



**Post Build / Load Checks**

1. Have you clearly marked the scenario with the date it was created?
2. Have you marked all sections in the **Workspace** Top Tab inclusions=Y prior to LOAD, LOAD?
3. Have you looked at the build/load analysis screens/reports?  
Build View, Scenario TT, Click into the scenario you are using
  - a. Workspace TT, Master ST, Reports > BC Master Schedule (A report of your timetable)
  - b. Workspace TT, Matrix ST (An interactive screen that lets you look at the results from the load)
  - c. Workspace TT, Analysis ST, Course Summary (a short version of b)
  - d. (Not Currently Working) Student TT, Options, Student Schedule Verification → this lets you filter down to students who don't have a full schedule
4. Have you loaded your Off timetable blocks?
  - a. Are you taking attendance in this block?
  - b. Are you NOT taking attendance in this block?
    - i. Graduation Transitions 12
    - ii. DPA 10-12
  - c. How are you handling Career Ed?
5. Have you entered your LAC blocks (XAT, XSIEP, XSPBK)? Do you need assistance with this? There is the ability to copy forward those courses.
6. Have you entered your Teacher Assistant blocks (YED)?
7. When you are ready to hand off the timetable to your counselling staff, have you marked this scenario with the word: FINAL?
8. When you are ready to hand off the timetable to your counselling staff, have you marked the remaining scenarios with DO NOT USE?
9. When finished, have you communicated with counsellors with which scenario they should be working on?