Automated Scheduling - (Master Schedule Generator) Quick Checklist

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✓	Step	Completion Date	Completed By	Notes
Automated Scheduling - (Master Schedule Generator) Quick Checklist				
District:				
Anticipated Scheduling Completion Date:				
Team Members:				
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.			

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✓	**Step**	**Completion Date**	**Completed By**	**Notes**
	Step 1			
	Modify schedules as needed.			
	• **Run reports:**			
	Run/review all post-load reports.			

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