Pre-Schedule Analysis Checklist

Scheduling>Pre-Schedule Analysis

After validating the Course Requests, it may be beneficial to run some Pre-Schedule Analysis reporting before executing the scheduler. These reports could also be run after executing the scheduler to assist in identifying conflicts.

1. **Compare requested seats and available seats.**

☐ *Do you want to identify courses that do not have enough seats to meet the requests?*

These **Highly Recommended** reports will assist in identifying seat count issues:

Course Request Seat - Run this report to see how request counts are aligning with seat counts. Keep an eye on the column for Available After Requests Filled. If this number is red, that course is over-requested. Click the total in the Unassigned Requested Seats column to view sub-priorities.

Course Section Balance – This report will show how the sections have been balanced and can be useful before executing the Scheduler to review available seats, as well as after executing the scheduler to review assigned seats. Use this to identify an unevenly balanced course, then follow the student links to view their schedule. Unbalanced sections are typically the result of pressure elsewhere in the Master Schedule.

Master Schedule Seat – Review the sections and available seats by period of the day. Review the Totals to ensure that each period offers enough seats for the student population.

Requests with no Sections – Review to determine if there are any requests for courses that will not be offered and delete the requests. If the sections have not been built yet, consider using the Master Schedule Builder to complete the sections.

2. **Review potential conflicts.**

☐ *Do you want to know how many students are requesting the same two courses?*

The Potential Conflict List and Matrix compare course requests to find courses that are both requested by a student. This report only compares requests, not meeting times. It is useful if the requested course has 0 sections. If the sections were rolled from last year, use the Schedule Analysis Hard Conflict reports after Executing the Scheduler.

☐ *Do you want to know if any of the teachers or rooms are double booked?*

Run the Teacher Matrix or Room Matrix and note any highlighted in red. These conflicts may be intentional, or they may require an adjustment to the Master Schedule.

☐ *Do you need to ensure certain students are not scheduled in the same class?*

Consider using the Student Pairing tool. Student Pairings are maintained at the student level under their Scheduling>Pairing tab. Students can be paired so that the scheduler will keep them separate or together. The Student Pairing report will display all Pairings. For more information on maintaining Student Pairings, refer to the pairing Help Documentation on the student pairing page.

3. **Proceed to Execute the Scheduler**

The following reports are additional suggestions before proceeding to Execute the Scheduler:

Unassigned Requested Seats – this will be more valuable after the Scheduler is Executed at least once.

Room Use
Various reports to assist in finding room conflicts or open rooms.

Cohorts
Used to assist in the maintenance of student cohorts built using Departments>Groups. Although these reports help analyze the cohorts by section, they have no direct bearing on Course Requests or the Scheduler.