

## $combo\_scheduling\_checklist$

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Combination Scheduling - Quick Checklist  District: Anticipated Scheduling Completion Date:									
					Team Members:				
					1	Step	<b>Completion Date</b>	<b>Completed By</b>	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.								



## **Back Cover**