

Scheduling Series for the 2008/2009 School Year

Scheduling Process, Timeline and Calendar:

Who to attend: SASI Liaison, School Scheduler/Team, and Scheduling Secretary

Date: December 3, 2008

Time: 8:30 am – 11:30 am

Where: MISD Training Rooms 103A and 103B

Description: In this class we will review the entire scheduling process, timeline, and scheduling calendar for the new school year, including: types of schedules, preliminary tasks, New Year Rollover, the student registration process, getting student requests into SASI, tally and staffing, building/analyzing/balancing a schedule, and moving from Mass Scheduling to Basic\Walk-in Scheduling for the New School Year.

Student Registration for Courses and Loading of Student Course Requests into SASI:

Who to attend: School Scheduler/Team, Scheduling Secretary, and SASI Liaison

Date: January 13, 2009

Time: 8:30 am – 11:30 am

Where: MISD Michigan and Superior Rooms

Description: We will review the process for informing students and parents about selecting courses for the new school year using: graduation requirements, course catalogue, course selection sheets and course history files to guide the selection process. We will also discuss creating a timeline and calendar for the registration process. The use of the different processes for entering student requests into SASI including data entry, drag and drop, mass assigning courses, using SSS100X – MISD Interactive Course Selection Process (High Schools), or using SSS108X – MISD Course Selection Builder (Middle Schools).

SSS100x – Student Interactive Course Selection Process (High School Only):

Who to attend: School Scheduler/Team, Scheduling Secretary, and SASI Liaison

Date: January 20, 2009

Time: 8:30 am – 11:30 am

Where: MISD Computer Lab South

Description: This course is designed for Building personnel who will be implementing the Student Interactive Course Selection Process (SSS100x). The topics covered will include: set-up of the program, course file clean-up/set-up, user maintenance and usage of the program.

SSS108x – Course Selection Builder (Middle School Only):

Who to attend: School Scheduler/Team, Scheduling Secretary, and SASI Liaison

Date: February 3, 2009

Time: 8:30 am – 11:30 am or 1:00 pm – 4:00 pm (pick only one)

Where: MISD Computer Lab South

Description: This course is designed for Building personnel who will be responsible for entering course requests for Middle School students into the SASI Scheduling Atom. The topics covered will be the set-up and use of SSS108X program. This may involve editing of the Course File.

Tally of Student Course Requests and Determining Staffing for the New Year:

Who to attend: School Scheduler, Central Office Administrator, and SASI Liaison

Date: February 10, 2009

Time: 8:30 am – 11:30 am or 1:00 pm – 4:00 pm (pick only one)

Where: MISD Computer Lab South

Description: We will review the process for using the course tally report in Mass Scheduling and SSS104X – Course Tally Worksheet to determine which courses and how many sections of each course will be taught next year. The tally of sections will then be used to help determine staffing needs for the new school year by using the schools department and seniority list.

Building and Analyzing Your Schedule: Mass Scheduling

Who to attend: School Scheduler/Team, Scheduling Secretary, and SASI Liaison

Date: March 19, 2009

Time: 8:30 am – 11:30 am or 1:00 pm – 4:00 pm (pick only one)

Where: MISD Computer Lab South

Description: We will review the step by step procedures for setting up, building and analyzing a master schedule using Mass Scheduling. Discussion will include constraints that will affect your schedule, the order in which sections will be scheduled, the balancing of seats, sections and planning periods. We will also cover the timing (when) and process for moving from Mass Scheduling to Basic/Walk-in Scheduling.

Training Scheduling Team Members to Assist with Fixing Student Schedules in both Mass & Basic/Walk-In Scheduling:

Who to attend: Any schedule team member or any staff member (Counselors, Spec. Ed. Staff, etc.) who will be involved with fixing conflicts in student schedules in **either or both** Mass or Basic/Walk-in Scheduling.

Date: April 1, 2009

Time: 8:30 am – 11:30 am or 1:00 pm – 4:00 pm (pick only one)

Where: MISD Computer Lab South

Description: - We will cover how to run reports, determine which students have conflicts or are missing requests, help identify classes (sections) to resolve conflicts or fill open periods, how to fix conflicts and open periods, how to update class size, how to know if there is room in a section for a student, locking and un-locking sections (pre-scheduling and removing pre-scheduling) in **both** Mass and Basic/Walk-in Scheduling.

Scheduling Elementaries:

Who to attend: School Scheduler, Elementary Principal, Elementary Office Staff, SASI Liaison

Date: April 28, 2009

Time: 8:30 am – 11:30 am or 1:00 pm – 4:00 pm (pick only one)

Where: MISD Computer Lab South

Description: This class will show the user how to create courses, add sections, add students to classes and remove students from classes. This class is for elementaries wanting to use schedules.

To register for any of the above classes please go the website below:

<http://www.solutionwhere.com/misdtraining/cw/CourseByCateg.asp>, and select Management Technology.

Revised: 9/18/08

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