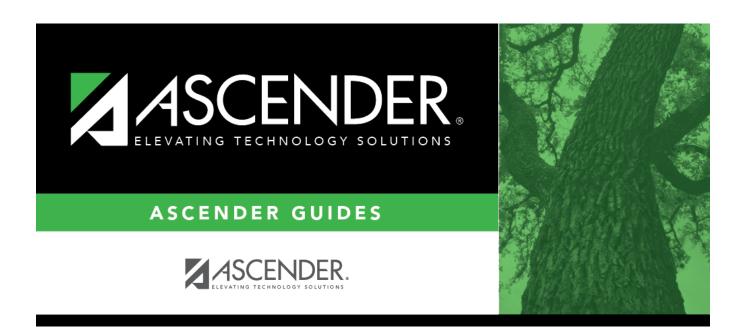


scheduling_automated_master_schedule_generator

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Automated Scheduling - (Master Schedule Generator) Quick Checklist								
District:								
Anticipated Scheduling Completion Date:								
Team Members:								
✓ Step	Completion Date	Completed By No	tes					
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								
• 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.								
Step 3								
Back up data.								
• Run live scheduling load:								
Verify options.								
Run live scheduling load.								
View all scheduling load reports.								
Accept scheduling load.								
Review student course assignments.								

A	Automated Scheduling - (Master Schedule Generator) Quick Checklist								
D	istrict:								
Anticipated Scheduling Completion Date:									
Team Members:									
1	Step	Comple Date	etion	Completed By	Notes				
Step 1									
Г	Modify schedules as needed.								
• Run reports:									
	Run/review all post-load reports.								



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