



scheduling_automated_checklist

Table of Contents

Automated Scheduling (MSALGO)- Quick Checklist**District:****Anticipated Scheduling Completion Date:****Team Members:**

| ✓ Step | Completion Date | Completed By | Notes |
|--------|-----------------|--------------|-------|
|--------|-----------------|--------------|-------|

Step 1

| | | | |
|-----------------------------------|--|--|--|
| Enter student course requests. | | | |
| Modify course requests as needed. | | | |
| Back up course requests. | | | |
| Run pre-load reports. | | | |

Step 2 (Create Master Schedule using MSALGO)

| | | | |
|-----------------------------------|--|--|--|
| Run Talley 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. | | | |

Step 3

| | | | |
|------|--|--|--|
| info | | | |
| info | | | |
| info | | | |

Reports

| | | | |
|-------------------------------------|--|--|--|
| Run Preliminary Requirement reports | | | |
|-------------------------------------|--|--|--|



Back Cover