

# Scheduling: Part 3

May 13, 2026

# Recommended Steps: Option 1

Create Teams and add to Sections.



Create a Section Editor for each class roster



Schedule students in bulk via Request & Rosters.  
Sections will be auto selected via Teams.

# Team (Scheduling Group) Setup:

**Team (Scheduling Group) Setup**

Save Delete New

Scheduling Group	Scheduling Group Detail
Name	*Name
6 Amundson	Grade Teacher Name
6 Bears	
6 Lions	
6 Tigers	



**Section Information**  
6100-1 Language Arts

Collapse All Course: 6100 Language Arts Sections: 1 Amundson, Jessica

**General Section Information**

Section Number: (Required) 1 Teacher Display Name: Amundson, Jessica Primary Teacher: Amundson, Jessica

Max Students: Room: 602 Team: 6 Amundson

Helpful to create teams for each of your elementary Homeroom Teachers.

*Note: Scheduling Groups/Teams can be renamed at any time. However, they can only be deleted if they are not assigned to any course section.*

Add the Team name to the corresponding section.

*Note: Remember to include the Specials sections.*

# Additional Pro for using Teams:

**Schedule**  
Framingham, Roshan

Filter ▾ Settings

	Q1 (8/1/2026 - 10/26/2026)	Q2 (10/27/2026 - 12/20/2026)	Q3 (12/21/2026 - 3/2/2027)	Q4 (3/3/2027 - 5/30/2027)
HR	6000-1 Homeroom Amundson, Jessica	6000-1 Homeroom Amundson, Jessica	6000-1 Homeroom Amundson, Jessica	6000-1 Homeroom Amundson, Jessica
1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
5	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Requests <

Search >

**Search**

Effective Date  
MM/DD/YYYY  Today

Team ▾ 6 Amundson ▾

+ Add Option

Search

— ADD COURSE AND SECTIONS ⓘ

— **Homeroom**  
6000  
1 ( 1/30 ) Amundson, Jessica Q1/Daily/HR/6 Amundson/0

— **Language Arts**  
6100  
1 ( 0/25 ) Amundson, Jessica Q1/Daily/1/6 Amundson/0

— **Reading**  
6150  
1 ( 0/25 ) Amundson, Jessica Q1/Daily/2/6 Amundson/0

Once Scheduling Teams are assigned to Sections, Schedulers can then conduct a Search Filter of the Team the student will be a member. Once selected and click Search, under each course only the section for that specific Group will showcase.

# Filter Designer: Selection Editor

## Filter Designer

### Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SC search, or as input to a report.

#### Saved Filter

- + 26-27 Student Rosters
- + Activity Registration
- + Attendance
- + Behavior
- + CRDC
- + Graduation
- + Letter Filters
- + Scheduling
- + Scheduling Filters
- + School Store

#### Create New

##### Filter Type

- Query Wizard  
 Selection Editor  
 Pass-through SQL Query

Create

##### Data Type

- Student  
 Census/Staff  
 Course/Section

**Filter Type:** Selection Editor

**Data Type:** Student

*Note: To easily locate the Rosters for FY27, you can create a Folder to add the various Roster Lists.*

# Selection Editor

## Student Filter Steps: Student View!

- 1) Name your Selection Editor
  - Naming with Grade Level and Class Teacher name is an easy way to decipher the different classes.
- 2) Quick Search Selections:
  - **Active Today:** NO
  - **Grade:** Grade Level of students you are rostering.
- 3) Select your Students for this roster and click → to move over to the Selected Students box.
  - Hold ctrl while clicking names to select multiple students at once.
- 4) Optional\* Add to FY27 Rosters Folder
- 5) Click Save

**Ad-Hoc Selection Editor**

Selection Name:  1

Short Description:

Long Description:

Quick Search: 2

Active today:

Grade:

Name:  (last name, first name)

Sort:

All Students

06 Bother, Adar #112908
06 Brucker, Aneurin #113376
06 Brucker, Iden #113375
06 Campus, Ian #171000004
06 Feather, Caspian #112790
06 Fitzalton-Howard, Joellee #112747
06 Flanders, Mane #112777
06 Fleet, Sachiko #112823
06 Fleet, Yong-Jay #112827
06 Fletcher, Margo #112754
06 Florence, Neil #112877
06 Florence, Rawleigh #112876
06 Folk, Robin #112920
06 Folkard, Avikar #112926
06 Ford, Pavandeep #112937

Selected Students

Save To:  User Account 4  
Folder:

User Groups

Save 5

# Student Filter via Requests & Rosters

**Requests & Rosters**

View by: **Students** Courses **Show Details**  ON Filter Clear Filter

Filter Results: 19 out of 490 Students

**Bother, Adar (06) #112908**

<b>Unsatisfied Requests: 6</b>	<b>Rosters: 0</b>
6000 Homeroom R	
6100 Language Arts R	
6150 Reading R	
6200 Mathematics R	
6300 Science R	
6400 Social Studies R	

**Feather, Caspian (06) #112790**

<b>Unsatisfied Requests: 5</b>	<b>Rosters: 1</b>
6100 Language Arts R	6000-2 Homeroom
6150 Reading R	
6200 Mathematics R	
6300 Science R	
6400 Social Studies R	

1

Batch Edit Student Requests Batch Edit Student Rosters

**Student Filter**

Student Name: Select items...

Filter by Ad Hoc: 6 Amundson Roster FY27

Unsatisfied Requests: Select items...

Request Type:

Special Education Only  Include Inactive Students

Calendar: The following filter options will be determined by calendar. 26-27 Carter Middle

Schedule Structure: Main

Course Roster: Select items...

Close

**Student Filter Steps: Student View!**

- 1) Click **Filter**
- 2) Select the Ad Hoc of one of the rosters groups you created under **'Filter by Ad Hoc'**
  - If you did not create a Section Editor for your class rosters, follow steps from Slides 14-15 to build your Homeroom class rosters in Course View.
- 3) Check **'Include Inactive Students'**
- 4) Hit **Close**
- 5) Click **'Batch Edit Student Rosters'**

# Batch Add Rosters: Requests & Rosters

## Adding to Rosters Steps:

- 6) Verify your student count for this section
- 7) Filter on the Team this group of students.
- 8) Click **'Select All'** or on the individual Course Names you would like to add to the Students Group Roster.
- 9) Sections should be auto selected based on the Team Filter.
- 10) Click **Add**
  - You will get a pop-up box confirming your selections, hit continue.
- 11) Repeat Student View Steps 1-9 editing the Student Ad Hoc Filter to schedule the different Class Lists (slides 7 & 8)

Requests & Rosters ☆

View by: **Students** Batch Edit Student Roster Information

Filter Results: 19 student records will be affected **6**

Filter the result set using the fields below.  
Add or remove students to a roster by selecting the course and section from the filtered list.

**Warning: All existing attendance and grading records will be deleted when a student is removed.**

Course Number or Name:  Department:

Teacher:  Team:  **7**

**8**

COURSE	DEPARTMENT	SECTION: TEACHER	TEAM	START DATE
✓ 6000 Homeroom	6th Core	1: Amundson, Jessica	6 Amundson	MM/DD/YYYY <input type="text"/>
✓ 6100 Language Arts	6th Core	1: Amundson, Jessica	6 Amundson	MM/DD/YYYY <input type="text"/>
✓ 6150 Reading	6th Core	1: Amundson, Jessica	6 Amundson	MM/DD/YYYY <input type="text"/>
✓ 6200 Mathematics	6th Core	1: Amundson, Jessica	6 Amundson	MM/DD/YYYY <input type="text"/>

**10**

# Department Scheduling Steps:

## Option 2

Create Departments and add to Courses.

Create a Selection Editor for each class roster OR  
Manually add students in Request & Rosters.

Schedule students in bulk via Request & Rosters,  
selecting each section

# Department Setup:

Departments can be created to help filter course lists. They can be added at any time. However, they can only be deleted if they are not assigned to any courses.

## Department Setup

+ New

### Departments Editor

Name

- 6th Core
- 6th Electives
- 7th Core
- 7th Electives
- 8th Core
- 8th Electives
- Electives
- PE/Health

After departments are created, add them to the course screen of the corresponding course.

### Course Information

7100 Language Arts

Collapse All

### General Course Information

### Scheduling

Terms:

4

Schedules:

1

Periods:

1

Max Students:

25

Department:

7th Core

Schedule Load Priority:

6th Core

Allow Teacher Reqs/Recs:

6th Electives

Advisory:

7th Core

7th Electives

8th Core

### Course Setup

Save

Delete

Push To Sections

↔

# Student Filter: Requests & Rosters

## Student Filter Steps: Student View!

- 1) Click **Filter**
- 2) Select the Ad Hoc of one of the rosters groups you created under '**Filter by Ad Hoc**'
  - *If you did not create a Section Editor for your class rosters, follow steps from Slides 14-15 to build your Homeroom class rosters in Course View.*
- 3) Check '**Include Inactive Students**'
- 4) Hit **Close**
- 5) Click '**Batch Edit Student Rosters**'

The screenshot shows the 'Requests & Rosters' interface. At the top, there are tabs for 'Students' and 'Courses', a 'Show Details' toggle (ON), and a 'Filter' button (1). Below this, it shows 'Filter Results: 24 out of 490 Students'. The main area displays a list of students with their names, IDs, and counts for 'Unsatisfied Requests' and 'Rosters'. A 'Student Filter' sidebar is open on the right, showing 'Student Name' (2), 'Filter by Ad Hoc' (2) with a dropdown menu, 'Unsatisfied Requests', 'Request Type', 'Special Education Only' (unchecked), 'Include Inactive Students' (checked) (3), 'Calendar' (26-27 Carter Middle), 'Schedule Structure' (Main), and 'Course Roster' (4). At the bottom, there are buttons for 'Batch Edit Student Requests' and 'Batch Edit Student Rosters' (5), and a 'Close' button.

# Create Rosters: Requests & Rosters

12

**Requests & Rosters**

View | **Batch Edit Student Roster Information**

Filter | 24 student records will be affected **6**

Har | Filter the result set using the fields below.  
Add or remove students to a roster by selecting the course and section from the filtered list.

Unsa | **Warning: All existing attendance and grading records will be deleted when a student is removed.**

Hol | Course Number or Name:  Department:  **7** **8b**

Unsa | Teacher:  Team:

COURSE	DEPARTMENT	SECTION: TEACHER	TEAM	START DATE
<b>8c</b>				MM/DD/YYYY
<input checked="" type="checkbox"/> 7000 Homeroom	7th Core	<input type="text" value="1: Annable, Laird"/>		MM/DD/YYYY
<input checked="" type="checkbox"/> 7100 Language Arts	7th Core	<input type="text" value="2: Blackwoods, Regina"/>	<b>9</b>	MM/DD/YYYY
<input checked="" type="checkbox"/> 7150 Reading	7th Core	<input type="text" value="3: Blue, Adel"/>		MM/DD/YYYY
<input checked="" type="checkbox"/> 7250 Pre Algebra	7th Core	<input type="text" value="4: Carr, Lester"/>		MM/DD/YYYY
		<input type="text" value="5: Cronkrite, Brann"/>		MM/DD/YYYY
		<input type="text" value="6: Cullina, Elaine"/>		MM/DD/YYYY

Bat |  **10**

## Adding to Roster STEPS:

- 6) Verify your student count for this section
- 7) Filter on the applicable Grade Level **Department** for this group of students.
- 8) Click **'Select All'** or on the individual Course Names you would like to add to the Students Group Roster.
- 9) Select the corresponding **Section** for each of the selected Courses (*Before school starts, you do not need to enter a Start Date*).
  - *In conjunction with the Department Filter, you can also filter on Teacher Names (remember to include your specials teachers) to have certain sections auto selected.*
- 10) Click **Add**
  - *You will get a pop-up box confirming your selections, hit continue.*
- 11) Repeat Student View Steps 1-9 editing the Student Ad Hoc Filter to schedule different Class Lists (*slides 11 & 12*)

# Request & Rosters Only:

## Option 3

Course View to Select Homeroom Section



Expand on Roster Builder to Select the students for this section



Go to Student View and Filter on Homeroom Course you added students.



Batch Edit Rosters to select courses and sections

# Request & Rosters: Course View

Requests & Rosters

View by  
    **1**

Filter Results: 1 out of 53 Courses

8000 Homeroom | 8th Core

1) Ashworth, Leigh	<b>5</b> Max Students: 28	Students in Ro
2) Brockwell, Leanne	Max Students: 28	Students in Ro
3) Corke, Dianne	Max Students: 28	Students in Ro
4) Counselor, Mustafa	Max Students: 28	Students in Ro
5) Green, Behr	Max Students: 28	Students in Ro
6) Jaggs, Horace	Max Students: 28	Students in Ro
7) McMullen, Carmel	Max Students: 28	Students in Ro

Course/Section Filter

Filter by Ad Hoc

Course  
 **2**

Section  
 **3\***

Department

Team

Teacher

Room Number

Term

Period

Singletons

**4**

## Roster Build STEPS: Course View!

- 1) Click Filter
- 2) Select the Homeroom Course
- 3) *Optional: Select Section while Filtering*
  - 1) *The reason I do not recommend filtering the section, is to have the ability to move to other sections easier, verses needing to adjust the filter each time.*
- 4) Hit Close
- 5) Select the Specific Homeroom Section to showcase a Flyout menu.

# Roster Builder: Requests & Rosters

## Roster Build STEPS Continued:

- 6) Verify you are in the correct Section
  - Check the Section Number in the Header, and the Teachers Name
- 7) Click the + sign next to Roster Builder to expand the area
- 8) Filter on the Grade Level of the Students you will be adding
- 9) Click on their names to add them to this Sections Roster
  - After selecting, the Student will move to the top of the list.
  - Students with a: **+** symbol are who will be added to the Roster; **Checkmark** are already on the Roster; **Red X** will be removed from the Roster.
- 10) Click Save and Next to move on to the next Homeroom section, repeating steps 6-10.

The screenshot shows the 'Requests & Rosters' interface for section '8000 - 1 Homeroom'. The interface includes a header with the section name and a breadcrumb trail. Below the header, there are filters for 'Teacher' (Ashworth, Leigh), 'Max Students' (28), 'Students in Roster' (1), and 'Room' (813). A table lists the roster items, with 'Roster Builder' highlighted. Below the table, there are input fields for 'Student Name', 'Grade' (08), 'Team', 'Unsatisfied Requests', and 'Request Type'. A table at the bottom shows a list of students with columns for 'STUDENT', 'GRADE', 'NUMBER', 'GENDER', 'TEAM', 'START DATE', and 'END DATE'. The student 'Abraham, Charla' is selected with a checkmark, and 'Dominguez, Tony' is marked with a plus sign. A 'Save & Next' button is at the bottom left, and a '8000 - 2 Homeroom - Next' button is at the bottom right.

6) Verify you are in the correct Section

7) Click the + sign next to Roster Builder to expand the area

8) Filter on the Grade Level of the Students you will be adding

9) Click on their names to add them to this Sections Roster

10) Click Save and Next to move on to the next Homeroom section, repeating steps 6-10.

# Request & Rosters: Student View

Requests & Rosters

View by: **Students** Courses  Show Details:  ON Filter **1** Clear Filters

Filter Results: 25 out of 490 Students **5**

Abraham, Charla (08) #053000098

Unsatisfied Requests: 1 Rosters: 2  
8100 Language Arts R 8000-1 Homeroom / 8150-1 Reading C

Alain, Natalie (08) #109460

Unsatisfied Requests: 0 Rosters: 0

Bartram, Belinda (08) #104894

Unsatisfied Requests: 0 Rosters: 0

Bloom, Carolyn (08) #106335

Unsatisfied Requests: 0 Rosters: 0

Bloxhall, Hussein (08) #106365

« 1 »

Batch Edit Student Requests Batch Edit Student Rosters **7**

Student Filter

Student Name  
Select items...

Filter by Ad Hoc  
No Filter

Unsatisfied Requests  
Select items...

Request Type  
[ ]

Special Education Only

Include Inactive Students **2**

Calendar  
The following filter options will be determined by the selected calendar.  
26-27 Carter Middle

Schedule Structure  
Main

Course Roster  
8000 Homeroom **3**

Section Roster  
1: Ashworth, Leigh **4**

Include Dropped Students

Close **6**

## Copy Roster Steps: Student View!

- 1) Click Filter
- 2) Check **“Include Inactive Students”**
- 3) Select Homeroom under **Course Roster**
- 4) Select Section you will Copy under **Section Roster**
- 5) Ensure your Student Count for the Section is correct in the **“Filter Results”** Area in the top left corner.
- 6) Click **Close**
- 7) Select **“Batch Edit Student Rosters”** at the bottom of the screen.

# Roster Copy: Requests & Rosters

## Roster Copy STEPS Continued:

- 6) Verify your student count for this section
- 7) Select the Course you would like to Copy this group of students into
  - You can filter by typing the different course Numbers/Name, or Teacher Names (remember to include your specials teachers.)
- 8) Select the corresponding Section for each of the selected Courses. Before school starts, you do not need to enter a Start Date.
- 9) Click Add
  - You will get a pop-up box confirming your selections, hit continue.
- 10) Repeat Student View > Roster Copy Steps 1-9 editing the Filtered Section to Copy the different Homeroom Courses.
  - Complete Steps 1-10 for New grade Homeroom Courses

The screenshot shows the 'Requests & Rosters' interface. At the top, it says 'Batch Edit Student Roster Information' and '25 student records will be affected' (annotated with a green hexagon 6). Below this are filter fields for Course Number or Name, Department, Teacher, and Team. A warning message states: 'Warning: All existing attendance and grading records will be deleted when a student is removed.' Below the filters is a table with columns: COURSE, DEPARTMENT, SECTION: TEACHER, TEAM, START DATE, and END DATE. The table lists several courses: 8100 Language Arts (annotated with a green hexagon 7), 8150 Reading, 8250 Algebra I, and 8300 Science. The 'SECTION: TEACHER' column for the first row shows '1: Chenery, Les' in a dropdown menu, which is also annotated with a green hexagon 8. At the bottom of the interface, there are 'Add', 'Remove', and 'Cancel' buttons, with the 'Add' button annotated with a green hexagon 9.

# Important Notes:

Ask to have class lists  
alphabetize by Last  
Name, First Name

HIGHLY recommend  
setting up TEAMS!

Rosters can be  
selected via Selection  
Editor\* or the R&R  
Course View

Typically use Course  
View to Edit a specific  
Course Rosters or  
Student View to edit in  
Bulk.

Please connect with  
META if you run into  
issues.

Individual Student  
Edits are easier in  
Walk-In Scheduler

# Walk-In Scheduler

Determines which terms are shown on schedule

Filter ^ Settings

Term

1 x 2 x 3 x 4 x x

	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

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

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 <b>English 10</b> Lifellern, Pete	3200-2 <b>English 10</b> Lifellern, Pete
2	7250-2 <b>Health 10</b> Long, Derek	7250-2 <b>Health 10</b> Long, Derek
3	6600-1 <b>Concert Choir IA</b> Lifellern, Casey	6600-1 <b>Concert Choir IA</b> Lifellern, Casey
4	2300-5 <b>US History A</b> Lifellern, Ulysses	2300-5 <b>US History A</b> Lifellern, Ulysses
5	6650-1 <b>Varsity Choir IIA</b> Lifellern, Casey	6650-1 <b>Varsity Choir IIA</b> 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:
<b>Display Course &amp; Section Number</b>	When On, the course number and section for currently places course displays. When off, only the course name displays.
<b>Display Full Sections</b>	On: Full sections still display on search screen in red. Off: Sections that have reached max seat count will not display in search results or in the schedule grid.
<b>Drop/Add Default: Keep</b>	When adding a course to the schedule in the same period as another, with this On the Keep option is highlighted. With this setting off, the Drop is highlighted when confirming the placement.
<b>Section List Default in Search: Open</b>	When On, searched courses return expanded, showing available course section. When off, the courses return collapsed.
<b>Filter Request By Team</b>	ON: Searching for request restricts the results to the courses taught by the team assigned to the student or no other team. Off: There is no restriction on the request search.

# Manage Course Request

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

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

COURSE NAME	UNITS	TYPE	#
<b>UNSCHEDULED</b>			
Public Speaking 1403	4	R	1
Yearbook 1500	4	R	2
<b>SCHEDULED</b>			
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 i

— French I  
1710

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

+ French II  
1720

+ French III  
1730

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

# Search Options Continued

## Specific Period:

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

Filter ▾
Settings

	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 <b>US History A</b> Lifellern, Ulysses	2300-1 <b>US History A</b> Lifellern, Ulysses	7250-4 <b>Health 10</b> Diesel, Bob	7250-4 <b>Health 10</b> Diesel, Bob
2	8025-1 <b>Personal Finance</b> Albinak, Gina	8025-1 <b>Personal Finance</b> Albinak, Gina	4250-3 <b>Biology B</b> Hayes, Derek	4250-3 <b>Biology B</b> Hayes, Derek
3	3200-4 <b>English 10</b> Lifellern, Will	3200-4 <b>English 10</b> Lifellern, Will	3200-4 <b>English 10</b> Lifellern, Will	3200-4 <b>English 10</b> Lifellern, Will
4	7200-2 <b>Physical Education 10</b> Howes, Dove	7200-2 <b>Physical Education 10</b> Howes, Dove	No Scheduled Course	No Scheduled Course
5	4200-6 <b>Biology A</b> Buckberge, Bai	4200-6 <b>Biology A</b> Buckberge, Bai	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course	2350-8 <b>US History B</b> Scotter, Sebastian	2350-8 <b>US History B</b> Scotter, Sebastian

Requests <
Search >

### 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:**

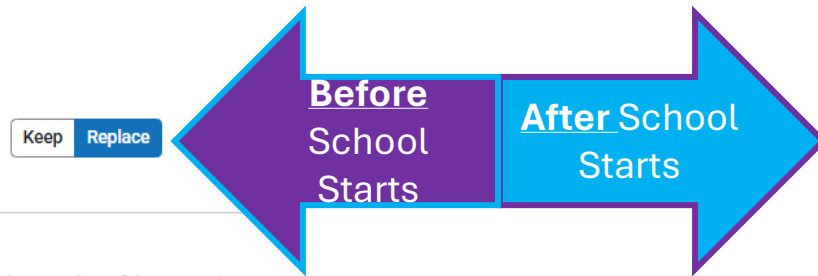
4200-2  
Biology A

**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.

Today



### 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.

Today

# 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](mailto:infinitecampushelp@metasolutions.net)