



Focus Training: Rolling and Tweaking the Master Schedule

2016

Training Agenda

Rolling and Tweaking

- Distinguish between Tweaking and Building
- Pre-building/tweaking preparation

Builder Reports

- Courses with too many Requests
- Courses with too few Requests
- Overlapping Requests
- Overlapping Singletons
- Sections with Zero Seats
- Period Counts
- Overscheduled Teachers

Section Setup based on Builder Reports

- Editing, Copying, Adding, Deleting and Linking Sections

Current Schedule Reports

- Tweaking via the Teacher Schedules Report
- Tweaking via the Master Schedule Report

Run the Scheduler

Loading Reports

- Courses with Unfilled Requests
- Overfilled Sections
- Under-filled Sections
- Unfilled Requests
- Percentage of Students Scheduled
- Students with Incomplete Schedules
- Students with Conflicting Schedules

Schedule Report

Objectives:

- Use Builder Reports to make decisions about sections in the master schedule
- Understand how to build, copy and delete sections
- Understand how to create Inclusion sections
- Understand how to link sections together
- Understand how to run the scheduler
- Use the Loader Reports to make decisions about student schedules and sections in the master schedule

Training URL

Train.focus.collierschools.com

Twinking the Master Schedule

Purpose: During new-year scheduling, schools entering student requests will use one of two different methods for building the master schedule. A school may begin from scratch building all sections for the new master schedule or a school can “roll and tweak” their existing master schedule. This lesson will review the “roll and tweak” method as well as look at building sections.

Pre-Building/Tweaking Preparation

- ✓ **Rollover:** Ensure the **Rollover** has been completed for all **Non-student** and **Student Data** for the next school year.

Once the Rollover is completed, change the school year in the top right of the screen to the next school year to continue preparations.

- ✓ **Verify Non-Student Data**
 - From the **School Setup Menu**, verify that **Calendars, Periods** and **Marking Periods** dates and information are accurate.
 - From the **Scheduling Menu**, verify that the organization and settings of the **Subjects** and **Courses** are all updated and accurate. Any **new courses** should have been added to the Course Catalog and then to Courses & Sections.
- ✓ **Student Requests**
 - Finalize all **Student Requests**
 - Run and review the **Request Reports (Scheduling > Reports > Request Reports)** and correct any missing or duplicate requests. It is very important to have all student requests in and accurate in order to maximize the outcome when setting up the **Master Schedule Builder** or **Tweaking Courses & Sections** and **Running the Scheduler**

Tweaking

Tweaking Courses & Sections is an alternative to using the Master Schedule Builder. ***If there are not a lot of changes to the Master Schedule from one year to the next, tweaking may be easier.*** By rolling the courses and sections from the previous school year, schools essentially have all the sections created, to include the periods, teachers, and Florida Fields. ***Use the Builder Reports for guidance and to make minor adjustments to sections and/or the Teacher Schedules Report.***

☐ Tweaking using the Builder Reports

Use the **Builder Reports** to determine changes that will need to be made based on student requests. The two most commonly used reports from the Builder Reports are **Courses with Too Many Requests** and **Courses with too few Requests**. These reports are particularly valuable in assessing the match between demand for particular courses and sections against actual availability. The **Scheduler** (loads student requests into the existing sections) should not be run until the Builder Report issues have been resolved. Remember to work in the upcoming school year. ***If using the side menu bar, the header will be red; if using the top menu bar, the header will be blue.***

Navigate to Scheduling > Reports > Builder Reports

Twinking the Master Schedule

- **Courses with too many Requests:** The demand for seats exceeds the number of seats available. If possible, increase the number of seats within the sections or add new sections (explained later in this document).

If the Available Seats column is blank then no seats were assigned to the rolled course sections.

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

Courses with too many requests are courses with fewer available seats than requests. If possible, increase the available seats in the existing sections or add another section entirely by clicking the name of the course.

17 Courses with too many Requests

Search

17 of 17

Course	Course Number	Subject	Sections	Available Seats	Requested Seats
ACCT APPL 2	8203320	Votech	1	25	65
Alg 1	1200310	Math	12	285	287
Art/2-D Compre 2	0101310	Performing Fine Arts	3	72	89

- To adjust seats at the section level, click on the Course name link to go to the course
- Click on the applicable section or sections to edit the number of seats
- Click the Save button after making any changes

ACCT APPL 2 8203320: - Lee Lambert

List Students in this Section

List Unfilled Requests in this Section

Search

Copy

Delete

Save

Lambert, Lee

Any Room

Display Room Optional

N/A

Period

Default Bell Schedule

MTWHF

Meeting Days

Full Year

Marking Period

25 Seats

SPED Seats

001

Short Name

-

Course History Term

Double Blocked

Takes Attendance

Graded

Affects GPA

None

Gender Restriction

-

Grade Level(s) blank for all gradelevels

-

Team

Conduct

Grading Scale

ABCD

Standards Grading Scale

Default

Grading Posting Scheme

5 Day

Rotation Calendar

None

Choose Parent Section

Co-Teachers

History

Florida

Vocational/WDIS

Inclusion

14 Subjects

91 Courses

1 Section

Subject	Course	Cour Num	Section
Campus Aide	ACCT APPL 2	8203320	- Lee Lambert

NOTE: if additional sections need to be built instead of adjusting seats, please go to page 7 of this document.

- **Courses with too few Requests:** Courses with too few requests are courses with less than 80% of available seats requested. Extra sections may be deleted from the course or the course may be dissolved. **If deleting sections for a course, please delete the student requests for that course first.**

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

Courses with too few requests are courses with less than 80% of seats filled. It may be possible to delete a section or move a section to a smaller room.

172 Courses with too few Requests

Search

16/07/2016

Course	Course Number	Subject	Sections	Available Seats	Requested Seats
Tv Prod 4	1100330	Performing Fine Arts	1	25	0
Art/3-D Compre 2	0101340	Performing Fine Arts	3	72	0
Introd To Mus Perf	1301300	Performing Fine Arts	3	75	0

- To delete sections, clicking on the Course title link will take the user to Courses & Sections
- Click on the section to be deleted then click DELETE

Art/3-D Compre 2 0101340: - Darius Moore

List Students in this Section

List Unfilled Requests in this Section

Search

Copy

Delete

Save

Moore, Darius

501

Room

Display Room Optional

N/A

Period

Default Bell Schedule

MTWHF

Meeting Days

Full Year

Marking Period

35 Seats

SPED Seats

ARTC3

Short Name

-

Course History Term

Double Blocked

Takes Attendance

Graded

Affects GPA

None

Gender Restriction

-

Grade Level(s) blank for all gradelevels

-

Team

Conduct

Grading Scale

ABCD

Standards Grading Scale

Default

Grading Posting Scheme

5 Day

Rotation Calendar

None

Choose Parent Section

Co-Teachers

History

Florida

Vocational/WDIS

Inclusion

14 Subjects

31 Courses

3 Sections

Subject	Course	Course Num	Section
Math	Art/3-D Compre 2	0101340	- Darius Moore
Performing Fine Arts	Art/3-D Compre 3	0101350	- Darius Moore
Personal Fitness/ HOPE	BAND 1	1302300	- Darius Moore

Tweaking the Master Schedule

- A pop up will ask the user to Confirm the deletion of the section

Confirm Delete

Are you sure you want to delete that section?

Delete

Cancel

- **Overlapping Requests:** Overlapping requests occur when a course conflicts with another course scheduled at that time based on requests. There are 10 columns in the report; use the scroll bar to view the columns.

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

341 Courses

☐ Only Singletons

Course	Course #	Requests	1st Most Common	2nd Most Common	3rd Most Common	4th Most Common	5th Most Common
Alg 1H	1200320	68	ENG HON 1 (68)	HOPE (PE) (68)	Int. Reading SOS (40)	Intens Read (19)	Naval Sci 4 (1)
Alg 1 SOS	1200310	0					
Alg 2	1200330	230	Env Sci (220)	ENG 3 (219)	Intens Read (174)	Int. Reading SOS (122)	Chorus 2 (25)
Alg 2 Honors	1200340	68	Eng 3 Honors (66)	Adv PI Human Geog (65)	Naval Sci 3 (65)	ACCT APPL 2 (65)	Phy Sci (65)

- Selecting the *Only Singletons* check box will only show overlapping requests for courses that are only offered once in the school day (singletons). It is important to review overlapping singletons, as these students will not be scheduled into the requested course until one section is moved to a different period.

If the number of overlapping requests is small, the user will need to make a choice for the student. If the number of overlapping requests is large, one of the sections should be moved to a different period or additional sections should be added.

There are two options for changing sections to different periods:

- Click on the course name to go to **Courses & Sections** to change the period on the section
- Use the **Teacher Schedules Report** to move sections to different periods

- **Overlapping Singletons:** Overlapping Singletons are courses that only have one single section and meet the same period as other singleton sections. If students have requests for both sections, they will only be scheduled into one of them.

- If possible change the period the section is scheduled or add another section (see page 7).

Period Counts		Overscheduled Teachers			
Courses with too many Requests		Courses with too few Requests		Overlapping Requests	Overlapping Singletons
Sections with 0 Seats					
Overlapping Singletons are two courses with only one section that both meet on the same period. Students who request both courses can be scheduled into only one of them. Click the course to add a section or change the period on which it meets.					
7 Periods					Search
Period	Singletons				
Period 1	- Adv Alg W/in App SOS - Alg 2 SOS - Algebra 1 - Allied Health Assis3 - AML 2010 Amer Lit To 1865 - Art History: Renaisa to Modern - Ceramics 2 - COOP DIV ED-OJT - Earth Science - Geometry SOS - Integ Math 3 SOS - Short Story - STA 2023 Statistics				

Tweaking the Master Schedule

- **Sections with Zero Seats:** These sections do not have any available seats. Students will not be scheduled into them. If the **Available Seats** column is blank then no seats were assigned to the course sections.

Period Counts | Overscheduled Teachers

Courses with too many Requests | Courses with too few Requests | Overlapping Requests | Overlapping Singletons | **Sections with 0 Seats**

These sections don't have any available seats, so no students will be scheduled into them.

No sections were found.

Search

Course	Course Num	Section	Section Num
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- **Period Counts:** This report lists the number of seats, courses, and sections in each period. These numbers should be fairly balanced among the periods.

Courses with too many Requests | Courses with too few Requests | Overlapping Requests | Overlapping Singletons | **Sections with 0 Seats**

Period Counts | Overscheduled Teachers

This report lists the number of seats, courses, and sections in each period. These numbers should be fairly balanced among each of the periods. If you have to add or move a section, it might be best to add or move it to a period with few sections.

8 Periods

Search

Period	Available Seats	Courses Offered	Number of Sections
Period 1	1796	41	84
Period 2	1733	39	73
Period 3	1460	33	67
Period 4	1431	40	73
Period 5	1162	19	52
Period 6	1315	24	65
Period 7	1437	36	73
Period 8	1527	43	75

- If sections need to be added, it is recommended to add the sections to periods with fewer sections.
- **Overscheduled Teachers:** This report can be modified to view teachers scheduled into a specific number of periods per day. This report may be helpful for finding those teachers that may be missing required planning periods or have multiple sections scheduled during the same period. The report has three tabs:
 - **Sections Per Day** (set the desired number and click the Run button)

Courses with too many Requests | Courses with too few Requests | Overlapping Requests | Overlapping Singletons | **Sections with 0 Seats**

Period Counts | **Overscheduled Teachers**

Sections Per Day | Sections Per Period | Consecutive Periods

The following report will find the teachers who have more than the following amount of sections per day: 6 Run

2 Teachers with more than 6 sections per day

Search

Teacher
Collier, Rana
Lambert, Lee

- **Sections Per Period** (set the desired number and click the Run button)

Courses with too many Requests | Courses with too few Requests | Overlapping Requests | Overlapping Singletons | **Sections with 0 Seats**

Period Counts | **Overscheduled Teachers**

Sections Per Day | **Sections Per Period** | Consecutive Periods

The following report will find the teachers who have more than the following amount of sections per period: 1 Run

3 Teachers with more than 1 sections per period

Search

Teacher	Period
Acosta, Alec	Period 3
Johnson, Halla	Period 2
Witt, Axel	Period 1

Tweaking the Master Schedule

- **Consecutive Periods** (set the desired number and click the Run button)

The screenshot shows the 'Consecutive Periods' report. At the top, there are tabs: 'Courses with too many Requests', 'Courses with too few Requests', 'Overlapping Requests', 'Overlapping Singletons', and 'Sections with 0 Seats'. Below these is a sub-tab bar with 'Period Counts', 'Overscheduled Teachers', and 'Consecutive Periods'. The main text says: 'The following report will find the teachers who have more than the following amount of periods in a row: 2 Run'. Below this, it says '8 Teachers with more than 2 consecutive periods'. A list of teachers is shown: Armstrong, Farrah; Bailey, Vielka; Bright, Melissa; Collier, Rana; Lambert, Lee; Ochoa, Samson; Poole, Kaitlin; and Trujillo, Isadora. There is a search bar and a 'Print' button on the right.

On any of the tabs, clicking on the teacher's name defaults to the teacher's **User Info** page where the teacher's schedule can be viewed.

EDITING, COPYING, ADDING, DELETING and LINKING SECTIONS

Sections identify the Teacher, Room, Period, Bell Schedule, Rotation Days, Marking Period, Meeting Days, Seats (capacity), Short Name (unique identifier), Course History Term, Calendar, Grading Scales as well as, checkboxes for Taking Attendance, Graded, Affects GPA, and a link to create parent/child sections. Additionally, **Co-teacher, Florida Fields** and **Inclusion** information can be defined at the section level.

☐ Viewing/Editing Sections

Sections may be rolled over from year to year. During this process, all section fields are rolled, including the teacher and period.

Go to **Scheduling > Set up > Courses & Sections** and select the Subject, Course, and Section to be updated.

- **Section** information will be displayed at the top of the screen.
- Make any necessary changes to these fields.
- The **Save** button will turn red upon making any changes; click to finalize if no other changes are needed.

The screenshot shows the 'Section' editing form for 'Eng 2 Honors 1001350: Period 1 - Farrah Roldan'. At the top, there are tabs: 'List Students in this Section', 'List Unfilled Requests in this Section', 'Search', 'Copy', 'Delete', and 'Save'. Below these, the form is divided into several sections. The first section contains fields for 'Teacher' (Armstrong, Farrah), 'Any Room' (checked), 'Display Room Optional' (unchecked), 'Period' (1), 'Default Bell Schedule' (MTWHF), 'Full Year Marking Period' (25), 'SPED Seats' (001), 'Short Name' (001), 'Course History Term' (None), and 'Double Blocked' (checked). The second section contains checkboxes for 'Takes Attendance' (checked), 'Graded' (checked), 'Affects GPA' (checked), 'None Gender Restriction' (checked), 'Grade Level(s) blank for all gradelevels' (checked), 'Team' (checked), 'ABCD' Grading Scale (checked), 'ABCD' Standards Grading Scale (checked), 'Default Grading Posting Scheme' (checked), '5 Day Rotation Calendar' (checked), and 'None Choose Parent Section' (checked). At the bottom, there are tabs: 'Co-Teachers', 'History', 'Florida', 'Vocational/WDIS', and 'Inclusion'.

NOTE: if the course is a full year course being scheduled as a semester course, or semester course being scheduled as a quarter course, check the box for **Double-Blocked**

Tweaking the Master Schedule

- Use the **Florida** tab to edit any of the state-specific fields, such as the **Weekly Class Minutes**, **Scheduling Method**, if the class is a **Pull-Out**, **Reading Intervention Component**, **ELL Instructional Model**, etc.

Note: Do Not fill in School of Instruction unless it is different from the student's enrolled school. If using an ESE FEFP number, only students who are ESE should be assigned to this section. If using the ELL FEFP 130 number, only LY students should be assigned to this section.

□ Copying Sections

The **Copy** feature is used when additional sections are needed within the same course; this process may be faster than adding a new section, and is generally recommended over creating a new section.

- Within a specific section, click the **Copy** button in the upper right of the Section information.

- Focus will ask for confirmation; click **OK** to accept.

- Change the Teacher, Room, **Short Name**, and any other applicable fields; click **Save** when done.

Note: The Short Name must be 3-5 digits that are unique for each section. Be sure to remove "Copy" from the short name. If section name duplicates exist for the same course, period and school, then the State combines all students together for class size

Tweaking the Master Schedule

❑ Adding Sections

If no Sections exist within a Course, a new section can be created. All Section fields must be completed and saved for the section to be added.

- From **Courses & Sections**, select the *Subject* and *Course* to which the new section will be added.
- In the **Section** list, click the **+**.

CPTR APPLS 2

0200330 CPTR APPLS 2

Electives Graduation Requirements Subject 0.5 Credits per Course History Term

Allow Students to Request this Course Allow Teachers to Approve Requests Schedule this Course first

WIDE OCP Hours CAPE Electives Subject Grade Level(s) Automatic Course Length

14 Subjects

Subject

Campus Aide

College Courses

CTE

Electives

English

ESL ACCESS courses

41 Courses

Course Course Num

Car Ed: 9-12 7921330

Car/Prev of Ath Inj 1502490

Car PI 7980130

Car Res&Decl Mak 1700380

Cptr Appls 1 0200310

Cptr Appls 2 0200330

No Sections were found. Section

click the + sign to add new section

- Select a Teacher, Room, Period, Bell schedule, Meeting Day(s), Marking Period, Seats, Short Name, Course History Term and whether it affects GPA. **Takes Attendance**, **Graded**, and **Primary Instructor** (on the Florida tab) are populated by default. Complete any other fields applicable to the section, including whether to assign a co-teacher or Inclusion section. **Click SAVE when all fields have been completed.**

Cptr Appls 2 - New Section

Search Save

N/A Teacher Room Optional Display Room Period N/A Bell Schedule S M T W H F S Full Year Marking Period Seats SPED Seats 001 Short Name Semesters Course History Term Double Blocked

Takes Attendance Graded Affects GPA

None Gender Restriction Grade Level(s) blank for all gradelevels N/A Team ABCDF Grading Scale ABCDF Standards Grading Scale Default Grading Posting Scheme 2 Day Rotation Calendar

Co-Teachers History Florida Vocational/WDIS Inclusion

N/A FEPP Number District of Instruction School of Instruction Class Minutes Weekly S - Self-contained Scheduling Method

Exclude from FTE Exclude from FASTER 00 - School District Fa N/A Z - Not Applicable Z - Not Applicable

Primary Instructor Course Flag 1 Course Flag 2 Course Flag 3 Course Flag 4

I - Certified/Licensed Y - Highly Qualified NCLB Title III N - No Reading Intervention Component PMRN

Cert/Licensure/Qual Status Z - Not Applicable Virtual Instruction Provider ZZZ - Not Applicable Online Course Provider Blended Learning Course

Pull-out Z - N/A. This is not a Location of Student No EOC Exam EOC Exam Term N/A ELL Instructional Model Gifted

❑ Deleting Sections

If more sections exist than are needed, some may be deleted.

- Navigate to the Section in the **Courses & Sections** list and click the section that will be deleted.

Subject	Course	Course Num	Section
Career & Technical	Adv PI Eng Comp	1001420	01 01 - S1 - 008 - Solomon Noble
Chemistry	ADV PL ENG COMPO	1001420	02 02 - 153ENGL2 - Shay Murray
College Courses	Adv PI Eng Lit Comp	1001430	02 02 - 363ENGL2 - Daquan Hunter
Electives	Eng 1	1001310	03 03 - 009 - Solomon Noble
English	ENG 1	1001310S	03 03 - 363ENGL3 - Daquan Hunter

- Click the **Delete** button in the upper right of the Section information.

in this Section Search Copy Delete Save

002 Short Name Semesters Course History Term

ABCDF Default None

Tweaking the Master Schedule

- Focus will show a Confirm Delete box; click **Delete** to verify the choice.

Confirm Delete

Are you sure you want to delete that section?

Delete

Cancel

Note: Sections cannot be deleted if there are students scheduled into the section – or at anytime where attendance or grades were tied to the section (such as when a section has to be collapsed after the school year has begun).

Tweaking via the Teacher Schedules Report

The **Teacher Schedules Report** displays a list of teachers and created sections (if the Courses & Sections was rolled over from the previous year). All sections from the previous year along with sections modified or added this year will display. This report can be used to make changes to a master schedule by literally moving (dragging and dropping) sections around, much like a “whiteboard schedule”. The drag and drop feature works best with sections that are built as single periods instead of spanned periods. If the section is a spanned period, it will need to be moved by the *beginning* period.

To access this report, click the **Scheduling** Menu and select **Teacher Schedules Report**.

- The Totals in () will be zero until the scheduler is run.
- Possible conflicts will display in red.

Show:

☐ Room Numbers
 ☐ Course/Section Numbers
 ☐ Terms
 ☐ Totals

Filter by Subject:

Choose

123 Teachers

Filter

Search

16:50 2/28

Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Barron, James							HUM 2210 Gen Humanities (0) +
Beasley, Emily							POS 2041 Amer Nat'l Govt (0) +
Beasley, Reagan		ENG 3 (0) + ENG 1 (0) + ENG 2 (0) + ENG HON 4 (0) +	Amer Hist SOS (0) + WORLD HIST4 (0) + US Govnt SOS (0) +	Int. Reading SOS (0) +			MJ Int. Reading (0) +
Bennett, Maya	Allied Health Assis3 (0) +	Health Directed Study (0) + Health Sci 2 (0) +	Health Sci 1 (0) +	Health Sci 1 (0) +	Medical Skls Sers (0) +	Medical Skls Sers (0) +	
Bright, Melissa	English Skills 1 (0) + ENG 1 (0) + ENG 1 (0) +	ENG 3 (0) +	ENG 2 (0) +	English Skills 1 (0) + ENG 1 (0) +		Eng 1 Honors (0) +	ENG 4 (0) +
Brown, Lavinia					Eng 1 Honors (0) +		CGS 1100C Computer Apps 1 (0) + ECO 2013 Prin Of Econ Macro (0) +

- To move a section, click and hold the **blue plus sign (+)**, located to the right of the section title, and drag the section to the new location (period and teacher).

In the example below, **Melissa Bright's extra 1st period English 1** class will be moved **Lavinia Brown 1st period**. The remaining two sections will stay assigned to Period 1 and will not be considered a scheduling conflict.

Tweaking the Master Schedule

Bright, Melissa	English Skills 1 (0) + <u>ENG 1</u> (0) +	ENG 3 (0) +	ENG 2 (0) +
Brown, Lavinia	ENG 1 (0) +		

Note: sections should be moved **PRIOR** to building packages and scheduling students. If a section is moved to a different period or teacher after running the scheduler, it will need to be re-run in order to re-distribute the students.

- To access a section's information, simply click the underlined class section title.

ENG 3 (0) +

A new browser popup will show the **Courses & Sections** screen for the selected class. From here, tweaking the section information can be performed, as well as adjusting any applicable **Florida** state reporting fields.

ENG 3 1001370: Period 2 - 149ENGL5 - Melissa Bright										List Students in this Section	List Unfilled Requests in this Section	Search	Copy	Delete	Save
Bright, Melissa Teacher	149 Room	- Display Room Optional	Period 2 Period	MTWHF Meeting Days	Full Year Marking Period	25 Seats	- SPED Seats	149ENGL5 Short Name	Semesters Course History Term	Double Blocked					
Takes Attendance	Graded	Affects GPA	None Gender Restriction	- Grade Level(s) blank for all gradelevels	Unweighted Grading Scale	Unweighted Standards Grading Scale	Default Grading Posting Scheme	Default Calendar	None Choose Parent Section						

Linking or Parenting Courses (Creating Packages)

This option is ideal for Elementary Scheduling but can also be used for secondary linking. For courses that should be paired, such as Economics and Government, Intensive Reading and English, support classes and regular education classes, the Focus **Create Packages** feature can be used to link the courses together. Once linked, the student needs only to be requested into the Parent section, and the child section will schedule automatically when the Scheduler is run. **Make sure to have the upcoming school year showing in the school year drop down.**

☐ Create Packages: select **Scheduling > Set Up > Create Packages**

- Scroll to or type in the teacher name, course name, course number or teacher number to select the Parent Section
- Click on the course when it appears in the drop down

Parent/Homeroom Section:

US Govnt (2106310) - Period 2 - S1 - 001 - Ronald Albert (001)

Filter

US Govnt (2106310) - Period 2 - S1 - 001 - Ronald Albert (001)

US Govnt (2106310) - Period 3 - S1 - 002 - Ronald Albert (002)

Tweaking the Master Schedule

- Scroll to or type in the teacher name, course name, course number or teacher number to select the Children Section(s)
- Click on the course or use the checkboxes to select one or multiple courses (typically multiple courses are only selected in elementary scheduling)

Children Sections:

Econ (2102310) - Period 2 - S2 - 001ECON - Drew Arnold (001ECON) ▼

Econ|

[Check all visible](#) [Clear selected](#)

☒ Econ (2102310) - Period 2 - S2 - 001ECON - Drew Arnold (001ECON)

☐ Access Economics (7921020) - Period 6 - Axel Witt (ACCE4)

- Click **SAVE** after making selections.

Tweaking via the Master Schedule Report

Typically, only one person at the school would have edit permissions for the Master Schedule Report. It is school-based decisions whether those individuals who edit courses & sections would also have edit permissions for the Master Schedule. This report serves as an overview of Sections, Courses, Co-Teacher Sections and Linked Sections. The report also includes fields such as the Teacher, Room, Period, Meeting Days, Total Seats, Filled Seats, Available Seats, Marking Period, Grading Scale, Bell Schedule, Rotation Days (if applicable), whether the class Takes Attendance, is Graded, Affects GPA and all state reporting fields (if **Show Florida Fields** is selected).

Adjustments can be made directly from within the **Master Schedule Report**—such as teacher and period changes. To access the report, go to **Scheduling > Current Schedule Reports > Master Schedule Report**.

- There are 4 tabs to view scheduling information by: **Sections**, **Courses**, **Co-Teacher** and **Linked Sections**

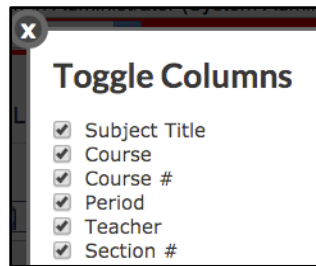
Sections									
Courses									
Co-Teacher Sections									
Linked Sections									
Show Florida Fields									
< Prev Page: 1 / 7 Next > Export:   Filters: OFF Toggle Columns Page Size: 100 Mass Update									
Subject Title	Course	Course #	Period	Teacher	Section #	Room	Team	Display Room	
Performing Fine Arts	Art/3-D Compre 3	0101350	N/A	Moore, D...	501ARTC3	501	N/A		
Performing Fine Arts	Art/2-D Compre 2	0101310	Period 2	Gillespie, ...	ARTC7	503	N/A		
Performing Fine Arts	Art/2-D Compre 2	0101310	Period 1	Gillespie, ...	503ARTC6	503	N/A		
Performing Fine Arts	Art/2-D Compre 2	0101310	Period 4	Gillespie, ...	ARTC1	503	N/A		
Electives	Naval Sci 4	1802330	N/A	Castro, S...	49NAVL7	049	N/A		
Electives	Naval Sci 4	1802330	N/A	Castro, S...	49NAVL4	049	N/A		
Electives	Naval Sci 4	1802330	N/A	Castro, S...	49NAVL2	049	N/A		

Customize the columns that display by clicking **Toggle Columns**; this will give the user the ability to hide columns

Toggle Columns

Tweaking the Master Schedule

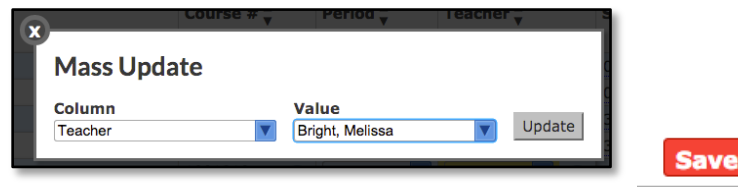
- Uncheck any columns to be hidden from view when the report is displayed:



Turn Filters on to find a specific course, section, teacher, etc.

Sections								Show Florida Fields
Courses Co-Teacher Sections Linked Sections								
Export:	Filters: ON	Toggle Columns	Page Size: 50	Mass Update				
+	+ begin: Eng 1	+	+	+	+	+	+	
Subject Title	Course	Course #	Period	Teacher	Section #	Room	Team	
English	ENG 1	1001310S	Period 2	Albert, Ge...	058ENGL1	079	N/A	
English	ENG 1	1001310S	Period 2	Albert, Ge...	058ENGL1 - C...	079	N/A	
English	Eng 1	1001310	Period 3	Albert, Ge...	364ENGL3	079	N/A	
English	Eng 1	1001310	Period 6	Albert, Ge...	364ENGL6	079	N/A	

Mass Update feature can be used to update any one of the fields and all the courses and sections associated with that field will have the updated information. This feature may be helpful for changing the teacher name on multiple sections of a course, e.g. when teachers change grade levels, retire or teachers are re-assigned subjects. In this instance, search for the teacher to be replaced and mass update that field with the new teacher name.



- Use the drop down to select the field to be mass updated; enter any new value and click UPDATE
- The updated fields will turn yellow and the save button will turn red; click to save changes

Export:								Mass Update
Filters: ON Toggle Columns Page Size: 50								
+	+ begin: Eng 1	+	+	+	+	+	+	
Subject Title	Course	Course #	Period	Teacher	Section #	Room	Team	
English	ENG 1	1001310S	Period 2	Bright, M...	058ENGL1	079	N/A	
English	ENG 1	1001310S	Period 2	Bright, M...	058ENGL1 - C...	079	N/A	
English	Eng 1	1001310	Period 3	Bright, M...	364ENGL3	079	N/A	

NOTE: changes to state reporting fields will filter to the section level and student schedules

Tweaking the Master Schedule

Run Scheduler

Once satisfied with the sections created and assigned to the teaching staff, all requests have been entered, all reports have been reviewed, and tweaking is completed, users are set to **Run the Scheduler**.

Run Scheduler uses the master schedule that was created and combines it with the student requests to generate the highest percentage of filled requests resulting in complete schedules.

☐ Select the Run Scheduler from the Scheduling Menu.

A box will appear with multiple options to choose from. Only select the options that are applicable to the school's scheduling needs. (Note: the displayed options are determined by system preferences).

Confirm Scheduler Run

Are you sure you want to run the scheduler?

☐ **Delete Current Schedules**
Delete the schedules already in the system so that the scheduler can start from scratch. Locked sections on the student's schedule are not deleted.

Gradelevel

☐ **Override Period Links between Semesters**
Allow students to be scheduled into a different period semester 2 than semester 1. The scheduler will only choose sections taught by the same teacher.

☐ **Override Period & Teacher Links between Semesters**
Allow students to be scheduled into 2 totally different sections in semester 1 and semester 2.

☐ **Override Team**
Allow students to be scheduled into courses outside their team.

☐ **Override Seat Counts**
Fill any number of students into sections. This is useful to determine which periods might need additional sections and where sections should be dissolved or moved to a different period. But, it is not recommended for your final scheduler run.

Schedule into sections meeting within these semesters: ☒ S1 ☒ S2 ☒ SM

OK Cancel

OPTIONS: (the '**Override**' options will only be displayed if "**Enable the options for splitting sections in the scheduler**" is turned on in system preferences)

- **Delete Current Schedules**

This option will override existing student schedules and will allow users to utilize the scheduling reports to view results.

- **Grade Level**

This drop down menu allows the user to filter on a specific grade level when running the scheduler and setting the other parameters.

- **Override Period Links between Semesters**

This option will allow students to be scheduled in different periods but still have the same teacher from semester one to semester two.

- **Override Period and Teacher Links Between Semesters**

This option will allow students to be scheduled into different periods and teachers from semester one to semester two.

- **Override Team**

If the school uses teaming for scheduling, this option will override, allowing students to be scheduled into courses outside the team.

Tweaking the Master Schedule

- **Override Seat Counts**

This option will disregard seat counts on sections, allowing users to see which periods might need additional sections, where sections should be dissolved or moved to a different period (**NOT RECOMMENDED FOR THE FINAL RUN OF THE SCHEDULER**).

- **Schedule into sections meeting within these semesters**

Choose one or both semesters of courses to be scheduled, including summer sessions if already built.

Each time the Run Scheduler is used, a progress bar, percentage of total requests filled, percentage of students completely scheduled, and elapsed time for the run will display. A list of courses with unfilled requests will also be displayed.

The screenshot shows the 'Run Scheduler' window. At the top, a blue progress bar is displayed. Below it, a green checkmark icon is followed by the text: 'Finished in 0 minutes 3 seconds. 66.67% of 3 requests filled. 0% of 1 students completely scheduled.' Below this, there are two tabs: 'Courses with Unfilled Requests' (selected) and 'All Unfilled Requests'. Under the 'Courses with Unfilled Requests' tab, the text 'No Courses with Unfilled Requests were found.' is displayed. To the right of this text is a search bar with the word 'Search' and a magnifying glass icon. Below the search bar is a table with the following columns: 'Course', 'Course Number', 'Subject', 'Number of Unfilled Requests', 'Sections', 'Available Seats', and 'Requested Seats'.

Course	Course Number	Subject	Number of Unfilled Requests	Sections	Available Seats	Requested Seats
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Loading Reports

Loading Reports

The Focus **Loading Reports** provide the scheduling team with reports to evaluate the student requests compared to students scheduled. These reports are used during the building process to adjust the location of sections to accommodate unfilled requests and then used during the clean up process to ensure all students are completely scheduled without conflict.

❑ Courses with Unfilled Requests

Displays a list of courses, number of unfilled requests, number of sections, available seats, and requested seats. **This report helps to determine the number of sections needed based on requests.**

- To adjust the number of sections, click on the course from the list.
- To view a list of students who have unfilled request in a certain course, click on the underlined number in the **Number of Unfilled Requests** column.

Students with Incomplete Schedules

Students with Conflicting Schedules

Courses with Unfilled Requests

Overfilled Sections

Underfilled Sections

Unfilled Requests

Percentage of Students Scheduled

30 Courses with Unfilled Requests

Search

06/30/2025

Course	Course Number	Subject	Number of Unfilled Requests	Sections	Available Seats	Requested Seats
INDIV/DUAL SPRTS 1	1502410	Personal Fitness	41	5	125	53
Team Sprrts 1	1503350	Personal Fitness	28	3	150	60
Crit Think St Skls	1700370	Electives	27	2	50	27

NOTE: If the number of requested and available seats are comparable but the requests remain unfilled, then there is an issue within the master schedule that needs to be determined.

❑ Overfilled Sections

Displays a list of sections, course information, the number of filled seats, the number of available seats, and the number of overfilled seats. **This report helps determine if more sections are needed or seat counts need to be adjusted within sections.**

- To adjust the section seat count, click on the Section title from the list.
- To view other sections offered in the same course, click on the course title from the list.

Students with Incomplete Schedules		Students with Conflicting Schedules				
Courses with Unfilled Requests		Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled	
1 Overfilled Section 						
					Search	12:52 AM '24
Subject	Course	Course Number	Section	Filled Seats	Available Seats	Overfilled By
Economics	ECON FIN LIT	2102335	Period01 - S2 - 201 -	31	30	1

NOTE: when running the scheduler, Focus will not overfill sections unless the option to override seat counts is selected.

❑ Under-filled Sections

Displays sections that have fewer than 50% of available seats filled. **This report helps determine if the section may need to be moved to a different period in the day or combined with another section in the same course.** This report may coincide with the **Unfilled Requests** report or there may be too few requests and the extra sections were not removed while reviewing the Builder Reports.

Loading Reports

- To adjust the section, click on the Section title from the list.

Students with Incomplete Schedules		Students with Conflicting Schedules		Percentage of Students Scheduled	
Courses with Unfilled Requests	Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled	
Course	Course Num	Section	Section Num	Total Seats	Filled Seats
Trig Hon	1211300	Period03 - S1 - 103M - [REDACTED]	103M	25	1
Team Sprts 1	1503350	Period06 - S1 - 106 - [REDACTED]	106	50	17
Team Sprts 1	1503350	Period07 - S1 - 107 - [REDACTED]	107	50	21

The reports noted above should be resolved as much as possible and the scheduler re-run before looking at the next report.

Unfilled Requests

Displays a list of students with requests that have not been filled. The report can display a simple list of all students or users can search for a specific student or group of students. Included in report are the Requests, available seats in the course, number of sections, elective priority, and if any restrictions have been set. Users can also choose to *Exclude the Elective Alternate Requests* from the list.

- On the Search screen, choose the student or students to display.
- To adjust a student's request, click on the student's name from the list.
- To adjust the course availability, click on the course title from the Request column in the list.

Students with Incomplete Schedules

Students with Conflicting Schedules

Courses with Unfilled Requests

Overfilled Sections

Underfilled Sections

Unfilled Requests

Percentage of Students Scheduled

☒

Exclude Elective Alternate Requests

Search Screen

Simple List

Customized List

2807 Unfilled Requests

Go to Page 1, 2, 3

Show All

Displaying 1 through 1000

Search

1000

Photo	Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term
	Acevedo, James	6107913713	12	Econ	2102310	-8	7			Full Year
	Aguilar, Caldwell	6102003764	10	Basic Design 1	ATR2201C	20	1			Full Year

Percentage of Students Scheduled

Displays the percentage of students fully scheduled by school. Users can view this report by grade levels using the Grade Levels pull down. This report helps districts determine how close a school is to 100% scheduled students.

Students with Incomplete Schedules		Students with Conflicting Schedules				
Courses with Unfilled Requests	Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled		
This report lists the percentage of students fully scheduled. The units required is calculated based on the periods marked "Required for Scheduling" in School Setup -> Periods.						Gradelevels: ▼ Go
40 schools 						Search OK Cancel
School	School Num	Fully Scheduled Units	Number of Students	Underscheduled Students	Percent Scheduled	Percent Scheduled S1
Extra Focus School 9	3518	16		0	0%	0%
Focus Adult Ed		0	2	0	100%	100%
Focus Elementary School	0060	14	1285	594	53.77%	53.77%
Focus High School	0125	14	1257	273	78.28%	74.86%
Focus High Summer School		0	2	0	100%	100%

NOTE: if the bell schedule (Period Setup) does not have minutes in the periods and the column "used for scheduling" is not checked, this report will not display correctly.

Loading Reports

❑ Students with Incomplete Schedules

Displays students who have one or more periods in which no courses are scheduled. Users can choose the student or students to display from the Search screen as well as modify the report by selecting an Effective Date and the appropriate periods to display.

- To make changes to a student's schedule, click on the student's name from the list.

Students with Incomplete Schedules									
Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.									
Effective Date: August 3 2015 Marking Period: Quarter 2									
Periods to Check: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 ☐ 09 ☐ AS ☐ HR ☐ 10 Update									
Search Screen Simple List Customized List									
1347 Students with incomplete schedules Go to Page 1, 2 Show All Displaying 1 through 1000									
Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Abbott, Colin 	6107918776	11	X	X	X	X	X	X	X
Abbott, Jasmine 	6101002191	11	X	X	X	X	X	X	X

❑ Students with Conflicting Schedules

Displays students who have more than one course scheduled into a single period during any period of the day. Users can choose the student or students to display from the Search screen. Users can also modify the report by selecting an Effective Date and the appropriate periods to display.

- To make adjustments to a student's schedule, select the student from the list by clicking on the name. This will open the student's schedule and allow the user to correct the schedule.

Courses with Unfilled Requests									
Overfilled Sections									
Underfilled Sections									
Unfilled Requests									
Percentage of Students Scheduled									
Students with Incomplete Schedules									
Students with Conflicting Schedules									
Students with conflicting schedules are students who have two sections scheduled into any period in their schedule. If some periods allow students to be enrolled in two sections, you can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.									
Effective Date: December 29 2015 Marking Period: Quarter 2									
Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 ☐ 09 ☐ 10 ☐ HR ☐ AS									
Search Screen Simple List Customized List ☐ Include Sections That Do Not Take Attendance									
284 Students with conflicting schedules									
Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Alston, Seth	6107915245	12	X						
Avery, Howard	6101001065	09							X
Baird, Akeem	6108012958	10			X				
Baird, Paul	6101001099	09							X
Baird, Steven	6101112083	12	X						

Loading Reports

Schedule Report

While the **Master Schedule Report** shows the total seats, available and filled seats in already-scheduled courses, the **Schedule Report** in the **Scheduling** menu displays availability of seats pertaining to individual courses. Viewing or utilizing this report is optional.

Click on a **Subject** to reveal the total number of seats requested and available in **each course**.

Schedule Report				
14 Subjects		18 Courses		
Subject	Course	Requests	Open	Total
Campus Aide	Adv PI Eng Comp	0	0	
College Courses	Adv PI Eng Lit Comp	0	25	25
CTE	ENG 1	658	0	427
Electives	Eng 1 SOS	0	20	20
English	Eng 2	290	0	212

Click on a **Course** to reveal the total number of seats and the number of seats available in **each section**.

18 Courses				19 Sections			
Course	Requests	Open	Total	Period - Teacher	Room	Open	Total
Adv PI Eng Comp	0	0		Period 1 - 363ENGL3 - Daquan Hunter	363	0	25
Adv PI Eng Lit Comp	0	25	25	Period 1 - S1 - A - 003 - Alec Acosta	Any	0	25
ENG 1	658	0	427	Period 2 - Kaitlin Poole	357	0	25
Eng 1 SOS	0	20	20	Period 2 - S1 - 153ENGL2 - Shay Murray	153	0	25

Users can view/edit course information by selecting a course and clicking "**View/Edit this Course**." The "**List Students in this Course**" and "**List Unfilled Requests in this Course**" options can also be selected to view a list of students currently scheduled in the selected course and the students who have unfilled requests for the course.

View/Edit this Course	List Students in this Course	List Unfilled Requests in this Course
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Similar options are available when users click on a section:

View/Edit this Section				List Students in this Section		List Unfilled Requests in this Section	
19 Sections				25 Students			
Period - Teacher	Room	Open	Total	Student	Grade	Enrolled Date	Birthdate
Period 1 - 363ENGL3 - Daquan Hunter	363	0	25	Bernard, Jared	10	Sep 15, 2016	May 31, 1999