

Scheduling Workflow

02/05/2025 11:45 am EST

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

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Part 1

Task	Completed
<p>NC Course Codes</p> <ul style="list-style-type: none"> Available in December - 2025-2026 Course Code Master List NC DPI Update current course master information (departments, max students, etc.). This is done by SIS Coordinators, outside of any particular calendar. Once changes are made, wait until the next year calendar is created. Once the calendar is created and the courses have been copied, the course master can be pushed to the next year calendar. Do not push to the current calendar. 	<input type="checkbox"/>
<p>Assign/Update District Assignments</p> <ul style="list-style-type: none"> Create future year District Assignments for teachers that are moving schools (Census > Staff > District Assignments) - District Assignments Infinite Campus Assign teachers to Departments (Census > Staff > District Assignments) <ul style="list-style-type: none"> Make sure the department is added to the correct school and assignment 	<input type="checkbox"/>
<p>Create School Year (Scheduling & Courses > Calendar Setup > School Year Setup)</p> <ul style="list-style-type: none"> Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide Infinite Campus Label - XX-XX Start Date 7/1/XXXX; End Date 6/30/XXXX 	<input type="checkbox"/>

Task	Completed
<p>Create New Calendars (<i>Scheduling & Courses > Calendar Setup > Calendar Wizard</i>)</p> <ul style="list-style-type: none"> ◦ Determine which calendar option to choose - Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide Infinite Campus ◦ Create New Blank Calendars - only for new schools - Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide Infinite Campus ◦ Create New Calendars by Roll Forward Calendars with selected data - Scheduling Prep: Calendar Setup For Upcoming Year - Study Guide Infinite Campus <ul style="list-style-type: none"> ◦ Choose Year Schoolname template ◦ Start Date 7/1/XXXX; End Date 6/30/XXXX ◦ Select: Calendar Attributes, Schedule Structures, Term Schedules, Period Schedules, Section Templates, Portal calendar and term settings, Grade Levels, Courses 	<input type="checkbox"/>
<p>Delete special period schedules (<i>Scheduling & Courses > Calendar Setup > Period Setup</i>) <i>*Make sure the calendar context is the future year.</i></p>	<input type="checkbox"/>
<p>Delete any courses in the future year calendar that will not be used (<i>Scheduling & Courses > Courses > Course Information</i>)</p> <ul style="list-style-type: none"> ◦ Check the NC Course Code Master List for disabled courses to delete <p><i>*Make sure the calendar context is the future year.</i></p>	<input type="checkbox"/>
<p>Add Term Dates (<i>Scheduling & Courses > Calendar Setup > Term Setup</i>)</p> <ul style="list-style-type: none"> ◦ Calendar Terms Infinite Campus <p><i>*Make sure the calendar context is the future year.</i></p>	<input type="checkbox"/>
<p>Day Setup (<i>Scheduling & Courses > Calendar Setup > Day Setup</i>)</p> <ul style="list-style-type: none"> ◦ Day Reset - Day Setup Infinite Campus establishes the instructional days (first instructional day to last instructional day) ◦ Day Rotations Day Setup Infinite Campus establishes the rotation of the period schedules (single day schedules will not show rotations) <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>School Months (<i>Scheduling & Courses > Calendar Setup > School Months</i>)</p> <ul style="list-style-type: none"> • Add School Months dates - School Months (North Carolina) Infinite Campus <ul style="list-style-type: none"> ◦ *School Months can be added at a later time, but before the beginning of the new school year. <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Task	Completed
<p>Roll Forward the rest of the Calendar to Copy (<i>Scheduling & Courses > Calendar Setup > Calendar Wizard</i>)</p> <ul style="list-style-type: none"> ◦ Calendar Wizard Infinite Campus - Choose Copy Data into Existing Calendar ◦ Copy/Append - will not overwrite information in new calendar ◦ Select the remaining data to copy: Sections with Schedule Placement, Teacher Assignments, Room Assignments, Grading Tasks, Credits, Standards, Grade Calc Options, Categories, Course Rules, Schedule Building Constraints, Course Fees, Attendance Excuse Codes, Scheduling Teams, Section Team Assignments, Calendar Overrides, GPA Calculations. 	<input type="checkbox"/>
<p>Roll Forward Student Enrollment (<i>Student Information > General Student Administration > Enrollment Roll Forward Wizard</i>)</p> <ul style="list-style-type: none"> ◦ Enrollment Roll Forward Wizard Infinite Campus <ul style="list-style-type: none"> ◦ Do not choose 12th Grade ◦ Do not choose 5th or 8th grades (transition students can be completed separately to select the destination calendar) ◦ Select E1: Init enroll - this year as the Local Start Status ◦ Select Primary as the Source Service Type ◦ Select Main as the Source Structure ◦ General Roll Forward Logic - Enrollment Roll Forward Wizard Infinite Campus ◦ Assign Graduation Programs to use academic planning options - Graduation Program Assignment NC Department of Public Instruction 	<input type="checkbox"/>
<p>Assign/Update Tool/Calendar Rights (<i>User Management > User Groups > Calendar/Tool Rights</i>)</p> <ul style="list-style-type: none"> ◦ Scheduling Tool Rights ◦ Calendar Rights (+1 year) <ul style="list-style-type: none"> ◦ Add the future year to the + calendar user group ◦ Remove any previous years in the + calendar user group 	<input type="checkbox"/>

Part 2

Task	Completed
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Task	Completed
<p>Update Course Information (in the future year calendar only) (<i>Scheduling & Courses > Courses > Add Course</i>)</p> <ul style="list-style-type: none"> • Follow the NCDPI Course Code Master List • 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"> ◦ Be sure to be in the future school year when deleting courses. • Add new courses that will be offered for the year from the course master selection • 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"> ◦ Attach Departments to Course Masters or Courses ◦ *Check the number terms, schedules and periods of the Course ◦ Determine if the course can be requested by students in the Portal via Course Master level or Course level ◦ Determine if the course can be requested by teachers via Course Master level or Course level ◦ *Select the desired scheduling priority (if applicable) <p><i>*Note: Some course information can be viewed/updated using the Course Planner Tool.</i></p> <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>
<p>Establish Course Rules (<i>Scheduling & Courses > Courses > Course Rules</i>)</p> <ul style="list-style-type: none"> • Scheduling Rules - Course Rules Infinite Campus • Planning Rules - Course Rules Infinite Campus <p><i>*Make sure the calendar context is future year.</i></p>	<input type="checkbox"/>

Part 3 - Coming Soon

Part 4 - Coming Soon
