



Automated Scheduling - (Master Schedule Generator) Quick Checklist

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Automated Scheduling - (Master Schedule Generator) 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 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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✓	Step	Completion Date	Completed By	Notes
Step 1				
	Modify schedules as needed.			
• Run reports:				
	Run/review all post-load reports.			



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