

# Master Schedule Building Workshop



Software agnostic workshops available on-site and online!

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

When building a master schedule for secondary education, software is not enough. 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. Use our specialized tools to understand the theory and logic of building a master schedule with minimal conflicts.

“ 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



## 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.

**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. 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**

## MSBW 2-Day Agenda

### Introduction

- Overview of master schedule construction basics including planning, building a team, and developing a timeline
- Emphasis is placed on the use of the tally and conflict matrix, and other schedule-building tools

### Phase 1: Preliminary Tasks

- Examine the many factors to consider when building your master schedule
- Scheduling specialist will guide you through challenges that may limit the effectiveness of the master schedule

### Phase 2: Tally

- Think about ways to advertise courses, collect requests, and analyze potential conflicts
- Use Course Tally and Conflict Matrix reports to solve possible problems early in the process

### Phase 3: Construction

- Using data from a mock school, construct a complete master schedule
- The implications of various scheduling alternatives on the development of the master schedule are addressed

### Phase 4: Analysis & Adjustment

- Improve your built master schedule using various diagnostic tools to reduce conflicts and improve balance
- Look for clues to be able to make the most impactful adjustments

### Phase 5: Final Tasks

- Review the steps to roll out your schedules for the upcoming school year

**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](mailto:MSBW@powerschool.com) for details.

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