

Questionnaire - Nesterenko Software - Timetable (Master Schedule) Assistant

Nov. 2011

The Timetable (Master Schedule) Assistant can be configured to meet the needs of each unique school scenario.

Your Name: _____ Email Address: _____

SchoolName: _____ School Board: _____

Student Population (Approx.) _____

1. Version of MS-Access installed on computers: Access 2000, 2003, 2007, 2010 _____.

2. Which Email Client do you use? FirstClass Outlook Other _____

3a. Number of Semesters in School Year: _____ 3b. Number of Terms in Semester: _____

4a. Number of Blocks (Periods) in a day: _____ 4b. Common Lunch? _____

5. Blocks Used (eg. 1 2 3 4; 1 2 3 4 5; 1 2 3 4 5 6 7; 1 2 3A3B3C 4 5

A B C D; A B C D E; A B C1 D E; A1 B1 C1 D1 E1; A1 B1 CA1 CB1 D1 E1): _____

6. If not common lunch, which of the Blocks above occur during overlapping lunch? _____

7. In unique situations, courses may be scheduled into other blocks. For example, Instrumental Music AMI3M1 might be held before school and be scheduled into block 'AM'.

Do you routinely have any of these exceptions? _____

8. Class Maximums: Most School Boards have class size maximums (usually specifically stated in a Collective Agreement). This application uses the 4th (or 4th and 5th) character of course code to determine most 'Class Maximums'. In addition there are usually a variety of 'Special Class Maximums' for Tech courses, AP, IB, etc. eg. Maximums based on 4th character: Academic 28, Applied 24, Open 26 etc. Special Maximums: Tech 20 Preferably, send Class Maximum and Special Class Maximum language in an email attachment.

9. Combined Class Maximums: (Multi-Grade, Multi-Stream) Some scenarios for 'Combined Classes' follow:

a. Maximum will be the lowest maximum of the courses combined.

b. Maximum will be the average of the maximums of the courses combined.

Briefly explain your Board language and include in an attachment, if necessary.

10. Teacher Workload Maximums: Some scenarios for 'Teacher Maximum' follow:

a. The total of the maximum class size of a teacher's classes cannot be exceeded by more than 4 per semester.

b. The total of the maximum class size of a teacher's classes cannot be exceeded by more than 10%.

Briefly explain your Board language and include in an attachment, if necessary.

11. Co-op Tie-In Subject Course Codes Co-op tie-in subjects are usually identified by special 6th character of course codes. Eg. C - 1 Credit, D - 2 Credit, or 7 - 1 Credit, 8 - 2 Credit;

Briefly explain your Co-op 'Holding Code' and Co-op tie-in subject identifier.

12. Non-Classroom Courses The regular Master Schedule Report in the application excludes 'non-classroom' courses so as not to 'clutter' the report and allows a Guidance Counsellor to be able to view only the courses that are 'regular' classroom courses. eg. Credit Recovery (*****R), Guidance (GUI***), Learning Life Skills (K*****), Library (Lib***), Student Success (SST***), Peer Helping (*****P), Co-op (*****C) (*****D) (*****7) (*****8) Briefly explain your Non-Classroom Courses and include in an attachment, if necessary

13. Half-Credit Courses Half-credit courses such as Careers and Civics usually occur in one Term.

Typically these two are used: CHV***, GLC***

Briefly explain any other courses which occur in only one Term.