

Mass Scheduling Sample Timeline

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
Mass Scheduling Pre-Planning: Curriculum Adjustments, New Courses, etc								
	Feeder Schools Students Copied as Pre-Enrolled (*)							
	Mass Scheduling Setup; Flex Period setup; Class Calendar setup							
		Course Requests collected and input; course request reports analyzed						
		Scheduling Master Schedule (SMS) created, SMS reports analyzed						
			Scheduler ran, Scheduling reports analyzed, adjustments to SMS to increase % students scheduled					
					Summer Break			
					Rollover to New Year	Scheduler re-ran, Continue adjustments to SMS to increase % scheduled		
							Copy SMS to MST	
								Print Locator Cards; All Changes to school schedule done in MST