

# **Current Year Scheduling**

06/12/2025 8:18 am EDT

# **Course Master Information**

Course Masters define district level elements keeping course information consistent across the district. It is important to note that the course master can be copied from the NC Course Catalog and certain fields can be updated for local needs.

See the Course Master Information | Infinite Campus (https://kb.infinitecampus.com/help/course-master-info#course-master-detail) article for more information on the workflow.

The chart below reviews some of the fields in the course master information tool and provides NC information.

# **NC Course Master Information**

Number	The course number should be from the NC Course Catalog list, but the last 3 characters can be updated for local use.
Name	Completes when course number is entered but can be updated for local needs.
State Code	Automatically populates from the NC Course Catalog.
State Code Name	Automatically populates from the NC Course Catalog.

Department- Arts Ed - CTE - ECS - ELA - Electives - ESL - Hith & PE - Math - Militry Sc - Misc - Non Clssm - OCS - Science - Soc Studies - World LangMax StudentsShould match requirements from class size maximums in accordance with G.S. 115C-3012 and Session Law 2017-9 (House Bill 13). Information on class size requirements can be found in the SASAM (https://www.dpi.ac.gov/district-speetions/financial- sections - Grade 2 & 3 - 20 individual sections - Grade 2 & 3 - 20 individual sections - Grade 3 + 12 - PSU flexibility
Max StudentsShould match requirements from class size maximums in accordance with G.S. 115C-3012 and Session Law 2017-9 (House Bill 13). Information on class size requirements can be found in the SASAM (https://www.dpi.nc.gov/districts-schools/district-operations/financial- and-business-services/student-accounting#SASAManual-1394).• Kindergarten - 21 individual sections • Grade 1 - 19 individual sections • Grade 2 & 3 - 20 individual sections • Grades 4-12 - PSU flexibilityThe number of terms one instance of the source will• Quarter/9 Weeks - 4
Quarter/9 Weeks - 4
TermsCover.• Trimester - 3Enter based on the number of the lowest term in the calendar (if quarters, enter 4)• Yearlong - 4
Schedules The number of period schedules the course will meet. If the course will meet during all period schedules enter all options.
Periods The number of periods the course will be taught in one day. If the course will be only one period long, enter 1, if the course will cover more than one period, enter that number.

Grade Level	Should match the grade level of the course number.	<ul> <li>P: PK</li> <li>X: High School Grades 9-13</li> <li>Y: Middle School Grades 6-8</li> <li>Z: Elementary School Grades I1- 5</li> </ul>
College	Should be blank or match the course number.	<ul> <li>A= Advanced Placement</li> <li>C= Community College</li> <li>D= Community College</li> <li>I= International Baccalaureate</li> <li>U= University or College</li> <li>V= Cambridge International</li> </ul>
Academic Level	Should match the 5th character of the course number.	<ul> <li>2 = Standard</li> <li>5 = Advanced (Honors, Community College, or University 100 or 200 level courses)</li> <li>6 = CTE Cooperative Education</li> <li>7 = Advanced (AP or University 300 level or higher courses)</li> <li>8 = Advanced (IB or CIE courses)</li> <li>9 = No academic level</li> <li>A = Extended Content Standards</li> <li>B = Occupational Course of Study</li> <li>W = CTE Workforce Continuing Education</li> </ul>
GPA Weight	Equivalent to the potential credit of the course. The GF from the score provided to calculate the GPA. If the co leave the field blank.	PA weight is multiplied by the GPA Value ourse does not contribute to the GPA,
Bonus Points	NOT USED in NC	
Transcript	Check for courses that will post to the transcript.	

Required	Check for courses required for NC Graduation requirements. Graduation requirements can be found at High School Graduation Requirements   NC DPI (https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements)
Туре	NOT USED in NC
Activity	Check for courses use to track activities. Note the course number must also be a zero-credit course number
Allow Student Requests	Used for scheduling and academic planning. This can be updated this when preparing for future year scheduling.
Allow Teacher Requests/Recommendations	Used for scheduling and academic planning. This can be updated this when preparing for future year scheduling.
Hide Standards on Portal	Check if standards should be hidden on parent and student portal.
Repeatable	Used for academic planning to allow students to repeat the same course more than once.
Attendance	Check to allow teachers to take attendance for the course. Can be checked even if the school uses daily attendance.
Positive Attendance	NOT USED in NC
UNC Minimum Requirements	Check if the course counts part of UNC requirements.
Expected Hours	NOT USED in NC
Post Secondary Institution	Select the corresponding post-secondary institution for courses that are community college, college or university courses
Instructional Provider	Select the corresponding instructional provider
How Taken	Select the corresponding how taken type
Delivery Mode	Select the corresponding delivery mode

# **Scheduling Resource Students**

This article details the processes to set up sections based on the method in which a student receives additional help (Resource) with one or more of their core classes: Inclusion (section shared by lead and resource teachers) or Pull-Out (separate sections for lead and resource teachers).

# **Inclusion (Shared Sections)**

These students remain in the regular class and the Resource teacher comes into the class to assist with these students during regular instruction.

In this instance, the students are scheduled into the Primary teacher's class section and the Resource teacher is added to the section as a Teacher or Staff. This indicates the regular classroom teacher is the official teacher-of-record, while the Resource teacher is also in the class assisting some students during instruction. Assigning the Resource teacher as Teacher will give the teacher access to gradebook and attendance.

### Create a Section Shared by the Primary and Resource Teacher:

#### Navigation: Menu > Scheduling & Courses > Courses > Course Sections

**Select a Course:** If a course is not selected, click Open Course Search tool to search by the course name or number. Search for the course using advanced searches or Ad Hoc Filters as needed. Select the course name to open the Course Sections tool. If a course was already selected, the Course Sections tool will open automatically.



1. Select Add a Section at the bottom of the course section list.

Co.	Course Sections ☆ 10532Z0 ELA Grade 3									
	Sectio	n Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access	Seating Charts
Edit	4	Cobb, S	201	Q1- Q4	Regular School A- Regular School C	CRS	(0/0)		Grade Book	Seating Charts
Edit	5	Cobb, S	COMPASS	Q1- Q4	Regular School A- Regular School C	CRS	(0/10)		Grade Book	Seating Charts
Edit	31	Norwood J	306	Q1- Q4	Regular School A- Regular School C	CRS	(18/30)		Grade Book	Seating Charts
Edit	32	Morrison, R	304	Q1- Q4	Regular School A- Regular School C	CRS	(19/30)		Grade Book	Seating Charts
Edit	33	HARKEY, V	302	Q1- Q4	Regular School A- Regular School C	CRS	(19/30)		Grade Book	Seating Charts

- 2. Enter the section number. Standard class sections should have a maximum of a three-digit section number.
- 3. Complete other fields as needed. i.e. Max Students, Room, Skinny seq, Homeroom.
- 4. If the term type override, post secondary institution, instructional provider, how taken, or delivery mode are different than the course default, update the fields as necessary.
- 5. Select the correct section schedule placement.

6. Click Create Section.

Section In	form	ation	☆									
10532Z0-31	ELA G	rade 3	Teach	er: GLO	VER, K							
Save 9	S Dele	te										
Section Editor SectionID 624 'Section Number 31 Max Students 30 (0)				Teache GLOVI Lunch Custor 1	r Display I ER, K Count M n Count ( 2	Name /lilk Count Custom Co	Adult	Count				
Room 315 V Hide Standards ( Online Learning V () Primary Teach GLOVER, Kirste Term Type Over	Dn Portal (Override) er in ide			Skinny 32 Advisor	Seq Li J J Y E	unch xternal LM	Ho IS Exclude	meroom   e				
YL: Year Long Post Secondary Select a Value How Taken (01) 01: Regular Day	Institution	0	- Mo	▼ dified by:	Delivery 02: Cla Cobb, SA	onal Provi Mode (02 Issroom MANTHA	der () ?) 08/29/202	✓ 4 18:12				
Section Schedu	Section Schedule Placement Quarters											
		Q1 🗖			Q2 🗖			Q3 🗖			Q4 🗖	
	Regular School	Regular School B	Regular School C	Regular School	Regular School B	Regular School C	Regular School	Regular School B	Regular School C	Regular School	Regular School B	Regular School
Period ATT												
Period CRS												

- 7. Use related tools to navigate to Section Staff History.
- 8. Click on New Primary Teacher.
- 9. Select the Primary teacher from the name dropdown.
- 10. Click **Save** to assign the Primary Teacher.
- 11. Click New Teacher or New Section Staff based on the access the Resource teacher should have for the section.
- 12. Select the Resource teacher from the name dropdown.
- 13. Click Save to assign the Teacher or Section Staff.

Section Staff History 🌣	
10532Z0-31 ELA Grade 3 Teacher: GLOVER, K	
O         New Primary Teacher         O         New Teacher         O         New Section Staff	
Staff History           Name         Assignment Start   Assignment End   Access Start   Access End   District Assignment	Role
Primary Teacher GLOVER, Kirsten	A
Teacher CRAFT, CARRIE	

# Pull-Out (Separate Sections)

These students receive some of their instruction from the regular classroom teacher while receiving additional instruction from the Resource teacher. In this case, both teachers are responsible for the instruction and grades of the student(s). The student(s) will need to be scheduled into a separate section of the same course for the regular classroom teacher with the Resource teacher added as an additional Teacher. In this case, the regular teacher will have two sections for the same class - one section for students who are not pulled out and a second section for the students who are pulled out. The second section is scheduled for the same period as the first section.

The section number for the second section must begin with 1 in the thousandths place and match the standard section number.

Example Section Numbers:

- Standard class section: Section Number =  $1 \rightarrow$  Pull-out section: Section Number = 1001
- Standard class section: Section Number = 31 → Pull-out section: Section Number = 1031
- Standard class section: Section Number = 347 → Pull-out section: Section Number = 1347

By scheduling this way, both the regular classroom teacher and the resource teacher have access to the gradebook to enter assignments and grades since both are responsible for the instruction and grade of the student(s) being pulled out. While both teachers are responsible for the students the percentage of responsibility is not always a 50-50 split. Teachers can easily adjust their percentages in the Educator Value Added Assessment System (EVAAS) for these students without having to manually build their class rosters.

### **Create Separate Sections for the Primary and Resource Teachers:**

#### Navigation: Menu > Scheduling & Courses > Courses > Course Sections

**Select a Course:** If a course is not selected, click Open Course Search tool to search by the course name or number. Search for the course using advanced searches or Ad Hoc Filters as needed. Select the course name to open the Course Sections tool. If a course was already selected, the Course Sections tool will open automatically.



### **Create Standard Section**

1. Select Add a Section at the bottom of the course section list.

Cou 1053	urse B2Z0	e Secti ELA Gr	ons 습 ade 3	7						
	Sectio	n Teacher	Room	Term	n Schedule	Period	Seats Taken	Scheduling Group	Guest Access	Seating Charts
Edit	4	Cobb, S	201	Q1- Q4	Regular School A- Regular School C	CRS	(0/0)		Grade Book	Seating Charts
Edit	5	Cobb, S	COMPASS	Q1- Q4	Regular School A- Regular School C	CRS	(0/10)		Grade Book	Seating Charts
Edit	31	Norwood, J	306	Q1- Q4	Regular School A- Regular School C	CRS	(18/30)		Grade Book	Seating Charts
Edit	32	Morrison, R	304	Q1- Q4	Regular School A- Regular School C	CRS	(19/30)		Grade Book	Seating Charts
Edit	33	HARKEY, V	302	Q1- Q4	Regular School A- Regular School C	CRS	(19/30)		Grade Book	Seating Charts

- 2. Enter the section number. Standard class sections should have a maximum three-digit section number.
- 3. Complete other fields as needed i.e. Max Students, Room, Skinny seq, Homeroom.
- 4. If the term type override, post secondary institution, instructional provider, how taken, or delivery mode are different than the course default, update the fields as necessary.
- 5. Select the correct section schedule placement.

#### 6. Click Create Section.

Section In	form	ation	☆								
10532Z0-31	ELA G	rade 3	Teach	er: GLO	VER, K						
Save (	× Dele	te			,						
Section Editor SectionID 624 *Section Number 31 Max Students 30 (0)				Teache GLOVI Lunch Custor 1	r Display I ER, K Count M n Count C 2	Name Allk Count	Adult	Count			
Room 315 V Hide Standards C Online Learning ( V) Primary Teache	On Portal (Override)			Skinny 32 Advisor	Seq Lu J C y E	xternal LM	Ho S Exclude	meroom ) e			
GLOVER, Kirste Term Type Overri	en ide										
YL: Year Long Post Secondary I Select a Value How Taken (01) 01: Regular Day	school	0	- Mo	▼ dified by:	Delivery 02: Cla Cobb, SA	onal Provi Mode (02 Issroom MANTHA	ider () 2) 08/29/202	✓ 4 18:12			
Section Schedu	le Placem	nent Q1 🗖			Q2 🗖	Qua	rters	Q3 🗖			Q4 🗖
	Regular School	Regular School B	Regular School C	Regular School	Regular School B	Regular School C	Regular School A	Regular School B	Regular School C	Regular School	Regula Schoo B
Period ATT											
Desired ODO				12			<b>F</b>				

- 7. Use related tools to navigate to Section Staff History.
- 8. Select New Primary Teacher.
- 9. Select the Primary teacher from the name dropdown.
- 10. Click **Save** to assign the Primary Teacher.

Section Staff History 🏠 10532Z0-31 ELA Grade 3 Teacher: GLOVER, K	
↔         New Primary Teacher         ↔         New Section Staff	
Staff History           Name         Assignment Start   Assignment End   Access Start   Access End   District Assignment         Role           Primary Teacher         GLOVER, Kirsten         Role	

### **Create Pull-Out Section**

- 1. Navigate to Course Sections.
- 2. Select Add a Section at the bottom of the course section list.
- The pull-out section number should be prefixed with a 1 in the thousandths place to create a four-digit pull-out section number. All pull-out section numbers must be four digits. Ex: Standard section: Section Number = 31 → Pull-out section: Section Number = 1031
- 4. Complete other fields as needed. i.e. Max Students, Room, Skinny seq, Homeroom.
- 5. If the term type override, post secondary institution, instructional provider, how taken, or delivery mode are different than the course default, update the fields as necessary.
- 6. Select the same section schedule placement as the standard section previously created.
- 7. Click Create Section.

0	¢											
Section In	form	ation	۲Ţ									
10532Z0-10	31 ELA	Grade	3 Tea	cher:								
Save (	8 Dele	te										
Section Elifor       Section Elifor       Section Display Name       Image: Stadents       Image: Im												
Post Secondary I	Institution	<b>v</b>			Instructi	onal Provi	der ()					
Select a Value				Ŧ				~				
How Taken (01)		v	•	Modified I	Delivery	Mode (02 Marissa (	) )3/03/202:	► 5 06:54				
Section Schedu	le Placem	nent				Qua	rters					
		Q1 -			Q2			Q3 🗖			Q4 🗖	
	Regular School	Regular School	Regular School	Regular School	Regular School	Regular School	Regular School	Regular School	Regular School	Regular School	Regular School	Regu
	A	в	с	A	в	с	A	в	С	A	в	С
Period ATT												
Period CRS												

- 8. Use related tools to navigate to Section Staff History.
- 9. Select New Primary Teacher
- 10. Select the Primary teacher from the name dropdown.
- 11. Click **Save** to assign the Primary Teacher.
- 12. Click New Teacher or New Section Staff based on the access the Resource teacher should have for the section.
- 13. Select the Resource teacher from the name dropdown.
- 14. Click Save to assign the Teacher or Section Staff.



Once all sections are created, roster all students into the appropriate section. Students must be rostered into only one section of the same course code.

# **Term Type Setup**

Infinite Campus is adding a new field in Course Information and Section Information to assist with extracts identifying when a section is happening. The field is *Term Type Override* and must be completed on each course, with any exceptions to the default set at the section level.

### **Course Information**

The term type can be set in the course information tool and will show in all sections. The steps below will provide guidance on updating the term types at the course.

#### Navigation: Menu > Scheduling & Courses > Courses > Course Information



**Select a Course:** If a course is not selected, click Open Course Search tool to search by the course name or course number. Search for courses using advanced searches or Ad Hoc Filters as needed. Click the course name to open the course information tool. If a course was already selected, the course information tool will open automatically for that course when you follow the navigation above.



- Select the appropriate **Term Type Override** from the dropdown that aligns with the term length used for the majority of sections (e.g., Semester 1, Semester 2, Yearlong). Ex: If most sections are Semester 1, choose this option and then update any remaining sections to the correct term length.
- Click Save to update the course information and populate the term type fields on the section information screen.

Course Information ☆			
1033220 ELA GIdue 3			
🕒 Save 🛛 🗴 Delete 🗠 Pus	h To Sections		
Course Information  CourseID 31859		Course Master Linked - 10532Z0 ELA 0	Grade 3
*Number 10532Z0	*Name ELA Grade 3	Standards-based Active	External LMS Exclude
State Code 1053220 Schedule Load Priority	Subject Type	Department Terms Schedules Periods Section 4 0 1 0 Section Template Group	ns to Build Preferred Room Type
Grade Level Z: Elementary School Grades I1 - 5 - GPA Weight 0 Type	College Bonus Points Advis	Academic Level	Required
Responsive	Activity	×	
Homeroom Allow student requests	Allow teacher requests/recommendations	Hide Standards On Portal Repeata	ble Attendance Positive Attendance
Online Learning			
YL: Year Long Votes Secondary Institution	¥	Instructional Provider	
How Taken           01: Regular Day School           Comments		02: Classroom	

### **Section Information**

Navigation: Menu > Scheduling & Courses > Courses > Section Information



**Select a Section:** If a section is not selected, click Open Section Search tool to search by the course name or number. Search for sections using advanced searches or Ad Hoc Filters as needed. Click the + to expand the section list. Click on the section to open the section information tool. If a section was already selected, the section information tool will open automatically for that section when you follow the navigation above.



- Select the appropriate **Term Type Override** from the dropdown that aligns with the term length used for the majority of sections (e.g., Semester 1, Semester 2, Yearlong). Ex: If that section is Semester 1, choose this option and then update any remaining sections to the correct term length.
- Click **Save** to update the section information.

Section Information ☆														
10222X01-1 English II Teacher:														
Save S Delete														
Section Editor Section10 8169 *Secton Number 1 Max Students 32 (0) Room 543 V Hide Standards On Portal Online Learning (Override) V (0)	Teacher Display	Name Milk Count Adti Custom Count Cus Zustom Count Cus Homeroor Homeroor	ult Count stom Count n de											
Primary Teacher Term Type Override SMI1 Semester 1  Post Secondary Institution () Select a Value How Takkon () O1 Reputer Day School  Legacy Section Number 1	Instruct Deliver 02: Cli - Modified by:	tional Provider () y Mode () assroom Unknown 06/25/20	<b>2</b> 4 15:46											
Section Schedule Placement			Q2 🗖	Qua	rters	C	Q3 🗖					Q4 🗖		
Regular Regular Regular R School School School S	gular Regular i chool School	Regular Regular School School	Regular Re School Sc	gular Regular thool School	Regular I School	Regular R School S	Regular I School	Regular School	Regular School	Regular School	Regular School	Regular School	Regular School	Regular School
		A B		E E	A	8				A	в	C		
Period 1														
						0	0			0			and the second s	

NCSIS Knowledgebase | Article: Current Year Scheduling | Last Updated: 06/12/2025 8:18 am EDT