



Updating TSDS - Quick Checklist

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Updating TSDS - Quick Checklist**District:****Anticipated Scheduling Completion Date:****Team Members:**

✓ Step	Completion Date	Completed By	Notes
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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.			



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