

## Preparing to Build the Master Schedule

Before Aspen can build your master schedule, you need to prepare the necessary information. For example, you define the schedule structure, enter students to schedule, teachers to schedule, student requests, and courses to offer.

Use this card as a checklist when preparing to build your schedule for the next school year.

## Setting Up Aspen to Build Your Schedule for Next Year

The first step in preparing to build your master schedule is to set up the system.

To set up the system, do the following in the order listed:

- 1. Define the school year in the District view.**  
(District view, District tab > **School Years** side-tab > **Options** menu > **Add**)

- 2. Associate the school to the build year.**  
(District view, District tab > **Schools** side-tab > **Details** > **Build Year Context** field)

- 3. Copy current year courses forward to the build year.**  
(School view, **Schedule** tab > **Courses** side-tab > **Options** menu > **Copy Course Catalog**)

- 4. Associate students to their next year schools.**  
(School view, **Student** tab > **Details** side-tab > **Next School** field)

- 5. Grant Build view access to the appropriate users.**  
(District view, **Admins** tab > **Roles** side-tab > **Users** > **Options** menu > **Add**)

After you complete these steps, you can create a build scenario.

## Create a build scenario

- 1. Copy the active schedule (optional)**  
(Build view, **Scenario** tab > **Options** menu > **Copy Active Schedule**)

- 2. Create a build scenario**  
(Build view, **Scenario** tab > **Options** menu > **Add**)

- 3. Define preferences for your build scenario**  
(Build view, **Scenario** tab > **Preferences** side-tab)

- 4. Define the structure of your build scenario (Terms, Days, Periods)**  
(Build view, **Scenario** tab > **Terms** side-tab > **Options** menu > **Add**)  
(Build view, **Scenario** tab > **Days** side-tab > **Options** menu > **Add**)  
(Build view, **Scenario** tab > **Periods** side-tab > **Options** menu > **Add**)

## Preparing Your Build Scenario for a Build

After you create your build scenario, you need to prepare information for that scenario for a build. To prepare the scenario:



**1. Define schedule patterns**

(Build view, **Global** tab > **Pattern Library** > **Options** menu > **Add**)



**2. Define student scheduling parameters**

(Build view, **Student** tab > **Schedule** side-tab > **Attributes**)



**3. Enter student requests**

(Build view, **Global** tab > **Requests** side-tab) (all)

(Build view, **Student** tab > **Requests** side-tab) (by student)

(Build view, **Courses** tab > **Requests** side-tab) (by course)



**4. Define staff scheduling parameters**

(Build view, **Staff** tab > **Details**)



**5. Define room scheduling parameters**

(Build view, **Rooms** tab > **Details**)



**6. Define course scheduling parameters**

(Build view, **Courses** tab > **Details** side-tab)



**7. Define your school's bell schedules (optional)**

(Build view, **Scenario** tab > **Bell Schedule** side-tab)



**8. Define scheduling rules**

(Build view, **Rules** tab)



**9. Use the workspace to assign teachers, pre-schedule sections, and build your schedule**

(Build view, **Workspace** tab > **Sections** side-tab)

(Build view, **Workspace** tab > **Classes** side-tab)

(Build view, **Workspace** tab > **Assignments** side-tab)

## Initializing the Build Schedule Workspace

The Workspace tab in the Build view should contain the sections you want the system to use to build your master schedule.

### To fill the workspace with sections:



**1. Create sections based on the course schedule attributes you specify, by initializing sections.**

(Build view, **Workspace** tab > **Options** menu > **Initialize Sections**)



**2. You can copy sections from an existing schedule.**



**3. Determine teacher assignments and create sections at the same time.**

(Build view, **Workspace** tab > **Assignments**)