

Using Course Scheduler

To Create a Class Schedule for a Department

Two Approaches

Import or Start from Scratch?

There are two ways to create a schedule for a new academic year:

1. Start from a past schedule and modify it, or
2. Build the schedule from scratch in the Course Scheduler.

In most years, option 1 saves a lot of time. This year it will save less (because of the 2/4 transition), but for some departments, it may still be easier to start with a past year's schedule, even though you will need to adjust all the times and perhaps the number of hours for each section.

Getting A Previous Schedule

You can download a previous schedule from <https://reports.calvin.edu/Reports/report/Departmental%20Reports/Course%20Section%20Report>. Fill in the desired terms and department, view the report, and then download it as a CSV.

Term	Term Start	Acad Year	Section Name	Subj	Crs No	Sect No	C	Used	Day10	Room	Room	Days	Meeting Time	Section Start Dt	Section End Dt	Bldg	Rm	Start Time	End Time
AY22/FA22	8/29/2022	2022	MATH 071-A	MATH	071	A	0	15	15	32	NH 259	TTH	1:00PM - 1:50PM	8/29/2022	12/17/2022	NH	259	1:00PM	1:50PM
AY22/SP23	1/9/2023	2022	MATH 072-A	MATH	072	A	0	0		32	NH 259	TTH	4:00PM - 4:50PM	1/9/2023	4/29/2023	NH	259	4:00PM	4:50PM
AY22/FA22	8/29/2022	2022	MATH 100-A	MATH	100	A	1	25	26	32	NH 251	MWF	11:00AM - 11:50AM	8/29/2022	12/17/2022	NH	251	11:00AM	11:50AM
AY22/SP23	1/9/2023	2022	MATH 132-A	MATH	132	A	1	0		32	NH 251	MTWTF	11:00AM - 11:50AM	1/9/2023	4/29/2023	NH	251	1:00PM	1:50PM
AY22/SP23	1/9/2023	2022	MATH 171-A	MATH	171	A	1	0		44	NH 276	MTWTF	11:00AM - 11:50AM	1/9/2023	4/29/2023	NH	276	11:00AM	11:50AM
AY22/FA22	8/29/2022	2022	MATH 171-A	MATH	171	A	1	29	29	32	NH 259	MTWTF	9:30AM - 10:20AM	8/29/2022	12/17/2022	NH	259	9:30AM	10:20AM
AY22/FA22	8/29/2022	2022	MATH 171-B	MATH	171	B	1	21	21	44	NH 276	MTWTF	11:00AM - 11:50AM	8/29/2022	12/17/2022	NH	276	11:00AM	11:50AM
AY22/FA22	8/29/2022	2022	MATH 171-C	MATH	171	C	100	20	20	45	NH 295	MTWTF	12:00PM - 12:50PM	8/29/2022	12/17/2022	NH	295	12:00PM	12:50PM

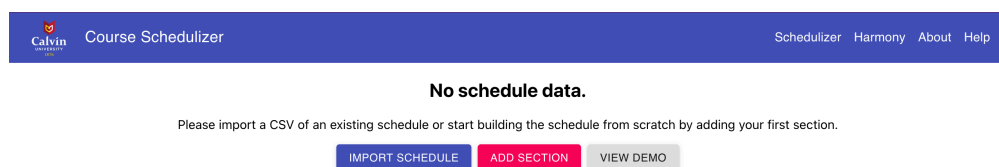
The file will be called something like `Course Section Report.csv` and will probably be in the default location where your browser uses for downloads.

Getting Started with Course Scheduler

Launching Course Scheduler

Navigate in a browser to <https://senior-knights.github.io/course-scheduler/#/>

The first time you do this, you will see

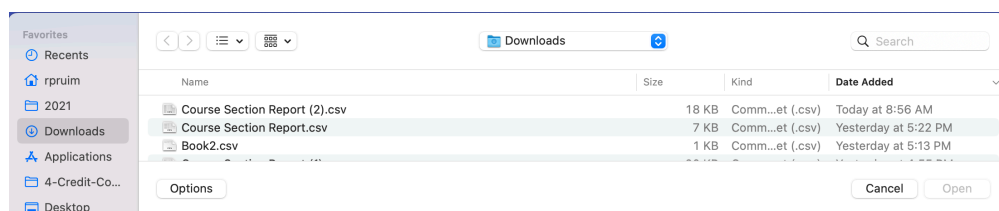


You can view the demo or explore the help if you like, but eventually you will be ready to press either

1. Import Schedule (if you just downloaded a schedule to start from), or
2. Add Section (if you are building from scratch).

Importing a Previous Schedule

If you have a saved schedule (either one you exported from reports.calvin.edu or one that you previously saved in Course Scheduler), you can import it by clicking the button and navigating to the file on your computer.



Inspecting Your Schedule

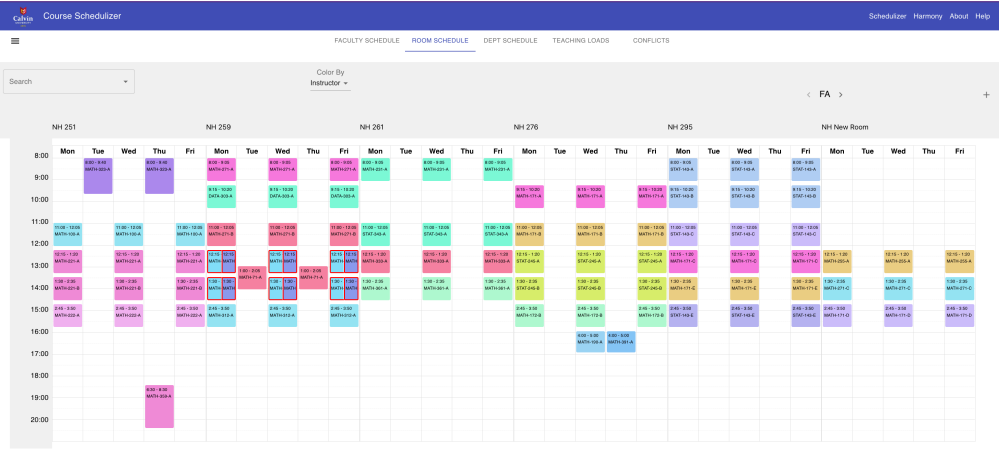
Once a schedule is loaded, you can inspect the schedule in one of several views by selecting the tab you are interested in. Here is the **Room Schedule view**, colored by instructor:

You can may need to zoom in or out or scroll to get a good view.

Conflicts

Notice that a few classes are outlined in red. These are being flagged as conflicts. You can see all your conflicts in the **Conflicts view**:

Note: At the time of this writing, first-half, second-half classes register as a conflict. We hope to get this fixed soon.



Course Scheduler

Scheduler Harmony About Help

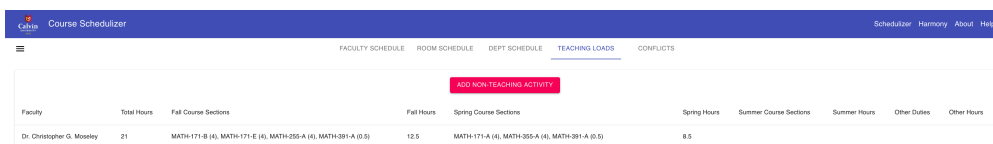
FACULTY SCHEDULE ROOM SCHEDULE DEPT SCHEDULE TEACHING LOADS CONFLICTS

Conflicts

Conflict Type	Term	Instructor 1	Room 1	Section 1	Time 1	Instructor 2	Room 2	Section 2	Time 2
Instructor	SP	Dr. Todd M. Kapluta	NH 259	STAT-241-A	12:15 PM - 1:20 PM	Dr. Todd M. Kapluta	NH 259	STAT-241-B	12:15 PM - 1:20 PM
Instructor	SP	Dr. Christopher G. Moseley	NH 276	MATH-171-A	11:00 AM - 12:05 PM	Dr. Christopher G. Moseley	NH 261	MATH-355-A	11:00 AM - 12:05 PM
Room	SP	Dr. Todd M. Kapluta	NH 259	STAT-241-B	12:15 PM - 1:20 PM	Dr. Todd M. Kapluta	NH 259	STAT-241-A	12:15 PM - 1:20 PM
Room	SP	Dr. Todd M. Kapluta	NH 259	STAT-241-A	12:15 PM - 1:20 PM	Dr. Todd M. Kapluta	NH 259	STAT-241-B	12:15 PM - 1:20 PM
Room	FA	Nathan S. Sumajlan	NH 259	MATH-251-B	1:30 PM - 2:35 PM	Dr. Randall J. Pruim	NH 259	MATH-252-B	1:30 PM - 2:35 PM
Room	FA	Nathan S. Sumajlan	NH 259	MATH-251-A	12:15 PM - 1:20 PM	Dr. Randall J. Pruim	NH 259	MATH-252-A	12:15 PM - 1:20 PM

Faculty Load Tallies

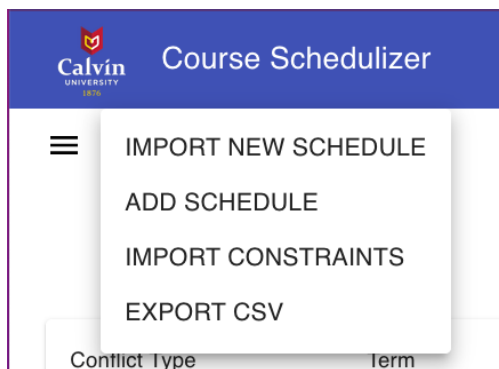
The **Teaching Loads** view tallies up teaching loads from the courses. You can also add non-teaching load for things like CRFs, administrative duties, etc.



Faculty	Total Hours	Fall Course Sections	Fall Hours	Spring Course Sections	Spring Hours	Summer Course Sections	Summer Hours	Other Duties	Other Hours
Dr. Christopher G. Mosley	21	MATH-171-B (4), MATH-171-E (4), MATH-255-A (4), MATH-381-A (3)	12.5	MATH-171-A (4), MATH-255-A (4), MATH-381-A (3)	8.5				

Exporting your schedule

While your browser will probably cache your work, it is a good idea to save your progress. The menu in the upper left corner gives you this option:



Choose **Export CSV**, and your schedule will be saved to your computer. The file name will include a time stamp so you can tell when it was generated.

Hand editing your schedule (Use with caution!)

It is possible to edit this file by hand (in Excel, for example). But you need to be careful not to corrupt the format of the file. The file contains some redundant information, some of which is ignored when you import the schedule.

Advice: Save your schedule with a new name before editing so that if something goes wrong, you can always revert to your previously saved version.

Here are some reasonable things to do by hand that may save you some time. (All of these can also be done inside Course Scheduler.) They are ordered roughly from most useful/reasonable to least.

1. Edit the `MeetingDurationMinutes` column.

Most of our courses will be changing to a different duration. You could change all of the 50-minute classes to 65 or 100, for example. This may be faster to do in Excel than by clicking on each section in Course Scheduler.

2. Edit the **AcademicYear** column.

Change this to 2024 for the 23-24 academic year.

3. Edit the **MinimumCredits** (Student load hours) and **FacultyLoad** (faculty load hours) columns.

You may be making many systematic changes to these this year.

4. You could edit **MeetingStartInternal**, but be sure it contains a legal time value.

Nearly all start times will be changing this year. Course Scheduler thinks of course times as a start and a duration. (This makes it easier to move classes to different times, since you usually only have to edit one field rather than two and you don't have to do the arithmetic to get the end time correct.) If you prefer to move courses to their new start times in Excel, you could do that. Or you could wait and do it in Course Scheduler, where you can visualize the changes as you make them.

5. Things like **ShortTitle** and **Faculty** could be edited here as well, if you like.

Note: Be sure each faculty person's name is listed exactly one way for all their courses or they will appear as two different faculty members in the displays.

Once you have made your edits, you can upload the edited file and resume working in Course Scheduler.

Adding and Modifying Sections

At this point you either have a draft schedule (likely with many edits to make) or an empty schedule waiting for some sections to be added.

The **Add a Section** button on the initial screen or the **+** off to the right in the gray bar can be used to bring up the menu for adding a section.

Search

Color By
Instructor

< FA > +

Add Section

Department

Prefix	Number	Section	Name	Instructional Method LEC
Instructor	Location	Room Capacity	Faculty Hours	Student Hours
Anticipated Size	Used	Day 10 Used	Local Max	Global Max
Start Time 08:00 AM	Duration	Year	Active	

Days: ☐ M ☐ T ☐ W ☐ TH ☐ F

Term: ☒ FA ☐ SP ☐ IN ☐ SU

Semester Length: ☒ Full ☐ Half ☐ Intensive ☐ Custom

Conflict ☐ Notes

Widened Tip: To create a Widened meeting put a "W" in the Prefix, Number, Section, Instructor, and Location fields. Also, put a "W" in the Faculty Hours and Student Hours fields. Finally, select the Start Time and Duration. Tip: use tab and shift + tab to navigate, space bar to select items, arrow keys to select items and others, and return to submit.

ADD SECTION

Just fill in the information and click **Add Section**.

Note: If you choose a half-semester course, you will be prompted to indicate whether it is a first half or second half course. A similar thing happens for the intensive classes.

Some information (like Global Max, etc.) can be left blank and filled in later (or not at all). To edit a section, just click on that section in one of the views to bring up the section editor and make your modifications. You can use those modifications to update the existing section or to create a new section.

In particular, if you have a number of similar sections to add, you can create one and then use it as a template for creating the others. This save a lot of time. Just use **Add New Section** button instead of the **Update Section** button.

Update Section

Department

Mathematics and Statistics

Prefix

MATH

Number

171

Section

B

Name

Calculus I

Institutional Method

LEC

Instructor

Dr. Christopher G. Mosaksky

Location

NH 276

Room Capacity

44

Faculty Hours

4

Student Hours

4

Anticipated Size

Start Time

11:00 AM

Used

Duration

65 min

Day 10 Used

Year

2023

Local Max

Status

Active

Global Max

Days

☒ M
☐ T
☒ W
☐ TH
☒ F

Term

☒ FA
☐ SP
☐ IN
☐ SU

Semester Length

☒ Full
☐ Half
☐ Intensive
☐ Custom

Conflict

Notes

Wildcard Tip: To create a Wildcard meeting put a "*" in the Prefix, Number, Section, Instructor, and Location fields. Also, put a "0" in the Faculty Hours and Student Hours fields. Finally, select the Start Time and Duration.

Tip: use tab and shift + tab to navigate, space bar to select days, arrow keys to select term and others, and return to submit.

UPDATE SECTION

ADD NEW SECTION

DELETE SECTION

Notes

You can add text notes to sections. While you are developing your schedule, these can be used to remind yourself of why you have done certain things, things that still need attention, etc. These notes will also be communicated to the registrar's office, so you can use them to communicate important information to that office as well.

Future Development

Course Scheduler is being expanded and improved by some senior computer science students. If notice bugs or have suggestions for improvement, please let us know.