

Batch Scheduler Quick Reference

Task	Completed	Initials
Task #1 - Run scheduling reports to verify scheduling data before running the Batch Scheduler. StudentInformation » SIS » Scheduling » Scheduling Reports	<input type="checkbox"/>	
Task #2 - Schedule important or special course sections by hand before the Batch Scheduler is run to ensure the student's placement in the courses. StudentInformation » SIS » Scheduling » Course Section Assignments Home » SIS » Student » Student Schedule » Request Assignments	<input type="checkbox"/>	
Task #3 - Configure Single Student Scheduler (SSS) to schedule individual students on the Requests page. StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Job Parameter Sets	<input type="checkbox"/>	
Task #4 - Configure Batch Scheduler job parameter to schedule the entire school. StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Job Parameter Sets	<input type="checkbox"/>	
Task #5 - Run the Batch Scheduler. StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Job Parameter Sets	<input type="checkbox"/>	
Task #6 - Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules. StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Schedule Job History-Stats link	<input type="checkbox"/>	
Task #7 - Make applicable changes and rerun the Batch Scheduler – updating the existing schedule result set. StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Schedule Job History – Rerun Job link	<input type="checkbox"/>	
Task #8 - Review Batch Scheduler statistics and run reports to help resolve conflicts and verify schedules. StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Schedule Job History-Stats link	<input type="checkbox"/>	
Task #9 – Remove unwanted requests and assignments. StudentInformation – Management – Ad-Hoc Updates – Clear Fees StudentInformation » SIS » Scheduling » Course Section Assignments StudentInformation » SIS » Student » Student Schedule » Request Assignments	<input type="checkbox"/>	
Task #10 - Rerun Batch Scheduler as many times as needed. StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Schedule Job History – Rerun Job link	<input type="checkbox"/>	
Task #11 - Clean up students that are not fully scheduled using the Request page. StudentInformation » SIS » Scheduling » Requests	<input type="checkbox"/>	
Task #12 - Clean up students that are not fully scheduled using the Request Assignments page. StudentInformation » SIS » Student » Student Schedule » Request Assignments	<input type="checkbox"/>	

Task #13 - Run Study Hall Wizard to fill in the student's open periods with study halls. <u><i>StudentInformation</i></u> » <u><i>Management</i></u> » <u><i>School Administration</i></u> » <u><i>Scheduling Administration</i></u> » <u><i>Course Maintenance</i></u> » <u><i>Courses</i></u>	<input type="checkbox"/>	
Task #14 - Print Schedule Cards (R701). <u><i>StudentInformation</i></u> » <u><i>SIS</i></u> » <u><i>Scheduling</i></u> » <u><i>Scheduling Reports</i></u> » <u><i>Schedule Card Formatter (R701)</i></u>	<input type="checkbox"/>	