



scheduling_manual_checklist

Table of Contents

Scheduling Preliminary Requirements - Quick Checklist			
District:			
Anticipated Scheduling Completion Date:			
Team Members:			
✓ Step	Completion Date	Completed By	Notes
Settings			
Scheduling Options - District			
Scheduling Options - Campus			
StudentPortal Message - Campus			
Delete Last Year Data and Create Next Year Courses			
Delete last year scheduling data - Campus			
Delete last year scheduling data - District			
Create next year courses - District			
Create next year courses - Campus			
Create next year proxy courses - Campus			
Transfer Students			
Year-end-status codes - Campus			
Next year campus transfer - Campus			
Team Codes - Campus			
Reports			
Run Preliminary Requirement reports			



Back Cover