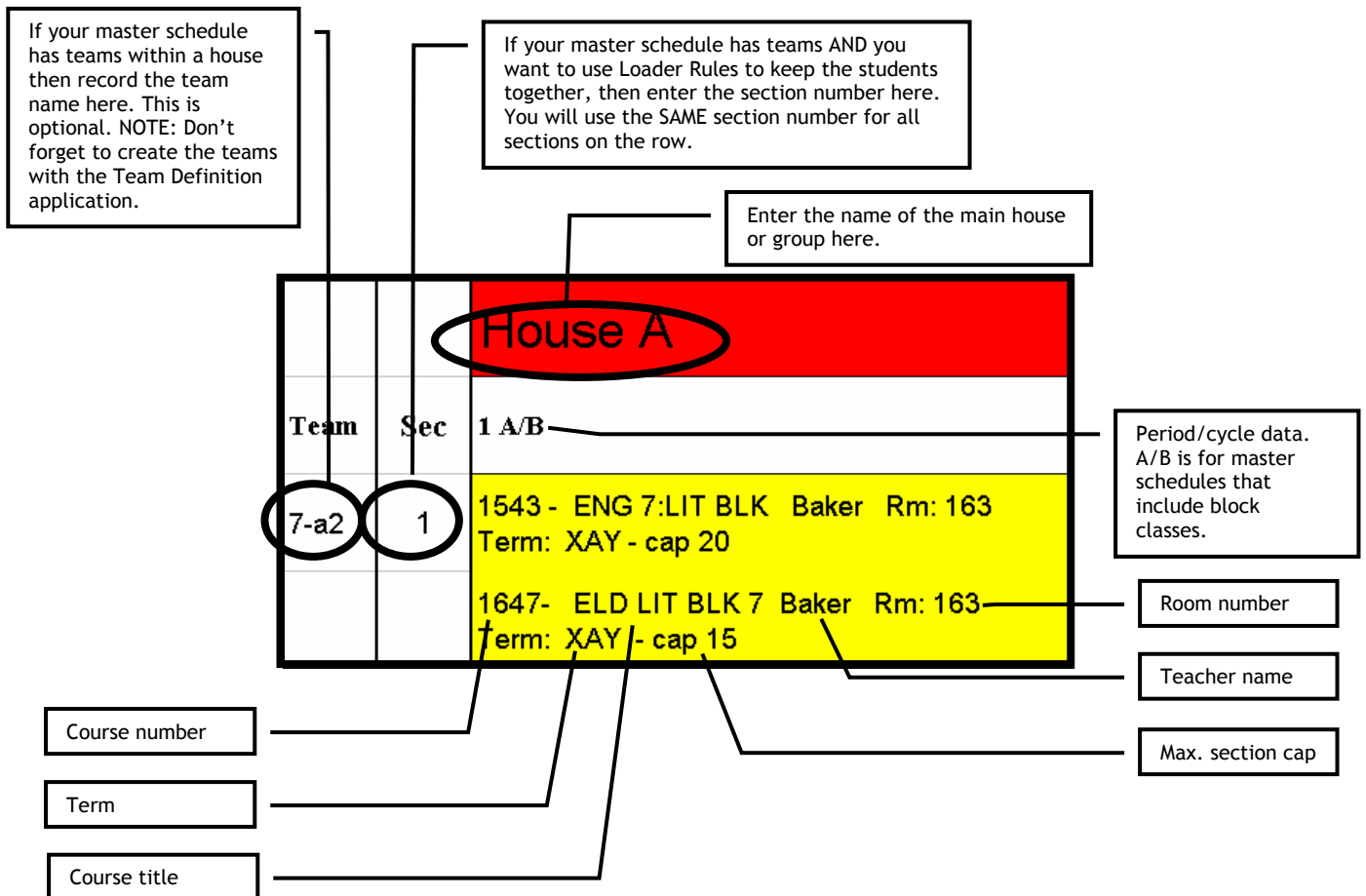


Creating a Master Schedule Grid

When creating sections, the Master Builder application requires you to enter specific details about each class. The most efficient way to create sections is to record and organize the details on a master schedule grid BEFORE you begin your work in the application.

A Microsoft Excel “template” grid is available on the Master Schedule Support website. Go to <http://www.sandi.net/zangle/masterschedule> and click on “Learn”. Look for the link to “Other Materials”.

The screen shot below provides details on the required information necessary to complete your master schedule.



The diagram shows a grid with the following structure:

Team	Sec	1 A/B	House A
7-a2	1	1543 - ENG 7:LIT BLK Baker Rm: 163 Term: XAY - cap 20	
		1647- ELD LIT BLK 7 Baker Rm: 163 Term: XAY / - cap 15	

Callouts and their corresponding fields:

- Team:** 7-a2
- Sec:** 1
- House:** House A
- Course number:** 1543
- Term:** XAY
- Course title:** ENG 7:LIT BLK Baker
- Room number:** Rm: 163
- Teacher name:** Baker
- Max. section cap:** cap 20
- Period/cycle data:** A/B (referring to the '1 A/B' column)