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)| Infinite Campus (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).

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) | 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.

Verify Primary Teachers for Each Section

Navigation: Scheduling & Courses > Courses > Section Staff History

- See the Section Staff History | 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.

- 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) article for more information on the report.

Verify Inclusion and Pull-Out Sections Are Correct

See the 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

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) 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) article for more information on how to use the tool.

- 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) article for more information on batch scheduling students.

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) 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) article for more information on this report.
- Click **Display Options** to customize the report print-out.

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