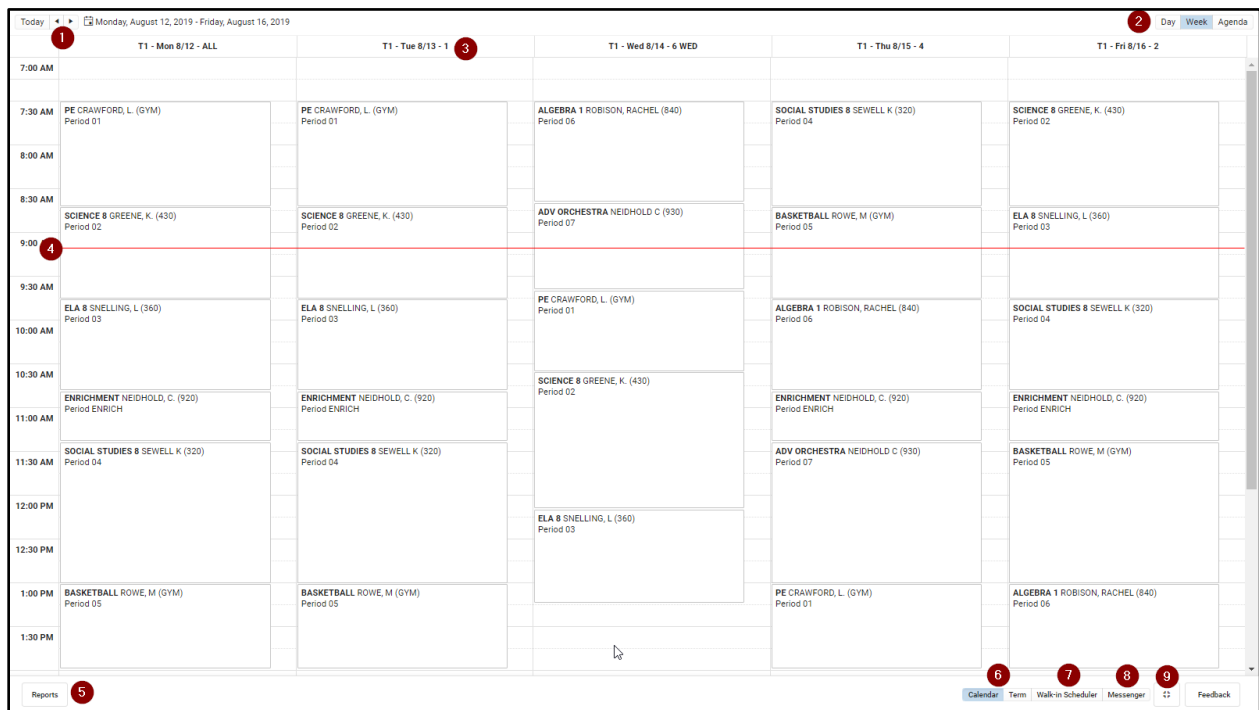


INFINITE CAMPUS SCHEDULE TAB

The Infinite Campus Schedule tab allows staff to view and print the student's schedule. Changes to student schedules can be made via the Walk-in Scheduler.

SCHEDULING TAB OVERVIEW

The Schedule tab displays student schedules in Day, Week, and Agenda views:



A student schedule shown in Week view displaying the student's day by day schedule through the current week. Key items are numbered:

1. Date Selection: Click the date to change the date or click the Today button to view today's schedule.
2. Schedule View: Choose between Day, Week, and Agenda View.
3. Period Rotation: the period rotation for the displayed day is shown.
4. Current Time (Red Line).
5. Reports: Student schedules suitable for printing, including the current view and Term summaries.
6. Calendar / Term: Choose between a calendar view showing the student's schedule for a specific day or week and a term view showing the Student schedule for each of the periods in the rotation for all of the terms. A filter is available in the Term view to customize the schedule display.
7. Walk-in Scheduler: Covered in detail starting with Page 3 of this manual.
8. Schedule Messenger: Schedules and changes can be quickly sent to affected staff members.
9. Full Screen toggle: The schedule can be viewed full screen, without IC and browser headers.

SCHEDULE WHERE DO I...?

The Schedule tab changed in September 2019. The following table shows how to perform common tasks after the tab changed.

I want to...	Former Student Schedule Tab	New Student Schedule Tab
Change the Schedule Format	Choose the Dropdown list on the left hand side of the tab to show the schedule in a Table format grouped by course or day, or a List format grouped by course or day.	Choose the Calendar button from the lower right corner; then select the Day, Week, or Agenda buttons from the upper left corner. Or, choose the Term button from the lower right corner.
See only the courses into which the student is currently enrolled	Click the Display Active Courses Only icon.	In the Term view, use the Filter options to turn off the Dropped Courses setting (only displays when a student has a dropped course). Dropped courses display in the order in which they were dropped.
Print the student's schedule	Click the Print icon or select a Schedule report from the <i>Choose a report option</i> dropdown.	Click the Reports button to see the available reports from the side panel.
See the period times.	Scroll to the bottom of the page to see the Period Info table.	Use the Calendar Day view to see the current period highlighted in blue. The schedule automatically moves to the current time, indicated by a red line.
Access the Walk-In Scheduler	Click the Walk-In Scheduler icon at the top of the screen.	Click the Walk-In Scheduler icon at the bottom of the screen.
Send a schedule related message to a student's teacher.	Click the Scheduling Messenger icon at the top of the screen.	Click the Messenger icon at the bottom of the screen.
View the student's current course grades	Click the Grade Book icon in the course grid.	Click the course name. In the Side Panel , click the Grades button.

KEYBOARD SHORTCUTS

The following shortcuts can be used when accessing the Student Schedule in the Calendar View:

- **Arrow through the time slots.** Use all four directional arrow keys to highlight time slot cells and scroll through the courses.
- **Press enter to open courses.** Highlight a course using the tab key and press the Enter key to open the Course Side bar.
- **Tab through the courses and non-timed activities.** Use the Tab key to move through the courses and click Enter to open the Course Side panel (shows the course name, teacher, period name and time).
- **Arrow to next and previous.** Use the arrow keys in the Day and Week view to navigate to the next or previous day/week.
- **Escape to close side panels.** Click the ESC key to close open side panels.
- **Switch between calendar views.** Use 1, 2, 3 numbers across the top (not the number pad) to move between the Day, Week, and Agenda views.
- **Switch between term views.** Use 1, 2 numbers across the top (not the number pad) to move between the Term views.

WALK IN SCHEDULER

The Walk-in Scheduler allows changes to the student schedule and course requests to be edited.

	T1 (8/12/2019 - 10/18/2019)		T2 (10/21/2019 - 12/19/2019)		T3 (1/6/2020 - 3/13/2020)		T4 (3/30/2020 - 6/5/2020)	
	A	B	A	B	A	B	A	B
01	MATH 7 NEMITZ	MATH 7 NEMITZ	MATH 7 NEMITZ	MATH 7 NEMITZ	MATH 7 NEMITZ	MATH 7 NEMITZ	MATH 7 NEMITZ	MATH 7 NEMITZ
	939-1 COMPUTERS & APPS (28/30) CECCARELLI	939-1 COMPUTERS & APPS (28/30) CECCARELLI	939-1 COMPUTERS & APPS (28/30) CECCARELLI	939-1 COMPUTERS & APPS (28/30) CECCARELLI	939-11 COMPUTERS & APPS (27/30) CECCARELLI	939-11 COMPUTERS & APPS (27/30) CECCARELLI	939-11 COMPUTERS & APPS (27/30) CECCARELLI	939-11 COMPUTERS & APPS (27/30) CECCARELLI
02	SCIENCE 7 MALAKIAN	SCIENCE 7 MALAKIAN	SCIENCE 7 MALAKIAN	SCIENCE 7 MALAKIAN	SCIENCE 7 MALAKIAN	SCIENCE 7 MALAKIAN	SCIENCE 7 MALAKIAN	SCIENCE 7 MALAKIAN
	939-2 COMPUTERS & APPS (19/30) CECCARELLI	939-2 COMPUTERS & APPS (19/30) CECCARELLI	939-2 COMPUTERS & APPS (19/30) CECCARELLI	939-2 COMPUTERS & APPS (19/30) CECCARELLI	939-22 COMPUTERS & APPS (15/30) CECCARELLI	939-22 COMPUTERS & APPS (15/30) CECCARELLI	939-22 COMPUTERS & APPS (15/30) CECCARELLI	939-22 COMPUTERS & APPS (15/30) CECCARELLI
03	SOCIAL STUDIES 7	SOCIAL STUDIES 7	SOCIAL STUDIES 7	SOCIAL STUDIES 7	SOCIAL STUDIES 7	SOCIAL STUDIES 7	SOCIAL STUDIES 7	SOCIAL STUDIES 7
04	SPANISH WARDEN	SPANISH WARDEN	SPANISH WARDEN	SPANISH WARDEN	PE SNOW	PE SNOW	PE SNOW	PE SNOW
	939-4 COMPUTERS & APPS (14/30) CECCARELLI	939-4 COMPUTERS & APPS (14/30) CECCARELLI	939-4 COMPUTERS & APPS (14/30) CECCARELLI	939-4 COMPUTERS & APPS (14/30) CECCARELLI	939-44 COMPUTERS & APPS (14/30) CECCARELLI	939-44 COMPUTERS & APPS (14/30) CECCARELLI	939-44 COMPUTERS & APPS (14/30) CECCARELLI	939-44 COMPUTERS & APPS (14/30) CECCARELLI
ENRICH	ENRICH / INTERV	ENRICH / INTERV	ENRICH / INTERV	ENRICH / INTERV	ENRICH / INTERV	ENRICH / INTERV	ENRICH / INTERV	ENRICH / INTERV
05	ELA 7 BARENO	ELA 7 BARENO	ELA 7 BARENO	ELA 7 BARENO	ELA 7 BARENO	ELA 7 BARENO	ELA 7 BARENO	ELA 7 BARENO
	939-5 COMPUTERS & APPS (13/30) CECCARELLI	939-5 COMPUTERS & APPS (13/30) CECCARELLI	939-5 COMPUTERS & APPS (13/30) CECCARELLI	939-5 COMPUTERS & APPS (13/30) CECCARELLI	939-55 COMPUTERS & APPS (11/30) CECCARELLI	939-55 COMPUTERS & APPS (11/30) CECCARELLI	939-55 COMPUTERS & APPS (11/30) CECCARELLI	939-55 COMPUTERS & APPS (11/30) CECCARELLI
06	INTERM ORCHESTRA AHN	INTERM ORCHESTRA AHN	INTERM ORCHESTRA AHN	INTERM ORCHESTRA AHN	INTERM ORCHESTRA AHN	INTERM ORCHESTRA AHN	INTERM ORCHESTRA AHN	INTERM ORCHESTRA AHN
	939-6 COMPUTERS & APPS (30/30) CECCARELLI	939-6 COMPUTERS & APPS (30/30) CECCARELLI	939-6 COMPUTERS & APPS (30/30) CECCARELLI	939-6 COMPUTERS & APPS (30/30) CECCARELLI	939-66 COMPUTERS & APPS (28/30) CECCARELLI	939-66 COMPUTERS & APPS (28/30) CECCARELLI	939-66 COMPUTERS & APPS (28/30) CECCARELLI	939-66 COMPUTERS & APPS (28/30) CECCARELLI
MONITOR	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course
07	No Course	No Course	No Course	No Course	No Course	No Course	No Course	No Course

Requests 1 Scheduling Units: 34 / 56

Effective Date: 2 Team: 3 STANFORD

COURSE NAME UNITS TYPE #

UNSELECTED 4

COMPUTERS & APPS 939 2 E X 1

ART 650 2 E X 2

TECH OF SCIENCE 352 2 E X 3

WRITERS CRAFT 131 0 E X 4

MULTICUL ART & CRFT 661 0 E X 5

HEALTH & FITNESS 537 0 E X 6

SCHEDULED 5

SCIENCE 7 340-22 4 R 1

SOCIAL STUDIES 7 414-33 4 R 2

MATH 7 214-11 4 R 3

ELA 7 124-55 4 R 4

PE 502-40 2 R 5

ENRICH / INTERV 819-22 4 R 6

INTERM ORCHESTRA 625-6 4 R 7

SPANISH 480-4 2 E 8

6 Cancel Selection 7 Feedback

Screenshot of Walk-in Scheduler showing a course selected to make changes with available periods to schedule into (green), full classes (red), and the selected period (blue). Key items are:

1. Scheduling Units Available / Total: Scheduling Units are the number of periods times the number of terms in the schedule. This shows requested schedule units and total schedule units.

- Effective Date: Set this to the effective date for changes. Leave blank to use term or enrollment dates.
- Set a Team (Scheduling Group): Assign a student to team. Team assignment can be done en masse with IC's bulk scheduling tools.
- Unscheduled Requests: Requests that have not yet been scheduled. This displays the number of Scheduling Units and the Request Type. Requests can be deleted by clicking the red 'X'.
- Scheduled Requests: These requests are already in the student schedule.
- Cancel Selection: Cancel the current Request selection.
- Full Screen toggle: The schedule can be viewed full screen, without IC and browser headers.

USING THE WALK-IN SCHEDULER

ES SCHEDULING

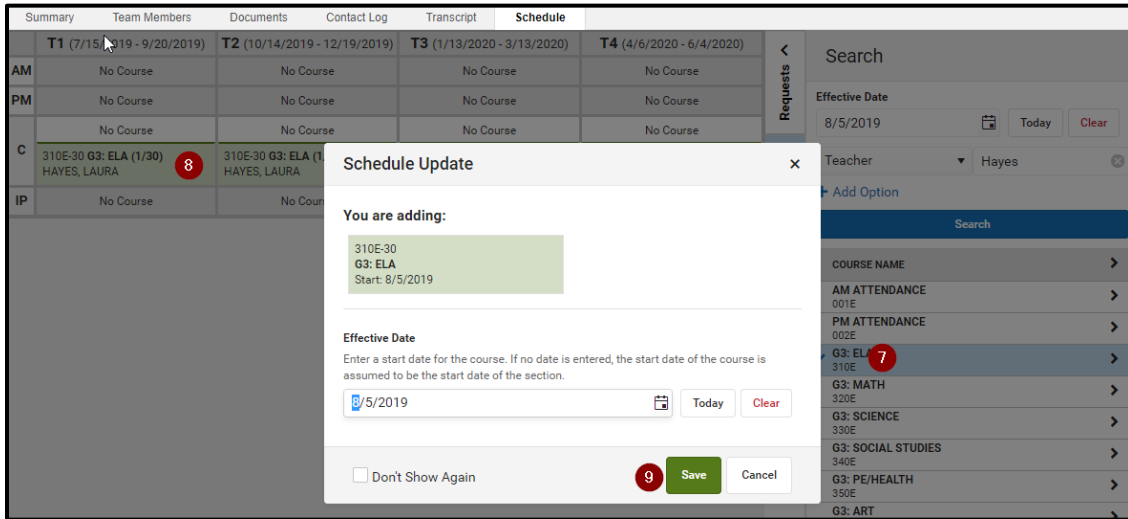
Schedule a student into a classroom using the following steps.

- Access the Student's **Schedule** tab.
- Choose the **Walk-in Scheduler**.
- Choose the **Search** tool.
- Select the search by **Teacher** search (other options can be used as well).
- Enter the teacher's name.
- Click **Search** to get a list of that teacher's sections.

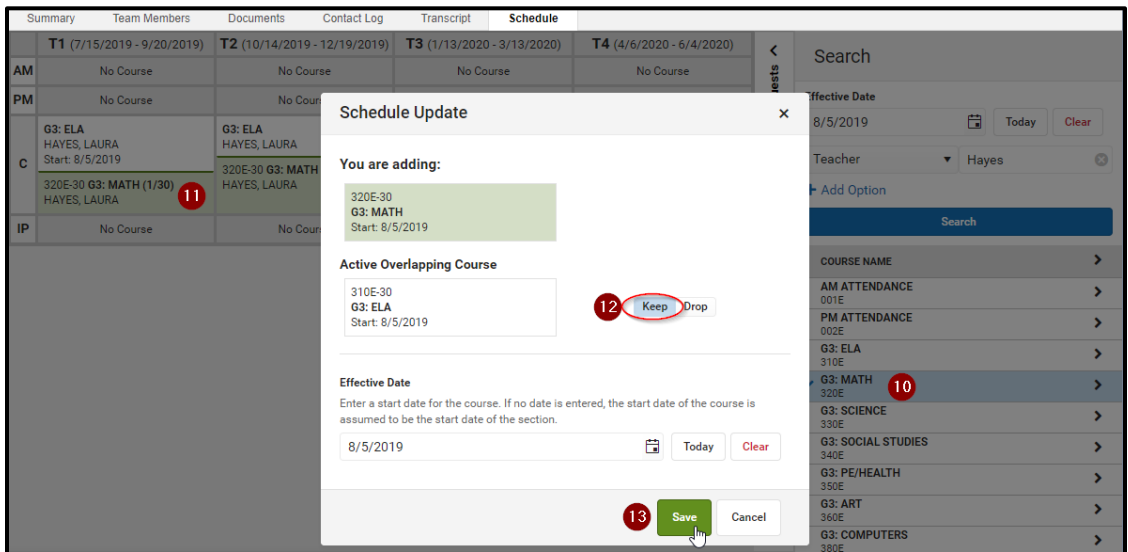
The screenshot shows the 'Schedule' tab interface. At the top, there are tabs for Summary, Team Members, Documents, Contact Log, Transcript, and Schedule (1). Below the tabs is a 'Filter' dropdown. The main area is a table with columns for terms: T1 (7/15/2019 - 9/20/2019), T2 (10/14/2019 - 12/19/2019), T3 (1/13/2020 - 3/13/2020), and T4 (4/6/2020 - 6/4/2020). Rows are labeled AM, PM, C, and IP, all showing 'No Scheduled Course'. To the right is a search panel with 'Effective Date' (8/5/2019), 'Teacher' dropdown (4) set to 'Hayes' (5), and a 'Search' button (6). Below the search panel is a list of course options: AM ATTENDANCE 001E, PM ATTENDANCE 002E, G3: ELA 310E, G3: MATH 320E, G3: SCIENCE 330E, G3: SOCIAL STUDIES 340E, G3: PE/HEALTH 350E, G3: ART 360E, G3: COMPUTERS 380E, and G3: S.L.B. 381E. At the bottom, there are buttons for Load, Lock All, Reports, Calendar, Walk-in Scheduler (2), and Messenger.

- Click on a course in the search results to add it to the student's schedule.
- Click on the green shaded section in the student's schedule to confirm the section schedule.

- Confirm the details on the Schedule Update box that pops up and click **Save**.



- Continue to add sections by clicking the course name.
- Confirm the section by clicking the green highlighted section in the student's schedule
- Elementary subjects will be 'skinnied' or stacked together in the 'C' period. This requires you to choose the **Keep** option for Active Overlapping Course. Choosing Drop will replace the existing course(s).
- Click **Save** add the course to the student's schedule.

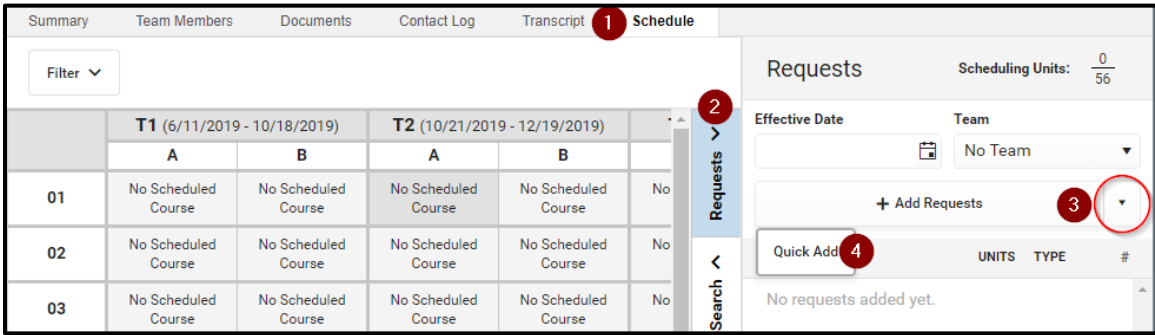


QUICK ADD REQUESTS WITH KNOWN COURSE NUMBERS

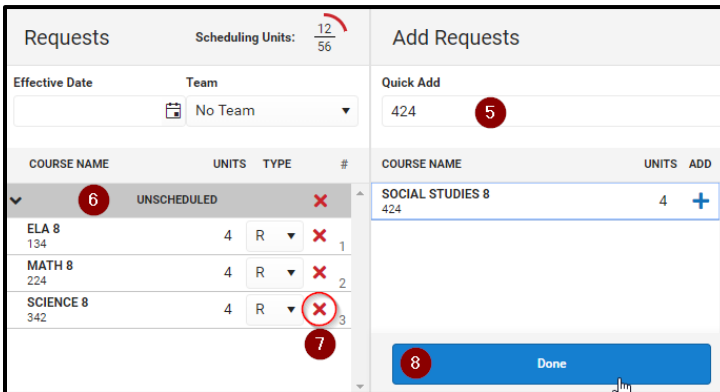
Requests for known courses can be quickly added to a student's schedule:

- Click on the student's **Schedule** tab.
- Click the **Requests** tool.
- Click the dropdown widget on the **+ Add Requests** button.

4. Click **Quick Add**.



5. Type a course number and press the Enter key or click on the course.
6. The entered course will be added to the list of Unscheduled requests.
7. Incorrect requests can be removed by clicking the red 'X'.
8. Click **Done** when requests have been entered.

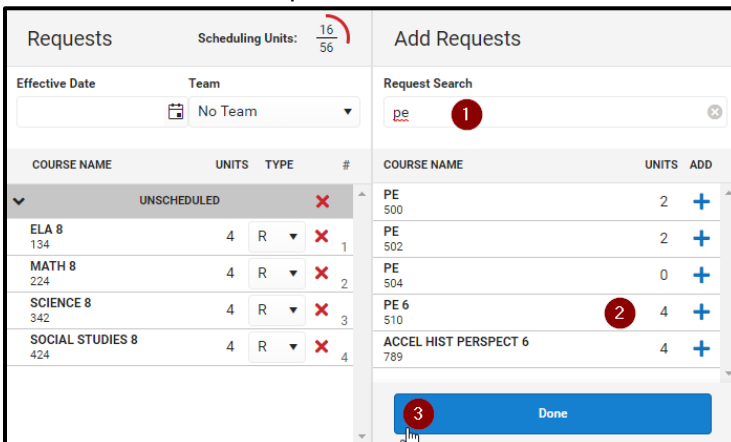


Additional requests can be added using the Search tab or other request tools in Campus.

ADDING REQUESTS FOR COURSES

Requests can be added by the course number or name of the course.

1. Click the **+ Add Requests** button and type the name of the course or the course number in the Request Search field.
2. Courses matching the search will be listed. Click a course in the list to add it to the Requests.
3. Click **Done** when the requests have been added.



LOADING REQUESTS

All entered requests can be loaded at once to start building out a student's schedule, resolving schedule conflicts where possible.

1. Press the **Load** button.
2. The Load Rosters window will appear. By default all terms will be loaded, Terms can be unchecked to only load specific terms.
3. Note the warning of the changes that will be made.
4. Click **Load** to load the requested courses.

The screenshot shows a software interface for loading requests. A 'Load Rosters' dialog box is open, displaying a list of terms (T1, T2, T3, T4) with checkboxes. A red circle with the number '2' is next to the T1 checkbox. Below the list is a red warning box with the text: 'Rosters that are unlocked in the schedule will be deleted from the selected terms during the load process. This will remove: Attendance information, Grades, Course section data.' A red circle with the number '3' is next to this warning box. At the bottom of the dialog box are 'Cancel' and 'Load' buttons. A red circle with the number '4' is next to the 'Load' button. The background shows a 'Requests' panel with a table of course requests and a 'Schedule' tab with a grid of course slots.

The Load button pop-up contains additional tools to Unload all unlocked courses, End the current schedule, or Restore a schedule.

CHANGING COURSES

Schedule changes can be made during the school year.

1. Open the **Requests** panel.
2. Set an **Effective Date** for the changes. Note that this can be left blank to use the student's enrollment dates for the schedule.
3. Click the unscheduled request for the course.

- Available periods for the course are shaded green. Full sections will be shown in red and the current section is shaded blue. Click the section you wish to schedule the student into.

The screenshot shows a course scheduler interface. At the top, there are tabs for 'Summary', 'Team Members', 'Documents', 'Contact Log', 'Transcript', and 'Schedule'. The 'Schedule' tab is active, displaying a grid of course sections. The grid has columns for different time periods: T1 (6/11/2019 - 10/18/2019), T2 (10/21/2019 - 12/19/2019), T3 (1/6/2020 - 3/13/2020), and T4 (3/30/2020 - 5/13/2020). Each column has sub-columns for different sections (A, B). Course sections are color-coded: green for available periods, red for full sections, and blue for the current section. A 'Requests' panel on the right shows a list of courses with columns for 'Effective Date', 'Team', 'Course Name', 'Units', 'Type', and '#'. A red circle 1 points to the 'Schedule' tab, a red circle 2 points to the 'Effective Date' field (8/20/2019), a red circle 3 points to a selected course section in the 'Requests' list (ADV BAND 607), and a red circle 4 points to a specific course section in the grid (607-4 ADV BAND (0/40) WILLIAMS).

- Review the Schedule Update pop-up. Note the drop date on the previous course and that the effective date defaulted to the date set in step 2.
- Click **Save** to save the displayed change to the student's schedule.

The 'Schedule Update' pop-up window shows the following information:

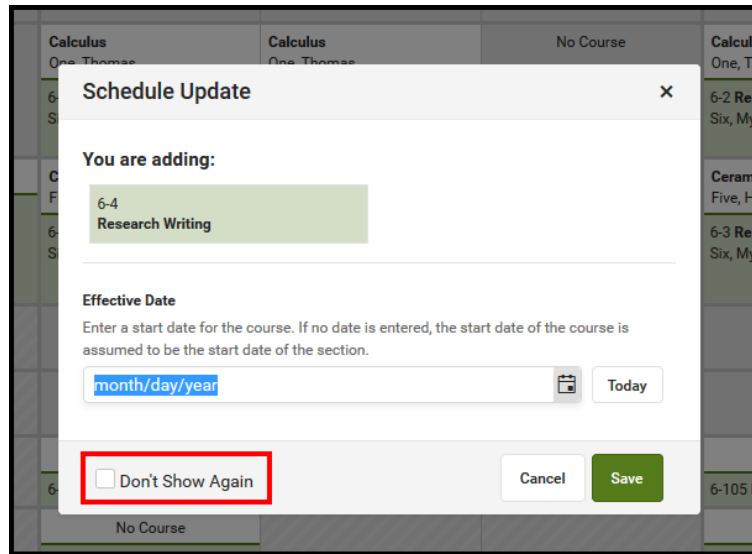
- You are adding:** 607-4 ADV BAND, Start: 8/20/2019
- Active Overlapping Course:** 502-4 PE, Drop: 8/19/2019. There are 'Keep' and 'Drop' buttons next to this course.
- Effective Date:** 8/20/2019. There are 'Today' and 'Clear' buttons next to the date field.
- At the bottom, there are 'Save' and 'Cancel' buttons. Red circles 5 and 6 highlight the 'Today' and 'Save' buttons respectively.

WALK-IN SCHEDULER FEATURES

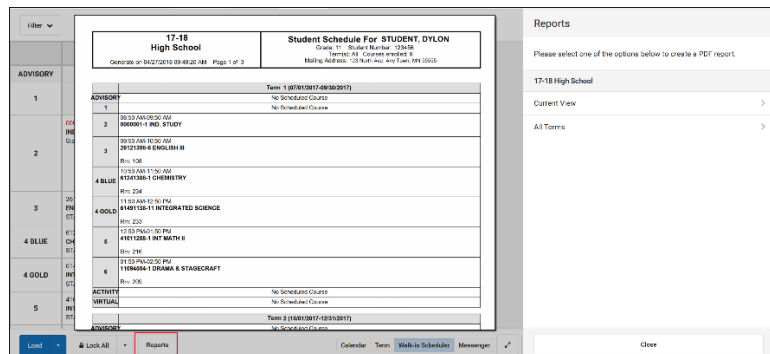
Feature	Image
<p>Use the Full Screen icon to display just the Walk-In Scheduler in the entire browser window. This removes all tabs, all indexes, all headers, and just displays the Course grid and the Requests and Search panels.</p> <p>Click the icon again or click the ESC key to return to a non-full screen view.</p>	<p>The screenshot shows the Walk-In Scheduler interface in full-screen mode. It displays a grid of course sections and a 'Requests' panel on the right. A red box highlights the 'Full Screen' icon in the bottom navigation bar.</p>

Opt out of seeing the pop-up Update windows that display when performing an action by marking the *Don't Show Again* checkbox.

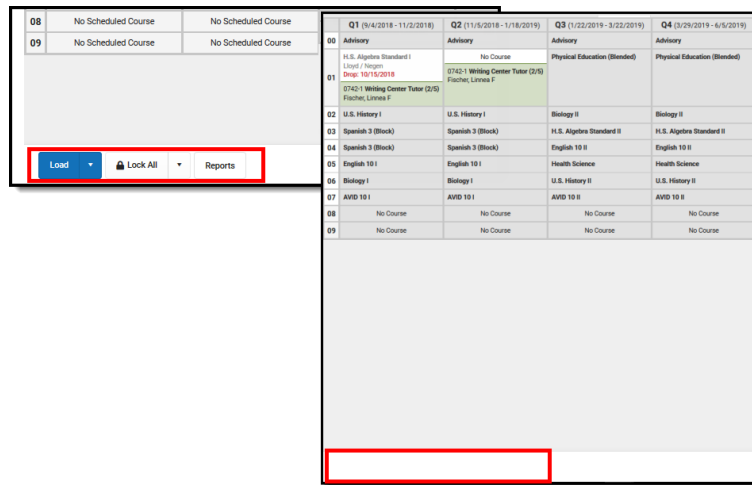
This applies to any active session (open browser tab), and only works for simple cases (one action per Update window).



Access **Schedule Reports** by choosing the Reports button from the bottom of the page. Available reports display in the side panel. The Current View prints the current Walk-In Scheduler display; the All Terms view prints the courses on the student's schedule for all terms. The reports print in PDF Format.

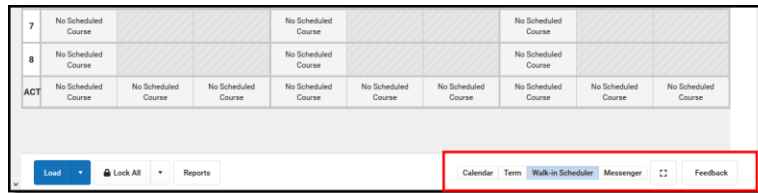


When selecting a course from the Requests or Search Panels, the course grid is considered active and cells where that selected course is scheduled are color-coded. When the grid is active, the Load button, Lock button and Reports button in the Action bar is not accessible.



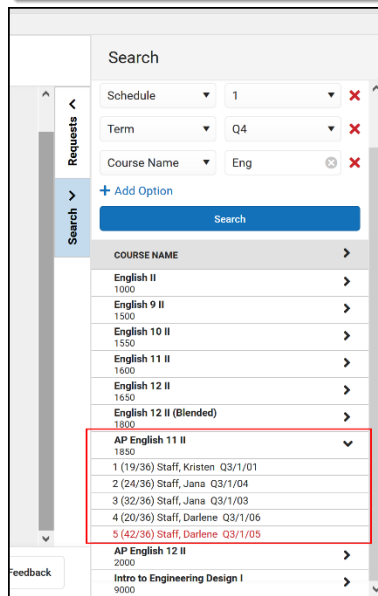
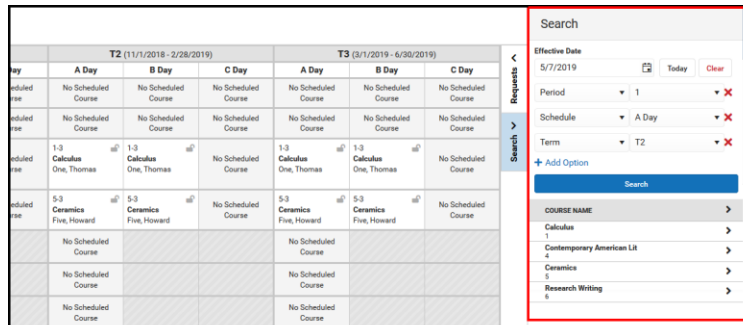
Access other Scheduling tools from the Action bar.

View the student's Schedule by choosing the **Calendar** or **Term** buttons. Send scheduling related messages by choosing the **Messenger** button.



Search for courses to add to the student's Schedule using the Search panel. Search by several different course related options, like Course Name or Number, Period, Term, etc. Up to five search values can be chosen.

After searching for a course, click the right-facing chevron to display sections of the course and assigned teachers.



View a list of already requested courses, add more course requests, and see courses the student has dropped on the Requests panel.

Requests Scheduling Units: 28/31

Effective Date: []

+ Add Requests

COURSE NAME	UNITS	TYPE	#
UNSCHEDULED			
Net & Racquet Sports 6003	2	A	1
SCHEDULED			
Algebra II 2 4011-4	2	R	1
Algebra II 1 4010-17	2	R	2
Open Lunch 0075-1	2	E	3
DROPPED			
Advisory 0000-70	4	R	1
Money Matters 9010-2	2	E	2

Load Course Requests using the Load button in the Action bar. Courses can also be ended en mass, completely unloaded (unless a course is locked), and restored (when a schedule has been ended on one date and the student returns at a later date).

4 BLUE	61241308-1 CHEMISTRY Wood, Steven A	61241308-1 CHEMISTRY Wood, Steven A	61241308-1 CHEMISTRY Wood, Steven A	61241308-1 CHEMISTRY Wood, Steven A
4 GOLD	61491138-1 INTEGRATED SCIENCE STAFF, SARAH B	61491138-1 INTEGRATED SCIENCE STAFF, SARAH B	61491138-1 INTEGRATED SCIENCE STAFF, SARAH B	61491138-1 INTEGRATED SCIENCE STAFF, SARAH B
5	41011208-1 INT MATH II STAFF, RACHEL	41011208-1 INT MATH II STAFF, RACHEL	41011208-1 INT MATH II STAFF, RACHEL	41011208-1 INT MATH II STAFF, RACHEL
	11094504-1 DRAMA & STAGECRAFT STAFF, LISA	11094504-1 DRAMA & STAGECRAFT STAFF, LISA	No Scheduled Course	61341308-4 INTRO PHYS CHEM Davis, Bob Start: 4/25/2018
	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Unload End Restore Load Lock All Reports Calendar Term Walk-in Scheduler

Lock courses or unlock courses as needed using the Lock All button. Locking keeps the courses on the schedule when a schedule is unloaded on the Walk-In Scheduler or in the Schedule Wizard. Unlocking a course allows that course to be removed and another course added in its place.

5	INT MATH II STAFF, RACHEL	INT MATH II STAFF, RACHEL	INT MATH II STAFF, RACHEL	INT MATH II STAFF, RACHEL
6	11094504-1 DRAMA & STAGECRAFT STAFF, LISA	11094504-1 DRAMA & STAGECRAFT STAFF, LISA	No Scheduled Course	61341308-4 INTRO PHYS CHEM Davis, Bob Start: 4/25/2018
ACTIVITY	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
VIRTUAL	Unlock All Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Load Lock All Reports Calendar Term Walk-in Scheduler Messenger

The Lock All/Unlock All option in the Action bar locks or unlocks ALL courses on the schedule. To lock or unlock an individual course, click the padlock for that course in the grid.

The courses in the grid display the course number and section, the course name and the teacher name.

See a quick glance at a course section on the student's schedule by hovering over the section - where the course is scheduled to meet (room number), assigned scheduling team, total students in the section who have an IEP, and the total seat count (how many students are scheduled plus how many students can be scheduled).

If there is a student constraint, that information also displays in the hover. This just shows that there is a constraint, not any student specific information.

The second digit of the Seat Count number (in the example to the right, the 25 in 10/25) is determined by the value entered in the Max Students field on the Course editor and/or the Section editor. A course section is only considered full (displays in red) when the Max Student value has been met.

		STAFF, MOLLY	STAFF, MOLLY Drop: 4/24/2018
26121308-6 ENGLISH III STAFF, ROBIN	26121308-6 ENGLISH III	26121308-6 ENGLISH III	26121308-6 ENGLISH III
61241308-1 CHEMISTRY STAFF, STEVEN	61241308-1 CHEMISTRY STAFF, STEVEN	61241308-1 CHEMISTRY STAFF, STEVEN	61241308-1 CHEMISTRY STAFF, STEVEN
61491138-11 INTEGRATED SCIENCE STAFF, SARAH B	61491138-11 INTEGRATED SCIENCE STAFF, SARAH B	61491138-11 INTEGRATED SCIENCE STAFF, SARAH B	61491138-11 INTEGRATED SCIENCE STAFF, SARAH B

Scheduled	63311108-3	63311108-3	63311108-3
IND. STUDY Staff, Christa	0000001-1 IND. STUDY Staff, Christa	0000001-1 IND. STUDY Staff, Christa	0000001-1 IND. STUDY Staff, Christa
11011505-1 ART I STAFF, MOLLY	11011505-1 ART I STAFF, MOLLY	11011505-1 ART I STAFF, MOLLY	11011505-1 ART I STAFF, MOLLY Drop: 4/24/2018

When adding courses, review the information on the Update pop-up to ensure the correct course is added, the correct start date is entered, etc. Update pop-ups display when any change is done to the student's schedule - when current courses are updated, when courses are dropped, when ending rosters, when restoring rosters, for instance.

WALK IN SCHEDULER KEYBOARD SHORTCUTS

The following shortcuts can be used when accessing the Walk-In Scheduler:

- **Arrow through the time slots.** Use all four directional arrow keys to highlight time slot cells and scroll through the courses.
- **Press enter to open courses.** Highlight a course using the tab key and press the Enter key to open the Course Side bar.
- **Tab through the courses and non-timed activities.** Use the Tab key to move through the courses and click Enter to open the Course Side panel (shows the course name, teacher, period name and time).
- **Arrow through the days.** Use the arrow keys to navigate through the schedule.
- **Escape to close side panels and modals.** Click the ESC key to close open side panels.
- Choose the noted letters to perform the following tasks:
 - **R** to toggle the Request Panel.
 - **S** to toggle the Search Panel.
 - **F** to expand the view to Full Screen.
 - **ALT-C** to Cancel Selection (when in Request Selection mode).

WALK IN SCHEDULER WHERE DO I...?

I want to...	Student Walk-In Scheduler	Counseling Walk-In Scheduler
Add requests for courses.	Enter course numbers to the panel on the right.	<p>From the Requests panel, click the dropdown arrow next to the Add Requests button and select the Quick Add option.</p> <p>Course requests can be added one of three ways.</p> <ul style="list-style-type: none"> • by clicking the Add Requests button. • by entering course numbers using the Quick Add option and clicking enter, which then adds those courses to the list of requested courses. <p>by adding planned courses using the Add Planned Courses option to add requests for courses on the student's Course Plan.</p>
Schedule requested courses.	Click the Load icon. Courses listed in the panel on the right are added to the schedule grid.	Click the Load button. Courses that can be placed are placed, and the unscheduled course requests become scheduled requests.
Lock a course section so the student remains in the course.	Mark the Lock checkbox when entering course requests. Or, select a placed course section and mark the Lock checkbox on the Roster Edit pop-up.	<p>Click the padlock on the scheduled course section. This can also be done by selecting the course section and marking the Lock checkbox on the Roster Update panel.</p> <p>All courses can be locked by choosing the Lock All button in the action bar.</p>
Find a course to add to a period where no course is scheduled.	In the course grid, click a period labeled Empty . A list of courses that meet during that period and term are listed in the search results to the right. Select a course and add it to the schedule.	In the course grid, click a period labeled No Scheduled Course . A list of courses that meet during that period display in the Search panel. Select one and update the roster.
Change the date a student began attending a course section.	Select the course from the schedule. On the Roster Edit pop-up, enter the new Start Date.	Select the course section from the grid. On the Roster Update panel, change the Start Date by entering the new date or choosing a new date.

Drop a course section.	Select the course from the schedule. On the Roster Edit pop-up, enter an End Date.	Select the course section from the grid. On the Roster Update panel, enter the date when the student no longer attended the course in the End Date field. This could be the current date, or yesterday's date. If there are attendance information or assignment information for the course, that information may be deleted.
Determine how full a student's schedule is	At the top of the search panel on the right, note the number of Requested Units .	Quickly scroll through the course grid and find any unscheduled courses. Or, check the Scheduling Units totals at the top of the Requests Panel.
Print a report of the student's scheduled courses.	Click the Print button or select a report from the dropdown list.	Click the Reports button.
Schedule courses for a specific scheduling team.	First, assign that scheduling group to the student using the Fill Teams tool. Second, make sure courses have been assigned a scheduling team by viewing the Course Info tab. Third, search for courses by Team on the Search panel, and add those courses to the student's schedule.	First, assign that scheduling group to the student using the Fill Teams tool. Second, make sure courses have been assigned a scheduling team by viewing the Course Info tab. Third, search for courses by Team on the Search panel, and add those courses to the student's schedule.

DEFINITIONS

Following are definitions of common terms and labeled items in the Schedule tab.

Item	Description
Scheduling Units	<p>The total number of Scheduling Units (potential credits) the student has scheduled displays at the top right. The bottom number indicates how many total units can be scheduled for a complete course schedule; the top number indicates how many units the student currently has requested, including the total already scheduled.</p> <p>The total number of scheduling units is the number of instructional course periods (set on the Course tab in the Terms field) multiplied by the number of terms in the calendar.</p> <p>The color of the circle changes depending on the number of units requested, as does the total completion of the circle.</p> <p>A complete schedule (100%, top number is the same as bottom number) is green. A schedule that is between 67% and 99% completed is yellow. A schedule that is between 34% and 66% completed is orange. A schedule that is between 0% and 33% completed is red.</p> <p>Decimals are rounded to the nearest whole number. A value of 33.8% rounds to 34 and displays orange; a value of 32.4% rounds to 32 and displays red.</p> <p>When a student has no requests, the completion circle does not display. Dropped course units are not included in the total scheduling units. When requests are added or removed, the Scheduling Units value changes accordingly.</p>

Effective Date	<p>The entered date determines when the student begins attending the course section.</p> <p>Entered dates must be within the term dates of when the course meets and are entered in <i>mmdyyy</i> format.</p>
Team	<p>Teams are created in Scheduling Groups and can be used as a cohort function (often at Middle or Elementary schools), so all students assigned to that team are together in all courses. Teams are assigned to course sections, and when using the Schedule Wizard to create schedules for the next year are included in the logic of loading section rosters. This only appears when Scheduling Groups are created for that school.</p> <p>A student can only be on one team at a time. If a section of a course has been designated for a particular team, only students on that team may be loaded into that section. However, a student can be manually added to that section, overriding the team feature if needed.</p>
Add Requests	<p>Opens the Add Requests panel where courses can be requested for placement. From the main Add Requests panel, enter either a course name or course number in the Requests Search field. Or, click the down arrow on the Add Requests button to use the Quick Add option, which allows entry of a course number, or the Add Planned Courses option, which adds courses from the student's Course Plan.</p>
Course Types	<p>Requested courses are organized into the following groups:</p> <p>Inactive - courses that are currently not offered in the selected calendar (the Active checkbox is not marked). These display in red background.</p> <p>No Sections - courses that do not have any course sections created, which means the course cannot be placed on the student's schedule. These display in a yellow background.</p> <p>Unscheduled - courses that were added as requests, but have not yet been added to the student's schedule. These display in a white background.</p> <p>Scheduled - courses into which the student is currently scheduled and attending on a regular basis. These display in a gray background.</p> <p>Dropped - courses into which the student was scheduled at one time during the school year, but the student is no longer scheduled into them. These display in a gray background.</p> <p>Each group can be collapsed or expanded by clicking the arrow to the left of the header.</p> <p>For Unscheduled, Inactive or No Sections types, click the red X to remove the course from the list of requested courses.</p>
Course Name	<p>The name of the course is listed in bold text, as it was entered into Campus (either in the Course Master or in Courses). The Course Number displays below the course name.</p>
Units	<p>Indicates the number of scheduling units that course meets. It correlates to the number of terms for which the course meets, and is used in the Scheduling Units calculation.</p>

Type	<p>Each request is assigned a request type - Required, Elected or Alternate. These are used in the Schedule Wizard logic when placing courses sections for students. The assigned types can be changed as desired.</p> <p>Course requests made by or for a student are assigned a request type of Required, Elected or Alternate. These are request types only, separate from and not related to the types of courses being selected.</p> <p>R - Required: Required course requests are entered by school personnel, not by the student. Requests entered via the Request Wizard display as required requests. Students cannot drop or modify a required request without staff intervention. <i>The Student must have a request for this course.</i></p> <p>E - Elected: Elected course requests may be entered by school personnel or students. Students can choose a course they wish to take in the next school year, remove requests for courses marked as E, and change course requests from E to A. <i>The Student would like to request this course.</i></p> <p>A - Alternate: Alternate course requests may be entered by school personnel or students. Alternate requests display in the order that they were entered. Alternate requests are not automatically loaded by the Walk-In-Scheduler or Schedule Wizard. Instead, students are manually placed into an alternate course when other course requests could not be met. <i>The Student would like to request this course as a second option if another course request cannot be fulfilled.</i></p>
Number	<p>Indicates the order in which requests were added, and is used in placing the student into those courses (requests with a number of 1 are attempted to be placed before a request with a number of 4). The count of requests is per Course Type.</p>
Request Search	<p>Allows the searching courses for which to add a request. A course name or a course number can be entered, either in its entirety or part of the name/number.</p> <p>The search field returns results based on the entered values. If part of a course number is entered, or part of the course name, the list of matching courses changes. For a course number of 123456, if the entered value is 234, any courses that 234 value are returned. A value must be entered.</p>
Add	<p>Indicates the course can be added to the list of requested courses.</p> <p>Blue plus sign - the course can be added</p> <p>Green check mark - the course already exists on the student's schedule. These courses display in gray background.</p> <p>Red X - the course can be removed from the Request Panel.</p> <p>Red down arrow - the course has been dropped. These courses display in gray background.</p>
Course Name Course Number Section Number	<p>Indicates the selected course. The course name displays in bold, followed by the course number and then section number.</p>

Start Date	<p>Indicates the date the student began enrollment in the course. If blank, it is assumed the student began enrollment in the course on the first day of the term.</p> <p>Entered dates need to be within the selected term dates. Warnings display on the Roster Update panel when dates fall outside of the term for the selected section, outside of the student's enrollment or outside of the calendar dates.</p>
End Date	<p>Indicates the date the student began enrollment in the course. If blank, it is assumed the student is (1) currently enrolled in the course section, and (2) was still enrolled in the section at the end of the term.</p> <p>Entered dates need to be within the selected term dates. Warnings display on the Roster Update panel when dates fall outside of the term for the selected section, outside of the student's enrollment or outside of the calendar dates.</p>
Lock	<p>When marked, the course section remains on the schedule, even when the Unload option is used to remove all scheduled sections.</p> <p>This applies when unloading a course from the Walk-In Scheduler or from the Schedule Wizard.</p>
No Credit	<p>When marked, indicates the student received no course credit for the selected course.</p>
Repeated	<p>Indicates the student has taken the course previously. This is a label that is noted on the student's transcript.</p>
Modified By	<p>Lists the last staff person who made changes to the selected course section, along with the date and time.</p> <p>When a section is deleted from a student's schedule or when an end date is added to a course section on the student's schedule and attendance data is deleted, a record of this action is recorded in the Audit Attendance table.</p>
Active Course	<p>An Active Course is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course:</p> <ol style="list-style-type: none"> 1. If the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term. 2. If the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date. <p>If the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date.</p>