

**Checklist for Finalizing Master Schedule –  
this should be completed with the assistance of LBL SIS Support –  
No data will be available in Pinnacle until completion.**

- 1) Calendar
  - a.  Check term dates (no weekend selections)
  - b.  If you have no “extra” period, please add one
  - c.  Save changes
- 2) Verify which Master Schedule will be finalized
  - a.  If you have multiple master schedules – you must choose which will be finalized
  - b.  You can delete all other master schedules manually or allow it to happen automatically when you finalize on the MS you will keep
  - c.  Print or display Master Schedule (Matrix) report
- 3) Verify Student Schedules
  - a.  Display Student Free Period Analysis report
  - b.  Display Students Without Schedules report
  - c.  Make adjustments to individual student schedules
  - d.  Print Student Schedules (if you choose)
- 4) Verify Teacher Schedules
  - a.  Print or display Teacher Schedules report
  - b.  Verify new teachers have been entered into the SIS and are now showing in SILK and are attached to their classes
- 5) Verify Room Schedules
  - a.  Print or display Room Schedules (list format) report
- 6) Verify class lists
  - a.  Print or display Class Rosters report
- 7) Finalize Master Schedule (Please contact LBL SIS Support for this function)

Any items above that you find in error must be corrected prior to finalizing.

CLOSE SCHEDULER – ALL work will be done through SILK Main from this day forward.