



*Washoe County  
School District*

**Infinite Campus  
MS and HS  
Scheduling for the New Year**

# Master Schedule Checklist

## Checklist

**Before the Schedule Wizard is run, schools should have completed the following:**

- ⇒ Calendar set up (IT Department)
- ⇒ School provides Bell Schedule and Period Rotation to IT Department
- ⇒ Enrollment roll over (IT Department)

## Course preparation (Scheduling)

- ⇒ Attach departments to courses if applicable (Course tab)
- ⇒ Check terms, schedules and periods (Course tab)
- ⇒ Determine if the course can be requested by students (Course tab)
- ⇒ Determine if course can be requested by teacher (Course tab)
- ⇒ Enter the Maximum students (Course tab)
- ⇒ Mark the appropriate courses active (Course tab)
- ⇒ Select the desired scheduling priority if applicable (Course tab)
- ⇒ Establish scheduling rules if applicable (Scheduling Rules tab)

## Enter Student Course Requests

- ⇒ Request Wizard to batch enter requests (Index Scheduling)
- ⇒ Manual requests, if applicable
- ⇒ Online Course Requests (Portal access)
- ⇒ Teacher Course Requests (Course tab)

## Planning for the Schedule

- ⇒ Analyze requests
- ⇒ Use the Requests Satisfied report to determine how many sections will be needed
- ⇒ Make any necessary course changes

## Plan the Master Schedule

## Defining the Fields on a Course

Number	The course number appears on students' schedules and transcripts. It is also used by students when registering for courses through the Portal.
Name	The course name appears on transcripts, schedules, the Portal, and on teacher's reports.
Active	This checkbox indicates whether or not a course is active for the selected calendar. If the checkbox is not marked, the course will appear in red and students cannot request the course as part of their schedule.
Department	This dropdown list contains names of departments within the school if a request was made to the IT department to set up the names. Assigning a department to courses helps in the organization of the schedule. When using the Schedule Wizard all courses in a specific department will be grouped together.
Scheduling Priority	When the school or counselor begins using the Scheduling Wizard to load student requests, courses that have a priority of 1 will be scheduled first. If there is no priority set, courses will be scheduled based on student requests and scheduling rules attached to the
Max Students	This field is a number field that determines how many students can be in each section of the course.
Terms	Determines the length of sections when created by the Schedule Wizard. In a four term school, a course that meets for a semester would be a 2-term long course.
Schedules	Schools with multiple period schedules (such as a two-day rotation), determines how many days a section will take up.
Periods	This number relates to how many periods in one day the course is taught. Most often this is a 1.
Sections to Build	This field is used in the Scheduling Wizard. The wizard will build the number of sections that correspond to this entry based upon constraints entered into the system.
GPA Weight	This field indicates that the course contributes to the student's cumulative GPA calculation. It is basically a multiplier. Most often, this field is set to a 1. If the course does not contribute to the GPA, the field is left blank.
Bonus Points	This checkbox is used to indicate whether or not bonus points are used in the calculation of the GPA.
Transcript	When checked, this course will be posted to the transcript.
Allow Requests	This checkbox is used to indicate whether or not a course can be selected through the Portal when a school is using Online Course Requests.
Allow Teacher Requests	When checked, a teacher can request a specific course for any of their currently rostered students for the next school year.
Attendance	This checkbox is used to indicate whether or not the course will show up for attendance.
Description	Provides a brief description of the course content.
Subject Area for Credits Earned	Displays in which subject area the course will earn credit.

# Course and Section Set Up

Courses and sections are the foundations for scheduling students, organizing teachers' gradebooks, assigning grades and credit amounts to students and attendance.

## Overview

This lesson will cover the scheduling process in Campus.

## Objectives

During this lesson, you will learn how to:

- Add a new course
- Define the fields on a course
- Edit existing courses
- Create sections of courses

## Adding a New Course

1. In the **Index** outline, expand the Scheduling module.
2. Select Add course.
3. Each school is linked to a Course Catalog which displays a list of available courses from the Course Master. Once a course has been selected, it will be removed from this list to avoid the possibility of creating duplicate courses.
4. To select a course from the master file, click on the name of the course and details for the selected course will display to the right. A single course or multiple courses may be selected. Once the courses are selected click on "Select this Course Master" to link the new courses to your school.
5. If the course you are trying to add to your school is not in the list, the course is either not part of your course catalog, or the course is already linked to your school.

**Course** - a unit of a school's curriculum with a specific set of content to be taught. Biology, Language, Arts or French are examples of courses.

**Section** - an offering of a course with a specific teacher, meeting place and time, and a particular roster of students.

**Course Master** –a district defined template for a course.

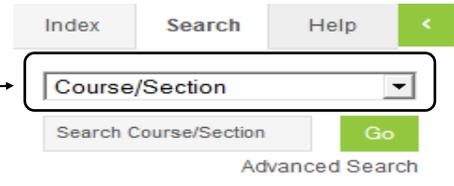
**Course Catalog**-a collection of course masters that are used for a particular grade level.

Select Course		Course Master Record	
CTRL-click and SHIFT-click for multiple		<b>Number</b>	<b>Name</b>
1233 - ENGLISH 5 (H)		1001	ENGLISH (H)
1234 - ENGLISH 6 (H)		<b>NCES Code</b>	<b>Department</b>
1235 - SOCIAL AWARENESS			
1237 - IB ENGLISH A1 HL I		<b>State Code</b>	<b>Transcript Posted</b>
1238 - IB ENGLISH A1 HL I		10995 00100	Yes
1239 - ENG 5/AMER STDY		<b>GPA Weight</b>	<b>Activity</b>
1240 - ENG 6/AMER STDY		1.0	:
1241 - ENG 5/AM STDY (H)		<b>Type</b>	<b>Honors</b>
1242 - ENG 6/AM STDY (H)		HR: Honors	HR:
1245 - AP ENG LIT 5		<b>Select this Course Master</b>	
12451 - OLA PROF EARTH/SPACE SC			
12455 - OLA PROF LIFE SCIENCE			

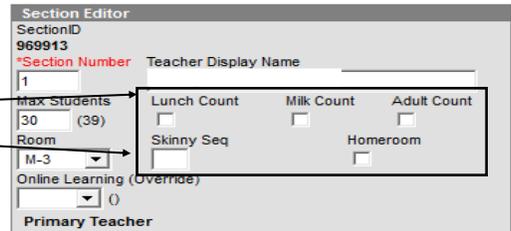
# Course and Section Set Up

## Searching for an Existing Course

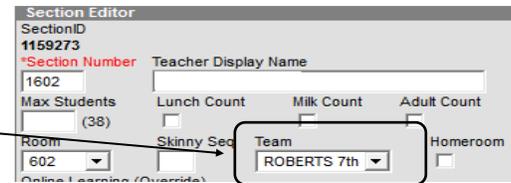
1. Select the Search tab.
2. Select Course/section in the drop down on the search tool.
3. Enter either the number or part of the name of the course.
4. Click GO
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name and select a section.



7. Lunch Count, Milk Count, and Adult Count will add fields to the attendance tool for this section to allow these counts to be taken in the classroom.



8. Skinny sequence is used to determine which course (if two or more courses are skinned together into a particular period) prints first on the student schedule.



9. If scheduling groups/teams have been defined for the school, select the team the section belongs to.

10. In the Section Schedule Placement grid, select the term(s), day(s), and period(s) this section will meet.

Section Schedule Placement Main						
	T1			T2		
	A	B	ALL	A	B	ALL
00	<input type="checkbox"/>					
01	<input type="checkbox"/>					
02	<input type="checkbox"/>					

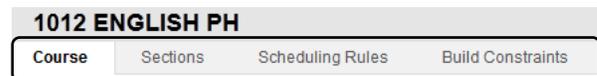
11. Click Create section.

## The Elements of a Course and a Section are Divided into Tabs

### Course

Courses that have sections attached to them will have an arrow to the left of the course name. Clicking on this arrow will display all sections of the course and the teacher assigned to teach the course.

1. When viewing a course, the following tabs display.
2. Course tab holds basic information for grading and scheduling.
3. Sections tab is an instance of a course.



4. Scheduling Rules tab defines how requests for the selected course are loaded by the Schedule Wizard in relation to other courses.
5. Build Constraints tab is used by the Schedule Wizard when building sections.

# Course and Section Set Up

## Sections

A section is an instance of a course. A teacher is assigned to teach a specific section of a course at a particular time of day (period) in a specific room. Students are rostered into sections.

- When viewing a section, the following tabs display.

<b>Section</b>	Staff History	Roster	Attendance
Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit

- Section tab displays the instances of a course.

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
Edit	1		118	T2	Main	01	(35/35)	
Edit	2		118	T2	Main	02	(32/35)	
Edit	3		611	T2	Main	03	(35/35)	

- Staff History tab allows one Primary Teacher to be added to a section. When multiple teachers are assigned to the same section, only one teacher is the Primary Teacher, and the additional teachers are added as New Teachers.

- Roster tab shows all students who have been placed into a section. Students actively enrolled in a section display in Active Students. Students scheduled with a future enrollment date display in Incoming Students. Students who have a schedule change or have been dropped from a section will automatically be moved to Dropped Students.

Active Students						
Active Students: 0	Males: 0					
	Females: 0					
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	

Incoming Students						
Incoming Students: 0	Males: 0					
	Females: 0					
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	

Dropped Students						
Dropped Students: 0	Males: 0					
	Females: 0					
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	

- Attendance tab presents a view of the teachers attendance tool for that section.
- Grading by Task/Grading by Student tab allows for changes to be made to submitted grades when an error has been made. The fields are available at any time irregardless of the grading window (active mask) being opened or closed. This is for the administrative staff only. This does not apply to teachers.
- Roster Setup tab allows a section roster to be created quickly by selecting students and adding them to a section of a course. This tool is most often used at the Elementary level.
- Roster Batch Edit tab displays all students enrolled or dropped from a section. If a course is being collapsed, or a majority of students are going to be moved from one section to another it is productive to use the Roster Batch Edit. This tool allows for multiple students to be End Dated from the chosen section at the same time.

## Adding a Section of a Course

To create a new section, navigate to the course by searching for the course in the search tool.

- Select the Sections tab.

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
Edit	1		308	T1	Main	03	(14/22)	
<a href="#">Add a Section</a>								

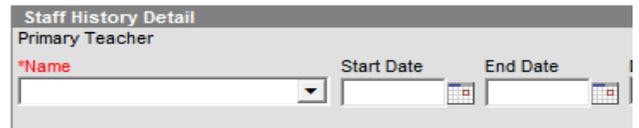
- Click the link to "Add a Section"

- Enter the section number for this instance of the course.
- Enter a maximum number of students for this section if it is an exception from the course-defined max number.
- Select the room that the course will meet in.

# Course and Section Set Up

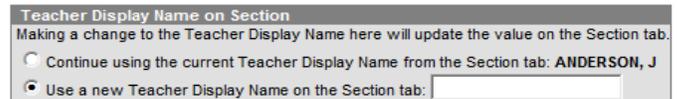
## Adding a Section of a Course Continued

7. Add team/scheduling group if applicable.
8. Select term and period placement.
9. Create Section.
10. Select the Staff History tab.
11. Click on New Primary Teacher.  Save  New Primary Teacher  New Teacher
12. A drop down menu appears to select the teacher for this section.
13. Start Date and End Date are left blank unless a teacher assignment is being updated during the active school year.
14. Choose how Teacher Display name will be populated.



Staff History Detail  
Primary Teacher

*Name	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>



Teacher Display Name on Section  
Making a change to the Teacher Display Name here will update the value on the Section tab.

Continue using the current Teacher Display Name from the Section tab: ANDERSON, J

Use a new Teacher Display Name on the Section tab:

## Navigating to an Existing Section

1. Select the Search Tab.
2. Choose course/section from the drop down list.
3. Enter either the course number or part of the name of the course.
4. Click Go.
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name and then select the Sections tab. OR Click on the arrow to the left of the course name to see existing sections. Select the section by clicking on the section number or teacher name.
7. Make changes as needed.
8. Click Save when finished.

Courses that have sections attached to them will have an arrow to the left of the course name. Clicking on the arrow will display all sections of the course and the teacher assigned to that course.

# Team Setup

Teams (scheduling groups, pods, clusters, etc.) Once created will create a subgroup of sections and students scheduled into those sections.

## Overview

This lesson will cover the process of creating the team structure and assigning students to different teams as part of the scheduling process.

## Objectives

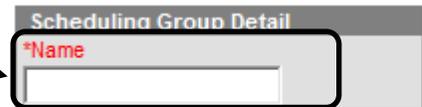
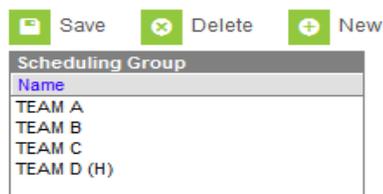
- Learn how to define scheduling groups in Campus.
- Learn how to assign sections of courses to teams.
- Learn the three main options for associating students with teams.

## Creating Teams (Scheduling Groups)

Teams are calendar specific. Team names may be copied forward from one year to another if the option is specified when the Calendar Wizard is run. (IT Admin)

The following steps identify how to create a new team or add an additional team.

1. Expand the Scheduling Module.
2. Select Scheduling Group.
3. Click NEW
4. Enter the Name for the teams as it will be seen on the student schedule and in the Schedule Wizard.
5. Click SAVE when finished.



## Assigning Sections to Teams

Sections may be assigned to a team in the Campus application or in the Schedule Wizard.

### To assign sections to a team in the application

1. Select the Courses tool of the Scheduling module.
2. Use the Search tab to search for the correct course and select the course from the search results.
3. Select the Sections tab.
4. The sections tab will display all sections that have been created for the course.
5. Select the Edit link next to the section that will be modified.

To create schedules correctly in the context of a middle school model, all sections for courses that should be taught as a part of the team concept will need to be assigned to a team.

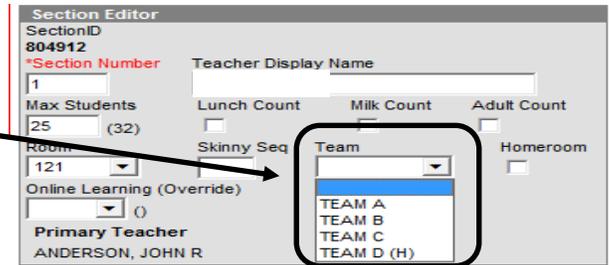
	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
<a href="#">Edit</a>	1		121	T2	A-ALL	05	(15/25)	

[Add a Section](#)

## Team Setup

### Assigning Sections to Teams Continued

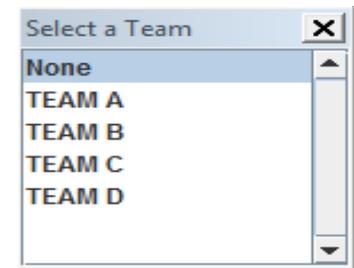
6. Once teams have been created, a new drop down for Team will appear on the Section Editor.
7. Select the proper team for this section.
8. Click SAVE when finished.



The screenshot shows the 'Section Editor' form. The 'SectionID' is 804912 and the '\*Section Number' is 1. The 'Teacher Display Name' is ANDERSON, JOHN R. The 'Max Students' is 25 (32). The 'Room' is 121. The 'Online Learning (Override)' is set to 0. The 'Primary Teacher' is ANDERSON, JOHN R. The 'Team' dropdown menu is open, showing options: None, TEAM A, TEAM B, TEAM C, and TEAM D (H). An arrow points from the text in step 6 to the Team dropdown menu.

### Assign Sections to a team in the Schedule Wizard

1. Right click on the section in the Schedule Wizard.
2. Select Assign Group.
3. A popup will open showing all teams that have been created for that Calendar.
4. Double click on the team to assign it for a section. The popup will close automatically.



### Associating Students with Teams

Students may be assigned to a team either randomly by the Scheduling Wizard or by a user defining the team for a student. These methods may be used interchangeably as well if the school only assigned a portion of the student population to each particular team and the remainder of the students are randomly placed.

### Randomly determine Team Membership

1. The Schedule Wizard will randomly assign students to teams when student requests are loaded.
2. When student requests are loaded, the first section the student is scheduled into will determine the team association for the rest of the students requests.
3. If all courses are unloaded in the Schedule Wizard trial, and a new full load of requests is run, a student may be placed on a different team.

### For Example

1. Assume a school has three teams : red, white and black.
2. A full load of requests is done in the Schedule Wizard and one student is scheduled into a red section first.
3. She will then be scheduled into red sections of courses for the remainder of the load.
4. If all requests are unloaded and then a new full load is run, the same student may now be scheduled onto the white team.

# Team Setup

## Fill Teams

When the scheduling process is finished for the year, a tool called Fill Teams can be run to populate the randomly assigned team membership on the students Walk-In-Scheduler.

1. Select Scheduling on the Index tab.
2. Click on Fill Teams.
3. Choose Overwrite All Team Assignments or
4. Fill Empty Team Assignments Only.
5. Click RUN.

@	Course #	Course Name	Sn#	Type	Lo
@	1203	ENGLISH 1 (H)	1	R	
@	1204	ENGLISH 2 (H)	1	R	

Calendar  
13-14 NORTH VALLEY'S HIGH SCHOOL

**Team Assignment Options**

Overwrite All Team Assignments  
 Fill Empty Team Assignments Only

RUN

Fill Teams should ONLY be run when the Scheduling process is completed. Running the tool before scheduling is complete will lock students onto the team they are currently scheduled on and the Schedule Wizard will not be able to dynamically re-shuffle students around.

## Assigning Students to A Team

There are two methods of assigning a student to a team.

### Student Assignment using the Walk-In-Scheduler

Once teams are created in Campus, a dropdown menu will display on the student's Walk-In-Scheduler. This may be used to manually assign students to a team. The Scheduling Wizard will then obey this assignment and will schedule students into sections assigned to the team when doing a full load.

1. To Assign a student to a team.
2. Search for the student using the Search tab.
3. Select the General folder of Student Information.
4. Select the Schedule tab.
5. Click the Walk-In-Scheduler tool.
6. At the top of the request screen tool, select the team the student should be assigned to.
7. Click Save Requests at the top of the screen.

# Team Setup

## Assign using A Team Course

A second method may be used to assign students to teams by mass assigning a select group of students to a course associated with a particular team. In this method, a specific team is associated with one section of a course. In this example, the course “Team Red” was created and the one section (assigned to team red) was scheduled into the Advisory Period.

Once the team and the section is created, requests can be created for students who have been assigned to that team. This may be done by using an Ad Hoc selection editor and the Request Wizard.

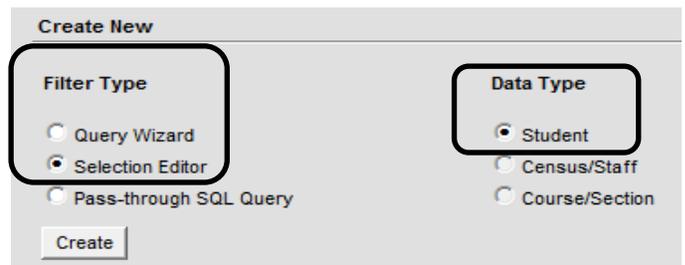
## Assign students to a team using the Team Course Method

### Create one section for the course

1. Use the Search tab to find the course
2. Click the Sections tab. Click Add Section
3. Assign the section to the correct team. (Team Red)
4. Click SAVE when finished.

### Create an Ad Hoc Filter for the students who will be on the team

5. Select Ad Hoc Reporting > Filter Designer.
6. Create a new filter-student data in selection editor mode.
7. Select the students who are on the team in the student list on the left side of the Ad Hoc tool.
8. Use the Control-Click to select multiple students across a range OR Shift-Click to select a group of consecutive students.
9. Use the right arrow button to add students to the selection list.
10. Enter a name for the filter
11. Click SAVE filter



The screenshot shows a 'Create New' dialog box with two main sections: 'Filter Type' and 'Data Type'. In the 'Filter Type' section, there are three radio buttons: 'Query Wizard', 'Selection Editor' (which is selected), and 'Pass-through SQL Query'. In the 'Data Type' section, there are three radio buttons: 'Student' (which is selected), 'Census/Staff', and 'Course/Section'. A 'Create' button is located at the bottom left of the dialog.

## Team Setup

### Assign students to a team using the Team Course Method Continued

#### Use the Request Wizard to create requests for the course

12. Scheduling > Request Wizard.

13. Mode: Create requests

14. Select the grade level(s) for the students

15. Select the course in the course list

16. Select the filter mode: Ad Hoc filter

17. Click Next

The screenshot shows a 'Request Wizard' interface with three main sections:

- Select Mode:** Two radio buttons are present: 'Create Requests' (selected) and 'Remove Requests'.
- Select Grades:** A row of checkboxes for grade levels: 13, AD, UG, 07, 08, 09, 10, 11, and 12. The checkbox for '12' is checked.
- Select Additional Method to Filter Students:** Three radio buttons are present: 'Filter on team or ad hoc set' (selected), 'Filter on existing Requests', and 'Filter on Roster data from a prior year'. Below these is a dropdown menu.

Arrows from the text instructions point to the 'Create Requests' radio button, the '12' checkbox, and the 'Filter on team or ad hoc set' radio button.

#### Load the Requests in the Schedule Wizard

18. Launch the Scheduling Wizard

19. Select the trial

20. Scroll down to find the course on the schedule

21. Right click on the course

22. Click "Load Course"

23. Right click on the course

24. Select Lock All Rosters

25. Save the Trial

Once these steps have been completed, the remainder of student's requests will be loaded for that particular team.

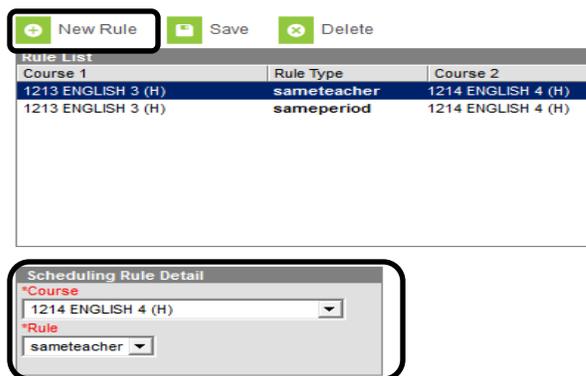
**\*\*\* This will be covered in depth during the Schedule Wizard class.\*\*\***

## Scheduling Rules

The Scheduling Rules tab allows a user to define desired outcomes for how student requests are loaded by the Schedule Wizard. Scheduling Rules are a powerful tool that may be used to create schedules that match the scheduling and overall philosophy of the school, but **too many rules** will create increased conflicts and will lower the overall completion rate of the fulfilled requests.

### Creating a Rule

1. Search for the course using the search tab.
2. Select the course from the search results.
3. Click the Scheduling Rules tab
4. Click New Rule.
5. Select the rule that defines the relationship.
6. Select the other course that the current course should be connected to using the selected rule.
7. Click save when finished.



In many instances, multiple rules are needed to completely define the outcomes needed for a course. Repeat these steps as needed for a course.

### Definitions of Rules

**Before/After** defines the term placement for courses. If Course A is before Course B, Campus will automatically apply "Course B" after Course A. If the course is a one term course, and there are more than two terms in the schedule, the before-after rule will allow a gap between courses.

**Precedes/Follows** also defines term placement, but is a more precise rule than the Before/After rule. If Course A precedes Course B, it will be in the immediate previous term with no break between Course A and Course B.

**Consecutive** places the two courses in immediate terms as a matched pair, but either course could be first in the ordering. As an example, if Grammar and Speech are defined as consecutive, some students will have Grammar then Speech, while other students will have Speech then Grammar.

**Same Teacher** indicates the student will have the same instructor for both courses. The rule will match based on personID (the internal unique database number for a person) so Campus will not be confused by teachers with the same last name. If the section a student is scheduled into has two teachers (as in a shared or team-taught situation), the Wizard will find a match on either teacher.

**Same Section** will place the students in the same section based on section number. If a student was in section 3 of English 10, they will be in section 3 of Speech/Debate 10.

\*\*\* The Same Section rule is often used by schools for yoked courses (a two-teacher combination of courses) and for having students travel through a group of courses together, as in some middle school exploratory course sequences.

# Scheduling Rules

## Definitions of Rules Continued

**Same Period** will place Course A in the same period (although in a different term) as Course B.

**Same** will place Course A in the same term (but in a different hour) as Course B. Schools that have science labs and lecture courses will use this rule to insure students are getting both courses at the same time.

**Not Same** will place Course A in a different term than Course B. This rule is often used to avoid giving students high homework levels from two courses. (AP History and AP Lit may be placed as not same) to avoid overloading the students schedule.

**Skinny** will allow two (or more) courses to be scheduled in a students schedule at the same time. The Skinny rule allows a flexible sharing arrangement to be developed between teachers. In some schools, art is skinnied with choir.

**Bind** this rule will come into play at the end of a full load. This rule will remove students from sections if they did not get a seat in both courses that are bound together by this rule.

**Combined** this rule is the only rule that does not have an impact on student request loading; rather it has an impact on some of the scheduling conflict detection systems found in the Scheduling Wizard. This rule tells the Wizard that two courses will share a physical resource simultaneously—the teacher will have two courses happening at the same time in the same classroom. This is common with some art teachers who have 5 students working on Painting, while 4 students are working on Ceramics.

\*\*\* The following attendance situation arises when using the **Skinny rule**. Attendance is period based in Campus. When two courses are skinnied together in a period when a teacher marks a student as absent s/he is marking the student absent for that period. If the teacher of the second class (held during the same period due to the Skinny rule) marks the student present this will replace the attendance mark entered by the first teacher. Only one attendance event can be recorded during a period.

# Request Entry In Campus

## Overview

This lesson covers the methods by which student requests may be entered as part of the master schedule process. Three of the methods, Request Wizard, Walk-In Scheduler and Teacher Requests are accessible by staff through the Campus application. The fourth method allows students and parents to enter requests via the Campus Portal.

## Objectives

- Enter or remove requests using the Request Wizard for a grade level.
- Enter or remove requests using the Request Wizard for an Ad Hoc Filter.
- Enter or remove requests using the Request Wizard for a group of students based on existing requests.
- Enter student requests using the Walk-In Scheduler.
- Describe the process parents and/or students will use to enter requests in the portal.
- Log a request for the registration window for the Campus Portal to be opened and closed.

## Requests

A Request in Campus is a data element indicating the student should be scheduled into a section of a course by the Schedule Wizard. There are three types of requests in Campus.

**R - Required Request** is a request that was entered by a staff member using the Campus application.

**E – Elective Request** is a request that was entered from the Campus Portal by either a parent or student.

**A - Alternate Request** is a request that was entered from the Campus Portal, but is not loaded by the Schedule Wizard. Alternate requests may be entered by students or parents and then used by counselors as part of the schedule clean-up process to fill holes in a students schedule.

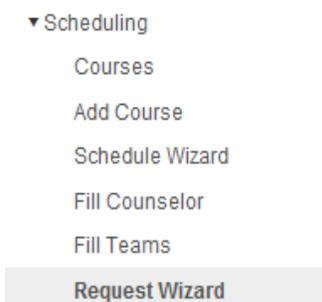
## Request Wizard

The Request Wizard allows staff members to quickly create or remove requests for students. The Wizard will not add duplicated requests, and will not error if a user tries to remove requests that do not exist.

## Navigating to the Request Wizard

Expand Scheduling module.

Select the Request Wizard



\*\*\* Prior to creating or removing requests using the Request Wizard, confirm that you have the correct school year selected in the dropdown menu at the top of your screen. \*\*\*

# Request Entry In Campus

## Creating/Removing Requests for an Entire Grade Level

1. Set the mode > Create or Remove request.
2. Select the grade level(s)
3. Select the course(s) in the list.
4. Click RUN
5. A window will display confirming the number of requests entered or removed.
6. Click OK to close this window.

The screenshot shows a software window with three main sections. The top section, 'Select Mode', has two radio buttons: 'Create Requests' (selected) and 'Remove Requests'. The middle section, 'Select Grades', has checkboxes for '13', 'UG', '09' (checked), '10', '11', and '12'. The bottom section, 'Select Additional Method to Filter Students', has three radio buttons: 'Filter on team or ad hoc set', 'Filter on existing Requests', and 'Filter on Roster data from a prior year'. To the right is a scrollable list of courses, including '1012 ENGLISH PH', '1013 ENGLISH PH', '1025 AUDIT ENGLISH', '1026 AUDIT ENGLISH', '10301 BAKING I', '10302 BAKING I', '10303 BAKING I L', '10304 BAKING I L', '10313 CULINARY ART I', '10314 CULINARY ART I', '10317 CULINARY ART II', '10318 CULINARY ART II', '10319 CULINARY ART II L', '10320 CULINARY ART II L', '10321 CULINARY ART III', '10322 CULINARY ART III', '10327 FOODS I', '10328 FOODS I', and '10673 IT ESSENTIALS I'.

## Creating/Removing Requests based on an Ad Hoc Filter

1. Set the mode > Create or Remove request.
2. Select the grade level(s)
3. Select the course(s) in the list.
4. Select the Ad Hoc filter radio button in the additional filter options.

This screenshot is similar to the previous one but highlights the 'Filter on team or ad hoc set' radio button in the 'Select Additional Method to Filter Students' section. The course list is partially visible, showing '10314 CULINARY ART I', '10317 CULINARY ART II', '10318 CULINARY ART II', '10319 CULINARY ART II L', '10320 CULINARY ART II L', '10321 CULINARY ART III', '10322 CULINARY ART III', '10327 FOODS I', '10328 FOODS I', '10673 IT ESSENTIALS I', '10674 IT ESSENTIALS I', '10675 IT ESSENTIALS II', and '10676 IT ESSENTIALS II'. At the bottom, there are 'RUN', '< Back', and 'Next >' buttons.

5. Click Next.
6. The text displayed on the left summarizes the actions set on the previous screen.
7. Select the Ad Hoc filter from the drop down list of saved filters or Select Scheduling Group/Teams.

The screenshot shows a 'Build Requests' window. On the left, a box contains the following text: 'ADD REQUESTS FOR COURSES: (1012 ENGLISH PH) FOR STUDENTS IN GRADES: (09) WHERE STUDENTS HAVE ARE IN:'. To the right, there are two sections: 'Select Ad Hoc Filter' with a dropdown menu, and 'Select Scheduling Groups/Teams' with three checkboxes: 'HSPE MATH', 'HSPE READING', and 'HSPE SCIENCE'.

8. Click RUN
9. A window will display confirming the number of requests entered or removed.
10. Click OK to close this window.

# Request Entry In Campus

## Creating/Removing requests based on Existing Requests

Existing requests can be used as a filter in the request Wizard. Since the Request Wizard will not create duplicate requests, it is a good way to check that students have requested both parts of a course that are needed—such as two halves of a year-long course.

1. Set the mode > Create or Remove request.
2. Select the grade level(s)
3. Select the course to add or remove requests for.
4. Select the Filter on Existing Requests mode.
5. Click NEXT.
6. The text displayed on the left summarizes the actions set on the previous screen.
7. Select the course the student has an existing request for.
8. Click RUN.
9. A window will display confirming the number of requests created or removed. If both parts of the course have been requested, the number of requests confirmed will be zero.
10. Click OK to close the window.

Select Additional Method to Filter Students

Filter on team or ad hoc set

Filter on existing Requests

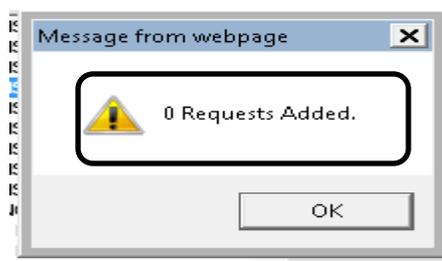
Filter on Roster data from a prior year

Build Requests

ADD REQUESTS  
FOR COURSES: (1212 ENGLISH 4)  
FOR STUDENTS IN GRADES: (10)  
WHERE STUDENTS HAVE A REQUEST FOR:

WHERE students have a Request for

- 1202 ENGLISH 2
- 1203 ENGLISH 1 (H)
- 1204 ENGLISH 2 (H)
- 1211 ENGLISH 3
- 1212 ENGLISH 4
- 1213 ENGLISH 3 (H)
- 1214 ENGLISH 4 (H)
- 1231 ENGLISH 5
- 1232 ENGLISH 6
- 1245 AP ENG I IT 5



## Creating/Removing Requests based on Prior Year Rosters

Student requests may be created or removed based on the students' **prior year schedule**. For example, if school policy requires a student must have completed Honors Biology prior to requesting Honors Chemistry, this request mode may be used to only grant student requests when the prerequisite has been satisfied.

1. Set the mode > Create or Remove request.
2. Select the grade level(s)
3. Select the course to add or remove requests for.
4. Select the Filter on Prior Roster mode.
5. Select the **prior year calendar** which contains the rosters needed for filtering.
6. Click NEXT

Select Mode

Create Requests

Remove Requests

Select Grades

13  UG  09  10  11  12

Select Additional Method to Filter Students

Filter on team or ad hoc set

Filter on existing Requests

Filter on Roster data from a prior year

13-14 ROBERT MCQUEEN HIGH SCHO

Select Courses for Requests

- 3101 PHYSICAL SCI 1
- 3102 PHYSICAL SCI 2
- 3111 ENVIRON SCI 1
- 3112 ENVIRON SCI 2
- 3115 AP ENVIRON SCI
- 3116 AP ENVIRON SCI
- 3131 EARTH SCIENCE 1
- 3132 EARTH SCIENCE 2
- 3141 BIOLOGY 1
- 3142 BIOLOGY 2
- 3143 BIOLOGY 1 (H)
- 3144 BIOLOGY 2 (H)
- 3149 AP BIOLOGY
- 3150 AP BIOLOGY
- 3201 CHEMISTRY 1
- 3202 CHEMISTRY 2
- 3203 CHEMISTRY 1 (H)
- 3204 CHEMISTRY 2 (H)
- 3211 AP CHEMISTRY

# Request Entry In Campus

## Creating/Removing Requests based on Prior Year Rosters Continued

- The text displayed on the left side summarizes the actions set on the previous screen. It is recommended to talk yourself through these actions to insure that the proper settings were made on the previous screen.
- Select the course(s) that the student was scheduled into in a prior year (the course being used is a filtering mechanism).

- Click RUN.
- A window will display confirming the number of requests created or removed.
- Click OK to close the window.

## Request Entry using the Walk-In Scheduler

- Select Search > Student.
- Click on students Schedule tab to display current schedule.
- Click Walk-In Scheduler.
- Enter the course numbers for the courses the student needs to take in the fields located in the Walk-In Scheduler.

- Click SAVE REQS
- Campus will look up the course numbers and if a match is found will display the course name. Campus also totals the number of units requested based on the terms, schedules and periods defined on the course.
- If a school is divided into teams and the student should be placed on a particular team, select the relevant team from the drop down list at the top of the requests window.

# Teacher Course Requests

## Overview

Teacher entered course requests allow classroom teachers to make course recommendations for their students for the next school year.

## Objectives

- Complete setup in the current year calendar to enable teacher course requests.
- Complete setup in the next year's calendar.

## Setup in Current Active Year Calendar

A teacher can only request future course requests for students who are rostered in one of their current year course sections.

1. Select the current year calendar.
2. Use Course/Section to search for the course(s) being offered for Teacher Course Request. This course is thought of as the SOURCE course.
3. On the Course tab, check the box Allow Teacher Requests.
4. Click SAVE.

The screenshot shows the 'Course Information' form for CourseID 300243. The form includes fields for \*Number (3201), \*Name (CHEMISTRY 1), State Code (17215 11143), Department (SCIENCE), Schedule Load Priority (5), Max Students (36), GPA Weight (1), Bonus Points (unchecked), Type (RG: Regular), and Activity. At the bottom, there are checkboxes for Homeroom, Allow requests (checked), and Tech Prep. A separate box on the right shows the 'Allow teacher requests' checkbox, which is also checked.

## Scheduling Rule Setup

Once a course is defined as allowing teacher requests, the list of courses that teachers can select from in the future calendar, need to be defined. Connect the future course(s) with the current course using the Scheduling Rules BEFORE and PRECEDES.

5. Select the current course which has been flagged to Allow Teacher Course Requests.
6. Click on the Scheduling Rules tab.
7. Click New Rule.
8. Select the FOLLOWING course in the course drop
9. Select the rule BEFORE.
10. Click SAVE.
11. Click New Rule.
12. Select the same FOLLOWING course in the course drop down list.
13. Select the rule PRECEDES.

The screenshot shows the 'New Rule' button and a 'Rule List' table. The table lists 'Course 1' with two entries: '3201 CHEMISTRY 1' and '3201 CHEMISTRY 1'. Below the table is the 'Scheduling Rule Detail' form, which has a dropdown menu for '\*Course' set to '3247 AP PHYSICS C' and a dropdown menu for '\*Rule' set to 'before'.

The screenshot shows the 'Scheduling Rule Detail' form with the '\*Course' dropdown set to '3247 AP PHYSICS C' and the '\*Rule' dropdown set to 'precedes'.

# Teacher Course Requests

## Scheduling Rule Setup Continued

14. Click SAVE.
15. Repeat steps 5-14 to attach all possible follow-up courses.

## Required Setup in Future Calendars

The use of teacher course requests requires the following steps be completed in the future calendar.

1. Calendar Roll Forward has been created in the Next Year's Calendar AND the courses were rolled from the previous year. (IT Dept)
2. Enrollment Roll Forward was used to create student enrollments in the future year. (IT Dept)

## Entering Teacher Course Requests

Once the required setup has been completed, teachers may use the Teacher Course Request to select the course that offers an appropriate placement for the student in the next school year. Students who are not enrolled in the next year will not have a dropdown available for the teacher to make a selection.

1. Open the Teacher Course Requests in the Current Active Year Calendar.
2. Select Instruction on the Index tab.
3. Select Teacher Course Requests.
4. Select a student who is rostered in the current year.
5. Open the drop down list and select the future course placement.
6. Click SAVE.

**3201-1 CHEMISTRY 1**  
Teacher: RICE, STEPHEN R

Teacher Course Requests

Save

Name	Future Course Request 14-15
10 AHMAD, AAMNA #2097017	
11 BALL, BRADLEY J #2088093	3201 CHEMISTRY 1 3247 AP PHYSICS C
10 BROWN, MICHAEL R Drop: 08/12/2013 #2501305	Student is not yet future enrolled.

Teacher Course Requests are dependent on having the course numbers in the current year calendar match those in the future year calendar. This means the following situations will not be able to use teacher course requests.

1. 8th grade teachers cannot select courses for their students to take at a high school. Since high schools use a different course numbering system, requests will not carry over to the high school level.
2. Districts re-number existing courses as part of a course restructuring. If course numbers do not match between school years, requests will not carry over.

# Online Course Requests

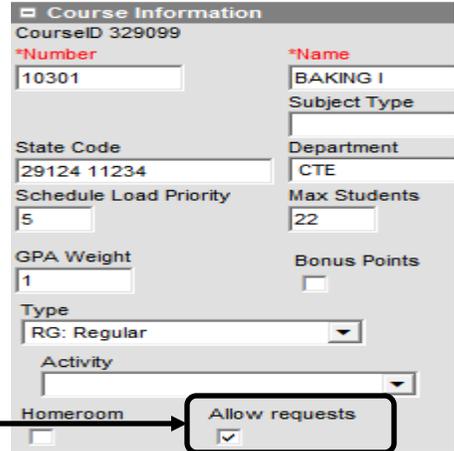
## Overview

This lesson will review how courses are requested through the Campus Portal.

## Objective

- Set Course flag to Allow Requests.
- Arrange time with the IT Department to have the portal opened for Course Requests.
- How to enter requests through the Campus Portal.

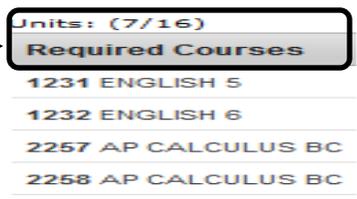
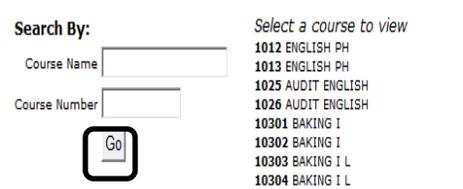
## Request Entry Course Setup

1. Select the Search Tab.
2. Choose course/section from the drop down list.
3. Enter either the course number or part of the name of the course.
4. Click Go.
5. Click on the Course tab.
6. Check Allow Requests. 
7. Click SAVE.
8. To enable or disable online course registration, call the IT Help Desk at 789-3456 with the dates and time that you want the Portal opened.

\*\*\* Every course which has the Allow Requests box flagged, will show up for course selection on the Campus Portal. \*\*\*

## Request Entry Using Campus Portal

This request method allows students or parents to register for courses in the next year using the Registration tool of the Campus Portal.

1. Log onto the Campus portal.
2. Select the Course Registration tool. 
3. Courses that have been pre-entered by school staff will show under Required Courses. These requests can **not** be changed through the Portal by the student or parent. 
4. To enter a request select Course Search on the top right of the screen. 
5. Search for a course using the name or number of the course, or Click on GO to see a list of all available courses. 

# Online Course Requests

## Request Entry Using Campus Portal Continued

- To view more information about a course OR to request a course, select the course in the list.
- If a description for the course has been entered, it will appear at the bottom of the screen.
- To make a request for the course, click the **Request this Course button**.
- Request as an Alternate** is a “backup” request that can be used by a counselor to fill holes in a students schedule.
- When all Units have been requested, the only available option for requesting additional courses is **Request as an Alternate**. This selection does not count against the Unit total.

Search By:

Course Name

Course Number

Select a course to view

- 10313 CULINARY ART I
- 10314 CULINARY ART I
- 10317 CULINARY ART II
- 10318 CULINARY ART II
- 10319 CULINARY ART II L
- 10320 CULINARY ART II L
- 10321 CULINARY ART III
- 10322 CULINARY ART III
- 12907 OLA ART APPRECIATION
- 12919 OLA PRE-ALGEBRA PART 1
- 12920 OLA PRE-ALGEBRA PART 2
- 12931 OLA EARTH SCIENCE PART 1
- 12932 OLA EARTH SCIENCE PART 2
- 12935 OLA PHYSICAL SCIENCE PART 1
- 12936 OLA PHYSICAL SCIENCE PART 2
- 12937 OLA CHEMISTRY PART 1
- 12938 OLA CHEMISTRY PART 2
- 12939 OLA CHEMISTRY PART 1

**10313 CULINARY ART I**

- Semester Grade-ART/HUMANITIES or CTE Credits: 0.500**

*Prerequisite: None*

This course provides students with an introduction to the principles, chemistry, and techniques of food preparation. The classroom is patterned after industry with emphasis on the standards of food service occupations. Students acquire basic skills in food handling, food and nutritional science, equipment technology, cooking methods, kitchen safety, sanitation procedures, and employability skills.

Scheduling Units: 1

## How to Drop a Selected Course

Only courses that have been requested by a student or parent, may be dropped through the Campus Portal.

- Click on the course located under **Requested Courses** or **Alternate Courses**.
- Drop This Request** will appear at the bottom of the course description.
- Click on this button to drop the course.
- When course selection is completed, click on Print Request Summary.
- A PDF report summarizing requested courses is displayed.

**10313 CULINARY ART I**

- Semester Grade-ART/HUMANITIES or CTE Credits: 0.500**

*Prerequisite: None*

This course provides students with an introduction to the principles, chemist techniques of food preparation. The classroom is patterned after industry with emphasis on the standards of food service occupations. Students acquire basic skills in food handling, food and nutritional science, equipment technology, cooking methods, kitchen safety, sanitation procedures, and employability skills.

Scheduling Units: 1

**Required Courses:**

- 1231 ENGLISH 5
- 1232 ENGLISH 6
- 2257 AP CALCULUS BC
- 2258 AP CALCULUS BC
- 3247 AP PHYSICS C
- 4146 AP US HISTORY
- 4145 AP US HISTORY

**Requested Courses:**

- 10732 WELDING TECH II
- 10313 CULINARY ART I
- 10317 CULINARY ART II

**Alternate Courses:**

- 10375 CHILD DEV I
- 10376 CHILD DEV I

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Request Reports

## Overview

Five reports in the Scheduling module are available for schools and schedule builders to use when planning the master schedule. These reports may be supplemented by additional reporting options available through the Ad Hoc Reporting module. Additional reports in the Scheduling module will be used for cleanup and review of the schedule once the scheduling process is complete.

## Objectives

During this lesson, you will learn how to:

- Identify the various types of scheduling reports
- Learn when to run various scheduling reports during the scheduling building process.

## Navigating to the Scheduling Reports

1. Expand the scheduling module.
2. Select the reports option.
3. A list of available reports will appear in the outline.

## Request Batch

1. The request batch report will print a list of all courses requested by or for a student.
2. The report will print one page per student for handing out to students or filing away.
3. This will include Required (school staff entered), Requested (parent or student entered through the Portal) and Alternates (additional requests that will be used by counselors for filling gaps in student schedules).
4. Some Campus schools will hand out this report before beginning to load schedules in the Wizard to verify student's requests are correct.

## To Generate the Report

5. Select the students by grade level or Ad Hoc filter.
6. Select the sort option for how the report will be printed. Selecting by **teacher** will open an area where a user may select the date and period so the report will be printed by the teacher a student has on that date for that selected period.
7. Click Generate Report.
8. The report will open as a PDF in a new window to be printed or saved as needed.

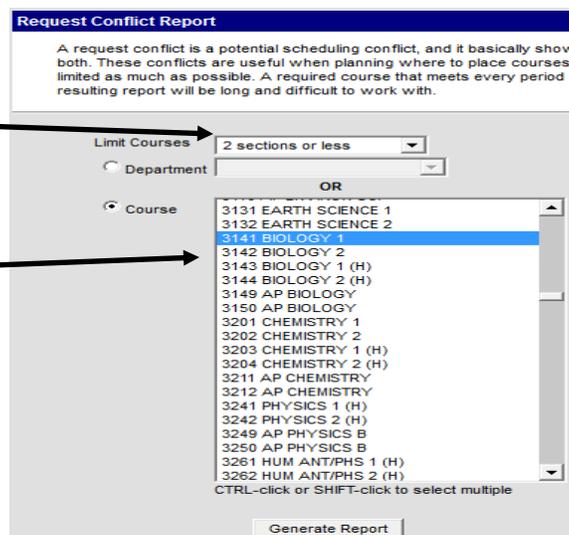
The screenshot shows the 'Request Batch Report' interface. At the top, a blue header contains the title 'Request Batch Report'. Below the header, a message states: 'This report will batch print a list of student requests, 1 page per student suitable for handing out to students. requests, try to limit the number of students run per batch.' The main form area includes several fields: 'Ad Hoc Filter' (a dropdown menu), 'OR' (text), 'Grade' (a dropdown menu set to 'All Students'), 'Sort Options' (radio buttons for 'Alpha', 'Grade/Alpha', and 'Teacher', with 'Teacher' selected and circled), 'Calendar Used for Sort' (a dropdown menu set to '14-15 ROBERT MCQUEEN HIGH SCHO'), 'Schedule Structure' (a dropdown menu set to 'Main'), 'Effective Date' (a date field set to '08/11/2014'), and 'Period' (a dropdown menu set to '1'). A 'Generate Report' button is located at the bottom right of the form area and is also circled.

# Request Reports

## Request Conflicts

Request conflicts are potential scheduling conflicts where a student has requested an ordered pair of courses. The report is useful in planning where to place courses that have few sections, such as singletons or doubletons. A required course that meets every period will conflict with every other course, and the resulting report will be long and difficult to work with.

1. To generate the request conflicts:
2. Select the number of sections to serve as a limiting factor.
3. Select the courses by name or for an entire department. This will then search for the ordered pairs, "students who requested the user-selected course have also requested..."
4. Click Generate Report.
5. The report will open as a PDF in a new window to be printed or saved as needed.



## Request Counts

The request counts report will list students who do not have enough courses requested to create a complete schedule. The logic used in this report compares the total number of instructional units in the calendar (determined by the terms in the calendar, multiplied by the number of period schedules, times the number of periods on the bell schedule) to the sum of the instructional units a student has requested, (the terms/schedules periods on each course added together).

14-15 DAMONTE RANCH HIGH SCHOOL 02/11/2014	Under-requested Students 14-15 DAMONTE RANCH HS — Rolled-in Page 1 of 24
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Full schedule is 46 blocks.

Grade	Student Name	Student Number	Requested Blocks
12			2
12			0
09			0
09			0
12			4
10			4

## Request Detail

The Request Detail report will show by name, students who have requested a particular course. This report may be used by department members or teachers to determine correct placement or an inappropriate request. This report may be generated by department or by course.

1. To generate the request details
2. Select the course or departments to filter on.
3. Select the Sort Option.
4. Click Generate Report
5. The report will open as a PDF in a new window to be printed or saved as needed.

14-15 DAMONTE RANCH HIGH SCHOOL 02/11/2014	Request Detail 14-15 DAMONTE RANCH HS. Page 1 of 1
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Department:

3131 EARTH SCIENCE 1: 44 students

Grade	Student Name	Number
12		
12		
12		
12		

# Request Reports

## Requests Satisfied

The requests satisfied report may be used before and after the request loading process done in the Wizard. Prior to loading requests, this report may be used to determine the number of students requesting a course (by grade level and grand total) and the number of sections needed to fulfill all requests based upon the maximum number of students defined on the course. The number of sections for that course in the currently active trial will also display and a differential will display-showing the number of sections that need to be added or deleted.

1. To generate the report:
2. Select the Limit Courses option and set to **ALL**.
3. Select the department to run the report for.
4. Click Generate Report
5. The report will open as a PDF to be printed or saved as needed.

**Requests Satisfied Summary**

This report counts the requests and requests satisfied per grade, per course.

Limit Courses

Department

<b>14-15</b> <b>DAMONTE RANCH HIGH SCHOOL</b> <small>02/11/2014</small>	<b>Requests Satisfied Summary</b> <b>14-15 DAMONTE RANCH HS — Rolled-in</b> <small>Page 1 of 9</small>
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**Department:**

Course #	Course Name	Rosters/Requests							Section Allocation				
		09	10	11	12	13	UG	T	Max	Build	Needed	Placed	Diff
1000	ENGLISH	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	0	0	0	0
10215	MARKETING I	0/0	0/0	0/0	0/0	0/0	0/0	0/0	35	0	0	1	-1
10216	MARKETING I	0/0	0/0	0/0	0/0	0/0	0/0	0/0	35	0	0	1	-1
10217	PRIN BUS MKTG	0/0	0/0	0/0	0/0	0/0	0/0	0/0	35	0	0	1	-1
10218	PRIN BUS MKTG	0/0	0/0	0/0	0/0	0/0	0/0	0/0	35	0	0	1	-1
10313	CULINARY ART I	0/0	0/0	0/0	0/0	0/0	0/0	0/0	32	0	0	4	-4
10314	CULINARY ART I	0/0	0/0	0/0	0/0	0/0	0/0	0/0	32	0	0	4	-4
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