LBL **ESD**

LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT

Information Systems Program
User Manual

Master Schedule Guide

Information Systems Program
User Manual

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The School Year at a Glance

Important tasks for the Master Scheduler, Counselor, Registrar

This calendar is a general guide to tasks to be completed during the school year. You may share some of these duties with another staff person. You may have additional duties not shown here; those may be found in the User Guide for another role.

July	August	September
✓ LBL ESD Rollover to new Year ✓ ✓	✓ Schedule changes/balancing ✓ Finalize Master Schedule ✓ Send Student schedules to Gradebook	✓ Schedule changes ✓ Add new student schedules ✓
October	**November**	**December**
✓ Add/update current schedules ✓ Quarter/Trimester schedulers – verify next term master schedules ✓	✓ Add/update current schedules ✓ ✓	✓ Quarter/Semester schedulers – verify next term master schedule ✓ ✓
January	**February**	**March**
✓ Add/update current schedules ✓ ✓	✓ Add/update current schedules ✓ Contact LBL to create next year database ✓ Prepare course information for next year schedules ✓	✓ Add/update current schedules ✓ Quarter/Trimester schedulers – verify next term master schedules ✓ Prepare for next year student Course Requests (OLCR or manual) ✓
April	**May**	**June**
✓ Add/update current schedules ✓ Collect Student Course requests ✓ Prepare next year Master Schedule ✓	✓ Next Year Master Scheduling ✓ Add/update current schedules ✓	✓ Next Year Master Scheduling ✓ Add/update current schedules ✓

Notes:

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Next Year Schedule Preparation
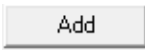
The following is a basic guide through the process of creating your master and student schedules for the New Year. This checklist is primarily for secondary schools who use student course requests and schedule loader. The following screen functions are commonly used throughout the SILK Scheduling process:

The following screen functions are commonly used throughout the SILK Scheduling process:

SEARCH for records

ADD new records

SAVE changes or new records

REFRESH screen

Scheduling Status Checklist

View individual student requests/schedule

Column Headings – Click once to resort the screen by the selected column. Grab the right bar and drag to stretch a column wider for readability.

Filter **View** menu - Each menu option (Student, Teacher, Room, etc.) allows filtering by specific fields in the file you are viewing. The view file will maintain the selected filtered records while scrolling forward or backwards through the file.

Add   Click to start the process. Use the dropdown list to select a Field, select the Operator (equals, not equals, etc.)

Select Values   Select valid values for the selected field.

The Student view also allows you to filter by predefined student groups. Use the [Add Filter Term] button to select data fields within the Student view.

Delete Clear All   Remove existing filters and return to a full-file view.

Filter   Accesses the same Filter tool options as described above, but only to filter data <u>within</u> the search window (example: Grade = 02 shows only 2nd graders). Once a record is selected the view file does not maintain juniors if scrolling forward or backwards.

Set Up District Level Scheduling Data

Contact LBL ESD Information Systems to create New Year District Calendar

- You must have the **Start** and **End** dates for the new calendar year for us to create the next year district calendar. Coordinate this step with other schools in your district.

SILK Main, District, View menu

Prepare District Courses – Review and ADD new courses.

- Courses… General tab
  - Course Type must be "academic scheduled"
  - School type must be either:
    - H - High school
    - M – Middle School
    - C - Combo for schools that are either charter schools, or schools with a combination of grade levels (6-12)
  - Credits values
  - Term length (do not change for classes currently in session)
  - Department
  - High School only - Primary Graduation Subject Area
  - Fee (should be zero or fee for course)
- Related Courses tab – identify courses that are specifically related to the current course
  - Pre-requisite – a course that must be taken before this course. Request Verification Report will flag a student if a pre-requisite is not met.
  - Co-requisite- a course that must be taken at the same time as this course. ACR process will add the co-requisite to the student's requests.
  - Substitute - a course that can be taken instead of this course. ACR process will not assign course if a substitute is already in the student's request list.
- Misc tab - New *curriculum* courses require NCES Course codes
  - Non-curriculum courses such as Advisor, Aides, and Study Hall do not need NCES codes. Leave the code blank.
  - Review all Misc tab fields and checkmark all appropriate indicators:
    - Distance Learning, Career Tech, Alternative Ed, Special Ed, Advanced Placement, International Baccalaureate, College Credit.

Review/Update Teachers

NEW hired teachers must be added in WebSIS first and will show in SILK within 5 minutes

- Teachers… General tab
  - Do not change General tab information: Name, Status, Home School, and Teacher status must remain untouched while the school year is in session!
  - Teachers changing buildings within your district must be updated on the 'Schools' tab. Click [New] to add your building from the dropdown list.

Create School Course Offerings

SILK Scheduler, School, View > Courses Offered…

Adopt new District courses into your school

- Use the to select and adopt district courses to your building

Verify Courses are set for next year scheduling access

- Run **Courses Offered report** to check settings and NCES codes, then make any necessary adjustments. Rerun this report after making changes to check your work.
  - Course Offered (By Course ID) w NCES
  - Courses Offered - OLCR Info report, for Registar online course request clients
- Courses offered… General tab – review and update fields
  - Terms Long - Do NOT change for classes currently in session
    - If a course is changing from yearlong to single term, or vice versa, create a new course
  - Required – is checked for core classes, unchecked for electives
  - Offered in Scheduler – is checked if you are using it this year or next year
    - Uncheck if you are not offering the course in current or next year
  - Term Affinity – We recommend that you leave this value as zero and use your master schedule to determine what term to offer a course.
    - If a one term course (semester, quarter, or trimester), and you want the course to be always scheduled in a specific term, then enter the term of choice (1, 2, 3, 4).
  - Segment Length (in Terms) – VALUE MUST BE 1.
  - Allow Online Course Selection – is checked if you use Registar Online Course Requests and want students to be able to select the course

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- ■ Not Included in Max Credit - may be checked for classes offered outside normal day periods (i.e. 0 period, ADV period)
- ○ Grade Levels - enter specific grades for restricted OLCR offerings (09,10 – no spaces)
- ○ Class Size fields - adjust Maximum, Optimal, and Minimum class size fields
- ○ Team Scheduled – only check this box if your school uses Teams connected with a course (example: Advisor)
- ○ Same Roster – used for multiple term classes. Leave checked, unless you want the loader to allow students to be scheduled into different sections across terms (example: S1/Per 1-Algebra, S2/Per 5-Algebra)

Registar OLCR clients – we recommend that you login to Registar and verify what courses students can see/select by viewing a student in each grade level. Make adjustments in your Courses Offered as needed.

Set School Calendar

SILK Scheduler, Calendar menu

Set School Calendar to the next year – select "next year"

Edit Calendar… Properties

- This calendar is only for scheduling, not for enrollment or ADM reporting
- General tab – Start Date and Name
- Terms – Dates are consecutive Mon-Fri with no breaks (no weekend days)
- Daily Period Setup – identifies all [native] periods needed (maximum of 15)
  - ○ Contact LBL help desk if you need changes to this table
- Meeting Codes – verify all your school period descriptions are identified and mapped to 'native' codes
  - ○ Contact LBL help desk if you need changes to this table

Verify Basic Master Schedule Data

SILK Scheduler, View menu

Verify/Update Teacher Records

- Verify 'Placeholder' records exist for staff yet to be hired. This may be labeled "New Teacher" and should not be entered in WebSIS.

- General tab – identify the Room number for teacher. Do not change anything else on this tab!

- Courses tab – update the list of courses that the teacher will be teaching in the current year. This will be used with the Auto-assign Teacher function later.

   o If multiple teachers teach the same subject, you can identify the minimum and maximum sections per term for each teacher.

Verify Rooms

- Room numbers are used for ODE reporting. Make sure all rooms used by staff are identified. Names such as Gym, Library, and Office are acceptable.

Create Student Groups

- Examples: Band, Orchestra, AVID, etc.

Create Teams [optional]

- A student, and a Teacher, can only belong to 1 team. Some schools use these for Advisor or Homerooms.

- Contact LBL if you want your prior year teams copied forward to the new year

- See the 'Team Scheduling' Quick Reference Guide for more information on using and maintaining Teams

Enter Scheduler Settings

SILK Scheduler, School, Options menu

Scheduler Setting Rules… default limits for the loader

- General Control settings
   o Default Class Sizes
      ■ Maximum – the highest number of students allowed per section
      ■ Optimum – the preferred number of students per section
      ■ Minimum – the lowest number of students per section
   o Team Scheduling Enabled – check if you use Teams
   o Loader per student time limit – no more than 10 seconds
   o Alternate request settings - leave unchecked, and 0%

- Teacher Option settings –maximum number of classes a teacher can teach each term

Course Scheduling Rules… applied by the loader (examples) for a student's course requests

- Not in the same term OR in the same term as another course Same period OR not the same period as another course

- Same teacher OR not the same teacher as another course

Automatic Course Requests (ACRs)… to be applied to all students in the selected filter

- Standard core classes by grade

- Courses for a special group

- Team Scheduling – create separate ACRs for the Team course (example: Advisor)

Add Student Course Requests

SILK Scheduler, School, Setup menu

Use the Scheduling Checklist ✔️ *to monitor your process timeline*

Run Automatic Course Requests (ACRs) – check rules to apply

- This loads student course request based on the ACR rules you created

- Team scheduling – uncheck, do not run, ACR for the Team course(s)

Add Batch Requests

- Use to add a filtered group of students to a specific course (Setup menu)

Online Course Requests - only available to Registar clients

- Coordinate with LBL staff to turn OLCR availability on/off for students

- Approve/Deny Course Requests within Registar

- Approved request automatically show in SILK

Manage Student Course Requests

- Student Requests tab – **$** button
  - ○ Add, change, or delete requests for individual students
  - ○ Source values for requests:
    - ■ A - Automatic Course Request
    - ■ C - Counselor or Super-user created
    - ■ O – Other staff or Registrar

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- ■ S - Student selected OLCR
- ■ R – Parent created
  - O Status values for OLCR requests only:
    - ■ Pending
    - ■ Approved
    - ■ Denied

Transfer Course Requests (Setup menu)

- ● Move students from one course to another, or Delete requests for an individual course. This is useful if a course is no longer going to be offered.
- ● Be sure to use the filter option for specific grade levels or groups

Refresh Course/Student Info and Course Request Tallies (Setup menu)

- ● Use this option any time you add/change course requests for multiple students or groups to insure counts are accurate for reports and processes

Course Request Reports – Reports menu

Some schools like to use Excel to review the data in a spreadsheet format. Silk does not provide a direct export option, but you can order the reports as a text file (ASCII) that can then be converted into a spreadsheet format. See directions and a list of commonly converted reports at the end of this document.

- ● Course Request Roster (for a course or courses)
- ● Course Request Tallies
- ● Request Analysis Detail and Request Analysis Report – provides the ability to check for students who have under or over credit limits
- ● Request Verification Notices – used to provide students with their list of courses requests

Make Section Decisions

Create a New Master Schedule – File menu > New

- ● Blank Master Schedule – leave 'Copy' unchecked
  - O Use this option to create a "fresh" MS using existing course requests to begin the section building process
- ● Copy an existing schedule – check the 'Copy' box, then select what items to copy

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○ Use this option if you want most information to stay the same, you are only editing minor course or teacher assignments

Analyze and Adjust Master Schedule Courses – MS Courses tab

- Use [Edit] to adjust Min, Max, and Opt student loader counts for individual courses
- Do not change Terms Long

View Student Requests for a Course – MS Courses tab

- Use [Requests] to view a list of students requesting a course

Create Class Sections by Course Requests – Setup Menu > Setup Class Sections

- This process will create class sections based on the current Course Request counts
- Team Scheduling – we recommend that you do not create sections for team scheduled courses (example: Advisor) until you have all your regular courses loaded and are near ready to finalize

Add a Class Section – Classes tab > [Add] button

- Always use the [dropdown] button when searching for a new course to add
- To add another section of an existing course, highlight the course and click [Add]

Delete a Class Section – Classes tab > [Delete] button

- Highlight one, or more, course sections, click [Delete]
- Always delete the highest number SEC (if you are reducing Spanish from 4 to 3 sections, delete SEC-4)

Configure Classes

Refresh the Conflict Matrix – Setup menu

- Run a Conflict Matrix – Reports menu
  - ○ Use this to identify potential conflicts for courses should not be scheduled in the same periods (a master schedule must be open)

Assign Teacher and Room to Courses

- Batch Assign Teacher and Room – Classes tab
  - ○ Highlight ALL courses for an individual teacher
    - ■ Right click highlights, select Assign Teacher/Room

- Select the teacher and room, click [OK] to save – make sure that all the check boxes at the bottom of the Teacher/Room window are 'unchecked' so you can see all your teachers

- Repeat this process for each teacher

- (optional) Auto-Assign Teachers – Setup menu
  - If you identified course information and primary room for each teacher the computer can automatically assign teachers/rooms to sections

Assign a Class Meeting Time

- Classes tab, Right click course, select Meeting Time

- Schedule Singletons and Doubletons (optional mini-load process)
  - Assign Meet Times for only singleton classes then run the loader to check for "real" conflicts
  - If singletons balance, assign doubleton classes then run the loader to check for "real" conflicts

- Combine Selected Class Sections into the same teacher/meet time
  - Example: Spanish 3 and 4 have few students and are taught in the same period

- (optional) Auto-Assign Meeting Times – Setup menu
  - Manually assign part-time teachers, and teachers with special constraints before choosing this option.

- Find Missing Meeting Times – Click 'Meets' column heading to sort by period. Blanks will appear at the top.

Assign Course Groups (optional)

- If you have created Groups for homerooms or special classes, assign the groups to specific sections now.
  - Double-click a specific Course/Teacher section and in the 'Class Properties' window, select the Group from the dropdown list, click [OK] to save.

Link Selected Class Sections – Classes tab

- Highlight all class sections to be linked, right click one of the highlights

- Select Link Sections…

- Click the [Add All Selected] button, check mark the Primary Course, [OK] to save

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Load the Master Schedule

Load menu > Load Classes

- Check any box that you wish to apply to the current load

- Recommendations: First time(s) through, Allow Partials, Don't Allow Alternates, 1-2 passes. You may also want to load a single grade.

- Subsequent Loads – you may want to keep existing schedules if many students are complete, and only reschedule partial students who may benefit from new or updated sections.

Analyze the Master Schedule

Run Master Schedule Analysis Reports – Reports menu

- Student Schedule Conflicts

- Student Free Period Analysis

- Load Performance by Grade

Analyze Student Load – Master Schedule Classes tab

- Sort by column N (conflicts) to view courses with highest number of conflicts

- Sort by column N (full) to view courses with the highest, or lowest, numbers of request not filled because class was full

View Students Not Scheduled – Master Schedule Classes tab

- Right click on a course with high conflicts, or low load count, and select 'Students not scheduled' to see a list of unscheduled students and the reason

Adjust the Master Schedule to Reduce Conflicts

Clear Student Schedules – Load menu > Erase all schedules

- Refresh Schedule Counts – Setup > Refresh Schedule Counts

- Moving class Meet Times or changing number of sections offered can potential create conflicts. Always clear student schedules before making MS changes.

- Recommendation: You may want to "copy" the current schedule, rename it and move, add, or delete course sections in the new copy before running the loader again. This allows you to keep an "original" that you can always revert back to if there are problems

- Schools can have multiple versions of a master schedule. Label them something meaningful so you can easily identify them for your final choice.

Adjust course sections – Master Schedule Classes tab

- Recommendation: Make only a few adjustments at a time (2-3) and then reload to verify improvement.
  - Change Meet times
  - Change Teachers
  - Add or Delete Course sections
- (Optional) Lift Same Roster Restrictions – View menu > Courses Offered
  - Select a multi-term course, uncheck the 'Same Roster' box
  - This allows students to be scheduled in different periods, or with different teachers, across terms (example: Algebra S1-Per 2, Algebra S2-Per 5 – allows a singleton elective for S2 to be scheduled in Per 2)

Load Classes again and re-analyze – Load menu > Load classes…

Load Alternate Requests (optional)

- Load menu > uncheck 'Don't schedule alternate requests'.
  - Be sure to check 'Allow partial Schedules' and 'Keep existing schedule
  - Use this option if the majority of your students have full schedules and you want the loader to attempt to fill unscheduled periods with student alternates.

Create Team Course sections (optional)

- Run ACR process to create course requests for the Team schedule course(s) – Setup menu > Run Automatic Course Requests
- Assign Teachers, Rooms, and Meet times to Team sections
- Load Teams to class sections
  - Load menu > Class Loader – check 'Keep existing schedule'
  - This process will load only the new team sections without changing existing schedules

Hand Schedule Students

Identify Students with Partial Schedules

- Scheduling individual students after you feel that you are done making any more master schedule changes
- Report menu – Student Free Period Analysis

View a Student's Schedule – [s] *button > Schedule tab*

Schedule an Open Request - [s] *button > Requests tab*

- Click the [Schedule Open Request] button

Pre-Assign Classes to a Student's Schedule - [s] *button > Schedule tab*

- Use the 'Summary' view to see Period by Term view and [Add] button to schedule a class

Reschedule All Course Requests - [s] *button > Requests tab*

- Click the [Reschedule All] button

Add a Class to a Student's Schedule - [s] *button > Schedule tab*

- Use the 'Summary' view to see Period by Term grid and [Add] button to schedule a class
- Use the 'List' view to see a Term by Period list and [Add] button to schedule a class
- To see all available classes, hold down the [CTL] key and then click on [Add]

Drop a Class from a Student's Schedule - [s] *button > Schedule tab*

- Use the 'List' view to see a Term by Period list and [Drop] button to remove a class

Reschedule a Student's Dropped Classes - [s] *button > Requests tab*

- Click the [Schedule Open Request] button

Manage Class Rosters – Master Schedule Classes tab

- Highlight a class, right click, select Class Roster
- Highlight one or more students, or [Select All] button, and choose the desired option:
  - [Drop] the students from this course section – course request will be changed to open
  - [Move] the students to a different course section
    - Same Period option will show only courses offered within the same period. If moved to a different course, a new course request will be created. This may create schedule conflicts.
    - Any Period/Course option will show all available courses. It will remove the current course request and replace it with a new course request. This may create schedule conflicts.
  - [Copy] the students to a different course section – can be used to copy to any course or period. The original schedule record is not changed. *Copy does*

NOT automatically create a course request for the new course. This may cause problems if schedules are unloaded and reloaded.

Assign Filler Classes – Load Menu > Assign Filler Classes

- Select a Course to load into 'Open' periods for students (example: Off campus or Study Hall)
  - Course must be in the master schedule with an assigned teacher and meet time
  - Choose either 'All open periods' or 'Leave periods at begin/end of day' open

Lock/Unlock a Student's Schedule - *button > Schedule tab*

- Check, or uncheck, the 'Locked' box at the bottom of the page
- 'Locked' schedules will be skipped if the load process run again
  - Do not lock student schedules if you are still making master schedule changes
  - Load option – check 'Keep existing schedule' to include "locked" schedules with open periods in a subsequent load process. Existing scheduled classes are saved and only open periods will try to be filled.

Lock a Group of Student Schedules – Load Menu > Lock Student Schedules

- Lock Schedules – this action will lock all student schedules. The loader will not schedule locked students.
- Unlock Schedules – this action will unlock all student schedules. The loader will schedule all unlocked schedules.
- The Student Filter may be used to lock/unlock students of a group, or by grade level or other filter criteria.

Finalize the Master Schedule

Final Reports – Reports menu

- Class Roster – select "Show all students that have been in the class", you can also select by teacher or by class
- Master Schedule Matrix (print one for each term)
- Student Schedules, List Format (show schedules for all terms or first term)
- Optional – Request Verification Notices with no exceptions (student's course requests)

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Finalize the Master Schedule Classes – (August)

Please contact LBL help desk when you are ready to finalize your Master Schedule. LBL has additional integration processes connected to schedule finalization and we will do a quick review and gather our required information.

Your technology department may need reports for third party vendors in early August. This requires a finalized master schedule and vendor process can run nightly while you continue registering kids. We recommend that you do not send schedules to the Gradebook while you are still making many schedule changes. Schedules can be sent 3-5 days prior to the start of school.

Quick Reference Guides

SILK Reports Conversion to Excel

LBL Information Systems Program Quick Reference Guide

Converting SILK Reports to Excel

You can convert a SILK report into a text file (ASCII) that can then be converted into a spreadsheet format. You will need to save the text file to either an external drive (hard drive or flash/jump drive) or in a file on the home drive found in your school's server.

Convert SILK Report to Text File

- Select Report and [Ascii File]

- File name – [Browse] and select the drive to store the text file. The prompts will allow you to name the file.

- Leave "Fill Tabs with Spaces" unchecked

- Click [OK]. When completed, the list will be converted to ASCII text format. Click [OK] to exit the report process.

- Validate the contents of the report file you saved on the drive.

- To convert the ASCII text file to a spreadsheet, open the file in the spreadsheet application and follow further instructions as needed.

Reports that work well in ASCII text Format:

- Class Load Report

- Class Rosters

- Course Request Rosters

- Course Request Tallies

- Request Verification Notices (student course requests)

- Student Schedules, List Format

SILK Team Scheduling

SILK Team Scheduling

A Team is a group of students with one assigned team teacher. A student and a teacher can be assigned to only one team. A common use for Team scheduling is assigning kids to a high school Advisor teacher who they will remain with throughout their high school career.

Students assigned a team in a school will carry that Team ID to the next school within the same school district. The student will need to be removed from the previous school's team in order for the new school to assign a new team. NOTE: LBL does not use Team scheduling for elementary schools.

Creating Teams

1. Team scheduling must be turned ON in the SILK Scheduler:

   A. Options > Scheduler Settings – check the box by 'Team Scheduling Enabled'

2. Courses used for Team scheduling must be identified in the School's Course catalog. This field is available in both SILK Scheduler and Main environments:

   A. View > Courses Offered – check the box by 'Team Scheduled'

3. Create Teams in SILK Scheduler:

   A. View > Teams > [New Record]

   B. Enter Team Name (ex: 6 Advisor)

   C. Enter a Description (ex: 6 Advisor)

   D. (Optional) Enter Grade Level associated with the team

   E. Click [Check] to save

   F. Select 'Teacher' tab and [Add selected Teacher]

Each team in SILK has a system assigned ID number. The number is assigned when a team is created. Teachers and students assigned to the team belong to that Team ID. They will stay with the team until removed. There are two types of Team ID numbers:

- **TeamID** – Silk's assigned Team ID. During the spring when both *Current* and *Next Year* schedule databases are active, 'TeamID' is used exclusively for *Next Year* scheduling. In the fall/winter when only *Current* year database is active, schools can use TeamID for scheduling students.

- **TeamIDCY** – LBL's Team ID for Current Year located in Silk Main > View > Students 'Misc' tab. LBL copies SILK's Team ID to the LBL's TeamIDCY prior to creating the *Next Year* scheduling database for a district.

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SILK Team Scheduling

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LBL Next Year SILK Database Teams creation

Schools that expect students to remain on the same team year to year should maintain their teams throughout the school year in Silk Main and on into the next year schedule process. A student's current year and next year team will be displayed in the banner area in View Students.

Prior to creating the next year scheduling database, LBL must copy the TeamID field value to the TeamIDCY field (Main > Student Misc tab). After the database has been copied to the next year, LBL will copy the TeamIDCY field into Next Year Scheduler TeamID value. This process helps with team roster consistency from year to year. Schedulers will also know what team students were assigned during the current year. IMPORTANT: The SILK assigned 'TeamID' is no longer used for current year scheduling. Current year seniors should not have planned records with a 'TeamID' for Next Year Scheduling.

Maintaining Current Year and Next Year Teams

Current Year Team Assignment (Silk Main)

View > Students > Misc tab - Current year team assignment is maintained by student. The scheduler (registrar, counselor, etc.) will need to know the Team ID number. This ID number is found in:

- View > Teams

- Reports > Miscellaneous Reports > Team Rosters (Current Year)

- Reports > Scheduling Reports > Team Rosters (Scheduler)

View > Teams – Students tab – team rosters will show the current year grade level of students. NOTE: If the scheduler adds students to a team roster tab after the next year database is created, the students are essentially assigned for next year scheduling.

Next Year Team Assignment (Silk Scheduler)

Next year team assignments should be maintained in SILK Scheduler using View > Teams and the 'Students' tab. Team 'Students' rosters in SILK Scheduler will show the students' next year grade level. However, when adding students to a team roster page, the student search window will show with their 'current year' grade level. For example, if I'm adding kids to an Advisor list of 11th graders, and I open the search window, the student I'm looking for will show grade 10 in the window. Once added to the roster page, the grade level will show 11.

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SILK Team Scheduling

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Scheduling Teams

The SILK Schedule Loader will assign teams to specific course/teacher sections. Here are some general recommendations for using the Team Scheduling process:

- Create an Automatic Course Request rule for the Team course(s) – Advisor examples:
  - All students use the same course 'Wolf Team' - create one ACR for the course.
  - Each grade uses a different Advisory course (ADV09, ADV10, etc.) – create an ACR for each grade level for the associated Advisor course
- Do NOT include the Team ACRs when running the initial ACR process. No sections will be created with the initial master schedule build
  - If you copy a prior year master schedule, you may want to delete all the sections associated with a team
- Build, analyze and adjust all your regular classes. When you are "done" running load processes and moving classes, create your team sections.
  - This is the "last process" step before hand scheduling students
  - Run the Setup Process to create ACRs for the Teams
  - Assign Teacher, Room, and Meet Time to all the course sections
  - Run the Class Loader – keeping existing schedules. This will assign all the students to their Team teacher/course
- Finish manually adjusting individual student who are not fully scheduled