

ASPIRE

**Scheduling:
Master
Schedule Module**

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Master Schedule Module is the way courses get put on the schedule. The master schedule must exist prior to scheduling students. Typically, the creation of the master schedule in Aspire comes at the end of many scheduling discussions and decisions made by the school community outside of the Aspire system. The entire process requires interactions with administration, staff, counselors, teachers, students and parents.

Scheduling Best Practices

The placement of courses makes your schedule. Where each course is placed influences the likelihood of a large number of students getting successfully scheduled into the classes they want. Your final schedule will work for more students and faculty if you use the simple guidelines below. The goal is to provide the highest quality schedule to the largest number of students and faculty.

Conflict Avoidance: Constraints, Singletons, Doubletons and Three Section Courses

Sometimes courses have a lot of constraints. The course must be taught at a certain time or place because of exact equipment, physical location or teacher requirements. High constraint courses with very specific placement requirements need to be scheduled early.

Singleton courses are classes only taught once. Students taking a singleton class must be scheduled into that one and only class at the time it is offered. These courses need to be scheduled next. There is no flexibility with singleton courses because they are only offered a single time.

Classes offered two (doubleton) or three times in a schedule may also be seen as “limited” availability courses. To assure students have a variety of options when getting scheduled into these classes, they should be placed around the schedule so they do not conflict with other constraint, singleton, doubleton and three section courses. Placement of these courses is based on conflict avoidance to assure the largest number of students needing these courses can be scheduled with no conflicts. These courses are the most limited courses of your entire schedule. They need to be strategically placed. Below is the suggested order for scheduling these classes to best meet student needs and increase the chance of schedules with no conflicts.

1. All courses with hard constraints. Classes forcing placement at a designated hour/location.
2. Senior Singletons. (Courses with mixed grade levels should be treated as if they are in the highest grade level.)
3. Junior Singletons.
4. Sophomore Singletons.
5. Senior Doubletons.
6. Junior Doubletons.
7. Sophomore Doubletons.
8. Senior Classes Three Sections.

Multiple Section Courses

Scheduling courses with many sections takes on a little different strategy. Because these are some of your most abundant courses you’ll want to assure they are spread across the schedule in a balanced fashion. These courses provide the options outside the limited courses mentioned above. Here is the suggested order.

1. Senior Multi-Section Courses. (Multi-Section class placement is driven by schedule balance. Spread them out.)
2. Junior Classes Three Sections.
3. Junior Multi-Section Courses
4. Sophomore Classes Three Sections.
5. Sophomore Multi-Section Courses.

Before work can begin on the master schedule, several scheduling prerequisites are required.

□ Complete Master Schedule Editor Prerequisites

- Master Schedule Strategy (Offline/Outside the System)
- Future Track
- Future Terms¹
- Future Courses²

- Classrooms Configured³
- Future Faculty
- Future Students (Optional)
- Future Course Requests (Optional)

Prerequisite notes:

1. Terms: Beginning and End Term dates are required. Term Dates need to be contiguous. There can be no days between the end of term and beginning of term dates. (If a term ends on a Friday the beginning of the next term should be on Saturday.)
2. New Courses are created in the District Course Editor. Courses are configured for the track in the Course Selection Editor (Learn more in the Course Selection Editor Documentation).
3. Classroom Editor prepares the classrooms for use in the Master Schedule. (Learn more in the Classroom Editor Documentation).

With the prerequisites completed, you are ready to build the Master Schedule.

Steps to Creating a Master Schedule

- Launch Scheduling>Master Schedule
- Select the Track/Term/Teacher/Course/Day
- Choose the Course and Period
- Configure the Course Section
- Repeat Until Complete
- Maintain the Master Schedule

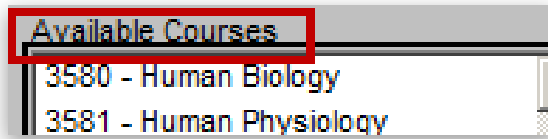
Launch Scheduling > Master Schedule

Master Schedule is located on two different menus in Aspire. The two paths are 1. Scheduling > Master Schedule and 2. Scheduling > Mass Scheduling > Master Schedule.



□ Choose the Appropriate View Track / Term / Faculty / Cycle Day / Course

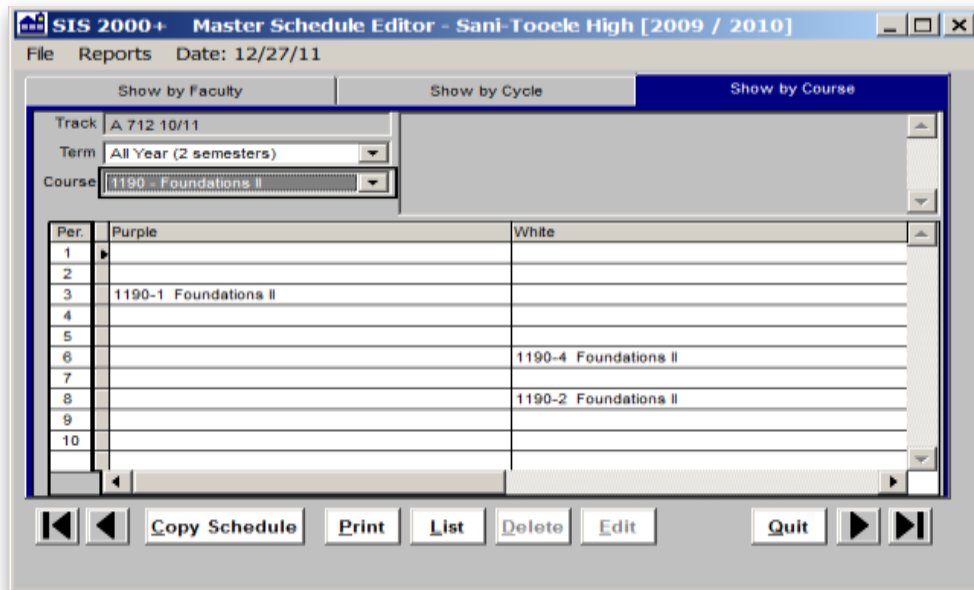
Master Schedule launches with the “Show by Faculty” tab selected. This tab is the only one which displays the “Available Courses”. It is the only tab where a course can be assigned to Faculty members. This tab is also the only tab with an active “Delete” button. Scheduling courses with faculty members will start and end on the “Show by Faculty” tab.



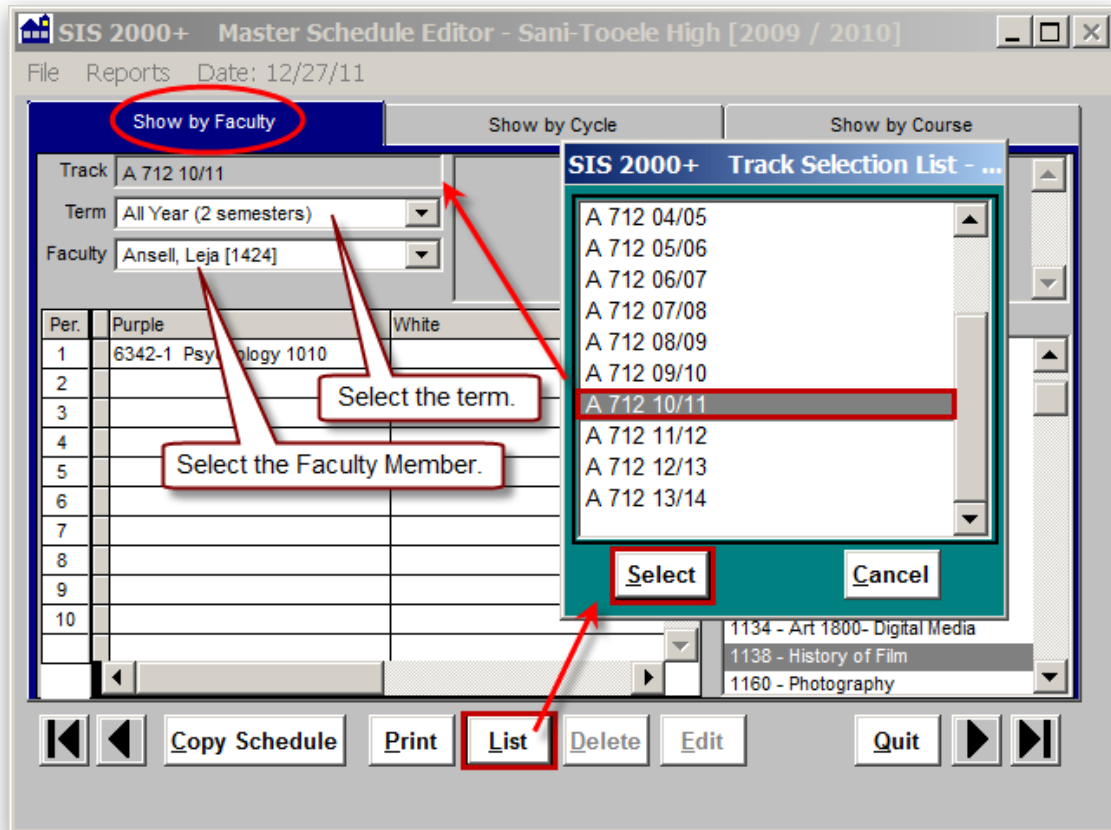
The “Show by Cycle” tab is great for seeing how the schedule looks for the entire school with the faculty on the left vertical column and the courses in their periods for selected cycle days.

Faculty	Period 1	Period 2	Period 3	Period 4	Period 5	Period
Abdi, Eulises [2300]	1138-1 History	1164-1 Digital P	1190-1 Founda	1306-1 Intro. TV		
Aeschlimann, Cave [2613]						
Albritton, Isabell [1477]			1164-2 Digital P	1160-2 Photogr		
Alcon, Charlene [2918]	1631-2 Chorus	1305-4 TV Broa		1160-3 Photogr		
Alhed, Brakell [1371]						

The “Show by Course” tab can be used to see how the sections for a course are spread across the schedule. This is helpful in building a balanced schedule.

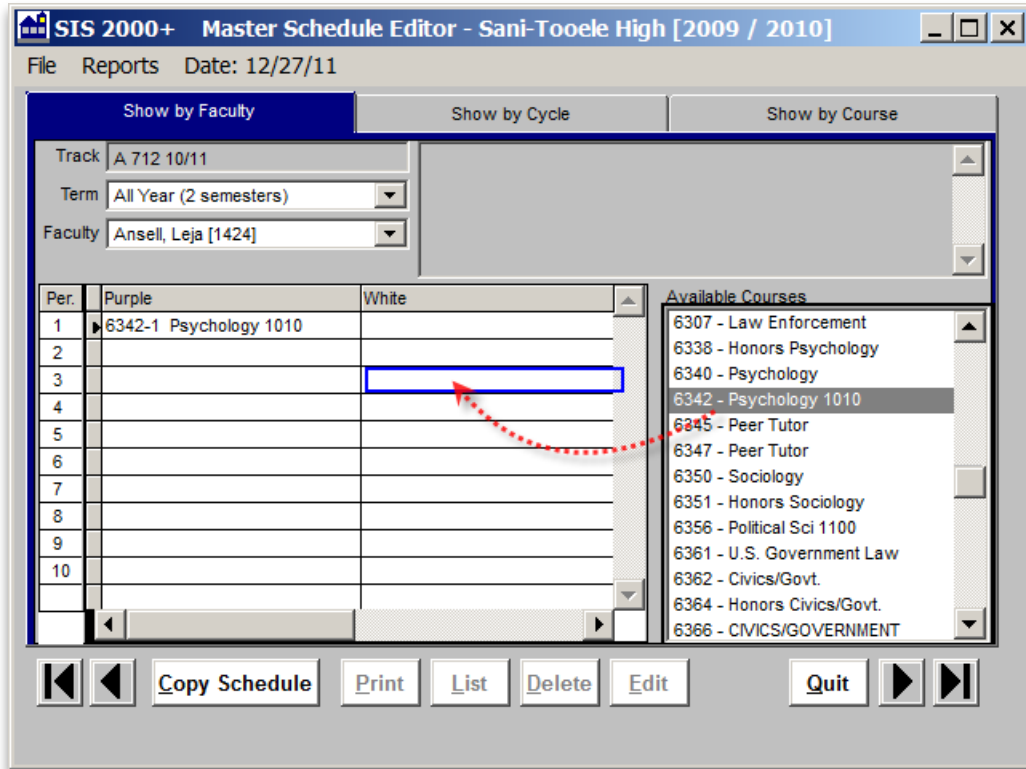


Choose the desired Track, Term and Faculty to show a schedule grid on the default “Show by Faculty” tab. Once you select the correct Track, Term and Faculty member you are ready to Schedule a Course with that faculty member.

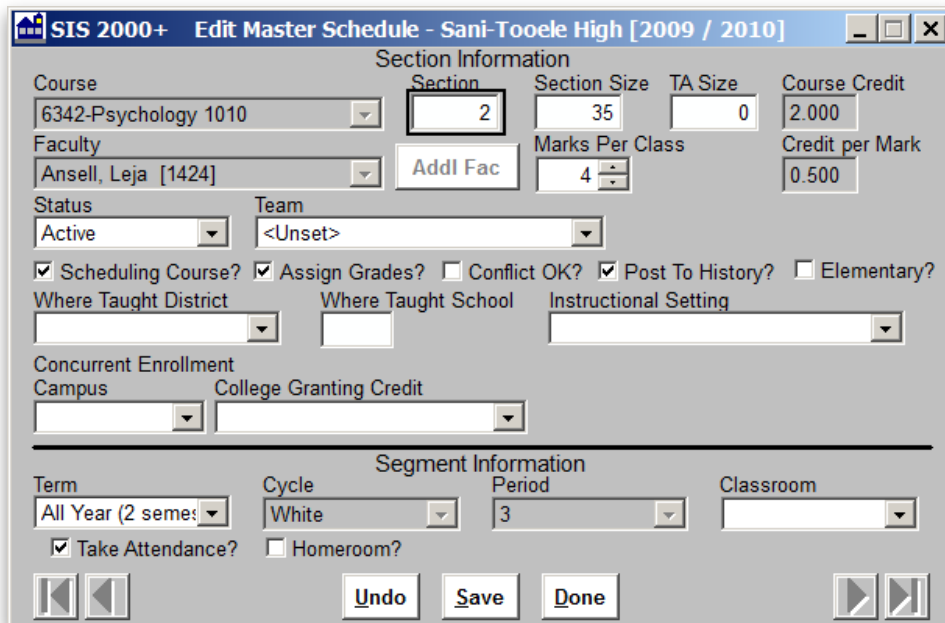


□ Scheduling a Course in Master Schedule

Confirm you are in the right track with the correct term selected. Pick the Faculty member from the drop down. Select and highlight the period for the course you are scheduling. Pick the course from the “Available Courses” list. Drag the course to the desired period on the schedule and release the mouse button.



The detailed course configuration window pops up unless there the same course already is on the schedule. (See [Section and Segment Considerations](#) below.). The course configuration window is divided into two parts. The top, “Section Information”, holds course scoring and reporting information. The lower section contains meeting specific, “Segment Information”.



Section Information

The new course section configuration window provides many choices affecting how teachers and students work with a course in the system. Decisions made on this screen affect credit issued to students and data sent to the UTREx Clearinghouse. Some choices cannot be changed after the settings are saved, teachers create their grade books and/or students are scheduled into the course. Be careful completing course details.

The default values for the course on this screen are defined in the District Courses and Course Selection Module.

Course and **Faculty** were determined before coming onto this page. They are not editable while scheduling a new course. The **Faculty** field and 'Addl Fac' button are editable after the initial course is set up and saved. (This is where you could change the teacher assigned to a course mid-year if needed.)

Section numbers are automatically generated. Accepting the system generated number will assure no errors. The number may be changed. Duplicate numbers are not allowed for the same course. Numbers out of the normal automatic sequence may cause errors in some situations.

Section Size is used by the automated Loader system to help determine when a course is full.

TA Size determines how many students can be scheduled as TA's into the course. (Learn more on scheduling TA's in the [Scheduling Teacher Aide Documentation](#))

Course Credit and **Credit Per Mark** are determined in the District Course settings.

Marks Per Class are typically the number of reporting periods for the course. A four term course (2 Semesters) will typically give a mark each term. 4 terms then would require 4 Marks Per Class. If marks are issued once each Semester then there would be 2 Marks Per Class to match the number of semester marks to be issued.

Status and **Team** are remnants of prior features of Aspire and should be left with default values. (“Active” for status and “<Unset >” for Team)

Scheduling Course? Rarely used. Leave checked. (Used to denote if this section is the anchor class for scheduling and attendance purposes when there are other non-scheduled classes “overlaid” concurrently, together in the same time slot.)

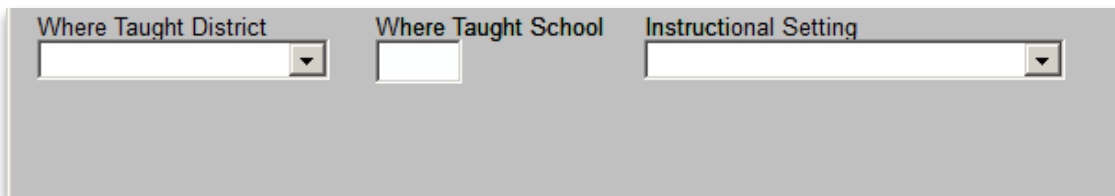
Assign Grades? Marks are collected for courses in grade book if this is checked.

Conflict OK? This allows a student to be scheduled into several courses in the same period. This is useful in situations where a student may actually be attending multiple courses at the same time. Students will be able to be scheduled into multiple courses in a period if this checked.

Post To History? Check here if you want this section’s scores to be recorded into Course History and the student transcripts.

Elementary? A check in this box is for elementary school setup to report citizenship and student marks. “Elementary?” expects a single teacher in a single course on a single cycle day with the same set of students while teaching multiple subjects in one course. This one course is usually an Attendance Grade Level Course. Multiple subjects, categories and citizenship recording and reporting capabilities become active when marked.

“**Where taught district**”, “**Where taught school**” and “**Instructional Setting**” are UTREx Clearinghouse specific fields which help to validate online and other types of courses.



The image shows a screenshot of a form with three input fields. The first field is labeled 'Where Taught District' and has a dropdown arrow. The second field is labeled 'Where Taught School' and is empty. The third field is labeled 'Instructional Setting' and has a dropdown arrow. The form is set against a light gray background.

Several parts of this screen show depending on course specific data requirements selected in District Courses Module under Cactus Core Codes. Notice the Concurrent Enrollment fields only show up when the course requires this additional information for the UTREx Clearinghouse. These additional fields will be display only when needed.

The screenshot shows a form with the following fields:

- Where Taught District (dropdown menu)
- Where Taught School (text input field)
- Instructional Setting (dropdown menu)
- Concurrent Enrollment Campus (dropdown menu)
- College Granting Credit (dropdown menu)

Concurrent Enrollment information is sometimes required by the clearinghouse. Courses designated as concurrent enrollment will need to complete the **Campus** and **College Granting Credit** fields.

Segment Information

Segment information can be different for each meeting of a section. Terms, periods, cycle days and classrooms may be different if needed for each segment (meeting) of a course section.

Speak with your specialist before setting up segments. Sometimes segments will cause major errors when submitting your data to the UTREx Clearinghouse and will not pass the edit. It is recommended not to use segments whenever possible.

Term – select the term for this segment. Most of the time, the term will remain the same across segments.

Cycle – the cycle day where the course was dragged. (Not editable)

Period – the period selected where the course was scheduled. (Not editable)

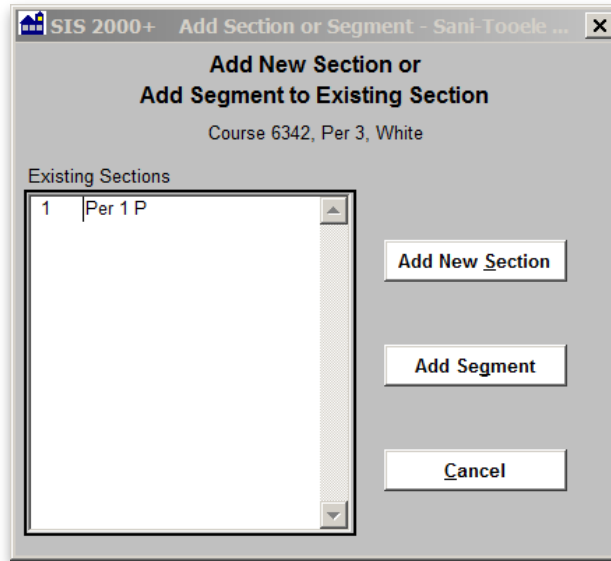
Classroom – pick the classroom for the segment. (Classrooms in this dropdown are defined in the Scheduling > Mass Scheduling > “Classroom Editor”.)

Take Attendance? Check this to enable attendance on the segment. This choice integrates with the Attendance module. Each segment will need this checked if teachers need to take attendance for the segment and the course will be included in the Attendance Class Entry.

Homeroom? Several reports look at this flag for determining which courses to display and/or print.

Section and Segment Considerations

If the course being added already to the schedule already exists in the teacher’s schedule you will be prompted with the Section or Segment dialogue box.



A Segment is a “Duplicate” or continuation of an existing course just in a different time slot. Segments retain the same teacher, students and other course details since it is just a duplicate of the initial course section.

A Section is a distinct and different set of students at a different time of day. Because teachers often teach multiple sections of the same course “Add New Section” is often the answer here.

Is the course you are scheduling a continuation of the existing section (segment) or a new, stand on its own course (section)?

Segments are scheduled immediately. After you select the course section from existing sections and click “Add Segment”, it appears in the Master Schedule grid. Segments retain the main section’s course configuration details.

Concurrent Sections

Concurrent courses may need to be scheduled to combine classes in the same classroom during the same period. Concurrent sections are scheduled by dragging a course onto the same cell as another section. (Reasons for concurrent scheduling may include combining two small sections of different courses in the same classroom. This might be done for related courses with only a few student requests – like Chinese I and Chinese II. Another time concurrent scheduling is needed is when students in different grade levels are taking the same course but need to be reported to the clearinghouse separately.)

The grid is only able to display a single course at a time. When more than one section is scheduled the displayed **section id/name is red**. To work with one of the multiple courses scheduled into a single period, click on the **red course section id/name** of the course to see the list of courses. Select the course you want to work with and then choose the action button (Edit or Delete).

Per.	Purple	White
1		
2		
3	4821-1 Chinese I	
4	4821-1 Chinese I	
5	4822-1 Chinese II	
6		
7	4090-1 Language Arts 9	
8		

Available Courses

- 4800 - Spanish 1st Year
- 4810 - Spanish 2nd Year
- 4815 - Honors Spanish 2nd Year
- 4820 - Spanish 3rd Year
- 4821 - Chinese I
- 4822 - Chinese II
- 4830 - Spanish 4th Year
- 4845 - German 1st Year

□ Maintaining Your Master Schedule

Adding courses and performing ongoing updates to the master schedule throughout the school year is normal. Updates in other Aspire modules may require course configuration changes. The Master Schedule will let you edit course attributes to meet the needs of the clearinghouse and/or related Aspire modules.

Editing a Course in Master Schedule Editor

In the Master Schedule, select a course and click Edit. Manipulate the course section attributes and click save. Some values may not be editable.

Notice the Section and Term are no longer editable. The initial choices were the final decision for these options. In addition, notice the Faculty is now editable. This is an important feature allowing schools to change the teacher of a course mid-year.

Section Information

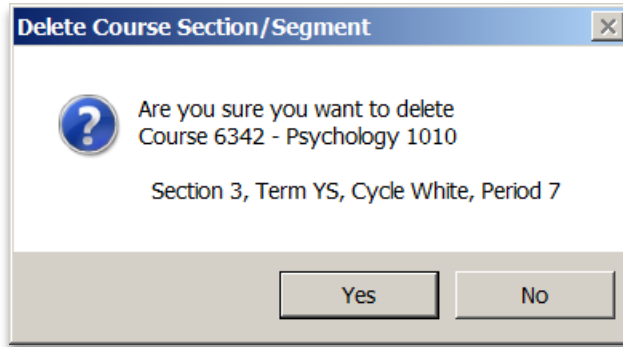
Course 6342-Psychology 1010	Section 1	Section Size 35	TA Size 0	Course Credit 2.000
Faculty Ansell, Leja [1424]	Marks Per Class 4		Credit per Mark 0.500	
Status Active	Team <Unset>			
<input checked="" type="checkbox"/> Scheduling Course? <input checked="" type="checkbox"/> Assign Grades? <input type="checkbox"/> Conflict OK? <input checked="" type="checkbox"/> Post To History? <input type="checkbox"/> Elementary?				
Where Taught District	Where Taught School	Instructional Setting Face to Face		

Segment Information

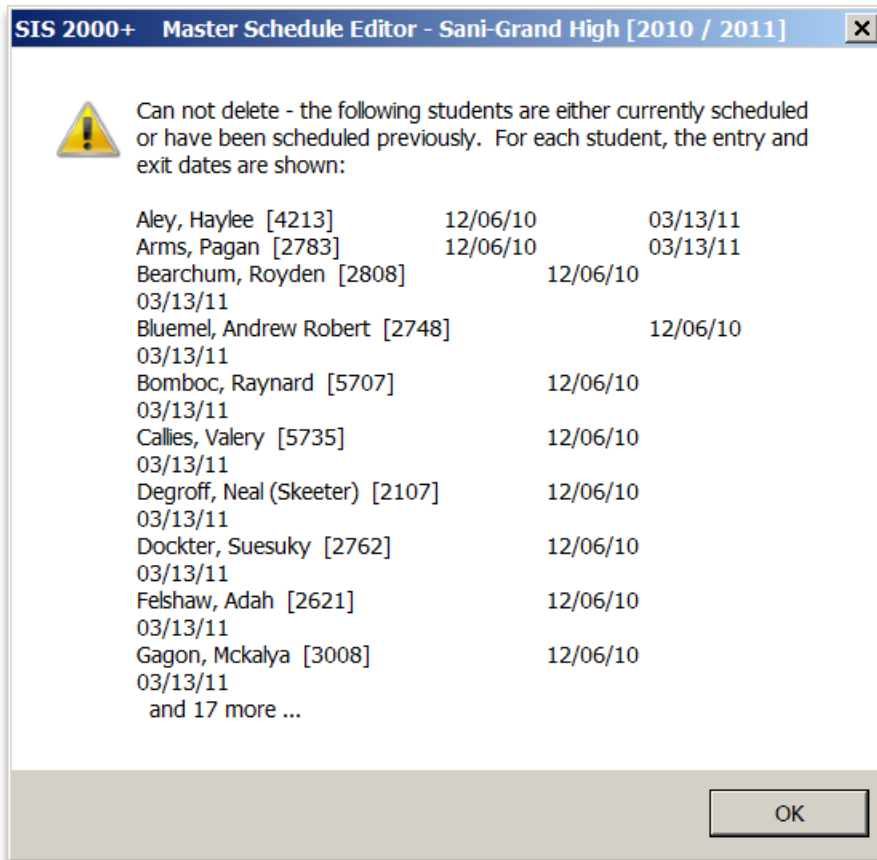
Term All Year (2 semes)	Cycle Purple	Period 1	Classroom
<input checked="" type="checkbox"/> Take Attendance? <input type="checkbox"/> Homeroom?			

Deleting a Course in Master Schedule Editor

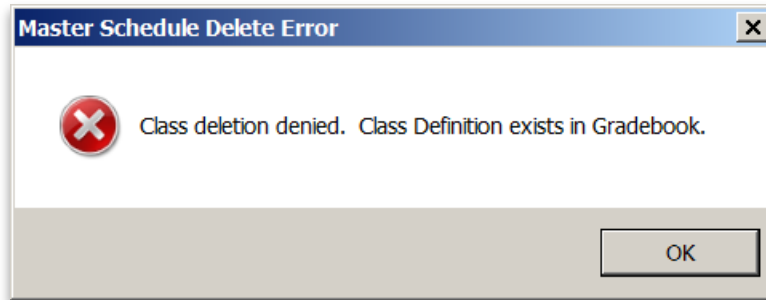
Open Master Schedule and pick the course to delete. Click the Delete button and confirm by answering the “Are You Sure...” question by clicking Yes. (The Delete button only works on the “Show by Faculty” tab.)



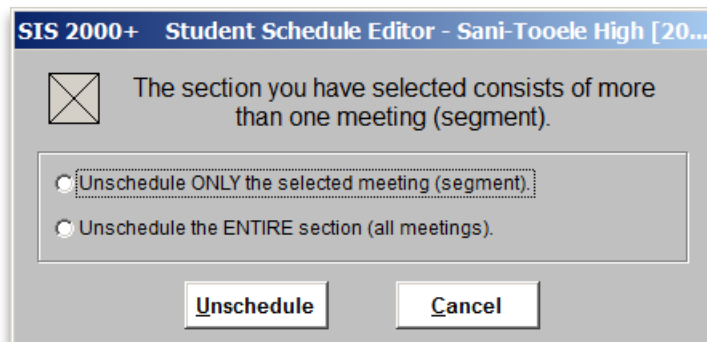
Courses with students scheduled cannot be deleted. The program displays a list of students scheduled in the course with a warning. Students will need to be unscheduled before the course can be deleted.



Courses with Class Definitions in the Grade book cannot be deleted. If you try to delete a course with definitions in the Grade book you get the following prompt. Class Definitions would need to be removed before the course section can be deleted.



Deleting courses with segments prompt you with a Section or Segment question. The top option, “Unschedule ONLY the selected meeting (segment).” will leave the primary section in place but remove only the selected segment. (Please noted schedules can become unstable following multiple segment additions and deletions to the same course section. The preferred way to unscheduled courses is to “Unscheduled the ENTIRE section (all meetings).” whenever possible to avoid course section/segment instability.)



Master Schedule Summary

Master Schedule Module lets you manage courses and their configuration on the master schedule. The master schedule must exist prior to scheduling students. Typically, the creation of the master schedule in Aspire comes at the end of many scheduling discussions and decisions made by the school community outside of the SIS system. The Master Schedule Module facilitates ongoing maintenance of the master schedule.