

Am I ready to schedule?

Things to think about prior to the training. You will learn about and discuss the different possibilities during the session.

- ☐ User Rights
 - ☐ Do I have the rights to Roll Calendars and Enrollments?
 - ☐ Do I have the rights to the Scheduling Board and Other Scheduling tools?
 - ☐ Do I have the rights to access next year's Calendar?
 - ☐ Do I have access to my district Sandbox site? Has it been recently updated?
- ☐ Calendar Data Setup: Term Dates, Period Schedules Reviewed, Day Rotations Set
 - ☐ Is my school changing their bell or term schedule for the 26/27 school year?
 - ☐ If yes what are you planning to change?
- ☐ Enrollments Roll Forward
 - ☐ Are we ready to set up student enrollments for the 26/27 school year?
 - ☐ Where are they going to be enrolled next year?
- ☐ Course Info/Attributes Reviewed and Updated
 - ☐ Department associated to each course
 - ☐ Max Students on a course not left blank or at 0
 - ☐ Terms—Schedules—Periods correct (Section template applied?)
 - ☐ What are your loading priorities? – Science, Band, Exploratory?
 - ☐ Do you need Scheduling Rules to tie courses together?
 - ☐ Sections to Build on course not left blank or at 0
- ☐ Do I want Infinite Campus to build my schedule (place sections, teachers, rooms)?
 - ☐ Do I know what my teacher, room, period constraints are for courses and departments?
 - ☐ The option to use the builder is also possible on just a department or course level (a partial build)
- ☐ Do you want to roll over your current schedule and make changes manually to course and sections as needed? (NOT Use the Builder)
 - ☐ Reviewed/Edited Section Placement
 - ☐ Added Team (if applicable)
 - ☐ Reviewed Section Teachers
 - ☐ Do I need to add student to student constraints?
- ☐ Student Requests Options
 - ☐ Entering for Individual Students – Walk-In Scheduler
 - ☐ Entering Mass Requests - Requests & Rosters tool
 - ☐ Teacher created Requests
 - ☐ Student entered Requests – Student/Parent Portal