



BUILDING THE MASTER SCHEDULE SESSION I

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4 Phases/Building Master Schedule

Initial Tasks

Tally

Construction
& Analysis

Final Tasks

Schedules in place by the end of the year

There are a number of advantages to having the master schedule set prior to the summer:

- Sends positive message to students and parents
- Teachers able to use summer for planning
- Budgeting for upcoming school year
- Errors/changes can be caught and addressed early

Building the Master Schedule- Initial Tasks



Building the Master Schedule- Team



Administrators' Role in Building the Master Schedule

- Decide who will be included in the process of scheduling
- Determine how teaching units will be used
- Determine which teachers will teach specific courses
- Ultimately responsible for ensuring the master schedule meets the needs of students

Counselors' Role in Building the Master Schedule

- Familiar with state approved courses and substitute courses
- Use information from students' 4-year plans to schedule courses
- Ensures students have the necessary prerequisites to be placed in requested courses
- Consider special circumstances in scheduling students

Additional Team Members

- Department Chairs/Lead Teachers

 - Assist with determination of courses to offer

 - Assist with suggestions for students' course pathways

 - Serve as a “critical friend”, helping to identify potential issues of concern.

- School/District Technology Coordinator

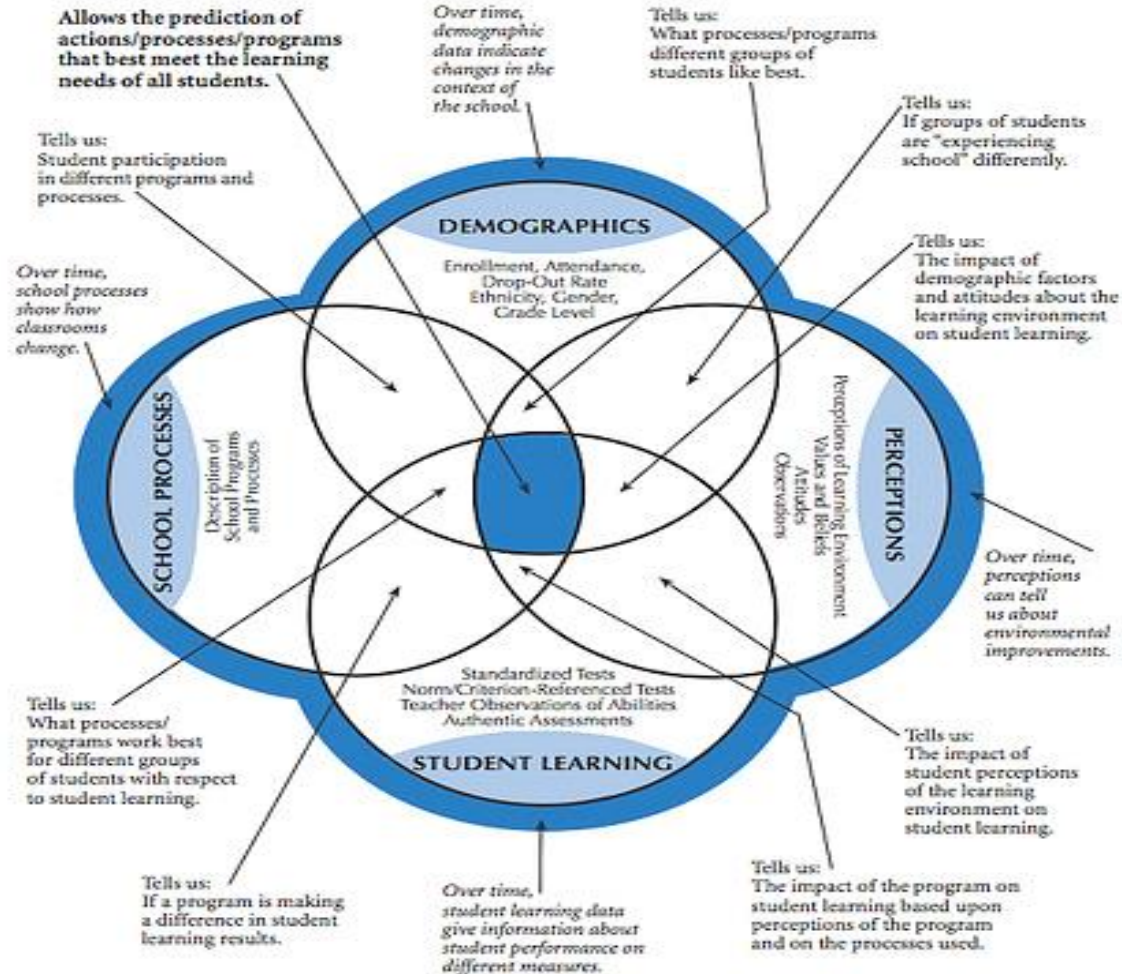
 - Set up “new year” in INOW

 - Assist with weighting of courses (middle & high school)

 - Set up transcript terms (middle & high school)

Building the Master Schedule- Data

MULTIPLE MEASURES OF DATA



Information Needed (Data)

- Teachers by department & certification

General Science vs. Biology

Social Science vs. History

English vs. English Language Arts

- LEA Personnel & Subject Codes (LEAPS)

<http://www.alsde.edu/dept/data/Pages/subjectandpersonnelcodes-all.aspx>

- Teaching units expected
- Courses offered
- Course Requests

Building the Master Schedule- Process

- How will students be grouped?
- Who will teach the intervention class? What data will be used to assign students?
- How will the school meet the needs of SPED students?
- To what extent will inclusion be implemented? Which teachers?
- What's the typical class size?
- What are the non-negotiables?
- What factors should be considered when balancing classes?
- How will teacher requests be handled?

Why it is Critical to Schedule Intervention?

Scheduling the Intervention period is relatively easy.

Changing the culture of a school to one in which teachers and administrators collaborate on data analysis, progress monitoring, and the organizational tasks necessary to make the intervention period truly responsive to students' learning needs is very difficult!



Key Issues for Intervention Period

- Scheduling the intervention period is easy; organizing and structuring activity during the period requires significant preparation and constant monitoring and revision.
- All students must be productively engaged; **the time cannot be allowed to devolve into a dreaded study hall!**
- A system for keeping track of students during this period must be implemented.
- While some school-wide, grade level, or team activities (assemblies, pep rallies, school pictures, guidance meetings, course registration, seminars, etc.), may use some of this period, the primary purpose is for Intervention which may include extended learning time, re-teaching, re-testing, tutoring, etc.
- The best intervention periods are data-driven by a strong formative assessment.

4 Phases/Building Master Schedule

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Entering Students' Requests in INOW

- Mass entering students' requests
- Scheduling with groups/models
- Individually entering students' requests

There are a number of ways to input students' requests, each with advantages and disadvantages. Choose whichever method is best based on the situation, or use multiple methods.

Be sure requests are being entered into “New Year”, not current year!

Sample School Information

- High School (grades 9-12)
- Student body 1,157
- 7 period day
- Offers standards & honors level courses
- No local units- all foundation (what the state allocates)

59 teachers (7 English, Math, Science & History); SPED

Foreign language, Music & Art, PE and Career Tech courses

Course Tally (English)

English 9	222
English 9 Honors	41
English 10	255
English 10 Honors	33
English 11	258
English 11 Honors	3
English Lang AP1	
English 12	156
English 12 Honors	133

Course Tally (English)

English 9	222	9
English 9 Honors	41	2?
English 10	255	10
English 10 Honors	33	1
English 11	258	10
English 11 Honors	3----	AP vs. ACCESS
English Lang AP	1----	ACCESS
English 12	156	6
English 12 Honors	133	5
English Lit AP	1----	ACCESS

Course Tally (English)

English 9	222	9
English 9 Honors	41	2?
English 10	255	10
English 10 Honors	33	1
English 11	258	10
English 11 Honors	3----	AP vs. ACCESS
English Lang AP	1----	ACCESS
English 12	156	6
English 12 Honors	133	5
English Lit AP	1----	ACCESS

Because you have 7 English teachers, and each one will teach 6 classes (7-period day schedule), that's 42 sections available. However, you need 43 sections of English courses. Therefore, a decision needs to be made.

Course Tally (Math)

Algebra I	211
Algebra I Honors	28
Algebra I A	2
Algebra I B	1
Geometry	229
Geometry Honors	29
Algebraic Connections	12
Algebra II	18
Algebra II w/Trig	122
Pre-Calculus	72
Calculus	23

Course Tally (Math)

Algebra I	211	8-9
Algebra I Hon	28	1
Algebra I A	2---	ACCESS
Algebra I B	1---	ACCESS
Geometry	229	9
Geometry Honors	29	1
Algebraic Connections	12	1
Algebra II	18	1
Algebra II w/Trig	122	5
Pre-Calculus	72	3
Calculus	23	1

Course Tally (Math)

Algebra I	211	8-9
Algebra I Hon	28	1
Algebra I A	2---	ACCESS
Algebra I B	1---	ACCESS
Geometry	229	9
Geometry Honors	29	1
Algebraic Connections	12	1
Algebra II	18	1
Algebra II w/Trig	122	5
Pre-Calculus	72	3
Calculus	23	1

We have 7 math teachers, and each one will teach 6 sections (again, 7-period day schedule), so that's 42 sections available. However, one is an Assistant Coach and needs one period for that. Therefore, we have 41 sections available. Based on the requests, we only need 32 sections. What are we going to do with the additional sections?

Course Tally (Math)

Algebra I	9	Algebraic Connections	1
Algebra I Hon	1	Algebra II	1
Algebra I A	2---ACCESS	Algebra II w/Trig	5
Algebra I B	1---ACCESS	Pre-Calculus	3
Geometry	10	Calculus	1
Geometry Honors	1	Math Intervention	2

With the additions, there's still one section available.

Course Tally (Science)

Biology	231
Biology Honors	34
Human Anatomy & Physiology	176
Environmental Science	20
Physical Science	237
Chemistry	291
Physics	20

Course Tally (Science)

Biology	231
Biology Honors	34
Human Anatomy & Physiology	176
Environmental Science	20
Physical Science	237
Chemistry	291
Physics	20

Course Tally (Science)

Biology	231	9
Biology Honors	34	1
Human Anatomy & Physiology	176	7
Environmental Science	20	1
Physical Science	237	9
Chemistry	291	12
Physics	20	1

Course Tally (Science)

Biology	231	9
Biology Honors	34	1
Human Anatomy & Physiology	176	7
Environmental Science	20	1
Physical Science	237	9
Chemistry	291	12
Physics	20	1

With 7 Science teachers teaching 6 classes each, that makes 42 sessions available. Based on the requests, we need 40 sessions, so there's room to add a few additional classes.

Course Tally- History

World History 9 156	226	Economics	
World History Honors	36	Economics Honors	38
U. S. History 10	249		
U. S. History 10 Honors	38		
U.S. History 11	253		
U.S. History 11 Honors	5		
Government	157		
Government Honors	38		

Course Tally- History

World History 9 6	226	9	Economics	156
World History Honors	36	1-2	Economics Honors	38 1-2
U. S. History 10	249	10		
U. S. History 10 Honors	38	1-2		
U.S. History 11	253	10		
U.S. History 11 Honors	5????			
Government	157	6		
Government Honors	38	1-2		

Course Tally- History

World History 9 6	226	9	Economics	156
World History Honors	36	1	Economics Honors	38 1
U. S. History 10	249	10		
U. S. History 10 Honors	38	1		
U.S. History 11	253	10		
U.S. History 11 Honors	5????			
Government	157	6		
Government Honors	38	1		

10
1
With 8 History teachers, we should have 48 sections available,. However, one history teacher is also a coach and needs to be available one period. Since we only need 45 sections, we still have 2 available.

4 Phases/Building Master Schedule

Initial Tasks

Tally

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& Analysis

Final Tasks

ENGLISH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams							
Brackins							
Carson							
Duncan							
Eiland							
Finch							
George							

English 9	9	English 10	10	English 11	10	English 12	6
English 9 Honors	2	English 10 Honors	1	English 11 Honors	3	English 12 Honors	4
				AP Eng Lang	1	AP Eng Lit	1

ENGLISH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9		Eng 9		Eng 9		
Brackins							
Carson		Eng 10			Eng 10		
Duncan				Eng 11			
Eiland							
Finch			Eng 12				
George							

English 9	9	English 10	10	English 11	10	English 12	6
English 9 Honors	2	English 10 Honors	1	English 11 Honors	3	English 12 Honors	4
				AP Eng Lang	1	AP Eng Lit	1

ENGLISH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 9 H	Eng 9	Eng 9	Eng 9		Eng 9
Brackins	Eng 9 H	Eng 9	Eng 9		Eng 9	Eng 9	
Carson		Eng 10			Eng 10		
Duncan				Eng 11			
Eiland							
Finch			Eng 12				
George							

English 9	9	English 10	10	English 11	10	English 12	6
English 9 Honors	2	English 10 Honors	1			English 12 Honors	4

ENGLISH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 9 H	Eng 9	Eng 9	Eng 9		Eng 9
Brackins	Eng 9 H	Eng 9	Eng 9		Eng 9	Eng 9	Eng 10
Carson		Eng 10	Eng 10	Eng 10	Eng 10	Eng 10	
Duncan	Eng 10		Eng 10	Eng 11			
Eiland						Eng 10	Eng 10
Finch			Eng 12				Eng 10H
George							

English 9	9	English 10	10	English 11	10	English 12	6
English 9 Honors	2	English 10 Honors	1			English 12 Honors	4

ENGLISH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 9 H	Eng 9	Eng 9	Eng 9		Eng 9
Brackins	Eng 9 H	Eng 9	Eng 9		Eng 9	Eng 9	Eng 10
Carson		Eng 10	Eng 10	Eng 10	Eng 10	Eng 10	Eng 11
Duncan	Eng 10	Eng 11	Eng 10	Eng 11	Eng 11	Eng 11	
Eiland	Eng 11	Eng 11	Eng 11	Eng 11		Eng 10	Eng 10
Finch	Eng 12		Eng 12	Eng 12	Eng 12	Eng 11	Eng 10 H
George	Eng 12 H	Eng 12 H		Eng 12 H	Eng 12 H	Eng 12	Eng 12

English 9	9	English 10	10	English 11	10	English 12	6
English 9 Honors	2	English 10 Honors	1			English 12 Honors	4

ENGLISH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 9 H	Eng 9	Eng 9	Eng 9		Eng 9
Brackins	Eng 9 H	Eng 9	Eng 9		Eng 9	Eng 9	Eng 10
Carson		Eng 10	Eng 10	Eng 10	Eng 10	Eng 10	Eng 11
Duncan	Eng 10	Eng 11	Eng 10	Eng 11	Eng 11	Eng 11	
Eiland	Eng 11	Eng 11	Eng 11	Eng 11		Eng 10	Eng 10
Finch	Eng 12		Eng 12	Eng 12	Eng 12	Eng 11	Eng 10 H
George	Eng 12 H	Eng 12 H		Eng 12 H	Eng 12 H	Eng 12	Eng 12

English 9 9 English 10 10 English 11 10 English 12 6
 English 9 Honors 2 English 10 Honors 1 English 12 Honors 4

ENGLISH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 9 H	Eng 9	Eng 9	Eng 9		Eng 9
Brackins	Eng 9 H	Eng 9	Eng 9		Eng 9	Eng 9	Eng 10
Carson		Eng 10	Eng 10	Eng 10	Eng 10	Eng 10	Eng 10H
Duncan	Eng 10	Eng 11	Eng 10	Eng 11	Eng 11	Eng 11	
Eiland	Eng 11	Eng 11	Eng 11	Eng 11		Eng 10	Eng 10
Finch	Eng 12		Eng 12	Eng 12	Eng 12	Eng 11	Eng 11
George	Eng 12 H	Eng 12 H		Eng 12 H	Eng 12 H	Eng 12	Eng 12

English 9 9 English 10 10 English 11 10 English 12 6
 English 9 Honors 2 English 10 Honors 1 English 12 Honors 4

COLLABORATIVE TEACHERS

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 10	Eng 9		Eng 9		
Brackins			Eng 12	Eng 11	Eng 10		
Carson							
Duncan							
Eiland							
Finch							

MATH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams							
Brackins							
Carson							
Duncan							
Eiland							
Finch							
George							

Algebra I	9	Geometry	10	Algebraic Conn.	1	Pre-Calculus	3
Algebra I Honors	1	Geometry Honors	1	Algebra II	2	Calculus	5
				Algebra II w/Trig	5	Intervention	

MATH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams							
Brackins		Intervent	Algebra I	Algebra 1			
Carson	Geometry				Geometry		Geometry
Duncan							
Eiland	Alg. Conn						
Finch		Algebra II					
George			Intervent				

Algebra I	9	Geometry	10	Algebraic Conn.	1	Pre-Calculus	3
Algebra I Honors	1	Geometry Honors	1	Algebra II	2	Calculus	5
				Algebra II w/Trig	5	Intervention	

MATH

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Algebra I	Algebra I		Algebra I	Algebra I H	Algebra I	Algebra I
Brackins	Algebra I	Intervent.	Algebra I	Algebra I		Algebra I	Athletics
Carson	Geometry	Geometry	Geometry	Geometry	Geometry		Geometry
Duncan	Geometry		Honors Geometry	Geometry	Geometry	Geometry	Geometry
Eiland	Alg Conn	Alg II w/T	Alg II w/T	Alg II w/T	Alg II w/T	Alg II w/T	
Finch	Algebra II	Algebra II	Pre-Cal		Pre-Cal	Pre-Cal	Pre-Cal
George		Calculus	Intervent.	Calculus	Calculus	Calculus	Calculus

Algebra I	9	Geometry	10	Algebraic Conn.	1	Pre-Calculus	3
Algebra I Honors	1	Geometry Honors	1	Algebra II	2	Calculus	5
				Algebra II w/Trig	5	Intervention	

COLLABORATIVE TEACHERS

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 10	Eng 9		Eng 9		
Brackins			Eng 12	Eng 11	Eng 10		
Carson	Alg Conn	Algebra II	Algebra I	Algebra I			
Duncan	Geometry				Geometry		Geometry
Eiland							
Finch							

SCIENCE

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams							
Brackins							
Carson							
Duncan							
Eiland							
Finch							
George							

Biology 9 Anatomy & Physiology 9 Physical Science 9 Physics 1
 Biology Honors 1 Env. Science 1 Chemistry 12

SCIENCE

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams							
Brackins		Biology				Biology	
Carson							
Duncan	Phy. Sci.		Phy. Sci.				
Eiland					Env. Sci.		
Finch							
George	A & P			A & P			

Biology 9 Anatomy & Physiology 9 Physical Science 9 Physics 1
 Biology Honors 1 Env. Science 1 Chemistry 12

SCIENCE

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams		Biology	Biology	Biology H	Biology	A & P	Biology
Brackins	Biology	Biology		Biology	A & P	Biology	Biology
Carson	Phy Sci	Phy. Sci.	Physics	Phy. Sci.	Phy. Sci.	Phy. Sci.	
Duncan	Phy. Sci.	Phy. Sci.	Phy. Sci.		Env. Sci.	Env. Sci.	Phy. Sci.
Eiland	Chemistry	Chemistry	Chemistry	Chemistry	Env. Sci.	Chemistry	
Finch		A & P	A & P	A & P	Chemistry	Chemistry	Chemistry
George	A & P	A & P	Chemistry	A & P	Chemistry		A & P

Biology 9 Anatomy & Physiology 9 Physical Science 9 Physics 1
 Biology Honors 1 **Env. Science 2** **Chemistry 11**

COLLABORATIVE TEACHERS

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 10	Eng 9		Eng 9		
Brackins			Eng 12	Eng 11	Eng 10		
Carson	Alg Conn	Algebra II	Algebra I	Algebra I			
Duncan	Geometry				Geometry		Geometry
Eiland	Phy Sci		Phy Sci		Env. Sci.		
Finch	A & P	Biology		A & P		Biology	

HISTORY

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams							
Brackins							
Carson							
Duncan							
Eiland							
Finch							
George							

World History 9 9 US His 10 10 US His 11 10 Gov./Econ. 6
 World History 9 H 1 US His 10 Honors 1 US His 11 Honors Gov./Econ Honors 1

HISTORY

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	WHis9 H	WHis9	WHis9	WHis9	WHis9		Athletics
Barnes	WHis9	US His 10	Whis9		WHis9	WHis9	WHis9
Carson		US His 10 H	Us His 10	US His 10	Us His 10	Us His 10	Us His 10
Duncan	US His 11 H	US His 10		US His 10	US His 10	US His 10	Athletics
Eiland	US His 10		US His 11	US His 11	US His 11	US His 11	US His 11
Finch	US His 11	US His 11	US His 11	??????????	US His 11	??????????	
George	Gov. Econ.	Gov. Econ.	Gov. Econ.	Gov. Econ.	Econ Gov.		Gov. Econ.

World History 9 9 US His 10 10 **US His 11 9** Gov./Econ. 6
 World History 9 H 1 US His 10 Honors 1 **US His 11 Honors 1** Gov./Econ Honors 1

English	1st period	2nd period	3rd period	4th period	5th period	6th period	7th period
Adams	Eng 9	H Eng 9	Eng 9	Eng 9	Eng 9		Eng 9
Barnes	H Eng 9	Eng 9	Eng 9		Eng 9	Eng 9	Eng 10
Carson		Eng 10	Eng 10	Eng 10	Eng 10	Eng 10	Eng 11
Duncan	Eng 10	Eng 11	Eng 10	Eng 11	Eng 11	Eng 11	
Eiland	Eng 11	Eng 11	Eng 11	Eng 11		Eng 10	Eng 10
Finch	Eng 12		Eng 12	Eng 12	Eng 12	Eng 11	Eng 10 H
George	H Eng 12	H Eng 12		H Eng 12	H Eng 12	Eng 12	Eng 12

History	1st period	2nd period	3rd period	4th period	5th period	6th period	7th period
Adams	H WHis9	WHis9	WHis9	WHis9	WHis9		V. Ath
Barnes	WHis9	US His 10	Whis9		WHis9	WHis9	WHis9
Carson		US His 10 H	Us His 10	US His10	Us His 10	Us His 10	Us His 10
Duncan	US His 11 H	US His10		US His10	US His10	US His10	V. Ath
Eiland	US His 10		US His 11	US His 11	US His 11	US His 11	US His 11
Finch	US His 11	US His 11	US His 11	??????	US His 11	??????	
George	Gov. Econ.	Gov. Econ.	Gov. Econ.	Gov. Econ.	Gov. Econ		Gov. Econ.

English	1st period	2nd period	3rd period	4th period	5th period	6th period	7th period
Adams	Eng 9	H Eng 9	Eng 9	Read Interven	Eng 9		Eng 9
Barnes	H Eng 9	Eng 9	Eng 9		Eng 9	Read Interven	Eng 10
Carson		Eng 10	Eng 10	Eng 10	Eng 10	Eng 10	Eng 11
Duncan	Eng 10	Eng 11	Eng 10	Eng 11	Eng 11	Eng 11	
Eiland	Eng 11	Eng 11	Eng 11	Eng 11		Eng 10	Eng 10
Finch	Eng 12		Eng 12	Eng 12	Eng 12	Eng 11	Eng 10 H
George	H Eng 12	H Eng 12		H Eng 12	H Eng 12	Eng 12	Eng 12

History	1st period	2nd period	3rd period	4th period	5th period	6th period	7th period
Adams	H WHis9	WHis9	WHis9	WHis9	WHis9		V. Ath
Barnes	WHis9	US His 10	Whis9		WHis9	WHis9	WHis9
Carson		US His 10 H	Us His 10	US His10	Us His 10	Us His 10	Us His 10
Duncan	US His 11 H	US His10		US His10	US His10	US His10	V. Ath
Eiland	US His 10		US His 11	US His 11	US His 11	US His 11	US His 11
Finch	US His 11	US His 11	US His 11	Eng 9	US His 11	Eng 9	
George	Gov. Econ.	Gov. Econ.	Gov. Econ.	Gov. Econ.	Gov. Econ		Gov. Econ.

HISTORY

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	WHis9 H	WHis9	WHis9	WHis9	WHis9		Athletics
Barnes	WHis9	US His 10	Whis9		WHis9	WHis9	WHis9
Carson		US His 10 H	Us His 10	US His 10	Us His 10	Us His 10	Us His 10
Duncan	US His 11 H	US His 10		US His 10	US His 10	US His 10	Athletics
Eiland	US His 10		US His 11	US His 11	US His 11	US His 11	US His 11
Finch	US His 11	US His 11	US His 11	English 9	US His 11	English 9	
George	Gov. Econ.	Gov. Econ.	Gov. Econ.	Gov. Econ.	Econ Gov.		Gov. Econ.

World History 9 9 US His 10 10 US His 11 9 Gov./Econ. 6
 World History 9 H 1 US His 10 Honors 1 US His 11 Honors 1 Gov./Econ Honors 1

COLLABORATIVE TEACHERS

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 10	Eng 9		Eng 9		
Brackins			Eng 12	Eng 11	Eng 10		
Carson	Alg Conn	Algebra II	Algebra I	Algebra I			
Duncan	Geometry				Geometry		Geometry
Eiland	Phy Sci		Phy Sci		Env. Sci.		
Finch	A & P	Biology		A & P		Biology	

COLLABORATIVE TEACHERS

	1 st period	2 nd period	3 rd period	4 th period	5 th period	6 th period	7 th period
Adams	Eng 9	Eng 10	Eng 9	Resource Room	Eng 9		
Brackins		DATA	Eng 12	Eng 11	Eng 10	Resource Room	
Carson	Alg Conn	Algebra II	Algebra I	Algebra I	Resource Room		
Duncan	Geometry	Resource Room		Resource Room	Geometry		Geometry
Eiland	Phy Sci		Phy Sci		Env. Sci.		Resource Room
Finch	A & P	Biology	Resource Room	A & P		Biology	

Scheduling Electives

ESPAÑOL



4 Phases/Building Master Schedule

Initial Tasks

Tally

Construction
& Analysis

Final Tasks

Before Entering the Master Schedule into INOW

- Spot check with groups of students in mind
(11th grade students taking Dual Enrollment, 9th grader needing remediation, etc.)
- Visually check the scheduling sheets to ensure all grade levels have “seats” available each period.
- Ensure all teachers have a planning period
- Be sure to include all classes

Prior to Running the Automated Scheduler

- Mass assign any “special” sections
- Preschedule students (prescribe & proscribe as needed)
 - Behavior issues, special ed. students, student/teacher issues
- Allow courses to overfill

Checking for Conflicts

When resolving conflicts, there are a number of reports you can run:

- Course Request Errors
- Course Request Analyzer
- Course Request Matrix
- Students with incomplete schedules

Remaining Tasks

After the master schedule is set, you're ready to print students' and teachers' schedules

Best Practices for Building Master Schedule

- Start as early as possible
- Allow teachers the opportunity to provide input
- Take the team approach
- When building the schedule, include intervention and inclusion classes first
- For classes that meet in multiple sections, offer them as many periods as possible
- Take the time to prepare adequately
- Once the process starts, commit to working on it a little each week.

Best Practices for Building Master Schedule

- Schedule 12th graders first
- Do not fix conflicts by changing courses students have selected.
- When addressing conflicts, check to see how many “seats” are allocated for each grade level each period.
- Work on scheduling when distractions are minimal- errors in the process can be costly.

BELL SCHEDULE

First Bell 7:30

1st Period 7:30-8:25

2nd Period 8:28-9:23

Break 9:23-9:38

3rd Period 9:40-10:35

4th Period 10:38-11:33

5th Period 11:36- 1:06

1st Lunch 11:36-11:56

2nd Lunch 12:00-12:20

3rd Lunch 12:23-12:43

4th Lunch 12:46-1:06

6th Period 1:09-2:04

7th Period 2:07-2:57

-8th Period 2:57-3:35-

Discussion

On an index card, please respond to the following:

- Thinking through the 4 phases, which is most challenging for you?
- If there's something you wanted to know that we didn't cover, please write it down.

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