



Description: This overview is intended to introduce Elementary School users to the Infinite Campus Walk-In Scheduler. The Walk-In Scheduler allows users to add, modify, and restore an individual student's schedule. This packet will also give the user a greater understanding of the elementary school scheduling process for CCS.

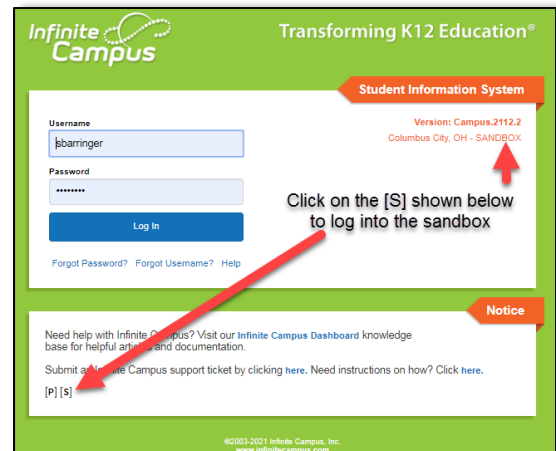
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Accessing Infinite Campus for this Course

To practice using the skills outlined in this packet, users will log in to the Infinite Campus Sandbox. The sandbox is a test environment used to practice CCS Scheduling procedures in a safe space that will not affect live student data. **Never log in to Infinite Campus more than once IN THE SAME BROWSER!**

When logging in to the sandbox, use the same active directory username and password that you would use to log in to the live version of Infinite Campus.



Infinite Campus Support

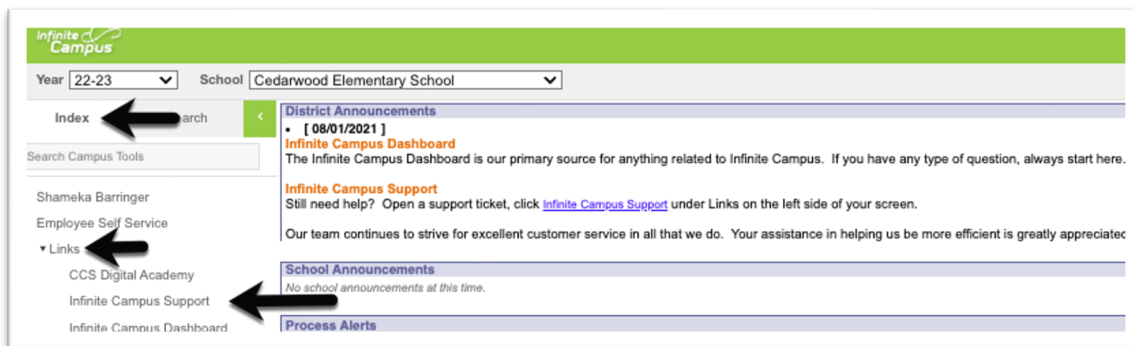
There are four main options to obtain support for Infinite Campus users:

Infinite Campus Dashboard – Built for CCS Users

The Infinite Campus Dashboard is our virtual knowledge base of instructions and information. It was created by Columbus City Schools specifically for our users. It includes instructions, videos, and guidelines on how to complete tasks specific to our District in IC. **This is your primary resource to receive assistance with IC.**

To access the Dashboard:

- Go to the CCS public webpage, click on the “Staff” link at the top of the page. On the Staff page, click the “Infinite Campus Dashboard” link in the second column of Staff Quick Links.
- Or log in to IC, click on the Index tab, click Links, and select Infinite Campus Dashboard.



Infinite Campus Support Ticket – Quickest way to get Support

If you are still unable to get your question answered from the dashboard, **please submit a support ticket with as much detail as possible. Please keep in mind, this is the fastest and most efficient way to receive help from our Infinite Campus Support Team.**

You can find the instructions for how to enter a support ticket on the Infinite Campus Dashboard, as well as a link to put in a ticket on our CCS public Staff webpage, and as a direct link (Infinite Campus Support) in Infinite Campus.

Student Data Specialists (SDS)

The Student Data Specialists are a source of support and guidance regarding student data and its interactions with IC and associated support systems for various building staff. They visit the schools on a regular basis throughout the school year and can provide on-site training sessions and guidance on the reconciliation of errors identified through Certify and IC reports.

The SDS team represents schools based on their region assignments. All six regions in CCS have a team of two SDS team members assigned. Check the list of regions and staff to find the SDS for your building.

Campus Community – Not CCS Specific

This is the knowledge center that was created by Infinite Campus. It shows instructions on how to use their core product.

To access Campus Community:

- Log in to IC, click on the app switcher (icon made of nine little boxes at the top of the screen) and select Community. You may have to log in the first time that you enter this site, however, you will never be asked to authenticate again after this instance.

Scheduling Challenge #1:

- 1. Open the Infinite Campus Dashboard and find the section about Scheduling.**
- 2. Find the topic labeled “Walk-In Scheduler – Keyboard Short Cuts”.**
- 3. Read the text on the page.**
- 4. What button can you push on the schedule tab to change the view to full screen?**

PSW (Public School Works)

To provide efficient, specialized, online training, Columbus City Schools contracts with PublicSchoolWorks to offer all staff access to electronic professional development opportunities.

Every year, all staff that utilizes the Behavior, Scheduling, and Attendance modules in Infinite Campus are required to complete a knowledge assessment and pass it with an 80% or better score in PSW. All assessments must be taken yearly to maintain tool rights to enter data into IC. Those who have not completed their required assessments will have security rights revoked from these modules until ALL required courses have been completed successfully.

To access the PSW site, go to the CCS internet page, click on Staff, and follow the directions. To log in to PSW, your username is whatever is in front of the @ sign in your CCS email address (including numbers). Your password is your Employee ID number.

Please do not change your password in PSW.

If you are not able to log into PSW, please email

PublicSchoolWorks@columbus.k12.oh.us with your full name and employee ID number to request access.

Scheduling Accountability

All students must have a full schedule that is effective on their enrollment start date. **A student's schedule is complete in Infinite Campus when the student has a course scheduled for every period of every day.**

	Q1 (8/24/2022 - 10/25/2022)	Q2 (10/26/2022 - 1/13/2023)	Q3 (1/16/2023 - 3/24/2023)	Q4 (3/27/2023 - 6/1/2023)
LA	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
SS	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
MA	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
SC	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
RE	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

For Elementary schools, scheduling is completed by the school secretary. **Starting the first day of school, the Walk-in scheduler module is used to create or modify a student's schedule in Infinite Campus.** The Walk-In Scheduler is accessed through the student's schedule tab.

With real time data, any changes made will also display in all other areas, including the teacher's roster, the teacher's grade book, the attendance tab, and the student and parent portals. By making a change to a student's schedule, a user can impact how attendance and grades are entered in other areas of Infinite Campus.

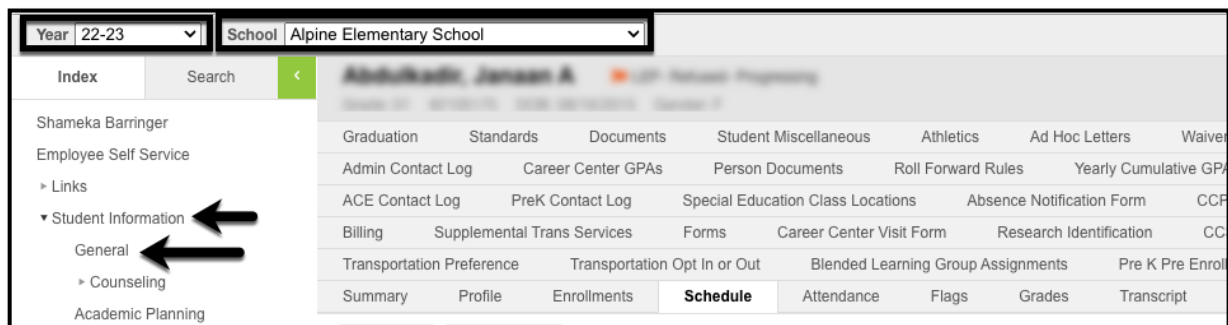
If you are unsure about how to change a student's scheduled class or classes, you should refer to this document or the Infinite Campus Dashboard. If additional support is still needed, complete a Campus Support Form.

Certify will notify users when a student enrollment start date is equal to today. This will prompt the user to create a new schedule for the student that is effective on their first day of enrollment. The notification will become a violation when the student does not have any scheduled courses after the enrollment start date.

Viewing a Schedule

The Schedule tab allows users to view and print the student's scheduled courses in multiple formats. The student's schedule can be used to find where the student is during the day, to determine which courses the student will be taking in the future, and to print the student's schedule.

A calendar (school) that the student is currently enrolled in must be selected in the school toolbar for schedule information to display. To access the schedule tab: Click on the Index Tab > Expand Student Information > Click on General > Schedule



Users may not see all the tabs shown here.

You can view a schedule in either Calendar or Term View. These options show at the bottom of the screen on the schedule tab.

Calendar View

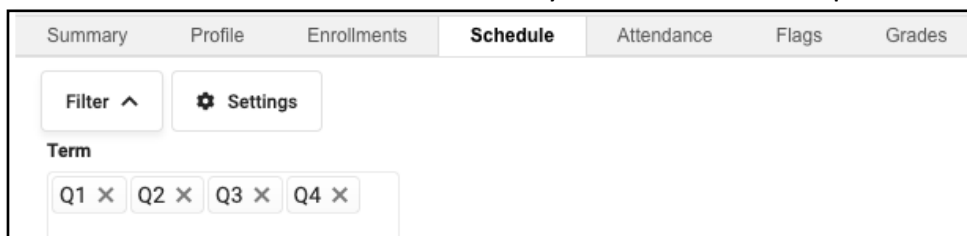
This view shows the student's schedule by the current Day (standard view), the current Week, or by an Agenda view. When you click on Calendar, you will see three different options at the top of the schedule:

- **Day View** – This view displays the name of the Period, assigned Room Number, Course Name and Assigned Teacher and any recorded attendance for that period display. The current period is highlighted in a blue outline to easily determine where the student is. **A thin red line shows across the screen to indicate the current time.**
- **Week View** – This view lists the student's courses for the selected week. Like the Day view, the name of the Period, Course Name and Assigned Teacher and any recorded attendance for that period displays.
- **Agenda View** – This view lists the student's courses in a planner type of view, with the date, time, and course. The current time and course are not highlighted in this view.

Term View

The Term View displays the student's courses for a selected Term and each selected Period Schedule. The term view will also show the start and end dates for each term.

Choose the Filter at the top of the schedule to select which terms and periods display. Remove the selected terms by clicking which Term or Period Schedule to not show in the Schedule. Click the Reset button to undo any removed terms or period schedules.



Scheduling Challenge #2: LOG INTO THE SANDBOX TO COMPLETE THIS CHALLENGE!

1. Search for a student and select their schedule tab.
2. Click on the Term view.
3. Use the Filter button to hide all quarters except for Q1.
4. Restore all hidden quarters.
5. Change the view to the Calendar – Day view.
6. What does the thin red line displaying across the screen on the schedule tab mean?

Printing a Student's Schedule

Print the student's schedule in any selected view by choosing the Reports button at the bottom of the page and clicking the Current View report option. This prints the student's schedule in the selected view (Day, Week, Agenda, Term) in PDF format.

If a user has removed certain terms by modifying the Filter bar selections (for example, printing the schedule report for only Term 4), only those options selected in the Filter bar are included in the print.

Required Courses

For elementary schools, certain courses are given to every student in the building. However, there are some courses that are not assigned to certain students, depending on grade level. Use the list below to determine which courses are automatically assigned to each student by grade level.

Course	PS	K	1 st	2 nd	3 rd	4 th	5 th	6 th
Elementary Attendance	✓	✓	✓	✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓	✓	✓	✓
Pre-K Full Day or Pre-K Half Day	✓							
Language Arts		✓	✓	✓	✓	✓	✓	✓
Social Studies		✓	✓	✓	✓	✓	✓	✓
Mathematics		✓	✓	✓	✓	✓	✓	✓
Science		✓	✓	✓	✓	✓	✓	✓
Reading		✓	✓	✓	✓	✓	✓	
Music		✓	✓	✓	✓	✓	✓	✓
Art		✓	✓	✓	✓	✓	✓	✓
Physical Education		✓	✓	✓	✓	✓	✓	✓
Health		✓	✓	✓	✓	✓	✓	
Chorus								
Instrumental Music								
Work & Social Behavior		✓	✓	✓	✓	✓	✓	

▼ 000000 N/A
1) CH Only Blocker
2) IM Only Blocker
3) CH & IM Blocker

Chorus and Instrumental music are assigned by student. **Typically, Pre-K through 3rd grade students are not eligible to take a Chorus or Instrumental Music course.** A course blocker can be added to the student's schedule to block these periods out and create a full schedule.

Course Numbers

Courses are classes taken in school on various subjects. All CCS courses are assigned a Course number. These numbers are generally six digits in length. The table below shows how course numbers are organized based on the position of the digits in the course number.

Using the example (521250):

- **5** - Elementary Grade 5
- **2** - English / Language Arts Content Area
- **15** - Reading sub-content area
- **5** - 5th level in Reading
- **0** - 120 Seat hours minimum.
(typically, a 1-credit course meeting 5 days/week for a year)

Digit position	Purpose
1st	Designates Grade Level for the course
2nd	Content Area
3 rd & 4 th	Sub-Content Area
5th	Sub-Content Area / Course level
6th	Course Length / Credit Value
7th	*optional suffix (see below)

Course numbers may also show a letter at the end of the course number. This means the course has a special designation. The chart below shows a few of these letters and their meanings. Example: 310000E – SPED 3rd Grade Science Course

Suffix	Course Type	Notes
A	Non-Attendance	6th grade courses offered at K-8 buildings that will <u>not</u> require period attendance.
B	Block Schedule	Courses that are taught for longer times during the school day (i.e., two periods instead of one) but only for a semester
E	Exceptional Students (Special Education)	Special Education courses - could divide this into two or more different SPED codes to further clarify
F	Credit Flex	Students may request credits for courses taught by unconventional methods
G	Gifted	Gifted courses
H	Home Instruction	Courses for students on Home Instruction
L	ELL / ESL	English as a Second Language courses
M	Mastery	Compacted course for students who have documented readiness through approved means in programs
S	Summer School	Courses offered during summer school
T	Career Technical	Career Technical courses.

Course Sections

A course section is the placeholder for a group of students within a course.

The **Sections** tab is a view screen, listing all sections for the selected course and basic identifying information about that section - the assigned primary teacher, where the section meets, in what term and for what period, and how many students are in each section.

To view courses and sections available at a school, users can use the Course/Section search option. It will only search the year and school you have listed at the top of the screen. Search by the course number or name, or do not enter any search criteria and click on the “Go” button to see all courses and sections at the school. Expand each course to see each of its sections and the teachers assigned.

Students will typically have the same section number under each course that the student is assigned. If a student is assigned to section 11 for first grade reading, the student will also be in section 11 for all their other courses, such as science and art.

When creating sections for each course in elementary school, CCS schedulers typically follow the guidelines listed below. **(Some schools with special scheduling needs may follow a different guideline)**

Section Number System for Elementary Schools

Grade Level	Section Assignments	Grade Level	Section Assignments
PK	100 – 109	*Splits	701 – Kindergarten / 1st
Kindergarten	1 – 9		712 – 1 st / 2nd
1 st	10 – 19		723 – 2 nd / 3rd
2 nd	20 – 29		734 – 3 rd / 4th
3 rd	30 – 39		745 – 4 th / 5th
4 th	40 – 49		756 – 5 th / 6th
5 th	50 – 59	Inclusion Pre-K Class	800 – 809
6 th	60 – 69	Eclipse (Gifted)	950 – 959
Special Ed	900 – 909		

*Splits start with a 7 and then the next two digits denotes the grade levels that are combined.

Scheduling Challenge #3: LOG INTO THE SANDBOX TO COMPLETE THIS CHALLENGE!

1. Search for all courses located at the building you have selected at the top of the screen.
2. Find the “Gifted Academy All Day” course.
3. How many sections have been created for that course?
4. Who is the assigned teacher for that course and why?

Teams (Scheduling Groups)

To make scheduling for ES students more efficient, when creating sections for teachers, we assign them a team. Students in elementary schools will typically travel to lunch, art, music, and gym as a group, and spend the rest of the day in academic classes with the same teacher. Therefore, we can create a team of teachers to assign to that group of students. **Teams are labeled using the section number of the primary teacher.**

Let’s look at an example. A first-grade student is assigned to your building. You have two first grade teachers. One has been assigned as section number 10 and one has been assigned as section number 11. You determine that the teacher in section 10 has fewer students and assign the new student to that teacher.

By creating a schedule using the team, you will easily be able to assign this student all the courses and teachers that match all the other students in that group.



When scheduling a student in elementary school, a user can select a team to pull up all the courses that a student would need to be assigned.

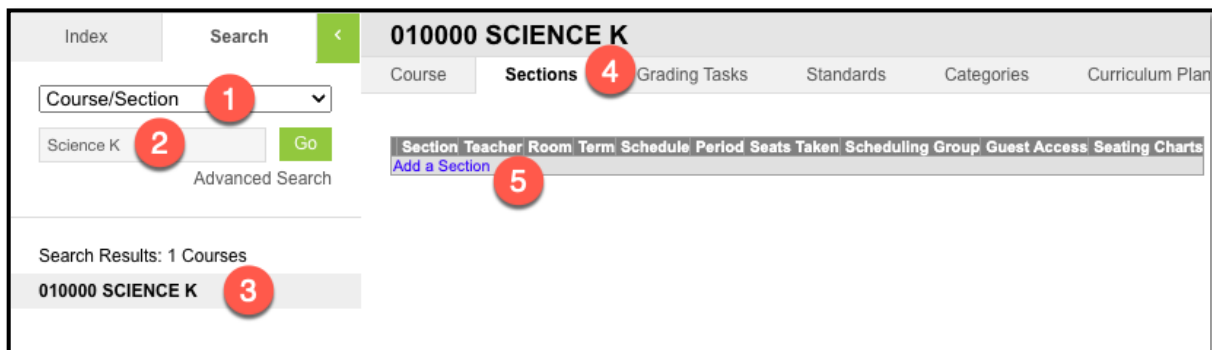
Adding Sections and Assigning Teachers

The teachers name will show up on the course information. This shows that the teacher is attached to the course and can take attendance and will have their name show up in the Classroom Monitor. **If a teacher’s name is not visible, they must be added as the Primary Teacher on the Staff History Tab for the course section.**

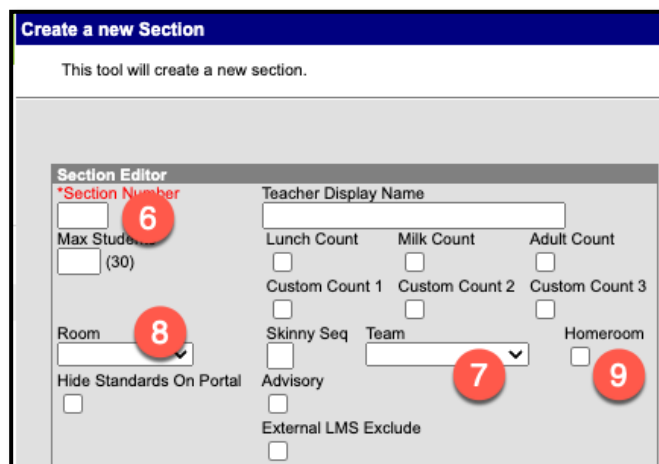
There are also teachers that will need to be added to each of the **Work and Social Behavior** course sections (and a few other special courses) as a **secondary teacher** to have the ability to enter grades in that course for a student. An Art, Music, Physical Education, Tutor, or Special Education teacher could be added as a secondary teacher to the course section.

Below are directions on how to create a course section and how to add your teachers to the sections.

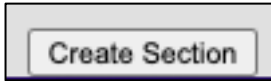
1. Select Course/Section from dropdown menu.
2. Type in the name of the desired course and select Go. (You can just click Go to see a list of all courses on your school’s course deck.)
3. Select the desired course by clicking on the name.
4. Click on the Sections tab.
5. Click Add a Section.



6. In the Section Editor, give your section a section number. (You do not need to add the Teacher Display Name here, once you assign the primary teacher this field will populate.)
7. Add a Team to this section if applicable.
8. Add a Room assignment (must be added for homeroom sections).
9. Check the Homeroom box if this is an Elementary Attendance Course.



10. Select the Periods that you need to set up your section in the Section Schedule Placement.
11. Click the Create Section button at the bottom of the screen.



This will open up a new set of tabs at the top of the screen.

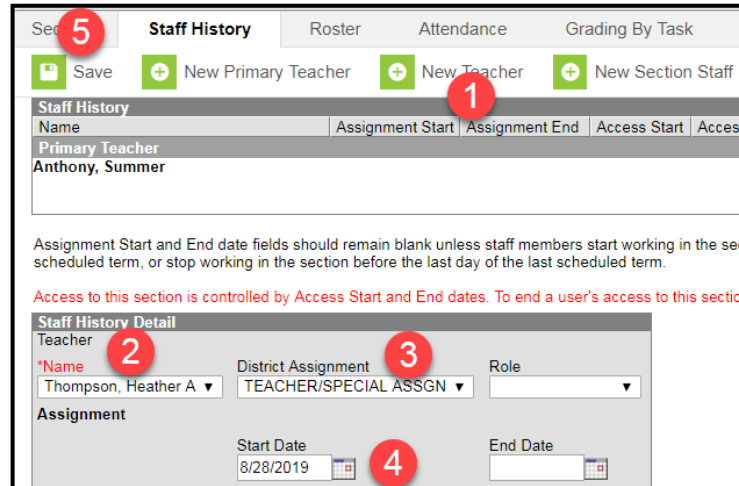
12. Click on the Staff History tab.
13. Click New Primary Teacher.
14. Select the Teacher's name from the drop-down list.
15. Select the District Assignment for the teacher. **DO NOT SELECT A ROLE.**
16. Only Enter a Start Date for the Teacher **if they have been assigned to the course after the first day of school.**
17. Click Save at the top of the screen.

Please keep in mind that if the “District Assignment” for a teacher is incorrect (usually due to the assigned grade level for a teacher needing an update), it is not able to be changed through a Campus Support Ticket. Please report any ‘District Assignment’ changes to Information Technology via email at municisupport@columbus.k12.oh.us.

To request a teacher to be added to your staff drop-down list in Infinite Campus, please submit a Campus Support Ticket.

Follow the steps below to add an additional teacher to the Work and Social Behavior course sections:

1. Click on the New Teacher button.
2. Select the name of additional teacher who will need access.
3. Select their District Assignment. **DO NOT SELECT A ROLE.**
4. Enter the teacher's start date **if they have been assigned after the first day of school.**
5. Click Save.



the

Role Definitions	
New Teacher	– Can add add/edit student data for course
New Section Staff	– Can view (only) student data for course

Scheduling Challenge #4: LOG INTO THE SANDBOX TO COMPLETE THIS CHALLENGE!

1. Search for the course “Work and Social Behavior”.
2. Find section number 20.
3. Add an additional teacher as a “New Teacher” to this section with a start date of 9/10/2022.

Walk-In Scheduler

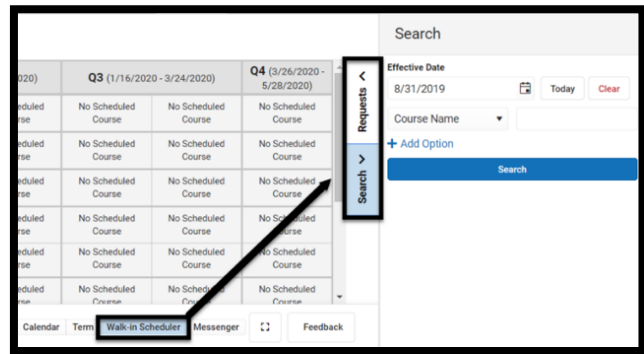
Before the first day of school, scheduling staff can use the Roster Setup tab to quickly create rosters by section. However, after the first day of school, the Walk-In Scheduler is the only Infinite Campus module used to schedule, modify, or remove students from/into their courses.

When you click on a student’s schedule tab, select Walk-In Scheduler at the bottom of your screen. There are two tools that are a part of the Walk-In Scheduler. The Search Panel and the Requests Panel. These two options are located on the right side of the schedule when you select the Walk- In Scheduler.

(If you do not have the Walk-In Scheduler at the bottom of your screen, please send in a Campus Support Form for assistance.)

Requests Panel

Typically, this panel **will not be used for scheduling a newly assigned student or modifying a current student's schedule during the school year**. Course requests are used during the Master Scheduling process while working in the Schedule Wizard.



Search Panel

Use the Search Panel to find specific courses to add to a student's schedule by entering search criteria.

You can search for courses by entering one or more of the following options:

- Course Name (or part of the course name)
- Course Number
- Teacher's last name
- Term in which the course meets
- Period in which the course meets
- Schedule
- Team Name

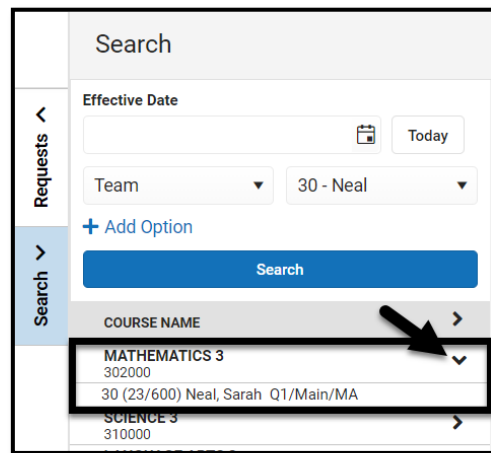
To search for a course:

- **Determine the effective date of the student's enrollment in the course.**

This must be done each time you are adding or modifying a course on a student's schedule. You can enter the date by typing the date in mmddyyyy format, or choose the calendar icon to select a date, or click the Today button to begin the course on the current date. Entered dates must be within the term dates of when the course meets.

The entered date will remain after adding a course. If you select another student, the effective date will hold the previous date entered until it is updated. During the school year, it is essential that you understand that if the effective date is used incorrectly on a student's schedule, it has the potential to delete the grades and attendance data previously entered into Infinite Campus.

- Select the Search Option from the dropdown list (Term, Course Name, Course Number, etc.) and enter the desired search criteria into the field or select the



desired criteria from the dropdown list. To remove a Search Option, click the red X to the right of that option. To add more options, click the Add Option link.

- Click the Search button for matching results to display.

When a course displays, click the arrow next to the Course name to view information about the Course Section (i.e., the Section Number, how many students are in the section, the assigned teacher, and the terms, period schedules, and periods in which the section is scheduled) display this information for all courses in the search set, click the arrow in the Course Name header.

Scheduling Challenge #5: LOG INTO THE SANDBOX TO COMPLETE THIS CHALLENGE!

1. Select a student and go to their schedule tab.
2. Click on the Walk-In Scheduler.
3. Search for the “No Show” course.
4. How many sections does the “No Show” course have?
5. Search for “Math 2”.
6. How many sections does it have? How many students in each section?

New Students

Central Enrollment does not contact each individual school to inform them of a new student. It is up to the school to run the New Enrollment Notification report to view all newly enrolled students in their building. This report is found in Infinite Campus with the following path: **Index > Student Information > Reports > New Enrollment Notification.**

Certify will also send a notification that a student’s enrollment start date is equal to the current date. You will receive this notification as a reminder that the student needs to be given a full schedule as of the enrollment start date.

A student must have a full schedule the first day they are enrolled. The scheduler must view the student's enrollment history to determine the appropriate start date.

For example, if a student’s enrollment begins on 9/13/2022, but the student does not attend school until 9/15/2022, the schedule start date **MUST** be 9/13/2022. The scheduler must then ensure that the absences for 9/13/2022 and 9/14/2022 are entered on the student's attendance tab.

Creating a Schedule for Newly Enrolled Students

To schedule an elementary school student, use the Walk-In Scheduler Search feature and select courses using the Teams option. You must select a team/section that reflects the student's grade level by determining which team/section has room for a new student.

Quick Tip

To quickly determine how many students each team/section currently has assigned:

- On the Search tab, use the Course/Section search to find the Elementary Attendance course.
- Click on the name of the course.
- Click on the Sections Tab.
- The number under "Seats Taken" shows the number of assigned students.

Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling	Group	Guest Access	Seating Charts
Edit 1		0004	Q1-Q4	Main	H1-H6	(0/999)	01-		Grade Book	Seating Charts
Edit 2		0002	Q1-Q4	Main	H1-H6	(50/999)	02-		Grade Book	Seating Charts
Edit 3		0003	Q1-Q4	Main	H1-H6	(0/999)	03-		Grade Book	Seating Charts
Edit 11		0006	Q1-Q4	Main	H1-H6	(30/999)	11-		Grade Book	Seating Charts
Edit 12		0009	Q1-Q4	Main	H1-H6	(29/999)	12-		Grade Book	Seating Charts
Edit 20		0020	Q1-Q4	Main	H1-H6	(23/999)	20-		Grade Book	Seating Charts
Edit 21		0019	Q1-Q4	Main	H1-H6	(25/999)	21-		Grade Book	Seating Charts
Edit 22		0025	Q1-Q4	Main	H1-H6	(23/999)	22-		Grade Book	Seating Charts
Edit 31		0024	Q1-Q4	Main	H1-H6	(27/999)	31-		Grade Book	Seating Charts
Edit 32		0018	Q1-Q4	Main	H1-H6	(29/999)	32-		Grade Book	Seating Charts

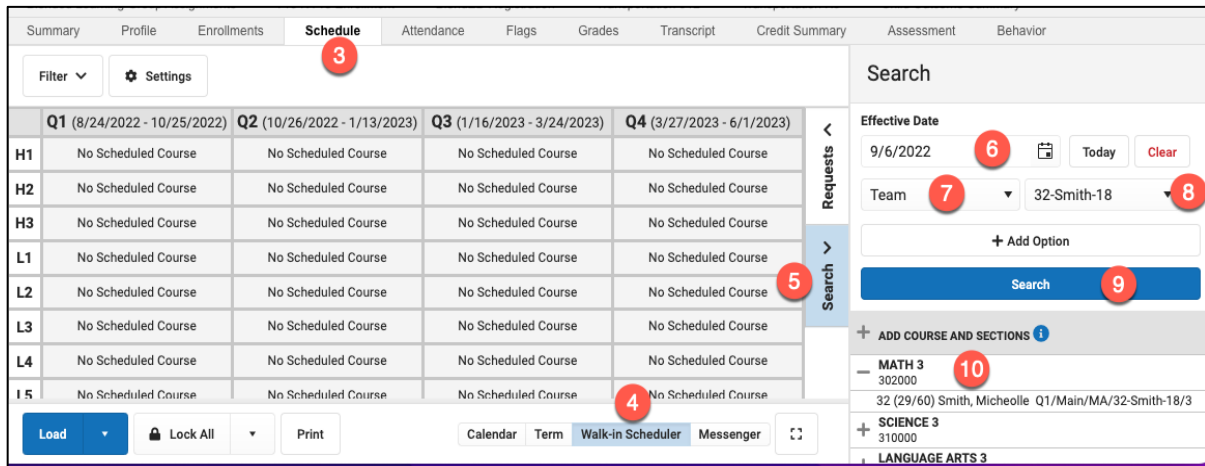
To create a new schedule for a student using Teams:

1. Search for the student.
2. Check the Enrollments tab for the start date **if it is after the first day of school**. In our example, the student did not start the first day of school, but on 09/06/22. **If the student's enrollment date is before school starts, a start date for the courses on their schedule is not required.**

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
03	P	22-23 Infinite Campus Tech (K-5)	09/06/2022	
<small>Start Status: 7 Not newly enrolled in this school district End Status:</small>				
02	P	21-22 Infinite Campus Tech (K-5)	07/09/2021	
<small>Start Status: 7 Not newly enrolled in this school district End Status:</small>				

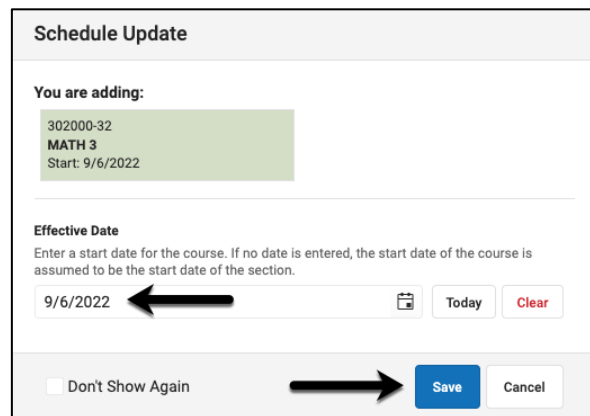
3. Navigate to the student's schedule tab.
4. Click on the Walk-In Scheduler button at the bottom of the screen.

5. Click on the Search option on the side panel.
6. Determine the correct effective date (**date of enrollment at your building**) and enter it. **This is a critical step and must be followed for each student. In our example we have entered the date of enrollment.**
7. Change the search option to Team.



8. Select the desired Team from the dropdown list.
9. Hit Search. The courses associated with that team will display.
10. A list of courses for the team will display in the Search panel.
 - o Click on the first course (Math) to expand it.
 - o Click on the section listed under the course.

11. A Schedule Update dialog box will appear. It will state the name and section number of the course you are adding to the student's schedule and show the assigned start date. Review this information and click Save if correct.



12. Repeat steps 10 and 11 for every course that displays in the search results until all courses have been added. The scheduled courses associated with that team will fill in their correct periods.
13. Check for any empty periods in the schedule. **Typically, all teams do not include such courses as Chorus or Instrumental Music. For students that do not attend these courses, an appropriate N/A blocker course should be added.**
14. If there are empty periods that need a course scheduled, click on the "No Scheduled Course" text in that empty period.
15. The available courses for that period will appear in the search options. Notice the effective date is still entered. There may be more than one section for the

course you want to select. Click the arrow next to the course name to see all sections and click on the section you want to assign the student to.

For students who do not attend CH (Chorus) and IM (Instrumental Music) courses, a blocker course should be added to their schedule for each period. Under the N/A course, there should be a section for blocking out both periods at the same time. It may be labeled as (CH/IM), (Chorus and Inst Music) or a different variation indicating both periods will be blocked off at the same time.

16. A message will appear telling you which course and section you are adding to the student, and what the effective date will be. Click Save.

The empty period is now scheduled.

HE	250000-21 HEALTH 2 Steinger, Kerri Start: 9/6/2022	250000-21 HEALTH 2 Steinger, Kerri	250000-21 HEALTH 2 Steinger, Kerri	250000-21 HEALTH 2 Steinger, Kerri
CH	000000-1 N/A	000000-1 N/A	000000-1 N/A	000000-1 N/A
IM	ch/im Start: 9/6/2022	ch/im	ch/im	ch/im

Scheduling Challenge #6: LOG INTO THE SANDBOX TO COMPLETE THIS CHALLENGE!

1. Find and generate the report "New Enrollment Notification".
2. Close the report.
3. Check the number of students for each 3rd grade teacher.
4. Use the handout provided to schedule a new 3rd grade student. Be sure to:
 - a. Check the enrollment start date.
 - b. Assign to the 3rd grade team that has the least number of students.
 - c. Fill in all periods to give the student a full schedule.

Modify an Existing Schedule

Students may need to be changed to another teacher or have a different course added to their schedule. A user will either modify the entire current schedule or end date one course and replace it with another.

There are times where it may be necessary to use a date that is before the current date. If this cannot be avoided, notify the Building Administrator, and then print the current schedule, grades, and attendance prior to making any changes to the schedule.

When modifying or changing a course section you will first need to determine the start and end dates. **The start date and end date of a course must NEVER be the same date.** Certify will generate a violation if a section is found with the same start and end dates. The only time this is appropriate is when the student truly was in a course for one day. Then the start and end date would be the same to reflect what truly occurred.

For Current Students - The start date is the date the student will begin in the new section. **If the student is already scheduled into a course, but requires a change, the current course should be end dated and the start date for the new course should start the following day. The dates must be consecutive; they must not be the same date.** For example, if a student has an end date in a course of 9/27/22, they should have a start date in another course during the same period on 9/28/22.

The end date is used to determine the date the student will STOP appearing on teacher rosters for grades and attendance. **Entering an end date for a course section prior to the current day has the potential to delete previously recorded grades and attendance.**

To end a schedule/class and start a new schedule/class follow the steps below. **Remember to follow the guidelines explained above about entering a start date.**

1. Using the Walk-In Scheduler, click the Search Panel.
2. Determine and enter the effective date.
3. Search for the new course or team in the dropdown and hit Search.
4. Expand the new course (or the first course for the new team) and select the correct section. In this example we are changing the

The screenshot shows the 'Requests' section of the Walk-In Scheduler. It features a search panel with the following elements:

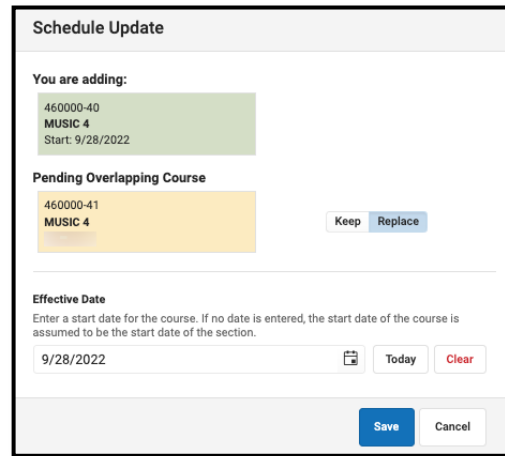
- Effective Date:** A date picker set to 9/28/2022, with a red circle '2' highlighting the date field.
- Course Name:** A dropdown menu currently showing 'Music', with a red circle '3' highlighting the dropdown.
- Search:** A blue button labeled 'Search'.
- Results:** A list of course sections under the heading '+ ADD COURSE AND SECTIONS'. The list includes:
 - MUSIC K (060000)
 - MUSIC 1 (160000)
 - MUSIC 2 (260000)
 - MUSIC 3 (360000)
 - MUSIC 4 (460000) - This section is expanded, showing two options: '40 (28/60) Boyer, Allison Q1/Main/MU/40-Flusche-16/2' and '41 (29/60) Boyer, Allison Q1/Main/MU/41-Newkirk-13/10'. A red circle '4' highlights the expanded section.

Music course. **Be sure to check the grade level of the course.**

5. A “Schedule Update” dialog box will appear. The new course is highlighted green while the previous course is highlighted yellow.
6. It will state that you are adding a new course that is overlapping the current course. Based on the effective date entered it will end date the previous course the day before the effective date.

After verifying the dates for the modification are correct, hit Save.

Now the previous course is end dated, and the new course shows on the schedule with the new effective date. If you are changing an entire schedule, continue the steps listed above for each course on the student’s schedule.



	Q1 (8/24/2022 - 10/25/2022)	Q2 (10/26/2022 - 1/13/2023)	Q3 (1/16/2023 - 3/24/2023)	Q4 (3/27/2023 - 6/1/2023)
MU	460000-40 MUSIC 4 Boyer, Allison Start: 9/28/2022	460000-40 MUSIC 4 Boyer, Allison	460000-40 MUSIC 4 Boyer, Allison	460000-40 MUSIC 4 Boyer, Allison
	460000-41 MUSIC 4 Boyer, Allison Drop: 9/27/2022			

Scheduling Challenge #7: LOG INTO THE SANDBOX TO COMPLETE THIS CHALLENGE!

1. In the screenshot above, two courses show in Q1, but only one course in all the other quarters. Why?
2. Search for a 2nd grade student.
3. On the student’s schedule tab, change their assigned team to another team by modifying their schedule.
4. Did you change the blocker course for Chorus and Instrumental Music? Why or why not?

Double Scheduling in a Period

Infinite Campus has a process to keep students from being double scheduled in a period. When you add a course to a student's schedule, you will receive a warning that another course already exists. There are instances (such as activity periods) where a student would need to have two courses in one period. In these special circumstances, when you add a course using the instructions provided earlier, when the Schedule Update dialog box appears, select Keep instead of Drop.

Schedule Update

You are adding:

420000-41
LANGUAGE ARTS 4
Start: 8/29/2019

Active Overlapping Course

420000-745
LANGUAGE ARTS 4

Keep Drop

Effective Date

Enter a start date for the course. If no date is entered, the start date of the course is assumed to be the start date of the section.

8/29/2019 Today Clear

Save Cancel

This will remove the end date from the original course and allow you to assign both courses in that period. The new course will have a start date added based on the entered effective date.

Deleting a Course(s)

Sometimes, a course will need to be removed from a student's schedule. If a student is accidentally enrolled into the wrong course **before the first day of school**, you can delete courses because no attendance or grades are attached to the course.

Summary Profile Enrollments **Schedule** Attendance Flags Grades Transcript Credit Summary Assessment Behavior

Filter Settings

Before school starts

	Q1 (8/24/2022 - 10/25/2022)	Q2 (10/26/2022 - 1/13/2023)	Q3 (1/16/2023 - 3/24/2023)	Q4 (3/27/2023 - 6/1/2023)
MA	402000-41 MATH 4 Flusche, Dana L	MATH 4 Flusche, Dana L	MA Flus	
SC	410000-41 SCIENCE 4 Flusche, Dana L	410000-41 SCIENCE 4 Flusche, Dana L	410 SCI Flusche, Dana L	Flusche, Dana L
RE	421500-41 READING 4 Newkirk, Julie A	421500-41 READING 4 Newkirk, Julie A	421500-41 READING 4 Newkirk, Julie A	421500-41 READING 4 Newkirk, Julie A
MU	460000-41 MUSIC 4 Boyer, Allison	460000-41 MUSIC 4 Boyer, Allison	460000-41 MUSIC 4 Boyer, Allison	460000-41 MUSIC 4 Boyer, Allison
AR	465000-41 ART 4 Pulver, Brittaini	465000-41 ART 4 Pulver, Brittaini	465000-41 ART 4 Pulver, Brittaini	465000-41 ART 4 Pulver, Brittaini

Requests Search

Roster Update

MATH 4 - 402000 - 41

Start Date

End Date

9/6/2022 Today Clear

Lock

No Credit

Repeated

Modified By

Flusche, Dana on 1/13/2023 12:00 AM

Save Cancel Delete

Click on the course you would like to remove

Enter the end date for the course and click delete.

However, if a student was accidentally placed in the wrong course after the first day of school, to avoid the student being double scheduled, begin by end dating that course. Then submit a Campus Support Form/Ticket to request that the course be deleted from the student's schedule.

Scheduling Challenge #8: LOG INTO THE SANDBOX TO COMPLETE THIS CHALLENGE!

1. Search for a 1st grade student.
2. On the student's schedule tab, end their assignment in their current art course using tomorrow's date.

Withdrawn/Non-Attending Students

When a student stops attending school do **NOT** end date the schedule in the Walk-In Scheduler. If the schedule is end dated, attendance cannot be taken. **All students MUST be marked absent until Central Enrollment end dates the student enrollment. The schedule will be end dated automatically when Central Enrollment end dates the student's enrollment, using the appropriate withdrawal date.** Any attendance that should not remain in the system will be automatically modified.

A schedule can be changed to add a No-Show blocker course if the student has never attended this school year to remove the student from a teacher's roster. Or the Unable to Locate blocker course can be used when the student has attended at least once during the school year but stopped attending. **Attendance must be entered for students in the No Show and Unable to Locate courses every day.**

Kindergarten Half Day Schedules

Parent/Guardian's may request a kindergarten student only attend school part time. We are required to accept this request and document it appropriately. Please use the Half Day Attendance form on the Infinite Campus Dashboard to document this request.

- Student must attend a minimum of 50% of the student day and the student's schedule must be the same every week. A parent cannot choose to have their child attend alternating days or only specific days each week.
- Parent must make the request in writing. The notification should indicate whether the child will attend AM only or PM and the effective start date the student will start attending part-time.
- The notification must be signed and dated by the Parent/Guardian.
- Principal must also sign and date the notification, indicating that they received this notification.
- If there is an IEP that indicates that the student will be attending less than part-time, upload that page of the IEP to the documents tab in lieu of the parent letter.
- Upload the documentation to the student's document tab in Infinite Campus.

The School must send email notification to the Area Superintendent and the Early Childhood Department.

If approved for Half-day attendance:

- Email EMIS_staff@columbus.k12.oh.us. Include the student's enrollment percentage. The EMIS staff will adjust on the student's enrollment percentage for state reporting.
- Modify the student's schedule on Infinite Campus to reflect the student is only attending Half Day.

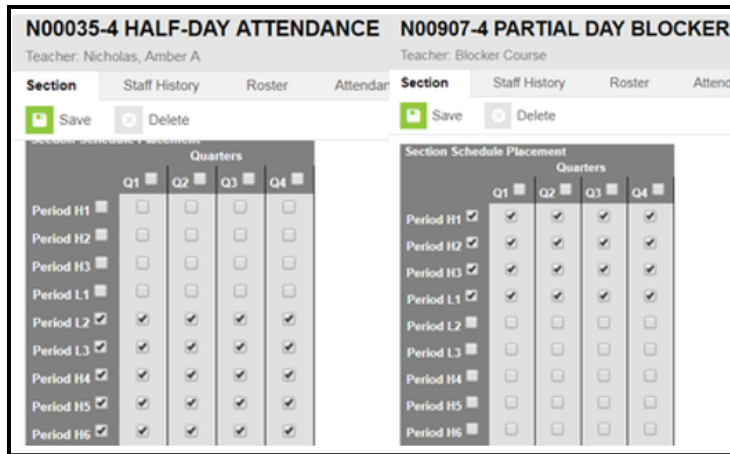
To schedule a student for half day attendance, you must create a new section under the course N00035 Half-Day Attendance. If this course is not available on your course deck, please submit an Infinite Campus Support Ticket to have it added to your school.

The period placement for the course sections must correlate with the half day as seen below:

- AM Half Day - ONLY check the start of the day. Example Period H1 through L1
- PM Half Day - ONLY check the end of the day. Example Period H4 through H7

You will also add a section to the course N00907 Partial Day Blocker to fill in the rest of the day for these students as seen below:

- AM Half Day – ONLY check the end of the day. Example H4 – H7
- PM Half Day – ONLY check the start of the day. Example H1 – L1



The teacher will be required to take attendance in the afternoon for Half Day Kindergarten PM students.

Grade Level RD

A grade of “Reading Determination” (hereinafter referred to as “RD”) shall be given to any student who meets all of the following conditions:

- The student is entering the Fourth Grade.
- The student last attended school in another Ohio school district or Ohio community (charter) school.
- The student’s parent/guardian is unable to provide documentation that the student achieved the necessary score established by the Ohio Department of Education on the Reading portion of the Third Grade Achievement Assessment or the necessary score on an alternative reading assessment.

The student in RD Grade level must be placed into a third-grade schedule until the appropriate grade level has been determined. The Guidelines for Processing RD & ND Grade Levels has been added to your handouts for this course.

Master Scheduling

Prior to creating schedules, Elementary schools have some setup steps to accomplish to allow for an easier scheduling process. These steps include setting up teams, creating sections, assigning teachers and room numbers, having courses added to the course deck, and period placement. These tasks are typically completed during Master Scheduling.

Master Scheduling for the new school year is always started in the previous school year and completed before summer break. If you are required to complete Master Scheduling, you will be notified, and training classes will be offered.

The Support Center – formerly Options for Success (O4S)

When a student is enrolled to the Support Center program, the following steps are necessary to reflect proper attendance:

- A Support Center representative will notify the primary school of attendance of the student enrollment start date.
- **A school representative from the primary school of attendance with scheduling rights (administrator/counselor/secretary) will end date the student's schedule at his/her primary school of attendance on the day prior to The Support Center enrollment start date.**
- **The Support Center blocker course (N92111) will be added to the student's schedule using the start date equal to The Support Center enrollment start date. (Once the blocker has been added to the schedule, teachers associated with this student will not have the ability to take attendance while the student is assigned to O4S.)**
- When the student returns from The Support Center to their primary school of attendance, the scheduler must reinstate the student's schedule and teachers must begin documenting attendance again.

If this process was not followed it can be corrected, however additional documentation is required. Additional documentation must be uploaded to the student's document tab and include a ".pdf" file of the student's attendance record and enrollment history prior to any changes being made. If you have further questions or need guidance, please call Gregory Wisniewski at (614) 365-2014.

Blocker Courses

There should be no empty periods in a students' schedule. There have been many blocker courses created to fill periods on the schedule when students are not in regular academic courses. These course numbers will begin with the letter "N" and should already be loaded on your course deck. There are several 'blocker' courses that can be used to denote where the student is during the duration of the school day when not in a traditional classroom setting. These blocker courses are available to use in every school; however, the course may need to have sections added before students can be scheduled.

Cross enrolled students that do not attend their Home school due to a secondary enrollment to a program MUST be scheduled into the appropriate blocker course at the home school. The schedule start date must match the secondary enrollment date. These dates are found on the enrollment tab.

A list of all Blocker Courses can be found on the Infinite Campus Dashboard. **In previous years, there was a blocker course for our online school, Columbus Online Academy. The school was previously known as BlendEd and Columbus Digital Academy. This school is now considered a primary enrollment for students and will not require a blocker course.**

The following are the most common blockers needed for elementary schools:

- **Gifted Academy All Day**
 - Used as a blocker course for students attending the Columbus Gifted Academy Program all day. The course should span all periods of the home school's day.
- **Home Instruction Blocker Course**
 - The Home Instruction (HOM) blocker course (N92200) should only be used when a student is assigned to Home Instruction and enrolled in Home Instruction as a secondary enrollment. The HOM blocker course (N92200) will be added to the student's schedule using the start date equal to the HOM enrollment start date.
- **Located - Not Attending**
 - This course is similar to the No Show course, except this is for students that have been located, but are not attending school.
 - While students are in this course, carry out appropriate attendance interventions, and log the interventions on the student's PLP Log.
- **The Support Center (formerly Options for Success)**
 - When a student is enrolled to the Options for Success program, a school representative from the primary school of attendance with scheduling rights (administrator/counselor/secretary) will **end date the student's courses at his/her primary school of attendance on the day prior to the Options for Success enrollment start date. The Options for Success all day blocker course (N92111) will be added to the student's schedule at the student's home school using the start date equal to the Options for Success enrollment start date.**
- **No Show**
 - **This is a blocker course for students who are enrolled but have never attended.** Create a section of this course to span the entire school day and enroll students into this course for attendance taking (**remember that attendance must be taken on this course daily**). This will take students off teacher rosters and will give you an accurate reflection of available seats. When enrolling in the NO SHOW course, use the next school day.
 - This must only be used when student has never attended, and staff are attempting to locate them. **While students are in this course, carry out**

appropriate attendance interventions (log interventions on the student's PLP log), complete the Unable To Locate Student Form. Once completed, and signed by the Principal, submit an electronic withdrawal/end date request form via the CCSDAS. Certify will generate a violation when a student has been scheduled into the No Show Blocker for more than 15 days if these steps are not taken.

- **Unable to Locate**
 - This course is similar to the NO SHOW course, except **this is for students who have attended at some point during the current school year but stopped attending**. When enrolling in the Unable to Locate course, use the next school day.
 - While students are in this course, the school should continue to carry out appropriate attendance interventions, as well as complete the Unable To Locate Student Form. Once completed, submit an electronic withdraw request form via the CCSDAS. Certify will generate a violation when a student has been scheduled into this blocker for more than 15 days.

Scheduling Challenge #9:

- 1. Which course would you place a student in if they attended school for the first two weeks of school, and then stopped attending?**
- 2. Which course would you place a student in if they are enrolled at your school, but has not attended classes at all this school year?**
- 3. After placing students in either of these courses, what is the next step for school staff?**

Scheduling Reports

The following are some of the scheduling reports found in Infinite Campus to help track and process scheduling tasks:

- **New Enrollment Notification** - Use this report to view all newly enrolled students at your building. Enter your search dates or leave date fields blank to search all students.
 - PATH: Index>Student Information>Reports>New Enrollment Notification Report
- **Student Gap Scheduler** – **This report is the best tool to use when searching for students with an empty instructional hole (or gap) in their schedule. This report can be used throughout the school year.**
 - PATH: Index>Scheduling>Student Gap Scheduler

- **Students without Schedules** - This report contains a list of students who don't have schedules. Please create the schedules for these students. Re-run the report to verify your updates. If there are no errors, the generated list will be blank.
 - PATH: Index > Scheduling > Reports > Students without Schedules
- **Double Scheduled in 1 Period** - This report contains a list of students who are scheduled in more than one course during the same period. **This is the best way to find students who are double scheduled that need to be corrected.**
 - PATH: Index>Ad Hoc Reporting>Data Export>Scheduling>SCH Double Scheduled in 1 Period
- **Cross Enrolled Students - The Cross Enrolled Students Report will export a list of students that have secondary enrollments to another full day program such as Columbus Gifted Academy or Columbus Global Academy.**
 - PATH: Index > Ad Hoc Reporting >Data Export >Demographics/Enrollment>ENR - Cross Enrolled Students
- **Section Rosters** - This report displays student rosters for each section for each teacher or course selected.
 - PATH: Index>Scheduling>Reports>Section Rosters
- **Master Schedule Report** - This report lists detail information about each section in a schedule. The report lists roster counts by gender and special Ed, section placement, team, room, and teacher.
 - PATH: Index>Scheduling>Reports>Master Schedule

Congratulations, this is the end of the training course. Please navigate to the ES Scheduling Assessment and complete it to be awarded tool rights in Infinite Campus.



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