



Walk-in Scheduler

Release Pack 2531

ESBOCES
December 2025

Goals

- Review tool rights and best practices for scheduling a new student.
- Work with student schedules prior to the start of the school year.
- Ensure compliance for NY State reporting purposes when altering existing schedules.
- Work with the Counseling tab set's walk-in scheduler.
- Best practice reminder for upcoming-year scheduling.

Tool Rights to Section Roster Tabs

Users should have adequate student and calendar access for schedule alterations.

❖ A MINIMUM of Read and Write Tool Rights are required for the Student Information > General > Schedule Tab.

- R = Read
 - View only
- W = Write
 - Save changes
- A = Add
 - Create new record
- D = Delete

Tool Rights ☆

Jackie Counselor/Scheduler

Programs	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
State Reporting	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Program Sessions	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Records Transfer	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Report Comments	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Schedule	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Can Overload Sections	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Grade Book	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
View Attendance	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Can Override Strict Student Constraints	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Scheduling Messenger	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
User Group Formats	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
Additional Enrollment Schedules	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete

- Delete- use sparingly!
- Removing "D" rights takes the Unload option out of the Walk-in toolset.
- Users need Read access to Courses and Sections that are nested above the Roster tabs (for Index access).

Tool Rights

- Ideally, a responsible scheduler will be given RWAD tool rights to the tab for full Load and Unload ability.
- Overloading Sections, access to Grade Book through the schedule tab, Scheduling Messenger, and rights to create teams are all optional rights that may be assigned by the Campus Administrator, but are not necessary for Walk-In Scheduler to function properly.

Tool Rights can be found under Student Information > General > Schedule

Campus Best Practice is to assign these rights to a User Group, and then link the rights to individual users through group membership.

Tool Rights - Counseling Scheduler

- **R** and **W** rights are necessary for access to Counseling Walk-In Scheduler and for overriding Strict Student Constraints.
- Delete and Unload rights can not be revoked from the Counseling walk-in scheduler. **R** and **W** checks give full access as a 'wizard' would function.

Schedule

Can Overload Sections

Grade Book

[View Attendance](#)

Can Override Strict Student Constraints

Scheduling Messenger

User Group Formats

Additional Enrollment Schedules

[illegible]

Calendar Access

Calendar Groups created in the This Year, Next Year format should be available to schedulers.

Calendar Rights ☆

User Management > User Groups > Calendar Rights

Jackie Test HS This Year

Related Tools ▼

New Save Delete

Rights Editor

Name
25-26 Jackie Test HS

School Year Rights

School: Jackie Test HS

Year: 25-26

Calendar: 25-26 Jackie Test HS

Modify Rights: ☒ Close School Months: ☐

[Add User Group](#)

[User Group Information](#)

Calendar Rights

[Membership Summary](#)

[Tool Rights](#)

Infinite Campus Best Practice is to assign these rights to a User Group, and then link the rights to individual users through group membership.

Student Access

- Students can be accessed by adding the “Allow unfiltered search” tool to the scheduler’s rights, *or* by adding the District Assignment role of Counselor to the user. Counselors will only be able to search team-linked students.

Tool Rights ☆ User Management > User Groups > Tool Rights

Jackie Counselor/Scheduler Related Tools ▼

Additional Access Rights

▼ General

Allow unfiltered search

☐ All

☐ Read

☐ Write

☐ Add

☐ Delete

☒ All

Additional Access Rights > General > Allow Unfiltered Search

District Assignments ☆ Census > Staff > District Assignments

Berube, Craig  Related Tools ▼

[Save](#) [Delete](#) [New](#) [Documents](#)

Assignments

Jackie Test HS

Guidance Counselor - (12/03/2019-)

Employment Assignment Information

School
Jackie Test HS

*Start Date
12/03/2019

Type
01:Administrative

Teacher ☐

Special Ed ☐

Advisor ☐

Supervisor ☐

Program ☐

Behavior Admin ☐

Counselor ☒

Foodservice ☐

Health ☐

Exclude Behavior Referral ☐

Department
Title
Guidance Counselor

Assignment Code

Behavior Response Approver ☐

Self Service Approver ☐

Response to Intervention ☐

FRAM Processor ☐

Credentials

District Assignments

District Employment

Staff Locator Wizard

Teacher Schedule

Census > Staff > District Assignments

Counseling Team Member Tool

Link Counselors to students through the [Student Information > Counseling > Team Members](#) tab. Click on [Find & Link New Team Member](#) (as Counselor staff).

The screenshot shows the 'Counseling Team Members' interface. At the top, there's a header bar with the date '25-26 Jackie Test HS' and navigation icons. Below the header, the page title 'Counseling Team Members' is displayed. A breadcrumb trail shows 'Student Information > Counseling > Counseling Team Members'. The main content area features a 'Find & Link New Team Member' button, an 'Enter New Team Member' button, and 'Print Active Only' and 'Print All' buttons. A table titled 'Team Member Editor' is visible, with columns for 'Start Date', 'End Date', 'Title', 'Name', and 'Caseload Role'. Below the table, there's a 'Find New Team Member' form with dropdown menus for 'Census', 'Classroom Teachers', 'Counselor Staff', and 'Caseload Role'. The 'Counselor Staff' dropdown is currently selected, showing 'Berube, Craig - (Guidance Counselor)'. An 'Add Team Member' button is at the bottom of the form. On the right side, there's a 'Related Tools' dropdown menu with options: 'Counseling Contact Log', 'Counseling Documents', 'Counseling Team Members' (highlighted), and 'Meetings'.

Type in the date, Counselors name and Caseload Role. Then click Add Team Member to add the counselor to the student.

This screenshot is identical to the one above, but the 'Find New Team Member' form now contains data. The 'Census' dropdown is set to 'Classroom Teachers', and the 'Caseload Role' dropdown is set to 'Counselor'. The 'Counselor Staff' dropdown is still set to 'Berube, Craig - (Guidance Counselor)'. The 'Add Team Member' button remains at the bottom of the form. The rest of the interface, including the header, breadcrumb trail, and related tools menu, is the same as in the previous screenshot.

Fill Counselor Tool

Counselors can also be added to a student's record by using the Fill Counselor tool.

The tool starts a team member record as of the date it is run. Also, an "End Existing Counselors" check will end prior Counselor members' relationships as of the previous day.

Scheduling and Courses > Load
schedules > Fill Counselor Wizard

Scheduling & Courses > Load Schedules > Fill Counselor Wizard

Fill Counselor Wizard ☆

Fill Counselor

This tool will facilitate the mass assignment of students to a counselor.

Search Students

☒ Grade ☐ Ad Hoc Filter

Enrollment Effective Date 12/01/2025

Last Name to

First Name to

☐ No Active Counselor

Counselor Choose a Counselor

☐ End existing

Search Students

Search Result

Grade	Name
-------	------

Click to remove a student
Ctrl-z to undo the removing

You can also End Existing Counselors by clicking on the check box as shown below.

Fill Counselor Wizard ☆

Fill Counselor

This tool will facilitate the mass assignment of students to a counselor.

Search Students

☒ Grade ☐ Ad Hoc Filter

Enrollment Effective Date 12/01/2025

Last Name to

First Name to

☐ No Active Counselor

Search Students

Search Result

Grade	Name
-------	------

Click to remove a student
Ctrl-z to undo the removing

Counselor Choose a Counselor

☒ End existing counselors

Fill Counselor

Editing Rosters – Roster Batch Edit

Search > Course/Section> Select Section > Roster Batch Edit

- Allows for adding “dual credit” flags and “dual credit code”.
- New students can not be added to the roster from this tab.
- Members can not have multiple add/drop dates within this tab.
 - Example: A student starts from roster (start date is NULL), then drops (end date is added), and re-enters the class at a later date (new start date is added, later than the drop date). The teacher for the section sees this student as dropped and the staff student course extract doesn't report this student, because the “drop” date is the first date Campus recognizes.

Section Roster Batch Edit ☆

701-1 Boys Physical Education Teacher: Flatley, Pat

 Save

Active Students: 2

Name	Student #	Dual Credit	Dual Credit Code	Post Secondary Credits Earned
11 Plummer, Christopher	100013513	☐		
10 TROUBLE, Bruce	100013451	☐		

Dropped Students: 0

Name	Student #	Dual Credit	Dual Credit Code	Post Secondary Credits Earned
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Scheduling & Courses > Courses > Section Roster Batch Edit

Related Tools ▾

Add Course

Copy Course

Course Information

Course Assessments

Course Categories

Course Fees

Course Grade Calc Options

Course Grading Tasks

Course Rules

Course Sections

Course Standards

Section Attendance

Section Information

Section Grading By Student

Section Grading By Task

Section Guest Grade Book

Section Roster

Section Roster Batch Edit

Walk-in Scheduling is required for detailed tracking

Scheduling New Students

- Different methods can be used for scheduling new students from the Walk-in Scheduler tools.
 - Enter Requests for courses, and let the tab load the requests with the Scheduling Board logic.
 - Manually search and insert (without existing requests).
 - Combination - Load requests, then make manual alterations.

Schedule ☆

Plummer, Christopher ⓘ Student #: 100013513 Grade: 11 Counselor: Craig Berube
 Student Working Toward a CDOS Credential

Student Inform

Filter ▾
 Settings ⚙️

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)	
	A	B	A	B	A	B	A	B
1	801-1 Computer Aided Design Sutter, Duane	801-1 Computer Aided Design Sutter, Duane	801-1 Computer Aided Design Sutter, Duane	801-1 Computer Aided Design Sutter, Duane	802-1 Computer Animation Berube, J.F.	802-1 Computer Animation Berube, J.F.	802-1 Computer Animation Berube, J.F.	802-1 Computer Animation Berube, J.F.
2	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.
3	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John
4	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis
5	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch
6	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent
7	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch
8	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew
Act	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Load ▾
 Lock All ▾
 Documents
 Notes
 Print

Search

Effective Date
 Today

Period ▾ 1 ▾ ×

Schedule ▾ A ▾ ×

Term ▾ Q1 ▾ ×

+ Add Option

Search

+ ADD COURSE AND SECTIONS ⓘ

+ Earth Science 101

+ English 12 404

+ Chorus 603

+ Computer Aided Design 801

Calendar Term **Walk-in Scheduler** Messenger ⚙️

Make sure the effective dates are in the correct scheduling year

Scheduling New Students Entering Requests

- Elements of the Request view

The screenshot shows the 'Schedule' interface for a student named Dennehy, Brian. The interface includes a header with the student's name, ID, grade, and DOB. Below this is a 'Filter' button and a 'Settings' button. The main area is a grid showing course scheduling for four terms: Q1 (9/4/2025 - 11/15/2025), Q2 (11/16/2025 - 1/23/2026), Q3 (1/24/2026 - 4/10/2026), and Q4 (4/11/2026 - 6/26/2026). Each term has two columns, A and B, and rows 1 through 8, plus an 'Act' row. All cells in the grid are currently empty, displaying 'No Scheduled Course'. To the right of the grid is a 'Requests' sidebar. It includes a 'Effective Date' field, an '+ Add Requests' button, and a table with columns 'COURSE NAME', 'UNITS', 'TYPE', and '#'. Below the table, it says 'No requests added yet.' At the bottom of the interface is a 'Load' button with a dropdown arrow, a 'Lock All' button, and buttons for 'Documents', 'Notes', and 'Print'. A 'Calendar' tab is also visible. Annotations with arrows point to various elements: 'Limit which terms may be loaded' points to the 'Term' filter; 'Request Tab' points to the 'Requests' sidebar; 'SearchTab' points to the 'Search' button in the sidebar; 'Clear Schedule Grid' points to the 'Unload' button; 'Load Grid with Scheduling Board logic' points to the 'Load' button; and 'Schedule/Walk-in Toggle' points to the 'Walk-in Scheduler' tab.

Limit which terms may be loaded

Request Tab

SearchTab

Clear Schedule Grid

Load Grid with Scheduling Board logic

Schedule/Walk-in Toggle

Scheduling New Students Entering Requests (ctd.)

Request Units

- Units are determined by the calendar:
- Total Units = (# of terms) x (# of period schedules) x (# of periods per day)

i.e. Quarters, A/B rotation, 9 periods per day = $4 \times 2 \times 9 = 72$ Units

Go to a Course's Section tab to count the number of units a section will use.

Each section may have different placements

The 'Requests' form displays a table with columns: COURSE NAME, UNITS, TYPE, and #. A row for 'Earth Science 101-1' shows 8 units and type 'E'. The 'Scheduling Units' field is highlighted with a red box, showing a fraction of 8 over 72.

COURSE NAME	UNITS	TYPE	#
Earth Science 101-1	8	E	1

The 'Section Editor' form for Section 189442 includes fields for Teacher Display Name (Bossy, Mike), Max Students (25), Room (100), and various scheduling options like Lunch Count, Custom Count, and Primary Teacher.

	Quarters			
	Q1	Q2	Q3	Q4
Period 1	☒	☒	☒	☒
Period 2	☐	☐	☐	☐
Period 3	☐	☐	☐	☐

Scheduling New Students Entering Requests (ctd.)

- Click on Add Requests in the Requests column. There will be a list of available course names or you can search by course or number in the search box.
 - * Specific section numbers may not be requested
 - * If courses are already requested by another user
 - * Change Request Type(s) if necessary
 - R = Required (loads on click- indicates added by staff member)
 - E = Elective (loads on click- indicates added by student/parent user)
 - A = Alternate (does not load on click- manual placement required)

If request units out number available schedule units, enter courses NOT required for Graduation as “alternate”.

Scheduling New Students Entering Requests (ctd.)

Uncheck “Terms” boxes if applicable

- Unchecking Terms limits the number of sections in which a student may be placed
 - Courses must have sections that take place *within the checked Terms only* to be loaded
 - i.e. checking Terms 1, 2 only will prohibit a 4-quarter course from loading
 - Courses with term checks that are already loaded in one term (or a combination of terms) will not load a second time in an alternate terms due to Scheduling Board rules, even if ONLY the alternate terms are selected to load. Repeat course numbers must be placed manually.

Load Rosters

Requests will be loaded into the schedule for the selected terms below for the 25-26 school year with a start date of 9/4/2025.

Terms *

☒ Q1
☒ Q2
☒ Q3
☒ Q4

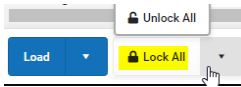
Start Date

Enter a start date for the courses. Terms must still be checked for load.

Unlocked rosters in the schedule will be **deleted** from the selected terms during the load process. This removes:

- Attendance information
- Grades
- Course section data

Scheduling New Students Entering Requests (ctd.)

- Click Load
 - Schedule is loaded into grid with Scheduling Board logic (section balancing for number of students, male/female distribution, number of IEPs, Team assignments, etc.) Loads and Unloads really shouldn't be done after the first day of school.
 - Placements may be locked  once a section is assigned, preventing the unload button from removing the sections from the placement grid


Schedule ☆
 Dennehy, Brian  Student #: 100013567 Grade: 10 DOB: 12/05/2005

Filter ▼ Settings

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)	
	A	B	A	B	A	B	A	B
1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	102-1 Biology Bossy, Mike	102-1 Biology Bossy, Mike	102-1 Biology Bossy, Mike	102-1 Biology Bossy, Mike	102-1 Biology Bossy, Mike	102-1 Biology Bossy, Mike	102-1 Biology Bossy, Mike	102-1 Biology Bossy, Mike
3	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John
4	304-1 Algebra 2 Gillies, Clark	304-1 Algebra 2 Gillies, Clark	304-1 Algebra 2 Gillies, Clark	304-1 Algebra 2 Gillies, Clark	304-1 Algebra 2 Gillies, Clark	304-1 Algebra 2 Gillies, Clark	304-1 Algebra 2 Gillies, Clark	304-1 Algebra 2 Gillies, Clark
5	804-1 Video Game Design Brodeur, Richard	804-1 Video Game Design Brodeur, Richard	804-1 Video Game Design Brodeur, Richard	804-1 Video Game Design Brodeur, Richard	804-1 Video Game Design Brodeur, Richard	804-1 Video Game Design Brodeur, Richard	804-1 Video Game Design Brodeur, Richard	804-1 Video Game Design Brodeur, Richard
6	202-1 Global History & Geography 2 Trottier, Bryan	202-1 Global History & Geography 2 Trottier, Bryan	202-1 Global History & Geography 2 Trottier, Bryan	202-1 Global History & Geography 2 Trottier, Bryan	202-1 Global History & Geography 2 Trottier, Bryan	202-1 Global History & Geography 2 Trottier, Bryan	202-1 Global History & Geography 2 Trottier, Bryan	202-1 Global History & Geography 2 Trottier, Bryan
7	604-1 Theatre Bourne, Bob	604-1 Theatre Bourne, Bob	604-1 Theatre Bourne, Bob	604-1 Theatre Bourne, Bob	604-1 Theatre Bourne, Bob	604-1 Theatre Bourne, Bob	604-1 Theatre Bourne, Bob	604-1 Theatre Bourne, Bob
8	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew
Act	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Load ▼ Lock All ▼ Documents Notes Print

Calendar Term Walk-in Scheduler Messenger

Requests

Load completed successfully!

 Add Requests

COURSE NAME	UNITS	TYPE	#
SCHEDULED			
Algebra 2 304 - 1	8	R	1
Global History & Geography 2 202 - 1	8	R	2
Boys Physical Education 701 - 1	8	R	3
Spanish 2 502 - 1	8	R	4
Theatre 604 - 1	8	R	5
Biology 102 - 1	8	R	6
Personal Finance 901 - 1	8	R	7
Video Game Design 804 - 1	8	R	8

Scheduling New Students - Scheduling Teams

- Teams are created through [Scheduling & Courses > Build Schedules > Team \(Scheduling Group\) Setup](#), then assigned to specific sections of designated Courses. If Teams are not created, you will not see the drop-down box.
- Teams limits the number of sections in which a student's requests may be filled.
 - Team section requests are loaded when sections:
 - Are not full (haven't reached "Max Students" value)
 - Have a matching Team assigned, or a NULL Team value

The image displays three screenshots of a scheduling software interface:

- Left Screenshot: Team (Scheduling Group) Setup**
 - Header: 25-26 Jackie Test MS
 - Breadcrumbs: Scheduling & Courses > Build Schedules > Team (Scheduling Group) Setup
 - Section: Team (Scheduling Group) Setup
 - Buttons: Save, Delete, New
 - Table: Scheduling Group

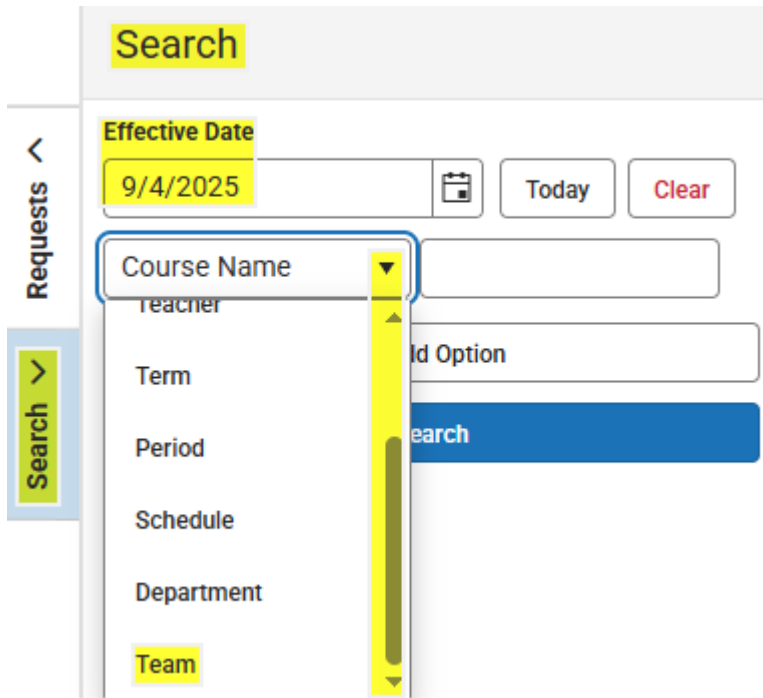
Name
Team A
Team B
Team C
- Middle Screenshot: Section Results**
 - Header: 25-26 Jackie Test MS
 - Sub-header: 1 - 20 of 26 results
 - Section: 1100 7th Grade Science
 - Summary: 3 Sections

101) Nugent, Cindy
102) Nugent, Cindy
- Right Screenshot: Section Information**
 - Section Information: 1100-101 7th Grade Science Teacher: Nugent, Cindy
 - Buttons: Save, Delete
 - Section Editor
 - SectionID: 189740
 - *Section Number: 101
 - Max Students: 25 (25)
 - Room: [Dropdown]
 - Teacher Display Name: Nugent, Cindy
 - Teacher Selection:

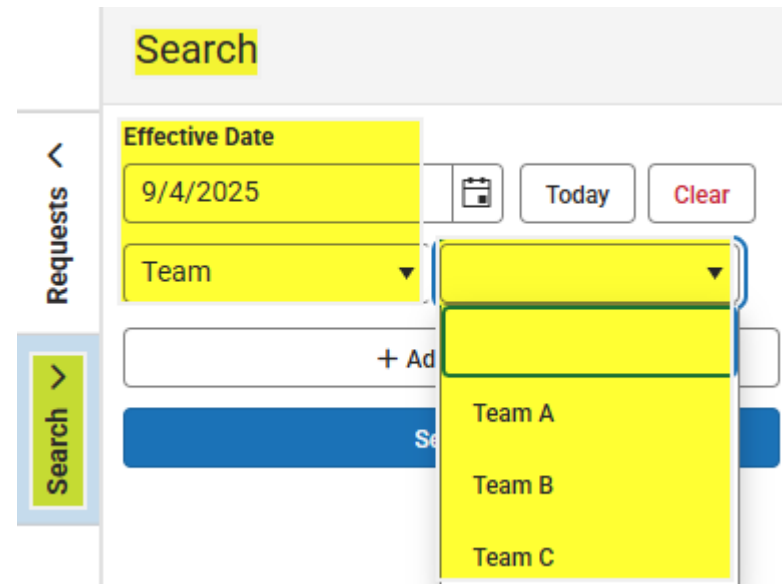
Lunch Count	Milk Count	Adult Count
☐	☐	☐
Custom Count 1	Custom Count 2	Custom Count 3
☐	☐	☐
 - Team: Team A (selected in dropdown)
 - Homeroom: ☐

Scheduling New Students - Scheduling Teams (ctd.)

To schedule a student into a specific Team using the Search option, click on the blue Search tab  put in the effective date (or leave blank if it's the first day of school), select Team from the first drop down box and then click on the Team name from the second drop down box.



The screenshot shows the 'Search' tab selected in the top navigation bar. Below it, the 'Effective Date' field is set to '9/4/2025'. The 'Course Name' dropdown menu is open, showing a list of options: 'Teacher', 'Term', 'Period', 'Schedule', 'Department', and 'Team'. The 'Team' option is highlighted at the bottom of the list.



The screenshot shows the 'Search' tab selected in the top navigation bar. Below it, the 'Effective Date' field is set to '9/4/2025'. The 'Team' dropdown menu is open, showing a list of options: 'Team A', 'Team B', and 'Team C'. The 'Team A' option is highlighted at the top of the list.

Scheduling New Students - Scheduling Teams (ctd.)

After you select the Team name from the Search box, Click on the blue Search tab under the add option. The Courses associated with that Team will be listed.

Click on the plus sign next to the Course to show the available sections.

The screenshot displays a web interface for scheduling teams. On the left, a vertical sidebar contains two tabs: 'Requests' (indicated by a left-pointing chevron) and 'Search' (indicated by a right-pointing chevron and highlighted in blue). The main content area is titled 'Search' in a yellow box. Below this, there are several filters: 'Effective Date' with a date input set to '9/4/2025' and buttons for 'Today' and 'Clear'; a 'Team' dropdown menu currently showing 'Team A'; and a '+ Add Option' button. A prominent blue 'Search' button is located below these filters. Underneath the search button is a section header '+ ADD COURSE AND SECTIONS' with an information icon. This section contains a list of courses, each with a plus or minus icon to its left. The courses listed are: '7th Grade Science' (1100), '7th Grade Math' (2100), '7th Grade Social Studies' (3100), '7th Grade English' (4100), 'Music' (5300), and 'Boys Physical Education' (6000). The details for the first two courses are expanded, showing '101 (0/25) Nugent, Cindy Q1/A/2/Team A/0' for Science and '201 (0/25) Weyer, Jennifer Q1/A/5/Team A/0' for Math.

Course	Sections
7th Grade Science 1100	101 (0/25) Nugent, Cindy Q1/A/2/Team A/0
7th Grade Math 2100	201 (0/25) Weyer, Jennifer Q1/A/5/Team A/0
7th Grade Social Studies 3100	
7th Grade English 4100	
Music 5300	
Boys Physical Education 6000	

Scheduling New Students - Scheduling Teams (ctd.)

You can add each section by clicking on the one you would like to roster the student in. That will bring up a Schedule Update box. Click on the effective date and save to add the section to the schedule. You can continue to do that for each Course and to create the full student schedule.

	Q1 (9/4/2025 - 11/15/2025)	Q2 (11/16/2025 - 1/23/2026)	Q3 (1/24/2026 - 4/10/2026)	Q4 (4/11/2026 - 6/25/2026)
1	No Course	No Course	No Course	No Course
2	1100-101 7th Grade Science (0/25) Nugent, Cindy	1100-101 7th Grade Science (0/25) Nugent, Cindy	1100-101 7th Grade Science (0/25) Nugent, Cindy	1100-101 7th Grade Science (0/25) Nugent, Cindy
3	No Course	No Course	No Course	No Course
4	No Course	No Course	No Course	No Course
5	No Course	No Course	No Course	No Course
6	No Course	No Course	No Course	No Course
7	No Course	No Course	No Course	No Course
8	No Course	No Course	No Course	No Course
Act	No Course	No Course	No Course	No Course

Schedule Update x

You are adding:

1100-101
7th Grade Science
Start: 9/4/2025

Effective Date
Enter a start date for the course. If no date is entered, the start date of the course is assumed to be the start date of the section.

9/4/2025

☐ Don't Show Again

	Q1 (9/4/2025 - 11/15/2025)	Q2 (11/16/2025 - 1/23/2026)	Q3 (1/24/2026 - 4/10/2026)	Q4 (4/11/2026 - 6/25/2026)
1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	1100-101 7th Grade Science Nugent, Cindy	1100-101 7th Grade Science Nugent, Cindy	1100-101 7th Grade Science Nugent, Cindy	1100-101 7th Grade Science Nugent, Cindy
3	4100-401 7th Grade English Franck, Cynthia	4100-401 7th Grade English Franck, Cynthia	4100-401 7th Grade English Franck, Cynthia	4100-401 7th Grade English Franck, Cynthia
4	2100-202 7th Grade Math Weyer, Jennifer	2100-202 7th Grade Math Weyer, Jennifer	2100-202 7th Grade Math Weyer, Jennifer	2100-202 7th Grade Math Weyer, Jennifer
5	3100-303 7th Grade Social Studies Ardito, Rich	3100-303 7th Grade Social Studies Ardito, Rich	3100-303 7th Grade Social Studies Ardito, Rich	3100-303 7th Grade Social Studies Ardito, Rich
6	5000-500 Orchestra Harris, Richard	5000-500 Orchestra Harris, Richard	5000-500 Orchestra Harris, Richard	5000-500 Orchestra Harris, Richard
7	7000-700 Technology Ferrara, Joseph	7000-700 Technology Ferrara, Joseph	7000-700 Technology Ferrara, Joseph	7000-700 Technology Ferrara, Joseph
8	9000-902 Spanish Kimberly Massa	9000-902 Spanish Kimberly Massa	9000-902 Spanish Kimberly Massa	9000-902 Spanish Kimberly Massa
Act	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

After the schedule is completed with the classes correctly, you can click on lock all to lock that schedule.

20

Scheduling New Students - Scheduling Teams (ctd.)

If the wrong Team name or Courses have been selected in error, click on Unload. That will clear the students schedule and allow you to repeat the steps with the correct Team or Course.

Unload

End

Restore

Load

Unload Rosters

Unlocked rosters will be **deleted** from the schedule during the checked terms below, for the 25-26 school year.

Terms *

☒ Q1

☒ Q2

☒ Q3

☒ Q4

Rosters that are unlocked in the schedule will be **deleted** from the selected terms during the unload process. This will remove:

- Grades
- Course section data

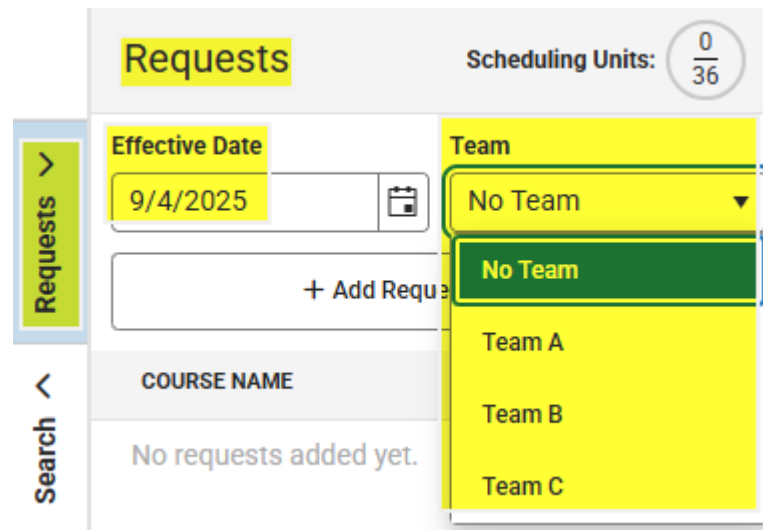
Cancel

Unload

	Q1 (9/4/2025 - 11/15/2025)	Q2 (11/16/2025 - 1/23/2026)
1	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course
5	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course
7	No Scheduled Course	No Scheduled Course
8	No Scheduled Course	No Scheduled Course
Act	No Scheduled Course	No Scheduled Course

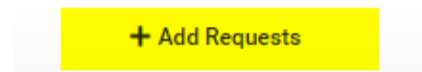
Scheduling New Students - Scheduling Teams (ctd.)

You can also schedule a student into a specific Team using the Request option, click on the blue Request tab , put in the effective date (or leave blank if it's the first day of school), select Team from the Team drop down box and then click on the Team name you would like to assign the student in.



The screenshot shows a web interface for scheduling teams. On the left is a sidebar with a 'Requests' tab (highlighted in blue) and a 'Search' section. The main area has a header with 'Requests' and 'Scheduling Units: 0/36'. Below this is a form with an 'Effective Date' field containing '9/4/2025' and a calendar icon. To the right of the date field is a 'Team' dropdown menu. The dropdown is open, showing a list of options: 'No Team' (highlighted in green), 'Team A', 'Team B', and 'Team C'. Below the dropdown is a '+ Add Request' button. At the bottom of the main area is a 'COURSE NAME' field and a message 'No requests added yet.'.

Following selecting the Team name from the Request box, click the + add requests box.



A yellow button with a plus sign and the text '+ Add Requests'.

Scheduling New Students - Scheduling Teams (ctd.)

After you click the add request box, a list of available courses will show. You can choose the courses to request by clicking on the blue plus sign to the right of the course name. That will bring it to the “unscheduled” box to the left of the course names. When all the courses for the students schedule are selected, click on the done box.

The screenshot displays the 'Requests' interface. On the left, a sidebar contains 'Requests' and 'Search' buttons. The main area is divided into two panels. The top panel, 'Requests', shows 'Scheduling Units: 24/36', 'Effective Date: 9/4/2025', and 'Team: No Team'. Below this is a table with columns 'COURSE NAME', 'UNITS', 'TYPE', and '#'. The bottom panel, 'Add Requests', features a 'Request Search' box and a list of courses with 'UNITS' and 'ADD' (+) buttons. The '7th Grade English' and 'Music' courses are highlighted in yellow in both panels, indicating they have been added to the 'UNUNSCHEDULED' list.

COURSE NAME	UNITS	TYPE	#
UNUNSCHEDULED			
7th Grade Science 1100	8	R	1
7th Grade Math 2100	8	R	2
7th Grade Social Studies 3100	8	R	3

COURSE NAME	UNITS	ADD
6th Grade Social Studies 3000	8	+
8th Grade Social Studies 3200	8	+
6th Grade English 4000	8	+
7th Grade English 4100	8	+
8th Grade English 4200	8	+
Orchestra 5000	8	+
Band 5100	8	+
Chorus 5200	8	+
Music 5300	8	+
Boys Physical Education 6000	8	+
Girls Physical Education 6100	8	+
Health 6200	8	+
Technology 7000	8	+
Personal Finance 7100	8	+
Art 8000	8	+
Spanish 9000	8	+

To add the classes to the student schedules, click on the load button.

The bottom navigation bar includes a 'Load' button, a 'Lock All' button, a 'Print' button, and a set of tabs: 'Calendar', 'Term', 'Walk-in Scheduler' (selected), 'Messenger', and 'Feedback'.

Scheduling New Students Manual Entries

- Place a section that won't auto-load by clicking the course name in the request panel.
 - Clicking the course name in the search box shows all the possible section placements for the course
 - Yellow coloring indicates the section where student is currently scheduled (if already placed.)
 - Red sections have reached maximum roster value.
 - Green sections show open-seat sections

Requests

Scheduling Units: 72/72

Effective Date

+ Add Requests

Requests

Search

COURSE NAME	UNITS	TYPE	#
UNSCHEDULED			
Algebra 1 301	8	R	1
Theatre 604	8	R	2
SCHEDULED			
English 9 401 - 1	8	R	1
Boys Physical Education 701 - 1	8	R	2
Personal Finance 901 - 1	8	R	3
Global History & Geography 1 201 - 1	8	R	4
Health 902 - 1	8	R	5
Earth Science 101 - 1	8	R	6

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)	
	A	B	A	B	A	B	A	B
1	Earth Science	Earth Science	Earth Science	Earth Science	Earth Science	Earth Science	Earth Science	Earth Science
3	301-1 Algebra 1 (1 / 1) Nystrom, Bobby Full	301-1 Algebra 1 (1 / 1) Nystrom, Bobby Full	301-1 Algebra 1 (1 / 1) Nystrom, Bobby Full	301-1 Algebra 1 (1 / 1) Nystrom, Bobby Full	301-1 Algebra 1 (1 / 1) Nystrom, Bobby Full	301-1 Algebra 1 (1 / 1) Nystrom, Bobby Full	301-1 Algebra 1 (1 / 1) Nystrom, Bobby Full	301-1 Algebra 1 (1 / 1) Nystrom, Bobby Full
4	304-1 Algebra 2 (0 / 25) Gillies, Clark	304-1 Algebra 2 (0 / 25) Gillies, Clark	304-1 Algebra 2 (0 / 25) Gillies, Clark	304-1 Algebra 2 (0 / 25) Gillies, Clark	304-1 Algebra 2 (0 / 25) Gillies, Clark	304-1 Algebra 2 (0 / 25) Gillies, Clark	304-1 Algebra 2 (0 / 25) Gillies, Clark	304-1 Algebra 2 (0 / 25) Gillies, Clark

Scheduling New Students Manual Entries (ctd.)

- Search toggle switches a user from Request mode to targeted section-specific scheduling.


Schedule ☆
 Dennehy, Brian ⓘ Student #: 100013567 Grade: 09 DOB: 12/05/2005

Filter ▾ Settings

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)	
	A	B	A	B	A	B	A	B
1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Requests
 Search >

Search

Effective Date
 9/4/2025 ⓘ Today Clear

Course Name ▾

+ Add Option

Search

+ ADD COURSE AND SECTIONS ⓘ

+ Lunch 000

+ Earth Science 101

+ Biology 102

+ Chemistry 103

- Click Search OR click an empty cell in the schedule grid to initiate search mode. Searches can be made by period, day or quarter.

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)	
	A	B	A	B	A	B	A	B
1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
5	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
7	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
8	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
Act	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Requests
 Search >

Search

Effective Date
 9/4/2025 ⓘ Today Clear

Period ▾ 1 ⓘ

Schedule ▾ B ⓘ

Term ▾ Q1 ⓘ

+ Add Option

Search

+ ADD COURSE AND SECTIONS ⓘ

+ Earth Science 101

+ English 12 404

+ Chorus 603

+ Computer Aided Design 801

Scheduling New Students Manual Entries (ctd.)

- Elements of the Section Search view

Search

Effective Date

9/4/2025  Today Clear

Period  1 ✗

Schedule  B ✗

Term  Q1 ✗

+ Add Option

Search

+ ADD COURSE AND SECTIONS 

Earth Science
101
1 (2/25) Bossy, Mike Q1/A/1/NA/0
English 12
404
1 (0/25) Goring, Butch Q1/A/1/NA/0
Chorus
603
1 (0/60) Bourne, Bob Q1/A/1/NA/0
Computer Aided Design
801
1 (3/25) Sutter, Duane Q1/A/1/NA/0

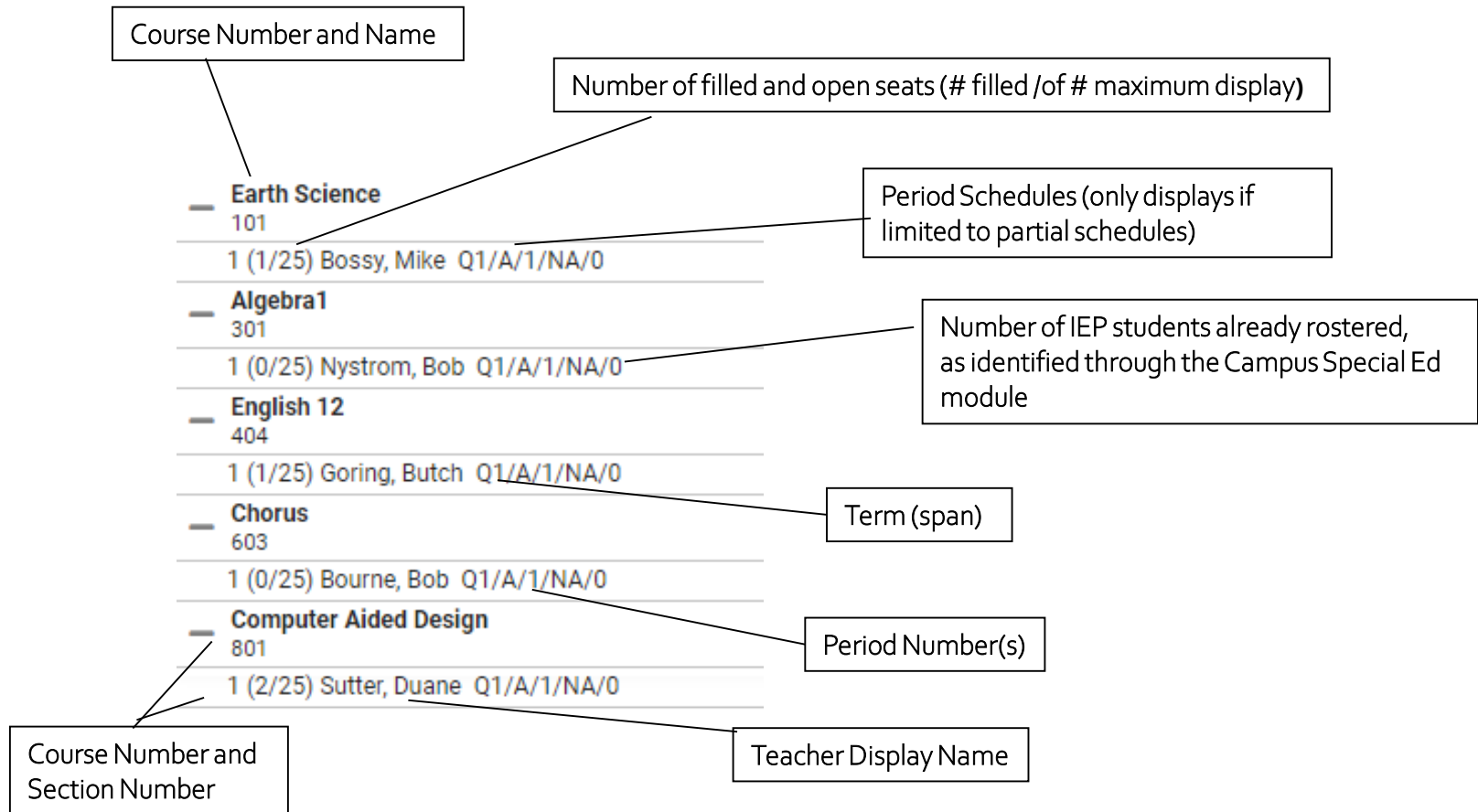
Information for Term and Period is populated from cell-click location.

System date populates here. To default to the first day of the term for the section, clear the contents of this cell. To maintain accurate teacher-student linkage AFTER the first day of instruction has already taken place, use the proper student start date.

List of courses and sections within the selected timeframe populates. One click will place the section in the student's schedule grid.

Scheduling New Students Manual Entries (ctd.)

- Elements of the Course Section listing



Scheduling New Students Manual Entries (ctd.)

- Click the section to add
 - Double-scheduled timeslots will not display a warning or error. Schedules will need to be reviewed for overlapping schedule placements.

Schedule Update ×

You are adding:

101-1
Earth Science
Start: 9/4/2025

Active Overlapping Course

101-1
Earth Science
Start: 9/4/2025
Drop: 9/4/2025

Keep Drop

Effective Date *
Enter a start date for the course. Courses dropped above are ended one day prior to the start date.

9/4/2025  Today Clear

Save Cancel

Altering Existing Schedules

- Once instructional days have taken place, schedule adjustments need to be made properly with respect to date fields
 - This ensures proper student teacher tracking
 - This ensures proper attendance counts/tracking
 - This ensures proper historical grading tracking

Schedule Update

You are adding:

301-1
Algebra1
Start: 9/1/2022

Active Overlapping Course

101-1
Earth Science
Start: 9/1/2022
Drop: 9/1/2022

Keep Drop

Effective Date *

Enter a start date for the course. Courses dropped above are ended one day prior to the start date.

9/1/2022

Today Clear

Save Cancel

Altering Existing Schedules Using the Effective Date field

- End and Restore buttons
 - End can be used to drop an entire schedule on the same date, one calendar day before the date entered in the Effective Date field
 - Restore will enter a “start” date on an entire schedule on the Effective Date field date

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)	
	A	B	A	B	A	B	A	B
1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
5	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
7	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
8	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
Act	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Unload

End

Restore

Load

Lock All

Documents

Notes

Print

Calendar

Term

Walk-in Scheduler

Messenger

Altering Existing Schedules Changing Individual Student Sections

- Clicking on the Course Number in the student's scheduled section opens an individual editor for that section.
 - Start and End dates may be altered and saved (or nullified and saved).
 - Delete removes the course entirely and should only be used if the student was never expected to attend.
 - "Last modified by" info can be viewed.
 - Lock prevents the course from being removed from the schedule when the Unload tool is clicked.
 - Repeated is a flag that can be used to identify transcript posts that need to be marked "Credit Recovery".

Roster Update

English 11 - 403 - 1

Start Date
9/4/2025

End Date
12/17/2025

Lock
☐

No Credit
☐

Repeated
☐

Dual Credit:
☐

Dual Credit Code:

Modified By
Admin, Jackie on 9/12/2025 11:24 AM

Altering Existing Schedules Changing Individual Student Sections (Ctd.)

- No Credit ensures the student does not receive graduation credit during the transcript post process (attempted value = 0 regardless of course settings).
- Dual Credit fills the transcript's checkbox during the transcript post process, indicating that the student intends to claim college credits from this course's successful completion. Dual Credit Code fills the course location type.
- If a course number is clicked in error, click close button to close the popup window without change tracking. Clicking Save will record your timestamp information as the Last Modifier of the record, even if no data was updated.

Roster Update

English 11 - 403 - 1

Start Date

9/4/2025

Today

Clear

End Date

Today

Lock

No Credit

Repeated

Dual Credit:

Dual Credit Code:

Modified By

Admin, Jackie on 9/12/2025 11:24 AM

Save

Cancel

Delete

Altering Existing Schedules Changing Individual Sections (ctd.)

- If a student has dropped a section and needs to re-enroll in that same section, specific steps need to be taken to track the entry/exit/re-entry properly on the staff student course extract.

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)	
	A	B	A	B	A	B	A	B
1	101-1 Earth Science Bossy, Mike Start: 9/4/2025	101-1 Earth Science Bossy, Mike Start: 9/4/2025	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
			101-1 Earth Science Bossy, Mike Drop: 11/16/2025	101-1 Earth Science Bossy, Mike Drop: 11/16/2025				

- Open the dropped course and click on the section you are adding back in.

Search

Effective Date

Today

Course Name

▼

+ Add Option

Search

+ ADD COURSE AND SECTIONS

Earth Science

101

1 (1/25) Bossy, Mike Q1/A/1/NA/0

Altering Existing Schedules Changing Individual Sections(Ctd.)

- Search the same course number (add the new start date if not auto-filled,) and select the original section number. The record will now show the three consecutive dates necessary for proper roster entry exit tracking.

Search

Effective Date

2/6/2026

Today

Clear

Course Name

+ Add Option

Search

+ ADD COURSE AND SECTIONS

Earth Science

101

1 (1/25) Bossy, Mike Q1/A/1/NA/0

Schedule Update

You are adding:

101-1

Earth Science

Start: 2/6/2026

Effective Date

Enter a start date for the course. If no date is entered, the start date of the course is assumed to be the start date of the section.

2/6/2026

Today

Clear

☐ Don't Show Again

Save

Cancel

There is a gap in the schedule for the time the student was not enrolled.

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)	
	A	B	A	B	A	B	A	B
1	101-1 Earth Science Bossy, Mike Start: 9/4/2025	101-1 Earth Science Bossy, Mike Start: 9/4/2025	No Scheduled Course	No Scheduled Course	101-1 Earth Science Bossy, Mike Start: 2/6/2026	101-1 Earth Science Bossy, Mike Start: 2/6/2026	101-1 Earth Science Bossy, Mike	101-1 Earth Science Bossy, Mike
			101-1 Earth Science Bossy, Mike Drop: 11/16/2025	101-1 Earth Science Bossy, Mike Drop: 11/16/2025				

Scheduling Messenger

- After any changes are made to a schedule, Scheduling Messenger can send notifications about the change to affected staff members.

Messenger tools must be enabled for users, and settings must be in place in the Communication Module.

	Q1 (9/4/2025 - 11/15/2025)		Q2 (11/16/2025 - 1/23/2026)		Q3 (1/24/2026 - 4/10/2026)		Q4 (4/11/2026 - 6/26/2026)		
	A	B	A	B	A	B	A	B	
1	801-1 Computer Aided Design Sutter, Duane	801-1 Computer Aided Design Sutter, Duane	801-1 Computer Aided Design Sutter, Duane	801-1 Computer Aided Design Sutter, Duane	802-1 Computer Animation Berube, J.F.	802-1 Computer Animation Berube, J.F.	802-1 Computer Animation Berube, J.F.	802-1 Computer Animation Berube, J.F.	
2	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	803-1 Principles of Engineering Berube, J.F.	
3	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	502-1 Spanish 2 Tonelli, John	
4	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	104-1 Physics Potvin, Denis	
5	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	000-1 Lunch	
6	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	601-1 Orchestra Sutter, Brent	
7	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	403-1 English 11 Goring, Butch	
8	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	701-1 Boys Physical Education Flatley, Pat	901-1 Personal Finance Kelman, Andrew	
Act	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	

Load

Lock All

Documents

Notes

Print

Calendar

Term

Walk-in Scheduler

Messenger

Scheduling Messenger

Elements of the Scheduling Messenger (1 of 2)

The screenshot shows the Scheduling Messenger interface. At the top, a blue header bar contains the title "Scheduling Messenger". Below this, a grey box contains the text: "Scheduling Messenger sends schedule related messages to staff based on the criteria selected. The Template Name and User/Group can be changed after selecting Save or Copy." Below this text are two dropdown menus: "User/Group" (set to "User") and "Template" (set to "<new>"). To the right of these are three buttons: "Save", "Copy", and "Delete". Below the dropdowns is a section titled "Enter the filter criteria for Scheduling Messenger:". This section contains four dropdown menus: "Recipients:" (set to "All Teachers"), "Term:" (set to "Q1"), "Course Status:" (set to "Active Courses"), and "Sections:" (set to "All Sections"). Below the filter criteria is a table with two columns: "Recipient Selection" and "Message Recipients". The "Recipient Selection" column lists various courses and teachers, with "401-1 English 10" and "La Fontaine, Pat (Primary)" highlighted in yellow. The "Message Recipients" column shows a list of recipients, with "La Fontaine, Pat (401-1 English 10)" highlighted in yellow. Below the table are two buttons: "Select All" and "Remove All". A callout box points to the "Save or Copy Template to Account" button. Another callout box points to the "Narrow Message Prompt Criteria" section. A third callout box points to the "Narrow Recipient Selection List" section. A fourth callout box points to the "Clickable Individual Recipient List" section. A fifth callout box points to the "Remove All Recipients" button. A sixth callout box points to the "Copy and Delete become active after highlighting and selecting a Saved Template" section.

Save or Copy Template to Account

Narrow Message Prompt Criteria

Narrow Recipient Selection List

"Clickable" Individual Recipient List

Select All Recipients

Remove All Recipients

Copy and Delete become active after highlighting and selecting a Saved Template

Scheduling Messenger (ctd.)

Elements of the Scheduling Messenger (2 of 2)

Delivery Devices: ☒ Inbox ☒ Email

Reply To Email:

Message Subject:

Message Body

A change has been made for the following:

Course:

Section:

Student:

Please review the roster for details of the scheduling change.

Browse and upload an email attachment
 No file chosen

Delivery Date:

Send Inbox/Emails at:

Process Inbox and/or
Email delivery
selections

Insert Campus Fields Link

Text Editors

Default Text

Preview Message

Click Review Recipients to view the people and devices.
Click Send Message to deliver this message.

Recipient Count	1
Process Inbox Count	1
Email Count	1

Preview Popup

Test Email
Delivery

Date for Delivery

Review Recipients

Clear the checkboxes next to recipients or devices to prevent them from receiving the message. All eligible recipients display. However, only recipients with any of the following delivery devices displayed will receive the message: Process Inbox, email address, or a phone number (when Voice is enabled).

Select Save & Return to retain any changes to recipients. Select Cancel to go back to Preview Message without saving changes.

Message Preview			
☒	Recipient Name	Student Name	Preview
☒	La Fontaine, Pat	Parise, Zach	Preview
☒	jferrell@esboces.org		
☒	Process Inbox		

Recipient Review Page

Scheduling Messenger (ctd.)

The schedule change message will be sent to the teachers e-mail address and inbox. They will be able to view the message in either their e-mail and/or when they are logged into their Campus Instruction account.

noreply@esboces.org

Schedule Change - Add

To: Ferrell, Jackie

E-mail sent to Teacher

Campus Messenger by Infinite Campus

A change has been made for the following:

Course: 401 English 10

Section: 1

Student: Zach Parise

Please review the roster for details of the scheduling change.

Message Center ☆

My Account > Communication > Message Center

All Items Process Alerts Announcements

New Select All Remove Search Sort by: Sticky

Message Center (4)

District Announcement YOU ARE IN THE SANDBOX - Refreshed on 12/23/2022 03/18/2021

Message Schedule Change - Add 12/18/2025 Delete

Message in Teacher's In Box

Message Recipient Preview	
Recipient Name:	La Fontaine, Pat
Device (1):	jferrell@esboces.org
Device (2):	Process Inbox
Subject:	Schedule Change
Message Body:	A change has been made for the following: Course: 401 English 10 Section: 1 Student: Zach Parise Please review the roster for details of the scheduling change.

Reminders to Ensure Accurate Teacher-Student linkage for NY State Reporting

- Verify that Add and Drop dates are correct before clicking “OK” on warning pop-ups
- Don’t allow for gaps or overlapping between any section dates when making scheduling changes
- NEVER Delete once instructional days have taken place
- NEVER use Replace once instructional days have taken place
- If altering schedules AFTER the Effective Date of the change has passed, print an Attendance Period Detail Report (or contact attendance personnel) to accurately back-fill attendance after Drop & Add is complete

Scheduling Students in the Upcoming Year

- Scheduling a student in an upcoming year (or over the summer before beginning instructional days) uses the same methods as scheduling a student in the existing year, with one exception:

Never use a Start Date for sections in Search or Manual Mode before instructional days have started.

Entering a start date to any section placement will throw off roster counts, ad hoc filters and canned reports until “today’s date” reaches the Start Date assigned to the student.

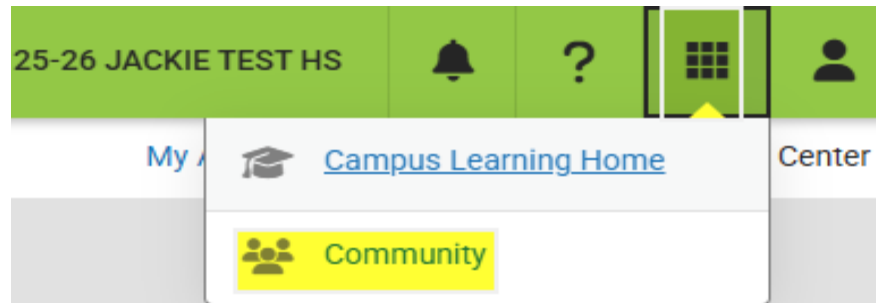
Leaving the start dates NULL for all sections within a schedule will default the student’s membership to the first day of the term for reporting. A NULL start date causes scheduling logic to behave as if the student were part of the original roster, independent of any calendar date, just as if the student placed by the Scheduling Wizard, rather than by Walk-in.

Have Questions?

Need more help?

Campus Community is a great resource!

Click the Campus Community link in your Campus header, and search the Knowledge Base.



The Campus Community links below provide a detailed explanation and video of the Walk-in scheduler features.

<https://kb.infinitecampus.com/help/walk-in-scheduler>

<https://kb.infinitecampus.com/help/manage-schedule-changes-for-selected-student-video>



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