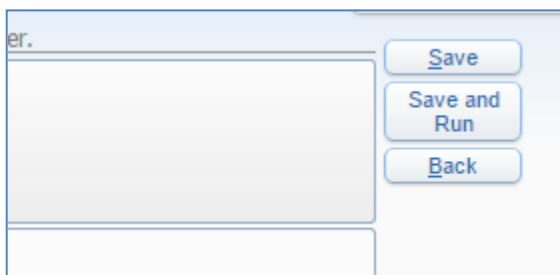9. Balance By Student Attributes

☐ Balance By Student Attributes

Student Attributes

Select ▲	Order	Field	
☐	0	Gender	
☐	0	Race	
☐	0	Special Education	

⏮ ◀ ▶ ⏭ 3 records displayed

The system will automatically balance section sizes. This option will force the system to try and balance section size by Gender, Race or Special Education based on the attribute(s) chosen.

10. Click on Save and Run to generate student schedules

er.

Save

Save and Run

Back

Auto scheduler template setup - 7/2015 – VR/KT