



# Initial Master Schedule Construction Homework Assignment

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Please bring the following items with you when attending the Initial Master Schedule Construction (IMSC) classes scheduled for April 2006.

All handbooks and job aids referenced in this document are available online at the Master Schedule website. Go to <http://www.sandi.net/zangle> and click on **Master Schedule**.

	Item	What is it?	Item located
1	Assignment Book Report	A report that displays credentialing information for your teachers. This report should be referenced when assigning teachers to courses. Please see your Principal or Head Secretary for a copy of this report. A job-aid is available online.	
2	Master Schedule Map	Visual representation of your master schedule. Can be displayed on chart paper, magnet board, or excel spreadsheet. The map will include teacher names, course titles/numbers, and section numbers.	
3	Course Directory Report (by track)	A report from Zangle that lists all courses available to your site. Includes the course code, title, number of credits issues, and grade range. A job-aid is available online.	
4	Course Request & Tally Report	A report from Zangle that displays the total number of course requests by course. Data is broken down by grade level and gender. Please see p. R of the Course Request Handbook distributed in class.	
5	Team Organization Chart	Document that lists the names of the teachers involved in a specific team and the subject areas they teach.	
6	Section Linking Organizational Chart	Document that describes the courses involved in any given elective wheel. The root and child courses for each section link (linked tree) are defined.	
7	Meeting Pattern Diagram	A list of times which a class may meet in your schedule. For example: (per. 1, per. 2, per. 3, per. 4, per. 1-2). In this case "per 1-2" was included because the master schedule will contain a "block class" that will be held during this time period. This concept will be covered in more detail during class.	