

# 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.               |  |  |  |  |

