



Automated Scheduling - (Master Schedule Generator) Quick Checklist

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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 MSG)

Clear Resource Allocator (RA) records from previous year.			
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• Update and Verify Resource Allocator Records:

Set meeting time parameters.			
Create RA records.			
(Optional) Add or update MSG tables.			
Update instructor assignments.			
Print/verify instructor information.			
Recalculate MSG section data if needed.			
Add and update section data.			
Print and verify room list.			
Verify all section data.			

• Generate campus Master Schedule:

Set options.			
Generate campus master schedule.			
Verify master schedule data.			
Review, add, and update section and meeting time data.			
Verify instructor data.			
Print SCH2500 report to review next year schedule.			

• Run trial scheduling load:

Set options.			
Run trial scheduling load.			
View all scheduling load reports.			
Continue running load and checking reports until satisfactory.			

• Accept Master Schedule:

Accept the master schedule.			
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Step 3

Back up data.			
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• Run live scheduling load:

Verify options.			
Run live scheduling load.			
View all scheduling load reports.			
Accept scheduling load.			
Review student course assignments.			

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Step 1			
Modify schedules as needed.			
• Run reports:			
Run/review all post-load reports.			



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