

Prepare to Build Completed Task Checklist

Complete all tasks on this checklist at least one week prior to attending the PowerScheduler Build Workshop. Initial the tasks as they are completed.

Task	Date	Completed by (Initials)
Verify EECDD has setup all new courses at the District Office and associated to school.		
Auto. Scheduler Setup <ul style="list-style-type: none"> Define Lowest Term Level Division. Define Number of Periods. Define Number of Days. 		
Define Course Catalog.		
Define Departments.		
Create Rooms with relevant information,		
Students <ul style="list-style-type: none"> Update the values in the Next Year Grade and Next School Indicator fields. Enter values in required fields section on the Edit Scheduling Preferences page. 		
Teachers <ul style="list-style-type: none"> Update the Schedule This Teacher field for all teachers. Enter values in the required fields section on the Teacher Scheduling Preferences page. Define teacher assignments on the Teacher Assignments page. 		
Requests <ul style="list-style-type: none"> Create Course Request pages. Enter primary and alternate requests for all students. Print Course Request Tally Report and other pre-build reports to check accuracy. 		
Courses <ul style="list-style-type: none"> Define all required information for each course. Define any course relationships. 		
Constraints <ul style="list-style-type: none"> Create any specific constraints that must be considered prior to building the master schedule. 		
Technical Preparation <ul style="list-style-type: none"> Download and install the new Scheduling Engine. If a Scheduling Engine is already installed, uninstall it and download and install the latest Scheduling Engine from the Engine Download hyperlink. 		