



Texas Skyward User Group Conference

Advanced Master Builder Setup

LaTamara Blue



Advanced Master Builder Setup



This session will summarize the processes necessary in order to use the Advanced Master Builder.

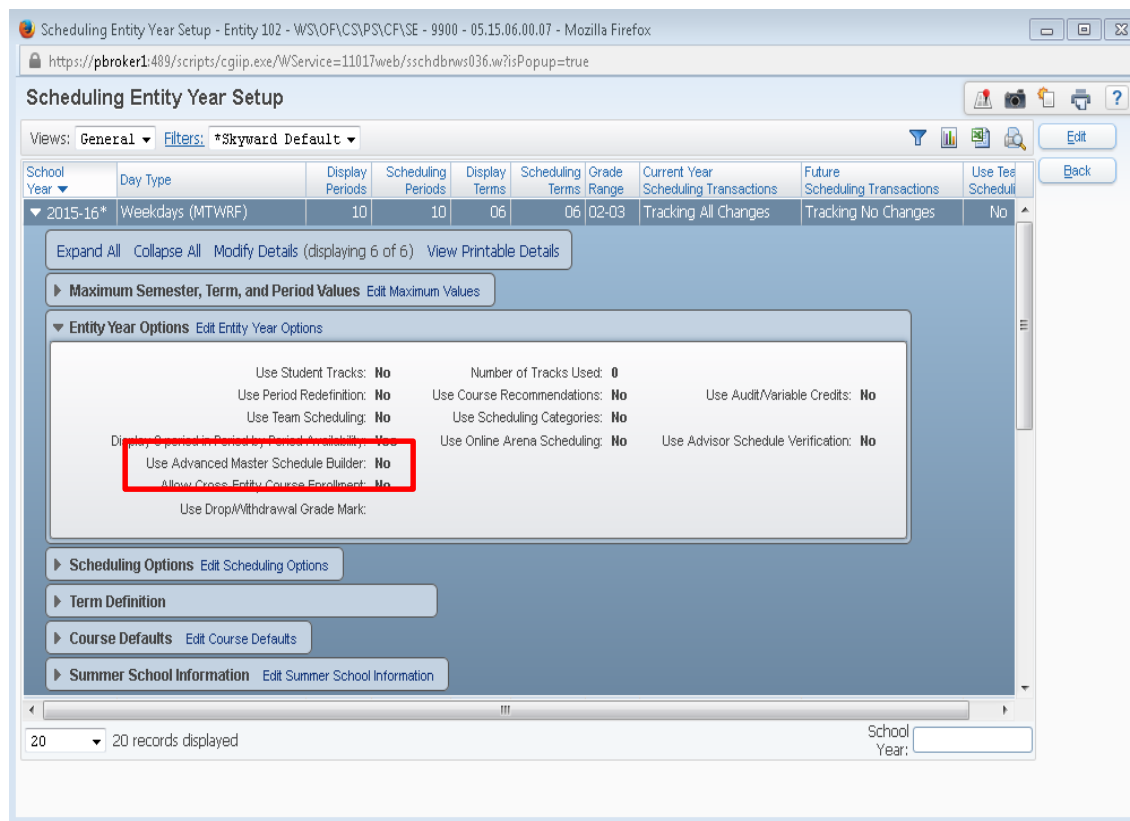
- How do I turn on the Advanced Master Builder (AMB)?
- What needs to be set up in order to use the AMB?
- Why would I use the AMB?

How do I turn on Advanced Master Builder (AMB)?

Office – Current Scheduling – Setup – Configuration-
 Scheduling Entity Year Setup

Expand on the Year and Entity Year Options

Note: You will need to turn the option on for Current
 And Future School Year



Scheduling Entity Year Setup - Entity 102 - WS\OF\CS\PS\CF\SE - 9900 - 05.15.06.00.07 - Mozilla Firefox

https://pbroker1.489/scripts/cgiip.exe/WService=11017web/sschdbnws036.w?isPopup=true

Scheduling Entity Year Setup

Views: **General** Filters: ***Skyward Default**

School Year	Day Type	Display Periods	Scheduling Periods	Display Terms	Scheduling Terms	Grade Range	Current Year Scheduling Transactions	Future Scheduling Transactions	Use Tea Scheduling
2015-16*	Weekdays (MTWRF)	10	10	06	06	02-03	Tracking All Changes	Tracking No Changes	No

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

▶ **Maximum Semester, Term, and Period Values** Edit Maximum Values

▼ **Entity Year Options** Edit Entity Year Options

Use Student Tracks:	No	Number of Tracks Used:	0	Use Audit/Variable Credits:	No
Use Period Redefinition:	No	Use Course Recommendations:	No	Use Scheduling Categories:	No
Use Team Scheduling:	No	Use Online Arena Scheduling:	No	Use Advisor Schedule Verification:	No
Display Scheduling Period by Period Availability:	No	Use Advanced Master Schedule Builder:	No	Allow Cross-Entity Course Enrollment:	No
Use Drop/Withdrawal Grade Mark:					

▶ **Scheduling Options** Edit Scheduling Options

▶ **Term Definition**

▶ **Course Defaults** Edit Course Defaults

▶ **Summer School Information** Edit Summer School Information

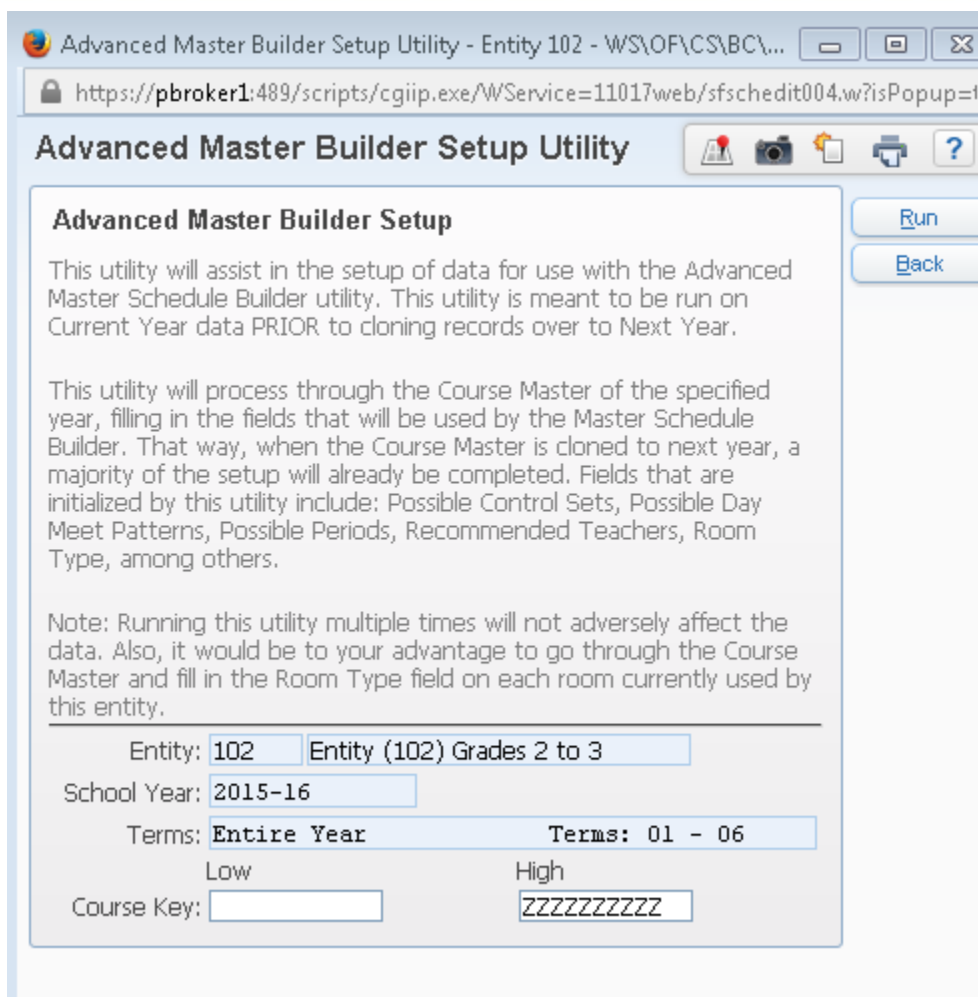
20 records displayed School Year:

What needs to be set up in order to use the AMB?

Office – Current Scheduling – Build Course Master-
Setup-Utilities

The Advanced Master Builder Setup fills in fields that
will be used by the Master Schedule Builder.

You would run this utility prior to cloning your data
over to the new year.



Advanced Master Builder Setup Utility - Entity 102 - WS\OF\CS\BC\...

https://pbroker1:489/scripts/cgiip.exe/WSservice=11017web/sfschedit004.w?isPopup=1

Advanced Master Builder Setup Utility

Advanced Master Builder Setup

[Run](#)
[Back](#)

This utility will assist in the setup of data for use with the Advanced Master Schedule Builder utility. This utility is meant to be run on Current Year data PRIOR to cloning records over to Next Year.

This utility will process through the Course Master of the specified year, filling in the fields that will be used by the Master Schedule Builder. That way, when the Course Master is cloned to next year, a majority of the setup will already be completed. Fields that are initialized by this utility include: Possible Control Sets, Possible Day Meet Patterns, Possible Periods, Recommended Teachers, Room Type, among others.

Note: Running this utility multiple times will not adversely affect the data. Also, it would be to your advantage to go through the Course Master and fill in the Room Type field on each room currently used by this entity.

Entity: Entity (102) Grades 2 to 3

School Year:

Terms: Terms:

Low High

Course Key:

What needs to be set up in order to use the AMB?

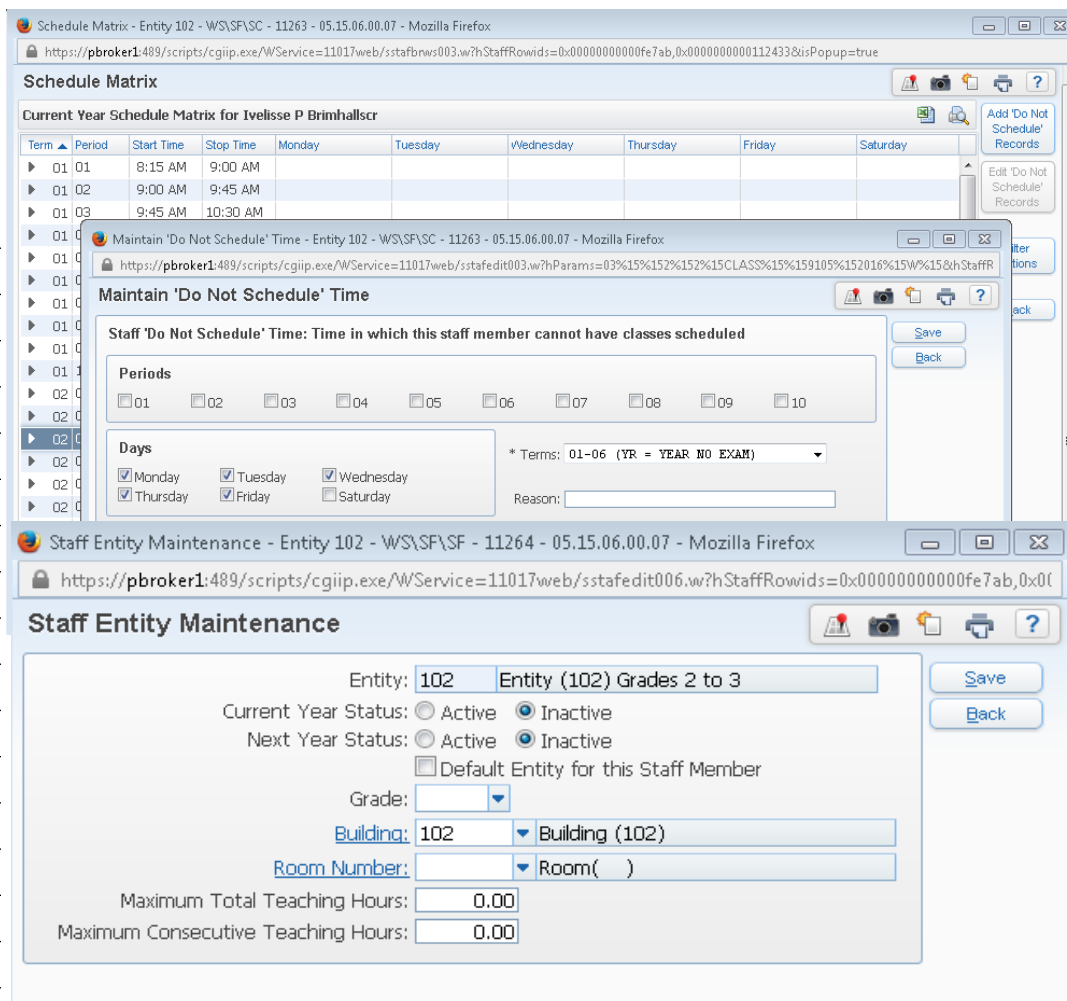
Staff-Staff Profile-Schedule-Do Not Schedule Time

AMB looks at the "Do Not Schedule" times for a teacher.

Staff-Staff Profile-Entity-Staff Entity Maintenance

AMB will look at the Max Total Teaching Hours and Max Consecutive Teaching Hours.

Note: If left at 0.00 the AMB will ignore the field.



The screenshot displays two overlapping windows from the Skyward software interface.

The top window, titled "Schedule Matrix - Entity 102 - WS\SF\SC - 11263 - 05.15.06.00.07 - Mozilla Firefox", shows a "Current Year Schedule Matrix for Ivelisse P Brimhallsr". It features a table with columns for days of the week (Monday through Saturday) and rows for different periods (01, 02, 03). The table shows scheduled times for periods 01, 02, and 03.

The bottom window, titled "Maintain 'Do Not Schedule' Time - Entity 102 - WS\SF\SC - 11263 - 05.15.06.00.07 - Mozilla Firefox", is a configuration screen for "Staff 'Do Not Schedule' Time". It includes a "Periods" section with checkboxes for periods 01 through 10, and a "Days" section with checkboxes for Monday through Saturday. A "Reason" field is also present.

The bottom-most window, titled "Staff Entity Maintenance - Entity 102 - WS\SF\SF - 11264 - 05.15.06.00.07 - Mozilla Firefox", shows the "Staff Entity Maintenance" form. It includes fields for "Entity" (102), "Entity (102) Grades 2 to 3", "Current Year Status" (Active/Inactive), "Next Year Status" (Active/Inactive), "Grade" (dropdown), "Building" (102), "Room Number" (dropdown), "Maximum Total Teaching Hours" (0.00), and "Maximum Consecutive Teaching Hours" (0.00).

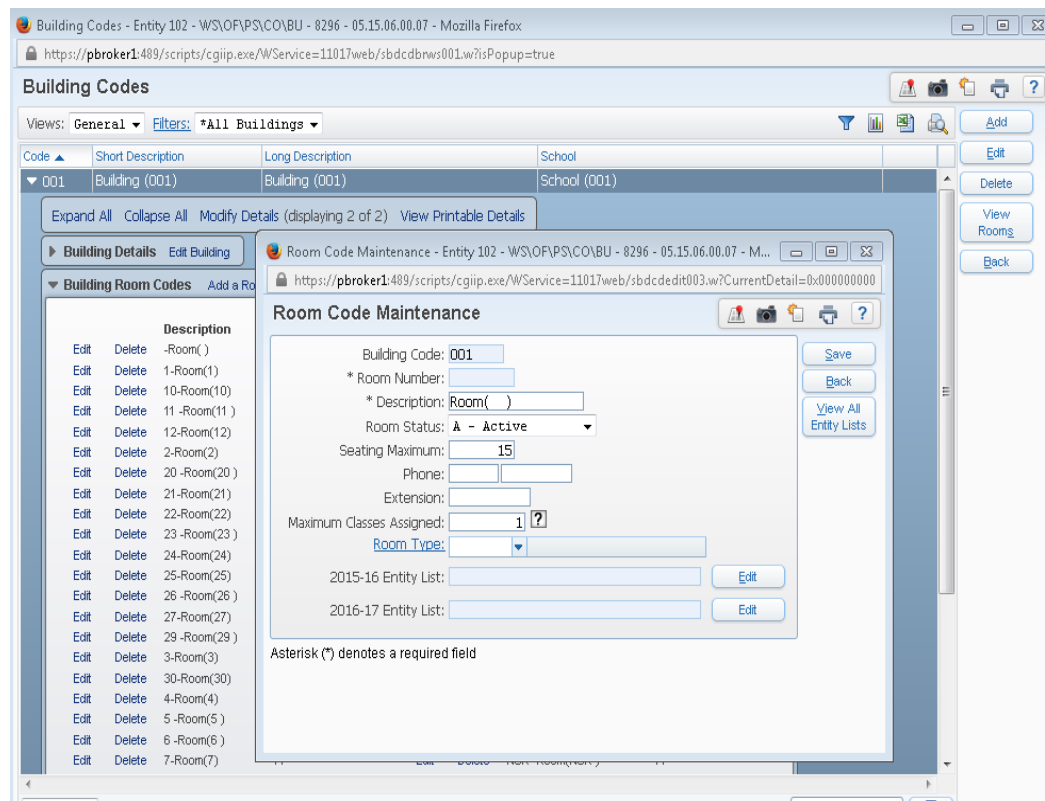
What needs to be set up in order to use the AMB?

Office-Setup-Codes-Building Codes-Room Codes

Seating Max- AMB looks at the max number and if it is set to 0 then a warning will appear.

Max Classes Assigned- AMB will attempt to assign a room to every class based on type but may be necessary to use a classroom more than once and if set to 1, multiple classes will not be placed in the room.

Room Type- On the Course you are able to indicate what Room Type you would like for the class. If set up AMB will look for this Room Type first.



The screenshot displays the Skyward software interface. The main window is titled "Building Codes" and shows a table with columns for Code, Short Description, Long Description, and School. The table contains one entry: Code 001, Short Description Building (001), Long Description Building (001), and School School (001). Below the table are options to Expand All, Collapse All, Modify Details, and View Printable Details.

A secondary window titled "Room Code Maintenance" is open, showing a form for editing room details. The form includes the following fields and values:

- Building Code: 001
- * Room Number: (empty)
- * Description: Room()
- Room Status: A - Active
- Seating Maximum: 15
- Phone: (empty)
- Extension: (empty)
- Maximum Classes Assigned: 1
- Room Type: (empty)
- 2015-16 Entity List: (empty)
- 2016-17 Entity List: (empty)

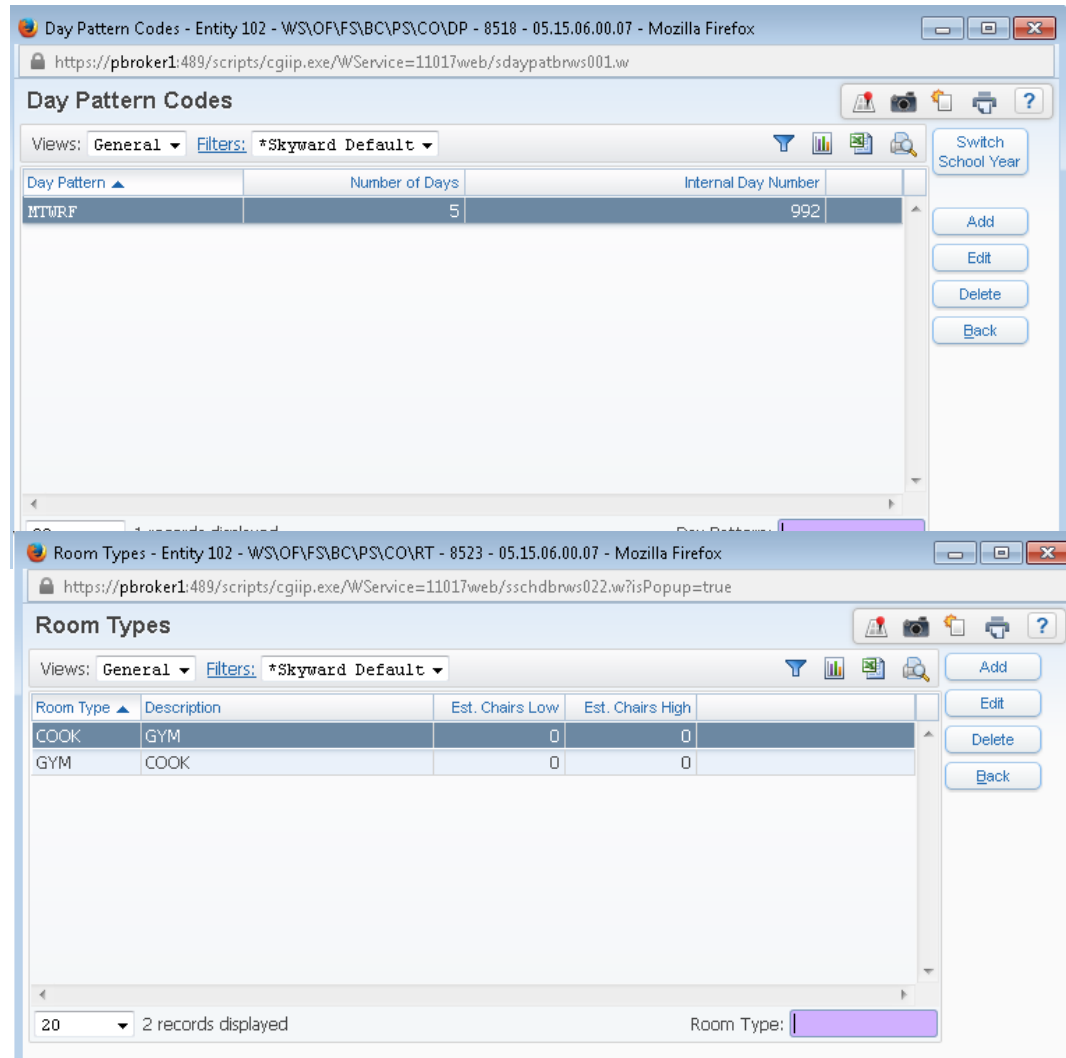
Buttons for Save, Back, View All Entity Lists, Edit, and Edit are visible. A note at the bottom states: "Asterisk (*) denotes a required field".

What needs to be set up in order to use the AMB?

Office – Future Scheduling– Build Course Master-
 Setup - Codes

Day Pattern Codes – these will be necessary in order to get the Day Patterns on the Course to populate. These are helpful in rotations but also necessary for M-F setups as well.

Room Types – These are necessary if associating them on the Course Section.



The image shows two overlapping browser windows from the Skyward system. The top window is titled 'Day Pattern Codes' and displays a table with the following data:

Day Pattern	Number of Days	Internal Day Number
MTWRF	5	992

The bottom window is titled 'Room Types' and displays a table with the following data:

Room Type	Description	Est. Chairs Low	Est. Chairs High
COOK	GYM	0	0
GYM	COOK	0	0

What needs to be set up in order to use the AMB?

Office – Future Scheduling – Build Course Master – Setup-
 Codes – Scheduling Period Times

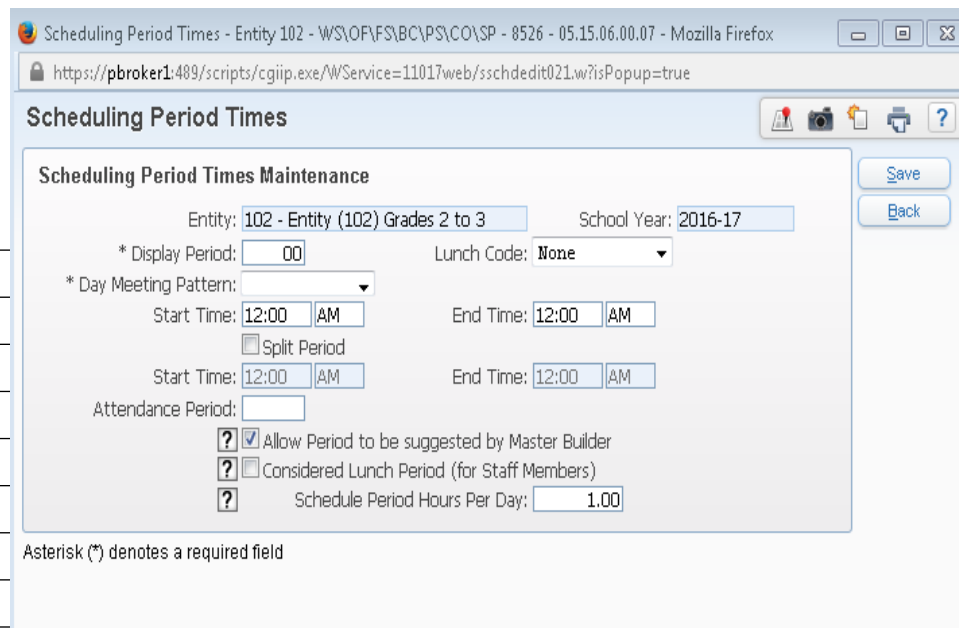
Scheduling Period Times are used for the Student Locator
 but are also used for AMB.

Allow Period to be suggested by the Master Builder-
 If this is not checked then the AMB will not suggest this
 particular period.

Considered Lunch Period (for Staff Members)-
 AMB will take this into consideration when scheduling.

Schedule Period Hours / Day- This option is used in block
 scenarios w/ Skinnies. Basically stating that this period
 should take up X amount of time/day.

Block Periods- Used if linking this period to another for blocks



Scheduling Period Times - Entity 102 - WS\OF\FS\BC\PS\CO\SP - 8526 - 05.15.06.00.07 - Mozilla Firefox
 https://pbroker1:489/scripts/cgiip.exe/WService=11017web/sschdedit021.w?isPopup=true

Scheduling Period Times

Scheduling Period Times Maintenance

Entity: 102 - Entity (102) Grades 2 to 3 School Year: 2016-17

* Display Period: 00 Lunch Code: None

* Day Meeting Pattern: [dropdown]

Start Time: 12:00 AM End Time: 12:00 AM

Split Period

Start Time: 12:00 AM End Time: 12:00 AM

Attendance Period: [text box]

Allow Period to be suggested by Master Builder

Considered Lunch Period (for Staff Members)

Schedule Period Hours Per Day: 1.00

Save Back

Asterisk (*) denotes a required field

What needs to be set up in order to use the AMB?

Office – Future Scheduling – Build Course Master-
Course Master - Edit

Control Sets – How should the AMB distribute
classes within the control sets? If set to 0.00 AMB will
Place the course wherever it can.

Day Patterns- What days should be suggested?

Periods- What periods should be suggested?

Recommended Staff-Who should be suggested?

Note: you can set a priority for staff.

Constraints-This allows you to limit how the course will
be scheduled.

Edit Course - Entity 102 - WSV\FCS\BC\CM\CM - 9889 - 05.15.06.00.07 - Mozilla Firefox
 https://pbroker1489/scripts/cgiip.exe/WService=11017/web/sschedit001.w?isPopup=true

Edit Course

Entity: 102 Entity (102) Grades 2 to 3 School Year: 2015-16 Curriculum:

* Course Key: 2HLTH * Short Description: HEALTH 2 * Long Description: HEALTH 2

General Properties

Section Defaults

Master Builder Settings

Control Sets Edit		Day Patterns Edit	Periods Edit
Control Set	Distribution	Day Pattern	Periods
YR	100.00%	MTWTF	01 02 03 04 05 06 07

Recommended Staff [Add](#)

Priority	Staff	Min Percent	Max Percent	Clone To NY
No Recommended Staff Selected				

Master Builder Constraints [?](#)

Status	Schedule First	Constraint
No Master Builder Constraints Exist		

Manual Course Rank: Allow Multiple Sections To Be Scheduled During Same Period
 Maximum Percentage Of Sections Allowed In One Period:

Texas State Specific

Asterisk (*) denotes a required field

Save
 Save and Go to Prev Course
 Save and Go to Next Course
 Save and Add Section
 Back

What needs to be set up in order to use the AMB?

Office – Future Scheduling – Build Course Master-

Course Master – Expand on Course – Edit Section

Number of Days-How many days is it offered for?

Block Section- Is the Section a block?

Number of Periods – How many periods is this Section?

Number of Teachers- How many teachers are teaching this Section?

Section Locked from Master Builder-

Control Set Locked from Master Builder-

Add Section - Entity 102 - WS\OF\CS\BC\CM\CM - 9889 - 05.15.06.00.07 - Mozilla Firefox
 http://pbroker1:489/scripts/cgijip.exe/WService=11017/web/sschededit009.w?isPopup=true

Add Section

Entity: 102 Entity (102) Grades 2 to 3 School Year: 2016 Course Key: ZHLTH HEALTH 2
 Status: Inactive Number of Requests: 0 * Section: 01

General Properties

Class Status: Active Minimum Students: 1 Attendance Method: Computer
 * Class Control Set: YR YEAR NO EXAM Optimum Students: 22 Assign Seats
 * Calendar: 102 Calendar (102) Maximum Students: 22 Rows: 006 Columns: 006
 Bell Schedule: PARCC Assessment: Grading Method: Computer

Bilingual Use Class Meeting Time Override
 Default Building: 102 Building (102)

Number of Days: 5 Number of Periods: 1 Number of Teachers: 1
 Block Section Section Locked From Master Builder Control Set Locked From Master Builder

Room Type(s) [Add Room Type](#)

Priority	Description

Texas State Specific

Asterisk (*) denotes a required field

What needs to be set up in order to use the AMB?

Office-Future Scheduling-Build Course Master-
 Course Master-Expand on Course-Expand on
 Section – Edit Meet

Lock Periods-

Lock Days Meet-

Lock Building-Room-

Lock Teacher-

Add Class Meet - Entity 102 - WS\OF\CS\BC\CM\CM - 9889 - 05.15.06.00.07 - Mozilla Firefox
 https://pbroker1:489/scripts/cgiip.exe/WService=11017/web/sschededit003.w?isPopup=true

Add Class Meet

Course

Entity: 102 Entity (102) Grades 2 to 3
 Class: 2HLTH/01 HEALTH 2
 Control Set: YR Class Status: Active

Start and Stop Terms

* Display Term Start: 01 * Stop: 06 * Scheduling Term Start: 01 * Stop: 06

Meet Pattern

M T W R F S
 * Display Period: 00 Display:
 * Scheduling Period: 00 Scheduling:
 * Attendance Period: 00 Attendance:

Lunch Code

None Group A Group B Group C Group D Group E Group F

Building: 102 Building (102)
 Room: Type:
 Teacher:

Teacher Type ?

Primary Alternate

Display This Class Meet On Student Schedules
 Allow Access to EA+
 Allow Access to Gradebook

Class Meet Type

Instructional Lunch Recess Study Hall Other

Texas State Specific:

Master Builder Locks

Lock Periods
 Lock Days Meet
 Lock Building-Room
 Lock Teacher

Save
 Back



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

