

VISUALIZATIONS, CHARTS, GRAPHS, and other GRAPHIC REPRESENTATIONS

NOTE: This resource is also included in Stage 1: Planning and Stage 3: Building the Master Schedule

Many master schedulers speak of “charting” everything. They may, for example, post separate visual representations of the master scheduling preferences for each Pathway/Academy/SLC.

These separate charts or graphic representations might include some of the following:

- Programs of Study and numbers of specific course sections for each Pathway/Academy/SLC course for each Pathway/Academy/SLC
 - Optimum times that Pathway/Academy/SLC classes might be blocked or “linked” (especially to allow for dual enrollment or work-based learning opportunities) (* Ideally, Pathway leads and department heads have collaborated in the development of these preferences.)
 - Specific class period/s each course ideally would be offered, (When appropriate, because of other constraints or opportunities – i.e., industry partner will co-teach a class)
 - Teacher and room preferences for each Pathway/Academy/SLC course
 - , Pathway/Academy/SLC community of practice preferences for common planning period (especially if this supports work-based learning opportunities for students or other student learning opportunities.
 -) Preferences for non-teaching or pathway/academy/SLC coordination period/s for each Pathway/Academy/SLC lead (if appropriate),

- Preferences for each Department’s schedule of courses and course sections (* Ideally, Pathway leads and department heads have collaborated
 - Preferences for each teacher’s preparation period. (Ideally, when appropriate, pathway leads and department heads have collaborated prior to submitting preferences>)
 - Preference for each Department Head’s coordination period (if appropriate)

ALSO:

- **Large visualization of campus** map with rooms
(Assists in efforts to cluster Pathway/Academy/SLC classes in near proximity OR, if each Pathway/Academy/SLC has classes in a particular wing or particular block of classrooms, then this campus map might be color coded by Pathway/Academy/SLC.)
NOTE: Such a campus map might also indicate the maximum seat count for each room and/or any rooms that are only available for certain class periods.

- * **A Big, Very Visible List of the Agreed Upon Master Scheduling Guiding Principles and Agreed Upon Priorities.** This help keeps Students, Learning, Achievement, and Equity at the Center.