



## Directions for Master Schedule Building

The master schedule building process can be broken down into 6 Stages. You will find a general overview of the Six Stages below and then detailed directions for each stage.

### **Note for schools who build their schedule “by hand”.**

Some schools choose to build their master schedule by hand for various reasons. If you choose to build a schedule by hand this means that you will choose the periods that each course is taught instead of having JMC pick the best master schedule for you. Throughout this document there will be notes in boxes like this one for schools who choose to build their master schedule by hand.

**Stage 1. Courses** -- The 1st stage deals with your current course information. In this stage you will remove any courses that are no longer being used and add new courses for the upcoming school year. *Important Note: You do not need to remove the existing master schedule from the previous year! (i.e you do not need to remove the periods the course are taught.)*

**Stage 2. Registration** -- The 2nd stage deals with loading the students into their courses. The required courses are quickly bulk loaded and the electives can be entered using Online Registration or Add Courses.

**Stage 3. Analyzing the Registration** -- The 3rd stage deals with deciding how many sections of the courses you wish to offer and also filling in any constraints you have in your courses.

**Stage 4. Building the Master Schedule** -- The 4th stage deals with using the Scheduling Aid to build a master schedule.

**Stage 5. Conflicts** -- The 5th stage involves analyzing your student conflicts.

**Stage 6. Scheduling the Students and Study Halls** -- The 6th stage involves scheduling your students into their classes.

### **\*\*Helpful Tools\*\***

Listed below are helpful tools that are typically used in the master schedule building process but can be really helpful for moving students around, getting a group of students into a specific section and more. Familiarize yourself with these tools so you can use them if needed.

A) Move or Copy Students/Groups – Schedules: Develop: Move Students -- Students who are scheduled into a course and section or students who have not been scheduled into a section of a course can be:

- Moved to a different section, different course, or the same course.

- Copied as a group to a different course and section.

B) Bulk Load by Random – Schedules: Develop: Bulk Load Courses – Bulk Loading can now be done by a Random group of students instead of just by Grade or Advisor. This allows you to choose any group of students and bulk load them into any number of courses.

C) Schedule by Course - Schedules: Develop: Schedule by Section – A random group of students can now be scheduled directly into a section of a course. Choose the Course and Section into which you want to put students. Next click on the students on the left side of the screen and, after clicking Save, those students will be put into that section.

D) Copy Schedule From Another Student - Schedules: Student: Edit Schedules – If a new student comes to your school after the master schedule has been built and students have already been scheduled into their sections, you can copy another student’s schedule for that student if they are taking all, or most, of the same courses. This link is found on the bottom right corner of this screen.

E) Teachers who teach different classes the same periods in the same room (i.e. independent studies or multiple levels of a foreign language course.) – If you have a situation where a teacher teaches multiple classes during the same period this is how you would set up those courses so you can still run the Master Schedule Builder in JMC.

- Set up a few “fake” teacher names on Attendance: Staff: Teachers.
- Set up these “fake” teachers as the teacher of the courses that are taught at the same time as the corresponding courses on the Schedules: Course: Edit Course Data screen.
- Set up a few “fake” rooms on Attendance: Staff: Rooms.
- Make these “fake” rooms the same time as the other courses on the Schedules: Course: Edit Course Data screen.
- When the Scheduling Aid is running it will not put that teacher over the load limit because it won’t be putting all of those courses in for the same teacher.
- After you have built your Master Schedule you can go back into the courses (Schedules: Course: Edit Course Data) with the “fake” teachers and rooms and set them to the “real” teacher and room.

If you need any assistance during the master schedule building process, please contact JMC through any of the following avenues:

1.800.524.8182 x1 Monday through Friday 8:00 am until 4:30 pm.  
techsupport@jmcinc.com  
651/345-2215 fax

JMC now has the ability to take control of your computer from our location through remote technical support if you desire.

## Stage 1 - Courses

Please note that there is a video explaining this step in the link below. This video not only covers the steps below but includes more helpful tips for working with your course data.

<http://www.youtube.com/watch?v=6IDZy8FPy0c>

### A) Print a Course Data List in Schedules: Course: Course Data List

Leave the selection as Name and Number. Sort the report by “Course Name” and make sure to uncheck the box labeled “Only Include Courses with Students Enrolled”. If you receive a blank page that means you left the box checked.

The screenshot shows the JMC Demo School interface. At the top, it says "JMC Demo School" and "Day: 42 - 12/09/2014 - Tuesday" with the school year "2014-2015". On the left, there is a list of radio buttons for selecting data: "Course Number and Name" (selected), "Course Number and Name - expanded", "Course Schedule Info", "Course Schedule Constraints", "Course Grading Info", and "Course Teacher Info". On the right, there are two sections: "Sort By:" with "Course Number" (selected) and "Course Name", and "Order By:" with "Ascending" (selected) and "Descending". Below these is a checkbox labeled "Only Include Courses With Students Enrolled" which is unchecked. At the bottom, there are five buttons: "Preview", "Print", "Create Course Export", "Create Sections Export", and "Create Teacher Sections Export".

The course data list shows you the current course names and associated numbers inside of JMC. If you offered a course last year and will not be offering it this year you may remove it by selecting Schedules: Course: Edit Course Data. You may either enter the name or number of the course in the “Find” box in the upper left hand corner of the screen.

To remove a course simply highlight and remove the Course Name. You can delete out the sections if you would like but this isn’t necessary.

### B) Adding a course

If you wish to add a course offering for the upcoming school year please print out the Course Data List in step 1A making sure to “Sort By: Number.” This time the print out will show you all of the course numbers and the available numbers are the ones with no name next to them.

Next go to Schedules: Course: Edit Course Data and enter the number you wish to use in the Find box. To create the course, click in the Course Name box and enter the name of the new course. You do not need to worry about the other information on the screen at this point because it is not necessary to have that information to register students for the course. Many schools do choose to put some sections in with teacher info at this time however.

#### **Note for schools who build their schedule “by hand.”**

**Course Data:** If you will not be having JMC pick the periods that the courses are taught you will have to choose the period for each section of each course. If the courses will be taught the same period as they were last year there would be nothing to change for that course.

Additionally, you may not want to choose the period the sections are taught until after students have registered for courses so you can see how many sections you will have to offer.

## Stage 2 – Registration

*Please Note: You can complete the following steps in any order and there may be reasons to complete them in a specific order. Please read through all of the student registration options before starting the process.*

*Important Note: Do not have students register for “alternative courses.” Alternative courses are courses that students would want to enroll in if they didn’t get into their ‘first choice’ courses.*

### A) Required Courses – bulk loading

Please note that there is a video explaining this step in the link below.

[http://www.youtube.com/watch?v=rBomNjrQ\\_m4](http://www.youtube.com/watch?v=rBomNjrQ_m4)

#### 1) Bulk loading by Grade or Advisor

The courses that are required or taken by the vast majority of the students in a grade level or advisor group can be bulk loaded using Schedules: Develop: Bulk Load Courses. Select the Grade Level or Advisor on the right and then highlight the courses you wish to bulk load for the selected group. NOTE: On Macintosh, click on the first course and then hold down the Command key for multiple selections. On Windows, click on the first course and then hold down the Ctrl key for multiple selections.

The screenshot shows a web interface for selecting courses. On the left, under the heading "Select Course(s):", is a list of course numbers and titles: 82 - SPANISH III, 83 - COMP APP. II, 84 -, 85 - DRAWING (highlighted in blue), 86 - PAINTING, 87 - LEARN SKILL-1, 88 - MUSIC AWARENESS, 89 - HEALTH (highlighted in blue), 90 - P.E. (highlighted in blue), 91 -, 92 - NURSE AIDE, and 93 - DR. ED. In the center, there are three radio button options: "By Random", "By Grade" (which is selected), and "By Advisor". To the right of these are two dropdown menus: "Grade:" with "0" selected and "Gender:" with "All" selected. On the bottom right, under the heading "Selected Course(s):", is a list of the selected courses: 85 - DRAWING, 89 - HEALTH, and 90 - P.E.

#### 2) Bulk loading by groups other than Grade or Advisor

If you have a situation where you want to bulk load by a group other than grade level or advisor group, you can bulk load by “Random”. You can go to Schedules: Develop: Bulk Load Courses, choose the “Random” option, choose the students, and bulk load any group of students into a course or multiple courses.

*Important Note: If you make a mistake and accidentally bulk load the incorrect courses for a group, please select Schedules: Course: Drop Courses. Select the courses you incorrectly loaded and the student registration will be removed. But you will need to redo any groups that were already mass loaded into those course numbers. Dropping courses only removes student registration; it does not remove the course data.*

If you wish to check the accuracy of your bulk loading, please select Schedule: Course:

## Course Tally.

### **B) Elective Courses**

There are four methods available for loading the electives (choices) for the student. JMC's recommendation is to consider Online Registration. Online Registration allows the student to sign up for the electives themselves saving Office and/or Guidance Professionals the time-consuming task of entering the electives for each student.

*Important Note: Do not have students enter alternate course choices. Students should not register for more courses than would fit into their schedule if they were to get into all of their requested courses. If a student did register for alternate courses (i.e. a school has a 7 period day so a student registers for 7 courses they want and 2 alternate choices for a total of 9 courses), you will overload the student's schedule and cause conflicts.*

The four alternatives for entering electives:

1) Manual entry – Please note that there is a video explaining this step in the link below.

<http://www.youtube.com/watch?v=mrZokzFQZ7Q>

Go to Schedules: Student: Edit Schedules. You may either enter the course number or course name in the Course column and click the return/enter button to move you to the next course "slot." You can use the "Add Courses" button located on the top right of the screen but this tool is used more for editing a student's schedule once they have been scheduled into their sections. If you use the "Add Courses" button please take into account the *Important Note* below as it applies to this button.

*Important Note: For the next two methods there is one screen that determines which courses each grade level is allowed to sign up for. If at any time you notice that a course is not listed as a choice for a certain grade level, please select Schedules: Course: Courses To Add.*

2) Online student registration -- Please note that there is a video explaining this step in the link below.

<http://www.youtube.com/watch?v=ZDLyS74xzcY>

This feature allows students to enter their own electives through the Online Student Portal. Typically, students are bulk loaded into the required courses after they have completed the Online Course registration. Listed below is a brief explanation of the steps.

1. Make sure all the courses on Schedules: Course: Courses to Add have the correct grade levels chosen for each course.
2. To "open" the course registration feature, go to File: Online Settings, click the "Course Registration" tab, click the Opening Registration button, and then click Save.
3. Make sure each student has his or her login information for the Online Student Portal. This can easily be printed in Attendance: Student: Lists.
4. Bring students into the computer lab with a guide sheet to help them register for

their electives. They will log in and register for their courses. If you would like students to watch a brief instructional video showing them how to complete the Online Registration please have them view the following link.

[http://jmcinc.com/resources/view/student\\_online\\_course\\_registration](http://jmcinc.com/resources/view/student_online_course_registration)

3) Add courses – Please note that there is a video explaining this step in the link below.  
<http://www.youtube.com/watch?v=GFjruc26E9k>

Go to Schedules: Student: Add Courses. After finding the student with whom you want to work, click on the courses on the left side and it will register the student for those courses. Courses are listed in alphabetical order on this screen.

4) Copy schedule from another student – Please note that there is a video explaining this step in the link below.

<http://www.youtube.com/watch?v=1aKa8Hxl55c>

This is a great feature that is not typically used for registering students but it could be. If you had a small group of students (i.e students who are all in the same special education courses) you could register one student for all of those courses and then copy the schedule for the other students. This would work but it may be easier to bulk load the students by the “Random” option which is step **A2) Bulk loading by groups other than Grade or Advisor.**

### **C) Printing a hard copy of student registration**

After registration is complete, you may want to print a hard copy of each student’s registration. Schools would typically do this because once you start working with students’ individual schedules and you delete or change courses, you can have a record of what they originally registered for. These can be printed in Schedules: Student: Verify Registration.

## **Stage 3 Analyzing Registration**

### **A) Identifying how many students have registered for each course**

Once registration is complete select Schedules: Course: Course Tally. The Course Tally identifies how many students have been registered for each of your courses.

		Total	9	10	11	12	#Sec	Avg	Terms
81	French I	21	1	20	.	.	2/2	10	Year
82	Spanish I	31	.	.	30	1	2/2	15	Year
83	German I	6	.	.	.	6	1/1	6	Year
90	PE 9	25	25	.	.	.	1	25	Sem 1 Sem 2
92	Adv. PE	23	.	.	19	4	1	23	Sem 1 Sem 2
93	Health	25	25	.	.	.	1	25	Sem 2
94	Adv. PE II	1	.	.	.	1	1	1	Sem 1 Sem 2

- The first column is the course number followed by the course name.
- The column labeled Total shows how many students have registered for that specific course. To the right of the Total column are the grade levels.

- The column labeled # sec shows how many sections are currently set.
- The Avg column shows what the average class size would be considering the amount of students registered and the current number of sections defined.
- The Terms column shows what terms are currently set to offer this course.

### **B) Identifying mis-registration**

If you notice looking at the course tally that a 9th grader is signed up for a 12th grade class, we know a mistake was made. To get a listing of which students are representing the numbers on the course tally, go to Schedules: Course: Course Registration.

You can remove the student's mis-registration by going to Schedules: Student: Edit Schedules. Click on the "X" next to the incorrect course number to delete it.

### **C) Determining the number of sections**

Looking at the Total column will show you how many students have signed up for each course. You will use these numbers to determine how many sections of each course you will be offering.

The "Avg" column will show you the expected average number of students in a section. This helps you determine if you should add or remove a section.

### **D) Deciding to not offer a course**

If you find courses in which the interest was not great enough to justify offering even one section of the course, you will want to print out a list of these students so they can be notified that the course is not going to be offered. Go to Schedules: Course: Course Registration. Click the "Random" button, find and select the course, then Preview and Print.

To remove the course registration for the course that is not going to be offered, select Schedules: Course: Drop Courses and the course will be removed from everyone's schedule who has registered for it.

### **E) Deciding to offer another section**

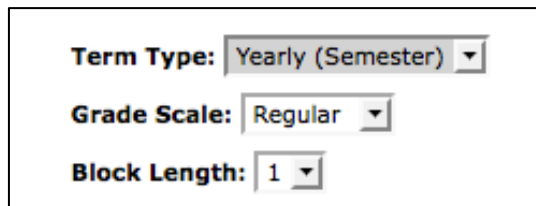
If you have decided to offer an additional section because a larger than expected number of students have registered for a course, you can go to Schedules: Course: Edit Course Data, find the correct course and click the "add section" link to add a new section. If you do not know how to work with course data, please watch the instructional video below. [http://jmcinc.com/resources/view/next\\_gen\\_scheduling\\_stage\\_1\\_course\\_info](http://jmcinc.com/resources/view/next_gen_scheduling_stage_1_course_info)

### **F) Setting important course parameters**

All of the following items are found on the Schedules: Course: Edit Course Data screen. For the purpose of scheduling we need to make sure that the following four items are set correctly.

#### **1) Term Type and Block Length.**

- Term Type - Term Type is the length that the majority of students spend inside of



The screenshot shows a portion of a web form with three rows of settings:

- Term Type:** A dropdown menu with "Yearly (Semester)" selected.
- Grade Scale:** A dropdown menu with "Regular" selected.
- Block Length:** A dropdown menu with "1" selected.



the class.

- **Block Length** - Block Length is how long the course is in comparison to normal courses. You may have an Automotive course which the students spend both 1st and 2nd period in the class. This course would be set as a Block Length of 2.

## 2) Setting the number of sections.

Each of the lines in the center box represents a section of the course. To edit a section/line, click the “Edit” link to the left of the section. If the course is year long and you wish to have one section each semester you would have two lines listed. One would have the term labeled Sem 1 and the other labeled Sem 2. If the course is a semester long and you would like 3 sections during the year, you would have 3 lines listed.

Sections	Constraints	State Specific - Section	Teachers	Grading Schemes	State Specific - Course	Fees	
Add Section							
	Term	Period	Section	Days	Teacher	Room	Enroll
<a href="#">Edit</a> <a href="#">Delete</a>	Sem1	-	2	M T W R F	Mr. Hawley	Room 109	00/00
<a href="#">Edit</a> <a href="#">Delete</a>	Sem1	-	1	M T W R F	Mrs. Thomas	Room 105	00/00
<a href="#">Edit</a> <a href="#">Delete</a>	Sem2	-	4	M T W R F	Mr. Hawley	Room 109	00/00
<a href="#">Edit</a> <a href="#">Delete</a>	Sem2	-	3	M T W R F	Mrs. Thomas	Room 105	00/00

*Important Note: Last year’s master schedule will be appearing in the period column. You do not need to remove last year’s master schedule (i.e. you do not need to remove the periods a course was taught last year from each section for each course).*

## 3) Teachers and rooms.

If you know which Teacher and Room is involved with this course, please select the Teacher and Room on each line/section. If you do not know which Teacher will be teaching or what room will be used, please leave those items blank.

*Helpful Hint: The scheduling aid will not put two sections in the same room, or assign more than one section to a teacher during the same period, ex. multiple independent study courses being taught during the same period by the same teacher in the same room. The solution for this is found on page two of this document under Helpful Tools E.*

## 4) Setting restrictions and capacity

If you know of any factors which affect when a course or teacher can or cannot be used enter them on the “Constraints” Tab at Schedules: Course: Edit Course Data.



Sections	Constraints	State Specific - Section	Teachers	Grading Schemes	State Specific - Course	Fees	
	Terms	Periods	Days	Section	Capacity	Teacher	Room
<a href="#">Edit</a>	Sem1	1 2 3 4 5 6 7 8	M T W R F	2	0	Mr. Hawley	Room 109
<a href="#">Edit</a>	Sem1	1 2 3 4 5	M T W R F	1	24	Mrs. Thomas	Room 105
<a href="#">Edit</a>	Sem2	1 2 3 4 5 6 7 8	M T W R F	4	0	Mr. Hawley	Room 109
<a href="#">Edit</a>	Sem2	1 2 3 4 5	M T W R F	3	24	Mrs. Thomas	Room 105

In the picture above notice that I have removed the check marks for periods 6, 7, and 8 for the 2 sections assigned to Mrs. Thomas. I have told JMC that it cannot schedule her sections for periods 6, 7, and 8. It may be a situation where Mrs. Thomas is at the Elementary building at the end of the day. I have also entered a course capacity limit by clicking on the 0 listed under Cap and changing it to 24. Please note that a capacity of “0” means there is no maximum capacity limit.

### Note for schools who build their schedule “by hand”.

**Constraints:** When entering constraints there is no need to enter “Period” constraints because you will be hand selecting each period that each course is taught. But if you want to have a maximum capacity for a course you can enter a capacity so when JMC schedules the students, it will not put more students in a section than the maximum capacity.

In the example below I have unchecked all of the period boxes except for period 1. I have told the computer that this section of this course will be meeting period 1.

Sections	Constraints	State Specific - Section	Teachers	Grading Schemes	State Specific - Course	Fees	
	Terms	Periods	Days	Section	Capacity	Teacher	Room
<a href="#">Update</a> <a href="#">Cancel</a>	<input checked="" type="checkbox"/> Sem1 <input type="checkbox"/> Sem2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	M T W R F	2	<input type="text" value="0"/>	Mr. Hawley	Room 109

If you would like a print-out showing you all of the constraints you have entered select Schedules: Course: Course Data List. Select the option named “Course Schedule Constraints.”

## Stage 4 - Scheduling Aid

**Very Important:** Before running the scheduling aid, make sure the following is correct:

- Term Type of Courses
- Block Length of Courses
- Number of Sections
- Days the course meets
- Constraints for Courses and Teachers

Moving forward without making sure that all of these are correct may result in needing to re-do your master schedule. The Scheduling Aid is a very powerful scheduling tool but

*can only produce a master schedule that works for you if all of the course data in JMC is 100% correct.*

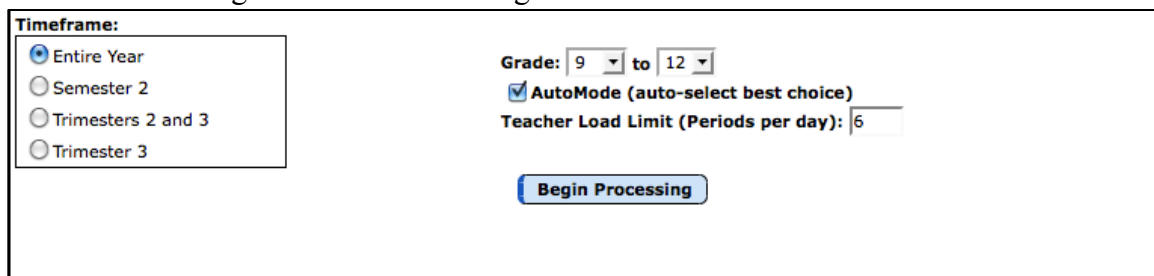
**Note for schools who build their schedule “by hand”.**

**Building the Master Schedule:** At this point in the scheduling process you would be going to each course in Schedules: Course: Edit Course Data and changing/editing the periods that each course and section are taught to match the master schedule you build out of JMC “by hand.” In essence, you will not be using the Scheduling Aid.

**A) Setting up the Scheduling Aid**

The Scheduling Aid is the powerful scheduling tool that will create the best master schedule for you. This master schedule will be built based on student requests and constraints you have entered so it is very important that these are 100% correct before proceeding.

To run the Scheduling Aid, go to Schedules: Develop: Scheduling Aid. You will need to enter the following to run the Scheduling Aid.

The screenshot shows the 'Scheduling Aid' setup interface. On the left, under 'Timeframe:', there are four radio button options: 'Entire Year' (selected), 'Semester 2', 'Trimesters 2 and 3', and 'Trimester 3'. To the right, there is a 'Grade:' field with dropdown menus set to '9' and '12', followed by 'to'. Below this is a checked checkbox for 'AutoMode (auto-select best choice)'. Underneath that is a 'Teacher Load Limit (Periods per day):' field with the value '6' entered. At the bottom center is a blue button labeled 'Begin Processing'.

1. Time Frame - Typically a school will build the master schedule for the entire year but some schools will do the first term and then when it is closer to semester (or Tri) 2 they will schedule that term. Unless you have a really good reason to not do it, we recommend scheduling the entire year.

2. Grade - Enter the Grade range for which you wish to build the schedule. Typically a school would do all the grade levels in a building.

3) AutoMode (check box) - Keep the check in the box labeled AutoMode so JMC will automatically pick the best periods each course will be taught. This means the computer will only prompt you when a Teacher or Room has not been entered for a section. If this was un-checked, you would have to pick the best period for each section of each course.

4) Teacher Load Limit - Enter the maximum number of periods the majority of Teachers can teach. If I had a 7 period day and knew that the educators need one prep period, I would enter 6. If you have a Teacher who actually does teach all 7 periods then the computer will stop you when it reaches the 7th section for that Teacher and make sure that it is ok to give the Teacher the 7th section.

**B) Running the Scheduling Aid**

Please note that there is a video explaining this step in the link below.

[http://jmcinc.com/resources/view/scheduling\\_aid](http://jmcinc.com/resources/view/scheduling_aid)

*Helpful Hint: You can run the Scheduling Aid as many times as you would like because it will simply make a new schedule when you run the Scheduling Aid again. Because of this we recommend you do a practice run through your data if you have never done it before just to see how the Scheduling Aid works and runs.*

*This process will allow you to see if there are any courses or rooms that are overloaded or if you forgot to enter any teachers or rooms for a specific section. If you change or choose any course information during the Scheduling Aid process, those changes will not be permanently saved to the course data until the Scheduling Aid process is complete.*

*In the most typical situations, a school will run the Scheduling Aid, analyze the registration, conclude that they like the Master Schedule and work with students' individual schedules. The school may instead run the Scheduling Aid, analyze the registration and see some problems with the schedule. They would then make adjustments to the way the courses are set up and run the Scheduling Aid again.*

1) Press the OK button and the Scheduling Aid will begin building your master schedule. Every time that you use the Scheduling Aid (Pressing OK on Schedules: Develop: Scheduling Aid), a back-up copy of the existing master schedule is automatically placed in your JMC data. A screen similar to the one below will start to run:

**CHOICES 2000-01-01**

WORLD MYTHOLOGY S1 5  
BIOLOGY S1 6  
BIOLOGY S1 7  
1st Science Mrs. White S1 4  
MUSIC AWARENESS S2 1  
Phy Ed S1 2  
DRAWING S1 1  
PRE. ALG. S1 5  
PRE. ALG. S2 1  
World History S1 3  
World History S2 2  
GEN. MATH S1 2  
GEN. MATH S2 3  
SPANISH III S2 2  
CHEMISTRY S1 4  
CHEMISTRY S2 4  
CHEMISTRY S2 5  
CHEMISTRY S1 8  
NOVEL I S2 1  
NOVEL I S2 2  
BIOLOGY S2 6  
BIOLOGY S2 7  
1st Math Johnson S1 8  
AM.HISTORY S1 8  
AM.HISTORY S1 1  
1st Science Mrs. White S2 1  
1st Science Johnson S1 6  
HEALTH S1 6  
HEALTH S1 7  
AM.HISTORY S2 2  
AM.HISTORY S2 4  
Exploratory 7 Agriculture H1 1  
Exploratory 7 Agriculture H2 4  
Exploratory 7 Agriculture H3 1  
1st Handwriting Johnson S1 1

**1 1st Math Mrs. White**  
**Terms: S1**  
**Periods: . 1 2 3 4 5 6 7 8**  
**Days: MTWRF**  
**Teacher:** Mr. Mac  
**Room:** Gym

**Select (Top is best)**

Sem1 - 8 \*Tchr Conflict  
Sem1 - 6  
Sem1 - 7  
Sem1 - 1  
Sem1 - 2  
Sem1 - 3  
Sem1 - 5  
Sem1 - 4 \*Tchr Conflict

**Teacher Day Load**  
**# of days/cycle each period each 3 wk interval**

Per	====	Sem 1	====	====	Sem 2	====
0	.	.	.	.	.	.
1	.	.	.	.	.	.
2	.	.	.	.	.	.
3	.	.	.	.	.	.
4	5	5	5	5	5	5
5	.	.	.	.	5	5
6	.	.	.	.	.	.
7	.	.	.	.	.	.
8	5	5	5	5	.	.

40/87 Sections to Schedule

Next  
Back  
Quit

2) The scheduling aid will run by itself unless one of the following happens:

- A Room or Teacher needs to be chosen. If the Scheduling Aid reaches a situation where a Teacher or Room has not been selected, you will have to choose a teacher or room but you can do this right on the Scheduling Aid screen.
- A Room or Teacher conflict occurs. If a teacher is over the “Load Limit” or the room where the course was to be taught is not available any of the periods because it is already being used all periods in the day, you will have to choose a different teacher or room but you can do this right on the screen.

3) If a Teacher and/or Room have been used already see the example below.

**4 1st Math Johnson** 2/82 Sections to Schedule

**Terms:** S1  
**Periods:** . 1 . . . . .  
**Days:** MTWRF

**Teacher:** Mr. Apple  
**Room:** Room 104

**Select (Top is best)**

Sem1 - 1 \*Tchr & Room Conflict

**Teacher Day Load**  
 # of days/cycle each period each 3 wk interval

Per	Sem 1					Sem 2				
0	.	.	.	.	.	.	.	.	.	.
1	5	5	5	5	5	.	.	.	.	.
2	.	.	.	.	.	.	.	.	.	.
3	.	.	.	.	.	.	.	.	.	.
4	.	.	.	.	.	.	.	.	.	.
5	.	.	.	.	.	.	.	.	.	.
6	.	.	.	.	.	.	.	.	.	.
7	.	.	.	.	.	.	.	.	.	.
8	.	.	.	.	.	.	.	.	.	.

**Buttons:** Next, Back, Quit

In this example the Teacher and Room have already been used for period 1 Sem 1 because, in this scenario, I constrained two courses to the same room and teacher for the same period.

You would need to select a new Teacher and Room from the drop down menus and then click on the Next button.

The bottom of the screen shows when the Teacher is already being used. The 5's listed in Period 1 show that this Teacher is already teaching 5 days per week. When you change the Teacher the bottom will reflect the new teacher's current schedule.

4) If the Teacher or Room had not been assigned it will also stop and require you to select the missing Teacher and/or Room.

5) You can decide to stop the process at any time. If you do decide to stop but wish to return to the Scheduling Aid, you will have the option to start over or to continue on from where you left off per the picture below.

**Timeframe:**

☒ Entire Year  
☐ Semester 2  
☐ Trimesters 2 and 3  
☐ Trimester 3

**Grade:** 9 to 12  
☒ AutoMode (auto-select best choice)  
**Teacher Load Limit (Periods per day):** 5

**Buttons:** Begin Processing, Continue

OR, to continue previous execution from where it left off

6) When you are finished you will see the message below.

Periods: .....  
Days: .....  
Teacher: .....

Congratulations! You have placed the last section. Please press the Done button to save the changes to the master schedule and exit, or use the Back button to return to a previous section to edit.

OK

Done  
Back  
Quit

Teacher Day Load  
# of days/cycle each period each 3 wk interval

7) Press “OK” and you will be taken back to the Scheduling Aid screen.

19/18 Sections to Schedule

0 PROCESS COMPLETE

Terms:  
Periods: .....  
Days: .....  
Teacher: =====  
Room: =====  
Select (Top is best)

Teacher Day Load  
# of days/cycle each period each 3 wk interval  
Per ==== Sem 1 ==== ==== Sem 2 =====

Done  
Back  
Quit

8) Press the “Done” button to complete and save the Master Schedule that has been built. It is only after you have pressed the “Done” button that any changes/updates you made to the Teachers and Rooms will be saved in your course data.

## Stage 5 - Student Conflicts

### Note for schools who build their schedule “by hand”.

Even if you build your schedule by hand it can be helpful to review the percentage of student conflicts you have before moving forward with your schedule. You may find out that the schedule you built has a high number of conflicts so you may want to rework it. The steps in this stage can be helpful for you.

### A) Overview of student conflicts

Select Schedules: Develop: Student Conflicts. Enter the grade levels and click the

“Summary Only” button in the bottom right corner. If necessary check the “Require Quarters/Trimesters...” boxes. Click the “Show Report” button to preview the report.

**Students:**  
☒ By Grade  
☐ Selected Student(s)

Grades from: 9 To: 12

**Timeframe:**  
☒ Entire Year  
☐ Semester 2  
☐ Trimesters 2 and 3  
☐ Trimester 3

☐ Require Quarters of same course to be back to back  
☐ Require Trimesters of same course to be different terms

**Include:**  
☐ Conflicting Courses  
☐ All courses  
☒ Summary Only

The Conflict Totals screen will show you how many students could be scheduled into every course they have requested (i.e. No Conflicts and how many students have a conflict). A general guiding principal is that each grade level should have 70% No Conflicts for it to be considered a good schedule. Depending on the size of your school and sections offered, this may not be possible.

Grade 9:	No Conflicts 102 / 114= 89%	Conflicts 12 / 114= 10%
Grade 10:	No Conflicts 75 / 97= 77%	Conflicts 22 / 97= 22%
Grade 11:	No Conflicts 52 / 80= 65%	Conflicts 28 / 80= 35%
Grade 12:	No Conflicts 48 / 91= 52%	Conflicts 43 / 91= 47%

## B) Individual student conflicts

Select Schedules: Develop: Student Conflicts. Enter the grade levels you desire and click on the Print button. You will receive a report of students listing their conflicts.

**Timeframe:**  
☒ Entire Year  
☐ Semester 2  
☐ Trimesters 2 and 3  
☐ Trimester 3

☐ Require Quarters of same course to be back to back  
☐ Require Trimesters of same course to be different terms

**Include:**  
☒ Conflicting Courses  
☐ All courses  
☐ Summary Only

Freid, Julie      56 - Grade 10      As of January 05, 2015

#	Course	Offered	Periods	Days Met
52	BIOLOGY	YrS2	..... 6 ..	M T W R F
150	JOURNAL-1	Sem2	..... 6 ..	M T W R F

In the example above, the student is requesting 2 courses during the 2nd semester which are offered at the same time. We would probably remove the Journal-1 course and ask the student for an alternative.

## C) Working with individual students

Please note that there is a video explaining this step in the link below.  
[http://jmcinc.com/resources/view/editing\\_a\\_students\\_schedule](http://jmcinc.com/resources/view/editing_a_students_schedule)

Go to Schedules: Student: Edit Schedules. Enter the name or number of the student in the Find box.

- To remove a course, click on the “X” to the right of the course name.
- To add a course, click on the available drop-down menu under the “Course” column and enter the number manually or type in the name of the course. If you wish to check the conflict for the student again, you may select Schedules: Develop: Conflicts for a Student.

*Important Note: You may make minor changes directly inside of the Course Data by selecting Schedules: Course: Edit Course Data. Any changes are automatically reflected inside of the View Totals report. If you need to make major changes to the number of sections, teacher information, rooms, or restrictions you **may want to re-run the scheduling aid**.*

## Stage 6 - Scheduling Students and Study Halls

At this point the students are registered for their classes and the master schedule is built.

### **Note for schools who build their schedule “by hand”.**

This stage can be used if you schedule by hand. There are very few reasons why a school would have to choose every section for every student. Using the Schedules: Develop: Schedule Student function will save you the time of going to each student’s schedule to pick each section.

In addition, using the homeroom option at the end of this stage can save you time.

### **A) Scheduling students into the sections**

To have the computer place the students into the actual terms and periods, go to Schedule: Develop: Schedule Students.

JMC Demo School

Day: 53 - 01/05/2015 - Monday

2014-2015

Students:

☒ By Grade
 ☐ Selected Student(s)

Grades from: 9 To: 12

Timeframe:

☒ Entire Year
 ☐ Semester 2
 ☐ Trimesters 2 and 3
 ☐ Trimester 3

☐ Year Courses-Prefer same period all year  
☐ Require Quarters of same course to be back to back  
☐ Require Trimesters of same course to be different terms  
☐ Save any existing Grade Data  
☐ Balance by Genders

### **B) Load print**

To see how the courses ended up being loaded, please select Schedules: Course: Load Print. This report shows how the students were loaded into the courses.



### **C) Class lists**

Class Lists may be printed by selecting Schedules: Course: Class Lists.

### **D) Printing student schedules**

Student Schedules may be printed by selecting Schedules: Student: Print Schedules.

### **E) Printing a master schedule**

To print out the master schedule, go to Schedule: Staff: Teacher Utilization. This print-out shows the Teachers with their classes.

### **G) Locking the schedule**

To lock the schedule so no one will be able to run the Scheduling Aid or Schedule Students functions, go to Schedules: Develop: Locking Options. Enter your zip code for the Access Code. This prevents someone from re-scheduling every student at once. You may still work with individual students.

*Important Note: If someone does accidentally re-schedule all of the students, do not panic. JMC automatically makes a back-up of the current student schedules whenever someone re-schedules all students.*

### **H) Study halls – There are three options for study halls in JMC**

- 1) Students enroll in a Study Hall before being scheduled into sections -- Setting up study hall courses and having students enroll in a study hall to “fill” out their schedule.
- 2) JMC Set Study Halls -- Letting JMC set the Study Halls so when a student’s schedule prints it says “Study” on their schedule and a room # is printed.
- 3) *New option in JMC!* After the Master Schedule is built, students are put into study hall courses – This option is very easy and allows study hall teachers to take attendance and check student scores.

1) Students enroll in a Study Hall before being scheduled into sections - Setting up study hall courses and having students enroll in a study hall to “fill” out their schedule. To do this you would create Study Hall courses in Schedules: Course: Edit Course Data, just like you would any other course. Then during the course registration process a student could register for a Study Hall just like they would register for any other course.

2) JMC Set Study Halls – Using JMC set study halls is the easiest option. You simply put the room numbers in for each grade level, period, and day, and any place on a student’s schedule where they are not enrolled in a section it will say “Study” and the room # will appear there. This is not an actual course so teachers cannot take attendance for those students but you can print a list of students who would be in each study hall.

If you are using the automatic study halls, you need to select Schedules: Study: Edit Data.

Grade: 9

Term: Qtr 1

Room: 3 - Room 104

☒ Allow Changes

Save Changes

	DAYS				
	1	2	3	4	5
1	3	51	51	51	51

You need to select the location for each study hall. To do this you click the “Allow Changes” box. Next choose the Grade, Term and Room you want to set for a Study Hall. Lastly, click in the space where you want to set the room.

In the example to the right I have set the 9th Grade, Period 1, Day 1, Study Hall room to be JMC room #3 which is room 104.

If you would like to see the big picture of how many students ended up in study halls, select Schedules: Study: Study Analysis.

For a print-out of the students in study halls, select Schedules: Study: Study Lists.

3) *New option in JMC!* After the Master Schedule is built, students are put into study hall courses – This easy option allows study hall teachers to take attendance and check student scores.

This is done in three easy steps. You create the study hall course(s), you print out a list of students who are not scheduled by period, and then students are placed into the sections of their Study Hall courses. To do this, follow the steps below.

I) Create/Edit the Study Halls on the Schedules: Course: Edit Course Data screen per the instructions in Stage 2 of this document.

II) Print out the students in study halls by selecting Schedules: Study: Study Lists.

III) Take that list, which will be the students who have not been scheduled into a course by period, and use it to enroll students into a section of the Study Hall course(s) you created on the Schedules: Develop: Schedule by Section screen.

JMC Demo School

Day: 54 - 01/06/2015 - Tuesday

Course: 122 - Study Hall

Section: S2 4 Enr 0 MTWRF Mr. Apple 113

Grade: All

Available Students:

Aaseth, John

Aasimov, Aaron

Aasimov , Abbie \*

Aasimov, Andy

Anderson, Christine \*

Anderson, James

XX

Andrews, Allen

Anthony, Kelly

Beale, Lucas

Bernadone, Francis M

Carlisle, Luke John\*

Casey, Adair

Comfrey, John

Demo, Caley P

Estherville, Esther

Example, Student

Foley, Lisa \*

Frazee, John

Freed, Paul

Freid, Bonnie

Freid, David \*

Freid, Jeff

Freid, John

Freid, Judy

Freid, Julie

Freid, Lisa Katie\*

Freid, Paul

Freid, Sammy

Current Students:

Andrews, Allen

Save

Revert to Original

On the screen (pictured above), click on the course and section into which you want to schedule students. Next click on the student(s) on the left hand side. This will put an “XX” next to their name indicating they have been put into the course and section.

After you click “Save” in the bottom right of the screen, the students listed will be scheduled into the Study Hall courses and section you have set.

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