

S12-Class Scheduler Instructions

Class Scheduler for 200 Students Instructions

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Office 2007/Excel 2007/Excel for the Mac Note:

This Excel workbook was created with Excel 2003 and is completely compatible with all PC versions of Excel from Excel 1997 to Excel 2007. When used in Excel 2007 it can be saved as either an Excel 1997-2003 workbook or as an Excel workbook with macros (an xlsm file). This workbook does not contain any information outside of the Excel 2003 range of 256 columns and 65536 rows so any Excel 2007 warnings about losing information outside of this range is erroneous and can be ignored. Since some versions of **Excel for the Mac** do not support vBasic code, this spreadsheet may not work properly on a Mac computer.

Navigation Note:

This spreadsheet has several sheets and there is room for only a limited number of sheet tabs at the bottom of the screen. You can display additional sheet tabs by clicking on the directional arrows on the left of the sheet tabs. Another way to display additional tabs is to hold the mouse cursor over the directional arrows and click the right mouse button. You can now select the sheet of interest from the table of sheet names. You can also go from one sheet to the next by holding down the control key and pressing the Page Down or Page Up key on the keyboard.

If you find that you do not need all of the sheets, you can hide the unwanted ones. Do not delete them, for it might corrupt the spreadsheet logic. To hide a sheet, go to the sheet, select Format, Sheet, Hide. To unhide a sheet, select Format, Sheet, Unhide, and then select the sheet from the menu.

I. Introduction

This spreadsheet can be used to schedule 200 students to daily classes for 7 days a week. You may schedule up to 15 class periods each day and up to 100 teachers, subjects, class times, rooms and student groups can be used in creating the schedules. Class rosters, student schedules and teacher schedules are created to be printed or e-mailed to students and teachers.

Note that some cells have comments as indicated by a small red triangle in the top right corner. Hold your cursor on the cell to reveal the comment.

II. Input Sheet

The input sheet has tables where you can list student names, teacher names, subjects, classroom names, class period start times and student groups. There is also columns where student and teacher e-mail addresses can be listed. The drop-down menu for assigning students to groups is populated by the group names you input in the Group table.

At the top of the sheet are light-green cells for other inputs. Hold your cursor over the blue-colored cell title to reveal a comment about what to put in the cell.

On the right side of the sheet are turquoise-colored cells where you can define classes to be scheduled. Each class includes a room, subject and teacher. There is also a "Student Group" column that you can use if the class (R/S/T) is limited to a specific "Group". If the class is not limited to a specific group you can leave the cell blank. If the class is limited to the specified group, and you assign it to a student in a different group, the assignment cell will turn red. To the right of the Room/Subject/Teacher combinations are columns where you can input high and low class size alerts that are used on the daily scheduling sheets to let you know if the class size is in the expected range.

Macro buttons above the student name and group can be used to sort the students table. A macro button is also provided for you to use to copy the student names to the 7 daily scheduling sheets.

If you want to delete a student name from the student list and from the 7 daily scheduling sheets, simply delete the name, group and e-mail address (don't delete the row, just the cell contents) and then sort the list to remove the blanks. Then go to each of the daily scheduling sheets and delete the student and any assigned classes from the sheet. Then you can sort the list (using the provided macros) to move the blank row to the bottom of the list.

If you want to add a student name to the student list and to the 7 daily scheduling sheets, simply add the name, group and e-mail address at the bottom of the list and then sort the list to put the new student name in the proper order. Then go to each of the daily scheduling sheets and add the student name and group and assign classes to the student. Then you can sort the list (using the provided macros) put the student name in the proper order.

III. Daily Scheduling Sheets

One scheduling sheet is provided for each day of the week. Use as many as you need for your scheduling. Each sheet has the students listed down the left side and 16 class periods listed across the columns. You need to select a class time from the drop-down menu for each column.

At the top of the sheet is a table where up to 10 classes can be listed for displaying the number of students assigned to the class. Select the classes to be counted from the drop-down menu in the "Class Selector" column. The cells are color-coded according to the high and low values that you specified on the Input sheet for each class. If you have more than 10 classes to monitor, you can either replace the selected classes with others from the drop-down menu or you can take a look at the "Class Count" sheet where all classes are displayed.

Sort macro buttons are provided above each column in case you want to sort the columns to put the non-blanks at the top of the list.

IV. Class Count Sheet

The number of students assigned to each class each time period for 7 days is shown on this sheet. The count cells are color-coded to help you find classes with too many or too few students.

V. All Schedules Sheet

All class assignments are shown on this sheet. Data filters (the little down arrows on the title row) are provided so you can filter out (hide) unwanted rows. Additional instructions are provided at the top of the sheet.

VI. Teacher Schedules Sheet.

Select the teacher from the drop-down menu at the top of the sheet and all of his or her classes will be displayed in the table. The "Hide Unused Rows" macro can be used to remove blank rows from the table and the "Show All Rows" macro can be used to unhide the blank rows.

The "e-Mail Schedules" macro will cycle through all teachers with an e-Mail address (on the "e-Mail" sheet) and copy their schedule to the "TS-e" sheet and send that sheet as an attached Excel spreadsheet to the e-mail address listed for that teacher. If the "Keeper of the Teachers Schedules" box on the "Input" sheet is checked and an e-mail address is provided for the keeper, the teacher schedules will be sent to that person and not to the teachers.

The "Print All Schedules" macro will cycle through all of the teachers and print a schedule for each one. Individual schedules can be printed manually.

VII. Student Schedules Sheet.

Select the student from the drop-down menu at the top of the sheet and all of his or her classes will be displayed in the table. The "Hide Unused Rows" macro can be used to remove blank rows from the table and the "Show All Rows" macro can be used to unhide the blank rows.

The "e-Mail Schedules" macro will cycle through all students with an e-Mail address (on the "e-Mail" sheet) and copy their schedule to the "SS-e" sheet and send that sheet as an attached Excel spreadsheet to the e-mail address listed for that student. If the "Keeper of the Students Schedules" box on the "Input" sheet is checked and an e-mail address is provided for the keeper, the student schedules will be sent to that person and not to the students.

The "Print All Schedules" macro will cycle through all of the students and print a schedule for each one. Individual schedules can be printed manually.

VIII. Class Rosters Sheet.

Select the Room-Subject/Teacher and the Day from the drop-down menus at the top of the sheet and a list of students for each class period will be displayed in the table. The "Hide Unused Rows" macro can be used to remove blank rows from the table and the "Show All Rows" macro can be used to unhide the blank rows. Likewise, the "Hide Unused Columns" macro can be used to remove blank columns from the table and the "Show All Columns" macro can be used to unhide the blank columns.

The "e-Mail Rosters" macro will cycle through all Room-Subject/Teacher and Days for teachers with an e-Mail address (on the "e-Mail" sheet) and copy the roster to the "CR-e" sheet and send that sheet as an attached Excel spreadsheet to the e-mail address listed for that teacher. If the "Keeper of the Teachers Schedules" box on the "Input" sheet is checked and an e-mail address is provided for the keeper, the class rosters will be sent to that person and not to the teachers.

The "Print All Rosters" macro will cycle through all of the class rosters and print each one. Individual rosters can be printed manually. The print page orientation has been set to landscape. If you use only a few of the class periods and the roster will fit, you may want to change the orientation to portrait.

IX. E-Mail Sheet

Tables of student and teacher names are shown on this sheet along with a check box for each one. Select the ones to whom you want to e-mail a schedule or you can simply check the "Send to Everyone" box at the top of the table.

Your e-mail client will probably alert you that a program is attempting to send a message and you will need to click "Yes" in order to send each message. This is okay for a few messages, but if you are sending schedules to all of your people, this can become bothersome and time-consuming. You can change the security settings for your e-mail client to allow a program to send e-mail messages without asking your permission. You should probably change the security settings back to the more secure state after you do the automatic schedule sending to prevent some not-so-friendly program from flooding the world with spam from your computer. Instructions on how to adjust the Windows security settings for Outlook Express, Outlook and Windows Mail can be found at:

<http://www.rondebruin.nl/mail/prevent.htm>

X. TS-e, SS-e and CR-e Sheets

When you click on one of the e-mail macro buttons, the schedule is copied to one of these sheets and the sheet is sent as a 1 sheet Excel workbook to the student or teacher.

If any of your students or teachers do not have the Excel software, they can download a free Excel viewer from Microsoft at:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=c8378bf4-996c-4569-b547-75edbd03aaf0&displaylang=EN>

Since these are simple spreadsheets they can probably be opened in other spreadsheet programs.

XI. Cautions

Do not add or delete rows or columns on any of the worksheets, for it may corrupt the spreadsheet logic. Rows and columns may be hidden if you do not need them or do not want to see them.

If cells with input data are hidden (the light green cells), any data contained in those cells will still be used by the spreadsheet.

XII. Technical Support

Technical Support is available by phone during normal business hours and by fax or e-mail 24 hours per day.

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