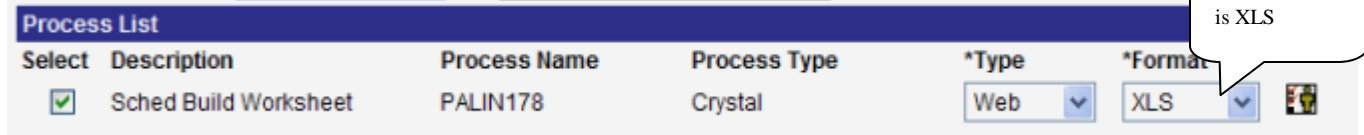# quick *tips*
Schedule Build Worksheet

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 > **Cls Sched**

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

Make sure this is XLS

Process List

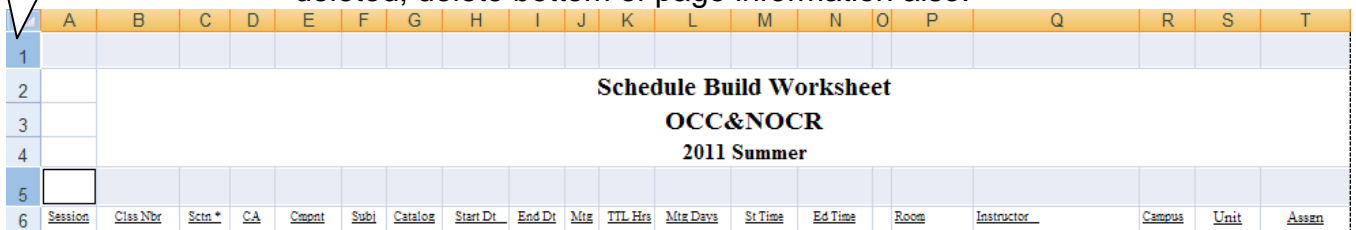| Select	Description	Process Name	Process Type	*Type	*Format
☑	Sched Build Worksheet	PALIN178	Crystal	Web	XLS

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

- Go to the Page Layout menu and make sure the Gridlines "View" and "Print" are checked **"on"**.

Make sure Gridlines are checked

Drag arrow down Right click-delete
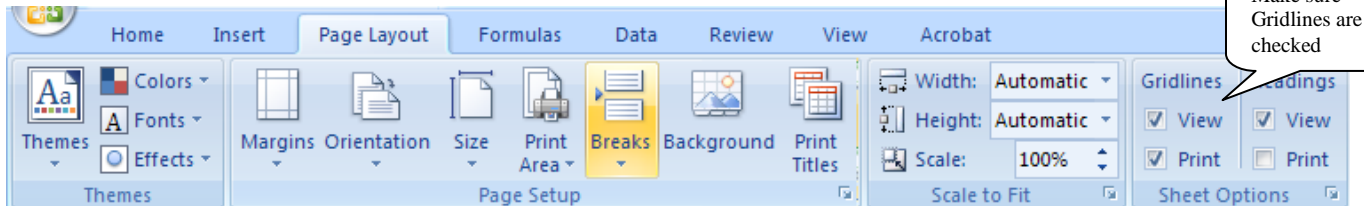
- Delete the extra rows (while depressing the "CTRL" key, left click on the unwanted rows; they will be highlighted; then right click in the row headers of the highlighted area and select "Delete"; the highlighted rows will be deleted; delete bottom of page information also.
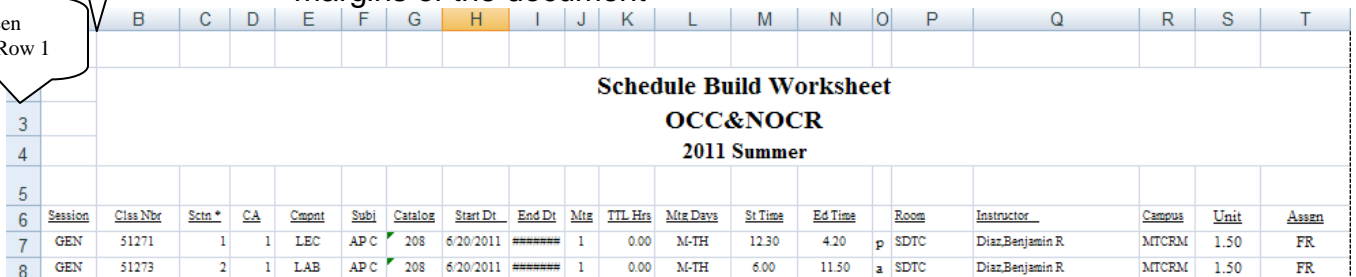
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2							**Schedule Build Worksheet**													
3							**OCC&NOCR**													
4							**2011 Summer**													
5																				
6	Session	Clss Nbr	Sctn *	CA	Cmpnt	Subj	Catalog	Start Dt	End Dt	Mtg	TTL Hrs	Mtg Days	St Time	Ed Time	Room	Instructor	Campus	Unit	Assgn

Double click on line between A and B to compress sheet

5	The...excluded:									
6	LO...									
7		9:24:13 AM	RED = Canceled/Deleted	GREEN - Added	BLUE = Changed	PAL_IN_178	Page -1 of 1
8					PALIN178	
9						

Click between Column A/Row 1

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

|	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
3						**Schedule Build Worksheet**													
4						**OCC&NOCR**													
						2011 Summer													
5																			
6	Session	Clss Nbr	Sctn *	CA	Cmpnt	Subj	Catalog	Start Dt	End Dt	Mtg	TTL Hrs	Mtg Days	St Time	Ed Time	Room	Instructor	Campus	Unit	Assgn
7	GEN	51271	1	1	LEC	AP C	208	6/20/2011	#######	1	0.00	M-TH	12.30	4.20	p SDTC	Diaz,Benjamin R	MTCRM	1.50	FR
8	GEN	51273	2	1	LAB	AP C	208	6/20/2011	#######	1	0.00	M-TH	6.00	11.50	a SDTC	Diaz,Benjamin R	MTCRM	1.50	FR

quick *tips*
Schedule Build Worksheet

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

	Session	Clss Nbr	Sctn *	CA	Cmpnt	Subj	Catalog	Start Dt	End Dt	Mtg	TTL Hrs	Mtg Days	St Time	Ed Time		Room	Instructor	Campus	Unit	Assgn
7	GEN	51271	1	1	LEC	AP C	208	6/20/2011	#######	1	0.00	M-TH	12.30	4.20	p	SDTC	Diaz,Benjamin R	MTCRM	1.50	FR
8	GEN	51273	2	1	LAB	AP C	208	6/20/2011	#######	1	0.00	M-TH	6.00	11.50	a	SDTC	Diaz,Benjamin R	MTCRM	1.50	FR
9	GEN	51275	1	1	LEC	AP C	226	6/20/2011	#######	1	0.00	M-TH	12.30	4.20	p	SDTC	Diaz,Benjamin R	MTCRM	1.50	FR
10	GEN	51277	2	1	LAB	AP C	226	6/20/2011	#######	1	0.00	M-TH	6.00	11.50	a	SDTC	Diaz,Benjamin R	MTCRM	1.50	FR

- To sort data, Click on Sort & Filter and then Custom Sort…; you can then sort by any column and up to three sorts
- Microsoft Office Excel 97-2003 Worksheet will look like this example
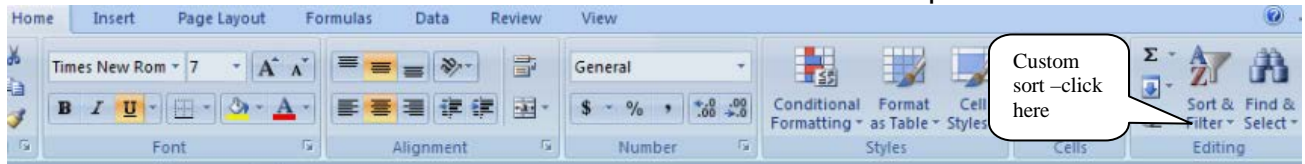
Make sure the check box is on "My data has headers" first, then use the drop down arrow and chose your sort criteria.
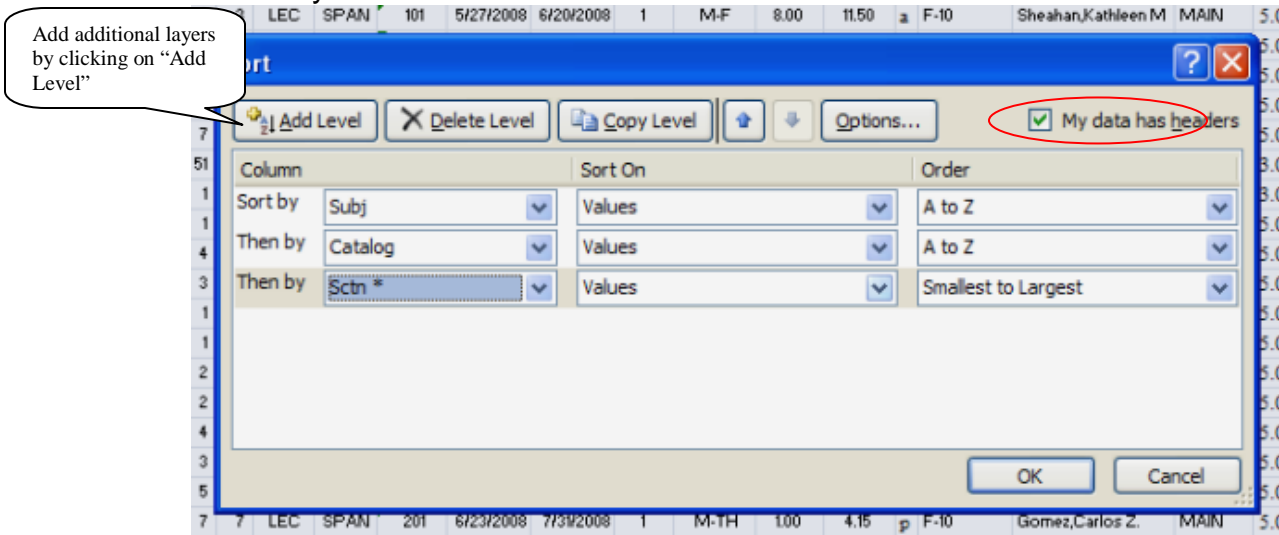
You will get this message, make sure the first box is checked, Click OK
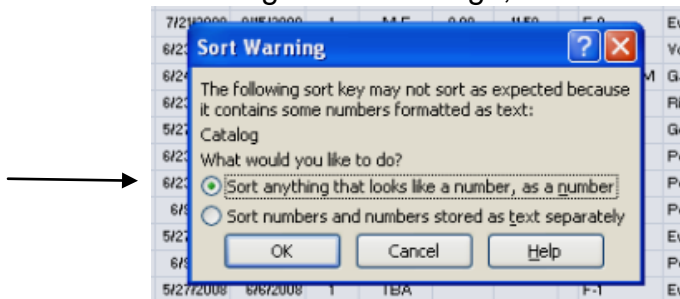
quick *tips*
Schedule Build Worksheet

- To filter data, Click on Sort & Filter and then Filter; you can then filter out any data you do not wish to see
- Microsoft Office Excel 97-2003 Worksheet will look like this example
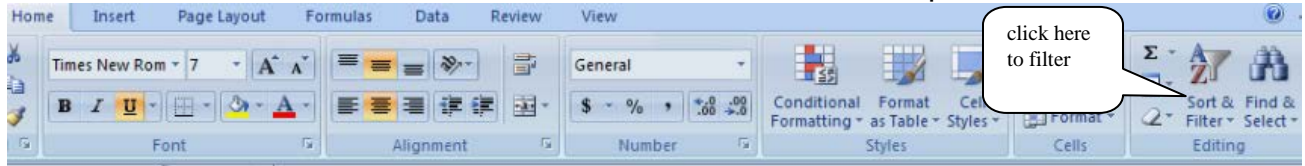
- If several subjects exist with a department it might be useful to sort the spreadsheet by subject and then highlight, cut and paste that section into a new worksheet in that Workbook. Left click on the tab located on the bottom left of the work sheet and select Insert; click on Worksheet and click 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
- 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

quick tips

Schedule Build Worksheet

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 51292		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.