

Scheduling Prep Checklist

This checklist is provided for the district to ensure that the environment and the courses are set up properly before planning the Master Schedule and accessing the Schedule Wizard.

- ☐ Calendar set up (System Administration – before or during Scheduling Workshop)
- ☐ Enrollment roll over (System Administration – before or during Scheduling Workshop)
- ☐ Course preparation (Scheduling)
 - ☐ Attach departments to courses (Course tab)
 - ☐ Check terms, schedules and periods (Course tab)
 - ☐ Determine if the course can be requested by students (Course tab)
 - ☐ Enter the Maximum students (Course tab)
 - ☐ Mark the appropriate courses active (Course tab)
 - ☐ Select the desired scheduling priority if applicable (Course tab)
 - ☐ Establish scheduling rules if applicable (Course tab)
 - ☐ Build Course Constraints if applicable (Constraints tab)
 - ☐ Assign Teachers to departments
- ☐ Student request entry
 - ☐ Online Registration (Portal access)
 - ☐ Use Request Wizard to batch enter requests (Scheduling)
 - ☐ Manual requests, if applicable
 - ☐ Teacher designation (when available)
- ☐ Analyzing requests
 - ☐ Use the *Requests Satisfied* report to determine the number of sections needed
- ☐ Make any necessary course changes/revisit course preparation items above
- ☐ Plan the Master Schedule
- ☐ Launch the Schedule Wizard to verify that it works