Build Workshop Checklist

In preparation for the upcoming Build Workshop, please ensure the completion of the following:

- District Course Availability for Schools and Years has been completed for all courses for the future schedule year for each school

Prepare to Build

- Auto-Scheduler Setup (Years/Terms, Days, Periods)
- Student Requests have been entered
- Necessary set up information on the Course preference page for each course for the scheduling year has been completed
- Teacher Assignments have been made
- Necessary Scheduling Setup information has been entered (Rooms, Facilities, Teams, Section Types, etc)
- Necessary Course Relationships and Constraints have been entered

Reports

- Course List to review Departments, Terms, Periods Per Meeting, Frequency, number of sections, Maximum enrollment, Facilities, etc.
- Course Request Tally
- Course Relationships
- Teacher Assignments by Teacher to ensure correct assignments
- Teacher List to review teacher scheduling preferences (Schedule this Teacher, Preferred Room, Maximum Consecutive Periods, Team Code, etc)
- Room List to review Room Preferences (Use for Scheduling, Department, Facilities, Room Maximum, etc)

Pre-workshop

- Download and install the PowerScheduler Engine
- Execute a Build Validation
- View the Validation Report [PowerScheduler > (Build) Q > Results Log > View]
- Resolve as many ERRORS as possible (Common Build Errors)
- Ensure connectivity from the workshop location to each school's PowerScheduler server

Build Schedule

Validate	
Validate only (Performs only a validation of the scheduling data)	☑

Build	
Build master schedule (Creates schedule from scratch overwriting any existing schedule from the scenario)	🔘
Use locked master records	☐

Optimize	
Optimize master schedule (Creates a previously built schedule by attempting to reschedule individual courses to reduce conflicts to improve balance)	⚪
Time allowed for optimizations	[____] hour(s) [____] minute(s)
Skip courses with ranks above	[_____]

[Execute]