

# Automated Scheduling - Quick Checklist (Master Schedule Generator)

District: \_\_\_\_\_ Anticipated Scheduling Completion Date: \_\_\_\_\_

Team Members: \_\_\_\_\_

Step	✓	Completion Date	Completed By	Notes
<b>Step 1</b>				
Enter student course requests.				
Modify course requests as needed.				
Run pre-load reports.				
<b>Step 2 (Create Master Schedule using Master Schedule Generator (MSG))</b>				
Clear Resource Allocator (RA) records from previous year.				
<b>Update and Verify Resource Allocator Records:</b>				
Set meeting time parameters				
Create RA records.				
(Optional) Add or update MSG tables.				
Update instructor assignments.				
Print and verify instructor information.				
Recalculate MSG section data if needed.				
Add and update section data.				
Print and verify room list.				
Verify all section data is complete and accurate.				
<b>Generate campus Master Schedule:</b>				
Set options.				

Generate campus master schedule.				
Verify campus master schedule data.				
Review, add, and update section and meeting time data.				
Verify instructor data.				
Print SCH2500 report to review next year schedule.				
<b>Run trial scheduling load:</b>				
Set options.				
Run trial scheduling load.				
View all scheduling load reports.				
Continue running load and checking reports until satisfactory.				
<b>Accept Master Schedule:</b>				
Accept the master schedule.				
<b>Step 3:</b>				
Back up data.				
<b>Run live scheduling load:</b>				
Verify options.				
Run live scheduling load.				
View all scheduling load reports.				
Accept scheduling load.				
Review student course assignments.				
Modify schedules as needed.				
<b>Run reports:</b>				
Run and review all scheduling post-load reports.				