



Manual Scheduling - Quick Checklist

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District:			
Anticipated Scheduling Completion Date:			
Team Members:			
<input checked="" type="checkbox"/> Step	Completion Date	Completed By	Notes
Step 1			
Enter student course requests.			
Modify student course requests as needed.			
Back up course requests.			
Run pre-load reports.			
Step 2			
Populate instructors.			
Add and update instructor records.			
Create sections.			
Export and back up student sections.			
Step 3			
Create student schedules.			
Run post-load reports.			



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