# Updating TSDS - Quick Checklist

ii

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| ✓ | Step | Completion Date | Completed By | Notes |
|---|------|-----------------|--------------|-------|
| **Updating TSDS - Quick Checklist** | | | | |
| **District:** | | | | |
| **Anticipated Scheduling Completion Date:** | | | | |
| **Team Members:** | | | | |
| **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. | | | |

# Back Cover