

MASTER SCHEDULING

◇ ELEMENTARY SCHOOL



Jasmine Rivera & Michele Baker
Senior Professional Development Trainers



AGENDA

- ◇ SCHOOL YEAR SETUP AND CALENDAR ROLL FORWARD
- ◇ ENROLLMENT ROLL FORWARD
- ◇ COURSE PREP/CLEANUP/CREATION/DELETION
 - ◇ COURSE INFO
 - ◇ COURSE PLANNER
 - ◇ CREATING/EDITING/DELETING COURSES/SECTIONS
 - ◇ STAFF HISTORY – ASSIGNING/CHANGING THE TEACHER
 - ◇ COURSE RULES
- ◇ SCHEDULING OPTION A: MANUALLY ROSTERING STUDENTS
 - ◇ REQUESTS & ROSTERS
 - ◇ ROSTER COPYING
- ◇ SCHEDULING OPTION B: USING REQUESTS AND SCHEDULING BOARD
 - ◇ REQUESTS & ROSTERS
 - ◇ SCHEDULING BOARD
- ◇ MID –YEAR SCHEDULING
 - ◇ WALK-IN SCHEDULER
- ◇ STUDENT SCHEDULE
- ◇ FINDING A TEACHER’S SCHEDULE
- ◇ REPORTS

SCHEDULING PREP



SET-UP SCHOOL YEAR

Scheduling & Courses > Calendar Setup > School Year Setup

◇ SCHOOL YEAR SETUP: INSTRUCTIONAL AND SCHOOL DAY PREFERENCES
DETERMINE HOW INSTRUCTIONAL AND SCHOOL DAY MINUTES ARE CALCULATED
AND AFFECT HOW ATTENDANCE IS REPORTED

School Year

School Year Detail

*Label

*Start Year

Start Date

Active

☐

*End Year

End Date

School Year

Load Preference From Previous Year

Reset Default Preference

Instructional Minutes Preference

1

☐

Exclude non-instructional periods

2

☐

Exclude non-instructional minutes

Max non-instructional minutes per period

3

☐

Exclude time gaps between periods

Max non-instructional minutes for period gaps

School Day Minutes Preference

1

☐

Exclude non-instructional periods

2

☐

Exclude non-instructional minutes

Max non-instructional minutes per period

3

☐

Exclude time gaps between periods

Max non-instructional minutes for period gaps

Period Schedule

Period Schedule Info

*Name

Daily

*Sequence

1

Exception/Special Day

☐

Instructional Minutes

495

School Day

560

Period Info

	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
×	0	1	07:40 AM	08:35 AM	0	☐	☐
×	1	2	08:40 AM	09:35 AM	0	☐	☐
×	2	3	09:40 AM	10:35 AM	0	☐	☐
×	3	4	10:40 AM	11:35 AM	0	☐	☐
×	4	5	11:40 AM	01:00 PM	25	☐	☐
×	5	6	01:05 PM	01:55 PM	0	☐	☐
×	6	7	02:00 PM	02:55 PM	0	☐	☐
×	7	8	03:00 PM	03:55 PM	0	☐	☐
×	ACT	9	04:00 PM	05:00 PM	0	☒	☐

Add Period

Instructional Minutes Preference for 22-23 School Year

Exclude non-instructional periods

Exclude non-instructional minutes

Exclude time gaps between periods

School Day Preference for 22-23 School Year

Exclude non-instructional periods

Include non-instructional minutes

Include time gaps between periods

CALENDAR ROLL FORWARD

Calendar Wizard ☆

Pick the Data to Copy

- ☐ Calendar Attributes
- ☐ Schedule Structures
- ☐ Term Schedules
- ☐ Period Schedules
- ☐ Days
- ☐ Day Events
- ☐ Section Templates
- ☐ Portal Calendar and Term Settings
- ☐ Grade Levels
- ☐ Courses
 - ☐ Sections w/ Schedule Placement
 - ☐ Teacher Assignments
 - ☐ Section Staff Assignments
 - ☐ Room Assignments
 - ☐ Grading Tasks, Credits, Standard
 - ☐ Grade Calc Options
 - ☐ Categories
 - ☐ Course Rules
 - ☐ Schedule Building Constraints
 - ☐ Course Fees
 - ☐ Assessments
 - ☐ Cross-Site Course/Section Settings
- ☐ Attendance Excuse Codes
- ☐ Scheduling Teams
 - ☐ Section Team Assignments
- ☐ Calendar Overrides
- ☐ GPA Calculations

Calendar Info

Calendar ID: 252

School: 110 Carter Middle (schoolID:46)

*Name: 22-23 Carter Middle

*Start Date: 07/01/2022

*End Date: 06/30/2023

Student Day (instructional minutes):

Teacher Day (minutes):

Whole Day Absence (minutes):

Half Day Absence (minutes):

Type: I: Instructional

Require Student Assignment:

Ignore Master Push:

Comments: rolling 11/10/2016 10:54 AM

Food Service Edit Check: (default to blank - no override)

Sequence:

Summer School:

Exclude:

School Choice:

External LMS Exclude:

Period Schedule/Periods Editor

Name:

M

T

W

TH

F

Period Schedule Placement					
HR	M	T	W	TH	F
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 0	1	07:40 AM	08:35 AM	0	☐	☐
X 1	2	08:40 AM	09:35 AM	0	☐	☐
X 2	3	09:40 AM	10:35 AM	0	☐	☐
X 3	4	10:40 AM	11:35 AM	0	☐	☐
X 4	5	11:40 AM	01:00 PM	25	☐	☐
X 5	6	01:05 PM	01:55 PM	0	☐	☐
X 6	7	02:00 PM	02:55 PM	0	☐	☐
X 7	8	03:00 PM	03:55 PM	0	☐	☐
X ACT	9	04:00 PM	05:00 PM	0	☐	☐

Add Period

Schedule Structures Editor

Name:

Main

Schedule Structure Detail

Structure ID: 270

*Name: Main

External LMS Exclude:

Sequence:

Grade Level Editor

Name	Seq
09	10
10	11
11	12
12	13

Term Schedule/Terms Editor

Name:

Quarters

Term Schedule/Terms Editor

Name:

Trimesters

Section Templates

6th Grade (6)	Period 1
	Period 2
	Period 3
	Period 4
	Period 5
	Period 6
7th Grade (5)	Period 1
	Period 2
	Period 3
	Period 4
	Period 5
	Period 6
8th Grade (6)	Period 1
	Period 2
	Period 3
	Period 4
	Period 5
	Period 6

Section Template

*Template Group: 6th Grade

*Name: Period 1

Section Schedule Placement

	T1					T2					T3				
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
Period HR	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Period 1	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐
Period 2	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐
Period 3	☐	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐
Period 4	☐	☐	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐
Period 5	☐	☐	☐	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐
Period 6	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒

DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
Harrison High	23-24 Harrison High	ENABLED	No Terms Enabled
	22-23 Harrison High	ENABLED	1, 2, 3, 4

Scheduling & Courses >
Calendar Setup > Calendar Wizard

Run Wizard

CALENDAR ROLL FORWARD

Calendar Wizard ☆

Pick the Data to Copy

- ☐ Calendar Attributes
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 - ☐ Grade Calc Options
 - ☐ Categories
 - ☐ Course Rules
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- ☐ Calendar Overrides
- ☐ GPA Calculations

Run Wizard

- 0175 Literature 1
- 8 Sections
- 1) Velazquez, Kimberly
- 2) Becker, Sandy
- 3) Belli, Diane
- 4) Capodice, P
- 5) Griesel, L
- 6) Incorvia, M
- 7) Medina, O
- 8) Bloom, Jane

Staff History						
Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
Catton, Jolon					Teacher	
Teacher						
Alden, Jeff					Teacher	Primary Sped
Section Staff						
Baker, Olicia						Exclude from State Reporting

Section Editor

SectionID
290357

*Section Number
1

Teacher Display Name
Watt, Olympia

Max Students
(30)

Lunch Count
☐

Milk Count
☐

Adult Count
☐

Custom Count 1
☐

Custom Count 2
☐

Custom Count 3
☐

Room
102

Skinny Seq
☐

Homeroom
☐

Hide Standards On Portal
☐

Advisory
☐

Distance Code (Override)
0

External LMS Exclude
☐

Primary Teacher
Watt, Olympia

Primary Instruction Delivery Method Override
☐

*Primary Instruction Language
ENG: English

Dual Credit Code
☐

Post Secondary Credits Earned
☐

Credit Recovery
☐

- Modified by: Unknown 01/12/2022 11:14

		Section Schedule Placement														
		T1					T2					T3				
		M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
Period HR	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Period 1	☐	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☒
Period 2	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐
Period 3	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐
Period 4	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐
Period 5	☐	☐	☐	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	☐	☒	☐
Period 6	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Scheduling & Courses >
Calendar Setup > Calendar
Wizard

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 - ☐ Teacher Assignments
 - ☐ Section Staff Assignments
 - ☐ Room Assignments
 - ☐ Grading Tasks, Credits, Standards ⓘ
 - ☐ Grade Calc Options
- ☐ Categories
 - ☐ Course Rules
 - ☐ Schedule Building Constraints
 - ☐ Course Fees
 - ☐ Assessments
 - ☐ Cross-Site Course/Section Settings ⓘ
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Run Wizard

Changes made to these options at the course level are not reflected in instruction until they have been pushed to sections from the [Course Information tool](#). Pushed changes may impact student grades.

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Fill Options Filter: Type **Grading Tasks** Term **All** Task **All**

Term	Schedule	Standard/Grading Task	Composite	Rollup	Calculation
1	Main	Term Grade	☐	☐	Type In Progress Grade *Grading Scale A-F plus minus ⓘ ☐ Weight Categories ☐ Use Score's % Value ☐ Limit Assignments to Last ☐ Cumulative Grading Starting in
1	Main	Progress	☐	☐	Type No Calculation Post-only - No Calculation
2	Main	Term Grade	☐	☐	Type In Progress Grade *Grading Scale A-F plus minus ⓘ ☐ Weight Categories ☐ Use Score's % Value ☐ Limit Assignments to Last ☐ Cumulative Grading Starting in
2	Main	Semester	☒	☐	Type In Progress Grade *Grading Scale A-F plus minus ⓘ

*Child Task/Standard	*Weight	Effective %
X 1 Term Grade	50.0000	50.00
X 2 Term Grade	50.0000	50.00

Add

Grading Task Editor

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
Term Grade			ABC+- (Weighted)		1.000	
Semester	High School Credit	Mathematics	ABC+- (Weighted)	0.500		x
Progress			ABC+- (Weighted)			x

Standards Alignment (6 standards)

Standards	Standard Group	Scoring Rubric	Post-only
M.1: Understand concept of function, identify important features	Algebra	MS Rubric	
M.2: Recognize linear, quadratic, exponential and other common functions	Algebra	MS Rubric	
M.3: Generate equivalent algebraic expressions	Algebra	MS Rubric	
M.4: Calculate measurements of plane and solid geometric figures	Geometry and Measurement	MS Rubric	
M.5: Know and apply properties of geometric figures	Geometry and Measurement	MS Rubric	
M.6: Solve real-world and mathematical geometric problems using algebraic methods	Geometry and Measurement	MS Rubric	

master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Category List

Sequence	Category	Weight	Exclude	Drop Lowest(%)
0	Course Work	0.000		
0	Quizzes	0.000		
0	Tests	0.000		

Scheduling & Courses >
Calendar Setup > Calendar
Wizard

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Run Wizard

Rule List			
Rule Type	Rule Detail		
Scheduling Rule	1100 Integrated Math I	Same Period	1200 Integrated Math II

Placement Restrictions

Click on a box to restrict course placement. Select an entire row or column by clicking the header.

Filter by Term

Filter by Period Schedule

	1				2				3				4				5				
	A	B	RESP A	RESP B	A	B	RESP A	RESP B	A	B	RESP A	RESP B	A	B	RESP A	RESP B	A	B	RESP A	RESP B	A
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					

Courses & Rooms

Add or remove a course or room by selecting their course name/room number.

Filter by Course Number, Name or Department

7

COURSE	DEPARTMENT
☒ 7000 7th Grade Homeroom	
☒ 7100 Math Concepts I	7th Grade

Teachers & Rooms

Add or remove a teacher or room by selecting their name/room number.

Filter by Teacher Name, Department or Team

TEACHER	DEPARTMENT
---------	------------

Courses & Rooms	
Add or remove a course or room by selecting their course name/room number.	
Filter by Course Number, Name or Department	
7	
COURSE	DEPARTMENT
✓ 7000 7th Grade Homeroom	
✓ 7100 Math Concepts I	7th Core
✓ 7110 Math Concepts II	7th Core
✓ 7150 PreAlgebra I	7th Core
✓ 7155 PreAlgebra II	7th Core
7200 Language Arts 7-I	7th Core
7250 Language Arts 7-II	7th Core
7300 World History-I	7th Core

Teachers & Rooms				
Add or remove a teacher or room by selecting their name/room number.				
Filter by Teacher Name, Department or Team				
0/4				
TEACHER	DEPARTMENT	TEAM	MIN	MAX
Bailey, Cherylanne	6th Core		(0)	(0)
Brown, Cecelia	6th Core		(0)	(0)
Drummond, Matthew	6th Core		(0)	(0)
Hallam, Ciara	6th Core		(0)	(0)
Johnston, Joan	6th Core		(0)	(0)
Lifelong, Nadim	6th Core		(0)	(0)
Lifelong, Watson	6th Core		(0)	(0)
Lucas, Mildred	6th Core		(0)	(0)

Filter by Room or Room Type	
ROOM	PRIORITY
105	
205	
207	
211	
212	
215	
216	
219	

Assessment Alignment Detail	
Teacher-scored tests are indicated with an asterisk(*)	
*Test	
Reading	
✓ Copies Forward	

Scheduling & Courses >
Calendar Setup > Calendar Wizard

CALENDAR ROLL FORWARD

Calendar Wizard ☆

Pick the Data to Copy

- ☐ Calendar Attributes
- ☐ Schedule Structures

☐ Term Schedules
(NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)☐ Period Schedules☐ Days

☐ Day Events

☐ Section Templates☐ Portal Calendar and Term Settings
- ☐ Grade Levels
- ☐ Courses

☐ Sections w/ Schedule Placement

☐ Teacher Assignments☐ Section Staff Assignments☐ Room Assignments

☐ Grading Tasks, Credits, Standards ?

☐ Grade Calc Options

☐ Categories☐ Course Rules☐ Schedule Building Constraints☐ Course Fees☐ Assessments☐ Cross-Site Course/Section Settings ?
- ☐ Attendance Excuse Codes
- ☐ Scheduling Teams

☐ Section Team Assignments
- ☐ Calendar Overrides
- ☐ GPA Calculations

Run Wizard

AttendanceExcuses Editor	
Code	Description
AEX	Absent Excused
ARES	Attendance-Behavior Related
AUK	Absent Unknown
AUX	Absent Unexcused
AX	Absent Exempt
DEER	Deer Hunting
EReX	Early Release Excused
ERuK	Early Release Unknown
ERuX	Early Release Unexcused
ERX	Early Release Exempt
ISS	In-School Suspension
MEx	Medical excused
OSS	Out of School Suspension
PRE	Present
TBUS	Tardy Bus Late
TEX	Tardy Excused
TUK	Tardy Unknown
TUX	Tardy Unexcused
TX	Tardy Exempt

Calendar Override	
*Override Type	
123 : OLL	
123 : OLL	
LR : Legal Requirement	
MGT1 : Magnet	
OVRD : MARSS End Status Example	

GPA Calculations for Calendar		
	Name	Type
☐	Cumulative GPA	Weighted
☐	*State University GPA Calc	Weighted GPA
☐	Academic	Weighted GPA
☐	Core Classes GPA	Weighted GPA
☐	IB - Custom GPA	Weighted GPA
☐	Math & Science Cumulative GPA	Weighted GPA
☐	NCAA Eligibility	Weighted GPA

Scheduling Group	
Name	
	Blue
	Green
	Orange
	Red
	Yellow

General Section Information

Section Number: (Required)

1

Teacher Display Name:

Lifellearn, Kelvin

Max Students:

(35)

Room:

1006

Skinny Seq:

Team:

Blue

Lunch Count:

☐

Milk Count:

☐

Custom Count 1:

☐

Custom Count 2:

☐

Scheduling & Courses >
Calendar Setup > Calendar
Wizard

TERM SETUP

- ◇ TERMS ARE THE MARKING PERIODS
- ◇ BEFORE ANY SCHEDULING CAN OCCUR, THE TERMS OF THE SCHOOL YEAR MUST BE ENTERED
- ◇ IF THE EXACT DATES FOR THE TERMS IS NOT KNOWN, ENTER ESTIMATED DATES. THESE CAN BE MODIFIED AS NEEDED LATER (BEFORE THE SCHOOL YEAR BEGINS)

Term Setup ☆

 Save Term Schedule/Terms  New Term Schedule/Terms  Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Quarters

Term Schedule Detail

*Name

Quarters

Primary ☒

Term Detail

	*Name	*Sequence	*Start Date	*End Date	Term Code
✕	Q1	1	09/01/2022	09/23/2022	Q: Quarter** ▼
✕	Q2	2	09/26/2022	12/23/2022	Q: Quarter** ▼
✕	Q3	3	12/26/2022	03/23/2023	Q: Quarter** ▼
✕	Q4	4	03/27/2023	06/20/2023	Q: Quarter** ▼

Add Term

PERIOD SCHEDULES

Scheduling & Courses > Calendar Setup > Period Setup

- ◇ PERIODS LIST THE NAMES AND THE MEETING TIMES THROUGHOUT A SCHOOL DAY
- ◇ PERIOD SCHEDULES ARE THE NUMBER OF ROTATIONS THERE ARE OF THOSE PERIODS
- ◇ FOR EXAMPLE, DAY A HAS 10 PERIODS WHEN COURSES MEET DAY B HAS THE SAME 10 PERIODS WHEN COURSES MEET HOWEVER, SOME COURSES ONLY MEET ON DAY A AND SOME COURSE ONLY MEET ON DAY B. THEREFORE, THERE ARE 2 PERIOD SCHEDULES, ONE FOR DAY A AND ONE FOR DAY B.
 - ◇ M-F = 5 SCHEDULES

Period Schedule/Periods Editor					
Name					
M					
T					
W					
R					
F					

Period Schedule Placement					
	M	T	W	R	F
HR	HR	HR	HR	HR	HR
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
IA	IA	IA	IA	IA	IA

Period Schedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day		
M	1	☐	0	6		

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕	HR	1	07:45 AM	02:30 PM	0	☒	☐
✕	1	2	02:31 PM	02:31 PM	0	☐	☐
✕	2	3	02:32 PM	02:32 PM	0	☐	☐
✕	3	4	02:33 PM	02:33 PM	0	☐	☐
✕	4	5	02:34 PM	02:34 PM	0	☐	☐
✕	5	6	02:35 PM	02:35 PM	0	☐	☐
✕	6	7	02:36 PM	02:36 PM	0	☐	☐
✕	7	8	02:37 PM	02:37 PM	0	☐	☐
✕	IA	9	02:38 PM	02:38 PM	0	☒	☒

Add Period

PERIOD SCHEDULES & SCHEDULING UNITS

- ◇ SCHEDULING UNITS ARE THE NUMBER OF INSTRUCTIONAL HOLES THERE ARE TO FILL A STUDENT SCHEDULE
- ◇ PERIODS MARKED AS NON-INSTRUCTIONAL DO NOT COUNT AS PART OF THE SCHEDULING UNITS
- ◇ DETERMINE WHAT THE SCHEDULING UNIT THRESHOLD IS FOR A FULL SCHEDULE BY USING THE FOLLOWING FORMULA:
 - ◇ # INSTRUCTIONAL PERIODS X # PERIOD SCHEDULES (ROTATION DAYS) X # TERMS IN A YEAR
 - ◇ EXAMPLE: A SCHOOL THAT HAS 7 INSTRUCTIONAL PERIODS EVERYDAY, 5 ROTATION DAYS (M-F)), AND 3 TERMS THEREFORE:
 - ◇ $7 \times 5 \times 3 = 105$

Period Schedule Info					
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day	
M	1	☐	0	6	

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕ HR	1	07:45 AM	02:30 PM	0	☒	☐
✕ 1	2	02:31 PM	02:31 PM	0	☐	☐
✕ 2	3	02:32 PM	02:32 PM	0	☐	☐
✕ 3	4	02:33 PM	02:33 PM	0	☐	☐
✕ 4	5	02:34 PM	02:34 PM	0	☐	☐
✕ 5	6	02:35 PM	02:35 PM	0	☐	☐
✕ 6	7	02:36 PM	02:36 PM	0	☐	☐
✕ 7	8	02:37 PM	02:37 PM	0	☐	☐
✕ IA	9	02:38 PM	02:38 PM	0	☒	☒

Add Period

The HR and IA periods in this example are marked as non-instructional so they do not count as part of the Scheduling Units

Scheduling & Courses
> Calendar Setup >
Period Setup

PERIOD SCHEDULES & SCHEDULING UNITS

Scheduling & Courses > Calendar Setup > Period Setup

- ◇ PERIOD SCHEDULES ARE USED TO CALCULATE THE NUMBER OF SCHEDULING UNITS REQUIRED TO FILL A STUDENT'S SCHEDULE.
- ◇ IF THIS NUMBER IS INCORRECT ON A COURSE, REPORTING ON WHO HAS ENOUGH COURSES REQUESTED AND/OR A COMPLETE SCHEDULE WILL ALSO BE INCORRECT
- ◇ THE FORMULA FOR CALCULATING SCHEDULING UNITS OF A COURSE = # TERMS X # (PERIOD) SCHEDULES X # (INSTRUCTIONAL) PERIODS

Course Information ☆
1100 Integrated Math I

Scheduling

Terms: 4 Schedules: 1 Periods: 1

Max Students: 35 Department: Mathematics

Schedule Load Priority: Preferred Room Type: Section Template Group:

Sections to Build:

Requests

Effective Date Team No Team

Scheduling Units: 20/28

Add Requests

Request Search: int

COURSE NAME	UNITS	TYPE	#	COURSE NAME	UNITS	ADD
UNSCHEDULED				Integrated Math I 1100	4	+

DAY RESET

Scheduling & Courses > Calendar Setup > Day Setup

- ◇ ONCE THE CALENDAR HAS BEEN CREATED, TERMS HAVE BEEN SET, AND PERIOD SCHEDULES HAVE BEEN REVIEWED/CREATED/EDITED, THE DAYS OF THE SCHOOL CALENDAR NEED TO BE ESTABLISHED AND THE PERIOD SCHEDULES (ROTATIONS), IF APPLICABLE.
- ◇ TO CREATE SCHOOL DAYS (DAYS STUDENTS WOULD BE IN ATTENDANCE) ON THE CALENDAR:
- ◇ SELECT DAY RESET. THE DEFAULT DATES ARE THE FISCAL YEAR. CHANGE THE START DATE TO THE FIRST DAY OF SCHOOL (USUALLY THE SAME AS TERM 1 START DATE). CHANGE THE END DATE TO THE LAST DAY OF SCHOOL (USUALLY THE SAME AS THE LAST TERM'S END DATE).
- ◇ SELECT WHICH DAYS OF THE WEEK SCHOOL WILL BE HELD (DEFAULT IS M-F).
- ◇ CLICK "CREATE DAYS"

Day Setup ☆



Day Reset



Day Rotation



Print



Print Rotation



Multi Day Event

<<

March 2023

Sun	Mon	Tue	Wed	Thu
			01 B	02 A
05	06	07	08	09

Day Setup ☆

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date

09/06/2022

*End Date

06/23/2023

Duration

0

Fill Missing Days Only



Mon



Tue



Wed



Thu



Fri



Sat



Sun



Create Days

DAY ROTATION

[Scheduling & Courses](#) > [Calendar Setup](#) > [Day Setup](#)

- ◇ IF YOU HAVE MORE THAN ONE PERIOD SCHEDULE (EX. A-DAY, B-DAY, OR M, T, W, R, F, ET AL.), THE DAY ROTATION TOOL NEEDS TO BE RUN TO SET THOSE DAYS ON THE CALENDAR
- ◇ THIS TOOL CAN BE RUN ANY TIME OF THE SCHOOL YEAR (THINK SNOW DAYS AND YOU NEED TO RE-ROTATE THE DAYS) HOWEVER IT IS IMPORTANT TO BE MINDFUL OF THE DATES YOU SELECT WHEN RUNNING THE TOOL.
- ◇ TO SET THE ROTATION FOR THE DAYS:
 - ◇ CLICK DAY ROTATION
 - ◇ ENTER THE START DATE (THE FIRST DAY OF SCHOOL – START DATE OF TERM 1). THIS FIELD DEFAULTS TO THE FISCAL CALENDAR DATES AND MUST BE CHANGED
 - ◇ ENTER THE END DATE (THE LAST DAY OF SCHOOL – END DATE OF THE LAST TERM) THIS FIELD DEFAULTS TO THE FISCAL CALENDAR DATES AND MUST BE CHANGED
 - ◇ SELECT THE ROTATION TYPE
 - ◇ SELECT WHICH PERIOD SCHEDULE (ROTATION DAY) SHOULD BEGIN THE ROTATION THESE ARE LISTED IN SEQUENTIAL ORDER BASED ON WHICH ONES THAT ARE NOT MARKED AS EXCEPTION DAYS IN PERIOD SCHEDULE SETUP.
 - ◇ ENTER WHETHER THE STUDENTS SHOULD REPEAT THAT DAY AND IF SO HOW MANY TIMES BEFORE THE ROTATION CHANGES TO THE NEXT SEQUENTIAL PERIOD SCHEDULE. IF NO REPEAT OF THE FIRST DAY SHOULD OCCUR, KEEP THE VALUE AT 1.
 - ◇ ENTER WHETHER THE STUDENTS SHOULD REPEAT THE SUBSEQUENT ROTATION DAYS. IF NOT REPEATING SUBSEQUENT ROTATION DAYS, KEEP THE VALUE AT 1.
 - ◇ CLICK ASSIGN ROTATIONS.
- ◇ THIS PROCESS MAY TAKE QUITE A FEW SECONDS. ONCE IT HAS COMPLETED, YOU WILL BE REDIRECTED TO THE CALENDAR VIEW OF THE DAY SETUP

Day Setup ☆

🔍 Day Reset

🔍 Day Rotation

🖨️ Print

🖨️ Print Rotation

➕ Multi Day Event

<< March 2023

Sun	Mon	Tue	Wed	Thu
			01 B	02 A
05	06	07	08	09

Day Setup ☆

Auto Assign Period Schedule Rotations

Day Rotations

This tool will re-assign Period Schedules to Days to facilitate alternating and MTWRF Day Rotations within the specified date range. MTWRF Schedules need 5 Period Schedules defined (cannot be exception/special days). Alternating will work on any schedule.

*Start Date

09/06/2022

*End Date

06/23/2023

Rotation Type

☒ Alternating (Ignore vacation days)

☐ MTWRF - (Assign by days of week)

*Starting Period Schedule (rotation continues following sequence numbers)

A ▾

*Days repeated for Starting Period Schedule (first time ONLY, alternating days will have 1)

1

*Days repeated for all following schedules (alternative days will have 1)

1

Assign Rotations

Note: It is best to enter any day events, including vacations, holidays, in-service days, et al. prior to running the Day Rotation tool. However, if the calendar has not been finalized for the next year, it is okay to run this tool, enter the dates when they are known, and then re-run the Day Rotation tool.

CALENDAR ROLL FORWARD TIPS & TRICKS

- ◇ IF YOU DON'T KNOW THE EXACT DATES FOR THE TERMS, YOU CAN PUT IN ESTIMATED DATES AND CHANGE THEM WHEN THEY HAVE BEEN FINALIZED
- ◇ DON'T FORGET TO RUN THE DAY ROTATION TOOL IF YOU HAVE MORE THAN 1 ROTATION DAY. IF YOU DON'T KNOW THE EXACT DATES FOR VACATIONS, IN-SERVICE, AND HOLIDAYS, YOU CAN RUN THE TOOL AGAIN, AFTER THE DATES HAVE BEEN FINALIZED, TO UPDATE THE ROTATION

CALENDAR SETUP-REVIEW

Calendar Information ☆

Save Mark for Deletion

Calendar Info

Calendar ID: 250 School: 190 Harrison High (schoolID:15)

*Name: 22-23 Harrison High Number: Sequence:

*Start Date: 07/01/2022 *End Date: 06/30/2023

Student Day (instructional minutes): 360 Teacher Day (minutes): 420

Whole Day Absence (minutes): 240 Half Day Absence (minutes): 180

Type: I: Instructional

Require Student Assignment: ☐ External LMS Exclude: ☐

Ignore Master Push: ☐

Comments: rolling 03/11/2016 11:45 AM

Food Service Edit Check: (default to blank - no override)

Term Setup ☆

Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name: Terms

Term Schedule Detail

*Name: Terms Primary: ☒

Term Detail

*Name	*Sequence	*Start Date	*End Date	Term Code
1	1	07/01/2022	09/30/2022	Q: Quarter**
2	2	10/03/2022	12/23/2022	Q: Quarter**
3	3	12/26/2022	03/24/2023	Q: Quarter**
4	4	03/27/2023	06/30/2023	Q: Quarter**

Add Term

Period Setup ☆

New Period Schedule

Period Schedule/Periods Editor

Name: Daily

2 HR Late Start

Assembly

Testing

5

Period Schedule Info

*Name: Daily *Sequence: 1 Exception/Special Day: ☐ Instructional Minutes: 495 School Day: 560

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
0	1	07:40 AM	08:35 AM	0	☐	☐
1	2	08:40 AM	09:35 AM	0	☐	☐
2	3	09:40 AM	10:35 AM	0	☐	☐
3	4	10:40 AM	11:35 AM	0	☐	☐
4	5	11:40 AM	01:00 PM	25	☐	☐
5	6	01:05 PM	01:55 PM	0	☐	☐
6	7	02:00 PM	02:55 PM	0	☐	☐
7	8	03:00 PM	03:55 PM	0	☐	☐
ACT	9	04:00 PM	05:00 PM	0	☐	☐

Add Period

Instructional Minutes Preference for 22-23 School Year

Exclude non-instructional periods

Exclude non-instructional minutes

Exclude time gaps between periods

School Day Preference for 22-23 School Year

Exclude non-instructional periods

Include non-instructional minutes

Include time gaps between periods

◇ CALENDAR INFORMATION

◇ TERM SETUP

◇ PERIOD SETUP

◇ DAY SETUP

Day Setup ☆

Day Reset Day Rotation Print Print Rotation Multi Day Event

<< March 2023 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01 Daily	02 Daily	03 Daily	04
05	06 Daily	07 Daily	08 Daily	09 Daily	10 Daily	11
12	13 Daily	14 Daily	15 Daily	16 Daily	17 Daily	18
19	20 Daily	21 Daily	22 Daily	23 Daily	24 Daily	25
26	27 Daily	28 Daily	29 Daily	30 Daily	31 Daily	

▼ Event on this Day

ENROLLMENT ROLL FORWARD

Student Information > General Student Administration > Enrollment Roll Forward Wizard

Enrollment Roll Forward Wizard ☆

Enrollment Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in t

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, cl

Select Source Calendars

- 24-25 Fillmore Middle School
- 24-25 Harrison High
- 23-24 Harrison High
- 22-23 Arthur Elementary
- 22-23 Carter Middle
- 22-23 Cleveland Elementary
- 22-23 Fillmore Middle School
- 22-23 Harrison High
- 22-23 Lincoln Elementary
- 22-23 Taylor K-8
- 22-23 Van Buren High School
- KG 22-23 Cleveland Elementary
- 21-22 Arthur Elementary
- 21-22 Carter Middle
- 21-22 Cleveland Elementary

CTRL-click and SHIFT-click for multiple

Select Source Grades

- ☐ 01 ☐ 02 ☐ 03 ☐ 04
- ☐ 05 ☐ 06 ☐ 07 ☐ 08
- ☐ 09 ☐ 10 ☐ 11 ☐ 12
- ☐ EC ☐ HK ☐ KA ☐ KB
- ☐ KG ☐ PK

Select Local Start Status

CM1: Enrolled (Valid 21-22 thru current)

(OPTIONAL)

Select Destination Calendar

Select Destination Grade

Select Destination Structure

Start Date Override

If school days for the next school year have been final
Calendar Days have been set, this date does not have
entered. The first term date of the next school year is
automatically selected. If Calendar Days have not been
enter the Start Date Override as the first instructional
next school year.

☐ Allow Duplicate Primary Enrollments

☒ Totals Only

☐ Show Warnings

☐ Include students whose enrollments end on the last term

- ◇ ONCE THE CALENDAR HAS BEEN ROLLED AND SET UP, STUDENTS MUST BE ROLLED INTO THE FUTURE CALENDAR(S) IN ORDER TO SCHEDULE THEM
- ◇ TO USE THE ENROLLMENT ROLL FORWARD WIZARD:
 - ◇ SELECT WHICH CALENDAR(S) OF STUDENTS SHOULD BE ROLLED FORWARD
 - ◇ SELECT WHICH SOURCE GRADE(S)
 - ◇ SELECT SOURCE SERVICE TYPE(S)
 - ◇ IF ROLLING ONLY 1 CALENDAR, SELECT THE SOURCE STRUCTURE
 - ◇ SELECT THE LOCAL START STATUS
 - ◇ OPTIONAL:
 - ◇ SELECT DESTINATION CALENDAR (IF ROLLING ALL STUDENTS TO THE SAME SCHOOL)
 - ◇ SELECT DESTINATION GRADE (IF ROLLING 1 GRADE AT A TIME)
 - ◇ SELECT DESTINATION STRUCTURE (IF ROLLING STUDENTS TO 1 CALENDAR)
 - ◇ ENTER A START DATE OVERRIDE (IF TERM DATES HAVE NOT BEEN SET IN CALENDAR SETUP)
 - ◇ SELECT WHETHER TO:
 - ◇ ALLOW DUPLICATE PRIMARY ENROLLMENTS
 - ◇ SHOW TOTALS ONLY
 - ◇ SHOW WARNINGS
 - ◇ SHOW STUDENTS WHOSE ENROLLMENTS END ON THE LAST DAY OF THE LAST TERM FOR THE CURRENT SCHOOL YEAR
- ◇ CLICK RUN TEST TO SEE IF THERE ARE ANY WARNINGS. IF ALL LOOKS APPROPRIATE ON THE TEST, CLICK RUN.

ENROLLMENT CLEANUP WIZARD

Student Information >
General Student
Administration > Enrollment
Cleanup Wizard

Enrollment Cleanup Wizard ☆

[Student Information](#) > [General Student Administration](#) > Enrollment Clean

Enrollment Cleanup Wizard

The Enrollment Cleanup Wizard contains two distinct modes:

- **Delete Enrollments**

This mode DELETES enrollments in future calendars for students who have left the school before the end of the year and have not re-enrolled in the same school year, OR who no longer meet the Student Assignment requirements for enrollment in the next school year.

- **Update Enrollments**

This mode UPDATES attributes and start dates for enrollment records, 9th grade entry dates on graduation records, transportation records, and course section rosters.

Enrollments can be updated to the first instructional date of the selected calendar or backdated to a date prior to the first instructional date of the selected calendar.

Enrollment attributes in the selected calendar that are marked as "Copies Forward" can also be updated to match previous year values.

Note: The Delete mode and Attribute update method of the Update mode only modifies or deletes enrollments that were created using the Enrollment Roll Forward tool. The start date method of the Update mode modifies any enrollment in the selected calendar and student ad hoc regardless of how that enrollment was created.

☒ Delete Enrollments

Select the Calendar in which the student ended their enrollment

26-27 Carter Middle
26-27 Cleveland Elementary
26-27 Harrison High
26-27 Liberty Elementary
26-27 Liberty High School
26-27 Liberty Middle School
26-27 Mountainview Elementary
26-27 Mountainview High School
26-27 Mountainview Middle Scho
26-27 Peachtree Elementary
26-27 Peachtree High School
26-27 Peachtree Middle
25-26 Carter Middle
25-26 Cleveland Elementary
25-26 Harrison High
CTRL-click and SHIFT-click for multiple

Select Grades

☐ 01 ☐ 02 ☐ 03 ☐ 04
☐ 05 ☐ 06 ☐ 07 ☐ 08
☐ 09 ☐ 10 ☐ 11 ☐ 12
☐ EC ☐ HK ☐ KA ☐ KB
☐ KG ☐ PK

Select Service Type

☐ Primary
☐ Partial
☐ Special Ed Services

RUN TEST

RUN CLEANUP

☐ Update Enrollments

◇ ONCE THE STUDENTS HAVE BEEN ROLLED FORWARD, IT IS BEST PRACTICE TO REGULARLY USE THE ENROLLMENT CLEANUP WIZARD TO REMOVE ANY ENROLLMENTS IN THE FUTURE SCHOOL YEAR IF THEY HAVE AN END DATE IN THE CURRENT SCHOOL YEAR

CREATE NEW COURSE FROM A COURSE CATALOG

Scheduling &
Courses > Courses
> Add Course

Scheduling & Courses > Courses > Add Course

◇ IF THE DISTRICT IS USING A COURSE CATALOG AND COURSE MASTERS, THE FOLLOWING ARE THE STEPS FOR ADDING A COURSE TO YOUR SCHOOL'S COURSE LIST:

◇ SELECT THE COURSE(S) FROM THE LIST. THE LIST IS THE COURSE CATALOG.

◇ USE THE CTRL OR SHIFT KEY TO SELECT MULTIPLE COURSES AT ONCE, IF NECESSARY (COMMAND KEY FOR MAC USERS)

◇ CLICK "SELECT THIS COURSE MASTER"

◇ IF ONE COURSE IS SELECTED, THE COURSE INFORMATION SCREEN FOR IT WILL APPEAR. MAKE ANY EDITS (IF TOOL RIGHTS ALLOW), AND CLICK "SAVE"

◇ IF MORE THAN ONE COURSE IS SELECTED, A POP-UP MESSAGE WILL APPEAR WITH THE NUMBER OF COURSES THAT WERE ADDED TO YOUR COURSE LIST.

◇ CLICK ON THE SEARCH ICON, SELECT COURSE/SECTION, AND ENTER THE NUMBER OR NAME OF THE COURSE TO CONTINUE WORKING ON IT.

Add Course ☆

Scheduling & Courses

Your district has defined a district-wide Course Catalog for your school to use. To create a Course, you must choose a pre-defined Course Master record and link it into your Schedule. If you want to create a course that does not exist in the Catalog, speak with your district administration.

0 selected

☐	NUMBER	NAME	NCES CODE	STATE CODE	DEPARTMENT	GPA WEIGHT	ACTIVITY	TYPE	HONORS
☐									
☐	1275	H Integrated Math II	0		Mathematics	1			HR
☐	1375	H Integrated Math III	0		Mathematics	1			HR
☐	1475	H Integrated Math IV	0		Mathematics	0			HR
☐	2101	H Geography	0		Social Studies	1			HR
☐	3175	H English 9	0		English	1.5			
☐	3275	H English 10	0		English	1			HR
☐	3300.01	English 11	0		English	1		R	
☐	3300.02	English 11	0		English	1		R	

12

1

2

100

Add

1 - 100 of 112 items

CREATE NEW COURSE

Scheduling & Courses > Courses > Add Course

- ◇ IF THE DISTRICT IS NOT USING A COURSE CATALOG AND COURSE MASTERS, THE FOLLOWING ARE THE STEPS FOR ADDING A COURSE TO YOUR SCHOOL'S COURSE LIST:
 - ◇ ENTER THE COURSE NUMBER (BEST PRACTICE – BE CONSISTENT WITH LIKE COURSES. E.G. ALL KINDERGARTEN COURSES BEGIN WITH 0 OR K, ALL 1ST GRADE COURSES BEGIN WITH 1 OR 01, ET AL.)
 - ◇ ENTER THE NAME OF THE COURSE AS YOU WOULD LIKE IT TO APPEAR ON THE STUDENT'S SCHEDULE AND/OR REPORT CARD
 - ◇ FILL IN ALL REQUIRED FIELDS FOR SCHEDULING & GRADING (NOTE: GRADING SETUP IS COVERED DURING CURRICULUM TRAINING, NOT MASTER SCHEDULING)
 - ◇ CLICK SAVE
- ◇ CLICK ON THE SEARCH ICON, SELECT COURSE/SECTION, AND ENTER THE NUMBER OR NAME OF THE COURSE TO CONTINUE WORKING ON IT TO ADD GRADING TASKS, GRADE CALC OPTIONS, CREATE SECTIONS, ET AL..

Add Course ☆ Scheduling & Courses

Sections:

General Course Information

Number: (Required) Name: (Required) Active: ☒

State Code:

NCES Code:

SCED Subject Area: SCED Course Identifier:

Available Carnegie Unit Credit: 0.00 SCED Course Level: SCED Sequence: (part n of m parts) of

SCED Lowest Grade: SCED Highest Grade:

Description:

COURSE PREP/CLEAN UP/SET UP

Scheduling & Courses > Courses > Course Information

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

- ▶ Course information is organized into different sections.
- ▶ All sections should be reviewed

Course Information ☆

Scheduling & Courses >

100 First Grade Homeroom

Expand All

Sections:

General Course Information

+

Scheduling

+

Course Setup

+

State Defined

+

District Defined

+

Comments

+

COURSE PREP/CLEAN UP/SET UP

Scheduling & Courses > Courses > Course Information

► General Course Information

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

General Course Information

Number: (Required)

100

Name: (Required)

First Grade Homeroom

Active:



State Code:

NCES Code:

SCED Subject Area:

SCED Course Identifier:

Available Carnegie Unit Credit:

0.00

SCED Course Level:

SCED Sequence: (part n of m parts)

1

of

1

SCED Lowest Grade:

SCED Highest Grade:

Description: ⓘ

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Terminology

- Number – Course number appears on the student's schedule, transcript, & in searches; best practice is to organize like courses by course number
- Name – Course name appears on the student's schedule, transcript, & in searches; best practice is to be consistent in naming conventions
- Active – Course is being offered in the selected school year

COURSE PREP/CLEAN UP/SET UP

Scheduling & Courses > Courses > Course Information

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

► Scheduling

Scheduling

Terms:

Max Students:

Schedule Load Priority:

Allow Teacher Reqs/Recs:
☐

Advisory:
☐

Schedules:

Department:

Preferred Room Type:

Allow Student Requests:
☐

Homeroom:
☒

Periods:

Section Template Group:

Repeatable:
☐

Responsive:
☐

Sections to Build:

Required:
☐

Note: Changing the Terms, Schedules, Periods makes the scheduling units in the Walk-In Scheduler more accurately reflect how many scheduling units (holes in a student's schedule) the course will fill. This will help when scheduling in the middle of the year to make sure a student has enough units requested to fill their schedule. It does not change the section schedule placement (the checkboxes).

Terminology

- **Terms** - # of marking periods a section of the course is offered (Full Year = 4 Terms, Semester = 2 Terms, Quarter = 1)
- **Schedules** - # of rotation days any 1 section of the course meets (Art = 1 day/week, Music = 1 day/week, ELA = 5 days/week, etc.)
- **Periods** – the # of time slots in a single day the course meets
- **Sections to Build** - # of sections the Build tools in the Scheduling Board should build
- **Max Students** - # of students in a single section; should not be 0
- **Department** – organizes similar courses by department or grade level
- **Schedule Load Priority** – the level of priority the course should have when the schedule board loads students who have a request for the course
- **Section Template Group** –when associated to a course, templates maintain unique meeting patterns for sections

COURSE PREP/CLEAN UP/SET UP

Scheduling & Courses > Courses > Course Information

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

► Scheduling

Scheduling

Terms:

3

Max Students:

26

Schedule Load Priority:

Allow Teacher Reqs/Recs:

☐

Advisory:

☐

Schedules:

1

Department:

1st Grade

Preferred Room Type:

Allow Student Requests:

☐

Homeroom:

☒

Periods:

1

Section Template Group:

Repeatable:

☐

Responsive:

☐

Sections to Build:

0

Required:

☐

Terminology

- **Allow Teacher Reqs/Recs** – When selected, teachers will be able to see this course to recommend a student take it next year
- **Allow Student Requests** – When selected, students will be able to see and select this course in Course Registration and Graduation Planning
- **Repeatable** – When selected, students may add this to their Graduation/Academic Plan more than once
- **Responsive** – When selected, this makes the course available only for creating responsive sections for responsive days
- **Homeroom** – Should be selected if the course is a homeroom course

COURSE PREP/CLEAN UP/SET UP

Scheduling & Courses > Courses > Course Information

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

► Course Setup (Grading & Attendance)

Course Setup

Subject Type:

ELEM: Basic Elementary Curriculum

Transcript:

☐

GPA Weight:

Bonus Points:

☐

Course-Only Curriculum:

☐

Attendance:

☒

Standards-Based:

☐

Hide Standards On Portal:

☐

External LMS Exclude:

☐

Activity:

Terminology

- **Transcript**– Select this to include this course on a student’s transcript
- **GPA Weight**– The number here determines how much the course counts toward the students’ overall GPA
- **Attendance** – Check this for any course where teachers are expected to enter attendance
- **Bonus Points** – If set up, how many bonus points a student gets on their Cumulative GPA when they successfully complete the course

Note: The “Push to Sections” button on this screen is for changes to grading setup (Grade Calc Options, Categories, Composite Grading, Advisory). It is not typically used for scheduling.

COURSE PREP/CLEAN UP/SET UP

Scheduling & Courses > Courses > Course Information

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

- ▶ State Defined – each state may have fields for reporting
- ▶ District Defined – each district may have fields for reporting

Course Information ☆ Scheduling & Courses >

100 First Grade Homeroom

Expand All Sections:

General Course Information	+
Scheduling	+
Course Setup	+
State Defined	+
District Defined	+
Comments	+

COURSE PLANNER

Scheduling & Courses > Scheduling > Course Planner

- ◇ THE COURSE PLANNER DISPLAYS REQUEST TALLIES, COMPUTES NUMBER OF SECTIONS NEEDED, AND COMPARES STUDENTS REQUESTS AND SECTIONS TO LAST YEAR'S CALENDAR TO SEE HOW THESE CHANGES MAY AFFECT SECTION STAFFING NEEDS.
- ◇ ANY SCHEDULING RELATED COURSE ITEM CAN BE MODIFIED IN THE COURSE PLANNER.

Course Planner ☆

Filter

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

Scheduling & Courses > Scheduling > Course Planner

6000 Homeroom 6th Core													PLACEMENT RESTRICTIONS
Requests		Sections			Courses					Constraints			
Current	Needed	To Build	Placed	Remaining Seats	Terms	Schedules	Periods	Priority	Max Students	Teachers	Rooms	Rules	>
0 ↓	0 ↓	8	8	200	4	1	1		25	7 ⚠	8	0	

6100 Language Arts 6th Core													PLACEMENT RESTRICTIONS
Requests		Sections			Courses					Constraints			
Current	Needed	To Build	Placed	Remaining Seats	Terms	Schedules	Periods	Priority	Max Students	Teachers	Rooms	Rules	>
0 ↓	0 ↓	8	8	200	4	1	1		25	3	0	0	

6150 Reading 6th Core													PLACEMENT RESTRICTIONS
Requests		Sections			Courses					Constraints			
Current	Needed	To Build	Placed	Remaining Seats	Terms	Schedules	Periods	Priority	Max Students	Teachers	Rooms	Rules	>
0 ↓	0 ↓	8	8	200	4	1	1		25	2	0	0	

6200 Mathematics 6th Core													PLACEMENT RESTRICTIONS
Requests		Sections			Courses					Constraints			
Current	Needed	To Build	Placed	Remaining Seats	Terms	Schedules	Periods	Priority	Max Students	Teachers	Rooms	Rules	>
0 ↓	0 ↓	8	8	200	4	1	1		25	2	0	0	

6300 Science 6th Core													PLACEMENT RESTRICTIONS
Requests		Sections			Courses					Constraints			
Current	Needed	To Build	Placed	Remaining Seats	Terms	Schedules	Periods	Priority	Max Students	Teachers	Rooms	Rules	>
0 ↓	0 ↓	8	8	200	4	1	1		25	2	0	0	

Batch Edit Course

Batch Edit Constraints

Print

🔄

Feedback 🗨

COURSE PLANNER

Scheduling & Courses
> Scheduling >
Course Planner

◇ TO BATCH EDIT COURSE DATA:

- ◇ **FILTER** TO THE COURSES THAT SHOULD BE UPDATED. IF ALL COURSES NEED TO BE UPDATED WITH THE SAME VALUE, YOU CAN SKIP THIS STEP
- ◇ CLICK ON **BATCH EDIT COURSE**
- ◇ **VERIFY** THE CORRECT NUMBER OF COURSES IS BEING EDITED
- ◇ **SELECT THE CHECKBOX** NEXT TO EACH COURSE INFORMATION ITEM THAT NEEDS TO BE CHANGED
- ◇ **ENTER THE VALUE** THAT IT SHOULD BE CHANGED TO
- ◇ CLICK **“REPLACE”** TO UPDATE THE EXISTING VALUE OR **“ADD”** TO INSERT A MISSING VALUE

Course Planner ☆

Filter ^

Course Planner Filter

Filter by Course Number or Name
Select items...

Filter by Department
Select items...

Filter by Ad Hoc
No Filter

Where Terms is
Equal to

Where Schedules is
Equal to

Where Periods is
Equal to

Where Max Students is
Equal to

Where Priority is
Equal to

Where Sections to build is
Equal to

Where Last years sections is
Equal to

Where Sections needed is
Equal to

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

120 Math 1 | 1st Grade

Requests		Sections	
Current 0 ↓	Needed 0 ↓	To Build 0	Placed 4

Batch Edit Course Batch Edit Constraints Print

Batch Edit Course Information

56 filtered records will be affected. Including a field with no Fill Value will delete existing data when using Replace.

Sections to Build
Include Fill Value

Max Seats
Include Fill Value
35

Terms
Include Fill Value

Schedules
Include Fill Value

Periods
Include Fill Value

Section Template Group
Include Fill Value

Room Type
Include Fill Value

Add Replace Cancel

CREATING SECTIONS IN INFINITE CAMPUS

Scheduling & Courses > Courses > Section Information

Search For

Course/Section

Course Search...

Q

Scheduling & Courses > Courses > Course Sections

Related Tools

Course Grading Tasks

Course Rules

Course Sections

Course Standards

Curriculum Planner

Section Attendance

Section Information

Section Grading By Student

Section Grading By T

Section Guest Grade Book

Section Roster

Section Roster Batch Edit

Section Roster Setup

Section Staff History

Course Sections ☆

0100 English 9

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access	Seating Charts
Edit	1	Ambrose, Mary Ann	123	Q1-Q4	A-B	1	(0/0)	Cheetahs	Grade Book	Seating Charts
Edit	2	Brendel, C	234	Q1-Q4	A-B	2	(0/0)	Cheetahs	Grade Book	Seating Charts
Edit	3	Brendel, C	234	Q1-Q4	A-B	3	(0/0)	Cheetahs	Grade Book	Seating Charts
Edit	4	Ambrose, Mary Ann	123	Q1-Q4	A-B	4	(0/0)	Cheetahs	Grade Book	Seating Charts
Edit	11	Aweh/Eggers	345	Q1-Q4	A-B	2	(0/20)	Dolphins	Grade Book	Seating Charts
Edit	12	Aweh/Eggers	345	Q1-Q4	A-B	7	(0/20)	Dolphins	Grade Book	Seating Charts
Edit	21	Ferguson, G	123	Q1-Q4	A-B	7	(0/20)	Pandas	Grade Book	Seating Charts

Add a Section

General Section Information

Section Number: (Required)

1

Teacher Display Name:

Lifellearn, Ian

Primary Teacher:

Lifellearn, Ian

Max Students:

(35)

Room:

1175

Skinny Seq:

Advisory:

Homeroom:

Lunch Count:

Milk Count:

Adult Count:

Custom Count 1:

Custom Count 2:

Custom Count 3:

Section ID: 307571 | Modified By unknown on 4/15/2024 2:16 PM

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

Scheduling & Courses
> Courses > Section
Information

◆ REASONS FOR EDITING SECTIONS INCLUDE BUT ARE NOT LIMITED TO:

- General Section Information

Section Number: (Required)

1

Teacher Display Name:

Max Students:

(30)

Room:

341

Team:

Skinny Seq:

Lunch:

Advisory:

Homeroom:

Lunch Count:

Milk Count:

Adult Count:

Custom Count 1:

Custom Count 2:

Custom Count 3:

There is no active primary teacher for this section.

Section Placement

	1	
	A	
Period 1	☒	
Period 2	☐	
Period 3	☐	
Period 4	☐	

Section ID: 351903 | Modified By unknown

[illegible]

EDITING SECTION INFORMATION IN INFINITE CAMPUS

Scheduling & Courses
> Courses > Section
Information

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

- ◇ REASONS FOR EDITING SECTIONS INCLUDE BUT ARE NOT LIMITED TO:
 - ◇ THE **TEAM** ASSOCIATED TO THE SECTION HAS CHANGED
 - ◇ THE SECTION IS CONSIDERED A **HOMEROOM**
 - ◇ TEACHER ASSIGNED TO TEACH IT HAS CHANGED (SECTION STAFF HISTORY TOOL)
 - ◇ TO **REMOVE THE TEACHER DISPLAY NAME**

General Section Information

Section Number: **(Required)**

Max Students:
 (30)

Skinny Seq:

Lunch Count:
☐

Custom Count 1:
☐

Teacher Display Name:

Room:

Lunch:

Milk Count:
☐

Custom Count 2:
☐

Team:

Advisory:
☐

Adult Count:
☐

Custom Count 3:
☐

Homeroom:
☐

There is no active primary teacher for this section.

Section ID: 351903 | Modified By unknown on 3/22/2024 10:25 AM

EDITING SECTION INFORMATION IN INFINITE CAMPUS

Scheduling & Courses
> Courses > Section
Information

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

- ◇ TO EDIT A ROOM, LOCATION, TIME, DAY (SCHEDULE) OF A SECTION:
 - ◇ SEARCH FOR A COURSE/SECTION AND SELECT THE SECTION TO BE EDITED FROM THE SEARCH RESULTS OR FROM THE COURSE INFORMATION DROP-DOWN LIST
 - ◇ NAVIGATE TO THE SECTION INFORMATION TOOL (IF YOU ARE NOT IMMEDIATELY TAKEN TO IT)
 - ◇ MAKE ANY NECESSARY CHANGES
 - ◇ CLICK SAVE

General Section Information

Section Number: **(Required)**

1

Teacher Display Name:

There is no active primary teacher for this section.

Max Students:

(30)

Room:

341

Team:

Skinny Seq:

Lunch:

Advisory:

Homeroom:

Lunch Count:

Milk Count:

Adult Count:

Custom Count 1:

Custom Count 2:

Custom Count 3:

Section ID: 351903 | Modified By unknown on 3/22/2024 10:25 AM

DELETING COURSES AND/OR SECTIONS

Scheduling & Courses >
Courses > Course Information
OR Section Information

◇ **MAKE SURE YOU ARE IN THE CORRECT CALENDAR BEFORE DELETING!!**

◇ BEFORE DELETING A COURSE:

- ◇ ALL REQUESTS AND/OR ROSTERS ASSOCIATED TO THE COURSE NEED TO BE REMOVED
- ◇ ALL SECTIONS SHOULD BE DELETED

◇ TO DELETE A COURSE:

- ◇ USE THE REQUESTS & ROSTERS TOOL TO REMOVE ALL POSSIBLE REQUESTS FOR THE COURSE
- ◇ SEARCH FOR THE COURSE/SECTION
- ◇ CLICK ON THE FIRST SECTION OF THE COURSE.
- ◇ CLICK DELETE
- ◇ REPEAT FOR ALL OTHER SECTIONS
- ◇ ONCE ALL SECTIONS HAVE BEEN DELETED, CLICK ON THE COURSE NAME IN THE SEARCH RESULTS AND CLICK "DELETE"
- ◇ REFRESH THE SEARCH AND THE COURSE WILL NO LONGER BE VISIBLE

◇ IF AN ERROR MESSAGE OCCURS, MAKE SURE YOU HAVE DELETED ANY ROSTERED STUDENTS (REQUESTS & ROSTERS TOOL) OR ASSIGNED TEACHERS, CO-TEACHERS, OR SECTION STAFF (SECTION STAFF HISTORY TOOL) THEN TRY TO DELETE THE SECTION

◇ TOOL RIGHTS DETERMINE WHETHER YOU HAVE ACCESS TO DELETE

Delete Rights
Course Information

Save	Delete	Push To Sections	↔
------	--------	------------------	---

Delete Rights
Section Information

Save	Delete	Reset	↔
------	--------	-------	---

No Delete Rights
Course Information

Save	↔
------	---

No Delete Rights
Section Information

Save	Reset	↔
------	-------	---

Note: If you can't delete a course, remove all requests/rosters, staff histories, and sections. Then de-activate the course by removing the "Active" checkmark on the Course Information tool. *Do not deactivate when there are still sections associated to the course.*

SECTION STAFF HISTORY

- ◇ **PRIMARY TEACHERS** NEED TO BE ASSIGNED TO TEACH THE COURSES ON THE STAFF HISTORY TOOL (NEW PRIMARY TEACHER)
- ◇ CO-TEACHERS MAY ALSO BE ADDED HERE, IF THEY NEED ACCESS TO TAKE ATTENDANCE AND/OR ENTER GRADES IN THE GRADE BOOK (**NEW TEACHER**)
- ◇ **SECTION STAFF** IS FOR RECORD KEEPING ONLY. THOSE WHO ARE ADDED AS SECTION STAFF DO NOT GET ACCESS TO TAKE ATTENDANCE OR ENTER GRADES (NEW SECTION STAFF)
- ◇ **NOTE:** IT IS NOT NECESSARY TO ADD START AND END DATES FOR THESE UNLESS IT IS DIFFERENT FROM THE BEGINNING AND/OR END OF WHEN THE COURSE TAKES PLACE.

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

Section Information ☆ Scheduling & Courses

1050-1 AP Calculus Teacher:

[Collapse All](#) Course: 1050 AP Calculus

General Section Information

Section Number: **(Required)** Teacher Display Name:

Max Students: Room:

Skinny Seq: Lunch: Advisory: ☐

Lunch Count: Milk Count: Adult Count:

- ▶ Entering the name of the teacher on the Section Information *does not* assign the staff member
- ▶ The teacher of record should be added as a *New Primary Teacher* on the Section Staff History

Section Staff History ☆ Scheduling & Courses

100-1 First Grade Homeroom Teacher: Adderley, Joanne

[+ New Primary Teacher](#) [+ New Teacher](#) [+ New Section Staff](#)

Staff History						
Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
Adderley, Joanne						
Teacher						
Jenkins, Jennifer						Primary Sped
Section Staff						
Aparicio, Chelsi						

DELETE SECTION STAFF HISTORY

- ◇ **MAKE SURE YOU ARE IN THE CORRECT CALENDAR BEFORE DELETING!!**
- ◇ TO DELETE THE STAFF HISTORY OF A COURSE:
 - ◇ SEARCH FOR A COURSE/SECTION AND SELECT THE SECTION TO BE EDITED FROM THE SEARCH RESULTS
 - ◇ NAVIGATE TO THE SECTION STAFF HISTORY TOOL
 - ◇ SELECT THE PERSON FROM THE STAFF HISTORY TO BE DELETED
 - ◇ CLICK DELETE
 - ◇ CLICK OK ON THE POP UP
- ◇ BE SURE TO REMOVE THE “TEACHER DISPLAY NAME” ON THE SECTION INFORMATION TOOL SO IT SHOWS UP AS BLANK (IF NO TEACHER HAS BEEN ASSIGNED)

Scheduling & Courses >
Courses > Section Staff
History

Section Staff History ☆

100-1 First Grade Homeroom Teacher: Adderley/Jenkins

Save

Delete

New Primary Teacher

New Teacher

New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District
Primary Teacher					
Adderley, Joanne					
Teacher					
Jenkins, Jennifer					Teach
Section Staff					
Aparicio, Chelsi					

Assignment Start and End date fields should remain blank unless staff members start working in the section after the scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End date.

Staff History Detail

Primary Teacher

Name	District	Teacher Role
Adderley, Joanne	Assignment	

Assignment

Section Information ☆

1050-1 AP Calculus Teacher:

Collapse All

Course: 1050 AP Calculus

General Section Information

Section Number: (Required)

1

Teacher Display Name:

CREATING SECTIONS IN THE SCHEDULING BOARD

Scheduling & Courses
> Scheduling >
Scheduling Board

**MAKE SURE YOU ARE IN
THE CORRECT CALENDAR!**

Scheduling Board ☆

Set Placement Type Set Period Axis

Course Staff X Axis Y Axis Collapse All Settings Restore

	Q1		Q2		Q3	
	A	B	A	B	A	B
	▶ No Department					
	▶ Computer					
	▶ English					
0100 English 9	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					

English

0100 English 9

0100-1 (0/30)

- ▶ Open the Scheduling Board
- ▶ Find the Course that needs new sections
- ▶ Click on the course name and drag it to the period and day on the Scheduling Board where it should be placed
- ▶ Right-click on the newly created section to add:
 - ▶ Section Number
 - ▶ Room
 - ▶ Team (if applicable)
 - ▶ Teacher
 - ▶ Co-Teacher
 - ▶ Lunch (if applicable)
- ▶ Click "Save"
- ▶ Click "Save & Stay" to continue working in the Board or "Save & Close" to exit the Board.

COURSE PREP – COURSE SCHEDULING RULES

Course Rules ★

100 First Grade Homeroom (Inactive)

+

New Scheduling Rule

+

New Planning Rule

Rule List			
Rule Type	Rule Detail		
Scheduling Rule	100 First Grade Homeroom	Same Section Number	110 Reading 1
Scheduling Rule	100 First Grade Homeroom	Same Section Number	115 Language 1
Scheduling Rule	100 First Grade Homeroom	Same Section Number	120 Math 1
Scheduling Rule	100 First Grade Homeroom	Same Section Number	130 Science 1
Scheduling Rule	100 First Grade Homeroom	Same Section Number	140 Social 1
Scheduling Rule	100 First Grade Homeroom	Same Section Number	150 Music 1
Scheduling Rule	100 First Grade Homeroom	Same Section Number	160 Art 1
Scheduling Rule	100 First Grade Homeroom	Same Section Number	170 Physical Education 1

- ▶ Only put on necessary Course Scheduling Rules.
- ▶ Rules are bi-directional. Once it is applied to Course 1, it is automatically applied to whichever course is selected for Course 2

150 Music 1

+

New Scheduling Rule

+

New Planning Rule

💾

Save

✕

Delete

Rule List			
Rule Type	Rule Detail		
Scheduling Rule	150 Music 1	Same Section Number	100 First Grade Homeroom
Scheduling Rule	150 Music 1	Skinny	160 Art 1
Scheduling Rule	150 Music 1	Skinny	170 Physical Education 1

COURSE SCHEDULING RULES

Scheduling & Courses >
Courses > Course Rules

Scheduling Rule	Governs
Before	Requests- which courses a teacher can recommend via Course Registration. Scheduling Board In which terms when a course can occur.
After	Requests- which courses a teacher can recommend via Course Registration. Scheduling Board In which terms when a course can occur.
Precedes	Requests- which courses a teacher can recommend via Course Registration. Scheduling Board In which terms when a course can occur because they must be in consecutive terms.
Follows	Requests- which courses a teacher can recommend via Course Registration. Scheduling Board In which terms when a course can occur because they must be in consecutive terms.
Consecutive	Scheduling Board courses must be taken in the same year but in any order (consecutive terms). Ex Econ and PIG
Same Teacher	Scheduling Board students must have the same teacher for both courses
Same Section Number	Scheduling Board students in the section of one course must be in the same section of another course
Same Period	Scheduling Board Courses must be in the same period but different terms
Same Term	Scheduling Board Courses must be in the same term but different periods
Different Term	Scheduling Board Courses must be in different terms
Skinny	Scheduling Board 2 Courses are scheduled into the same period during the same term without causing conflict.
Combined	Scheduling Board will ignore conflicts for teachers who are scheduled to teach the c2 courses in the same room at the same time. It will also limit the max # of seats to whichever one is the largest. For example, a Regular Ed course and a SpEd course are combined. The regular Ed course is taught by Teacher A and has 20 max seats. SpEd course is taught by Teacher B and has 5 max seats. The total seats available is 15 for regular ed and 5 for SpEd and no conflict for the room or teacher will appear in the Scheduling Board.
Bind	Scheduling Board Students must get both courses or neither course. Can increase the number of conflicts. Ex. Science class and Science lab.

Courses Rules in red are the most strict of the course rules.

WHY USE COURSE RULES FOR ELEMENTARY SCHEDULING?

- ◇ WHEN A NEW STUDENT ENROLLS DURING THE MIDDLE OF THE SCHOOL YEAR IT WILL MAKE IT EASIER TO ENSURE THEY GET ALL OF THE SAME COURSE-SECTIONS AS THEIR FELLOW HOMEROOM MEMBERS.
- ◇ HOW COURSE RULES WORK:
 - ◇ THE NEW STUDENT IS MANUALLY ROSTERED AND LOCKED INTO THEIR HOMEROOM SECTION (USING THE WALK-IN SCHEDULER)
 - ◇ REQUESTS FOR EACH OF THE DIFFERENT CONTENT AREAS AND SPECIALS ARE ADDED TO THE STUDENT ON THE WALK-IN SCHEDULER
 - ◇ THE LOAD BUTTON IS THEN SELECTED, AND THE STUDENTS ARE ROSTERED INTO ALL OF THE SECTIONS APPROPRIATELY (SAME SECTION RULE GOVERNS THIS)
 - ◇ IF COURSE RULES ARE NOT SET UP, ANY COURSES WHERE TIMES OVERLAP WILL NOT BE PLACED ON THE STUDENT SCHEDULE (SKINNY RULE GOVERNS THIS)
- ◇ IF NEXT YEAR YOU WANT TO USE THE SCHEDULING BOARD TO SCHEDULE STUDENTS, THE INFORMATION CAN BE COPIED FORWARD INTO THE NEXT SCHOOL YEAR AND THE RULES WILL GUIDE THE SCHEDULING BOARD FOR STUDENT ROSTERING.

STUDENT CONSTRAINTS

- ◇ IN THE EVENT CERTAIN STUDENTS SHOULD NOT, OR ABSOLUTELY MUST NOT, BE PLACED IN THE SAME CLASSES TOGETHER, THERE IS A TOOL TO APPLY THOSE RULES FOR THE SCHEDULING BOARD TO FOLLOW.
- ◇ THESE CONSTRAINTS CAN ROLL FORWARD FROM ONE YEAR TO THE NEXT (IT IS ROLLED SEPARATELY FROM THE CALENDAR).
- ◇ THE CONSTRAINTS MAY CAUSE CONFLICTS FOR STUDENTS WHO HAVE A REQUEST FOR THE SAME COURSE.
- ◇ THESE CONSTRAINTS ARE ALSO VISIBLE WHEN SCHEDULING IN THE WALK-IN SCHEDULER
- ◇ TOOL RIGHTS DETERMINE IF A USER MAY OVERRIDE A CONSTRAINT

Note: More than one student can be selected at a time but keep in mind the constraint will apply to all of the selected students. For example, Student A should not be placed with B or C. If you add that as a single constraint, you are also constraining Students B and C from being in classes together.

Student Constraints Setup ☆

New

The Student Constraints tool creates constraints between one student and another student to reduce their interaction in courses. These constraints are taken into account when using the Schedule Wizard to place students into requested courses. The list of constraints may be quite long; to filter results for a specific student, type the start of a student's first or last name in either the Student 1 or Student 2 columns, or both.

Student Constraints		
Student 1	Constraint Type	Student 2
Davidson, Sheyanne (G:10#:109746 F)	should not be placed with	Fitzgerald, Sher (G:10 #:1195287 F)
Morlath, Nicola (G:09#:124147 F)	should not be placed with	Osler, Anita (G:09 #:125400 F)
Morlath, Nicola (G:09#:124147 F)	will not be placed with	Prang, Suhong (G:09 #:126229 M)
Murrell, Alastair (G:11#:124399 M)	should not be placed with	Smith, Jamal (G:11 #:131559 M)
Osler, Anita (G:09#:125400 F)	will not be placed with	Prang, Suhong (G:09 #:126229 M)

REQUESTS & ROSTERS TOOL

MANAGE STUDENT REQUESTS
AND SECTION ROSTERS IN ONE
LOCATION INCLUDING:

- UPDATE COURSE SECTIONS TO
MODIFY STUDENT’S START & END
DATES IN THE SECTION
- CREATE AND/OR REMOVE
COURSE REQUESTS
- COPY SECTION ROSTERS FROM
ONE COURSE TO ANOTHER
- MANUALLY BUILD SECTION
ROSTERS FOR SPECIFIC
COURSES, GRADE LEVELS, OR
GROUPS OF STUDENTS
- COPY, ADD, OR REMOVE
STUDENTS FROM A SECTION

Requests & Rosters

Scheduling & Courses > Scheduling > Requests & Rosters

View by

Students Courses

Show Details

ON

Filter

Reset

More Scheduling Tools

Course Planner Staff Planner Scheduling Board

Student, Asher (11) #123456

Unsatisfied Requests: 3

1375 H Integrated Mat... R

1550 Consumer Math B R

1600 Statistics A R

Rosters: 2

1001-1 AP Statistics Staff, Anne

1050-1 AP Calculus

testTea... Start Date: 1/23/2024

Start Date: 1/23/2024 End Date: 1/25/2024

Student, Ashley (11) #234567

Unsatisfied Requests: 4

1375 H Integrated Mat... R

1550 Consumer Math B R

1600 Statistics A R

6000 2D Foundations A R

Rosters: 11

1001-1 AP Statistics Staff, Anne

1050-1 AP Calculus

1100-1 Integrated Math I Staff, Kyle

1100-1 Integrated Math I Staff, Kyle

1700-2 Trigonometry A Staff, Anne

1750-1 Trigonometry B Staff, Anne

2200-11 World History A Staff, Wendy

testTea... End Date: 1/29/2024

Start Date: 1/8/2024 End Date: 1/7/2024

1 2 3 4 5 6 7 8 9 10

1 - 100 of 966 items

Batch Edit Student Requests

Batch Edit Student Rosters

Feedback

REQUESTS & ROSTERS TOOL

Scheduling & Courses
> Scheduling >
Requests & Rosters

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

- ◇ PAY CLOSE ATTENTION TO WHICH CALENDAR IS SELECTED AND WHICH TRIAL IS ACTIVE IN THAT SELECTED CALENDAR.
- ◇ USE REQUESTS & ROSTERS:
 - ◇ AFTER CALENDARS FOR THE NEXT SCHOOL YEAR ARE CREATED.
 - ◇ AFTER ROLLING STUDENT ENROLLMENTS FORWARD TO THE NEXT SCHOOL YEAR.
 - ◇ IN BETWEEN USING THE SCHEDULING BOARD TO BUILD COURSES.
 - ◇ AFTER USING THE COURSE PLAN ADMIN TOOL TO CREATE COURSE REQUESTS.
 - ◇ IN BETWEEN USING SCHEDULING BOARD AND OTHER SCHEDULING TOOLS TO COMPLETE THE SCHEDULING PROCESS.

View by

Students Courses

Show Details

ON

Filter

Reset

Filter Results: 111 out of 111 Students

Aarens, Joey (04) #104368

Unsatisfied Requests: 3

450 Music 4 R

460 Art 4 R

470 Physical Educati... R

Rosters: 6

410-2 Reading 4

415-2 Language 4 Plum, Matthew

420-2 Math 4

430-2 Science 4

440-2 Social 4

400-2 Fourth Grade Homero...

Start Date: 9/10/2026

Start Date: 9/10/2026

Start Date: 9/10/2026

Start Date: 9/10/2026

Start Date: 9/10/2026

Start Date: 9/10/2026

Alderman, Pawan (04) #103838

1 2

REQUESTS & ROSTERS TOOL: LAYOUT

Scheduling & Courses
> Scheduling >
Requests & Rosters

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

- VIEW BY STUDENTS
 - DISPLAYS THE NAMES OF ALL ENROLLED STUDENTS IN ALPHABETICAL ORDER.
 - CLICK FILTER TO NARROW DOWN THE STUDENTS WHO WILL BE CHANGED.
 - SHOW DETAILS TOGGLE WILL DISPLAY THE UNSATISFIED REQUESTS AND/OR ON WHICH ROSTERS.

Requests & Rosters ☆

View by

Students

Courses

Show Details

OFF

Filter

Use filter options to perform batch functionality on a specified set of students.

Aarens, Joey (03) #104368

Unsatisfied Requests: 0Rosters: 9

Alderman, Pawan (03) #103838

Unsatisfied Requests: 0Rosters: 9

Andrade, Juan Fernando (04) #261010002

Unsatisfied Requests: 0Rosters: 0

12

Aarens, Joey (04) #104368

Unsatisfied Requests: 3

450 Music 4R

460 Art 4R

470 Physical Educati...R

Rosters: 6

400-2 Fourth Grade Homero...

410-2 Reading 4

415-2 Language 4Plum, Matthew

420-2 Math 4

430-2 Science 4

440-2 Social 4

Start Date: 9/10/2026

Start Date: 9/10/2026

Start Date: 9/10/2026

Start Date: 9/10/2026

Start Date: 9/10/2026

*To view the students prior to the beginning of the calendar dates, you will need to select Filter and check the Display Inactive Students checkbox

Student Filter

Student Name

Select items...

Filter by Ad Hoc

No Filter

Unsatisfied Requests

Select items...

Request Type

☐ Special Education Only

☐ Include Inactive Students

Calendar

The following filter options will be determined by the selected calendar.

26-27 Liberty Elementary

Schedule Structure

Main

Course Roster

Select items...

Section Roster

Select items...

☐ Include Dropped Students

Grade Level(s)

Select items...

REQUESTS & ROSTERS TOOL: LAYOUT

MAKE SURE YOU ARE IN THE CORRECT CALENDAR

- ◇ VIEW BY STUDENTS
 - ◇ BATCH EDIT STUDENT REQUESTS
AFTER FILTERING TO THE DESIRED STUDENT LIST, USE THIS TOOL TO MASS ADD/REMOVE STUDENT REQUESTS
 - ◇ BATCH EDIT STUDENT ROSTERS AFTER FILTERING TO THE DESIRED STUDENT LIST, USE THIS TOOL TO MASS ADD/REMOVE STUDENTS TO/FROM SECTION ROSTERS
- ◇ CLICK THE SQUARE ICON TO VIEW THE TOOL IN FULL SCREEN MODE.

Requests & Rosters ☆

View by

Show Details

Students Courses

☐ OFF

Filter

Reset

Filter Results: 111 out of 111 Students

Aarens, Joey (04) #104368	
Unsatisfied Requests: 3	Rosters: 6
Alderman, Pawan (04) #103838	
Unsatisfied Requests: 0	Rosters: 9
Applegate, Jameela (04) #104168	
Unsatisfied Requests: 0	Rosters: 9

1 2

Batch Edit Student Requests

Batch Edit Student Rosters

REQUESTS & ROSTERS TOOL: LAYOUT

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

Requests & Rosters ☆

View by

Students

Courses

Collapse All

Filter

Use filter options to perform batch functionality on a specified set of courses.

100 First Grade Homeroom | 1st Grade

1) Adderley, Joanne	Max Students: 26	St
2)	Max Students: 26	St
3)	Max Students: 26	St
4)	Max Students: 26	St

110 Reading 1 | 1st Grade

4 Sections —

1) Adderley, Joanne	Max Students: 26	Students in Roster: 0	>
2)	Max Students: 26	Students in Roster: 0	>

VIEW BY COURSES

- DISPLAYS THE NAMES OF ALL ACTIVE COURSES IN ALPHA-NUMERICAL ORDER.
- CLICK **FILTER** TO NARROW DOWN THE COURSES TO BE CHANGED.
- COLLAPSE ALL/EXPAND ALL** WILL HIDE SECTION SPECIFIC INFORMATION AND DISPLAY ONLY THE COURSE NUMBERS, NAMES, & DEPARTMENT (IF APPLICABLE).
- CLICK INTO A SECTION** TO VIEW THE ROSTER FOR THAT SECTION, USE THE ROSTER BUILDER, AND/OR CHANGE THE SECTION ROSTER DATES

Course/Section Filter

Filter by Ad Hoc
No Filter

Course
Select items...

Section
Select items...

Department
Select items...

Teacher
Select items...

Room Number
Select items...

Term
Select items...

Period
Select items...

☐ Singletons

ELEMENTARY SCHEDULING OPTIONS



SCHEDULING OPTIONS

SCHEDULING OPTION A:

MANUALLY ROSTER
ALL HOMEROOMS &
CONTENT AREAS &
SPECIALS

SCHEDULING OPTION B:

MANUALLY ROSTER
HOMEROOMS* & USE
SCHEDULING BOARD TO
ROSTER CONTENT AREAS
& SPECIALS

OPTION A: MANUALLY SCHEDULE ALL COURSES



MANUAL ROSTERING OPTION 1:

This is the recommended method for manually rostering students to a single section.

Scheduling & Courses
> Scheduling >
Requests & Rosters

**MAKE SURE
YOU ARE IN THE
CORRECT
CALENDAR**

STOP!!
MANUAL
ROSTERING
SHOULD ONLY
OCCUR BEFORE
THE SCHOOL YEAR
BEGINS

Requests & Rosters ★

View by

Students Courses Collapse All Filter Reset

Filter Results: 6 out of 45 Courses

100 First Grade Homeroom | 1st Grade

1) Adderley, Joanne Max Students: 26

110 Reading 1 | 1st Grade

1) Adderley, Joanne Max Students: 26

115 Language 1 | 1st Grade

1) Adderley, Joanne Max Students: 26

120 Math 1 | 1st Grade

1) Adderley, Joanne Max Students: 26

130 Science 1 | 1st Grade

1) Adderley, Joanne Max Students: 26

14000 Reading - 1 | 6th Core

Teacher Bailey, Cherylanne Max Students 30 Students in Roster 35 Room 207

+ Roster

+ Roster Builder

+ Roster Date Editor

VIEW BY COURSES

CLICK FILTER TO NARROW DOWN TO THE COURSE(S) TO BE EDITED

CLICK THE COURSE SECTION TO BE EDITED

EXPAND THE “ROSTER BUILDER” SECTION

SELECT THE STUDENTS AND THEN CLICK ONE OF THE SAVE OPTIONS TO ADD/REMOVE THE STUDENT(S) TO THE SELECTED ROSTER(S).

6000 Reading - 1 | 6th Core

Teacher Bailey, Cherylanne Max Students 30 Students in Roster 35 Room 207 Team

+ Roster

+ Roster Builder

Add students to this section roster by selecting a student's name from the result set. Students actively rostered will already display as selected. Unselect the student's name to remove them from the roster.
Warning: All existing attendance and grading records will be deleted if you remove a student.

Student Name

Select Items...

Grade

Select Items...

Team

Select Items...

Unsatisfied Requests

Select Items...

Request Type

Select Items...

STUDENT	GRADE	NUMBER	GENDER	TEAM	REPEAT	NO CREDIT
✓ Abbey, Doug	07	104100	M		☐	☐
✓ Abegg, Stella	06	161000001	F		☐	☐
✓ Abeggert, Amanda	07	665154	F		☐	☐

Save & Next

Cancel



REQUESTS & ROSTERS: ROSTER COPYING

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

Student Filter

Student Name

Select items...

Filter by Ad Hoc

No Filter

Unsatisfied Requests

Select items...

Request Type

☐ Special Education Only

☒ Include Inactive Students

Calendar

The following filter options will be determined by the selected calendar.

25-26 Mountainview Elementary

Schedule Structure

Main

Course Roster

350 Music 3

Section Roster

2:

☐ Include Dropped Students

Grade Level(s)

Select items...

Batch Edit Student Roster Information

11 student records will be affected

Filter the result set using the fields below.
Add or remove students to a roster by selecting the course and section from the filtered list.

Warning: All existing attendance and grading records will be deleted when a student is removed.

Course Number or Name

410 Reading 4

Department

Select items...

Teacher

Select items...

Select All

Unselect All

COURSE	DEPARTMENT	SECTION: TEACHER	START DATE	END DATE
✓ 410 Reading 4	4th Grade	2:	month/day/year	month/day/year

Add

Remove

Cancel

- VIEW BY STUDENTS
- CLICK FILTER TO **NARROW DOWN TO COURSE AND SECTION** FROM THE PREVIOUS OR CURRENT CALENDAR TO HAVE A LIST OF STUDENTS THAT WERE/ARE ENROLLED IN THAT SECTION
- CLICK **BATCH EDIT STUDENT ROSTERS**
- SELECT THE COURSE(S) & SECTION(S)** IN THE CORRECT SCHOOL YEAR TO WHICH THE ROSTER SHOULD BE COPIED.
- CHECK THAT THE CORRECT NUMBER OF **STUDENT RECORDS** ARE SELECTED BEFORE CLICKING ADD TO COPY THE ROSTER OR REMOVE TO REMOVE THE STUDENTS FROM THE ROSTER
- IF THE NUMBER OF STUDENTS BEING COPIED EXCEEDS THE MAX # SEATS AN **ERROR MESSAGE** WILL DISPLAY. DEPENDING ON TOOL RIGHTS, THE USER MAY BYPASS THE MAX AND OVERLOAD THE SECTION OR SKIP THE OVERLOAD. IF SKIP IS SELECTED, NO STUDENTS WILL BE COPIED INTO THE ROSTER

Bypass Overload

You are adding:

7110-1
Math Concepts II
Start: 12/23/2024

This section has met or exceeded its allowed maximum number of students.

Overload

Skip Overload

Cancel

MANUAL ROSTERING OPTION 2

This is the recommended method to manually roster students into multiple sections (typical of elementary scheduling).

Scheduling & Courses
> Scheduling >
Requests & Rosters

**MAKE SURE YOU
ARE IN THE
CORRECT
CALENDAR**

STOP!!
MANUAL
ROSTERING
SHOULD ONLY
OCCUR BEFORE
THE SCHOOL YEAR
BEGINS

- ◇ VIEW BY STUDENTS
 - ◇ CLICK **FILTER** TO NARROW DOWN TO THE STUDENTS TO BE ADDED TO A ROSTER
 - ◇ CLICK **BATCH EDIT STUDENT ROSTERS**
 - ◇ **SELECT THE COURSE(S) TO ADD/REMOVE** THE STUDENTS TO THE SELECTED ROSTER(S).

Requests & Rosters ☆

View by

Students

Courses

Show Details

OFF

Filter

Reset

Filter Results: 111 out of 111 Students

Aarens, Joey (04) #104368

Unsatisfied Requests: 3

Rosters: 6

Alderman, Pawan (04) #103838

Unsatisfied Requests: 0

Rosters: 9

Applegate, Jameela (04) #104168

Unsatisfied Requests: 0

Rosters: 9

1

2

Batch Edit Student Requests

Batch Edit Student Rosters

Batch Edit Student Roster Information

27 student records will be affected

Filter the result set using the fields below.
Add or remove students to a roster by selecting the course and section from the filtered list.

Warning: All existing attendance and grading records will be deleted when a student is removed.

Course Number or Name

Department

Teacher

Team

Select All

Unselect All

COURSE	DEPARTMENT	SECTION	TEACHER	TEAM	START DATE	END DATE ⓘ
6000 Reading	6th Core				month/day/year	month/day/year
6100 Math	6th Core				month/day/year	month/day/year

Add

Remove

Cancel

More than one course can be selected at a time.

OPTION B: USE THE SCHEDULING BOARD



SCHEDULING OPTION B: MANUALLY ROSTER HOMEROOMS AND USE THE SCHEDULE BOARD TO ROSTER CONTENT AREAS AND SPECIALS

- ◇ THE SCHEDULE BOARD USES THE REQUESTS ADDED WITH THE REQUESTS & ROSTERS TOOL, IN CONJUNCTION WITH THE COURSE RULES, TO LOAD (ROSTER) THE STUDENTS INTO THE COURSES
- ◇ USING THE BOARD TAKES THE PLACE OF COPYING HOMEROOM ROSTERS INTO SUBJECT AND SPECIALS AREA COURSES
- ◇ IF STUDENTS ARE ASSIGNED TO SPECIFIC HOMEROOMS (NOT RANDOMLY PLACED) IT IS IMPORTANT TO USE THE REQUESTS & ROSTERS TOOL TO MANUALLY ROSTER THE STUDENTS INTO THEIR HOMEROOMS AND ADD REQUESTS FOR THEIR SUBJECT/SPECIALS AREA COURSES BEFORE USING THE LOAD TOOLS OF THE SCHEDULE BOARD
- ◇ ONCE THE STUDENTS HAVE BEEN ROSTERED INTO THEIR HOMEROOMS AND GIVEN COURSE REQUESTS, IT IS SAFE TO BEGIN USING THE SCHEDULE BOARD TOOL

Scheduling Board ☆

Set Placement Type

Course
Staff

Set Period Axis

X Axis
Y Axis

Collapse All

Settings

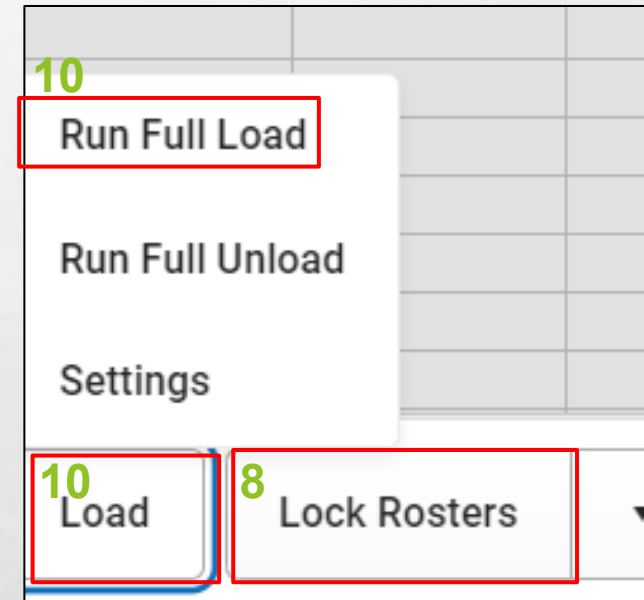
Restore

	T1					
	AM	PM	READ	MATH	SCI	S
	1st Grade					
100 First Grade Homeroom	100-1 (0/26)					
	100-2 (0/26)					
	100-3 (0/26)					
	100-4 (0/26)					
110 Reading 1			110-1 (0/26)			
			110-2 (0/26)			
			110-3 (0/26)			
			110-4 (0/26)			
115 Language 1			115-1 (0/26)			
			115-2 (0/26)			
			115-3 (0/26)			
			115-4 (0/26)			
120 Math 1				120-1 (0/26)		
				120-2 (0/26)		

SCHEDULING OPTION B: MANUALLY ROSTER HOMEROOMS AND USE THE SCHEDULE BOARD TO ROSTER CONTENT AREAS AND SPECIALS

SCHEDULING OPTION B: STEPS TO COMPLETE

1. MAKE SURE COURSE RULES FOR SAME SECTION NUMBER ARE ON THE HOMEROOM COURSE CONNECTING IT WITH ALL OTHER GRADE LEVEL COURSES WHERE THE STUDENTS STAY TOGETHER AS A GROUP
2. MAKE SURE EACH GRADE LEVEL COURSE HAS THE SAME SECTION NUMBERS (E.G. ELA SECT 1, SECT 2, SECT 3; SS SECT 1, SECT 2, SECT 3 [NUMBERS MUST MATCH!])
3. MANUALLY ROSTER HOMEROOM SECTIONS FOR EACH GRADE LEVEL
4. ENTER COURSE REQUESTS FOR GRADE LEVEL APPROPRIATE COURSES USING THE REQUESTS & ROSTERS TOOL
5. MANUALLY ROSTER SPECIAL CIRCUMSTANCE STUDENTS (E.G. SPECIAL EDUCATION, EL, ET AL.)
6. NAVIGATE TO THE SCHEDULE BOARD AND CREATE A COPY OF THE ACTIVE TRIAL – RENAME IT AND MAKE THE COPY THE ACTIVE TRIAL
7. OPEN THE ACTIVE TRIAL
8. CLICK “LOCK ROSTERS” – THIS LOCKS THE STUDENTS INTO THEIR HOMEROOMS AND THE SPECIAL CIRCUMSTANCE STUDENTS INTO THEIR COURSES
9. CLICK “SAVE & STAY”
10. CLICK “LOAD” THEN SELECT “RUN A FULL LOAD” – THIS WILL ROSTER ALL STUDENTS INTO THE APPROPRIATE COURSE SECTIONS IF COURSE RULES HAVE BEEN SET UP APPROPRIATELY TO LINK HOMEROOMS WITH THEIR CONTENT AND SPECIALS AREA COURSES.
11. CLICK “SAVE & CLOSE”
12. USE THE SECTION ROSTERS REPORT OR THE COURSE VIEW IN REQUESTS & ROSTERS TOOL TO REVIEW THAT THE CORRECT STUDENTS WERE ROSTERED IN EACH OF THE SECTIONS



Note: If you are working grade level by grade level it is best to lock the homeroom course roster by right-clicking on the homeroom course and select “lock roster”

SCHEDULING OPTION B: MANUALLY ROSTER HOMEROOMS AND USE THE SCHEDULE BOARD TO ROSTER CONTENT AREAS AND SPECIALS

Adding/Removing Requests

MAKE SURE YOU ARE IN THE CORRECT CALENDAR

AFTER MANUALLY ROSTERING THE HOMEROOMS:

- ◇ VIEW BY STUDENT
- ◇ FILTER TO THE DESIRED LIST OF STUDENTS
- ◇ CLICK BATCH EDIT STUDENT REQUESTS
- ◇ VERIFY THE CORRECT NUMBER OF STUDENT RECORDS WILL BE CHANGED
- ◇ SELECT THE COURSE(S) TO BE ADDED/REMOVED
 - ◇ USE THE SEARCH/FILTER OPTIONS TO QUICKLY NARROW RESULTS
- ◇ CHOOSE WHETHER IT SHOULD BE AN R, E, OR A TYPE.
- ◇ CLICK ADD TO ADD THE REQUEST TO THE STUDENTS OR REMOVE TO TAKE IT OFF THE STUDENTS
- ◇ NOTE: IF ADDING A REQUEST FOR A COURSE TO A STUDENT AND THEY ALREADY HAVE IT ON THEIR WALK-IN SCHEDULER, THIS TOOL WILL NOT DUPLICATE THE REQUEST. HOWEVER, IT MAY CHANGE THE ORIGINAL TYPE DESIGNATION (R, E, OR A) IF WHAT IS SELECTED ON THE REQUESTS & ROSTERS TOOL DIFFERS FROM WHAT IS ON THE WALK-IN SCHEDULER.

Requests & Rosters ☆ Schedule

View by

Students Courses

Show Details

OFF

Filter

Reset

Filter Results: 111 out of 111 Students

Aarens, Joey (04) #104368

Unsatisfied Requests: 3

Alderman, Pawan (04) #103838

Unsatisfied Requests: 0

Applegate, Jameela (04) #10416

Unsatisfied Requests: 0

Batch Edit Student Requests

Batch Edit Student Requests

Requests & Rosters ☆

View by

Students

Filter Results

235 student records will be affected

Filter the result set using the fields below.
Add or remove a request by selecting the course name from the filtered list.

Course Number or Name

Department

Select items...

Select items...

COURSE	DEPARTMENT	TYPE
6000 Reading	6th Core	
6100 Math	6th Core	
6200 Language Arts	6th Core	
6300 Social Studies	6th Core	

Batch Edit

Add

Remove

Cancel

SCHEDULE BOARD AND ACCESSING REQUESTS & ROSTERS

Scheduling & Courses
> Scheduling >
Scheduling Board

MAKE SURE YOU ARE IN THE CORRECT CALENDAR

- ◇ OPEN THE SCHEDULING BOARD
- ◇ CLICK **REQUESTS & ROSTERS** IN THE UPPER RIGHT SIDE OF THE BOARD
- ◇ TO RETURN TO THE BOARD, CLICK THE **SCHEDULING BOARD** BUTTON IN THE UPPER RIGHT SIDE OF THE REQUESTS & ROSTERS SCREEN
- ◇ IF YOU NAVIGATE USING THE MENU INSTEAD OF FROM WITHIN THE SCHEDULING BOARD YOU WILL BE LOCKED OUT OF THE BOARD AND ANY WORK YOU DID MAY NOT SAVE.

Scheduling Board ☆

Scheduling & Courses > Scheduling > Scheduling Board

^ Hide Set Up Options

AllSettingsRestore

Trial NameFirst Run (Active)More Scheduling ToolsCourse PlannerStaff PlannerRequests & Rosters

T1T2Daily

READMATHSCISOCMUSICPEARTAMPMREADMATHSCISOCMUSICPE

100-1 (0/26)100-2 (0/26)100-3 (0/26)100-4 (0/26)

110-1 (0/26)110-2 (0/26)110-3 (0/26)110-4 (0/26)115-1 (0/26)115-2 (0/26)115-3 (0/26)115-4 (0/26)

120-1 (0/26)120-2 (0/26)120-3 (0/26)120-4 (0/26)

130-1 (0/26)130-2 (0/26)130-3 (0/26)130-4 (0/26)

140-1 (0/26)140-2 (0/26)140-3 (0/26)140-4 (0/26)

140 Social 1

Requests & Rosters ☆

Scheduling & Courses > Scheduling > Requests & Rosters

View byStudentsCoursesCollapse AllFilterReset

Filter Results: 8 out of 46 Courses

More Scheduling ToolsCourse PlannerStaff PlannerScheduling Board

ARE YOU READY TO SCHEDUUUUUUUUULE?

- ☐ CALENDAR DATA IS SETUP: TERM DATES, PERIOD SCHEDULES REVIEWED, DAYS RESET & ROTATIONS ADDED
- ☐ ENROLLMENTS ROLLED FORWARD
- ☐ COURSE INFO/ATTRIBUTES REVIEWED AND UPDATED
 - ☐ DEPARTMENT ASSOCIATED TO EACH COURSE
 - ☐ MAX STUDENTS NOT LEFT BLANK OR AT 0
 - ☐ TERMS—SCHEDULES—PERIODS CORRECT (SECTION TEMPLATE APPLIED?)
 - ☐ APPLIED SCHEDULING RULES (WHERE APPLICABLE)
 - ☐ GRADE LEVEL SECTION NUMBERS MATCH (WHERE APPLICABLE)
- ☐ SECTION INFORMATION REVIEWED AND UPDATED
 - ☐ DETERMINED MAX SEATS AT SECTION LEVEL (IF NECESSARY)
 - ☐ REVIEWED/EDITED SECTION PLACEMENT
 - ☐ REVIEWED STAFF HISTORY
- ☐ SCHEDULING OPTION A: STUDENTS MANUALLY ROSTERED – USE REQUESTS & ROSTERS TOOL
- ☐ SCHEDULING OPTION B: STUDENTS MANUALLY ROSTERED INTO HOMEROOMS & USE SCHEDULE BOARD TO ROSTER CONTENT AREAS & SPECIALS
 - ☐ STUDENT REQUESTS FOR CONTENT AND SPECIALS AREA COURSES ENTERED & REVIEWED
 - ☐ REQUESTS SATISFIED/REQUEST DETAIL/SCHEDULE UNITS REPORTS TO IDENTIFY ISSUES/UNDER OR OVER-REQUESTED STUDENTS
 - ☐ ROLLED IN TRIAL COPIED, RENAMED, MADE ACTIVE (ONLY NEED TO DO THIS THE FIRST TIME YOU OPEN THE SCHEDULING BOARD)

THIS LINK HAS A MORE COMPREHENSIVE CHECKLIST FOR SCHEDULING: [HTTPS://KB.INFINITECAMPUS.COM/HELP/CHECKLIST-FOR-SCHEDULING](https://kb.infinitecampus.com/help/checklist-for-scheduling)

GUIDELINES TO PREVENT ISSUES

- ◇ **MAKE SURE YOU ARE IN THE CORRECT CALENDAR**
- ◇ **COMMUNICATE** WITH EACH PERSON WHO MIGHT BE SCHEDULING/ENTERING COURSE REQUESTS WHEN USING THE SCHEDULING BOARD.
- ◇ **NEVER OPEN AN ACTIVE SCHOOL YEAR** AND MAKE CHANGES ONCE STUDENTS HAVE BEGUN ATTENDING CLASSES.
- ◇ **TOO MANY SCHEDULING RULES AND CONSTRAINTS** MIGHT SLOW DOWN THE BOARD OR KEEP IT FROM FUNCTIONING PROPERLY. ONLY PUT ON WHAT IS ABSOLUTELY NECESSARY.
- ◇ **AVOID USING MULTIPLE HIGHLIGHTING COLORS** IN THE SCHEDULING BOARD AT THE SAME TIME.
- ◇ **EXIT THE BOARD** WHEN YOU ARE DONE WORKING IN IT. IF YOU DO NOT EXIT, ALL SCHEDULING AREAS WILL REMAIN LOCKED IN INFINITE CAMPUS FOR ALL OTHER USERS. IT IS BEST TO GO TO “FILE” AND SELECT “EXIT” THAN TO JUST X OUT OF THE BOARD.

SCHEDULING BOARD - TRIALS

- ◇ TRIALS ARE ITERATIONS OR VERSIONS OF THE SCHEDULE
- ◇ ONLY 1 TRIAL CAN BE MARKED ACTIVE
 - ◇ ACTIVE MEANS THE CHANGES MADE IN THE ACTIVE TRIAL WILL BE VISIBLE IN INFINITE CAMPUS AND VICE VERSA
- ◇ WHEN YOU OPEN AN ACTIVE TRIAL, IT LOCKS OUT ACCESS TO ALL SCHEDULING TOOLS IN INFINITE CAMPUS INCLUDING
 - ◇ WALK-IN-SCHEDULER
 - ◇ COURSE INFO
 - ◇ COURSE RULES
 - ◇ COURSE PLANNER
 - ◇ STAFF PLANNER
 - ◇ SECTION INFO
 - ◇ REQUESTS & ROSTERS
- ◇ ALL TRIALS WILL **AUTOMATICALLY LOCK AFTER 7/1** (OR WHATEVER DATE IS THE BEGINNING OF THE NEXT SCHOOL CALENDAR YEAR).
 - ◇ IN ORDER TO MAKE CHANGES TO THE SCHEDULE AFTER THAT DATE, THE LOCKED TERMS MUST BE UNCHECKED BEFORE OPENING IT
- ◇ THERE IS NO LIMIT TO THE NUMBER OF TRIALS YOU CAN HAVE HOWEVER YOU CAN ONLY HAVE 1 ACTIVE TRIAL.

Scheduling Board ☆

Filter by Trial Name

▼  Rolled-in

▼  **Budget Passes (Active)**

 Budget Doesn't Pass

**MAKE SURE YOU ARE
IN THE CORRECT
CALENDAR!**

SCHEDULING BOARD – TRIALS

Scheduling &
Courses > Scheduling
> Schedule Board

[Link to Scheduling Board Info](#)

MAKE SURE YOU ARE IN THE CORRECT CALENDAR!

Scheduling Board ☆

Scheduling & Courses > Scheduling > Scheduling Board

Filter by Trial Name

Find Trial by Name

▼ **Rolled-in (Active)**

▼ Budget Passes

▼ Budget Doesn't Pass

- ◇ BEFORE OPENING A NEW TRIAL TO BEGIN SCHEDULING:
 - ◇ SELECT AND COPY THE “ROLLED IN” TRIAL
 - ◇ RENAME THE COPY
 - ◇ THIS COULD BE THE DATE YOU ARE CREATING IT, A BRIEF DESCRIPTION OF WHAT YOU’RE TRYING TO ACCOMPLISH, ET AL.
 - ◇ THE NAME CAN BE CHANGED AT ANY TIME BUT KEEP IN MIND IT WILL SHOW ON SOME OF THE SCHEDULING REPORTS
 - ◇ MARK THE COPY AS THE ACTIVE TRIAL
 - ◇ CLICK SAVE
- ◇ ONCE THE TRIAL HAS BEEN MADE ACTIVE, SELECT IT AND CLICK OPEN
 - ◇ REMINDER: IF IT IS AFTER 7/1, THE TERMS WILL NEED TO BE UNLOCKED BEFORE YOU OPEN THE TRIAL
- ◇ ANY CHANGES YOU MAKE AND SAVE IN THE ACTIVE TRIAL WILL BE REFLECTED IN INFINITE CAMPUS

Trial Details for Rolled-in (Active)

Name *

Rolled-in

ID

451

Comments

Trial created during a calendar roll 12/20/2017 03:20 PM

Locked Terms ⓘ

- ☐ Q1
- ☐ Q2
- ☐ Q3
- ☐ Q4

Active



2 Copy

Delete

Open

Open

Save & Stay

Cancel

SCHEDULING BOARD – LAYOUT

Scheduling &
Courses > Scheduling
> Schedule Board

Click the
Staff button
to view the
teachers
name on the
left instead of
the Courses

Click X-Axis button
to move the periods
from the top of the
grid to the left next
to the Courses

Terms
Schedules
Periods

Departments/
Courses

Hide Set Up Options

Set Placement Type: Course (selected), Staff

Set Period Axis: X Axis (selected), Y Axis

Collapse All Settings Restore

Trial Name: Final (Active) More Scheduling Tools: Course Planner Staff Planner Requests & Rosters

	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
No Department																
6th Core																
6000 Reading	6000-5 (30/30)	6000-1 (30/30)		6000-2 (27/30)		6000-3 (28/30)	6000-4 (29/30)		6000-5 (30/30)	6000-1 (30/30)		6000-2 (27/30)		6000-3 (28/30)	6000-4 (29/30)	
				6000-6 (25/30)			6000-7 (29/30)					6000-6 (25/30)			6000-7 (29/30)	
6100 Math	6100-1 (29/25)	6100-5 (30/25)		6100-2 (25/25)		6100-3 (29/25)	6100-4 (29/25)		6100-1 (29/25)	6100-5 (30/25)		6100-2 (25/25)		6100-3 (29/25)	6100-4 (29/25)	
	6100-7 (28/25)					6100-6 (28/25)			6100-7 (28/25)					6100-6 (28/25)		
6200 Language Arts	6200-1 (30/25)	6200-2 (30/25)		6200-5 (24/25)		6200-3 (30/25)	6200-4 (30/25)		6200-1 (30/25)	6200-2 (30/25)		6200-5 (24/25)		6200-3 (30/25)	6200-4 (30/25)	
		6200-6 (30/25)		6200-7 (24/25)						6200-6 (30/25)		6200-7 (24/25)				
6300 Social Studies	6300-1 (30/25)	6300-2 (30/25)		6300-3 (25/25)		6300-6 (29/25)	6300-4 (30/25)		6300-1 (30/25)	6300-2 (30/25)		6300-3 (25/25)		6300-6 (29/25)	6300-4 (30/25)	
				6300-7 (29/25)		6300-7 (29/25)						6300-5 (25/25)		6300-7 (29/25)		
6400 Science	6400-1 (26/25)	6400-2 (30/25)		6400-3 (23/25)		6400-4 (25/25)	6400-6 (26/25)		6400-1 (26/25)	6400-2 (30/25)		6400-3 (23/25)		6400-4 (25/25)	6400-6 (26/25)	
	6400-5 (25/25)					6400-7 (25/25)			6400-5 (25/25)						6400-7 (25/25)	
6th Electives																
6600 Art 6			6600-1 (25/30)		6600-2 (25/30)						6600-1 (25/30)		6600-2 (25/30)			
			6600-5 (24/30)		6600-6 (25/30)						6600-5 (24/30)		6600-6 (25/30)			
6650 Music 6				6650-1 (25/30)							6650-1 (25/30)		6650-2 (25/30)			
			6650-5 (24/30)		6650-6 (25/30)						6650-5 (24/30)		6650-6 (25/30)			
7th Core																
7100 Math Concepts I	7100-4 (15/25)	7100-3 (9/25)		7100-1 (13/25)		7100-5 (10/25)			7100-4 (15/25)	7100-3 (9/25)		7100-1 (13/25)		7100-5 (10/25)		
7110 Math Concepts II																
7150 PreAlgebra I	7150-1 (17/20)	7150-7 (19/20)		7150-2 (19/20)		7150-4 (19/20)			7150-1 (17/20)	7150-7 (19/20)		7150-2 (19/20)		7150-4 (19/20)		
	7150-6 (18/20)	7150-9 (20/20)		7150-8 (19/20)		7150-10 (18/20)			7150-6 (18/20)	7150-9 (20/20)		7150-8 (19/20)		7150-10 (18/20)		
7155 PreAlgebra II																
7200 Language Arts 7-I	7200-8 (29/30)	7200-5 (30/30)		7200-3 (27/30)		7200-7 (29/30)			7200-8 (29/30)	7200-5 (30/30)		7200-3 (27/30)		7200-7 (29/30)		
	7200-11 (30/30)	7200-10 (29/30)		7200-9 (29/30)		7200-12 (28/30)			7200-11 (30/30)	7200-10 (29/30)		7200-9 (29/30)		7200-12 (28/30)		
7250 Language Arts 7-II																
7300 World History-I	7300-5 (28/30)		7300-8 (29/30)		7300-6 (29/30)	7300-10 (29/30)			7300-5 (28/30)		7300-8 (29/30)		7300-6 (29/30)	7300-10 (29/30)		
	7300-11 (14/30)		7300-12 (28/30)		7300-13 (30/30)	7300-14 (29/30)			7300-11 (14/30)		7300-12 (28/30)		7300-13 (30/30)	7300-14 (29/30)		
7350 World History-II																
7400 Life Science I		7400-1 (29/30)	7400-7 (27/30)	7400-10 (30/30)	7400-11 (29/30)					7400-1 (29/30)	7400-7 (27/30)	7400-10 (30/30)	7400-11 (29/30)			

Save & Stay Cancel Build Load Lock Rosters Stats Print Feedback

Right click (Mac users: command + click) on a department, course, or section to see additional tools for loading & locking

SCHEDULING BOARD – TOOLS

Scheduling &
Courses > Scheduling
> Scheduling Board

Build Tools:

- Run a Full Build – The Board will create sections, assign teachers, and/or rooms according to established build constraints
- Run a Full Unbuild – Removes any unlocked sections
- Settings – Establish the framework for the builder

The screenshot shows the Scheduling Board interface. At the top, there are tabs for 'Set Placement Type' (Course, Staff) and 'Set Period Axis' (X Axis, Y Axis). Below these are buttons for 'Collapse All', 'Settings', and 'Restore'. On the right, there are tabs for 'Trial Name' (Final (Active)) and 'More Scheduling Tools' (Course Planner, Staff Planner, Requests & Rosters). The main area is a grid with columns for periods (1-8) and rows for courses. The grid is divided into sections: 'No Department', '6th Core', '6th Electives', and '7th Core'. Each section contains a list of courses with their respective periods and times. At the bottom, there are buttons for 'Save & Stay', 'Cancel', 'Build', 'Load', 'Lock Rosters', 'Stats', 'Print', and 'Feedback'.

Course Planner* – Tool to review staffing needs and change course information

Staff Planner* – tool to enter staffing constraints

Requests & Rosters – tool to manually roster, roster copy, edit student course requests, and edit rosters

Load Tools:

- Run a Full Load – The Board will roster students into all courses
- Run a Full Unload – The Board will remove students from the roster (unless the student or roster is locked)
- Settings – establish the framework for the loader
- Section Balance – establish how sections should be balanced

Lock Rosters – prevents students who are rostered from being moved into other sections
Unlock Rosters – allows all students who were locked to be moved to other sections; unlocks all rosters (and students who were individually locked)

Requests Satisfied – The percentage of all requests satisfied
All Requests Satisfied for Student – The percentage of students who have all of their requests satisfied
Complete Schedules – The number of students who have at least the maximum # of scheduling units – not necessarily completed schedules

*Selecting these tools will cause you to exit the Scheduling Board. Save your work, if necessary, before selecting one of these tools. You will be able to navigate back to the Board using the toggle button.

Do not navigate using the menu/tool search or you will be locked out of the Scheduling Board.

SCHEDULING BOARD – TOOLS

Scheduling &
Courses > Scheduling
> Scheduling Board

Collapse/Expand All – Collapses/expands the departments

Settings – establish displays on the board including:

- highlighting tools
- how to view courses
- which courses and/or departments to display
- which periods, period schedules, and/or terms to display

Restore – resets the Board to the default settings

Scheduling Board ☆

Set Placement Type

Set Period Axis

Hide Set Up Options

Course

Staff

X Axis

Y Axis

Collapse All

Settings

Restore

		Q1					
	HR	1	2	3	4	5	6
	▶ 6th Core						
	▶ 6th Electives						
	◀ 7th Core						
7000 Homeroom	7000-1 (25/26)						
	7000-2 (25/26)						
	7000-3 (25/26)						
	7000-4 (25/26) 🔒						
	7000-5 (26/26) 🔒						
	7000-9 (25/26)						
	7000-11 (25/26)						
	7000-12 (25/26) 🔒						
7100 Language Arts					0101-1 (0/30)		
					0101-2 (0/30)		
					0101-3 (0/30)		
7150 Reading					0101-4 (0/30) 🔒		
					Placement #2		
					Placement #3		
					Placement #1		

Hide/Display Set Up Options – hides the tools at the top of the schedule board

Create a new section of a course by clicking and dragging from the course name and dropping it in the period/schedule/term where you would like it to be OR Click and drag a section to **move it** to a different period, schedule, or term. Once it has been placed, a **lock icon** will appear indicating the section is locked in place. It can be unlocked by right-clicking on the section and choosing “unlock section”

To **remove a section** from the schedule, click, drag and drop it to the course name

If enabled in the Build Settings, the Board will suggest where a section would be best placed when clicking, dragging, and dropping a section. The **three best placements** for that new section are displayed and includes the teacher and room assignments. The first placement is the same location the Auto-Build logic would choose if a single section were placed.

Scheduling &
Courses > Scheduling
> Schedule Board

Hover over a section to see section specific information

Scheduling Board

Set Placement Type

Course

Staff

Set Period Axis

X Axis

Y Axis

Collapse All

Settings

Restore

^ Hide Set Up Options

	Q1		Q2		Q3		Q4	
	A	B	A	B	A	B	A	B
No Department Computer English	English Sections Built: (97/0) Requests Satisfied: (2/306) Seats Taken: (2/2297)							
0100 English 9	English 9 Sections Built: (7/0) Needed: 0 Request Satisfied: (1/1) Seats Taken: (1/210)		0100-1 (1/30) 0100-2 (0/30) 0100-3 (0/30) 0100-4 (0/30) 0100-5 (0/30) 0100-6 (0/30) 0100-7 (0/30)		0100-1 English 9 123 (1/30) M:1 F:0 Room: 123 Special Ed Students: 0 Discipline Event Count: 0			
			0101-1 (0/30) 0101-2 (0/30) 0101-3 (0/30) 0101-4 (0/30)					
0101 English 9H								

SCHEDULING BOARD – TOOLS

Right click on a **course** for the option to hide it from view, load, unload, lock, or unlock the roster, build or unbuild sections, as well as view unrostered students, request conflicts, and/or re-number* all sections of the course

Right click on a **department** to hide it from view, load, unload, lock or unlock the rosters, build, unbuild, or re-number* all courses/sections of the department

Scheduling & Courses > Scheduling > Schedule Board

Right click on a **section** to load, unload, lock, or unlock the roster, build or unbuild the selected section; Also, to edit the section number, override section max seats, assign the Primary and/or co-teacher(s), assign the room, assign the team, view request conflicts or the roster and/or lock certain students on the roster (after loading)

When a section has a **locked roster**, it will have a shadow icon with a line through it

Homeroom - 7000

Terms 4 Schedules 1 Periods 1

Hide Homeroom OFF

0 / 201 Rosters Locked 3 / 5 Builds Locked

Unlock Rosters Lock Rosters Renumber Sections

Unlock Build Lock Build

Load Course Cancel Save View

7th Core

Hide 7th Core OFF

0 / 1553 Locked Rosters 26 / 37 Locked Builds

Unlock Rosters Lock Rosters Renumber Sections

Unlock Builds Lock Builds

Load Department Cancel Save

7000 Homeroom

Homeroom - 7000 - 12
Harrold, Jo - Room: 707

Section Number 12

Override Max Students for Section 26

Assign Primary Teacher Harrold, Jo

Assign Teacher(s) Select items...

Assign Room 707

Assign Team

Lock Build for Homeroom - 7000 - 12 ☒

Rosters Locked ☐ Unlock Rosters ☐ Lock Rosters

Load Section Cancel Save & Close View

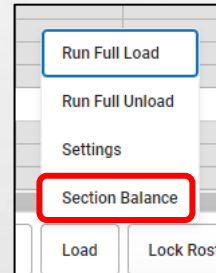
	Q1	Q2	
	Daily		
	6th Core		
	6th Electives		
	7th Core		
7000-1 (25/26)			
7000-2 (25/26)			
7000-3 (25/26)			
7000-4 (25/26)			
7000-5 (26/26)			
7000-9 (25/26)			
7000-11 (25/26)			
7000-12 (25/26)			
1			
2			
3			
4			
5			

*Selecting the "renumber sections" option changes the section numbers to be sequential beginning with 1

INITIAL SCHEDULING BOARD SETUP – BALANCING SECTIONS

Scheduling &
Courses > Scheduling
> Schedule Board

- ◇ The Section Balance tool allows you to determine how you want sections of courses to be balanced
- ◇ Click Load and select the Section Balance
- ◇ Set the weight ratio for how you want the board to balance the sections
 - ◇ Student
 - ◇ Gender
 - ◇ Minority
 - ◇ Discipline (if using Behavior module)
 - ◇ Special Ed (if using Special Ed module*)
- ◇ Note: These weights can be changed at any time during the master scheduling process as needed for optimal student placement

A screenshot of the 'Section Balance' configuration window. The window has a title bar 'Section Balance'. Inside, there are five sections, each with a slider and a numeric input field:

- Student Balance**: 'Favors putting students into the section with the lowest number of students'. Slider is at 10, input field is 1.
- Gender Balance**: 'Favors putting students into the section with the lowest number of students of their gender'. Slider is at 10, input field is 10.
- Minority Balance**: 'Favors putting students into the section with the lowest number of minority students'. Slider is at 0, input field is 0.
- Discipline Balance**: 'Favors putting students into the section with the lowest number of total behavior events'. Slider is at 0, input field is 0.
- Special Ed Balance**: 'Favors putting students into the section with the lowest number of IEPs'. Slider is at 0, input field is 0.

At the bottom, there are 'Save' and 'Cancel' buttons.

INITIAL SCHEDULING BOARD LOADING BEST PRACTICES

Scheduling &
Courses > Scheduling
> Schedule Board

- ▶ Click Load and select “Settings”
 - ▶ Set full load search depth to **11** (1-15)
 - ▶ Set default course priority **5** (1-9, 10, 100, 1000)
 - ▶ If using the Auto Loading, set the depth to **11** (1-15)

Load

Full Load Search Depth

3

Default Course Priority

1

Configure Auto Loading

Autoload Search Depth

3

Autoload When Section Is Created or Deleted

☐

Autoload When Section Is Moved

☐

Load Filters

Grades

☐ 09

☐ 10

☐ 11

☐ 12

Limit Course Load by Sections to Build

No Load Limit

Save

These configurations can be changed at any time to improve the Board's ability to load (roster) students

HOW TO EXIT THE SCHEDULING BOARD

Scheduling &
Courses > Scheduling
> Schedule Board

- It's **best practice** to exit the Scheduling Board by navigating to and clicking the arrow next to Save & Stay to select **Save & Close** (if you want to save your changes) OR
- Select **Cancel** to exit the Scheduling Board without saving

Set Placement Type Set Period Axis

Course Staff X Axis Y Axis Collapse All Settings

	A			
	01	02	03	04
◀ No Department				
0500 Computer Science		0500-7 (12/50)		
		0500-8 (9/50)		
		0500-9 (7/50)		
1234 Lunch				123
9001A English Lit	9001A-1 (29/30) 🔒			
	9001A-2 (30/30) 🔒			
9002A Algebra II		9002A-1 (30/30) 🔒		
		9002A-2 (31/30) 🔒		
9003A World History			9003A-1 (29/30)	
			9003A-2 (28/30) 🔒	
9004A Chemistry				9004A-1 (30/30)
				9004A-2 (30/30) 🔒
9005A Spanish I				900
				900
9006A Chorus - 7th Grade				
◀ Art				

Save & Stay Cancel Build Load Lock Rosters



Print



UNLOCKING A LOCKED TRIAL

Scheduling & Courses > Scheduling > Scheduling Board

◇ IF A SCHEDULER **FORGETS TO EXIT THE SCHEDULING BOARD** AND ALL SCHEDULING TOOLS ARE LOCKED IN INFINITE CAMPUS, THE TRIAL CAN BE UNLOCKED FROM WITHIN INFINITE CAMPUS (WITH PROPER TOOL RIGHTS).

- ◇ NAVIGATE TO *SCHEDULING & COURSES > SCHEDULING > SCHEDULING BOARD*
- ◇ SELECT THE LOCKED TRIAL
- ◇ UNCHECK THE “LOCKED” CHECKBOX
- ◇ CLICK SAVE

◇ **NOTE:** THIS DOES NOT SAVE THE WORK OF THE SCHEDULER, ANY UNSAVED WORK WILL BE LOST

Scheduling Board ☆

Filter by Trial Name

Find Trial by Name

▼

⚡ Rolled-in

⚡ Scheduling (Active) - Trial Locked by Demo Administrator on 09/29/2023 12:49 PM

Trial Details for Scheduling (Active)

Locked by Demo Administrator on 09/29/2023 12:49 PM

Name *

Scheduling

ID

404

Comments

Locked Terms ⓘ

☒ Q1

☒ Q2

☒ Q3

☒ Q4

Active

☒

Locked

☒

Requests Satisfied

7028/6195 113.45%

All Requests Satisfied for Student

590/596 98.99%

Completed Schedules

0/596 0.00%

Modified By

ASystem Administrator on 08/31/2023 4:00 PM

Open

▼

Save & Stay

▼

Cancel

MID- YEAR SCHEDULING



MID-YEAR SCHEDULING: WALK-IN SCHEDULER

Student Information > General > Schedule > Walk-In Scheduler

- ◇ THE WALK-IN SCHEDULER IS THE TOOL WHERE A STUDENT'S SCHEDULE CAN BE:
 - ◇ CREATED (IF TRANSFERRING IN NEW IN THE MIDDLE OF THE SCHOOL YEAR)
 - ◇ CHANGED (IF SWITCHING TO A DIFFERENT TEACHER/COURSE OR ADDING ADDITIONAL COURSES)
 - ◇ WHERE COURSE REQUESTS FOR THE FUTURE SCHOOL YEAR ARE LOCATED FOR AN INDIVIDUAL STUDENT
- ◇ REMINDERS ABOUT THE WALK-IN SCHEDULER REQUESTS:
 - ◇ R = REQUIRED; THE SCHEDULING BOARD WILL USE THIS REQUEST WHEN TRYING TO ROSTER STUDENTS; IT DOES NOT MEAN IT IS A REQUIRED COURSE FOR GRADUATION
 - ◇ E = ELECTIVE; THE SCHEDULING BOARD WILL USE THIS REQUEST WHEN TRYING TO ROSTER STUDENTS; IT DOES NOT MEAN THE COURSE IS AN ELECTIVE COURSE
 - ◇ A = ALTERNATE; THE SCHEDULING BOARD *WILL NOT* USE THIS REQUEST WHEN TRYING TO ROSTER STUDENTS; IT IS AN INDICATOR OF A STUDENT'S ALTERNATE CHOICE
 - ◇ SCHEDULING UNITS ARE BASED ON THE COURSES SELECTED WITH A TYPE SET AS AN R OR E
 - ◇ IF USING SCHEDULING TEAMS (GROUPS), THEY ARE ASSIGNED TO STUDENTS ON THE WALK-IN SCHEDULER

Requests

Scheduling Units: $\frac{30}{6}$

Requests

Effective Date

+ Add Requests

Search

COURSE NAME	UNITS	TYPE	#
UNSCHEDULED			
Reading 4 410	3	R	1
Language 4 415	3	R	2
Math 4 420	3	R	3
Science 4 430	3	R	4
Social 4 440	3	R	5
Music 4 450	3	R	6
Art 4 460	3	R	7
Physical Education 4 470	3	R	8
SCHEDULED			
Fourth Grade Homeroom 400 - 1	6	R	1

MID-YEAR SCHEDULING FOR A NEW STUDENT: WALK-IN SCHEDULER

*Student Information > General >
Schedule > Walk-In Scheduler*

Filter ▾

Settings

	T1 (7/1/2022 - 10/28/2022)	T2 (10/31/2022 - 2/24/2023)	T3
AM	100-2 First Grade Homeroom	100-2 First Grade Homeroom	100-2 First Grade Homeroom
PM	Bowers, Grace	Bowers, Grace	Bowers, Grace
Language	No Scheduled Course	No Scheduled Course	No Scheduled Course
Reading	No Scheduled Course	No Scheduled Course	No Scheduled Course
Math	No Scheduled Course	No Scheduled Course	No Scheduled Course
Science	No Scheduled Course	No Scheduled Course	No Scheduled Course
Social	No Scheduled Course	No Scheduled Course	No Scheduled Course
Music	No Scheduled Course	No Scheduled Course	No Scheduled Course
Art	No Scheduled Course	No Scheduled Course	No Scheduled Course
Phy Ed	No Scheduled Course	No Scheduled Course	No Scheduled Course

Load ▾

Lock All ▾

Documents

Print

Calendar

Term

Walk-in Scheduler

Messenger

Requests

Scheduling Units: $\frac{24}{6}$

Effective Date

+ Add Requests

COURSE NAME	UNITS	TYPE	#
UNSCHEDULED			
Reading 1 110	3		
Language 1 115	3	E ▾	2
Math 1 120	3	E ▾	3
Science 1 130	3	E ▾	4
Social 1 140	3	E ▾	5
Physical Education 1 170	3	E ▾	6
SCHEDULED			

1. Use the Search option to find and select the appropriate Homeroom for the student. **Lock** the homeroom

2. Enter Requests for each of the content areas and specials

3. Click the Load Button. The student will be rostered into all of the sections corresponding with the course rules set up

COMPLETED STUDENT SCHEDULE

Student Information > General > Schedule > Walk-In Scheduler

Filter ▾

Settings

Abegg, Emma

Requests

Scheduling Units:

30/6

	T1 (7/1/2022 - 10/28/2022)	T2 (10/31/2022 - 2/24/2023)	T3 (2/27/2023 - 6/30/2023)
AM	100-2 First Grade Homeroom Bowers, Grace	100-2 First Grade Homeroom Bowers, Grace	100-2 First Grade Homeroom Bowers, Grace
PM	115-2 Language 1 Bowers, Grace	115-2 Language 1 Bowers, Grace	115-2 Language 1 Bowers, Grace
Language	110-2 Reading 1 Bowers, Grace	110-2 Reading 1 Bowers, Grace	110-2 Reading 1 Bowers, Grace
Reading	120-2 Math 1 Bowers, Grace	120-2 Math 1 Bowers, Grace	120-2 Math 1 Bowers, Grace
Math	130-2 Science 1 Bowers, Grace	130-2 Science 1 Bowers, Grace	130-2 Science 1 Bowers, Grace
Science	140-2 Social 1 Bowers, Grace	140-2 Social 1 Bowers, Grace	140-2 Social 1 Bowers, Grace
Social	150-2 Music 1	150-2 Music 1	150-2 Music 1
Music	160-2 Art 1	160-2 Art 1	160-2 Art 1
Art	170-2 Phy Ed Physical Education 1	170-2 Phy Ed Physical Education 1	170-2 Phy Ed Physical Education 1

Requests

Search

Effective Date

+ Add Requests

COURSE NAME	UNITS	TYPE	#
SCHEDULED			
Physical Education 1 170 - 2	3	R ▾	1
Music 1 150 - 2	3	R ▾	2
Art 1 160 - 2	3	R ▾	3
First Grade Homeroom 100 - 2	6	E ▾	4
Language 1 115 - 2	3	E ▾	5
Math 1 120 - 2	3	E ▾	6
Reading 1 110 - 2	3	E ▾	7
Science 1 130 - 2	3	E ▾	8
Social 1 140 - 2	3	E ▾	9

Same section number rule placed the students into the same section for each course that was assigned that rule

*Same Teacher Rule could achieve the same result for the main content areas (if they are taught by the same teacher)

[Student Information](#) > [General](#) > [Schedule](#) > [Walk-In Scheduler](#)

* Medical Condition(s) 📞 -Contact 📁 -Document

Related Tools

1. Click on the Homeroom course under the Scheduled Requests. The currently scheduled section will be highlighted in yellow on the schedule to the left. Other available sections will be listed in green (or red, if they are full).

 **Schedule Update** **School year is in progress**

3. Enter an Effective Date for when the student should begin attending that section. If it is before the school year has begun, no date is necessary*. Click Save. This adds the student to the roster in the new section of the Homeroom course (but not the content and specials).

*By adding in an effective date, it will automatically end date the student's roster in the previous section.

Requests
Scheduling Units: 24
24

Effective Date

Team

▼

COURSE NAME	UNITS	TYPE	#
SCHEDULED			
HR Gr 1 001 - 11	4	R ▼	1
Phys Ed - Gr 1 801 - 1	4	E ▼	2
Music - Gr 1 701 - 1	4	E ▼	3
Art - Gr 1 601 - 1	1	E ▼	4
ELA - Gr 1 101 - 1	4	E ▼	5
Soc Studies - Gr 1 201 - 1	4	E ▼	6
Science - Gr 1 301 - 1	4	E ▼	7
Math - Gr 1 401 - 1	4	E ▼	8

CHANGING A STUDENT'S SCHEDULE

Student Information > General >
Schedule > Walk-In Scheduler

Filter

Settings

	1 (7/1/2023 - 11/10/2023)	2 (11/13/2023 - 1/31/2024)	3 (2/1/2024 - 4/12/2024)	4 (4/15/2024 - 6/28/2024)
HR	001-2 HR Gr 1 Smith	001-2 HR Gr 1 Smith	001-2 HR Gr 1 Smith	001-2 HR Gr 1 Smith
1	601-1 Art - Gr 1 Basile, Ruth	601-1 Art - Gr 1 Basile, Ruth	601-1 Art - Gr 1 Basile, Ruth	601-1 Art - Gr 1 Basile, Ruth
	701-1 Music - Gr 1 Bendfeldt, Laoree	701-1 Music - Gr 1 Bendfeldt, Laoree	701-1 Music - Gr 1 Bendfeldt, Laoree	701-1 Music - Gr 1 Bendfeldt, Laoree
	801-1 Phys Ed - Gr 1 Carillo, Alexander M	801-1 Phys Ed - Gr 1 Carillo, Alexander M	801-1 Phys Ed - Gr 1 Carillo, Alexander M	801-1 Phys Ed - Gr 1 Carillo, Alexander M
2	201-1 Soc Studies - Gr 1 Jangel, Tina	201-1 Soc Studies - Gr 1 Jangel, Tina	201-1 Soc Studies - Gr 1 Jangel, Tina	201-1 Soc Studies - Gr 1 Jangel, Tina
3	101-5 ELA - Gr 1	101-5 ELA - Gr 1	101-5 ELA - Gr 1	101-5 ELA - Gr 1
4	301-2 Science - Gr 1 Smith	301-2 Science - Gr 1 Smith	301-2 Science - Gr 1 Smith	301-2 Science - Gr 1 Smith
		401-2 Math - Gr 1 Smith	401-2 Math - Gr 1 Smith	

Load

Lock All

Print

Calendar

Term

Walk-in Scheduler

Messenger

Requests

Scheduling Units: 24/24

Effective Date

7/11/2023

Team

No Team

+ Add Requests

COURSE NAME	UNITS	TYPE	#
ELA - Gr 1 101 - 5	4	R	1
Soc Studies - Gr 1 201 - 1	4	R	2
Science - Gr 1 301 - 2	4	R	3
Math - Gr 1 401 - 2	4	R	4
Art - Gr 1 601 - 1	1	R	5
Music - Gr 1 701 - 1	4	R	6
Phys Ed - Gr 1 801 - 1	4	R	7
HR Gr 1 001 - 2	4	E	8

4. Lock the new homeroom

5. Mid-year: Select the next course and follow the same steps as you did to change the homeroom, manually placing the student into the appropriate section. Repeat for all content areas and specials.

5. Before School Year: Click "Unload" and then click "Load"

School year is in progress

School year is not in progress

DO NOT CLICK UNLOAD AFTER THE SCHOOL YEAR HAS BEGUN. IT WILL DELETE ALL ATTENDANCE AND GRADES DATA FOR THAT STUDENT!!

GENERATING REPORTS & SCHEDULES



Request / Scheduling Reports

Scheduling & Courses > Reports

Report **Master Schedule**

Description
Details about each section,
listing counts by gender &
SPED, with pd, room, teacher

Use
Verify and check all course/section
info, export to excel for percentages
of requests satisfied

Request Batch

Student Requests, one page
per student, output options

Sending home for course request
verification

Request Detail

All students who have
requested a particular
course(s)

Verify course request issues in real
time

Requests Satisfied

Number of requests fulfilled
and the total number of
requests for a course

Determine number of course sections,
number of requests by grade, export to
CSV for percentages of requests satisfied

Schedule Units

All student requests in units,
students without enough units

Find over booked & under booked students,
students without schedules

Schedule Conflicts

List each non-alternate request
that hasn't been satisfied, by
student

Find groups of courses that student are
not getting and/or resolve conflicts

Request Conflicts

Lists courses, with the number
of sections and requests,
in conflict with a course

Avoid placing "landmines" in the schedule
(placing the 1 section of AP English with
Choir)

SCHEDULING REPORTS AND WHEN TO USE THEM

Report	Before	During	After
Request Batch	X		
Master Schedule	X	X	X
Schedule Units	X		
Request Detail	X		
Request Conflicts	X	X	
Seat Count		X	X
Room Usage		X	X
Requests Satisfied	X	X	X
Schedule Conflicts		X	X
Open Rooms		X	
Teacher Load			X
Schedule Batch			X
Teacher Schedule			X

ACCESSING TEACHER SCHEDULES (METHOD 1)

Search

Feedback

Search For

Staff

Staff Search...

- ◇ SEARCH FOR THE STAFF MEMBER USING THE STAFF SEARCH
- ◇ CLICK THE + OR > NEXT TO CENSUS TO EXPAND THE TOOLS.
- ◇ GO TO THE STAFF SECTION.
- ◇ SELECT TEACHER SCHEDULE

Census			
People		People Setup	Staff
Add Person	Membership in Households	Impact Aid/Military Connections	Credentials
Contact Log	Military Connections	Site Setup	District Assignments
Demographics	Payments	Pronoun Setup	District Employment
Enrollments	Person Documents	Relationship Type Setup	Staff Locator Wizard
Fees	Programs		Teacher Schedule

Census

STAFF

Credentials

District Assignments

District Employment

Staff Locator Wizard

Teacher Schedule

Teacher Schedule ☆

Adderley, Joanne DOB: 08/01/75

Print

	Term T1 (07/01/22-10/28/22)	Term T2 (10/31/22-02/24/23)	Term T3 (02/27/23-06/30/23)
AM	100-1 First Grade Homeroom Primary Teacher Grade Book	100-1 First Grade Homeroom Primary Teacher Grade Book	100-1 First Grade Homeroom Primary Teacher Grade Book
PM	100-1 First Grade Homeroom Primary Teacher Grade Book	100-1 First Grade Homeroom Primary Teacher Grade Book	100-1 First Grade Homeroom Primary Teacher Grade Book
Language	115-1 Language 1 Primary Teacher Grade Book	115-1 Language 1 Primary Teacher Grade Book	115-1 Language 1 Primary Teacher Grade Book
Reading	110-1 Reading 1 Primary Teacher Grade Book	110-1 Reading 1 Primary Teacher Grade Book	110-1 Reading 1 Primary Teacher Grade Book
Math	120-1 Math 1 Primary Teacher Grade Book	120-1 Math 1 Primary Teacher Grade Book	120-1 Math 1 Primary Teacher Grade Book
Science	130-1 Science 1 Primary Teacher Grade Book	130-1 Science 1 Primary Teacher Grade Book	130-1 Science 1 Primary Teacher Grade Book
Social	140-1 Social 1 Primary Teacher Grade Book	140-1 Social 1 Primary Teacher Grade Book	140-1 Social 1 Primary Teacher Grade Book
Music	EMPTY	EMPTY	EMPTY
Art	EMPTY	EMPTY	EMPTY
Phy Ed	EMPTY	EMPTY	EMPTY

ACCESSING TEACHER SCHEDULES (METHOD 2)

Census			
People		People Setup	Staff
Add Person	Membership in Households	Impact Aid/Military Connections	Credentials
Contact Log	Military Connections	Site Setup	District Assignments
Demographics	Payments	Pronoun Setup	District Employment
Enrollments	Person Documents	Relationship Type Setup	Staff Locator Wizard
Fees	Programs		Teacher Schedule

Census

STAFF

Credentials
District Assignments
District Employment
Staff Locator Wizard
Teacher Schedule

Teacher Schedule ☆
No person selected

- ◇ CLICK THE + OR > NEXT TO CENSUS TO EXPAND THE TOOLS.
- ◇ SCROLL DOWN TO THE STAFF SECTION.
- ◇ SELECT TEACHER SCHEDULE
- ◇ SEARCH FOR THE STAFF MEMBER USING THE STAFF SEARCH


A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

Open Household Search

Open Staff Search

Teacher Schedule ☆

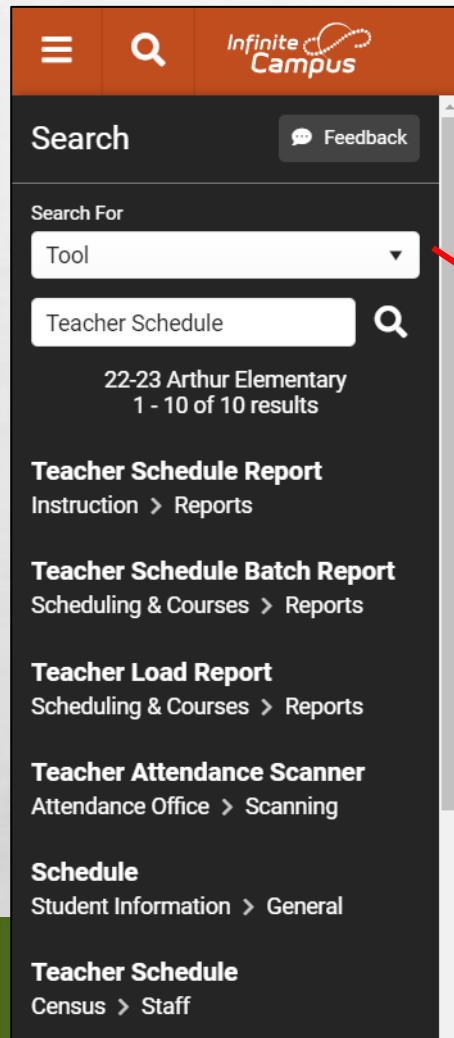
Adderley, Joanne DOB: 08/01/75



Print

	Term T1 (07/01/22-10/28/22)	Term T2 (10/31/22-02/24/23)	Term T3 (02/27/23-06/30/23)
AM	100-1 First Grade Homeroom Primary Teacher Grade Book	100-1 First Grade Homeroom Primary Teacher Grade Book	100-1 First Grade Homeroom Primary Teacher Grade Book
PM			
Language	115-1 Language 1 Primary Teacher Grade Book	115-1 Language 1 Primary Teacher Grade Book	115-1 Language 1 Primary Teacher Grade Book
Reading	110-1 Reading 1 Primary Teacher Grade Book	110-1 Reading 1 Primary Teacher Grade Book	110-1 Reading 1 Primary Teacher Grade Book
Math	120-1 Math 1 Primary Teacher Grade Book	120-1 Math 1 Primary Teacher Grade Book	120-1 Math 1 Primary Teacher Grade Book
Science	130-1 Science 1 Primary Teacher Grade Book	130-1 Science 1 Primary Teacher Grade Book	130-1 Science 1 Primary Teacher Grade Book
Social	140-1 Social 1 Primary Teacher Grade Book	140-1 Social 1 Primary Teacher Grade Book	140-1 Social 1 Primary Teacher Grade Book
Music	EMPTY	EMPTY	EMPTY
Art	EMPTY	EMPTY	EMPTY
Phy Ed	EMPTY	EMPTY	EMPTY

ACCESSING TEACHER SCHEDULES (METHOD 3)

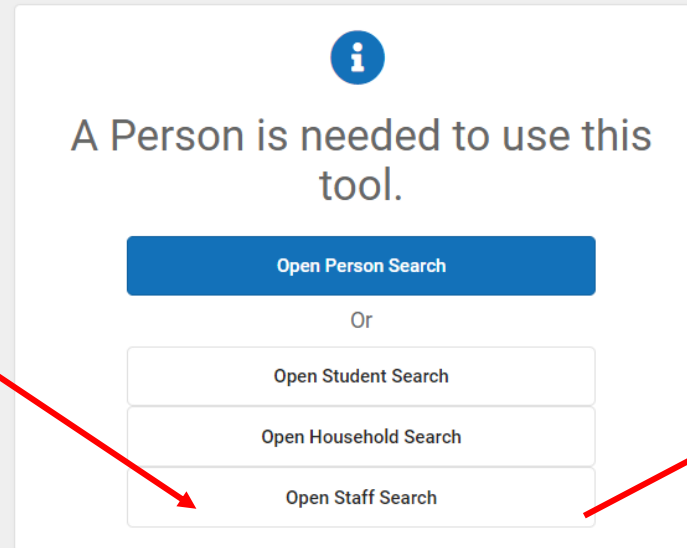


The sidebar menu on the left contains the following items:

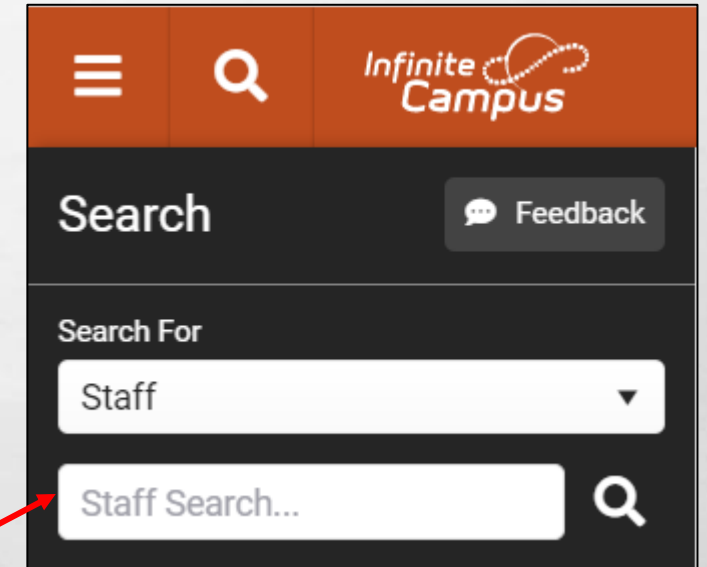
- Search** (with a magnifying glass icon and a Feedback button)
- Search For** (with a dropdown menu showing 'Tool' and a magnifying glass icon)
- Teacher Schedule Report** (Instruction > Reports)
- Teacher Schedule Batch Report** (Scheduling & Courses > Reports)
- Teacher Load Report** (Scheduling & Courses > Reports)
- Teacher Attendance Scanner** (Attendance Office > Scanning)
- Schedule** (Student Information > General)
- Teacher Schedule** (Census > Staff)

Teacher Schedule ☆

No person selected



A modal box with a blue information icon at the top. The text inside reads: "A Person is needed to use this tool." Below the text are four buttons: "Open Person Search" (blue), "Or", "Open Student Search", "Open Household Search", and "Open Staff Search".



The search bar on the right contains the following items:

- Search** (with a magnifying glass icon and a Feedback button)
- Search For** (with a dropdown menu showing 'Staff' and a magnifying glass icon)
- Staff Search...** (with a magnifying glass icon)

- ◇ CLICK THE MAGNIFYING GLASS ICON  IN THE TOOL BAR.
- ◇ SELECT TOOL FROM THE SEARCH FOR DROP-DOWN MENU
- ◇ TYPE TEACHER SCHEDULE AND CLICK THE MAGNIFYING GLASS ICON  NEXT TO IT
- ◇ SELECT TEACHER SCHEDULE FROM THE SEARCH RESULTS
- ◇ SEARCH FOR THE STAFF MEMBER USING THE STAFF SEARCH

RESOURCES

- ◇ MASTER SCHEDULING
REFERENCE GUIDE
- ◇ CAMPUS COMMUNITY – **HELP**
- ◇ CAMPUS COMMUNITY –
KNOWLEDGE BASE
- ◇ CAMPUS COMMUNITY – **FORUMS**

