



## **scheduling\_automated\_checklist**



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**Automated Scheduling (MSALGO)- Quick Checklist****District:****Anticipated Scheduling Completion Date:****Team Members:**

✓ Step	Completion Date	Completed By	Notes
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**Step 1**

Enter student course requests.			
Modify course requests as needed.			
Back up course requests.			
Run pre-load reports.			

**Step 2 (Create Master Schedule using MSALGO)**

Run Talley of Course Requests.			
Run additional reports.			
Run MSALGO export.			
Set options for running MSALGO.			
Build sections.			
Place sections.			
• Place pre-placed courses.			
• Place singleton courses.			
• Backup MSALGO tables.			
• Place doubleton courses.			
• Backup MSALGO tables again.			
• Place tripleton courses.			
• Repeat until complete.			
(Optional) Start over.			
Run MSALGO reports.			
Run Move MSALGO Sections utility.			

**Step 3**

info			
info			
info			

**Reports**

Run Preliminary Requirement reports			
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