

Summer Scheduling Checklist

01/26/2025 4:11 pm EST

Below is a checklist to use during the summer to help get the master schedule and student schedules ready for school to begin.

| Task | <input checked="" type="checkbox"/> Completed |
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| Update schedule section placements as needed. Sections Infinite Campus <ul style="list-style-type: none"> Added a new period setup, no problem! Use the Copy Section Placements tool to update the existing sections. Copy Section Placements Infinite Campus) | <input type="checkbox"/> |
| Update section staff history as needed. Staff History Infinite Campus <ul style="list-style-type: none"> Include co-teachers or additional staff as necessary. | <input type="checkbox"/> |
| Add new sections as needed. <ul style="list-style-type: none"> Remember a primary teacher is not required to add a new section. | <input type="checkbox"/> |
| Use the Staff History report to find sections without assigned staff. Staff History Report Infinite Campus | <input type="checkbox"/> |
| Use requests & rosters to add multiple students to multiple sections at once. Requests and Rosters Infinite Campus | <input type="checkbox"/> |
| Schedule individual students using walk-in scheduler. Walk-In Scheduler Infinite Campus <ul style="list-style-type: none"> Select the period to see available sections, use the search for courses for find sections, add requests and load letting the system add sections for the student. Watch out for the Effective Date when adding or removing sections. Be cautious when using the load tool; attendance and grades will be deleted. | <input type="checkbox"/> |
| Search for students with gaps in their schedule. Student Gap Scheduler Infinite Campus | <input type="checkbox"/> |
| Print student schedules. Schedule Batch Report Infinite Campus | <input type="checkbox"/> |
| Print a master schedule if needed. Master Schedule Infinite Campus | <input type="checkbox"/> |

| Task | <input checked="" type="checkbox"/> Completed |
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| <p>Print rosters if needed. There are several options:</p> <ul style="list-style-type: none">• Section Roster Report Infinite Campus• Sub Attendance Roster Infinite Campus• Attendance Register Infinite Campus | <input type="checkbox"/> |