

Automated Scheduling - Quick Checklist (MSALGO)

District: _____ Anticipated Scheduling Completion Date: _____

Team Members: _____

Step	✓	Completion Date	Completed By	Notes
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 MSALGO)				
Run Talley of Course Requests.				
Run additional reports.				
Run MSALGO export.				
Set options for running MSALGO.				
Build sections.				
Place sections.				
<ul style="list-style-type: none"> ● Place pre-placed courses. 				
<ul style="list-style-type: none"> ● Place singleton courses. 				
<ul style="list-style-type: none"> ● Backup MSALGO tables. 				
<ul style="list-style-type: none"> ● Place doubleton courses. 				
<ul style="list-style-type: none"> ● Backup MSALGO tables again. 				
<ul style="list-style-type: none"> ● Place tripleton courses. 				
<ul style="list-style-type: none"> ● Repeat until complete. 				
(Optional) Start over.				
Run MSALGO reports.				

Run Move MSALGO Sections utility.				
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.				
Modify schedules as needed.				
Run reports:				
Run and review all scheduling post-load reports.				