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	☑ Completed
Update schedule section placements as needed. Sections | Infinite Campus (https://kb.infinitecampus.com/help/section-information-sections) • Added a new period setup, no problem! Use the Copy Section Placements tool to update the existing sections. Copy Section Placements | Infinite Campus (https://kb.infinitecampus.com/help/copy-section-placements))	☐
Update section staff history as needed. Staff History | Infinite Campus (https://kb.infinitecampus.com/help/staff-history) • Include co-teachers or additional staff as necessary.	☐
Add new sections as needed. • Remember a primary teacher is not required to add a new section.	☐
Use the Staff History report to find sections without assigned staff. Staff History Report | Infinite Campus (https://kb.infinitecampus.com/help/staff-history-report)	☐
Use requests & rosters to add multiple students to multiple sections at once. Requests and Rosters | Infinite Campus (https://kb.infinitecampus.com/help/requests-and-rosters)	☐

Task	☑ Completed
Schedule individual students using walk-in scheduler. Walk-In Scheduler | Infinite Campus (https://kb.infinitecampus.com/help/walk-in-scheduler) • 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.	☐
Search for students with gaps in their schedule. Student Gap Scheduler | Infinite Campus (https://kb.infinitecampus.com/help/student-gap-scheduler)	☐
Print student schedules. Schedule Batch Report | Infinite Campus (https://kb.infinitecampus.com/help/schedule-batch-report)	☐
Print a master schedule if needed. Master Schedule | Infinite Campus (https://kb.infinitecampus.com/help/master-schedule)	☐
Print rosters if needed. There are several options: • Section Roster Report | Infinite Campus (https://kb.infinitecampus.com/help/section-roster-report) • Sub Attendance Roster | Infinite Campus (https://kb.infinitecampus.com/help/sub-attendance-roster) • Attendance Register | Infinite Campus (https://kb.infinitecampus.com/help/attendance-register)	☐