

Process:

### KTS Weekly Schedule Update Process

- Updated schedule is delivered to master control on Thursday or Friday.
- Schedule is highlighted separating the three KTS systems. Off campus originations and all special instructions such as tests, handouts, monitors needed etc are noted.
- Access the KTS schedule on the Renovo software scheduler.
- Cross check each class for site origination from the weekly schedule.
- Change origination site per schedule and validate to save.
- Cross check weekly schedule verifying that all changes made are accurate.
- Cross check schedule and Renovo scheduler daily for any last minute changes.