



## Manual Scheduling - Quick Checklist



# Table of Contents



**Manual Scheduling - Quick Checklist****District:****Anticipated Scheduling Completion Date:****Team Members:**

✓ Step	Completion Date	Completed By	Notes
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**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.			



Back Cover