



## **scheduling\_manual\_checklist**



# Table of Contents



**Manual Scheduling - Quick Checklist****District:****Anticipated Scheduling Completion Date:****Team Members:**

✓ Step	Completion Date	Completed By	Notes
--------	-----------------	--------------	-------

**Step 1**

Enter student course requests.			
Modify studnet 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 post-load reports.			



## Back Cover