Scheduling

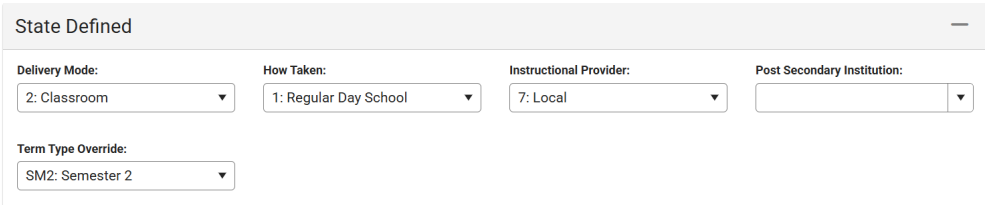
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Master Schedule

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) 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) 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) article for more information.
- Use the (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).

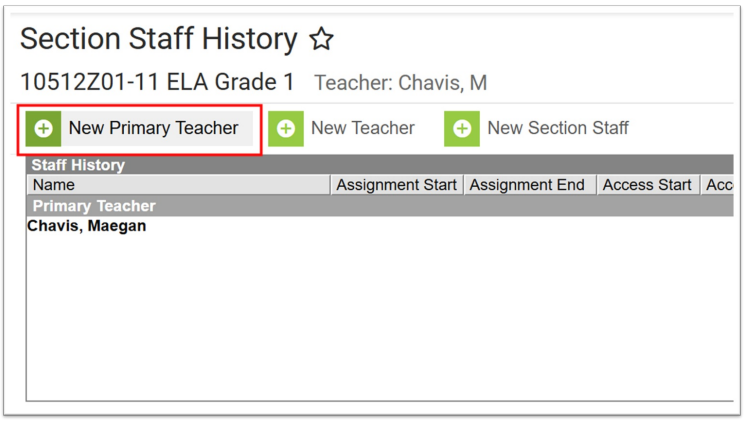


Verify Teachers for Each Section

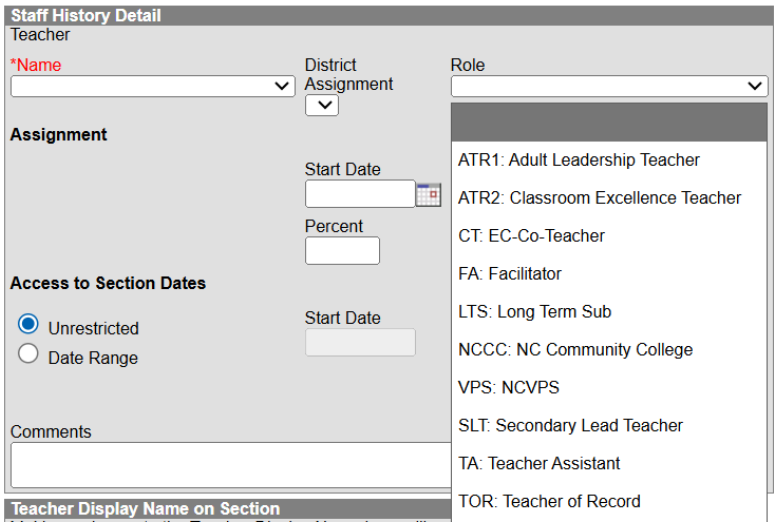
Navigation: Menu > Scheduling & Courses > Courses > Section Staff History

- See the Section Staff History | Infinite Campus (https://kb.infinitecampus.com/help/section-staff-history-article)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) article for information on the roles that are required for LCS reporting.
    - Note the Primary Teacher does not need an assigned role.

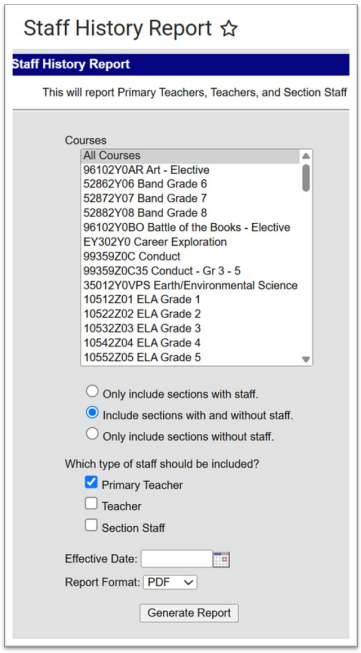


Section Staff History Report

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) article for more

information.



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.

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) 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

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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) to review teacher's schedules and ensure information is correct by teacher.

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) articles for more information.

Student Schedules

Run Student Gap Scheduler

Navigation: Menu > 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.

- Use this tool once students have been rostered into sections.
- 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 (Individual)

Navigation: Menu > Student Information > General > Schedule > Walk-in Scheduler

- Use Walk-In Scheduler to schedule an individual student.
- Roster students into Cross-site sections as applicable.
- 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.

Roster Students into Sections (Batch)

Navigation: Menu > Scheduling & Courses > Scheduling > Requests & Rosters

- Use Requests & Rosters to add/remove students in sections in batch.
- Choose the **Students** or **Courses** view to batch edit course rosters.
- See the Requests & Rosters | Infinite Campus (https://kb.infinitecampus.com/help/requests-and-rosters) article for more information.

> **Note:** Students are considered inactive until the first instructional day. Use the Include Inactive checkbox when filtering students.

NC College Connect Data Review (HS)

Navigation: Menu > Student Information > General > Schedule

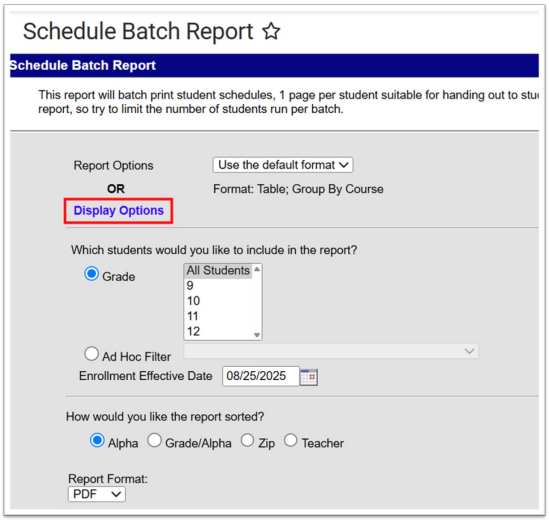
- Ensure 12th and 13th grade students are scheduled correctly for the NC College Connect Data Pull.
- Use the NC College Connect Data Pull and Scheduling Guidance (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/nc-college-connect-data-pull-and-scheduling-guidance) article for guidance.

Print Student Schedules

Navigation: Menu > 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.
- Click **Display Options** to customize the report print-out.





You've completed this section.

Choose where to go next.

Return to Beginning of Year Overview | Continue to Student Information