



Master Builder Training Outline

Objective: To provide a fundamental and basic working knowledge of Zangle's Master Builder Assistant and Schedule Loader software. To assist with the decision making process and the ability to execute the construction of a master schedule and the successful loading of students to the schedule.

1. Track Setup for the 05/06 school year
2. Course Requests & Tally List
 - a. Number of Section
 - b. Class Size per Section
3. Course Selection Editor
 - a. Proposed number of sections to be offered
4. Review Scheduling Teams - Teams applied to sections only, not students; maintains balance and random assignment. If a student is truly desired for a specific the add to course request. If one or more sections of a course(s) are not marked with a team they will act as a wild card and not match the other course that relate to the applied team.
5. Review Section Linking - Add course requests for ALL linked courses for tallies and a reminder to include in the master schedule. With mass request remove the linked courses, not the parent before the loader is run.

Master Schedule Builder Assistant

1. Create Working Schedules
2. Create Meeting Patterns
3. Set Grades
4. Refresh Statistics
5. Build Master Schedule
 - a. Course Offerings and Tally Information sub-screen
 - b. Schedule sub-screen
 - c. Resources sub-screen
 - d. Conflict Summary sub-screen
 - e. Balance Summary sub-screen

 - f. Order for Placing Sections
6. Exporting Master Schedule
7. Print the Master Schedule / Error Checking