



scheduling_automated_checklist

Table of Contents

Automated Scheduling (MSALGO)- Quick Checklist				
District:				
Anticipated Scheduling Completion Date:				
Team Members:				
✓ Step	Completion Date	Completed By	Notes	
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				



Back Cover