Manual Scheduling - Quick Checklist

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✓	Step	Completion Date	Completed By	Notes
Manual Scheduling - Quick Checklist				
District:				
Anticipated Scheduling Completion Date:				
Team Members:				
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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