# Master Schedule Process

Determine what method you will be using to create the schedule (i.e. paper/pencil, Word doc, or Excel doc). If you using the **Excel Master Schedule Template,** follow parallel directions for manipulating the template on the right side

**TO PREPARE** for a Master Schedule meeting, use the responses on the **Guiding Questions** document do the following steps:

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| **General Steps** | **Corresponding Excel Manipulation** |
| 1. Complete the **Guiding Questions** document.   (If you are a facilitator assisting with the scheduling process then you should read the responses to the “Guiding Questions” and highlight items that you will want to clarify or ask about in your meeting) |  |
| 1. Confirm that you have a copy handy of all current schedules (master, specialist, lunch/recess, individual classrooms, etc). |  |
| 1. Prepare method for drafting schedule (i.e. paper/pencil) or Word | Save a copy of the Master Schedule Template and rename it with the District Name, School Name (abbreviate if necessary), and School Year (ex: SY15-16) |
| 1. Identify/mark the teacher start time. The exception to this is if you need to account for a “before school program” such as childcare or breakfast. | Identify the teacher start time and delete the columns that come before that time. The exception to this is if the school needs to account for a “before school program” such as childcare or breakfast. |
| 1. Identify/mark the teacher end time | Identify the teacher end time and delete the columns that come after that time. |
| 1. Identify/mark the student arrival time | Identify the student arrival time   1. Select the cells in this column for applicable grades 2. Merge cells 3. Type Arrival 4. Right click, Format cells    1. Select alignment    2. Change orientation to point to top. This will cause the text to run bottom to top of the cell instead of left to right. It will say “90 degrees” under the orientation box. 5. Click align center from the home tab ribbon |
| 1. Identify/mark the student dismissal time. | Repeat step above (arrival time) for dismissal time. |
| 1. Identify/mark the teacher end time | Identify the teacher end time and delete the columns that come after that time. |
| 1. Identify/mark the Instructional start time | Identify the Instructional start time and fill that cell yellow. |
| 1. Identify/mark the Instructional end time | Identify the Instructional end time and fill that cell yellow. |
| 1. Identify/mark the timeframe during with lunches can take place. | To identify the timeframe during with lunches can take place do the following   * 1. Select and merge the cells in the row above the times.   2. Type: “Lunch Room Available”   3. Fill cell with yellow |
| 1. If your format (Word chart for example) has rows or columns for each grade level, make sure every grade is represented and add one for specialists, intervention and lunch(/recess) as well    1. If there are more than 5 classes, you might need to break it into teams. This will help with creating the specialist rotation. If there are 5 classes and 5 specialists, each class will go to a different specialist each day of the week.       1. Ex: 8 Second grade classes could be broken into two teams of 4. | Add or delete any needed grade levels   1. If there are more than 5 classes, break the grade level into two teams and insert a row where needed. 2. Label the teams (ex: 2A and 2B) |
| 1. Confirm plan for number of minutes for each academic block. | Click on the Categories tab create blocks for each subject area. Refer to the guiding questions to determine the length of time that they block should be. See example below   1. For Literacy, copy cells A3 & A4 and paste into C3 & C4. 2. For a 60 min block you will need to select 12 cells and merge them since each block is a 5 min increment. 3. In this case select C3 to K3, then click merge. 4. Then select C4 to K4, then click merge 5. Repeat process for each subject area 6. Add any necessary subjects not listed 7. Copy the time row from the Master Schedule tab and past under the current categories. |
| 1. Confirm that the required minutes (subject areas, specialists, lunch, recess and transitions) do not exceed the total number of available instructional minutes. | Place the required blocks end to end (any order is fine) beginning at the instructional start time.   1. Add up the number of minutes of transition time. Add this to the end of the blocks that were put end to end. Check that this doesn’t exceed the instructional end time. |

**DURING** your meeting, continue using the responses to the **Guiding Questions** for the following steps:

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| **General Steps** | **Corresponding Excel Manipulation** |
| 1. Review any questions that you identified during the process of preparing with the team. |  |
| 1. Review goal for Master Schedule. |  |
| 1. Briefly review work done in preparation. |  |
| 1. Map out the approximate specialists’ blocks without grade levels listed on the specialist row/column.    1. Determine how many specials blocks are needed per day to meet the needs of the total number of classrooms in the school.    2. Consider all related questions in the “Master Schedule Guiding Questions” handout.    3. Typically, there is one block of time for each grade level or grade level team.    4. Also, keep in mind that the specialists’ lunch, prep and duties need to be scheduled. If they provide coverage for IEP meetings, you will need to account for that as well.    5. Consider planning specialist prep for the very beginning or end of day, beginning at the teacher start time. Sometimes teachers begin or end up to 30 minutes before or after students.    6. It can be helpful to begin at the beginning and end of day and work your way in. | Do this on the specialist row of the Master Schedule.   1. Copy the block you created on the Categories tab so you allocate the correct number of minutes. |
| 1. Review subject area questions in the “Master Schedule Guiding Questions” handout.    1. Pay close attention to what can and cannot overlap with other subject areas.       1. Example: 60 min Math block can only overlap by 30 minutes due to Title 1 Math services.       2. Whole Group Literacy can overlap but not small group or intervention for K-2 and the same for 3-5 due to two teams providing support services. |  |
| 1. Identify Literacy blocks for first grade.    1. This can be a single block or whole, small and intervention as determined by the school’s literacy model.    2. Simultaneously stagger the literacy blocks for other grade levels.    3. Choosing a different color for each type block of the schedule can it make it easier to read (i.e. green literacy blocks, blue math blocks, etc.). | Copy blocks from the Categories tab and paste them in the Master Schedule tab. |
| 1. Add specialist, lunch and recess blocks |  |
| 1. Next add Math blocks if staggered |  |
| 1. Then tackle one grade at a time for remaining subjects |  |
| 1. Identify common planning time if separate from specials time. If common planning time is happening at consistent times across a grade or school, then consider carefully what content the person who is providing coverage is going to be responsible for. |  |
| 1. Once the grade level blocks have been determined, make sure that the same information is accurately represented in the specialist, intervention and lunch rows at the bottom of the Master Schedule with grade level indicated. |  |
| 1. Next set up Specialist schedule    1. Create a grid or chart    2. Mark times (i.e. instructional start and end times) across the top or down the side    3. Each row or column should represent a specialist area (opposite of what you chose for times) | Do this on the Specialist Tab   * 1. Copy the time row from the Master Schedule tab.   2. Paste it in the first row on the Specialist tab.   3. Type the name of the specialist area in the first cell of the time row (i.e. Music, Art, etc.)   4. Copy the specialist row from the Master Schedule tab   5. Paste below the copied time row.   6. Where is says specialist type Monday (or A, if it is a rotation schedule).   7. Repeat for each day of the week.   8. Select the whole schedule.   9. Right click and select copy.   10. Skip a row and past it below.   11. Rename for next specialist.   12. Repeat h through k for each specialist.   13. Gray out any time that each specialist is not available. |
| 1. Determine the rotation of classes through specialists. Think of it like Sudoku.    1. If possible keep same letter classes together on the same day (KA, 1A, 2A, ect.)    2. If there are fewer number of classes than available specialists, and the empty blocks are being used as prep time, then there may be grade levels that have B-E but no A. This will help set up a rotation of preps over the course of the week so they don’t all fall on one day.    3. Each class should be labeled A, B, C, etc. so that each class is referred to with the grade level/team first then by class. For four first grade classes, it would be 1A, 1B, 1C & 1D. Teacher names can be assigned later.    4. This can be completed after initial meeting; however it is important to determine that this method is going to be feasible. | You can draft what you think might work on the template on the Specialist Planning tab. |

**AFTER** your meeting:

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| **General Steps** | **Corresponding Excel Manipulation** |
| 1. Complete the rotation plan if not done**.** |  |
| 1. Use the specialist planning to map out the classes for each specialist on the Specialist schedule. | This should be done on the specialist tab. |
| 1. Share draft with team and finalize it. | Start and end times can be added below the subject areas. |
| 1. Once the schedule has been finalized then clean up the copy if needed. | Once the schedule has been finalized then add the following items:   1. A thin border around each subject block so that it is easier to differentiate visually. 2. A thick border around each grade level. 3. Start and end times of each subject block in the cell below the subject name. 4. Delete the lunch room availability row. |
| 1. If schedule was created with color, make a black and white version for easy printing.    1. If in word, copy and paste the schedule and remove color so that you have both versions. | 1. Copy and paste the schedule below the color version or on a new tab. 2. Select just the subject blocks and choose no fill from “Home” ribbon. 3. With the schedule still selected, chose text color black. |
| 1. Create grade level specific schedules.    1. Create a new page for each grade level.    2. Begin with one grade level.    3. Copy the grade row or column from the Master Schedule    4. Stack so it is copied for each day of the week.    5. Label Monday through Friday or Day in the Cycle as appropriate.    6. Create one for each teacher and label with their name.    7. Where the specialist block is listed identify the specific specialist from the specialist schedule. | 1. Create a new tab for each grade level. 2. Begin with one grade level. 3. Copy the time row from the Master Schedule tab. 4. Paste it in the first row on the Grade Level tab. 5. Type the name of the class (i.e. 1A) in the first cell of the time row. 6. Copy the Grade Level row from the Master Schedule tab. 7. Paste below the copied time row. 8. Where is says the grade level type Monday (or A, if it is a rotation schedule). 9. Repeat for each day of the week. 10. Select the whole schedule. 11. Right click and select copy. 12. Right click and select copy. 13. Skip a row and past it below. 14. Rename for next class. 15. Repeat j through m for each class. 16. Where the Specialist Block is identified, replace with the name of the specialist subject (Art, Music, etc.) for each class. |
| 1. Share final version with the team as a final check |  |
| 1. Distribute schedules to staff |  |