

quick tips

Schedule Build Worksheet

The Schedule Build Worksheet is a report developed to aid departments in building their class schedules. Keep in mind that canceled classes, topic classes, and Directed Study classes are not copied into the new term. The report can be found by following the navigation below:

[Home](#) > [Palomar Reports](#) > [Instruction Services](#) > **Clis Sched**

After generating the report, export it into Excel where you will then be able to organize changes to your schedule.

Process List

| Select | Description | Process Name | Process Type | *Type | *Format |
|-------------------------------------|-----------------------|--------------|--------------|-------|---------|
| <input checked="" type="checkbox"/> | Sched Build Worksheet | PALIN178 | Crystal | Web | XLS |

Make sure this is XLS



Minor adjustments will need to be made prior to working with the spreadsheet

- Click on the Palomar logo and hit the delete key.
- Delete the extra rows including the title and term row (while depressing the “CTRL” key, left click on the unwanted rows; they will be highlighted; then right click in the highlighted area and select “Delete”; the highlighted rows will be deleted; you will also want to delete the blank row following the column headers) Delete bottom of page information also.

Drag arrow down
Right click-delete

| Session | Class Nbr | Sectn. | C/A | Cmpnt | Subj | Catalog | Start Dt | End Dt | Mtg.# | Mtg.Days | St Time |
|---------|-----------|--------|-----|-------|------|---------|----------|--------|-------|----------|---------|
|---------|-----------|--------|-----|-------|------|---------|----------|--------|-------|----------|---------|

| | | | | | |
|------|------------------------|---------------|----------------|------------|--------------|
| 3 AM | RED = Canceled/Deleted | GREEN = Added | BLUE = Changed | PAL_IN_178 | Page -1 of 1 |
| | | | | PALIN178 | |

Click between
Column A/Row 1

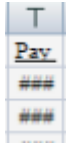
Double click on
line between A
and B to
compress sheet

- Column widths will need to be adjusted to ensure all columns fit within the margins of the document

| A | B | C | D | E | F | G | H | I | J | K | L |
|---------|-----------|--------|-----|-------|------|---------|-----------|-----------|-------|----------|---------|
| Session | Class Nbr | Sectn. | C/A | Cmpnt | Subj | Catalog | Start Dt | End Dt | Mtg.# | Mtg.Days | St Time |
| 1 | GEN | 50050 | 1 | 1 | LEC | FREN | 6/23/2008 | 7/18/2008 | 1 | M-F | 7.45 |

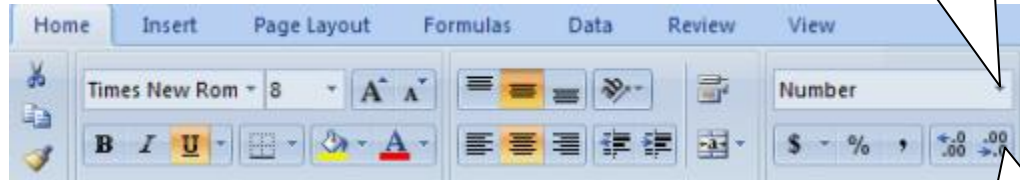
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Format: Cells that look like  will need to be fixed.

- Click on Column T



Make sure this is changed to Number

- Box under “View” should be changed to **Number**

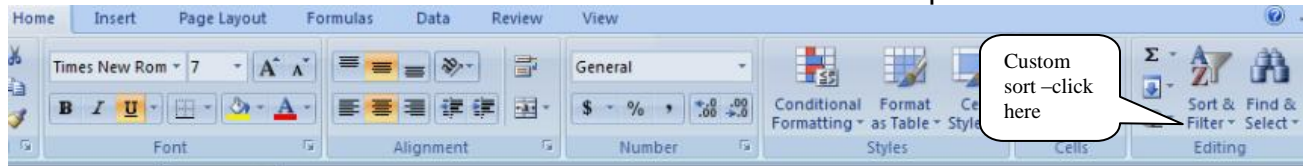
Will decrease or increase numbers after decimal

Tip: Using the Sort or Filter functionality will help in analyzing the data (Remember to click entire worksheet before trying to sort)

| Session | Class Nbr | Sectn* | CA | Compnt | Subj | Catalog | Start Dt | End Dt | Mtg # | Mtg Days | St Time |
|---------|-----------|--------|----|--------|------|---------|-----------|-----------|-------|----------|---------|
| GEN | 50050 | 1 | 1 | LEC | FRFN | 101 | 6/23/2008 | 7/18/2008 | 1 | M-F | 7:45 |

Click between Column A/Row 1

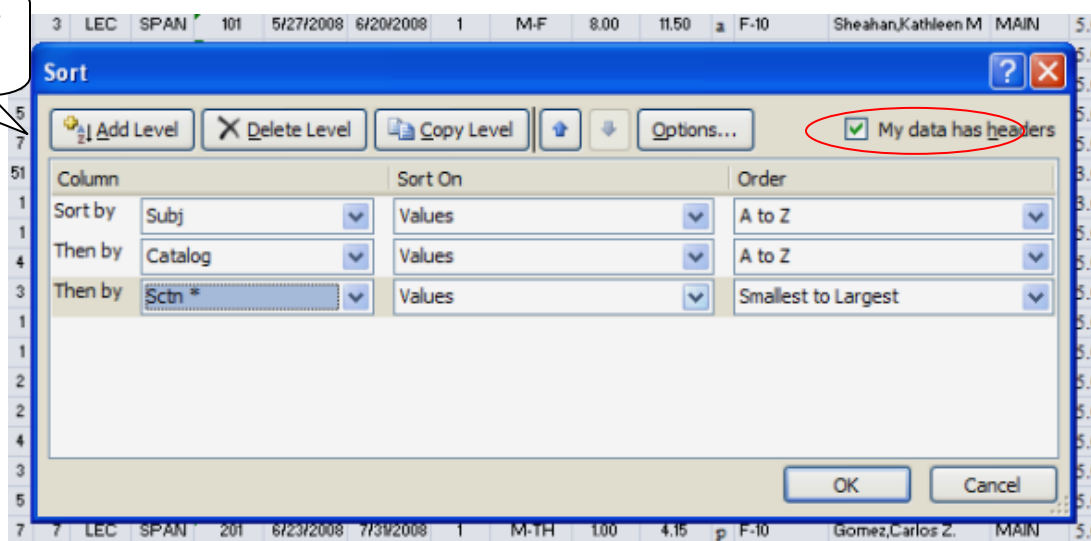
To sort data, Click on Data, Sort; you can then sort by any column and up to three sorts Microsoft Office Excel 97-2003 Worksheet will look like this example



Custom sort -click here

Make sure the check box is on “My data” first, then use the drop down arrow and chose your sort criteria.

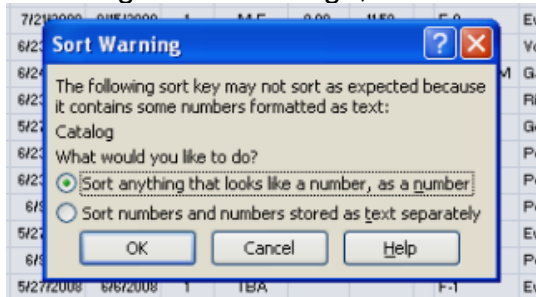
Add additional layers by clicking on “Add Level”



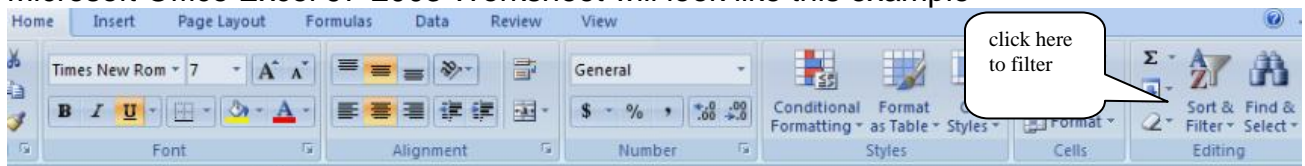
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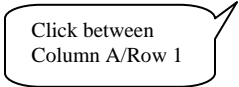
You will get this message, make sure the first box is checked, Click OK



- To filter data, Click on Data, Filter and Autofilter; you can then filter out any data you do not wish to see
- Microsoft Office Excel 97-2003 Worksheet will look like this example



(Remember to click entire worksheet before trying to filter)



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---------|-----------|-------|----|---------|------|---------|-----------|-----------|-------|----------|---------|
| 1 | Session | Class Nbr | Sctn* | CA | Comment | Subj | Catalog | Start Dt | End Dt | Mtg # | Mtg Days | St Time |
| 2 | GEN | 50050 | 1 | 1 | LEC | FREN | 101 | 6/23/2008 | 7/18/2008 | 1 | M-F | 7:45 |

- If several subjects exist with a department it might be useful to sort the spreadsheet by subject and then highlight, cut and paste that section into a new worksheet in that Workbook. Left click on the tab located on the bottom left of the work sheet and select Insert; click on Worksheet and click OK; to rename the Worksheet left click on the new tab and select Rename; the tab will become highlighted in black; begin typing the new name for the worksheet; when done hit the “enter” key.

Helpful filtering:

- Set Mtg# to 1, go to St. Time-filter on each time—look at Sctn* and see if correct number is used (1-49 day, 50-96 night)
- Room, Campus (F-1—Main, ESC-502—Escondido)
- Mtg Days should never be blank (TBA is often left off)
- Subject, Cat. Number, unit value, pay
- Combined ID to verify Instructor is paid for only one class
- Section numbers may never be duplicated within a Subject/Cat. No.
- Unless class has multiple components, Section numbers should be the same in both columns
- Session
 - Dates should be accurate if not a FUL semester class
- Instructor (verify meeting pattern—should only be on pattern one). If “unassigned” appears next to instructor name, detail is then missing.

Once you are satisfied with the filtering, insert rows between Cat. Numbers so that you may insert course information from the catalog.

- Highlight the line below the last entry on that Cat. Number—right click—insert will add blank lines to document

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- Use your catalog to document the class requirements.
 - If Fall curriculum changes occurred, please update the catalog you use before proofing entry.
- Classes not in a full semester must have their **total** hours of the class and must meet the **minimum** hours required.
 - Full semester classes must meet the minimum hours per week


Tip: The following color coding is helpful to organize changes

RED – Deleted Classes

BLUE – Changed Classes

GREEN – Added Classes

| | | | | | | | | | | | |
|--------------|-------|---|---|-----|------|-----|-----------|-----------|---|------|-------|
| F6 | 50119 | 1 | 1 | LEC | PHIL | 100 | 6/21/2004 | 8/2/2004 | 1 | M-TH | 8.00 |
| 4W1 S1292 | | 5 | 5 | LEC | PHIL | 101 | 5/25/2004 | 6/17/2004 | 1 | TWTH | 8.00 |
| F6 | new | 5 | 5 | LEC | PHIL | 101 | 6/21/2004 | 8/2/2004 | 1 | MW | 6.30 |
| F6 | 50120 | 1 | 1 | LEC | PHIL | 101 | 6/21/2004 | 8/2/2004 | 1 | M-TH | 8.00 |
| F6 | 50517 | 2 | 2 | LEC | PHIL | 101 | 6/21/2004 | 8/2/2004 | 1 | M-TH | 10.00 |

 After the spreadsheet has been updated and the changes have been made to PeopleSoft you may want to run the Schedule Build Worksheet again to compare to the original spreadsheet. This is a way to double-check that all changes have been entered into the database.