Thank you for your participation in the Scheduling Training Session. Here is a cheat sheet / review of what took place:

Scenario's

- Adding vs copying schedules (remember that although most things still copy over from the previous year the following won't:
    - Bell schedules - but use options copy from and select any year of schedule you prefer
    - Rule - you would need to create new rules - you can tick the box to include if you're copying schedule
- Using alpha characters for periods
    - Build view > Scenario TT > Period ST > ID change to alpha character - remember this will leave a "**!**" beside the schedule expression in the workspace to fix go to Workspace TT > Options > Synchronize Schedule
- Bell schedule can be copied from previous year or you can select from other MYED schedule W
- Check pattern sets make sure they work for this year's schedule
        Build View > Global TT> Pattern Sets ST
- Controlling the shared attributes of a scenario

Course Attributes

- Divided into three sections
    - Section 1 unable to change feeds from course catalogue
    - Section 2 must all be filled in - every field
    - Section 3 Optional fields to assist you in scheduling
- Use the field set Load & Balance Rqr Course Field - double check that all columns are complete

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Cover TPY	Base TPY	PPC
1	Full Year = 1	1
1	Semester = 2	2
1	Trimester = 3	3
1	Quarterly = 4	4

- The number of sections reflects this year's schedule this will change when the request are loaded and sections are calculated
- Rules can be added from the Course TT > Rules ST or Rules TT or Student TT > Rules ST or Staff TT > Rules ST

- Teacher preparation code - assists with teachers that teach multiple classes in one block - works with the teacher max prep in staff attributes
- http://www.myeducationbc.info/wordpress/wp-content/uploads/Module-6b-Scheduling-Attributes-v1.3.pdf reference guide for the optional attributes

Student Attributes

- Create platoons - this could be used for organizing your grade 10 English cohorts
- Schedule priority and schedule student weight (taking two spaces in a class)

Staff Attributes

- Max in a row - number of sections a teacher can have back-to-back - should be set high so that it accommodates teachers that have multi course in a class teaching.
- Max prep - part of the teacher preparation code
- Is always free - this box indicates to the build engine, this teacher can be scheduled into many sections at the same time
- Max rooms - max number of rooms a teacher can teach