

Import an Existing Master Schedule into the Master Builder

The IT Department will automatically copy the existing master schedule into next year's track for secondary sites that have not changed their track configuration. You must complete this process by importing the copied master schedule from your future track into the Master Builder application itself. This step must be completed before you can edit the information from within the Builder.

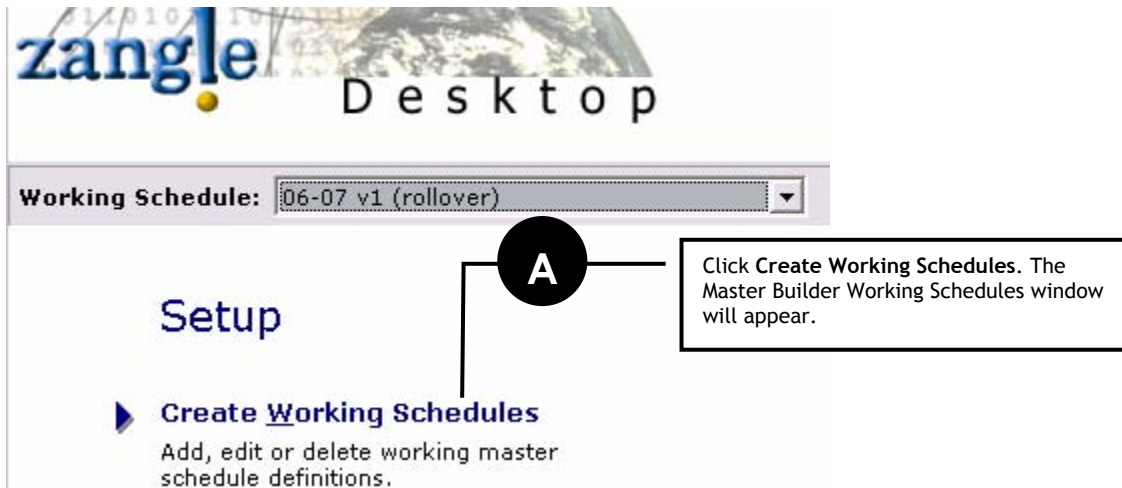
This process only applies to sites who plan on using the Master Builder application to edit their existing master schedule data. This job aid does not apply to schools who:

- Have changed their track configuration
- Have decided to not use the existing master schedule as a template for next year
- Do not use the Master Builder application
- Do not have a secondary level track

This process does NOT impact your course request data. You can only copy section data.

Follow the steps below to import an existing master schedule into the Master Builder.

- Open **Zangle**. Select **next year's track**. Click on **Scheduling**. Click **Master Builder**.
- Complete Steps A-I. Step A is shown below. Steps C-I are on the following pages.



The screenshot shows the Zangle Desktop application interface. At the top, the Zangle logo and the word "Desktop" are visible. Below the logo, there is a "Working Schedule:" dropdown menu currently set to "06-07 v1 (rollover)". On the left side, there is a "Setup" menu with a blue arrow pointing to the "Create Working Schedules" option. A callout box labeled "A" points to this option with the text: "Click Create Working Schedules. The Master Builder Working Schedules window will appear." Below the "Create Working Schedules" option, there is a description: "Add, edit or delete working master schedule definitions."

Master Builder Working Schedules

Mission Bay High : DA 06/07

Schedule: < New >

Description: 06-07 v1 (rollover)

Notes:

Buttons: Copy, Delete, Add, Cancel, Save

B

Click Add to create a new working schedule.

C

Enter a name in the description field.

NOTE: You can create more than one working schedule. Therefore you may want to title your first schedule "v1", your second schedule "v2", etc...

You may decide to create one schedule to hold your existing imported schedule and a second schedule to allow you to build sections from "scratch". In this case you may want to include "(rollover)" in the title of one of your working schedules.

D

Click Save to save your work.

Working Schedule: 06-07 v1 (rollover)

Setup

- ▶ **Create Working Schedules**
Add, edit or delete working master schedule definitions.
- ▶ **Create Meeting Patterns**
Define all possible class meeting combinations by cycle day and period.
- ▶ **Set Grades**
Course requests are displayed by grade. Select the grades to view.
- ▶ **Import Master Schedule**
Import the current Master Schedule as the current Working Schedule.

E

Click **Create Meeting Patterns** to define the meeting patterns for next year.

Please see p. 13 of the Master Builder Handbook for more information on completing this task.

F

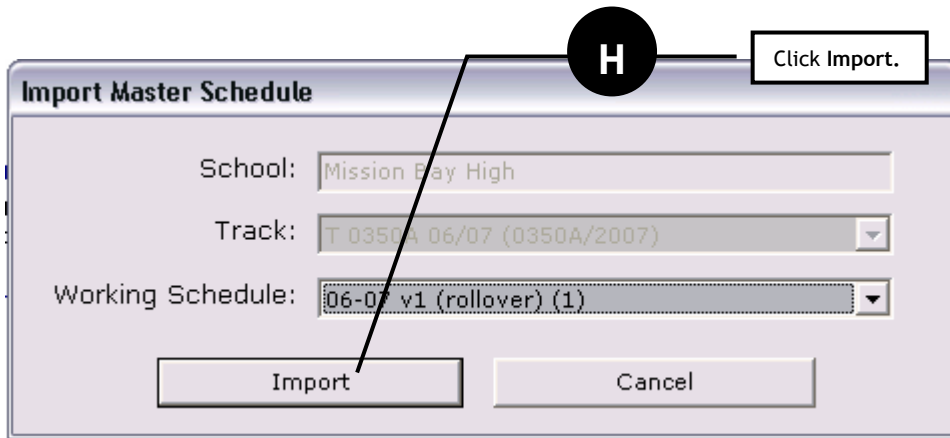
Click **Set Grades** to define the grade columns that will appear in the Builder Assistant screen.

Please see p. 15 of the Master Builder Handbook for more information on completing this task.

G

Click **Import Master Schedule**.

The Import Master Schedule screen will appear.



Import Master Schedule

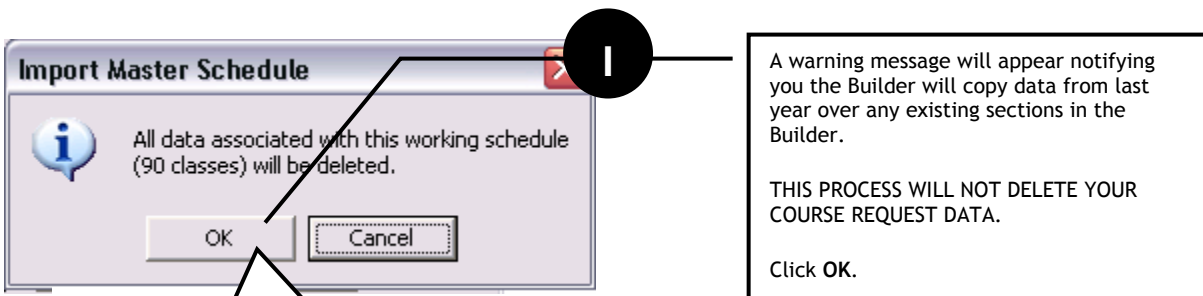
School: Mission Bay High

Track: T 0350A 06/07 (0350A/2007)

Working Schedule: 06-07 v1 (rollover) (1)

Import Cancel

Click Import.



Import Master Schedule

All data associated with this working schedule (90 classes) will be deleted.

OK Cancel

A warning message will appear notifying you the Builder will copy data from last year over any existing sections in the Builder.

THIS PROCESS WILL NOT DELETE YOUR COURSE REQUEST DATA.

Click OK.

WARNING: Do you really want to delete any existing master schedule data for next year and replace it with data from last year?

The answer should be “yes” if you have not completed any work in the Builder for the future year. Technically you don’t have any work to delete.

But you may have begun the process of building a master schedule from “scratch”. If so, you may not want to delete this work.

In this case, please return to Step A and create a NEW working schedule. At this point you will have two working schedules. One will contain your existing work while the other will contain section data copied from last year.

Remember - this process does not alter your course request data.