Topic	Agenda	Disclaimer
Part 1: Roll-Forward Processes without Calendar Changes	This course will cover the following topics: Scheduling Center Set-Up School Year Calendar Roll Forward Enrollment Roll Forward Other Roll Forward Tools	
Part 1: Roll-Forward Processes with Calendar Changes	This course will cover the following topics: Scheduling Center Considerations for Rolling Forward Data Set-Up School Year Multi-Phase Calendar Roll Forward Enrollment Roll Forward Other Roll Forward Tools	Disclaimer: This session is intended for districts making major changes to their calendar setup for the upcoming school year.
Part 2: Course Prep and Cleanup for Manually Building the Master Schedule	This course will cover the following topics: Course Catalogs & Course Masters Course Setup Student Constraints Scheduling Audit Reports Helpful Ad Hocs for Course Setup	
Part 2: Course Prep and Cleanup for Requests and Auto-Building the Master Schedule	This course will cover the following topics: Course Catalogs & Course Masters Course Setup Section Templates Course Rules Student Constraints Scheduling Audit Reports	
Optional Part 2: Scheduling with Academic Planning	This course will cover the following topics: Scheduling Workflow with Academic Planning Assigning Course Plans to students Admin Review of Course Plan Teacher Recommendations Lock Academic Plans Enabling Course Plans on Portal Converting Plans to Requests Academic Plan Reports	Disclaimer: Attendees should have an understanding of the Academic Planning Setup and workflow. This session is focused on secondary grade levels.
Optional Part 2: Entering Course Requests for Auto-Building and Auto-Loading the Master Schedule	This course will cover the following topics: Walk-In Scheduler Requests & Rosters Teacher Requests Portal Display Options Course Registration Request Reports	

Part 3: Manually Building the Master Schedule	This course will cover the following topics: Manually Building Sections in Section Information Scheduling Board Trial Precautions Manually Building Sections in the Scheduling Board Scheduling Reports	
Part 3A: Prep for Auto-Building and/or Auto-Loading the Master Schedule	This course will cover the following topics: Course Planner Staff Planner	
Part 3B: Auto-Building the Master Schedule	This course will cover the following topics: Scheduling Board Trial Precautions Build Settings Manually Building Section in Scheduling Board Auto Building Options View Options for Building Building Reports	Disclaimer: Auto-Building scheduling tools use the Course Planner and Staff Planner. See Part 3A: Prep for Auto-Building the Master Schedule prior to this session.
Part 4: Manually Rostering Students into the Master Schedule	This course will cover the following topics: Requests & Rosters Walk-In Scheduler Student Gap Scheduler Rostering Reports Printing Schedules	
Part 4: Auto-Loading Students into the Master Schedule	This course will cover the following topics: Walk-In Scheduler Scheduling Board Trial Precautions Locking Rosters Load Settings Auto Loading Options View Options for Loading Section Balance Loading Reports Student Gap Scheduler Schedule Gap Filler Print Schedules	
Intro to Requests & Rosters	This course will cover the following topics: Student View Course View Filters Section Roster Builder Batch Edit Options	Internal note: tell trainer to cover the "where do I" article in the KB
Responsive Scheduling	This course will cover the following topics: Calendar Setup Course Setup Responsive Schedule Designer Section Builder Teacher Tools Student Tools Cleanup Tools	Disclaimer: This session is intended for schools who use a flexible period to schedule students for enrichment or intervention time.

Secondary Scheduling Round Table	This panel will discuss topics related to Secondary Scheduling (middle and high schools). Hear how other districts are use the scheduling tools and come prepared with questions to ask the panel.	Disclaimer: This is not a training session. Attendees should have a basic understanding of how the tool works.
Elementary Scheduling Round Table	This panel will discuss topics related to Elementary Scheduling. Hear how other districts are use the scheduling tools and come prepared with questions to ask the panel.	Disclaimer: This is not a training session. Attendees should have a basic understanding of how the tool works.
Cross-Site Enrollment	This course will cover the following topics: Enable Cross-Site Enrollment Serving School Setup & Mapping Home School Setup & Mapping Student Scheduling	
Scheduling with Teams	This course will cover the following topics: Creating Scheduling Groups/Teams Assigning Teams/Groups to Sections Individual Student Team Assignment Scheduling Board & Fill Teams Wizard Complete Student Schedules	
User Security Maintenance	This course will cover the following topics: Updating Calendar User Groups Scheduling Tool Right Groups Cleaning Up District Assignments Managing Staff Accounts	
Additional Period Setup	This course will cover the following topics: Add new period schedule Day Setup Day Event Types Section Placements Copy Section Placements Copy Day Setup via Calendar Wizard	
Adding a New Course	This course will cover the following topics: Course Catalogs/Course Masters Push All Courses/Push Course Masters Add Course Add Section Section Staff History Manually Rostering Students	
Mid-Year Master Schedule Changes	This course will cover the following topics: Creating Period Schedules Section Placement Copy Tools Day Setup Tools Requests & Rosters Scheduling Reports	

Summer School Calendars	This course will cover the following topics: School Year Considerations Calendar Setup Enrollment Roll Forward with Ad Hocs Course Setup Attendance Considerations Grading Setup Considerations	
Scheduling Reports	This course will cover the following topics: Master Schedule Report Request Batch Report Requests Satisfied Report Request Detail Report Schedule Units Report Request Conflicts Report Teacher Load Report Seat Count Report Schedule Conflict Report Room Usage Report Open Rooms Report Teacher Schedule Batch Report Schedule Batch Report	Disclaimer: This session gives an overview of all Scheduling Reports. Reports will also be discussed in their respective sessions throughout the Master Scheduling event.