



Automated Scheduling - (Master Schedule Generator) Quick Checklist

Table of Contents

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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 MSG)

| | | | |
|---|--|--|--|
| Clear Resource Allocator (RA) records from previous year. | | | |
|---|--|--|--|

• Update and Verify Resource Allocator Records:

| | | | |
|---|--|--|--|
| Set meeting time parameters. | | | |
| Create RA records. | | | |
| (Optional) Add or update MSG tables. | | | |
| Update instructor assignments. | | | |
| Print/verify instructor information. | | | |
| Recalculate MSG section data if needed. | | | |
| Add and update section data. | | | |
| Print and verify room list. | | | |
| Verify all section data. | | | |

• Generate campus Master Schedule:

| | | | |
|--|--|--|--|
| Set options. | | | |
| Generate campus master schedule. | | | |
| Verify master schedule data. | | | |
| Review, add, and update section and meeting time data. | | | |
| Verify instructor data. | | | |
| Print SCH2500 report to review next year schedule. | | | |

• Run trial scheduling load:

| | | | |
|--|--|--|--|
| Set options. | | | |
| Run trial scheduling load. | | | |
| View all scheduling load reports. | | | |
| Continue running load and checking reports until satisfactory. | | | |

• Accept Master Schedule:

| | | | |
|-----------------------------|--|--|--|
| Accept the master schedule. | | | |
|-----------------------------|--|--|--|

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. | | | |

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|---|-----------------|--------------|-------|
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| ✓ Step | Completion Date | Completed By | Notes |
| Step 1 | | | |
| Modify schedules as needed. | | | |
| • Run reports: | | | |
| Run/review all post-load reports. | | | |



Back Cover