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► Editing the Master Schedule: Understanding the Grid, List, and Summary Views

The Education Edge®

There are three available views when editing the Master Schedule in Registrar's Office. Understand the difference to speed up navigation and streamline your scheduling process.

View	What's the Difference?
<p>Grid</p> 	<p>The Grid View is a spreadsheet organized by times. The Grid View is best for making detailed updates to your schedule, as it is the largest and most detailed view.</p> <p>You can:</p> <ul style="list-style-type: none"> • Open individual classes to add or update the scheduled meetings, teachers, or rooms. • Add or update meetings, teachers, or rooms by dragging and dropping the class into another cell. • Access the Create Classes wizard and the Generate Master Schedule wizard directly. <p>Tips:</p> <ul style="list-style-type: none"> • If you use patterns to create classes, you can automatically regenerate meetings when you edit classes. • You can show conflicts by right-clicking the grid and selecting Show Conflicts. • On the grid, "T" indicates teacher conflicts, "R" indicates room conflicts, and "S" indicates student conflicts.

View	What's the Difference?
<p>List</p> 	<p>The List View is a table where you can sort classes by time, period, or block, depending on your organization's setup. The List View is best for a high-level overview at the beginning of your scheduling process—you can quickly check for missing courses.</p> <p>You can:</p> <ul style="list-style-type: none"> • Add and edit classes. • Access the Create Classes wizard and the Generate Master Schedule wizard.
<p>Summary</p> 	<p>In the Summary View, you can view and edit classes on a global level. The Summary View is best for quickly adding classes.</p> <p>You can:</p> <ul style="list-style-type: none"> • Create multiple class sections per course by updating the value in the Total Classes column. • View and edit the total number of classes and class sizes per term. <p>Note: Changes automatically transfer to course records.</p> <ul style="list-style-type: none"> • View and edit the minimum, maximum, and target number of classes per term. <p>Note: Changes automatically transfer to course records.</p> <ul style="list-style-type: none"> • Access the Create Classes wizard. • View the number of requests per term.

Navigating Between Views of the Master Schedule

The screenshot displays the Blackbaud Scheduling software interface. The main window is titled "Scheduling" and shows the "Master Schedule" window. The "View" menu is open, highlighting the "Summary View" option. The "Edit master schedule" option in the "3: Class Scheduling tasks" section is also highlighted. A callout box provides instructions on how to change the view.

Change your view:

1. In the Scheduling module, select the school, academic year, and session.
2. Under **3: Class Scheduling tasks**, click **Edit master schedule**.
3. From the menu bar, click **View**, and choose from the list.