FY27 Scheduling Part 2 March 18, 2026

IC Tools	• Request & Rosters • Course Planner
Schedule Prep	• Accessing the Schedule Board • Course Options
Schedule Build	• Builder Tools • Manually Adding Sections • Auto Build
Loading Students	• Load Options • Loading and Unloading Students • Gap Filler/Gap Scheduler
Walk-In Scheduler	• Individual Student Schedules • Reports

Tools in Infinite Campus

- The following are helpful set up tools within IC to help prepare your district to utilize the Scheduling Board.

- **NOTE: ENSURE YOU ARE MAKING EDITS/CHANGES TO THE 26-27 CALENDARS ONLY!**

Request & Rosters Filter

While using the tool, filtering is typically the first step prior to making batch changes. That way selections are not made to the entire population *(unless that is the intention)*.

Student View

- Student Name
- Ad Hoc
- Unsatisfied Request *(Request Type)*
- Special Education Only
- Include Inactive Students
- Calendar *(schedule Structure)*
- Course Roster *Section, Include Dropped Students)*
- Grade Level
- Team

Course View

- Ad Hoc
- Course Name *(section)*
- Department
- Team
- Teacher
- Room Number
- Term
- Period
- Singletons

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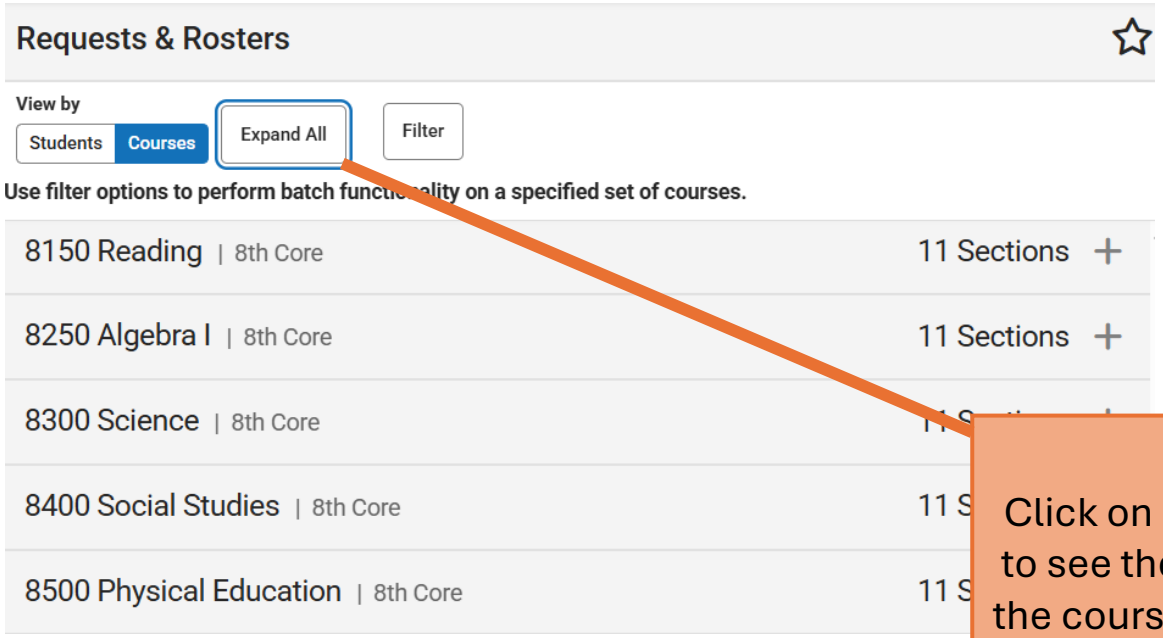
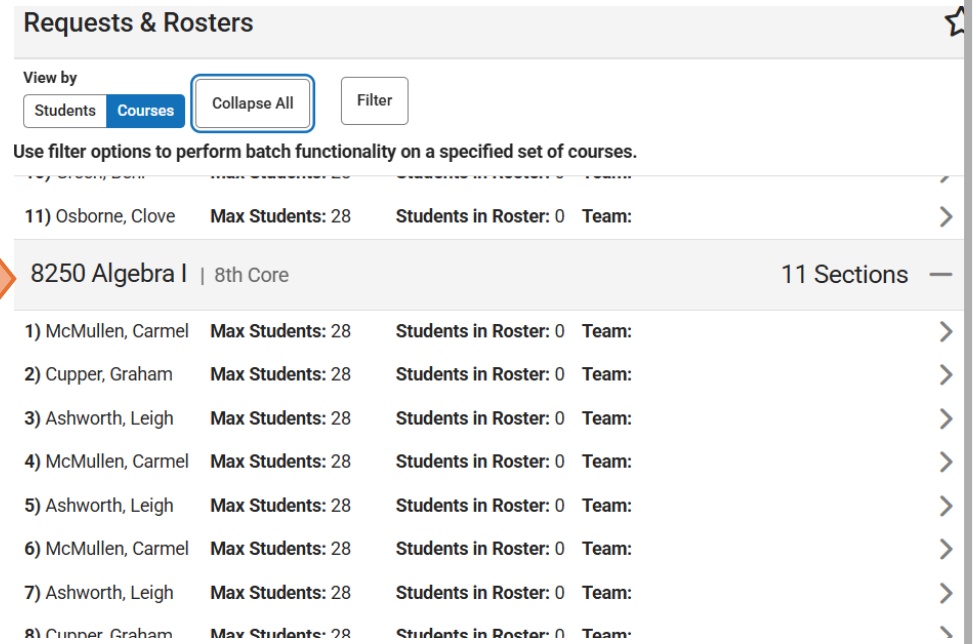
Request & Rosters: Courses View

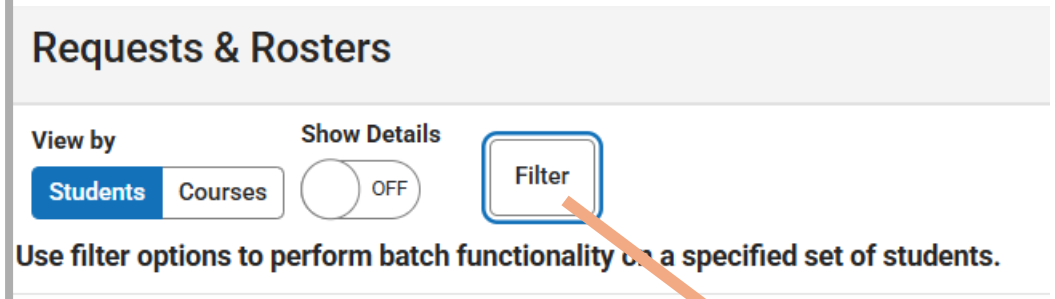


Click on Expand All to see the details of the course regarding each section.

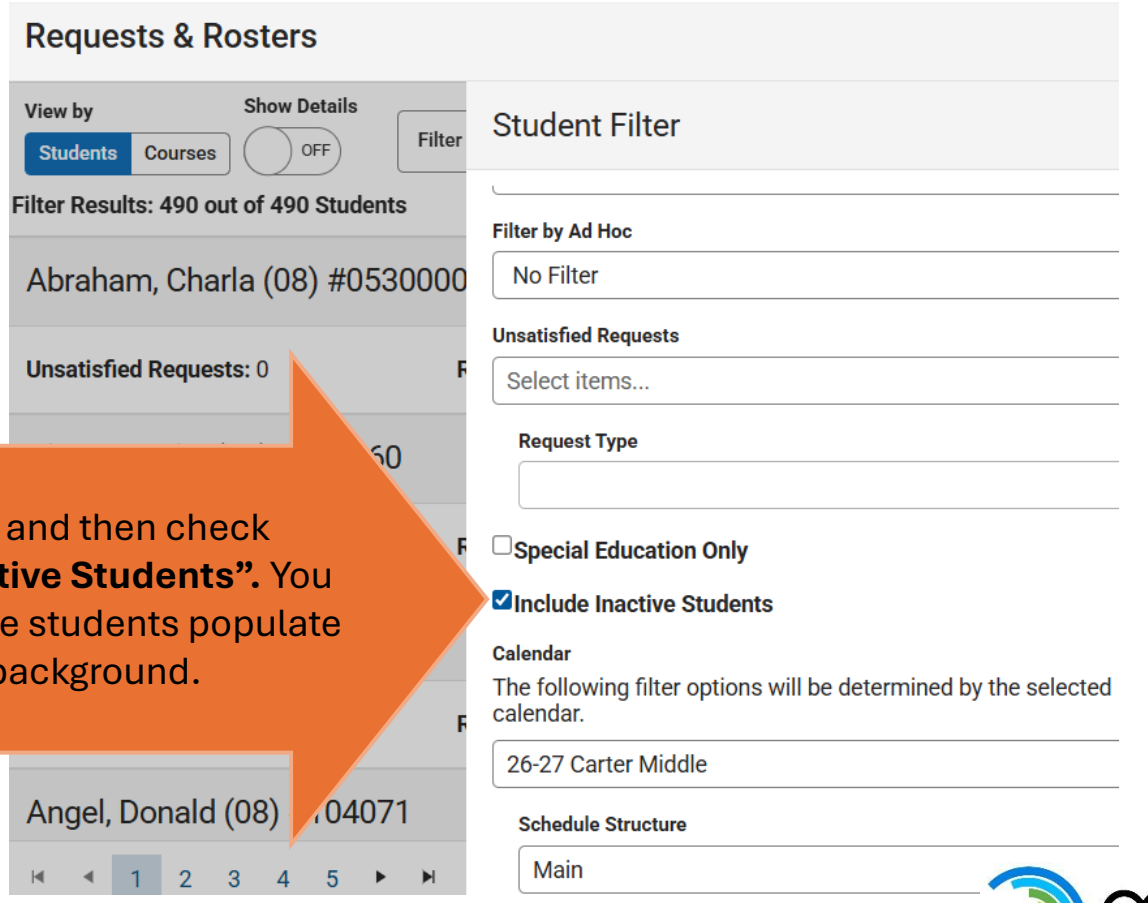


Request & Rosters: Student View

When switching to the Student View, prior to the school year starting, you will need to add the "Include Inactive Students" Filter since the students in the 26-27SY are future dated.



Click Filter and then check **"Include Inactive Students".** You will then see the students populate in the background.



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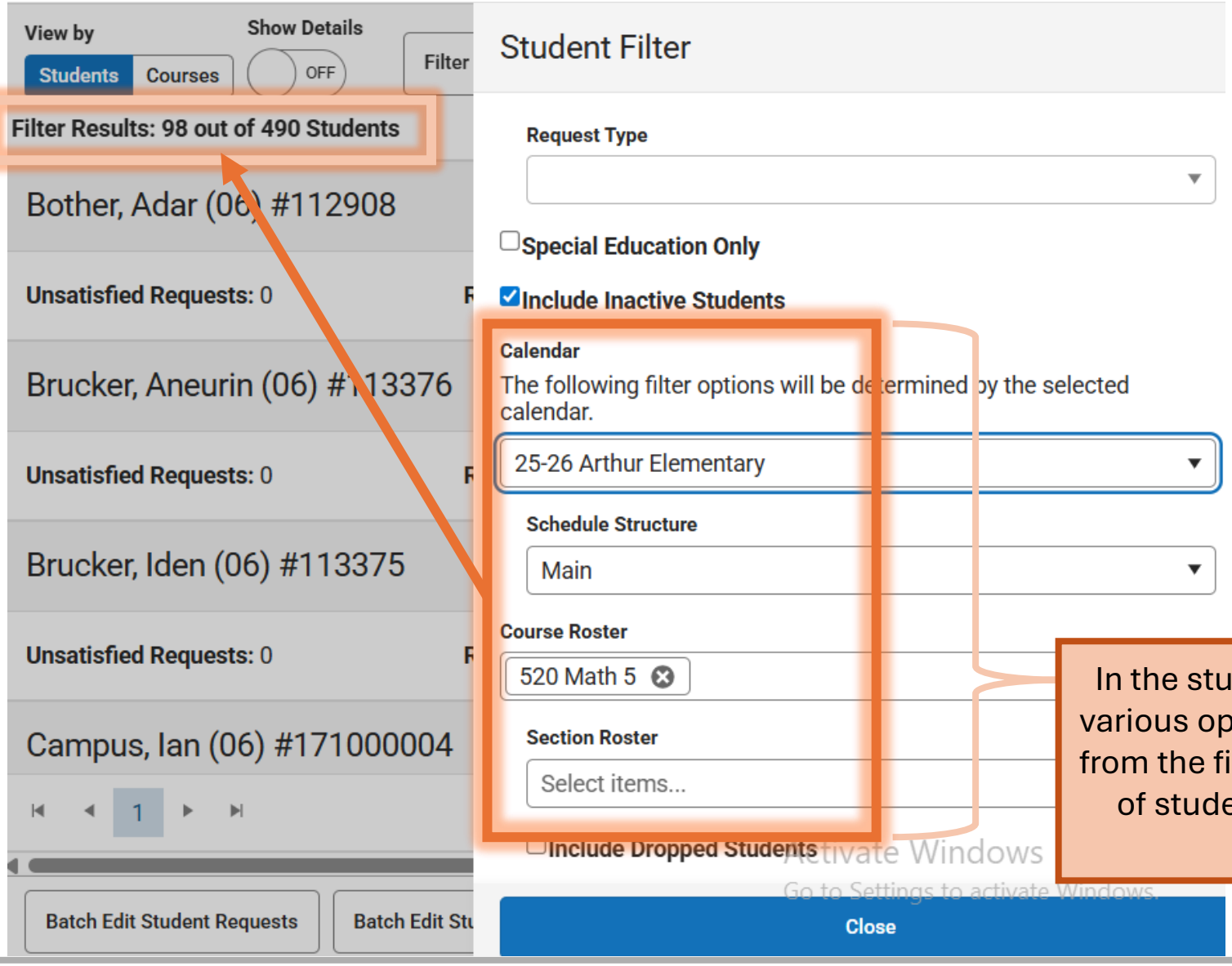
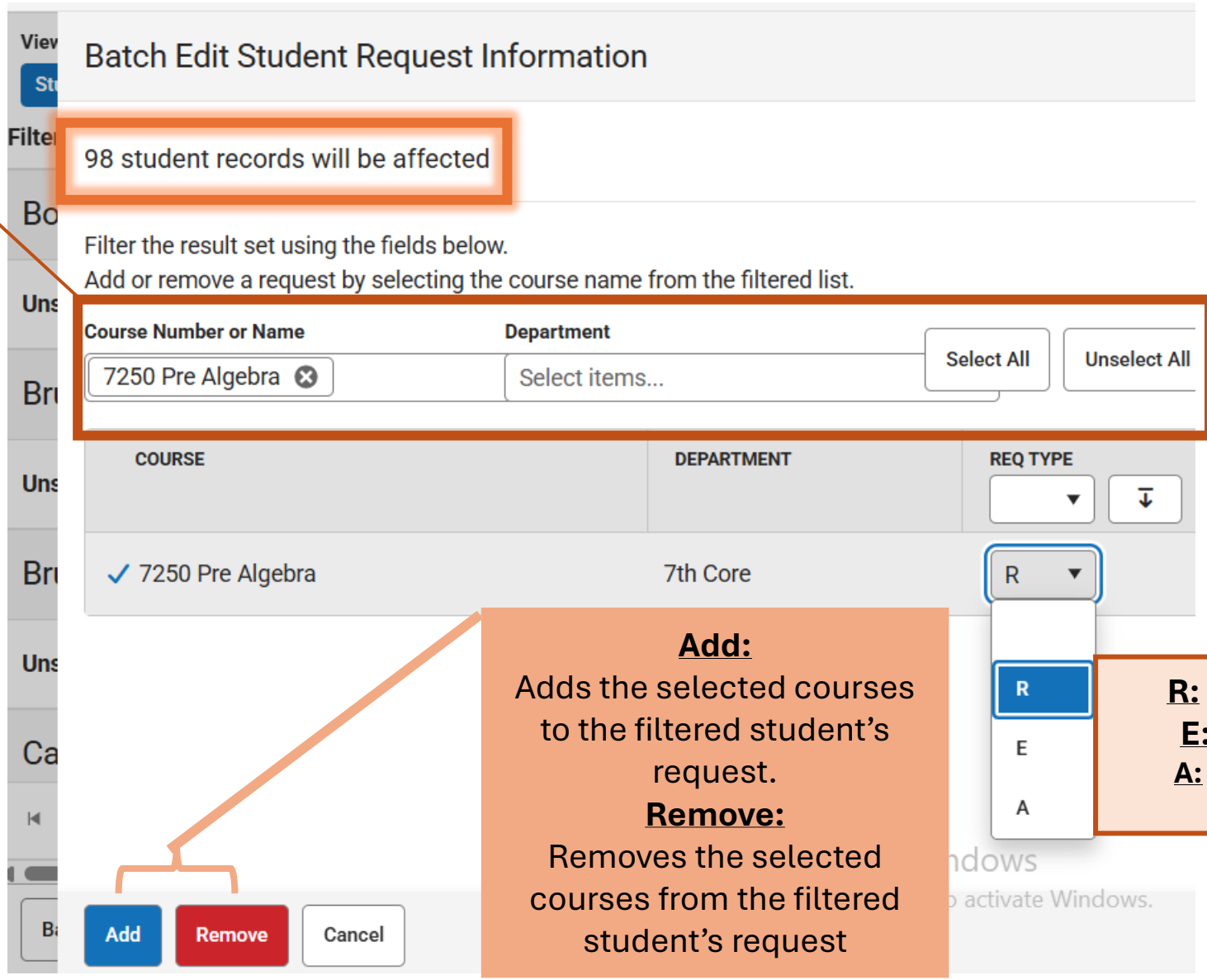
Student View: Roster Builder Cont.



In the student View, you can filter on various options. The student list result from the filter will determine the group of students effected by any batch edits.

Student View- Batch Edit Student Request

Can filter on different fields to determine which courses you would like to add or remove students from.



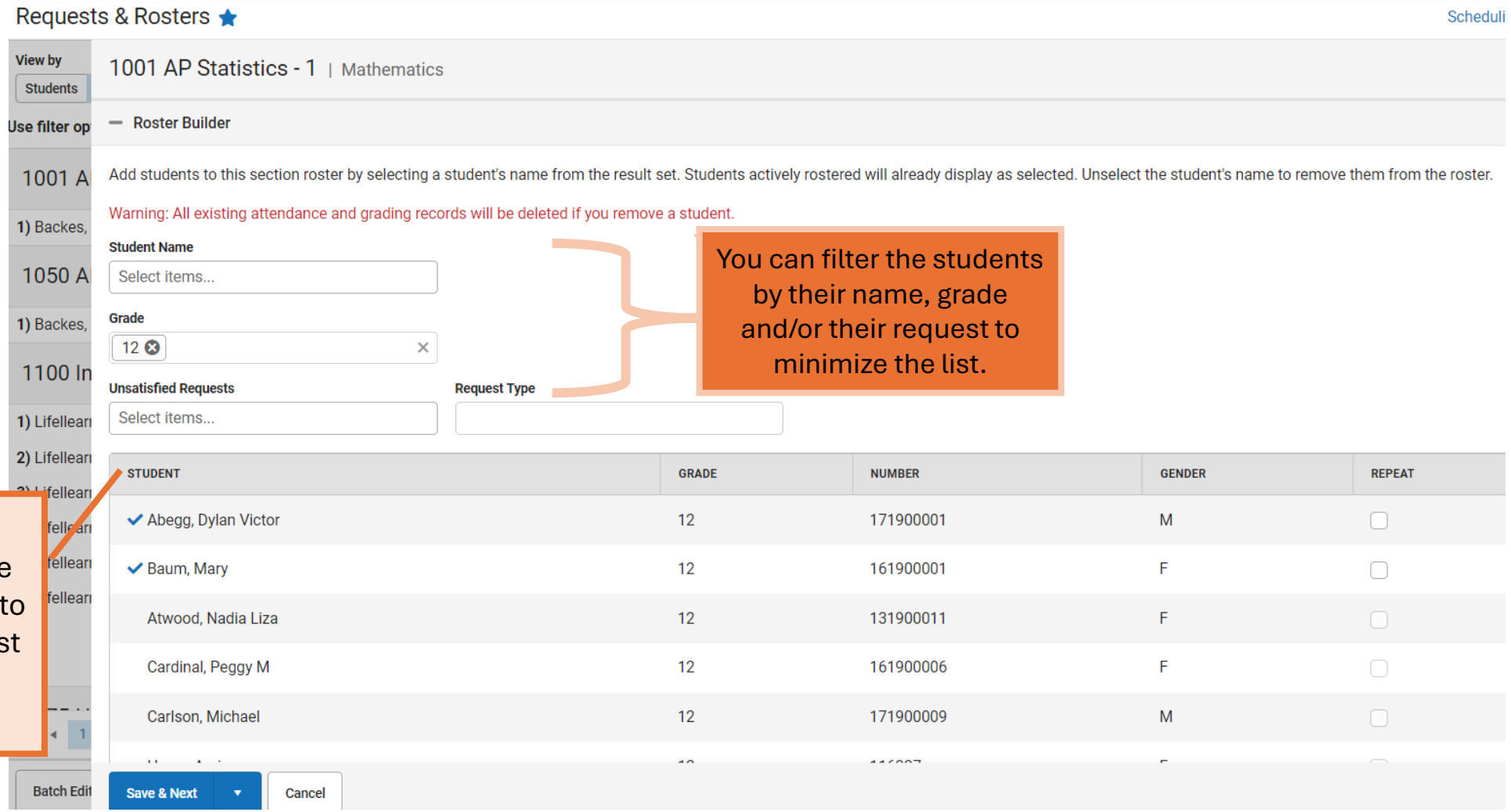
Add:
Adds the selected courses to the filtered student's request.

Remove:
Removes the selected courses from the filtered student's request

R: Required
E: Elective
A: Alternate*

Manual Roster Students:

You can filter on the students, and then batch add courses to those filtered students. You can also view courses, and then add students for the selected course *(shown below)*.



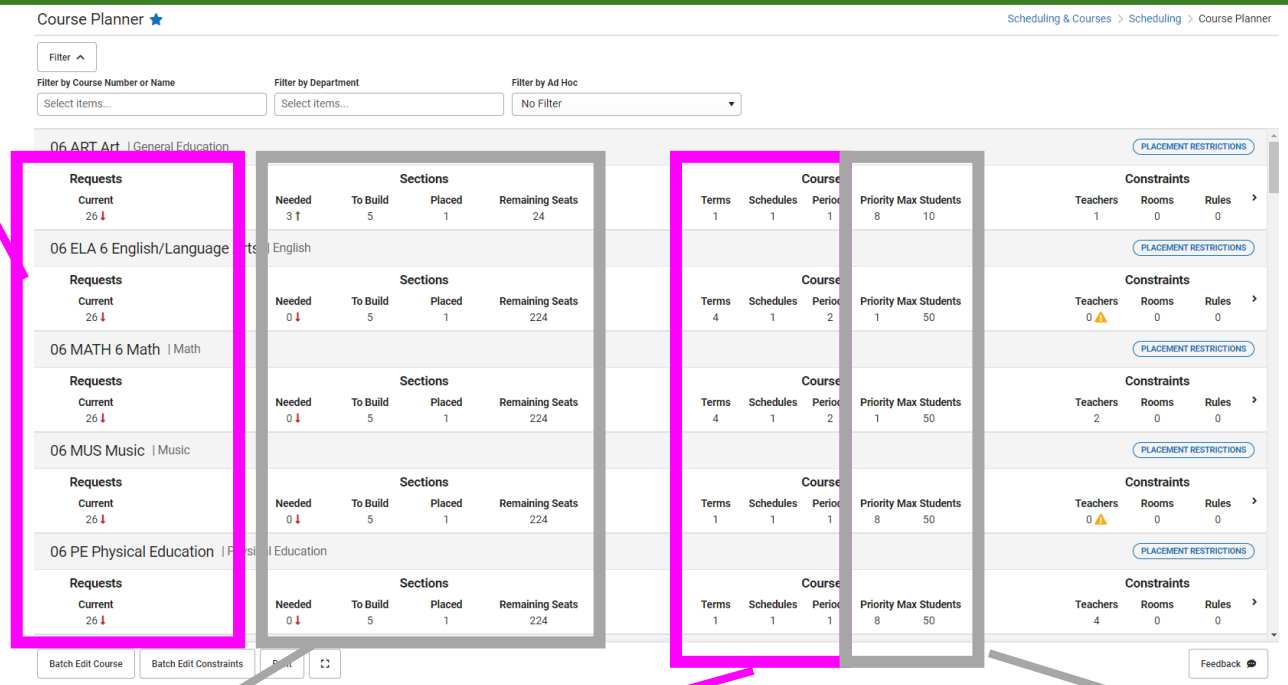
Clicking a student's name will move them to the top of the list with a green checkmark.

Course Planner

Path: *Scheduling & Courses > Scheduling > Course Planner*

Displays request tallies, computes sections needed and compares students' requests and sections to last year's calendar. Course Constraints, Room Placement and teacher assignments can also be modified in this area.

- **Request:** list the current number of request that have been made.
- Red arrow indicates it is less request/sections than last year.
- Green arrow indicates there are more request/sections needed than last year.
- Yellow caution triangle indicates the values do not total correctly.

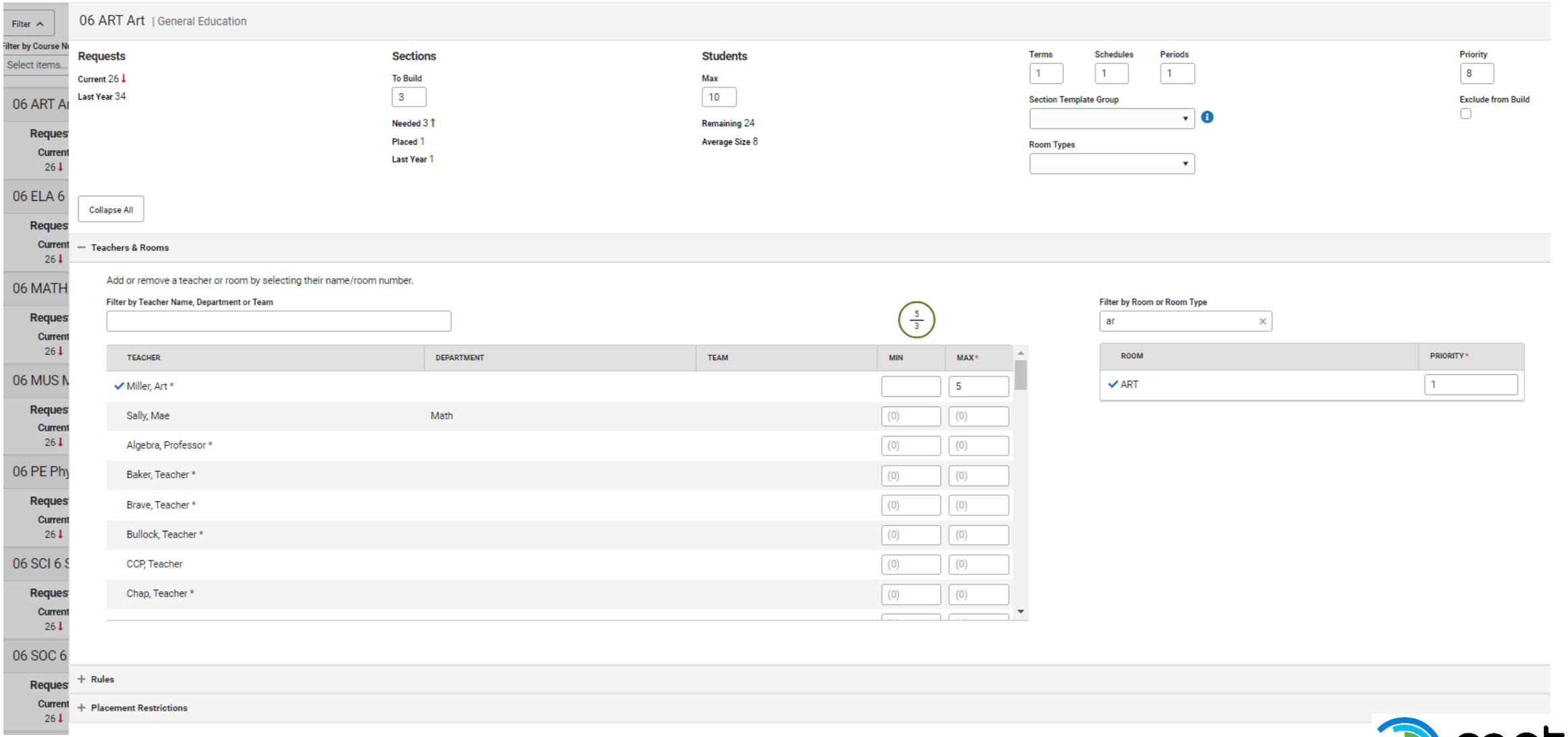


- **Sections** area showcases recommendations based on student request, Max Students, etc.

- How many **Terms** the course takes place.
- How many **schedules** should the course appear
- How many **period(s)** the course covers.

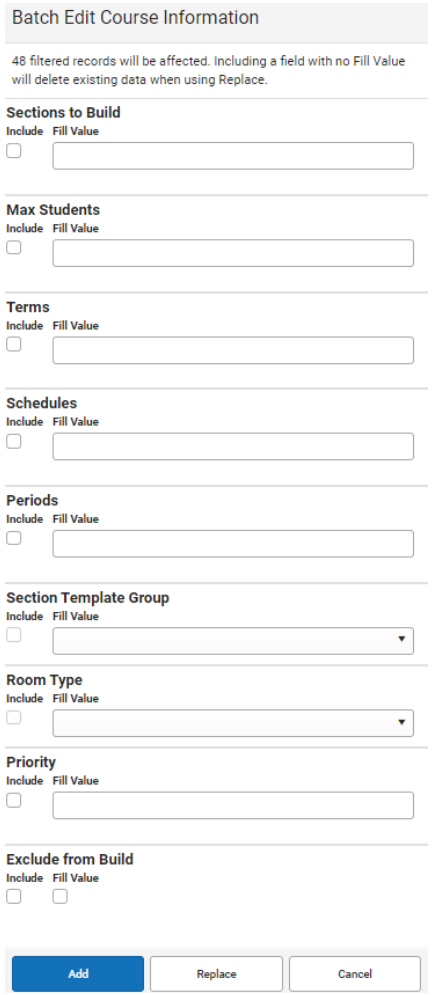
- **Max Student:** Seat count for the section(s) of the course.
- **Priority:** tells the Wizard importance of loading students into the course.

Course Planner: Individual Edits



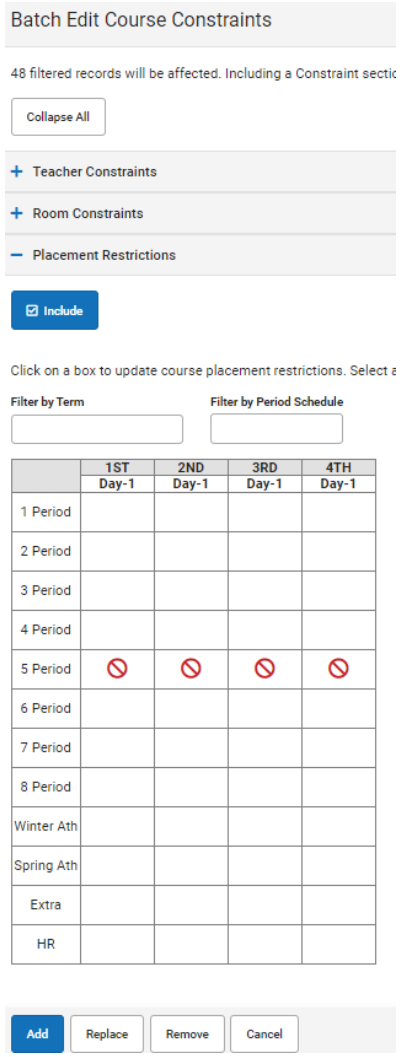
Course Planner: Batch Functionality

Filter the list prior to using batch edit options



The **Batch Edit Course Information** tool will allow you to bulk modify the same values from the individual courses.
Ensure the include checkbox is checked for items you want to update

The **Batch Edit Constraints** modifies the Teachers, Room and Placements Restrictions for the filtered courses.



Reports: Schedule Units

Path: *Scheduling & Courses > Reports > Schedule Units*

25-26 Harrison High 04/09/2025 Page 1 of 13	Schedule Units 25-26 Harrison High Trial: First Run Population: All Student, Sort Options: alpha

Full schedule is 28 units
Total Students Reported: 850

Grade	Student Name	Student Number	Requested Units	Placed Units	Satisfied Units
10	Bauer, Michael	031110005	30	28	28
10	Baum, Allison	161900004	34	28	28
09	Berger, Zoey Petal	045460128	20	20	20
11	Bhakta, Arjun	055460071	34	28	28
10	Blaha, Ashley Christine	668538	22	22	22
09	Blaha, Danah	035460049	20	20	20
11	Bolander, Brady M	035460039	26	26	26
12	Campus, Barry	171900002	28	28	28
11	Campus, Connor	171750001	28	26	26
10	Campus, Daniel	171750002	28	26	26

Why it is helpful...

This report will showcase that student requests have been entered. Without having an accurate amount of request, according to the full schedule units, the suggestions on sections to build and student load percentage can be misconstrued. The last two columns will assist after the student load process is complete.

Uncheck Active box and update the enrollment date to 07/01/2026 to ensure you can see those that may be future enrolled.

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Reports: Request Satisfied

Path: *Scheduling & Courses > Reports > Request Satisfied*

Why it is helpful at this step...

Provides information based on requests for the specific course, separated by grade level. This report also provides a suggestion of the number of sections needed based on the requests that have been entered.

25-26
Harrison High
5856 Peachtree Parkway, Metro City OH 55436
Generated on 04/09/2025 07:15:57 AM Page 1 of 5

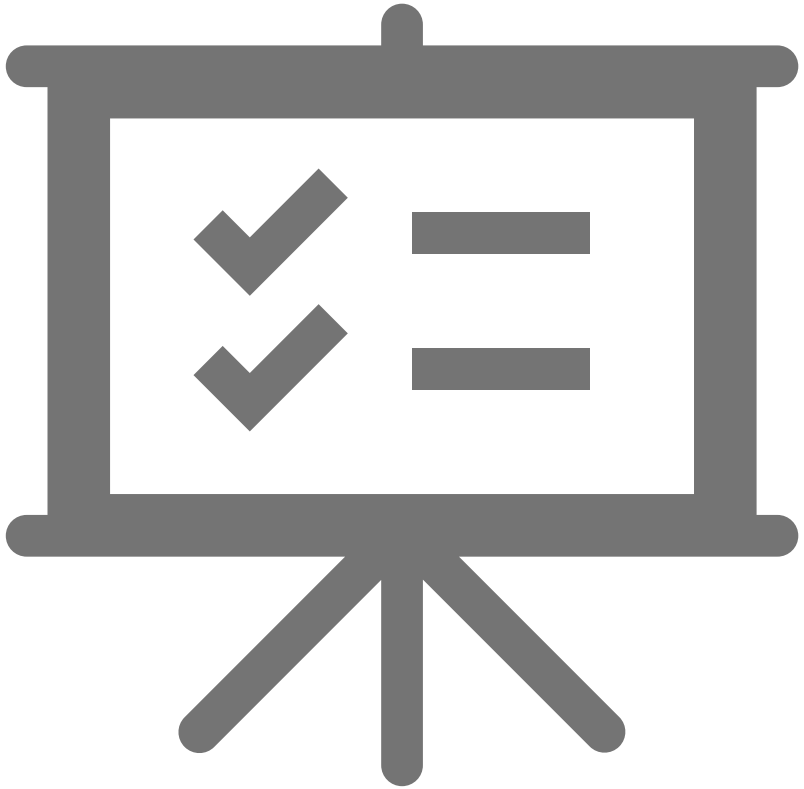
Requests Satisfied Summary
25-26 Harrison High
Trial: First Run

No Department Defined

Course #	Course Name	Rosters/Requests 09	10	11	12	T	Section Allocation Max	Build	Needed	Placed	Diff
9000	Senior Capstone Project	0/0	0/0	0/0	0/3	0/3	30	0	1	0	1

Department: Business/Career

Course #	Course Name	Rosters/Requests 09	10	11	12	T	Section Allocation Max	Build	Needed	Placed	Diff
8000	Keyboarding	105/105	0/0	0/0	0/0	105/105	30	4	4	4	0
8025	Personal Finance	1/1	170/170	0/5	12/15	183/191	30	7	7	7	0
8050	Business Law	0/0	0/1	0/0	2/2	2/3	30	2	1	2	-1
8200	Accounting I	0/0	0/0	1/1	4/4	5/5	30	2	1	2	-1
8250	Accounting II	0/0	0/0	0/0	6/6	6/6	30	2	1	2	-1
8300	MS Office Applications I	0/0	0/0	1/1	5/5	6/6	30	2	1	2	-1
8320	MS Office Applications II	0/0	0/0	0/1	5/5	5/6	30	2	1	1	0
8500	Service Learning	0/0	0/0	0/0	9/9	9/9	30	2	1	2	-1
8520	Intro to Marketing	0/0	0/0	2/2	1/1	3/3	30	2	1	2	-1
8525	Intro to Entrepreneurship	0/0	1/1	2/4	2/2	5/7	30	2	1	2	-1



Click Save & Stay often to prevent losing the edits you are making within the Board.

Schedule Building Preparation

- Schedule Board should only be used AFTER students have entered course request.
- Only ONE USER at a time per school should access the Schedule Board to avoid intermingling in the database corrupting the information.

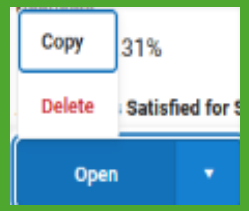
NOTE: ENSURE YOU ARE MAKING EDITS/CHANGES TO THE 26-27 CALENDARS ONLY! NEVER make edits to the current school year in the Scheduling Board area.

Scheduling Board

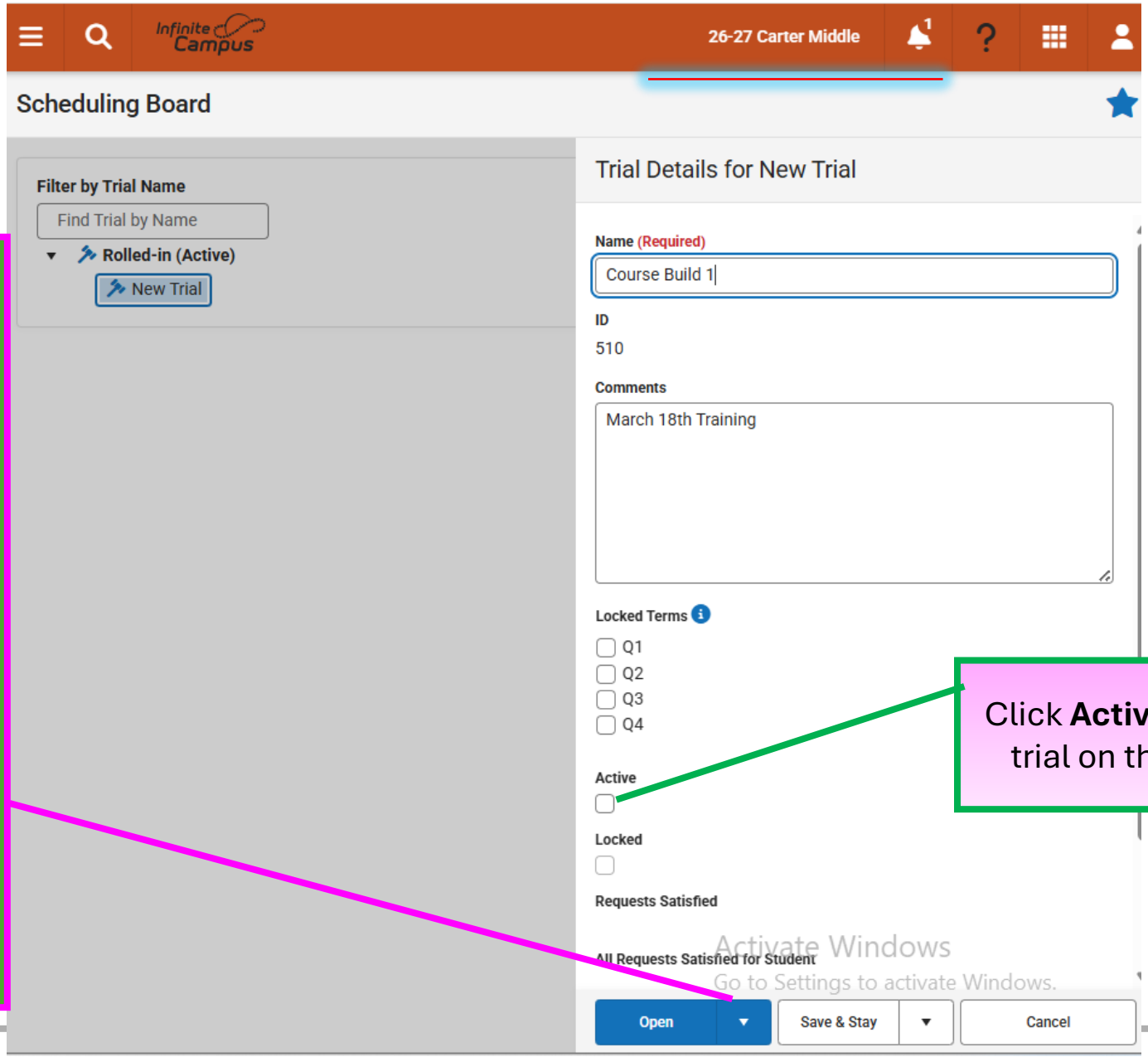
It is recommended to create a **Copy** each time you are making edits to the Trial!

Ensure you are in the 26-27 CALENDAR

1. Click the Trial you want to build from
2. Click the arrow next to **Open:**



3. Click the **Copy** Button
4. Input the Name & other optional details and click **Save & Stay**
5. Select blue **Open** button to showcase whiteboard.



Click **Active** to showcase the trial on the frontend of IC.

Activate Windows
Go to Settings to activate Windows.

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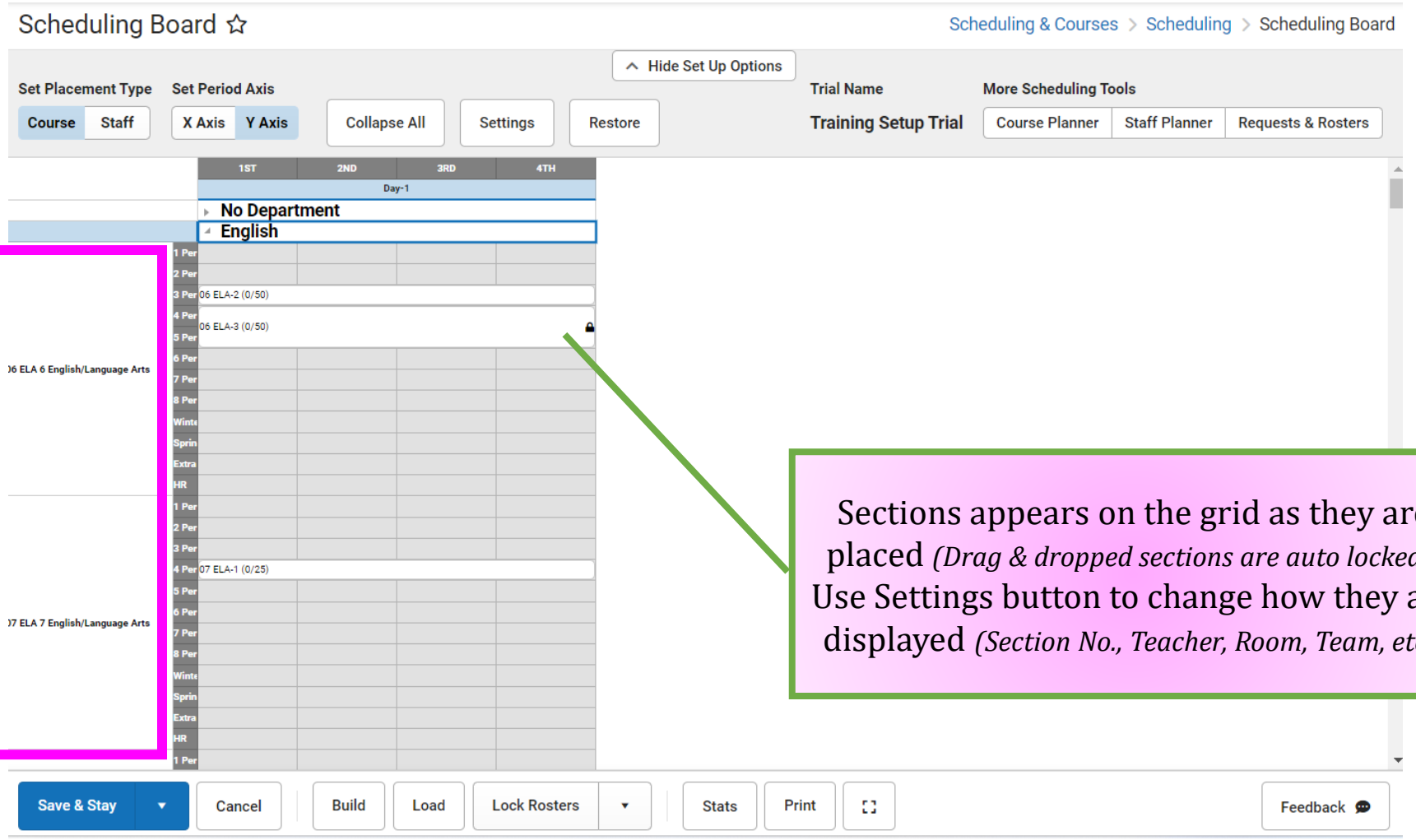
Scheduling Board:

The whiteboard allows users to drag and drop course sections. Based on options selected, users can easily see teacher conflicts and room conflicts as the schedule is built. There are many hover boxes and right-click menus to aid in building the schedule.

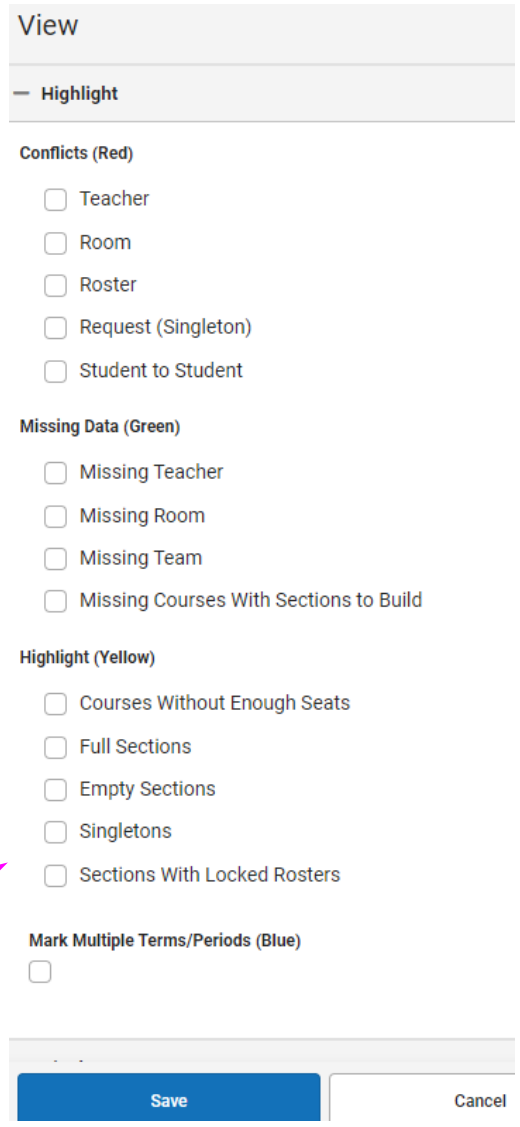


Course names display on the left side. To work on a specific set of courses, department names can be collapsed for easier viewing.

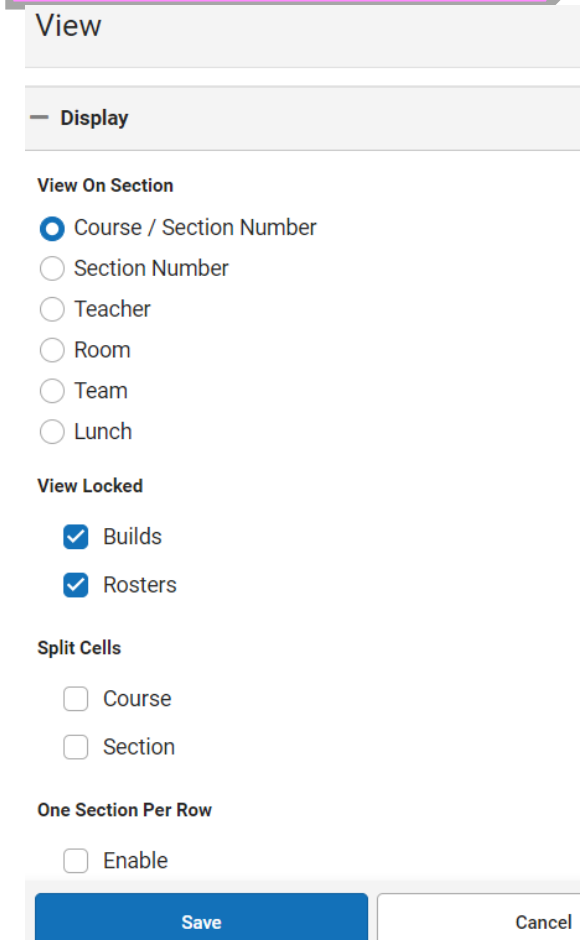
Sections appears on the grid as they are placed *(Drag & dropped sections are auto locked)*. Use Settings button to change how they are displayed *(Section No., Teacher, Room, Team, etc.)*

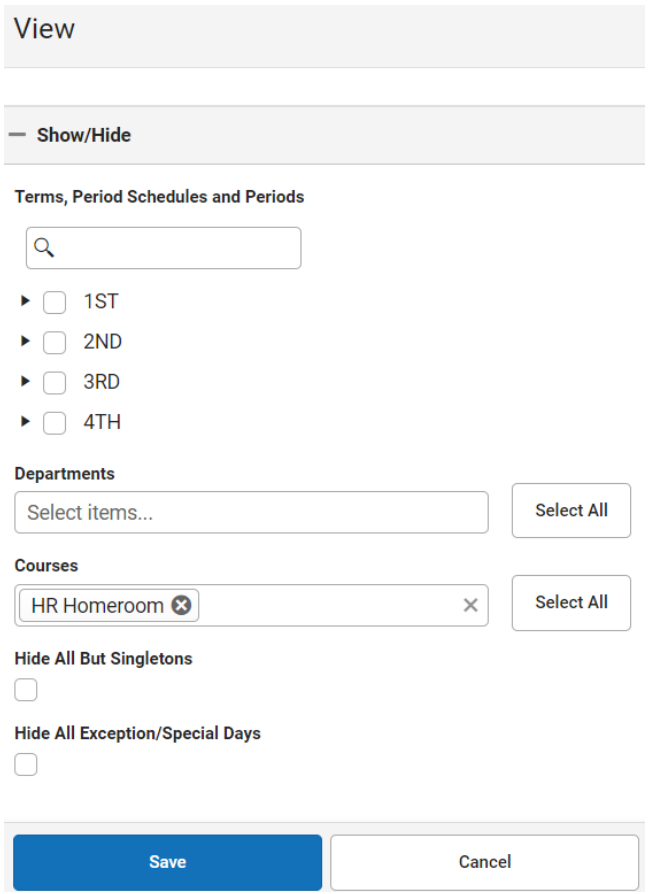
Schedule Board: View Settings

Highlight: allows you to view Conflicts, Missing Data, or other pertinent information regarding scheduling in a color coordinated fashion.

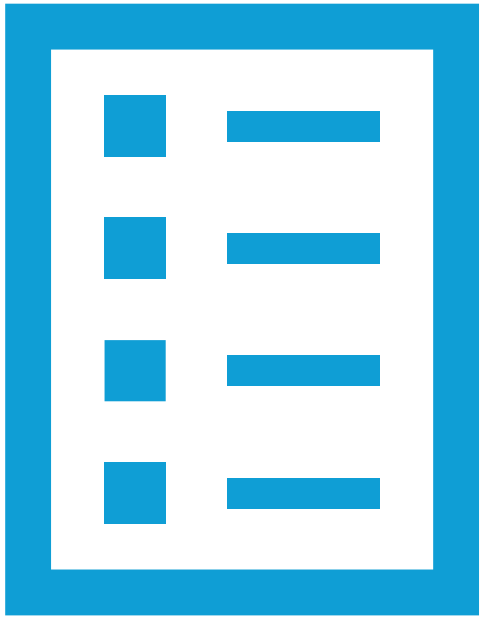


Display: what displays on a course section, and what can be toggled on/off to show locked rosters and course builds





Show/Hide: which terms, period schedules, singletons, etc. can be set to show or hide.



Schedule Build

- Manually Add Sections in the Wizard
- Auto Building Sections
- Editing Conflicts

- **NOTE: ENSURE YOU ARE MAKING A COPY OF THE TRIALS EACH TIME YOU ENTER INTO THE BOARD!!!**

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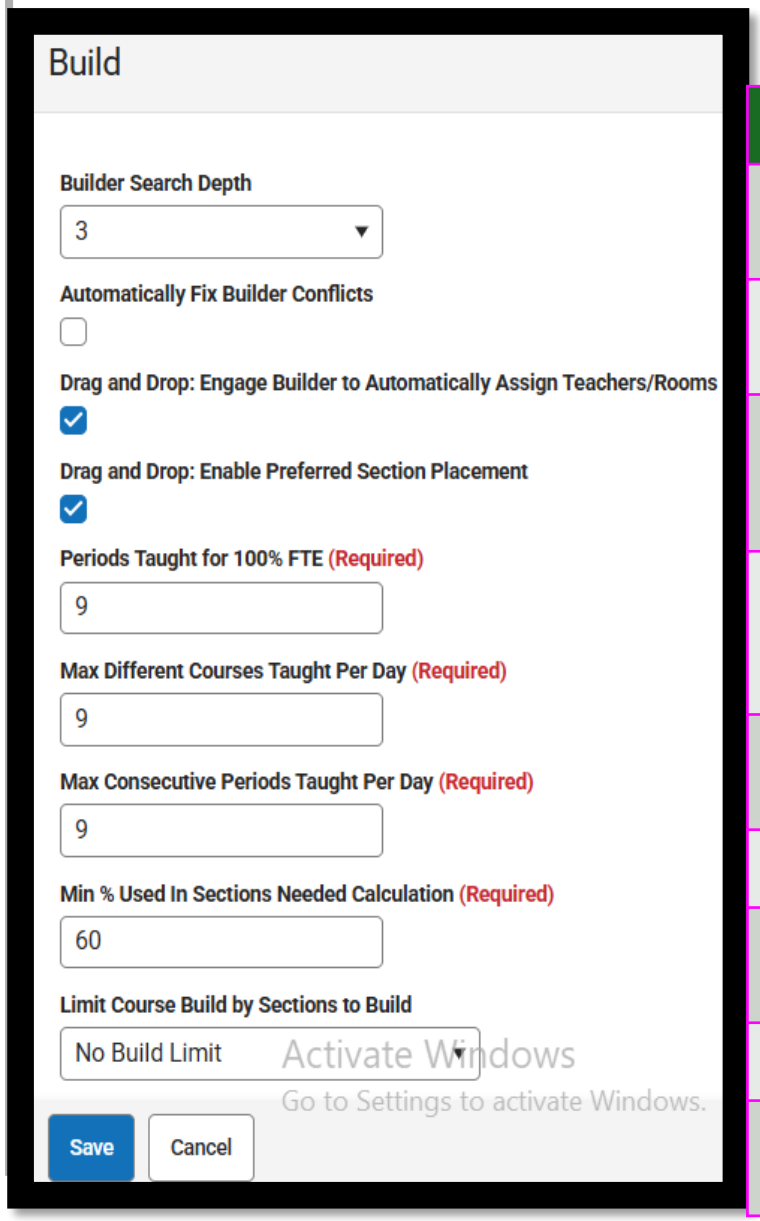
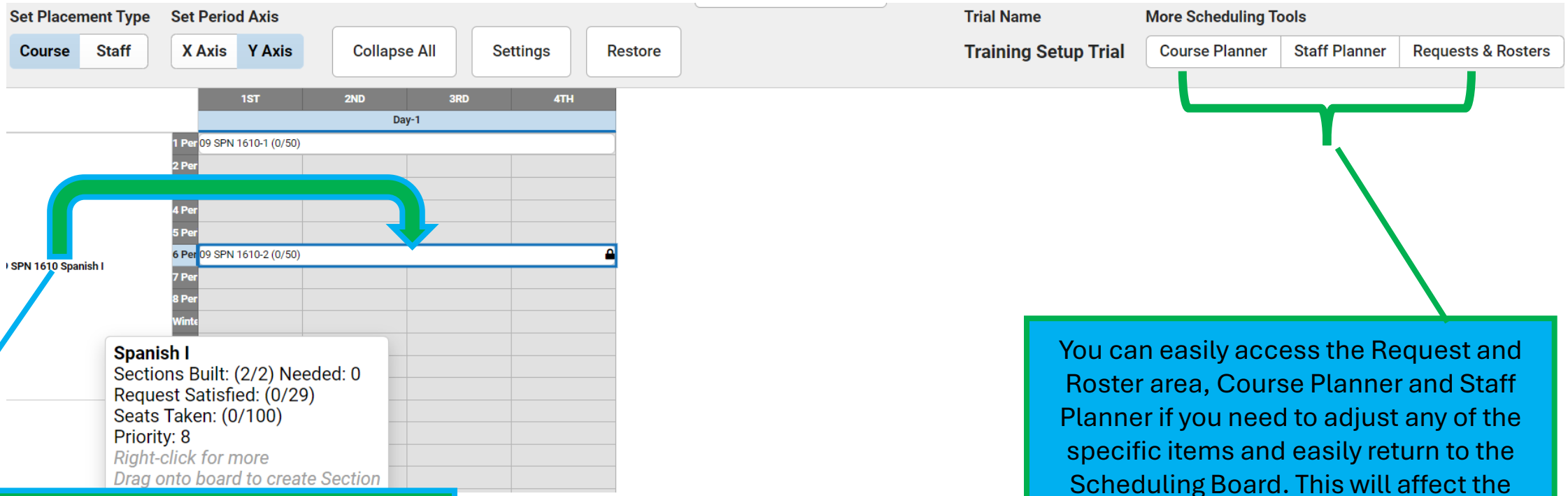
Schedule Board: Build Settings

Path: *Build > Settings*



Option	Description
Search Depth	How far the builder looks in the planning tools to build the section the selected number of times to meet request. (Default is 3. Recommended 3-5)
Automatically fix	When marked, the builder automatically fixes the conflicts in section placement before completing.
Assign teacher/rooms	When marked, the builder and manual Drag & Drop automatically assigns teachers and rooms when possible. (For best results ensure your Staff and/or Course planner is complete)
Preferred section placement	When Marked, the builder uses a conflict matrix to determine the 3 best placements for the section.
100% FTE	The entered value is considered the teachers full time employment value PER TERM.
Max Different	Max number of courses a teacher can be assigned during a term
Max Consecutive	Max number of consecutive periods the teacher can teach during the day
Min %	Min percentage of seats filled to consider the creation of another section
Course Filter	Selection limits the courses that are loaded to only those that meet the section limits.

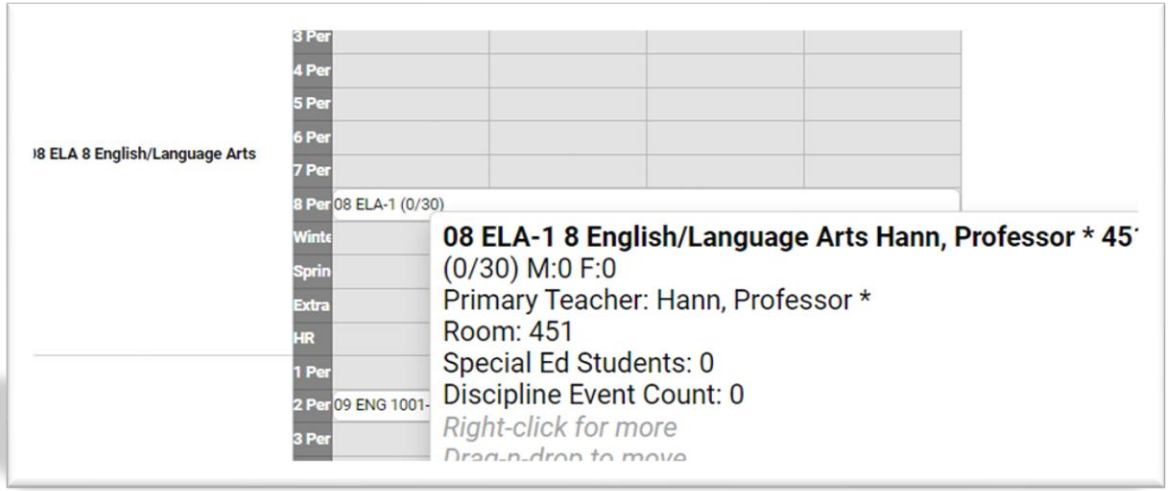
Manually Creating Sections



To manually add a section:
Click the course and drag it to the period you would like to add a section of the course.
Note: Manually drag & dropped sections will be locked in place automatically

You can easily access the Request and Roster area, Course Planner and Staff Planner if you need to adjust any of the specific items and easily return to the Scheduling Board. This will affect the current active trial as well.

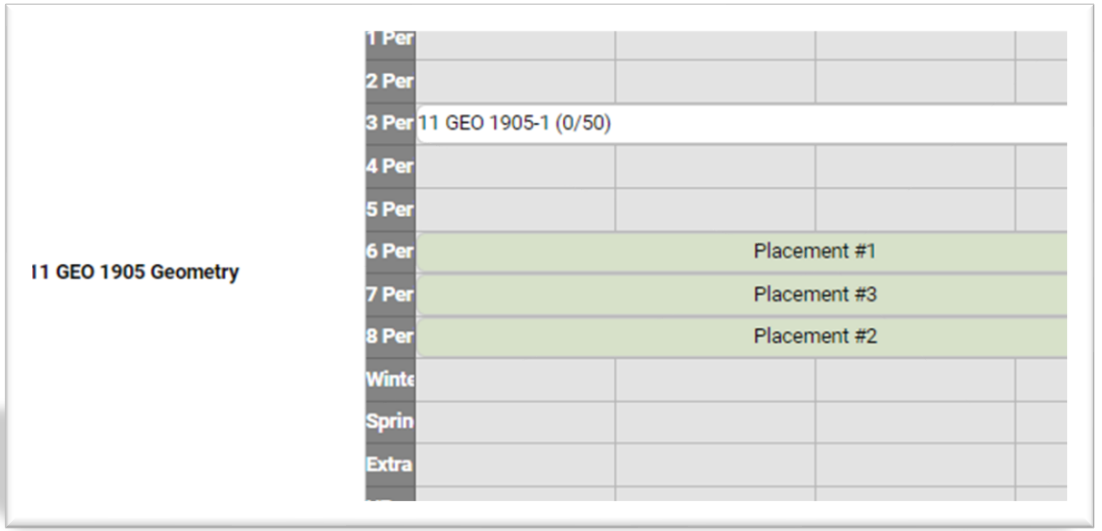
Manual Build



When you begin to drag a course to the period schedule, the top 3 recommended placements to minimize conflicts will appear.

** Based on the 'Enable preferred section placement' checkbox within the Build settings,**

If you hover over the session, users can see an overview of the section's details.
Edit the information by Right Clicking on the Section.



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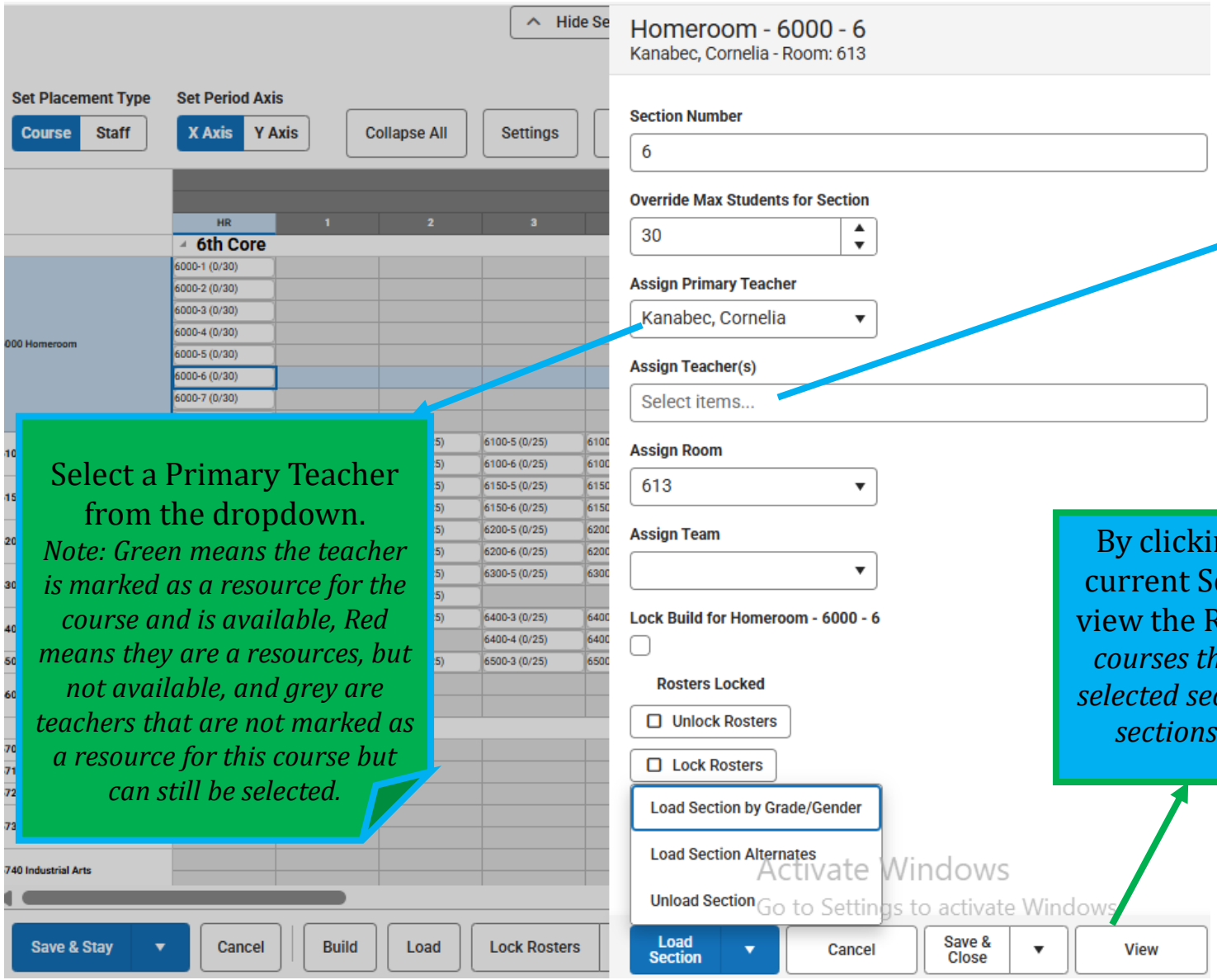
Editing Section Information



Select a Primary Teacher from the dropdown.

Note: Green means the teacher is marked as a resource for the course and is available, Red means they are a resources, but not available, and grey are teachers that are not marked as a resource for this course but can still be selected.

Additional Teachers cannot be added until a Primary Teacher is selected.

By clicking View, you can see the current Section Roster or chose to view the Request Conflicts *(will lists courses that have a conflict with the selected section and will include which sections and how many request).*

Activate Windows
Go to Settings to activate Windows.

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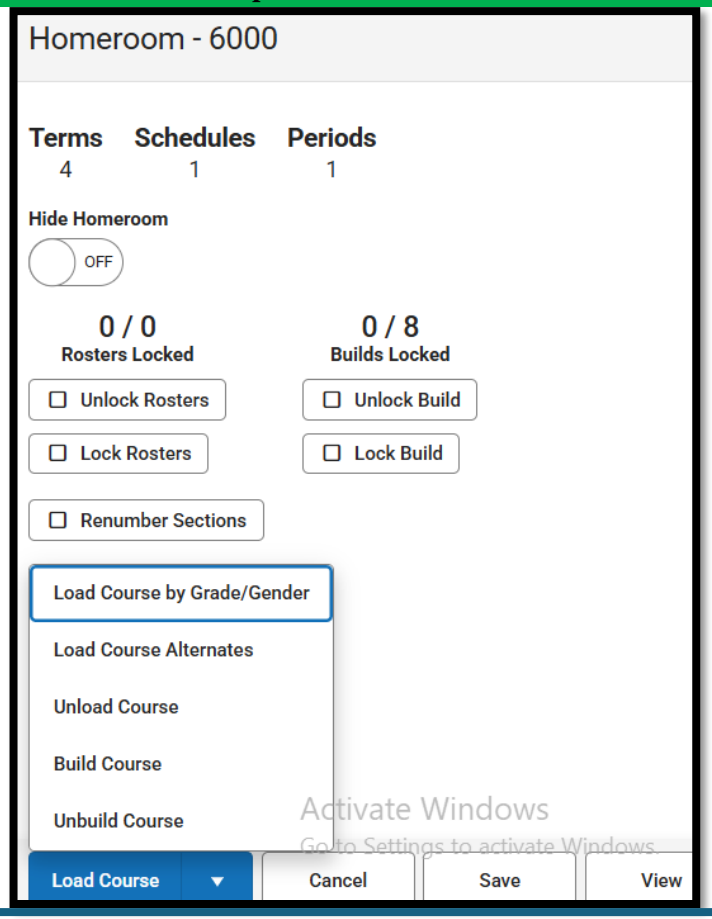
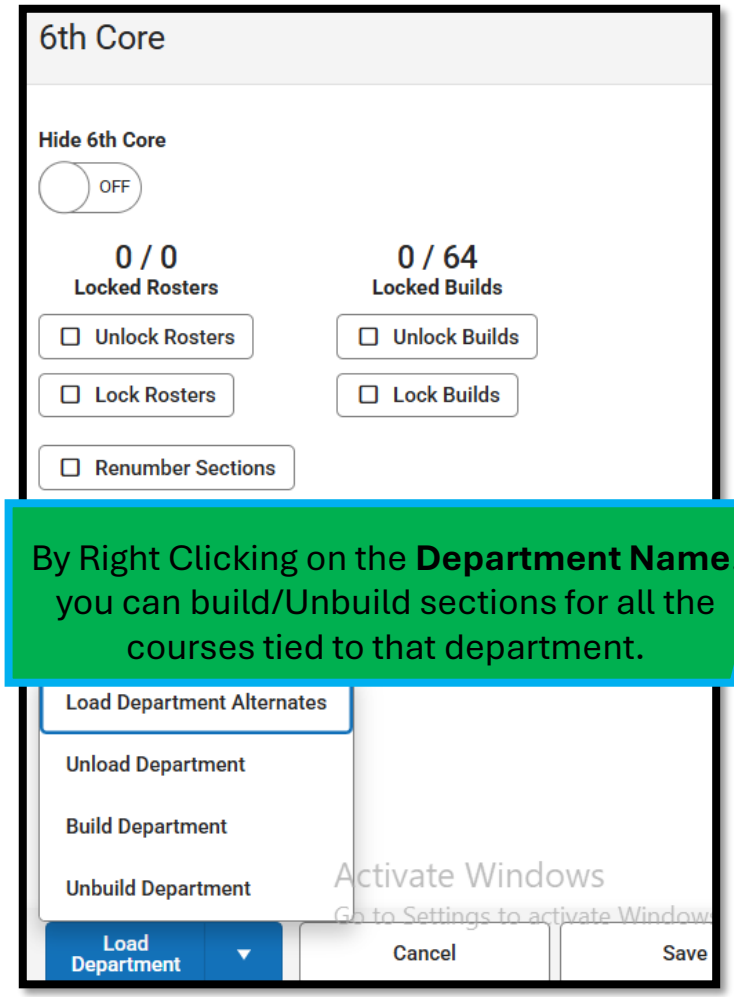
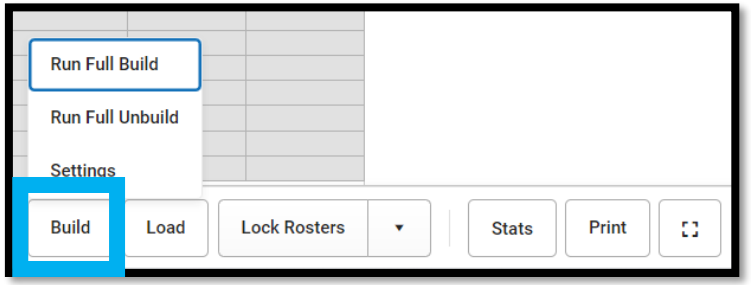
Building Schedule

By Right Clicking on the **Course Name**, you can build/unbuild sections within a specific course.





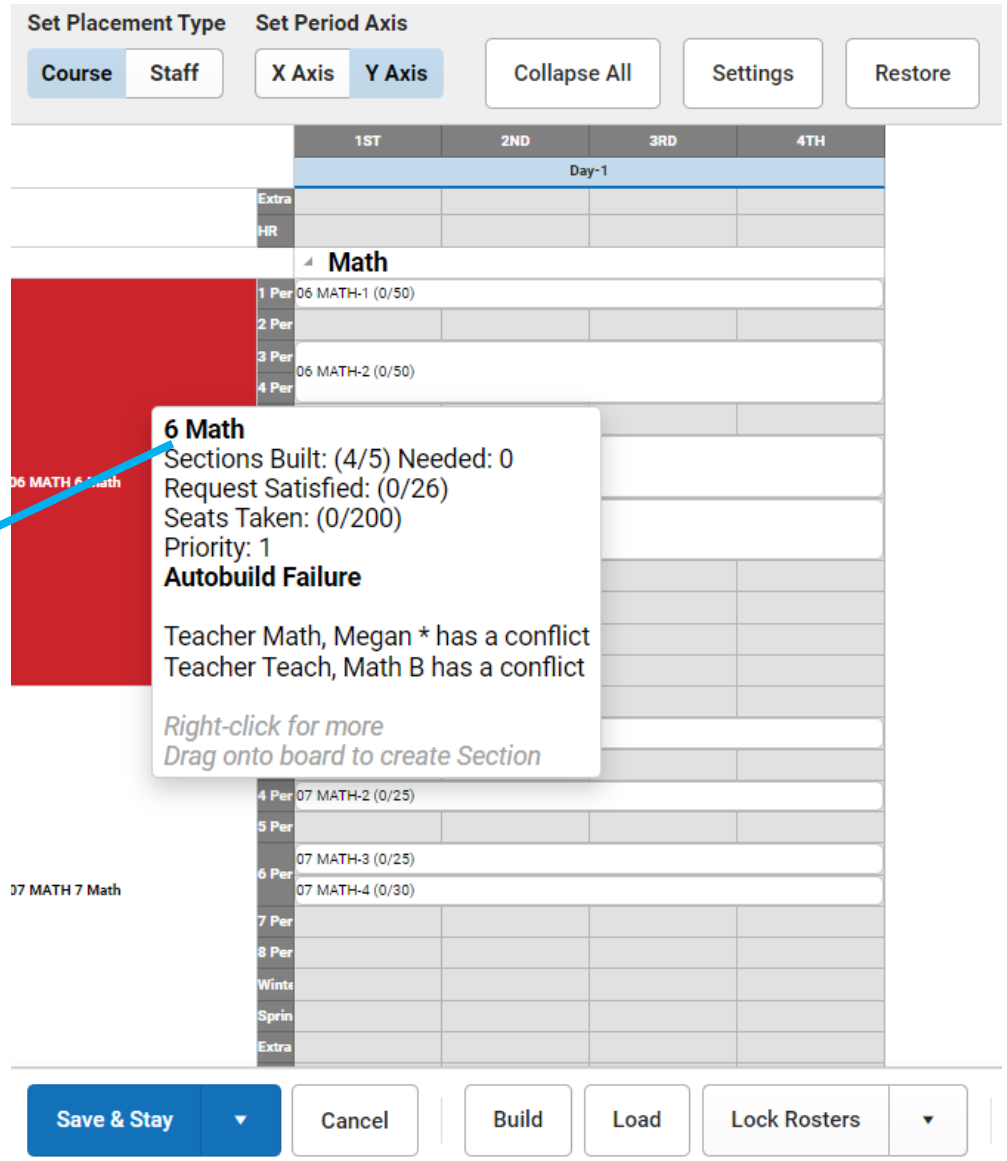
By Right Clicking on the **Department Name**. you can build/Unbuild sections for all the courses tied to that department.



You can add sections to all courses by clicking **Build > Run a Full Build/Unbuild** at the bottom of the Scheduling Board.

Note: You can use these areas to also unbuild sections, and lock/unlock sections by course and department as well if as you are running your build, but do not want to change certain areas.

Auto Build: Build Errors



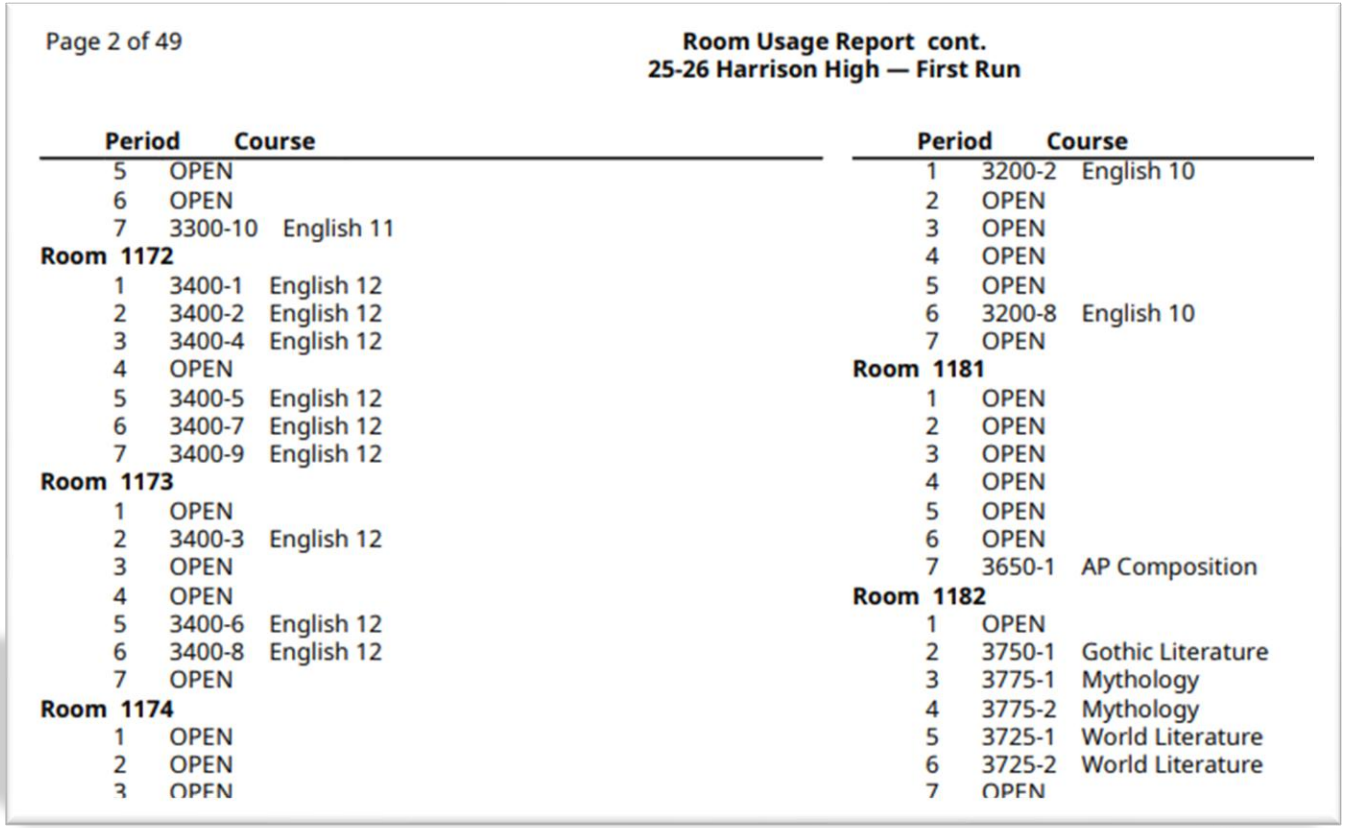
By hovering over the courses highlighted red, you can see the conflicts that prohibited the course from building sections.

Note: Check Course/Staff Planner to ensure you have resources set up appropriately.

Reports: Room Usage Report

Why it is helpful …

Allows users to see which rooms are Open or if a room is scheduled to host 2 different classes at once.



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Room Usage Report cont.
25-26 Harrison High — First Run

Period	Course	
5	OPEN	
6	OPEN	
7	3300-10	English 11
Room 1172		
1	3400-1	English 12
2	3400-2	English 12
3	3400-4	English 12
4	OPEN	
5	3400-5	English 12
6	3400-7	English 12
7	3400-9	English 12
Room 1173		
1	OPEN	
2	3400-3	English 12
3	OPEN	
4	OPEN	
5	3400-6	English 12
6	3400-8	English 12
7	OPEN	
Room 1174		
1	OPEN	
2	OPEN	
3	OPEN	

Period	Course	
1	3200-2	English 10
2	OPEN	
3	OPEN	
4	OPEN	
5	OPEN	
6	3200-8	English 10
7	OPEN	
Room 1181		
1	OPEN	
2	OPEN	
3	OPEN	
4	OPEN	
5	OPEN	
6	OPEN	
7	3650-1	AP Composition
Room 1182		
1	OPEN	
2	3750-1	Gothic Literature
3	3775-1	Mythology
4	3775-2	Mythology
5	3725-1	World Literature
6	3725-2	World Literature
7	OPEN	

Bulk Loading Students

Prior to loading students:

- Ensure the 26-27 Build Trial your district has decided on for the upcoming school year is marked Active *(Bolded)*.
- Run your Master Schedule, Request Satisfied and Schedule Units Reports again to ensure things are correctly showcasing to have the best possible outcomes with the student load process.
- Make a copy of the 26-27 Build Trial prior to loading students, so the students are being placed in the accurate trial.
- **Remember to click the SAVE & Stay button often to prevent losing the edits you are making within the Board.**

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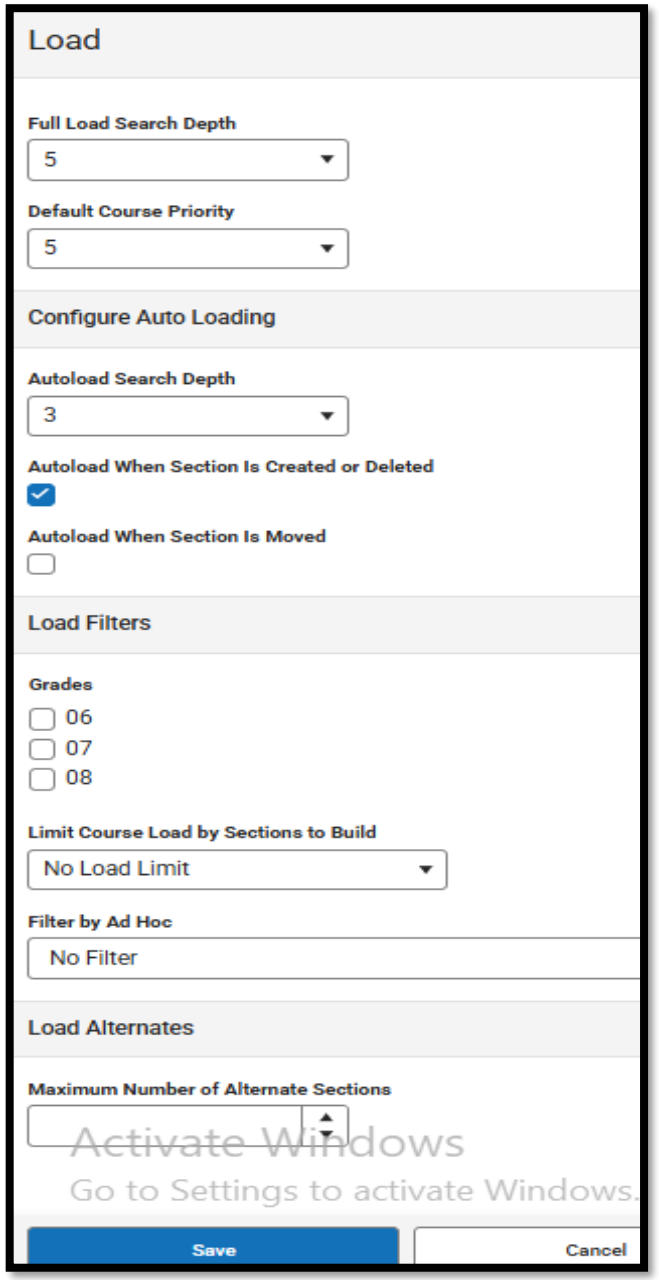
Loading Students:

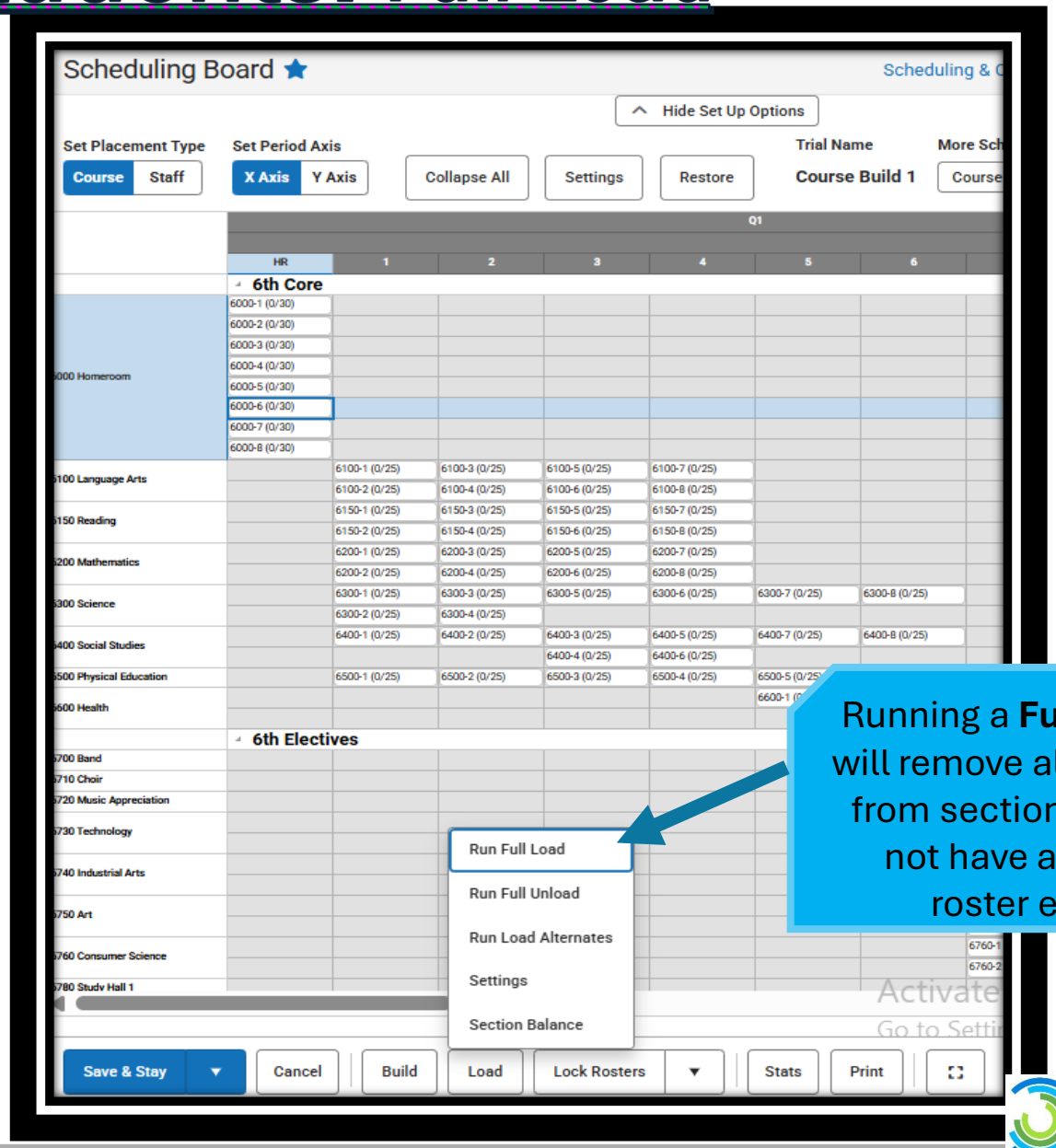
Path: *Load > Settings*

Option	Description
Full Load Search Depth	Determines the number of times (1-15) the wizard attempts to satisfy each course request.
Default Course Priority	Allows courses that do not have a load priority to be mass assigned a priority.
Autoload Search Depth	Works to this level (1-15) to meet the entered requests and is used in conjunction with the Autoload checkboxes.
Autoload section creation/deletion	Students are placed in other sections based on their other requests and section placements when an existing section is created/deleted.
Autoload when section is moved	Students are placed in other sections based on their other requests and section placements when a section is moved to a different period.
Grades	When unchecked students enrolled in that grade will not have request loaded.
Course Filter	Selection determines in what order course sections are loaded. The selection chosen is considered a stopping point for the loader- when the value has been met, the loader is finished.
Filter by Ad Hoc	Loads a specific group of students within the ad hoc. When selected the total number of students is displayed below the filter field
Max number of Alternate Sections	Value entered is the number of alternate courses a student can be scheduled into based on their requests.



Loading Students: Full Load

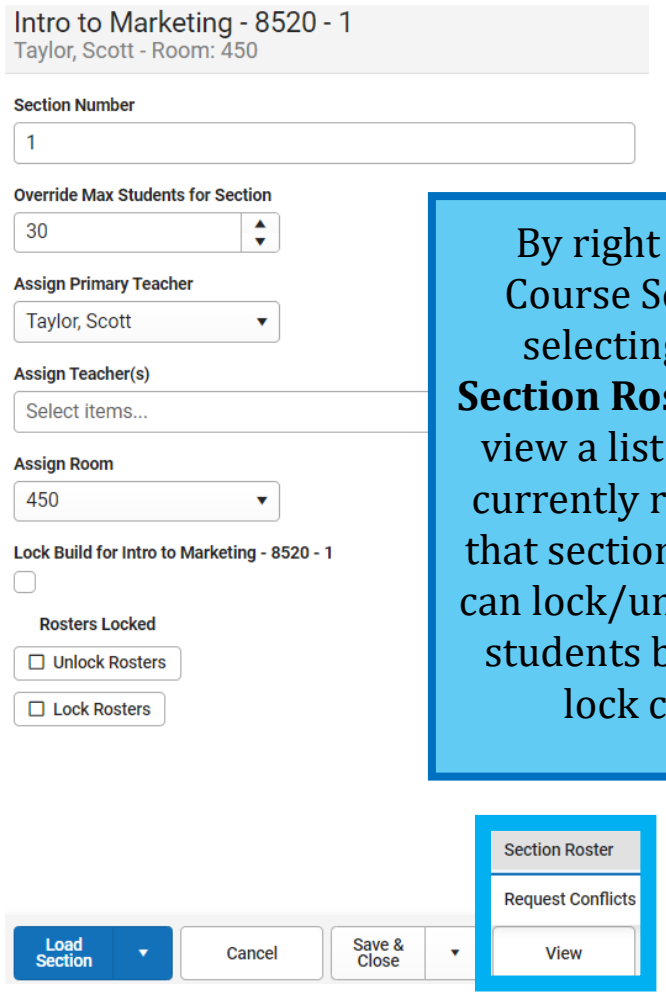
Run a Full Load by clicking the 'Load' button at the bottom of the scheduling board.
You also can load specific Departments, Courses, and Sections similar by right clicking the anticipated areas.
When finished, the View options are extremely helpful to analyze what may need further attention.



Running a **Full Unload** will remove all students from sections that do not have a locked roster entry.

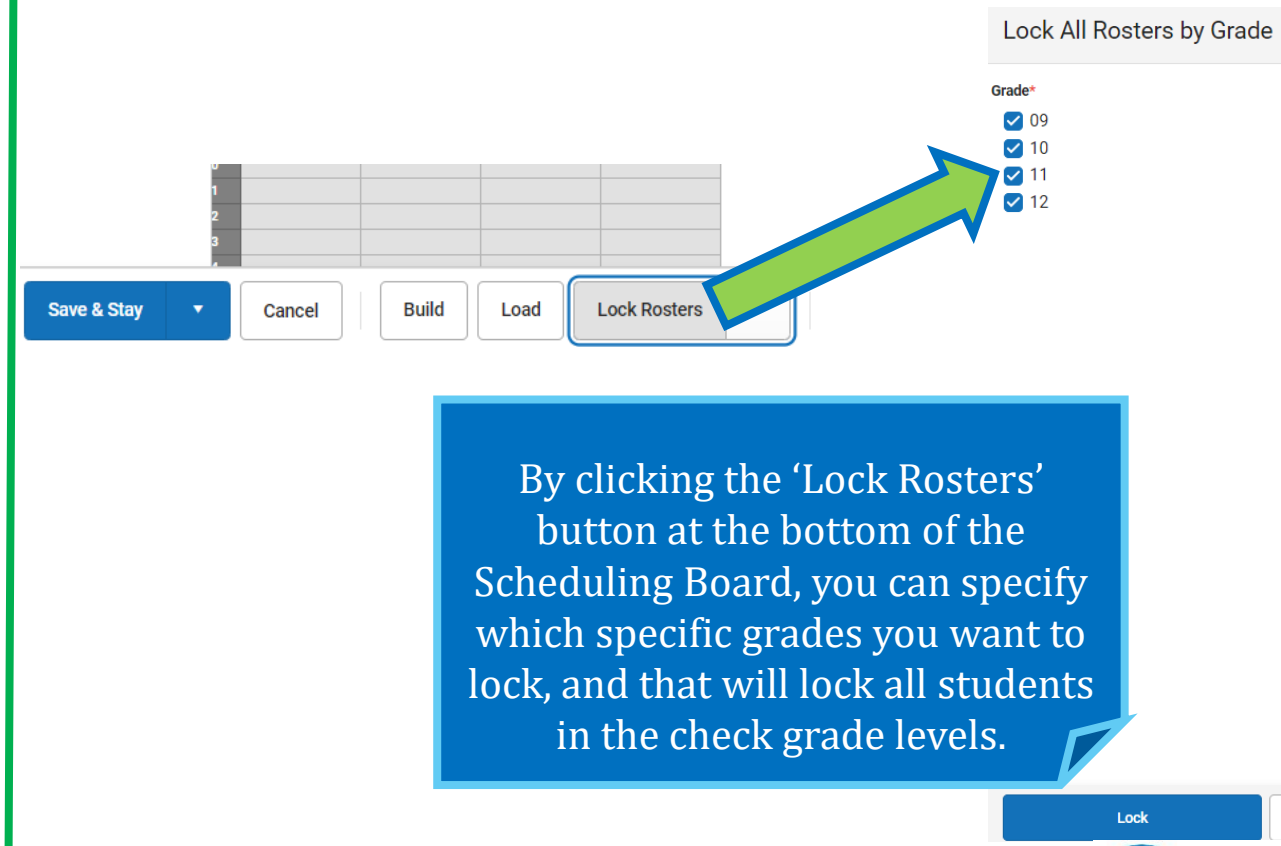
Loading Students: Locking Students

Individual Students



By right clicking a Course Section and selecting **'View > Section Roster'** you can view a list of students currently rostered into that section. Here users can lock/unlock specific students by using the lock column.

Grade Level

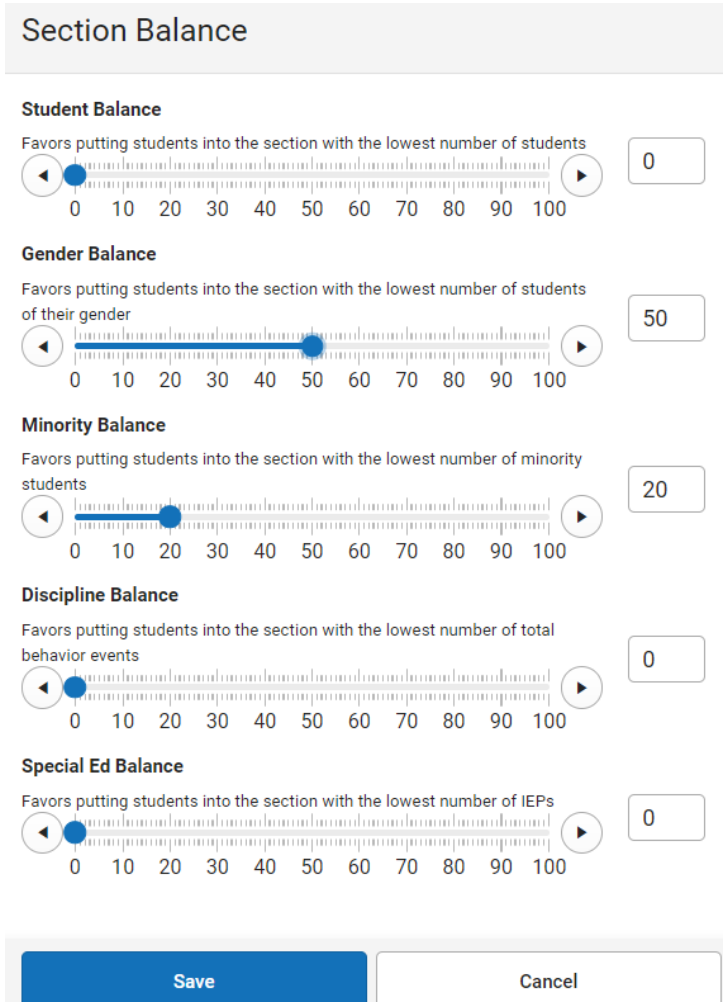


By clicking the 'Lock Rosters' button at the bottom of the Scheduling Board, you can specify which specific grades you want to lock, and that will lock all students in the check grade levels.

Loading Students: Balance

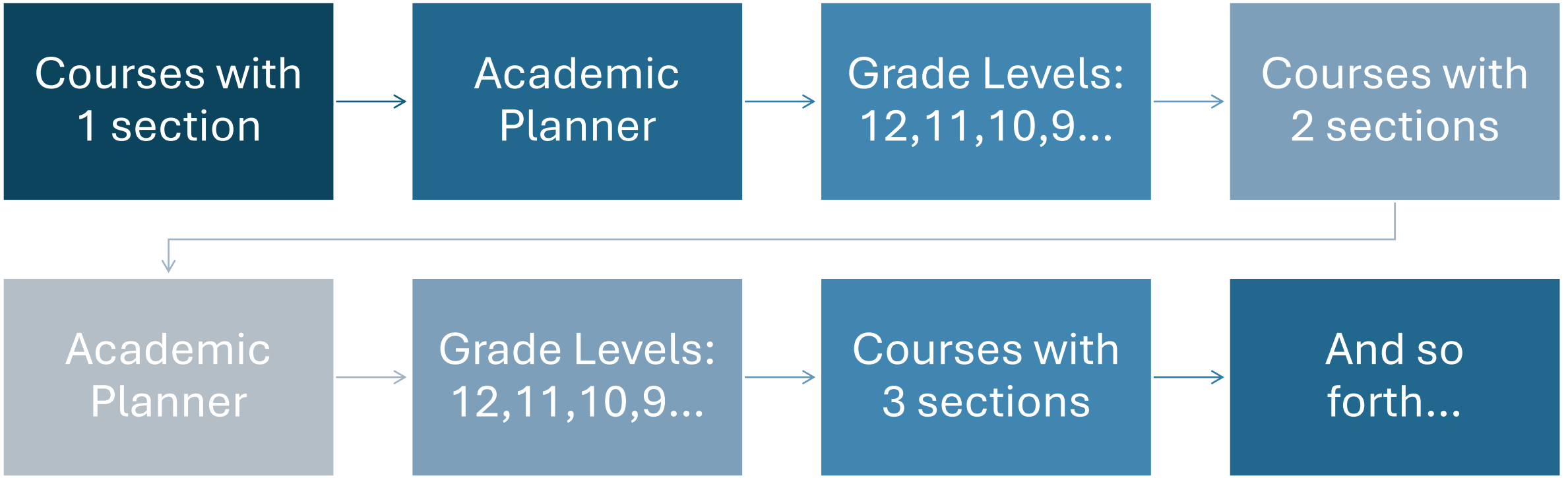
Path: *Load > Section Balance*

If the loader is not providing desired results, users can define weights on the following 5 factors that tell the Board how hard to work to achieve balance between sections.



Load Prioritization:

This order is in conjunction with the Load Prioritization set in the Course Planner.



Courses with 1 section → Academic Planner → Grade Levels: 12,11,10,9... → Courses with 2 sections

Academic Planner → Grade Levels: 12,11,10,9... → Courses with 3 sections → And so forth...

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Reports: Schedule Conflict Report

Path: *Scheduling & Courses > Reports > Schedule Conflict*

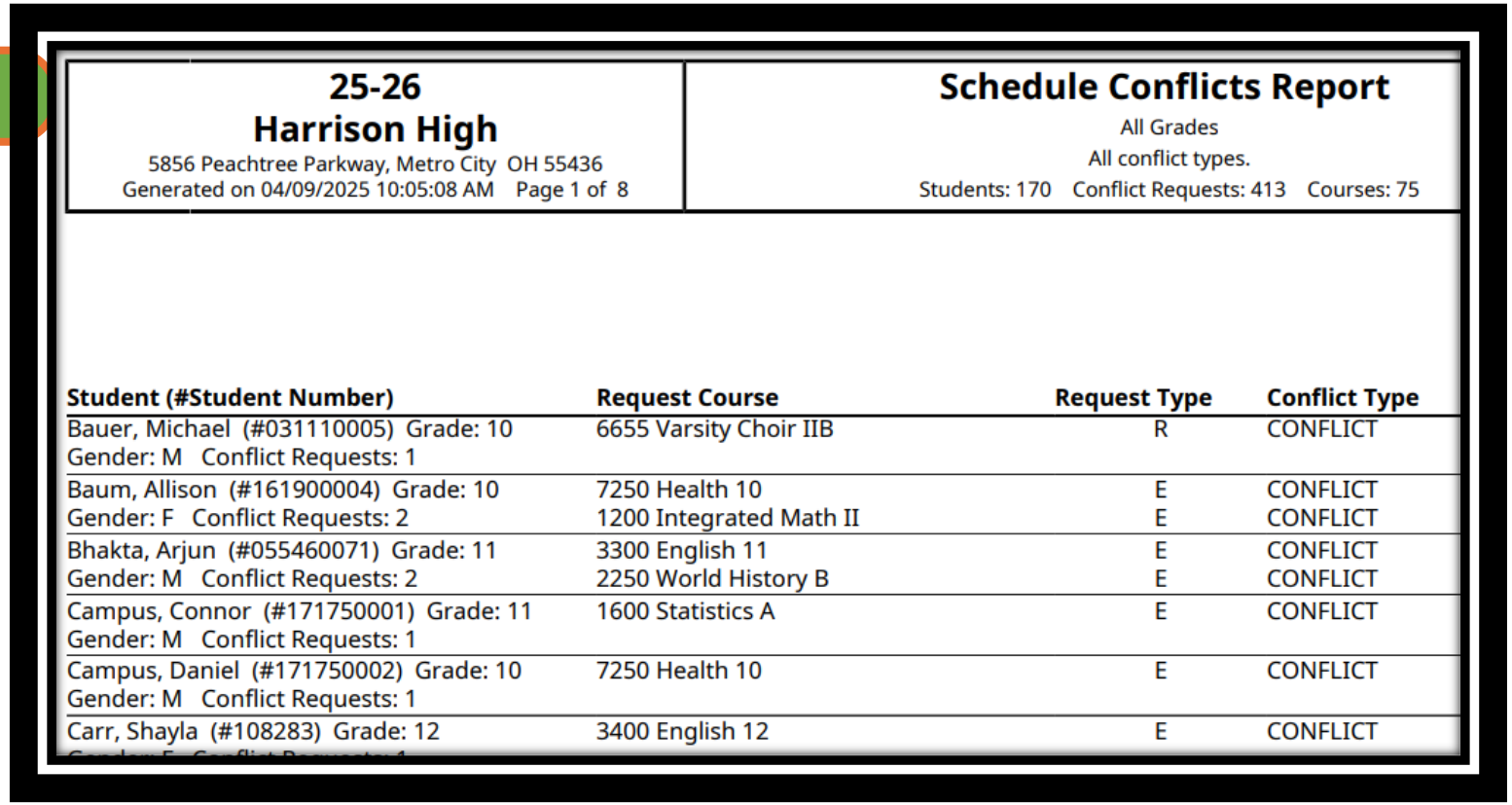
This report will showcase the request that were not fulfilled.

No seats remain: sections are full

Singleton: Course only has 1 section and period is already occupied.

Full Schedule: Student has no gaps or size of course is larger than the opening.

Conflict: All other situations.



25-26
Harrison High
5856 Peachtree Parkway, Metro City OH 55436
Generated on 04/09/2025 10:05:08 AM Page 1 of 8

Schedule Conflicts Report
All Grades
All conflict types.
Students: 170 Conflict Requests: 413 Courses: 75

Student (#Student Number)	Request Course	Request Type	Conflict Type
Bauer, Michael (#031110005) Grade: 10 Gender: M Conflict Requests: 1	6655 Varsity Choir IIB	R	CONFLICT
Baum, Allison (#161900004) Grade: 10 Gender: F Conflict Requests: 2	7250 Health 10	E	CONFLICT
	1200 Integrated Math II	E	CONFLICT
Bhakta, Arjun (#055460071) Grade: 11 Gender: M Conflict Requests: 2	3300 English 11	E	CONFLICT
	2250 World History B	E	CONFLICT
Campus, Connor (#171750001) Grade: 11 Gender: M Conflict Requests: 1	1600 Statistics A	E	CONFLICT
Campus, Daniel (#171750002) Grade: 10 Gender: M Conflict Requests: 1	7250 Health 10	E	CONFLICT
Carr, Shayla (#108283) Grade: 12	3400 English 12	E	CONFLICT

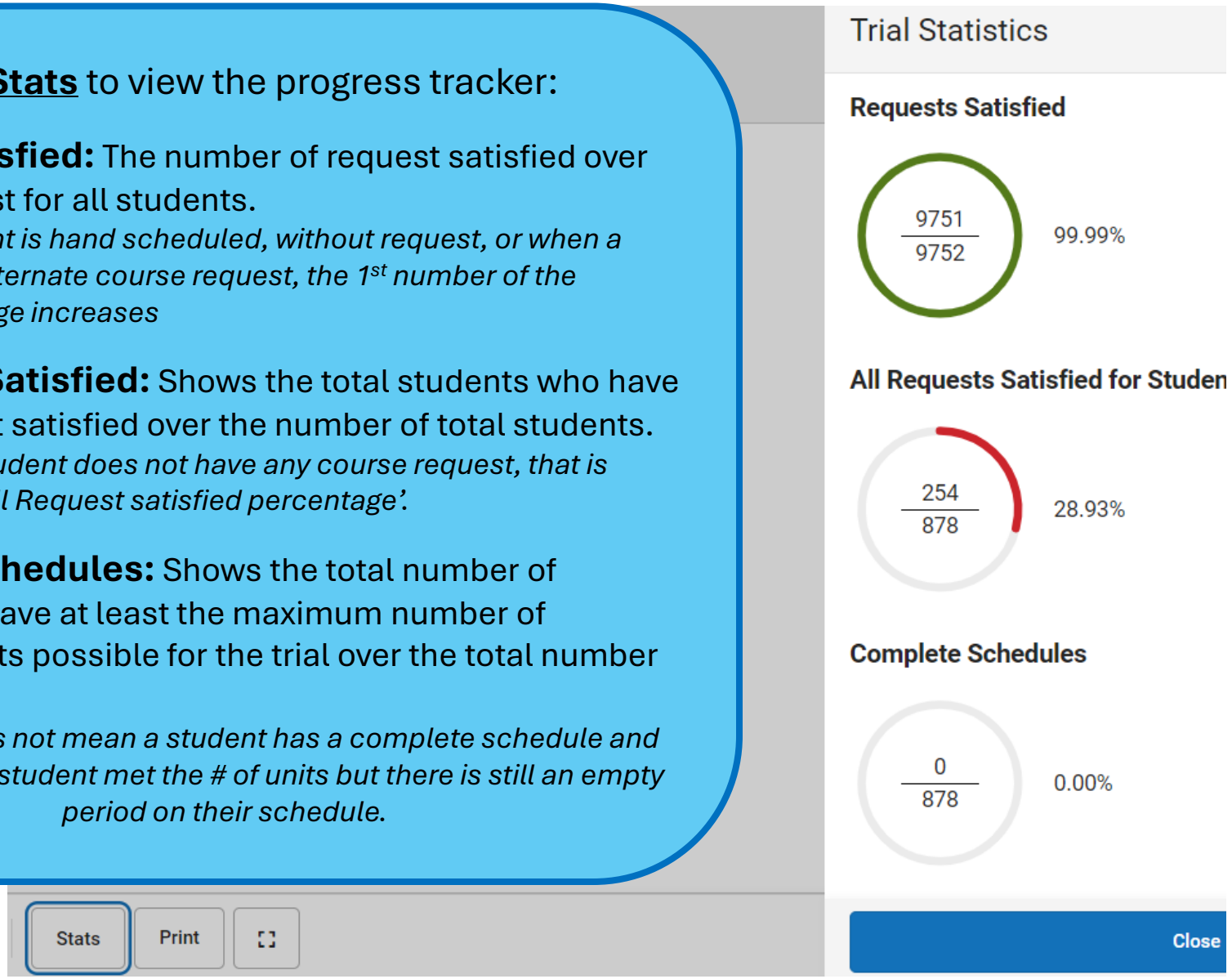
Loading Students:

Click **Stats** to view the progress tracker:

Request Satisfied: The number of request satisfied over the total request for all students.
**Note: If a student is hand scheduled, without request, or when a student has an alternate course request, the 1st number of the request percentage increases*

All Request Satisfied: Shows the total students who have all their request satisfied over the number of total students.
**Note: When a student does not have any course request, that is included in the 'All Request satisfied percentage'.*

Complete Schedules: Shows the total number of students who have at least the maximum number of Scheduling Units possible for the trial over the total number of students.
**Note: This does not mean a student has a complete schedule and could mean the student met the # of units but there is still an empty period on their schedule.*



Master Schedule Reports

Path: *Scheduling & Courses > Reports > Master Schedule*

23-24 Harrison High 01/11/2023	Master Schedule 23-24 Harrison High — First Load Page 1 of 12

Dept/Course/Section	Teacher	Room	Team	Term	Schedule	Period	IEP	M	F	T	Max	Rem
Business/Career							31	205	241	446	710	264
8025 Personal Finance							13	43	55	98	120	22
8025-1	Albinak, Gina	494		1, 2	Daily	7	1	10	13	23	30	7
8025-2	Albinak, Gina	494		3, 4	Daily	1	5	8	13	21	30	9
8025-3	Albinak, Gina	494		3, 4	Daily	4	2	16	14	30	30	0
8025-4	Albinak, Gina	494		3, 4	Daily	6	5	9	15	24	30	6
8050 Business Law							3	18	32	50	60	10
8050-1	Smith, Jonathan F	462		1, 2	Daily	3	1	5	15	20	30	10
8050-2	Smith, Jonathan F	462		1, 2	Daily	6	2	13	17	30	30	0
8200 Accounting I							1	3	5	8	30	22
8200-1	Albinak, Gina	433		1, 2	Daily	2	1	3	5	8	30	22
8250 Accounting II							1	2	2	4	30	26
8250-1	Albinak, Gina	433		3, 4	Daily	5	1	2	2	4	30	26

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Teacher Load Report

Summarizes the teachers' number of classes, sections, periods, students and special education students.

25-26
Harrison High
5856 Peachtree Parkway, Metro City OH 55436
Generated on 04/09/2025 07:32:39 AM Page 1 of 11

Teacher Load Report
All teachers
Total Teachers: 133 Total Courses: 226 Total Sections: 1602
Total Students/Unique: 16862/850 Total Special Ed Students/Unique: 0/0

Teacher	Term	Courses	Sections	Periods		Students/ Unique	Special Ed/Unique
				Daily	Total		
Aarons, Mitchell	1	2	6	6	6	91/91	0/0
	2	2	6	6	6	91/91	0/0
	3	2	5	5	5	90/90	0/0
	4	2	5	5	5	90/90	0/0
Total:	4	4	22	22	22	362/93	0/0
Abra, Dean	1	2	3	3	3	11/11	0/0
	2	2	3	3	3	11/11	0/0
	3	2	3	3	3	11/11	0/0
	4	2	3	3	3	11/11	0/0
Total:	4	4	12	12	12	44/12	0/0
Addy, Joseph A	1	1	2	2	2	7/7	0/0
	2	1	2	2	2	7/7	0/0
	3	1	2	2	2	7/7	0/0
	4	1	2	2	2	7/7	0/0
Total:	4	2	8	8	8	28/8	0/0

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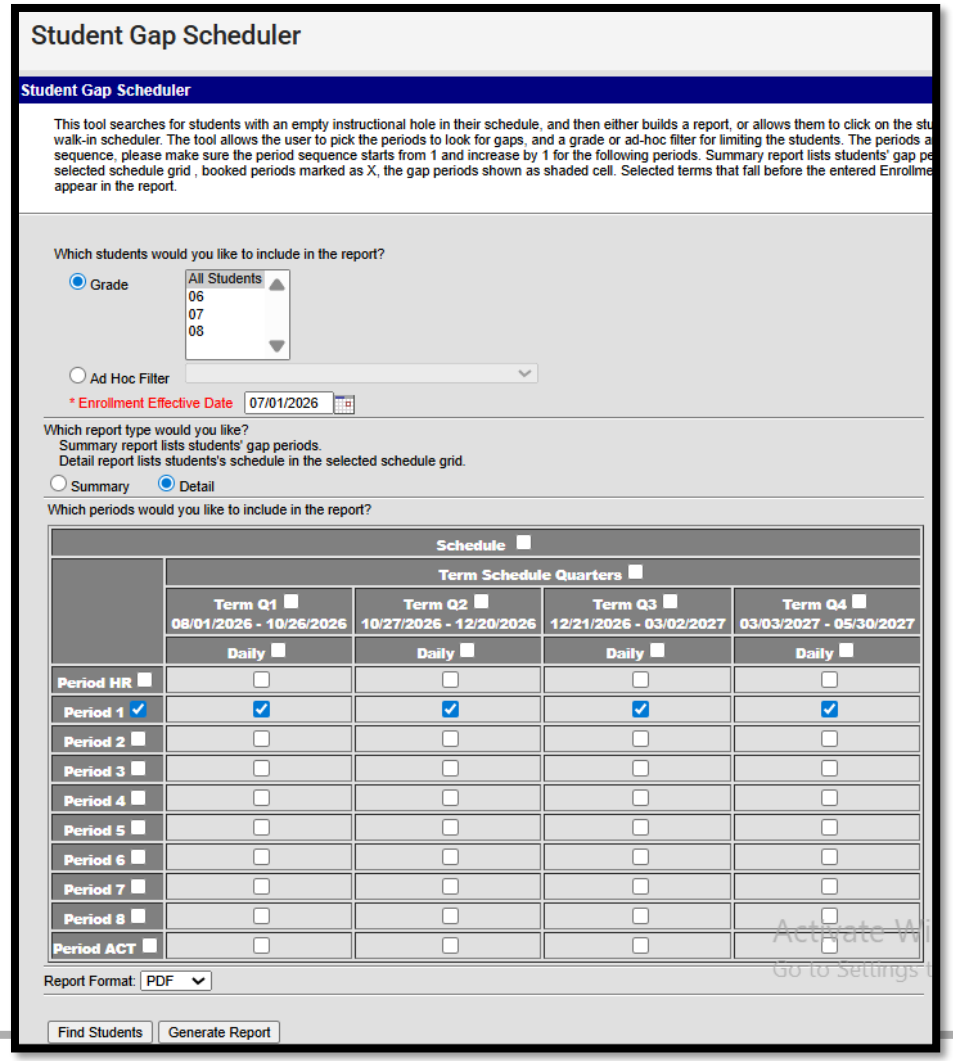
Student Gap Scheduler

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

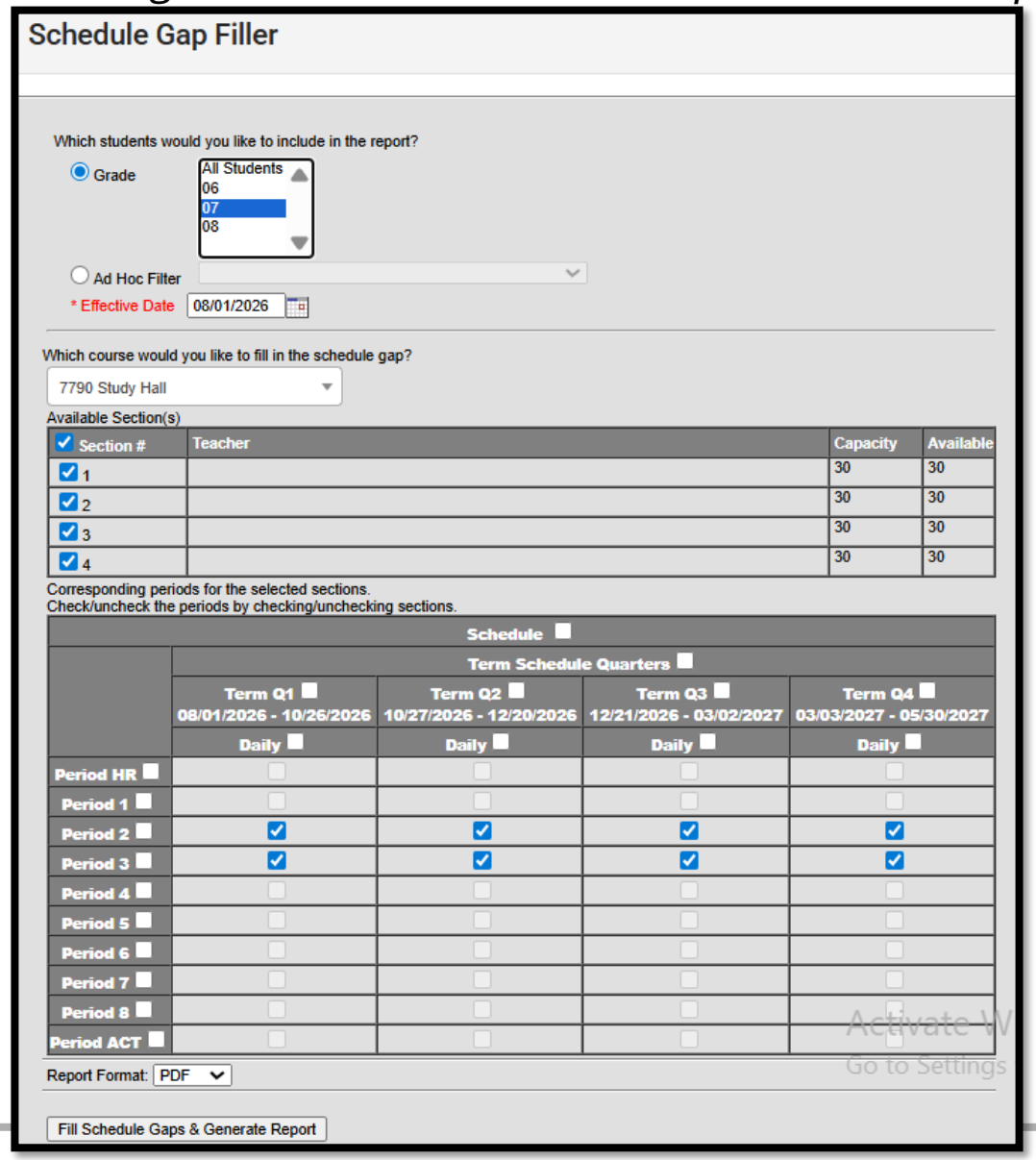
This Wizard searches for students who have an empty period in their schedule. Can minimize report by selecting specific grades, an ad hoc, the student's enrollment date, and specific period(s)/Term(s), or Day type.

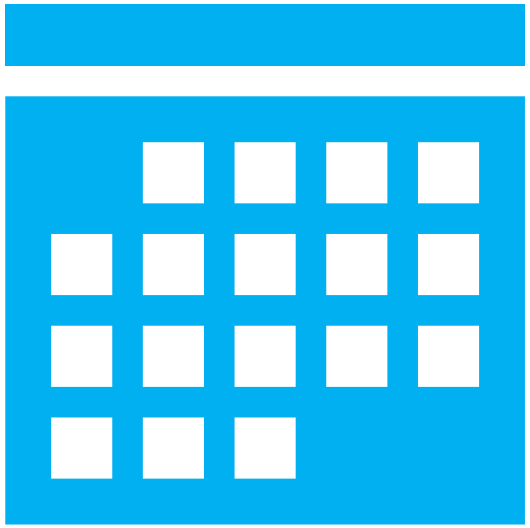


Schedule Gap Filler*

Path: *Scheduling & Courses > Load Schedules > Student Gap FILLER*

If the selected group of students has a gap in the selected period(s), it will be rostered into the selected course/ section(s).





Walk-In Scheduler

- If you believe you have got the best results from the Scheduling Board, ran your reports to gain insight, head to the Walk In Scheduler to clean up specific student schedules.

NOTE: ENSURE YOU ARE MAKING EDITS/CHANGES TO THE 26-27 CALENDARS ONLY!

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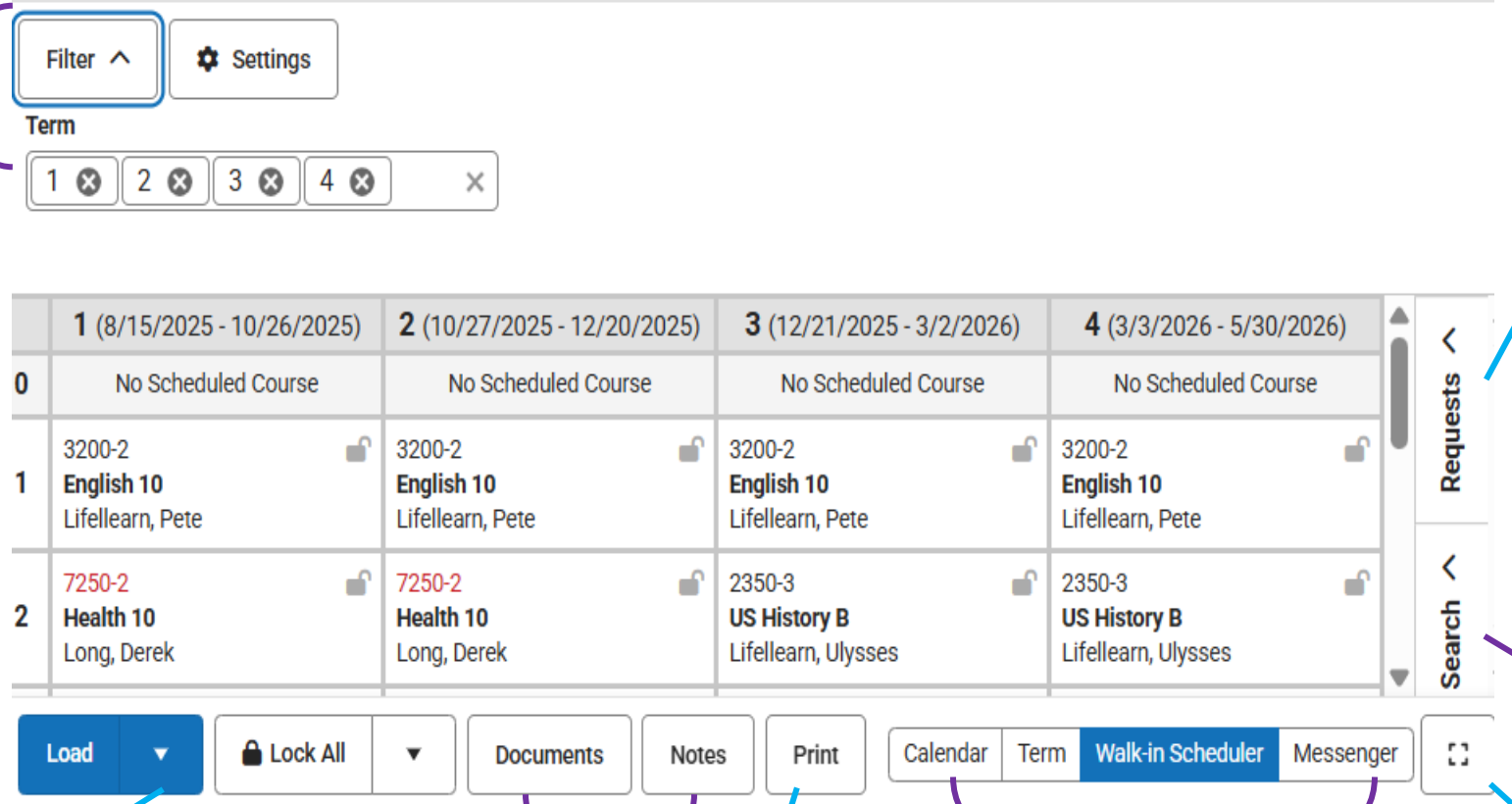
Navigation

Determines which terms are shown on schedule



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 in mass.

Uploading documentation or adding a note regarding the student's schedule.

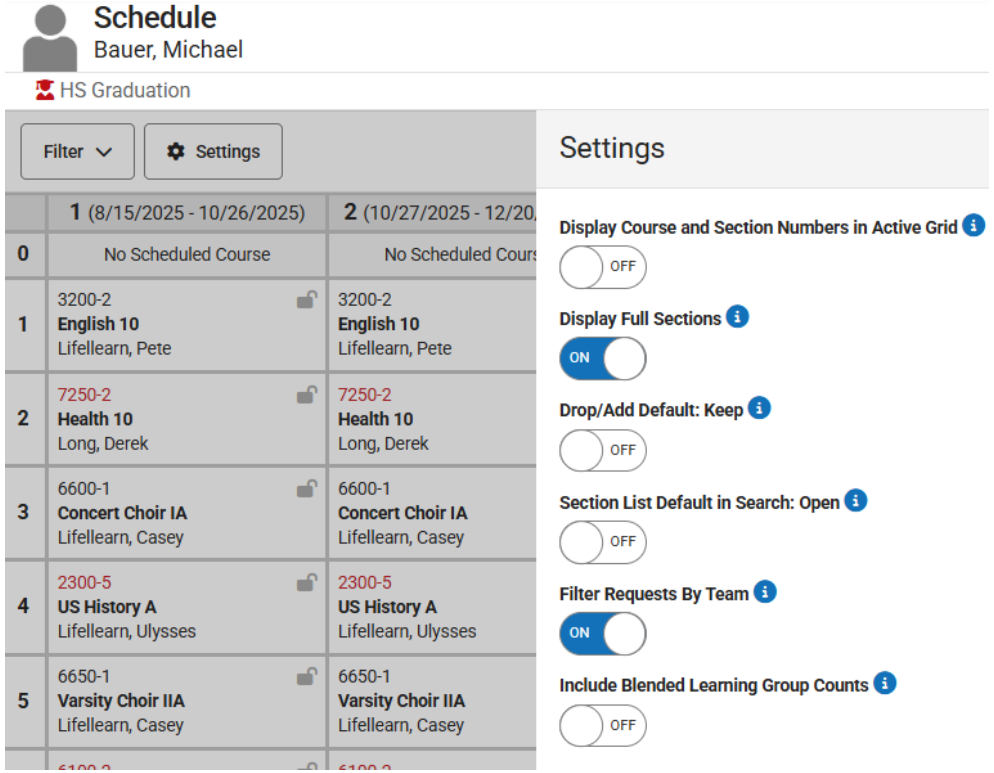
Print an individual student's schedule based on Filters selected.

Additional Scheduling Tools to view the student's schedule. Also, a route to easily send scheduling updates through messenger *(if setup)*.

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

Navigation Continued

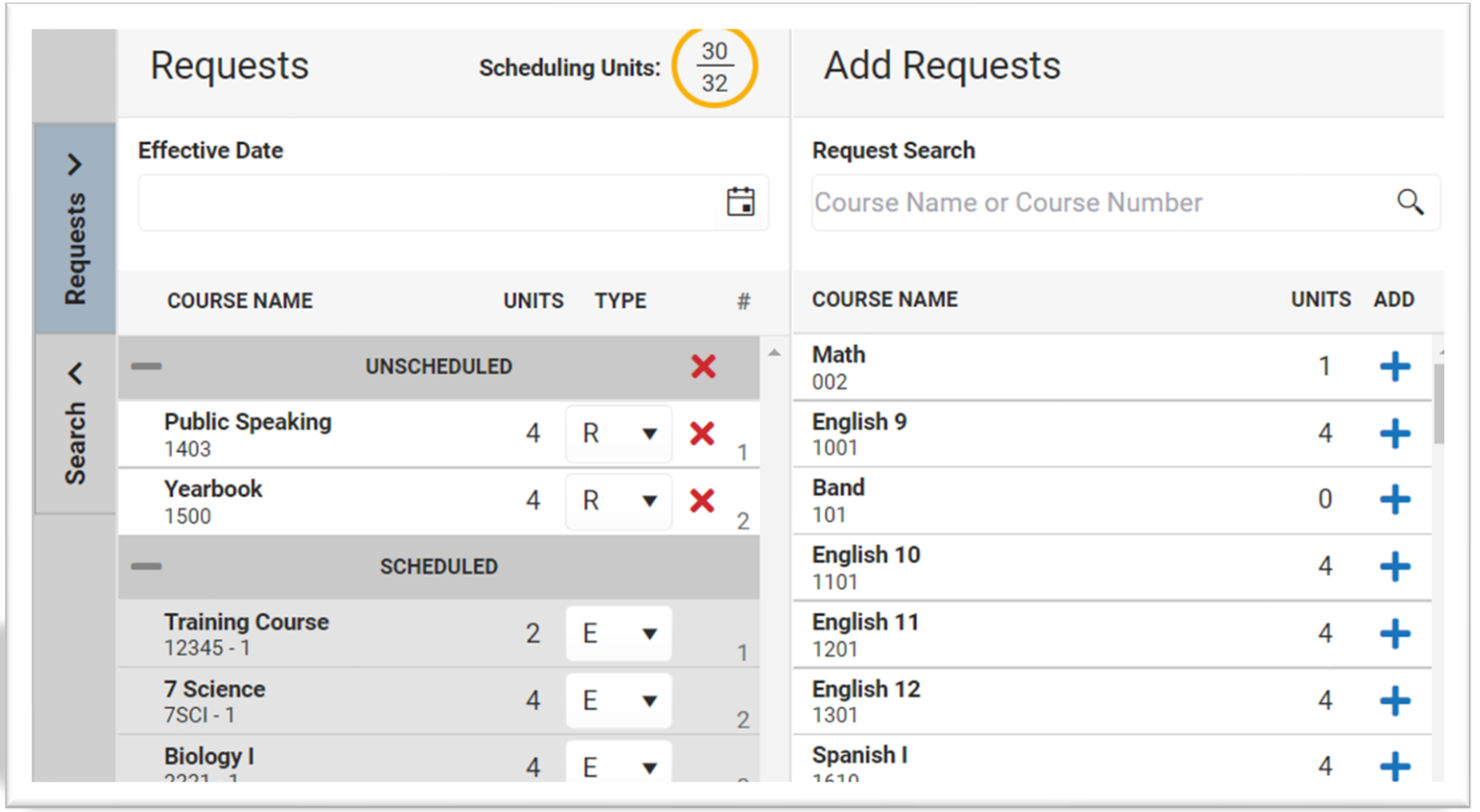
Settings Management:



Setting	Description:
Display Course & Section Number	When On, the course number and section for currently places course displays. When off, only the course name displays.
Display Full Sections	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.
Drop/Add Default: Keep	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.
Section List Default in Search: Open	When On, searched courses return expanded, showing available course section. When off, the courses return collapsed.
Filter Request By Team	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.

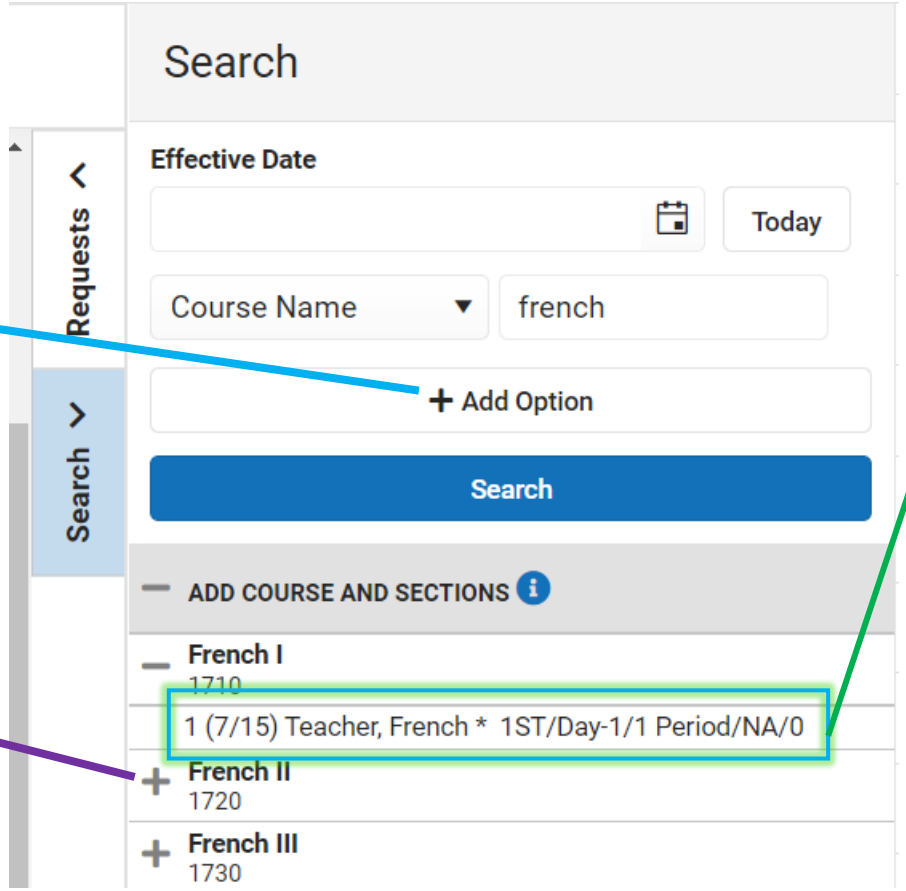


Search Options

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

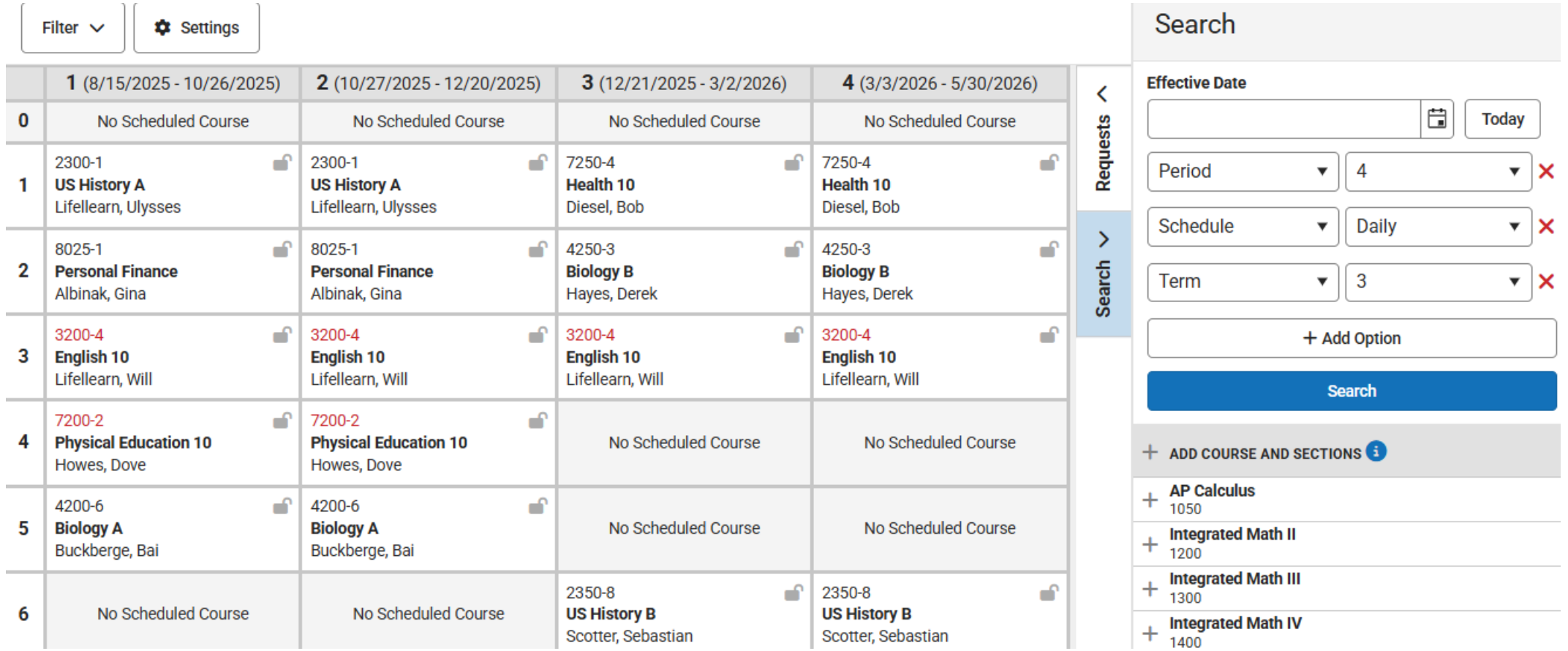


Information Included	Detail
Section Number	1
Seats taken/Max students	7/15
Assigned Primary Teacher	Teacher, French
The term the section first meets	1st
Period schedule the section is assigned	Day-1
Period of the section	1 Period
The Team assigned	NA
Number of students who have an IEP in this section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

Search Options Continued

Specific Period:

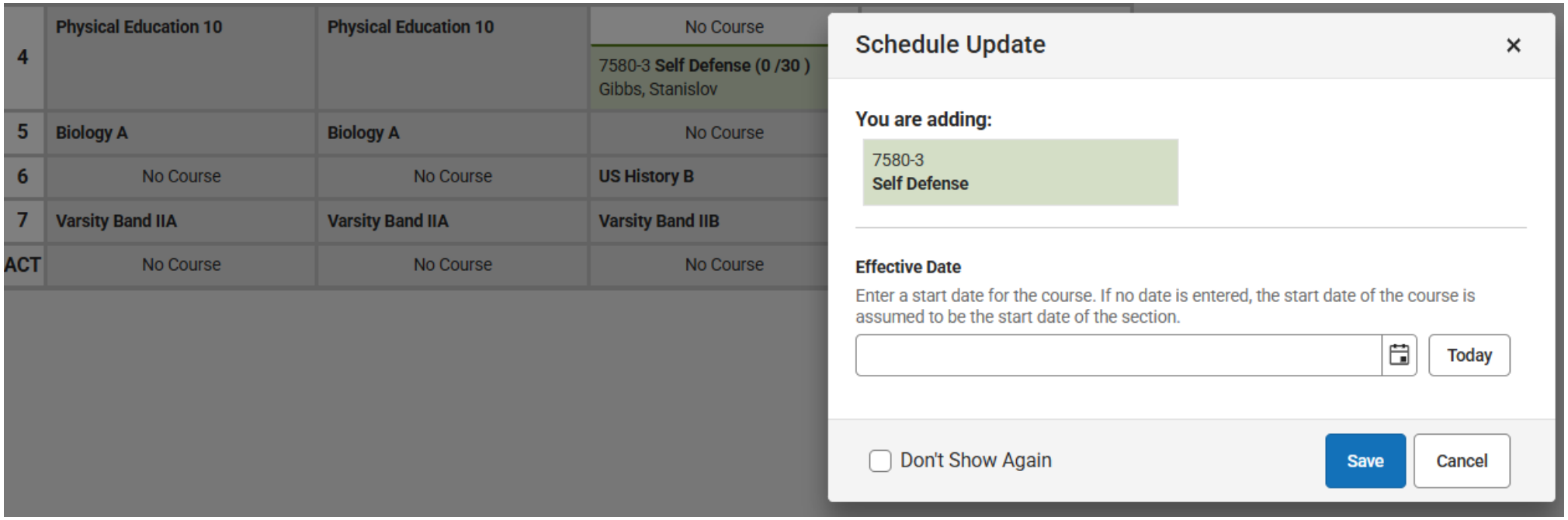
Users can find a course to add to a period where no course is scheduled by clicking a period labeled No Scheduled Course. A list of courses that meet during that period and term are listed in the search results



Search Courses

Adding a Searched Course:

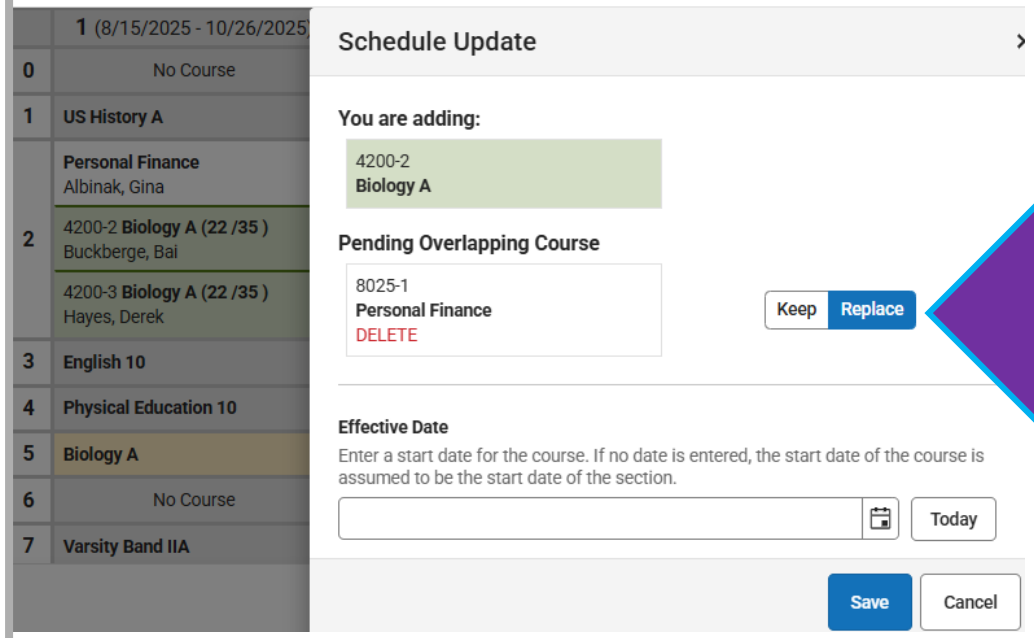
Once you select the desired course from the search panel, the course will show as Green on the students' schedule with a schedule update. Here you can modify the Effective Date *(If done before the school year can leave blank)* and click Save. If you realize that is not the class you would like to add,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



Search Courses

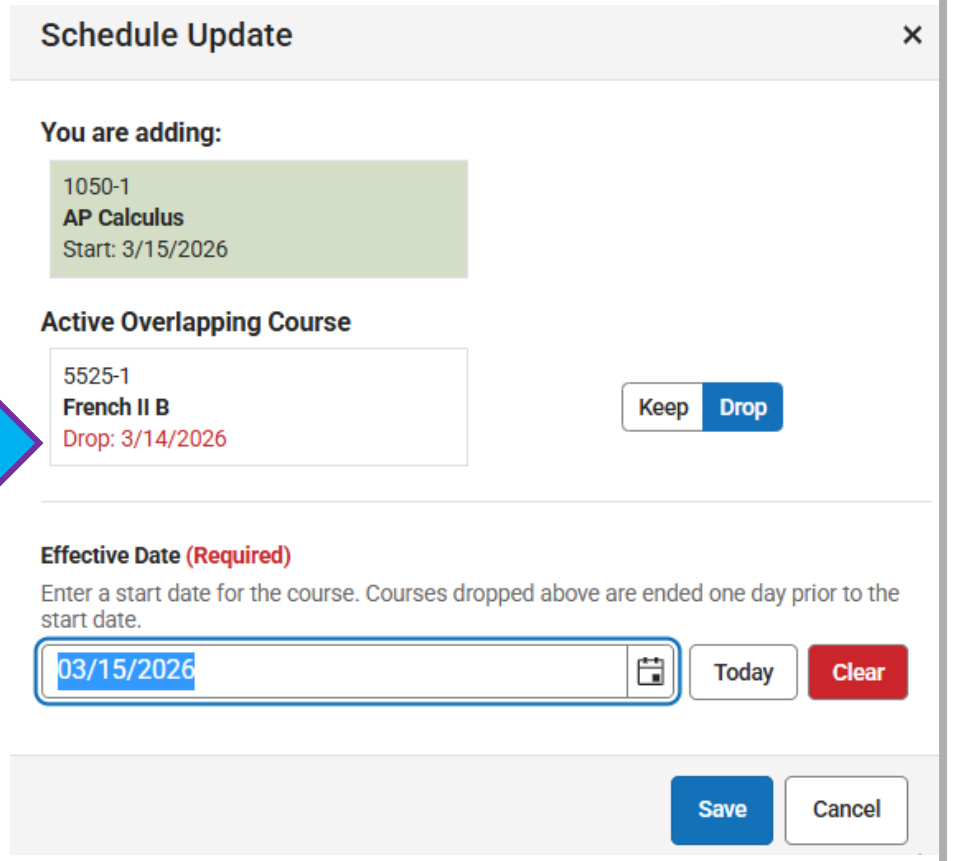
Dropping and Adding a Course:

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)*.



Before School Starts

After School Starts



Questions?

We are here to assist throughout this process, so please feel free to contact our META Help Desk for any additional guidance *(add all individuals from your district that are working on calendar/scheduling setup in the email. That way there is understanding throughout your district on the current progress).*

infinitecampushelp@metasolutions.net

Also, be on the look out and/or check our website (https://www.metasolutions.net/member-resources/infinitecampus/) for information regarding the future Scheduling Training Dates*