

# Automated Scheduling - Quick Checklist (MSALGO)

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 MSALGO)</b>				
Run Talley of Course Requests.				
Run additional reports.				
Run MSALGO export.				
Set options for running MSALGO.				
Build sections.				
Place sections.				
<ul style="list-style-type: none"> <li>• Place pre-placed courses.</li> </ul>				
<ul style="list-style-type: none"> <li>• Place singleton courses.</li> </ul>				
<ul style="list-style-type: none"> <li>• Backup MSALGO tables.</li> </ul>				
<ul style="list-style-type: none"> <li>• Place doubleton courses.</li> </ul>				
<ul style="list-style-type: none"> <li>• Backup MSALGO tables again.</li> </ul>				
<ul style="list-style-type: none"> <li>• Place tripleton courses.</li> </ul>				
<ul style="list-style-type: none"> <li>• Repeat until complete.</li> </ul>				
(Optional) Start over.				
Run MSALGO reports.				

Run Move MSALGO Sections utility.				
<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.				