



Building the Master Schedule (ES)

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Infinite Campus Dashboard

On the Infinite Campus Dashboard you will find documentation and videos to help with completing tasks in Infinite Campus.

<https://columbus.atlassian.net/wiki/x/NQFiBg>

Sandbox Environment - Play in the Sandbox!

The 'SANDBOX' is a test environment that allows you to practice what you've learned without affecting any 'live' student data. Use the following URL to log in to the SANDBOX:

https://campus.columbus.k12.oh.us/campus/columbusCity_sandbox.jsp

Log in with your existing Campus username and password.

⚠️ IMPORTANT: Just like a sand castle on the beach, this environment can be wiped out at anytime by a wave or two. In our case, we refresh the SANDBOX with current data from time to time without warning, so don't do too much work in here expecting it to be saved for a long period of time ... it won't be!

Questions, do not hesitate to contact Infinite Campus support at <http://tinyurl.com/campusform1> or call x 8425.

Scheduling Process Overview

Items in parenthesis () indicate who should complete this task. **CST** stands for **Campus Support Team** at Kingswood.

	Name	Description
1	Calendars	<ul style="list-style-type: none">▪ Creation of Dates, Terms, & Periods which are the basis for the master schedule (CST)▪ Certain staff (designated by each school) will be given access to next year's calendar (CST)

2	Enrollment	<ul style="list-style-type: none"> • Enrollment Roll Forward (ERF) process initiated (CST) <ul style="list-style-type: none"> ○ Done 4-5 times until EOY to keep up to date with students who transfer into, out of, or within the district ○ When the School Choice / Lottery begins, these updates will be loaded nightly into Infinite Campus
3	Groups/Teams	<ul style="list-style-type: none"> • Create and/or Edit Groups (Teams)
4	Schedule Wizard	<ul style="list-style-type: none"> • Only one computer at a time per school should have access to the Schedule Wizard. • Any changes made should be done using the Schedule Wizard or the Campus application, not both at the same time. • Step-by-Step Guide - Launching Schedule Wizard - Elementary • Step-by-Step Guide - Create A Schedule Trial - Elementary • Navigating The Whiteboard • Mass Set Course Values - Elementary
5	Build	<ul style="list-style-type: none"> ▪ For 2017-18, courses will be copied over from the previous year (CST) ▪ Creation of sections based on your plan (Schools) <ul style="list-style-type: none"> ▪ How do I set up my courses? - <ul style="list-style-type: none"> ▪ Add or Edit Course Sections - Schedule Wizard ▪ Assign Teachers, Rooms, Teams (Groups) - Schedule Wizard
6	Section Settings	<ul style="list-style-type: none"> • Verify Elementary Section Settings (Schools) <ul style="list-style-type: none"> ○ Pre-K Half Day Section Settings ○ Full Day Blocker Courses ○ Attendance Sections for Grade Level Splits • Assign Specials Teachers to Courses - Elementary
5	Review	<ul style="list-style-type: none"> ▪ Run Reports and review data (Schools) <ul style="list-style-type: none"> ▪ Index > Scheduling > Reports <ul style="list-style-type: none"> ▪ Master Schedule - Verify Master Scheduling Entry
7	Prepare for Load	<ul style="list-style-type: none"> • What to bring next time? (Schools)
8	Support	<p>If you have any questions, do not hesitate to contact Infinite Campus support at http://tinyurl.com/campusform1 or call x 8425.</p>