

VIRTUAL SCHEDULING SERIES

The Virtual Scheduling Series provides Campus Passport districts with knowledge of how Infinite Campus tools can be utilized to complete a master schedule. The combination of on-demand training, hands-on practice and district time with a trainer creates a flexible and well-rounded learning experience for staff.

ON-DEMAND TRAINING

Districts will utilize the Virtual Scheduling Series Parts 1-4 and Elementary Scheduling courses to learn how the scheduling tools in Infinite Campus work.

HANDS-ON PRACTICE

Districts should have staff complete work in an Infinite Campus site to help keep scheduling information up to date. This will be beneficial between each scheduling phase and while using the components of the Virtual Scheduling Series.

TIME WITH A TRAINER

- **Consult:** 30 minutes to discuss your scheduling setup and the scheduling series system admin
- **Calendar Roll Forward:** one hour with a trainer to review calendar roll forward after on-demand training (part 1) is complete
- **Trainer Office Hours:** districts can schedule up to two hours of live virtual meetings through scheduling office hours with a training specialist assigned to help answer questions

***Live training components of the Virtual Scheduling Series need to be completed by May 30, 2026. On-demand courses and scheduling seminar recordings will remain available.**

REGISTER FOR THE VIRTUAL SCHEDULING SERIES

- 1 LOG IN TO THE SUPPORT PORTAL**
<https://tinyurl.com/SupportPortal1>
- 2 CREATE A NEW TRAINING REQUEST CASE**
Subject line: Scheduling Series
- 3 YOU WILL BE CONTACTED BY INFINITE CAMPUS TRAINING**
- 4 SUBMIT CASES BY APRIL 1**

PLEASE NOTE: The Virtual Scheduling Series is designed to train districts on how the scheduling tools in Infinite Campus can be utilized for the purpose of completing a master schedule. While possible, it is not the expectation that all master schedules will be completed by the end of the Virtual Scheduling Series. Infinite Campus Training Specialists will focus on training the functionality of how the scheduling tools work and offer recommendations based on experience but are not expected to be master schedulers themselves.

INTERESTED IN A CAMPUS PASSPORT SUBSCRIPTION?
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