# Manual Scheduling - Quick Checklist

District: _____ Staff: _____ Final Completion Date/Time: _____ Completed By: _____

| Step | ✔ | Completion Date | Notes |
|---|---|---|---|
| **Step 1** | | | |
| Populate Instructors. | | | |
| Create sections. | | | |
| **Step 2** | | | |
| Create student schedules. | | | |
| Run post-load reports. | | | |