



combo_scheduling_checklist

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



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