

Scheduling Process

1. As soon as counselors finish registering all students in grades 8-11 during the spring semester, run the NC WISE report **Course Request Tally**. This report shows the registration numbers for the current and prior years.
 - Enter these registration numbers on an Excel file: **Registration Course Tallies**. Complete the following information:
 - Total number of Highly Qualified teachers assigned to each department
 - Number of Students Registered for the Class
 - The State-Based “Number of Sections Needed” will be automatically calculated.
 - After you set the number desired in the “Class Size Average” column, the Site- Based “Number of Sections Needed” will be automatically calculated.
 - You will need to round these numbers up to determine the “Actual Number of Sections Assigned” in the last column. The “Actual Number of Sections Assigned” will be used to set up the teacher course assignments in the master schedule.
2. This is the time to set class sizes for each section so that the classes are balanced. These class sizes will have to be adjusted after the master schedule is finalized in so that transfer students can be added to the classes after they are enrolled.
3. Identify any problems (i.e., low registration numbers; too many students registered for the number of teachers available to teach the course; etc.) This is the time to decide if you will eliminate some courses (due to low enrollment; not enough teachers available to offer a course, etc.)
4. As you make decisions about the numbers of sections to offer, the counselors will have to adjust the student course selections accordingly. For example, if more students request Drafting II than we can fit in the class, the counselors will have to remove students from Drafting II who don't need the course for their pathway. These students' course selections should be changed to their alternate selection.
5. Begin building the preliminary master schedule. This can be done by using the Master Timetable Builder in NC WISE, or you can build it by hand on a grid. If you use NC WISE, there is more “up-front” work that must be done by the Data Manager. If you build the schedule by hand, you will have to make more adjustments to the master schedule on the back end of the process. You will also have to decide if you want to produce a master schedule prior to the end of the school year, or if you will wait until all grades are final for the year (See #11 below.)
6. If you are using NC WISE to build the master schedule, you will need to provide the Data Manger with a list of courses that must be taught at a specific time (i.e., Band, Chorus, Allied Health II, Teacher Cadet, Early Childhood, community college classes, **Football Weight Training**, etc.).
7. If you are producing the master schedule by hand, you will need to create a grid for the master schedule. Begin designing the schedule around the courses listed in #4, and then add singleton classes like AP, honors, French III/IV, Leadership Development, **Football Weight Training**, etc. Fill in the schedule with all other remaining courses.
8. Things to consider:
 - Coaches who need 4th period planning
 - The number of daily preparations for each teacher
 - EOC scores from previous years

- Teachers who need a specific period free to serve on the school leadership team, Graduation Project Committee, or SSMT.
 - Teachers who must share a classroom must have coordinating schedules
9. NC WISE reports that are useful during the scheduling process:
 - **Student Course Requests** – this will allow you to see the names of students who are registered for each course.
 - **Enrollment Summary By Section (Course)** – this allows you to find out how many seats are filled and how many are still open in each course section. It also allows you to determine the maximum capacity that has been set for each course section, as well as the male/female and ethnic distribution.
 - **Class Master Report** – this allows you to compare what is on the paper version of the master schedule with what is actually in ESIS and allow you to find mistakes. It also allows you to determine the maximum capacity that has been set for each course section.
 - **Courses Not Scheduled Yet** – this allows you to see the number of students who were not scheduled for each course, from highest to lowest.
 - **Simulation Exception Report** – this allows you to see how individual students were scheduled if you're trying to find out why a particular student wasn't fully scheduled into all 8 courses.
 - **Course Conflict Matrix Report** – This allows you to see a list of courses that conflict with other courses. It aids you in making a decision about how to change course sections when you are having a problem
 - **Simulator Status** – Run this report after each scheduling run. It shows the percentages of students who are fully scheduled, including results by grade level. You should date & time stamp these reports so that you'll know if your results are improving with each scheduling run.
 - **Course Description Verification** – Data Manager uses this to make sure the course directories are correct.
 - **Timetable Constraints Report** – Data Manager uses this to make sure the teacher directories are correct.
 10. Work with Data Manager to set class size limits, room assignments, year long courses, double block courses, parent/child courses, etc. Be sure to check class size limits for teachers assigned to small classrooms; combined courses (Ex: French III and IV); for courses that require computers (for example, the business classrooms have different numbers of computers, so you cannot have the same class limit for all sections of Computer Applications.)
 11. Data Manager must set up or update the prerequisites directory so that students aren't scheduled for courses in the wrong order.
 12. After all grades are final at the end of the year, counselors will have to change student course selections accordingly. That will result in changes to the numbers of course sections that you will need. If you have already produced a preliminary master schedule, these changes will affect the final master schedule.
 13. Once you have finalized the master schedule, counselors will begin to “fill holes” in student schedules; print schedules and mail to students. (Teacher schedules are normally mailed before the student schedules.) It is important that student schedules be mailed ASAP so that families can adjust vacation plans or work schedules in order to attend Drop Add (if necessary.)