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 post-load reports.				