

Student Schedules

06/29/2026 2:01 pm EDT

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) (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) (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) (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) (<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) (<https://kb.infinitecampus.com/help/schedule-batch-report>) article for more information.
- 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 student report, 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 ▾



You've completed this section.

Choose where to go next.

[Return to Beginning of Year Overview](#)

[Continue to Student Information](#)

NCSIS Knowledgebase | Article: Student Schedules | Last Updated: 06/29/2026 2:01 pm EDT