| | Master Scheduling | | | | | | | | | |
|-----------------------------|--|---|-----------------------------------|-----|--|--|--|--|--|--|
| | Day One Tuesday, January 14, 2025 | | | | | | | | | |
| | Mountain Time | | | | | | | | | |
| Session 1 6:00-6:50 MT | Part 1: Roll-Forward Processes without Calendar Changes | | | | | | | | | |
| 0.00-0.30 WH | | Part 1: Roll-Forward Processes | | | | | | | | |
| Session 2 | Responsive Scheduling | with Calendar Changes | | | | | | | | |
| 7:00-7:50 MT | | | | | | | | | | |
| Session 3 | Part 2: Course Prep and Cleanup for Manually Building | Part 2: Course Prep and Cleanup for Requests and Auto- | Cross-Site Enrollment | | | | | | | |
| 8:00-8:50 MT | the Master Schedule | Building the Master Schedule | | | | | | | | |
| Session 4 | Optional Part 2: Scheduling with Academic Planning | Optional Part 2: Entering Course Requests for Auto- Building and Auto-Loading the | Adding a New Course | | | | | | | |
| 9:00-9:50 MT | with Academic Flamming | Master Schedule | | | | | | | | |
| Session 5 10:00-10:50 MT | Part 3: Manually Building the Master Schedule | Intro to Requests & Rosters | Elementary Scheduling Round Table | | | | | | | |
| | Break | | | | | | | | | |
| | | | 510 | Suk | | | | | | |
| Session 6 | Part 3A: Prep for Auto-Building | Secondary Scheduling Round | | | | | | | | |
| 12:00-12:50 MT | and/or Auto-Loading the Master Schedule | <u>Table</u> | Additional Period Setup | | | | | | | |
| Session 7 | | Part 4: Manually Rostering | | | | | | | | |
| 1:00-1:50 MT | Part 3B: Auto-Building the Master Schedule | Students into the Master Schedule | Mid-Year Master Schedule Changes | | | | | | | |
| Session 8 | | Scheduling with Teams | Summer School Calendars | | | | | | | |
| 2:00-2:50 MT | | <u>Scrieduling with Teams</u> | <u>Summer School Calendars</u> | | | | | | | |
| Session 9 | Part 4: Auto-Loading Students into the Master Schedule | <u>User Security Maintenance</u> | Scheduling Reports | | | | | | | |
| 3:00-3:50 MT | | | | | | | | | | |
| Session 10 | | | | | | | | | | |
| 4:00-4:50 MT | | | | | | | | | | |

| | Master Scheduling | | | | | | | | | |
|----------------|---|--|-------------------------------|--------------------|--|--|--|--|--|--|
| | Day Two Wednesday, January 15, 2025 | | | | | | | | | |
| | Mountain Time | | | | | | | | | |
| Session 1 | Part 2: Course Prep and Cleanup for Requests and Auto- | Part 4: Manually Rostering Students into the Master | | | | | | | | |
| 6:00-6:50 MT | Building the Master Schedule | Schedule | | | | | | | | |
| Session 2 | Part 2: Course Prep and Cleanup for Manually Building the Master Schedule | Part 3B: Auto-Building the Master Schedule | Elementary Scheduling Round | | | | | | | |
| 7:00-7:50 MT | | | <u>Table</u> | | | | | | | |
| Session 3 | Part 3A: Prep for Auto-Building and/or Auto-Loading the | | User Security Maintenance | | | | | | | |
| 8:00-8:50 MT | <u>Master Schedule</u> | | | | | | | | | |
| Session 4 | Mid-Year Master Schedule | | Scheduling with Teams | Scheduling Reports | | | | | | |
| 9:00-9:50 MT | Changes | Part 4: Auto-Loading Students into the Master Schedule | | | | | | | | |
| Session 5 | Part 1: Roll-Forward Processes without Calendar Changes | into the Master Schedule | Summer School Calendars | | | | | | | |
| 10:00-10:50 MT | | | | | | | | | | |
| | Break Break | | | | | | | | | |
| Session 6 | Part 1: Roll-Forward Processes with Calendar Changes | Part 3: Manually Building the Master Schedule | Responsive Scheduling | | | | | | | |
| 12:00-12:50 MT | | | | | | | | | | |
| Session 7 | | Intro to Requests & Rosters | <u> Cross-Site Enrollment</u> | | | | | | | |
| 1:00-1:50 MT | | | | | | | | | | |
| Session 8 | Optional Part 2: Scheduling with Academic Planning | Adding a New Course | | | | | | | | |
| 2:00-2:50 MT | | | | | | | | | | |
| Session 9 | Secondary Scheduling Round Table | Optional Part 2: Entering Course Requests for Auto- Building and Auto-Loading the Master Schedule | | | | | | | | |
| 3:00-3:50 MT | | | | | | | | | | |
| Session 10 | Additional Period Setup | | | | | | | | | |
| 4:00-4:50 MT | | | | | | | | | | |