# Follow up to TxEIS Scheduling CRT Training Event (Feb 6-7, 2019)

The following changes have been made to the document since the training event:

- Updated the flow chart so that two options (MSALGO and Master Schedule Generator) are listed under Automated.
- Uploaded new Quick Checklist PDF files for Manual, Combo, and Automated (both). All checklists now include a step for backing up course requests.

**Preliminary Requirements:**

- Under **Update District and Campus Options #1** - Removed the **Commit Crs Change** steps. This step is now at the end of Step 3 for Manual, Combination, and Automated.
- Under **Transfer Students to Next Year Campus #2a** - Modified screenshot to display recommended field settings.
- Under **Transfer Students to Next Year Campus #2b** - Added section on how to pre-register students prior to MTGR.
- Under **Delete Last Year Course-Sections and Create Current Year Courses… #3** - Added instructions on  how to add a new course.

**Manual Scheduling - Step 3**
- Under **Manually create schedules for students** - Added a step to review the Assignment Inquiry tab.

**Combination Scheduling - Step 3**

- Under **Run the Live Scheduling Load #2** - Replaced the screenshot of the View Load Stats report.
- Under **Run the Live Scheduling Load #3** - Replaced the screenshot of the Stu Reject List report.
- Under **Run the Live Scheduling Load #6 > Group** - Added a screenshot to the **Add Students to a Specific Course** field to show proxy example.

**Automated Scheduling - Step 2 (Master Schedule Generator)**

- Under **Update and Verify Resource Allocator Records #1** - Updated the Meeting Time Parameters screenshot to reflect recommended settings.
- Under **Update and Verify Resource Allocator Records #2**:  Correction to training:
  Corrected the math in the example in the Max Seats explanation, as follows:

  The From Sec and To Sec fields on Maintenance > Master Schedule Generator > Resource Allocator > Section Info are determined by dividing the number of requests by the number of seats per class (i.e., the Max Seats field on Maintenance > Master Schedule > Campus > Courses). For example, if there are 33 requests for a course that has a maximum seat capacity of 15, three sections of the course will be created.

  During training, there was an incorrect explanation of the number of courses that would be created by the example. The correct number of courses that would be created is 3.