scheduling_automated_checklist

Table of Contents

iv

✔ Step	Completion Date	Completed By	Notes
Automated Scheduling Quick Checklist - Master Schedule Generator			
District:			
Anticipated Scheduling Completion Date:			
Team Members:			
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.			

Back Cover