

Combination Scheduling - Quick Checklist

District: _____ Anticipated Scheduling Completion Date: _____

Team Members: _____

Step	✓	Completion Date	Completed By	Notes
Step 1				
Create next year sections from Grade Reporting.				
Add and update instructor records.				
Add/copy and edit sections.				
Export and backup sections.				
Step 2				
Enter student course requests.				
Modify student course requests as needed.				
Back up course requests.				
Run pre-load reports.				
Step 3				
Verify scheduling load options.				
Run scheduling load.				
Review scheduling load reports.				
Rerun scheduling load and reports until satisfactory.				
Accept scheduling load.				
Modify student schedules as needed.				
Run all post-load reports.				