Steps to Complete Before Running the Batch Scheduler

1. School Year Initialization – Processed by MVECA – you will not have any 2017-2018 School Year files until this has been done. ***(Documents listed on Portal page – You must submit the 2017-2018 SYI Survey and Complete the Step #2 Follow up checklist document)***

2. Update Course Priority on each course – used by Batch Scheduler to schedule courses according to priority. Priorities = 1 – 9 (1 being lowest, 9 being highest) Lunch, Singletons, AP, Honors, (Groups?) – 9 or 8 (highest priority), Core Courses, (Groups?)– 7 or 6, other courses – 5-1. ***This must be done PRIOR to entering course requests. Use CRSE report and print the course priority to verify course priority (Course Requests Step by Step page 4 #4). (Follow the Course Setup – Course Group Setup document to update course priority)***

3. Run Student Promotion and Bulk Enrollment. ***You will not have students in your building after SYI until Student Promotion and Bulk Enrollment has been processed by your building/district personnel. Be sure to run this at the MS if you are a HS so you have the upcoming freshman in your building. (Follow the Student Promotion document to complete Student Promotion)***

4. If you are going to use the Public Course Request Module, be sure to follow the documentation and set it up for the 17/18 school year. ***(This must be done AFTER Student Promotion and Bulk Enrollment so students exist in 17/18 to create accounts.) (Print the Public Course Request document for instructions)***

5. Hand enter any students with any special course section assignments using the Requests and Assignments screen (StudentInformation > SIS > Student > Student Schedule > Request Assignments) and add Request first then assign the request.

6. Enter Requests – Methods: Mass Course Request Group Update, Public Course Request Module, hand enter course requests. ***(Follow the Course Request document and the Public Course Request document for instructions)***

7. Run the NORQ report (No Requests) to make sure all students have requests. ***(Course Request Step by Step page 4 #5)***

8. If you used Public Course Request module, be sure to view the Uncommitted Requests screen for students that did not click "Submit". Any "Pending" requests will not be scheduled by the batch scheduler. ***(Public Course Requests Step by Step page 5 #7)***

9. Run R401, R416 or REQU to view requests of students. ***(Course Request Step by Step page 5 #9, page 8 #15, page 5 #6)***

10. Run R402 – Tally of Course Requests. ***(Course Requests Step by Step page 6 #10)***

11. Run R406 or R403 – Potential Course Conflicts – this helps to show what period to place courses so they do not conflict with other courses. Shows how many conflicts will be created (by looking at the course requests entered) if you place two courses during the same period. ***(Course Requests Step by Step page 7 #14, page 6 #11)***

12. Begin creating course sections using R402, R406 and R407.
    a. The R402 will tell you how many sections you need because of the number of requests. BE SURE YOU SET YOUR SECTIONS TO JUST THE NUMBER OF REQUESTS YOU HAVE. Example: 60 REQUESTS – 3 SECTIONS – 20 CAPACITY PER SECTION. DO NOT HAVE 30 PER SECTION IF YOU WANT YOUR SECTIONS TO EVENLY FILL.
    b. The R406 will help you figure what period to assign them so they do not conflict with other courses.
    c. The R407 is a copy of your master schedule that was rolled up from the previous year and you will mark on that report any new sections needed, and changes to the periods of the day a course is offered and any teacher changes. ***(Follow the Course Setup – Course Group Setup document to update courses)***

13. Use the R409 (Location Schedule) and the R411 (Teacher Schedule) to help build your course sections in step 11 above. ***(Batch Scheduling document – page 8 #16 and #17)***

14. Once all course sections are created, run Batch Scheduler. ***(Batch Scheduling document)***