

# Summer Scheduling

06/12/2025 8:18 am EDT

## Summer Scheduling Checklist

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
<p>Update schedule section placements as needed. <a href="#">Sections   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/section-information-sections">https://kb.infinitecampus.com/help/section-information-sections</a>)</p> <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> (<a href="https://kb.infinitecampus.com/help/copy-section-placements">https://kb.infinitecampus.com/help/copy-section-placements</a>)</li> </ul>	<input type="checkbox"/>
<p>Update section staff history as needed. <a href="#">Staff History   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/staff-history">https://kb.infinitecampus.com/help/staff-history</a>)</p> <ul style="list-style-type: none"> <li>Include co-teachers or additional staff as necessary.</li> </ul>	<input type="checkbox"/>
<p>Add new sections as needed.</p> <ul style="list-style-type: none"> <li>Remember a primary teacher is not required to add a new section.</li> </ul>	<input type="checkbox"/>
<p>Use the Staff History report to find sections without assigned staff. <a href="#">Staff History Report   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/staff-history-report">https://kb.infinitecampus.com/help/staff-history-report</a>)</p>	<input type="checkbox"/>
<p>Use requests &amp; rosters to add multiple students to multiple sections at once. <a href="#">Requests and Rosters   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/requests-and-rosters">https://kb.infinitecampus.com/help/requests-and-rosters</a>)</p>	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
<p>Schedule individual students using walk-in scheduler. <a href="https://kb.infinitecampus.com/help/walk-in-scheduler">Walk-In Scheduler   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/walk-in-scheduler">https://kb.infinitecampus.com/help/walk-in-scheduler</a>)</p> <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"/>
<p>Search for students with gaps in their schedule. <a href="https://kb.infinitecampus.com/help/student-gap-scheduler">Student Gap Scheduler   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/student-gap-scheduler">https://kb.infinitecampus.com/help/student-gap-scheduler</a>)</p>	<input type="checkbox"/>
<p>Print student schedules. <a href="https://kb.infinitecampus.com/help/schedule-batch-report">Schedule Batch Report   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/schedule-batch-report">https://kb.infinitecampus.com/help/schedule-batch-report</a>)</p>	<input type="checkbox"/>
<p>Print a master schedule if needed. <a href="https://kb.infinitecampus.com/help/master-schedule">Master Schedule   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/master-schedule">https://kb.infinitecampus.com/help/master-schedule</a>)</p>	<input type="checkbox"/>
<p>Print rosters if needed. There are several options:</p> <ul style="list-style-type: none"> <li>• <a href="https://kb.infinitecampus.com/help/section-roster-report">Section Roster Report   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/section-roster-report">https://kb.infinitecampus.com/help/section-roster-report</a>)</li> <li>• <a href="https://kb.infinitecampus.com/help/sub-attendance-roster">Sub Attendance Roster   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/sub-attendance-roster">https://kb.infinitecampus.com/help/sub-attendance-roster</a>)</li> <li>• <a href="https://kb.infinitecampus.com/help/attendance-register">Attendance Register   Infinite Campus</a> (<a href="https://kb.infinitecampus.com/help/attendance-register">https://kb.infinitecampus.com/help/attendance-register</a>)</li> </ul>	<input type="checkbox"/>