ELEMENTARY SCHEDULING

CHECKLIST

School View

- ☐ **1.** Ensure that all steps for End of Year Roll Over (EOYR) are done.
- ☐ **2.** Assign Staff to Next Year Homerooms
- ☐ **3.** Assign Students to Next Year Homerooms
- ☐ **4.** Create Snapshots of Students in Next Year Homerooms
- ☐ **5.** Copy Courses from Current Year to Next Year
- ☐ **6.** Add any new courses to Next Year

Build View

- ☐ **1.** Copy Active Schedule
- ☐ **2.** Refresh Course List
- ☐ **3.** Refresh Student List
- ☐ **4.** Refresh Staff List
- ☐ **5.** Set Number of Sections for Each Course
- ☐ **6.** Initialize All Sections in Workspace
- ☐ **7.** Assign Sections to Schedule Term Code
- ☐ **8.** Assign Teachers to Sections
- ☐ **9.** Assign Students to Sections

After End of Year Rollover Task

- ☐ **1.** Commit Schedule to Current Year