1. **Master Schedule Board**  
   *Display Class Totals for a Teacher and Period*  
   *Class List*  
   *Move a Class*  
   *Drop a Class*
The **Master Schedule Board** is an **Aeries™** program that has been created to assist the user with updating the Master Schedule.

Part of the scheduling process usually involves a white board with the periods, teachers and different colored labels with the names of the classes to be scheduled. The labels are then moved around to try and create a successful Master Schedule for the upcoming semester or school year.

The design of this **Aeries™** program is to eliminate manually moving the colored labels around on a white board and then entering the changes into the database. Once the sections have been rolled over into the Master Schedule, this program will allow the user to easily move or drop classes instantly.

**Note:** The information that will be displayed on this Master Schedule Board depends upon the size of the monitor. These procedures have been written with the use of a 17-inch monitor. If the monitor is less than 17 inches the scroll bar will need to be utilized to display any existing information outside of these parameters. Also, the monitor settings should be set at 1024 X 768.

The **Master Schedule Board** can be accessed from the **Scheduling Process** node on the navigation tree.

The **Master Schedule Board** form will display with the current **MST** schedule. To select a different **Semester**, click on **Fall** or **Spring**. Options are also available to **Sort by Teacher Name** or to **Skip Teacher Aides**. These options can be selected by clicking on the radio button.
Display Class Totals for a Teacher and Period

To display class totals for a particular teacher and period, click on the selected period for the teacher. All classes scheduled and current class totals will display for that period at the top of the form. The far right side displays the Max column with the total number of seats available for students to be scheduled into. The Total column displays the current number of students scheduled in the class and the Left column displays the number of seats still available.

In the example below, period 2 for teacher Perkins is the selected period and is highlighted, all classes taught by that teacher now display at the top of the form. The information in the cell reads, **Ind Study+2/23**. **Ind Study** is the Course Title, +2 means that the teacher also has 2 additional classes scheduled for that period, /23 means that an overall total of 23 students are scheduled into the teacher’s classes.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Sort Tch Name?</th>
<th>Skip Tch Aides?</th>
<th>Classes</th>
<th>Max</th>
<th>Total</th>
<th>Left</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Yes</td>
<td>No</td>
<td>Sec# PD BL SM DAYS CRS:ID</td>
<td>Course Title</td>
<td>Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>243 2 1 Y MTWTF 0908</td>
<td>Ind Study</td>
<td>B2</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2675 2 1 Y MTWTF 0918</td>
<td>Reading Fund</td>
<td>B2</td>
<td>30</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2904 2 1 Y MTWTF 1450</td>
<td>CAHSEE Interv.</td>
<td>B2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Class List

To display a listing of students in a class, click on the selected Period and Teacher and the class will be highlighted. Click the **checkbox** in the Select column. Click the **List** button.
The following report will display with all students currently enrolled in the selected class.

![Image of Screaming Eagle High School Master Schedule Board]

### Move a Class

Classes can be moved from one teacher to another on the **Master Schedule Board** if there are no students in the class and if no **Course Attendance (CAR)** records exist for the class.

To move a class to another teacher/period on the **Master Schedule Board**, click on the selected teacher/period to display the classes at the top of the form. Click the **Select** checkbox for the class you wish to move. Click the **Move** button.

A message will display below the **Classes** to select the new period and teacher to move the class to. Click on the new teacher and period, the class will be moved. In the example below, the class has been moved from period 1 to period 5.
**Drop a Class**

Classes can be dropped from the **Master Schedule Board** if there are no students in the class and if no **Course Attendance (CAR)** records exist for the class.

To drop a class from the **Master Schedule Board**, click on the selected **Class** and the class will be highlighted and will display at the top of the form. Click on the **Delete** button to the left of the section number.

The following confirmation message will display. Click **OK** to complete the drop.

If students are scheduled into the class or if there are existing **Course Attendance** records for the class, the message below will display alerting you to the fact the class can’t be dropped.