

Scheduling Board

Last Modified on 03/14/2024 1:35 pm CDT

What's New in Scheduling Board

As part of an ongoing project to enhance scheduling tools throughout the product, the new Scheduling Board (replaces the [Schedule Wizard](#)) was released in the [Campus.2315 Release Pack](#) (April 2023).

This is the first release of the new Scheduling Board; see the Release Notes and the [What's New in Scheduling?](#) article for details on future releases.

Submit feedback for the Scheduling Board by clicking the **Feedback** button in the bottom right hand corner. This takes you to the [Campus Community Scheduling Board](#) forum topic where you can add your suggestions for the Scheduling Board and Scheduling Board Trials.

[Scheduling Board Navigation](#) | [Create the Schedule](#) | [Choose Settings for the Scheduling Board](#) | [Build](#) | [Load All Courses](#) | [Lock Rosters](#) | [Build, Move and Delete Course Sections using Drag and Drop](#) | [Print](#) | [Next Steps](#)

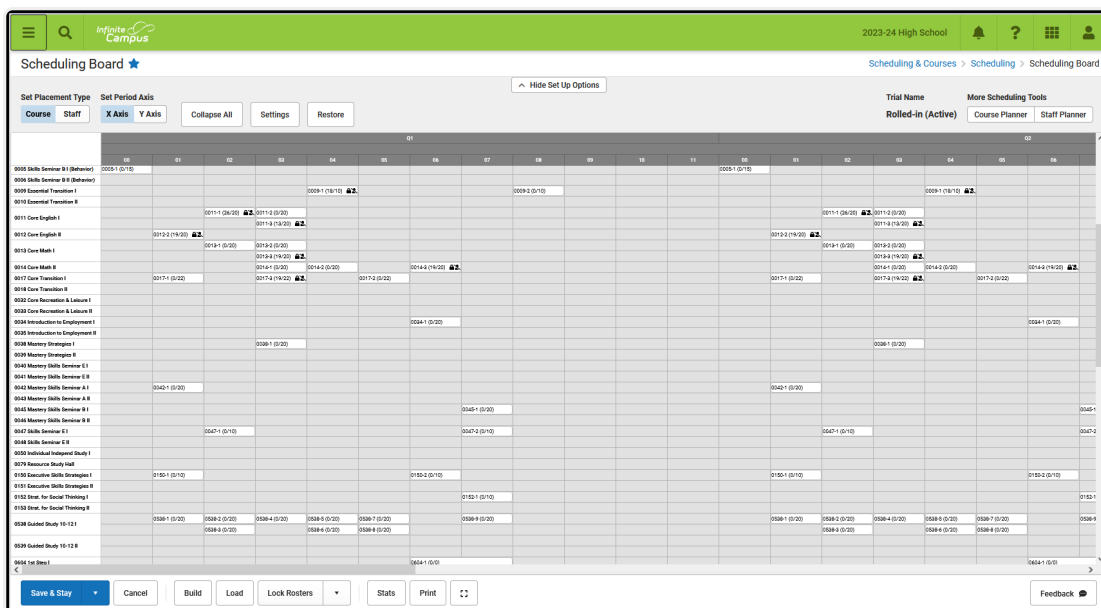
Tool Search: Scheduling Board

The Scheduling Board provides a visual representation of a school's overall schedule, much like a spread sheet or a magnetic white board to visualize and build the school's schedule. This visualization has been digitized in the Scheduling Board.

Users can easily see the schedule being built in real time, along with any teacher and room conflicts. Course sections can be dragged and dropped onto the schedule grid, and moved around to other terms and periods, or removed completely. Quickly load and unload course sections, build and unbuild all the courses, lock and unlock section rosters, all within one tool.

See the [Scheduling Board landing page](#) for the following:

- A [Scheduling Timeline](#) to stay on track for the entire scheduling season.
- Necessary [tool rights](#) for using the Scheduling Board.
- A [comparison](#) of what was done where in the Schedule Wizard and where that same task is done in the Scheduling Board.



Scheduling Board

This article provides information on how to use the Scheduling Board to place courses and course sections, how to assign teachers and rooms to course sections, how to load student course requests and provide guidance in creating the primary schedule for the next school year.

It does not cover every possible schedule design or calendar structure, nor does it attempt provide answers to optimizing student productivity.

Scheduling Board Navigation

[Settings](#) | [Actions](#) | [Other Side Panels](#) | [Hover Boxes](#)

The Scheduling Board replaces the [Schedule Wizard](#), which is still available and can be used interchangeably with this new Scheduling Board.

At the top of the Scheduling Board are **Settings**, where changes to the schedule grid can be done, updates to highlight options (conflicts, missing data, etc.) are managed, and access to other scheduling tools are available. Settings determine how courses display in the grid.

Scheduling Board

Scheduling & Courses

Scheduling

Scheduling Board

Set Placement Type

Course

Staff

Set Period Axis

X Axis

Y Axis

Collapse All

Settings

Restore

Hide Set Up Options

Trial Name

More Scheduling Tools

Roll-in (Active)

Course Planner

Staff Planner

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
9005 Skills Seminar B I (Behavior)	2025-1 (5-10)													2025-1 (5-10)			
9006 Skills Seminar B II (Behavior)																	
9009 Essential Transition I					2025-1 (18-10)	2.1			2025-2 (5-10)							2025-1 (18-10)	2.1
9010 Essential Transition II																	
9011 Core English I			2011-1 (26-20)	2.1	2011-2 (5-20)									2011-1 (26-20)	2.1	2011-2 (5-20)	
9012 Core English II		2012-2 (19-20)	2.1											2012-2 (19-20)	2.1		
9013 Core Math I		2013-1 (5-20)		2013-2 (5-20)										2013-1 (5-20)		2013-2 (5-20)	
9014 Core Math II				2013-2 (19-20)	2.1									2013-2 (19-20)	2.1		
9017 Core Transition I	2011-1 (5-20)			2012-2 (5-20)					2014-2 (19-20)	2.1				2011-1 (5-20)		2014-2 (19-20)	2.1
9018 Core Transition II																	
9020 Core Recreation & Leisure I																	
9020 Core Recreation & Leisure II																	
9024 Introduction to Employment I									2024-1 (5-20)								2024-1 (5-20)
9025 Introduction to Employment II																	
9028 Memory Strategies I				2028-1 (5-20)												2028-1 (5-20)	
9029 Memory Strategies II																	
9040 Memory Skills Seminar E.I																	
9041 Memory Skills Seminar E.II																	
9042 Memory Skills Seminar A.I	2042-1 (5-20)													2042-1 (5-20)			
9043 Memory Skills Seminar A.II																	
9044 Memory Skills Seminar A.II																	
9045 Memory Skills Seminar B.I																	
9046 Memory Skills Seminar B.II																	
9047 Skills Seminar E.I			2047-1 (5-10)											2047-1 (5-10)			
9048 Skills Seminar E.II																	
9050 Individual Independent Study I																	
9079 Resource Study Hall																	
9100 Executive Skills Strategies I	2100-1 (5-10)								2100-2 (5-10)					2100-1 (5-10)			2100-2 (5-10)
9101 Executive Skills Strategies II																	
9102 Social for Social Thinking I																	
9103 Social for Social Thinking II																	
9028 Guided Study 10-121	2028-1 (5-20)	2028-2 (5-20)	2028-3 (5-20)	2028-4 (5-20)	2028-5 (5-20)	2028-6 (5-20)	2028-7 (5-20)	2028-8 (5-20)	2028-9 (5-20)	2028-10 (5-20)	2028-11 (5-20)	2028-12 (5-20)	2028-13 (5-20)	2028-14 (5-20)	2028-15 (5-20)	2028-16 (5-20)	2028-17 (5-20)
9029 Guided Study 10-122	2029-1 (5-20)	2029-2 (5-20)	2029-3 (5-20)	2029-4 (5-20)	2029-5 (5-20)	2029-6 (5-20)	2029-7 (5-20)	2029-8 (5-20)	2029-9 (5-20)	2029-10 (5-20)	2029-11 (5-20)	2029-12 (5-20)	2029-13 (5-20)	2029-14 (5-20)	2029-15 (5-20)	2029-16 (5-20)	2029-17 (5-20)
9046 Set Item I									2046-1 (5-20)								2046-1 (5-20)

Save & Stay

Cancel

Build

Load

Lock Rosters

Stats

Print

Feedback

Scheduling Board Settings

Across the bottom of the Scheduling Board are **Actions** that can be done. Build and unbuild courses, load and unload courses, lock and unlock rosters, and save changes made or cancel any changes that have been made. Actions determine what happens to the courses on the grid.

Scheduling Board

Scheduling & Courses

Scheduling

Scheduling Board

Set Placement Type

Course

Staff

Set Period Axis

X Axis

Y Axis

Collapse All

Settings

Restore

Hide Set Up Options

Trial Name

More Scheduling Tools

Roll-in (Active)

Course Planner

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9046 Set Item I									2046-1 (5-20)								2046-1 (5-20)

Save & Stay

Cancel

Build

Load

Lock Rosters

Stats

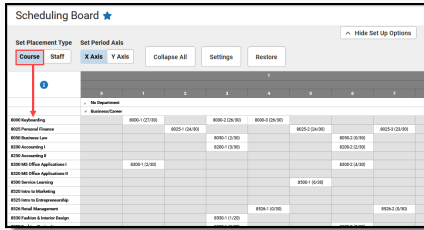
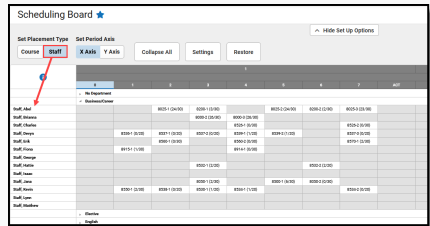
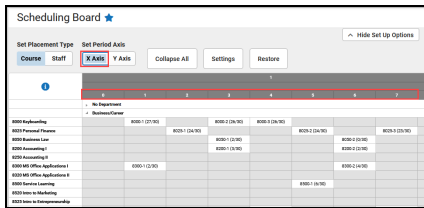
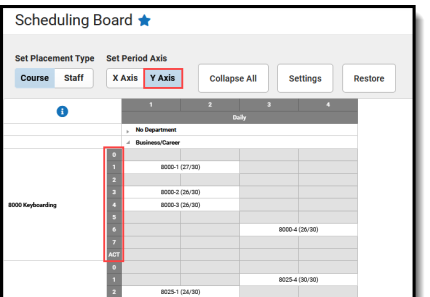
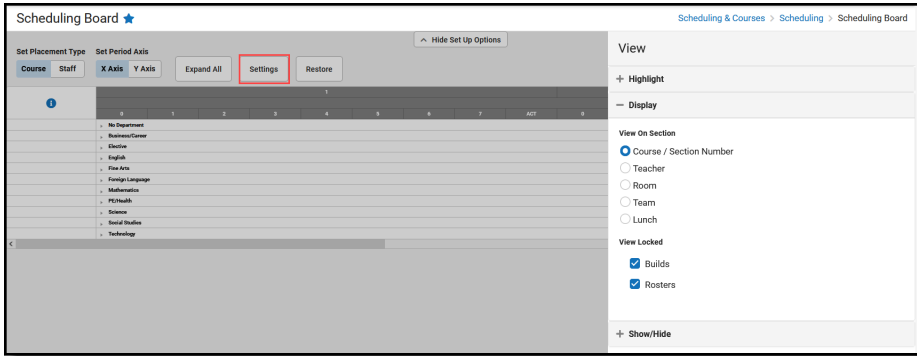
Print

Feedback

Scheduling Board Actions

Settings

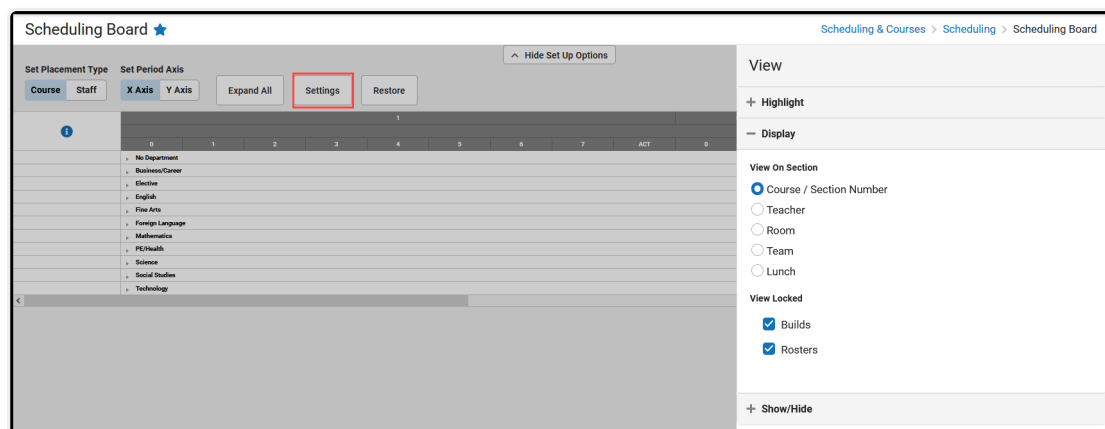
Option	Description
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Option	Description
Set Placement Type	<p>Lists either the Course Number by department or the Staff Name by department on the left hand side.</p> <div>   </div>
Set Period Axis	<p>Determines where the Periods display - across the top with Terms and Schedule Structure (X-axis), or down the side with the Course Names and Staff Names (Y-axis).</p> <div>   </div>
Collapse All, Expand All	<p>Collapses or expands all departments. This makes it easier to work with just one or two departments at a time.</p>
Settings	<p>Opens a side panel to set what displays as highlighted (conflicts, missing data, etc.); what displays on a course section (teacher name, room, team, etc.); what can be toggled on or off to show locked rosters and locked course builds; and what can be set to be show or hide (terms/period schedules, departments, singletons, etc.). See the Settings Side Panel section below for details.</p> <div>  </div>
Restore	<p>Resets all settings to the original options.</p>

Option	Description
Trial Name	Lists which trial is displayed. To choose a new trial, click Cancel or Save & Close in the Action Bar. This closes the Scheduling Board and returns the user to the Scheduling Board Trials to choose another trial or create a new trial.
More Scheduling Tools	Lists additional tools that may help with the scheduling of courses for the next year, like Staff Planner and Course Planner.
Hide/Display Setup Options	Hides or displays all Scheduling Board Settings. Changes made to courses that may be in a term or schedule or period that is marked as hidden are still made, even when they aren't displayed on the grid.

Settings Side Panel

The Settings Side Panel determines what information is called out, highlighted or hidden in the grid. These items may need additional work done on them. For example, a course is displaying in red indicating there is a student to student conflict after loading student requests; or there are some empty sections that could alleviate the extra students in some of the overloaded sections.



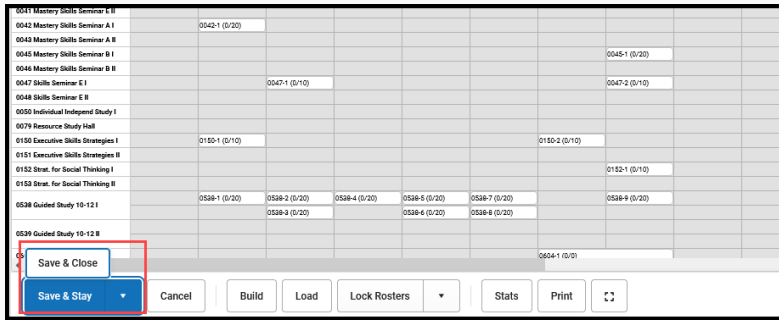
The screenshot shows the Scheduling Board interface. At the top, there's a 'Scheduling Board' title with a star icon. Below it, there are tabs for 'Set Placement Type' (Course, Staff, X Axis, Y Axis) and 'Set Period Axis' (Expand All, Settings, Restore). The 'Settings' button is highlighted with a red box. To the right of the main grid, there's a 'Settings Side Panel' with various options: 'View' (Highlight, Display), 'View On Section' (Course / Section Number, Teacher, Room, Team, Lunch), 'View Locked' (Builds, Rosters), and a 'Show/Hide' button.

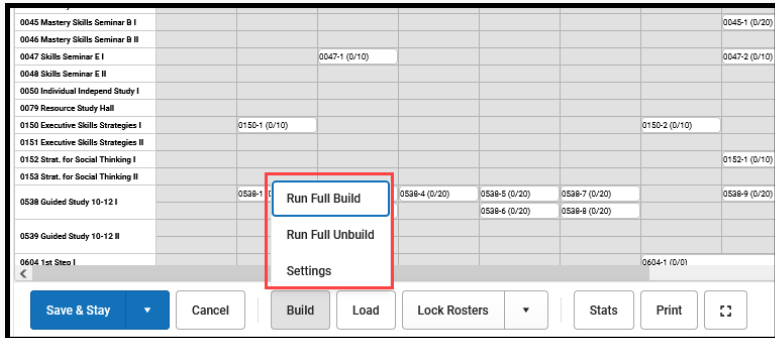
Settings Side Panel

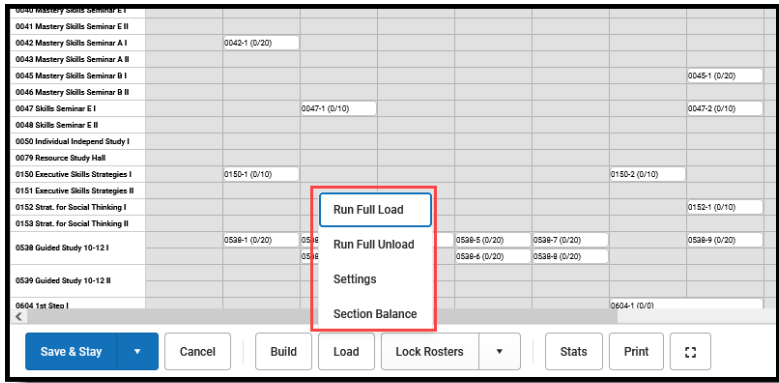
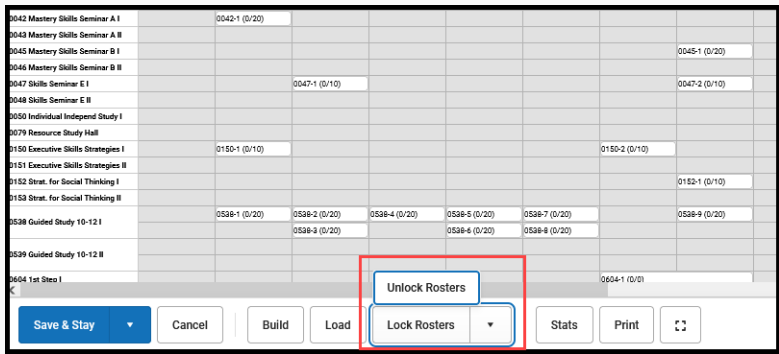
▶ [Click here to expand...](#)

Actions

Option	Description
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Option	Description
Save	<p>Saves any changes made to the placement and loading/building of courses since the last save. Two options are available:</p> <ul style="list-style-type: none"> • Save & Stay - saves any changes to the selected trial and the board remains open for additional updates. • Save & Close - saves any changes to the selected trial and the board closes. <p>In order to avoid a trial being locked after you have exited the Scheduling Board and to avoid losing any changes that were made to the course grid, use one of these options.</p> 
Cancel	<p>Closes the selected trial. When changes have been made but NOT saved, an Unsaved Changes message displays asking whether those changes should be saved. Choose Stay to remain on the board and continue working, or choose Leave to close the board without saving the changes.</p>

Option	Description
Build	<p>Places course and section information on the board. It uses information from the Course Planner and Staff Planner, and from any existing course information data that has been rolled over from the previous calendar.</p> <ul style="list-style-type: none"> • Run Full Build - builds every active course across all terms and departments. This may take some time, depending on the amount of courses and sections to place. • Run Full Unbuild - removes any course section from the board that is not already locked. When there are no courses locked, the grid is completely blank when finished. • Settings - determines how courses and sections are built. This was previously called the Builder Configuration tool. See the Build Settings section below for more information. <p>A build does NOT add student requests. A build places the course sections on the grid in a period that best fits the requirements of the course and the Builder Configuration settings.</p> 

Option	Description
Load	<p>Places student requests into the sections placed on the grid.</p> <ul style="list-style-type: none"> • Run Full Load - adds all entered student requests into a course section that best meets the needs of the student. • Run Full Unload - removes all entered course requests from the course sections that are not locked. • Settings - determines how the requests are loaded. This was previously called the AutoLoader Configuration tool. See the Load Settings section below for more information. • Section Balance - determines how course sections are loaded based on factors/weights, like gender, discipline, special education, etc. See the Section Balance Configuration section below for more information. 
Lock Rosters	<p>Locks or unlocks rosters for every course section placed on the grid for the students in the selected Grade Levels (selected in the Lock/Unlock All Rosters by Grade Side Panel). Only course sections with placed requests/students are locked/unlocked.</p> <p>This means sections without any students assigned to them are not locked/unlocked, allowing those sections to be manually loaded and manually locked/unlocked.</p> 

Option

Description

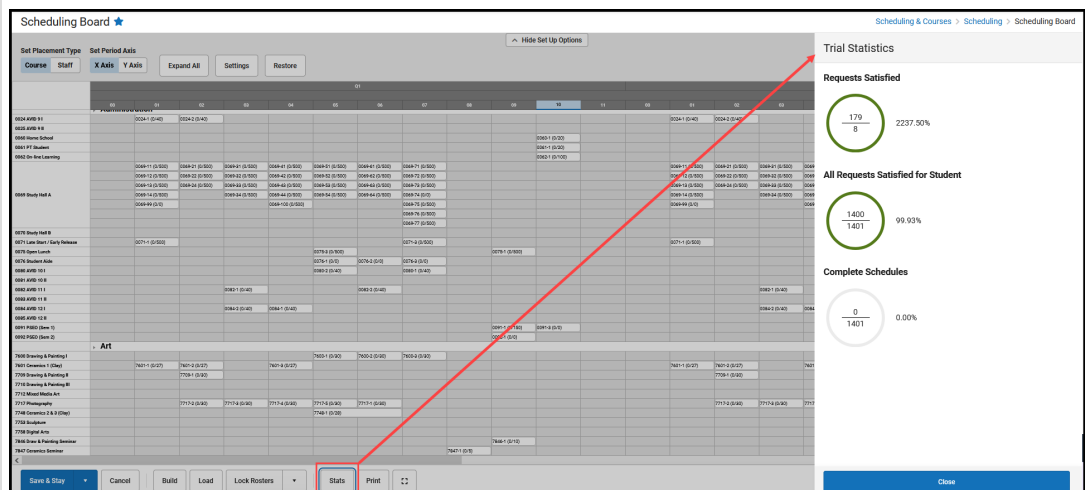
Stats

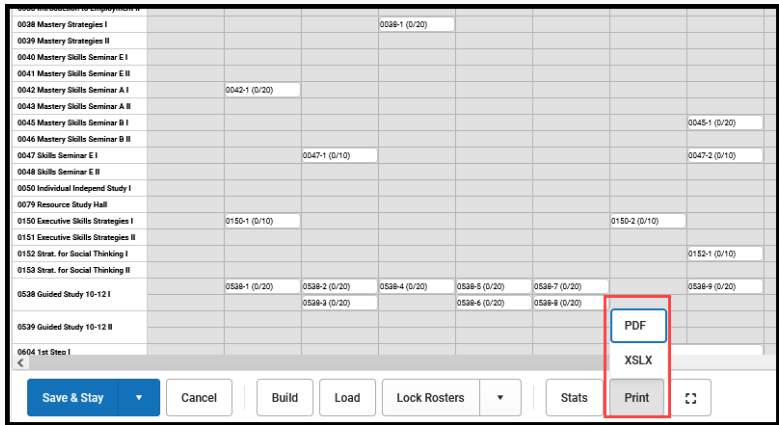
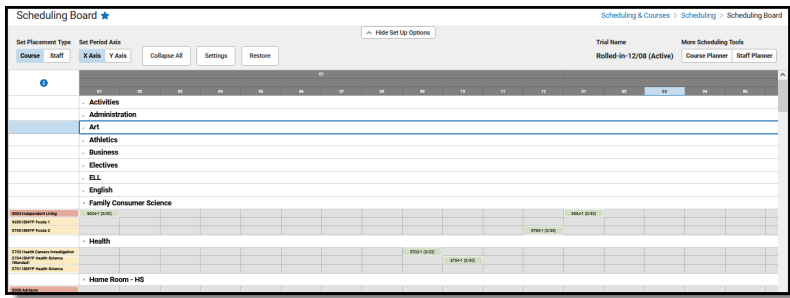
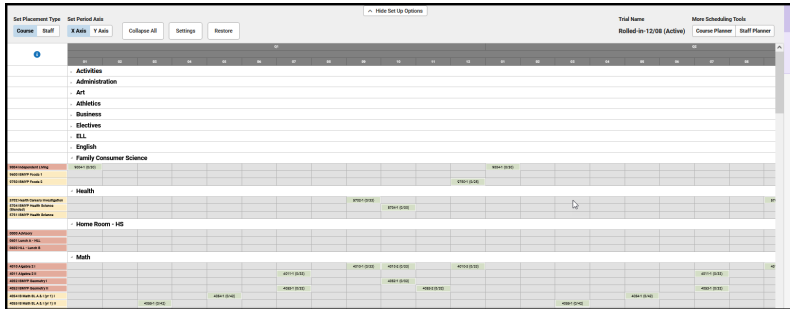
Displays a Trial Statistics Side Panel that shows counts and percentages for **Requests Satisfied**, **All Requests Satisfied for Student** and **Complete Schedules**.

- **Requests Satisfied** shows the number of requests satisfied over the total requests for all students, and the percentage of those two values. When a student is hand-scheduled into a course (therefore, there are no requests for those courses), or when the student has an alternate course request, the first number of the Requests percentage increases.
- **All Requests Satisfied for Student** shows the total students who have all of their requests satisfied over the number of total students, and the percentage of those two values. When a student does not have any course requests, that is included in the All Requests Satisfied percentage.
- **Complete Schedules** shows the total number of students who have at least the maximum number of Scheduling Units possible for the trial over the total number of students. This does not necessarily mean a student has a complete schedule; there may be instances where the student has met the number of Scheduling Units but there is still an empty period on their schedule. The total number of Scheduling Units is found by multiplying the total number of Terms by the total number of Schedules by the total number of Periods, just like the Walk-In Scheduler.

Alternate requests are NOT included in these values.

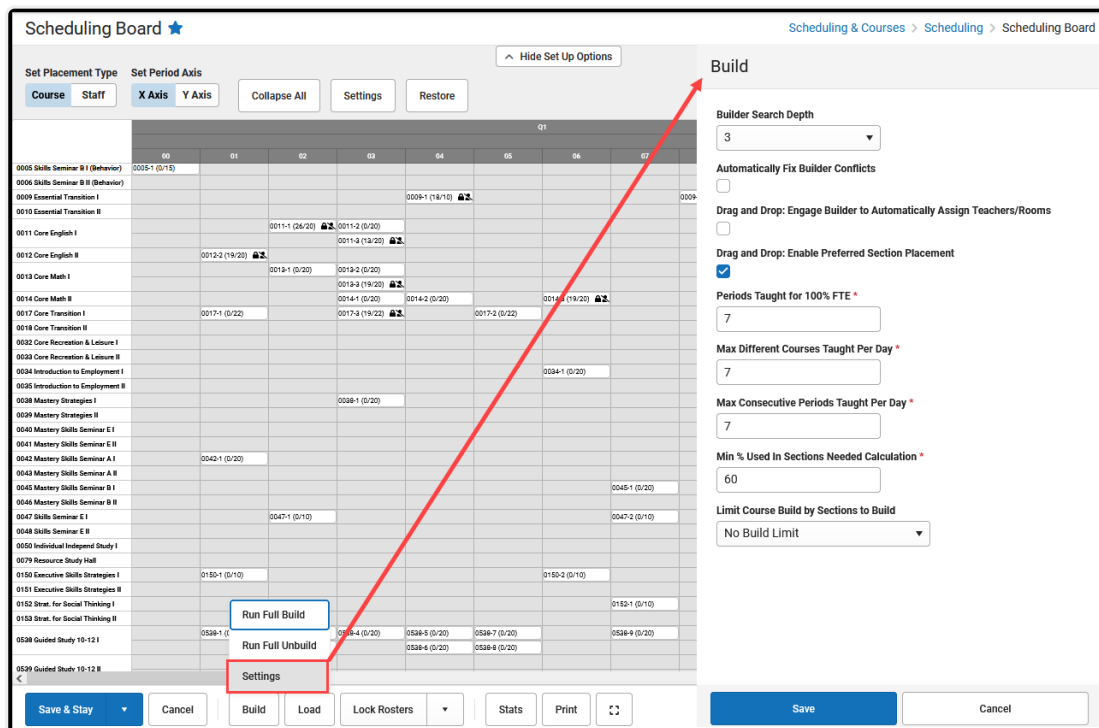
These same values also display on the [Scheduling Board Trials](#) side panel.



Option	Description
Print	<p>Displays the Scheduling Board in a printable view, in either PDF or XLSX format.</p> 
Full Screen	<p>Displays the Scheduling Board in a full screen view, removing borders and navigation tips. This increases the working space. Click the ESC key to return to the previous view.</p> <p>This first image shows the standard view of the Scheduling Board.</p>  <p>This second image shows the full screen view of the Scheduling Board.</p> 

Build Settings Side Panel

The following table defines the available **Build Configuration** options.



Scheduling Board ★

Scheduling & Courses > Scheduling > Scheduling Board

Set Placement Type: Course, Staff

Set Period Axis: X Axis, Y Axis

Buttons: Collapse All, Settings, Restore

Build Settings Panel:

- Builder Search Depth: 3
- Automatically Fix Builder Conflicts: ☐
- Drag and Drop: Engage Builder to Automatically Assign Teachers/Rooms: ☐
- Drag and Drop: Enable Preferred Section Placement: ☒
- Periods Taught for 100% FTE *: 7
- Max Different Courses Taught Per Day *: 7
- Max Consecutive Periods Taught Per Day *: 7
- Min % Used in Sections Needed Calculation *: 60
- Limit Course Build by Sections to Build: No Build Limit

Bottom Toolbar: Save & Stay, Cancel, Build, Load, Lock Rosters, Stats, Print, Save, Cancel

Buttons in Scheduling Board: Run Full Build, Run Full Unbuild, Settings

Build Settings Configuration

▶ [Click here to expand...](#)

Load Settings Side Panel

The following table defines the available **Load Configuration** options.

► [Click here to expand...](#)

Section Balance Configuration Side Panel

Users can define weights on five factors that determines how hard the algorithm needs to work to achieve balance between sections of a course. The degree to which the Scheduling Board seeks balance in each area is governed by a percentage slider from 0 (does not factor) to 100 (factors the most). In addition to the slider, a text box to the right of the slider allows for a total percentage entry - 50 for 50%, 75 for 75%, etc.

Section Balance Configuration

The following table defines the Section Balance logic.

► [Click here to expand...](#)

Other Side Panels

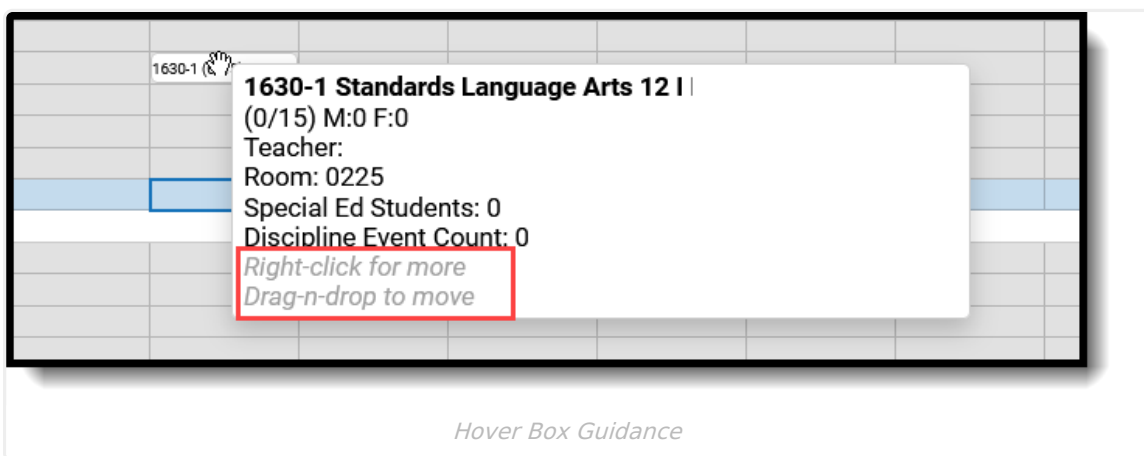
For each Term, Period, Course and Section, additional settings can be selected in the side panel. To open these side panels, right-click on the term/period/course/section. The options are the same for each item.

► [Click here to expand...](#)

Hover Boxes

There are several places in the Scheduling Board where hovering over (placing the cursor over an entry on the board and leaving it there to display an information box) a section, a course or other area displays a window where key information may be found to aid the scheduler in placing sections, detecting issues and determining how successful the current trial meets the needs of students.

For each hover option, text for what to do next displays, like right-clicking to display the side panels for Courses, Sections, etc., and for dragging and dropping courses onto the grid or moving sections on the grid.



► [Click here to expand...](#)

Create the Schedule

The Calendar has been created, students have entered course requests, and it's about 10 weeks to the end of the school year. It's time to start creating your course schedule.

A few tips as you get started:

- Refer to the [Checklist of Scheduling](#) and the [Scheduling Center](#) to stay on top of all tasks that need to be done for a successful scheduling season.

- Schedule subsets of students first.
 - It's easiest to build the schedule for smaller sets of students, like Special Education students or those with a less than full time FTE at the school.
 - When scheduling for the high school, start with the Seniors, as they have a limited time to meet their graduation requirements. Then work backwards through the grade levels (11, 10, etc.).
 - Load singleton courses first. Students who request those courses have one chance to be scheduled into them.
- At least one trial is always active for a calendar. That means you can make and save changes in the board, mark that trial active, and navigate to the student's schedule to see how things look *as many times as you need to*.
- Work in the Scheduling Board to get as close to 100% requests complete as possible, knowing that at least some student schedules need to have gaps filled or be hand-scheduled throughout the summer. A percentage of 75-85% complete is great!
- Course sections can be moved or rebuilt many times, and sections can be loaded and unloaded many times. Keep working! You'll know when it's time to stop.

Let's get started!

NOTE: When saving changes takes minutes to complete AND your state uses Ed-Fi for collecting student and school data, verify [Ed-Fi Configurations](#) for past school years have been deleted.

The current school year and the last school year can remain. For example, a district that has configurations for the 2019-20, 2020-21, 2021-22 and 2022-23 school years can safely delete the 2019-20 and 2020-21 configurations.

Choose Settings for the Scheduling Board

See the [Settings](#) section for more information.

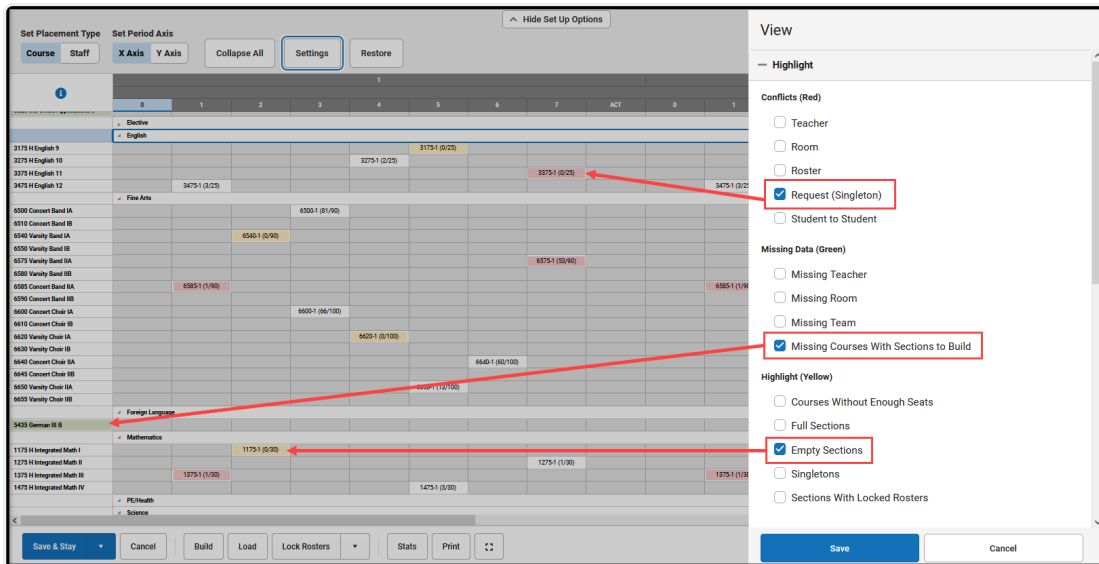
These settings are defined [here](#).

1. Select the **Set Placement Type** and the **Set Period Axis** preference.
2. Select the **Settings** button and mark the desired options in the **View Side Panel** opens. This includes:
 - Selecting which items to highlight in **Red** as a **Conflict**, in **Green** as **Missing Data**, and in **Yellow** as a **Highlight**.
 - Selecting which items to **View on Section** and to **View Locked**.
 - Selecting which **Terms, Period Schedules and Periods** to Show or Hide.
 - Selecting which **Departments** to display as Show or Hide.
 - Selecting which **Courses** to display as Show or Hide.
 - Selecting whether to **Hide All But Singletons**.
 - Selecting whether to **Hide All Exception/Special Days**.

- Click the **Save** button when finished. All selected options are now set and courses can now be built.

These settings can be changed at any time, or completely reset to return to the default settings.

The image below shows what the Board may look like when Settings have been marked to show conflicts, missing data and highlight courses and courses have been built and loaded.

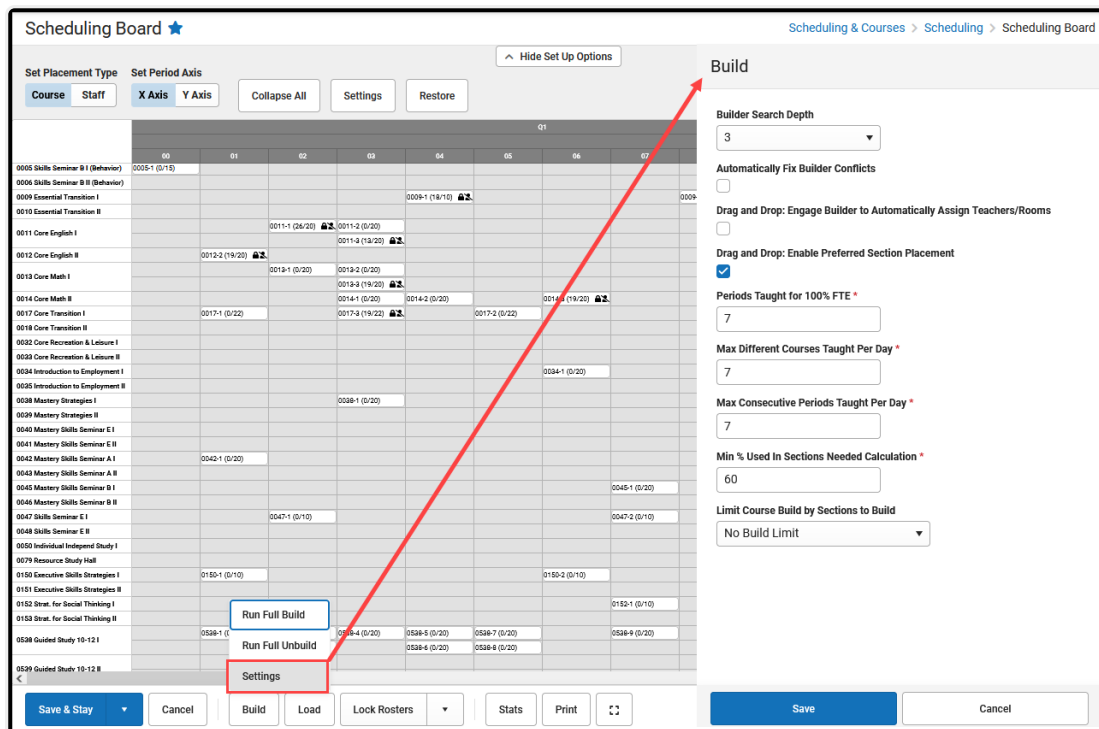


Settings Marked for Course Build

Build

First, verify your [Build Settings](#) are marked appropriately.

- Click the **Build** button in the Action Bar across the bottom, and choose **Settings**.
- In the Build side panel, review the options listed and make any changes necessary.
- Click **Save** when finished.

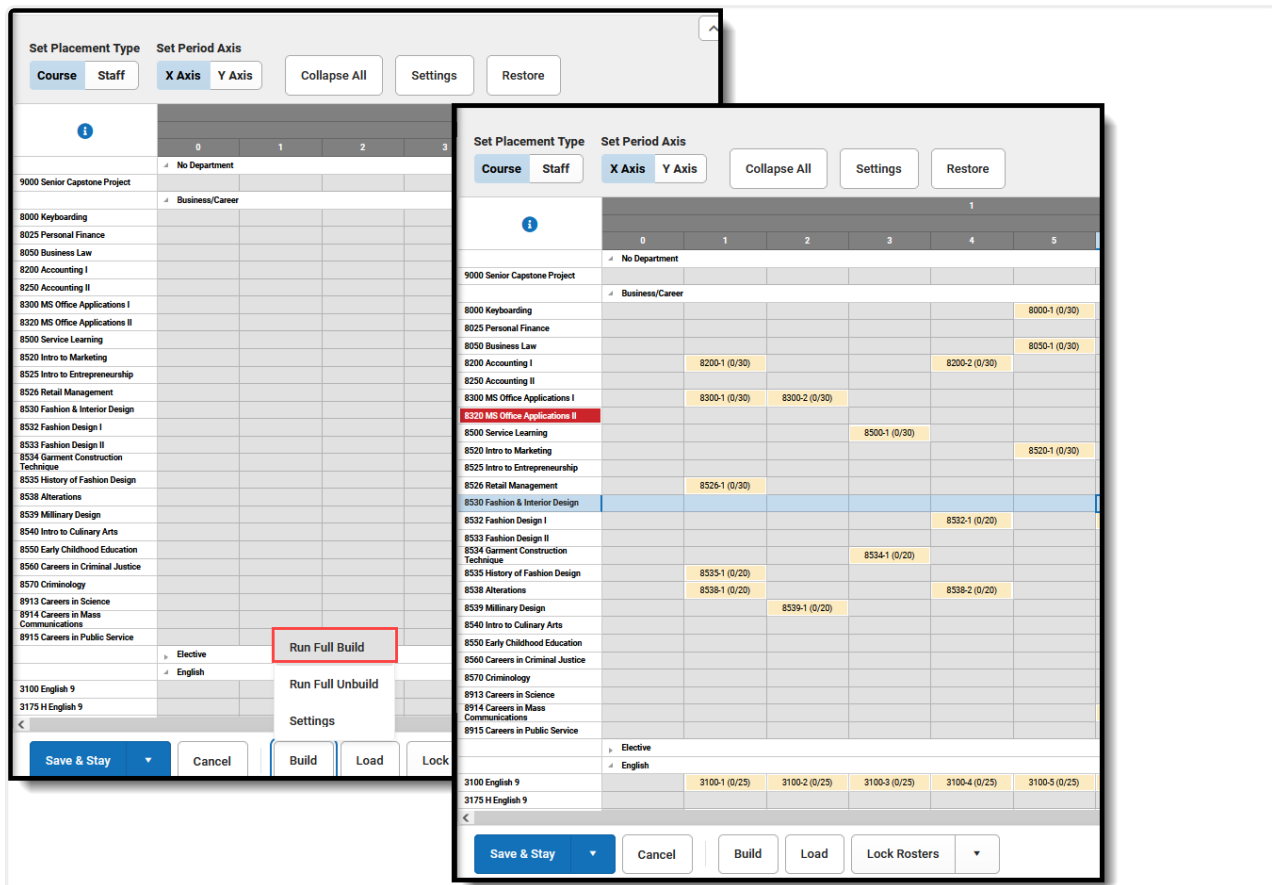


Build Settings

Next, build the courses.

Build All Courses

1. Click the **Build** button in the Action Bar across the bottom.
2. Choose **Run Full Build**. A Building progress bar displays indicating how far along the build is. This process is fairly quick. For larger schools and schools with several terms, period schedules and periods, it may take longer to build.
3. When the Build is finished, course sections are visible in the board based on the selected Build Settings.



Run Full Build on Blank Grid Builds Courses Based on Build Settings

At this point, you can:

- Work with an individual course to load sections for it manually.
- Load the course sections for a specific Department.
- Move placed courses around to different periods to see what that does to the other courses.
- Load the course sections to see how the course sections populate.

Unbuild All Courses

It's possible the building of the courses was done prematurely, or you want to load only certain courses first. Removing the placed courses can be done at anytime and as often as needed.

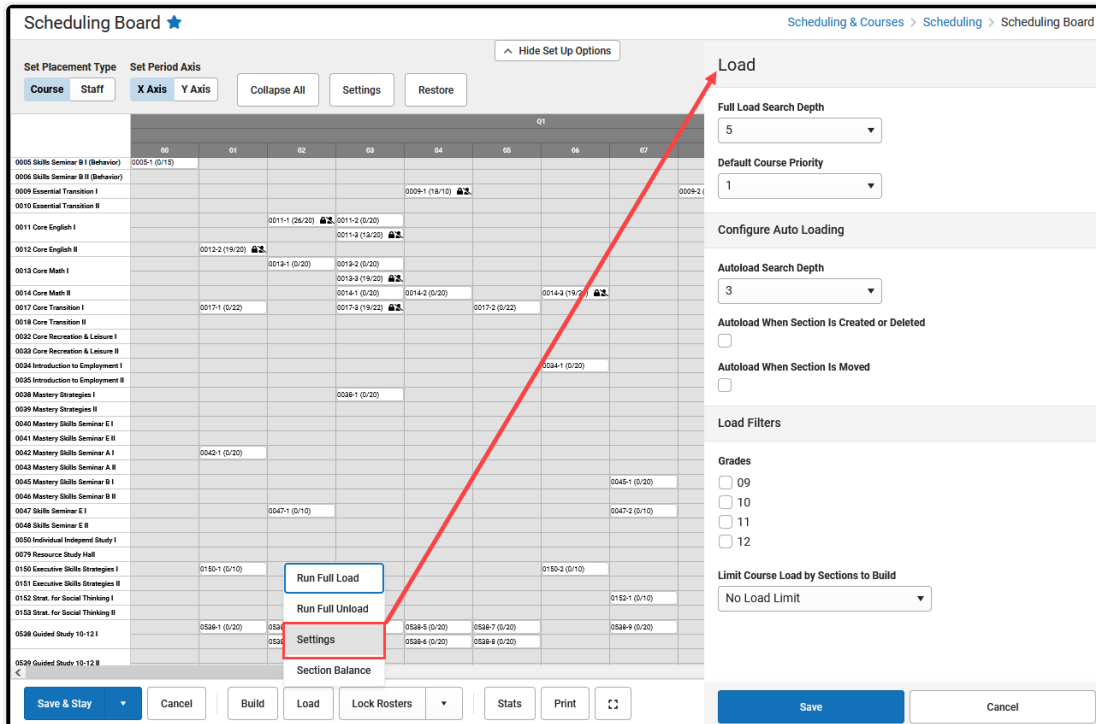
1. Click the **Build** button in the Action Bar across the bottom.
2. Choose **Run Full Unbuild**. This removes any course that has been placed on the board that is not locked. A Building progress bar displays indicating how far along the unbuild is.
3. When finished, the board is empty, unless that section was locked.

Load All Courses

Loading is done AFTER Building. It loads the student requests into the course sections that were built. Like the Build option, loading can be done for a specific course, a particular department or a particular section. Or, load all courses all at once to see how many student requests are met.

First, verify your [Load Settings](#) are marked appropriately.

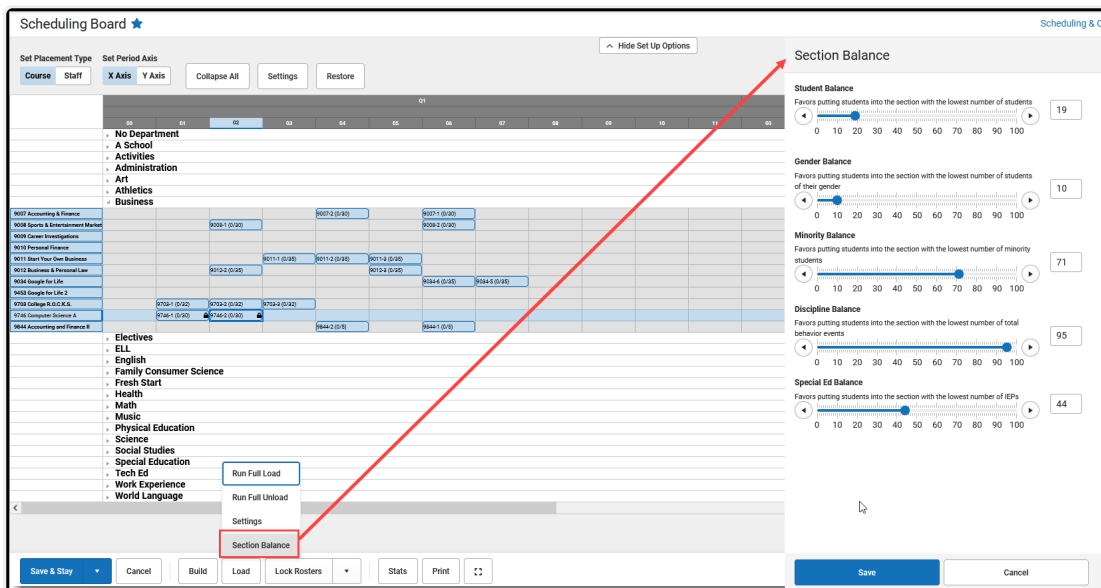
1. Click the **Load** button in the Action Bar across the bottom, and choose **Settings**.
2. In the **Load** side panel, review the options listed and make any changes necessary.
3. Click **Save** when finished.



Load Settings

Second, set your [Section Balance Settings](#).

1. Click the **Load** button in the Action Bar across the bottom, and choose **Section Balance**.
2. In the **Section Balance** side panel, set the preferences for the listed factors in one of three ways:
 - Click the left pointing arrows (changes the value to be closer to zero) or right pointing arrows (changes the value to be closer to 100).
 - Click and drag the blue ball on the slider to the desired value.
 - Enter the desired value in text box to the right.
3. Click **Save** when finished.

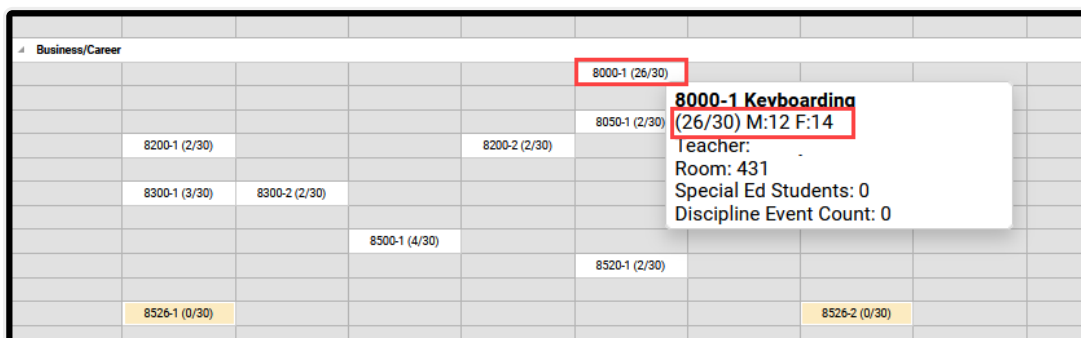


Section Balance Settings

Next, load the courses.

Load All Courses

1. Click the **Load** button in the Action Bar across the bottom.
2. Choose **Run Full Load**. A Building progress bar displays indicating how far along the build is. This process is fairly quick. For larger schools and schools with several terms, period schedules and periods, it may take longer to build.
3. When the Load is finished, course sections now display on the grid and most sections have a count total.



Run Full Load

In the image above, the Keyboarding class had 26 requests fulfilled, and there are 30 possible seats for that section.

At this point, you can:

- Unload the sections and change Settings to see how that changes the build.
- Work with an individual course section to alter how it is loaded by changing the maximum students allows in the section or load by grade level and gender.

- Unload the section or all sections, and start over.

Unload All Courses

It's possible the loading of the course sections was done prematurely, or you want to load only certain courses first. Removing the placed course sections can be done at anytime and as often as needed.

1. Click the **Load** button in the Action Bar across the bottom.
2. Choose **Run Full Unload**. This removes a student from that section, as long as the rosters were not locked.
3. When the unload is finished, the courses no longer have requests placed.

Lock Rosters

In a school that has a small student population, limited course offerings and a standard schedule, this first build of the courses and the first load of the requests may have met your completed schedules threshold. You can lock the rosters now!

Lock All Rosters

1. Click the **Lock Rosters** button. A **Lock All Rosters by Grade** side panel opens.
2. All grade levels are selected automatically. When all rosters for all grade levels should be locked, click the **Lock** button at the bottom of the panel; when rosters for a certain grade level should be locked, remove the checkbox from the other grade levels and click the **Lock** button.
3. The board processes for a short time. When it's finished, a green message displays indicating rosters have been locked. When the [Display Settings for View Locked](#) are marked for **Rosters**, the course sections display with a crossed out student image, indicating the roster has been locked.

Set Placement Type

Course

Staff

Set Period Axis

X Axis

Y Axis

Hide Set Up Options

Collapse All

Settings

Restore

	1								AC
	0	1	2	3	4	5	6	7	
	Elective								
3510 Yearbook Semester I			3510-1 (5/15)	3510-2 (2/15)					
3520 Yearbook Semester II									
	English								
3100 English 9		3100-1 (22/25)	3100-2 (22/25)	3100-3 (21/25)	3100-4 (21/25)	3100-5 (22/25)	3100-6 (22/25)	3100-7 (21/25)	3100-8 (21/25)
3175 H English 9						3175-1 (0/25)			
3200 English 10		3200-1 (23/25)	3200-2 (24/25)	3200-3 (25/25)	3200-4 (24/25)	3200-5 (25/25)	3200-6 (24/25)	3200-7 (24/25)	3200-8 (24/25)
3275 H English 10						3275-1 (2/25)			
3300 English 11		3300-1 (23/25)	3300-2 (23/25)	3300-3 (24/25)	3300-4 (24/25)	3300-5 (23/25)	3300-6 (24/25)	3300-7 (23/25)	3300-8 (24/25)
3375 H English 11									3375-1 (4/25)
3400 English 12		3400-1 (23/25)	3400-2 (24/25)	3400-3 (23/25)	3400-4 (24/25)		3400-5 (24/25)	3400-6 (24/25)	3400-7 (23/25)
3475 H English 12									
3600 AP Literature									
3650 AP Composition									3650-1 (5/20)
3700 American & British Literature									
3725 World Literature							3725-1 (4/25)	3725-2 (3/25)	
3750 Gothic Literature			3750-1 (2/25)						
3775 Mythology				3775-1 (1/25)	3775-2 (1/25)				

Lock Rosters

Unlock All Rosters

It's possible the locking of rosters was done prematurely and you want to unlock all course sections. Or, you meant to only lock the seniors scheduled into those sections. Unlocking the sections can be done at anytime and as often as needed.

1. Click the arrow next to the **Lock Rosters** button in the Action Bar across the bottom.
2. Choose **Unlock Rosters**. The **Unlock All Rosters by Grade** side panel displays.
3. Remove the checkbox from the desired grade levels to leave some rosters locked and some unlocked. Or leave all grade levels marked for unlocking.
4. Click **Unlock**. When the process finishes, the course section rosters are no longer locked.

Build, Move and Delete Course Sections using Drag and Drop

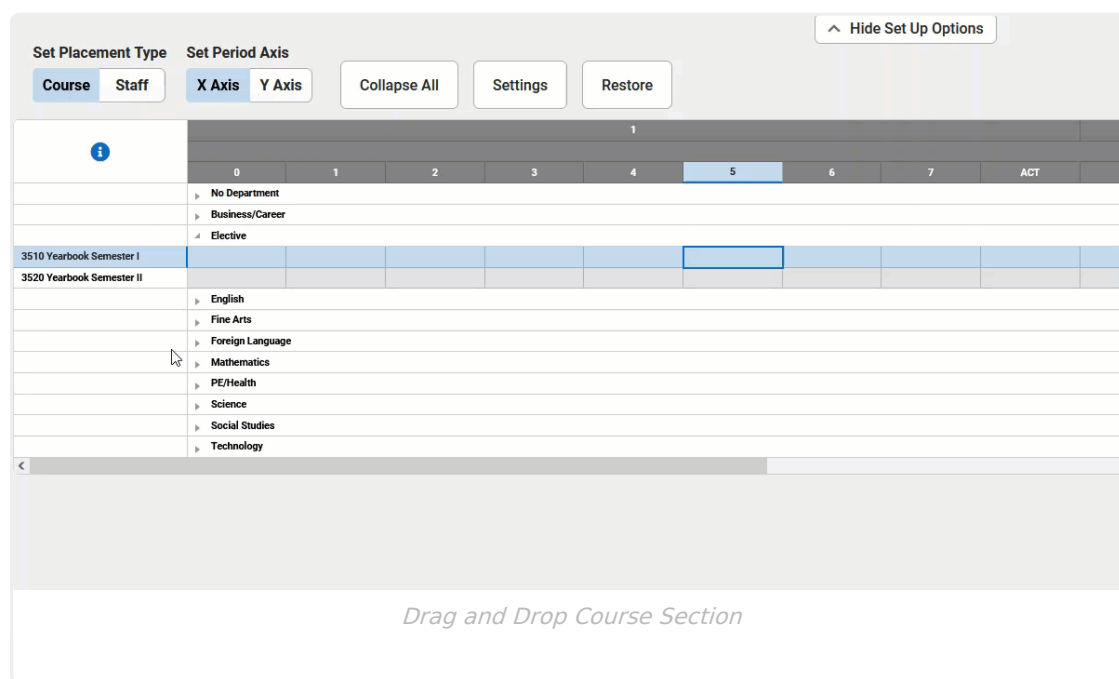
The Scheduling Board is designed to build all course sections for the entire school as easily and as quickly as possible. There are situations where certain courses are best built manually, like when that course is a singleton or when that course meets just once in a specific term in a specific period.

Build New Course Sections

The Scheduling Board allows courses and sections to be dragged onto the grid and placed where they best meet the needs of the course and students who requested the course. This requires the **Build Setting** of **Drag and Drop: Enable preferred section placement** to be marked. A

Conflict Matrix or "heat map" locates the best placements for that section. The three best placements for that new section are displayed, and includes the teacher and room assignments. The first placement is the same location the Auto-Build logic would choose when a single section were placed.

1. Locate the course to build.
2. Click on it and drag it into the period grid.
3. Drop it in the desired period. The section is placed and the build for the section is locked.
4. At this point, requests can be loaded, teachers and rooms can be assigned, plus other options listed in the section side panel.



The screenshot shows the Infinite Campus interface for setting placement types and period axes. The 'Set Placement Type' tab is active, displaying a list of courses. The 'Set Period Axis' tab is also visible, showing a grid of periods. A course section is being dragged into the grid.

Set Placement Type	Set Period Axis
Course	Staff
X Axis	Y Axis
Collapse All	Settings
Restore	

Hide Set Up Options

1	0	1	2	3	4	5	6	7	ACT
No Department									
Business/Career									
Elective									
3510 Yearbook Semester I									
3520 Yearbook Semester II									
English									
Fine Arts									
Foreign Language									
Mathematics									
PE/Health									
Science									
Social Studies									
Technology									

Drag and Drop Course Section

When a Course has placement restrictions (entered from the Course Planner), attempting to manually place a section in that restricted period shows an icon indicating it cannot be placed there (⊘).

Move Course Sections

Moving course sections also uses a Conflict Matrix to determine the best placement for a section. The three best placements for that new section are displayed, and includes the teacher and room assignments. The first placement is the same location the Auto-Build logic would choose when a single section were placed.

When a course is built, sometimes just one section of the course needs to be moved to a different period. Use the same process of selecting that section and dragging it to a new period and dropping it.

1. Locate the section on the grid that needs to be moved.
2. Click on it and drag it into the desired period.
3. Drop it in the desired period. The section is placed in the new period and the build for the

section is locked.

- At this point, requests can be loaded, teachers and rooms can be assigned, plus other options listed in the section side panel.

Set Placement Type
Set Period Axis

Course
Staff
X Axis
Y Axis
Collapse All
Settings
Restore

^ Hide Set Up Options

	0	1	2	3	4	5	6	7
<div> No Department Business/Career Elective </div>				3510-1 (0/15)				
<div> English Fine Arts </div>								
6000 2D Foundations A		6000-1 (0/30)		6000-2 (0/30)				
6050 2D Foundations B								
6100 3D Foundations A				6100-1 (0/30)	6100-2 (0/30)			
6150 3D Foundations B								
6200 Studio Art: Painting								
6210 Studio Art: Drawing		6210-1 (0/25)		6210-2 (0/25)				
6220 Studio Art: Photography						6220-1 (0/25)	6220-2 (0/25)	
6250 Photo Finish								
6320 Studio Art: Ceramics						6320-1 (0/20)	6320-2 (0/20)	
6321 Advanced Ceramics		6321-1 (0/20)						
6330 Studio Art: Jewelry								6330-1 (0/25)
6410 Art History					6410-1 (0/30)			
6500 Concert Band IA				6500-1 (0/90)				
6510 Concert Band IB								
6540 Varsity Band IA					6540-1 (0/90)			
6550 Varsity Band IB								

Save & Stay
Cancel
Build
Load
Lock Rosters

Drag and Drop Assigned Period

Delete Course Sections

Delete a section by dragging the section completely to the left on the course grid.

	Q1									
	Main	FF/Adv.								
	09	10	00	01	02	03	FF/Adv.	04	05	06
0024 AVID 9 I					0024-1 (25/40)				0024-2 (22/40)	0024-3 (22/40)
0025 AVID 9 II										
0060 Home School		0060-1 (6/20)								
0061 PT Student		0061-1 (1/20) PT								
0062 On-line Learning		0062-1 (126/120)								
0063 Homebound										
0067 Study 11-12 A										
				0069-10 (36/500)	0069-20 (59/500)	0069-30 (32/500)		0069-40 (29/500)	0069-50 (41/500)	0069-60 (35/500)
				0069-11 (36/500)	0069-800 (8/500)	0069-31 (33/500)		0069-41 (26/500)	0069-51 (39/500)	0069-61 (36/500)
				0069-12 (36/500)		0069-32 (32/500)		0069-42 (29/500)	0069-52 (37/500)	0069-62 (38/500)
0069 Falcon Focus A (Study Hall)				0069-13 (38/500)		0069-801 (5/500)			0069-802 (12/500)	0069-803 (6/500)
0070 Falcon Focus B (Study Hall)										
0071 Late Start / Early Release				0071-1 (103/500)						0071-5 (2/500)
0075 Open Lunch	0075-1 (225/500)							0075-5 (28/500)	0075-3 (4/500)	
0076 Student Aide									0076-1 (0/0)	0076-2 (0/0)
0080 AVID 10 I						0080-1 (22/40)		0080-2 (28/40)		
0081 AVID 10 II										
0082 AVID 11 I						0082-1 (29/40)				
0083 AVID 11 II										
0084 AVID 12 I					0084-1 (38/45)					
0085 AVID 12 II										
0091 PSEO (Sem 1)	0091-1 (167/200)									
0092 PSEO (Sem 2)										
0097 Credit Recovery										
0098 Independent Study										
CLA16 Class of 2016										
CLA17 Class of 2017										
CLA18 Class of 2018										
CLA19 Class of 2019										
		X333-1 (0/0)								
		X333-2 (18/25)								
		X333-3 (0/0)								
		X333-4 (0/0)								
		X333-5 (0/0)								
		X333-6 (0/0)								

Scheduling Board Print - PDF Format

	A	C	D	E	F	G	H	I	J	K	L	M	N	
1		Q1												
2		Main												FF/Adv.
3		00	01	02	03	FF/Adv.	04	05	06	07	08	09	10	00
4		No Department												
5		Activities												
6		Administration												
64														
65	0024 AVID 9 I			0024-1 (25/40)	AVID 9 I 0255			0024-2 (22/40)	0024-3 (22/40)	AVID 9 I 0358				
66	0025 AVID 9 II													
67	0060 Home School												0060-1 (6/20) Home	
68	0061 PT Student												0061-1 (1/20) PT S	
69	0062 On-line Learning												0062-1 (126/120)	
70	0063 Homebound													
71	0067 Study 11-12 A													
72			0069-10 (36/500)	0069-20 (59/500)	0069-30 (32/500)	Falcon F 0069-40 (29/500)	0069-50 (41/500)	0069-60 (35/500)	0069-70 (34/500)	Falcon Focus A (Study Hall) 0331				
73			0069-11 (36/500)	0069-800 (8/500)	0069-31 (33/500)	Falcon F 0069-41 (26/500)	0069-51 (39/500)	0069-61 (36/500)	0069-71 (36/500)	Falcon Focus A (Study Hall) LwrLockBay				
74			0069-12 (36/500)	Falcon F 0069-32 (32/500)	Falcon F 0069-42 (29/500)	0069-52 (37/500)	0069-62 (38/500)	0069-72 (33/500)	Falcon Focus A (Study Hall) LwrLockBay					
75	0069 Falcon Focus A (St		0069-13 (38/500)	Falcon F 0069-801 (5/500)	Falcon Focus A (Study	0069-53 (36/500)	0069-63 (39/500)	0069-73 (33/500)	Falcon Focus A (Study Hall) 0222					
76						0069-802 (12/500)	0069-803 (6/500)	0069-74 (33/500)	Falcon Focus A (Study Hall) 0335					
77								0069-75 (33/500)	Falcon Focus A (Study Hall) 0343					
78								0069-805 (6/500)	Falcon Focus A (Study Hall) 0346					
79	0070 Falcon Focus B (St													
80	0071 Late Start / Early f	0071-1 (103/500)	Late Start / Early Release					0071-5 (2/500)	0071-3 (234/500)	Late Start / Early Release				
81	0075 Open Lunch						0075-5 (28/500)	0075-3 (4/500)	Open Lunch		0075-1 (225/500)	Open Lunch C		
82	0076 Student Aide							0076-1 (0/0)	0076-2 (0/0)	0076-3 (0/0)	Student Aide			
83	0080 AVID 10 I				0080-1 (22/40)	AVID 10 I 0257	0080-2 (28/40)	AVID 10 I 0358						
84	0081 AVID 10 II													
85	0082 AVID 11 I				0082-1 (29/40)	AVID 11 I 0257				0082-2 (21/40)	AVID 11 I 0358			
86	0083 AVID 11 II													
87	0084 AVID 12 I			0084-1 (38/45)	AVID 12 I 0358									

Scheduling Board Print - XSLX Format

Next Steps

- Continue loading and unloading courses, and moving course sections on the grid to get to your desired percentage of requests satisfied. When you get to that point, mark the **Scheduling Board Trial** active and congratulate yourself!
- Access the [Staff Planner](#) and [Course Planner](#) to aid in the scheduling of the course sections.
- Refer to the [Scheduling Center](#) to see what other actions need to be taken for scheduling.

- Refer to the [Beginning of Year](#) checklist to see what other tasks can be considered complete for the beginning of the school year.
-

Previous Versions

[Scheduling Board \[.2315 - .2319\]](#)
