



ASCENDER GUIDES



scheduling_manual_checklist

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Manual Scheduling - Quick Checklist				
District:				
Anticipated Scheduling Completion Date:				
Team Members:				
✓ Step	Completion Date	Completed By	Notes	
Step 1				
Enter student course requests.				
Modify student course requests as needed.				
Back up course requests.				
Run pre-load reports.				
Step 2				
Populate instructors.				
Add and update instructor records.				
Create sections.				
Export and back up student sections.				
Step 3				
Create student schedules.				
Run port-load reports.				



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