



Infinite Campus Scheduling Clean up

August 9, 2023



Outline



Enrollments



Calendar items



Courses



Grades



Schedules

Reminders



Enrollment Roll forward

- *Online Buildings*
- *Out of District Buildings*
- *Electronic Buildings*
- *Regular Buildings*

Online Building

No student enrollments were rolled forward

Students returning to regular buildings need new enrollment record IN REGULAR BUILDING for 23/24

Students returning to online building will need new enrollment IN ONLINE BUILDING for 23/24

Electronic/OOD Buildings

K – 11 Enrollments were rolled forward

Students in grades PS, 12, 13 or 23 were not rolled forward (these will all need done manually if needed)

** students may need updated Building IRN Override

NOTE: Students in your Out of District or Electronic Building being educated at a non-EMIS reporting entity at the districts expense should have a schedule

Regular Building

K-11 enrollments were rolled forward

Check for students that WD or Enrolled at the end of 22/23 after student enrollments were rolled forward to 23/24 (remove or add as needed)

All students with a 23/24 enrollment record should have a schedule

Regular Building (continued)

Students in grades PS, 12, 13 or 23 were not rolled forward (those will need done manually, if needed)

If students were not reported as WD in FY23 SCR but do not attend FY24 they will need to be included in the (FC) Student Withdrawal Override Record

Building IRN Override

Any student assigned to your Electronic or OOD building will need a Building IRN Override. This IRN will be the building the student would be attending if they were attending in your district.

** You will want to check for students transitioning from one building to the next, grade levels switching buildings.

Building IRN Override cannot be *****Not Applicable.

Attendance Patterns

Classic Path: Student Information>Enrollment

New Look Path: Student Information>General>Enrollment

Students that had an attendance pattern in the 22/23 school year will have that same attendance pattern rolled into the next 23/24 enrollment record

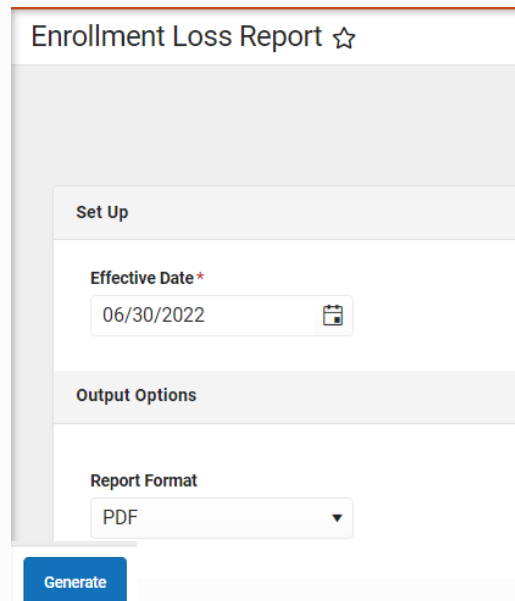
Send an email to infinitecampushelp@metasolutions.net to ask Meta to do this for you for a large number of students at once. (include calendar name, grade level, attendance pattern to be removed)

Enrollment Loss Report

Classic Path: Student Information>Reports>Enrollment Loss Report

New Look Path: Student Information>Reports>Enrollment Loss Report

This report lists situations where a student who is currently enrolled in the selected school does not have a primary enrollment in the same school for next year. You will want to run this report in the 22/23 School year.



The screenshot shows a web interface for generating an Enrollment Loss Report. At the top, the title "Enrollment Loss Report" is displayed with a star icon. Below the title is a "Set Up" section containing two main areas: "Effective Date*" and "Output Options". The "Effective Date*" field is a date picker set to "06/30/2022". The "Output Options" section includes a "Report Format" dropdown menu currently set to "PDF". At the bottom of the form is a blue "Generate" button.



Calendar Items

- *Term Dates*
- *Period times/schedules*
- *Calendar dates*
- *Grade levels*

Term Dates

Term dates should match your District approved calendar. Term dates do not overlap, and they do not have gaps between end dates and the next start date

Classic Path: System Administration > Calendar > Calendar > Terms

New Look Path: Scheduling & Courses > Calendar Setup > Term Setup

The screenshot shows the Infinite Campus interface for managing terms. At the top, there is a search bar and a navigation menu. Below the search bar, the page title is "Terms" with a star icon. The breadcrumb trail is "Scheduling > School Calendar Information > Terms". There are three action buttons: "Save Term Schedule/Terms", "New Term Schedule/Terms", and "Delete Term Schedule/Terms".

The main content area is divided into three sections:

- Term Schedule/Terms Editor:** A table with columns for Name and Terms. The "Terms" row is highlighted.
- Term Schedule Detail:** A form with a "Name" field containing "Terms" and a "Primary" checkbox checked.
- Term Detail:** A table listing terms with columns for Name, Sequence, Start Date, End Date, and Term Type.

	*Name	*Sequence	*Start Date	*End Date	Term Type
X	Q1	1	09/06/2005	11/03/2005	
X	Q2	2	11/07/2005	01/20/2006	
X	Q3	3	01/24/2006	03/24/2006	
X	Q4	4	04/03/2006	06/07/2006	

At the bottom of the Term Detail section, there is an "Add Term" button.

Period Start and End Times

There should not be a gap between the end time and start time of periods.

Classic Path: System Administration>Calendar>Calendar>Periods

New Look Path: Scheduling & Courses>Calendar Setup>Period Setup

Period Schedule Info					
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day	
Day-1	1	<input type="checkbox"/>	370	400	

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 1 Period	1	08:05 AM	08:53 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2 Period	2	08:53 AM	09:41 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3 Period	3	09:41 AM	10:29 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 4 Period	4	10:29 AM	11:16 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 5 Period	5	11:16 AM	11:49 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 6 Period	6	11:49 AM	01:10 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X 7 Period	7	01:10 PM	01:57 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 8 Period	8	01:57 PM	02:45 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X Winter Ath	10	02:45 PM	02:45 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Spring Ath	11	02:45 PM	02:45 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X Extra	12	02:45 PM	02:45 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X HR	13	07:45 AM	08:05 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

If your district utilizes multiple day schedules, you will need to make sure the day rotations have been added to your calendar for the 23/24 School Year

Classic Path: System Administration>Calendar>Calendar>Days
New Look Path: Scheduling & Courses>Calendar Setup>Day setup

Day Setup ☆

Day Reset Day Rotation Print Print Rotation Multi Day Event

<< **August 2022**

Sun	Mon	Tue	Wed	Thu
	01 Day-1	02 Day-1	03 Day-1	04 Day-1
07	08 Day-1	09 Day-1	10 Day-1	11 Day-1
14	15 Day-1	16 Day-1	17 Day-1	18 Day-1
21	22 Day-1	23 Day-1	24 Day-1	25 Day-1
28	29 Day-1	30 Day-1	31 Day-1	

▼ Event on this Day

Day Setup ☆

Auto Assign Period Schedule Rotations

Day Rotations
This tool will re-assign Period Schedules to Days to facilitate alternating and MTWRF Day Rotations within the specified date range. MTWRF Schedules need 5 Period Schedules defined (cannot be exception/special days). Alternating will work on any schedule.

*Start Date
07/01/2022

*End Date
08/30/2023

Rotation Type
 Alternating (Ignore vacation days)
 MTWRF - (Assign by days of week)

*Starting Period Schedule (rotation continues following sequence numbers)
Day-1

*Days repeated for Starting Period Schedule (first time ONLY; alternating days will have 1)
1

*Days repeated for all following schedules (alternative days will have 1)
1

Assign Rotations

If not already completed, you will need to enter the days before your first day of school and the days after your last day of school as No School Day multi day events.

Classic Path: System Administration>Calendar>Calendar>Days
New Look Path: Scheduling & Courses>Calendar Setup>Day Setup

Day Setup ☆

Day Reset Day Rotation Print Print Rotation **Multi Day Event**

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	04 Day-1	05 Day-1	06 Day-1	07 Day-1		
03	11 Day-1	12 Day-1	13 Day-1	14 Day-1		
10	18 Day-1	19 Day-1	20 Day-1	21 Day-1		
17	25 Day-1	26 Day-1	27 Day-1	28 Day-1		
24						
31						

Event on this Day

Day Setup ☆

Multi Day Event Wizard

This tool will create a multi-day event.

Warning: This will overwrite any Instruction, Attendance, or School Day choices previously selected.

*First Day of Event

07/01/2022

*Last Day of Event

08/24/2022

*Type

NS: No School

Duration

Instruction

Save Multi Day Event

Apply changes to current non school days

Inst. Minutes

Attendance

School Day

- Make sure the Multi Day Event Type is a No School day that is not tied to a state reporting code. Some districts it is NS and some it is NoS – not state reported
- You will do this two times, once for the days before the first student day and once for the days after the last student day. Using 7/1/2023 for the First Day of Event and the day before the first student day as the Last Day of Event and the second one will be the day after the student last day as the First Day of Event and 6/30/2024 as the Last Day of Event.

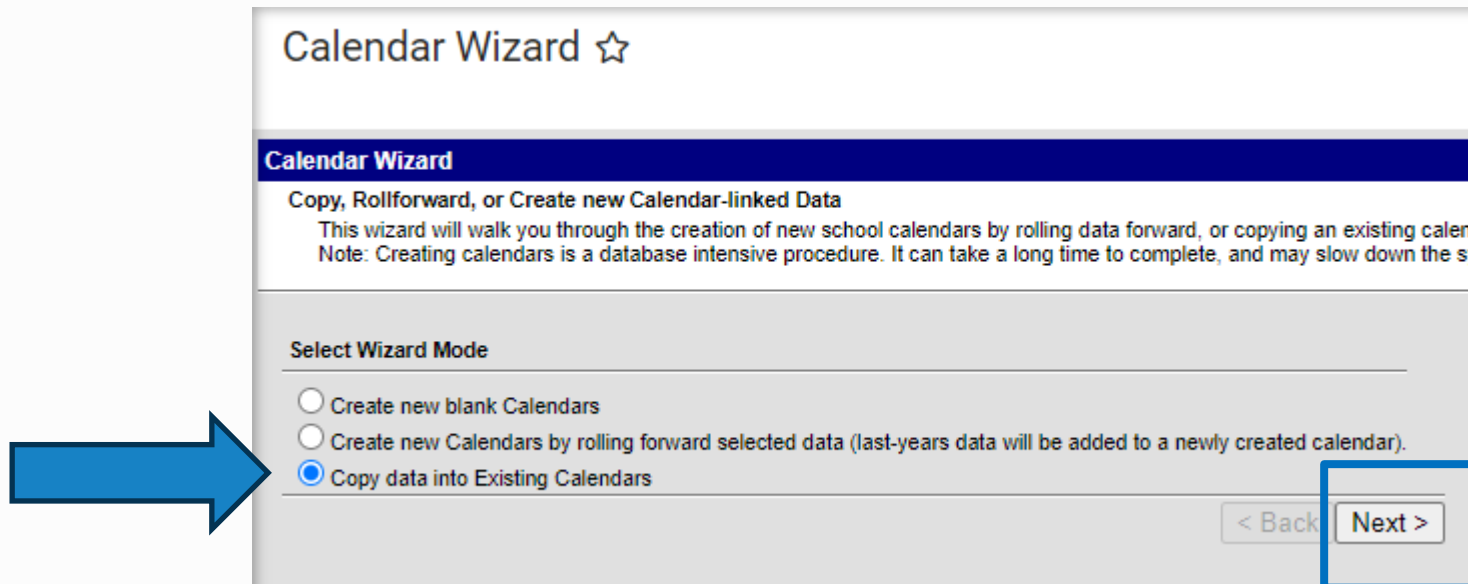
****Not doing this will cause a Date out of Range error for students that enroll anytime during the school year that are ELL**

Copying Calendar Dates

Calendar dates that are the same for multiple calendars in your district can be entered on one calendar and copied into the other calendars

Classic Path: System Administration>Calendar>Calendar Wizard

New Look Path: Scheduling & Courses>Calendar Setup>Calendar Wizard



Calendar Wizard ☆

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, or copying an existing calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

Select Wizard Mode

- Create new blank Calendars
- Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
- Copy data into Existing Calendars

< Back Next >

Calendar Wizard ☆

Calendar Wizard

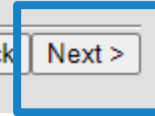
Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days w
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while

Select Copy Mode

- Overwrite Terms/Days - This mode will update Term dates, Day Attributes (School Day, Instruction, Attendance), Day Events and the Period Schedules assigned to individual days so long as the Period Schedule names and Schedule Structure names are the same in the source and destination calendar.
- Copy/Append other data elements
- Copy School Month data

< Back Next >



Source Calendar will be the calendar where you have already entered the day events

Source Calendar
23-24 META JR/SR High School

Destination Calendars

- 23-24 META Elementary School
- 23-24 META JR/SR High School
- 22-23 META Elementary School
- 22-23 META JR/SR High School
- 22/23 Virtual META JR/SR High
- 21-22 META Elementary School
- 21-22 META JR/SR High School
- 21-22 META Online Building
- 21-22 Meta Preschool
- VL 21-22 META JR/SR High Schoo
- 20-21 META Elementary School
- 20-21 META JR/SR High School
- 20-21 Meta Preschool
- 19-20 META Elementary School
- 19-20 META JR/SR High School
- 19-20 Meta Preschool

CTRL-click and SHIFT-click for multiple

< Back Next >

Destination Calendar will be the calendar(s) you want to copy the day events into

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, or creating new calendars. 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

Warning

At least one of the destination calendars contains day events. If you proceed, these day events will be deleted.

Cancel

Proceed

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
- Attendance Excuse Codes
- Scheduling Teams
 - Section Team Assignments
- Calendar Overrides
- GPA Calculations

Run Wizard

< Back Next >

Clicking the Days check box will make the warning pop up – select Proceed then you will be able to click the Day Events check box and Run the Wizard


Calendar Grade Level Verification

Calendars should only include grade levels of students that are enrolled in the calendar. If you do not have students in a grade level listed, it should be marked as exclude from State Reporting. This can be updated at any time if a student does enroll in the calendar in that excluded grade.

Classic Path: System Administration>Calendar>Calendar>Grades




New Look Path: Scheduling & Courses>Calendar Setup>Grade Level Setup

Grade Level Setup ☆

 New

Grade Level Editor	
Name	Seq
23	0
06	7
07	8
08	9
09	10
10	11
11	12
12	13

Grade Level Setup ☆

 New  Save  Delete

Grade Level Editor	
Name	Seq
23	0
06	7
07	8
08	9
09	10
10	11
11	12
12	13

Grade Level Detail

Name (locked)
06

*Sequence Number
7

*State Grade Level Code
06: Grade 6

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
0

Kindergarten Schedule

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment



Courses

- *New Course set up*
- *Grade Calc Options*
- *Push to Courses*

New Course set up

Any new courses created in the 23/24 school year should be checked for the following

- Subject Area for Credit
- Assessment
- Grading task
- Grade Calc Options
- Primary Teacher Assignment

See documentation
from
Course/Grading
training if needed

Courses Prep – Push to Courses

Classic Path: Grading and Standards > Push All Courses

New Look Path: Grading & Standards > Grading & Standards Administration > Push All Courses

The Push All Courses tool pushes grading setup sections for all courses in the calendar selected in the Campus toolbar. To push data for an individual course, use the "Push to Sections" option on the Course tab.

Districts should use caution pushing changes to sections once classes are in session as changes may affect grade calculations.

Push All Courses ☆

Push All Courses

This tool batch pushes categories, composite grades, and grade calc options for all courses to sections for the current calendar year. This tool will not add duplicated categories.

Note: Quartz must be enabled to submit batch jobs. If the job does not appear in the Batch Queue List after submitting, Quartz is likely disabled.

To view a report of all the data being pushed from courses to sections, click the link below:
[Course Awaiting Push](#)

Data to be pushed:

- Categories
- Composite Grades
- Grade Calc Options
- Advisory

Refresh Show top 50 tasks submitted between 07/20/2022 and 07/28/2022

Queued Time	School Calendar	Status	Pushed Data
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Submit to Batch

See documentation
from
Course/Grading
training if needed

Grade Calc Options

Classic Path: Course > Grade Calc Options

New Look Path: Grading & Standards > Course Grade Calc Options

Set up will be based on the following for each course

- Course length
- Interim Reports
- Grading Scales
- Final Exams

Full year course with Interim – no final exam

Term	Schedule	Standard/Grading Task	Composite	Rollup	Calculation
1ST	Main	Term	<input type="checkbox"/>	<input type="checkbox"/>	<p>Type In Progress Grade</p> <p>*Grading Scale High School</p> <p><input type="checkbox"/> Weight Categories</p> <p><input type="checkbox"/> Use Score's % Value</p> <p><input type="checkbox"/> Limit Assignments to Last</p> <p><input type="checkbox"/> Cumulative Grading Starting in</p>
1ST	Main	Interim	<input type="checkbox"/>	<input type="checkbox"/>	<p>Type In Progress Grade</p> <p>*Grading Scale High School</p> <p><input type="checkbox"/> Weight Categories</p> <p><input type="checkbox"/> Use Score's % Value</p> <p><input type="checkbox"/> Limit Assignments to Last</p> <p><input type="checkbox"/> Cumulative Grading Starting in</p>

Term 1, 2, 3 and 4 will all be set up the same as above for Term and Interim Standard Grading Task

- Type – in Progress
- Grading Scale - select from drop down

Full year course with Interim – no final exam continued

Term	Schedule	Standard/Grading Task	Composite	Rollup	Calculation
4TH	Main	Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type In Progress Grade *Grading Scale High School

*Child Task/Standard	*Weight	Effective %
X 1ST Term	25.0000	25.00
X 2ND Term	25.0000	25.00
X 3RD Term	25.0000	25.00
X 4TH Term	25.0000	25.00

Add
 Lock Section Composites

4th
Final

Type – in Progress

Grading Scale - select from drop down

Select Composite check box

Child Task/Standard completed

Lock Section Composites



Grades

- *Report Card set up*
- *School Set up changes*

Report Card Setup

Classic Path: System Administration>Preferences>Reports

New Look Path: System Settings>System Preferences>Report Setup

Your reports should have been rolled over from 22/23 into 23/24

Report Setup ☆

New Save Delete

Report Detail

Name: Type: Report Card Available in:
 Instruction
 Portal - Active
 Portal - Historical

Description:

Report Options

Report Display Name:

Report Type

Conventional Report Card
 Standards-Based Report Card

Display Grades *

Posttest Grades
 In-Progress Grades

Report on Terms *

Main - Quarters
 Term 1ST Term 2ND Term 3RD
 Term 4TH

Tasks to Display

All Standards and Tasks
 Graded Standards and Tasks Only

Placement and Signature Options

Next Year Placement Line
 Teacher Signature Line
 Principal Signature Line
 Parent Signature Line

Page Layout

Portrait Landscape
 Additional space for terms
 Prepare report for full duplex printing

Grading Tasks * Select all grading tasks

Grading Tasks

Term
Final Exam
Sem Avg
Final
Interim

Standards

Preschool > Social Emotional Skills
I have appropriate control over my feelings.
I play and share cooperatively with other children.
I respect and show concern for people and things around me.

Preschool > Work Habits
I follow routines independently.
I can follow directions.
I can work well in small group.
I am learning not to disturb classmates when I work.

Preschool > The Arts
I participate in music activities.

Choose Score Groups/Rubrics to be printed

Print GPA values associated with scores
ELEM-do not use
ELEM-do not use
Meta Athens Elementary
Meta Electronic Building
Meta Electronic Building
Meta Electronic Numeric
Meta Elementary Alpha

CTRL-click and SHIFT-click for multiple

Header Options

Student ID
 State ID
 Student Counselor
 Homeroom Teacher
 Date/Time Stamp

Display Options ⓘ

Attendance Summary
 Cumulative GPA
 Class Rank
 Period
 Score Comments
 Show Score Percentage
 Show Report Comments
 Legal Name

Term GPA

Weighted
 Unweighted

Mailing Label Options

Student's Primary Household Only
 No Mailing Label
 Recipient Names

School Comment (printed on all)

See documentation from Grading Window and Report Card training if needed

School setup

Changing Principal or School Demographics

Classic Path: System Administration>Resources>School

New Look Path: School & District Settings>School Information

School Information ☆

Save School Delete School New School

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor	School Detail																																																				
<ul style="list-style-type: none">⊕ Athens/Meigs ESC⊕ Central Ohio Technical College⊕ Hocking College⊕ Jefferson County ESC⊕ Marietta College⊕ META Electronic Building⊕ META Elementary School⊕ META JR/SR High School⊕ META Online Building⊕ Meta Preschool⊕ MR/DD Carleton⊕ Muskingum Valley ESC⊕ Ohio Christian University⊕ Ohio University⊕ Ohio University- Lancaster⊕ Ohio University- Zanesville⊕ Ohio University-Chillicothe⊕ Ohio Valley ESC⊕ Ohio Virtual Academy⊕ Other⊕ Rio Grande⊕ The Ohio State University- Newark⊕ Washington State College⊕ Zane State College	<table><tr><td>*Name</td><td>META Elementary School</td><td>*State School Number</td><td>000257</td></tr><tr><td>NCES School Number</td><td></td><td>*School Org Type</td><td>2: 2**</td></tr><tr><td>Standard Code (SIF StatePrid)</td><td></td><td>CEEB Number</td><td></td></tr><tr><td>Course Catalog - Master List</td><td></td><td>External LMS Exclude</td><td><input type="checkbox"/></td></tr><tr><td>*Phone</td><td>(555) 711 8925</td><td>Exclude</td><td><input type="checkbox"/></td></tr><tr><td>Fax</td><td>(555) 499 8832</td><td>Dual Enrollment</td><td><input type="checkbox"/></td></tr><tr><td>Email</td><td></td><td></td><td></td></tr><tr><td>URL</td><td></td><td></td><td></td></tr><tr><td>Principal Name</td><td>Jane Doe</td><td>Principal Title</td><td></td></tr><tr><td>Principal Email</td><td></td><td></td><td></td></tr><tr><td>Agency</td><td></td><td></td><td></td></tr><tr><td>Address</td><td>6105 School Road</td><td></td><td></td></tr><tr><td>City</td><td></td><td>State</td><td></td></tr></table>	*Name	META Elementary School	*State School Number	000257	NCES School Number		*School Org Type	2: 2**	Standard Code (SIF StatePrid)		CEEB Number		Course Catalog - Master List		External LMS Exclude	<input type="checkbox"/>	*Phone	(555) 711 8925	Exclude	<input type="checkbox"/>	Fax	(555) 499 8832	Dual Enrollment	<input type="checkbox"/>	Email				URL				Principal Name	Jane Doe	Principal Title		Principal Email				Agency				Address	6105 School Road			City		State	
*Name	META Elementary School	*State School Number	000257																																																		
NCES School Number		*School Org Type	2: 2**																																																		
Standard Code (SIF StatePrid)		CEEB Number																																																			
Course Catalog - Master List		External LMS Exclude	<input type="checkbox"/>																																																		
*Phone	(555) 711 8925	Exclude	<input type="checkbox"/>																																																		
Fax	(555) 499 8832	Dual Enrollment	<input type="checkbox"/>																																																		
Email																																																					
URL																																																					
Principal Name	Jane Doe	Principal Title																																																			
Principal Email																																																					
Agency																																																					
Address	6105 School Road																																																				
City		State																																																			

Select the Building
(not the Original
Record)
Building Principal,
email address,
phone number and
mailing/physical
address can all be
changed here



Schedules

- *Student schedules*
- *Missing Primary Teacher*
- *Duplicate Student*

Checking Student Schedules

Classic Path: Scheduling>Student Gap **SCHEDULER**

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

Student Gap Scheduler ☆

Scheduling & Cours

Which students would you like to include in the report?

Grade Ad Hoc Filter

All Students
23
06
07
08

* Enrollment Effective Date 08/25/2022

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

Summary Detail

Which periods would you like to include in the report?

	Schedule															
	Term Schedule Quarters															
	Term 1ST 08/25/2022 - 10/29/2022				Term 2ND 10/30/2022 - 12/17/2022				Term 3RD 12/18/2022 - 03/11/2023				Term 4TH 03/12/2023 - 05/24/2023			
	Day-1	2hr delay	3	Day-1(copy)	Day-1	2hr delay	3	Day-1(copy)	Day-1	2hr delay	3	Day-1(copy)	Day-1	2hr delay	3	Day-1(copy)
Period 1 Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2 Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3 Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5 Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6 Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7 Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Fall Ath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 8 Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Winter Ath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Spring Ath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Extra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report Format: PDF

Find Students Generate Report

You are looking for students with gaps in their schedule (class periods with no course assigned)

- Select the grade levels to review
- Enrollment Effective Date must be your first day of classes for students or later
- Detail will show you the student's schedule with the missing period(s)

Student Gap Scheduler ☆

Which students would you like to include in the report?

Grade Ad Hoc Filter

Grade: (Dropdown menu with options: 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?

X: Booked period Shaded Cell: schedule gap --:non-exist or unselected period

Student	Schedule					Student	Schedule				
Bennett, Cam R Student Number: 223625 Grade: 07 Gender: M Gaps: 2		Term 1ST	Term 2ND	Term 3RD	Term 4TH	Brown, Charles B Student Number: 224086 Grade: 06 Gender: M Gaps: 28		Term 1ST	Term 2ND	Term 3RD	Term 4TH
		Day-1	Day-1	Day-1	Day-1			Day-1	Day-1	Day-1	Day-1
	Period 1	X	X				Period 1				
	Period 2	X	X	X	X		Period 2				
	Period 3	X	X	X	X		Period 3				
	Period 4	X	X	X	X		Period 4				
	Period 5	X	X	X	X		Period 5				
	Period 6	X	X	X	X		Period 6				
	Period 7	X	X	X	X		Period 7				
Bookreader, William I Student Number: 220266		Term 1ST	Term 2ND	Term 3RD	Term 4TH	Bunny, Jessica D Student Number: 223578		Term 1ST	Term 2ND	Term 3RD	Term 4TH

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				Term 3RD <input checked="" type="checkbox"/> 12/18/2022 - 03/11/2023				Term 4TH <input checked="" type="checkbox"/> 03/12/2023 - 05/24/2023			
	Day-1 <input checked="" type="checkbox"/>	2hr delay <input type="checkbox"/>	3 <input type="checkbox"/>	Day-1(copy) <input type="checkbox"/>	Day-1 <input checked="" type="checkbox"/>	2hr delay <input type="checkbox"/>	3 <input type="checkbox"/>	Day-1(copy) <input type="checkbox"/>	Day-1 <input checked="" type="checkbox"/>	2hr delay <input type="checkbox"/>	3 <input type="checkbox"/>	Day-1(copy) <input type="checkbox"/>	Day-1 <input checked="" type="checkbox"/>	2hr delay <input type="checkbox"/>	3 <input type="checkbox"/>	Day-1(copy) <input type="checkbox"/>
Period 1 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7 Period <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Fall Ath <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 8 Period <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Winter Ath <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Spring Ath <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Extra <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period HR <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report Format: PDF

- Mark only the periods students have scheduled as instructional periods.
- Find Students will populate a list of students with blanks in their schedule on the screen allowing you to navigate to their walk-in scheduler screen
- Generate Report will print a report of students' schedules showing missing areas in the schedules.

Courses missing Primary Teachers

All course sections MUST have a Primary Teacher for Reporting

Classic Path: Scheduling>Reports>Staff History Report

New Look Path: Scheduling & Courses>Reports>Staff History Report

Staff History Report ☆

Staff History Report

This will report Primary Teachers, Teachers, and Section

Courses

- All Courses
- 6ELA 6 English/Language Arts
- 6INT 6 Intervention
- 6MATH 6 Math
- 6SCI 6 Science
- 6SOC 6 Social Studies
- 7IELA 7 English/LA Intervention
- 7ELA 7 English/Language Arts
- 7MATH 7 Math
- 7SCI 7 Science
- 7SOC 7 Social Studies
- 7TUT 7 Tutor
- 7LS 7th Life Skills
- 8ELA 8 English/Language Arts
- 8LS 8 Life Skills

Only include sections with staff.

Include sections with and without staff.

Only include sections without staff.

Which type of staff should be included?

Primary Teacher

Teacher

Section Staff

Effective Date:

Report Format: PDF

Generate Report

- Select All Courses
- Select Only include sections without staff
- Select Primary Teacher
Generate Report

Duplicate Student Report

Classic Path: Student Information>Reports>Duplicate Students Search

New Look Path: Student Information>Reports>Duplicate Students Search

I would suggest running for All Schools

Select all options to consider but change default to Soundex Match

Duplicate Students Search ☆

Duplicate Students Search Report

This report is used to search a student who has been duplicated in the system. There are options for considering duplication: If a field is null, it should not exclude the record from the results. For each pair of possible duplicated students, student demographics data, the most recent student enrollment data and student contact information will be printed.

Which schools would you like to include in the report?

All Schools
META Elementary School
META JR/SR High School

CTRL-click or SHIFT-click to select multiple

Which criteria would you like to use to consider the duplication?

Last Name Exact Match Soundex Match
 First Name Exact Match Soundex Match
 Middle Name Exact Match Soundex Match
 Middle Name (first initial)
 Gender
 Birthday
 Social Security Number
 Race Ethnicity

Report Options
PDF ▼

Generate Report



Reminders

- *Add 23/24 Calendar Access for Users*

See Security Training for instruction

- *Open Portal Access*

See Admin Training for instruction

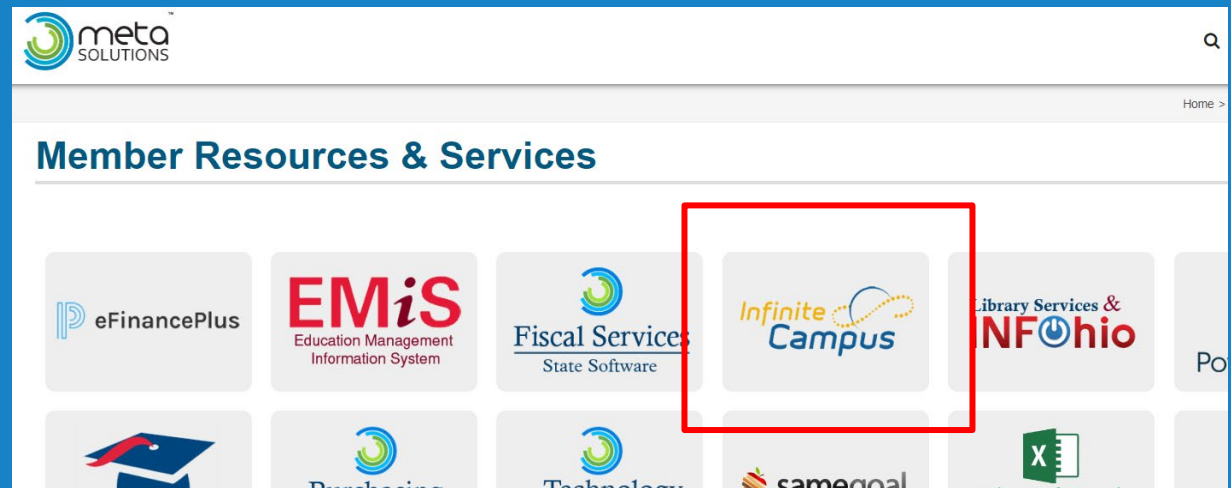
Finding Campus Training Documents and Recordings

metasolutions.net



Click the Member Resources and Services Box

Select the Infinite Campus Tile



Infinite Campus

Infinite Campus

Links & Documents

Videos and Trainings

Upcoming Events

[Click Here to Access Videos & Trainings](#)

The Summer Campus
Training Videos and
Documents can be found in
this area.

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