



# Manual Scheduling - Quick Checklist



# Table of Contents



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



## Back Cover