



scheduling_automated_checklist

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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 | | | |
| Back up data. | | | |
| Run live scheduling load: | | | |
| Verify options. | | | |
| Run live scheduling load. | | | |
| View all scheduling load reports. | | | |
| Accept scheduling load. | | | |
| Review student course assignments. | | | |
| Modify schedules as needed. | | | |
| Run reports | | | |
| Run and review all scheduling post-load reports. | | | |



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