

Elementary Scheduling Process within Infinite Campus

KEY POINTS:

1. Make sure correct courses are available (May need to contact Support at Support@scusd.edu for additional courses)
 - See Note about correct content courses based on credentials listed below
2. Assign primary teacher to course sections
 - Remember: The teacher who will be grading the students' needs to be assigned to the section as the primary teacher
3. Assign students to homeroom courses for attendance
 - Regular Ed Homeroom (1000, 2000 etc course numbers for attendance)
 - Immersion Homeroom (7000 series course numbers for attendance). Enroll students in the unique HR, but schedule into the regular, grade level course content classes.
 - Self-contained Special education teachers will have their own Homeroom course for attendance (9000 Homeroom), not a separate section for each grade level represented in the class. Enroll students in the unique HR, but schedule into the regular, grade level course content classes.
 - Transitional Kindergarten will also be scheduled into their own Homeroom (000T) with specific content area courses/standards
 - Preschool students will be scheduled into their own Homeroom (000PS) course; no content courses
4. Students need to be assigned/scheduled into grade specific content courses for curriculum and gradebook.

Content Courses:

State reporting requirement to correctly report credentials

MAY NEED new course codes for specials like PE and VAPA

- 2nd digit indicates credential difference
 - 1095 PHYSICAL EDUCATION –Multi Subject
 - 1195 PHYSICAL EDUCATION –Single Subject

Elementary Grade Level Updates

District Grade Level	State Grade Level	Definition
X3	PS	Preschool students, age 3 at the time of enrollment, NOT participating in Universal Transitional Kindergarten (UTK); this grade level will <u>not</u> report to the state (CALPADS) from Infinite Campus These preschool enrollments are considered SECONDARY (S) enrollments in IC
X4	PS	Preschool students, age 4 at the time of enrollment, NOT participating in Universal Transitional Kindergarten (UTK); this grade level will <u>not</u> report to the state (CALPADS) from Infinite Campus These preschool enrollments are considered SECONDARY (S) enrollments in IC
TK	KN	Transitional Kindergarten replaces Early Kindergarten (EK)
p3*	PS	Special Education preschool students, age 3, at the time of enrollment who need to report to the state (CALPADS) These preschool enrollments are considered PRIMARY (P) enrollments in IC
p4*	PS	Special Education preschool students, age 4, at the time of enrollment who need to report to the state (CALPADS) These preschool enrollments are considered PRIMARY (P) enrollments in IC

**Existing grades, with slightly modified definition/use*

To Add or Change Teachers to a New Course/Section (before start of school)

1. Create the new section, if needed

PATH: Scheduling > Courses > Key in name of course that needs a new section > Section Tab > Add New Section

- o Enter a Section Number and set Section Placement

Period name corresponds with course content that should be placed by checking the boxes

Homeroom courses = ATT period

Math courses = Math period (no attendance is taken)

	Trimesters		
	T1	T2	T3
Period ATT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period MATH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period SCI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period SS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period HEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period VPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period PE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. IF section already exists, but only the Teachers are changing (NOT students, assign the new teacher from the Staff History Tab
 - a. Add New teacher to the section

PATH: Scheduling > Courses > Section Tab > Edit Section > Staff History > New Primary Teacher

- b. No need to enter a Start Date – LEAVE it blank, if starting beginning of year.

3. Delete the previous teacher's name (PRIOR to beginning school year)

This information is NOT used for moving students.

Students DO need Start/End Dates to keep any Attendance and/or other records associated to the section if the students are moving (once school starts)

See Roster Batch Edit section to learn how to properly move students in mass (once school year has started)

To Change Teachers for Course/Section after start of school

PATH: Scheduling > Courses > Section Tab > Edit Section > Staff History > New Primary Teacher

IF section already exists, but only the Teachers are changing (NOT students, assign the new teacher from the Staff History Tab)

1. Select existing primary teacher to add an End Date (DO NOT DELETE). The system will not allow multiple primary teachers.
2. Add New Primary Teacher from Staff History Editor dropdown
3. Select the Use a new Teacher Display Name on Section option to update how the name appears on report cards etc.
4. KEY DIFFERENCE: MUST have Start Date for new teacher
5. IF schools also use the Team Feature to identify Homeroom teacher in the Students' Header, a new Team name and Fill Teams will process will also need to be updated.

Use Roster Setup to Assign Students to Homeroom (Beginning of Year)

PATH: *Scheduling > Courses > Section > Roster Setup*

The Roster Setup tab lists the students who are currently in the section and has the ability to create a roster for the section, by selecting a student's name from the list or by copying from another section.

Active students currently enrolled in the section appear in black text. Students who have ended enrollments or who have dropped the course section appear in red text with the end date.

1. Select students to move into the section by clicking on their name in the right hand column. Their name will then be displayed in the Current Roster column.
2. Click the **Save Student List and/or Copy Section** icon when finished.

The screenshot shows the 'Roster Setup' tab in a software interface. On the left is a navigation menu with 'Courses' selected. The main area has a 'Save Student List and/or Copy Section' button. Below it is a dropdown menu for 'Copy student from this section:'. The 'Current Roster(33/12)' list contains several students, with some names in red indicating they are inactive. The 'Show Students in this grade only:' list shows a selection of active students. A warning message at the bottom states: 'Warning: All existing grading scores and attendance records for this class will be deleted if you remove a student. Note: Inactive students are highlighted in red in the Current Roster list. Use the walk-in scheduler to schedule inactive students into this section. Path: Index > Student Information > General > Schedule Tab > Walk-in Scheduler'.

The Roster Setup tool should only be used **BEFORE** a Course Section begins. If a student needs to be removed from the section after the term start date or the student ended enrollment in the school and has since returned, use the [Walk-In Scheduler](#).(Link to Campus Community)

Using Copy Section to move students – IN MASS

1. Select from the dropdown list the section from which to copy students.
2. Click the **Save Student List and/or Copy Section**. Students in the selected section will be copied into this section.
3. Student names will only appear **AFTER** the information has been saved.

This screenshot is similar to the previous one but highlights the 'Copy student from this section:' dropdown menu with a red box. The dropdown menu is open, showing the selected section '0097 ABC Lab-1'. The rest of the interface, including the 'Current Roster' and 'Show Students in this grade only:' lists, remains the same as in the previous screenshot.

Using Roster Copy to Schedule Elementary Students

1. Verify all needed sections have been created and assigned with a Primary Teacher
 - Use the **Staff History Report** to verify teachers are properly assigned

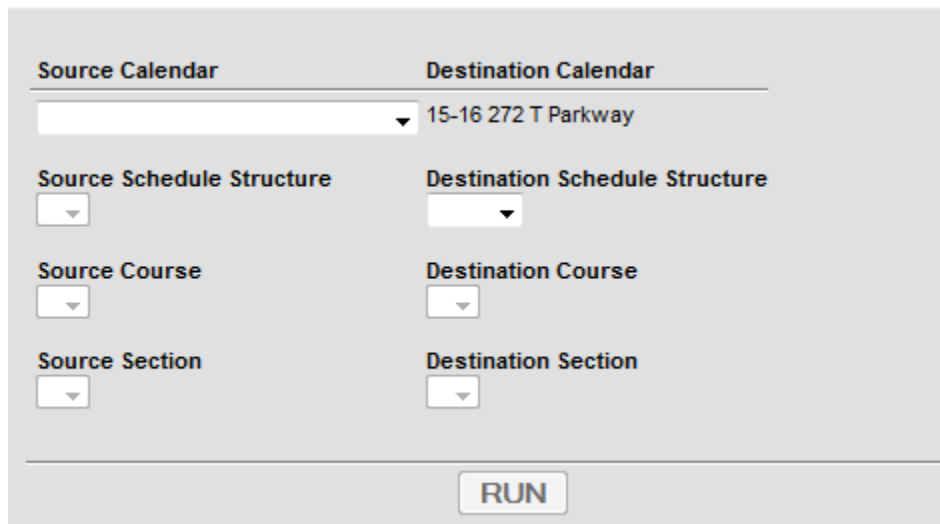
PATH: Scheduling > Reports > Staff History Report

- Choose the 3rd radio button option (sections without a teacher)

2. Use **Roster Copy** to copy students from Homeroom sections into appropriate content areas

PATH: Scheduling > Roster Copy

Select the Source section that will be copied (HOMEROOM course) on the left side of the window – the right side will be the Destination (content area courses)



Source Calendar	Destination Calendar
<input type="text"/>	15-16 272 T Parkway
Source Schedule Structure	Destination Schedule Structure
<input type="text"/>	<input type="text"/>
Source Course	Destination Course
<input type="text"/>	<input type="text"/>
Source Section	Destination Section
<input type="text"/>	<input type="text"/>

Be careful to use the **current** calendar. This tool allows the user to copy from **ANY** calendar.

- | | |
|--|---|
| ○ SOURCE CALENDAR = current school year | ○ DESTINATION CALENDAR = Already set based on header area |
| ○ SOURCE SCHEDULE STRUCTURE = Main | ○ DESTINATION SCHEDULE STRUCTURE = Main |
| ○ SOURCE COURSE = Homeroom courses (except for the Special sections) | ○ DESTINATION COURSE = All content courses |
| ○ SOURCE SECTION = Classroom students being copied | ○ DESTINATION SECTION = Match to section number and/or Teacher Name (May vary based on setup) |

Click **RUN** – the Pop Up window will state the number of students copied. This number should match the number of CURRENT students in the Homeroom course

Note: Clicking on RUN multiple times will NOT place the SAME students into the SAME section

Using Roster Batch Edit to move students – IN MASS

- Find the section where students are currently scheduled
 - Do a Course/Section Search – *Index > Search > Course/Section*
 - Go to Section students are currently scheduled in

PATH: Scheduling > Course > Section

- Find the **Roster Batch Edit** tab

Name	Student #	Start Date	End Date	Repeat	No Credit
01 Allen, Alahna L	70000029			<input type="checkbox"/>	<input type="checkbox"/>
01 Angel, Brian A	60948623			<input type="checkbox"/>	<input type="checkbox"/>
01 Foster, Corianna D	70002381			<input type="checkbox"/>	<input type="checkbox"/>
01 Galvan, Brianna N	70000181			<input type="checkbox"/>	<input type="checkbox"/>
01 Garcia, Aalyah M	60944273			<input type="checkbox"/>	<input type="checkbox"/>
01 Glau JR, Christian E	70002051			<input type="checkbox"/>	<input type="checkbox"/>
01 Kung'u, Meg Cecile N	70002753			<input type="checkbox"/>	<input type="checkbox"/>
01 Podgurschi, Eddie V	70002189			<input type="checkbox"/>	<input type="checkbox"/>
01 Powell III, Richard K	60945098			<input type="checkbox"/>	<input type="checkbox"/>
01 Ramirez Alvarez, Daniel	60939589			<input type="checkbox"/>	<input type="checkbox"/>
01 Reznick, Timothy	60943441			<input type="checkbox"/>	<input type="checkbox"/>
01 Ritchey, Damian A	60942078			<input type="checkbox"/>	<input type="checkbox"/>
01 Seals, Ilevaeh J	60942849			<input type="checkbox"/>	<input type="checkbox"/>
01 Washington Jr, Lamont E	60945307			<input type="checkbox"/>	<input type="checkbox"/>
01 Whisenant, Haylee D	60945307			<input type="checkbox"/>	<input type="checkbox"/>

Dropped Students: 3					
Name	Student #	Start Date	End Date	Repeat	No Credit
01 Agular Garcia, Arlette C	60940594		09/12/2014	<input type="checkbox"/>	<input type="checkbox"/>
01 Foster JR, Corey D	70002882		09/12/2014	<input type="checkbox"/>	<input type="checkbox"/>
01 Marshall, La'Tasha M	60941339		09/12/2014	<input type="checkbox"/>	<input type="checkbox"/>

- Enter appropriate END DATE on students who are changing sections

This will PRESERVE any attendance/grades associated to the students within this section

- Go to the section where students are moving to
 - Do a Course/Section Search - – *Index > Search > Course/Section*
 - Go to Section students are being placed into

PATH: Scheduling > Course > Section

- Use the **Roster Setup** tab to add students to the new section
- While in this section, go to the **Roster Batch Edit** tab

Name	Student #	Start Date	End Date	Repeat	No Credit
01 Agular Garcia, Arlette C	60940594	09/15/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Audio, Kari A	60940498			<input type="checkbox"/>	<input type="checkbox"/>
01 Brown, Brandi A	60942090			<input type="checkbox"/>	<input type="checkbox"/>
01 Buehler, Maxwell L	70002796			<input type="checkbox"/>	<input type="checkbox"/>
01 Camacho Garcia, Leonardo	60940501			<input type="checkbox"/>	<input type="checkbox"/>
01 Chavira Gomez, Brandon A	60943351			<input type="checkbox"/>	<input type="checkbox"/>
01 Donia Soriano, Ashley B	60940516			<input type="checkbox"/>	<input type="checkbox"/>
01 Ferris, Ulises R	60940534			<input type="checkbox"/>	<input type="checkbox"/>
01 Fobbe, Katerice D	60943973			<input type="checkbox"/>	<input type="checkbox"/>
01 Ford, Isaiah M	60939506			<input type="checkbox"/>	<input type="checkbox"/>
01 Foster JR, Corey D	70002882	09/15/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Frohman, Matthew	60940546			<input type="checkbox"/>	<input type="checkbox"/>
01 Fulgham, Owen C	60942251			<input type="checkbox"/>	<input type="checkbox"/>
01 Guerra, Ismael	60940885			<input type="checkbox"/>	<input type="checkbox"/>
01 Gutierrez Ramirez, Victoria L	60940995			<input type="checkbox"/>	<input type="checkbox"/>
01 Hamilton, Jacob C	60940991			<input type="checkbox"/>	<input type="checkbox"/>
01 James, Samara M	70001154			<input type="checkbox"/>	<input type="checkbox"/>
01 Katarayan, John	60940807			<input type="checkbox"/>	<input type="checkbox"/>
01 Kerns, Madison E	60940214			<input type="checkbox"/>	<input type="checkbox"/>
01 Lemly, Ayla V	60941995			<input type="checkbox"/>	<input type="checkbox"/>
01 Lervick, Kai J	60943987			<input type="checkbox"/>	<input type="checkbox"/>
01 Levko, Angela	60938738			<input type="checkbox"/>	<input type="checkbox"/>
01 Marshall, La'Tasha M	60941339	09/15/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Merino, Bradley V	60949507			<input type="checkbox"/>	<input type="checkbox"/>
01 Morin, Corey E	60940534			<input type="checkbox"/>	<input type="checkbox"/>
01 Reyes Villeda, Samantha Guadalupe	60939748			<input type="checkbox"/>	<input type="checkbox"/>
01 Seals, Jordan S	60942849			<input type="checkbox"/>	<input type="checkbox"/>
01 Spangenberg, Cianna L	60942491			<input type="checkbox"/>	<input type="checkbox"/>
01 Stonehill, Angelina A	60940540			<input type="checkbox"/>	<input type="checkbox"/>
01 Takekaha, Greg T	60944376			<input type="checkbox"/>	<input type="checkbox"/>
01 Wen Horn, Emily D	70001105			<input type="checkbox"/>	<input type="checkbox"/>

Newly added students will be **GREEN** within the section for 10 days

- Add appropriate START DATE on the students who were moved – **THIS MUST BE DONE to ensure students are only scheduled/listed on ONE teacher’s roster.**

Using Teams to place HR Teacher's Name in Student Header

1. Define all Team names (HR teachers)

PATH: Scheduling > Scheduling Groups > New > Save

- Repeat process until all teachers have been named
- The Team name can be anything. Most schools use Teacher's Last Name and Room number

2. Attach Team name (teachers name) to the HOMEROOM course sections

PATH: Scheduling > Courses > Enter HOME to find all HR classes

- Click on first course > Go Section Tab > Add/Edit a section
- Define HR teacher in TEAM dropdown

The screenshot shows the 'Section Editor' interface. On the left, there are fields for SectionID (149227), Section Number (1), Max Students (31), Room (04), Multiple Teacher, Primary Teacher (Seto, Jean M), Academic Term, Instructional Strategy, and EL Instructional Type. On the right, there are fields for Teacher Display Name (Seto, J), Lunch Count, Milk Count, Adult Count, Skinny Seq, Team (Seto, J (4)), and Homeroom (checked). The 'Team' dropdown menu is circled in red.

3. To populate student header with 'Team' name use **Fill Team** function.

PATH: Scheduling > Fill Teams

- Depending on which option selected, this will update all students

To Define Team (HR teacher) on INDIVIDUAL student

1. Go the student's Schedule tab

PATH: Student Information > General > Schedule > Walk In Scheduler > Team dropdown

	T1 (9/2/2021 - 12/3/2021)	T2 (12/6/2021 - 3/18/2022)	T3 (3/21/2022 - 6/16/2022)
ATT	No Scheduled Course	No Scheduled Course	No Scheduled Course
MATH	No Scheduled Course	No Scheduled Course	No Scheduled Course
ELA	No Scheduled Course	No Scheduled Course	No Scheduled Course

COURSE NAME	UNITS	TYPE	#

The screenshot shows a 'Requests' sidebar with a 'Team' dropdown menu set to 'No Team'. The main area shows a table with columns for Effective Date, Course Name, Units, Type, and #.

[Link to Campus Community Documentation for Scheduling Tools](#)