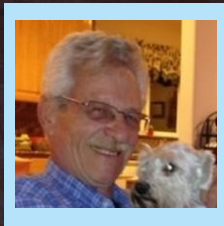




Flex Scheduling – Complex Bell Schedules

Session 325-2



SAM DEFEO | AERIES TRAINER

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Agenda

01 Changes to MST & SMS

02 Flex Periods

03 Class Calendars

04 Scheduling Conflicts

05 A/B Day & Odd/Even Day

06 Rotating & Staggered Times



CHANGES TO MST and SMS

Traditional Scheduling

1. Period and Block
2. Split Term and Day Tags
3. Primary Teacher, TCH #2, TCH #3
4. Teacher (TCH)
5. Bell Schedule (BEL)
6. Block Schedule Calendar (DAY)

Flex Scheduling

1. Flex Period (FTF)
2. Class Calendar (CCL)
3. Section Staff (SSE or SSM)
4. Staff (STF)
5. Flex Period Times (FTF)
6. Class Calendar Dates (CCD)



FLEX PERIOD OVERVIEW

- Flex Periods are created and linked to sections in the MST and/or the SMS tables.
- Flex Periods include Start and End times for each period.
- Custom Bell Schedules are defined (BSD) and linked to School Calendar (DAY).
- Custom Bell Schedule times may be defined within the Flex Periods



FLEX PERIODS - FTF TABLE

- Academic Year (FTF.YR)
- Short Title (FTF.STI) – 6 characters maximum
- Tiny Title (FTF.TT) – 2 characters

Texas – field is used for state reporting. California – currently field is not used

- Description (FTF.DE) – 50 characters
- Start and End times (FTF.ST and FTF.ET)
- Type (FTF.TY)

Blank = Standard Flex Period. C = Non-Conflict Flex Period

- Custom Bell Schedule Start and End times (FTT)



CLASS CALENDARS OVERVIEW

- Class Calendars are created and linked to sections in the MST and/or the SMS tables.
- Class Calendars are used to indicate which school days a section/class meets.
- Class Calendars can be created for sections that meet every day, every other day, all Mondays and Tuesdays, Fridays only, etc.
- It is recommended that for each Flex Period there exists a corresponding Class Calendar.



CLASS CALENDARS - CCL TABLE

- Academic Year (CCL.YR)
- Short Title (CCL.STI) – 6 characters maximum
- Description (CCL.DE) – 255 characters
- Mass Select Dates (CCD)
- Admin users can COPY the Class Calendars (within the same school)
- Admin users can PUSH the Class Calendars (to other schools)



SCHEDULING CONFLICTS

A scheduling conflict occurs when these three criteria are met:

- Sections meet during the same or overlapping **terms** (i.e.: Fall and Quarter 1 are overlapping terms)
- Sections meet at the same or overlapping **time**
- Sections meet on the same **day(s)**

Creating different Flex Periods and/or different Class Calendars avoids conflicts

Consider these questions when identifying what Flex Periods and Class Calendars to create:

- What day(s) do all or most of the periods meet?
- What day(s) are the exceptions?



A-DAY/B-DAY SCHEDULE

Classes meet on alternate days.

- A-Day classes meet on one day
- B-Day classes meet on the following day.

Flex Period	Start/End Times	Class Calendar	Week #	Meeting Days
1A	8:00 - 9:45	1A	1 2	M W F T R
1B	8:00 - 9:45	1B	1 2	T R M W F
2A	10:05 - 11:50	2A	1 2	M W F T R
2B	10:05 - 11:50	2B	1 2	T R M W F
LUNCH	11:50 - 12:20	LUNCH	Every Week	MTWRF
3A	12:25 - 2:10	3A	1 2	M W F T R
3B	12:25 - 2:10	3B	1 2	T R M W F



VARIATION OF AN A-DAY/B-DAY SCHEDULE

Most courses meet every day, but 2 courses meet on alternate days, for example PE/Elective. The courses that meet on alternate days could have sections every period.

Flex Period	Start/End Times	Class Calendar	Week #	Meeting Days
1	8:00 - 8:50	1	Every Week	MTWRF
1A	8:00 - 8:50	1A	1 2	M W F T R
2	8:55 - 9:45	2	Every Week	MTWRF
2A	8:55 - 9:45	2A	1 2	M W F T R
3	10:05 - 10:55	3	Every Week	MTWRF
3A	10:05 - 10:55	3A	1 2	M W F T R
4	11:00 - 11:50	4	Every Week	MTWRF
4A	11:00 - 11:50	4A	1 2	M W F T R
5	12:25 - 1:15	5	Every Week	MTWRF
5A	12:25 - 1:15	5A	1 2	M W F T R
6	1:20 - 2:10	6	Every Week	MTWRF
6A	1:20 - 2:10	6A	1 2	M W F T R

Flex Period	Start/End Times	Class Calendar	Week #	Meeting Days
1B	8:00-8:50	1B	1 2	T R M W F
2B	8:55 - 9:45	2B	1 2	T R M W F
3B	10:05 - 10:55	3B	1 2	T R M W F
4B	11:00 - 11:50	4B	1 2	T R M W F
5B	12:25 - 1:15	5B	1 2	T R M W F
6B	1:20 - 2:10	6B	1 2	T R M W F

ODD DAY/EVEN DAY SCHEDULE

Classes meet on alternate days. Odd numbered periods meet on one day and even numbered periods meet on the following day. This is very similar to an A-Day/B-Day schedule, but the periods are named differently.

Flex Period	Start/End Times	Class Calendar	Week #	Meeting Days
1	8:00 - 9:45	1	1 2	M W F T R
2	8:00 - 9:45	2	1 2	T R M W F
3	10:05 - 11:50	3	1 2	M W F T R
4	10:05 - 11:50	4	1 2	T R M W F
LUNCH	11:50 - 12:20	LUNCH	Every Week	MTWRF
5	12:25 - 2:10	5	1 2	M W F T R
6	12:25 - 2:10	6	1 2	T R M W F



VARIATION OF AN ODD/EVEN DAY SCHEDULE

- Even numbered periods meet on Monday, Wednesday, and Friday. Odd numbered periods meet on Tuesday, Thursday, and Friday. Since all classes meet on Friday, to avoid conflicts in scheduling the Friday bell schedule must be used for the Flex Period Start/End Time.
- Custom Bell Schedules would be created for Even Days and Odd Days. In the school calendar (DAY table), the Custom Bell Schedule for Even Days would be linked to every Monday and Wednesday, and the Custom Bell Schedule for Odd Days would be linked to every Tuesday and Thursday.
- Fridays will not have a Custom Bell Schedule. The Start/End time defined in the Flex Period will be used.

Flex Period	Start/End Times – Using Friday Bell Schedule	Class Calendar	Meeting Days	Start/End Times – Create Custom Bell Schedules for Even & Odd Days
1	8:00 - 8:50	1	T R F	8:00 - 9:45
2	8:55 - 9:45	2	M W F	8:00 - 9:45
3	10:05 – 10:55	3	T R F	10:05 – 11:50
4	11:00 – 11:50	4	M W F	10:05 – 11:50
LUNCH	11:50 – 12:20	LUNCH	MTWRF	11:50 – 12:20
5	12:25 – 1:15	5	T R F	12:25 – 2:10
6	1:20 – 2:10	6	M W F	12:25 – 2:10



ROTATING PERIODS OVERVIEW

- On Monday Periods 1- 6 meet in order.
- On Tuesday, the 2nd day of the week, the classes start with period 2, followed by periods 3, 4, 5, 6, and 1.
- On Wednesday, the 3rd day of the week, classes start with period 3, followed by periods 4, 5, 6, 1, and 2.
- On Thursday, the 4th day of the week, classes start with period 4, followed by periods 5, 6, 1, 2, and 3.
- On Friday, the 5th day of the week, classes start with period 5, followed by period 6, 1, 2, 3, 4.
- Holidays do not affect the schedule. If Monday is a holiday, then Tuesday of that week will start with period 2.

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
2	3	4	5	6
3	4	5	6	1
4	5	6	1	2
5	6	1	2	3
6	1	2	3	4



BUILDING ROTATING PERIODS

- Start and End times for each Flex Period are based on the Monday bell schedule
- Class Calendars indicate that the Flex Periods meet every day of the week
- Since the Flex Periods do not meet at the same time every day, Custom Bell Schedules are used to show this variation
- Custom Bell Schedules are created for Tuesday, Wednesday, Thursday, and Friday
- Each Custom Bell Schedule is linked to the corresponding days in the school calendar (**DAY**)



BUILDING ROTATING

Flex Period	Start/End Times – Monday Bell Schedule	Class Calendar	Meeting Days	Tuesday Bell Schedule	Wednesday Bell Schedule	Thursday Bell Schedule	Friday Bell Schedule
1	8:00 – 8:50	1	MTWRF	1:20 – 2:10	12:25 – 1:15	11:00 – 11:50	10:05 – 10:55
2	8:55 – 9:45	2	MTWRF	8:00 – 8:50	1:20 – 2:10	12:25 – 1:15	11:00 – 11:50
3	10:05 – 10:55	3	MTWRF	8:55 – 9:45	8:00 – 8:50	1:20 – 2:10	12:25 – 1:15
4	11:00 – 11:50	4	MTWRF	10:05 – 10:55	8:55 – 9:45	8:00 – 8:50	1:20 – 2:10
LUNCH	11:50 – 12:20	LUNCH	MTWRF	11:50 – 12:20	11:50 – 12:20	11:50 – 12:20	11:50 – 12:20
5	12:25 – 1:15	5	MTWRF	11:00 – 11:50	10:05 – 10:55	8:55 – 9:45	8:00 – 8:50
6	1:20 – 2:10	6	MTWRF	12:25 – 1:15	11:00 – 11:50	10:05 – 10:55	8:55 – 9:45



STAGGERED START TIMES

As an example, 6th grade students start school 15 minutes after 7th & 8th grade students, and they have a different Bell Schedule and a different Lunch Period.

Flex Periods - 6 th Grade			
Flex Period	Start/End Times	Class Calendar	Meeting Days
1-6TH	8:15 – 9:05	1-6TH	MTWRF
2-6TH	9:10 – 10:00	2-6TH	MTWRF
3-6TH	10:20 – 11:10	3-6TH	MTWRF
4-6TH	11:15 – 12:05	4-6TH	MTWRF
L-6TH	12:05 – 12:35	L-6TH	MTWRF
5-6TH	12:40 – 1:30	5-6TH	MTWRF
6-6TH	1:35 – 2:25	6-6TH	MTWRF

Flex Periods – 7 th & 8 th Grade			
Flex Period	Start/End Times	Class Calendar	Meeting Days
1-7/8	8:00 - 8:50	1-7/8	MTWRF
2-7/8	8:55 - 9:45	2-7/8	MTWRF
3-7/8	10:05 – 10:55	3-7/8	MTWRF
4-7/8	11:00 – 11:50	4-7/8	MTWRF
5-7/8	11:55 – 12:45	5-7/8	MTWRF
L-7/8	12:45 – 1:15	L-7/8	MTWRF
6-7/8	1:20 – 2:10	6-7/8	MTWRF



KEY TAKEAWAYS

- Create Flex Periods for various complex schedules
- Create Class Calendars for various complex schedules
- Create Custom Bell Schedules for various complex schedules and link them to school days



Additional Workshops to Consider

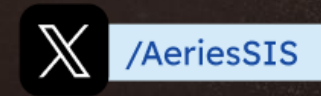
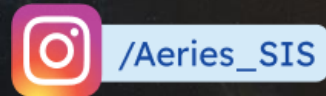
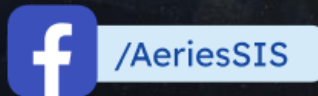
- 272 Flex Queries
- 305-1 Managing Scheduling Course Requests
- 305-2 Student Course Requests Using the Aeries Student Portal
- 310-1 Student Scheduling for Next Year – Building the Scheduling Master Schedule
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- 340 Student Scheduling – Scheduling Groups and Teams




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