

eSIS Master Timetable Builder & Simulation Sequence Checklist

(slide/page #s refer to the Master Timetable Builder and Timetable Simulation Process Checklist documents/PowerPoint presentations)

- _____ 1. Check pre-scheduling set up for next school year (Pre-scheduling Check List).
- _____ 2. Delete last year's sessions (slide/page 6 of the Master Timetable Builder Checklist).
- _____ 3. Create your first Version/Session. This could be a Copy of the Current Year schedule or you could create a new session (slide/page 7).
- _____ 4. Verify number of sections per course and **Add** or **Delete** as necessary.
You may wish to make a copy of this version at this point (slides/pages 10 and 19).
- _____ 5. Combine Course Sections, if necessary (slide/page 21).
- _____ 6. Assign constraints and schedule classes that must be located in a specific period Allocate Sections > Section Detail (slide/page 23).
- _____ 7. Schedule Hosts with more than one course as subordinate course – e.g. Wheel courses, Core Hosts, etc. These course require the STDP only - NO teacher/room is set on these hosts (slide/page 23 and/or 24).
- _____ 8. Schedule the subordinates of hosts with more that one subject – e.g. the parts of the Wheel, the individual Core courses such as Math, Science, LA, SS. These courses require the appropriate STDP, teacher, room (slide/page 23).
- _____ 9. Assign known constraints to remaining sections (teachers, rooms, and STDP if necessary).
- _____ 10. You may chose to make another copy of your session before running this function (slide/page 36).
- _____ 11. Run the Schedule Remaining Sections function More Info > Schedule Remaining Sections (slide/page 38).
- _____ 12. "Clean-up" or resolve conflicts for any sections that were not scheduled by the MTB (slides/pages 39 – 41).
- _____ 13. Run reports from MTB to check work (slides/pages 42 – 49).



_____ **14. Create course section maintenance File > Create Course Section Maintenance (slide/page 51 and 52).**

_____ 15. Run “Enrollment Summary by Section” from reports. Make sure you select all semester and the next school year. Running this report at this time is another method of verifying the Teacher, Room, and STDP info for your sections (slides/pages 54 & 55).

_____ 16. Make sure all sections have a teacher, room and STDP.

_____ 17. Create Teaching Teams, if using (see Team Teaching Guide for specific instruction on creating the teams).

_____ 18. Hand schedule individual students, if necessary (slides/pages 4 – 8 of the Timetable Simulation Process Checklist).

_____ 19. Hand schedule small groups of students, teams, specific grades, if necessary (slides/pages 9 – 11).

_____ 20. Run Mass Simulation (slides/pages 12 – 20).

_____ 21. Analyze results (using reports, looking at individual student schedules) (slides/pages 21 – 26)

_____ 22. If satisfied with the results, run Course Explodes for those courses set to Explode After Simulations (slides/pages 27 – 28). IF **NOT** satisfied with the results proceed to step 23.

_____ 23. After analysis, you may need to make some changes to your schedule. Make “minor” adjustments in course section maintenance next year (slide/page 29). Make “major” adjustments in MTB (slide/page 31). (May copy current version and adjust, if desired.)

_____ 24. **IF CHANGES WERE MADE IN THE MTB YOU MUST** create a new “Course Section Maintenance” (step 14 above).

_____ 25 If you created a new Course Section Maintenance, you will need run Simulation again as all previously scheduled classes were overwritten by the new Course Section Maintenance (step 18 - 20 above).

_____ 26. Analyze and repeat until committed to a FINAL SCHEDULE.

_____ 27. Resolve individual student conflicts (slides/pages 32 – 33).

