



07-08 Master Schedule Task List

Overview

This task list will provide a general overview of the master schedule design process. The intent is to provide recommended dates and a general understanding of an acceptable order of events. Due dates may vary from site to site. Year-round sites may need to adjust due dates as necessary.

Tasks

	Responsibilities	Start date	Due date	Reference
1	Continue discussions with your staff regarding master schedule configuration for 06/07.	on going	4/1	
2	Register your Master Schedule team for classes.	ASAP	ASAP	http://www.sandi.net/zangle/masterschedule - click on get course info.
3	Begin the development of your master schedule map <ul style="list-style-type: none"> Is your master schedule going to include an IDT? If so, identify subject areas involved and method for identifying students Will there be a wheel in the master schedule? Identify course numbers to be used for each grade level. 	ASAP	4/15	http://www.sandi.net/zangle/masterschedule - click on learn. Look for the link to other materials. The document is titled "Master Schedule Planning Grid"
4	Print and review your course directory report by track.	ASAP	ASAP	Track Configuration Handbook - p. M
5	Contact ICC regarding piloting a new course.	ASAP	4/6	http://www.sandi.net/Zangle/masterschedule - click on Learn and look for the FAQ.
6	Complete the Track Configuration checklist	3/13	4/21	Track Configuration Handbook - p. D-E
7	Develop a strategy for entering course requests <ul style="list-style-type: none"> Mass entry Individual entry StudentConnection 	ASAP	4/1	Course Requests Supplemental Handbook and IMSC Supplemental Handbook
8	Enter course requests	3/13	5/20	Course Requests Handbook and IMSC Supplemental Handbook
9	Review your course request data using the Course Request List & Tally report	4/1	On going	Course Requests Handbook
10	Submit your track setup to IT via the Master Schedule Support Website	ASAP	4/4	http://www.sandi.net/Zangle/masterschedule - click on complete your tasks



11	<p>Create a master schedule spreadsheet that contains the following:</p> <ul style="list-style-type: none"> • Teacher name • Course number • Section number • Period • Room • Term • Teaming info (optional) <p>Verify that first and second semester courses have matching section numbers when appropriate.</p> <p>Identify the root and child courses. (sites using section linking only)</p>	5/1	5/18	
12	<p>Complete set-up process for Master Builder application</p> <ul style="list-style-type: none"> • Make copy of existing master schedule for future reference • Define your meeting patterns 	5/18	5/22	IMSC Handbook
13	Enter the proposed number of sections using Course Selection Editor	5/18	5/22	IMSC Handbook
14	Enter sections in your master schedule using the Master Builder application	5/22	On going	IMSC Handbook
15	Configure and run the Loader application	5/22	On going	IMSC Handbook
16	Complete error checking process using appropriate reports.	5/22	On going	Error Checking Handbook
17	Print class rosters and student locator cards	-	9/1	