Create & Load your Master Schedule
Before Creating a Master Schedule

Check Courses

The following can all be checked on the “Courses Offered by ID” report:
Terms
Segments
Max – change exceptions to default
Opt – change exceptions to default
Min – change exceptions to default
Required/Elective

Insure all requested courses are adopted
Report: Requests For Courses Not Offered

If a course has a class created for it in ANY school year in ANY Master Schedule it cannot be deleted from Courses Offered. If you do not want it used, remove the check mark from “Offered in Scheduler” on the Courses Offered form.

This will not stop the course from being added to a student as a request. To find any of these requests, run the report “Requests for Courses Not Offered”.

Check Students

All students have 7 credits of requests
Report: Request Analysis Detail

All students assigned to the correct grade level course
Report: Course Request Tallies
Creating a Master Schedule

A Master Schedule can be created in three ways:

Method 1: You can create a new master schedule and let Silk create the classes based on the number of requests for each course.

Method 2: You can also copy a Master Schedule from any existing Master Schedule.

Method 3: You can manually create all new classes for your Master Schedule.

Creating a Master Schedule

The following 2 steps must be completed for each Master Schedule created using any of the 3 methods listed above.

1. Select: File > New

2. Enter a name for the Master Schedule and the person creating it.

A good naming convention is:
school – date – description
ex: GHS – 05/01 – 1st 2011 master
GHS – 05/10 – links/combo
GHS – 05/15 – meets assigned
GHS – 05/20 – teachers assigned
Create a Master Schedule from Requests – Method #1

To use this method all students must have enough requests for 7 credits.

Silk uses the Optimum number set in your Global Scheduler Settings or, if overridden at the Courses Offered level, the Optimum number set on a course to determine the number of classes created.

Ex: Optimum set to 25 on Global settings, no override at course level
    100 requests = 4 classes created

Select: File > New
Enter a name for the Master Schedule and the person who is creating it.
See Page 4 for example

Create classes from course requests:
select Setup > Set Up Class Sections
When prompted, click OK

After using this method you will have to:
assign meeting times
assign teachers and rooms
create Links
create combo (only if you allow Silk to assign meets times)
Copy a Master Schedule – Method #2

Select: File > New

Enter a name for the Master Schedule and the person who is creating it.
Click Copy from an existing master schedule
Click drop down and choose master schedule to be copied
Choose which options you want to copy from the old master schedule
Click OK

To copy from CURRENT year:

- Enter a name for the Master Schedule and the person who is creating it.
- Click Copy from an existing master schedule.
- Click drop down and choose the 2013 Master Schedule to be copied.
- Choose which options you want to copy from the old master schedule.
- Click OK.

To copy from PREVIOUS year:

- Enter the name of the 2012 Master Schedule.
- Click OK.

Using this method, classes will have the same teachers, rooms, meeting times, links and combos as the Master Schedule that was copied.
**Manually Create Master Schedule Classes – Method #3**

On the Classes tab of the Master Schedule:

- **Click Add**
- Designate the number of classes to be added
- Using the drop down, find the course
- **Click OK**
- **Click OK**

![Image of Master Schedule window with Add Class Sections dialog]

Repeat for all classes offered at your school.

After using this method you will have to:
- assign meeting times
- assign teachers and rooms
- create Links
- create combo *(only if you allow Silk to assign meets times)*

**Rename Master Schedule**

After creating the Master Schedule, you can rename it at anytime. Right click anywhere in the MS Classes window and choose Properties. Type in new name and click OK.
### Master Schedule Tabs

#### MS Courses Tab

**Column Headers**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TrackID</td>
<td>Not used by CCPS</td>
</tr>
<tr>
<td>Dept</td>
<td>Academic department of the course</td>
</tr>
<tr>
<td>Course Id</td>
<td>Course ID number</td>
</tr>
<tr>
<td>CName</td>
<td>Course descriptive name</td>
</tr>
<tr>
<td>Grade</td>
<td>Not used by CCPS</td>
</tr>
<tr>
<td>NRequests</td>
<td>Number of requests for this course (refresh from Setup Menu)</td>
</tr>
<tr>
<td>NSections</td>
<td>Number of class sections created for this course (self-refreshing)</td>
</tr>
<tr>
<td>NConflicts</td>
<td>Number of students whose request failed due to a conflict</td>
</tr>
<tr>
<td>NFull</td>
<td>Number of students whose request failed due to full classes</td>
</tr>
<tr>
<td>MaxSec</td>
<td>Not used by CCPS</td>
</tr>
<tr>
<td>Team</td>
<td>Indicates whether this course is Team Scheduled (marked on Courses Offered)</td>
</tr>
<tr>
<td>NTerms</td>
<td>Length of the course in terms</td>
</tr>
<tr>
<td>MaxSt</td>
<td>Maximum students</td>
</tr>
<tr>
<td>Opt St</td>
<td>Optimum students</td>
</tr>
<tr>
<td>MinSt</td>
<td>Minimum students</td>
</tr>
<tr>
<td>R/E</td>
<td>Indicates whether the course is Required or Elective</td>
</tr>
</tbody>
</table>

**Course Color**

- Green: no sections created
- Black: sections created
### Classes Tab

#### Column Headers

**Lnk** - Link ID. An asterisk appears next to the parent class in the link.

Class Links are 2 or more classes that have duplicated class rosters. Linked classes can have 1 or more teachers and be taught in 1 or more rooms. They **cannot** have duplicated periods.

**Combo** - Combo ID. An asterisk appears next to the parent class in the combo.

Class Combos are 2 or more classes taught by the same teacher, in the same room and during the same period.

**Dept** - Organizational Department of the course.

**Course ID** - Course ID from the course catalog.

**Sec** - Section and segment number assigned during setup process (user may edit the section number but not the segment number).

**Course Name** - Course descriptive name from the course catalog.

**NSections** - A count of the number of sections of the course in the active master schedule.

**Grade** - Grade level of the course from the course catalog.

**Meets** - Assigned meeting time for the class section or segment that is a user-defined custom code for meeting times.

**NTerms** - Duration of the course in terms from the school course catalog.

**Teacher** - Last and first name of the Teacher assigned to the class section or segment.

**Room** - Room number assigned to the class section or segment.

**NRequests** - Average number of requests per section

\[ xx/yyy \]

\( xx \) = number of students per class if scheduled evenly into classes

\( yyy \) = total number of request of course

**NConflicts** - Count of requests that failed in the load due to a schedule conflict.

This number shows conflicts after the most recent class load. It does not reflect changes made to students schedules after the load.

**NFull** - Count of requests that failed in the load because the section was full.

**NStudents** - Number of students scheduled into the class/segment; reflects the current overall load.

This number does not reflect changes made to students schedules after the most recent load.

**Max Student** - Maximum students allowed in the class, is also limited by room capacity.

**Room Cap** - Room capacity from the Rooms master form.

#### Column Colors

**Blue** - Fields from courses offered that cannot be overridden from the class tab: Dept, CrsID, CName, NTerms, Grade, and Room Cap.

**Yellow** - Class and course properties that you can override on the class or course tab including Max Opt Min Students, MaxSections, Section number, TeamSched, NTerms.

**White** - Counted and computed values including NStudents, NConflicts, NFull, NRequests, NSections

**Gray** - Assigned values including Meets, Teacher, and Room.
**Class Colors**

- **Green** - the class is less than 70% of the maximum number of students to be scheduled into a class of this course.
- **Black** - the class is more than 75% of the maximum number of students to be scheduled into a class of this course. This represents an optimal load.
- **Blue** - the class is full. The maximum number of students to be scheduled into a class of this course is met.
- **Light Blue** - the room capacity, or the maximum number of students the room can accommodate is met. The Scheduler will never fill a class beyond the capacity of the room.
- **Red** - the class is beyond the maximum number of students to be scheduled into a class of this course. The Scheduler only fills a class beyond this limit when you specify a percentage to exceed option.
- **Gray** - the class does not have a meeting time assigned.
Master Schedule Pop Up Menus

**MS Courses Tab**

The following Pop UP Menu can be accessed by doing a right click anywhere on the **MS Courses tab** in the Master Schedule:

1. Requests
2. Request Conflicts
3. Students not Scheduled
4. View Courses Offered

1 – Displays a roster of requests for selected class
2 – Displays conflict matrix for selected class
3 – Displays a list of students who requested the course but were not
4 – Takes you to courses offered record of selected class

*A change made to courses offered will not affect current or previous master schedule classes. It will only be seen in master schedules created after the change.*

**Classes Tab**

The following Pop UP Menu can be accessed by doing a right click anywhere on the **Classes tab** in the Master Schedule:

1. Assign Teacher/Room...
2. Meeting Time...
3. Teacher Schedule...
4. Room Schedule...
5. Class Roster...
6. View Courses Offered...
7. Requests...
8. Request Conflicts...
9. Request Statistics...
10. Load Performance...
11. Students not Scheduled...
12. Scheduled Student: Statistics...
13. Properties...
14. Show Hidden Columns
15. Remove Teacher
16. Remove Room
17. Remove Meet Time
18. Link Sections...
19. Combine Sections...

1 – Use to assign teacher and room to selected class
2 – Use to assign meeting time to selected class
3 – Takes you to teacher’s record and display schedule of assigned classes
4 – Takes you to room record and display schedule of assigned classes
5 – Displays class roster of selected class
6 – Takes you to courses offered record of selected class
7 – Displays a roster of requests for selected class
8 – Displays conflict matrix for selected class
9 – Displays loading stats for selected course by period and deviations from average
10 – Shows load statistics for the last load run
11 – Displays a list of students who requested the course but were not scheduled
12 – Show student loading stats for course by period and deviations from average
13 – Displays the settings for the last load of this master schedule
14 – Restores any columns lost by resizing or moving columns
15 – Removes the teacher assignment for selected class or classes
16 – Removes room assignment for selected class or classes
17 – Removes meet times for selected class or classes
18 – Used to link classes together – must be different periods
19 – Used to combine classes – must be same period, same teacher

*A change made to courses offered will not affect current or previous master schedule classes. It will only be seen in master schedules created after the change.*
**Add/Delete Classes**

**Add a Class**

Already have at least 1 class of the exact same course number:
- Highlight one of the existing classes
- Click Add
- Enter the number of class you want to add
- Click OK

No existing class for that course number:
- Click Add
- Use drop down to find the course number, highlight it and click OK
- Enter the number of class you want to add
- Click OK

`The number of classes added will add to the total number of classes for that course in the master schedule. In the example above there are already 2 classes of Spanish 1. After adding 3 more classes there will be a total of 5 classes of Spanish 1.`

**Delete a class**

Highlight the class and click Delete at the bottom of the Master Schedule form.
Assign Meeting Times

Meeting times should be manually assigned to singletons, doubletons and tripletons. The rest of the classes can be manually assigned a Meets time or the Auto Assign Meeting Times can be run.

Assign Meeting Times Manually

Sort Classes By Number of Sections

Click on NSections to sort classes by the number of sections. All courses with only 1 section will be at the top.

All Blocked (2 period) classes MUST be assigned meeting times manually.

Any class that has to be scheduled during a specific period MUST be assigned meeting times manually.

All singleton, doubleton, and tripleton classes should be assigned meeting times manually.

Right click on class

Click Meeting Times
Choose a Meeting Time and click OK

If a Meeting time ends with (1) or (2) it will designate a semester class for either 1\textsuperscript{st} or 2\textsuperscript{nd} semester.

Ex: Period 1(1) = 1\textsuperscript{st} period, 1\textsuperscript{st} semester
Period 1(2) = 1\textsuperscript{st} period, 2\textsuperscript{nd} semester
Period 1(Y) = 1\textsuperscript{st} period, Year Long

Auto Assign Meeting Times

Auto Assign will not assign more than 1 class to a teacher or room during a period unless the classes are combined. Classes like PE, Art, Band, etc. should be combined.

To run Auto Assign Meeting Times
Select Setup > Auto Assign Meeting Times
Assign Teachers/Room

Teachers can be assigned one at a time or in a block.
To assign a block of course sections to a teacher:
  Highlight the first class section
  Hold down the Shift key
  Click on the last class section

To assign more than one class at a time that are not listed in a block:
  Highlight the first class
  Holding down the Ctrl key, click each of the remaining classes

After choosing a class or multiple classes:
  Right click in blue
  Click Assign Teacher/Room

To automatically go to the next class without returning to the list, have check mark in “Select Next” and click “Apply”.

Remove all check marks at the bottom EXCEPT ‘Auto Assign with teacher’
**Required/Elective**

Check to see that all classes are correctly marked. This will affect the scheduling of students. Required classes are scheduled before elective classes.

On MS Courses tab:
- Sort by RE column
  - **R** = Required - This does not mean the class is required for graduation but that it should be scheduled before electives. Some elective courses, such as band, might be marked required.
  - **E** = Elective – Schedule required courses ahead of these.

To change:
- Right click on class
- Click View Courses Offered
- Change setting
- Click green check mark to save
- Close Courses Offered with X at top
- Refresh Master Schedule to see change
Restricting Classes

Individual classes can be restricted (limited) to specific types of students. There are several ways of restricting a class.

1 – By grade level – limits the students who can be scheduled into the class to a specific grade level or range of grade levels.

2 – By including only students in a special program – only student who are in checked special program(s) can be scheduled into the class.

3 – By excluding students in a special program - - students who are in a checked special program(s) can NOT be scheduled into the class.

4 – By gender – this restricts the class to only males or females.

5 – By including only or excluding students in a specific group – only students who are in or not in the specified group can be scheduled into the class.

When a class section number has been changed or a restriction has been placed on the class the section number will show in a gray box and there will be an * before the section number.
Loading the Master Schedule

Before Loading Schedules
- all classes have teachers assigned
- all classes have meets assigned
- all classes have rooms assigned
- all combos are created
- all links are created

Silk loads students into classes in descending order by grade, to give priority to upper classmen's schedules. If you want to work the grades individually, say seniors first, you can finish grade 12 schedules and freeze them while you proceed to grade 11.

Load Schedule
Select Load > Load Classes
Place check mark in Allow partial schedules
Click Begin Load

This example sets a filter for grade level 12 students.

Locking Schedules
If you have run your load for a specific grade level and want to keep those schedules when you run loads for other grade levels you will need to lock schedules for that grade level.

Select Load > lock Schedules
Select Lock Schedules and Lock only if schedule is complete

Set Filter for students whose schedules should be locked.
### Load Performance

#### Student Load Statistics

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Processed</td>
<td>1846</td>
</tr>
<tr>
<td>Students Fully Scheduled</td>
<td>1453</td>
</tr>
<tr>
<td>Percent Fully Scheduled</td>
<td>81</td>
</tr>
<tr>
<td>Requests Processed</td>
<td>12328</td>
</tr>
<tr>
<td>Requests not in MS</td>
<td>71</td>
</tr>
<tr>
<td>Requests Satisfied</td>
<td>12696</td>
</tr>
<tr>
<td>Percentage Satisfied</td>
<td>96</td>
</tr>
</tbody>
</table>

#### Performance Figure

<table>
<thead>
<tr>
<th>Performance Figure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Processed</td>
<td>The number of students who were processed in the last load.</td>
</tr>
<tr>
<td>Students Fully Scheduled *</td>
<td>The number of students who received all of their requested classes</td>
</tr>
<tr>
<td>Percent Fully Scheduled *</td>
<td>The percentage of students who received all of their requested classes</td>
</tr>
<tr>
<td>Requests Processed</td>
<td>The total number of requests processed in the last load</td>
</tr>
<tr>
<td>Class not in MS</td>
<td>The number of requests not satisfied because classes for the course requested were not in the master schedule</td>
</tr>
<tr>
<td>Requests Satisfied</td>
<td>The number of requests that were fulfilled</td>
</tr>
<tr>
<td>Percentage Satisfied</td>
<td>The percentage of total requests that were fulfilled</td>
</tr>
</tbody>
</table>

*Students Fully Scheduled & Percent Fully Scheduled – These do not mean that the number or percent shown represent students with 7 credits in their schedule. If a student only has 1 request and that request is scheduled the student will be included in the number and percentage.