

# Summer Scheduling Checklist

04/06/2025 10:53 am EDT

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

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

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