

the Tip Sheet

TIP SHEET FOR STAGE 3:

(A work in progress)

Tip from the Experts: An effective master schedule will have an even distribution of scheduled students per period. The Balance Summary report/screen helps you keep track of this. It displays the exact number of students— by grade level – placed in the master schedule for a specific period.

Course Placement Tips From the Experts:

Once you have agreed to your order of placing course sections, then align the Course Offerings and Tally information in a way that will allow you to work your way through the list with expediency.

Avoid placing two sections of a course in the same time slot unless the classes involved will be team-taught or unless there are more sections of the course than there are periods in the bell schedule.

Try to place each section in the period with the lowest number of students already scheduled for the grade level the class targets. (Information on class level tallies can be found in the Balance Summary or balance indicator.)

Use the Factor Percentage: The Balance Summary grid includes the factor percentage, a statistic that indicates to the user where best to place a section of a multi-section course that is a crossover. Each time you place a course, the Factor percentage statistic changes. The factor percentage is calculated using the grade-level proportion of students already placed (aka “virtually scheduled”) in each period and the grade-level proportion of students who requested the selected course.

You should try to place the section in the period in which the factor percentage is the lowest.

Schedule Board: Almost every master scheduler and master schedule team in the field recommended the use of a schedule board or spreadsheet to keep track of which sections have been placed and which still need to be placed.

Precision as a Master Schedule Habit: Double-check everything. Several master schedule teams talked about the importance of accuracy of course numbers. And about using master schedule team members to double check one another’s work as well as regular team reviews of progress and problem-solving sessions.