

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

Request & Rosters: Courses View

Requests & Rosters



View by

Students

Courses

Expand All

Filter

Use filter options to perform batch functionality on a specified set of courses.

8150 Reading 8th Core	11 Sections +
8250 Algebra I 8th Core	11 Sections +
8300 Science 8th Core	11 Sections +
8400 Social Studies 8th Core	11 Sections +
8500 Physical Education 8th Core	11 Sections +

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

Requests & Rosters



View by

Students

Courses

Collapse All

Filter

Use filter options to perform batch functionality on a specified set of courses.

11) Osborne, Clove	Max Students: 28	Students in Roster: 0	Team:	>
8250 Algebra I 8th Core				11 Sections -
1) McMullen, Carmel	Max Students: 28	Students in Roster: 0	Team:	>
2) Cupper, Graham	Max Students: 28	Students in Roster: 0	Team:	>
3) Ashworth, Leigh	Max Students: 28	Students in Roster: 0	Team:	>
4) McMullen, Carmel	Max Students: 28	Students in Roster: 0	Team:	>
5) Ashworth, Leigh	Max Students: 28	Students in Roster: 0	Team:	>
6) McMullen, Carmel	Max Students: 28	Students in Roster: 0	Team:	>
7) Ashworth, Leigh	Max Students: 28	Students in Roster: 0	Team:	>
8) Cupper, Graham	Max Students: 28	Students in Roster: 0	Team:	>

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.

Requests & Rosters

View by

Students

Courses

Show Details

OFF

Filter

Use filter options to perform batch functionality on a specified set of students.

Requests & Rosters

View by

Students

Courses

Show Details

OFF

Filter

Filter Results: 490 out of 490 Students

Abraham, Charla (08) #0530000

Unsatisfied Requests: 0

Angel, Donald (08) #04071

1 2 3 4 5

Student Filter

Filter by Ad Hoc

No Filter

Unsatisfied Requests

Select items...

Request Type

Special Education Only

Include Inactive Students

Calendar

The following filter options will be determined by the selected calendar.

26-27 Carter Middle

Schedule Structure

Main

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

Student View: Roster Builder Cont.

View by: **Students** Courses OFF

Filter Results: 98 out of 490 Students

Bother, Adar (06) #112908	
Unsatisfied Requests: 0	<input type="checkbox"/> Special Education Only
Brucker, Aneurin (06) #113376	<input checked="" type="checkbox"/> Include Inactive Students
Unsatisfied Requests: 0	Calendar The following filter options will be determined by the selected calendar.
Brucker, Iden (06) #113375	<input type="text" value="25-26 Arthur Elementary"/>
Unsatisfied Requests: 0	Schedule Structure <input type="text" value="Main"/>
Campus, Ian (06) #171000004	Course Roster <input type="text" value="520 Math 5"/>
	Section Roster <input type="text" value="Select items..."/>
	<input type="checkbox"/> Include Dropped Students

« 1 »

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.

98 student records will be affected

Filter the result set using the fields below.

Add or remove a request by selecting the course name from the filtered list.

Course Number or Name

Department

7250 Pre Algebra

Select items...

Select All

Unselect All

COURSE

DEPARTMENT

REQ TYPE

✓ 7250 Pre Algebra

7th Core

R

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*

Add

Remove

Cancel

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*).

Requests & Rosters ★ Scheduli

View by: 1001 AP Statistics - 1 | Mathematics

Students

Use filter options: Roster Builder

1001 A Add students to this section roster by selecting a student's name from the result set. Students actively rostered will already display as selected. Unselect the student's name to remove them from the roster.

Warning: All existing attendance and grading records will be deleted if you remove a student.

1) Backes, 1050 A

Student Name:

1) Backes, 1100 In

Grade:

Unsatisfied Requests: Request Type:

STUDENT	GRADE	NUMBER	GENDER	REPEAT
<input checked="" type="checkbox"/> Abegg, Dylan Victor	12	171900001	M	<input type="checkbox"/>
<input checked="" type="checkbox"/> Baum, Mary	12	161900001	F	<input type="checkbox"/>
<input type="checkbox"/> Atwood, Nadia Liza	12	131900011	F	<input type="checkbox"/>
<input type="checkbox"/> Cardinal, Peggy M	12	161900006	F	<input type="checkbox"/>
<input type="checkbox"/> Carlson, Michael	12	171900009	M	<input type="checkbox"/>

Batch Edit

You can filter the students by their name, grade and/or their request to minimize the list.

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.

The screenshot shows the 'Course Planner' interface with the following data:

Course	Requests	Sections	Constraints
06 ART Art General Education	Current: 26 ↑	Needed: 3 ↑, To Build: 5, Placed: 1, Remaining Seats: 24	Teachers: 1, Rooms: 0, Rules: 0
06 ELA 6 English/Language Arts English	Current: 26 ↓	Needed: 0 ↓, To Build: 5, Placed: 1, Remaining Seats: 224	Teachers: 0 ⚠, Rooms: 0, Rules: 0
06 MATH 6 Math Math	Current: 26 ↓	Needed: 0 ↓, To Build: 5, Placed: 1, Remaining Seats: 224	Teachers: 2, Rooms: 0, Rules: 0
06 MUS Music Music	Current: 26 ↓	Needed: 0 ↓, To Build: 5, Placed: 1, Remaining Seats: 224	Teachers: 0 ⚠, Rooms: 0, Rules: 0
06 PE Physical Education Physical Education	Current: 26 ↓	Needed: 0 ↓, To Build: 5, Placed: 1, Remaining Seats: 224	Teachers: 4, Rooms: 0, Rules: 0

• **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

Filter by Course No
Select items...

06 ART Art | General Education

Requests

Current 26 ↓
Last Year 34

06 ART Art
Requests
Current 26 ↓

06 ELA 6
Requests
Current 26 ↓

06 MATH
Requests
Current 26 ↓

06 MUS M
Requests
Current 26 ↓

06 PE Phy
Requests
Current 26 ↓

06 SCI 6 S
Requests
Current 26 ↓

06 SOC 6
Requests
Current 26 ↓

Sections

To Build
3

Needed 3 ↑
Placed 1
Last Year 1

Students

Max
10

Remaining 24
Average Size 8

Terms
1

Schedules
1

Periods
1

Section Template Group
[Dropdown]

Room Types
[Dropdown]

Priority
8

Exclude from Build

Collapse All

Teachers & Rooms

Add or remove a teacher or room by selecting their name/room number.

Filter by Teacher Name, Department or Team

TEACHER	DEPARTMENT	TEAM	MIN	MAX *
✓ Miller, Art *				5
Sally, Mae	Math		(0)	(0)
Algebra, Professor *			(0)	(0)
Baker, Teacher *			(0)	(0)
Brave, Teacher *			(0)	(0)
Bullock, Teacher *			(0)	(0)
CCP, Teacher			(0)	(0)
Chap, Teacher *			(0)	(0)

Filter by Room or Room Type

ROOM	PRIORITY *
✓ ART	1

+ Rules

+ Placement Restrictions

Filter the list prior to using batch edit options

Course Planner: Batch Functionality

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

Batch Edit Course Information

48 filtered records will be affected. Including a field with no Fill Value will delete existing data when using Replace.

Sections to Build
Include Fill Value

Max Students
Include Fill Value

Terms
Include Fill Value

Schedules
Include Fill Value

Periods
Include Fill Value

Section Template Group
Include Fill Value

Room Type
Include Fill Value

Priority
Include Fill Value

Exclude from Build
Include Fill Value

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

Batch Edit Course Constraints

48 filtered records will be affected. Including a Constraint section

+ Teacher Constraints

+ Room Constraints

- Placement Restrictions

Include

Click on a box to update course placement restrictions. Select a

Filter by Term Filter by Period Schedule

	1ST Day-1	2ND Day-1	3RD Day-1	4TH Day-1
1 Period				
2 Period				
3 Period				
4 Period				
5 Period	⊘	⊘	⊘	⊘
6 Period				
7 Period				
8 Period				
Winter Ath				
Spring Ath				
Extra				
HR				

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.

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.

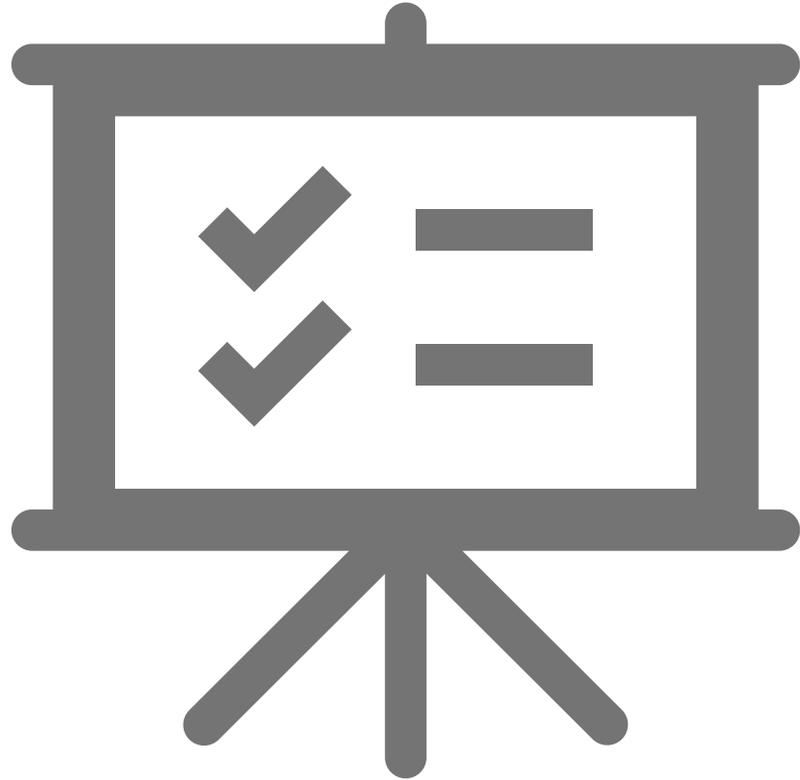
25-26 Harrison High 5856 Peachtree Parkway, Metro City OH 55436 Generated on 04/09/2025 07:15:57 AM Page 1 of 5	Requests Satisfied Summary 25-26 Harrison High Trial: First Run
--	--

No Department Defined

Course #	Course Name	Rosters/Requests					T	Section Allocation				
		09	10	11	12			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					T	Section Allocation				
		09	10	11	12			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.

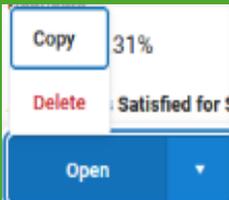
NOTE: ENSURE YOU ARE MAKING EDITS/CHANGES TO THE 26-27 CALENDARS ONLY!
NEVER make edits to the current school year in the Scheduling Board area.

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.

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.

Scheduling Board ☆ Scheduling & Courses > Scheduling > Scheduling Board

Set Placement Type: **Course** Staff
Set Period Axis: X Axis **Y Axis**
Collapse All Settings Restore

Hide Set Up Options
Trial Name: Training Setup Trial
More Scheduling Tools: Course Planner Staff Planner Requests & Rosters

	1ST	2ND	3RD	4TH
Day-1				
▶ No Department				
▶ English				
1 Per				
2 Per				
3 Per	06 ELA-2 (0/50)			
4 Per				
5 Per	06 ELA-3 (0/50)			
6 Per				
7 Per				
8 Per				
Winte				
Sprin				
Extra				
HR				
1 Per				
2 Per				
3 Per				
4 Per	07 ELA-1 (0/25)			
5 Per				
6 Per				
7 Per				
8 Per				
Winte				
Sprin				
Extra				
HR				
1 Per				

06 ELA 6 English/Language Arts

07 ELA 7 English/Language Arts

Save & Stay Cancel Build Load Lock Rosters Stats Print Feedback

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

View

— Highlight

Conflicts (Red)

- Teacher
- Room
- Roster
- Request (Singleton)
- Student to Student

Missing Data (Green)

- Missing Teacher
- Missing Room
- Missing Team
- Missing Courses With Sections to Build

Highlight (Yellow)

- Courses Without Enough Seats
- Full Sections
- Empty Sections
- Singletons
- Sections With Locked Rosters

Mark Multiple Terms/Periods (Blue)

-

Save Cancel

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

View

— Display

View On Section

- Course / Section Number
- Section Number
- Teacher
- Room
- Team
- Lunch

View Locked

- Builds
- Rosters

Split Cells

- Course
- Section

One Section Per Row

- Enable

Save Cancel

View

— Show/Hide

Terms, Period Schedules and Periods

- ▶ 1ST
- ▶ 2ND
- ▶ 3RD
- ▶ 4TH

Departments

Select items...

Courses

Hide All But Singletons

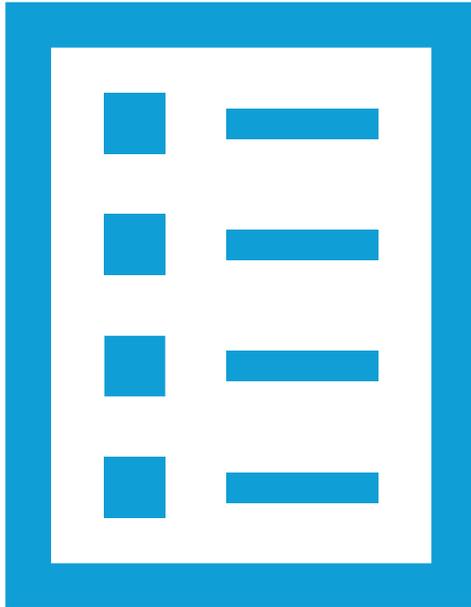
Hide All Exception/Special Days

Save Cancel

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

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

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!!!**

19

Schedule Board: Build Settings

Path: *Build* > *Settings*

Build

Builder Search Depth

Automatically Fix Builder Conflicts

Drag and Drop: Engage Builder to Automatically Assign Teachers/Rooms

Drag and Drop: Enable Preferred Section Placement

Periods Taught for 100% FTE (Required)

Max Different Courses Taught Per Day (Required)

Max Consecutive Periods Taught Per Day (Required)

Min % Used In Sections Needed Calculation (Required)

Limit Course Build by Sections to Build
 Activate Windows
Go to Settings to activate Windows.

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

The screenshot displays a scheduling interface. At the top, there are controls for 'Set Placement Type' (Course, Staff), 'Set Period Axis' (X Axis, Y Axis), and buttons for 'Collapse All', 'Settings', and 'Restore'. On the right, there are tabs for 'Trial Name' (Training Setup Trial) and 'More Scheduling Tools' (Course Planner, Staff Planner, Requests & Rosters). The main area is a grid with columns for '1ST', '2ND', '3RD', and '4TH' periods. A course 'SPN 1610 Spanish I' is being dragged from the left sidebar into the '6 Per' row of the '1ST' column. A tooltip for 'Spanish I' is visible, showing 'Sections Built: (2/2) Needed: 0', 'Request Satisfied: (0/29)', 'Seats Taken: (0/100)', and 'Priority: 8'. A green arrow points from the 'Course Planner' tab to a blue text box on the right.

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

3 Per				
4 Per				
5 Per				
6 Per				
7 Per				
8 Per	08 ELA-1 (0/30)			
Winte				
Sprin				
Extra				
HR				
1 Per				
2 Per	09 ENG 1001-			
3 Per				

08 ELA-1 8 English/Language Arts Hann, Professor * 45'
(0/30) M:0 F:0
Primary Teacher: Hann, Professor *
Room: 451
Special Ed Students: 0
Discipline Event Count: 0
Right-click for more
Drag-n-drop to move

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.

1 Per				
2 Per				
3 Per	11 GEO 1905-1 (0/50)			
4 Per				
5 Per				
6 Per			Placement #1	
7 Per			Placement #3	
8 Per			Placement #2	
Winte				
Sprin				
Extra				

11 GEO 1905 Geometry

Editing Section Information

Homeroom - 6000 - 6
Kanabec, Cornelia - Room: 613

Section Number
6

Override Max Students for Section
30

Assign Primary Teacher
Kanabec, Cornelia

Assign Teacher(s)
Select items...

Assign Room
613

Assign Team

Lock Build for Homeroom - 6000 - 6

Rosters Locked
 Unlock Rosters
 Lock Rosters

Load Section by Grade/Gender
Load Section Alternates
Unload Section

Load Section
Cancel
Save & Close
View

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*).

Building Schedule

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

Homeroom - 6000

Terms 4 Schedules 1 Periods 1

Hide Homeroom OFF

0 / 0 Rosters Locked

0 / 8 Builds Locked

Unlock Rosters Lock Rosters Unlock Build Lock Build

Renumber Sections

Load Course by Grade/Gender

Load Course Alternates

Unload Course

Build Course

Unbuild Course

Activate Windows
Go to Settings to activate Windows.

Load Course Cancel Save View

6th Core

Hide 6th Core OFF

0 / 0 Locked Rosters

0 / 64 Locked Builds

Unlock Rosters Lock Rosters Unlock Builds Lock Builds

Renumber Sections

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

Load Department Alternates

Unload Department

Build Department

Unbuild Department

Activate Windows
Go to Settings to activate Windows.

Load Department Cancel Save

Run Full Build

Run Full Unbuild

Settings

Build Load Lock Rosters Stats Print

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

Set Placement Type: **Course** Staff

Set Period Axis: **X Axis** Y Axis

Collapse All Settings Restore

	1ST	2ND	3RD	4TH
	Day-1			
Extra				
HR				
Math				
1 Per	06 MATH-1 (0/50)			
2 Per				
3 Per	06 MATH-2 (0/50)			
4 Per				
06 MATH 6 Math				
6 Math				
Sections Built: (4/5) Needed: 0				
Request Satisfied: (0/26)				
Seats Taken: (0/200)				
Priority: 1				
Autobuild Failure				
Teacher Math, Megan * has a conflict				
Teacher Teach, Math B has a conflict				
<i>Right-click for more</i>				
<i>Drag onto board to create Section</i>				
4 Per	07 MATH-2 (0/25)			
5 Per				
07 MATH 7 Math	07 MATH-3 (0/25)			
6 Per	07 MATH-4 (0/30)			
7 Per				
8 Per				
Winte				
Sprin				
Extra				

Save & Stay Cancel Build Load Lock Rosters

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.

Page 2 of 49

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	OPFN

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	OPFN



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.**

27

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.

Load

Full Load Search Depth

Default Course Priority

Configure Auto Loading

Autoload Search Depth

Autoload When Section Is Created or Deleted

Autoload When Section Is Moved

Load Filters

Grades
 06
 07
 08

Limit Course Load by Sections to Build

Filter by Ad Hoc

Load Alternates

Maximum Number of Alternate Sections

Activate Windows
Go to Settings to activate Windows.

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.

Scheduling Board ★

Hide Set Up Options

Set Placement Type: Course (selected), Staff

Set Period Axis: X Axis (selected), Y Axis

Buttons: Collapse All, Settings, Restore

Trial Name: Course Build 1

HR	1	2	3	4	5	6
6th Core						
6000 Homeroom						
6000-1 (0/30)						
6000-2 (0/30)						
6000-3 (0/30)						
6000-4 (0/30)						
6000-5 (0/30)						
6000-6 (0/30)						
6000-7 (0/30)						
6000-8 (0/30)						
6th Electives						
6100 Language Arts	6100-1 (0/25)	6100-2 (0/25)	6100-3 (0/25)	6100-4 (0/25)	6100-5 (0/25)	6100-6 (0/25)
6150 Reading	6150-1 (0/25)	6150-2 (0/25)	6150-3 (0/25)	6150-4 (0/25)	6150-5 (0/25)	6150-6 (0/25)
6200 Mathematics	6200-1 (0/25)	6200-2 (0/25)	6200-3 (0/25)	6200-4 (0/25)	6200-5 (0/25)	6200-6 (0/25)
6300 Science	6300-1 (0/25)	6300-2 (0/25)	6300-3 (0/25)	6300-4 (0/25)	6300-5 (0/25)	6300-6 (0/25)
6400 Social Studies	6400-1 (0/25)	6400-2 (0/25)	6400-3 (0/25)	6400-4 (0/25)	6400-5 (0/25)	6400-6 (0/25)
6500 Physical Education	6500-1 (0/25)	6500-2 (0/25)	6500-3 (0/25)	6500-4 (0/25)	6500-5 (0/25)	6500-6 (0/25)
6600 Health						6600-1 (0/25)
6700 Band						
6710 Choir						
6720 Music Appreciation						
6730 Technology						
6740 Industrial Arts						
6750 Art						
6760 Consumer Science						
6780 Study Hall 1						

Context Menu:

- Run Full Load
- Run Full Unload
- Run Load Alternates
- Settings
- Section Balance

Buttons at bottom: Save & Stay, Cancel, Build, Load, Lock Rosters, Stats, Print

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

Loading Students: Locking Students

Individual Students

Intro to Marketing - 8520 - 1
Taylor, Scott - Room: 450

Section Number
1

Override Max Students for Section
30

Assign Primary Teacher
Taylor, Scott

Assign Teacher(s)
Select items...

Assign Room
450

Lock Build for Intro to Marketing - 8520 - 1

Rosters Locked
 Unlock Rosters
 Lock Rosters

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.

Section Roster
Request Conflicts
View

Load Section
Cancel
Save & Close

Grade Level

Lock All Rosters by Grade

- Grade*
- 09
 - 10
 - 11
 - 12

Save & Stay Cancel Build Load Lock Rosters

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.

Lock

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.

Section Balance

Student Balance
Favors putting students into the section with the lowest number of students

0

Gender Balance
Favors putting students into the section with the lowest number of students of their gender

50

Minority Balance
Favors putting students into the section with the lowest number of minority students

20

Discipline Balance
Favors putting students into the section with the lowest number of total behavior events

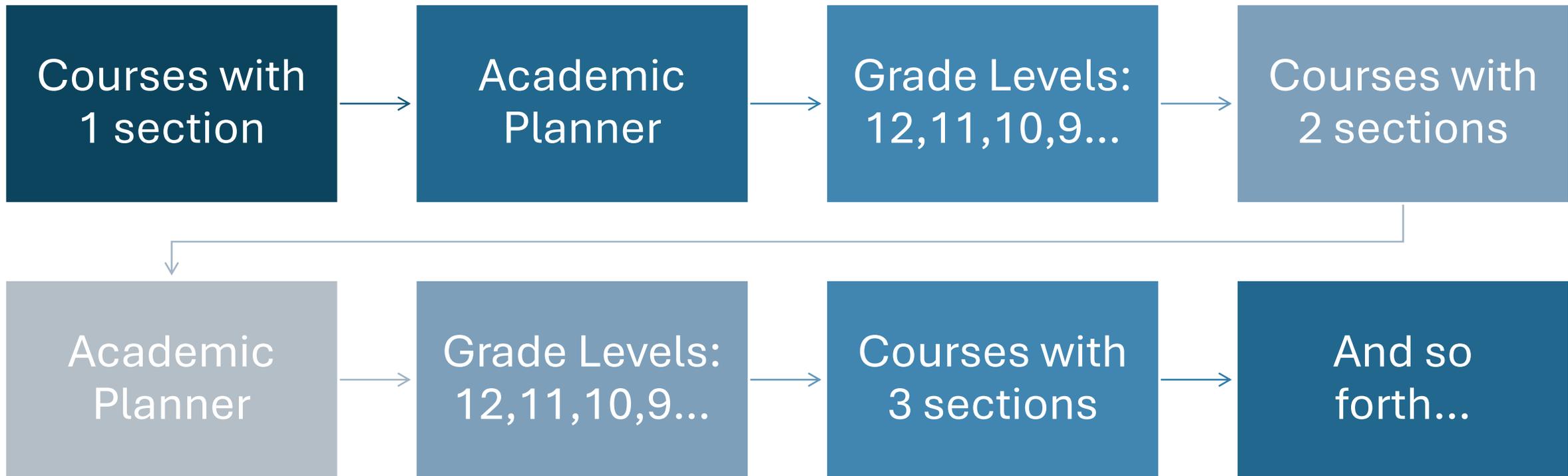
0

Special Ed Balance
Favors putting students into the section with the lowest number of IEPs

0

Load Prioritization:

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



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		Schedule Conflicts Report	
5856 Peachtree Parkway, Metro City OH 55436 Generated on 04/09/2025 10:05:08 AM Page 1 of 8		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 1200 Integrated Math II	E E	CONFLICT CONFLICT
Bhakta, Arjun (#055460071) Grade: 11 Gender: M Conflict Requests: 2	3300 English 11 2250 World History B	E E	CONFLICT 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.

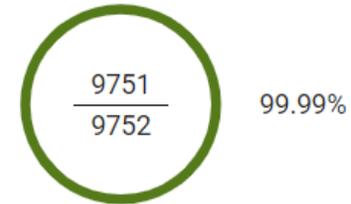
**Note: When a student does not have any course request, that is included in the 'All Request satisfied percentage'.*

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.

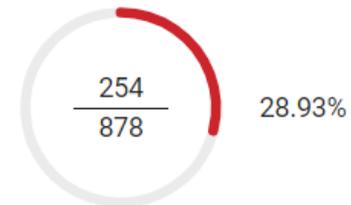
**Note: This does not mean a student has a complete schedule and could mean the student met the # of units but there is still an empty period on their schedule.*

Trial Statistics

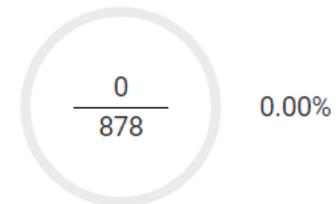
Requests Satisfied



All Requests Satisfied for Studen



Complete Schedules



Stats

Print



Close

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

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
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
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

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.

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 the student's walk-in scheduler. The tool allows the user to pick the periods to look for gaps, and a grade or ad-hoc filter for limiting the students. The periods are in sequence, please make sure the period sequence starts from 1 and increase by 1 for the following periods. Summary report lists students' gap periods in the selected schedule grid, booked periods marked as X, the gap periods shown as shaded cell. Selected terms that fall before the entered Enrollment Effective Date appear in the report.

Which students would you like to include in the report?

Grade Ad Hoc Filter

All Students
 06
 07
 08

* Enrollment Effective Date

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 Q1	Term Q2	Term Q3	Term Q4
	08/01/2026 - 10/26/2026	10/27/2026 - 12/20/2026	12/21/2026 - 03/02/2027	03/03/2027 - 05/30/2027
	Daily	Daily	Daily	Daily
Period HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period 2 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 8 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period ACT <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report Format: PDF

[Activate W](#)
[Go to Settings](#)

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).

Schedule Gap Filler

Which students would you like to include in the report?

Grade Ad Hoc Filter

* Effective Date

Which course would you like to fill in the schedule gap?

Available Section(s)

<input checked="" type="checkbox"/> Section #	Teacher	Capacity	Available
<input checked="" type="checkbox"/> 1		30	30
<input checked="" type="checkbox"/> 2		30	30
<input checked="" type="checkbox"/> 3		30	30
<input checked="" type="checkbox"/> 4		30	30

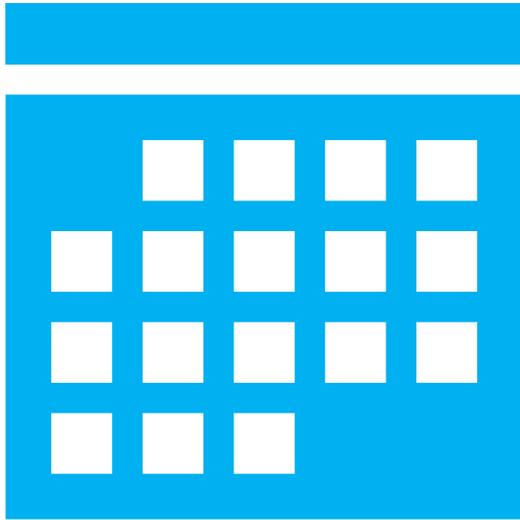
Corresponding periods for the selected sections.
Check/uncheck the periods by checking/unchecking sections.

	Schedule <input type="checkbox"/>			
	Term Schedule Quarters <input type="checkbox"/>			
	Term Q1 <input type="checkbox"/>	Term Q2 <input type="checkbox"/>	Term Q3 <input type="checkbox"/>	Term Q4 <input type="checkbox"/>
	08/01/2026 - 10/26/2026	10/27/2026 - 12/20/2026	12/21/2026 - 03/02/2027	03/03/2027 - 05/30/2027
	Daily <input type="checkbox"/>	Daily <input type="checkbox"/>	Daily <input type="checkbox"/>	Daily <input type="checkbox"/>
Period HR <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 1 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period 3 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period 4 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 8 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period ACT <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report Format:

Activate W Go to Settings

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!**

39

Navigation

Determines which terms are shown on schedule

Filter ^ Settings

Term

1 x 2 x 3 x 4 x x

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

	1 (8/15/2025 - 10/26/2025)	2 (10/27/2025 - 12/20/2025)	3 (12/21/2025 - 3/2/2026)	4 (3/3/2026 - 5/30/2026)
0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1	3200-2 English 10 Lifellern, Pete	3200-2 English 10 Lifellern, Pete	3200-2 English 10 Lifellern, Pete	3200-2 English 10 Lifellern, Pete
2	7250-2 Health 10 Long, Derek	7250-2 Health 10 Long, Derek	2350-3 US History B Lifellern, Ulysses	2350-3 US History B Lifellern, Ulysses

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

Load Lock All Documents Notes Print Calendar Term Walk-in Scheduler Messenger

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:

 **Schedule**
Bauer, Michael

 HS Graduation

Settings

	1 (8/15/2025 - 10/26/2025)	2 (10/27/2025 - 12/20/2025)
0	No Scheduled Course	No Scheduled Course
1	3200-2 English 10 Lifellern, Pete	3200-2 English 10 Lifellern, Pete
2	7250-2 Health 10 Long, Derek	7250-2 Health 10 Long, Derek
3	6600-1 Concert Choir IA Lifellern, Casey	6600-1 Concert Choir IA Lifellern, Casey
4	2300-5 US History A Lifellern, Ulysses	2300-5 US History A Lifellern, Ulysses
5	6650-1 Varsity Choir IIA Lifellern, Casey	6650-1 Varsity Choir IIA Lifellern, Casey

Display Course and Section Numbers in Active Grid i

OFF

Display Full Sections i

ON

Drop/Add Default: Keep i

OFF

Section List Default in Search: Open i

OFF

Filter Requests By Team i

ON

Include Blended Learning Group Counts i

OFF

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.

The interface displays a 'Requests' panel with a 'Scheduling Units' indicator showing 30/32. A sidebar on the left allows for searching and filtering requests. The main area is divided into 'UNSCHEDULED' and 'SCHEDULED' sections. The 'Add Requests' panel on the right provides a search bar and a list of available courses with unit counts and add buttons.

COURSE NAME	UNITS	TYPE	#
UNSCHEDULED			
Public Speaking 1403	4	R	1
Yearbook 1500	4	R	2
SCHEDULED			
Training Course 12345 - 1	2	E	1
7 Science 7SCI - 1	4	E	2
Biology I 2221 - 1	4	E	1

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 ⓘ

— French I
1710

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

+ French II
1720

+ French III
1730

Information Included	Detail
Section Number	1
Seats taken/Max students	7/15
Assigned Primary Teacher	Teacher, French
The term the section first meets	1 st
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

Filter ▼

⚙ Settings

	1 (8/15/2025 - 10/26/2025)	2 (10/27/2025 - 12/20/2025)	3 (12/21/2025 - 3/2/2026)	4 (3/3/2026 - 5/30/2026)
0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1	2300-1 US History A Lifellern, Ulysses	2300-1 US History A Lifellern, Ulysses	7250-4 Health 10 Diesel, Bob	7250-4 Health 10 Diesel, Bob
2	8025-1 Personal Finance Albinak, Gina	8025-1 Personal Finance Albinak, Gina	4250-3 Biology B Hayes, Derek	4250-3 Biology B Hayes, Derek
3	3200-4 English 10 Lifellern, Will	3200-4 English 10 Lifellern, Will	3200-4 English 10 Lifellern, Will	3200-4 English 10 Lifellern, Will
4	7200-2 Physical Education 10 Howes, Dove	7200-2 Physical Education 10 Howes, Dove	No Scheduled Course	No Scheduled Course
5	4200-6 Biology A Buckberge, Bai	4200-6 Biology A Buckberge, Bai	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course	2350-8 US History B Scotter, Sebastian	2350-8 US History B Scotter, Sebastian

Requests

Search

Effective Date

Today

Period ✕

▼

4

▼

Schedule ✕

▼

Daily

▼

Term ✕

▼

3

▼

+ Add Option

Search

+ ADD COURSE AND SECTIONS i

+ **AP Calculus**
1050

+ **Integrated Math II**
1200

+ **Integrated Math III**
1300

+ **Integrated Math IV**
1400

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	Physical Education 10	Physical Education 10	No Course
			7580-3 Self Defense (0 /30) Gibbs, Stanislov
5	Biology A	Biology A	No Course
6	No Course	No Course	US History B
7	Varsity Band IIA	Varsity Band IIA	Varsity Band IIB
ACT	No Course	No Course	No Course

Schedule Update

You are adding:

7580-3
Self Defense

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.

 Today

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*).

1	(8/15/2025 - 10/26/2025)
0	No Course
1	US History A
	Personal Finance Albinak, Gina
2	4200-2 Biology A (22 /35) Buckberge, Bai
	4200-3 Biology A (22 /35) Hayes, Derek
3	English 10
4	Physical Education 10
5	Biology A
6	No Course
7	Varsity Band IIA

Schedule Update

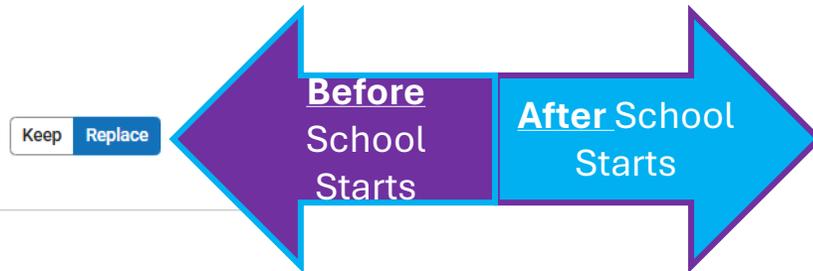
You are adding:

4200-2
Biology A

Pending Overlapping Course

8025-1
Personal Finance
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.



Schedule Update

You are adding:

1050-1
AP Calculus
Start: 3/15/2026

Active Overlapping Course

5525-1
French II B
Drop: 3/14/2026

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

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***