



MyEducationBC

Scheduling Module 3

Scenarios, Preferences and Time Structures

January 2016 v1.2

Version History

Version	Date	Description
1.0	11 Jan 2015	Initial Document
1.1	21 Jan 2015	Added - Appendix B: Determining a School's Rotation
1.2	20 Jan 2016	Removed Rotations, Patterns and Pattern Sets and added to SM6a

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1.0 Scenarios

A build scenario defines the structure of the schedule you would like to build for next year, including the schedule terms, number of periods, and number of days per cycle.

You can create several build scenarios. For example, you might use a scenario to build your traditional master schedule. Even if you are happy with the schedule you build, you might want to continue to tweak it to see if you can get a better schedule. To be safe, you should copy the scenario and schedule and just tweak the copy. Then, you would only commit the schedule you will actually use next year. Depending on the scenario preferences selected, attributes of each can be shared or they can be distinctly unique.

Note:

Differences between BCeSIS MTB versions and MyEducation BC scenarios:

1. In BCeSIS students were mass simulated outside of a version. In MyEducation BC students are loaded into scenarios. This means you can go back to a previous scenario and students will still be in sections.
2. In BCeSIS course scheduling attributes (length, format, etc.) were independent of the version. In MyEducation BC course scheduling attributes are contained within each scenario. This is also true for Staff, Student and Room attributes. The exceptions are:
 - a. Student course requests – these are shared amongst all scenarios and;
 - b. Patterns and Pattern sets – these are shared amongst all scenarios.
3. In BCeSIS scheduling in MTB need to be completed prior to YET. In MyEd scenarios are Committed (to make a schedule the Active Schedule), after the Year End Process.

1.1 Creating Scenarios

1. Create the build scenario.
2. Define preferences for the build scenario.
3. Define the structure of the schedule you want to build with this scenario, such as the number of periods and days.

You can also copy a scenario you create, and then edit only what you need to for the new scenario.

Note: To rotate a scenario after you build a schedule, click the Rotations side-tab.

1.1.1 To create a build scenario

1. Log on to the Build view.
2. Click the Scenario tab.

Note: Using the Filter menu you can also view scenarios from previous years.

3. On the Options menu, click Add. The New Schedule page appears.

4. Type a name for the scenario. If you plan to create more than one scenario for next year, use descriptive names.
5. The system enters the start and end dates that coincide with the build context year. You can change these dates.

Note: The Days per cycle and Periods per cycle appear after you define them.

6. Type any comments.

Note: Comments are very helpful if you will be creating multiple scenarios.

7. Click Save.

1.2 Scenario Preferences – Scenario Basic

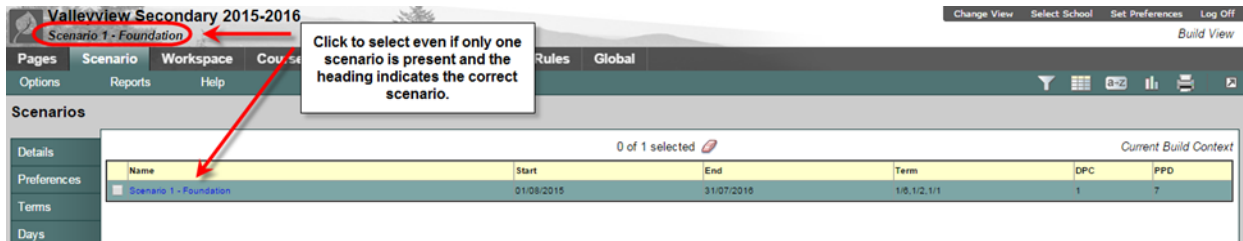
Define build scenario preferences that you want the system to consider when building the schedule with this scenario.

During the School year, you can view the build scenario preferences for the current master schedule in the School view. Click the Schedule tab, and the Preferences side-tab.

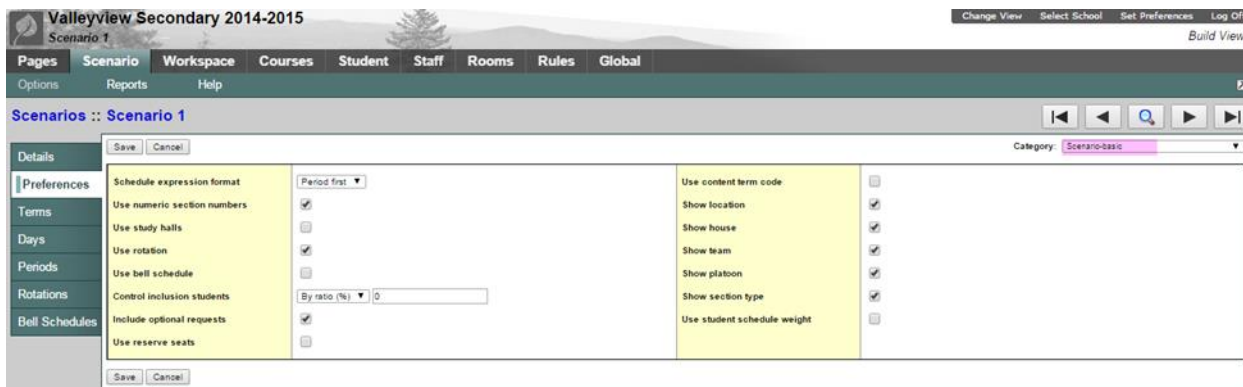
To define build scenario preferences:

1. Log on to the Build view.
2. Click the Scenario tab.
3. Select the scenario.

Note: It is advisable to always select the scenario by clicking on it, even when it is the only one available. Although the Build View displays the selected scenario below the school name, there can be a disconnect between the current year, school view and the build view scenario. This is particularly significant for those users with access to multiple schools.

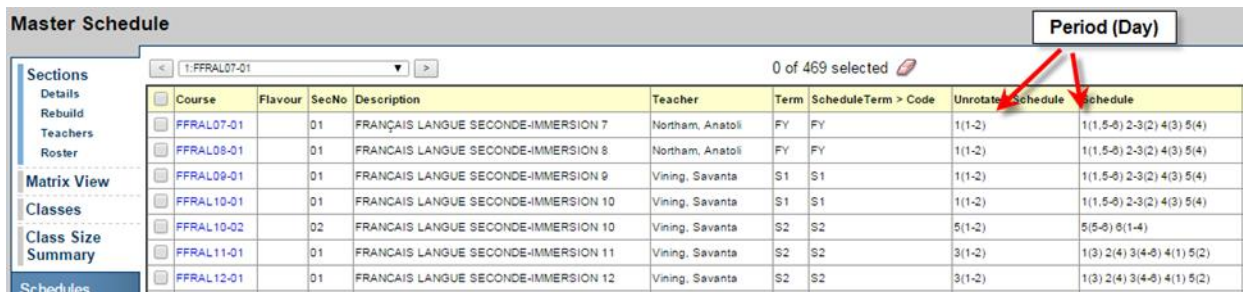


4. Click the Preferences side-tab.
5. The Category defaults to, Scenario – basic



1.2.1 Schedule Expression Format

The default for the schedule expression is Period first. The period is display in the schedule expression first followed by the day, P(D). All current year courses following conversion have been set with this default. The alternative is Day first, D(P).



Recommendation: It is recommended that districts decide on a standard format expression for schools to follow. The only indication of this setting in the School View is found from Schedule > Preferences which will display the preferences as shown above, for the current school year. Viewing schedule expressions as displayed within the application will not indicate the set preference.

1.2.2 Use Numeric Section Numbers

Check this box to have the system generate numeric section numbers. Section numbers can be manually changed to alpha or alpha-numeric at any time. If this box is checked it will ensure anytime a section is added, it will be sequential in numbering.

Recommendation: Users should check this preference.

1.2.3 Use Study Halls

Checking this box will fill all unscheduled slots in a student's timetable with a study hall. Courses with the required master type of Study have not been created at the Enterprise level, therefore this functionality cannot be used.

Recommendation: Users should leave this unchecked.

1.2.4 Use Rotation

Select this checkbox if you will be using a schedule rotation. This allows the rules defined to work within the rotated schedule; this does not trigger the rotation.

1.2.5 Use Bell Schedule

Check this box if your school uses more than one bell schedule. This would apply to schools such as a K – 12 school where the elementary students' daily periods differ from those of the middle and/or secondary students. If this is the case, special Rules need to be created and additional attributes assigned to courses and rooms. This selection is not necessary if bell schedules are used for the rotations of the schedule which can be done later, following the build.

1.2.6 Control Inclusion Students

Although the preference option is entitled, Control inclusion students, it must be stressed that students are not actually identified as "inclusion students" but rather; students have inclusion requests and course sections can be identified as inclusion sections.

This preference setting provides the ability to control the inclusion requests to course sections identified as inclusion sections, either By ratio % of the class enrollment total, or By count with an overall limit set by number.

This preference setting allows for controlling the number of those student requests identified as inclusion requests into the course sections identified as inclusion sections. For example, a school has three sections of MEN--09 all of which are set as inclusion sections and has 90 students with a request for this course. Of these requests, eight are students with a request identified as "is inclusion section" checked. If the preference is set to, By count = 3, then the builder will drive three requests into one section, three into another, and the final two requests into the third section.

The flag of inclusion is on the course request and not the students themselves. A given student may have a ministry designation assigned but might only have inclusion requests for English and Math, all other requests not being restricted by the inclusion preference setting. This will be covered more thoroughly in Module 4: Student Course Requests.

Student List :: 11 - Adamek, Herta :: MBI--11

Save
Cancel

School Course > Number	MBI--11
Section type	<input type="text"/>
Is inclusion section?	<input type="checkbox"/>
Content term code	<input type="text"/>
Is optional?	<input type="checkbox"/>
Is alternate course?	<input type="checkbox"/>
Alternate course priority	0
Alternate course type	<input type="text"/>
School Course > Number	MBI--11
School Course > Description	BIOLOGY 11
Alternate Course 1 > Number	YIPS-1A
Alternate Course 2 > Number	<input type="text"/>
Staff > Name	<input type="text"/>
Section number	<input type="text"/>
Term code	<input type="text"/>

Save
Cancel

1.2.7 Include Optional Requests

Student course requests can be set as, Is optional. Where this is the case, checking this scenario preference will treat these requests as primary. This is rarely used and will be covered more thoroughly in Module 4: Student Course Requests.

1.2.8 Use Reserve Seats

Checking this preference allows for setting aside seats in a section of a course on the Workspace that can be filled after the schedule has been built. This feature could be useful in managing the number of students loaded into a section, to ensure space is retained for students arriving in Sept. or returning in the following spring.

Examples:

1. Hockey players who you know are coming to your school in Sept., but you don't know who they are and therefore don't have specific requests for them.
2. International students, you know x number are arriving, but during the scheduling process you do not have requests for them.
3. Hockey players returning, after their season is complete, and therefore require a seat in a section.

1.2.9 Use Content Term Code

This preference is checked where schools will be offering students the means of completing term portions of a course where they did not meet requirements in an earlier attempt. For example as student did not pass semester one of a full year course, they could request to repeat only semester one of the course. Where this preference is not checked, the student request will be treated as that for the entire duration of the course.

1.2.10 Show: Location, House, Team, Platoon, Section Type

Checking these preferences controls whether these fields are displayed for use with student groupings in the Workspace, course section details and student details in the build view. Should the user expect to see any of these fields and does not, they only need to check the appropriate preference and save.

1.2.11 Use Student Schedule Weight

Select this checkbox if this scenario uses student schedule weights.

By default students are scheduled with a weight of 1, which is interpreted by the builder as occupying one seat. If selected, this option displays a Schedule weight option on the student details in the Build View enabling the user to define this field. For example, a special needs student requires equipment and an aide. By assigning a schedule weight of 2; the course enrollment is now two seats closer to the maximum enrollment.

1.3 Scenario Preferences – Scenario Advanced

1.3.1 Engine Processing Time

Recommendation: Do not change any of these preference settings: Teacher look ahead, Room look ahead, Schedule student.

1.3.2 Max Count for Same Validation

This preference setting limits the maximum number of times the system will display the same validation error when you validate your workspace. The default value for this field is set to 20.

1.3.3 Use Shared Attributes

Users can choose to share various scenario attributes which include: course attributes, staff attributes, student attributes, and time structure. Selecting any of these checkboxes uses the same attributes shared by other scenarios of the same build year. Changes to shared attributes are applied to all scenarios which have the given attribute checked.

1.3.4 Relax Room Constraint

Recommendation: Schools should not use this preference, rooms can be managed best using other means.

1.4 Scenario Preferences – School

The only preference areas that can be adjusted are those indicated below and highlighted in the screenshot provided. Do not adjust student schedule workspace or any of the fields to the right.

1.4.1 Schedule Mode

Schedule mode must be set to Secondary for all schools.

1.4.2 Elementary Schedule Grade Level Cut-off

This setting has no effect with the schedule mode set to secondary.

1.4.3 Pattern Day and Period IDs

By default pattern day IDs are set as alpha and period IDs are set as numeric. These settings determine how patterns are displayed and how the schedule expression is displayed. For example, with a schedule expression format of period first the examples below shown from left to right would look like: 1(A), 1(1) and A(1) respectively to show period 1/day 1.

		Days			
		A	B	C	D
Periods	1				
	2				
	3				
	4				

		Days			
		1	2	3	4
Periods	1				
	2				
	3				
	4				

		Days			
		1	2	3	4
Periods	A				
	B				
	C				
	D				

1.4.4 Section Number Pad Length

Section number pad length refers to the system default length of the section number. This can be manually changed for any given section. The default setting is 3.

Recommendation: Do not set the length to 1. This can result in schedule issues should more than nine sections be required for a given course or courses.

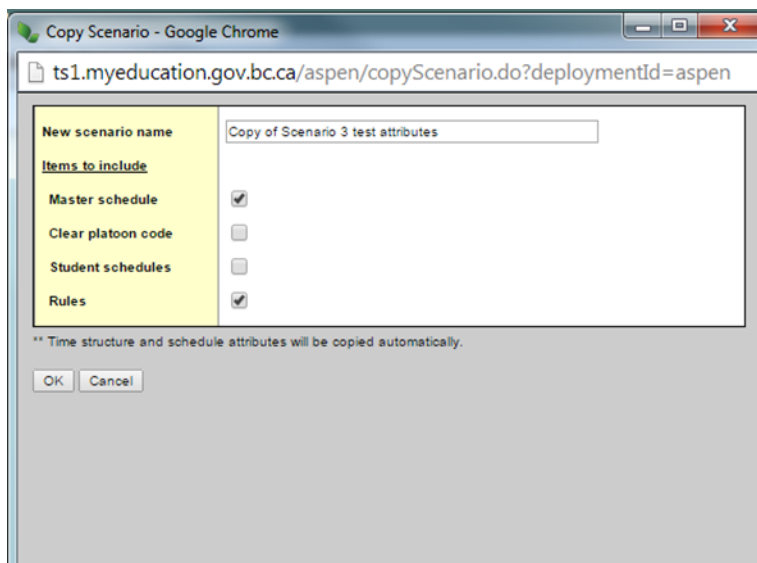
See Appendix A for a detailed table of scenario preference definitions.

1.4.5 Copy a Scenario

Users can create a new scenario copied from an existing scenario. If you copy a scenario from a different schedule build year, the system does not copy the term dates from that year.

To copy a build scenario:

1. Log on to the Build view.
2. Click the Scenario tab.
3. Select the scenario you want to copy, and click the Details side-tab.
4. On the Options menu, click Copy Scenario. The Copy Scenario dialog box appears:



5. Type a name for the new scenario.
6. Select the checkbox of the items you want to copy from the original scenario to the new scenario. For example, you might want to carry over the rules created but not the student schedules.

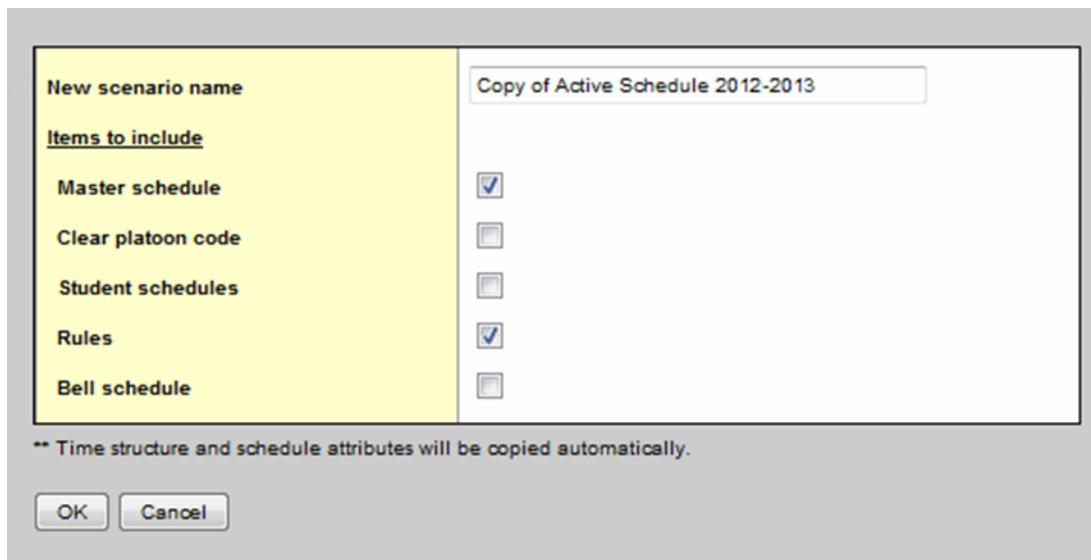
1.4.6 Copy Active Schedule – Not to be used during a conversion year

MyEducation BC provides the ability to copy the currently active schedule in the school to create a new scenario in the Build View. This scenario can then be used to create next year's schedule. Schools are not to copy the current schedule in a conversion year as course catalogues are to be rebuilt to properly align with the correct ministry courses recently refreshed at the Enterprise level.

After a school's first build year with a fresh course catalogue, the copy active schedule will be an available option for schools.

To copy the active schedule:

1. Log on to the Build view.
2. Click the Scenario tab.
3. On the Options menu, click Copy Active Schedule. The Copy Scenario dialog box appears:



4. Select the pieces of the active schedule you want to copy into this new scenario, such as the master schedule, student schedules, rules, and rotations. Select the Clear platoon code check- box if you want to clear the platoon codes associated with the active schedule.

Note: Only checkboxes for items that apply to your scenario appear. For example, if the active schedule does not use a bell schedule, you will not see a Bell schedule checkbox.

5. Click **OK**.

1.5 Terms

Schedule terms are the date ranges during which a course can begin and end. Define the required schedule terms for your next year's schedule.

From the Build View, go to the Scenario top tab and click on the desired scenario. Go to the Terms side tab. Terms carried over from the current year will be displayed. It is important to click into the details of each schedule term. All schedule terms must have a schedule term code in the Schedule Term reference table. Some current year codes have been converted without existing in the reference table. These can be identified by an asterisk (*) beside the code.

The screenshot shows a 'Terms' details form. On the left is a navigation menu with 'Terms' selected. The main form has a 'Code' dropdown menu showing 'X1*' with a red arrow pointing to the asterisk. Below it is a 'Name' text box with 'X1'. The 'Base terms per year' is a text box with '8' and a 'Set' button. The 'Term map' section has five checkboxes, the first of which is checked. There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

1.5.1 Adding Schedule Terms to the Reference Table

To add schedule terms to the reference table, go to the Build View > Global > Reference > Schedule Term Codes > Codes > Options > Add. Enter a code that will be meaningful to the users and Save.

The screenshot shows the 'New Reference Code - Common' form. The 'Code' field is highlighted in yellow and contains 'X1'. Below it are fields for 'Description', 'Local code', 'State code', 'Federal code', and 'Dependent code'. There is a 'System code' field and a 'Disabled' checkbox. The 'Owner' field is set to 'Valleyview Secondary (School)'. There are 'Save' and 'Cancel' buttons at the top and bottom of the form. The background shows the 'Global' tab selected in the software interface.

1.5.2 Adding and Defining Schedule Terms

1. To add additional schedule terms go to Scenario > Terms > Options > Add.
2. From the **Code** drop down list select the desired schedule term. If the term code representing the required schedule term does not appear, add the code into the reference table as described above.

3. Use the following table to enter information in the fields:

Field	Description
Code	Select the code for the schedule term. For example, you might select FY for a full-year term, and S1 for Semester 1. Note: School users with the security role of Schedule Builder can create these schedule term codes from the Build View > Global > Reference > Schedule Term Codes > Codes > Options > Add
Name	Type a name for the schedule term.
Base terms per year	Type the total number of this type of schedule term in your schedule. For example, for a course that meets one-third of the year (a single trimester), there are three base terms. For a course that meets half of the year (a single semester), there are two base terms.

Field	Description
Term map	<p>Select the checkbox that represents which of the base terms this specific schedule term covers. For example, if you are defining Semester 1 and there are two base terms, select the first checkbox to indicate that this term is the first of the two terms.</p> <p>Note: The system displays checkboxes that equal the number of base terms you identify at the Base terms per year field. For example, if you identify 3 base terms, three checkboxes appear.</p>
Term date ranges	<p>Type or click to select the start and end dates of this schedule term. The system validates these dates against the school year dates. For example, you cannot enter a start date that is before the first day of the school year.</p>
Grade term cover map	<p>For reference, you can type the grade terms that will be recorded during this schedule term. For example, if you are defining the Semester 1 schedule term and your school operates with quarter grade terms, you select the first two checkboxes. This indicates to the system that a value will be entered for the first two terms within this schedule term, but not the last two.</p>

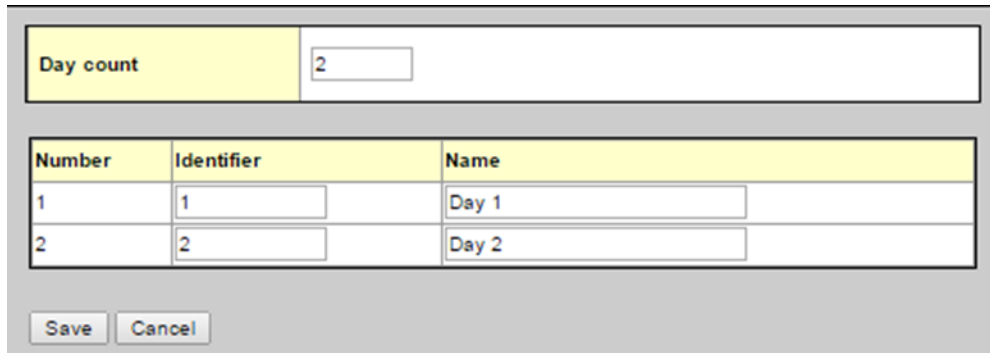
4. If schedule terms exist that are not required, these can be deleted by clicking into the details of the schedule term and going to Options > Delete.

1.6 Days

Your schedule might consist of several days per schedule cycle. This way, students can attend different classes on different days in a schedule. Many schools follow a flat, two day schedule where full year courses are offered on a day 1 or day 2 while the semester courses are offered on both. Schools that offer back to back or double blocks of courses where attendance is taken in both blocks will require a rotated schedule. In order to accommodate the full rotation schools may have multiple days. For example, a school that has eight rotations for their cycle to complete would need eight days for their rotated schedule.

To define schedule days:

1. Log on to the Build view.
2. Click the Scenario tab.
3. Select the scenario you want to work with, and click the Days side-tab.
4. On the Options menu, click Add. The Add Day dialog box appears:



Day count		2
Number	Identifier	Name
1	1	Day 1
2	2	Day 2

Save Cancel

5. At the Day count field, type the number of days in the schedule scenario. For example, if you are adding another day to a list of existing days, increase the number by one. The dialog box displays the appropriate number of rows, with each row representing one day.
6. For each day, type an identifier in the Identifier column.

Note: It is suggested using different identifiers for days and periods. For example, if you use letters for periods, use numbers for days.
7. Type a name for each day in the Name column.
8. Click Save.

1.7 Periods

Define the number of periods in your schedule.

To define your periods:

1. Log on to the Build view.
2. Click the Scenario tab.
3. Click the Periods side-tab.
4. On the Options menu, click Add. The Add Period dialog box appears:

Period count		7
Number	Identifier	Name
1	1	Period 1
2	2	Period 2
3	3	Period 3
4	4	Period 4
5	5	Period 5
6	6	Period 6
7	7	Period 7

Save Cancel

5. In the Period count field, type the number of periods in this schedule scenario. The dialog box displays the appropriate number of rows, with each row representing a period.
6. For each period, type an identifier in the Identifier column.
7. For each period, type a name in the Name column.
8. Click Save.

1.8 Bell Schedules

During the 'prepare to build' schedule process, you might want to define your school's bell schedules.

Note: If your school uses more than one bell schedule during the same schedule day, you need to define bell schedules before you build. Otherwise, you can wait to define your bell schedules in the School view, after you commit your schedule. As, schools in BC have done.

When you define your bell schedules, you define the start time and duration for each schedule period in your school. Then, when you validate your 'prepare to build' data, the schedule engine checks for any conflicts arising from the bell schedules.

Not all schools need to define bell schedules. You need to define bell schedules for one or more of the following reasons:

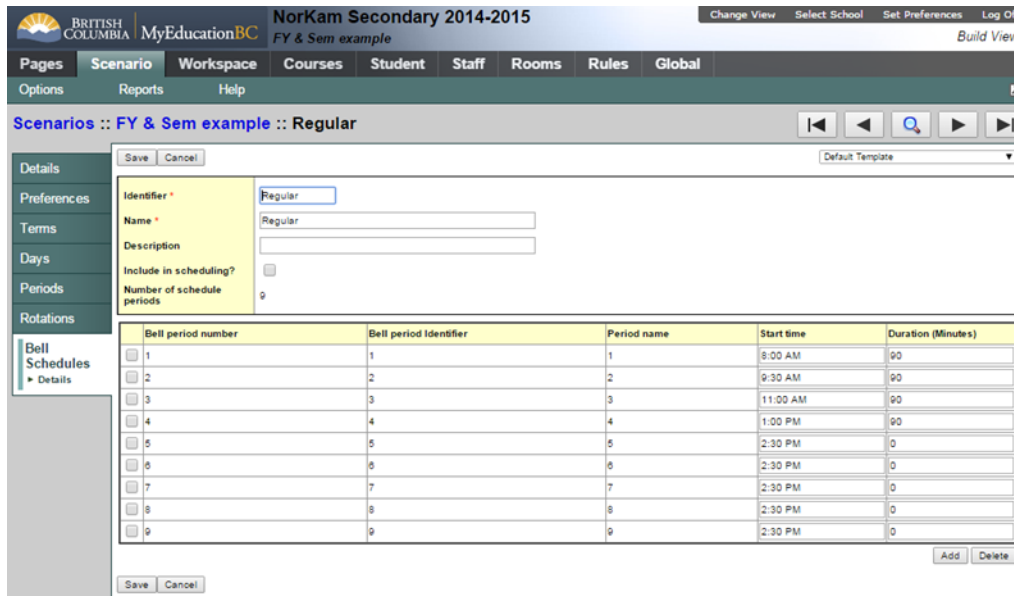
1. Your school has periods that overlap. For example, some schools have lunch spanning three periods – 4, 5, and 6. You need to define the times of these periods to determine if and when there is a schedule conflict.
2. Some schools have shorter periods in the afternoon (20 minutes) than in the morning (40 minutes). You need to define bell schedules to determine schedule conflicts for students.
3. Grades in the same school might have different schedule shapes. For example, 5th, 6th, 7th graders might operate with a 2-day/6-period schedule, and grades 8-12 might operate with a 2-day/4-period schedule. Because you can only define one schedule shape per school, you can use bell schedules to differentiate between the two schedules. If you create more than one bell schedule for your school, you must use Bell Schedule rules to assign the appropriate bell schedules to rooms and courses.

Note: If you want the build schedule engine to reference bell schedules when building the master schedule, select the Include in scheduling checkbox when defining bell schedules.

Note: To copy bell schedules from a previous year, on the Options menu, click Copy From.

To define bell schedules:

1. Log on to the School view.
2. Click the Schedule tab.
3. Click the Structure side-tab, then click Bell Schedules.
4. On the Options menu, click Add. The New Schedule Bell page appears:



Save Cancel

Default Template

Identifier * Regular

Name * Regular

Description

Include in scheduling?

Number of schedule periods 9

Bell period number	Bell period Identifier	Period name	Start time	Duration (Minutes)
<input type="checkbox"/> 1	1	1	8:00 AM	90
<input type="checkbox"/> 2	2	2	9:30 AM	90
<input type="checkbox"/> 3	3	3	11:00 AM	90
<input type="checkbox"/> 4	4	4	1:00 PM	90
<input type="checkbox"/> 5	5	5	2:30 PM	0
<input type="checkbox"/> 6	6	6	2:30 PM	0
<input type="checkbox"/> 7	7	7	2:30 PM	0
<input type="checkbox"/> 8	8	8	2:30 PM	0
<input type="checkbox"/> 9	9	9	2:30 PM	0

Save Cancel

Add Delete

5. Type a unique identifier, name, and description for the bell schedule.
6. Select the Include in scheduling? checkbox if you want the build engine to use this bell schedule to schedule sections to avoid conflicts.
7. In the Number of days field, type the number of days in this bell schedule.
8. At the Combine day's field, click to select multiple days that can feed to the particular bell schedule day. This allows different days' schedules to appear on one day on the fly without modifying the actual schedule.
9. For each period, define the start time and duration.

Note: The start time for each period does not have to be sequential like the period number order. This way, you can change the order of periods on the fly for a particular day without modifying the actual schedule. This is what most schools, in BC have done to 'Rotate' their schedules.

10. To add an additional period for an after-school program, or another extra period not in the academic schedule, click Add. The Add Bell Period dialog box appears. Define the period number,

Appendix A: Scenario Preferences Table

Field	Description
To define basic preferences:	
Schedule expression format	<p>Select one of the following to determine how you want your days and periods to appear on the master and student schedules:</p> <ul style="list-style-type: none"> • Period first • Day first <p>For example, if you select to display period first and your schedule contains 7 periods (1-7) in a six-day cycle (A-F), and a section meets period 2 on days A,</p> <p>Note: You might want to use one alpha character and one numeric to avoid confusion. For example, the schedule expression for Period 1, Day 1 would be 1(1).</p>
Use numeric section numbers	<p>Select this checkbox if you want the system to generate numeric section numbers.</p> <p>Note: If you select this option and later add a course section, the system will automatically populate the section number field with the next available number.</p>
Use study halls	<p>Select this checkbox if you want the system to schedule students in study halls when their schedule permits.</p>
Use rotation	<p>Select this checkbox if you want the system to consider the schedule rotation when building the master schedule to prevent certain rules from breaking, such as the teacher's max-in-a-row value.</p> <p>Note: This checkbox doesn't trigger the rotation to happen.</p>
Use bell schedule	<p>Select this checkbox if you are going to use one or more bell schedules to create a schedule with this scenario. Rarely used.</p> <p>Note: If you plan to use more than one bell schedule, you need to define bell schedule rules to assign the appropriate bell schedules the appropriate rooms and courses.</p>

Field	Description
Control inclusion students	<p>Click this drop-down menu to select one of the following:</p> <ul style="list-style-type: none"> • By ratio (%) to control the ratio of inclusion students in inclusion sections by a specific percentage. Type the percentage in the field. • By count to control the ratio of inclusion students in inclusion sections by specifying the exact number of students the system can schedule in each inclusion section. Type the number in the field. • For example, a school can determine that inclusion sections can only contain four inclusion students (By count), or 10% of inclusion students (By ratio %). <p>Notes:</p> <ul style="list-style-type: none"> • If you do not define a number or percentage of inclusion students, you could inadvertently fill a class with all inclusion requests. • This works off of the actual enrollment, not the enrollment max. For example, if the enrollment max is 30 and the inclusion ratio is 50% and 12 non-inclusion students are enrolled, a maximum of 12 inclusion students will be scheduled in the class.
Include optional requests	<p>Select this checkbox if optional requests are considered primary requests in this scenario. Optional requests are primary requests that can be ignored under some conditions.</p> <p>Note: This option provides an easy way to remove particular requests without deleting them. For example, you might need to investigate decreasing your current 8-period day down to a 6-period day. You could mark some requests as optional and then deselect this checkbox.</p>
Use reserve seats	<p>Select this checkbox if you want to enable reserve seating for all course sections. You can set aside a number of seats in a section on the Workspace, which you can fill after the schedule has been built.</p>
Use content term code	<p>Select this checkbox if you want the system to use the content term codes you define for sections when building this scenario.</p> <p>For example, maybe you want to allow students who fail part of a full-year course to retake that portion of it.</p> <p>Note: This field is related to the Content term code on the student request. Remember that if a student fails first semester of a full-year course, they can request S1 only. The engine schedules the student in a section, but notes that the student is enrolled for the content term code only. Also, the student appears in the teacher's gradebook for that term only.</p> <p>If you do not select this checkbox, the system ignores the Content term code on the student's request, and schedules the student for the entire duration of the course.</p>
Show location, Show house, Show team, Show platoon, Show section type	<p>Select these checkboxes if you are going to use these student grouping options when building this scenario. The grouping fields (team, house, etc.) only appear on the Details page for a section on the Workspace tab if you select these checkboxes.</p>

Field	Description
Use student schedule weight	<p>Select this checkbox if this scenario uses student schedule weights. The system uses student scheduling weights when building and you have determined to close sections at maximum enrollment.</p> <p>By default, students have a schedule weight of 1. You might define a weight of 1.5 or 2 to determine specific students fill more than one seat due to his or her IEP requirements.</p> <p>Define student scheduling weights for each student in the student scheduling preferences.</p> <p>Note: You can determine that specific courses do not use schedule weights.</p>
To define advanced preferences:	
Engine processing time (seconds)	<p>Type the number of seconds you want the system to use to look ahead to teachers and rooms when trying to schedule a course.</p> <p>Use these fields when you are building the workspace and the scheduling engine is stopping repeatedly when it attempts to schedule courses because of teachers or rooms.</p> <p>Defining seconds in these fields allows the scheduling engine to look for unassigned teachers or rooms for the number of seconds you identify, instead of immediately presenting you with a conflict.</p> <p>Note: Entering a half-second adds significant processing time, and should help the system find the appropriate teachers or rooms.</p>
Max count for same validation	<p>Type the maximum number of times you want to view the same validation error when you validate your workspace. The default value for this field is 20.</p>
Use shared attributes: <ul style="list-style-type: none"> • Course • Staff • Student • Time structure 	<p>If you select any of these checkboxes, the current scenario uses the same attributes shared by other scenarios of the same context year. The system applies any changes you make to these attributes to the other scenarios.</p> <p>If you do not select this checkbox, the current scenario has its own set of attributes. Any change made to these attributes belongs to the current scenario only.</p> <p>Note: For example, if you share staff attributes and delete a staff member from one scenario, that person will automatically be deleted from any shared scenarios. Therefore, to minimize confusion and possible errors, it is recommended that you do not select these checkboxes.</p>

Field	Description
To define school preferences:	
Schedule mode	Only select the following: <ul style="list-style-type: none"> • Elementary • Secondary • Both
Elementary schedule grade level cut-off	Type the grade at which the schedule shifts to Secondary mode. This only applies if you have selected Both in the Schedule mode drop-down menu.
Pattern day IDs / Pattern period IDs	Type the default day and period IDs for school patterns. The system default values are: <ul style="list-style-type: none"> • A-L for day IDs • 1-20 for period IDs
Section number pad length	Type the maximum number length for a section number. The default value is 3. Note: Keep leading zeroes for sorting purposes.
Student schedule sort order	Type the student schedule sort order using the Java name for fields. The system uses this order to sort the student schedule list in both the School and Build views. The default value is scheduleDisplay,termView,masterSchedule.scheduleTrackId, masterSchedule.courseView . These values are ones found in the JavaName field for the field in the Data Dictionary.
Student schedule matrix cell	Type the fields used in the student schedule matrix.
Student schedule workspace	
Student schedule fields	Type the columns to appear on the student schedule workspace you use to manage student schedules
Master select fields	Type the columns that appear in the master schedule pop-up window when you add a section to a student's schedule on the student schedule workspace.
Add / drop align date window (days)	Type the number of days after the school year starts that student schedule adds/drops need to be aligned.

Field	Description
Number of sections deleted with warning	Type the minimum number of sections being deleted that will prompt a system warning upon deletion.
Schedule on client machine	<p>Select this checkbox to run the scheduling engine on the user's workstation instead of the server.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The primary purpose of this feature is to conserve server processing resources. If many users are running builds and loads at the same time, server performance can be affected. Running the engine locally leverages the workstation's processing power to reduce the load on the server. • If you select this checkbox, the user who builds the schedule must specify where the scheduling engine should write files to when they set their user preferences.
Shared build year scenario	Select the build scenario that contains sections that will be taken by incoming secondary students.
Allow build year request edits	Select this checkbox to allow the school to manage requests for incoming students (based on a student's next school).
Align teacher assignment with certification	Select this checkbox to indicate if a teacher is certified to teach a course when creating teacher assignments.

