

**Walk-In**  
**Scheduler**  
**Training**

# Walk-In Scheduler Process

*Classic Path: Student Information > General or Counseling > Schedule > Walk-In Scheduler*

*New Look Path: Student Information > General > Schedule*

Navigation

Manage  
Course  
Request

Request Types

Search  
Options

Schedule  
Modification

# Navigation

Determines which terms are shown on schedule

Filter ^

Term

1ST x 2ND x 3RD x 4TH x

	1ST (7/15/2019 - 10/1/2019)	2ND (10/2/2019 - 12/21/2019)	3RD (12/22/2019 - 3/8/2020)	4TH (3/9/2020 - 5/25/2020)	
1 Period	1865-1 Algebra I Teacher, ELA D	Requests ^			
2 Period	1610-1 Spanish I Teacher, Spanish	Search ^			
	2001-1	2001-1	2001-1	2001-1	

Load Lock All Reports Calendar Term Walk-in Scheduler Messenger

View a list of already requested courses, add request and see dropped courses.

Can search for courses by: Name, Number, Period, Terms, etc

Allows courses to be Loaded, Ended and Restored en mass.

Additional Scheduling Tools to view the students schedule

Full Screen Icon: Displays the schedule in the entire browser window.

# Navigation Continued

## Settings Management:

Schedule ☆  
 Bennett, Cam R Grade: 07 #223625 DOB: 05/28/10

Filter ▾ Settings

	1ST (8/25/2022 - 10/29/2022)	2ND (10/30/2022 - 12/17/2022)	3RD (12/18/2022 - 3/11/2023)
1 Period	12345-1 Training Course Ms. Baker	12345-1 Training Course Ms. Baker	No Scheduled Course
2 Period	7SCI-1 7 Science Chapman, Mark	7SCI-1 7 Science Chapman, Mark	7SCI-1 7 Science Chapman, Mark
3 Period	2221-1 Biology I Teacher, Erin	2221-1 Biology I Teacher, Erin	2221-1 Biology I Teacher, Erin
	7IELA-1 7 English/ELA	7IELA-1 7 English/ELA	7IELA-1 7 English/ELA

Settings

Display Course and Section Number

Display Full Sections

Drop/Add Default: Keep

Section List Default in Search: Open

Filter Requests By Team

Setting	Description:
<b>Display Course &amp; Section Number</b>	When On, the course number and section for currently placed course displays. When off, only the course name displays.
<b>Display Full Sections</b>	On: Full sections still display on search screen in red. Off: Sections that have reached max seat count will not display in search results or in the schedule grid.
<b>Drop/Add Default: Keep</b>	When adding a course to the schedule in the same period as another, with this On the Keep option is highlighted. With this setting off, the Drop is highlighted when confirming the placement.
<b>Section List Default in Search: Open</b>	When On, searched courses return expanded, showing available course section. When off, the courses return collapsed.
<b>Filter Request By Team</b>	ON: Searching for request restricts the results to the courses taught by the team assigned to the student or no other team. Off: There is no restriction on the request search.

# Manage Course Request

On the Request Panel, Users can see which requested courses have been scheduled (displayed in the Scheduled section in a gray table), Courses the student has not been scheduled (in the unscheduled section), and the total scheduling units the student has filled. One can use the Add Request button to add more course request.

The screenshot displays the 'Manage Course Request' interface. At the top, the 'Requests' section shows 'Scheduling Units: 30/32', with the 30/32 fraction circled in yellow. Below this, there are two main panels: 'Requests' and 'Add Requests'.

The 'Requests' panel is divided into 'UNSCHEDULED' and 'SCHEDULED' sections. The 'UNSCHEDULED' section lists two courses: 'Public Speaking 1403' (4 units, R type, 1 request) and 'Yearbook 1500' (4 units, R type, 2 requests). The 'SCHEDULED' section lists three courses: 'Training Course 12345 - 1' (2 units, E type, 1 request), '7 Science 7SCI - 1' (4 units, E type, 2 requests), and 'Biology I 2221 - 1' (4 units, E type, 1 request). Each course entry includes a red 'X' icon, indicating a request status.

The 'Add Requests' panel features a 'Request Search' input field with the placeholder text 'Course Name or Course Number' and a search icon. Below the search field is a list of courses with their units and an 'ADD' button (represented by a blue plus sign):

COURSE NAME	UNITS	ADD
Math 002	1	+
English 9 1001	4	+
Band 101	0	+
English 10 1101	4	+
English 11 1201	4	+
English 12 1301	4	+
Spanish I 1410	4	+

# Search Options

Use the Search Panel to find specific courses to add to a student's schedule by entering search criteria. The options include Course Name, Course Number, Teacher Last Name, Term or period when the course meets, and department.

Click **Add Option** to add additional search criteria

Click the plus sign next to the course name to view information about the course available sections

Search

Effective Date Today

Course Name ▼ french

[+ Add Option](#)

**Search**

— ADD COURSE AND SECTIONS i

— French I  
1710

1 (7/15) Teacher, French \* 1ST/Day-1/1 Period/NA/0

+ French II  
1720

+ French III  
1730

Information Included	Detail
<b>Section Number</b>	1
<b>Seats taken/Max students</b>	7/15
<b>Assigned Primary Teacher</b>	Teacher, French
<b>The term the section first meets</b>	1 <sup>st</sup>
<b>Period schedule the section is assigned</b>	Day-1
<b>Period of the section</b>	1 Period
<b>The Team assigned</b>	NA
<b>Number of students who have an IEP in this section</b>	0

# Search Options Continued

## Specific Period:

Users can find a course to add to a period where no course is scheduled by clicking a period labeled No Scheduled Course. A list of courses that meet during that period and term are listed in the search results

Filter

Settings

### Search

Effective Date  Today

Period  ✖

Schedule  ✖

Term  ✖

+ Add Option

Search

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**ADD COURSE AND SECTIONS**

**Public Speaking**  
1403  
1 (17/20) Teacher, Lisa 1ST/Day-1/7 Period/NA/0

**Spanish II**  
1620  
1 (9/15) Teacher, Spanish 1ST/Day-1/7 Period/NA/0

	1ST (8/25/2022 - 10/29/2022)	2ND (10/30/2022 - 12/17/2022)	3RD (12/18/2022 - 3/11/2023)	4TH (3/12/2023 - 5/24/2023)
<b>4 Period</b>	7IELA-1 7 English/LA Intervention Holdcroft, Katherine *	7IELA-1 7 English/LA Intervention Holdcroft, Katherine *	7IELA-1 7 English/LA Intervention Holdcroft, Katherine *	7IELA-1 7 English/LA Intervention Holdcroft, Katherine *
<b>5 Period</b>	LUNCH-1 Lunch 6-8	LUNCH-1 Lunch 6-8	LUNCH-1 Lunch 6-8	LUNCH-1 Lunch 6-8
<b>6 Period</b>	7MATH-1 7 Math Burke, Daniel	7MATH-1 7 Math Burke, Daniel	7MATH-1 7 Math Burke, Daniel	7MATH-1 7 Math Burke, Daniel
<b>7 Period</b>	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
<b>8 Period</b>	No Scheduled Course <span style="font-size: small;">Click to search for sections available</span>	No Scheduled Course	No Scheduled Course	No Scheduled Course
<b>Winter Ath</b>	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
<b>Spring Ath</b>	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
<b>Extra</b>	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
<b>HR</b>	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

# Search Courses

## Adding a Searched Course:

Once you select the desired course from the search panel, the course will show as Green on the students' schedule with a schedule update. Here you can modify the Effective Date (*If done before the school year can leave blank*) and click Save. If you realize that is not the class you would like to add, click Cancel.

4 Period	7IELA-1 7 English/LA Intervention
5 Period	LUNCH-1 Lunch 6-8
6 Period	7MATH-1 7 Math
7 Period	No Course <b>1403-1 Public Speaking (17/20)</b> Teacher, Lisa
8 Period	No Course
Winter Ath	No Course
Spring Ath	No Course
Extra	No Course

### Schedule Update

You are adding:

1403-1  
Public Speaking

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**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.



Don't Show Again

# Search Courses

## Dropping and Adding a Course:

If the course meets during a period where a course already exist, the row for the new course display in green, and the old course with either a red Drop or Delete tag. Once school has begun, ensure the Drop button is highlighted, and enter the effective date when the new course should begin (*the old course drop date will be automatically adjusted*).

**Schedule Update** [Close]

**You are adding:**

2201-1  
Physical/Earth Science

**Pending Overlapping Course**

7IELA-1  
7 English/LA Intervention  
**DELETE**

**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.

[Calendar Icon] Today

Keep Replace

**Before School Starts** **After School Starts**

**You are adding:**

12345-1  
Training Course  
Start: 8/6/2019

**Active Overlapping Course**

1865-1  
Algebra I  
Drop: 8/5/2019

Keep Drop

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

8/6/2019 [Calendar Icon] Today Clear

Save Cancel

# Student Gap Scheduler

*Classic Path: Scheduling > Student Gap Scheduler*

*New Look Path: Scheduling & Courses > Load Schedules > Student Gap Scheduler*

This Wizard searches for students who have an empty period in their schedule. Can minimize report by selecting specific grades, an ad hoc, the students enrollment date, and specific period(s)/Term(s), or Day type.

## Student Gap Scheduler ☆

Student Gap Scheduler

This tool searches for students with an empty instructional hole in their schedule, and then either builds a report, or allows them to click on ti make sure the period sequence starts from 1 and increase by 1 for the following periods. Summary report lists students' gap periods. Detail

Which students would you like to include in the report?

Grade  Ad Hoc Filter

All Students  
 23  
 06  
 07  
 08

\* Enrollment Effective Date

Which report type would you like?  
 Summary report lists students' gap periods.  
 Detail report lists students's schedule in the selected schedule grid.

Summary  Detail

Which periods would you like to include in the report?

	Schedule <input checked="" type="checkbox"/>									
	Term Schedule Quarters <input checked="" type="checkbox"/>									
	Term 1ST <input checked="" type="checkbox"/> 08/25/2022 - 10/29/2022					Term 2ND <input checked="" type="checkbox"/> 10/30/2022 - 12/17/2022				
	Day-1 <input checked="" type="checkbox"/>	2hr delay <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>	Day-1(copy) <input type="checkbox"/>	Day-1 <input checked="" type="checkbox"/>	2hr delay <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>	Day-1(copy) <input type="checkbox"/>	Day-1 <input checked="" type="checkbox"/>	2hr
Period 1 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period 2 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period 3 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period 5 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period 6 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Questions?

Please feel free to contact our Infinite Campus Help Desk for any additional support.

[infinitecampushelp@metasolutions.net](mailto:infinitecampushelp@metasolutions.net)