



# combo\_scheduling\_checklist



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<b>Combination Scheduling - Quick Checklist</b>			
<b>District:</b>			
<b>Anticipated Scheduling Completion Date:</b>			
<b>Team Members:</b>			
<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>			
Set campus options.			
Set up grade averaging tables. <ul style="list-style-type: none"> <li>• Course Type (GA)</li> <li>• Numeric Grade Averaging</li> <li>• Grade Point Grade Averaging</li> </ul>			



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