



# **combo\_scheduling\_checklist**



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**Combination Scheduling - Quick Checklist****District:****Anticipated Scheduling Completion Date:****Team Members:**

<input checked="" type="checkbox"/> Step	Completion Date	Completed By	Notes
<b>Step 1</b>			
Create next year sections from Grade Reporting.			
Add and update instructor records.			
Add/copy and edit sections.			
Export and backup sections.			
<b>Step 2</b>			
Enter student course requests.			
Modify student course requests as needed.			
Back up course requests.			
Run pre-load reports.			
<b>Step 3</b>			
Verify scheduling load options.			
Run scheduling load.			
Review scheduling load reports.			
Rerun scheduling load and reports until satisfactory.			
Accept scheduling load.			
Modify student schedules as needed.			
Run all post-load reports.			



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