



scheduling_secondary_manual_phasei

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TxEIS Scheduling - Manual (Phase I)

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The Phase I steps include preparing the district and campus master schedule and entering student course requests.

[Before You Begin:](#)

Update District and Campus Options

Delete Last Year Course-Sections and Create Current Year Courses

Transfer Students to Next Year Campus (for Scheduling Purposes)

Update Campus Options

Enter Student Course Requests

[Enter student course requests.](#)

Run Phase I Reports

[Run all master schedule reports.](#)



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