

## Combination Scheduling - Quick Checklist

District: \_\_\_\_\_ Staff: \_\_\_\_\_ Final Completion Date/Time: \_\_\_\_\_ Completed By: \_\_\_\_\_

Step	✓	Completion Date	Notes
<b>Step 1</b>			
Create next year sections from Grade Reporting.			
Add and edit sections.			
Export and backup sections.			
<b>Step 2</b>			
Verify scheduling load options.			
Run scheduling load.			
Review scheduling load reports.			
Rerun scheduling load and reports until satisfactory.			
Accept scheduling load.			
Modify student schedules as needed.			
Run all post-load reports.			