



## **combo\_scheduling\_checklist**



# Table of Contents



**Combination Scheduling - Quick Checklist****District:****Anticipated Scheduling Completion Date:****Team Members:**

✓ 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>			
Set campus options.			
Set up grade averaging tables. <ul style="list-style-type: none"> <li>• Course Type (GA)</li> <li>• Numeric Grade Averaging</li> <li>• Grade Point Grade Averaging</li> </ul>			



## Back Cover