Elementary Scheduling Process within Infinite Campus

KEY POINTS:

- 1. Make sure correct courses are available (May need to contact Support at <u>Support@scusd.edu</u> 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
 - 1195 PHYSICAL EDUCATION –Single Subject

Elementary Grade Level Updates

District Grade Level	State Grade Level	Definition
Х3	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
ТК	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

Section Number	Teacher Display Name		
Max Students	Lunch Count	Milk Count	Adult Count
0			
	Custom Count 1	Custom Count 2	Custom Cour
Room	Skinny Seq	Team	Home
•]		<pre>v</pre>	
lide Standards On Portal			Advisory
Multiple Teacher	External LMS Exclude	Charter Non-Core, Non-	College Prep
~			
Middle School Core Course Indicator		High Quality CTE Cours	e Indicator
Content Standards Alignment Code	Online Cours	se Instruction Type	Local Assignment Op
 			
Primary Teacher			
There is no active primary teacher for this section.			
Academic Term		Program Funding Sourc	e
~			~
nstructional Strategy			
~			
EL Instructional Type		Language of Instruction	
		v)[
ndependent Study		Distance Learning (Over	ride)
		<pre>√]0</pre>	

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)

Section Schedule Placement							
		rimeste	. I				
	T1 🗌	T2 🗌	T3 📃				
Period ATT							
Period MATH							
Period ELA							
Period SCI							
Period SS 🗌							
Period HEA							
Period VPA 🔲							
Period PE							

- 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

- Search Index Action bar icons are provided to add a specific type of staff - Primary Teacher, Teacher or Staff. System Administrator Staff History Roster Grading By Task Grading By Stu O Delete ● New Primary Teacher ● New Teacher ● New Section Staff Save Parameter Test 4.0 Assignment Start Assignment End Access Start Access End District Ass Portal Student Informa The Staff History table lists the teachers and staff persons who are currently teaching, who have taught or who will be teaching the section for any given period of time. ▶ Census 12/23/2016 ▶ Behavior ► Health ► Attendance Scheduling Courses Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term. Add Course Access to this section is controlled by Access Start and End dates. To end a user's access to this se Schedule Wizard Fill Counselor Staff History Detail Primary Teacher Fill Teams The Staff History Detail editor notes the selected teacher/staff person, their Assignment Start and End Dates (if any) and their Access Dates to the section (what determines access to Campus Instruction tools). Name Teacher, Jenny District Assignment Role Request Wizard Roster Copy Assignment Start Date Schedule Gap Filler End Date . Scheduling Build Constraints cess to Section Dates Student Gap Scheduler This information prints on the school reports, like the student's schedule and report cards. Start Date End Date Lunches Date Range Scheduling Group Trials Student Constraints Reports Course Projections The Teacher Name selection determines how the teacher's name prints on schedules and report cards (for example, Teacher, Jenny vs. Ms. Jenny). Master Schedule Teacher Display Name on Section Making a change to the Teacher Display Name here will update the value on the Sect Open Rooms Continue using the current Teacher Display Name from the Section tab: Teacher,
 Use a new Teacher Display Name on the Section tab: Teacher, Jenny Request Batcl
- b. No need to enter a Start Date LEAVE it blank, if <u>starting beginning of year</u>.
 - 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. <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)

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.

Student Information	Section	Staff History	Roster	Attendance	Gradin	ng By Task	Grading By Student	Roster Se	
Instruction	Save S	Student List and/or	Copy Section						
Census			oop) ooddon						
Behavior	Copy stude	nt from this section:						-	
Health									
Attendance	Current Ro	ster(33/12)				Show Students	s in this grade only:		
Scheduling	Student, Co	dy (09) 123456 (End	Date: 09/13/2013)				er (11) 987654	*	
Courses		azier(09) 23456 an (09) 345678			1	Student, Tula Student, Estel	(11) 876543 ban (10) 765432		
Add Course	Student, Elle	en (10) 456789					ia (10) 654321		
Schedule Wizard		idrea (10) 567890 (Er linda (11) 678901	nd Date: 08/29/2013)						
Fill Counselor	Student, Wa	anda (12) 789012							
Fill Teams									
Request Wizard				_					
Roster Copy						2		-	
Schedule Gap Filler		Click on a	student to remove fro	m list	-	C	ick on a student to add to see	tion	
Scheduling Build Constraints	Warning: All	Warning: All existing grading scores and attendance records for this class will be deleted if you remove a student.							
Student Gap Scheduler	Note: Inactiv	ve students are highlig	ghted in red in the Cu	rent Roster list. U	se the wa	ilk-in scheduler	to schedule inactive students	into this section	
Lunches	Path: Index 3	> Student Information	n > General > Schedu	e Tab > Walk-in S	cheduler				

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 <u>Walk-In Scheduler.</u>(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.

Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setu
Save	e Student List and/o	r Copy Sectior	1			
Copy stud	dent from this section:			0097 ABC	Lab-1	•
Current Ro	oster(33/12)			Show Studen	ts in this grade only:	
Student, Fr. Student, De Student, Ell Student, Ar Student, Be	bdy (09) 123456 (End azier(09) 23456 ean (09) 345678 en (10) 456789 drea (10) 567890 (En alinda (11) 678901 anda (12) 789012			Student, Tuli Student, Est	rer (11) 987654 a (11) 876543 eban (10) 765432 via (10) 654321	*
	Click on a s	tudent to remov	e from list.		lick on a student to add to sec	tion.

Warning: All existing grading scores and attendance records for this class will be deleted if you remove a student

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

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

000-1 HOMEROO	IVI 1						
eacher: Walker-Belton, T							
ection Staff History	Roster	Attendan	ce Gradin	g By Tas	sk	Grading By Stude	nt Roster Setu
Save							
	1. Augusta						
ame 1 Allen, Alahna L	70000029	Start Date	End Date	Repeat	No Credit		
1 Angel, Brian A	60948623						
1 Foster, Corlianna D	70002881		-				
1 Galvan, Brianna N	70000181		-				
1 Garcia, Aaliyah M	60944273						
1 Glau JR, Christian E	70002051						
1 Kung'u, Meg Cecile N	70002753					1	
1 Podgurschi, Eddie V	70002189						
1 Powell III, Richard K	60945098					1	
1 Ramirez Alvarez, Daniel	60939589						
1 Reznic, Timothy	60943441						
1 Ritchey, Damian A	60942078						
1 Seals, Nevaeh J	60942849						
1 Washington Jr, Lamont E	60945307		-			1	
1 Whisenant, Haylee D							
opped Students: 3							
ame	Student #	Start Date	End Date	Repeat	No Credit		
1 Aguilar Garcia, Arlette C	60940594		09/12/2014				
1 Foster JR, Corey D	70002882		09/12/2014				
Marshall, La'Tasha M	60941339		09/12/2014				
				_	-		

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

Feacher: Ramil, A								
Section Staff History	Roster	Attendance	Grading	By Tas	:k	Grading By Student	Roster Setup	Roster Batcl
Save Save								
Active Students: 31								
Name 01 Aquilar Garcia, Arlette C			nd Date		at No Crea	58		
01 Autio, Kari A	60940498	09/15/2014						
01 Brown, Brandi A	60942080							
01 Bush, Mason L	70002795							
01 Dusin, Mason L 01 Camacho Garcia, Leonardo	60940601							
01 Camacho Garcia, Leonardo 01 Chavira Gomez, Brandon A	60943351	-						
01 Chavira Gomez, Brandon A 01 Donis Soriano, Ashley B	60943351	-						
	60940616							
01 Farris, Lillian R	60947834							
01 Fobbs, Kaleece D		1173						
01 Ford, Izaiah M	60936506							
01 Foster JR, Corey D		09/15/2014						
01 Fredeluces, Matthew	60942846							
01 Fulgham, Owen C	60942251							
01 Guerra, Ismael	60940685							
01 Gutierrez Ramirez, Victoria		1173						
01 Henning, Jacob C	60940861							
01 James, Samara M	70000184							
01 Kazaryan, John	60940867							
01 Kerns, Madison E	60940814							
01 Lam, Ava V	60941695	i**						
01 Laprade, Kai J	60943967							
01 Levko, Angela	60938738							
01 Marshall, La'Tasha M		09/15/2014						
01 Merino, Bradley V	60940907							
01 Portis, Echun E	60940934	1173						
01 Reyes Villeda, Samantha Gu								
01 Seals, Jordan S	60942848							
01 Spangenburg, Gianna L	60942491							
01 Steinackle, Angelina A	60940948							
01 Takehara, Greg T	60944370							
01 Von Horn, Emily D	70000105		-					
Dropped Students: 0				_		-		
	rt Date	End Date	Repeat	No Cre	4			

• 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.

Newly added students will be GREEN

within the section for 10 days

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

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

Section Editor	
SectionID	
149227	
*Section Number	Teacher Display Name
h	Seto, J
Max Students	Lunch Count Milk Count Adult Count
(31)	
Room	Skinny Seq Team Homeroom
04 🗸	Seto, J (4) 🗸 🗸
Multiple Teacher	
✓	
Primary Teacher	
Seto, Jean M	
Academic Term	Program Funding Source
v	✓
Instructional Strategy	
· · · · · · · · · · · · · · · · · · ·	
EL Instructional Type	Language of Instruction

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

	T1 (9/2/2021 - 12/3/2021)	T2 (12/6/2021 - 3/18/2022)	T3 (3/21/2022 - 6/16/2022)	Î	>	Effective Date	Fi	Team		
ATT	No Scheduled Course	No Scheduled Course	No Scheduled Course		Inesi		-			
MATH	No Scheduled Course	No Scheduled Course	No Scheduled Course		JAY	+ Add Requests			•	
ELA	No Scheduled Course	No Scheduled Course	No Scheduled Course		<u> </u>	COURSE NAME	E	UNITS	TYPE	#
				-						

Link to Campus Community Documentation for Scheduling Tools