



# **scheduling\_automated\_checklist**



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<b>Automated Scheduling - Quick Checklist (MSALGO)</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>			
Enter student course requests.			
Modify course requests as needed.			
Back up course requests.			
Run pre-load reports.			
<b>Step 2 (Create Master Schedule using MSALGO)</b>			
Run Tally of Course Requests.			
Run additional reports.			
Run MSALGO export.			
Set options for running MSALGO.			
Build sections.			
Place sections.			
• Place pre-placed courses.			
• Place singleton courses.			
• Backup MSALGO tables.			
• Place doubleton courses.			
• Backup MSALGO tables again.			
• Place tripleton courses.			
• Repeat until complete.			
(Optional) Start over.			
Run MSALGO reports.			
Run Move MSALGO Sections utility.			
<b>Step 3</b>			
Back up data.			
<b>Run live scheduling load:</b>			
Verify options.			
Run live scheduling load.			
View all scheduling load reports.			
Accept scheduling load.			
Review student course assignments.			
Modify schedules as needed.			
<b>Run reports</b>			
Run and review all scheduling post-load reports.			



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