

Future Year Scheduling

04/22/2026 9:01 am EDT

Scheduling Workflow for Building

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

Part 1

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

| Task | Completed |
|---|--------------------------|
| <p>Assign/Update District Assignments</p> <ul style="list-style-type: none"> ◦ Create future year District Assignments for teachers that are moving schools (<i>Census > Staff > District Assignments</i>) <ul style="list-style-type: none"> ◦ District Assignments Infinite Campus (https://kb.infinitecampus.com/help/district-assignments) ◦ Assign teachers to Departments (<i>Census > Staff > District Assignments</i>) <ul style="list-style-type: none"> ◦ Make sure the department is added to the correct school and assignment | <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 (https://kb.infinitecampus.com/help/tool-rights-scheduling) ◦ 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 |
|--|--------------------------|
| <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 (https://docs.google.com/spreadsheets/d/1kPfuckZeFMqckAKRKHdkM-RdGKEg6rrrTPHOpmTPZQI/edit?gid=0#gid=0) 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 (Allow student requests) Determine if the course can be requested by teachers via Course Master level or Course level (Allow teacher requests/recommendations) *Select the desired scheduling priority (if applicable) 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. <p><i>*Note: Some course information can be viewed/updated using the Course Planner Tool (https://kb.infinitecampus.com/help/course-planner-course-planner).</i></p> <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Establish Course Rules (http://kb.infinitecampus.com/help/course-rules) (<i>Scheduling & Courses > Courses > Course Rules</i>)</p> <ul style="list-style-type: none"> Scheduling Rules (used with building and loading) - Course Rules Infinite Campus (https://kb.infinitecampus.com/help/course-rules#scheduling-rules) Planning Rules (used with course plans) - Course Rules Infinite Campus (https://kb.infinitecampus.com/help/course-rules#planning-rules) <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Establish Student Constraints (<i>Scheduling & Courses > Build Schedules > Student Constraints Setup</i>)</p> <ul style="list-style-type: none"> Student Constraints Infinite Campus (https://kb.infinitecampus.com/help/student-constraints) Set strict or not strict constraints between students <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |

Part 3

| Task | Completed |
|---|--------------------------|
| <p>Add Course Requests</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>Course Plan (<i>Student Information > Academic Planning > 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"> • All students must have a Graduation Program to use the course plan. Follow the instructions in the Graduation Program Assignment (<i>Student Information > Academic Planning > Programs</i>) <ul style="list-style-type: none"> ◦ Run the Academic Plan Status Report Infinite Campus (<i>Student Information > Program Administration > Academic Plan Status Report</i>) • Portal Display Options enabled for academic plan for students to add planned courses (<i>System Settings > Portal Preferences > Portal Display Options</i>) <ul style="list-style-type: none"> ◦ Portal Display Options Infinite Campus (<i>System Settings > Portal Preferences > Portal Display Options</i>) • Teacher Recommendations (if using) <ul style="list-style-type: none"> ◦ Student Course Recommendations (Instruction) Infinite Campus (<i>Student Information > Program Administration > Teacher Recommendations</i>) • Student or Admin add planned courses to the course plan. (<i>Student Information > Academic Planning > Course Plan</i>) <ul style="list-style-type: none"> ◦ Course Plan (Academic Planning) Infinite Campus (<i>Student Information > Academic Planning > Course Plan</i>) • Lock Course Plans once courses have been updated. (<i>Student Information > Program Administration > Course Plan Administration</i>) <ul style="list-style-type: none"> ◦ Course Plan Administration Infinite Campus (<i>Student Information > Program Administration > Course Plan Administration</i>) • Run reports to review course plans prior to creating requests from the planned courses <ul style="list-style-type: none"> ◦ Calculate On-Track Status with the updated course plans. (<i>Student Information > Program Administration > Course Plan Administration</i>) <ul style="list-style-type: none"> ▪ Course Plan Administration Infinite Campus (<i>Student Information > Program Administration > Course Plan Administration</i>) ▪ This process is taxing on the system and should be run after normal operating hours. ◦ Run the Academic Plan Status Report Infinite Campus (<i>Student Information > Program Administration > Academic Plan Status Report</i>) to see if the updated planned courses meet the requirements for the graduation program. | <input type="checkbox"/> |

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

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

Part 4

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

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

| Task | Completed |
|---|--------------------------|
| <p>Build the Schedule (<i>Scheduling & Courses > Scheduling > 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"> • Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#build) • Use the build settings to set build defaults • Build by Department, Course or run a Full build. • Use the board view settings for highlights to see possible issues. • Unbuild by department, course or full unbuild to restart the build process. • Lock departments, courses, or sections to keep those in place. • Drag and drop to move sections. • Make changes as needed in staff and course planner. • Run reports to check the build. <ul style="list-style-type: none"> ◦ Master Schedule Report (Scheduling & Courses > Reports > Master Schedule Report) ◦ Teacher Schedule Batch Report (Scheduling & Courses > Reports > Teacher Schedule Batch Report) ◦ Room Usage Report (Scheduling & Courses > Reports > Room Usage Report) <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Load Students (<i>Scheduling & Courses > Scheduling > 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"> • Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#load-all-courses) • Set Load Settings - Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#load-settings-side-panel) • After the schedule has been built, load by department, course, or run a full load. • Unload by department, course or run a full unload. • Lock rosters by department, course, section, or grade level to keep students in the section. <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |

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

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

Scheduling Workflow Copied Schedule

The following information includes a workflow to assist users on making minor changes to an existing schedule.

NCDPI is still updating options in this article, and it is not recommended to print the article at this time.

Part 1

| Task | Completed |
|--|--------------------------|
| <p>Complete Future Year Setup</p> <ul style="list-style-type: none"> • Create Future Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-year) | <input type="checkbox"/> |
| <p>Complete New Calendar Setup</p> <ul style="list-style-type: none"> • Create Future Calendars - Single Phase Process (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-calendars-single-phase-process) | <input type="checkbox"/> |
| <p>Create Future Enrollments</p> <ul style="list-style-type: none"> ◦ Create Future Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments) | <input type="checkbox"/> |

| Task | Completed |
|---|--------------------------|
| <p>Assign/Update District Assignments</p> <ul style="list-style-type: none"> ◦ Create future year District Assignments for teachers that are moving schools (<i>Census > Staff > District Assignments</i>) <ul style="list-style-type: none"> ◦ District Assignments Infinite Campus (https://kb.infinitecampus.com/help/district-assignments) ◦ Assign teachers to Departments (<i>Census > Staff > District Assignments</i>) <ul style="list-style-type: none"> ◦ Make sure the department is added to the correct school and assignment | <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 (https://kb.infinitecampus.com/help/tool-rights-scheduling) ◦ 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 |
|---|--------------------------|
| <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 (https://docs.google.com/spreadsheets/d/1kPfuckZeFMqckAKRKHdkM-RdGKEg6rrrTPHOpmTPZQI/edit?gid=0#gid=0) • 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 (Allow student requests) ◦ Determine if the course can be requested by teachers via Course Master level or Course level (Allow teacher requests/recommendations) ◦ *Select the desired scheduling priority (if applicable) ◦ 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. <p><i>*Note: Some course information can be viewed/updated using the Course Planner Tool (https://kb.infinitecampus.com/help/course-planner-course-planner).</i></p> <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Establish Course Rules (http://kb.infinitecampus.com/help/course-rules) (<i>Scheduling & Courses > Courses > Course Rules</i>)</p> <ul style="list-style-type: none"> • If you are only changing existing schedules and not using course plans, this step can be skipped. • Scheduling Rules (used with building and loading) - Course Rules Infinite Campus (https://kb.infinitecampus.com/help/course-rules#scheduling-rules) • Planning Rules (used with course plans) - Course Rules Infinite Campus (https://kb.infinitecampus.com/help/course-rules#planning-rules) <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Establish Student Constraints (<i>Scheduling & Courses > Build Schedules > Student Constraints Setup</i>)</p> <ul style="list-style-type: none"> • Student Constraints Infinite Campus (https://kb.infinitecampus.com/help/student-constraints) • Set strict or not strict constraints between students <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |

Part 3

| Task | Completed |
|--|--------------------------|
| <p>Add Course Requests</p> <p>This is optional and can be used if using Teams in the scheduling process.</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>Requests & Rosters (<i>Scheduling & Courses > Scheduling > Requests & Rosters</i>)</p> <ul style="list-style-type: none"> • Requests and Rosters Infinite Campus (https://kb.infinitecampus.com/help/requests-and-rosters) • Use this tool to add requests to students in mass. • *Reminder: Check the "Include Inactive Students" checkbox to work with students in the future year. <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Walk-in Scheduler (<i>Student Information > General > Schedule</i>)</p> <ul style="list-style-type: none"> • Walk-In Scheduler Infinite Campus (https://kb.infinitecampus.com/help/walk-in-scheduler#Walk-InScheduler-AddRequests) • Add requests to individual students <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |

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

Part 4

| Task | Completed |
|---|--------------------------|
| <p>Scheduling Board (<i>Scheduling & Courses > Scheduling > Scheduling Board</i>)</p> <p>The scheduling board can be used to easily move sections as needed. Sections can also be updated manually in course/sections.</p> <ul style="list-style-type: none"> • Copy trials to maintain previous schedules <ul style="list-style-type: none"> ◦ Scheduling Board Trials Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-trials-new) • Set Scheduling Board Options <ul style="list-style-type: none"> ◦ Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#settings) • Set Scheduling Board build settings (max periods, max courses) <ul style="list-style-type: none"> ◦ Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#build-settings-side-panel) <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |

| Task | Completed |
|--|--------------------------|
| <p>Staff Planner (<i>Scheduling & Courses > Scheduling > Staff Planner</i>)</p> <p>If you are only adjusting the current existing schedule, this step may be skipped.</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"> • Staff Planner Infinite Campus (https://kb.infinitecampus.com/help/staff-planner-staff-planner) • Add teacher course assignments • Assign rooms to teachers • Assign teams to teachers • Add Teacher constraints • Update individual teachers' max periods, max courses, etc. if different from the default <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Course Planner (<i>Scheduling & Courses > Scheduling > Course Planner</i>)</p> <p>Use this tool to update individual courses or in mass. If sections are only be adjusted in an existing schedule, this step can be skipped.</p> <ul style="list-style-type: none"> • Course Planner Infinite Campus (https://kb.infinitecampus.com/help/course-planner-course-planner) • Set sections to build, max students, load priority • Set number of sections to build per teacher • Set Placement restrictions • Set Scheduling Rules <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Adjust the Schedule (<i>Scheduling & Courses > Scheduling > 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.</p> <ul style="list-style-type: none"> • Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#build) • Use the board view settings for highlights to see possible issues. • Drag and drop to move sections. • Make changes as needed in staff and course planner. • Run reports to check the build. <ul style="list-style-type: none"> ◦ Master Schedule Report (Scheduling & Courses > Reports > Master Schedule Report) ◦ Teacher Schedule Batch Report (Scheduling & Courses > Reports > Teacher Schedule Batch Report) ◦ Room Usage Report (Scheduling & Courses > Reports > Room Usage Report) <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |

| Task | Completed |
|--|--------------------------|
| <p>Load Students (<i>Scheduling & Courses > Scheduling > Scheduling Board</i>)</p> <p>Course requests must be added to student's records before using the load tool. If course requests were not used, this step can be skipped. Students can be added using Requests & Rosters.</p> <ul style="list-style-type: none"> • Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#load-all-courses) • Set Load Settings - Scheduling Board Infinite Campus (https://kb.infinitecampus.com/help/scheduling-board-new#load-settings-side-panel) • Load by department, course, or run a full load. • Unload by department, course or run a full unload. • Lock rosters by department, course, section, or grade level to keep students in the section. <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Run Reports (<i>Scheduling & Courses > Reports</i>)</p> <p>Use the reports below to see the load results for students' requests. If requests were not used, this step can be skipped.</p> <ul style="list-style-type: none"> • Schedule Units Report Infinite Campus (https://kb.infinitecampus.com/help/schedule-units-report) <ul style="list-style-type: none"> ◦ Use this report to find under requested students. • Requests Satisfied Infinite Campus (https://kb.infinitecampus.com/help/requests-satisfied) <ul style="list-style-type: none"> ◦ Use this report to see how many requests there are per course. • Request Conflicts Report Infinite Campus (https://kb.infinitecampus.com/help/request-conflicts) <ul style="list-style-type: none"> ◦ Use this report to see a list of possible conflicts with requests. • Request Batch Report Infinite Campus (https://kb.infinitecampus.com/help/request-batch) <ul style="list-style-type: none"> ◦ This will print requests by students as one page per student. <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |

| Task | Completed |
|---|--------------------------|
| <p>Other Helpful Reports (<i>Scheduling & Courses > Reports</i>)</p> <ul style="list-style-type: none"> • Staff History Report Infinite Campus (https://kb.infinitecampus.com/help/staff-history-report) <ul style="list-style-type: none"> ◦ Determine if any sections are without a primary teacher. • Seat Count Report Infinite Campus (https://kb.infinitecampus.com/help/seat-count) <ul style="list-style-type: none"> ◦ See the number of students per period. • Section Roster Report Infinite Campus (https://kb.infinitecampus.com/help/section-roster-report) <ul style="list-style-type: none"> ◦ See rosters for teachers as needed. • Schedule Batch Report Infinite Campus (https://kb.infinitecampus.com/help/schedule-batch-report) <ul style="list-style-type: none"> ◦ See individual student schedules. • Teacher Schedule Batch Report Infinite Campus (https://kb.infinitecampus.com/help/teacher-schedule-batch-report) <ul style="list-style-type: none"> ◦ See individual teacher schedules. <p><i>*Make sure the calendar context is future year.</i></p> | <input type="checkbox"/> |
| <p>Lock Scheduling Board (<i>Scheduling & Courses > Scheduling > Scheduling Board</i>)</p> <ul style="list-style-type: none"> • The active trial is the visible schedule. • Lock the final trial. When the future year becomes the active year, the active trial will automatically lock. <ul style="list-style-type: none"> ◦ Users with tool rights can unlock the trial, but it will lock back once saved. • Remove tool rights to the scheduling board when scheduling should be adjusted using course/sections and student's schedules. | <input type="checkbox"/> |
| <p>Fill Student Gaps</p> <p>Run Reports to identify gaps and/or issues</p> <ul style="list-style-type: none"> • Student Gap Scheduler (<i>Scheduling & Courses > Load Schedules > Student Gap Scheduler</i>) <ul style="list-style-type: none"> ◦ Student Gap Scheduler Infinite Campus (https://kb.infinitecampus.com/help/student-gap-scheduler) • Schedule Gap Filler (<i>Scheduling & Courses > Load Schedules > Schedule Gap Filler</i>) <ul style="list-style-type: none"> ◦ Schedule Gap Filler Infinite Campus (https://kb.infinitecampus.com/help/schedule-gap-filler) • Requests Satisfied Report (<i>Scheduling & Courses > Reports > Requests Satisfied Report</i>) <ul style="list-style-type: none"> ◦ Requests Satisfied Report Infinite Campus (https://kb.infinitecampus.com/help/requests-satisfied) • Seat Count Report (<i>Scheduling & Courses > Reports > Student > Seat Count Report</i>) <ul style="list-style-type: none"> ◦ Seat Count Report Infinite Campus (https://kb.infinitecampus.com/help/seat-count) • Manually add alternates using the Walk in Scheduler | <input type="checkbox"/> |

Disabled Course Codes

NCDPI has collaborated with Infinite Campus to incorporate Historical Disabled Course Codes into NCSIS. When a course is disabled, it will have an end date added in the Course Management tool and be added to the NC State Disabled Course Catalog. The information below provides information on where to find the disabled course information. Filters have been provided by NCDPI to help PSUs determine if any disabled courses exist or have sections in the year the course will no longer be available.

Course Management

An end year has been added to each code that is no longer available for use. The end year for the course codes can be found in Course Management.

Scheduling & Courses > Courses > Course Management

- The End Year displays the year the course was disabled.
- Use the Search options at the top of the list to search for specific courses.

| State Code - Name | Status | Published info | Start Year | End Year | |
|--------------------------------------|----------|--|------------|----------|------|
| Start Year: 2025 | | | | | |
| 11002Y3 - French Continuing 3 years | INACTIVE | Published: 12/4/2025 10:19 AM by Cameron Lanning | | 2025 | View |
| 11002Z3 - French 3 years of study | INACTIVE | Published: 12/4/2025 10:18 AM by Cameron Lanning | | 2025 | View |
| 11002Z4 - French 4 years of study | INACTIVE | Published: 12/4/2025 10:19 AM by Cameron Lanning | | 2025 | View |
| 11002Z5 - French 5 years of study | INACTIVE | Published: 12/4/2025 10:19 AM by Cameron Lanning | | 2025 | View |
| 11002Z6 - French 6 years of study | INACTIVE | Published: 12/4/2025 10:19 AM by Cameron Lanning | | 2025 | View |
| 11202Y3 - Chinese Continuing 3 years | INACTIVE | Published: 12/4/2025 7:31 PM by Cameron Lanning | | 2025 | View |
| 11202Z3 - Chinese 3 years of study | INACTIVE | Published: 12/4/2025 7:31 PM by Cameron Lanning | | 2025 | View |
| 11202Z4 - Chinese 4 years of study | INACTIVE | Published: 12/4/2025 7:31 PM by Cameron Lanning | | 2025 | View |
| 11202Z5 - Chinese 5 years of study | INACTIVE | Published: 12/4/2025 7:31 PM by Cameron Lanning | | 2025 | View |
| 11202Z6 - Chinese 6 years of study | INACTIVE | Published: 12/4/2025 7:31 PM by Cameron Lanning | | 2025 | View |
| 11402Y3 - Spanish Continuing 3 years | INACTIVE | Published: 12/18/2025 4:26 PM by Cameron Lanning | | 2025 | View |
| 11402Z3 - Spanish 3 years of study | INACTIVE | Published: 12/18/2025 4:26 PM by Cameron Lanning | | 2025 | View |
| 11402Z4 - Spanish 4 years of study | INACTIVE | Published: 12/18/2025 4:24 PM by Cameron Lanning | | 2025 | View |

Course Masters

Any course master connected to a disabled state course code was moved from the NC Course Catalog to the NC State Disabled Course Catalog. Course Masters for historical disabled course codes were also created and added to the NC State Disabled Course Catalog. This catalog is for NCDPI use only - PSUs should not modify the state disabled course catalog.

Grading & Standards > Grading & Standards Administration > Course Catalogs.

Course Catalogs ☆

+ New Course Catalog + New Course Master

Course Catalogs

- NC Course Catalog
- NC State Disabled Course Catalog

This update allows staff with Transcript tool rights to add grades with disabled course codes as needed for transfer students. This also allows the ability to update/correct active students' transcript records listed with disabled course codes.

Adding Disabled Transcript Grades

Student Information > General > Transcripts

When adding a new grade with a disabled course number, **do not** uncheck the Auto-fill box. Leaving the box checked ensures the correct data is placed in the appropriate fields for the state code, state code name, and GPA Weight. The Course Number dropdown will indicate that the course is in the NC State Disabled Course Catalog. Other fields must be completed manually. Course names have been shortened to 30 characters to meet IC's character limit.

Course Information

Auto-fill Course Fields Based on Course Number Selection ⓘ

State Code: TL492X0

State Code Name: Prncpls of Aviation Aerospace

Course Number*: TL492X0

Course Name: Prncpls of Aviation Aerospace

03/07/2025

Disabled Course Code Filters

NCDPI has provided filters to identify courses that have been disabled but exist in the year the course has been ended. If course section placements were copied to the future year in the calendar roll forward process, the sections will need to be deleted prior to deleting the course code in the future year.

Course codes that have been disabled must be deleted from the course/section list in the first year the course code is no longer available. Use the filters below to identify the disabled course codes.

Disabled Courses: Sections Exist in Calendar

This filter will return disabled course codes in the context selected that have existing sections.

Reporting > Ad Hoc Reporting > Filter Designer

1. Select the future year in the context. This filter can be used for All Schools or by individual calendars.
2. Expand the State Published folder.
3. Select the curriculum Disabled Courses: Sections Exist filter.

4. Select Test or Export to see the courses that are active in the future year.

The report will show disabled courses with sections, and which calendar the section is associated with. Use the Export to Excel or Export to PDF to export the data into a file.

Disabled Courses: Sections Exist in Calendar Total Records: 5 [Simple HTML table](#)

[Export to Excel](#) [Export to PDF](#)

| Calendar Name | Disabled Course Code | Disabled Course Name | Section Number | Course Catalog Name | Course End Year |
|----------------------------------|----------------------|----------------------|----------------|----------------------------------|-----------------|
| Calendar Name: 25-26 High School | | | | | |
| Disabled Course Code: 9210AX0 | | | | | |
| 25-26 High School | 9210AX0 | ENGLISH I | 1 | NC State Disabled Course Catalog | 2025 |
| Disabled Course Code: 9211AX0 | | | | | |
| 25-26 High School | 9211AX0 | ENGLISH II | 1 | NC State Disabled Course Catalog | 2025 |

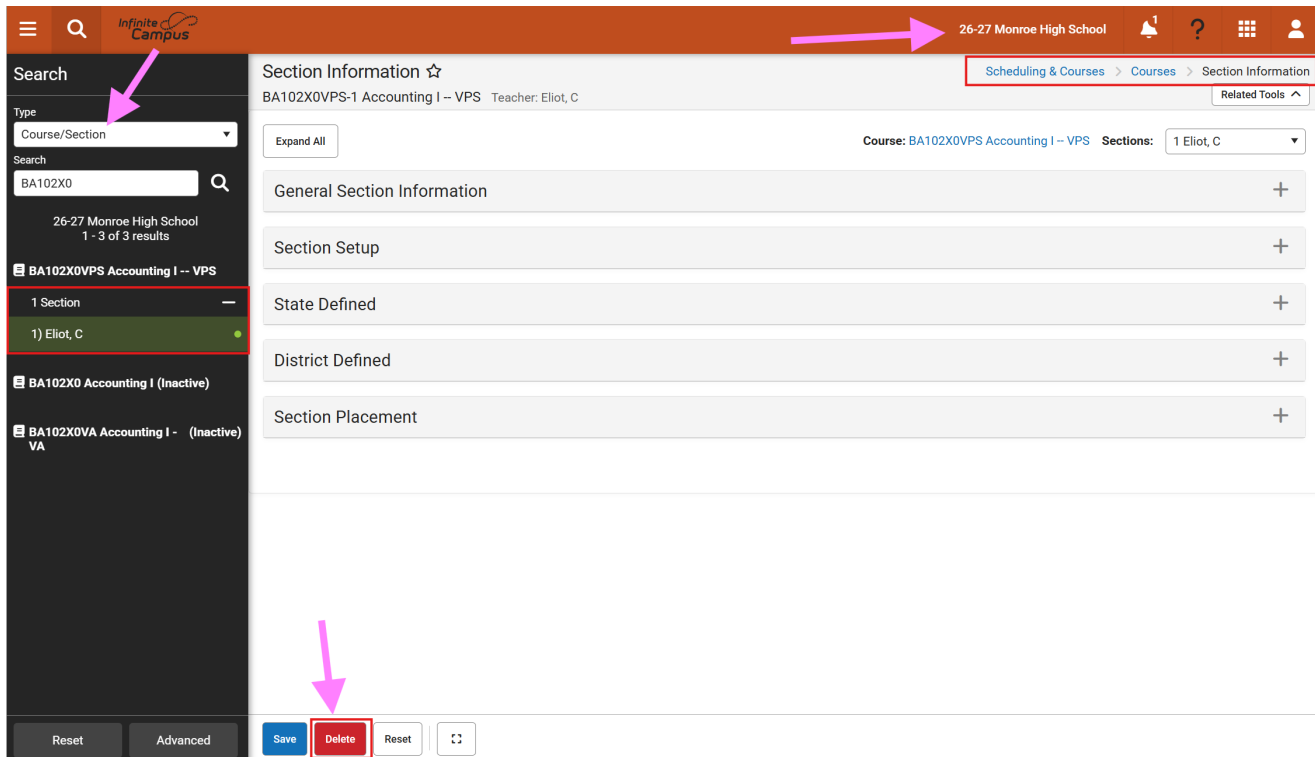
Disabled Sections Exist HTML View

| A | B | C | D | E | F | G | H |
|---|----------------------------------|---|----------------------|----------------------|----------------|----------------------------------|-----------------|
| 1 | Calendar Name | | Disabled Course Code | Disabled Course Name | Section Number | Course Catalog Name | Course End Year |
| 2 | Calendar Name: 25-26 High School | | | | | | |
| 3 | Disabled Course Code: 9210AX0 | | | | | | |
| 4 | 25-26 High School | | 9210AX0 | ENGLISH I | 1 | NC State Disabled Course Catalog | 2025 |
| 5 | Disabled Course Code: 9211AX0 | | | | | | |
| 6 | 25-26 High School | | 9211AX0 | ENGLISH II | 1 | NC State Disabled Course Catalog | 2025 |

Disabled Sections Exist Excel View

- Select the corresponding calendar in the context.
- Search Course/Section search and search the course that contains sections.
- Expand the sections by clicking the + the course to open section Information.
- Click **Delete** to delete the sections.

Scheduling & Courses > Courses > Section Information



Once sections are deleted, click on the course to open the course information tool. Click Delete to delete the course. Disabled courses that are deleted will not display on the Disabled Courses: Courses Exist filter.

Disabled Courses: Courses Exist in Calendar

This filter will return disabled course codes in the context selected. Run this filter after the Disabled Courses: Sections Exist filter to ensure all disabled courses are deleted.

Reporting > Ad Hoc Reporting > Filter Designer

1. Select the future year in the context. This filter can be used for All Schools or by individual calendars.
2. Expand the State Published folder.
3. Select the curriculum Disabled Courses: Courses Exist.

4. Select Test or Export to see the courses that are active in the future year.

The report will show disabled courses, and which calendar the course is associated with. Use the Export to Excel or Export to PDF to export the data into a file.

Disabled Courses: Courses Exist in 25-26 Total Records: 553 [Simple HTML table](#)

Export to Excel | Export to PDF

| Calendar Name | Disabled Course Code | Disabled Course Name | Course Catalog Name | Course End Year |
|-------------------------------|----------------------|--------------------------------|----------------------------------|-----------------|
| Calendar Name: High Sc | | | | |
| Disabled Course Code: 42092X0 | | | | |
| 25-26 High Sc | 42092X0 | Am His: Found Prin Civ & Eco | NC State Disabled Course Catalog | 2025 |
| 25-26 High Sc | 42092X0 | CR NC American Hist:Found Prin | NC State Disabled Course Catalog | 2025 |
| Disabled Course Code: 43042X0 | | | | |
| 25-26 High Sc | 43042X0 | CR American History I | NC State Disabled Course Catalog | 2025 |

Disabled Courses Exist HTML View

| A | B | C | D | E | F | G |
|---|-------------------------------|---------|----------------------|--------------------------------|----------------------------------|-----------------|
| 1 | Calendar Name | | Disabled Course Code | Disabled Course Name | Course Catalog Name | Course End Year |
| 2 | Calendar Name: High Sc | | | | | |
| 3 | Disabled Course Code: 42092X0 | | | | | |
| 4 | | High Sc | 42092X0 | Am His: Found Prin Civ & Eco | NC State Disabled Course Catalog | 2025 |
| 5 | | High Sc | 42092X0 | CR NC American Hist:Found Prin | NC State Disabled Course Catalog | 2025 |
| 6 | Disabled Course Code: 43042X0 | | | | | |
| 7 | | High Sc | 43042X0 | CR American History I | NC State Disabled Course Catalog | 2025 |
| 8 | | High Sc | 43042X0 | American History I | NC State Disabled Course Catalog | 2025 |

Disabled Courses Exist Export to Excel View



Make sure the context is the future year.

- Select the corresponding calendar in the context.
- Search Course/Section search and search the course(s) that have been disabled.
- Select the course to open Course Information.
- Click **Delete** to delete the course.

Scheduling & Courses > Courses > Course Information

The screenshot shows the 'Course Information' page for '43042X0XR American History I-CredRec (Inactive)'. On the left, a search sidebar is open, showing '26-27 Monroe High School' and '1 - 1 of 1 results'. The search results list '43042X0XR American History I-CredRec (Inactive)' which is highlighted with a red box. A red arrow points from this result to the search type dropdown menu. In the main content area, the 'Delete' button is highlighted with a red arrow. The breadcrumb trail at the top right is 'Scheduling & Courses > Courses > Course Information'.

Once all courses have been deleted, generate the filter again to ensure no disabled courses are in the calendar context.

Elementary School Course Plan

An Elementary School Graduation Program can be created to assist in gathering requests to be used for scheduling. Assigning an Elementary School Graduation Program will allow courses to be placed on a student's Course Plan that can later be turned into requests. When a student is assigned an NC Graduation Program, it will override any other graduation program assigned to the student.

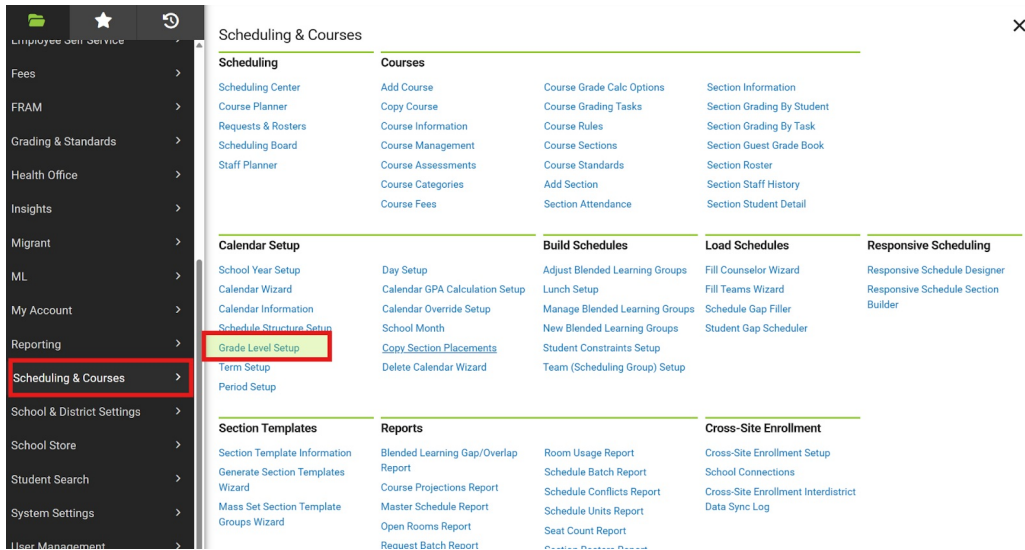


Please note PSUs **Should Not** create High School Graduation Programs. An NC Graduation Program must be assigned to high school students.

Grade Level Setup

Navigation: Scheduling & Courses > Calendar Setup > Grade Level Setup

Before adding an Elementary School Graduation Program, Exclude from cumulative GPA/Rank Calculations must be unchecked for each grade level in the graduation program.



- Select the appropriate **grade level**.
- Uncheck **Exclude from cumulative GPA/Rank Calculations**
- Click **Save**.
- Repeat for each grade level that will be included in the graduation program.

Grade Level Setup ☆

New Save Delete

| Grade Level Editor | | Grade Level Detail |
|--------------------|-----|---|
| Name | Seq | Name (locked) |
| IT | 1 | 3 |
| PR | 2 | *Sequence Number |
| PK | 3 | 8 |
| KG | 5 | *State Grade Level Code |
| 1 | 6 | 03: Third |
| 2 | 7 | Standard Day |
| 3 | 8 | Maximum Membership Days |
| 4 | 9 | Whole Day Absence (minutes) |
| 5 | 10 | Half Day Absence (minutes) |
| 6 | 11 | Maximum Approved School Choice Applications |
| 7 | 12 | 0 |
| 8 | 13 | Grade Code |
| 9 | 14 | Exclude from cumulative GPA/Rank calculations <input checked="" type="checkbox"/> |
| 10 | 15 | Exclude from state reporting <input type="checkbox"/> |
| 11 | 16 | Exclude from Enrollment <input type="checkbox"/> |
| 12 | 17 | Exempt from Assignment <input type="checkbox"/> |
| 13 | 18 | Standard Code (SIF code) |
| 14 | 19 | Exclude from SIF reporting <input type="checkbox"/> |
| 15 | 19 | Exclude from Grade/Age Validation <input type="checkbox"/> |
| 16 | 19 | External LMS Exclude <input type="checkbox"/> |
| 17 | 19 | Exclude from Online Registration Calculations <input type="checkbox"/> |
| 18 | 19 | |
| 19 | 19 | |
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| 21 | 19 | |
| 22 | 19 | |
| 23 | 19 | |
| 24 | 19 | |
| 25 | 19 | |
| 26 | 19 | |
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| 93 | 19 | |
| 94 | 19 | |
| 95 | 19 | |
| 96 | 19 | |
| 97 | 19 | |
| 98 | 19 | |
| 99 | 19 | |

Add Graduation Program

Navigation: Student Information > Program Administration > Academic and Graduation Programs

The screenshot shows a navigation menu on the left with 'Student Information' highlighted. The main tool area is divided into several sections: PLP, PLP Administration, Program Administration, Program Participation, Response to Intervention, Response to Intervention Administration, and Special Ed. The 'Academic and Graduation Programs' link is highlighted in red in the 'Program Administration' section.

- Select **Graduation** in the upper right of the tool.

The screenshot shows the 'Academic and Graduation Programs' tool. The 'Graduation' filter button is highlighted in red. Below the filter, it shows 'Showing 2 out of 2 Programs' with a list item '2021 NC Graduation Requirements | HS' and an 'ACTIVE' status.

- Click **New** to add a new graduation program.

New

Program Details

Enter the program details. Required fields must be populated in order to save. Some fields are read only and cannot be changed.

- Enter a **name** that is descriptive and unique up to 50 characters.
 - If schools offer different courses, consider adding the school's name or abbreviation to differentiate between plans.
- Select **ES** as the Credit Group.
- Enter a **Code** (optional).
- Leave Available for Selection on Portal **unchecked**.
- Leave State Reported **unchecked**.
- Leave Allow Planning of Alternates **unchecked**.
- Enter the Academic Start/End Year (optional).
- If a school is selected, the program will only be available to students enrolled at the selected school.
- Check Flagged to display a flag for a student that is assigned the program (optional).
- Enter a description of the program using the HTML Description box (optional).
- Click **Save & Stay** to update the program information.

Edit Graduation Program | Elementary Program - ES
Last Modified: Green, Marissa 4/10/26, 10:19 AM

Program Details | Credit Requirements | Program Criteria | Course Plan Template

Saved

Modifying a Graduation Program (Academic Start Year, Academic End Year, Active, or School) after students have been assigned may affect students' participation in the program.

Name: Category: Credit Group: Code:

Active: Available for Selection on Portal: State Managed: State Reported: Allow Planning of Alternates: Min # of Alt Credits Next Year:

Academic Start Year: Academic End Year: Diploma Type:

School: Flagged: Flag Preview:

HTML Description: This will display in the Campus Portal.

Credits Requirements

- Select 1 for "credits" needed to complete the student's schedule for each grade level.
 - Even though elementary school courses will not have "credits" this lets the system know how many courses should be included for a student.
- Click **Save & Stay** to update the credit requirements.

Edit Graduation Program | Elementary Course Plan - ES

Last Modified: Green, Marissa 4/20/26, 4:43 PM

Program Details | **Credit Requirements** | Program Criteria | Course Plan Template

Set the credit requirements of each Credit Type for each grade level.

| CREDIT TYPE | KG | 1 | 2 | 3 | 4 | 5 | TOTAL | DISPLAY ORDER |
|--------------|----------|----------|----------|----------|----------|----------|----------|---------------|
| Elementary | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 | 6 | 1 |
| Total | 1 | 1 | 1 | 1 | 1 | 1 | 6 | |

Refresh Display Order | Clear All

There are not values that need to be entered for the Program Criteria tab.

Course Plan Template

- Select the **Course Plan Template** tab.
- In the Non-Credit area, select the courses from the dropdown that for each grade level. These courses will be placed on each student's Course Plan when the program is assigned to the student.
- Click **Save & Stay** when all required courses are added.

Edit Graduation Program | Elementary Program - ES
Last Modified: Green, Marissa 4/10/26, 10:19 AM

Program Details | Credit Requirements | Program Criteria | **Course Plan Template**

Calendar: 25-26 McKinley Elementary | Clear All

| GRADE: KG 0/0 | GRADE: 1 0/0 | GRADE: 2 0/0 | GRADE: 3 0/0 | GRADE: 4 0/0 | GRADE: 5 0/0 |
|--|---|---|---|---|--|
| Elementary (0/0) | | | | | |
| 0/0 Type to search or select cours... | 0/0 Type to search or select cours... | 0/0 Type to search or select cours... | 0/0 Type to search or select cours... | 0/0 Type to search or select cours... | 0/0 Type to search or select cours... |
| Non-credit | | | | | |
| 1050220 ELA Kindergarten 2000220 Math Kindergar... 3000220Y Science Kinde... 4000220Y Social Studies ... 5200220K General Music... 5300220K Creative Dram... 5400220K Visual Arts Kin... 6020220K PE Kindergarten 9610220AA Academic A... 9610220W Conduct 9932920YK Homeroom K... | 1051220 ELA Grade 1 2001220 Math Grade 1 3001220Y Science Grade 1 4001220 Social Studies ... 52012201 General Music... 53012201 Creative Dram... 54012201 Visual Arts Gr... 60212201 PE Grade 1 9932920Y1 Homeroom G... 9610220W Conduct | 1052220 ELA Grade 2 2002220 Math Grade 2 3002220Y Science Grade 2 4002220Y Social Studies ... 52022202 General Music... 53022202 Creative Dram... 54022202 Visual Arts Gr... 60222202 PE Grade 2 9610220AA Academic A... 9610220W Conduct 9932920Y2 Homeroom G... | 1053220 ELA Grade 3 2003220 Math Grade 3 3003220Y Science Grade 3 4003220Y Social Studies ... 52032203 General Music... 53032203 Creative Dram... 54032203 Visual Arts Gr... 60232203 PE Grade 3 9610220AA Academic A... 9610220W Conduct 9932920Y3 Homeroom G... | 1054220 ELA Grade 4 2004220 Math Grade 4 3004220 Science Grade 4 4004220 Social Studies ... 52042204 General Music... 54042204 Visual Arts Gr... 53042204 Creative Dram... 60242204 PE Grade 4 9610220AA Academic A... 9610220W Conduct 9932920Y4 Homeroom G... | 1055220 ELA Grade 5 2005220 Math Grade 5 3005220 Science Grade 5 4005220Y Social Studies ... 52052205 General Music... 5305220 Creative Drama... 5405220 Visual Arts Gra... 60252205 PE Grade 5 9610220AA Academic A... 9610220W Conduct 9932920Y5 Homeroom G... |

Assign Graduation Plans to Students

Assign the newly created graduation program to all students. Courses can be modified at the student level as needed.

Navigation: Menu > Student Information > Program Administration > Batch Program Assignment Wizard

- Select **Graduation** as the type.
- Select the **Elementary School** program created in the steps above.

- Select **Add Participation** mode.
- Enter the **Start Date** of the current date. Programs are not active and available on a student's course plan if using a future date.
- Choose to add students using a **Select Filter** or **Batch Add**.
 - Using the select filter can narrow results by Grade, Ad Hoc or Scheduling Group/Team
 - Using Batch Add can narrow results by specific students.
- Click **Update** to add the program to the filtered students.

Batch Program Assignment Wizard ☆

Batch Assignment Tool

The Batch Assignment tool enables batch updates to multi-year student course plans by adding, deleting, or modifying the selected item in the Type f

Select Type

Graduation

Select Program

Elementary Program (Graduation)

Select Mode

Add Participation
 Delete Participation
 Edit Participation

Start Date 4/10/2026

End Date

Select Filter Batch Add

Select Filters (at least one)

Grade(s)

Ad Hoc Filter

Select an Ad Hoc Filter

Scheduling Group/Team(s) (Optional)

Select one or more scheduling groups.

Update

Assigning the program will assign the corresponding grade level courses to each student.

Save
Course Plan Report

Academic Plan

Program: Elementary Course Plan (Graduation) Counselor:

Approved by parent/legal guardian

Grade: KG 0.0 / 1.0

ALERT: Grade KG does not have enough credits planned.

Grade: 01 0.0 / 1.0

ALERT: Grade 01 does not have enough credits planned.

Grade: 02 0.0 / 1.0

ALERT: Grade 02 does not have enough credits planned.

Grade: 03 0.0 / 1.0

ALERT: Grade 03 does not have enough credits planned.

Grade: 04 0.0 / 1.0

ALERT: Grade 04 does not have enough credits planned.

Grade: 05 0.0 / 1.0

ALERT: Grade 05 does not have enough credits planned.

Elementary (0.0 / 6.0)

0.0 / 1.0 0.0 / 1.0 0.0 / 1.0 0.0 / 1.0 0.0 / 1.0 0.0 / 1.0

ALERT: Not enough credits selected in Elementary to meet the minimum plan requirements.

Non-credit

x 1050220 ELA Kindergarten

x 2000220 Math Kindergarten

x 3000220Y Science Kindergarten

x 4000220Y Social Studies Kinder

x 5200220K General Music Kinder

x 5400220K Visual Arts Kindergarten

x 6020220K PE Kindergarten

x 9932920YK Homeroom Kindergarten

x 1051220 ELA Grade 1

x 2001220 Math Grade 1

x 3001220Y Science Grade 1

x 4001220 Social Studies Gr 1

x 52012201 General Music Gr 1

x 54012201 Visual Arts Grade 1

x 60212201 PE Grade 1

x 9932920Y1 Homeroom Grade 1

x 1052220 ELA Grade 2

x 2002220 Math Grade 2

x 3002220Y Science Grade 2

x 4002220Y Social Studies Gr 2

x 52022202 General Music Gr 2

x 54022202 Visual Arts Grade 2

x 60222202 PE Grade 2

x 9932920Y2 Homeroom Grade 2

x 1053220 ELA Grade 3

x 2003220 Math Grade 3

x 3003220Y Science Grade 3

x 4003220Y Social Studies Gr 3

x 52032203 General Music Gr 3

x 54032203 Visual Arts Grade 3

x 60232203 PE Grade 3

x 9932920Y3 Homeroom Grade 3

x 1054220 ELA Grade 4

x 2004220 Math Grade 4

x 3004220 Science Grade 4

x 4004220 Social Studies Gr 4

x 52042204 General Music Gr 4

x 54042204 Visual Arts Grade 4

x 60242204 PE Grade 4

x 9932920Y4 Homeroom Grade 4

x 1055220 ELA Grade 5

x 2005220 Math Grade 5

x 3005220 Science Grade 5

x 4005220Y Social Studies Gr 5

x 52052205 General Music Gr 5

x 5405220 Visual Arts Grade 5

x 60252205 PE Grade 5

x 9932920Y5 Homeroom Grade 5

Grad Plan assignment will not impact the current year student schedule.

- A student may only be assigned to one graduation program at a time.
- Graduation plans can be updated manually or in batch if/when a student needs a different plan.
- Changing the student's graduation program does not change recorded data regarding things such as classes taken and grades earned.

Plans must be turned into requests in the future year. Use the [Course Plan Administration | Infinite Campus](https://kb.infinitecampus.com/help/course-plan-admin) (<https://kb.infinitecampus.com/help/course-plan-admin>) tool to convert planned courses to requests.

Once planned courses are converted to requests, updates to requests can be completed using Requests & Rosters or Walk in Scheduler for individual students.

Middle School Course Plan

A Middle School Graduation Program can be created to assist in gathering requests to be used for Master Scheduling. Assigning a Middle School Graduation Program will allow courses to be placed on a student's Course Plan that can later be turned into requests. When a student is assigned an NC Graduation Program, it will override any other graduation program assigned to the student.

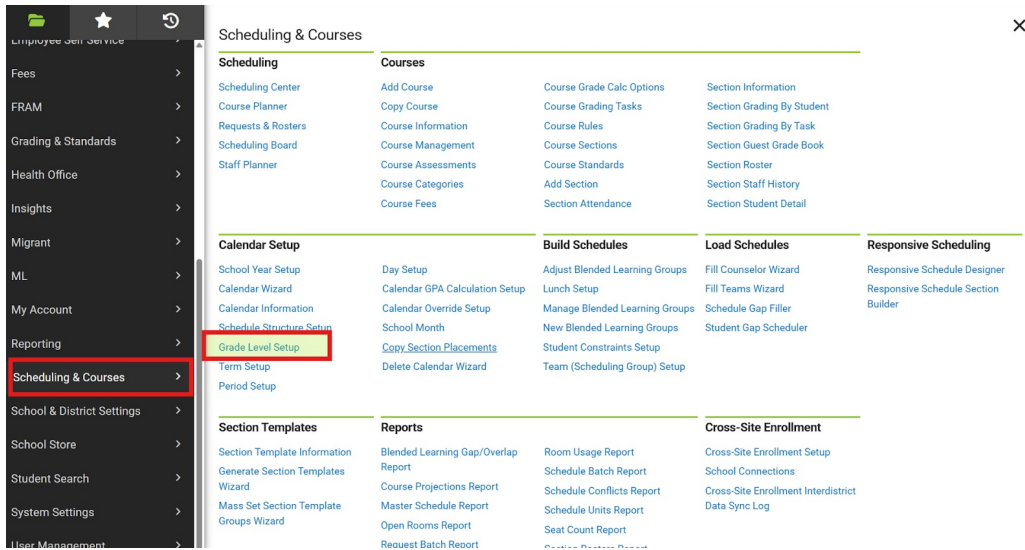


Please note PSUs **Should Not** create High School Graduation Programs. An NC Graduation Program must be assigned to high school students.

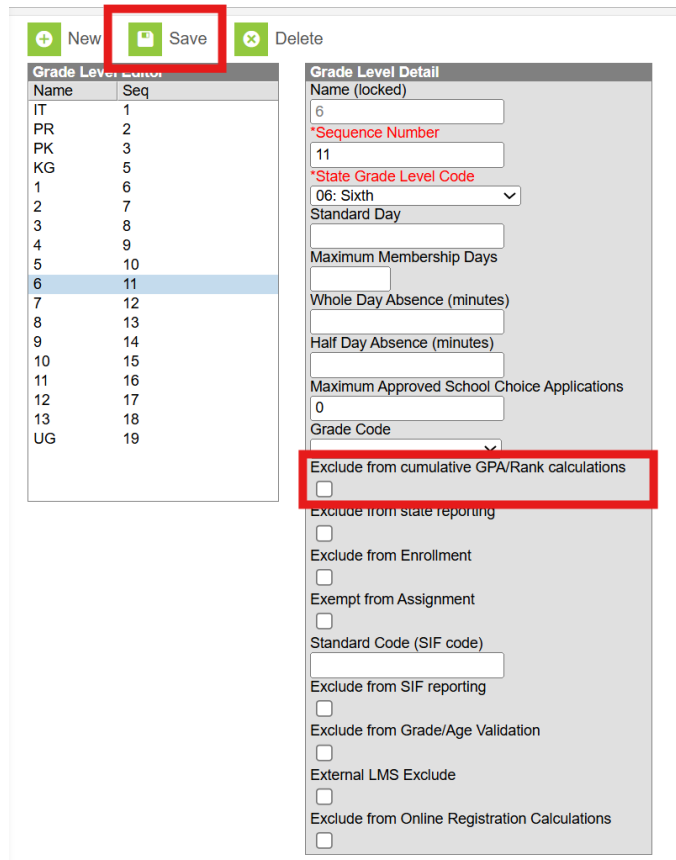
Grade Level Setup

Navigation: *Scheduling & Courses > Calendar Setup > Grade Level Setup*

Before adding a Middle School Graduation Program, Exclude from cumulative GPA/Rank Calculations must be unchecked for each grade level in the graduation program.

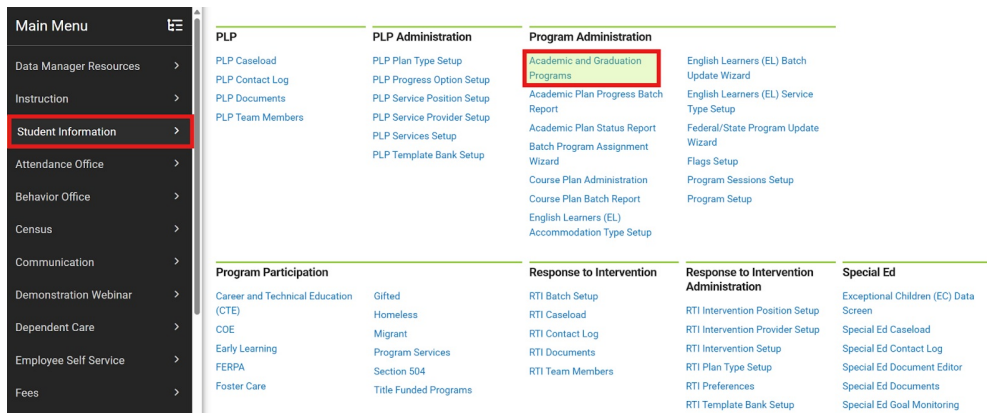


- Select the appropriate **grade level**.
- Uncheck **Exclude from cumulative GPA/Rank Calculations**
- Click **Save**.
- Repeat for each grade level that will be included in the graduation program.

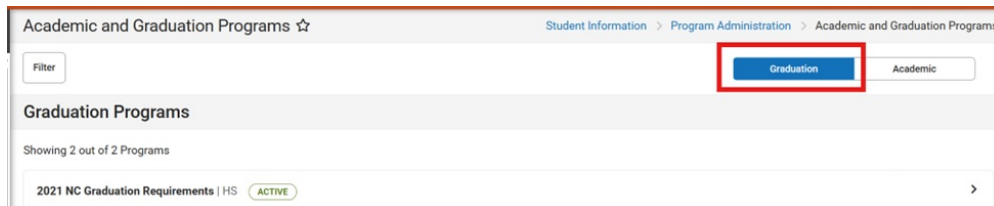


Add Graduation Program

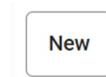
Navigation: Student Information > Program Administration > Academic and Graduation Programs



- Select **Graduation** in the upper right of the tool.



- Click **New** to add a new graduation program.



Program Details

Enter the program details. Required fields must be populated in order to save. Some fields are read only and cannot be changed.

- Enter a **name** that is descriptive and unique up to 50 characters.
 - If schools offer different courses, consider adding the school's name or abbreviation to differentiate between plans.
- Select **MS** as the Credit Group.
- Enter a **Code** (optional).
- Leave Available for Selection on Portal **unchecked**.
- Leave State Reported **unchecked**.
- Check to **Allow Planning of Alternates** (optional).
- Enter the **Minimum Number of Alternate Credits** that should be selected (required if allowing alternates)
- Enter the **Academic Start/End Year** (optional).
- If a school is selected, the program will only be available to students enrolled at the selected school.
- Check **Flagged** to display a flag for a student that is assigned the program (optional).
- Enter a **description** of the program using the HTML Description box (optional).
- Click **Save & Stay** to update the program information.

Academic and Graduation Programs ☆ Student Information > Program Administration > Academic and Graduation Programs

Modifying a Graduation Program (Academic Start Year, Academic End Year, Active, or School) after students have been assigned may affect students' participation in the program.

Name: (Required) **Category: (Required)** **Credit Group: (Required)** **Code:**

Active: **Available for Selection on Portal:** **State Managed:** **State Reported:** **Allow Planning of Alternates:** **Min # of Alt Credits Next Year: (Required)**

Academic Start Year: **Academic End Year:** **Diploma Type:**

School: **Flagged:** **Flag Preview:**

Credits Requirements

- Select the **Credit Requirements** tab.
- Enter the appropriate **number** of "credits" needed to complete a student's schedule for each grade level.
 - Even though middle school courses will not have "credits" this lets the system know how many courses should be included for a student.
- Click **Save & Stay** to update the credit requirements.

Academic and Graduation Programs ☆ Student Information > Program Administration > Academic and Graduation Programs

Edit Graduation Program | Middle School Course Plan - MS

Last Modified: Green, Marissa 4/20/26, 7:38 AM

Program Details | **Credit Requirements** | Program Criteria | Course Plan Template

Set the credit requirements of each Credit Type for each grade level.

| CREDIT TYPE | 6 | 7 | 8 | TOTAL | DISPLAY ORDER |
|--------------|------------------------------------|------------------------------------|------------------------------------|-----------|----------------------|
| Middle | <input type="text" value="7.000"/> | <input type="text" value="7.000"/> | <input type="text" value="7.000"/> | 21 | <input type="text"/> |
| Total | 7 | 7 | 7 | 21 | |

There are not values that need to be entered for the Program Criteria tab.

Course Plan Template

- Select the **Course Plan Template** tab.
- In the Non-Credit area, select the **courses** from the dropdown that for each grade level. These courses will be placed on each student's Course Plan when the program is assigned to the student.
- Click **Save & Stay** when all required courses are added.

Edit Graduation Program | Middle School Course Plan - MS

Last Modified: Green, Marissa 4/20/26, 7:38 AM

Program Details Credit Requirements Program Criteria **Course Plan Template**

Calendar:
 25-26 Jefferson Middle School ▼

| GRADE: 6 0/21 | GRADE: 7 0/21 | GRADE: 8 0/21 |
|--|--|--|
| Middle (0/21) | | |
| 0/7 Type to search or select cours... | 0/7 Type to search or select cours... | 0/7 Type to search or select cours... |
| Non-credit | | |
| 10562Y0 ELA Grade 6 ✕ | 10572Y07 Language Arts... ✕ | 10582Y08 Language Arts... ✕ |
| 20062Y06 Math Grade 6 ✕ | 20072Y07 Math Grade 7 ✕ | 20082Y08 Math Grade 8 ✕ |
| 30062Y06 Science Grade 6 ✕ | 30072Y07 Science Grade 7 ✕ | 30082Y08 Science Grade 8 ✕ |
| 40062Y06 Social Studies ... ✕ | 40072Y07 Social Studies ... ✕ | 40082Y08 Social Studies ... ✕ |
| 60462Y0 Health and PE G... ✕ | 60472Y07 Health and PE ... ✕ | 60482Y08 Health and PE ... ✕ |



Courses with HS Credit Type will not be available to select for this plan. Consider using a placeholder course for students to select in place of Middle School for High School credit courses. These placeholder courses can be replaced with the correct code using the Requests & Rosters tool.

Assign Graduation Plans to Students

Assign the newly created graduation program to all students. Courses can be modified at the student level as needed.

Navigation: Menu > Student Information > Program Administration > Batch Program Assignment Wizard

- Select **Graduation** as the type.
- Select the **Middle School Program** created in the steps above.
- Select **Add Participation** mode.
- Enter the **Start Date** of the current date. Programs are not active and available on a student's course plan if using a future date.
- Choose to add students using a **Select Filter** or **Batch Add**.
 - Using the select filter can narrow results by Grade, Ad Hoc or Scheduling Group/Team
 - Using Batch Add can narrow results by specific students.
- Click **Update** to add the program to the filtered students.

Batch Program Assignment Wizard ☆ Student Information > Program Administration > Batch Program Assignment Wizard

Batch Assignment Tool

The Batch Assignment tool enables batch updates to multi-year student course plans by adding, deleting, or modifying the selected item in the Type field for chosen students, who may only have one graduation program. It also manages course assignments, tracks graduation and academic progress, locks or unlocks plans, posts diplomas, and updates Course Requests.

Select Type
 Graduation

Select Filter Batch Add

Select Program
 Middle School Course Plan (Graduation)

Select Filters (at least one)
 Grade(s): x 8

Select Mode
 Add Participation
 Delete Participation
 Edit Participation

Ad Hoc Filter
 Select an Ad Hoc Filter

Scheduling Group/Team(s) (Optional)
 Select one or more scheduling groups.

Start Date: 4/20/2026 End Date: []

Update

Assigning the program will assign the corresponding grade level courses to each student. Alternate options are available based on the program details information.

Academic Plan

Program: Middle School Course Plan (Graduation) Counselor:

Approved by parent/legal guardian

| | | |
|--|--|--|
| Grade: 06 0.0 / 7.0 <small>ALERT: Grade 06 does not have enough credits planned.</small> | Grade: 07 0.0 / 7.0 <small>ALERT: Grade 07 does not have enough credits planned.</small> | Grade: 08 0.0 / 7.0 <small>ALERT: Grade 08 does not have enough credits planned.</small> |
|--|--|--|

Middle (0.0 / 21.0)

| | | |
|------------------|------------------|------------------|
| 0.0 / 7.0 [] | 0.0 / 7.0 [] | 0.0 / 7.0 [] |
|------------------|------------------|------------------|

ALERT: Not enough credits selected in Middle to meet the minimum plan requirements.

Non-credit

| | | |
|--|---|---|
| <ul style="list-style-type: none"> x 10562Y0 ELA Grade 6 [lock] x 20062Y06 Math Grade 6 [lock] x 30062Y06 Science Grade 6 [lock] x 40062Y06 Social Studies Gr 6 [lock] x 60462Y0 Health and PE Grade 6 [lock] | <ul style="list-style-type: none"> x 10572Y07 Language Arts Grade 7 [lock] x 20072Y07 Math Grade 7 [lock] x 30072Y07 Science Grade 7 [lock] x 40072Y07 Social Studies Gr 7 [lock] x 60472Y07 Health and PE Gr 7 [lock] | <ul style="list-style-type: none"> x 10582Y08 Language Arts Grade 8 [lock] x 20082Y08 Math Grade 8 [lock] x 30082Y08 Science Grade 8 [lock] x 40082Y08 Social Studies Gr 8 [lock] x 60482Y08 Health and PE Gr 8 [lock] |
|--|---|---|

Alternates

Alternate courses may be selected for scheduling if a student cannot be scheduled into a planned course. Use the directional arrows to order the Alternates by preference.

| | | |
|--|--|--|
| 0.0 / 1.0 [] Type to search or select courses | 0.0 / 0.0 [] Type to search or select courses | 0.0 / 0.0 [] Type to search or select courses |
|--|--|--|

ALERT: Not enough credits selected in Alternates for grade 06 to meet the minimum plan requirements.

Grad Plan assignment will not impact the current year student schedule.

- A student may only be assigned to one graduation program at a time.
- Graduation plans can be updated manually or in batch if/when a student needs a different plan.
- Changing the student's graduation program does not change recorded data regarding things such as classes taken and grades earned.

Plans must be turned into requests in the future year. Use the [Course Plan Administration | Infinite Campus](https://kb.infinitecampus.com/help/course-plan-admin) (<https://kb.infinitecampus.com/help/course-plan-admin>) tool to convert planned courses to requests.

Once planned courses are converted to requests, updates to requests can be completed using Requests & Rosters or Walk in Scheduler for an individual student.

NCSIS Knowledgebase | Article: Future Year Scheduling | Last Updated: 04/22/2026 9:01 am EDT
