

Scheduling

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PATH: *Scheduling*

The Scheduling module encompasses tools necessary for creating and managing student schedules.

See the [Scheduling Tool Rights](#) article for descriptions of available tool rights for Scheduling.

Course and Section Setup

Topic	Tool
Add a new course	Add Course Wizard
Edit Course Information Add NCES Data to a Course Add Course Description Information	Course
Add or edit course section information.	Courses Sections

Manage Courses and Course Sections

Topic	Tool
Add Scheduling Rules and Planning Rules to Courses	Course Rules
Restrict Course Placement, Teacher Assignments and Room Scheduling	Build Constraints and Scheduling Build Constraints
Add lunch group options	Lunches
Assign Assessments for Teacher-Scored Tests	Assessments
Add a fee to a course	Course Fees
Assign Staff Members to a Section	Staff History
Create Scheduling Teams	Scheduling Groups

Topic	Tool
Assign a scheduling team to a course section	Course Sections
Attach Grading Tasks to Courses	Grading Tasks
Add Standards to Courses	Standards
Add Categories to Courses	Categories
Add Grade Calculation Options to Courses	Grade Calc Options
Manage student constraint restrictions.	Student Constraints

Add Students to Sections

Topic	Tool
Create Section Rosters	Roster Setup
Copy Section Rosters	Roster Copy
Assign students to a Scheduling Team	Fill Teams
Assign Start/End Dates, Repeat Status and Credit Status for Students in a Section	Roster Batch Edit
Assign Counselors to Students	Fill Counselor Wizard
Schedule Students who have Schedule Gaps	Student Gap Scheduler
Schedule Students based on Courses and Section	Schedule Gap Filler

Print Section Information

Topic	Tool
Generate a roster list for a single course section	Section Roster Tab
Batch print section rosters	Section Roster Report

Use the Schedule Wizard

Topic	Tool
Create student course requests	Request Wizard
Manage Scheduling Trials	Trials

Topic	Tool
Move, Build and Delete Course Sections	White Board
Add staff requirements for open periods and ability to teach courses	Staff Planner
Add course information for section placement and teacher requirements	Course Planner
Build a master schedule	Building Tools
Load course requests	Loading Tools
Make a Trial Active	Trials
Generate schedule reports for completion	Reports

Record Grades and Attendance

Topic	Tool
Record student attendance for a course section	Attendance
Assign Student Grades by Grading Task	Grading by Task
Assign Student Grades by Student	Grading by Student

Generate Schedule Related Reports

Topic	Tool
Generate a report of seat counts	Seat Count Report
Generate a report of sections, terms, periods and rooms	Room Usage Report
Generate a report of open rooms for scheduling	Open Rooms Report
Generate a teacher load report	Teacher Load Report
Generate a Master Schedule Report	Master Schedule Report
Generate a report of unmet student course requests	Schedule Conflicts Report
Generate a summary of student course requests and course requests satisfied	Requests Satisfied Report
Generate a batch report of student course requests	Request Batch Report

Topic	Tool
Generate a batch report of student schedules	Schedule Batch Report
Generate a report of potential course request conflicts	Request Conflicts Report
Generate a report of students who have requested particular courses	Request Detail Report
Generate a report of students who have an insufficient number of course requests for a complete schedule	Schedule Units Report
Generate a summary of course requests, course seat max and required section allocation	Requests Satisfied
Generate a batch report of all teachers' schedules	Teacher Schedule Batch Report
Generate a report of teachers assigned to course sections	Staff History Report
Generate a report of section rosters	Section Roster Report
Generate a report of planned courses over the next several years	Course Projections Report