

# Scheduling Workflow for Building

04/22/2026 8:51 am EDT

Use the information below as a workflow for scheduling in the upcoming year.

## Part 1

Task	Completed
<p><b>Considerations before Scheduling</b></p> <ul style="list-style-type: none"> <li>• Will the period schedule be changing?</li> <li>• Will the day rotation be changing?</li> <li>• Are there teacher changes?</li> <li>• Are there room changes?</li> <li>• How will requests be gathered?</li> <li>• Are class sizes changing?</li> <li>• Are there any new courses to add?</li> <li>• Are there any courses to remove?</li> </ul>	<input type="checkbox"/>
<p><b>Complete Future Year Setup</b></p> <ul style="list-style-type: none"> <li>• <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-year">Create Future Year</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-year)</li> </ul>	<input type="checkbox"/>
<p><b>Complete New Calendar Setup</b></p> <ul style="list-style-type: none"> <li>• <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-calendars-multi-phase-process">Create Future Calendars - Multi Phase Process</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-calendars-multi-phase-process)</li> </ul>	<input type="checkbox"/>
<p><b>Create Future Enrollments</b></p> <ul style="list-style-type: none"> <li>• <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments">Create Future Enrollments</a> (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments)</li> </ul>	<input type="checkbox"/>

Task	Completed
<p><b>Assign/Update District Assignments</b></p> <ul style="list-style-type: none"> <li>◦ Create future year District Assignments for teachers that are moving schools ( <i>Census &gt; Staff &gt; District Assignments</i>) <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/district-assignments">District Assignments   Infinite Campus</a> (https://kb.infinitecampus.com/help/district-assignments)</li> </ul> </li> <li>◦ Assign teachers to Departments ( <i>Census &gt; Staff &gt; District Assignments</i> ) <ul style="list-style-type: none"> <li>◦ Make sure the department is added to the correct school and assignment</li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>Assign/Update Tool/Calendar Rights</b> ( <i>User Management &gt; User Groups &gt; Calendar/Tool Rights</i> )</p> <ul style="list-style-type: none"> <li>◦ Scheduling <a href="https://kb.infinitecampus.com/help/tool-rights-scheduling">Tool Rights</a> (https://kb.infinitecampus.com/help/tool-rights-scheduling)</li> <li>◦ Calendar Rights (+1 year) <ul style="list-style-type: none"> <li>◦ Add the future year to the + calendar user group</li> <li>◦ Remove any previous years in the + calendar user group</li> </ul> </li> </ul>	<input type="checkbox"/>

## Part 2

Task	Completed
<p><b>Update Course Information (in the future year calendar only)</b> (<i>Scheduling &amp; Courses &gt; Courses &gt; Add Course</i>)</p> <ul style="list-style-type: none"> <li>Follow the <a href="https://docs.google.com/spreadsheets/d/1kPfuckZeFMqckAKRKHdkM-RdGKEg6rrrTPH0pmTPZQI/edit?gid=0#gid=0">NCDPI Course Code Master List</a> (<a href="https://docs.google.com/spreadsheets/d/1kPfuckZeFMqckAKRKHdkM-RdGKEg6rrrTPH0pmTPZQI/edit?gid=0#gid=0">https://docs.google.com/spreadsheets/d/1kPfuckZeFMqckAKRKHdkM-RdGKEg6rrrTPH0pmTPZQI/edit?gid=0#gid=0</a>)</li> <li>Mark courses no longer being used as inactive or delete them from the new school year calendar as needed at the school level <ul style="list-style-type: none"> <li><b>Be sure to be in the future school year when deleting courses.</b></li> </ul> </li> <li>Add new courses that will be offered for the year from the course master selection</li> <li>Update course scheduling fields (Any changes made to the course masters during prep, can be pushed to the courses and course sections in the future calendar.) <ul style="list-style-type: none"> <li>Attach Departments to Course Masters or Courses</li> <li>*Check the number terms, schedules and periods of the Course</li> <li>Determine if the course can be requested by students in the Portal via Course Master level or Course level (Allow student requests)</li> <li>Determine if the course can be requested by teachers via Course Master level or Course level (Allow teacher requests/recommendations)</li> <li>*Select the desired scheduling priority (if applicable)</li> <li>Determine if the course can be repeated (Repeatable) - Admin can select a course to retake without this checked, but students cannot select a course again, if this is unchecked.</li> </ul> </li> </ul> <p><i>*Note: Some course information can be viewed/updated using the <a href="#">Course Planner Tool</a> (<a href="https://kb.infinitecampus.com/help/course-planner-course-planner">https://kb.infinitecampus.com/help/course-planner-course-planner</a>).</i></p> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Establish Course Rules</b> (<a href="http://kb.infinitecampus.com/help/course-rules">http://kb.infinitecampus.com/help/course-rules</a>) (<i>Scheduling &amp; Courses &gt; Courses &gt; Course Rules</i>)</p> <ul style="list-style-type: none"> <li>Scheduling Rules (used with building and loading) - <a href="#">Course Rules   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/course-rules#scheduling-rules">https://kb.infinitecampus.com/help/course-rules#scheduling-rules</a>)</li> <li>Planning Rules (used with course plans) - <a href="#">Course Rules   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/course-rules#planning-rules">https://kb.infinitecampus.com/help/course-rules#planning-rules</a>)</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Establish Student Constraints</b> (<i>Scheduling &amp; Courses &gt; Build Schedules &gt; Student Constraints Setup</i>)</p> <ul style="list-style-type: none"> <li><a href="#">Student Constraints   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/student-constraints">https://kb.infinitecampus.com/help/student-constraints</a>)</li> <li>Set strict or not strict constraints between students</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

## Part 3

Task	Completed
<p><b>Add Course Requests</b></p> <p>Choose which option to use to add course requests. More than one of the options below can be used to enter course requests. However, if using course plan, the planned courses must be created into course requests before using the other course request tools.</p> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Course Plan</b> (<i>Student Information &gt; Academic Planning &gt; Course Plan</i>)</p> <p>The following should be completed in order when using planned courses for course requests</p> <ul style="list-style-type: none"> <li>• All students must have a Graduation Program to use the course plan. Follow the instructions in the <a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment">Graduation Program Assignment</a> (<a href="https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment">https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduation-program-assignment</a>) article for assigning programs. (<i>Student Information &gt; Academic Planning &gt; Programs</i>)             <ul style="list-style-type: none"> <li>◦ Run the <a href="https://kb.infinitecampus.com/help/academic-plan-status-report">Academic Plan Status Report   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/academic-plan-status-report">https://kb.infinitecampus.com/help/academic-plan-status-report</a>) to show students without an active program. (<i>Student Information &gt; Program Administration &gt; Academic Plan Status Report</i>)</li> </ul> </li> <li>• Portal Display Options enabled for academic plan for students to add planned courses ( <i>System Settings &gt; Portal Preferences &gt; Portal Display Options</i>)             <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/portal-display-options">Portal Display Options   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/portal-display-options">https://kb.infinitecampus.com/help/portal-display-options</a>)</li> </ul> </li> <li>• Teacher Recommendations (if using)             <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/student-course-recommendations-instruction">Student Course Recommendations (Instruction)   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/student-course-recommendations-instruction">https://kb.infinitecampus.com/help/student-course-recommendations-instruction</a>)</li> </ul> </li> <li>• Student or Admin add planned courses to the course plan. ( <i>Student Information &gt; Academic Planning &gt; Course Plan</i>)             <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/course-plan-academic-planning">Course Plan (Academic Planning)   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/course-plan-academic-planning">https://kb.infinitecampus.com/help/course-plan-academic-planning</a>)</li> </ul> </li> <li>• Lock Course Plans once courses have been updated. ( <i>Student Information &gt; Program Administration &gt; Course Plan Administration</i>)             <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/course-plan-admin">Course Plan Administration   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/course-plan-admin">https://kb.infinitecampus.com/help/course-plan-admin</a>)</li> </ul> </li> <li>• Run reports to review course plans prior to creating requests from the planned courses             <ul style="list-style-type: none"> <li>◦ Calculate On-Track Status with the updated course plans. (<i>Student Information &gt; Program Administration &gt; Course Plan Administration</i>)                 <ul style="list-style-type: none"> <li>▪ <a href="https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status">Course Plan Administration   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status">https://kb.infinitecampus.com/help/course-plan-admin#calculate-on-track-status</a>)</li> <li>▪ This process is taxing on the system and should be run after normal operating hours.</li> </ul> </li> <li>◦ Run the <a href="https://kb.infinitecampus.com/help/academic-plan-status-report">Academic Plan Status Report   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/academic-plan-status-report">https://kb.infinitecampus.com/help/academic-plan-status-report</a>) to see if the updated planned courses meet the requirements for the graduation program.</li> </ul> </li> </ul>	<input type="checkbox"/>

Task	Completed
<p><i>(Student Information &gt; Program Administration &gt; Academic Plan Status Report )</i></p> <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/academic-plan-progress-batch">Academic Plan Progress Batch   Infinite Campus</a> (https://kb.infinitecampus.com/help/academic-plan-progress-batch) can be used to see individual student academic plans. (<i>Student Information &gt; Program Administration &gt; Academic Plan Progress Batch Report</i>)</li> <li>◦ <a href="https://kb.infinitecampus.com/help/course-plan-batch">Course Plan Batch   Infinite Campus</a> (https://kb.infinitecampus.com/help/course-plan-batch) can be used to see several students' academic plans in one report. (<i>Student Information Program Administration &gt; Course Plan Batch Report</i>)</li> <li>• Create course requests from planned courses (<i>Student Information &gt; Program Administration &gt; Course Plan Administration</i>) <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/course-plan-admin#CoursePlanAdmin-CreateCourseRequests">Course Plan Administration   Infinite Campus</a> (https://kb.infinitecampus.com/help/course-plan-admin#CoursePlanAdmin-CreateCourseRequests)</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	
<p><b>Requests &amp; Rosters</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Requests &amp; Rosters</i>)</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/requests-and-rosters">Requests and Rosters   Infinite Campus</a> (https://kb.infinitecampus.com/help/requests-and-rosters)</li> <li>• Use this tool to add requests to students in mass.</li> <li>• <i>*Reminder: Check the "Include Inactive Students" checkbox to work with students in the future year.</i></li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Walk-in Scheduler</b> (<i>Student Information &gt; General &gt; Schedule</i>)</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/walk-in-scheduler#Walk-InScheduler-AddRequests">Walk-In Scheduler   Infinite Campus</a> (https://kb.infinitecampus.com/help/walk-in-scheduler#Walk-InScheduler-AddRequests)</li> <li>• Add requests to individual students</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Course Registration</b> (<i>Student Portal &gt; More &gt; Course Registration</i>)</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/course-registration-campus-student">Course Registration (Campus Student)   Infinite Campus</a> (https://kb.infinitecampus.com/help/course-registration-campus-student)</li> <li>• Tool must be enabled in Portal Display Options.</li> <li>• Any course that has allow student requests checked will be displayed for the student to choose.</li> <li>• Requests are added as Elected or Alternate.</li> <li>• Students cannot remove any Required requests.</li> </ul> <p><i>*Make sure the portal display option is enabled for the future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p><b>Run Reports</b></p> <p>Check course requests by using the reports below. Other reports may be used as well.</p> <ul style="list-style-type: none"> <li>• Schedule Units Report (<i>Scheduling &amp; Courses &gt; Reports &gt; Schedule Units Report</i>) <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/schedule-units-report">Schedule Units Report   Infinite Campus</a> (https://kb.infinitecampus.com/help/schedule-units-report)</li> <li>◦ Use this report to find under requested students</li> </ul> </li> <li>• Requests Satisfied Report (<i>Scheduling &amp; Courses &gt; Reports &gt; Requests Satisfied Report</i>) <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/requests-satisfied">Requests Satisfied   Infinite Campus</a> (https://kb.infinitecampus.com/help/requests-satisfied)</li> <li>◦ Use this report to see how many requests there are per course</li> </ul> </li> <li>• Request Conflicts Report (<i>Scheduling &amp; Courses &gt; Reports &gt; Request Conflict Report</i>) <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/request-conflicts">Request Conflicts Report   Infinite Campus</a> (https://kb.infinitecampus.com/help/request-conflicts)</li> <li>◦ Use this report to see a list of possible conflicts with requests</li> </ul> </li> <li>• Request Batch Report (<i>Scheduling &amp; Courses &gt; Reports &gt; Request Batch Report</i>) <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/request-batch">Request Batch Report   Infinite Campus</a> (https://kb.infinitecampus.com/help/request-batch)</li> <li>◦ This will print requests by students as one page per student</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

## Part 4

Task	Completed
<p><b>Scheduling Board</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Scheduling Board</i>)</p> <ul style="list-style-type: none"> <li>• Copy trials to maintain previous schedules <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/scheduling-board-trials-new">Scheduling Board Trials   Infinite Campus</a> (https://kb.infinitecampus.com/help/scheduling-board-trials-new)</li> </ul> </li> <li>• Set Scheduling Board Options <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/scheduling-board-new#settings">Scheduling Board   Infinite Campus</a> (https://kb.infinitecampus.com/help/scheduling-board-new#settings)</li> </ul> </li> <li>• Set Scheduling Board build settings (max periods, max courses) <ul style="list-style-type: none"> <li>◦ <a href="https://kb.infinitecampus.com/help/scheduling-board-new#build-settings-side-panel">Scheduling Board   Infinite Campus</a> (https://kb.infinitecampus.com/help/scheduling-board-new#build-settings-side-panel)</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p><b>Staff Planner</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Staff Planner</i>)</p> <p>Use this tool to update individual teachers or in mass. Updating these settings will allow the system to automatically assign teachers to sections with the correct constraints.</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/staff-planner-staff-planner">Staff Planner   Infinite Campus</a> (https://kb.infinitecampus.com/help/staff-planner-staff-planner)</li> <li>• Add teacher course assignments</li> <li>• Assign rooms to teachers</li> <li>• Assign teams to teachers</li> <li>• Add Teacher constraints</li> <li>• Update individual teachers' max periods, max courses, etc. if different from the default</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Course Planner</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Course Planner</i>)</p> <p>Use this tool to update individual courses or in mass.</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/course-planner-course-planner">Course Planner   Infinite Campus</a> (https://kb.infinitecampus.com/help/course-planner-course-planner)</li> <li>• Set sections to build, max students, load priority</li> <li>• Set number of sections to build per teacher</li> <li>• Set Placement restrictions</li> <li>• Set Scheduling Rules</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p><b>Build the Schedule</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Scheduling Board</i>)</p> <p>Use this tool to create trials and build or adjust a schedule. To maximize efficiency, it's recommended to complete all setup preparations, including course planner updates, staff planner updates, and course requests if you're building.</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/scheduling-board-new#build">Scheduling Board   Infinite Campus</a> (https://kb.infinitecampus.com/help/scheduling-board-new#build)</li> <li>• Use the build settings to set build defaults</li> <li>• Build by Department, Course or run a Full build.</li> <li>• Use the board view settings for highlights to see possible issues.</li> <li>• Unbuild by department, course or full unbuild to restart the build process.</li> <li>• Lock departments, courses, or sections to keep those in place.</li> <li>• Drag and drop to move sections.</li> <li>• Make changes as needed in staff and course planner.</li> <li>• Run reports to check the build. <ul style="list-style-type: none"> <li>◦ Master Schedule Report (Scheduling &amp; Courses &gt; Reports &gt; Master Schedule Report)</li> <li>◦ Teacher Schedule Batch Report (Scheduling &amp; Courses &gt; Reports &gt; Teacher Schedule Batch Report)</li> <li>◦ Room Usage Report (Scheduling &amp; Courses &gt; Reports &gt; Room Usage Report)</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Load Students</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Scheduling Board</i>)</p> <p>Course requests must be added to student's records before using the load tool.</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/scheduling-board-new#load-all-courses">Scheduling Board   Infinite Campus</a> (https://kb.infinitecampus.com/help/scheduling-board-new#load-all-courses)</li> <li>• <a href="https://kb.infinitecampus.com/help/scheduling-board-new#load-settings-side-panel">Set Load Settings - Scheduling Board   Infinite Campus</a> (https://kb.infinitecampus.com/help/scheduling-board-new#load-settings-side-panel)</li> <li>• After the schedule has been built, load by department, course, or run a full load.</li> <li>• Unload by department, course or run a full unload.</li> <li>• Lock rosters by department, course, section, or grade level to keep students in the section.</li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p><b>Run Reports</b> (<i>Scheduling &amp; Courses &gt; Reports</i>)</p> <p>Use the reports below to see the load results for students' requests.</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/schedule-units-report">Schedule Units Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ Use this report to find under requested students.</li> </ul> </li> <li>• <a href="https://kb.infinitecampus.com/help/requests-satisfied">Requests Satisfied   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ Use this report to see how many requests there are per course.</li> </ul> </li> <li>• <a href="https://kb.infinitecampus.com/help/request-conflicts">Request Conflicts Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ Use this report to see a list of possible conflicts with requests.</li> </ul> </li> <li>• <a href="https://kb.infinitecampus.com/help/request-batch">Request Batch Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ This will print requests by students as one page per student.</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Other Helpful Reports</b> (<i>Scheduling &amp; Courses &gt; Reports</i>)</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/staff-history-report">Staff History Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ Determine if any sections are without a primary teacher.</li> </ul> </li> <li>• <a href="https://kb.infinitecampus.com/help/seat-count">Seat Count Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ See the number of students per period.</li> </ul> </li> <li>• <a href="https://kb.infinitecampus.com/help/section-roster-report">Section Roster Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ See rosters for teachers as needed.</li> </ul> </li> <li>• <a href="https://kb.infinitecampus.com/help/schedule-batch-report">Schedule Batch Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ See individual student schedules.</li> </ul> </li> <li>• <a href="https://kb.infinitecampus.com/help/teacher-schedule-batch-report">Teacher Schedule Batch Report   Infinite Campus</a> <ul style="list-style-type: none"> <li>◦ See individual teacher schedules.</li> </ul> </li> </ul> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p><b>Lock Scheduling Board</b> (<i>Scheduling &amp; Courses &gt; Scheduling &gt; Scheduling Board</i>)</p> <ul style="list-style-type: none"> <li>• The active trial is the visible schedule.</li> <li>• Lock the final trial. When the future year becomes the active year, the active trial will automatically lock. <ul style="list-style-type: none"> <li>◦ Users with tool rights can unlock the trial, but it will lock back once saved.</li> </ul> </li> <li>• Remove tool rights to the scheduling board when scheduling should be adjusted using course/sections and student's schedules.</li> </ul>	<input type="checkbox"/>

Task	Completed
<p><b>Fill Student Gaps</b></p> <p>Run Reports to identify gaps and/or issues</p> <ul style="list-style-type: none"> <li>• Student Gap Scheduler ( <i>Scheduling &amp; Courses &gt; Load Schedules &gt; Student Gap Scheduler</i> ) <ul style="list-style-type: none"> <li>◦ Student Gap Scheduler   Infinite Campus (<a href="https://kb.infinitecampus.com/help/student-gap-scheduler">https://kb.infinitecampus.com/help/student-gap-scheduler</a>)</li> </ul> </li> <li>• Schedule Gap Filler ( <i>Scheduling &amp; Courses &gt; Load Schedules &gt; Schedule Gap Filler</i> ) <ul style="list-style-type: none"> <li>◦ Schedule Gap Filler   Infinite Campus (<a href="https://kb.infinitecampus.com/help/schedule-gap-filler">https://kb.infinitecampus.com/help/schedule-gap-filler</a>)</li> </ul> </li> <li>• Requests Satisfied Report ( <i>Scheduling &amp; Courses &gt; Reports &gt; Requests Satisfied Report</i> ) <ul style="list-style-type: none"> <li>◦ Requests Satisfied Report   Infinite Campus (<a href="https://kb.infinitecampus.com/help/requests-satisfied">https://kb.infinitecampus.com/help/requests-satisfied</a>)</li> </ul> </li> <li>• Seat Count Report ( <i>Scheduling &amp; Courses &gt; Reports &gt; Student &gt; Seat Count Report</i> ) <ul style="list-style-type: none"> <li>◦ Seat Count Report   Infinite Campus (<a href="https://kb.infinitecampus.com/help/seat-count">https://kb.infinitecampus.com/help/seat-count</a>)</li> </ul> </li> <li>• Manually add alternates using the Walk in Scheduler</li> </ul>	<input type="checkbox"/>

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