

Scheduling

Release Bulletin

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Save and Restore Scheduling Tables

Since setting up an ideal schedule can be quite a challenge, we have a new feature that allows you to take a point-in-time snapshot of the schedule, and save it to a restore point.

Within the saved schedule, all courses, sections, course requests, class resources, administrative information, and other information pertaining directly to the next year schedule are saved.

Once the restore point has been created, the saved schedule can be reinstated from the restore point at any time in the next year scheduling process.

For example, once you have created a schedule with all of the students loaded into sections, you can save the schedule to the restore point. Once the schedule is saved, you may want to test what impact changing faculty, room, or meeting assignments would have on the schedule.

You can now make these changes, then reload the schedule. If student enrollment in the sections increases and you find that the overall schedule has improved, you can continue using this schedule. If the schedule is not impacted satisfactorily, you can return to the restore point reinstating the previously saved schedule.

When you return to a restore point, existing next year scheduling data is overwritten, including new or altered data created after the restore point.

Before returning to a restore point, you may want to create another restore point for the current schedule in case you want to return to that schedule at a later point.

Assign the *Scheduling Restore Points* Security Key

Before the feature can be used, you must assign the *Scheduling Restore Points* security key to users/groups.

Log into **System Administration**. From the **File** menu, select **Group Maintenance > Edit Group Profiles**. From the **Group Maintenance** window, you can assign required security keys to users/groups.

Save a Schedule to a Restore Point

Use this procedure to save your schedule:

1. Log into **Scheduling**.
2. From the **Maintenance** menu, select **Initialization > Clean up/Reinitialize > Scheduling Restore Points**.
3. From the **Scheduling Restore Points** window (figure 1), click **New**.

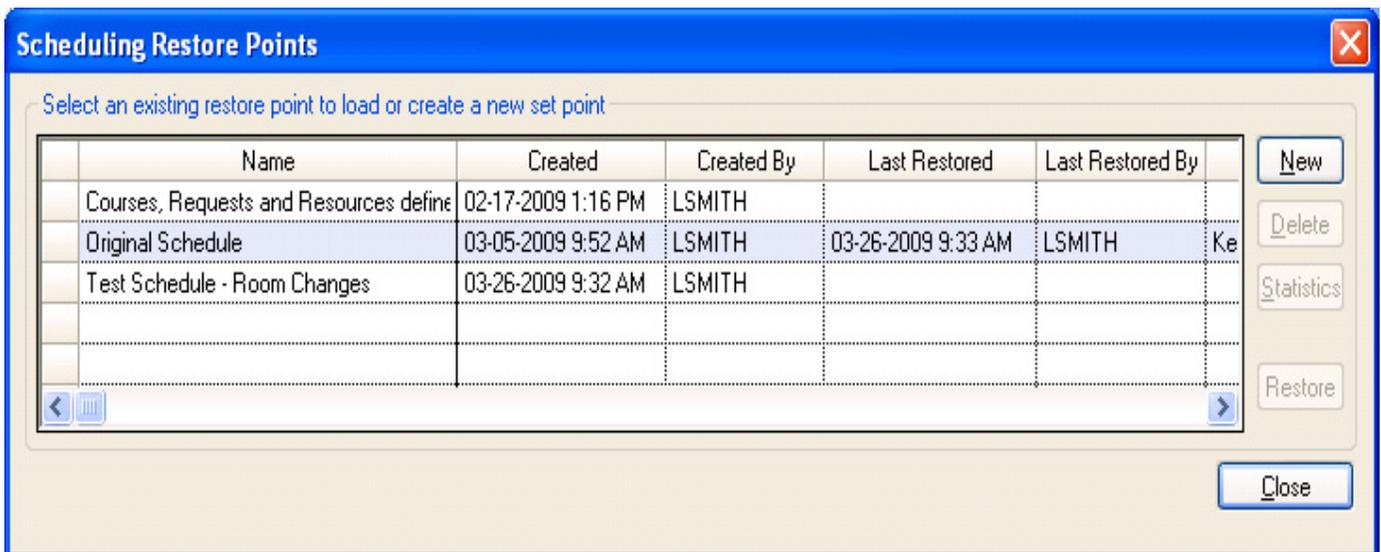


FIGURE 1. Scheduling Restore Points

4. From the **Create New Restore Point** window (figure 2), enter a name and description for the schedule to be saved to the restore point.

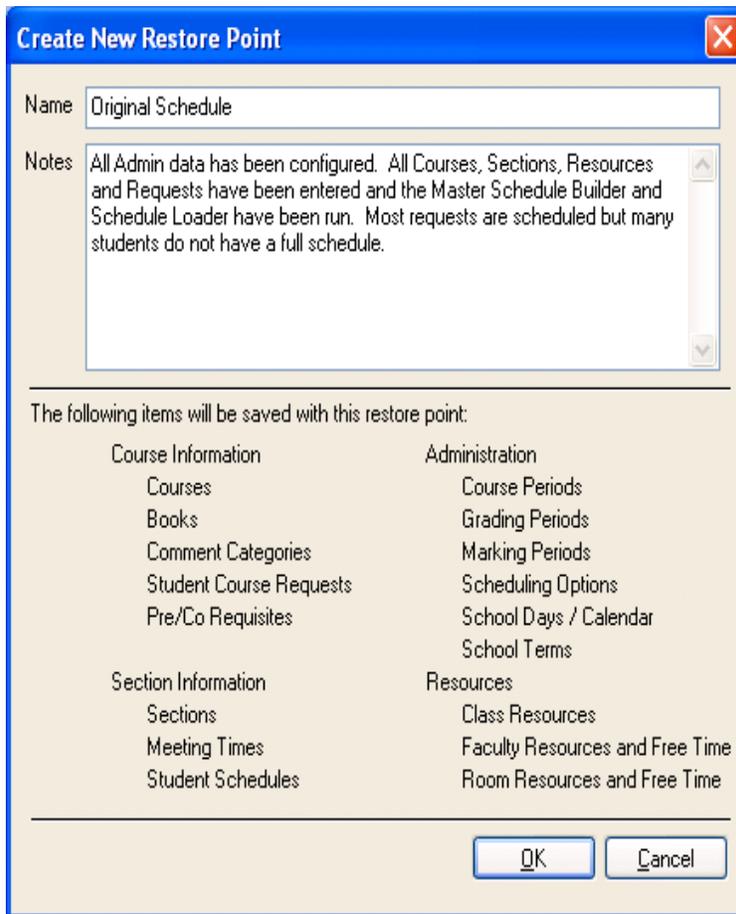


FIGURE 2. Create New Restore Point

Display Restore Point Statistics

Once the restore point is created, from the **Scheduling Restore Points** window, if you want to view attributes of the saved schedule, you can select a restore point and click **Statistics** or you can click **View Restore Point Statistics** on the **Return to Restore Point** window.

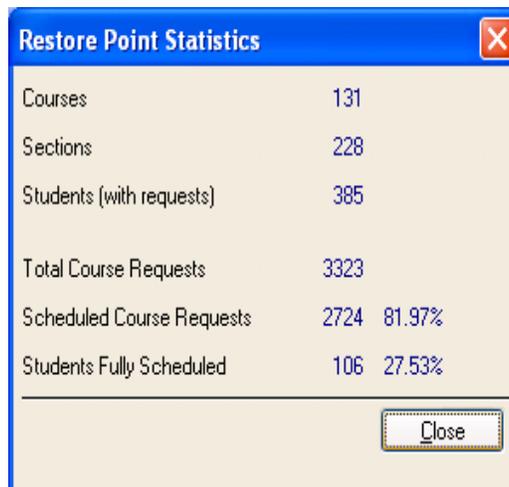


FIGURE 3. Restore Point Statistics

Saved course, section and student information appears, along with the total and scheduled course requests, and the number of students fully scheduled.

Restore the Saved Schedule

If you decide to return to the saved schedule, you can restore the schedule from the restore point. Any changes made to the current schedule after that restore point was created, are overwritten by the saved schedule.

Note: You may want to create a restore point for the newer schedule in case, at a later date, you want to return to these changes.

Use this procedure to restore a schedule from the restore point:

1. From the **Scheduling Restore Points** window (figure 1), select a restore point and click **Restore**.
2. From the **Return to Restore Point** window (figure 4), you can preview the items in the saved schedule, then click **OK**.

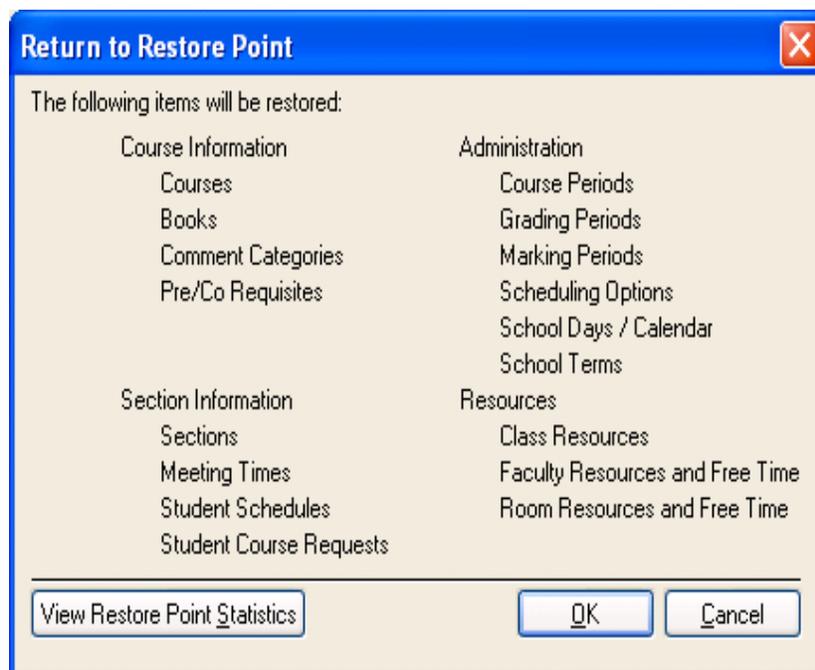


FIGURE 4. Return to Restore Point

Impacts to the Restore Point

Though a restore point is a time-stamped backup of the scheduling database with a user-defined name and description, some changes made after the schedule was saved impact the restore point.

Restore points can be modified when:

- a student is deleted, that students schedules and requests are deleted from the restore point
- a student is withdrawn and the course requests are removed, the student and the course requests are removed from the restore point

3. From the **Course Request Import** window (figure 6), click  to locate the desired file.

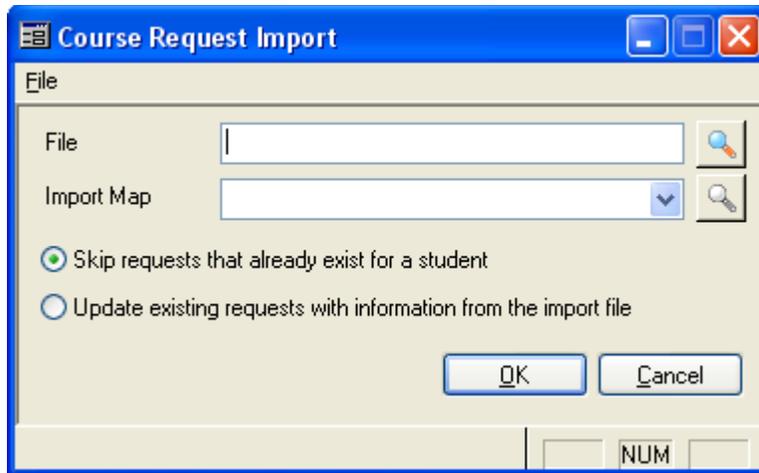


FIGURE 6. Course Request Import

4. When you have located the file you want to import, click  next to the **Import Map** field (figure 7) to create an import map.

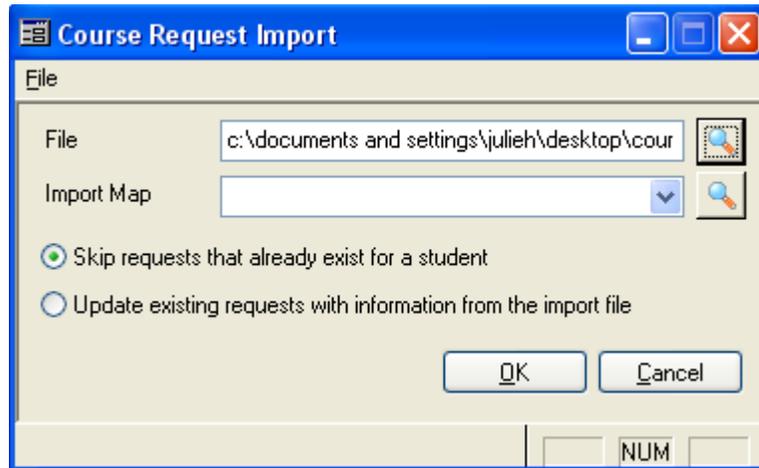


FIGURE 7. Course Request Import

5. From the **Import Map List** window, click **New** to create a new import map.

6. From the **Import Map** window (figure 8), enter a **Name** and **Description**.

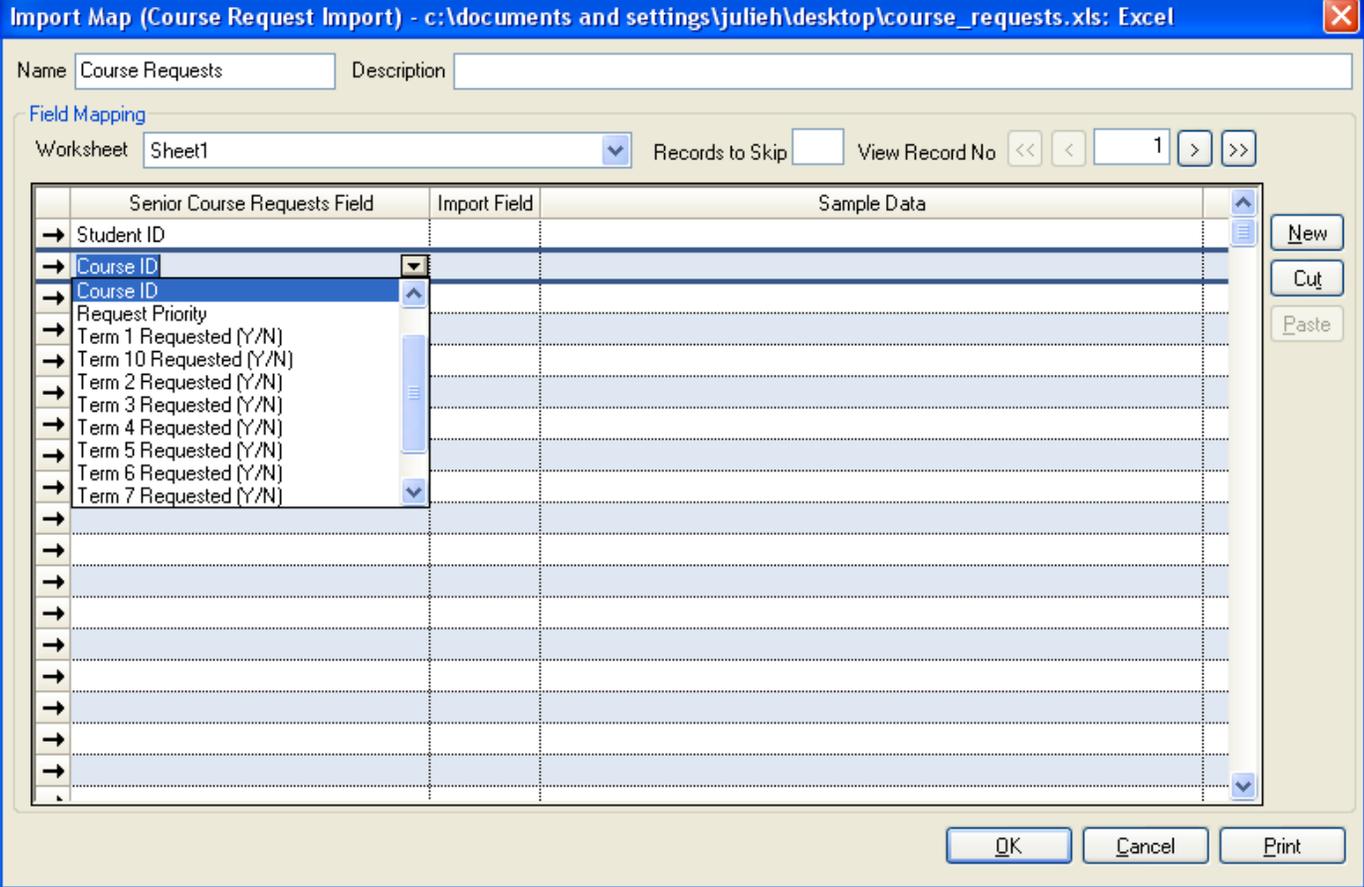


FIGURE 8. Import Map

a) If you select an Excel file, you need to select the Worksheet where the data resides. If the file is delimited, you need to fill in the field delimiters.

Note: The Student ID and Course ID automatically fill in under the **Senior Course Requests Field** Column. These are the only two fields that are required.

- b) Select the corresponding data field from your file under the Import Field column. The first row of data from the file appears in the Sample Data column.
- c) Map the rest of the fields from your file.
- d) Click **OK**.

- 5. You can select to skip existing requests or update the requests with information from the imported file.
- 6. Click **OK**.
- 7. When the process is complete, the import file appears in the **Course Request Import List** window (figure 9).

I/U	Student I.D.	Student Name	Course I.D.	Course Name
U	ARG103	Theodore Perseus Argonis	2011	English I
U	BAK002	Aimee Elaine Baker	2011	English I
U	BAK001	Joshua Aaron Baker	2011	English I
U	BEN090	Julie Darlene Benz	2011	English I
U	BRI201	Joseph Robert Briggs	2011	English I
U	BUR090	Winifred Amy Burkle	2011	English I
U	CAR090	Adam David Carr	2011	English I
I	CHA090	Cordelia Charisma Chase-Carpenter	1234	
U	ROB090	Robin Edwina Christopher	2011	English I
U	CPR062	George Pierce Cooper	2011	English I
U	COV064	Neal Devnet Cove	2011	English I
U	DON144	Michael Scott Donovan	2011	English I
U	GUN090	Charles August Gunn	2011	English I
U	HAL090	Lorne Andrew Hallett	2011	English I
U	HAW090	James Steven Hawkins	2011	English I
U	JON101	Deborah Anne Jones	2011	English I
U	KEN090	Harmony Mercedes Kendall	2011	English I
U	KIN009	Innathan Ronald Kinn	2011	English I

FIGURE 9. Course Request Import List

Correct an Import Entry Error

On the **Course Request Import List** window (figure 9), if an entry appears in red, then there is an error associated with that entry.

Use this procedure to correct an error entry:

1. On the imported list, the error code appears in the **Errors** column on the right side of the table. Use the right scroll arrow to display the **Errors** column.
2. To interpret the error code, click **Legend**.
3. From the **Import Legend** window (figure 10), determine the error, and then click **Close**.

Errors	
S	Invalid Student I.D.
C	Invalid Course I.D.
C1	Invalid 1st Alt Course I.D.
C2	Invalid 2nd Alt Course I.D.

FIGURE 10. Import Legend

4. On the **Course Request Import List** window (figure 9), double click the entry in error.
5. From the **Course Request Import Maintenance** window (figure 11), make the necessary corrections, and then click **OK**.

The screenshot shows the 'Course Request Import Maintenance' dialog box. At the top, the title bar reads 'Course Request Import Maintenance'. Below the title bar, there is a search field for 'Student I.D.' containing 'CHA090' and a magnifying glass icon. Below this, the student's name 'Cordelia Charisma Chase-Carpenter' is displayed, along with 'Grade 12' and 'Sex F'. There are three tabs: 'Request', 'Alternate', and 'Corequisites', with 'Request' selected. Below the tabs is a search field for 'Course I.D.' containing '1234' and a magnifying glass icon. Underneath, there are labels for 'Status:', 'Type:', 'Grade:', and 'Credits:'. To the right of these labels are fields for '# Req:' and 'Max Stu:'. Below these are two checkboxes for 'Term(s) Desired': 'Semester 1' and 'Semester 2'. A note says 'Leave Blank for Any Term'. There is a 'Priority' checkbox which is unchecked. At the bottom left, an 'Errors' field contains the letter 'C'. To its right is a 'Legend' button. At the very bottom are 'OK' and 'Cancel' buttons.

FIGURE 11. Course Request Import Maintenance

Post the Import File

If you are satisfied with the import file, from the **Course Request Import List** window (figure 9), post to complete the import process.