



NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

*Infinite
Campus*

Sections and Scheduling

06/19/2025 9:21 am EDT

Verify the Section Information

Navigation: Scheduling & Courses > Courses > Section Information

- See the [Section Editor Details](https://kb.infinitecampus.com/help/sections#section-editor-details) (<https://kb.infinitecampus.com/help/sections#section-editor-details>)| [Infinite Campus](https://kb.infinitecampus.com/help/course-master-info#course-master-detail) (<https://kb.infinitecampus.com/help/course-master-info#course-master-detail>) article for more information on the section details.
- Select the appropriate Term Type Override from the dropdown that aligns with the term length used for the section (e.g., Semester 1, Semester 2, Yearlong).
- Verify the state fields have been completed (if applicable) in the section information.
- Populate the lunch field (if applicable).

Section Editor

SectionID
12332

*Section Number
2

Max Students
30 (30)

Room
111

Hide Standards On Portal
☐

Online Learning (Override)
()

Primary Teacher

Teacher Display Name

Lunch Count ☐ Milk Count ☐ Adult Count ☐

Custom Count 1 ☐ Custom Count 2 ☐ Custom Count 3 ☐

Skinny Seq ☐ Homeroom ☐

Advisory ☐ External LMS Exclude ☐

Term Type Override
SM1: Semester 1

Post Secondary Institution ()
Select a Value

Instructional Provider ()
07: Local

How Taken ()
01: Regular Day School

Delivery Mode ()
02: Classroom

Legacy Section Number

Verify Teachers Can Take Attendance (if applicable)

Navigation: *Scheduling & Courses > Courses > Course Information*

- See the [Course Information](https://kb.infinitecampus.com/help/sections#section-editor-details) (<https://kb.infinitecampus.com/help/sections#section-editor-details>) | Infinite Campus (<https://kb.infinitecampus.com/help/course-master-info#course-master-detail>) article for more information on the course details.
- Courses that attendance records (i.e. Homeroom sections) must have the attendance box checked on the course information page under Course Setup.

Course Information ☆
10522Z02 ELA Grade 2

Scheduling & Courses > Courses > Course Information

Related Tools ^

Collapse All

General Course Information +

Scheduling +

Course Setup -

Subject Type: [Dropdown]

Transcript: Yes

GPA Weight: 0

Bonus Points: ☐

Course-Only Curriculum: ☐

Attendance: ☒

Standards-Based: ☐

Hide Standards On Portal: ☐

Ignore Master Push: ☐

External LMS Exclude: ☐

Activity: [Dropdown]

Verify Primary Teachers for Each Section

Navigation: *Scheduling & Courses > Courses > Section Staff History*

- See the [Section Staff History](https://kb.infinitecampus.com/help/section-staff-history-article) | Infinite Campus (<https://kb.infinitecampus.com/help/section-staff-history-article>) article for more information on the section staff history.
- All Sections must have a primary teacher at the start of the school year.

Section Staff History ☆
10512Z01-11 ELA Grade 1 Teacher: Chavis, M

+ New Primary Teacher + New Teacher + New Section Staff

Staff History				
Name	Assignment Start	Assignment End	Access Start	Access End
Primary Teacher				
Chavis, Maegan				

- The Section Staff History Report shows each section with the teacher assigned for a quick check.
 - Scheduling & Courses > Reports > Staff History Report

- See the [Staff History Report | Infinite Campus](https://kb.infinitecampus.com/help/staff-history-report) (https://kb.infinitecampus.com/help/staff-history-report) article for more information on the report.

Staff History Report ☆

Staff History Report

This will report Primary Teachers, Teachers, and Section Staff

Courses

All Courses

- 96102Y0AR Art - Elective
- 52862Y06 Band Grade 6
- 52872Y07 Band Grade 7
- 52882Y08 Band Grade 8
- 96102Y0BO Battle of the Books - Elective
- EY302Y0 Career Exploration
- 99359Z0C Conduct
- 99359Z0C35 Conduct - Gr 3 - 5
- 35012Y0VPS Earth/Environmental Science
- 10512Z01 ELA Grade 1
- 10522Z02 ELA Grade 2
- 10532Z03 ELA Grade 3
- 10542Z04 ELA Grade 4
- 10552Z05 ELA Grade 5

☐ Only include sections with staff.
☒ Include sections with and without staff.
☐ Only include sections without staff.

Which type of staff should be included?

☒ Primary Teacher
☐ Teacher
☐ Section Staff

Effective Date:

Report Format:

Verify Inclusion and Pull-Out Sections Are Correct

See the [Scheduling Resource Students](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-resource-students) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-resource-students) article for more information.

Inclusion Sections:

Navigation: Scheduling & Courses > Courses > Course Sections

- Navigate to **Section Staff History**.
- Choose **New Teacher** or **New Section Staff**.

Pull-Out Sections:

Navigation: Scheduling & Courses > Courses > Course Sections

- Navigate to **Section Information**.
- 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 = 25 → Pull-out section: Section Number = 1025

Section Information
10512Z01-25 ELA Grade 1

Save Delete

Section Editor
SectionID
5039

*Section Number
25

Max Students
20 (0)

Room
▼

Hide Standards On Portal
☐

Online Learning (Override)
▼ (0)

Primary Teacher

Teacher Display Name
Chavis, M

Lunch Count
☐

Custom Count 1
☐

Skinny Seq
☐

Advisory
☐

Section Information
10512Z01-1025 ELA Grade 1

Save Delete

Section Editor
SectionID
5040

*Section Number
1025

Max Students
20 (0)

Room
▼

Hide Standards On Portal
☐

Online Learning (Override)
▼ (0)

Teacher Display Name
Rogers, T

Lunch Count
☐

Milk Count
☐

Adult Count
☐

Custom Count 1
☐

Custom Count 2
☐

Custom Count 3
☐

Skinny Seq
☐

Homeroom
☐

Advisory
☐

External LMS Exclude
☐

Pull-Out Section

Search For Students With Gaps in Their Schedule

Navigation: *Scheduling & Courses > Load Schedules > Student Gap Scheduler*

The Student Gap Scheduler finds students with empty periods in their schedule. Student schedules can be adjusted using the Walk-In Scheduler.

- See the [Student Gap Scheduler | Infinite Campus](https://kb.infinitecampus.com/help/student-gap-scheduler) (<https://kb.infinitecampus.com/help/student-gap-scheduler>) for more information on how to generate/use this report.

Roster Students Into Sections

- Use Walk-In Scheduler to schedule an individual student.
 - Navigate to Student Information > General > Schedule
 - Choose Walk-in Scheduler
 - See the [Walk-In Scheduler | Infinite Campus](https://kb.infinitecampus.com/help/walk-in-scheduler) (<https://kb.infinitecampus.com/help/walk-in-scheduler>) article for more information on how to use the tool.

Schedule ☆

AI Gozy, Chase Student #: 2514 Grade: 10 DOB: 09/21/2008

School Pickup

Filter Settings

	Q1 (8/26/2024 - 10/21/2024)	Q2 (10/22/2024 - 12/19/2024)	Q3 (1/6/2025 - 3/21/2025)	Q4 (3/24/2025 - 6/3/2025)	
	FULL DAY A	FULL DAY A	FULL DAY A	FULL DAY A	RESPONSIVE DAY
1	60792X0A-3 Team Sports McMillan, C Start: 8/27/2024	60792X0A-3 Team Sports McMillan, C	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	10232X0C-3 English III Richardson, S Start: 8/27/2024	10232X0C-3 English III Richardson, S	21092X0A-15 NC Math 1 Herring, Brittany ME125X0B-1 Entrepreneurship II Honors Holland-Jobe, T	21092X0A-15 NC Math 1 Herring, Brittany ME125X0B-1 Entrepreneurship II Honors Holland-Jobe, T	21092X0A-15 NC Math 1 Herring, Brittany ME125X0B-1 Entrepreneurship II Honors Holland-Jobe, T
3	AP412X0A-4 Horticulture I Byrd, R Start: 8/27/2024	AP412X0A-4 Horticulture I Byrd, R	23092X0C-4 NC Math 3 Hargrove, A	23092X0C-4 NC Math 3 Hargrove, A	23092X0C-4 NC Math 3 Hargrove, A
IE					No Scheduled Course
4	33202X0A-4 Biology Sweat, D Start: 8/27/2024	33202X0A-4 Biology Sweat, D	AP422X0B-1 Horticulture II Byrd, R	AP422X0B-1 Horticulture II Byrd, R	AP422X0B-1 Horticulture II Byrd, R
5	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
6	99329X0HR-33 Homeroom Stevens, L	99329X0HR-33 Homeroom Stevens, L	99329X0HR-33 Homeroom Stevens, L	99329X0HR-33 Homeroom Stevens, L	99329X0HR-33 Homeroom Stevens, L

Load Lock All Notes Print

Calendar Term **Walk-in Scheduler** Messenger

- Use Requests and Rosters to mass add/remove students in sections.
 - Navigate to Scheduling & Courses > Scheduling > Request & Rosters
 - Choose Batch Edit Student Rosters
 - See the [Requests & Rosters | Infinite Campus](https://kb.infinitecampus.com/help/requests-and-rosters) (<https://kb.infinitecampus.com/help/requests-and-rosters>) article for more information on batch scheduling students.

Requests & Rosters ☆

View by **Students** **Courses** ☐ OFF ☐ Filter

Use filter options to perform batch functionality on a specified set of students.

Adam, Haddy (9) #42062	Unsatisfied Requests: 0	Rosters: 0
Adams-Peterson, Arleth (11) #2168	Unsatisfied Requests: 8	Rosters: 11
Adams-Peterson, Connor (11) #2078	Unsatisfied Requests: 3	Rosters: 9
AI Gozy, Chase (10) #2514	Unsatisfied Requests: 3	Rosters: 9
AI Gozy, Marcie (11) #2653		

1 2 3 4 5 6 7 8

Batch Edit Student Requests **Batch Edit Student Rosters**

Run the Master Schedule Report

Navigation: Scheduling & Courses > Reports > Master Schedule Report

This report lists detail information about each section in a schedule. Verify the section information is complete.

- See the [Master Schedule Report | Infinite Campus](https://kb.infinitecampus.com/help/master-schedule) (<https://kb.infinitecampus.com/help/master-schedule>) article for more information on this report.

Print Student Schedules

Navigation: Scheduling & Courses > Reports > Schedule Batch Report

This report will batch print student schedules. The report will print one page per student.

- See the [Schedule Batch Report | Infinite Campus](https://kb.infinitecampus.com/help/schedule-batch-report) (<https://kb.infinitecampus.com/help/schedule-batch-report>) article for more information on this report.
- Click **Display Options** to customize the report print-out.

Schedule Batch Report ☆

Schedule Batch Report

This report will batch print student schedules, 1 page per student suitable for handing out to students, so try to limit the number of students run per batch.

Report Options Use the default format ▼

OR Format: Table; Group By Course

Display Options

Which students would you like to include in the report?

☒ Grade All Students
9
10
11
12

☐ Ad Hoc Filter

Enrollment Effective Date 08/25/2025

How would you like the report sorted?

☒ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

Report Format: PDF ▼

NCSIS Knowledgebase | Article: Sections and Scheduling | Last Updated: 06/19/2025 9:21 am EDT