



# **scheduling\_automated\_checklist**



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| <b>Automated Scheduling (MSALGO)- 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>   |                 |              |       |
| 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 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.                     |                 |              |       |
| <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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