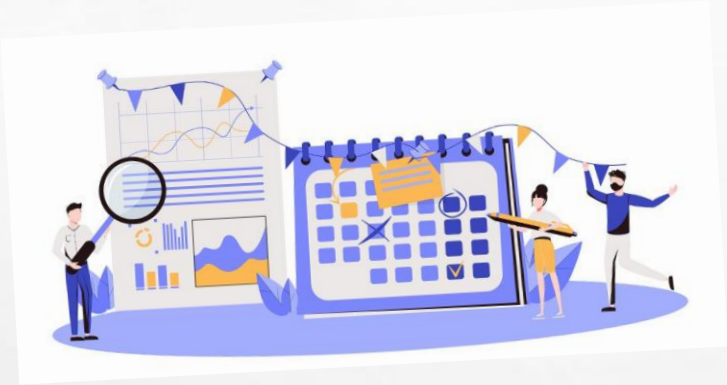
Infinite Campus

CCS
Right People. Right Results.®



# MASTER SCHEDULING

◊ MIDDLE SCHOOL/HIGH SCHOOL

Michele Baker & Jasmine Rivera
Senior Professional Development Trainers

# AGENDA

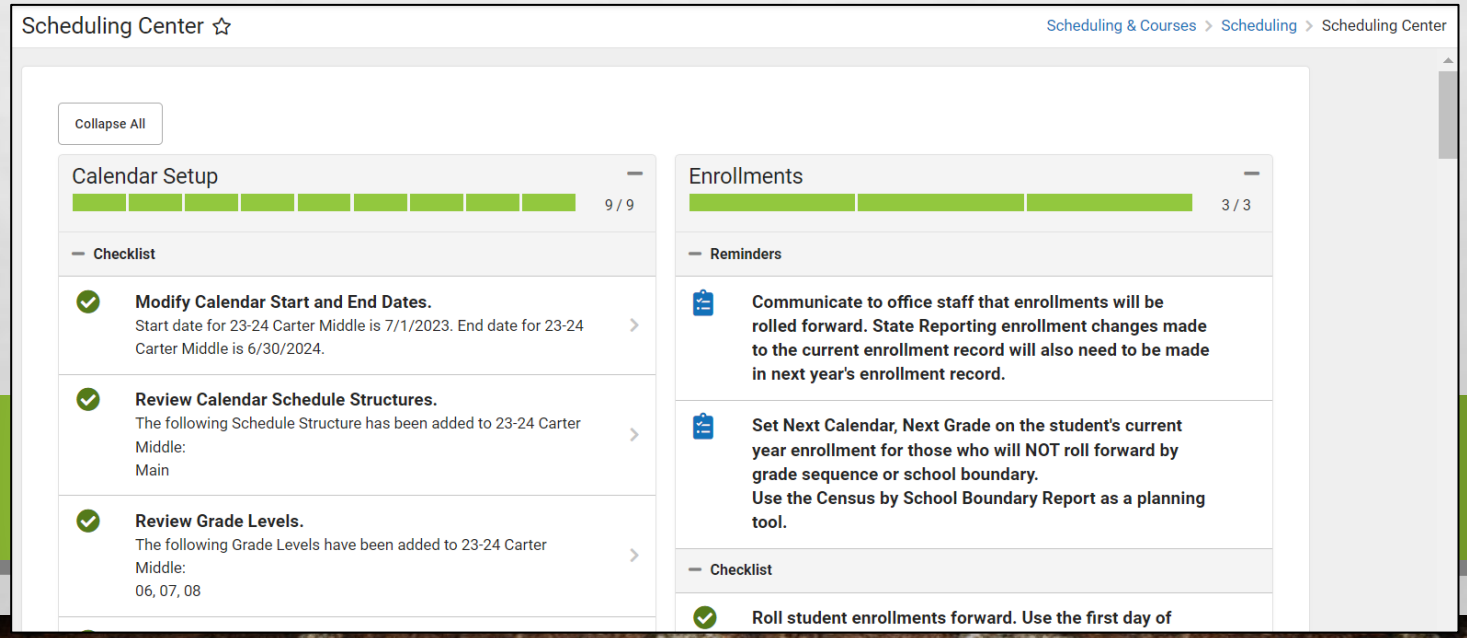
- CALENDAR ROLL FORWARD & CALENDAR SETUP
- ENROLLMENTS ROLL FORWARD
- COURSE PREP/CLEANUP/SETUP
  - COURSE INFO
  - COURSE PLANNER
  - CREATING/EDITING/DELETING COURSES & SECTIONS
  - STAFF HISTORY – ASSIGNING THE TEACHER
  - COURSE RULES
  - SECTION TEMPLATES
  - TEAMS (SCHEDULING GROUPS)
  - STUDENT CONSTRAINTS
- OTHER SCHEDULING TOOLS
  - COURSE PLAN ADMIN TOOL – ACADEMIC PLANNER (IF APPLICABLE)
  - WALK-IN SCHEDULER
  - REQUESTS & ROSTERS
  - BUILDING VS. LOADING
- EXPLORING THE BUILDER (IF APPLICABLE)
  - COURSE PLANNER
  - STAFF PLANNER
- SCHEDULING BOARD - TRIALS
  - COPYING
  - LOCKING
- NAVIGATION/BASICS OF THE SCHEDULING BOARD
- SCHEDULE GAP TOOLS
- FILL TEAMS WIZARD
- REPORTS
- LUNCH SETUP (IF APPLICABLE)

# SCHEDULING PREP



# SCHEDULING CENTER

- THE SCHEDULING CENTER IS A VISUAL REPRESENTATION OF A SCHOOL'S STATUS IN THE SCHEDULING PROCESS FOR A GIVEN YEAR
- SEE, AT A GLANCE, WHETHER A SCHOOL'S CALENDAR HAS BEEN ROLLED FORWARD FOR THE NEXT SCHOOL YEAR, IF ENROLLMENTS HAVE BEEN ADDED, OR IF STUDENTS HAVE ACADEMIC PLANS POSTED TO SCHEDULE REQUESTS
- THE SCHEDULING CENTER PROVIDES A PERCENTAGE OF COMPLETION AND A LIST OF TASKS THAT STILL NEED TO BE COMPLETED, REMINDERS OF WHAT ELSE NEEDS TO OCCUR, AND ALLOWS QUICK ACCESS TO THOSE TOOLS TO MAKE ADDITIONAL UPDATES.
- ALL TOOLS ASSOCIATED TO THE SCHEDULING PROCESS ARE LISTED THEREFORE SOME TOOLS MAY NEVER BE USED BY A SCHOOL.

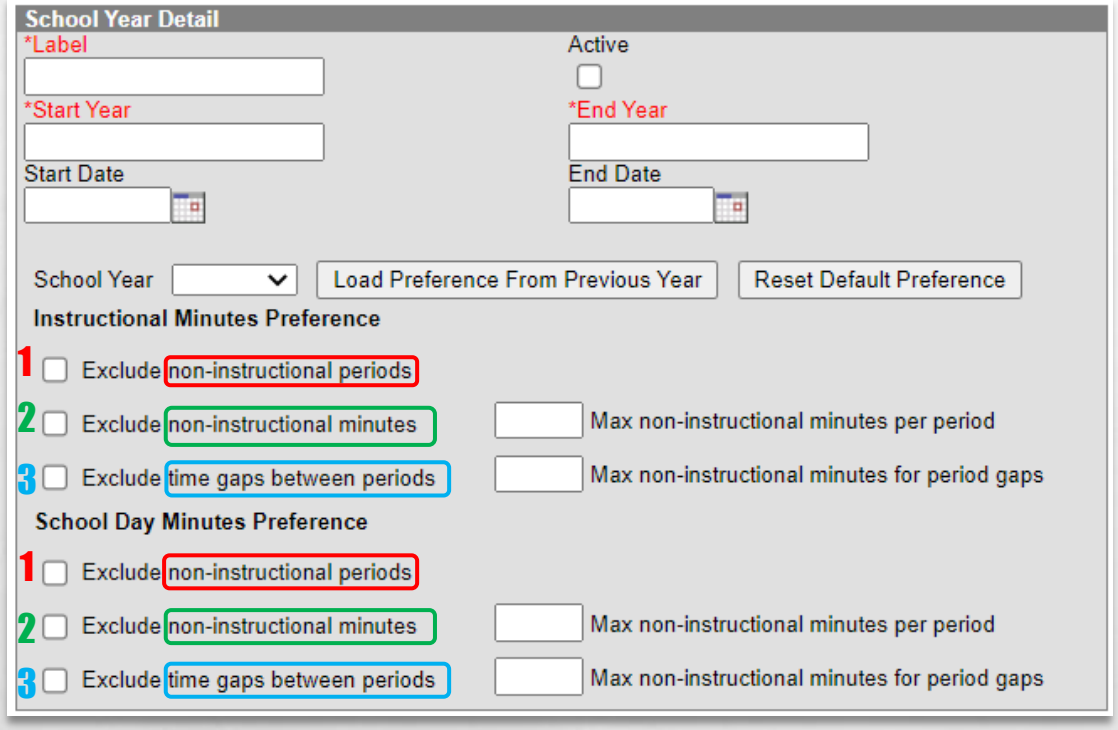



Scheduling & Courses > Scheduling > Scheduling Center

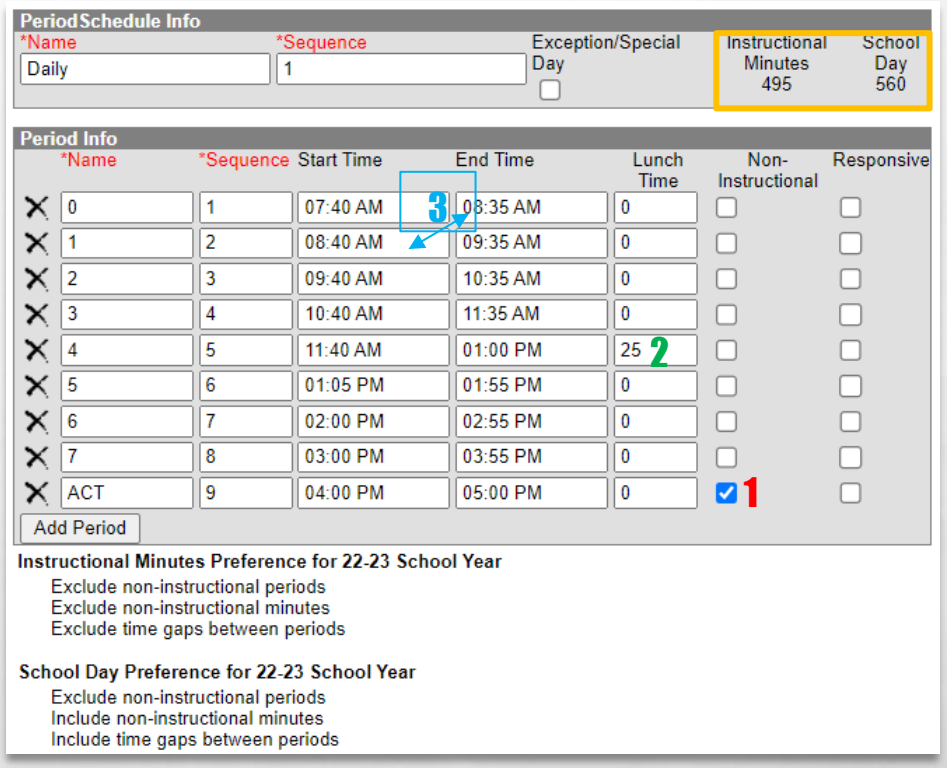
# SET-UP SCHOOL YEAR

Scheduling & Courses > Calendar Setup > School Year Setup

## School Year

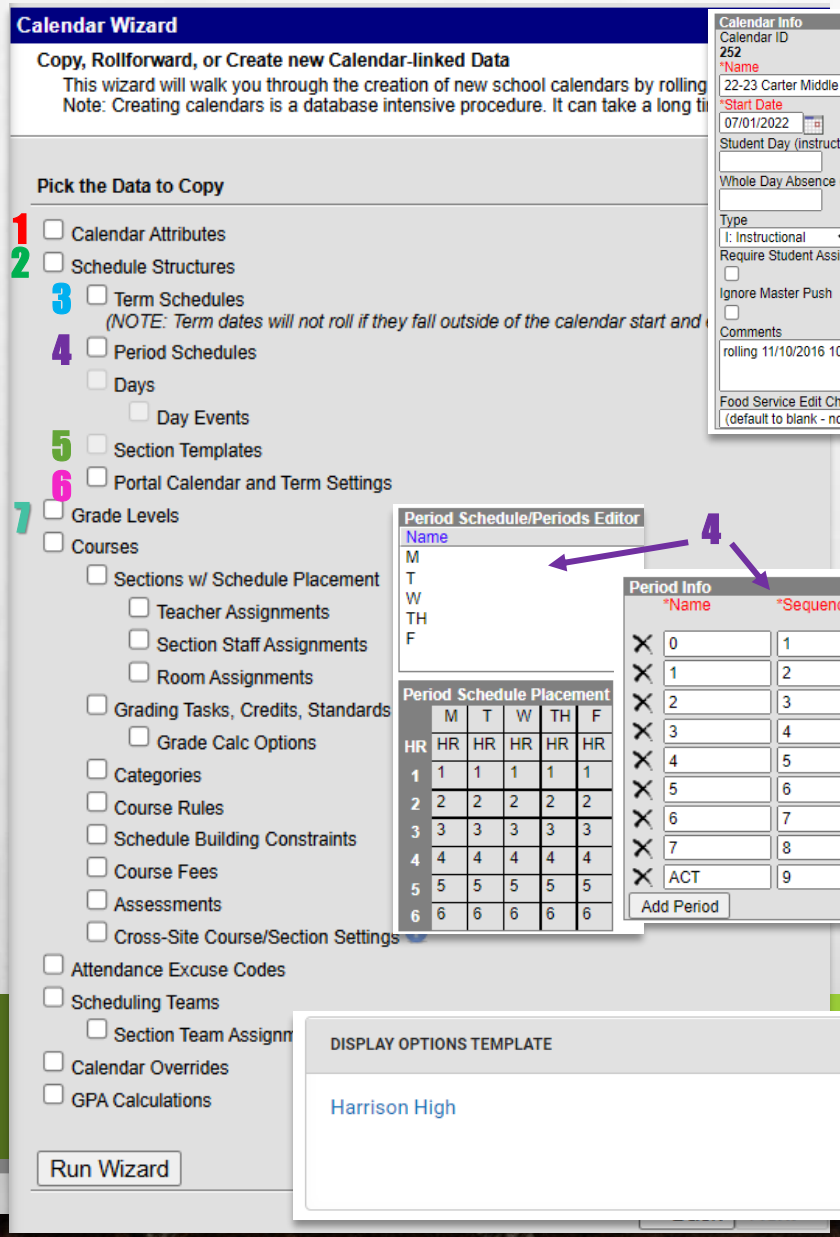



## Period Schedule

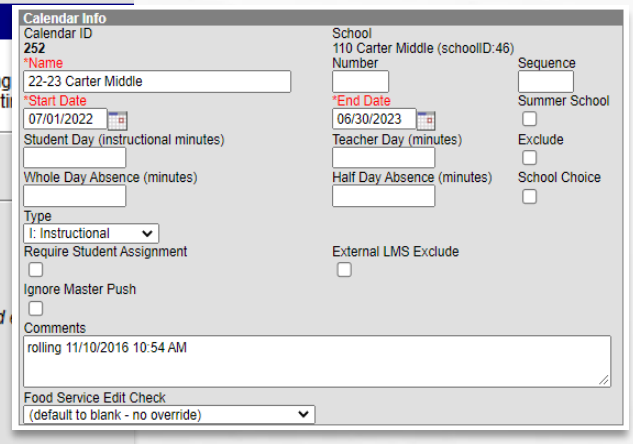



- SCHOOL YEAR SETUP: INSTRUCTIONAL AND SCHOOL DAY PREFERENCES DETERMINE HOW INSTRUCTIONAL AND SCHOOL DAY MINUTES ARE CALCULATED AND AFFECT HOW ATTENDANCE IS REPORTED

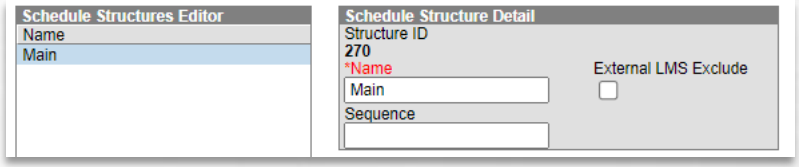
# CALENDAR ROLL FORWARD



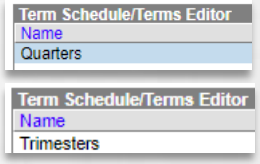

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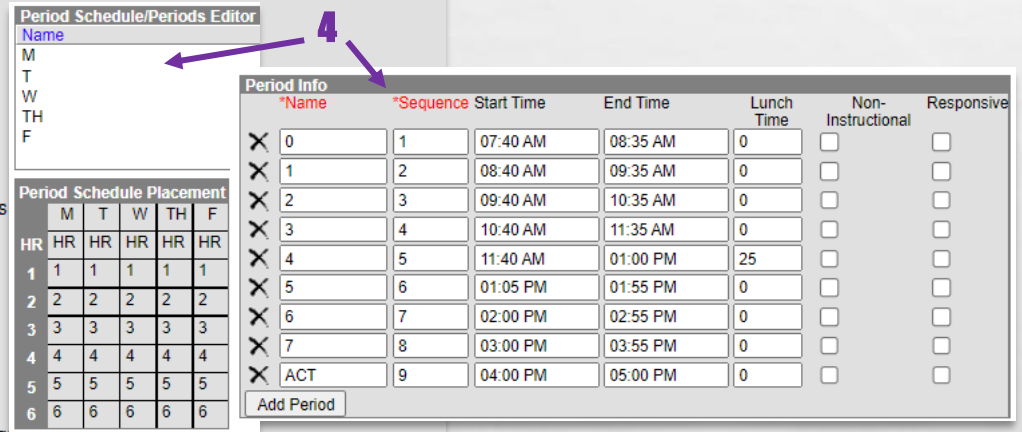

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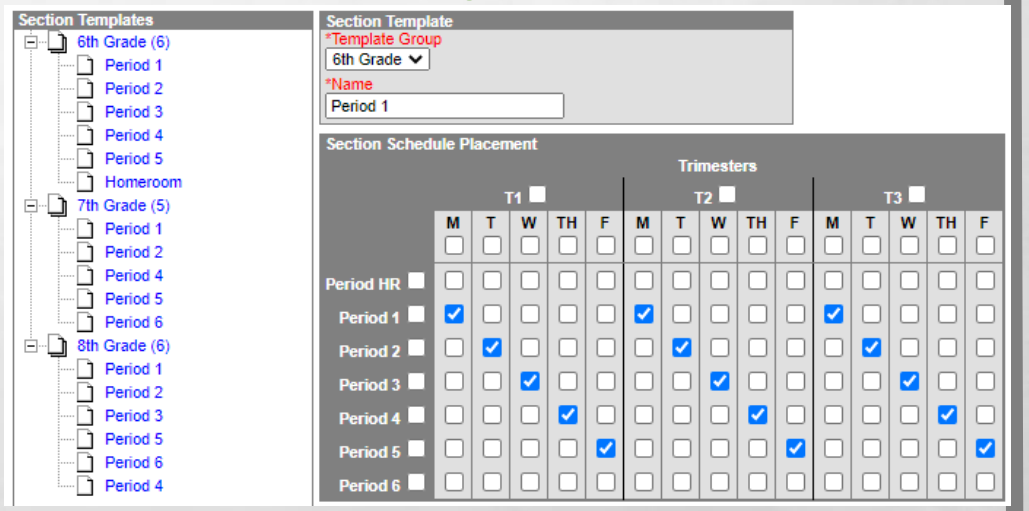

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4



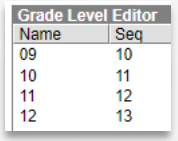

5




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 |

7




Scheduling & Courses > Calendar Setup > Calendar Wizard

# CALENDAR ROLL FORWARD

**Calendar Wizard**

**Copy, Rollforward, or Create new Calendar-linked Data**

This wizard will walk you through the creation of new school calendars by rolling data forward, c
Note: Creating calendars is a database intensive procedure. It can take a long time to complete

**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
- 1 ☐ Courses
- 2 ☐ Sections w/ Schedule Placement
  - 3 ☐ Teacher Assignments
  - 4 ☐ Section Staff Assignments
  - 5 ☐ 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

< Back | Next >

**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** | | | | | | |
| 3 Catton, Jolon | | | | | Teacher | |
| **Teacher** | | | | | | |
| Alden, Jeff | | | | | Teacher | Primary Sped |
| **Section Staff** | | | | | | |
| 4 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
5
Custom Count 1 | Custom Count 2 | Custom Count 3
Room: 102
Skinny Seq | Homeroom
Hide Standards On Portal | Advisory
Distance Code (Override) | 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*

2

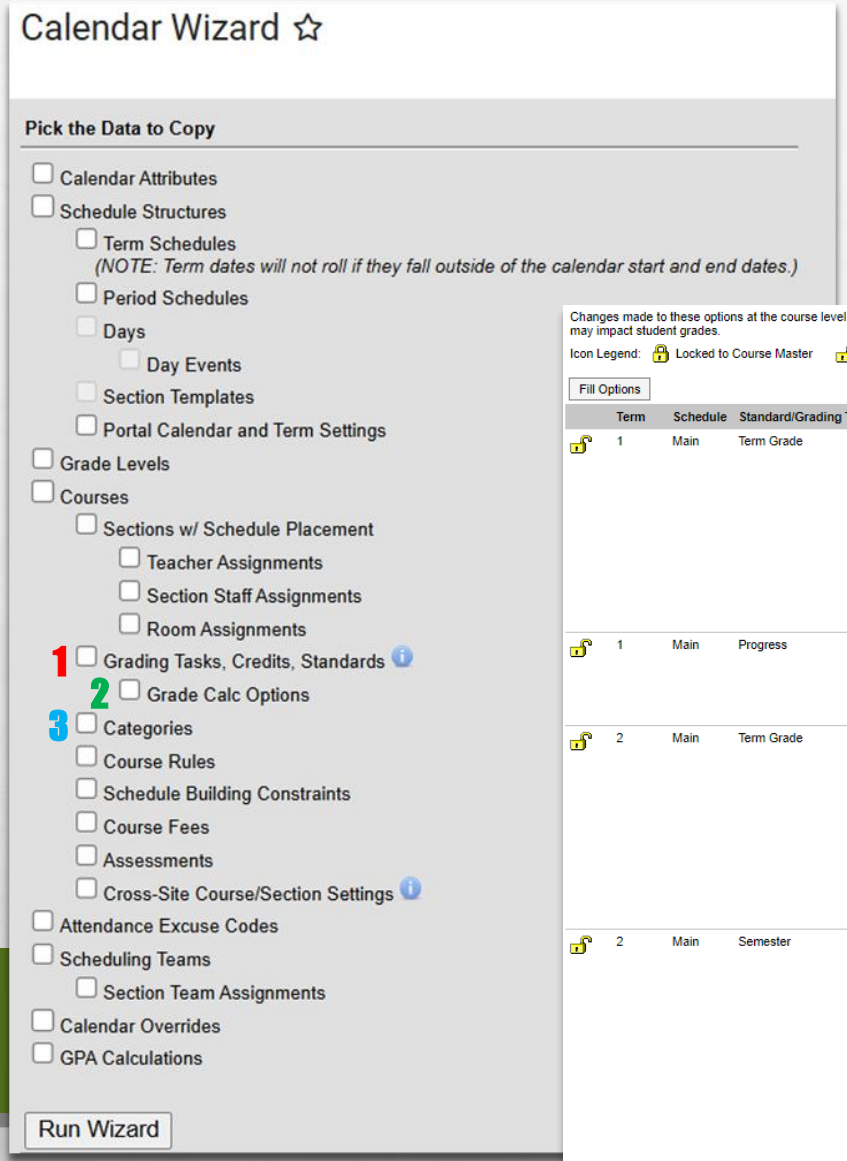
**Section Schedule Placement**

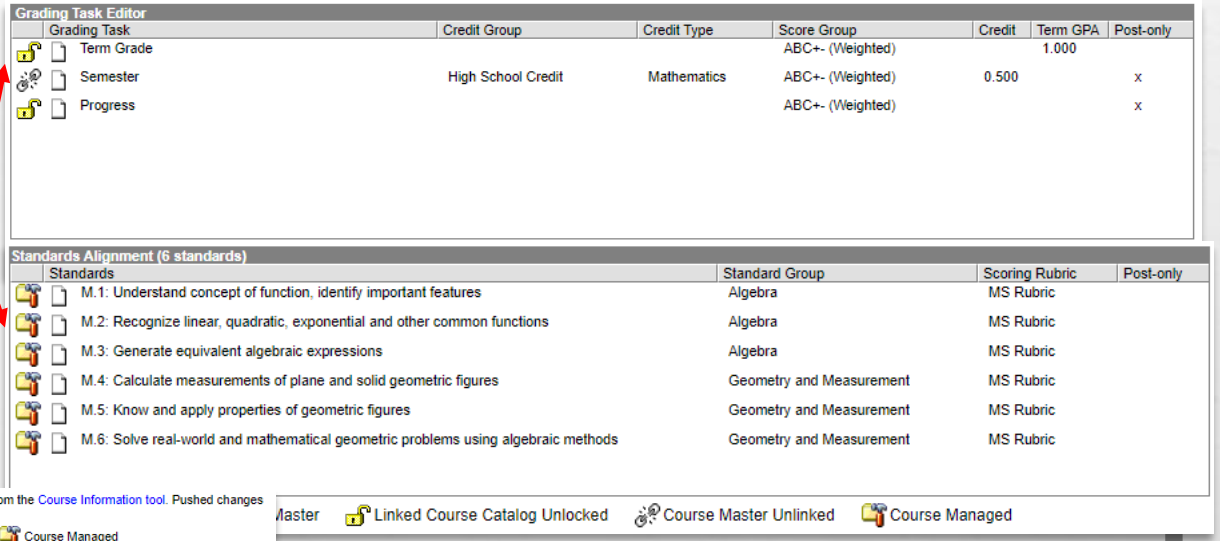
Trimesters

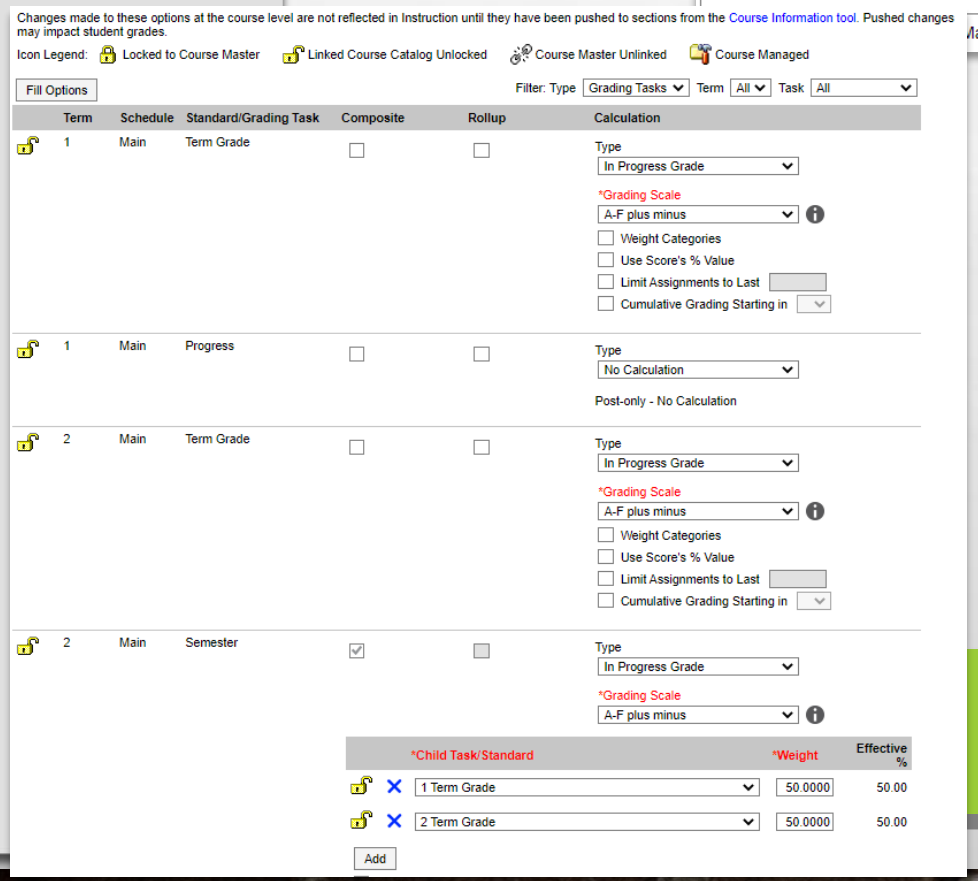
| | T1 M | T1 T | T1 W | T1 TH | T1 F | T2 M | T2 T | T2 W | T2 TH | T2 F | T3 M | T3 T | T3 W | T3 TH | T3 F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Period HR | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Period 1 | ☐ | ☐ | ☐ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ |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

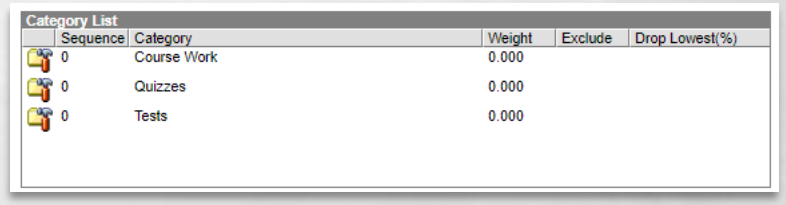
Scheduling & Courses >
Calendar Setup >
Calendar Wizard

# Calendar Roll Forward



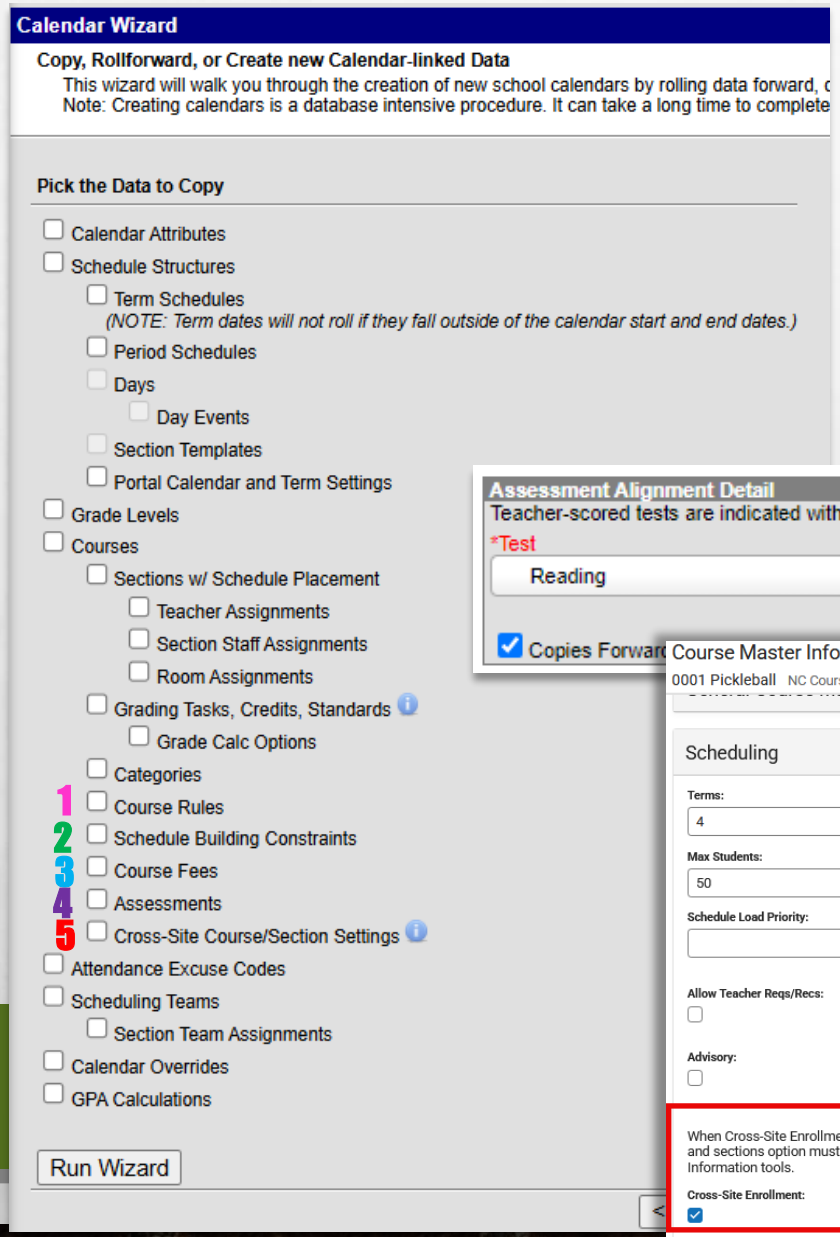



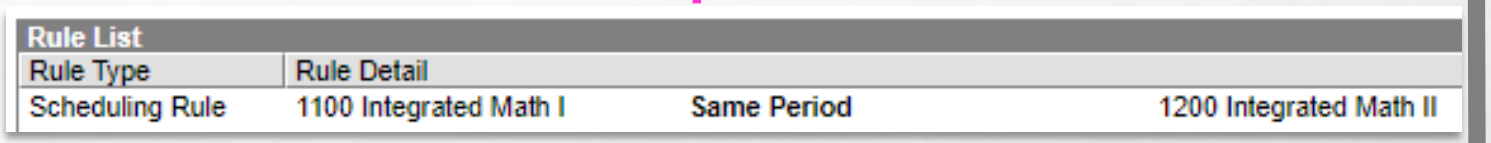



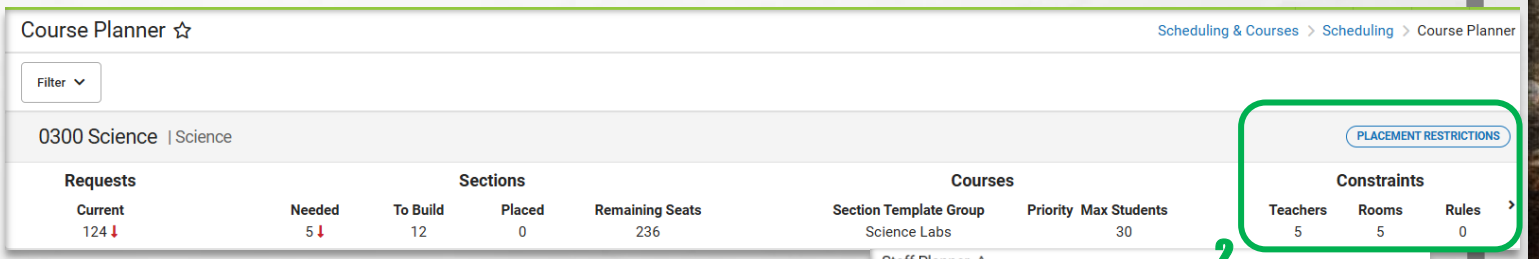

Scheduling & Courses > Calendar Setup > Calendar Wizard

# Calendar Roll Forward

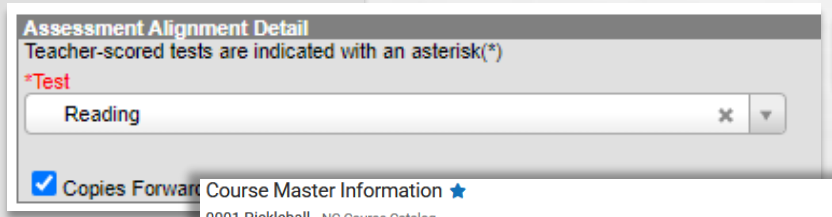



1

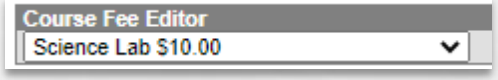


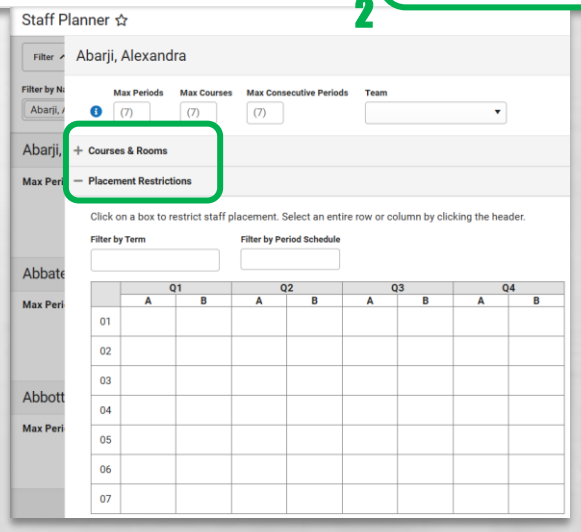

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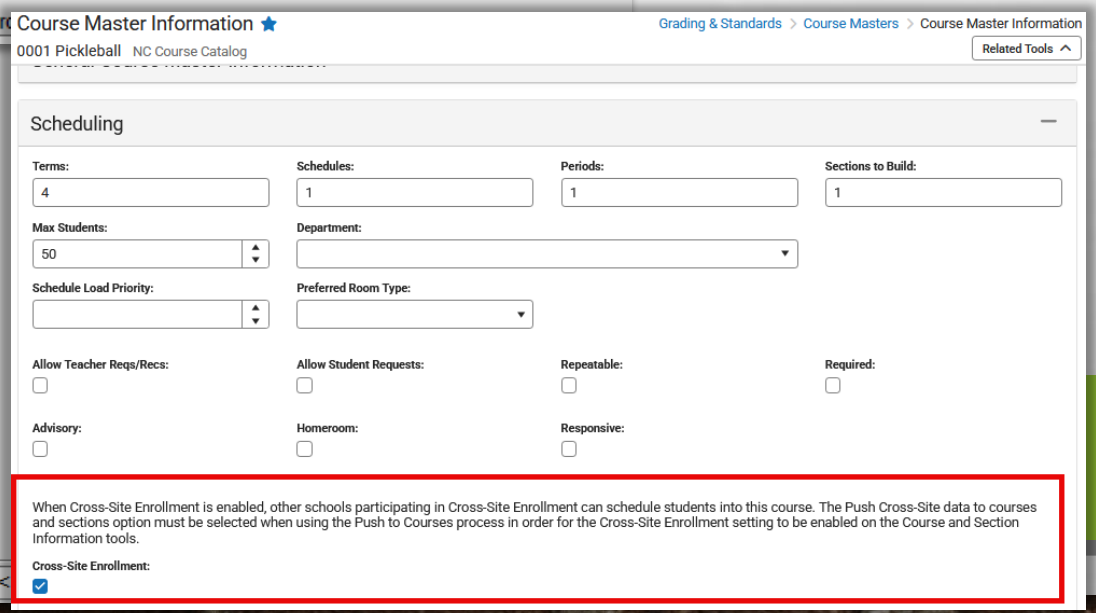



3




2




Scheduling & Courses > Calendar Setup > Calendar Wizard

# Calendar Roll Forward

**Calendar Wizard**

**Copy, Rollforward, or Create new Calendar-linked Data**

This wizard will walk you through the creation of new school calendars by rolling data forward, c
Note: Creating calendars is a database intensive procedure. It can take a long time to complete

**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
- 1 ☐ Attendance Excuse Codes
- 2 ☐ Scheduling Teams
- 3 ☐ Section Team Assignments
- 4 ☐ Calendar Overrides
- 5 ☐ GPA Calculations

Run Wizard

< Back | Next >

1

**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 |

2

**Scheduling Group**

Name
Blue
Green
Orange
Red
Yellow

3

**General Section Information**

Section Number: (Required) 1
Teacher Display Name: Lifellearn, Kelvin
Max Students: (35)
Room: 1006
Team:
Skinny Seq:
Lunch Count:
Milk Count:
Custom Count 1:
Custom Count 2:

Blue
Green
Orange
Purple

4

**Calendar Override**

*Override Type
123 : OLL

123 : OLL
LR : Legal Requirement
MGT1 : Magnet
OVRD : MARSS End Status Example

5

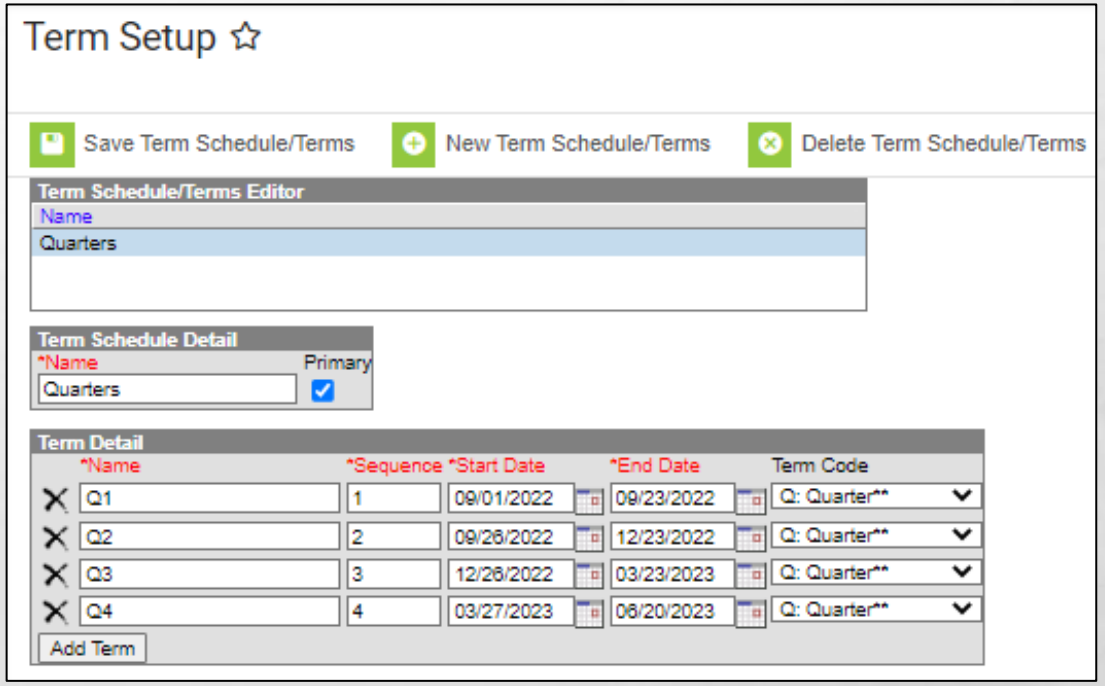
**GPA Calculations for Calendar**

| | 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 & 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)

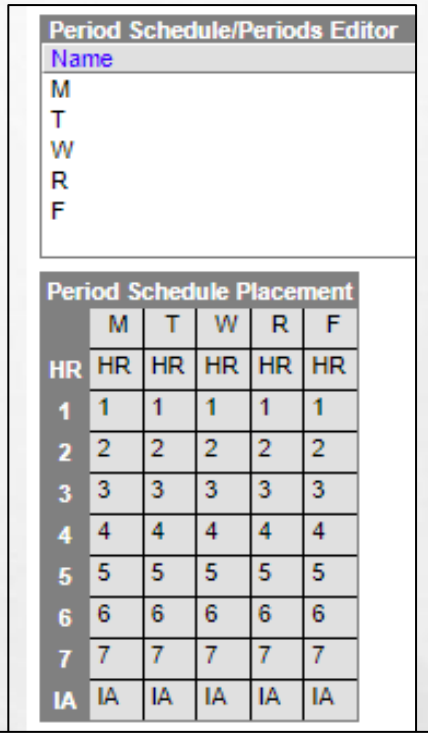



Scheduling & Courses > Calendar Setup > Term Setup

# 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

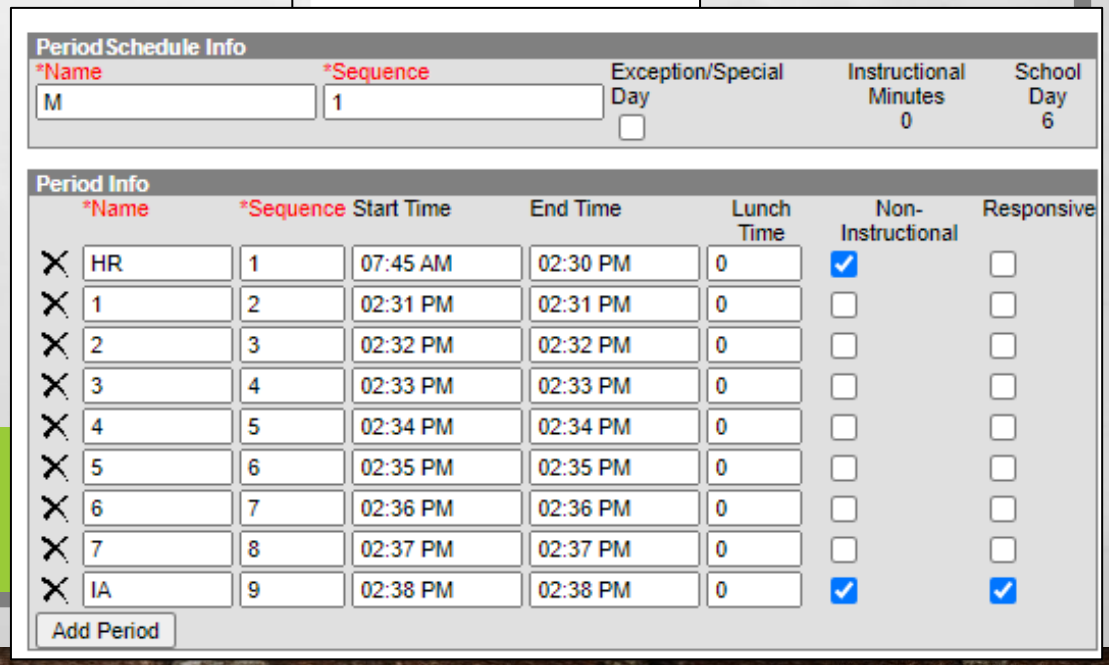


**Period Schedule/Periods Editor**

| 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 |

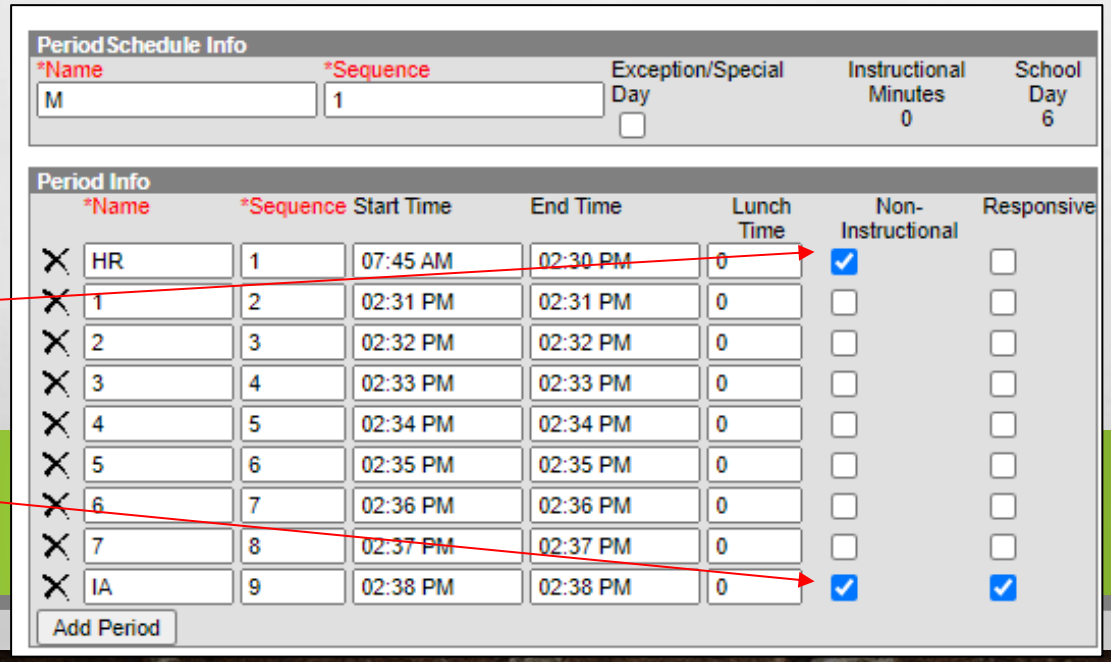
**Period Info**

| | *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'S 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 # ROTATION DAYS (PERIOD SCHEDULES) X # TERMS IN A YEAR
  - EXAMPLE: A SCHOOL THAT HAS 7 PERIODS EVERYDAY, 2 ROTATION DAYS (A/B), AND 4 TERMS THEREFORE:
    - 7 X 2 X 4 = 56

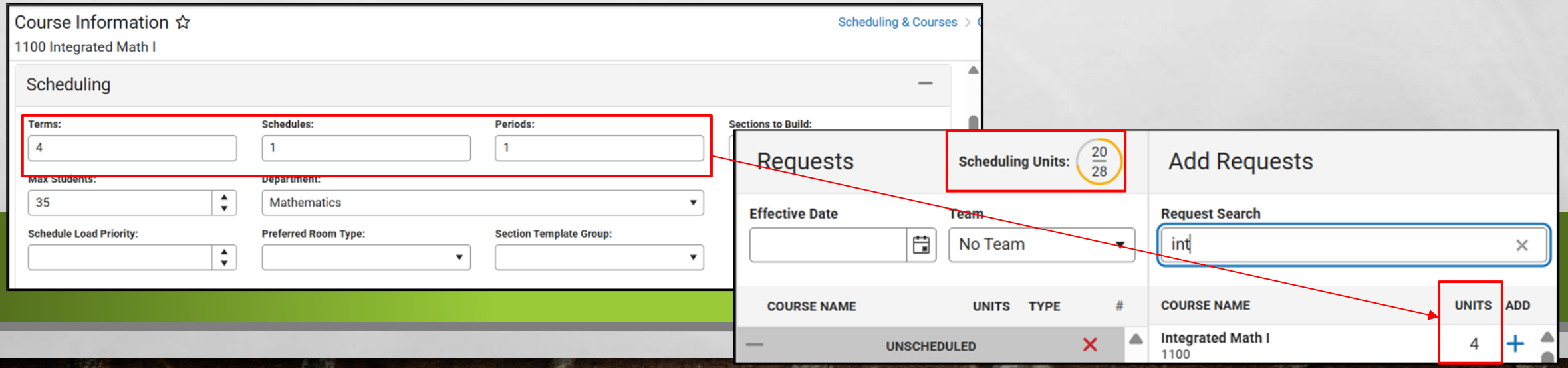



The HR and IA periods in this example are marked as non-instructional so they do not count as part of the Scheduling Units

Scheduling & Courses > Calendar Setup > Period Setup

# PERIOD SCHEDULES & SCHEDULING UNITS

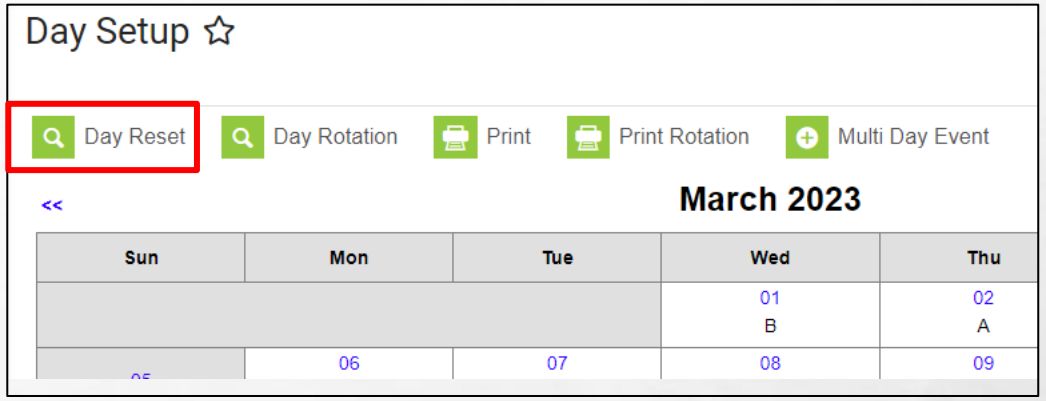
- PERIOD SCHEDULES ARE USED TO CALCULATE THE NUMBER OF SCHEDULING UNITS REQUIRED TO FILL A STUDENT'S SCHEDULE.
- **IF THIS NUMBER IS INCORRECT**, REPORTING ON WHO HAS ENOUGH COURSES REQUESTED AND/OR A COMPLETE SCHEDULE WILL ALSO BE INCORRECT
- THE FORMULA FOR CALCULATING SCHEDULING UNITS OF A COURSE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

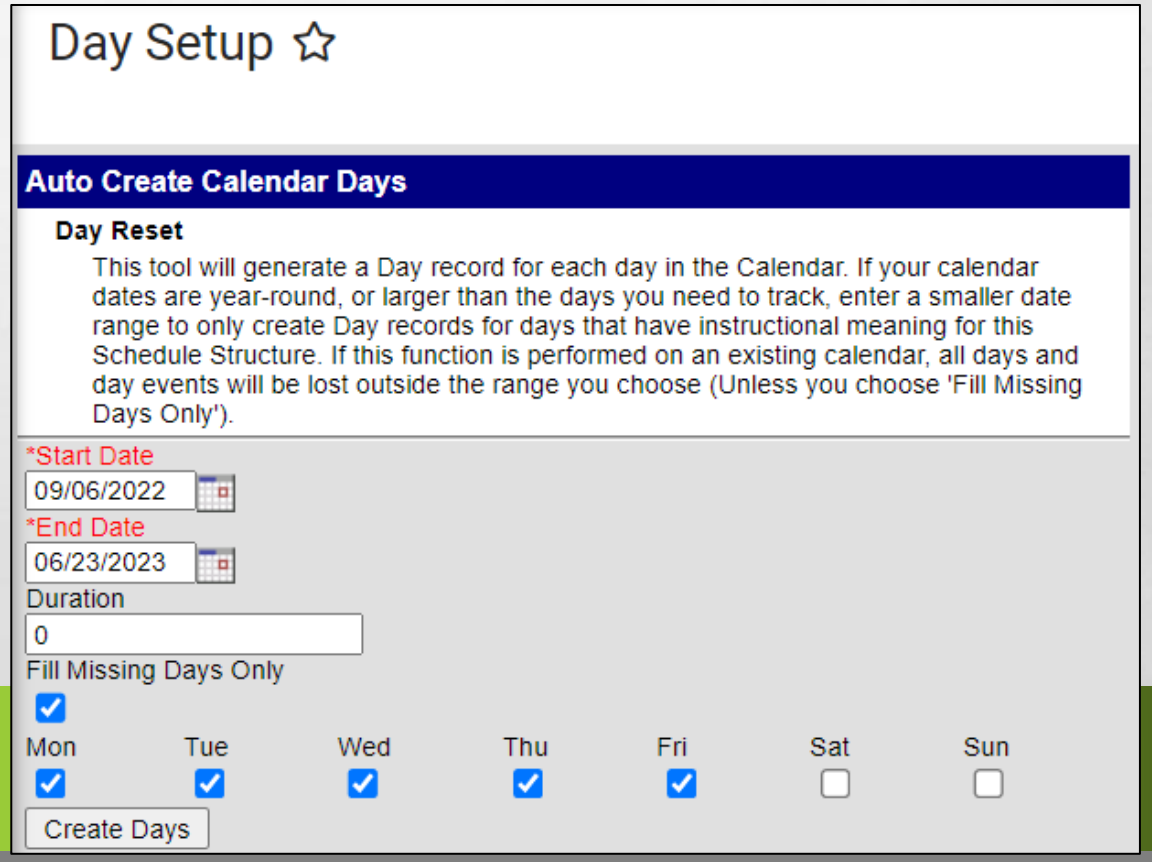


# DAY RESET

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"

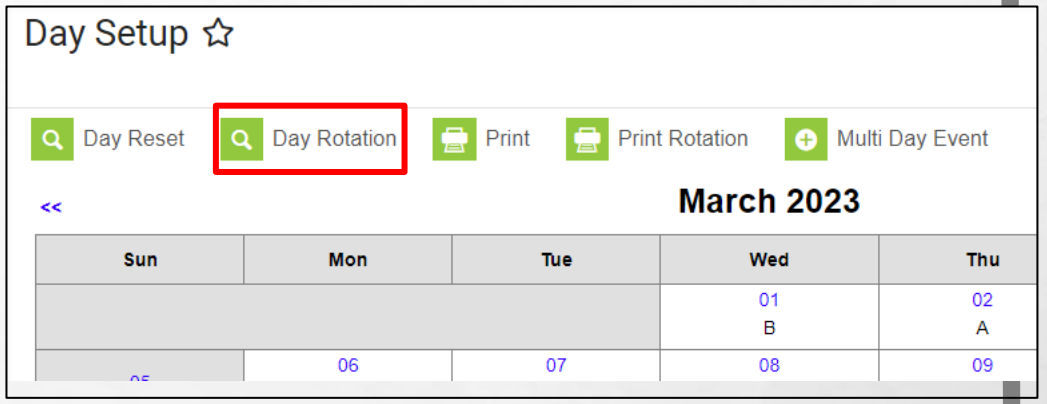


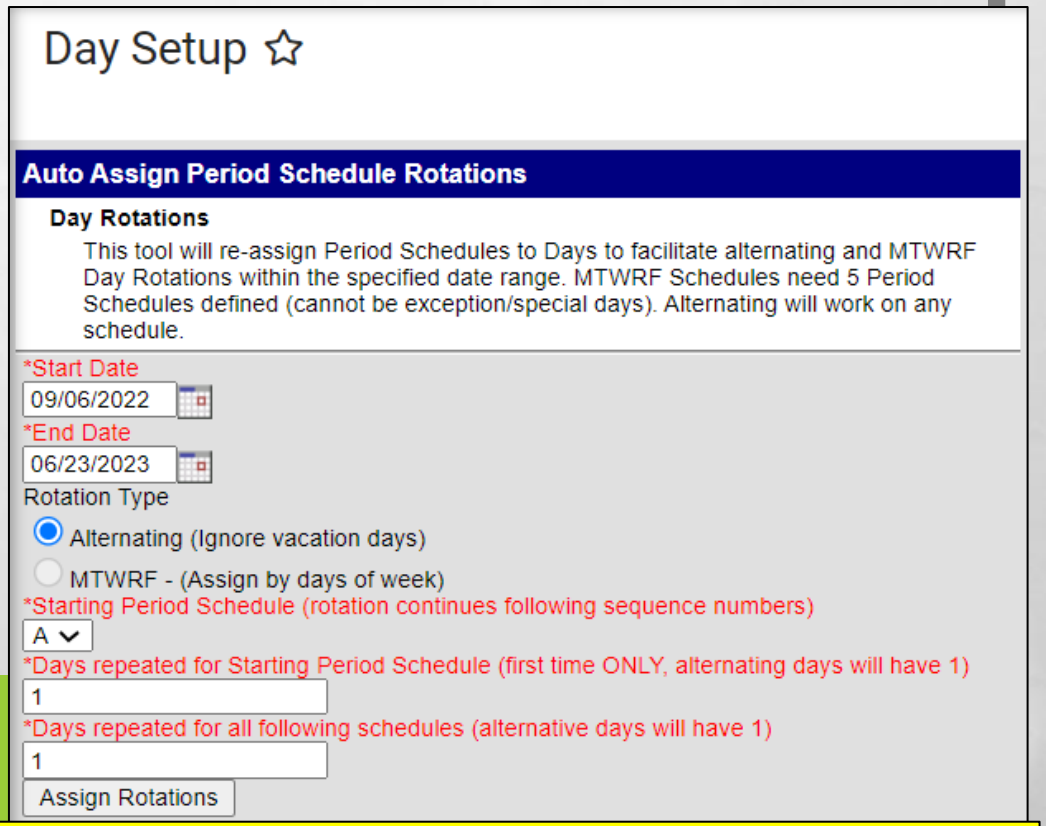



# DAY ROTATION

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 REPEAT OF SUBSEQUENT ROTATION DAYS SHOULD OCCUR, KEEP THE VALUE AT 1.
  - CLICK ASSIGN ROTATIONS.



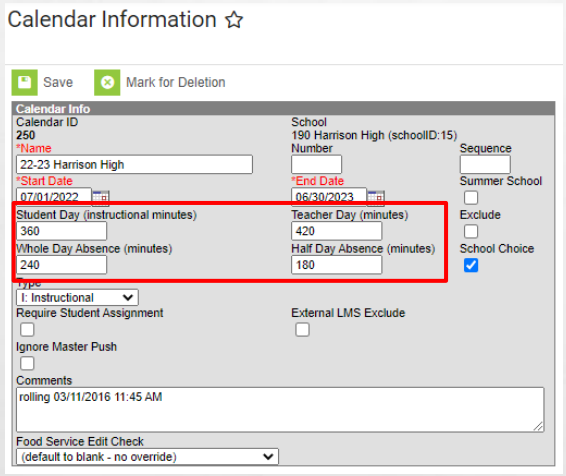



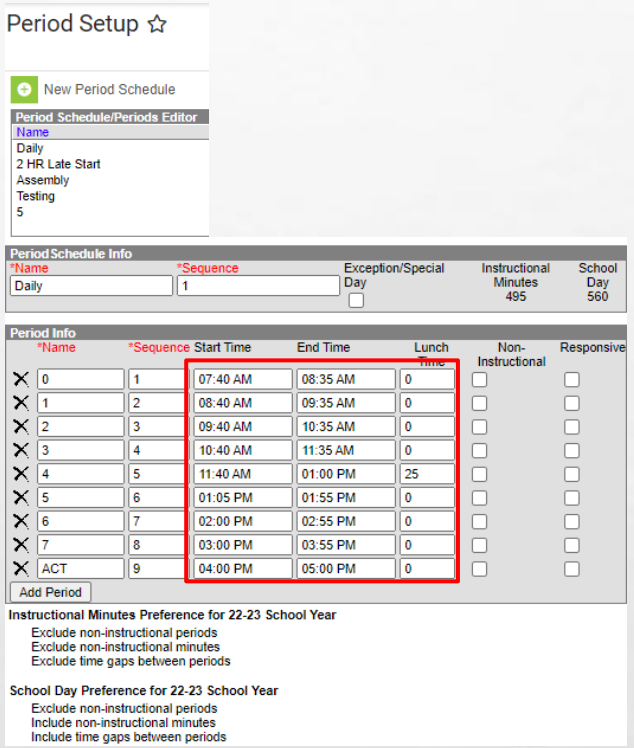

**Note:** It is best to enter any day events, including vacations, holidays, in-service days, et al. prior to running the Day Rotation tool. However, if the calendar has not been finalized for the next year, it is okay to run this tool, enter the dates when they are known, and then re-run the Day Rotation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

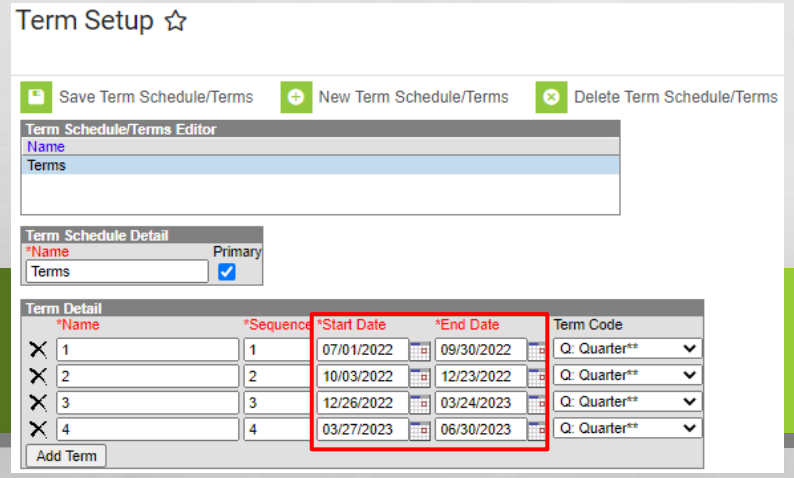
# Calendar Roll Forward Tips & Tricks

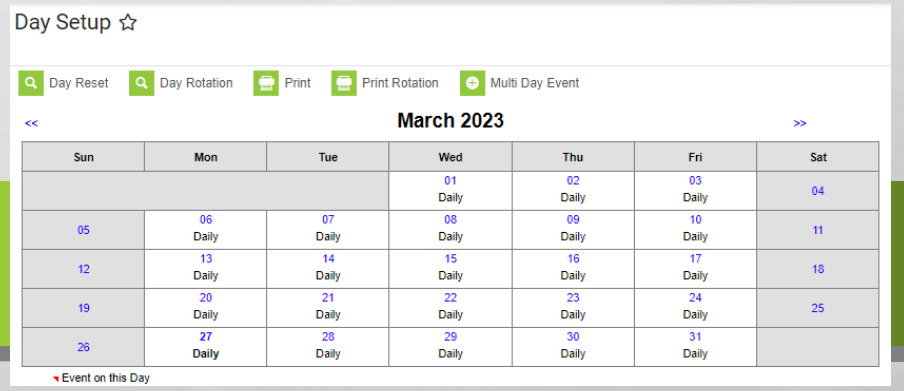
- If you don’t know the exact dates for the terms, you can put in estimated dates and change them when they have been finalized
- Don’t forget to run the Day Rotation tool if you have more than 1 rotation day. If you don’t know the exact dates for vacations, in-service, and holidays, you can run the tool again, after the dates have been finalized, to update the rotation

# CALENDAR SETUP-REVIEW



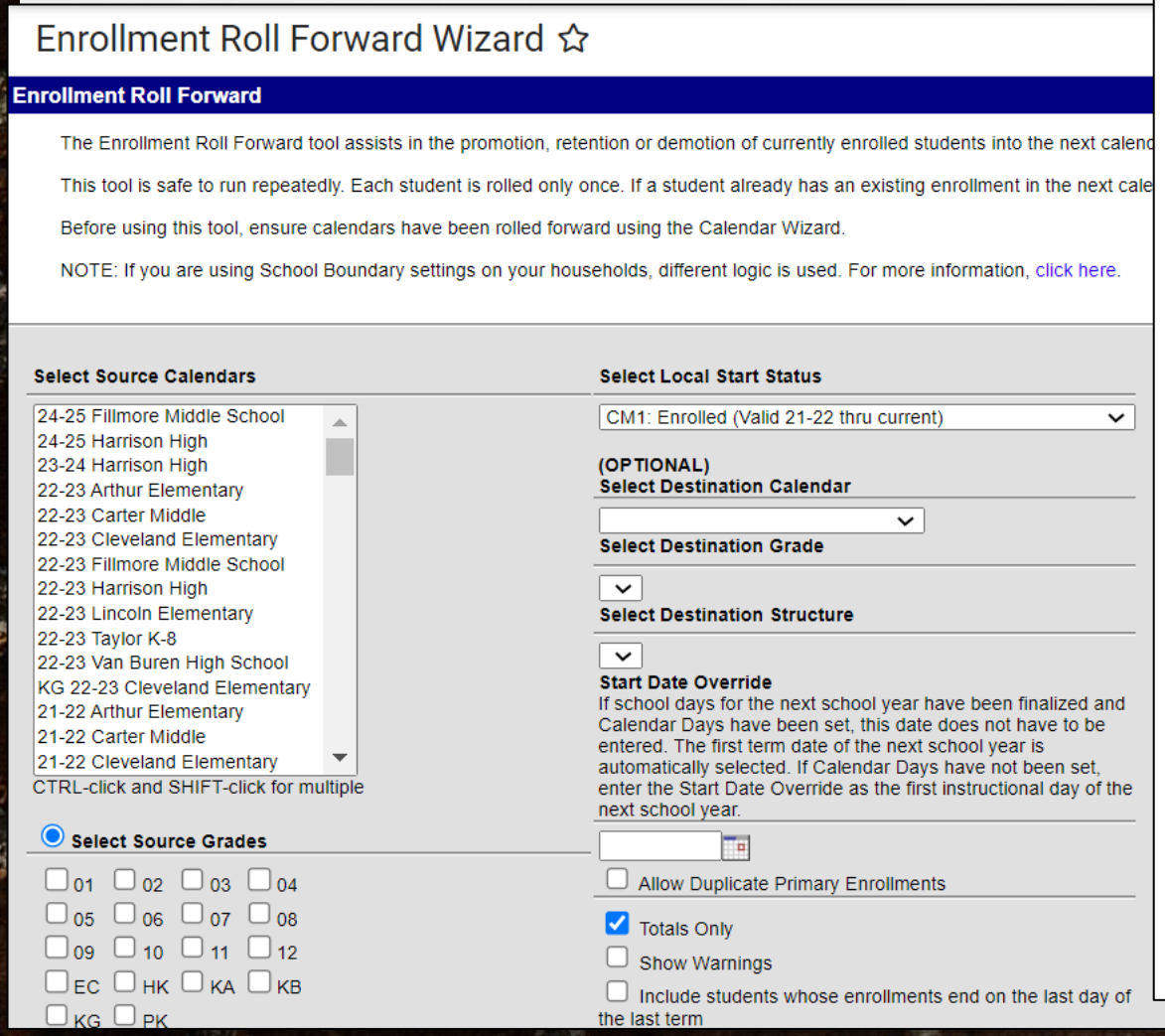




- CALENDAR INFORMATION
- TERM SETUP
- PERIOD SETUP
- DAY SETUP

# ENROLLMENT ROLL FORWARD

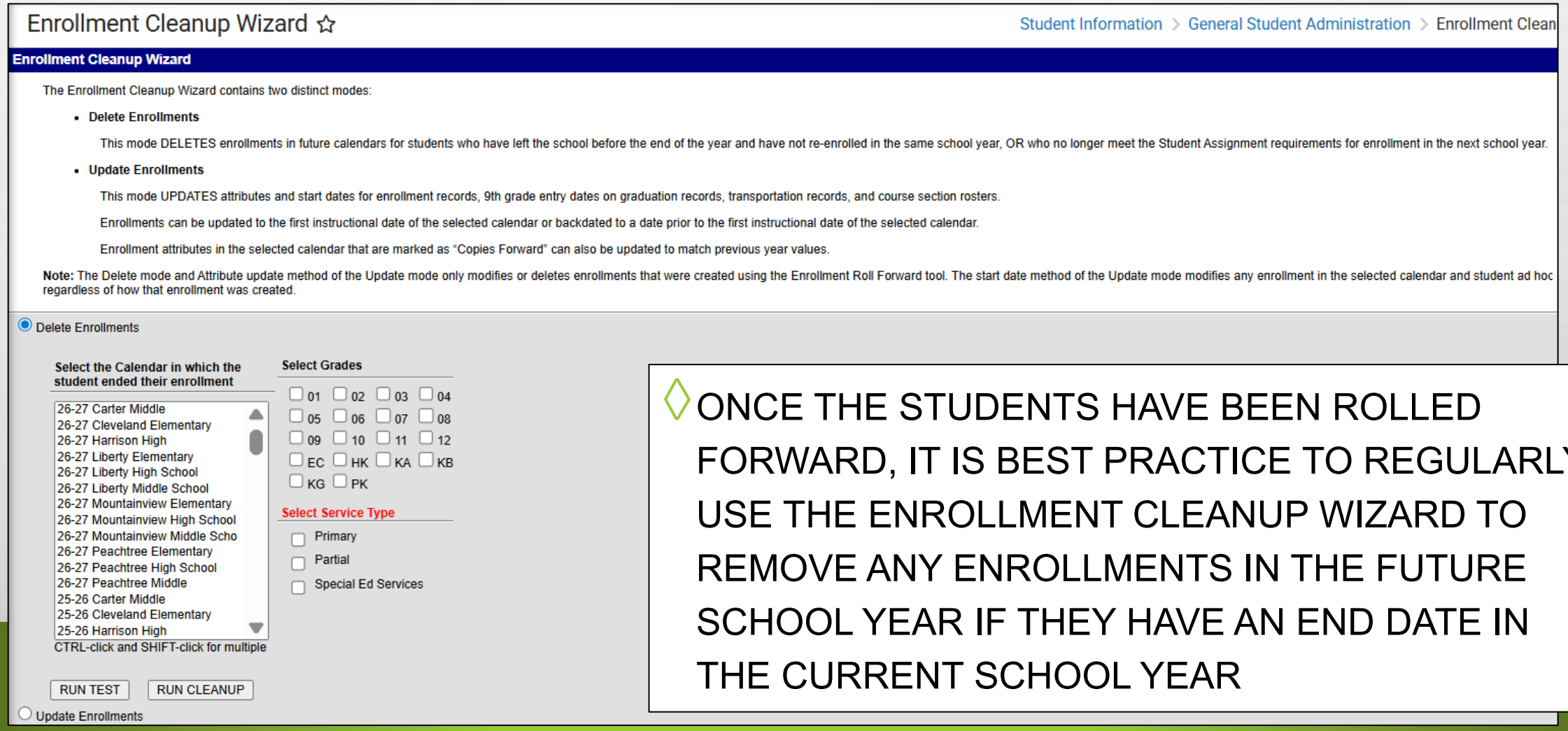
Student Information > General Student Administration > Enrollment Roll Forward Wizard




- 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



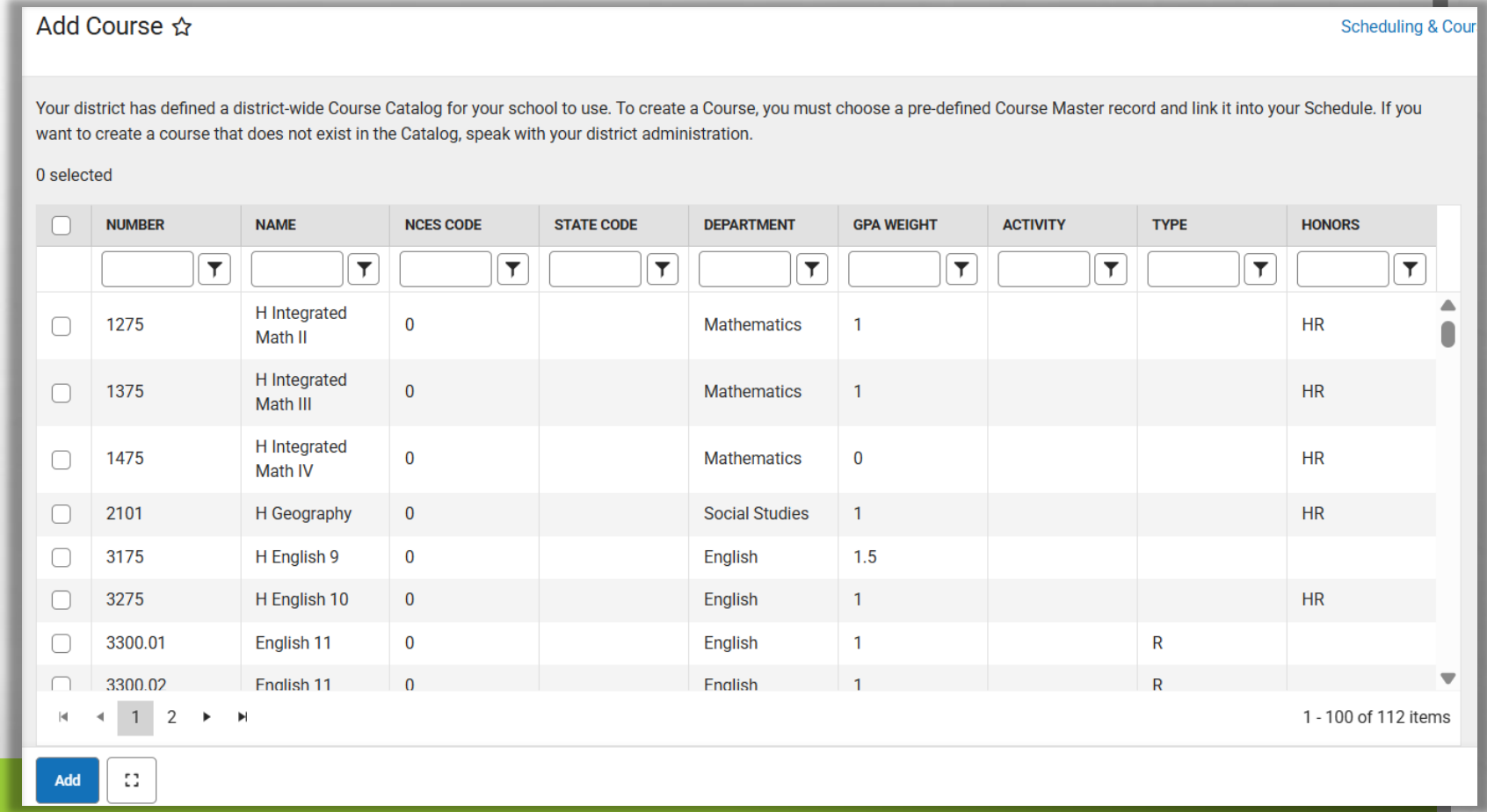

- ONCE THE STUDENTS HAVE BEEN ROLLED FORWARD, IT IS BEST PRACTICE TO REGULARLY USE THE ENROLLMENT CLEANUP WIZARD TO REMOVE ANY ENROLLMENTS IN THE FUTURE SCHOOL YEAR IF THEY HAVE AN END DATE IN THE CURRENT SCHOOL YEAR

# CREATE NEW COURSE FROM A COURSE CATALOG

Scheduling & Courses > Courses > Add Course

Scheduling & Courses > Courses > Add Course

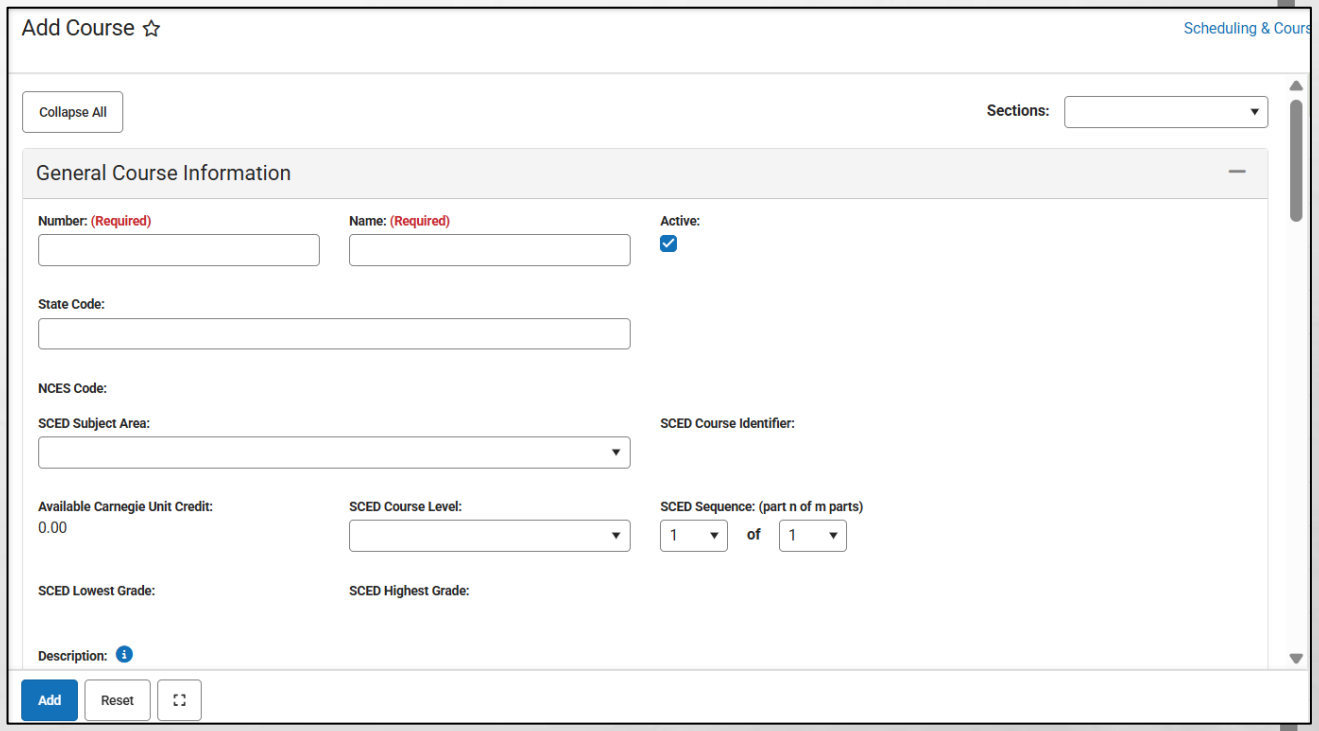
- IF THE DISTRICT IS USING A COURSE CATALOG AND COURSE MASTERS, THE FOLLOWING ARE THE STEPS FOR ADDING A COURSE TO YOUR SCHOOL'S COURSE LIST:
  - SELECT THE COURSE(S) FROM THE LIST. THE LIST IS THE COURSE CATALOG.
    - USE THE CTRL OR SHIFT KEY TO SELECT MULTIPLE COURSES AT ONCE, IF NECESSARY (COMMAND 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.



# 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 ENGLISH COURSES BEGIN WITH 01 OR ENG, ALL SCIENCE COURSES BEGIN WITH 03 OR SCI, 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..



# 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

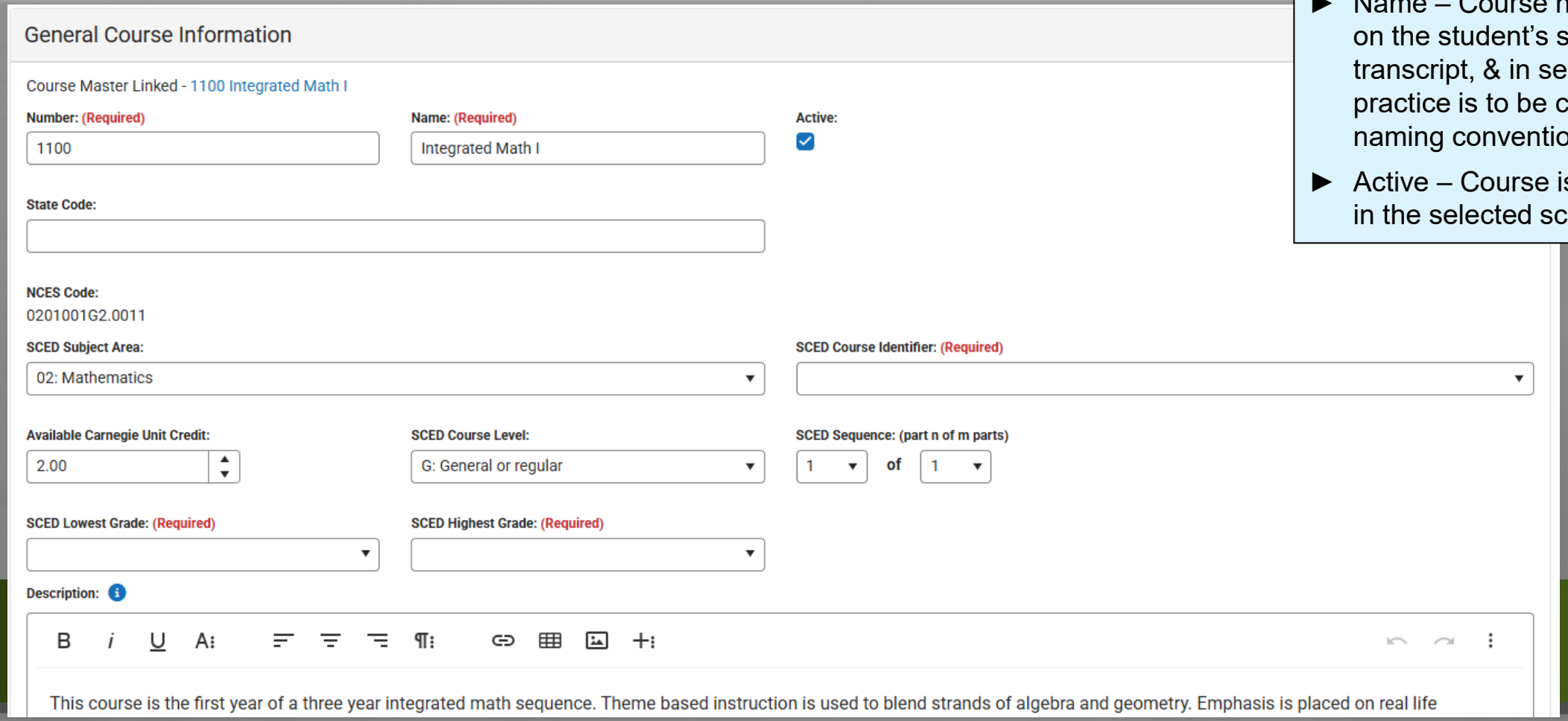


# COURSE PREP/CLEAN UP/SET UP

Scheduling & Courses > Courses > Course Information

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

- General Course Information




**Terminology**

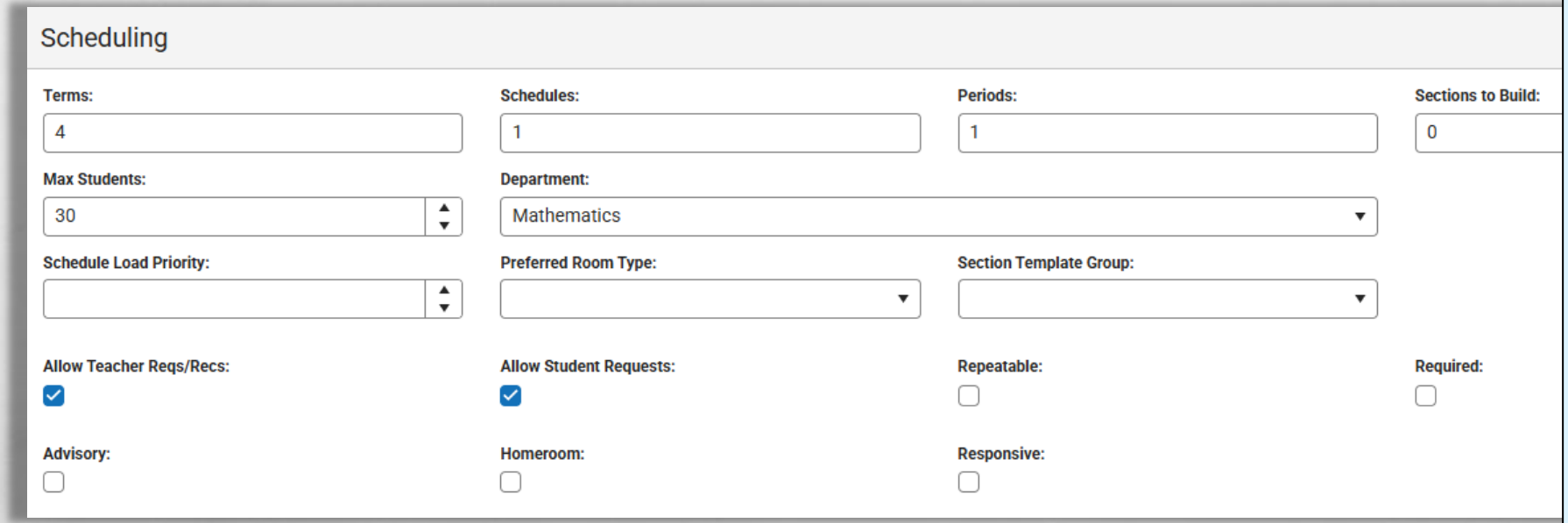
- Number – Course number appears on the student's schedule, transcript, & in searches; best practice is to organize like courses by course number
- Name – Course name appears on the student's schedule, transcript, & in searches; best practice is to be consistent in naming conventions
- Active – Course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




**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

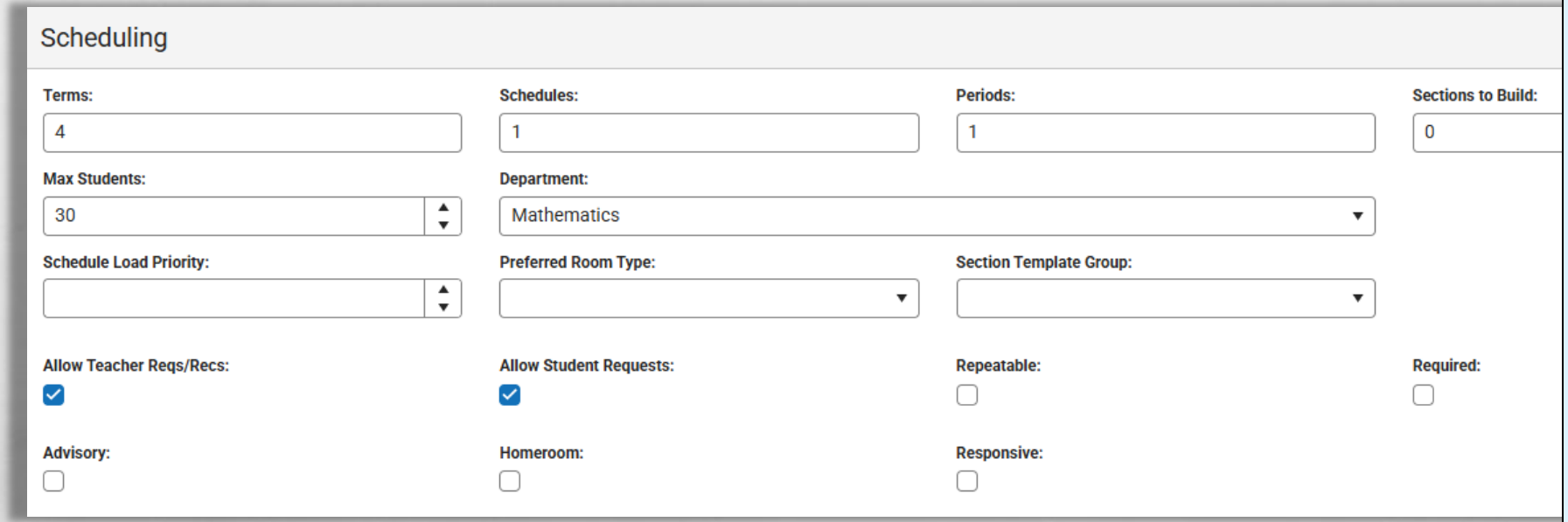
- **Terms** - # of marking periods a section of the course is offered (Full Year = 4 Terms, Semester = 2 Terms, Quarter = 1)
- **Schedules** - # of rotation days any 1 section of the course meets (Art = 1 day/week, Music = 1 day/week, ELA = 5 days/week, etc.)
- **Periods** – the # of time slots in a 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




**Terminology**

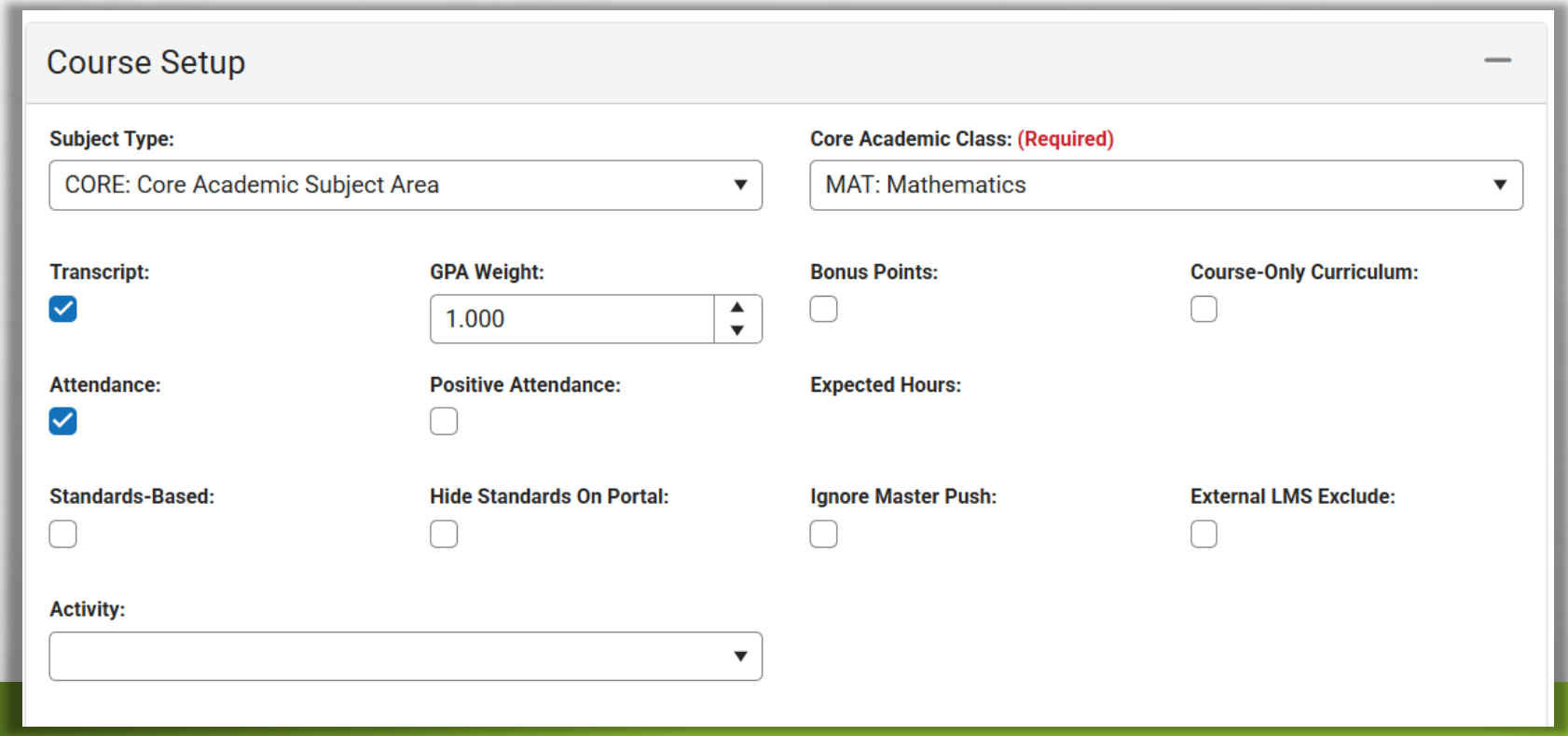
- **Allow Teacher Reqs/Recs** – When selected, teachers will be able to see this course to recommend a student take it next year
- **Allow Student Requests** – When selected, students will be able to see and select this course in Course Registration and Graduation Planning
- **Repeatable** – When selected, 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 if 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)




**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

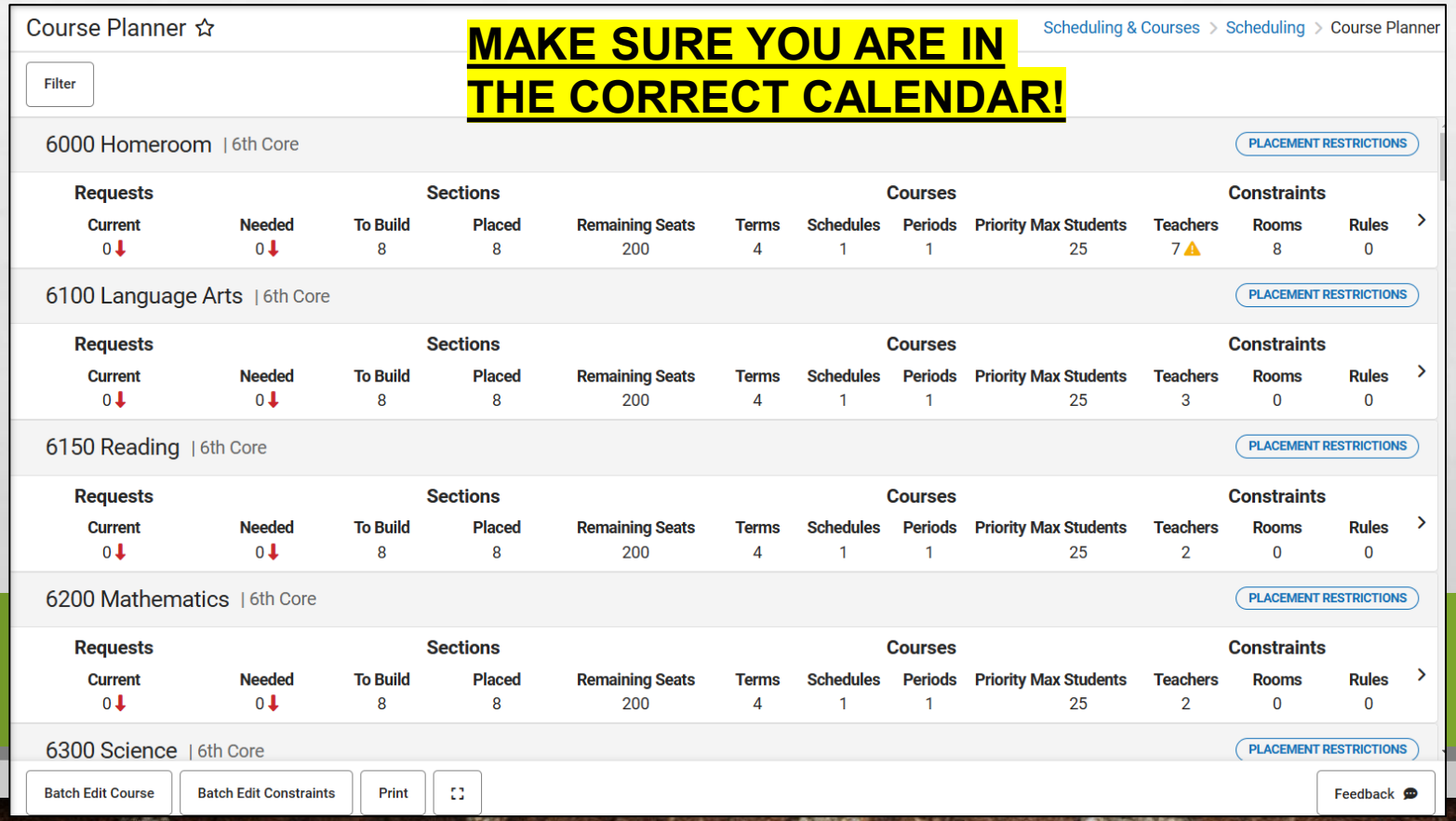


# COURSE PLANNER – NEW LOOK

Scheduling & Courses > Scheduling > Course Planner

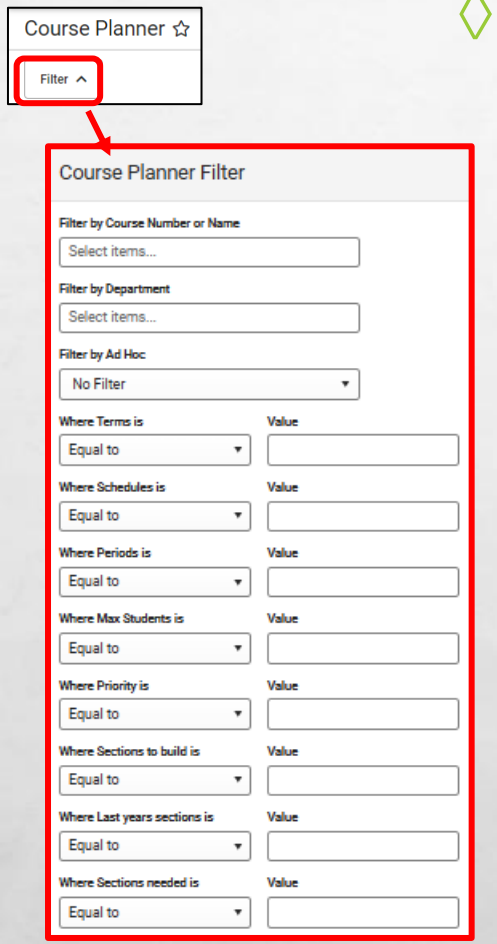
- THE COURSE PLANNER DISPLAYS REQUEST TALLIES, COMPUTES NUMBER OF SECTIONS NEEDED, AND COMPARES STUDENTS REQUESTS AND SECTIONS TO LAST YEAR'S CALENDAR TO SEE HOW THESE CHANGES MAY AFFECT SECTION STAFFING NEEDS.

- ANY SCHEDULING RELATED COURSE ITEM CAN BE MODIFIED IN THE COURSE PLANNER.



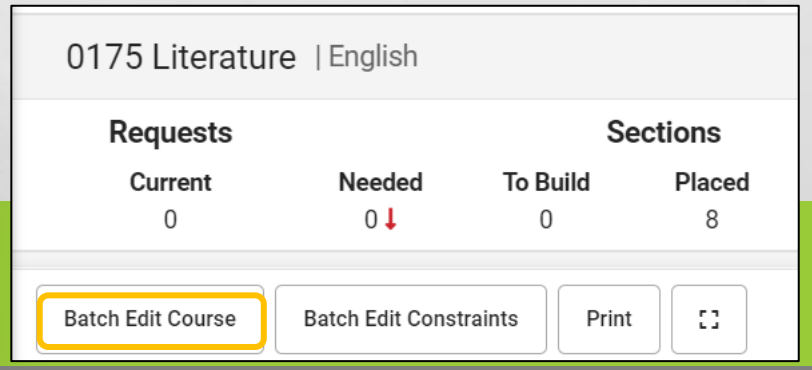
# COURSE PLANNER

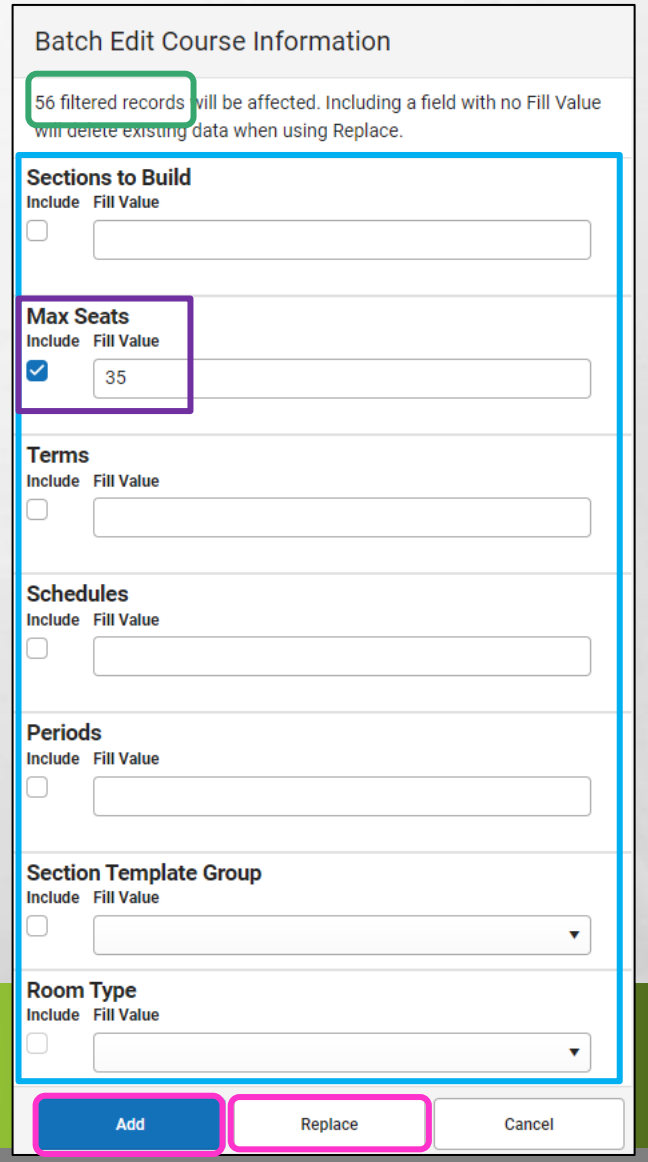
Scheduling & Courses > Scheduling > Course Planner




- 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

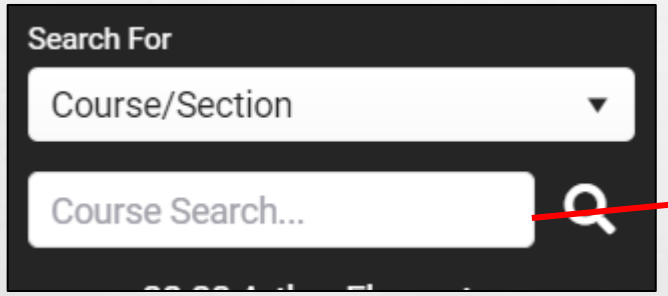
**MAKE SURE YOU ARE IN THE CORRECT CALENDAR!**

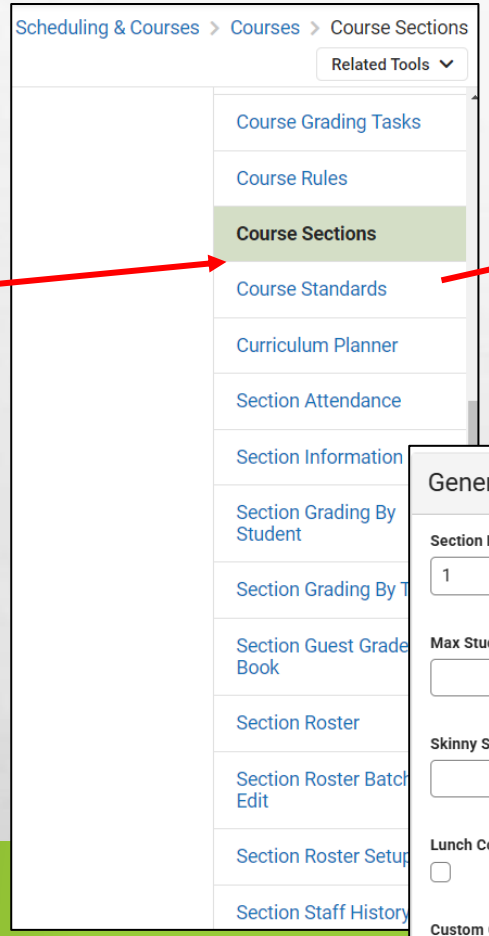


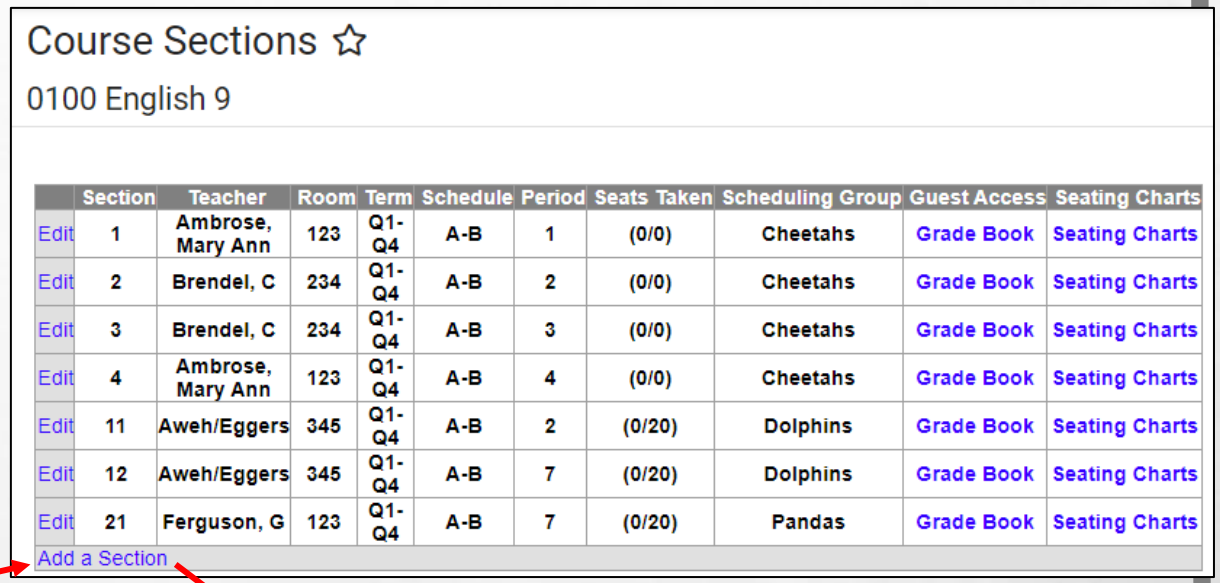



# CREATING SECTIONS IN INFINITE CAMPUS

Scheduling & Courses > Courses > Section Information



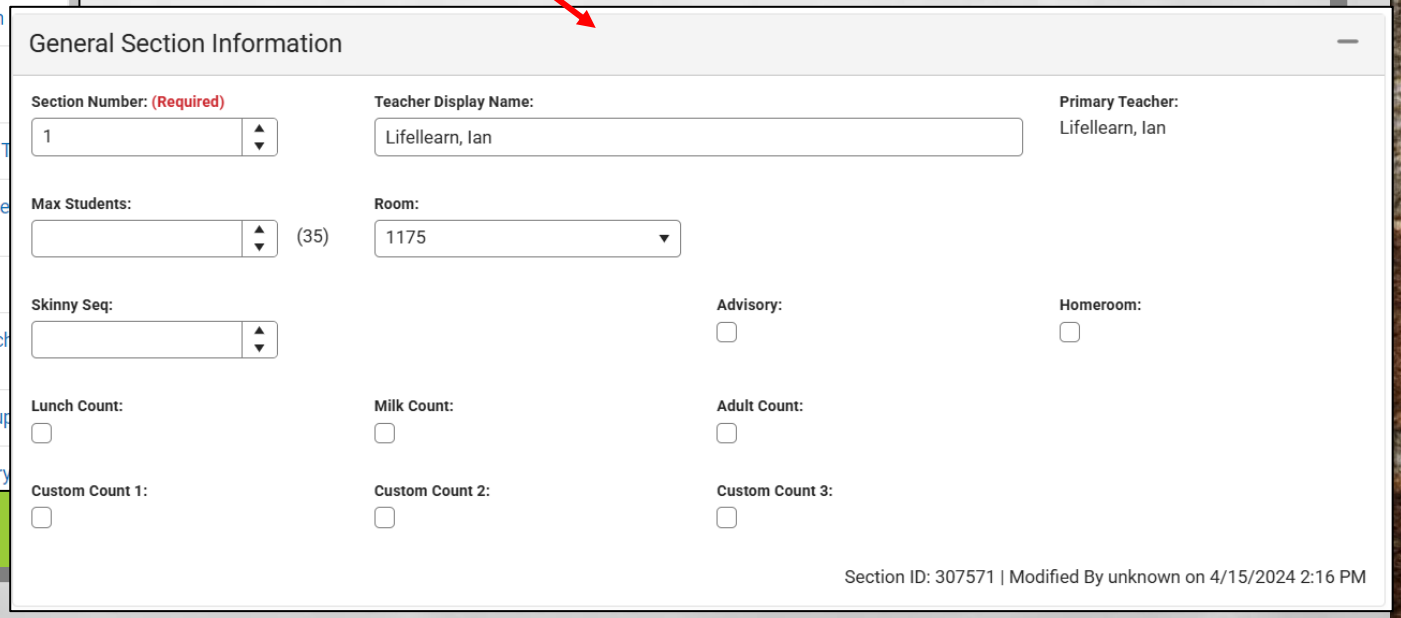



Course Sections ☆

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



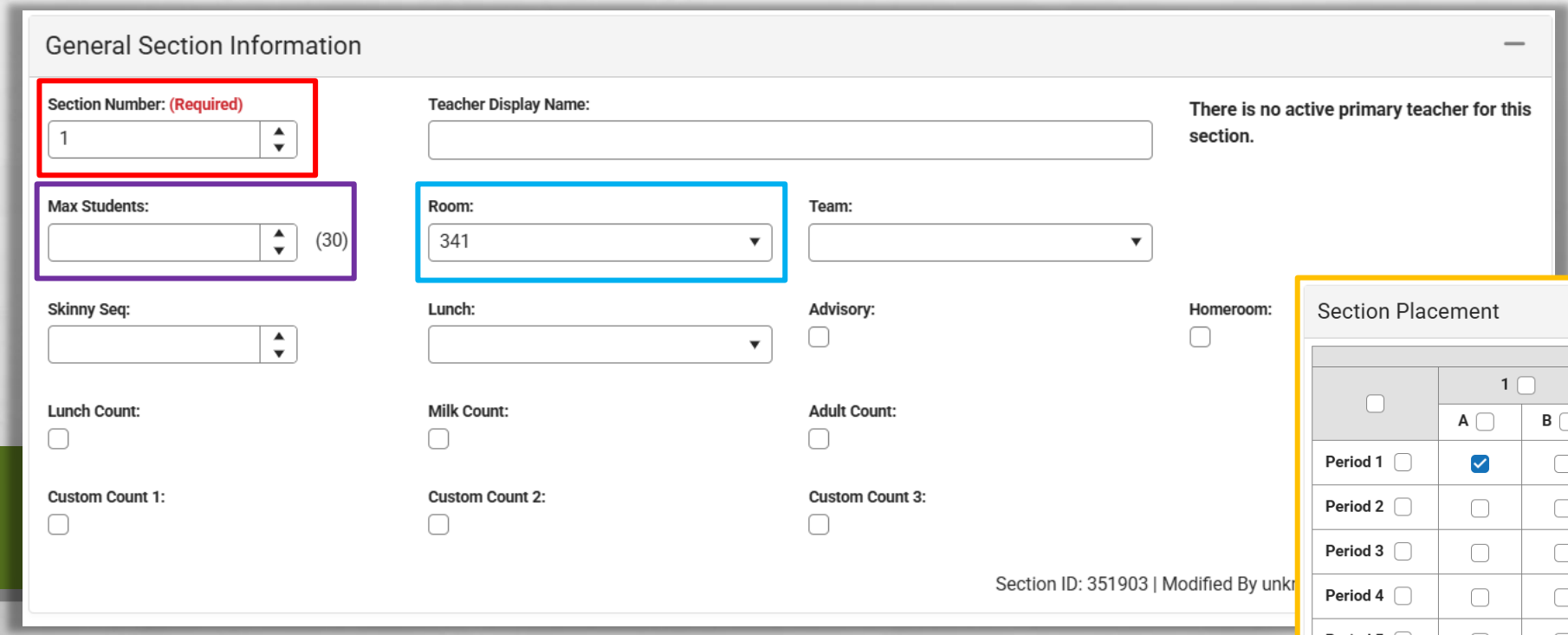

**MAKE SURE YOU ARE IN THE CORRECT CALENDAR!**

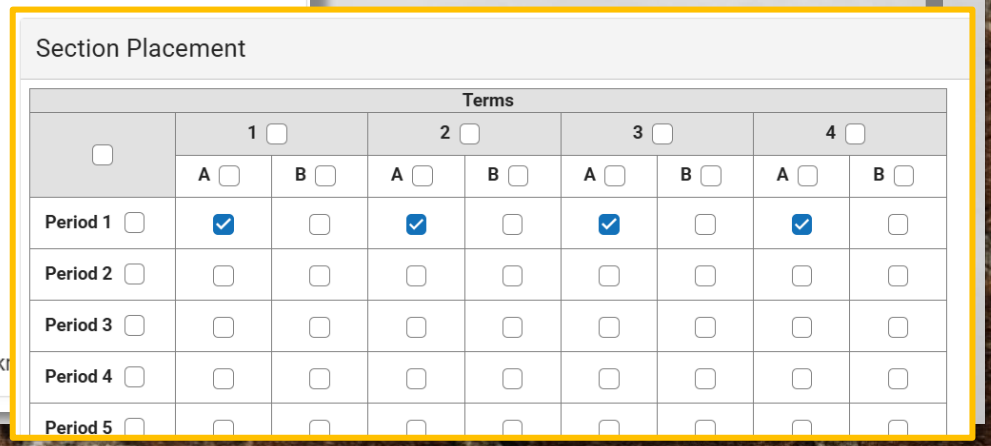
# EDITING SECTION INFORMATION IN INFINITE CAMPUS

Scheduling & Courses > Courses > Section Information

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

- REASONS FOR EDITING SECTIONS INCLUDE BUT ARE NOT LIMITED TO:
  - NEW NUMBERING MECHANIC FOR SECTIONS
  - OVERRIDING THE MAX STUDENTS FOR THE SECTION
  - ROOM CHANGE
  - IT'S BEING HELD AT A DIFFERENT TIME OF THE DAY (AKA WHICH PERIODS IT IS BEING HELD)
  - IT'S BEING HELD ON A DIFFERENT DAY OF THE WEEK (AKA WHICH DAYS OF THE ROTATION IT IS BEING HELD)



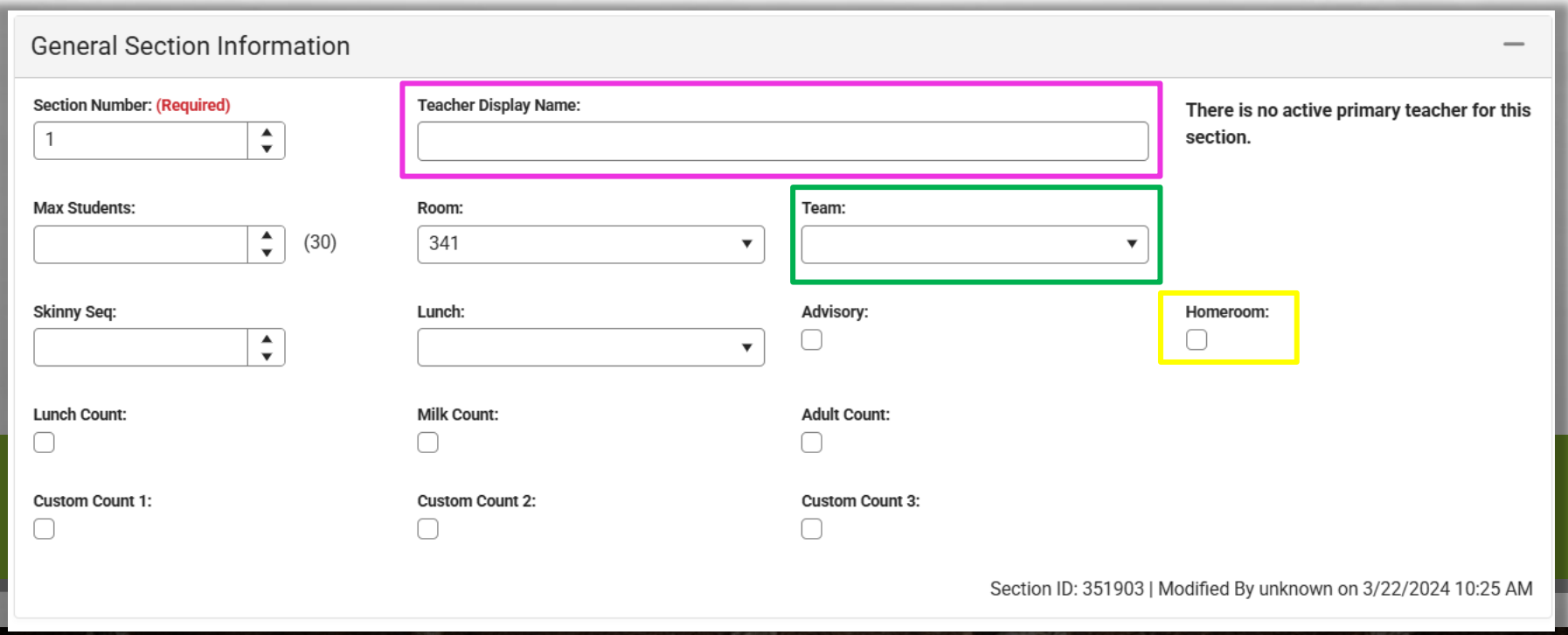



# EDITING SECTION INFORMATION IN INFINITE CAMPUS

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

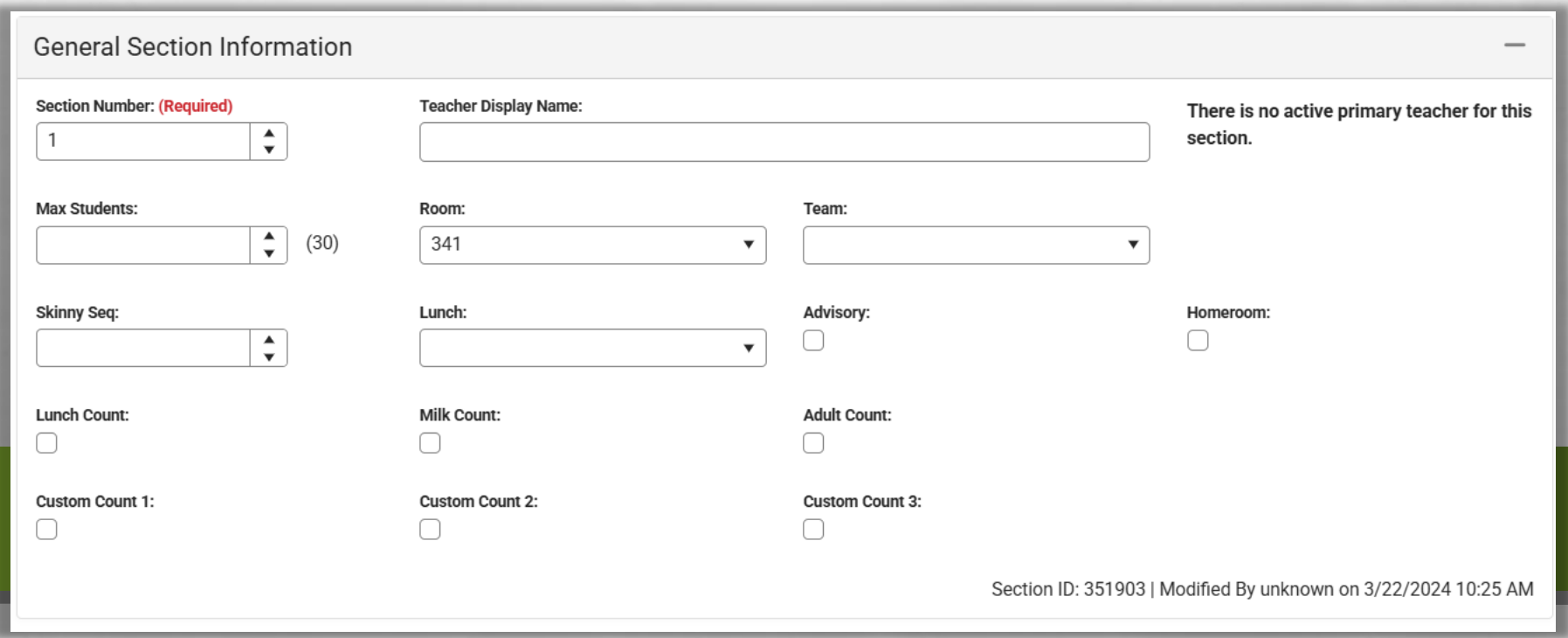


# EDITING SECTION INFORMATION IN INFINITE CAMPUS

Scheduling & Courses > Courses > Section Information

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

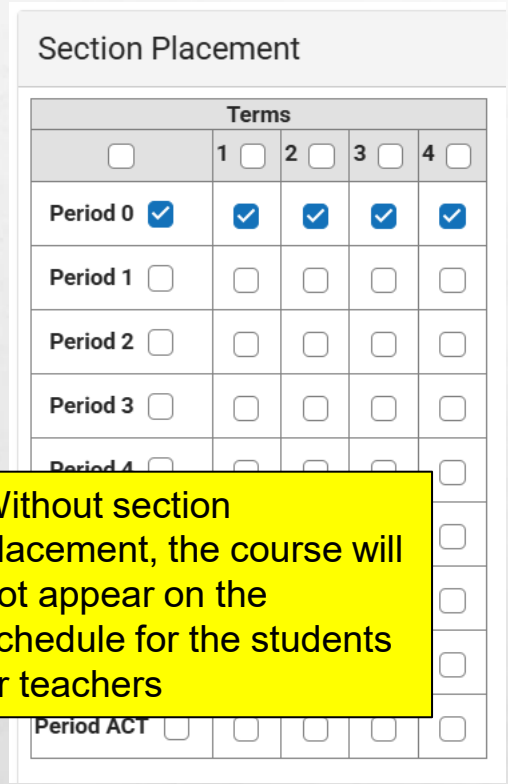
- TO EDIT A ROOM, LOCATION, TIME, DAY (SCHEDULE) OF A SECTION:
  - SEARCH FOR A COURSE/SECTION AND SELECT THE SECTION TO BE EDITED FROM THE SEARCH RESULTS OR FROM THE COURSE INFORMATION DROP-DOWN LIST
  - NAVIGATE TO THE SECTION INFORMATION TOOL (IF YOU ARE NOT IMMEDIATELY TAKEN TO IT)
  - MAKE ANY NECESSARY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



# SECTION PLACEMENT

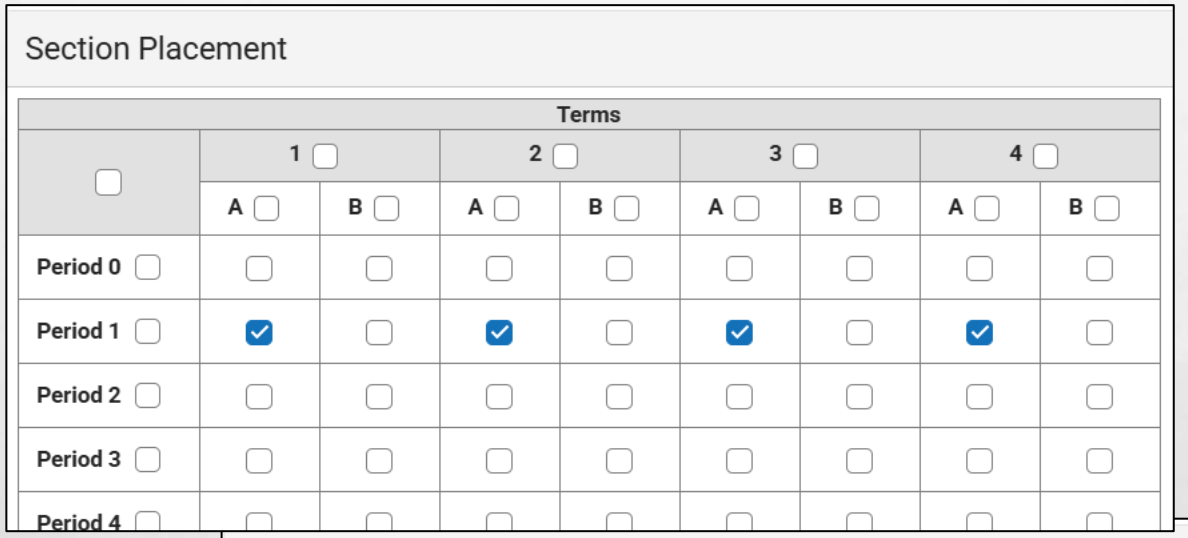
Scheduling & Courses > Courses > Section Information

**Homeroom/Advisory courses** should only be placed in specified homeroom period(s)

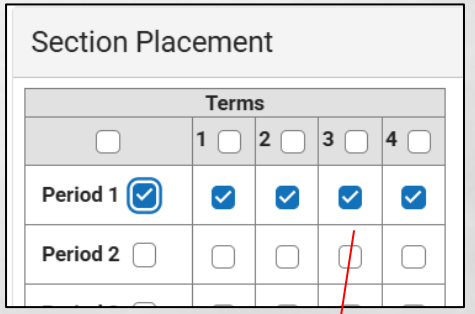


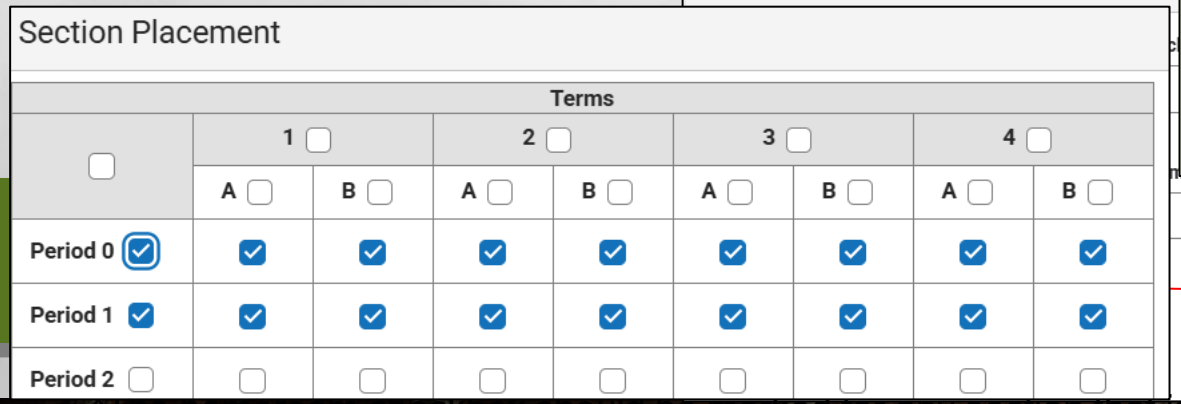

Without section placement, the course will not appear on the schedule for the students or teachers

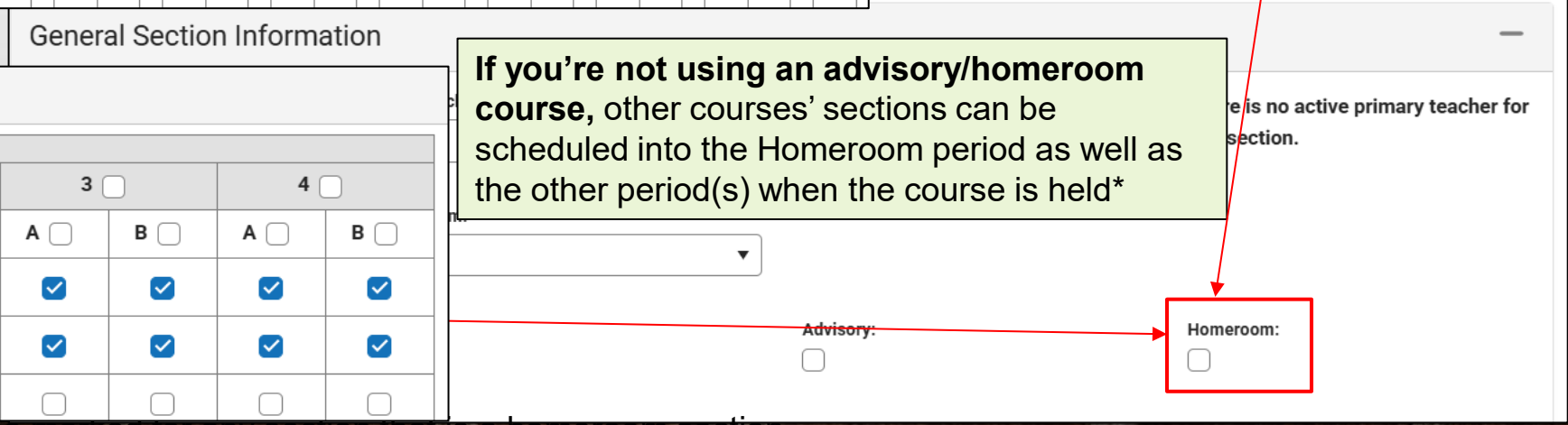
**If using an advisory/homeroom course,** regular courses can be scheduled into the other period(s) when the course is held.




**If not using a Homeroom period or Homeroom course**, the section information should be checked on for homeroom for any course section that is considered a homeroom.




**If you're not using an advisory/homeroom course,** other courses' sections can be scheduled into the Homeroom period as well as the other period(s) when the course is held*

The homeroom checkbox should be marked for any section that is a homeroom section

# DELETING COURSES AND/OR SECTIONS

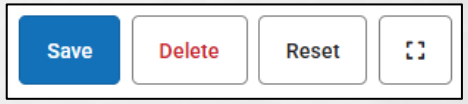
Scheduling & Courses > Courses > Course Information OR Section Information

- **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*




Delete Rights
*Section Information*




No Delete Rights
*Course Information*




No Delete Rights
*Section Information*

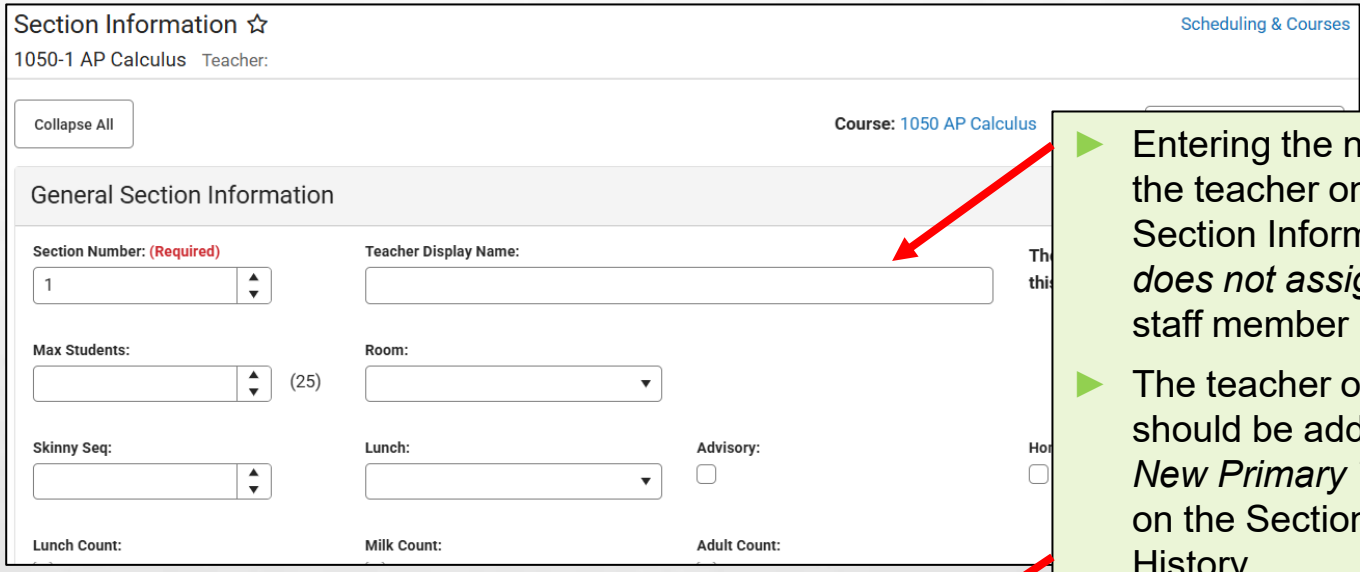



**Note:** If you can’t delete a course, remove all requests/rosters, staff histories, and sections. Then de-activate the course by removing the “Active” checkmark on the Course Information tool. *Do not deactivate when there are still sections associated to the course*.

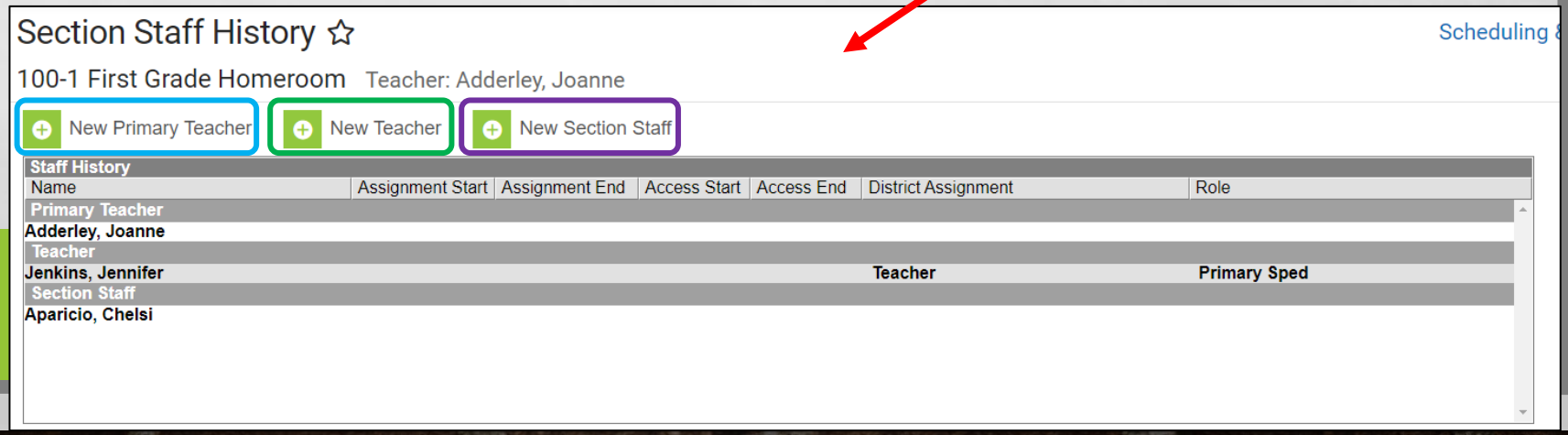
# SECTION STAFF HISTORY

- **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!**



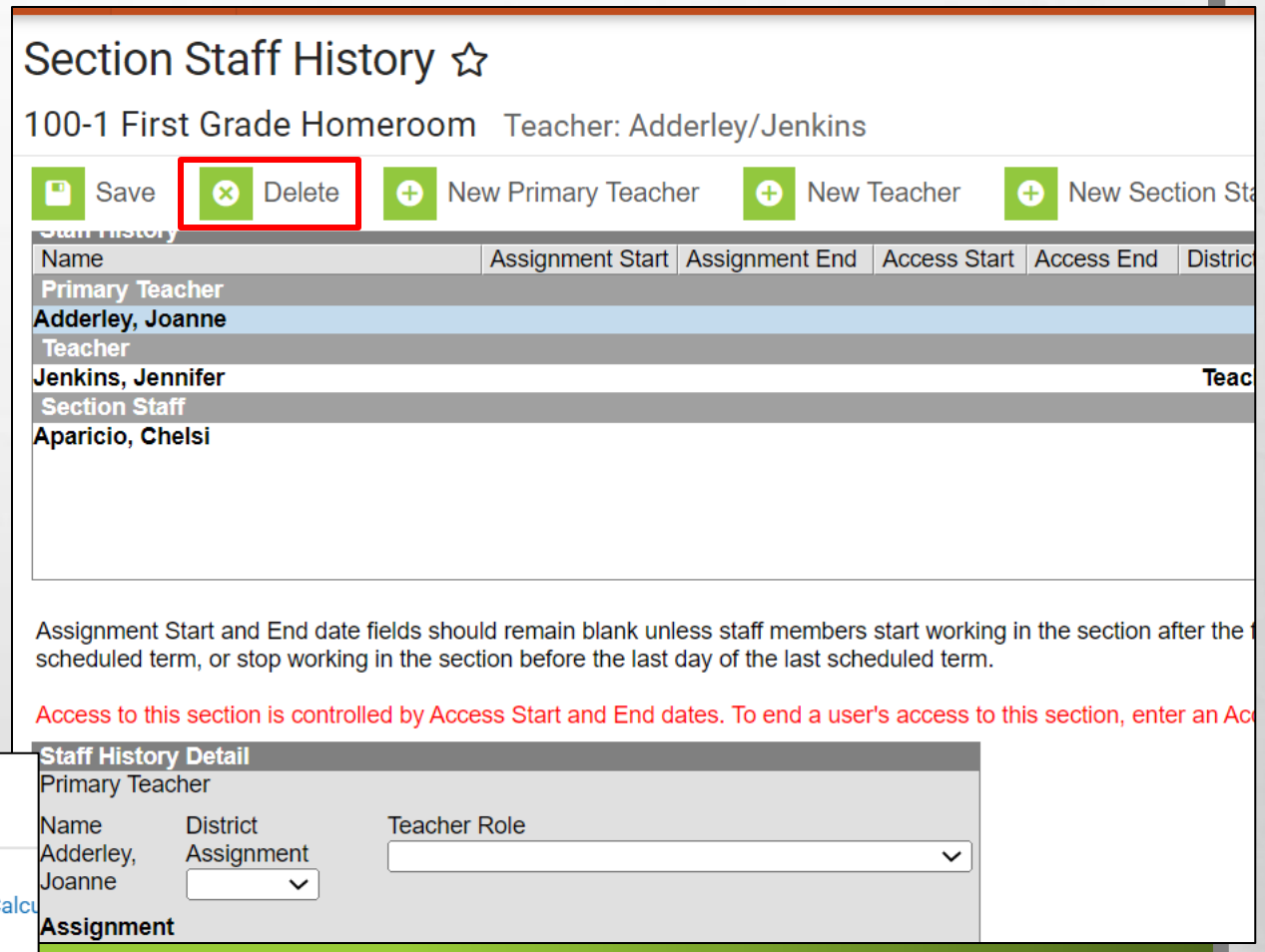

- Entering the name of the teacher on the Section Information *does not assign* the staff member
- The teacher of record should be added as a *New Primary Teacher* on the Section Staff History

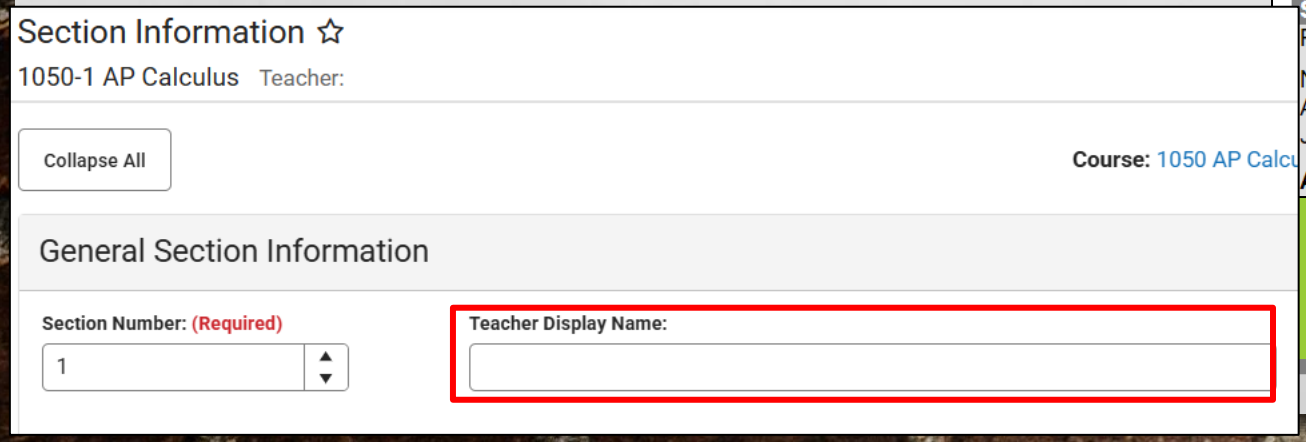


# DELETE SECTION STAFF HISTORY

Scheduling & Courses > Courses > 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)

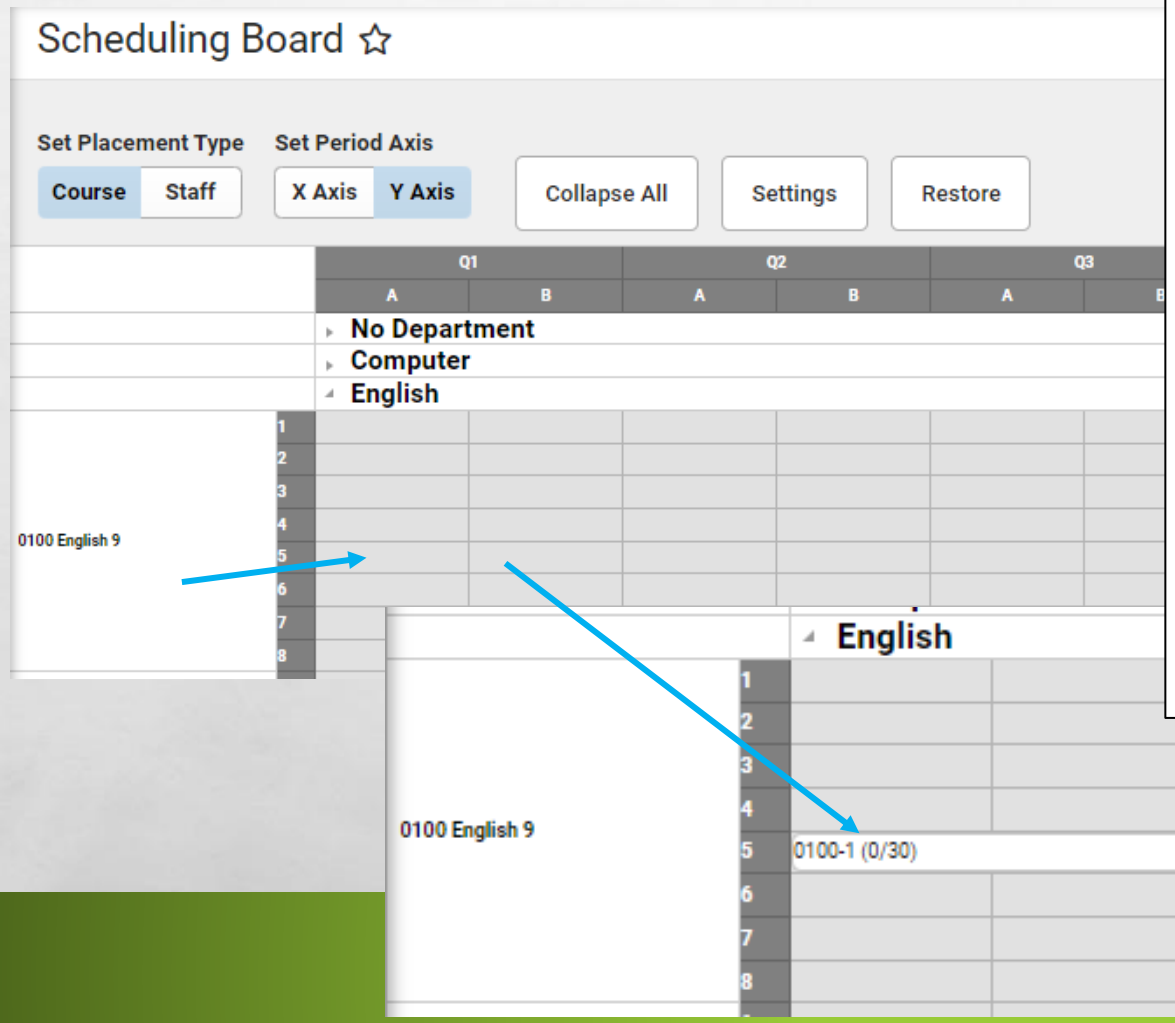


# CREATING SECTIONS IN THE SCHEDULING BOARD

Scheduling & Courses > Scheduling > Scheduling Board

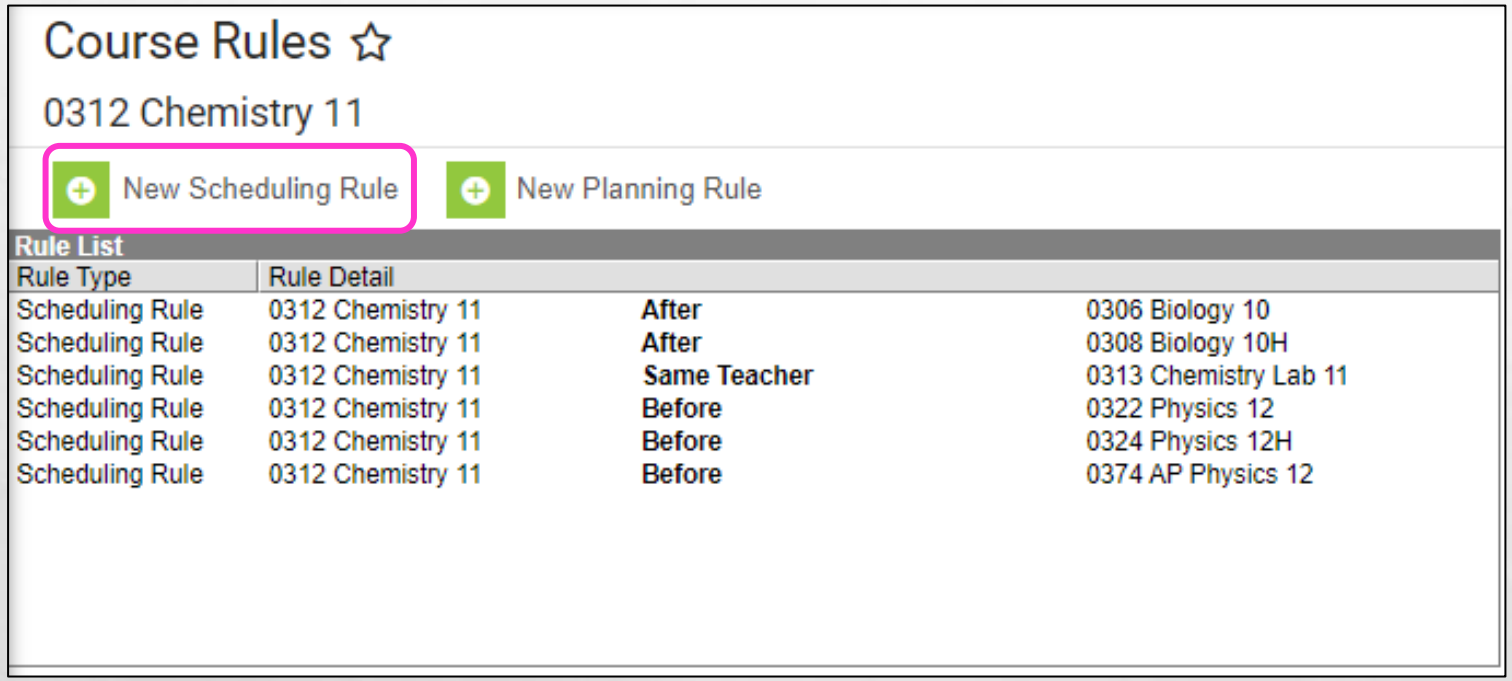
**MAKE SURE YOU ARE IN THE CORRECT CALENDAR!**




- 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

Scheduling & Courses > Courses > Course Rules




- 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

# COURSE SCHEDULING RULES

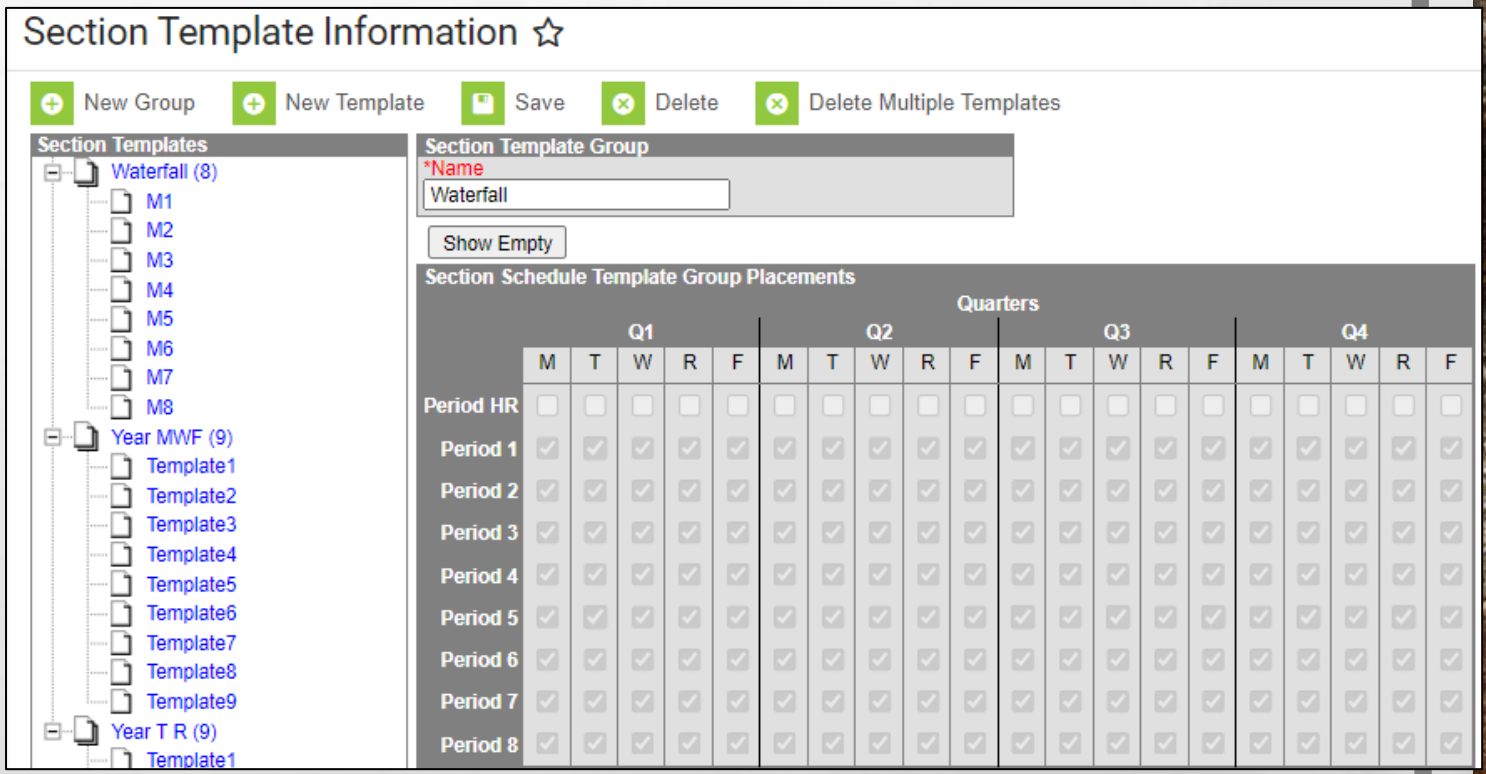
| Scheduling Rule | Governs |
|---|---|
| Before | Requests- which courses a teacher can recommend via Course Registration. Scheduling Board In which terms when a course can occur. |
| After | Requests- which courses a teacher can recommend via Course Registration. Scheduling Board In which terms when 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.

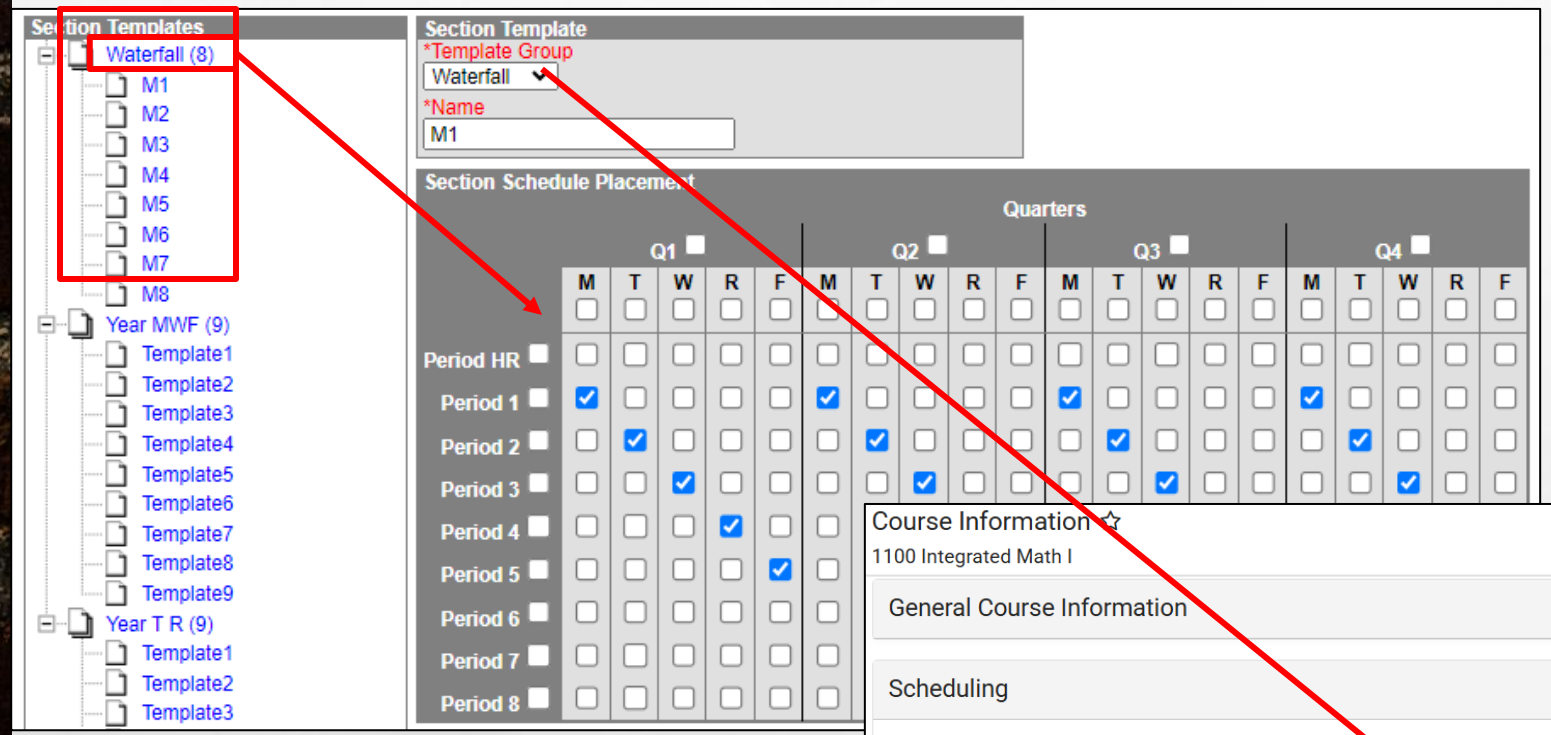
# SECTION TEMPLATES

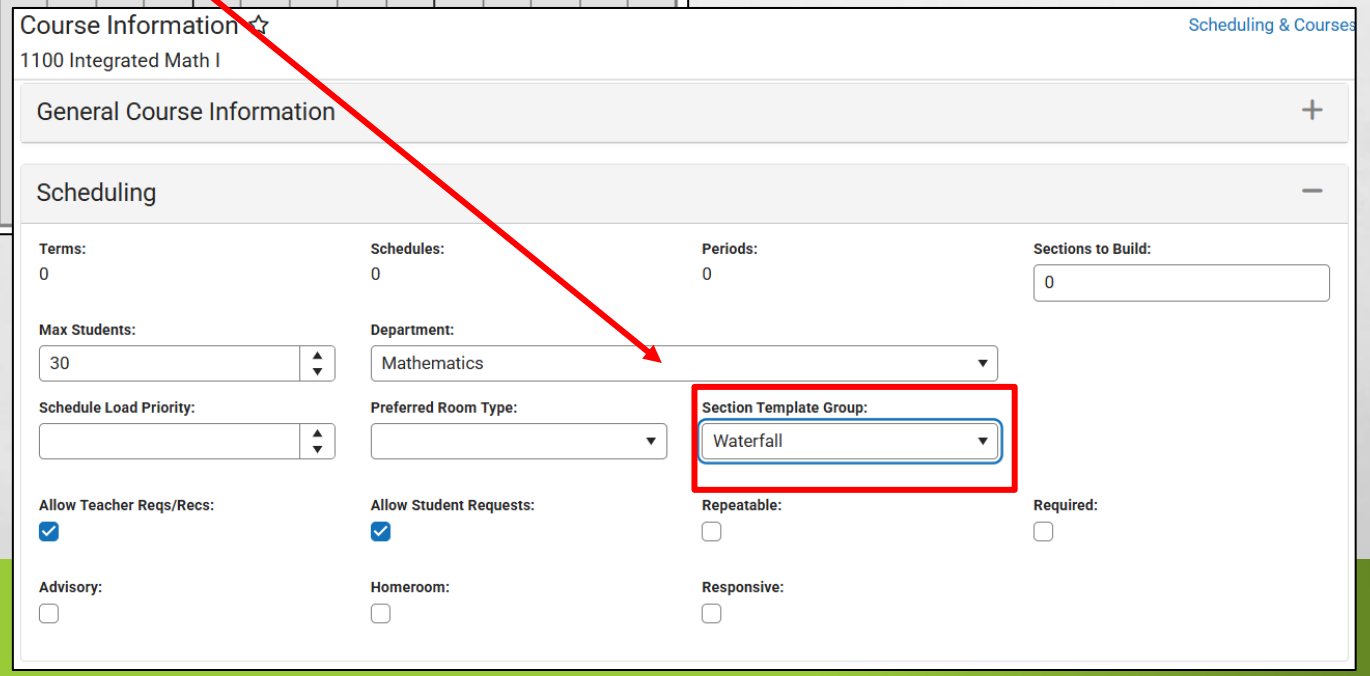
Scheduling & Courses > Section Templates > Section Templates Information

- DEFINES THE MEETING PATTERN OF A COURSE SECTION FOR PLACEMENT IN A CALENDAR THAT HAS A COMPLEX SCHEDULE STRUCTURE - A/B/C DAYS, FIVE-DAY ROTATIONS, ET AL.
- ALLOWS USERS TO DEFINE THE MEETING PATTERN OF A SECTION (PERIOD SCHEDULE, PERIOD AND DURATION) FOR SECTION PLACEMENT IN A CALENDAR THAT HAS A COMPLEX SCHEDULE STRUCTURE
  - EACH MEETING PATTERN IS CAPTURED IN A TEMPLATE
  - THE SET OF ALL POSSIBLE MEETING PATTERNS FOR A SECTIONS ARE STORED IN TEMPLATE GROUPS
  - TEMPLATE GROUPS ARE THEN ASSIGNED TO COURSES, AND ARE USED TO PLACE THE COURSE SECTION IN THE CORRECT LOCATION ON THE SCHEDULING BOARD
- USING THE SECTION TEMPLATE TOOLS IS AN OPTIONAL PIECE OF THE SCHEDULING WORKFLOW.
  - IF YOUR SCHOOL CALENDAR HAS A COMPLEX SCHEDULE STRUCTURE BUT YOU WOULD LIKE TO CONTINUE WITH THE PROCESS YOU CURRENTLY FOLLOW FOR PLACING SECTIONS IN THE SCHEDULING BOARD OR MANUALLY BUILDING SCHEDULES, YOU MAY DO SO.



# SECTION TEMPLATES ON COURSES



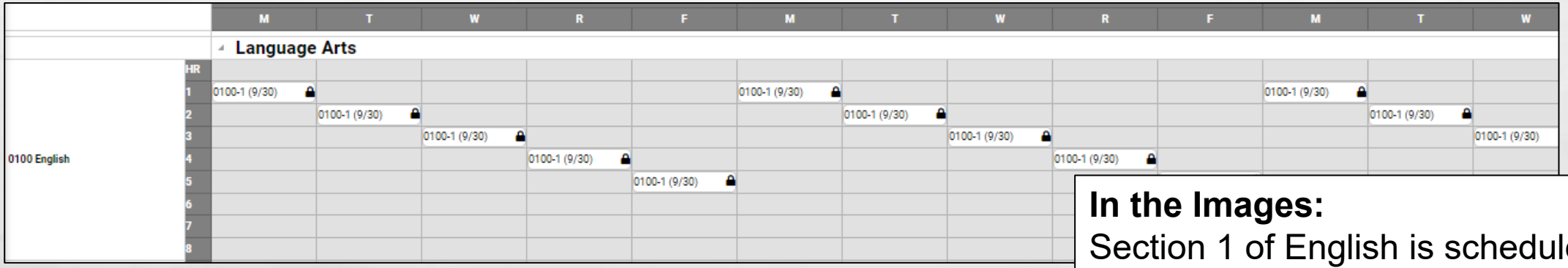

- ONCE THE TEMPLATE GROUPS AND TEMPLATES HAVE BEEN CREATED, ASSIGN AN APPROPRIATE GROUP TO THE COURSE
- USE THE *COURSE PLANNER > BATCH EDIT COURSE* OPTION TO MASS ADD TEMPLATES TO COURSES
- **NOTE:** ASSIGNING THE TEMPLATE TO A COURSE DOES NOT AUTOMATICALLY PLACE THE SECTIONS ON THE SCHEDULE

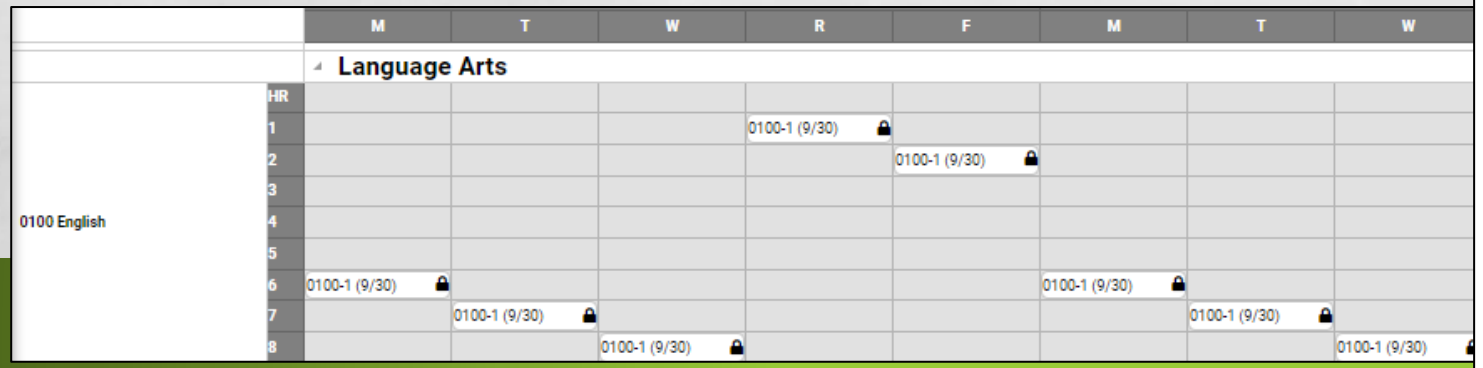
Scheduling & Courses > Section Templates > Section Templates Information

# SECTION TEMPLATES IN THE SCHEDULING BOARD

- WHEN A COURSE HAS A SECTION TEMPLATE GROUP ASSIGNED TO IT, IT TELLS THE BOARD WHAT POSSIBLE MEETING PATTERNS THAT COURSE CAN HAVE; THE BOARD CAN USE ANY ONE OF THE MEETING PATTERNS IN THAT TEMPLATE GROUP.
- WHEN A SECTION IS MOVED IN THE BOARD, IT WILL MAINTAIN THE MEETING PATTERN AS ESTABLISHED BY THE TEMPLATES IN THE TEMPLATE GROUP.

To move a section to a different time: Click and drag the section to the desired time.
The pattern for that meeting time will automatically be selected based on the template.

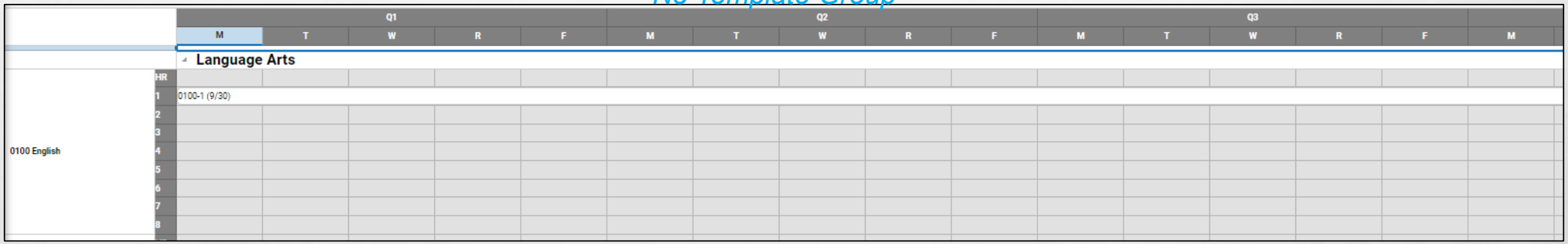



**In the Images:**
Section 1 of English is scheduled to be period 1 on Mondays, 2 on Tuesdays, 3 on Wednesdays, 4 on Thursdays, and 5 on Fridays.
By clicking, dragging and dropping the section to be period 6 on Mondays, it re-shuffled the meeting pattern according to the templates in the template group so now it meets Monday period 6, Tuesday period 7, Wed period 1, Thurs period 2, Friday period 3.

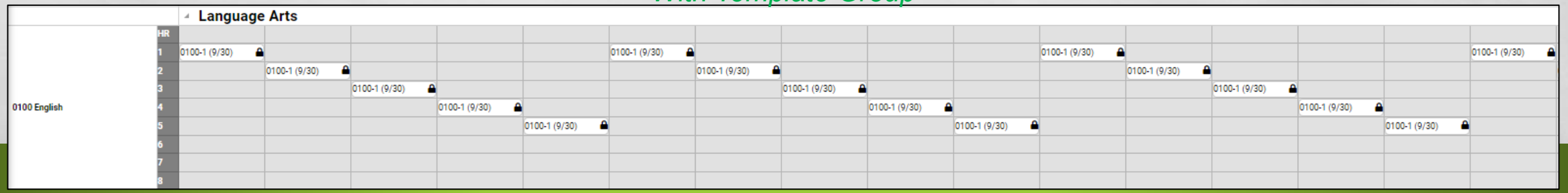
- NO TEMPLATE GROUP MEANS THE COURSES WILL GO ACROSS HOWEVER MANY TERMS, SCHEDULES, AND PERIODS ARE SET ON THE COURSE INFORMATION AND NOT HAVE A MEETING PATTERN.
- IF YOU PLACED A SHUFFLED PATTERN ON THE SECTION INFO IN INFINITE CAMPUS, WHEN YOU CLICK DRAG AND DROP, THE ONCE SHUFFLED SECTION PLACEMENT WILL BE ONE CONTIGUOUS SECTION.

*No Template Group*




- WITH A SECTION TEMPLATE GROUP ASSIGNED, THAT SAME SECTION WHEN MOVED, OR CREATED IN THE BOARD, WILL FOLLOW A TEMPLATE FROM THE GROUP ASSIGNED TO IT.

*With Template Group*



# SECTION TEMPLATES – EXAMPLES OF WHEN TO USE THEM

| Calendar Structure | Use Section Templates? |
|---|---|
| • One period schedule for all terms<br>• All periods meet every day<br>• All courses are scheduled for one period<br>• All students are scheduled for every period | Not Necessary |
| • Two period schedules that meet every other day (A/B Days)<br>• Both period schedules have the same number of periods<br>• All courses are scheduled for one period on the same day throughout the calendar (a course scheduled on Day A always meets on Day A) | Not Necessary |
| • Three period schedules that rotate throughout the week (A/B/C Days)<br>• Courses meeting in periods 1-4 on Day A also meet in periods 1-4 on Day B; Courses meeting in periods 5-8 on Day A also meet in periods 1-4 on Day C. | Should be used |
| • Five-day (or more than five day) schedule rotation<br>• Courses rotate to different periods throughout the rotation (Courses in Period 1 Day A also meet in Period 2 Day B, Period 3 Day C, et al.). | Should be used |
| • Two-day schedule rotation (A/B Days)<br>• Periods on A Days are 60 minutes<br>• Periods on B Days are 120 minutes<br>• Courses on Day A meet for 2 periods during the day; Courses on Day B meet for 1 period. | Should be used |
| • One period schedule<br>• Within that schedule, courses may meet for two periods for certain students and for other students that course meets for one period. | Should be used |

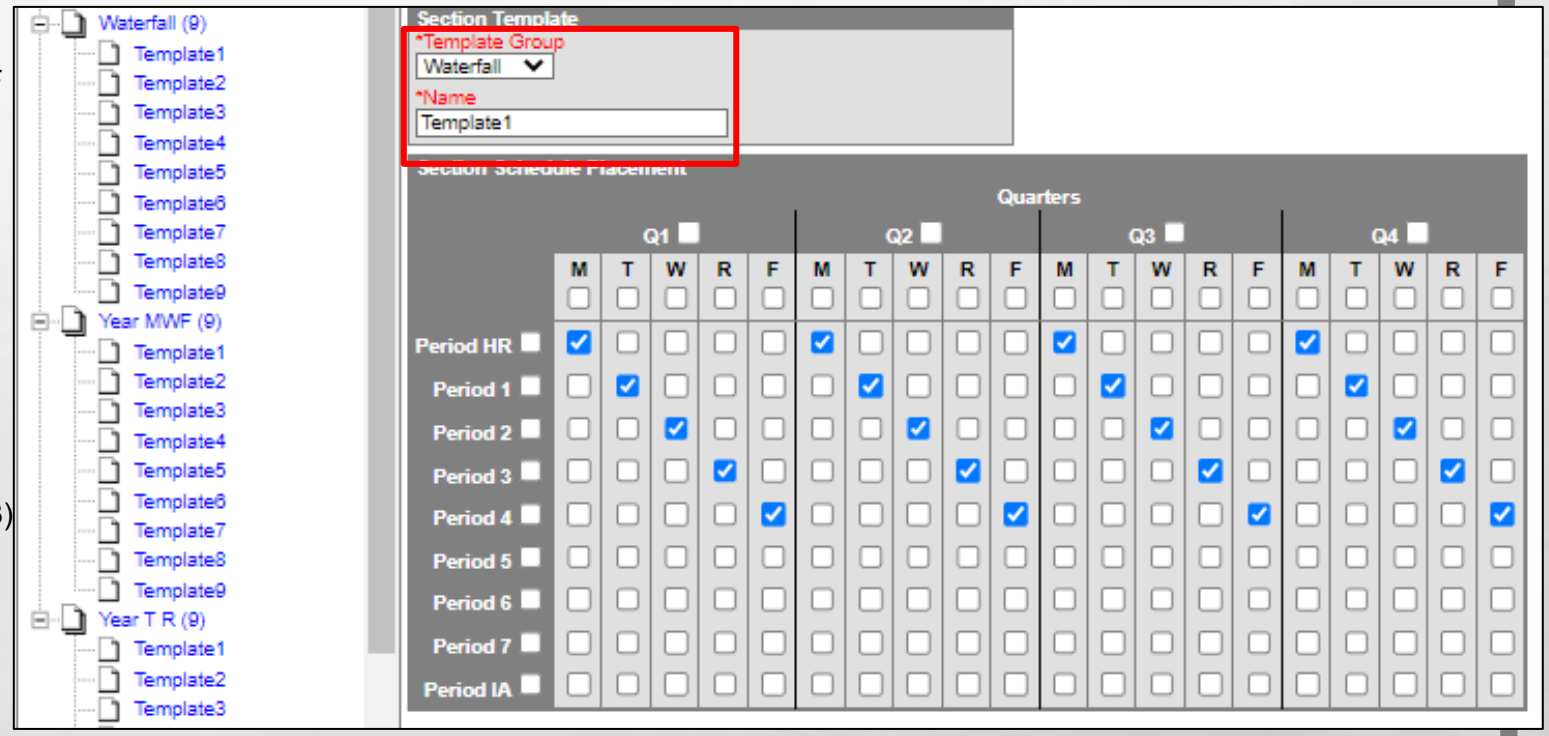
# CREATE SECTION TEMPLATE GROUPS AND TEMPLATES

1. CLICK “NEW GROUP”
2. NAME THE GROUP OF TEMPLATES TO BE CREATED
   - ◊ EXAMPLES: FY WATERFALL (COULD MEAN COULD BE APPLIED TO FULL YEAR COURSES WHERE THEY MEET IN A WATERFALL PATTERN), SEMESTER EOD (COULD MEAN IT IS GOOD TO BE APPLIED TO SEMESTER COURSES WHERE THEY MEET EVERY OTHER DAY OF A 3+ DAY ROTATION).
3. CLICK SAVE
4. CLICK “NEW TEMPLATE”
5. SELECT THE TEMPLATE GROUP
6. NAME THE FIRST OF THE TEMPLATES OF THE GROUP
   - ◊ EXAMPLES: 12456 COULD BE THE DAYS OF THE ROTATION THAT TEMPLATE MEETS (DROPPING DAY 3) S1-1-13 COULD BE SEMESTER 1, PERIOD 1, MEETING ON DAYS 1 & 3
7. CLICK SAVE & ADD NEW TEMPLATE

◊ REPEAT STEPS 6-7 FOR ALL POSSIBLE MEETING PATTERNS FOR THE SELECTED TEMPLATE GROUP

◊ TO CREATE ADDITIONAL TEMPLATE GROUPS, REPEAT STEPS 1-3

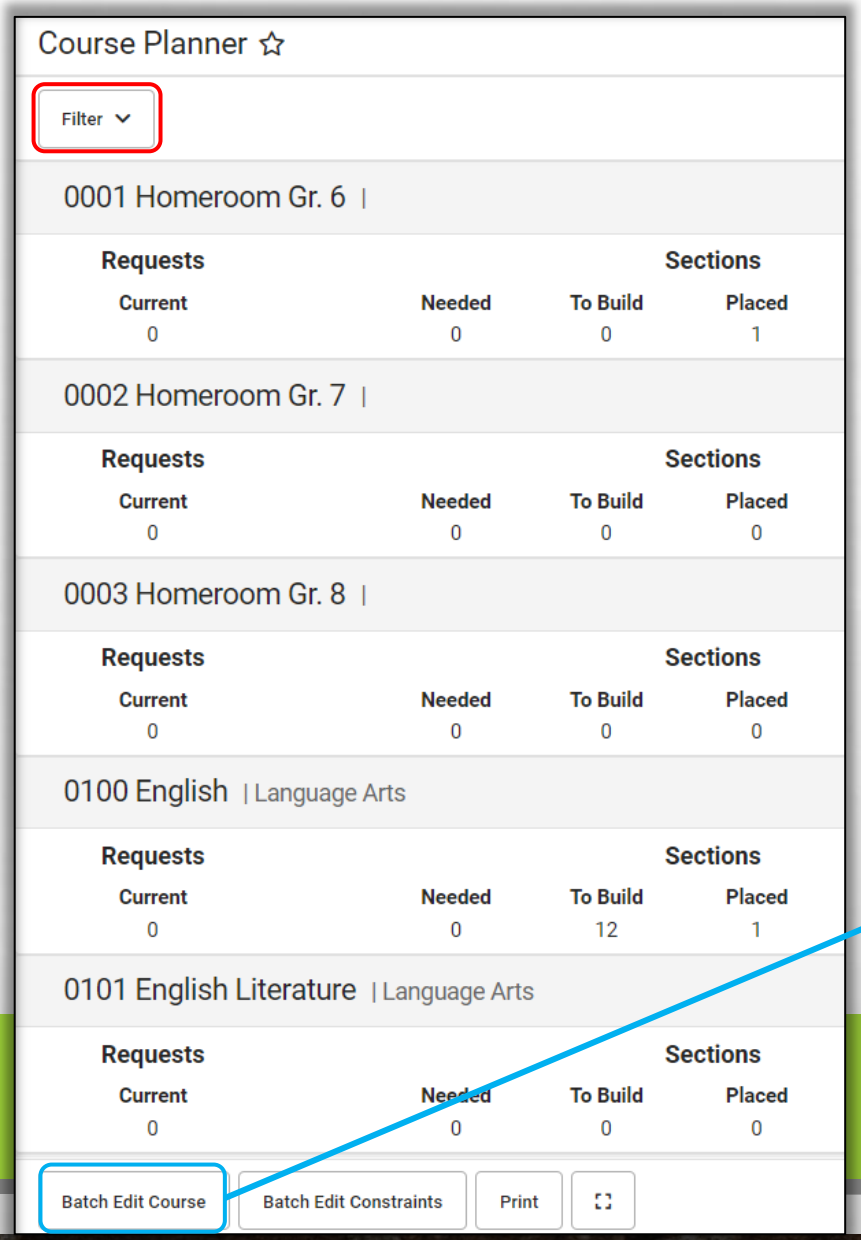
Scheduling & Courses > Section Templates > Section Template Information

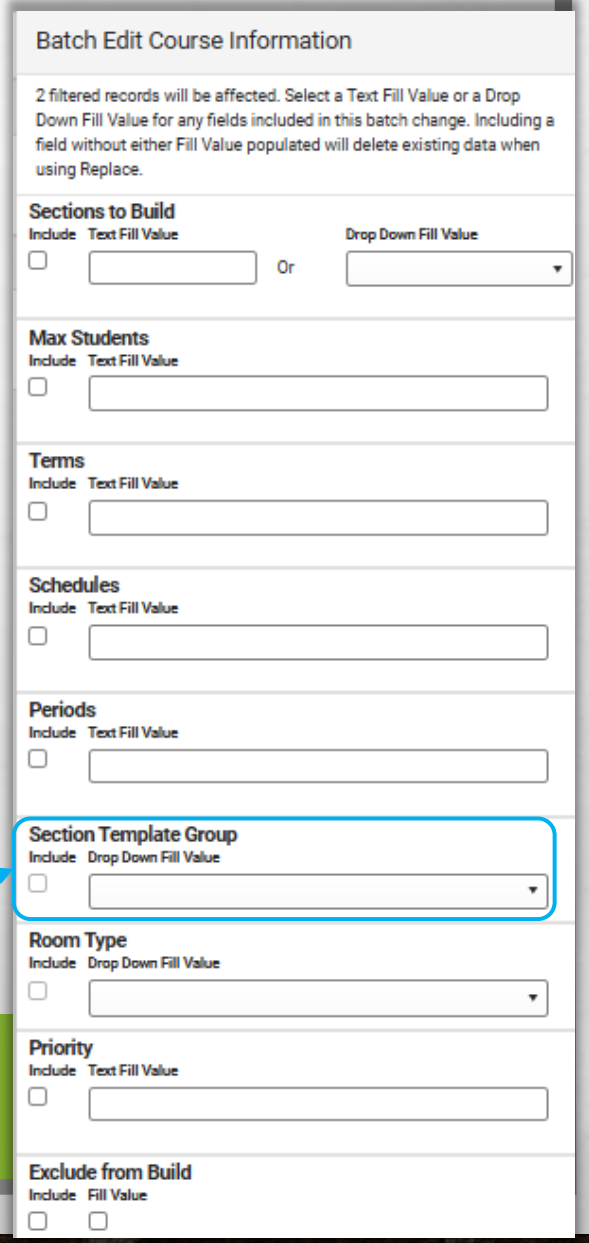



**Note:** It is common to have multiple template groups to account for the different number of terms, schedules, and/or periods any one section of a course might meet. For example, Full Year courses have a template group, Semester courses have a template group, Quarter courses have a template group.

# ASSIGN/REMOVE SECTION TEMPLATE GROUPS TO COURSES IN BATCH

- USE THE COURSE PLANNER TO SELECT WHICH TEMPLATE GROUP TO ASSIGN TO MULTIPLE COURSES AT ONE TIME
- FILTER THE COURSES TO ONES THAT HAVE THE SAME MEETING PATTERN (EX. FULL YEAR EVERY OTHER DAY, HALF YEAR EVERY OTHER DAY, FULL YEAR WATERFALL, ET AL.)
- CLICK "BATCH EDIT COURSE" AND SELECT THE "SECTION TEMPLATE" CHECKBOX AND THE APPROPRIATE TEMPLATE FROM THE DROP-DOWN LIST.
- CLICK REPLACE.



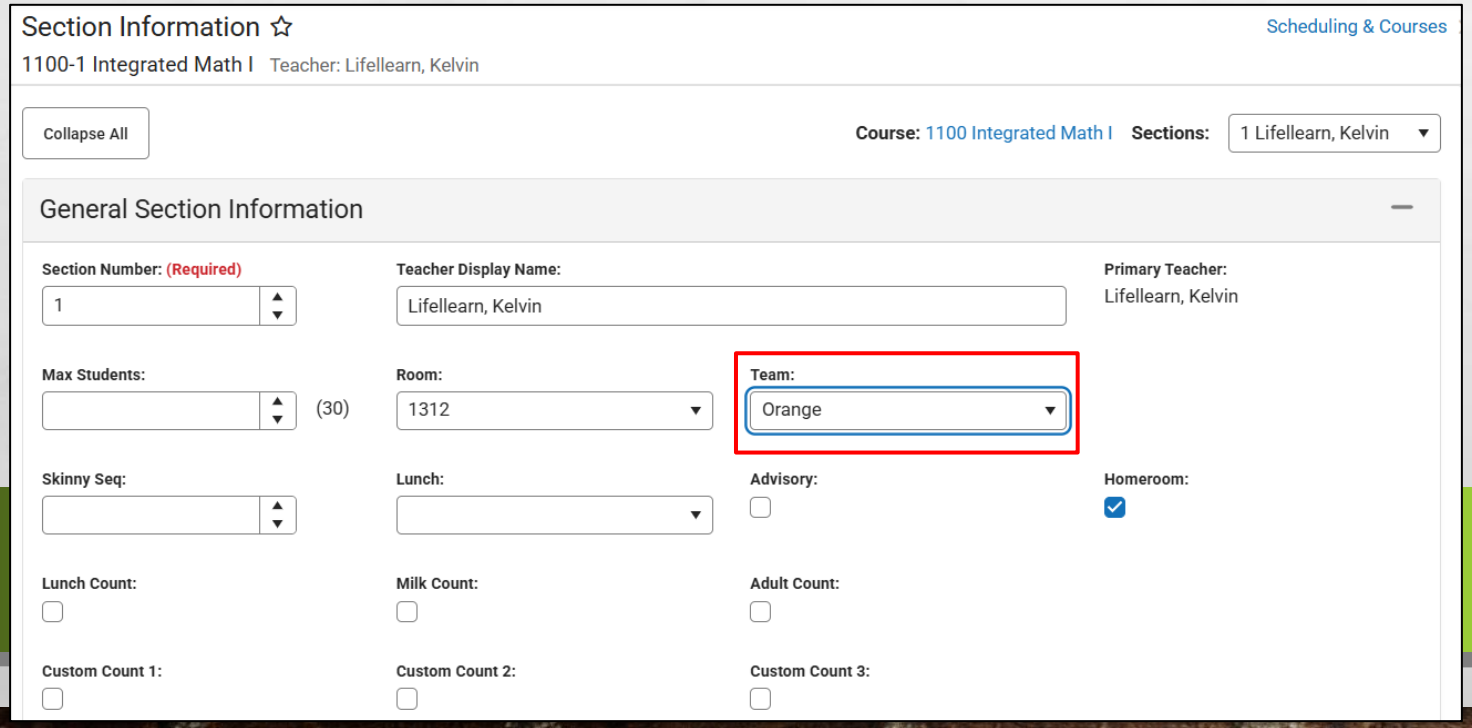



# SCHEDULING GROUPS (TEAMS)

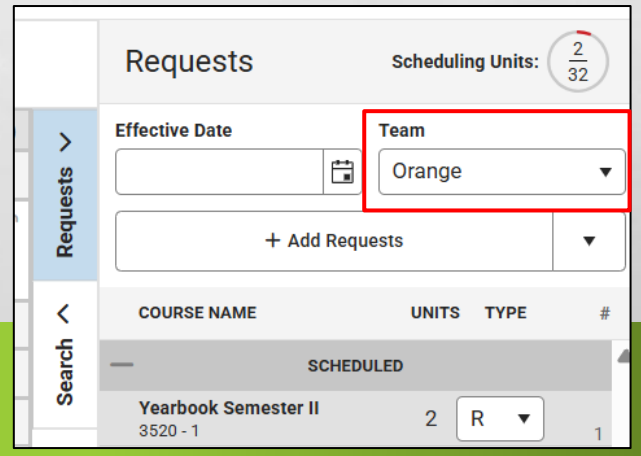
Scheduling & Courses > Build Schedules > Team (Scheduling Group) Setup

- CREATE TEAMS FOR USE IN SCHEDULING STUDENTS IN APPROPRIATE COURSES
- THE TEAM IS ASSIGNED TO THE STUDENT ON THE SCHEDULE TOOL WHEN VIEWING THE WALK-IN SCHEDULER AND IS ASSIGNED TO SECTIONS OF COURSES ON THE SECTION INFORMATION TOOL
- TEAMS ARE NOT ASSIGNED TO TEACHERS/ TEACHERS ARE NOT ASSIGNED TO TEAMS UNLESS USING THE BUILDER TOOLS OF THE SCHEDULING BOARD
- ALL SECTIONS OF A COURSE MUST HAVE A TEAM ASSIGNED OTHERWISE THE COURSE WILL NOT BE TEAMED
- TEAMS ARE ASSIGNED TO STUDENTS AFTER COURSES HAVE BEEN LOADED TO STUDENT SCHEDULES (SEE FILL TEAMS WIZARD SLIDE FOR INSTRUCTIONS)

Course Section Info




Student Schedule



# ASSIGNING TEAMS TO STUDENTS BEFORE ROSTERING

- **TEAMS ARE ASSIGNED TO STUDENTS IN INFINITE CAMPUS *AFTER* THE SCHEDULE HAS BEEN CREATED AND STUDENTS HAVE BEEN ROSTERED.**
- HOWEVER, IF YOU WANT TO ASSIGN STUDENTS TO A TEAM BEFORE THEY ARE ROSTERED (TO ENSURE THEY ARE ON A SPECIFIC TEAM) THERE ARE TWO WAYS TO ACCOMPLISH THIS:
  - GO TO THE STUDENT'S WALK-IN SCHEDULER AND ASSIGN THE TEAM (IN THE FUTURE SCHOOL YEAR)

  OR
  - USE A "BASE" COURSE TO ROSTER THE STUDENTS INTO TEAM ASSOCIATED SECTIONS

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

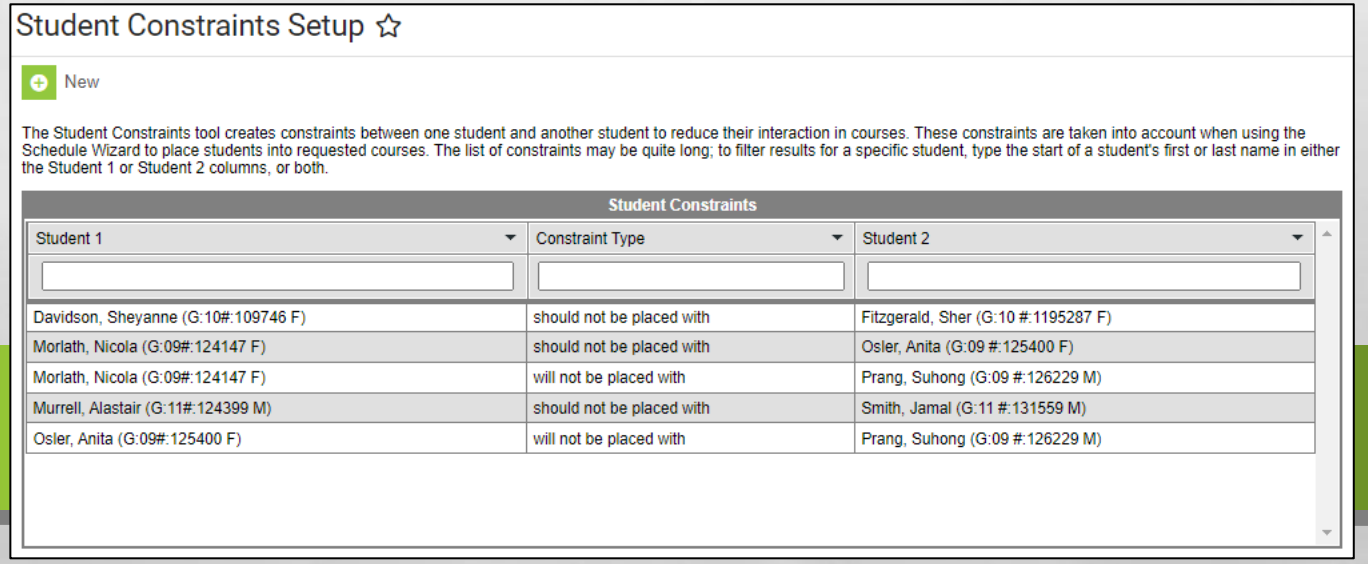
- TO USE A "BASE" COURSE TO ASSIGN TEAMS
  - CHOOSE/CREATE A "BASE" COURSE (A COURSE THAT IS NOT BEING OFFERED OR USED FOR THE SCHEDULE NEXT YEAR OR A HOMEROOM COURSE)
  - CREATE AS MANY SECTIONS AS THERE ARE TEAMS, ASSIGNING THE TEAM ON THE TEAM DROP-DOWN LIST OF THE SECTION INFO AS YOU CREATE THEM
    - PUT A SINGLE CHECKMARK IN A PERIOD / DAY ROTATION ON THE PERIOD SCHEDULE PLACEMENT (IF NOT USING AN ACTUAL HOMEROOM COURSE)
    - DO NOT ADD A ROOM OR STAFF HISTORY
  - USE THE REQUESTS & ROSTERS TOOL ON EACH SECTION TO MANUALLY SELECT THE STUDENTS WHO BELONG ON THE TEAM ASSOCIATED TO THAT SECTION
  - GO INTO THE SCHEDULING BOARD TO THE "BASE" COURSE. RIGHT CLICK ON THE COURSE NAME AND GO TO THE LOADING TOOLS
  - SELECT "LOCK ROSTERS"
  - CLICK SAVE
  - EXIT THE BOARD
  - CONTINUE SCHEDULING AS YOU NORMALLY WOULD
  - ONCE THE STUDENTS HAVE BEEN ROSTERED INTO ALL (OR MOST) OF THEIR COURSES THEY WILL BE LOADED INTO THE APPROPRIATE TEAMED SECTIONS
  - USE THE FILL TEAMS WIZARD TO UPDATE THE STUDENTS' WALK-IN SCHEDULER WITH THEIR APPROPRIATE TEAM ASSIGNMENT

# STUDENT CONSTRAINTS

Scheduling & Courses > Build Schedules > Student Constraints Setup

- 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.

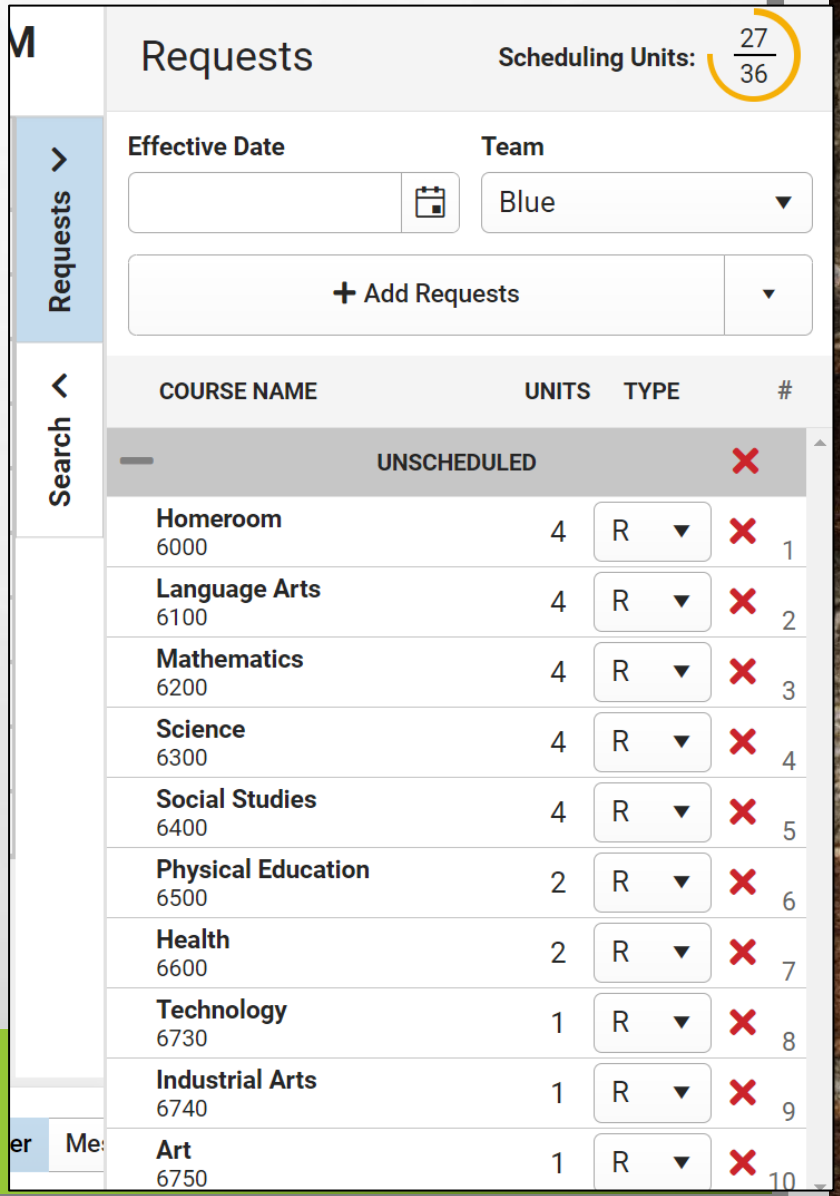


Student Information > General > Schedule > Walk-In Scheduler

# WALK-IN SCHEDULER

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

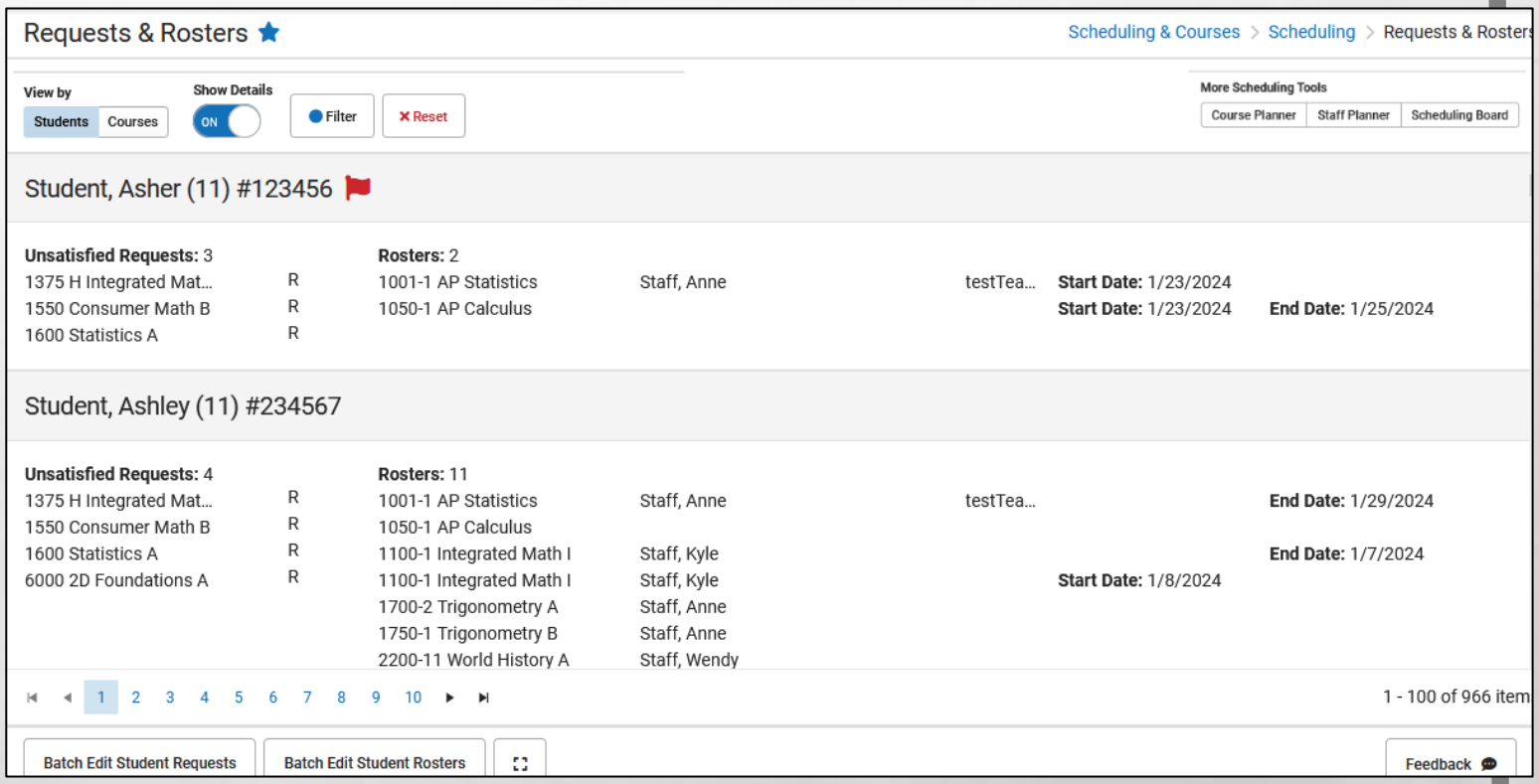
- THE WALK-IN SCHEDULER IS THE TOOL WHERE COURSE REQUESTS FOR THE FUTURE SCHOOL YEAR ARE LOCATED FOR AN INDIVIDUAL STUDENT
- WHEN THE COURSE PLAN ADMIN TOOL, THE COURSE REGISTRATION TOOL (ON THE PORTAL), OR THE REQUESTS & ROSTERS TOOL IS USED TO CREATE COURSE REQUESTS, THOSE REQUESTS APPEAR ON THE WALK-IN SCHEDULER
- REMINDERS ABOUT THE WALK-IN SCHEDULER:
  - 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 AS AN R OR E
  - IF USING TEAMS, THEY ARE ASSIGNED TO STUDENTS ON THE WALK-IN SCHEDULER



# REQUESTS & ROSTERS TOOL

Scheduling & Courses > Scheduling > Requests & Rosters

- 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

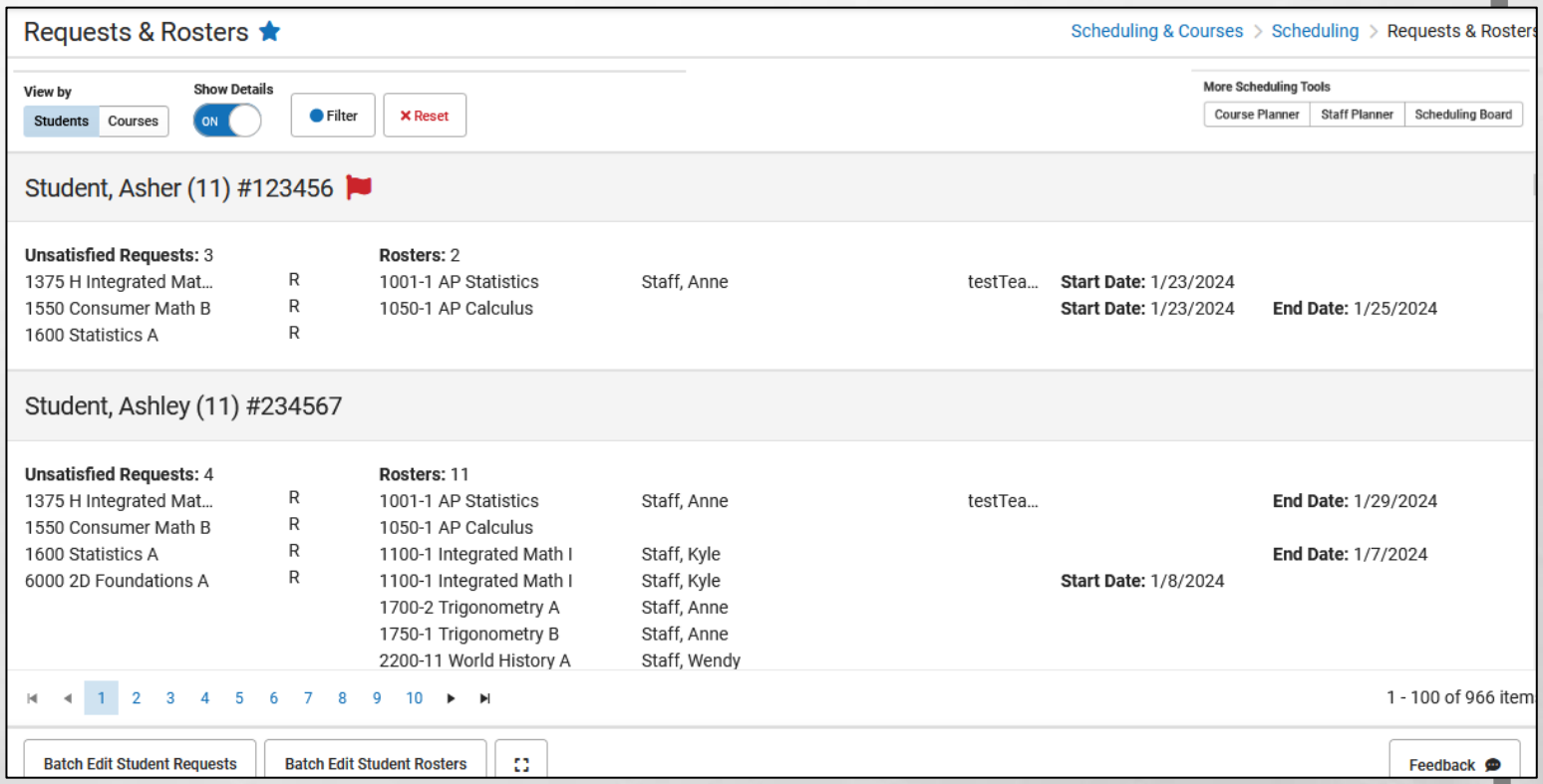


# REQUESTS & ROSTERS TOOL

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.

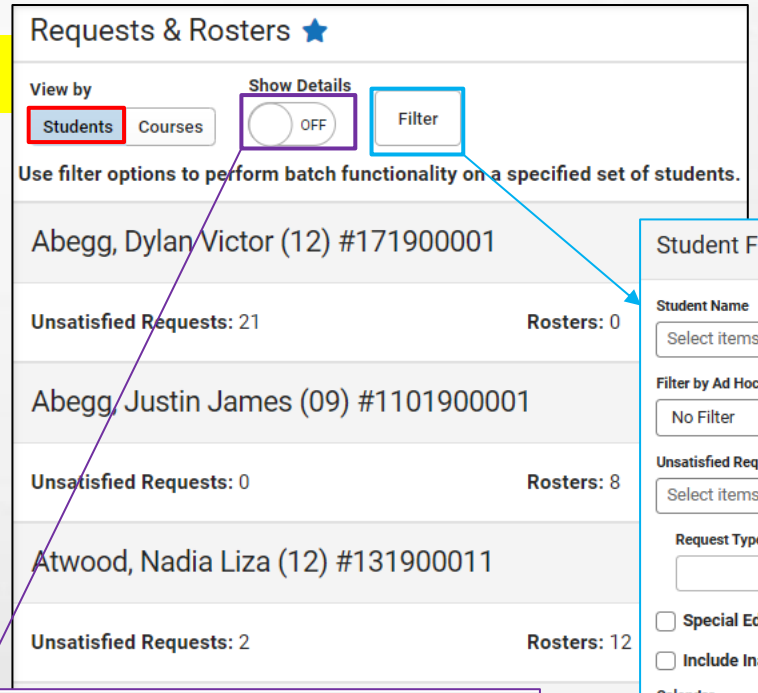


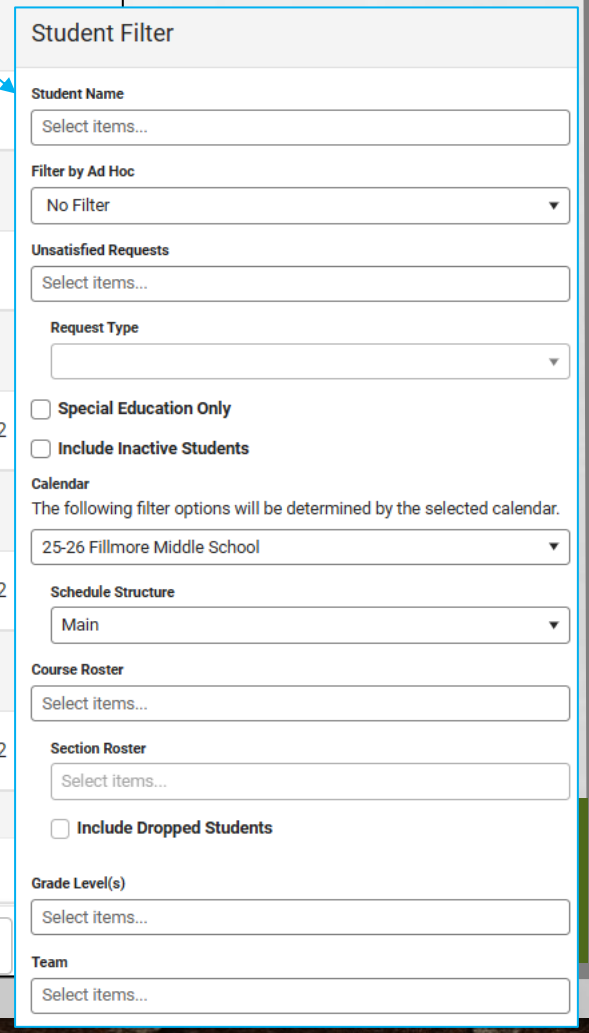
# REQUESTS & ROSTERS TOOL: LAYOUT

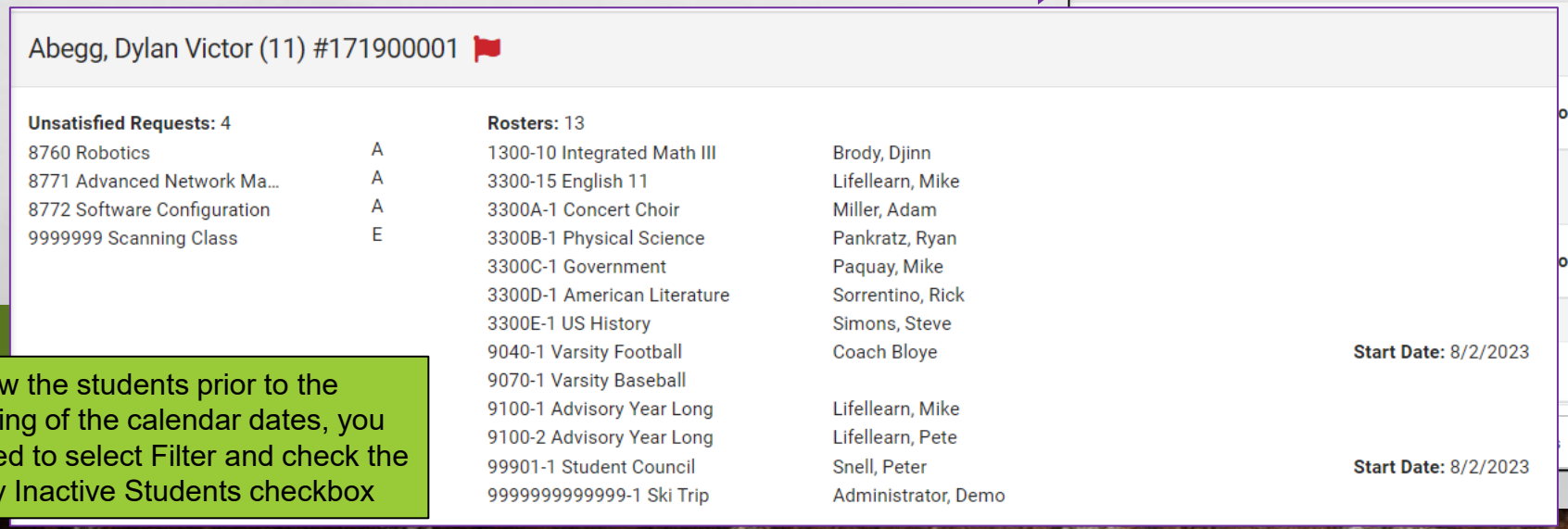


**MAKE SURE YOU ARE IN THE CORRECT CALENDAR**

- VIEW BY STUDENTS
  - DISPLAYS THE NAMES OF ALL ACTIVELY* 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.



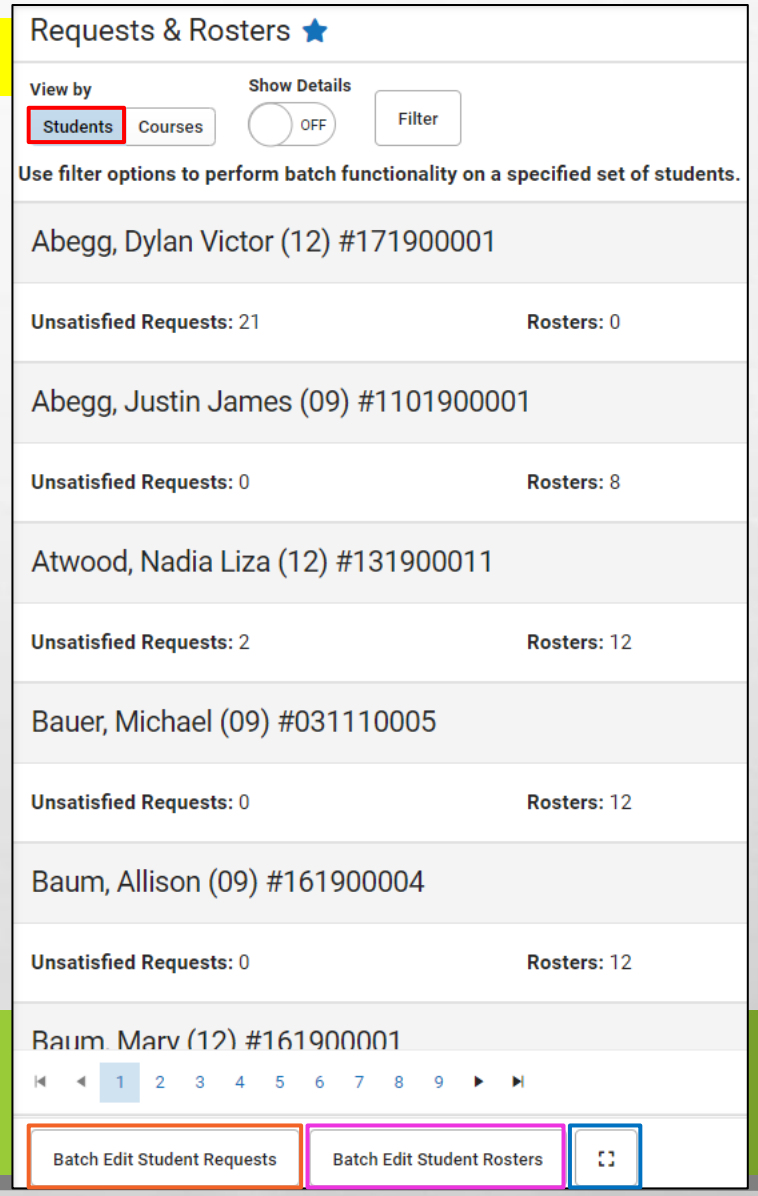

*To view the students prior to the beginning of the calendar dates, you will need to select Filter and check the Display Inactive Students checkbox

# REQUESTS & ROSTERS TOOL: LAYOUT

Scheduling & Courses > Scheduling > Requests & Rosters

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

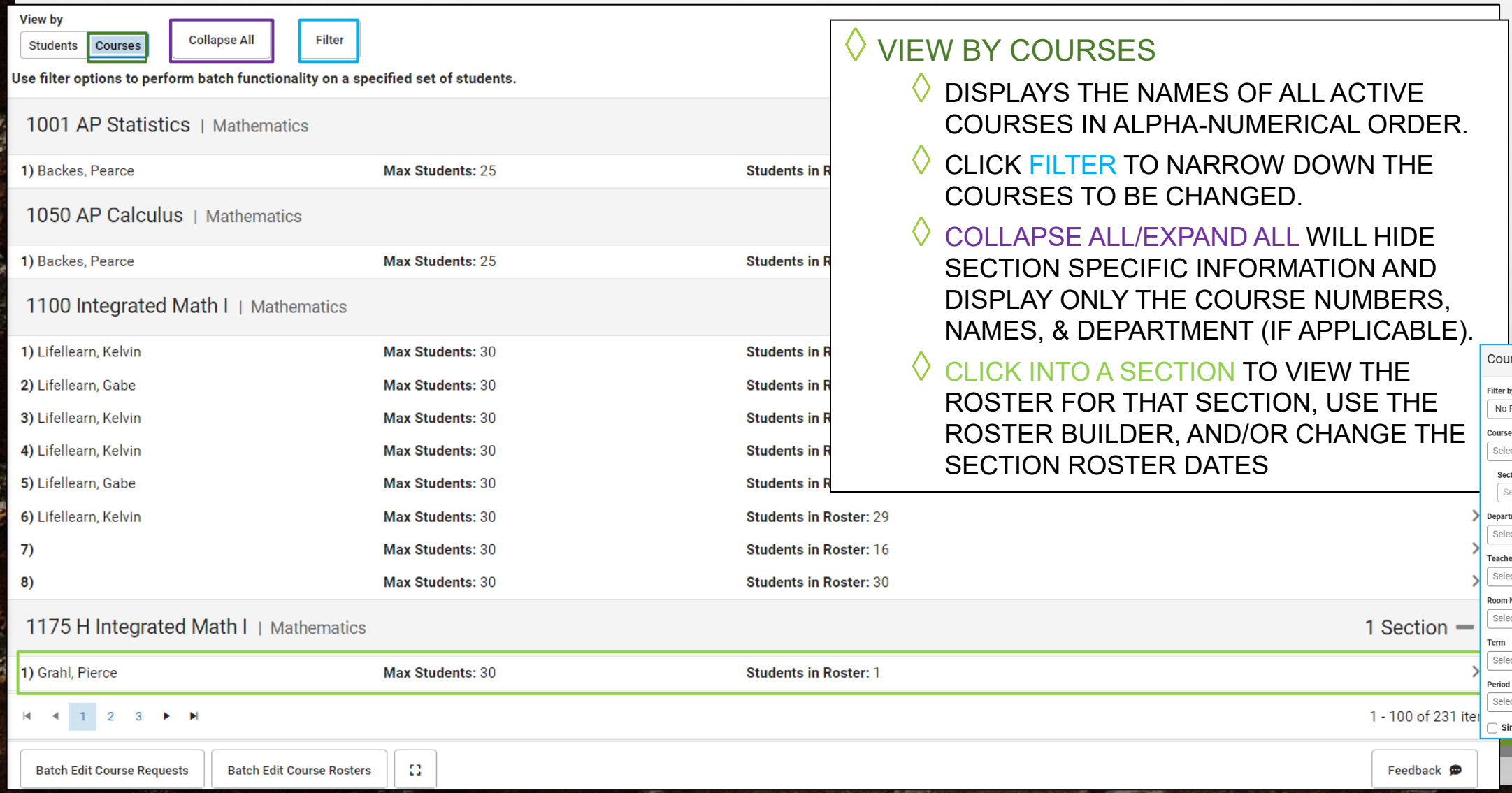
- VIEW BY STUDENTS
  - BATCH EDIT STUDENT REQUESTS AFTER FILTERING TO THE DESIRED STUDENT LIST, USE THIS TOOL TO BATCH ADD/REMOVE STUDENT REQUESTS
  - BATCH EDIT STUDENT ROSTERS AFTER FILTERING TO THE DESIRED STUDENT LIST, USE THIS TOOL TO BATCH ADD/REMOVE STUDENTS TO/FROM SECTION ROSTERS
- CLICK THE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



# REQUESTS & ROSTERS TOOL: LAYOUT

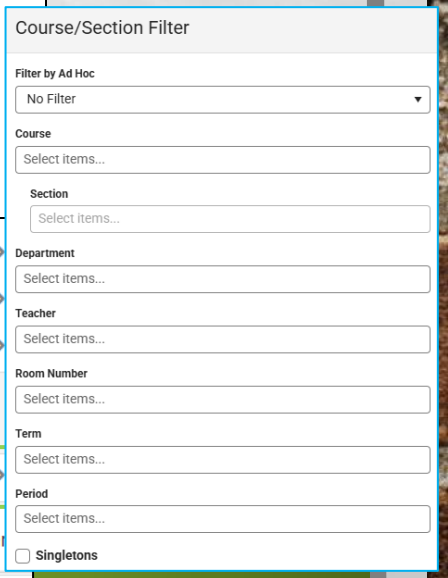
Scheduling & Courses > Scheduling > Requests & Rosters

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




## 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

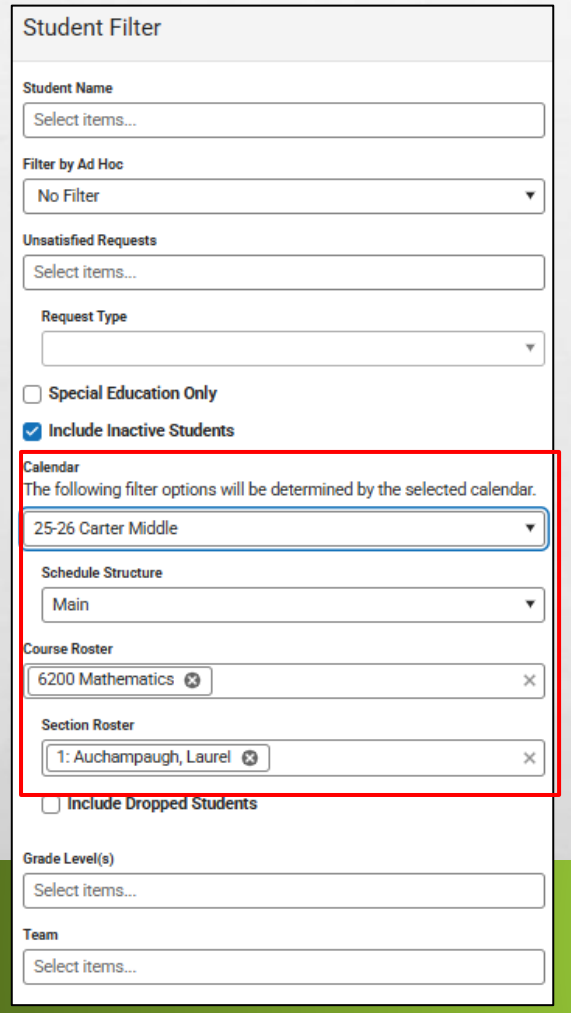


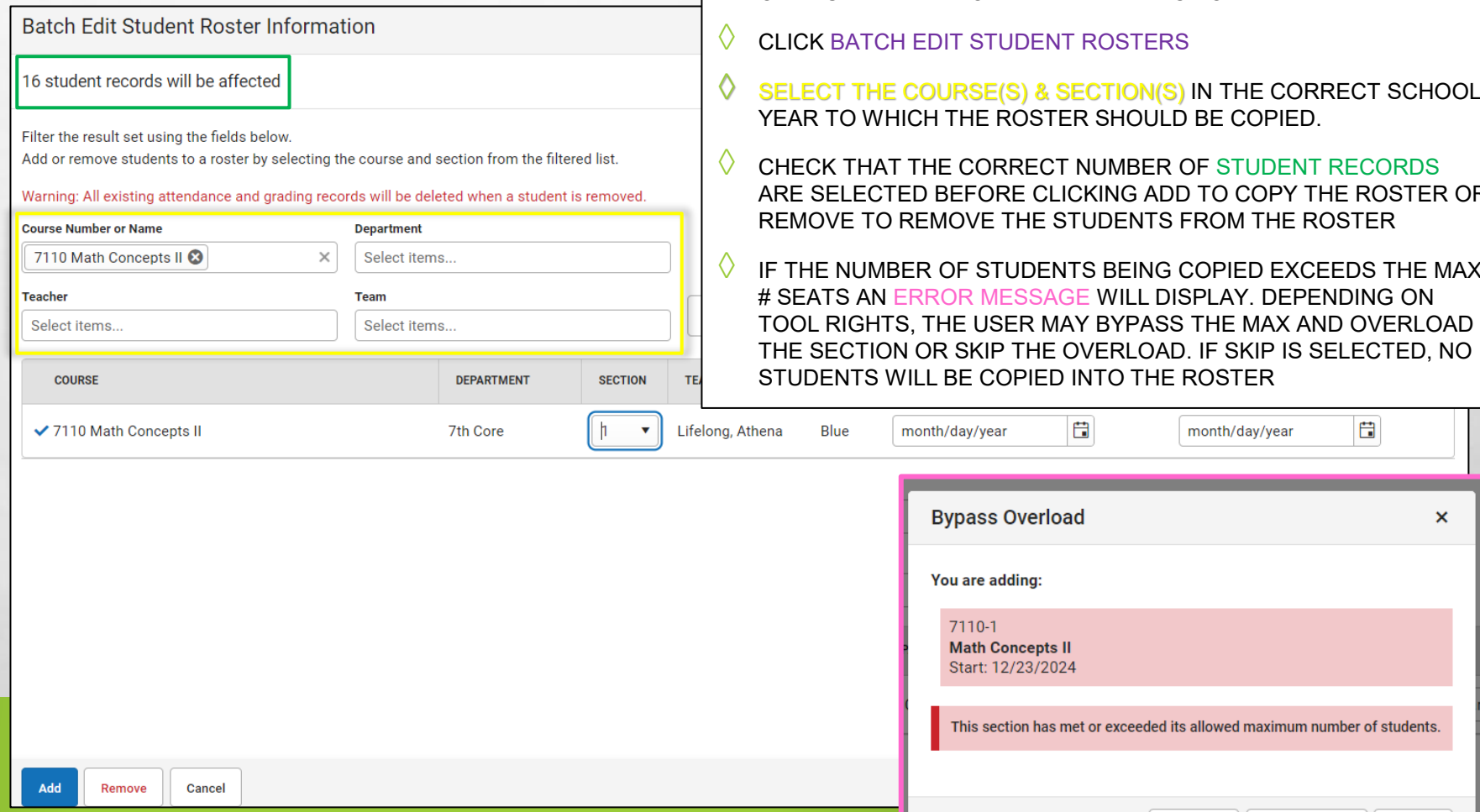
# REQUESTS & ROSTERS: ROSTER COPYING

Scheduling & Courses > Scheduling > Requests & Rosters

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

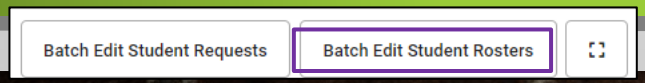
- **VIEW BY STUDENTS**
- CLICK FILTER TO NARROW DOWN TO COURSE AND SECTION FROM THE PREVIOUS OR CURRENT CALENDAR TO HAVE A LIST OF STUDENTS ENROLLED IN THAT SECTION
- CLICK BATCH EDIT STUDENT ROSTERS
- SELECT THE COURSE(S) & SECTION(S) IN THE CORRECT SCHOOL YEAR TO WHICH THE ROSTER SHOULD BE COPIED.
- 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









# MANUAL ROSTERING OPTION 1:

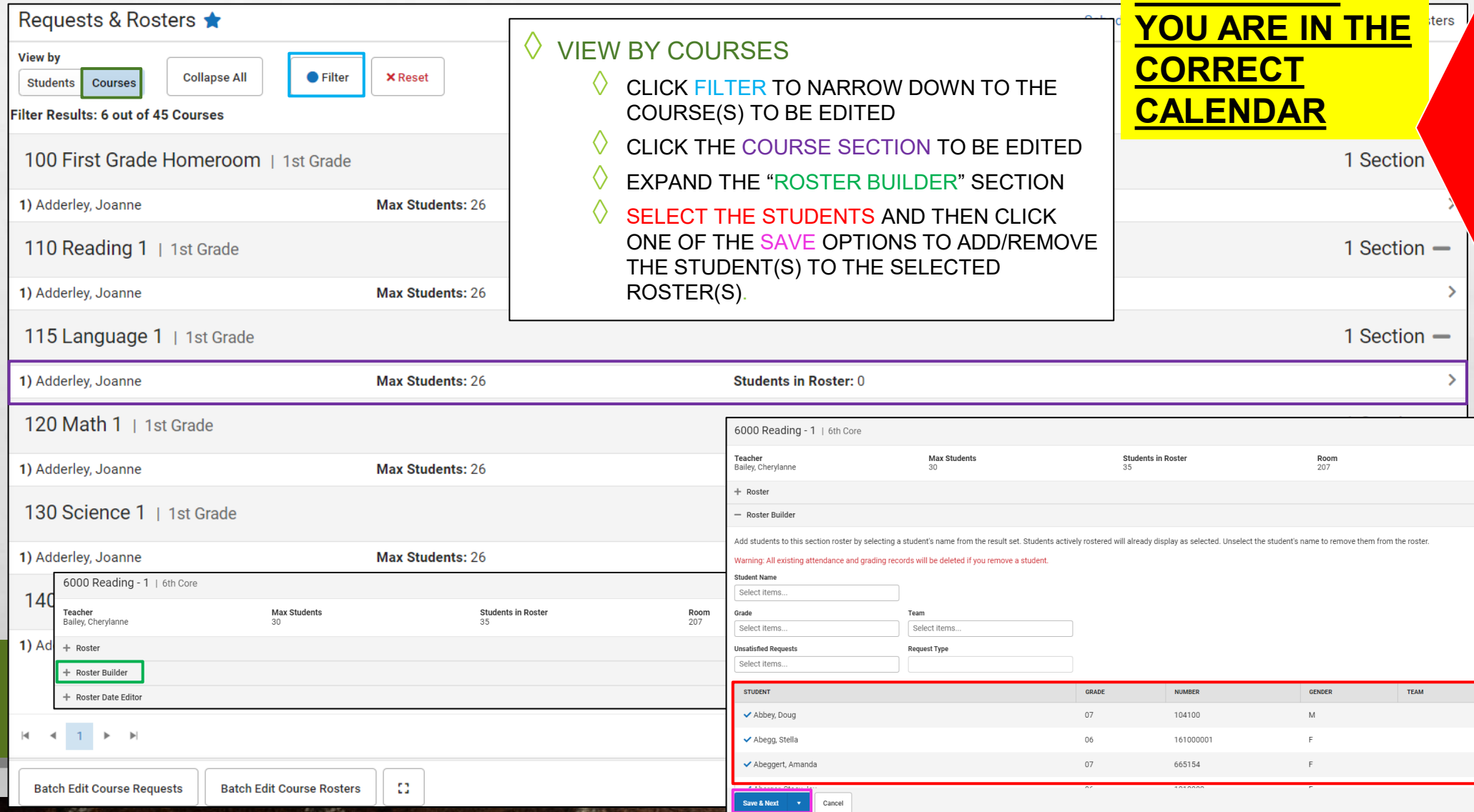
This is the recommended method for **manually rostering students to a single section**.

Scheduling & Courses > Scheduling > Requests & Rosters

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

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

- 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).



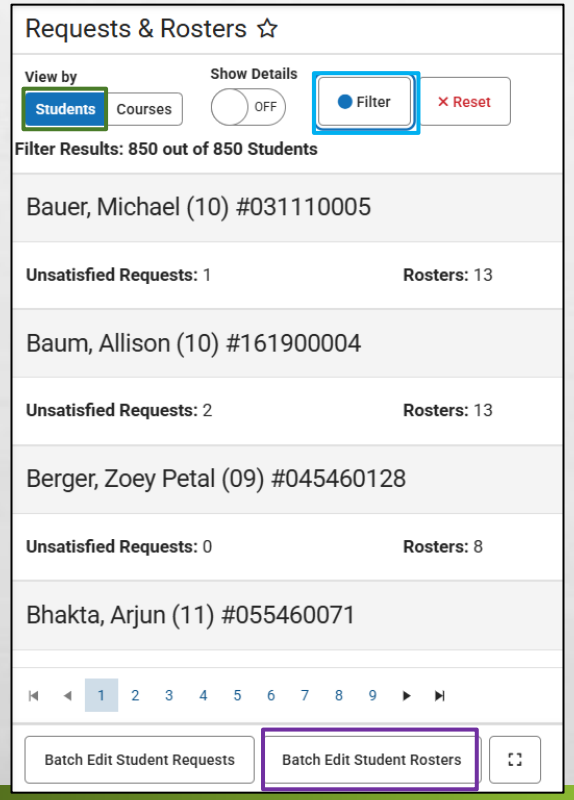
# MANUAL ROSTERING OPTION 2

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

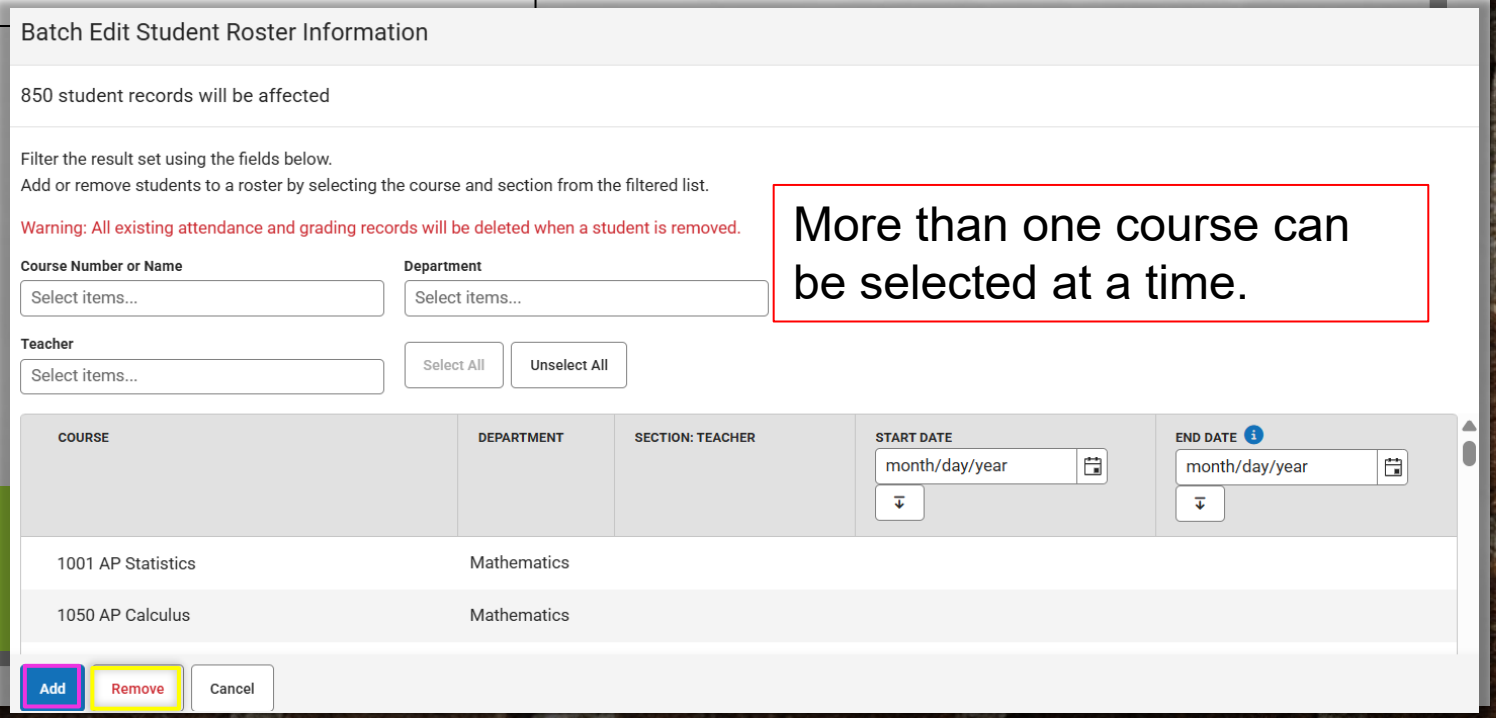
Scheduling & Courses > Scheduling > Requests & Rosters

**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).



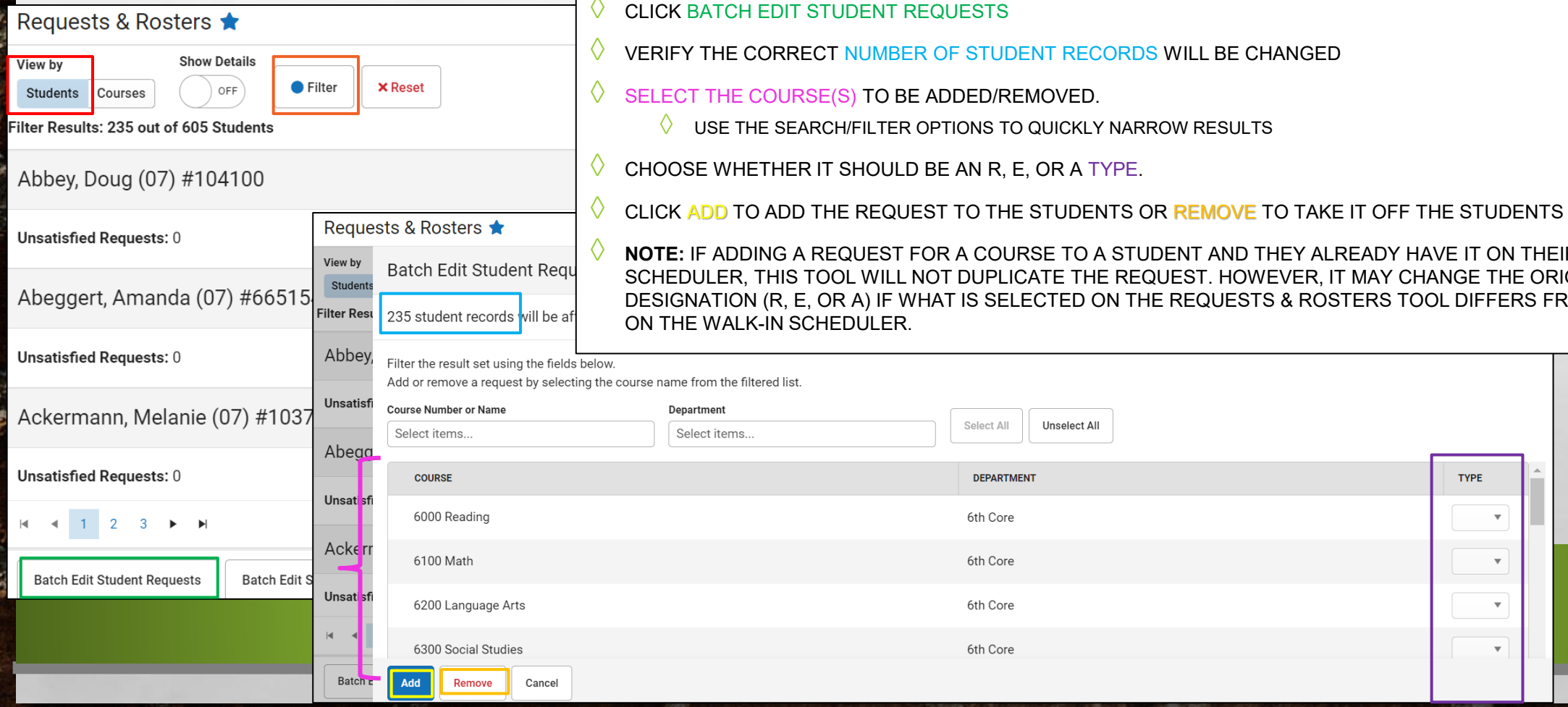

More than one course can be selected at a time.

# REQUESTS & ROSTERS: ADDING/REMOVING REQUESTS OPTION 1

Scheduling & Courses > Scheduling > Requests & Rosters

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

- 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.

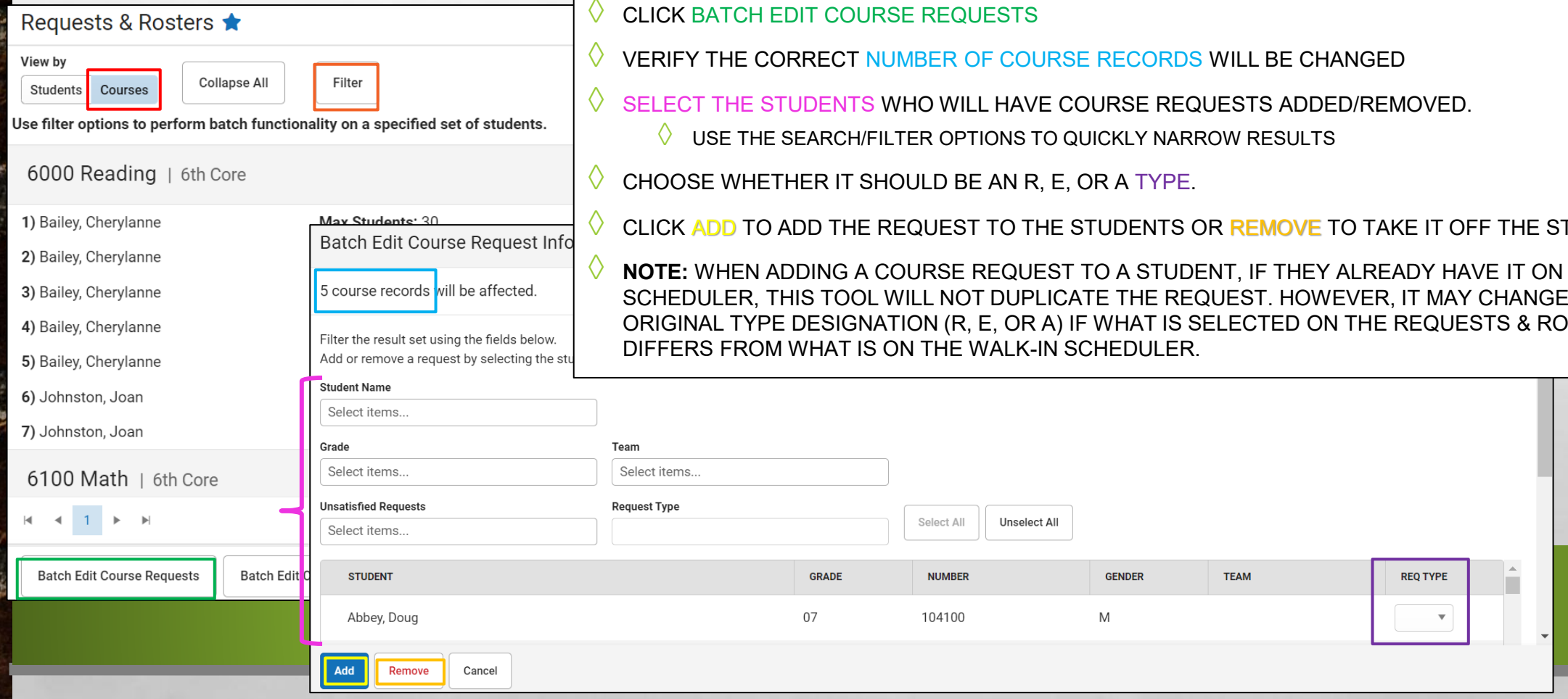


# Requests & Rosters: Adding/Removing Requests Option 2

Scheduling & Courses > Scheduling > Requests & Rosters

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

- VIEW BY COURSES
- FILTER TO THE DESIRED COURSE OR COURSES
- CLICK BATCH EDIT COURSE REQUESTS
- VERIFY THE CORRECT NUMBER OF COURSE RECORDS WILL BE CHANGED
- SELECT THE STUDENTS WHO WILL HAVE COURSE REQUESTS 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:** WHEN ADDING A COURSE REQUEST TO A STUDENT, IF THEY ALREADY HAVE IT ON THE 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.

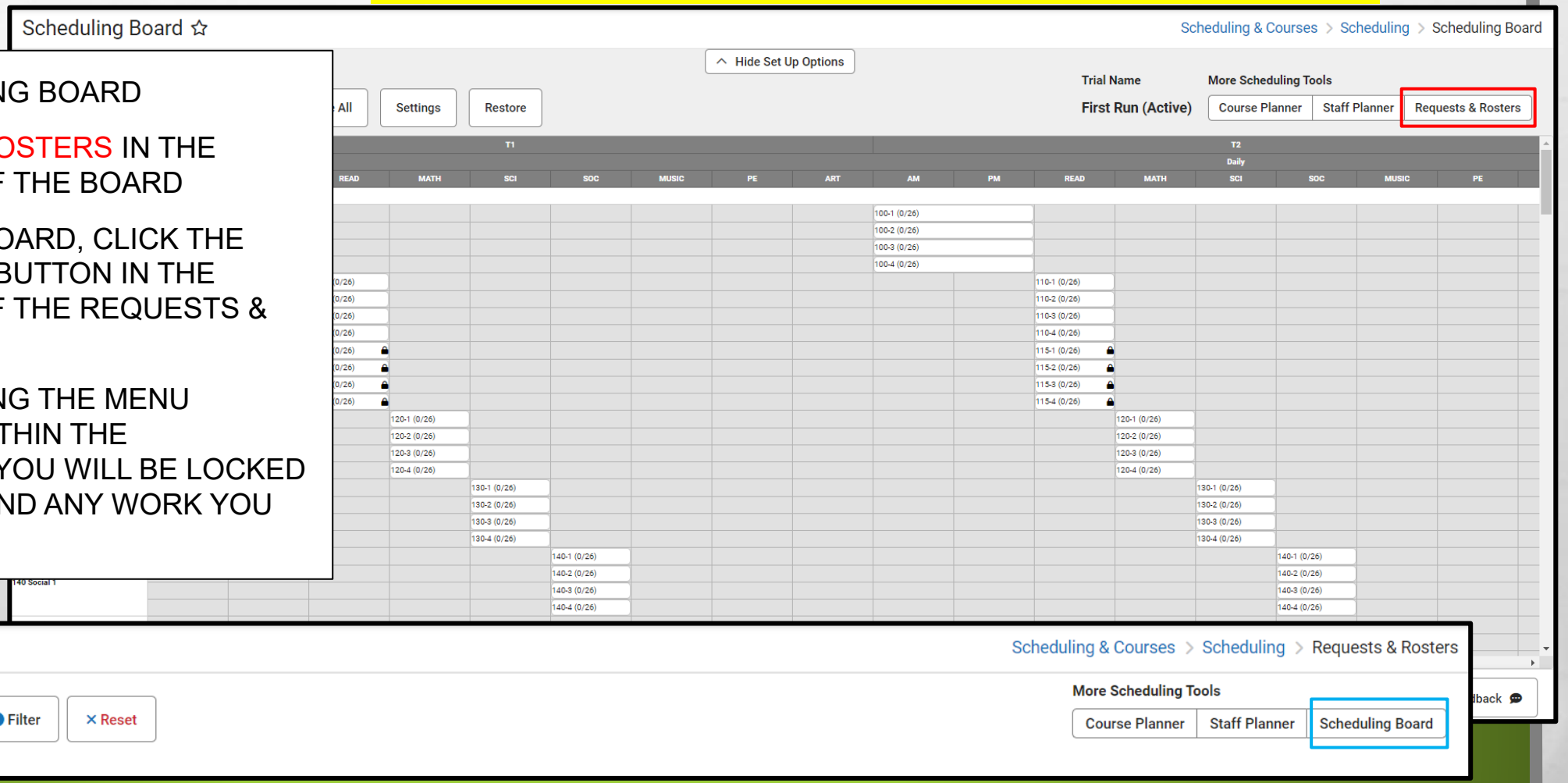


# SCHEDULING BOARD AND ACCESSING REQUESTS & ROSTERS

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.



# INFINITE CAMPUS MASTER SCHEDULING VOCABULARY

- **BUILD/BUILDER** – TOOL WITHIN THE SCHEDULE BOARD, WHICH WHEN PARAMETERS (CONSTRAINTS) ARE ESTABLISHED, CAN CREATE THE MASTER SCHEDULE.



Think of the Builder like building the framework of a house. No one is living in it yet because it isn't ready.



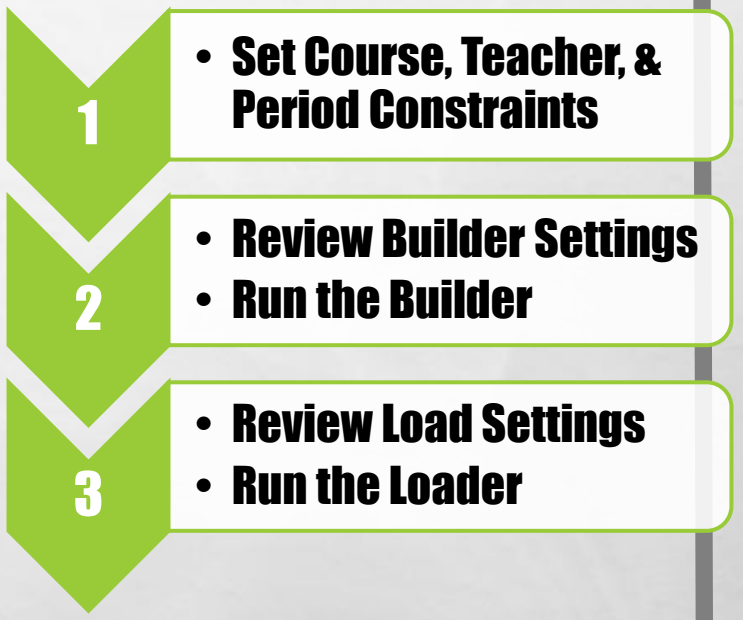
- **LOAD/LOADING** – TOOL WITHIN THE SCHEDULING BOARD WHICH ROSTERS THE STUDENTS INTO THE COURSES THAT ARE ON THE MASTER SCHEDULE

Think of Loading like moving into the house after it's built. There might be some minor adjustments to the house and who lives in it (and in which rooms) but the structure remains mostly the same.



# BUILDING WITH THE BUILDER & LOADING WITH THE LOADING TOOL

- THE BUILDER USES BUILD CONSTRAINTS TO CREATE COURSE SECTIONS AND ASSIGN TEACHERS & ROOMS TO THOSE COURSE SECTIONS
- IT ALSO CONSIDERS STUDENT COURSE REQUESTS WHEN PLACING SECTIONS
- **USING THE BUILDER REQUIRES MUCH SET UP BEFORE IT CAN BE USED**
  - COURSE PREP/SETUP
    - SECTION TEMPLATES CREATED & ASSIGNED (IF APPLICABLE)
    - MAX STUDENTS, TERMS, SCHEDULES, PERIODS, SECTIONS TO BUILD CORRECTLY COMPLETED
  - BUILD CONSTRAINTS ON ALL TEACHERS, COURSES, & ROOMS
  - IT IS TIME CONSUMING AND IF IT IS GOING TO BE USED, SET UP OF THE CONSTRAINTS AND COURSES **SHOULD BE DONE AS EARLY AS POSSIBLE** IN THE SCHEDULING PROCESS
  - THE BUILDER DOES NOT LOAD STUDENTS INTO COURSES. ONCE THE BUILDER HAS BEEN RUN SUCCESSFULLY, THE **LOADING TOOLS MUST BE USED TO ROSTER THE STUDENTS**
- THE LOADING TOOL ROSTERS THE STUDENTS INTO THEIR REQUESTED COURSES USING THE ESTABLISHED PARAMETERS
- USING ONLY THE LOADING TOOLS REQUIRES ONLY TO EDIT WHAT WAS ROLLED IN FROM THE PREVIOUS YEAR BEFORE LOADING (ROSTERING) THE STUDENTS INTO THE COURSES



# WHEN TO USE THE BUILDER

- YOU HAVE CHANGED TERM/SCHEDULE STRUCTURES (E.G. 4 TERMS TO 3, 1-DAY ROTATION TO 3+, ET AL.)
- DID NOT ROLL SECTION/TEACHER/ROOM ASSIGNMENTS FROM THE PREVIOUS YEAR
- EVEN IF ONE OR BOTH OF THE ABOVE ARE TRUE, YOU CAN MANUALLY PLACE THE COURSES, TEACHERS, AND ROOMS AND NOT USE THE BUILDER IN THE SCHEDULING BOARD. HOWEVER, IT IS QUITE TIME CONSUMING
- YOU WANT TO START FROM SCRATCH
- YOU WANT TO MOSTLY START FROM SCRATCH, KEEPING ONLY A FEW SECTION/TEACHER/ROOM PLACEMENTS AND HAVING THE BUILDER BUILD THE REST
- YOU ARE CURIOUS AND WANT TO SEE WHAT IT CAN DO FOR A DEPARTMENT OR COURSE

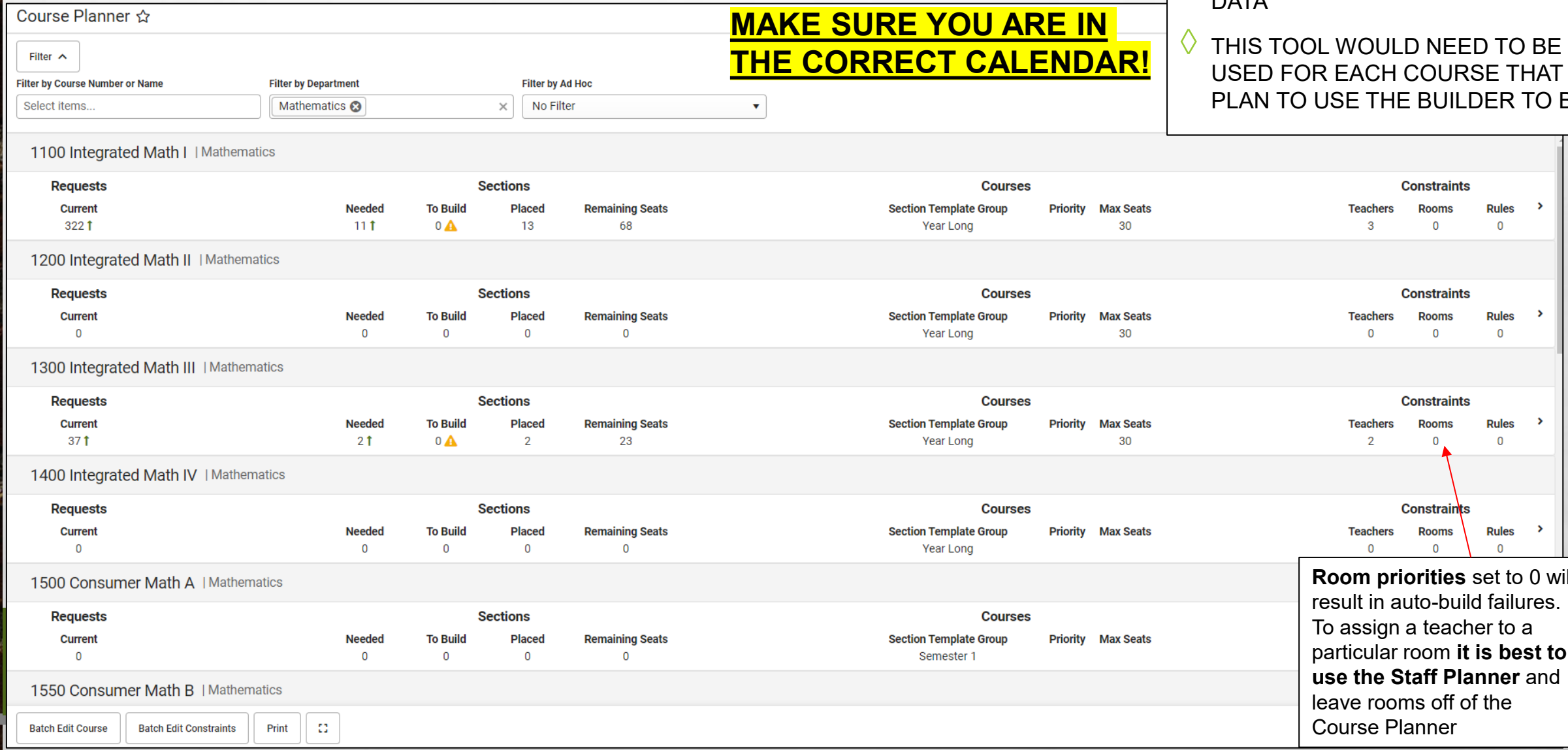


# GETTING READY TO USE THE BUILDER – COURSE PLANNER

Scheduling & Courses > Scheduling > Course Planner

- THE COURSE PLANNER TOOL ALLOWS YOU TO SET BUILD CONSTRAINTS ON COURSES AS WELL AS MASS UPDATE COURSE DATA
- THIS TOOL WOULD NEED TO BE USED FOR EACH COURSE THAT YOU PLAN TO USE THE BUILDER TO BUILD

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

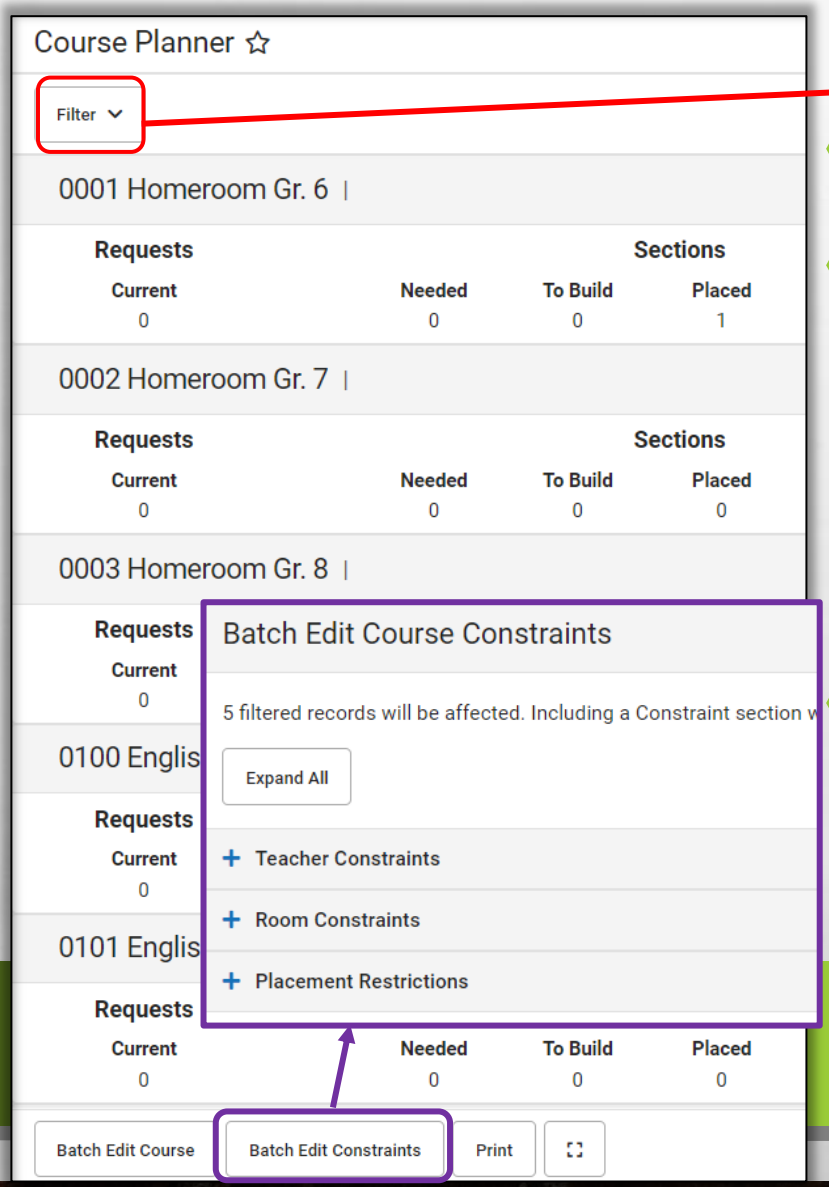



**Room priorities** set to 0 will result in auto-build failures. To assign a teacher to a particular room **it is best to use the Staff Planner** and leave rooms off of the Course Planner

# GETTING READY TO USE THE BUILDER – ADDING CONSTRAINTS

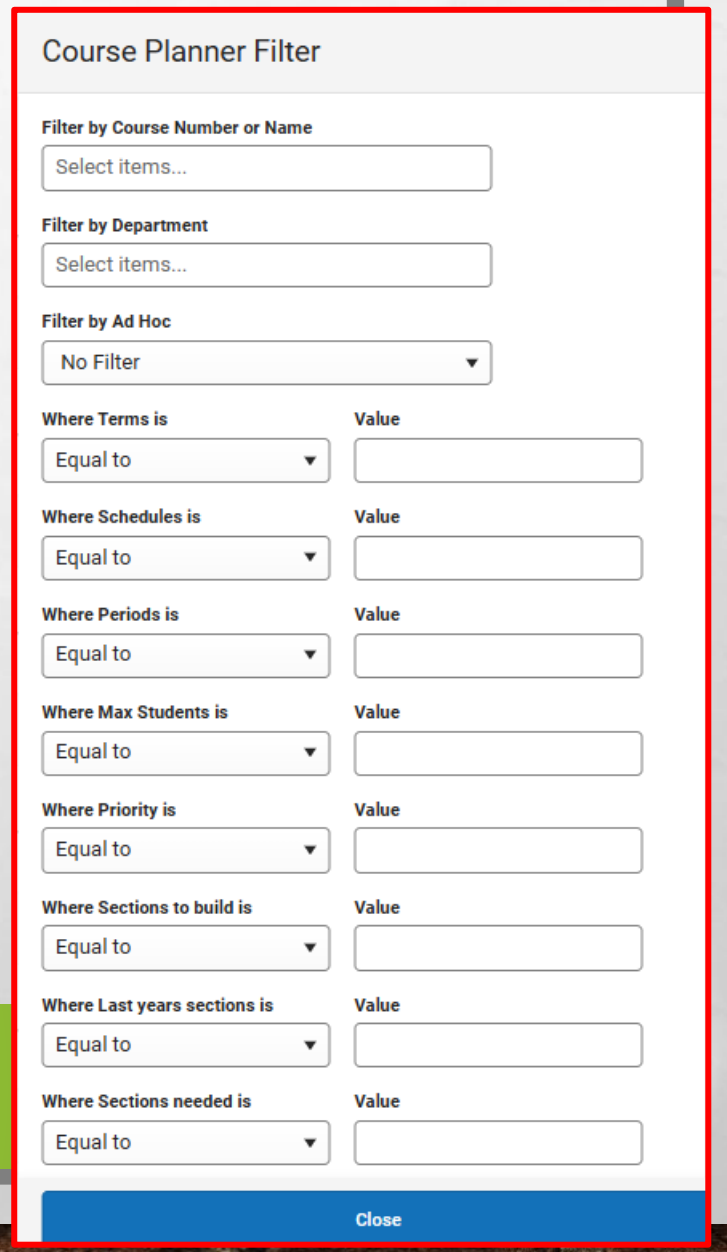
Scheduling & Courses > Scheduling > Course Planner

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




- THE **COURSE PLANNER** IS ALSO A TOOL USED TO SET UP THE PARAMETERS FOR THE BUILDER
- PARAMETERS (REFERRED TO AS "CONSTRAINTS") INCLUDE:
  - COURSE AND ROOM – WHICH COURSES ARE HELD IN WHICH ROOMS (E.G. SCIENCE COURSES MUST BE HELD IN SCIENCE ROOMS, PE COURSES IN THE GYM)
  - COURSE AND TEACHER – WHICH COURSES ARE TAUGHT BY WHICH TEACHERS
  - COURSE PLACEMENT – WHEN A COURSE CAN/CAN'T BE HELD (E.G. NO PE OR SCIENCE LAB COURSES IN 1ST PERIOD)
- FOR EACH COURSE AND TEACHER, THE CONSTRAINTS NEED TO BE ENTERED IN ORDER FOR THE BUILDER TO PROPERLY BUILD. OTHERWISE, ERRORS WILL OCCUR AND THE BUILDER MAY NOT BUILD THE MASTER SCHEDULE

YOU CAN SELECT A SINGLE COURSE AND EDIT THE CONSTRAINTS OR FILTER AND SELECT MULTIPLE TO EDIT AT ONE TIME

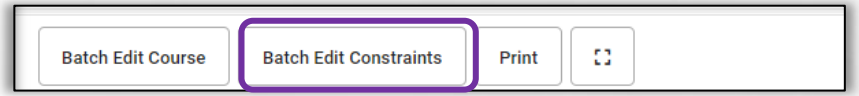


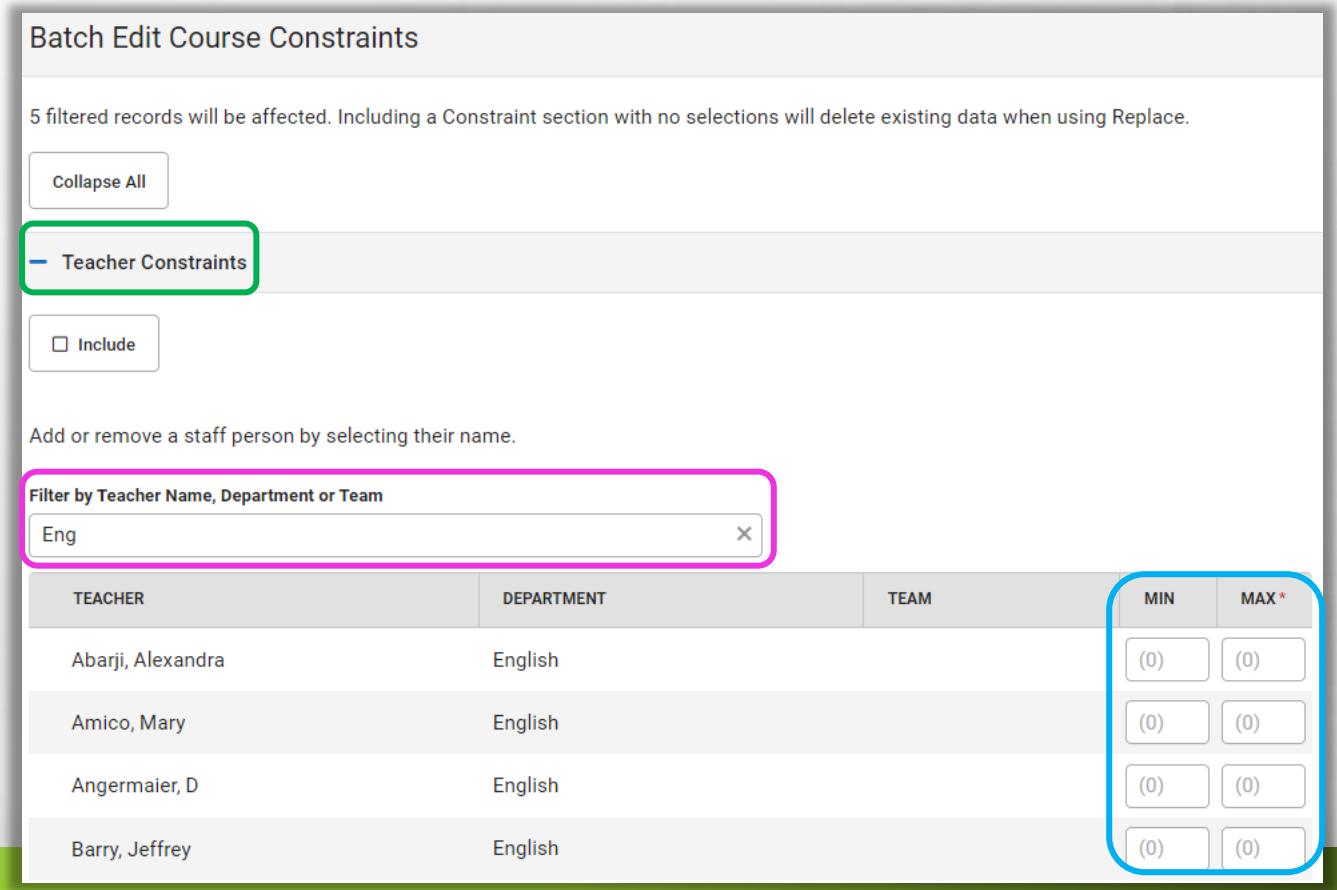
Scheduling & Courses > Scheduling > Course Planner

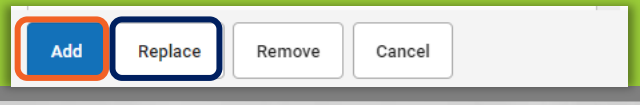
# GETTING READY TO USE THE BUILDER – ADDING TEACHER CONSTRAINTS

- AFTER FILTERING TO THE DESIRED COURSES, CLICK "BATCH EDIT CONSTRAINTS"
- EXPAND THE TEACHER CONSTRAINTS AREA
- FILTER BY TEACHER NAME, DEPARTMENT, OR TEAM
- ENTER THE MAXIMUM # OF SECTIONS A TEACHER CAN TEACH OF THE FILTERED COURSES (REQUIRED). YOU MAY ALSO ADD A MINIMUM # IF NECESSARY
- CLICK "ADD" TO ADD CONSTRAINTS WHERE THERE AREN'T ANY OR "REPLACE" TO CHANGE WHAT CONSTRAINTS MAY HAVE BEEN IN PLACE WITH THE NEW ONES

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

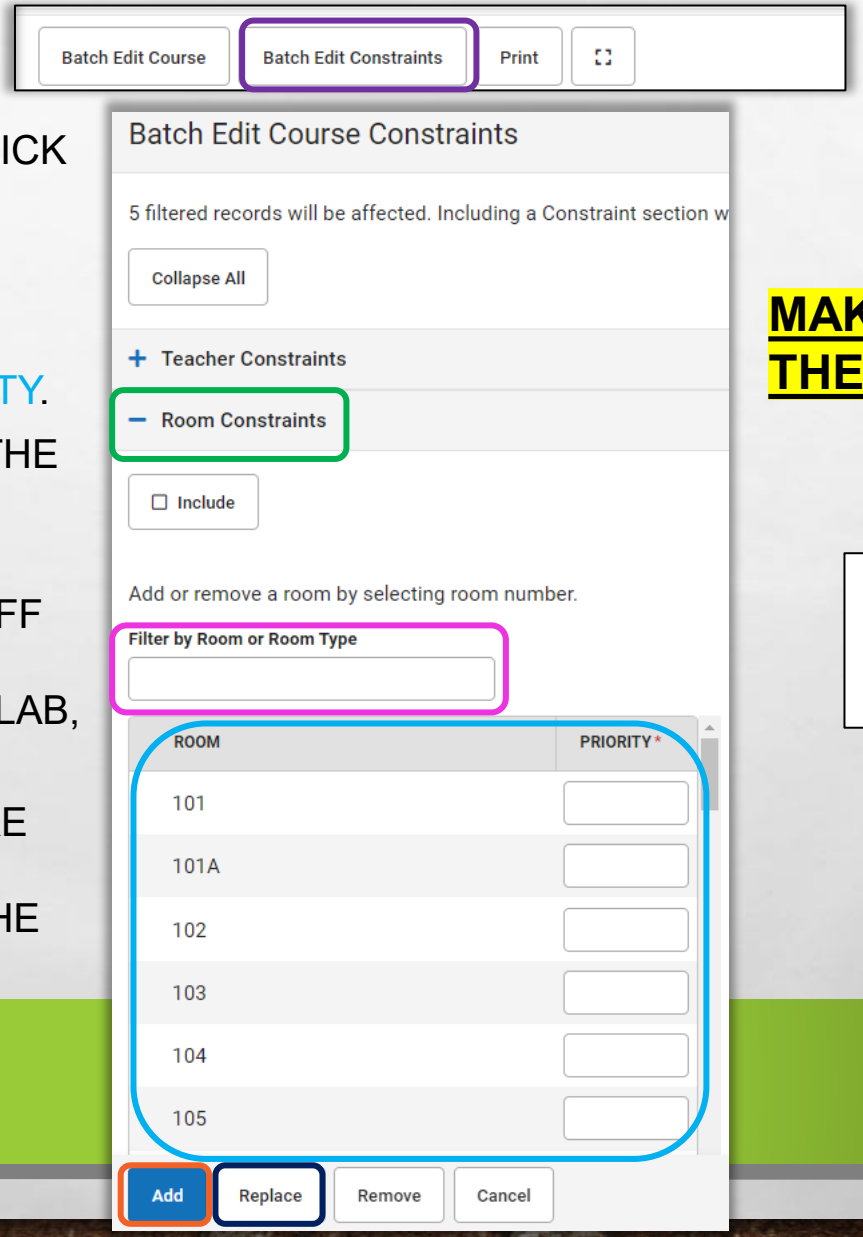


# GETTING READY TO USE THE BUILDER – ADDING ROOM CONSTRAINTS

- AFTER FILTERING TO THE DESIRED COURSES, CLICK "BATCH EDIT CONSTRAINTS"
- EXPAND THE ROOM CONSTRAINTS AREA
- FILTER BY ROOM NAME OR TYPE
- CLICK THE NAME OF THE ROOM TO ADD A PRIORITY.
  - THE ROOM WILL PRIORITIZE 1ST TO LAST IN THE ORDER THEY ARE SELECTED
  - IT IS A BEST PRACTICE TO PUT ROOM PRIORITIES ON STAFF MEMBERS IN THE STAFF PLANNER UNLESS A COURSE MUST BE IN A PARTICULAR CLASSROOM (E.G. COMPUTER LAB, SCIENCE LAB COURSE, ET AL.)
- CLICK "ADD" TO ADD CONSTRAINTS WHERE THERE AREN'T ANY OR "REPLACE" TO CHANGE WHAT CONSTRAINTS MAY HAVE BEEN IN PLACE WITH THE NEW ONES



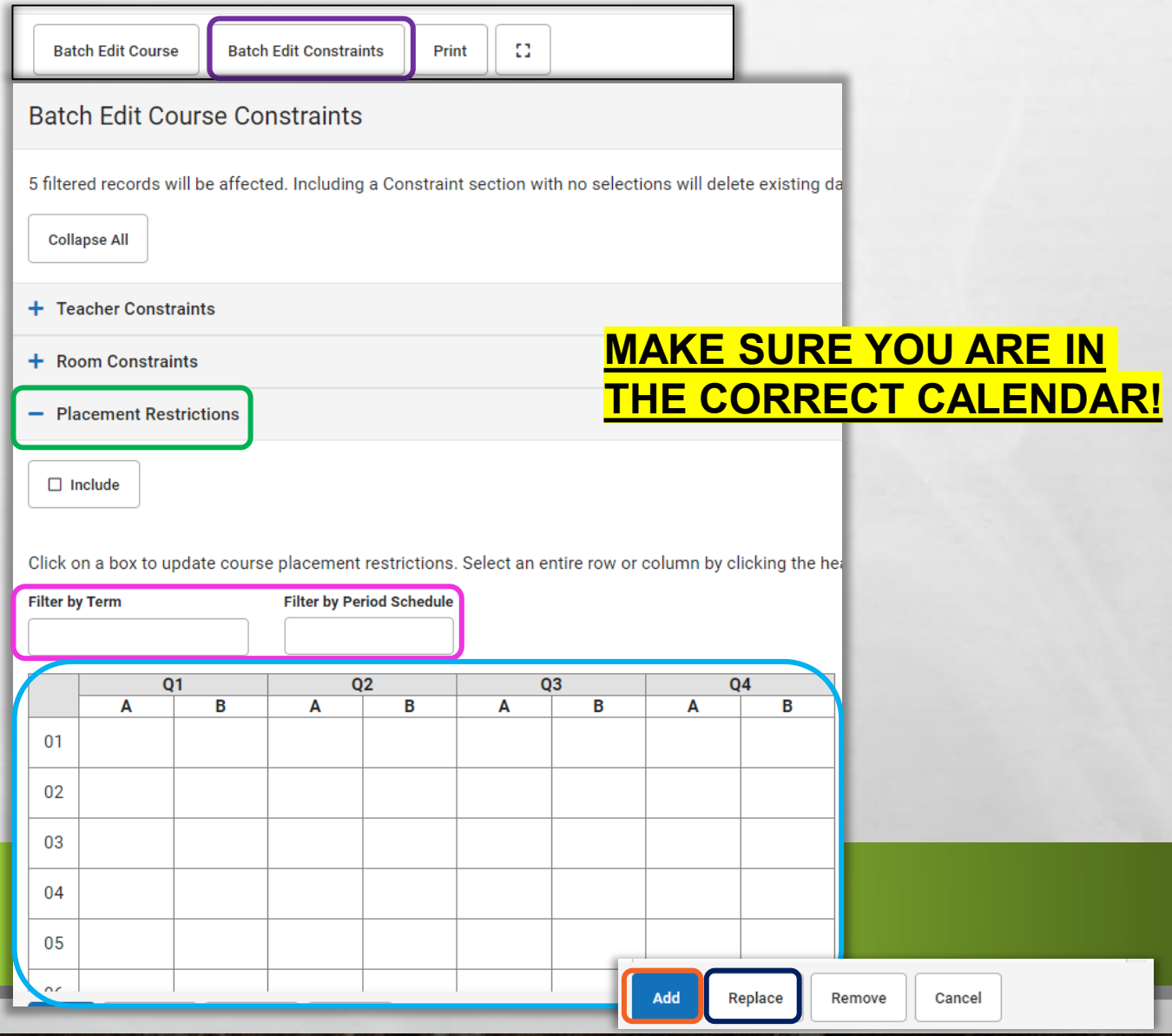

**MAKE SURE YOU ARE IN THE CORRECT CALENDAR!**

If there is an auto-build failure without an indication of why it failed, try being less restrictive with teachers and/or room assignments

# GETTING READY TO USE THE BUILDER – ADDING PLACEMENT CONSTRAINTS

Scheduling & Courses > Scheduling > Course Planner

- AFTER FILTERING TO THE DESIRED COURSES, CLICK "BATCH EDIT CONSTRAINTS"
- EXPAND THE PLACEMENT RESTRICTIONS AREA
- FILTER BY TERM OR PERIOD SCHEDULE
- SELECT THE PERIOD OR PERIOD SCHEDULE (ROTATION DAY) FOR WHEN THE FILTERED COURSES CANNOT MEET.
  - TIP: CLICK THE PERIOD NAME TO BLOCK OFF THE PERIOD FOR THE ENTIRE YEAR OR CLICK THE ROTATION DAY TO BLOCK OFF THE ENTIRE ROTATION DAY
- CLICK "ADD" TO ADD CONSTRAINTS WHERE THERE AREN'T ANY OR "REPLACE" TO CHANGE WHAT CONSTRAINTS MAY HAVE BEEN IN PLACE WITH THE NEW ONES

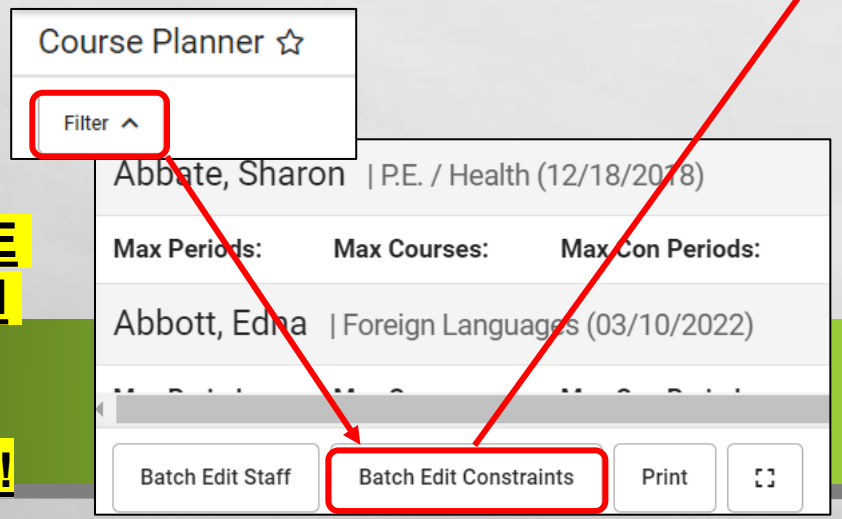


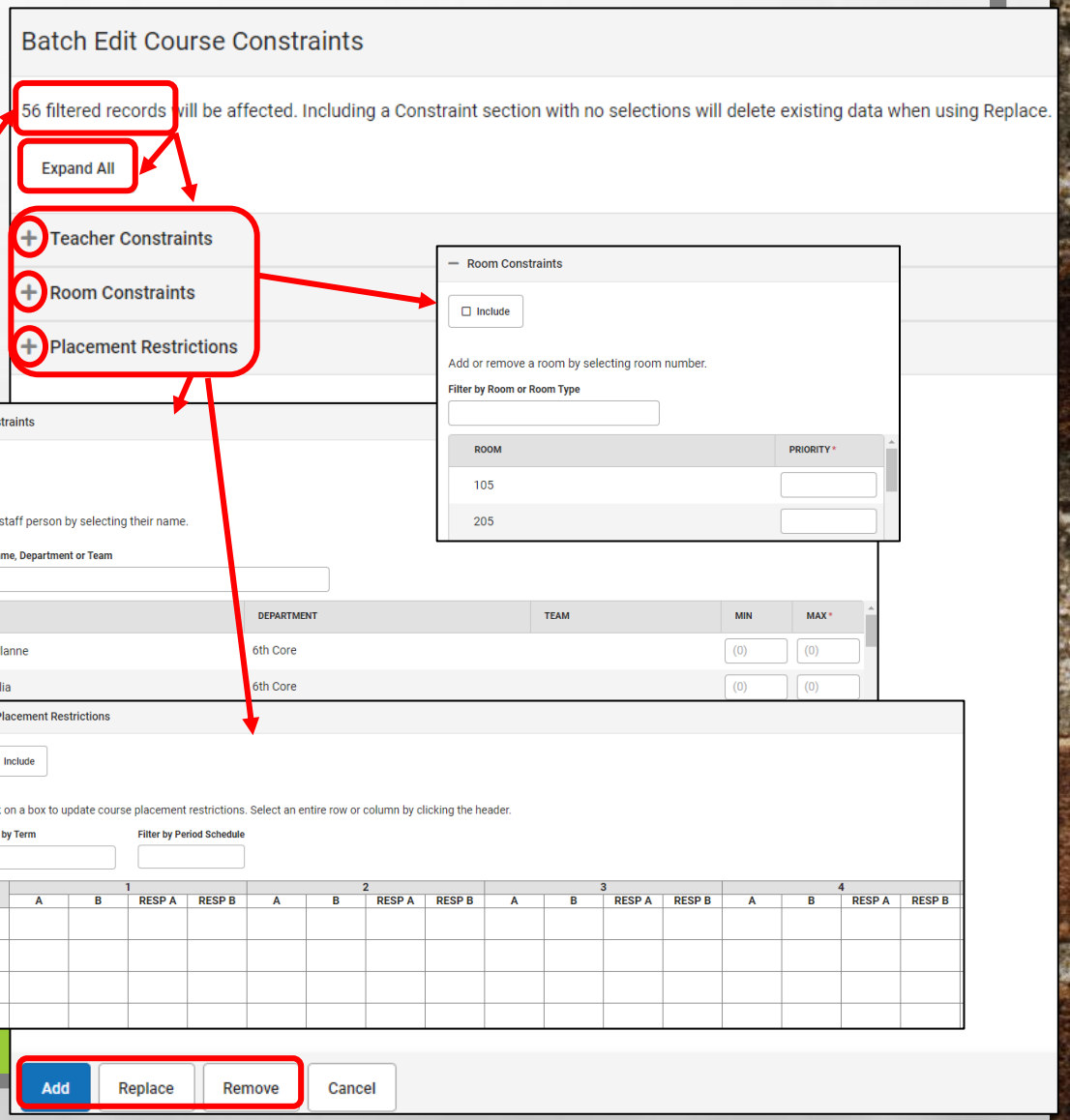

**MAKE SURE YOU ARE IN THE CORRECT CALENDAR!**

# SUMMARY: BATCH EDIT CONSTRAINTS FOR THE BUILDER USING THE COURSE PLANNER

Scheduling & Courses > Scheduling > Course Planner

- TO BATCH EDIT CONSTRAINTS:
  - FILTER TO WHICH COURSE(S), SHOULD BE UPDATED.
  - CLICK ON BATCH EDIT CONSTRAINTS
  - VERIFY THE CORRECT NUMBER OF COURSES IS BEING EDITED
  - SELECT THE EXPAND ALL BUTTON TO SHOW ALL CONSTRAINTS OR CLICK THE + NEXT TO THE TYPE OF CONSTRAINT YOU WISH TO EDIT
  - TEACHER CONSTRAINTS: CLICK THE NAME OF THE TEACHER AND ENTER THE VALUE(S)
  - ROOM CONSTRAINTS: CLICK ON THE ROOM NUMBER(S) AND ENTER THE PRIORITY VALUE(S)
  - PLACEMENT CONSTRAINTS: CLICK ON THE PERIOD(S)/PERIOD SCHEDULE(S)
  - CLICK “REPLACE” TO UPDATE THE EXISTING VALUE, ADD” TO INSERT A MISSING VALUE OR “REMOVE” TO REMOVE ANY EXISTING CONSTRAINTS ON THOSE COURSES



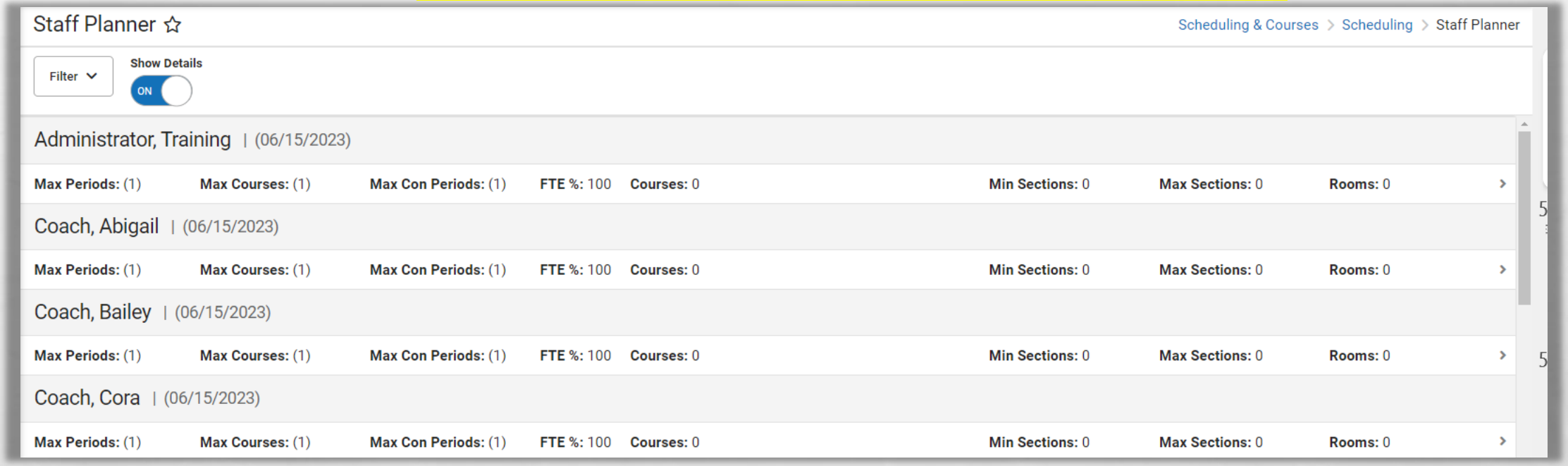




**MAKE SURE YOU ARE IN THE CORRECT CALENDAR!**

# GETTING READY TO USE THE BUILDER – STAFF PLANNER

Scheduling & Courses > Scheduling > Staff Planner

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

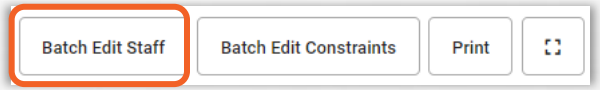



- THE STAFF PLANNER TOOL ALLOWS YOU TO SET BUILD CONSTRAINTS ON TEACHERS INCLUDING:
  - WHICH COURSES THEY CAN TEACH
  - HOW MANY SECTIONS OF EACH COURSE THEY CAN TEACH (MIN AND MAX)
  - IN WHICH ROOMS THE TEACHER CAN TEACH
  - WHEN THE TEACHER CAN/CAN'T TEACH WITHIN THE SCHOOL DAY
- THIS TOOL WOULD NEED TO BE *USED FOR EACH TEACHER* BEFORE USING THE BUILDER

# GETTING READY TO USE THE BUILDER – EDITING STAFF

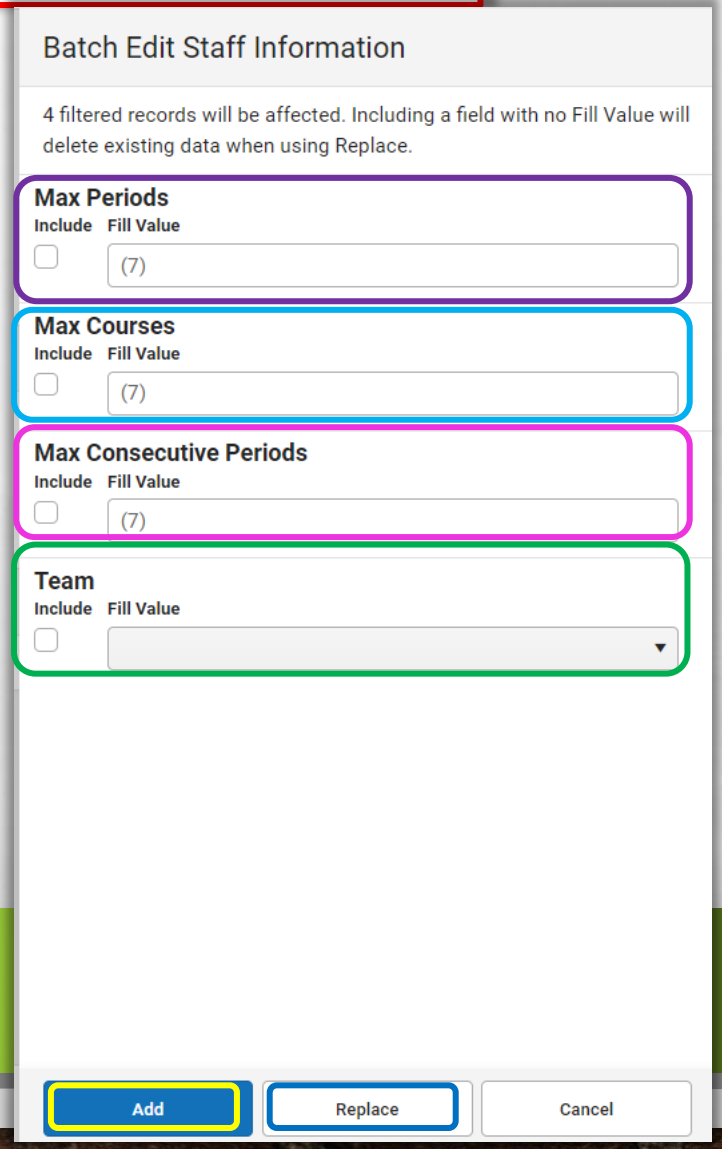
Scheduling & Courses > Scheduling > Staff Planner




- USE THE FILTER OPTIONS TO SELECT SPECIFIC STAFF
- CLICK "BATCH EDIT STAFF"
- SELECT AND ENTER THE MAX PERIODS TO LIMIT THE MAXIMUM # OF PERIODS THE STAFF MEMBERS CAN TEACH IN A DAY
- SELECT AND ENTER THE MAX COURSES TO LIMIT THE TEACHERS ON HOW MANY DIFFERENT COURSES THEY CAN TEACH
- SELECT AND ENTER MAX CONSECUTIVE PERIODS TO LIMIT THE # OF PERIODS IN A ROW A TEACHER CAN TEACH
- SELECT TEAM AND CHOOSE A TEAM FROM THE DROP-DOWN LIST IF USING SCHEDULING TEAMS. THE BUILDER WILL ASSIGN THE TEACHERS TO SECTIONS WITH THAT TEAM ASSIGNMENT
- CLICK "ADD" TO ADD CONSTRAINTS WHERE THERE AREN'T ANY OR "REPLACE" TO CHANGE WHAT CONSTRAINTS MAY HAVE BEEN IN PLACE WITH THE NEW ONES

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



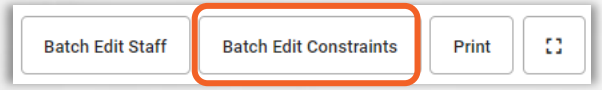
# GETTING READY TO USE THE BUILDER – COURSE & ROOM CONSTRAINTS – COURSE CONSTRAINTS

Scheduling & Courses > Scheduling > Staff Planner

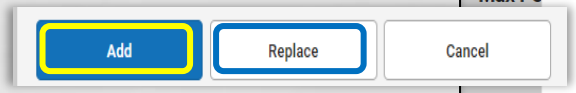
- THE STAFF PLANNER CAN BE USED TO EDIT TEACHERS INDIVIDUALLY (AS PICTURED) OR USING A FILTER OF TEACHERS TO EDIT MULTIPLE AT ONE TIME



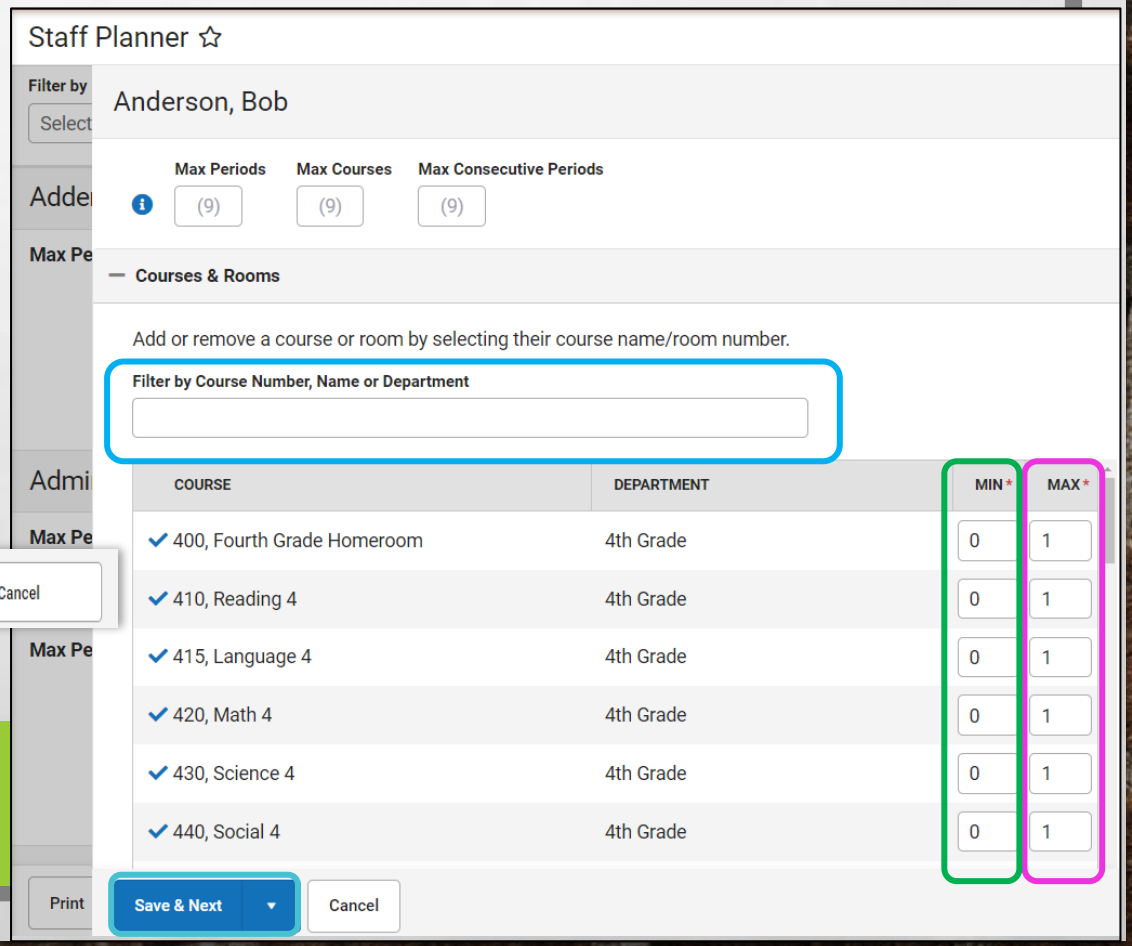

- TO EDIT WHICH COURSES A TEACHER (OR MULTIPLE) CAN TEACH (AND HOW MANY OF EACH COURSE):
  - FILTER TO THE DESIRED TEACHERS
  - CLICK "BATCH EDIT CONSTRAINTS"




  - FILTER TO THE DESIRED COURSES (MAY HAVE TO EXPAND COURSES & ROOMS TO ACCESS IT).
  - ENTER THE MAXIMUM NUMBER OF SECTIONS OF EACH COURSE THE TEACHER(S) CAN TEACH.
  - ENTER A MINIMUM IF THE TEACHER(S) MUST TEACH A MINIMUM NUMBER OF SECTIONS
  - WHEN **MULTIPLE TEACHERS ARE SELECTED**: CLICK "ADD" TO ADD CONSTRAINTS WHERE THERE AREN'T ANY OR "REPLACE" TO CHANGE WHAT CONSTRAINTS MAY HAVE BEEN IN PLACE WITH THE NEW ONES.




  - WHEN A **SINGLE TEACHER IS SELECTED**: CLICK "SAVE & NEXT" TO MOVE ON TO THE NEXT TEACHER OR "SAVE & CLOSE" TO RETURN TO THE MAIN SCREEN

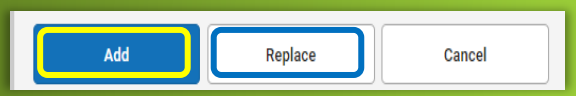


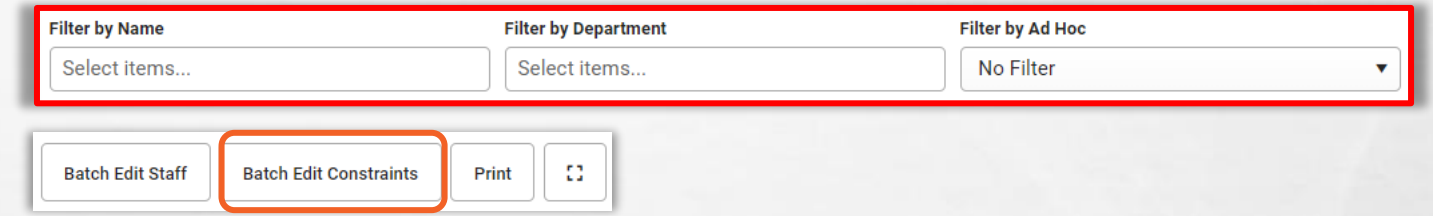

**MAKE SURE YOU ARE IN THE CORRECT CALENDAR!**

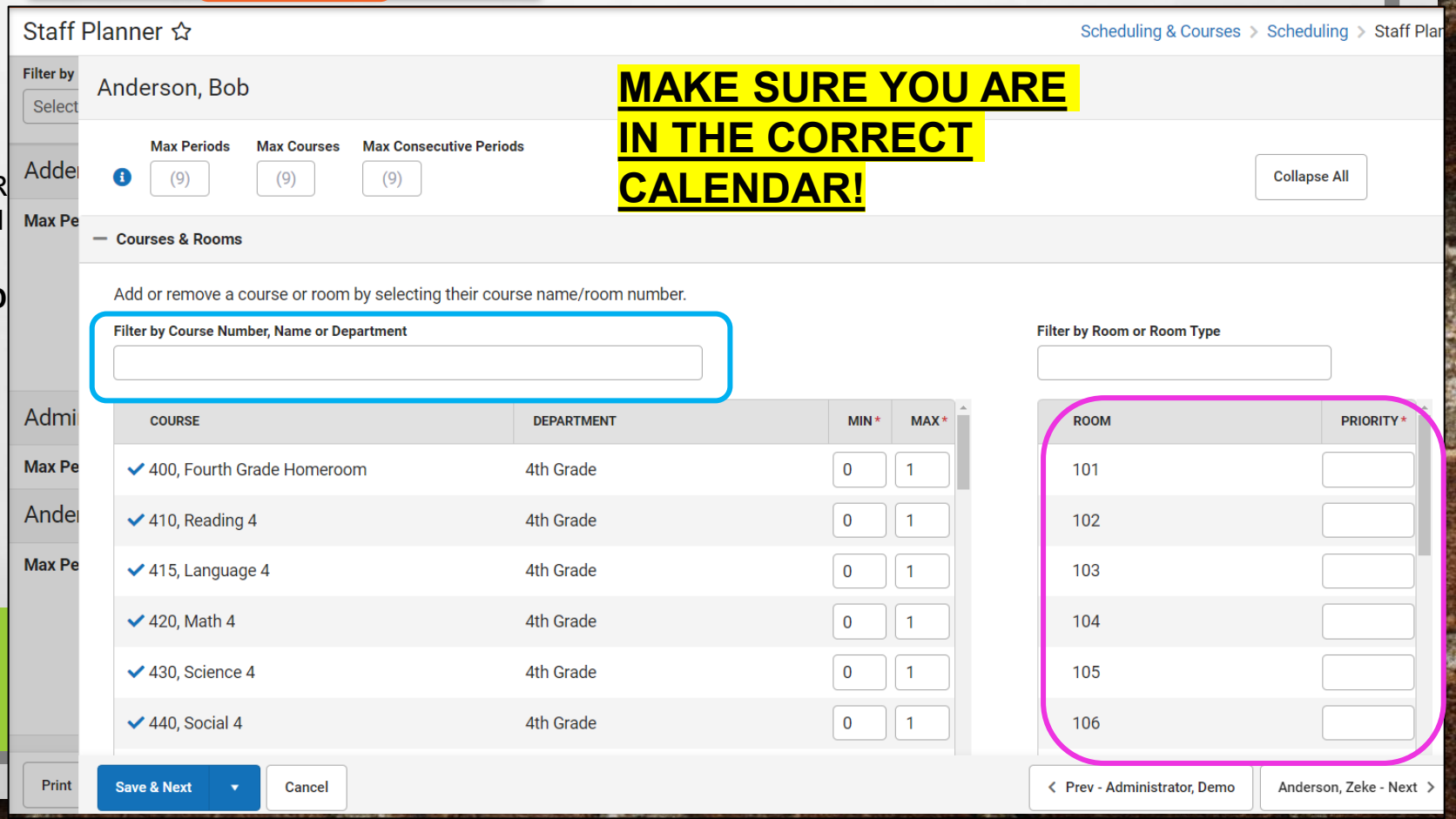
# GETTING READY TO USE THE BUILDER – COURSE & ROOM CONSTRAINTS – ROOM CONSTRAINTS

Scheduling & Courses > Scheduling > Staff Planner

- TO EDIT WHICH ROOMS A TEACHER (OR MULTIPLE) CAN TEACH:
  - FILTER TO THE DESIRED TEACHERS
  - CLICK "BATCH EDIT CONSTRAINTS"
  - FILTER TO THE DESIRED COURSES (MAY HAVE TO EXPAND COURSE CONSTRAINTS OR COURSES & ROOMS TO ACCESS IT).
  - CLICK THE ROOM TO PRIORITIZE THAT THE TEACHER TEACH IN THE SELECTED ROOM. ROOMS WILL BE PRIORITIZED IN THE ORDER THEY ARE SELECTED (1ST TO LAST) BUT CAN BE MANUALLY EDITED AFTER SELECTION.
  - WHEN **MULTIPLE TEACHERS ARE SELECTED** CLICK "ADD" TO ADD CONSTRAINTS WHERE THERE AREN'T ANY OR "REPLACE" TO CHANGE WHAT CONSTRAINTS MAY HAVE BEEN IN PLACE WITH THE NEW ONES.
  - WHEN A **SINGLE TEACHER IS SELECTED**: CLICK "SAVE & NEXT" TO MOVE ON TO THE NEXT TEACHER OR "SAVE & CLOSE" TO RETURN TO THE MAIN SCREEN



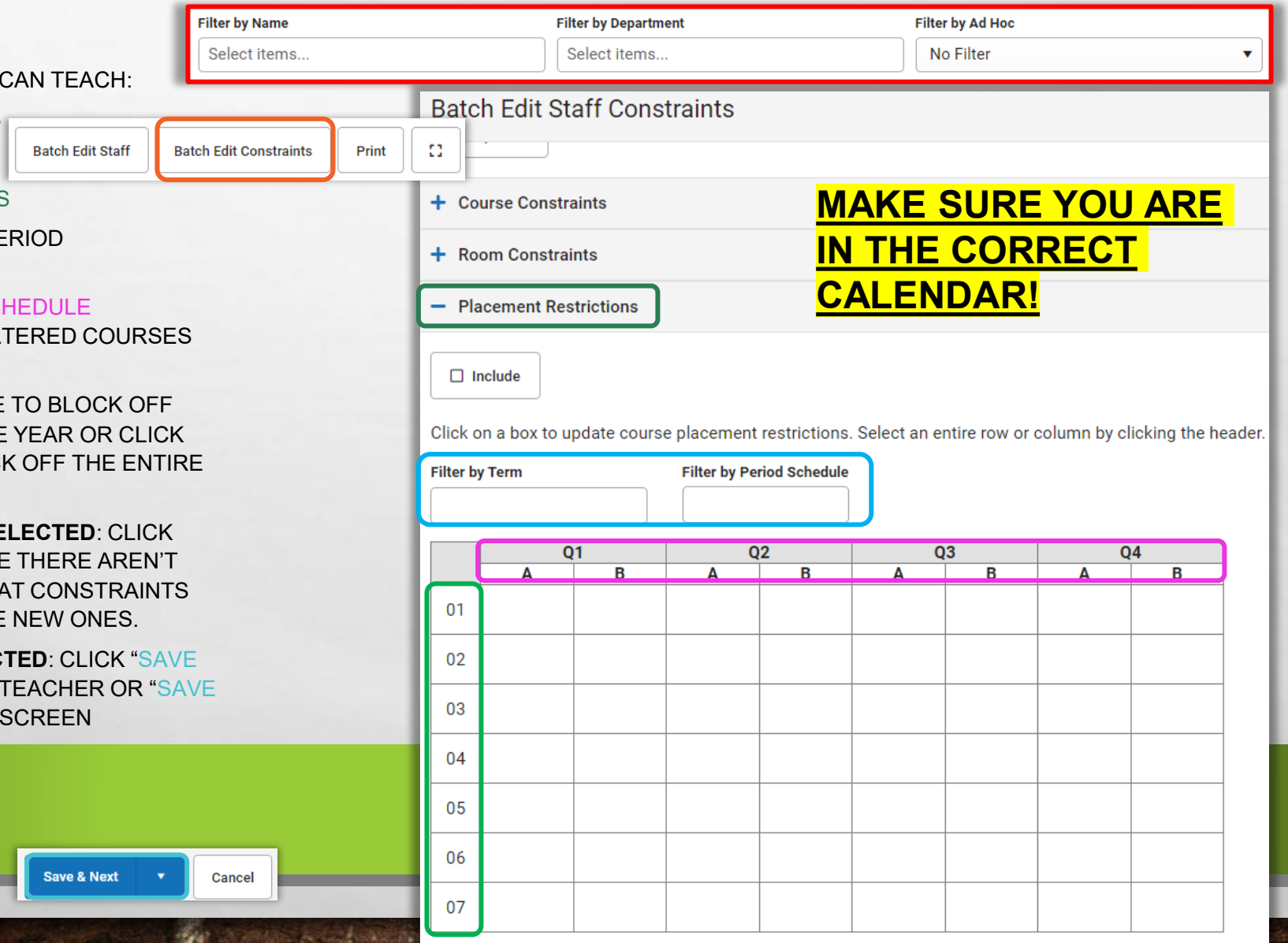



# GETTING READY TO USE THE BUILDER – TEACHER PLACEMENT CONSTRAINTS – PLACEMENT RESTRICTIONS

Scheduling & Courses > Scheduling > Staff Planner

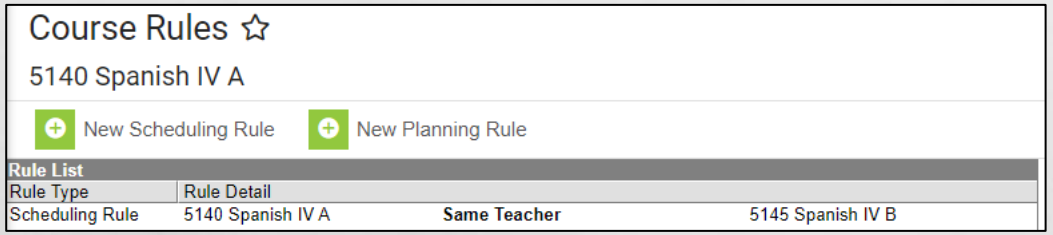
- TO EDIT WHEN A TEACHER (OR MULTIPLE) CAN TEACH:
  - FILTER TO THE DESIRED TEACHERS
  - CLICK "BATCH EDIT CONSTRAINTS"
  - EXPAND PLACEMENT RESTRICTIONS
  - FILTER TO THE DESIRED TERM(S)/PERIOD SCHEDULE(S), IF APPLICABLE.
  - SELECT THE PERIOD OR PERIOD SCHEDULE (ROTATION DAY) FOR WHEN THE FILTERED COURSES CANNOT MEET.
    - TIP: CLICK THE PERIOD NAME TO BLOCK OFF THE PERIOD FOR THE ENTIRE YEAR OR CLICK THE ROTATION DAY TO BLOCK OFF THE ENTIRE ROTATION DAY.
  - WHEN **MULTIPLE TEACHERS ARE SELECTED**: CLICK "ADD" TO ADD CONSTRAINTS WHERE THERE AREN'T ANY OR "REPLACE" TO CHANGE WHAT CONSTRAINTS MAY HAVE BEEN IN PLACE WITH THE NEW ONES.
  - WHEN A **SINGLE TEACHER IS SELECTED**: CLICK "SAVE & NEXT" TO MOVE ON TO THE NEXT TEACHER OR "SAVE & CLOSE" TO RETURN TO THE MAIN SCREEN

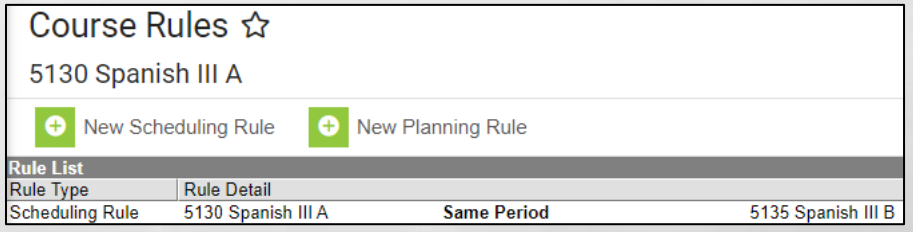


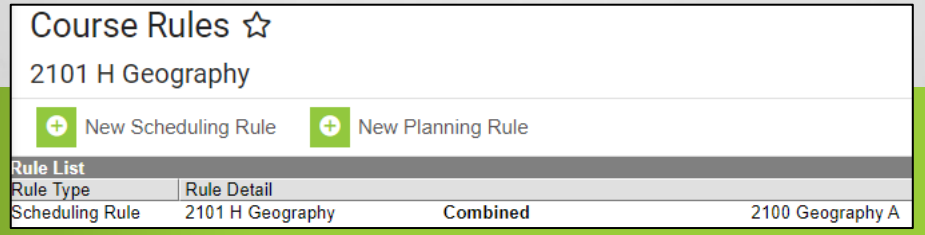
# USING THE BUILDER – REMEMBER COURSE RULES?!

Scheduling & Courses > Courses > Course Rules

- THE BUILDER USES CERTAIN COURSE RULES TO DETERMINE PLACEMENT OF COURSES THAT DO NOT SPAN THE FULL-YEAR
- THE ONLY SCHEDULING RULES THAT AFFECT THE BUILDING OF A MASTER SCHEDULE ARE USED TO ALIGN HALF YEAR SECTIONS IN SEM 1 & SEM 2 WITH **SAME PERIOD** & **SAME TEACHER** RULES
- SOMETIMES THE **COMBINED** RULE WILL ALSO AFFECT THE BUILD




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

# THE SCHEDULING BOARD



# ARE YOU READY TO SCHEDUUUUUUUUUUUUULE?

- ❑ 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?)
  - ❑ ESTABLISHED LOAD PRIORITY
  - ❑ APPLIED SCHEDULING RULES (WHERE APPLICABLE)
- ❑ BUILD CONSTRAINTS HAVE BEEN ESTABLISHED (IF USING THE BUILDER)
- ❑ STAFF CONSTRAINTS HAVE BEEN ESTABLISHED (IF USING THE BUILDER)
- ❑ SECTION INFORMATION REVIEWED AND UPDATED (IF NOT USING THE BUILDER)
  - ❑ DETERMINED MAX SEATS AT SECTION LEVEL (IF NECESSARY)
  - ❑ REVIEWED/EDITED SECTION PLACEMENT
  - ❑ ADDED TEAM (IF APPLICABLE)
  - ❑ REVIEWED STAFF HISTORY
- ❑ STUDENT REQUESTS ENTERED & REVIEWED
  - ❑ COURSE PLAN ADMIN TOOL USED (IF APPLICABLE)
  - ❑ REQUESTS & ROSTERS TOOL USED (IF APPLICABLE)
  - ❑ 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

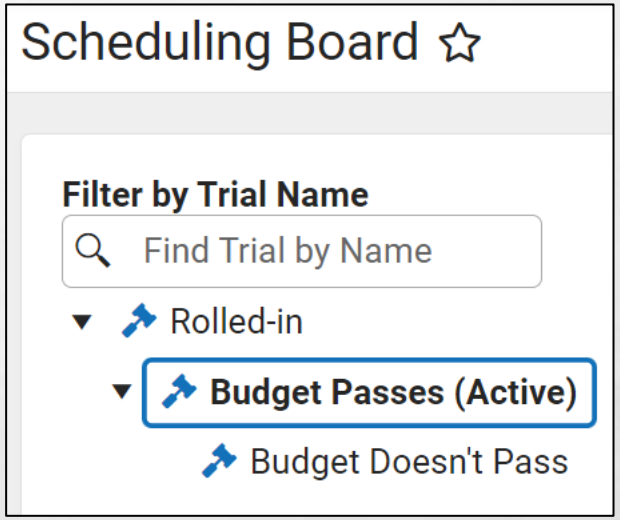
# GUIDELINES TO PREVENT ISSUES

- **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

Scheduling & Courses > Scheduling > Scheduling Board

- 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 OTHER USERS' 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.




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

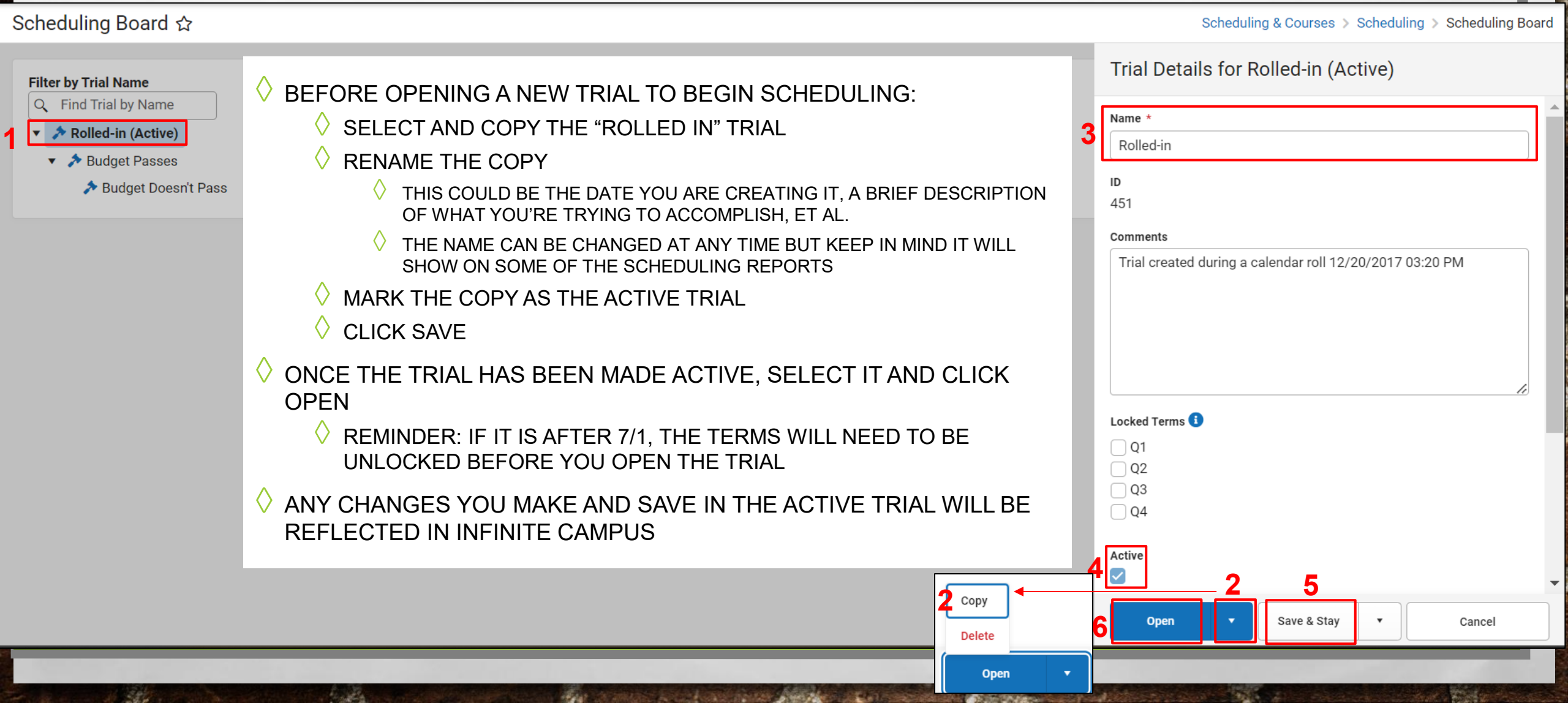
# SCHEDULING BOARD – TRIALS

Scheduling & Courses > Scheduling > Scheduling Board

Link to Scheduling Board Info

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

- 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



# SCHEDULING BOARD – LAYOUT

Scheduling & Courses > Scheduling > Scheduling Board

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

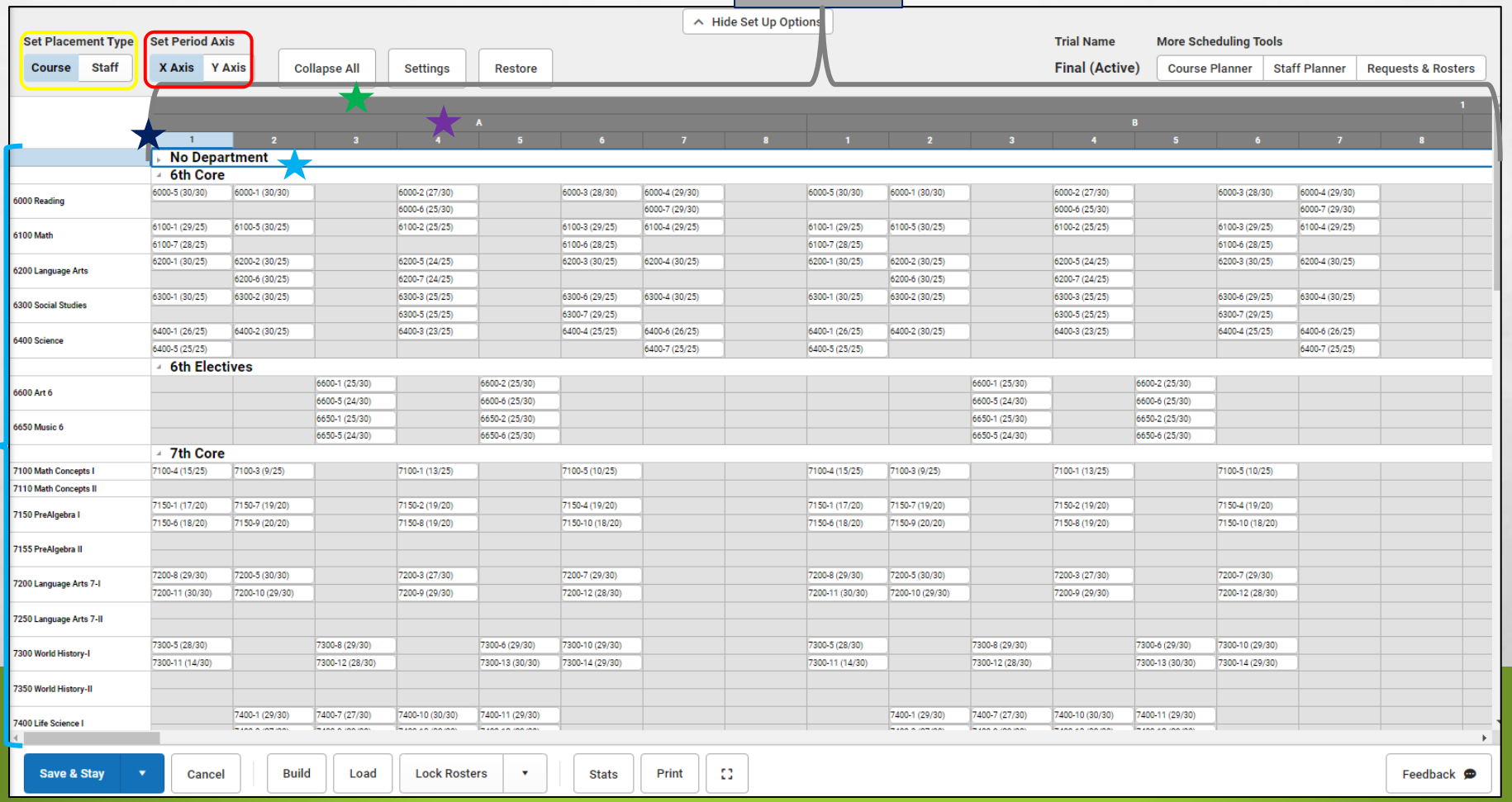
Click X-Axis button to move the periods from the top of the grid to the left next to the Courses

Terms

Schedules

Periods

Departments/ Courses



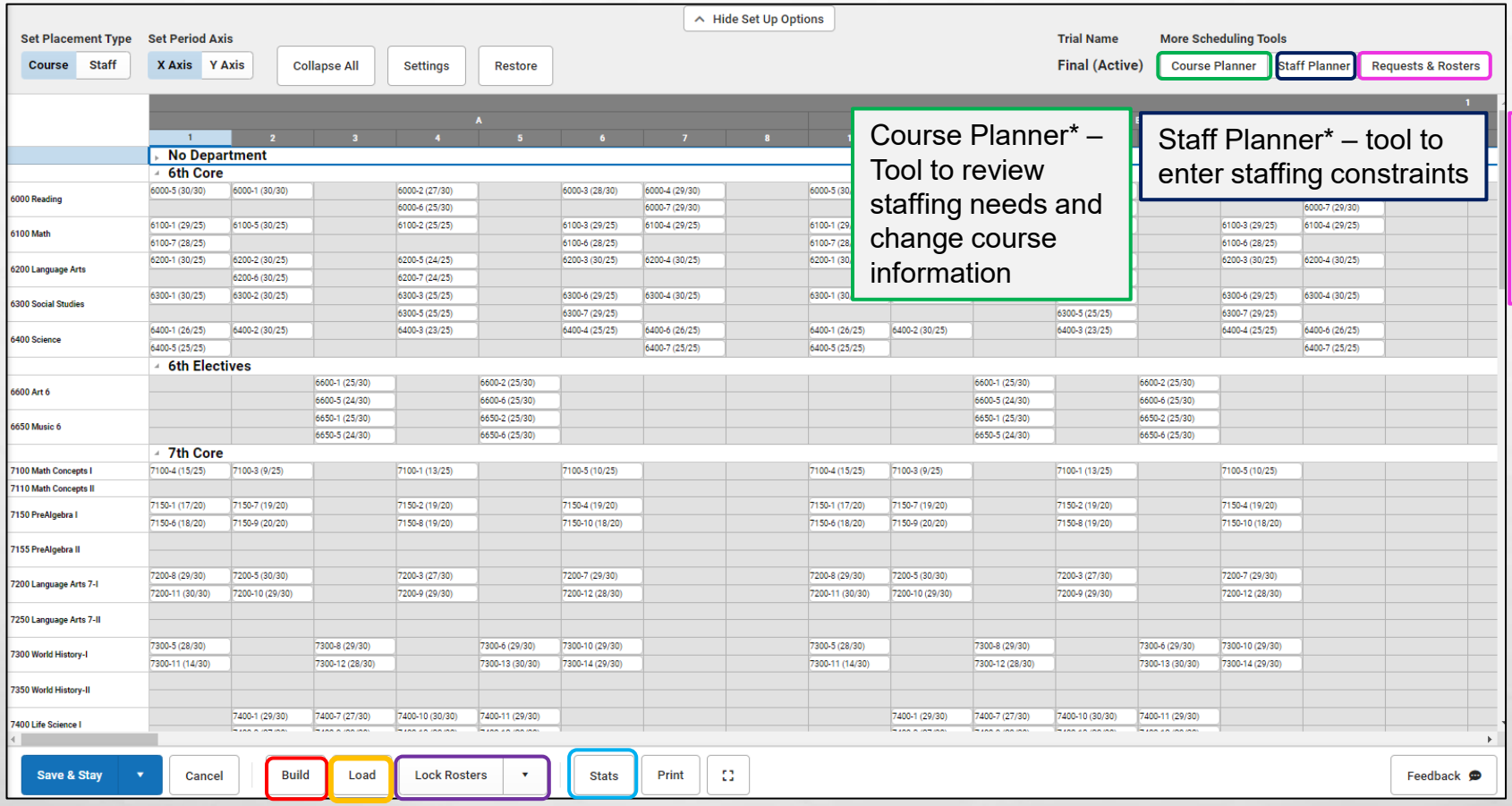

Right click (Mac users: command + click) on a department, course, or section to see additional tools for loading & locking

# 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




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.

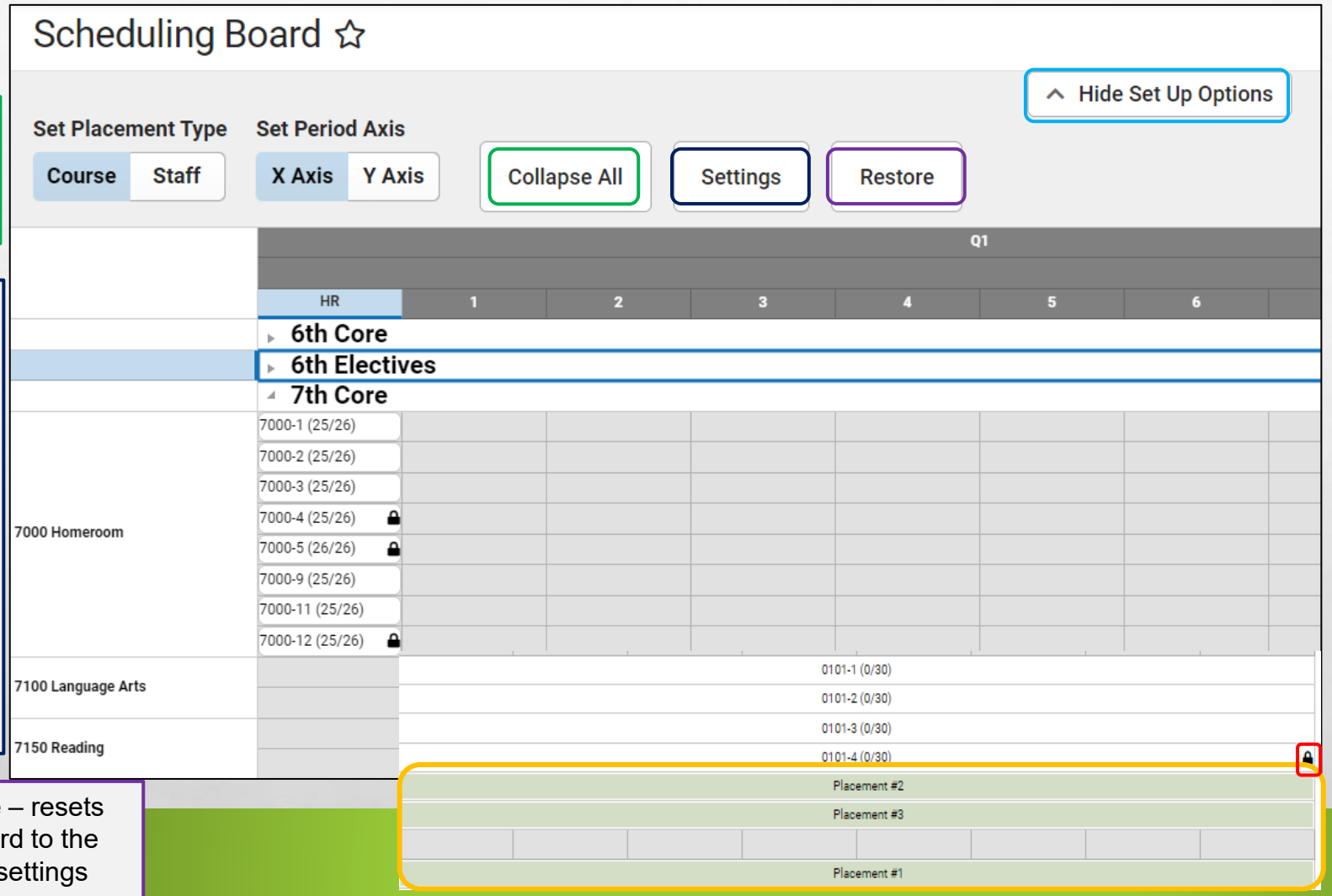
# SCHEDULING BOARD – TOOLS

Scheduling & Courses > Scheduling > Scheduling Board

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




**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

Restore – resets the Board to the default settings

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.

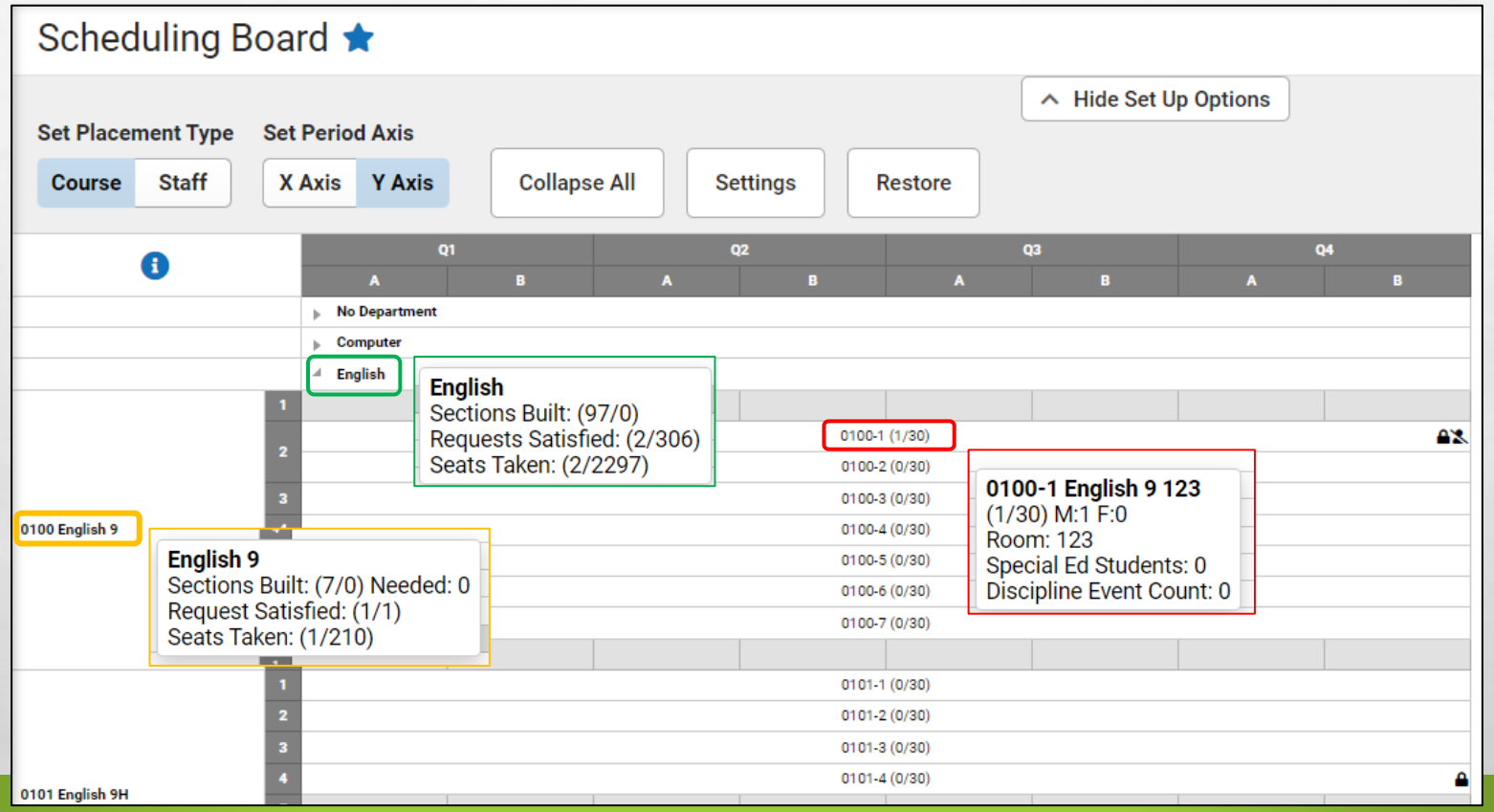
# SCHEDULE BOARD – TOOLS

Scheduling & Courses > Scheduling > Scheduling Board

**Hover over a department** to view department specific information

**Hover over a course** to see course specific information

**Hover over a section** to see section specific information



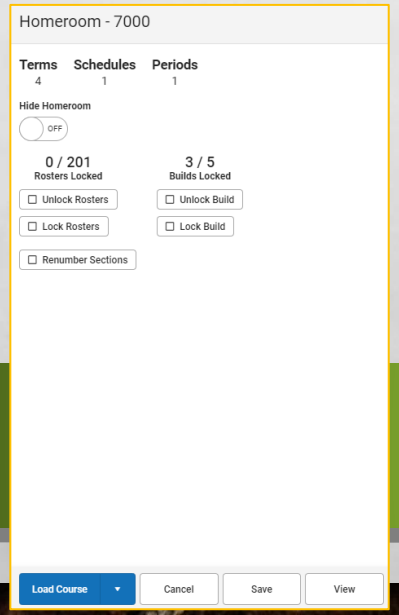
# SCHEDULE BOARD – TOOLS

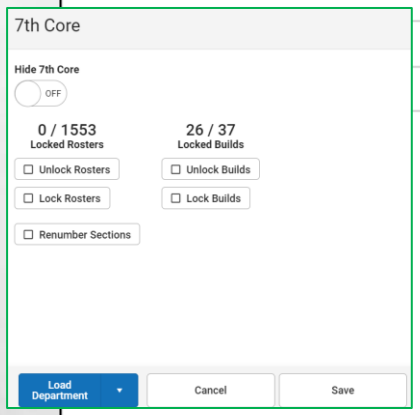
Scheduling & Courses > Scheduling > Scheduling Board

**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

**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)

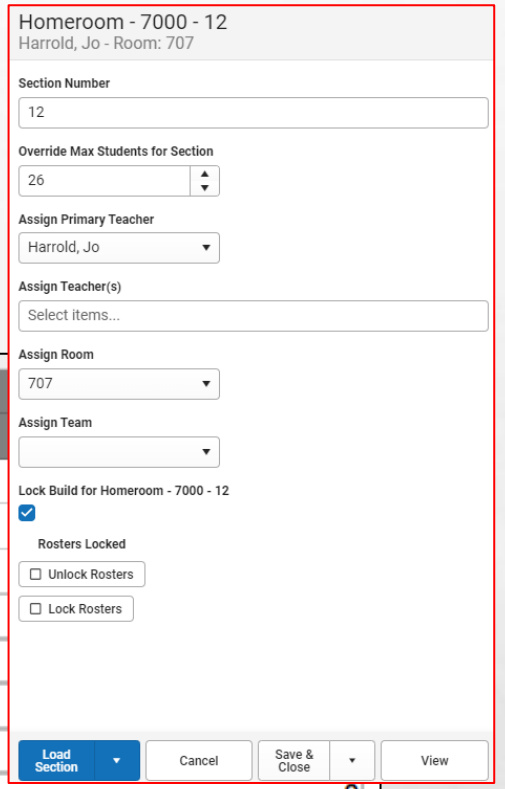






7000 Homeroom



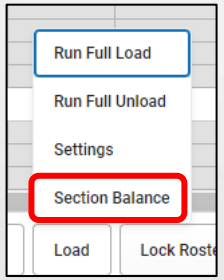

When a section has a **locked roster,** it will have a shadow icon with a line through it

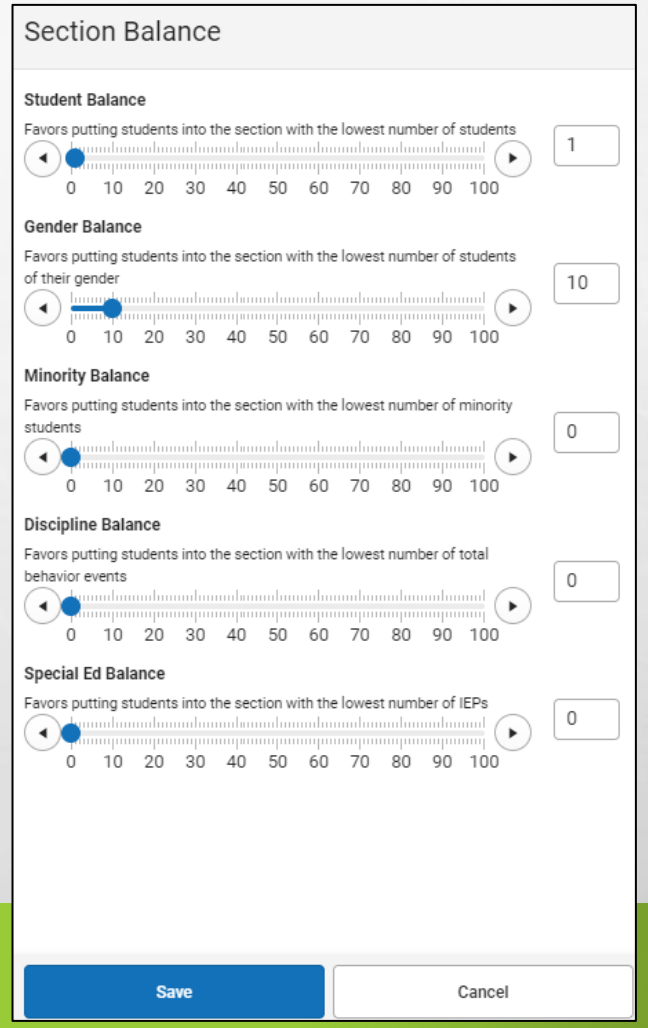
*Selecting the “renumber sections” option changes the section numbers to be sequential beginning with 1

# INITIAL SCHEDULING BOARD SETUP – BALANCING SECTIONS

Scheduling & Courses > Scheduling > Scheduling 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

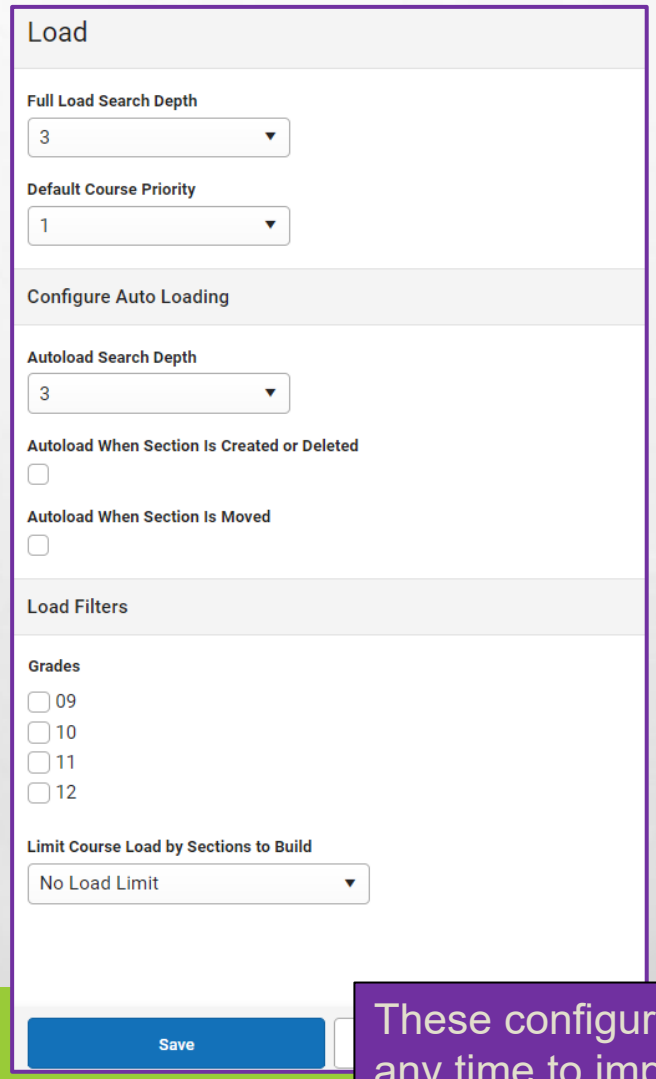


# INITIAL SCHEDULING BOARD LOADING BEST PRACTICES

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)

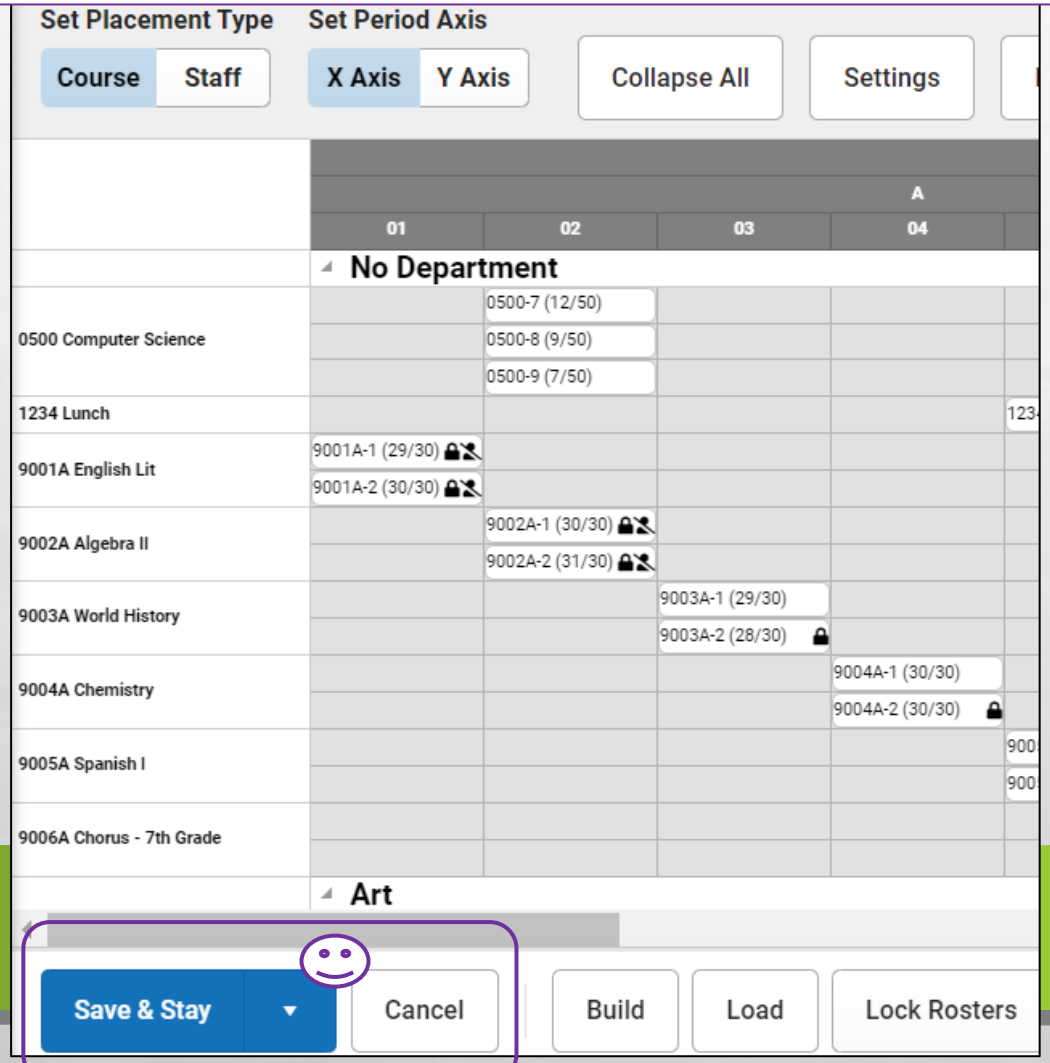



These configurations can be changed at any time to improve the Board’s ability to load (roster) students

# HOW TO EXIT THE SCHEDULING BOARD

Scheduling & Courses > Scheduling > Scheduling Board

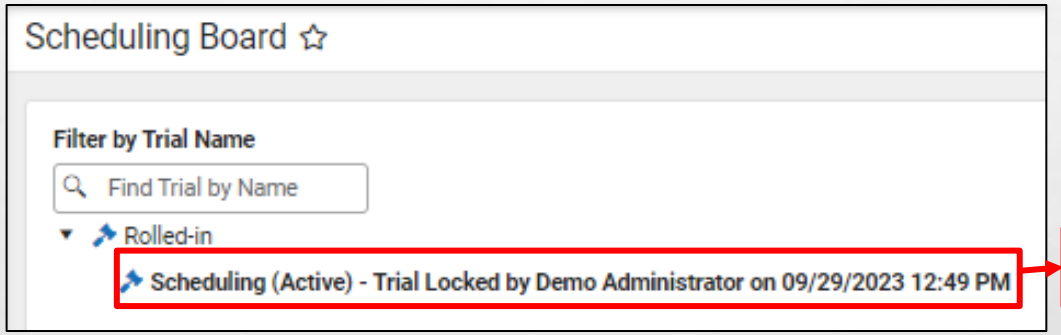
- It's **best practice** to exit the Scheduling Board by navigating to and clicking the arrow next to Save & Stay to select **Save & Close** (if you want to save your changes) OR
- Select **Cancel** to exit the Scheduling Board without saving

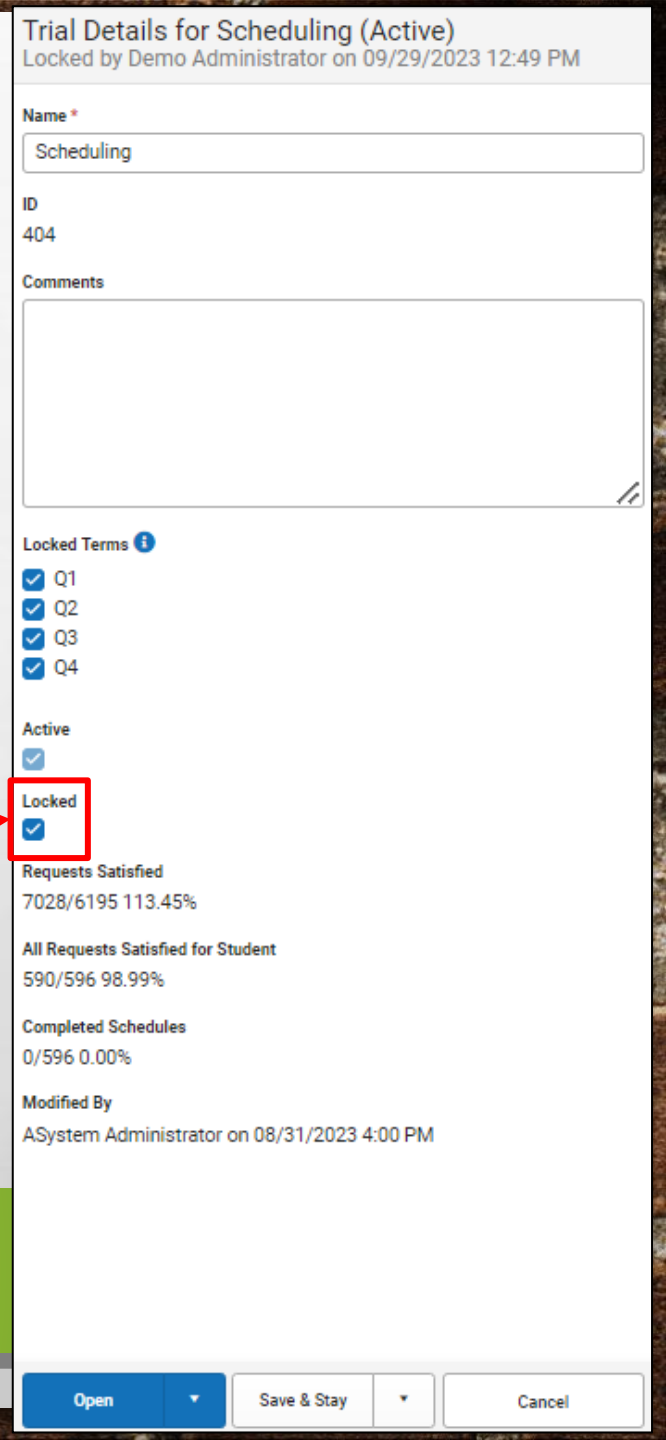


# UNLOCKING A LOCKED TRIAL

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



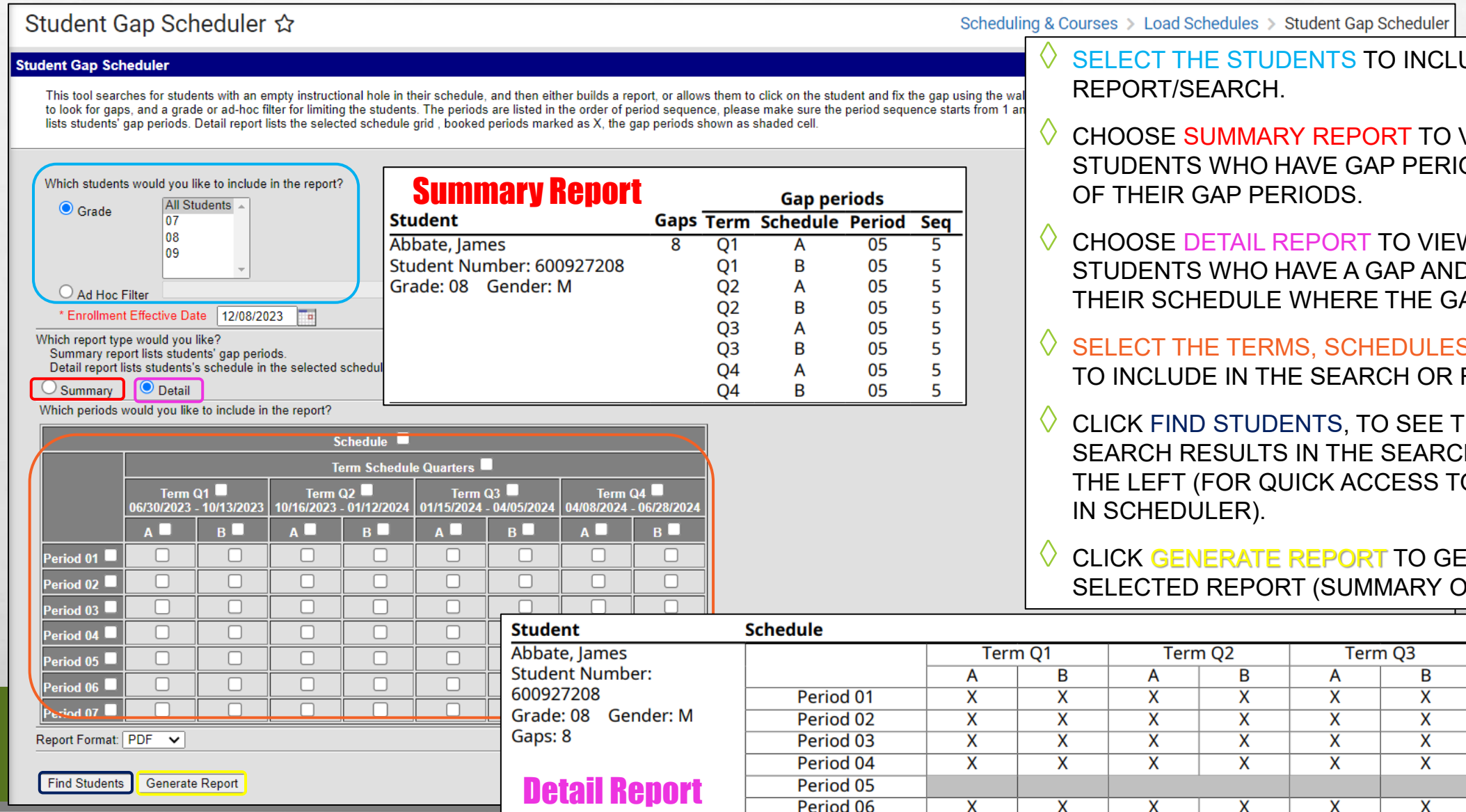
# SCHEDULE GAP TOOLS

THERE ARE TWO TOOLS THAT CAN HELP A SCHEDULER FILL GAPS IN STUDENT SCHEDULES:

- **STUDENT GAP SCHEDULER** – IDENTIFIES INDIVIDUAL STUDENTS WHO HAVE GAPS AND GIVES ACCESS TO THEIR SCHEDULES FOR MANUALLY FILLING IN THE GAPS.
  - IT IS ALSO A HELPFUL TOOL FOR SEEING IN WHICH PERIOD(S) THE MOST GAPS IN STUDENT SCHEDULES EXIST (GENERATING IT AS A REPORT)
- **SCHEDULE GAP FILLER** – TOOL CAN BE USED TO MASS ASSIGN A COURSE-SECTION TO STUDENTS WHO HAVE GAPS IN THE SELECTED PERIOD.
  - EXAMPLE: MASS ASSIGN STUDY HALL

# SCHEDULE GAP TOOLS: STUDENT GAP SCHEDULER

Scheduling & Courses > Load Schedules > Student Gap Scheduler




## Summary Report

| Student | Gaps | Gap periods | | | |
|---|---|---|---|---|---|
| | | Term | Schedule | Period | Seq |
| Abbate, James | 8 | Q1 | A | 05 | 5 |
| Student Number: 600927208 | | Q1 | B | 05 | 5 |
| Grade: 08 Gender: M | | Q2 | A | 05 | 5 |
| | | Q2 | B | 05 | 5 |
| | | Q3 | A | 05 | 5 |
| | | Q3 | B | 05 | 5 |
| | | Q4 | A | 05 | 5 |
| | | Q4 | B | 05 | 5 |

- SELECT THE STUDENTS TO INCLUDE IN THE REPORT/SEARCH.
- CHOOSE SUMMARY REPORT TO VIEW THE STUDENTS WHO HAVE GAP PERIODS AND A LIST OF THEIR GAP PERIODS.
- CHOOSE DETAIL REPORT TO VIEW THE STUDENTS WHO HAVE A GAP AND DISPLAY THEIR SCHEDULE WHERE THE GAPS ARE.
- SELECT THE TERMS, SCHEDULES, & PERIODS TO INCLUDE IN THE SEARCH OR REPORT.
- CLICK FIND STUDENTS, TO SEE THE LIST AS SEARCH RESULTS IN THE SEARCH PANEL TO THE LEFT (FOR QUICK ACCESS TO THEIR WALK-IN SCHEDULER).
- CLICK GENERATE REPORT TO GET THE SELECTED REPORT (SUMMARY OR DETAIL).

## Detail Report

**Student**
Abbate, James
Student Number: 600927208
Grade: 08 Gender: M
Gaps: 8

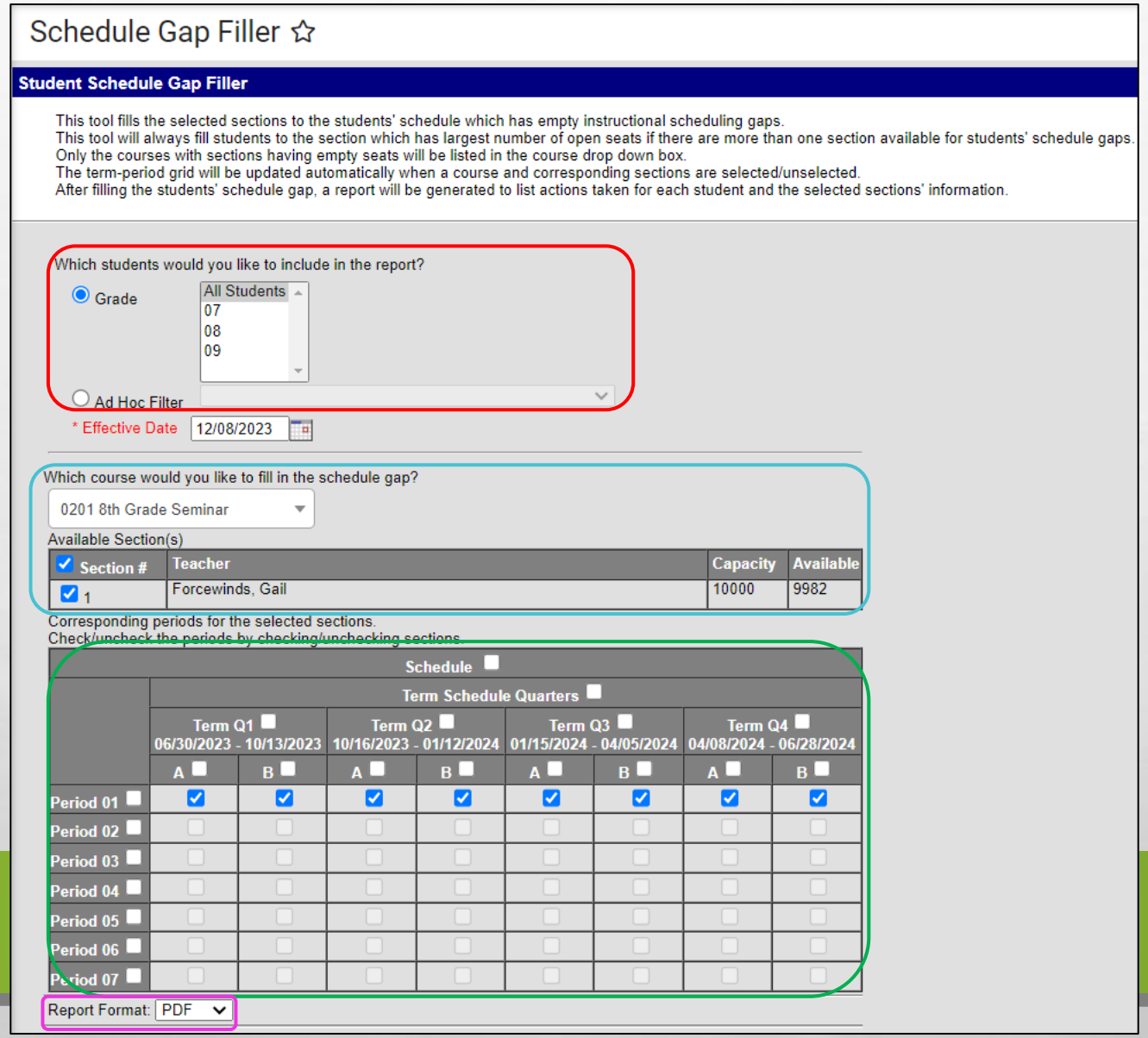
**Schedule**

| | Term Q1 | | Term Q2 | | Term Q3 | | Term Q4 | |
|---|---|---|---|---|---|---|---|---|
| | A | B | A | B | A | B | A | B |
| Period 01 | X | X | X | X | X | X | X | X |
| Period 02 | X | X | X | X | X | X | X | X |
| Period 03 | X | X | X | X | X | X | X | X |
| Period 04 | X | X | X | X | X | X | X | X |
| Period 05 | | | | | | | | |
| Period 06 | X | X | X | X | X | X | X | X |
| Period 07 | X | X | X | X | X | X | X | X |

# SCHEDULE GAP TOOLS – SCHEDULE GAP FILLER

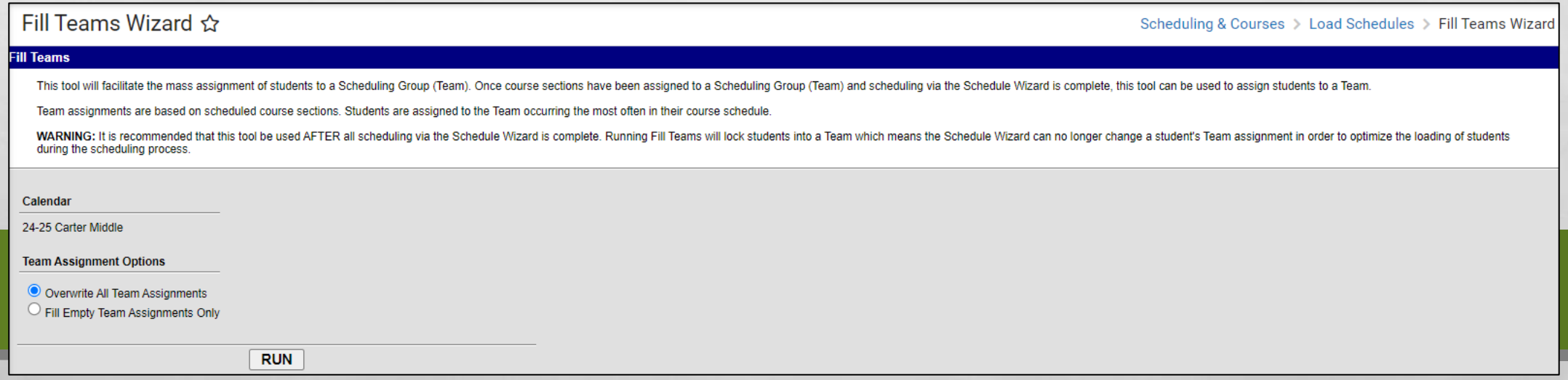
Scheduling & Courses > Load Schedules > Schedule Gap Filler

- SELECT THE STUDENTS TO INCLUDE IN THE REPORT.
- SELECT WHICH COURSE AND SECTION(S) SHOULD BE USED TO FILL THE GAP(S).
- SELECT WHICH PERIOD(S)/PERIOD SCHEDULE(S) TO FILL.
- CLICK <FILL SCHEDULE GAPS & GENERATE REPORT>.
- REPORT FORMAT OPTIONS: PDF OR DOCX



# FILL TEAMS WIZARD

- THIS TOOL ASSIGNS THE STUDENTS TO THE TEAM BASED ON THEIR ROSTERED SECTIONS AFTER THE SCHEDULING PROCESS IS COMPLETE
- IT IS DESIGNED TO BE USED ***AFTER*** SCHEDULING IS COMPLETE AND PRIOR TO THE START OF THE SCHOOL YEAR
- FOR THE TOOL TO WORK THE FOLLOWING MUST BE COMPLETED PRIOR TO ITS USE:
  - TEAMS MUST BE CREATED IN THE CALENDAR
  - TEAMS MUST BE ASSIGNED TO COURSE-SECTIONS (WHEN APPLICABLE)
  - ALL ROSTERING FOR NEXT YEAR MUST BE COMPLETE



# GENERATING REPORTS & SCHEDULES



# Request / Scheduling Reports

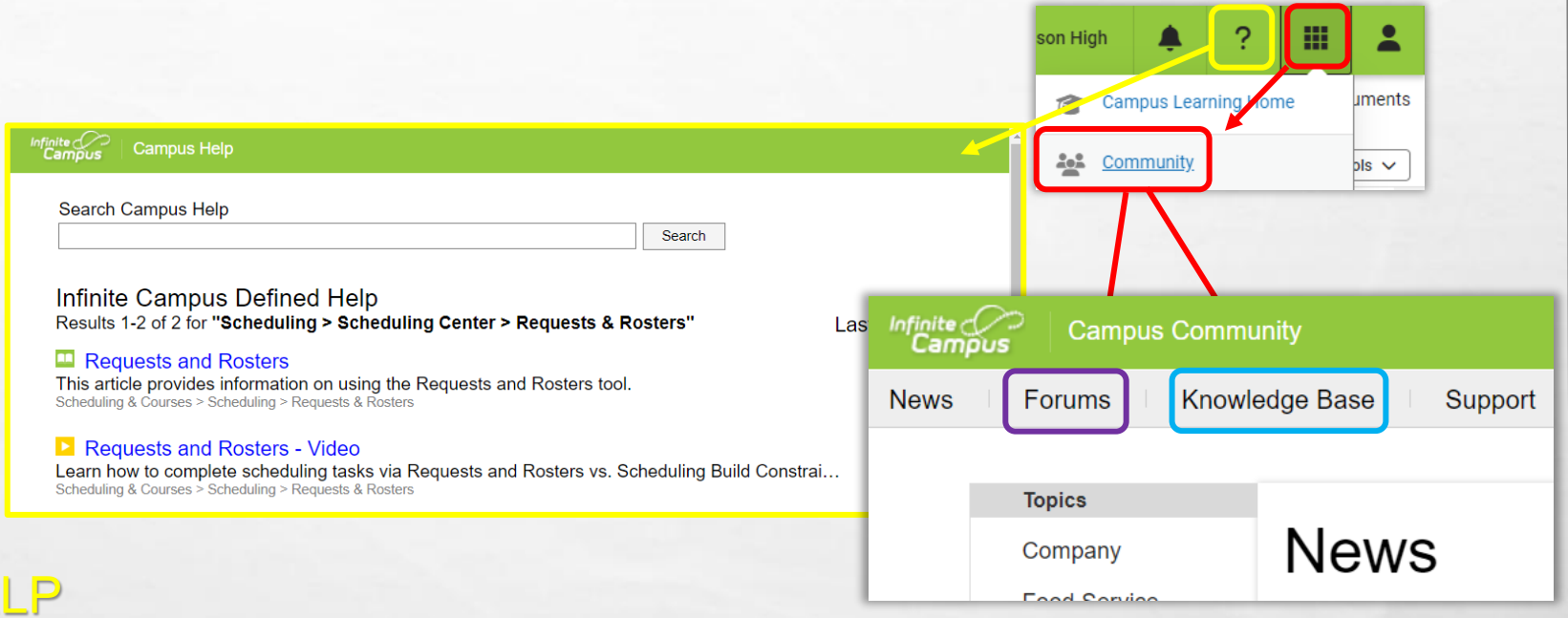
| Report | Description | Use |
|---|---|---|
| ***Master Schedule*** | Details about each section, listing counts by gender & SPED, with pd, room, teacher | Verify and check all course/section info, export to excel for percentages of requests satisfied |
| ***Request Batch*** | Student Requests, one 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 |

# RESOURCES

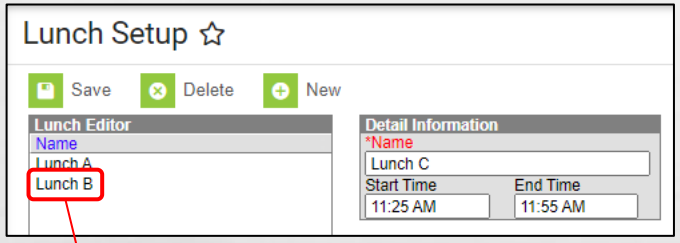
- MASTER SCHEDULING REFERENCE GUIDE
- CAMPUS COMMUNITY – HELP
- CAMPUS COMMUNITY – KNOWLEDGE BASE
- CAMPUS COMMUNITY – FORUMS

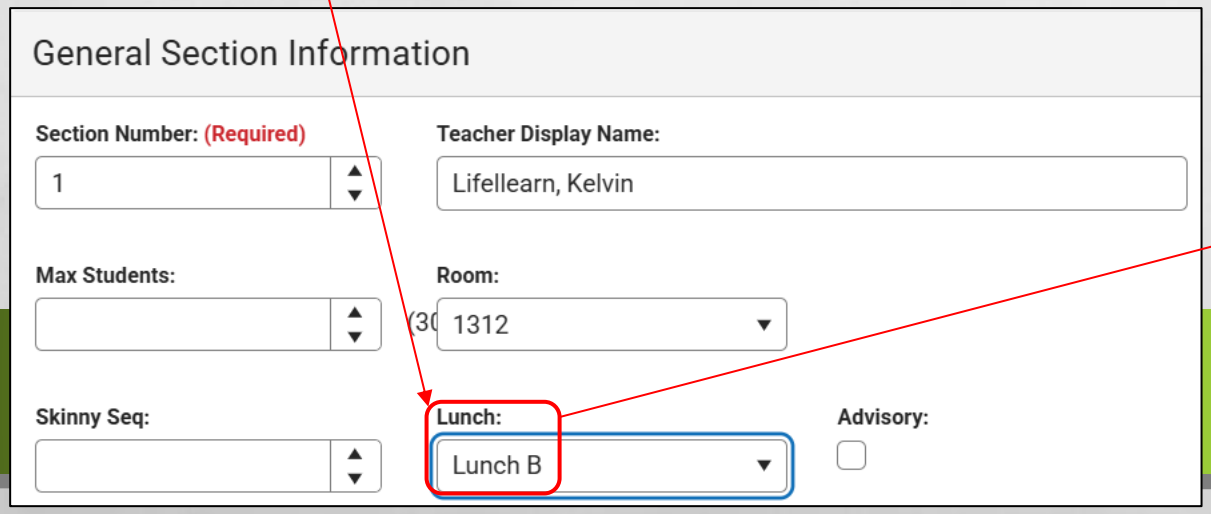


# LUNCH SETUP



- USE THIS TOOL TO INDICATE WHEN A STUDENT HAS LUNCH ON THEIR SCHEDULE (WITHOUT SETTING UP A SEPARATE LUNCH COURSE)
- IT IS NOT A REQUIRED TOOL FOR SCHEDULING
- LUNCHES ARE ASSIGNED TO THE COURSE-SECTIONS
- WHEN LUNCH MINUTES ARE NOTED ON THE CALENDAR PERIODS, THAT TIME IS SUBTRACTED FROM INSTRUCTIONAL TIME. NOTING IT ON THE LUNCH SETUP DOES NOT SUBTRACT THE LUNCH TIME FROM INSTRUCTIONAL TIME.




| | 1 (7/1/2023 - 9/29/2023) | 2 (10/2/2023 - 12/22/2023) | 3 (12/25/2023 - 3/22/2024) | 4 (3/25/2024 - 6/30/2024) |
|---|---|---|---|---|
| 0 | No Scheduled Course | No Scheduled Course | No Scheduled Course | No Scheduled Course |
| 1 | 3100-2<br>**English 9**<br>Lifellearn, Ian | 3100-2<br>**English 9**<br>Lifellearn, Ian | 3100-2<br>**English 9**<br>Lifellearn, Ian | 3100-2<br>**English 9**<br>Lifellearn, Ian |
| 2 | 7100-9<br>**Physical Education 9**<br>Lifellearn, Rebecca | 7100-9<br>**Physical Education 9**<br>Lifellearn, Rebecca | 7150-9<br>**Health 9**<br>Palmer, Nathan | 7150-9<br>**Health 9**<br>Palmer, Nathan |
| 3 | 2520-3<br>**Current Events**<br>Mason, Dustin | 2520-3<br>**Current Events**<br>Mason, Dustin | 2640-7<br>**Civics**<br>Francis, Devin | 2640-7<br>**Civics**<br>Francis, Devin |
| 4 | 4100-4<br>**Physical Science A**<br>Lifellearn, Dana<br>Lunch: Lunch B | 4100-4<br>**Physical Science A**<br>Lifellearn, Dana<br>Lunch: Lunch B | 4150-4<br>**Physical Science B**<br>Lifellearn, Dana<br>Lunch: Lunch B | 4150-4<br>**Physical Science B**<br>Lifellearn, Dana<br>Lunch: Lunch B |
| 5 | 1100-5<br>**Integrated Math I**<br>Drevas, Doras | 1100-5<br>**Integrated Math I**<br>Drevas, Doras | 1100-5<br>**Integrated Math I**<br>Drevas, Doras | 1100-5<br>**Integrated Math I**<br>Drevas, Doras |
| 6 | 2100-9<br>**Geography A**<br>Clement, Donald | 2100-9<br>**Geography A**<br>Clement, Donald | 2150-9<br>**Geography B**<br>Clement, Donald | 2150-9<br>**Geography B**<br>Clement, Donald |
| 7 | 6000-2<br>**2D Foundations A**<br>Bird, Dmitri | 6000-2<br>**2D Foundations A**<br>Bird, Dmitri | 6050-3<br>**2D Foundations B**<br>Bird, Dmitri | 6050-3<br>**2D Foundations B**<br>Bird, Dmitri |