M E M O R A N D U M

TO: All Mac Schools

FROM: Information Technology Services (ITS)

SUBJECT: **MAC SCHOOL SCHEDULING REPORTS**

The next scheduling milestone is Wednesday, June 1, 2005. At that time, all secondary schools should have a viable master schedule. Schools should follow the instructions on pages 19-28 in the Mac School Tutorial to complete Set Sections, Class Combining, Load Teachers, and Clusters and Teams (if applicable). Careful planning and data input are essential in this stage of the master schedule building process.

After schools have completed the task on pages 19-28 and before creating the master timetable (pages 29-31), it is imperative that schools print and examine the Resource Check and Special Courses reports.

To print these reports:
1. Pull *View* to *List of Courses* and select all courses
2. Set the screen/printer icon on the menu bar to the printer
3. Pull *Report* to *Special Courses,* Print
4. Pull *Report* to *Resource Check,* Prin*t*

SPECIAL COURSES REPORT
Schools should verify that the *Special Courses* report is accurate. The following information appears on the report and is grouped by course type:
▪ combined courses
▪ linked courses
▪ following triplets
▪ cluster courses (team-taught)
▪ block-restricted courses (courses that can only be taught in specific periods)

RESOURCE CHECK REPORT
Schools should verify that the *Resource Check* report is accurate. The following information appears on the report:
▪ course sequence, title and grade level
▪ sections created
▪ sections loaded
▪ teacher preferences
▪ teacher loading
▪ room capacity
▪ maximum class size
▪ useable blocks
▪ course term information
▪ course period information

This report synthesizes all the data entered into Mac School thus far. As a result, careful reading will uncover any errors that may have been made during the data entry or planning stages. It is possible to see conflicts between section capacity and room size, sections not loaded, room preferences, invalid term settings, and incorrectly useable blocks. The attached PDF contains instructions for reading and correcting errors found on the *Resource Check* report.

If you have any questions regarding this memo, please call Support Services at 305-995-3705.