



Combination Scheduling - Quick Checklist

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

| ✓ Step | Completion Date | Completed By | Notes |
|---|-----------------|--------------|-------|
| Step 1 | | | |
| Create next year sections from Grade Reporting. | | | |
| Add and update instructor records. | | | |
| Add/copy and edit sections. | | | |
| Export and backup sections. | | | |
| Step 2 | | | |
| Enter student course requests. | | | |
| Modify student course requests as needed. | | | |
| Back up course requests. | | | |
| Run pre-load reports. | | | |
| Step 3 | | | |
| 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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