

Master Schedule Building Workshop



Workshops available on-site and online!

More than 30,000 school schedulers nationwide have learned how to build superior master schedules as a result of this workshop.

When building a master schedule for secondary education, software does not do it all. Schedulers need a strong foundation in the theory and logic of schedule building before utilizing software.

The Master Schedule Building Workshop (MSBW) is a two-day, interactive, hands-on training experience that provides attendees with a comprehensive understanding of manual master schedule building that greatly enhances the use of any scheduling software. The basics are critical to successful scheduling. Learn a manual construction method to help you understand the theory and logic of building a master schedule with minimal conflicts.



Course Benefits

SAVE TIME

Build a Master Schedule with less effort and in less time.

REDUCE CONFLICTS

Significantly reduce student conflicts and improve multi-function course balance while still honoring special staff requests.

MAXIMIZE RESOURCES

Produce a Master Schedule that satisfies both students and teachers and maximizes staff and facility utilization.

“This is a great workshop as it walks you through the process of scheduling. This is valuable, regardless of the software you’re using; it’s important for us to first be aware of the ‘human’ side of scheduling—the software comes later. This is key for all administrators, especially at the 7-12 levels.”

RANDY LYSENG
Ross Shepard High School

The concepts discussed in this workshop are not SIS software specific.

The Master Schedule Building Workshop teaches you how to plan, organize, build, and evaluate a master schedule for your school.

Our experienced group of scheduling specialists provides hands-on, comprehensive training that gives attendees a universal skill set—based on the use of highly accurate data and systematic, manual construction methods—that is fully applicable to any school or district’s specific scheduling software program. This is an exceptional professional development opportunity for anyone responsible for building a school’s Master Schedule.

The two-day, interactive workshop will provide the basics needed to build a schedule and ensure:

- Student course selections are satisfied
- Multiple section courses are balanced
- Teacher requests are satisfied

Unlock the scheduling puzzle and positively impact your school and district by attending a workshop in person or online.

Two-Day On-Site Regional Workshop:
\$1,000 per person

Two-Day Online Regional Workshop:
\$600 per person

Register Online:
<https://support.powerschool.com/msbw>

On-Site District Workshops:
MSBW can be held for your district in an on-site or online setting at a discounted group rate. Email MSBW@powerschool.com for details.

MSBW 2-Day Agenda

Session 1: Introduction

The workshop opens with an overview of master schedule construction basics including planning, curriculum, course selection, and decision making. In this session, emphasis is placed on the use of the tally and conflict matrix, schedule construction logic, section placement order, schedule board organization, section chips, and other schedule-building tools.

Session 2: Demonstration

Using data from a demonstration school, our scheduling specialist leads you through the process of constructing a complete school master schedule. Course sections are placed using the conflict matrix, the tally, the color-coding scheme, and the schedule construction logic, explained in Session 1. Throughout Sessions 1 and 2 the implications of various scheduling alternatives on the development of the master schedule are addressed. These include interdisciplinary teaming, block scheduling, school-with-in-a-school, and extended block scheduling.

Session 3: Schedule Analysis

Using results from a demonstration school, analyze a scheduling run and learn how to manipulate the placement of sections to reduce conflict and improve class enrollment balance.

Session 4: Schedule Development

Develop a master schedule in a hands-on practicum session using basic data from an actual school. The scheduling material provided for this exercise includes course offerings, tally of requests, conflict matrix, school parameters, terms of courses, teacher list, and teacher assignments.

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For more information about MSBW, please visit our website at <https://support.powerschool.com/msbw>, email msbw@powerschool.com, or call 877.873.1550, option 5