There are multiple ways to resolve conflicts. This document will present three ‘tools’ provided by Skyward to assist in the process. Through experience and experimentation you may devise your own methods. This document will cover use of the 1) Course Conflict Report; 2) Student Conflict Report; and 3) Scheduling Board.


You will get the following screen. From this screen you can run several reports that will assist you in correcting the cause of your conflicts. The Totals Report prints what you see in the Totals grid.
2. **The Course Conflict Report**

This report is the easiest to read and often points the major cause of conflicts. We suggest you run as set below; HOWEVER, you may want to ‘experiment’ with the COURSE setting as well.

When you have the screen set, click in the upper right-hand corner.

![Reporting Options]

This is the structure of the report.

<table>
<thead>
<tr>
<th>SIC</th>
<th>TEACHER</th>
<th>TRM</th>
<th>PD</th>
<th>DAYS</th>
<th>OPT</th>
<th>MAX</th>
<th>ASG</th>
<th>TYP</th>
<th>REQ</th>
<th>SCD</th>
<th>CONF</th>
<th>LGR</th>
<th>--1-</th>
<th>--2-</th>
<th>--3-</th>
<th>--4-</th>
<th>--5-</th>
</tr>
</thead>
<tbody>
<tr>
<td>M70100</td>
<td>ENG LANG ARTS</td>
<td>W</td>
<td>223207</td>
<td>16</td>
<td>YR</td>
<td>15</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>ALLEN</td>
<td>YR</td>
<td>04</td>
<td>MTWRF</td>
<td>25</td>
<td>29</td>
<td>29</td>
<td>OPTIMUM</td>
<td>EXCEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>BERGHAN</td>
<td>YR</td>
<td>01</td>
<td>MTWRF</td>
<td>25</td>
<td>29</td>
<td>29</td>
<td>OPTIMUM</td>
<td>EXCEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>BERGHAN</td>
<td>YR</td>
<td>02</td>
<td>MTWRF</td>
<td>25</td>
<td>29</td>
<td>29</td>
<td>OPTIMUM</td>
<td>EXCEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>BERGHAN</td>
<td>YR</td>
<td>03</td>
<td>MTWRF</td>
<td>25</td>
<td>30</td>
<td>30</td>
<td>OPTIMUM</td>
<td>EXCEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>LEWIS</td>
<td>YR</td>
<td>04</td>
<td>MTWRF</td>
<td>25</td>
<td>30</td>
<td>30</td>
<td>OPTIMUM</td>
<td>EXCEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>LEWIS</td>
<td>YR</td>
<td>05</td>
<td>MTWRF</td>
<td>25</td>
<td>30</td>
<td>30</td>
<td>OPTIMUM</td>
<td>EXCEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>LEWIS</td>
<td>YR</td>
<td>06</td>
<td>MTWRF</td>
<td>25</td>
<td>30</td>
<td>30</td>
<td>OPTIMUM</td>
<td>EXCEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>LEWIS</td>
<td>YR</td>
<td>08</td>
<td>MTWRF</td>
<td>25</td>
<td>30</td>
<td>30</td>
<td>OPTIMUM</td>
<td>EXCEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is an example of the report. The major cause for the 16 conflicts associated with this course is that the optimum enrollment has been exceeded. You can also see that the OPT, MAX, ASG for section 09 is set to ‘1’ – correction to this section would probably decrease the number of conflicts for this course.

**There is not a way to cover every circumstance in this document. If you encounter errors you cannot resolve, please contact Susi or Deborah for assistance.**
3. The Student Detail Conflict Report.

This report lists each student who has a conflict. We suggest you run this report once you have reached the point where your conflicts are 10% or below. The students on this report will, more than likely, have to be corrected manually simply because their requests as they are currently reflected are not going to schedule – alternative requests may need to be considered.

Click the box next to ‘Student Conflict Detail Report’.

Click [Print] at the top right-hand corner of the screen. You will screen reflected below.

You will set the ‘Grad Year’ as preferred.

‘Report Format’ – we suggest ‘Section/Term/Days’; you can experiment with the other settings

‘Print One Conflict Per Page” - It is sometimes easier to work with the conflicts if you print one per page. You can then make notes as you view the report or toss the ones you get corrected.

When the screen is set to your preferences, click [Print].

The next page shows an example of the report.
4. **Scheduling Board.** Go to SM/OF/FS/SB.

The Scheduling Board is a visual version of the Master Schedule. It allows the user to analyze and move classes using the mouse rather than the keyboard. *Any changes you make on this screen are reflected in the Course/Class Master (ie moving M60000/01 from 2\textsuperscript{nd} to 3\textsuperscript{rd} period will change the Course/Class Master).*

An example of the screen is reflected below.

![Scheduling Board Screen](image)

A description of the Menu selections and options follows:

1. **Options**
   1. i. *Chip Color* – chip colors may be used to distinguish between the estimated number of sections for each of the displayed courses or to display Staff Unavailability records.
   2. ii. *Ranges* – the course and staff range fields may be used to filter the information that is displayed on the screen. Narrowing the ranges increases the speed of the processing.
   3. iii. *Save Options* – allows the screen options to be saved to the current LOADED parameters.
   4. iv. *Save Options As* – this option prompts for a description of the parameters to be saved. Savable options include: chip colors, ranges, windows, window locations and sort options.
   5. v. *Load Options* – loads previously saved screen parameters.
   6. vi. *Reset Options* – resets all screen options to default values.
   7. vii. *Save Schedule Master* – Current Course, Class, and Class-Meet records can be saved, which allows them to be restored later.
   8. viii. *Restore Schedule Master* – Restores the Course, Class, and Class-Meet tables to how they were in the selected saved Schedule Master.

2. **Tools**
   1. i. *Auto-Schedule* – allows the Auto Scheduler to be run without leaving the Scheduling Board. Please access the [Auto Scheduling Table of Contents](#) for more information on options within the Auto Scheduler.
   2. ii. *Course Conflict Matrix* – allows the user to create, view and print the Course Conflict Matrix from the Scheduling Board. Please access [Conflict Matrix](#) for more information on creating, viewing and printing the Conflict Matrix.
   3. iii. *Export to Excel* – the scheduling board can now be exported to Excel. If you select this option, an option screen will be generated and you will select how the information displayed in the Excel. You may want to export the first time using the defaults then experiment with the other options.
3. **c. Utilities**

4. **i. Update Estimated Counts by Grade** – this process updates the estimated number of students by grade level in each class, assuming a perfect scheduling run. This update needs to be run after requests have been entered in order for class counts and counts by period to be accurate.

4. **d. View**

5. **i. Courses** – displays courses vertically down the left-hand column. Courses may be sorted by course key, subject, or by estimated number of sections. Class Meet records may be moved (within the course only) to the desired period.

6. **ii. Teachers** – displays teachers vertically down the left-hand column. Teachers may be sorted by name key or short name. Class Meet records may be moved to the desired teacher and period.

7. **iii. Show Missing Teachers** – Class Meet records that do not currently have an assigned teacher are highlighted in red. This option is only available when viewing by course.

8. **iv. Show Missing Rooms** – Class Meet records that do not currently have an assigned room number are highlighted in red. This option is only available when viewing by course.

9. **v. Window** – it is necessary to increase the resolution of the user’s monitor in order to view multiple windows simultaneously.

10. **vi. Close All Windows** – closes all active windows.

11. **vii. Add Unassigned Class Meets** – opens a window which can create a chip for Class Meet records that do not have an assigned teacher. This option is only available when viewing by teacher.

12. **viii. Analyzer** – opens the Analysis window, which contains the same counts found on the Master Builder. This includes estimated students, actual and estimated conflicts, teacher status, and room status. It also suggests a period for the selected Class Meet record.


14. **x. Period Counts by Grade** – opens a window to display the number of scheduled students broken down by grade and gender for the selected period. These figures may also be viewed in graph format.

15. **xi. Term/Days to View** – opens a window that controls the terms and weekdays of the chips that are displayed. This allows easy viewing of Day 1 vs Day 2 and Semester 1 vs. Semester 2.

5. **e. Chip Features** - chips that display in the left hand column have many capabilities.

16. **i. Drag and Drop** – the class chips may be dragged and dropped into the desired cell. When viewing by teacher, the cells may be moved between teachers. Performing this action actually changes the Teacher field in the Class Meet Record within the database. The “Snap-to-grid” feature forces the chip into the closest cell.

17. **ii. Right-click mouse** – right-clicking on the mouse brings up the following options:

   1. **Move to Bottom** – when there are multiple class chips in a cell, an asterisk (*) displays on the right edge. To view other classes in that cell, this feature moves the current class chip to the bottom of the stack and the next chip becomes visible.

   1. **Analyze Class** – this option analyzes the selected class and opens the Analysis window if it is not already open. Click MOVE to move the chip to the suggested period.

   1. **View Student Counts by Grade** – displays the estimated student count by grade level for the selected class. These figures may also be graphed.

   1. **View/Update Class Details** – displays and allows editing of most Class Meet field values.

9. **iii. Tool tip** – the mouse-over that displays the course’s short description, class section, teacher, building, room, terms and the days that it meets. It is visible when moving over (but not clicking in) an individual cell.

6. **f. Staff Unavailability Chip Options**
18. i. Drag and Drop – staff unavailability chips display with N/AV and may not be moved.

19. ii. Right-click Mouse – right-clicking on the mouse displays the Move to Bottom option which works the same as the Class chip option.

20. iii. Tool tip – the mouse-over that displays the days that the teacher is not available per term. It is visible when moving over (but not clicking in) the individual N/AV cell.

7. g. Period Headings - right click inside a Period number to access View Period Counts by Grade.

21. i. View Period Counts by Grade – displays total counts for all classes that are meeting during the selected period. These figures may be graphed.

8. h. Holding Bin – this option is only available when viewing by Teacher.

22. i. Class chips may be put into this area and remain there while scrolling. This temporarily unschedules the class.

23. ii. Emptying the bin or clicking CLOSE enters a scheduling period of zero and removes the teacher from the Class Meet record.

9. i. Navigation Buttons

24. i. Page Up – displays the previous 15 rows.

25. ii. Scroll Up – displays the previous row.

26. iii. Page Down – displays the next 15 rows.

27. iv. Scroll Down – displays the next row.

28. v. Scroll Left – displays the previous period.

29. vi. Scroll Right – displays the next period.

As you can see, the Scheduling Board is really to be viewed by each user’s preference. There is not one correct way to use it.