
Delaware Introductory Elementary Master Scheduling

December 3, 2025

Intended Audience:

Master Schedulers who are new to Master Scheduling in Infinite Campus or who are looking to refresh their knowledge

Description:

In this 5-hour session, participants will learn how to set up and use features in Infinite Campus to prepare for creating the master schedule and rostering students. Attendees will be given time for hands-on exploration throughout the day.

Objectives:

- Calendar Roll Forward & Calendar Setup (~30 minutes)
 - Attendance Options
- Enrollments Roll Forward (~15 minutes)
- Course Prep/Cleanup/Setup (~90 minutes)
 - 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 (~45 minutes)
 - Walk-In Scheduler
 - Requests & Rosters
- Scheduling Board (~45 minutes)
 - Trials
 - Copying
 - Locking
 - Navigation/Basics of the Scheduling Board
- Reports (~20 minutes)
- Group Collaboration & Peer Sharing: (~30 minutes)
 - Compare scheduling approaches
 - Share common challenges and quick fixes
- Wrap-Up: (~30 minutes)
 - Best Practices for Delaware overview
 - Crosswalk of Campus vs. eSchool terminology and reports
 - Q&A and action items

At the end of this session, participants will have:

- Rolled a calendar forward to create the next school year
- Rolled the students forward to their next school and grade
- Looked at the Course info and identified issues that need to be resolved
- Reviewed the Scheduling Rules and identified the courses that will utilize a rule
- Set up Scheduling Groups and Templates (if needed)
- Reviewed the options for creating student requests
- Explored the Scheduling Board
- Generated the Scheduling Reports

Training Materials:

Master Scheduling Reference Guide

Master Scheduling Slide Deck

Delaware Introductory Secondary Master Scheduling

December 4, 2025

Intended Audience:

Master Schedulers who are new to Master Scheduling in Infinite Campus or who are looking to refresh their knowledge

Description:

In this 6-hour session, participants will learn how to set up and use features in Infinite Campus to prepare for creating the master schedule and rostering students. Attendees will be given time for hands-on exploration throughout the day.

Objectives:

- Calendar Roll Forward & Calendar Setup (~30 minutes)
- Enrollments Roll Forward (~15 minutes)
- Course Prep/Cleanup/Setup (~90 minutes)
 - 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 (~45 minutes)
 - Course Plan Admin Tool – Academic Planner
 - Walk-In Scheduler
 - Requests & Rosters
 - Building vs. Loading
- Exploring the Builder (if applicable) (~30 minutes)
 - Course Planner
 - Staff Planner
- Scheduling Board (~45 minutes)
 - Trials
 - Copying
 - Locking
 - Navigation/Basics of the Scheduling Board
- Schedule Gap Tools (~10 minutes)
- Fill Teams Wizard (if applicable) (~ 10 minutes)
- Reports (~20 minutes)
- Lunch Setup (if applicable) (~5 minutes)
- Group Collaboration & Peer Sharing: (~30 minutes)
 - Compare scheduling approaches
 - Share common challenges and quick fixes

-
- Wrap-Up: (~30 minutes)
 - Best Practices for Delaware overview
 - Crosswalk of Campus vs. eSchool terminology and reports
 - Q&A and action items

At the end of this session, participants will have:

- Rolled a calendar forward to create the next school year
- Rolled the students forward to their next school and grade
- Looked at the Course info and identified issues that need to be resolved
- Reviewed the Scheduling Rules and identified the courses that will utilize a rule
- Set up Scheduling Groups and Templates (if needed)
- Reviewed the options for creating student requests
- Explored the Scheduling Board
- Generated the Scheduling Reports

Training Materials:

Master Scheduling Reference Guide

Master Scheduling Slide Deck