Automated Scheduling - Quick Checklist (MSALGO)

District: _____ Anticipated Scheduling Completion Date: _____

Team Members: _____

Step	✔	Completion Date	Completed By	Notes
Step 1				
Enter student course requests.				
Modify course requests as needed.				
Run pre-load reports.				
Step 2 (Create Master Schedule using MSALGO)				
Run Talley of Course Requests.				
Run additional reports.				
Run MSALGO export.				
Set options for running MSALGO.				
Build sections.				
Place sections.				
● View chart.				
● Place pre-placed courses.				
● Place singleton courses.				
● Backup MSALGO tables.				
● Place doubleton courses.				
● Backup MSALGO tables again.				
● Place tripleton courses.				
(Optional) Start over.				
Run MSALGO reports.				

Run Move MSALGO Sections utility.				
Step 3:				
Back up data.				
Run live scheduling load:				
Verify options.				
Run live scheduling load.				
View all scheduling load reports.				
Accept scheduling load.				
Review student course assignments.				
Modify schedules as needed.				
Run reports:				
Run and review all scheduling post-load reports.				