



## **combo\_scheduling\_checklist**



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<b>Combination Scheduling - Quick Checklist</b>				
<b>District:</b>				
<b>Anticipated Scheduling Completion Date:</b>				
<b>Team Members:</b>				
✓ Step	Completion Date	Completed By	Notes	
<b>Step 1</b>				
Create next year sections from Grade Reporting.				
Add and update instructor records.				
Add/copy and edit sections.				
Export and backup sections.				
<b>Step 2</b>				
Enter student course requests.				
Modify student course requests as needed.				
Back up course requests.				
Run pre-load reports.				
<b>Step 3</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.				



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