



scheduling_manual_checklist

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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.			



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