

OFFICE OF INFORMATION TECHNOLOGY

MEMORANDUM

February 3, 2003
BY#013 2002-2003

TO: Mac School Principal
(Please Route to Mac School Contact)

FROM: Beverly Young, Supervisor I
Support Services

SUBJECT: **FUTURE PROCESSING WITH MAC SCHOOL**

Future activity in ISIS is currently available for schools to create or update their future courses and enter students for the 2003-2004 school year (cycle 031). In order to prepare for scheduling with Mac School, Systems User Support offers the following suggestions:

1. All schools should have a scheduling philosophy developed before beginning the scheduling process. This philosophy will be the driving force behind building the Mac School files that are based on information that is transferred from ISIS.
2. Schools should create their "FUTURE" folder by following the directions in *Preparing the Future Folder* on Attachment A.
3. Import processing from ISIS is available. Schools have the option of using files in the "Current" folder or importing the files from ISIS. ISIS files should be adjusted following suggestions in *File Preparation* on Attachment B. **IMPORTANT: It is strongly recommended that schools that have experienced data damage in their Current folder create a new Future folder by importing ALL files (rooms, teachers, and courses). It is important to follow all steps in the Mac School Tutorial when creating the Future file. Directions can be found at <http://www.dadeschools.net/ehandbook/mactutorial.htm>**
4. School administrators should be aware of deadlines in order to be prepared for transferring information from ISIS to Mac School. These deadlines are listed in the calendar on Attachment C.
5. To assist schools with the scheduling process, a *Scheduling Check Sheet* and hints for *Troubleshooting Schedules* are included on Attachment D.
6. During April, Internet and Technology Training Services (ITTS) will provide a series of half day Mac School Workshops. These workshops will provide a review for building the master schedule and scheduling students. *Registration information for the workshops will be available in April*

Thank you for your cooperation. If you have any questions concerning this memo or the attachments, please call Support Services 305-995-3705(0).

Attachments

cc:	Ms. Deborah Karcher	Ms. Miriam Fernandez
	Mr. Craig Rinehart	Mr. Jan Zima
	Mr. Nicholas Di Liello	Mac School Contact
	Ms. Kirstie Bray	Systems Support Specialists
	Ms. Debbie Graper	

If the room, course and teacher information in your *CURRENT* folder is satisfactory or only needs minor revisions, call SUS at 305-995-3705(0) and ask for the 021 ISIS Course File for your school to be copied to the 031 ISIS Course File and do the following:

1. Create a duplicate of your *CURRENT* folder.
 - a) Change folder name to *FUTURE*.
2. Delete all students from the Details module of the *Future* folder. See instructions at <http://www.dadeschools.net/ehandbook/MacSchool/pdfs/Details Module.pdf>
 - a) In *Student Details* select all students.
 - b) Pull down *File to Delete to Selected* and click OK to the two dialog boxes.
3. Update *School Setup* information. See instructions at <http://www.dadeschools.net/ehandbook/MacSchool/pdfs/Overview, Setup.pdf>
 - a) Follow the *Mac School Tutorial* (pages 1-8).
 - b) Verify accuracy of information or make needed changes.
 - c) *School Year* (# 11), *Set Scheduler Terms* (#s 14 - 15), and *Attendance* (#s 29-32) must be updated.
 - d) Use of “float” rooms (#s 39 - 41) is recommended.
4. Update *Course Details* information. See instructions at <http://www.dadeschools.net/ehandbook/MacSchool/pdfs/Details Module.pdf>
 - a) Follow the *Mac School Tutorial* (pages 9 - 13).
 - b) Verify accuracy of current information or make needed changes.
 - c) Set *All Sections in Same Blocks* (# 25) to **No** for all sections except advisement/homeroom, which should be set to **Yes**. (Pay special attention to the NOTE.)
5. Update *Teacher Details* information. See instructions at <http://www.dadeschools.net/ehandbook/MacSchool/pdfs/Details Module.pdf>
 - a) Follow the *Mac School Tutorial* (pages 14 - 16).
 - b) Verify accuracy of current information or make needed changes.
 - c) Be sure to check *Room Preferences* (# 10) carefully. (For best results use only one selection for each teacher.)
 - d) Be sure to check *Course Preferences* (# 13 - 14) carefully. (For best results use as few as possible for each teacher.)

If the room, course, or teacher information in your *CURRENT* folder is unsatisfactory or needs major revisions and must be transferred from ISIS, add the appropriate course file information to ISIS following the suggestions on File Preparation, Attachment B, and do the following:

1. Create a duplicate of your *Current* folder by completing step 1 above.
2. Delete all courses from the *Details* module:
 - a) In *Course Details* select all courses.
 - b) Pull down *File to Delete to Selected* and click OK to the two dialog boxes.
3. Delete all teachers from the *Details* module:
 - a) In *Teacher Details* select all teachers except OIT, Principal, and the Mac School users at your school.
 - b) Pull down *File to Delete to Selected* and click OK to the two dialog boxes.
4. Delete all students from the *Details* module:
 - a) In *Student Details* select all students.
 - b) Pull down *File to Delete to Selected* and click OK to the two dialog boxes.
5. Update *School Setup* information as described in step 3 in the instructions at the top of this page.
6. Import course and teacher information from ISIS to Mac School.
7. Complete *Course Details* and *Teacher Details* in the *Mac School Tutorial* (pages 9 - 16).

Room File Preparation

Schools may use the information in the “Current” folder when creating the “Future” folder or import the room and portable information on the 2002-03 room utilization file for usage in Mac School. Prior to this process, schools should verify that all room and portable information is entered into the School Profile Information File in ISIS.

Course File Preparation

Schools may use the course information in the “Current” folder when creating the “Future” folder or import the 2003-2004 (031) course file for use within Mac School.

Keep each subject area assigned to a unique letter of a course sequence.

All like subject codes should be assigned to the same course sequence. All courses within the same subject area should be assigned the same alpha course sequence. For example, all required Language Arts courses should use A01-A99. Schools can use the two numeric positions (A61) to separate by grade and/or level or program. For example, ESE can be identified by the 50 range (A50 - A59; B50 - B59 etc.) of each course sequence group.

Do not repeat subject codes within different course sequences.

Courses should not be repeated within different course sequences. Schools that have in the past set up multiples of courses for teaming should only enter one course sequence for each subject code regardless of the number of teams. The teaming process done by the Mac School scheduler will create the teams based on information supplied by the school.

Teacher File Preparation

Schools may use the teacher information in the “Current” folder when creating the “Future” folder or import the teacher information from the 021 master schedule for use within Mac School.

In order to correctly identify teachers, the following format for teacher names and teacher numbers (3 digits) must be followed:

Teacher name

Only teacher last names are required. If a first name or initial is desired, enter it in the “last name” field without the use of comas (e.g. JOHNSONR). The “first name” field **must** remain empty to accommodate uploads to electronic gradebook programs.

Teacher number

Each teacher must be assigned a unique 3 character teacher number. This number can either be alpha (ABC) or numeric (123) or a combination (AB1) of both.

Student File Preparation

Schools will import all student information for 2003-2004 from ISIS to Mac School.

CALENDAR
 Mac School Scheduling
 February 2003 - August 2004

1/3	ISIS available for entering Future courses and Master Schedule
2/1	ISIS available for ALL Future school activity
1/31-8/1	Mac School Lab available for schools every Friday. (Schools need to call to reserve a place)
2/6	Print Subject Selection Cards
2/10	Begin Articulation process
2/26,3/5,12,19,26	Mac School Scheduling Intensive Classes (5 full day sessions)
3/31-4/4	Spring Break
4/8	Initial Import of Student and Student Requests completed
4/15	Master Schedule Building Workshop 1 (School Setup/Details / ½ day session)
4/22	Master Schedule Building Workshop 2 (Scheduler / ½ day session)
4/25	Complete Preliminary Master Schedule
4/29	Master Schedule Building Workshop 3 (Create Master Schedule / ½ day session)
5/6	Master Schedule Building Workshop 4 (Assign Students / ½ day session)
5/13	Master Schedule Building Workshop 5 (Maintenance / ½ day session)
5/20	Senior High Final Transfer / Opening of School Workshops
5/22	Middle School Final Transfer / Opening of School Workshops
5/23	Master Schedule Fine Tuning
6/11	End of school year 2002-03
6/13	Master Schedule for 031 at 100%
6/16	Final Transfer to ISIS Process available
6/27	Student Schedules at 100%
7/28-8/1	Final Transfer of information to ISIS ends (<i>No Extensions</i>)

TROUBLESHOOTING CHECKSHEET



MASTER TIMETABLE

PROBLEM	SOLUTION
Master Timetable is less than 90%	<p>Pull down <i>View to List of Classes</i> and print. Look for N/A in the teacher, period, or room columns. An N/A indicates item wasn't assigned. Pull down <i>Report to Resource Check</i> and print. For courses with N/A, verify that:</p> <ol style="list-style-type: none"> 1) Room preferences for courses and teachers do not conflict. 2) Room size is equal to or greater than class size. 3) The total number of teacher loadings is equal to or greater than the number of sections. <p>Fix errors, clear timetables, and create timetable again.</p>
Advisement classes not scheduled	Verify that <i>All Sections in the Same Block</i> has been changed to "No." Fix in Details, select advisement courses in the <i>List of Courses</i> , and create timetable for selected courses only.
Team courses not scheduled	Check <i>Clusters and Teams</i> and <i>Load Teachers</i> . Verify that number of sections for each match and that total number of sections equals the number of sections in <i>Set Sections</i> . Changes made to one should be made in the other (as well as in <i>Edit School (Weekly)</i>).
Teacher didn't get preferred room.	Pull down <i>View to by Room</i> to see who was assigned to the room. If a "floater" was assigned to the room instead, reassign floater to a "float room." If no one was assigned, check room and class sizes and correct in <i>Details</i> or <i>School Setup</i> .

STUDENT TIMETABLE

PROBLEM	SOLUTION
Students Fully Scheduled is less than 90%	<p>Edit Master timetable as needed to improve percentage of students fully scheduled. After adjustments are made, clear timetables of students and reassign. Suggestions below should help.</p> <p>Pull down <i>View to List of Courses</i> and note courses with a poor percent of students scheduled. Pull down <i>View to List of Classes</i> and determine the capacity and number of students scheduled in each. Note classes that scheduled poorly (especially for courses with poor percent of scheduled students).</p> <p>For schools using <i>Cluster & Teams</i>, pull down <i>Report to Teacher Clusters</i> and verify that your teams are correct, all teachers are on team, and the classes they are teaching match <i>Edit School (Weekly)</i>. Make all adjustments necessary to make these three areas match.</p> <p>If all classes are full, but additional students need to be scheduled, do one of the following:</p> <ol style="list-style-type: none"> 1) Change class capacity in <i>Set Sections</i>. 2) Create additional sections in <i>Set Sections</i>, place them on a team, load a teacher in <i>Clusters & Teams</i>, and schedule with a teacher and room in <i>Edit School (Weekly)</i>. <p>If a particular class scheduled poorly and other sections of same course are full or almost full, move that class (using <i>Edit School (Weekly)</i>) to another period.</p> <p>If a particular team scheduled poorly, there may be conflicts with other team courses or electives, move one or more classes to another period (Using <i>Edit School (Weekly)</i>).</p> <p>NOTE: For best results when moving any class, attempt to relocate it to a period in which all classes are overfilled (capacity plus 10%).</p>
Class filled poorly (Fully Scheduled < 90%)	Using <i>List of Classes</i> , note filling success or other sections of same course. If others are full or almost full, move class that did not fill to another period using <i>Edit School (Weekly)</i> . For best results, move it to a period in which all classes are overfilled (capacity plus 10%). Before moving it, clear timetables of students in that class and students on the waiting list for that course. After moving it, reassign those students and check performance.

Scheduling Check Sheet

SCHOOL SETUP

School, Course & Teacher DETAILS are all completed.	

DETAILS MODULE/STUDENTS

All student data is correct.	
All students have the proper (Academic?) program.	

SCHEDULER MODULE

The number of requests matches the number required.	
Wheel requests are pasted to the proper sequences.	
Each course has the proper number of sections.	
All class combinations (if any) are made.	
All bullets are cleared from the Load Teachers window.	
Periods for teachers are reserved ...in both terms.	
Each grade has the proper teams assigned to it.	
The course offerings on each cluster are balanced.	
Each team has the proper teachers assigned to each section.	
Teachers are loaded for all sections on each cluster.	
All ability levels are represented on all teams (if so desired).	

Before creating the master timetable

For Advisement scheduled as a separate period: “All sections in the same block?” (Periods Tab in DETAILS) is set to “No.”	
Room and course preference conflicts are resolved.	
“Allowable potential conflicts” is set to 30 percent.	

Before Assigning Students

Bullets are cleared from the “Class Scan” window of Edit School (Weekly) i.e. all sections have a teacher, period & room.	
All students are selected. (X in the box at the end of each)	
Students are reordered. (e.g. random)	
“Class Overfilling” is set to 10 percent.	
“Use Backtracking” is selected.	
“Schedule Students into Clusters” is selected (if appropriate).	
“Choose sections according to Linked Groups and Following Pairs” is selected.	