

# Master Schedule Building Workshop

# MSBW

## Pearson's Master Schedule Building Workshop: *Fundamentals of Scheduling*

### Better Schedules = Better Schools

**Fact:** The majority of secondary Principals, Vice-Principals and/or Counselors will be held responsible for creating a master schedule that fits the varied needs of their students, school, and staff, at some point in their career. A school's master schedule directly impacts what matters most – student achievement. However, Pearson frequently finds that many educators – from incoming staff to seasoned professionals – struggle with this critical task.

**Fact:** Hands-on training is the essential ingredient in mastering this skill – and is the key to working smarter, not harder. Pearson's Master Schedule Building Workshop equips educators with the solid foundation they need. More than 30,000 school schedulers nationwide have learned how to build superior master schedules as a result of this workshop.

As a school professional, you understand the value of traditional learning concepts and the importance of educational technology – and how both can be harnessed to power individualized learning. That's why Pearson's Master Schedule Building Workshop is expressly designed to impart attendees with a universal skill set – based on the use of highly accurate data and systematic, manual construction methods – that is fully applicable to any school or district's specific scheduling software program. Our hands-on approach ensures that attendees gain a reliable and flexible skill set that can be put to use in almost any situation or setting.

### Course Benefits

This two-day, interactive workshop is led by the most experienced group of scheduling specialists nationwide. The workshop will provide the basics needed to build a schedule and ensure:

- Student course selections are satisfied
- Multiple section courses are balanced
- Teacher requests are satisfied

**The concepts discussed in this workshop are not software specific.**

*“Incredible hands-on learning experience! I am confident that our scheduling process will be very productive and less stressful due to attending this workshop.”*

Tammy Stratton, Frankfort Independent Schools

**Unlock the scheduling puzzle and positively impact your school and district by attending a workshop near you.**

### Two-Day Workshop Cost and Hours:

**\$500.00**

**Day One:** 8:00AM – 4:00PM

**Day Two:** 8:00AM – 3:00PM

### Register Online:

[www.pearsonschoolsandcolleges.com/msbw/register/](http://www.pearsonschoolsandcolleges.com/msbw/register/)

### Contact:

[msbw@pearson.com](mailto:msbw@pearson.com) or 800.736.4357, Option 4

### On-Site District Workshops:

The Master Schedule Building Workshop can be held in your own district or regional area at a discounted group rate. For more information contact Pearson.

### POs should be made out to:

Pearson  
10911 White Rock Road  
Rancho Cordova, CA 95670

Once complete, fax your purchase order to **916.288.1591**.

Enrollment is limited and registration is confirmed once your purchase order is received.

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## Pearson's Master Schedule Building Workshop: Workshop Agenda

### Session 1: Introduction

The workshop opens with an overview of master schedule construction basics including planning, curriculum, course selection, and decision making. In this session, emphasis is placed on the use of the tally and conflict matrix, schedule construction logic, section placement order, schedule board organization, section chips, and other schedule-building tools.

### Session 2: Demonstration

Using data from a demonstration school, our scheduling specialist will lead you through the process of constructing an actual school master schedule. Course sections will be placed using the conflict matrix, the tally, the color-coding scheme, and the schedule construction logic, explained in Session 1. Throughout Sessions 1 and 2 the ramifications of various scheduling alternatives on the development of the master schedule will be addressed. These include such variations as interdisciplinary teaming, block scheduling, school-within-a school, and extended block scheduling.

### Session 3: Schedule Analysis

You will learn to analyze a scheduling run using results from the demonstration school presented on Day One. You will be taught how to manipulate the placement of sections to reduce conflict and improve class enrollment balance.

### Session 4: Schedule Development

Participant teams will develop a master schedule in a hands-on practicum session using basic data from an actual school (middle school educators will be given information from a middle school). The scheduling material provided for this exercise will include course offerings, tally of requests, conflict matrix, school parameters, terms of courses, teacher list, teacher assignments, a schedule board, and section chips.

**The concepts discussed in this workshop are not software specific.**

*“This is a great workshop as it walks you through the process of scheduling. This is valuable, regardless of the software you’re using; it’s important for us to first be aware of the “human” side of scheduling, the software comes later. This is key for all administrators, especially at the 7 – 12 levels.”*

Randy Lyseng, Ross Sheppard High School

### About Pearson

Pearson is the global leader in educational publishing, assessment, information and services, helping people of all ages to learn at their own pace, in their own way. Learn more about products from Pearson at [www.pearsonschoolsystems.com](http://www.pearsonschoolsystems.com).

### Cancellation

Cancellations received less than 10 days prior to the workshop date will be charged 50% of the workshop tuition. Substitutions may be made at any time.

For more information about MSBW, please email [msbw@pearson.com](mailto:msbw@pearson.com) or call 800.736.4357, Option 4