

# Master Schedule

06/29/2026 2:00 pm EDT

## Verify the Section Information

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

- See the [Section Information | Infinite Campus](https://kb.infinitecampus.com/help/section-information-sections) (https://kb.infinitecampus.com/help/section-information-sections) article for more information.
- Select the appropriate **Term Type Override** from the dropdown that aligns with the Section Placement (e.g., Semester 1, Semester 2, Yearlong).
  - See the [Term Type Setup](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/term-type-setup) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/term-type-setup) article for more information.
  - Note that Term Type Override does not affect Grade Calc Options and separate course codes are needed for different course lengths.
- Populate the lunch field (if Lunch Setup is being used). See the [Lunch Setup | Infinite Campus](https://kb.infinitecampus.com/help/lunch-setup) (https://kb.infinitecampus.com/help/lunch-setup) article for more information.
- Use the [\(NC\) Section & Course Attributes Verification](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-section-course-attributes-verification) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-section-course-attributes-verification) validation report to identify any missing or incorrect data (if not completed at the course master level).

| State Defined       |                       |                         |                             |
|---------------------|-----------------------|-------------------------|-----------------------------|
| Delivery Mode:      | How Taken:            | Instructional Provider: | Post Secondary Institution: |
| 2: Classroom        | 1: Regular Day School | 7: Local                |                             |
| Term Type Override: |                       |                         |                             |
| SM2: Semester 2     |                       |                         |                             |

## Verify Teachers for Each Section

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

- See the [Section Staff History | Infinite Campus](https://kb.infinitecampus.com/help/section-staff-history-article) (https://kb.infinitecampus.com/help/section-staff-history-article) article for more information.
- All Sections must have a **Primary Teacher** at the start of the school year.
  - Start dates should not be entered unless there is a staff change once the school year has started.

- If a teacher is not available in the dropdown to assign, check for a District Assignment associated with the school and a **Teacher** role checkbox.

- Add additional staff using **New Teacher** or **New Section Staff** as necessary.
  - Add **Roles** to New Teacher as necessary. See the [Legislative Class Size](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/legislative-class-size-legislative-class-size) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/legislative-class-size-legislative-class-size>) article for information on the roles that are required for LCS reporting.
  - Note the Primary Teacher does not need an assigned role.

## Section Staff History Report

*Navigation: Menu > Scheduling & Courses > Reports > Staff History Report*

- The Section Staff History Report shows each section with the teacher assigned for a quick check.
- 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.

### 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

96102Y0B0 Battle of the Books - Elective

EY302Y0 Career Exploration

9935920C Conduct

9935920C35 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: PDF

## 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.

## Run the Master Schedule Report

*Navigation: Menu > Scheduling & Courses > Reports > Master Schedule Report*

This report lists detailed 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.
- Suggestion: Run the report in CSV to validate data including
  - Missing Rooms
  - Missing Teachers
  - Missing Department
  - Team Section Assignments (if applicable)
  - Special Day Period Schedules assigned to correct sections

## Verify Teacher Schedules

*Navigation: Menu > Scheduling & Courses > Reports > Teacher Schedule Batch Report*

- Use the [Teacher Schedule Batch Report | Infinite Campus](https://kb.infinitecampus.com/help/teacher-schedule-batch-report) (https://kb.infinitecampus.com/help/teacher-schedule-batch-report) to review teacher's schedules and ensure information is correct by teacher.
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## **Cross-Site Setup (if applicable)**

*Navigation: Menu > Scheduling & Courses > Cross-Site Setup*

- Cross-site section mapping should not happen until master schedules are finalized.
- Once all master schedules are finalized, "Share Offerings" at the Serving School prior to mapping sections at the Home School.
- Map sections at the home school.
- Schedule students at the home school into cross-site sections.
- See the [Cross-Site Enrollment | Infinite Campus](https://kb.infinitecampus.com/help/cross-site-enrollment) (https://kb.infinitecampus.com/help/cross-site-enrollment) articles for more information.

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