



Pre-Scheduling Checklist

Task Completed

Check School Details	<input type="checkbox"/>
Create Next Year School Schedule - Send adjusted dates to David for entry	<input type="checkbox"/>
Create Course Lengths and Formats – determine this before above	<input type="checkbox"/>
Create Course Start Dates	<input type="checkbox"/>
Copy and update Grades/Catchments	<input type="checkbox"/>
Create and/or check Period Start and End Times - will do after YET	<input type="checkbox"/>
Create Non-school Days - I will take care of this later	<input type="checkbox"/>
Create Reporting Periods	<input type="checkbox"/>
Create and/or check Departments	<input type="checkbox"/>
Create and/or check Rooms	<input type="checkbox"/>
Create or copy and update Staff Maintenance as well as you can for now	<input type="checkbox"/>
Create or copy Homerooms - Note: this will not keep the students in those homerooms	<input type="checkbox"/>
Create or copy Fees	<input type="checkbox"/>
Create or copy Teams/Groups	<input type="checkbox"/>
Create new teams for next year - Only if needed	<input type="checkbox"/>
Create or copy Courses – delete unwanted courses at this time	<input type="checkbox"/>
Update Course Maintenance for next year – be certain you are in the correct year!	<input type="checkbox"/>
Run Pre-transition – I will take care of this for grade 7's. Training to be given Apr. 25	<input type="checkbox"/>
Create Course Catalogue	<input type="checkbox"/>
Create Student Option Sheets	<input type="checkbox"/>
Create Student Assistant Accounts – copy passwords to student option sheets	<input type="checkbox"/>
Distribute Option Sheets & Course Catalogue	<input type="checkbox"/>
Entry Of Student Course Requests	<input type="checkbox"/>
Evaluate Course Requests	<input type="checkbox"/>
Run reports to check accuracy of data	<input type="checkbox"/>

For a copy of the Pre-scheduling Reference Guide follow the path below at the ISW:

[ISW-BC Home](#) > [Learning Resource Centre](#) > [Business Events & Processes](#) > [Preparing for Next Year](#) > Scheduling

Be aware of which year you are working in!!!