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
   - <u>Remember:</u> The teacher who will be grading the students' needs to be assigned to the section ae 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
     - 1**1**95 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)

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 <u>starting beginning of year.</u>*

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 <u>after start of school</u>

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. <u>KEY DIFFERENCE</u>: 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)

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 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.

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
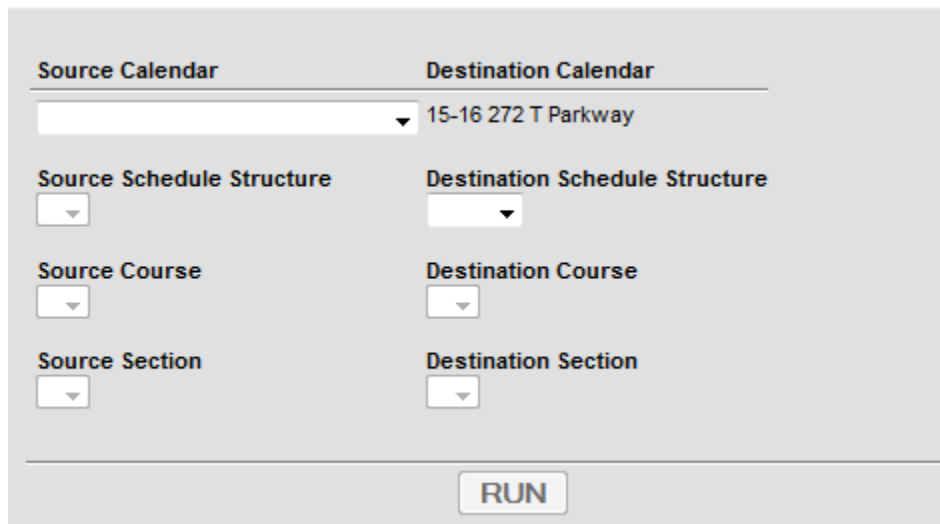
   PATH: Scheduling > Reports > Staff History Report

      - 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
	15-16 272 T Parkway
Source Schedule Structure	Destination Schedule Structure
Source Course	Destination Course
Source Section	Destination Section
	RUN

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

   - SOURCE CALENDAR = current school year
   - SOURCE SCHEDULE STRUCTURE = Main
   - SOURCE COURSE = Homeroom courses (except for the Special sections)
   - SOURCE SECTION = Classroom students being copied

   - DESTINATION CALENDAR = Already set based on header area
   - DESTINATION SCHEDULE STRUCTURE = Main
   - DESTINATION COURSE = All content courses
   - 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

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Using Roster Batch Edit to move students – IN MASS

1. 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

   - Enter appropriate END DATE on students who are changing sections

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

2. 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

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.**

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

1. Define all Team names (HR teachers)

   PATH: Scheduling > Scheduling Groups > New > Save

   o Repeat process until all teachers have been named
   o 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

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

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

   PATH: Scheduling > Fill Teams

   o 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

Link to Campus Community Documentation for Scheduling Tools