Updating TSDS - Quick Checklist

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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.			

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