Scheduling Preliminary Requirements - Quick Checklist

District: _____ Staff: _____ Final Completion Date/Time: _____ Completed By: _____

Step	✔	Completion Date	Notes
Settings			
Scheduling Options - DIstrict			
Scheduling Options - Campus			
txMyZone Message - Campus			
Delete Last Year Data and Create Next Year Courses			
Delete last year scheduling data - Campus			
Delete last year scheduling data - District			
Create next year courses - District			
Create next year courses - Campus			
Create next year proxy courses - Campus			
Update instructor records - Campus			
Transfer Students			
Year-end-status codes - Campus			
Next year campus transfer - Campus			
Team Codes - Campus			
Student Course Requests			
Enter requests - Campus			
Modify requests - Campus			
Reports and Backup			
Run Preliminary Requirement reports			
Export and backup sections			