

Schedule (Student)

Last Modified on 02/02/2026 3:39 pm CST

[Navigation of Student Schedule](#) | [Where do I](#) | [Calendar View](#) | [Documents](#) | [Print](#) | [Additional Schedule Information](#)

Tool Search: Schedule

The Student Schedule 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 should be taking in future years and to print the student's schedule.

SCH-BEG	S1 (7/1/2019 - 12/31/2019)					S2 (1/1/2020 - 6/30/2020)				
	M	T	W	TH	F	M	T	W	TH	F
P1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
	Int Science 8 8:00 AM - 9:00 AM Room: 007-102 Staff, Coleen	G. Math 8 8:00 AM - 10:00 AM Room: 007-202 Staff, Grace Start: 9/9/2019	Int Science 8 8:00 AM - 10:00 AM Room: 007-102 Staff, Coleen	G. Math 8 8:00 AM - 10:00 AM Room: 007-202 Staff, Grace Start: 9/9/2019	Int Science 8 8:00 AM - 10:00 AM Room: 007-102 Staff, Coleen	Int Science 8 8:00 AM - 9:00 AM Room: 007-102 Staff, Coleen	G. Math 8 8:00 AM - 10:00 AM Room: 007-202 Staff, Grace	Int Science 8 8:00 AM - 10:00 AM Room: 007-102 Staff, Coleen	G. Math 8 8:00 AM - 10:00 AM Room: 007-202 Staff, Coleen	
P2	G. Math 8 9:00 AM - 10:00 AM Room: 007-202 Staff, Grace Start: 9/9/2019	No Scheduled Course 10:00 AM - 12:00 PM	Honors English/Lang. Arts 7 10:00 AM - 12:00 PM Room: 007-C1409 Staff, Gabriel M	No Scheduled Course 10:00 AM - 12:00 PM	Honors English/Lang. Arts 7 10:00 AM - 12:00 PM Room: 007-C1409 Staff, Grace	G. Math 8 9:00 AM - 10:00 AM Room: 007-202 Staff, Grace	No Scheduled Course 10:00 AM - 12:00 PM	Honors English/Lang. Arts 7 10:00 AM - 12:00 PM Room: 007-C1409 Staff, Gabriel M	No Scheduled Course 10:00 AM - 12:00 PM	
P3	Math Eng Science Achievement 10:00 AM - 11:00 AM Room: 007-204	No Scheduled Course 12:00 PM - 2:00 PM	NM History 7 12:00 PM - 2:00 PM Room: 007-202 Staff, Nancy	No Scheduled Course 12:00 PM - 2:00 PM	NM History 7 12:00 PM - 2:00 PM Room: 007-202 Staff, Nancy	Math Eng Science Achievement 10:00 AM - 11:00 AM Room: 007-204	No Scheduled Course 12:00 PM - 2:00 PM	NM History 7 12:00 PM - 2:00 PM Room: 007-202 Staff, Nancy	No Scheduled Course 12:00 PM - 2:00 PM	
P4	Math Eng Science Achievement 11:00 AM - 12:00 PM Room: 007-204	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	Math Eng Science Achievement 11:00 AM - 12:00 PM Room: 007-204	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	
P5	NM History 7 11:45 AM - 12:45 PM Room: 007-202 Staff, Nancy					NM History 7 11:45 AM - 12:45 PM Room: 007-202 Staff, Nancy				
P6	No Scheduled Course Early U.S. History 8 1:00 PM - 2:00 PM Drop: 8/26/2019					No Scheduled Course				
P7	No Scheduled Course Early U.S. History 8 2:00 PM - 3:00 PM Drop: 8/26/2019					No Scheduled Course				

Student Schedule

See the [Schedule \(Student\) Tool Rights](#) article for information about rights needed to use this tool.

Submit feedback for the Schedule using the Feedback button in the bottom right hand corner. This takes you to the Campus Community Schedule forum topic where you can add your concerns or suggestions for potential future development related to the Student Schedule.

her, Andrew	Physical Science Teacher, Andrew (M-046) Period 2	Physical Science Teacher, Andrew (M-046) Period 2
k (H-003)	Algebra I Teacher, Frank (H-003) Period 3	Algebra I Teacher, Frank (H-003) Period 3
Charles (H-025)	Reading I Teacher, Charles (H-025) Period 4	Reading I Teacher, Charles (H-025) Period 4
		Feedback

The Schedule does not load if [Calendar Days](#) have not been reset for the selected calendar.

Navigation of Student Schedule

Review the following information for a summary on features of the schedule and how to manage the Student Schedule. This new Student Schedule allows access using keyboard shortcuts when in the Calendar View. See the [Keyboard Shortcuts](#) section for navigation tips.

Note that when a user chooses to the view the student's Schedule in a certain way, by choosing one of the options of the **Calendar View** or by choosing the **Term View**, and then navigates away to a different tab within Campus, the next time the user accesses the student's Schedule, the same view option that was previously chosen displays again.

A calendar must be selected in the Campus toolbar to display schedule information.

▶ Click here to expand...

Feature

General Navigation

Use the **Full Screen** icon to display just the schedule in the entire browser window. This removes all tabs, all indexes, all headers, and just displays the schedule. This can be done in either the Calendar View or Term View.

Click the icon again or click the **ESC** key to return to a non-full screen view.

Access **Schedule Reports** by choosing the Print button from the bottom of the page. Available reports display in the side panel.

A report can also be printed for courses scheduled into periods without times by selecting the Current View or the Periods without Times print options (if there are periods without times) while in the Calendar View.

Any scheduled Responsive courses are included in the reports. Any courses that are dropped in the future are included in the reports.

Use the **Walk-In Scheduler** to modify the student's Schedule. The Walk-In Scheduler button can be selected from either the Term View or Calendar View; modifications to the student's schedule (course requests, drop/add courses, etc.) can only be made in the Walk-In Scheduler.

Use the [Scheduling Messenger](#) to send messages to the student's current teachers by choosing the **Messenger** button.

View any **Responsive Course Sections** from either the **Calendar** view or the **Term** view.

Past responsive course sections display as other dropped courses would display.

To see more information about a course (assignment scores, attendance data, etc.), select that course from the grid. A side panel opens that includes the course information, section information, any recorded attendance for that day, assigned scheduling teams and access to view posted grades.

This can be done from the Calendar view in the Day or Week displays, and in the Term view (the Term View does NOT display attendance information).

Image



Feature

If a student does not have a scheduled course during a particular period, the period displays as such.

Image

Today		Monday, March 12, 2018 - Friday, March 16, 2018		Q1 - Mon 3/12 - 1		Q1 - Tue 3/13 - 2		Q1 - Wed 3/14 - 3		Q1 - Thu 3/15 - 4		Q1 - Fri 3/16 - 5	
8:00 AM	Physical Education & Teacher, Period 1	8:00 AM	Physical Education & Teacher, Period 1	8:00 AM	Physical Education & Teacher, Period 1	8:00 AM	Physical Education & Teacher, Period 1	8:00 AM	Physical Education & Teacher, Period 1	8:00 AM	Physical Education & Teacher, Period 1	8:00 AM	Physical Education & Teacher, Period 1
8:30 AM	No Scheduled Course	8:30 AM	No Scheduled Course	8:30 AM	No Scheduled Course	8:30 AM	No Scheduled Course	8:30 AM	No Scheduled Course	8:30 AM	No Scheduled Course	8:30 AM	No Scheduled Course
9:00 AM	Physical Education & Teacher, Period 2	9:00 AM	Physical Education & Teacher, Period 2	9:00 AM	Physical Education & Teacher, Period 2	9:00 AM	Physical Education & Teacher, Period 2	9:00 AM	Physical Education & Teacher, Period 2	9:00 AM	Physical Education & Teacher, Period 2	9:00 AM	Physical Education & Teacher, Period 2
9:30 AM	No Scheduled Course	9:30 AM	No Scheduled Course	9:30 AM	No Scheduled Course	9:30 AM	No Scheduled Course	9:30 AM	No Scheduled Course	9:30 AM	No Scheduled Course	9:30 AM	No Scheduled Course
10:00 AM	English 101 - Period 3	10:00 AM	English 101 - Period 3	10:00 AM	English 101 - Period 3	10:00 AM	English 101 - Period 3	10:00 AM	English 101 - Period 3	10:00 AM	English 101 - Period 3	10:00 AM	English 101 - Period 3
10:30 AM	No Scheduled Course	10:30 AM	No Scheduled Course	10:30 AM	No Scheduled Course	10:30 AM	No Scheduled Course	10:30 AM	No Scheduled Course	10:30 AM	No Scheduled Course	10:30 AM	No Scheduled Course
11:00 AM	No Scheduled Course	11:00 AM	No Scheduled Course	11:00 AM	No Scheduled Course	11:00 AM	No Scheduled Course	11:00 AM	No Scheduled Course	11:00 AM	No Scheduled Course	11:00 AM	No Scheduled Course

Calendar View Navigation

When displaying the schedule in the **Calendar** view, the student's schedule can be displayed for the **Day**, for the **Week**, or in an **Agenda** layout. See the Calendar View section for more information on each of these options.

Automatic scrolling to the current time of day occurs when viewing the schedule. If a counselor is looking for a specific student at 10:15, opening the schedule tab lets the counselor see which class that student is in and where.

Today		Monday, February 19, 2018 - Friday, February 23, 2018		Q1 - Mon 2/19 - 1		Q1 - Tue 2/20 - 2		Q1 - Wed 2/21 - 3		Q1 - Thu 2/22 - 4		Q1 - Fri 2/23 - 5	
7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM

See courses that are not assigned a time to the far right (or below the schedule, depending on your screen size). These could be advisory periods or homeroom classes, or after-school sporting events or after-school club meetings.

Today		Mon 3/12 - 1		Q1 - Tue 3/13 - 2		Q1 - Wed 3/14 - 3		Q1 - Thu 3/15 - 4		Q1 - Fri 3/16 - 5		Periods Without Times	
Geometry/Honors 2 X	Geometry/Honors 2 X												

When in the **Calendar** view, the selected date always displays the current date. Use the left or right arrow keys to navigate to future dates or past dates. If viewing a future or past date, click the **Today** icon to return to the current date. To choose a day in a different month, click the current date and navigate through the pop-up calendar.

Today		Monday, March 12, 2018		Q1 - Tue 3/13 - 1		Q1 - Wed 3/14 - 2		Q1 - Thu 3/15 - 3		Q1 - Fri 3/16 - 4	
12:00 AM	25 26 27 28 1 2 3	4 5 6 7	8 9 10	11 12 13 14 15 16 17	18 19 20 21 22 23 24	25 26 27 28 29 30 31	1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 19 20 21	22 23 24 25 26 27 28	29 30 31 1 2 3 4
12:30 AM											
1:00 AM											

Term View Navigation

Choose the **Term View** button to display the Schedule organized by the term (Quarters, Trimesters, etc.).

- For schools that use multiple period schedules, the schedules are labeled within each term.
- For schools that use more than one term structure, the switcher in the top right displays options to navigate to the correct term structure.

Today		Monday, March 12, 2018		Q1 - Tue 3/13 - 1	
12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM

Periods where the student is not scheduled into a course section are gray and the field displays *No Scheduled Course*.

Periods where the scheduled course section does not meet (school holiday or other non-instruction day) are gray and the field displays *No Scheduled Course*.

Diagonal gray bars indicate the calendar does not contain courses in those periods for those days.

Feature

Determine what displays in the schedule grid by turning on or off certain **Settings**.

Image



Select which Terms and Period Schedules to display by expanding the Filter dropdown and removing the Terms from the Term list and removing the selection of the period schedules from the Period Schedule list. The green checkmark to the left indicates the term or period schedule is selected and displays in the schedule; those without a checkmark do not display.

All terms and all period schedules are automatically selected.

The Filter only displays when there is more than one term and/or one period schedule.

In the **Term** view, see dropped courses in the date in which they were dropped. The currently active course displays at the top of the period. This requires Dropped Courses to be selected in the Filter.

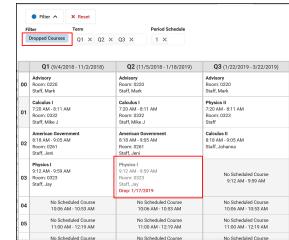
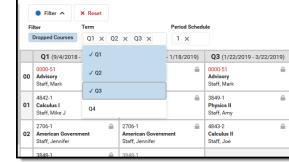
In this example, for Term S2, Period 3, the student dropped the Homeschool course on March 26 (last course listed), enrolled in Photography starting March 27 and dropped on April 2, then added Modern Literature on April 3.

The student must have dropped courses in order for this option to display.

The Calendar view only displays actively enrolled courses.

An **Active Course** is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course:

- If the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term.
- If the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date.
- If the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date.



Where do I

This table compares where you would complete tasks in the original Student Schedule tool versus where that same task is done in the new Student Schedule tool, whether accessed via the Counseling toolset (Student Information > Counseling > General > Schedule) or the Student Information toolset (Student Information > General > Schedule).

► [Click here to expand...](#)

I want to...	Original Student Schedule	New Student Schedule
Change the Schedule Format	Choose the Dropdown list on the left hand side of the tab to show the schedule in a Table format grouped by course or day, or a List format grouped by course or day.	Choose the Calendar button from the lower right corner; then select the Day , Week , or Agenda buttons from the upper left corner. Or, choose the Term button from the lower right corner.

I want to...	Original Student Schedule	New Student Schedule
See only the courses into which the student is currently enrolled	Click the Display Active Courses Only icon.	<p>In the Term view, use the Filter options to turn off the Dropped Courses setting (only displays when a student has a dropped course).</p> <p>Dropped courses display in the order in which they were dropped.</p> <div data-bbox="970 563 1414 1709" style="background-color: #e0f2e0; padding: 10px;"> <p>An Active Course is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course:</p> <ul style="list-style-type: none"> • If the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term. • If the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date. • If the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date. </div>
Print the student's schedule	Click the Print icon or select a Schedule report from the <i>Choose a report option</i> dropdown.	Click the Print button to see the available reports from the side panel.

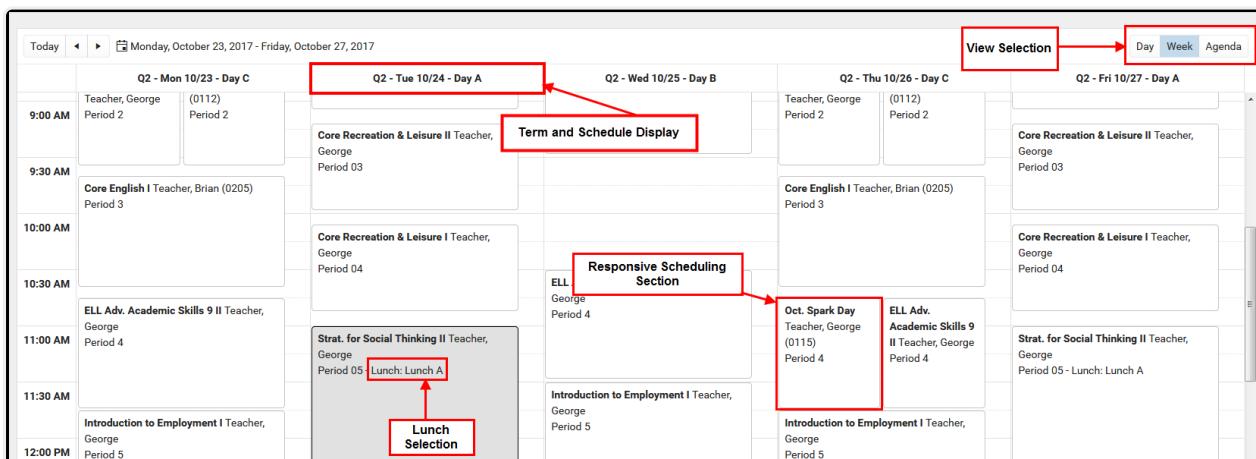
I want to...	Original Student Schedule	New Student Schedule
See the period times.	Scroll to the bottom of the page to see the Period Info table.	Use the Calendar Day view to see the current period highlighted in blue. The schedule automatically moves to the current time, indicated by a red line.
Access the Walk-In Scheduler	Click the Walk-In Scheduler icon at the top of the screen.	Click the Walk-In Scheduler icon at the bottom of the screen.
Send a schedule related message to a student's teacher.	Click the Scheduling Messenger icon at the top of the screen.	Click the Messenger icon at the bottom of the screen.
View the student's current course grades	Click the Grade Book icon in the course grid.	Click the course name. In the Side Panel , click the Grades button.

Calendar View

Staff can view the student's schedule by the current [Day](#) (standard view), the current [Week](#), or by an [Agenda](#) view.

- The **Day** view displays the student's courses for the selected day.
- The **Week** view displays the student's courses for the selected week.
- The **Agenda** view displays the student's courses in a planner view, with the date, time and courses.

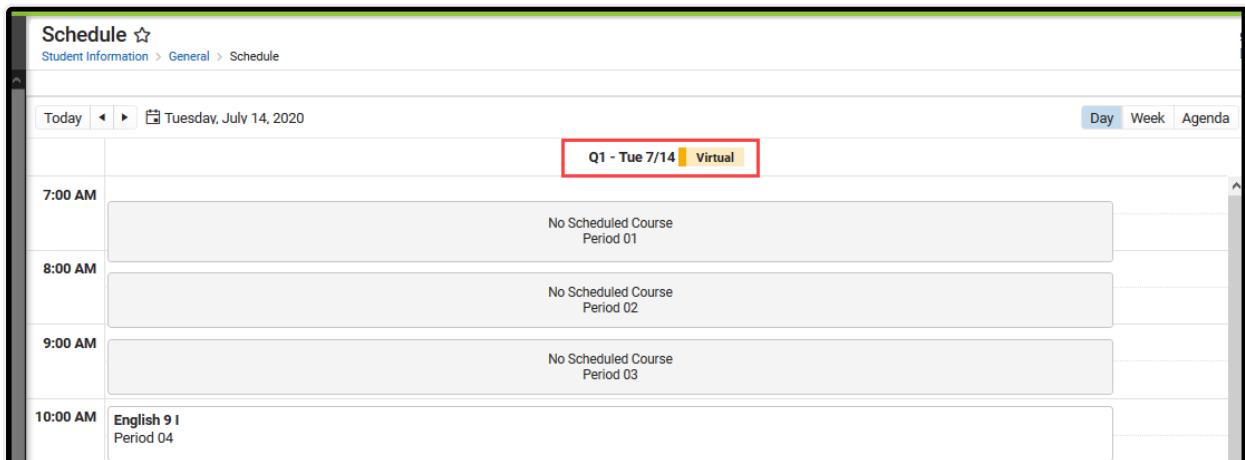
Lunch assignment (when selected on the Course editor) and any scheduled Responsive Scheduling courses (when using Responsive Scheduling tools) display.



The screenshot shows a weekly calendar view for the week of October 23-27, 2017. The schedule is divided into four days: Monday (Day C), Tuesday (Day A), Wednesday (Day B), and Thursday (Day C). Each day has a grid of time slots from 9:00 AM to 12:00 PM. Courses are listed in these slots, along with teacher names and period numbers. Red boxes highlight several features: 'Term and Schedule Display' covers the main course grid; 'Responsive Scheduling Section' covers a block for 'Oct. Spark Day'; 'Lunch Selection' covers a lunch assignment; and 'View Selection' covers the top navigation buttons for Day, Week, and Agenda.

Calendar View

When a student is assigned to a [Blended Learning Group](#) that meets on the day that is being viewed (Blended Learning Groups are assigned to Calendar Days), a label of **Virtual** displays in the Day, Week and Agenda views.

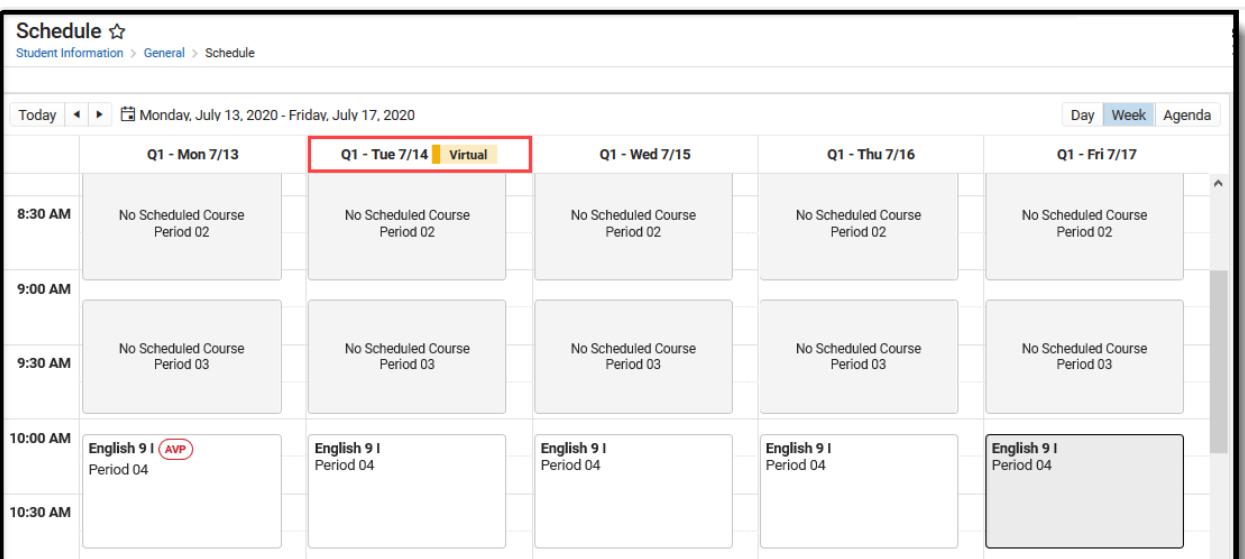


The screenshot shows a 'Schedule' view for Tuesday, July 14, 2020. The schedule is as follows:

- 7:00 AM: No Scheduled Course Period 01
- 8:00 AM: No Scheduled Course Period 02
- 9:00 AM: No Scheduled Course Period 03
- 10:00 AM: English 9 I Period 04

The cell for 10:00 AM is highlighted with a red box, and the text 'Q1 - Tue 7/14 Virtual' is displayed above it.

Virtual Learning Group Display



The screenshot shows a 'Schedule' view for the week from Monday, July 13, 2020, to Friday, July 17, 2020. The schedule is as follows:

	Q1 - Mon 7/13	Q1 - Tue 7/14 Virtual	Q1 - Wed 7/15	Q1 - Thu 7/16	Q1 - Fri 7/17
8:30 AM	No Scheduled Course Period 02	No Scheduled Course Period 02	No Scheduled Course Period 02	No Scheduled Course Period 02	No Scheduled Course Period 02
9:00 AM					
9:30 AM	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03
10:00 AM	English 9 I (AVP) Period 04	English 9 I Period 04	English 9 I Period 04	English 9 I Period 04	English 9 I Period 04
10:30 AM					

The cell for English 9 I on Tuesday is highlighted with a red box, and the text 'Q1 - Tue 7/14 Virtual' is displayed above it.

Week - Blended Learning Group Display

Schedule ☆

Student Information > General > Schedule

Today ◀ ▶ ⏳ Tuesday, July 14, 2020-Tuesday, July 21, 2020

Day Week Agenda

Date	Time	Course
14 Tuesday July, 2020 Q1 Virtual	7:20 AM - 8:11 AM	No Scheduled Course Period 01
	8:18 AM - 9:05 AM	No Scheduled Course Period 02
	9:12 AM - 9:59 AM	No Scheduled Course Period 03
	10:06 AM - 10:53 AM	English 9 I Period 04
	11:00 AM - 12:19 PM	English 9 I Period 05
	12:26 PM - 1:13 PM	No Scheduled Course Period 06
	1:20 PM - 2:10 PM	No Scheduled Course Period 07
15 Wednesday July, 2020 Q1	7:20 AM - 8:11 AM	No Scheduled Course Period 01

Blended Learning Group Display in Agenda View

Blended Learning Groups are optional. See the [Blended Learning Groups](#) article for more information.

Keyboard Shortcuts

The following shortcuts can be used when accessing the Student Schedule in the Calendar View:

- **Arrow through the time slots.** Use all four directional arrow keys to highlight time slot cells and scroll through the courses.
- **Press enter to open courses.** Highlight a course using the tab key and press the Enter key to open the Course Side bar.
- **Tab through the courses and non-timed activities.** Use the Tab key to move through the courses and click Enter to open the Course Side panel (shows the course name, teacher, period name and time).
- **Arrow to next and previous.** Use the arrow keys in the Day and Week view to navigate to the next or previous day/week.
- **Escape to close side panels.** Click the ESC key to close open side panels.
- **Switch between calendar views.** Use 1, 2, 3 numbers across the top (not the number pad) to move between the Day, Week, and Agenda views.
- **Switch between term views.** Use 1, 2 numbers across the top (not the number pad) to move between the Term views.

Certain browser settings (like spell check) may interfere with the use of keyboard shortcuts.

Day View

The Day view lists the student's courses for the selected day. 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 red line indicates the current time.

- Click the course block to see the course information in the side panel.
- Click the **Grades** button in the side panel to view the student's [Grades](#) tab.

Today | ← | → | Tuesday, October 24, 2017

Q2 - Tue 10/24 - Day A

7:00 AM Core Math I Teacher, Maria Period 01

8:00 AM U.S. History I Teacher, Todd M (0112) Period 02

9:00 AM Core Recreation & Leisure II Teacher, George (T) Period 03

10:00 AM Core Recreation & Leisure I Teacher, George (AE) Period 04

11:00 AM Strat. for Social Thinking II Teacher, George Period 05 - Lunch: Lunch A

12:00 PM Standards Language Arts B I Teacher, George (AU)

1:00 PM Core Recreation & Leisure I Teacher, George (AU)

2:00 PM Core Recreation & Leisure I Teacher, George (AU)

Standards Language Arts B I - 1620 - 66
Teacher, George
Period 06 - 12:26 PM to 1:13 PM
Date
Tuesday, 10/24
Attendance
(AU) Absent Unexcused
Grades

Documents | Print | Close

Calendar Day View

If a student is scheduled into multiple sections of the same course, both of those sections display.

Week View

The Week view lists the student's courses for the selected week. Similar to the Day view, the name of the Period, Course Name and Assigned Teacher and any recorded attendance for that period displays. The side panel shows the same information as the Day view.

The Week view is helpful if student courses change on a daily basis.

Today ◀ ▶ Monday, October 02, 2017 - Friday, October 06, 2017 Day Week Agenda

Q2 - Mon 10/02 - 2		Q2 - Tue 10/03 - 1		Q2 - Wed 10/04 - 2		Q2 - Thu 10/05 - 1		Q2 - Fri 10/06 - 2	
12:30 PM	Executive Skills Strategies I Staff, Matthew ABU Period 07	Executive Skills Strategies I Staff, Matthew Period 07							
1:00 PM									
1:30 PM	No Scheduled Course Period 08	No Scheduled Course Period 08	No Scheduled Course Period 08	No Scheduled Course Period 08	No Scheduled Course Period 08	No Scheduled Course Period 08	No Scheduled Course Period 08		
2:00 PM									

Week View

Certain calendar formats, particularly at elementary schools, do not display well in the Week view, because of the amount of schedules, periods and classes. Consider using the Day or Agenda views instead.

Agenda View

The Agenda view lists the student's courses in a planner type of view, with the date, time and course. The current time and course is not highlighted in this view, but recorded attendance does display for course in which it was recorded.

Today ◀ ▶ Monday, October 02, 2017-Monday, October 09, 2017 Day Week Agenda

Date	Time	Course
02 Monday October, 2017 Q2 - 2	7:00 AM-7:15 AM	No Scheduled Course Period 00
	7:20 AM-8:07 AM	No Scheduled Course Period 01
	8:12 AM-8:59 AM	AVID 10 I Period 02 Staff, Jeffrey

Agenda View

The Term View displays the student's courses for selected Term and each selected Period Schedule. Choose the **Filter** to select which terms and periods display.

When first accessing this view, all terms and all period schedules are selected. For a school using more unique formats for student schedules, like middle schools who are experimenting with the best learning for students, this view could get rather large.

Lunch assignment (when selected on the Course editor) and any scheduled Responsive Scheduling courses (when using Responsive Scheduling tools) display.

Responsive courses can be viewed for Future courses or Past courses.

Filter ▾ Settings							
Q1 (9/4/2018 - 11/2/2018)		Q2 (11/5/2018 - 1/18/2019)		Q3 (1/22/2019 - 3/22/2019)		Q4 (3/29/2019 - 6/5/2019)	
00	Advisory Room: 0220 Staff, Mark	Advisory Room: 0220 Staff, Mark	Advisory Room: 0220 Staff, Mark	Advisory Room: 0220 Staff, Mark			
1						No Scheduled Course 8:00 AM - 10:00 AM	
01	Calculus I 7:20 AM - 8:11 AM Room: 0332 Staff, Mike J	Calculus I 7:20 AM - 8:11 AM Room: 0332 Staff, Mike J	Physics II 7:20 AM - 8:11 AM Room: 0323 Staff	Physics II 7:20 AM - 8:11 AM Room: 0323 Staff			
2						No Scheduled Course 10:30 AM - 12:30 AM	
02	American Government 8:18 AM - 9:05 AM Room: 0261 Staff, Jeni	American Government 8:18 AM - 9:05 AM Room: 0261 Staff, Jeni	Calculus II 8:18 AM - 9:05 AM Staff, Johanna	Calculus II 8:18 AM - 9:05 AM Staff, Johanna Drop: 5/23/2019			
3						No Scheduled Course 1:00 PM - 3:00 PM	
03	Physics I 9:12 AM - 9:59 AM Room: 0323 Staff, Jay	Physics I 9:12 AM - 9:59 AM Room: 0323 Staff, Jay Drop: 1/17/2019	No Scheduled Course 9:12 AM - 9:59 AM	No Scheduled Course 9:12 AM - 9:59 AM			
04	No Scheduled Course 10:06 AM - 10:53 AM	No Scheduled Course 10:06 AM - 10:53 AM	No Scheduled Course 10:06 AM - 10:53 AM	No Scheduled Course 10:06 AM - 10:53 AM			

Documents
Print
Calendar
Term
Walk-in Scheduler
Messenger
Feedback

Term View

Filter Options and Settings

The Filter and Settings allows users to choose what displays in the schedule grid and how it displays. At the beginning of a school year, it might be useful to see all terms and period schedules, but as the year progresses and Term 1 is over, this term can be removed, so only the current and future terms display. Or, a user doesn't want to see course numbers and section numbers in the schedule grid, just the name of the course. All of these can be set per user and changed as often as needed.

Filter ▾
Settings

Filter
Term
Period Schedule

Dropped Courses
Exception/Special Days
Q1 X
Q2 X
Q3 X
Q4 X
1 X
2 X

Filter Options and Settings

Both the Filter options and the Settings panel remember selections made, meaning once a selection is made (filter) and saved (settings), the options remain even when navigating away or logging out of Campus, and is remembered the next the user logs in.

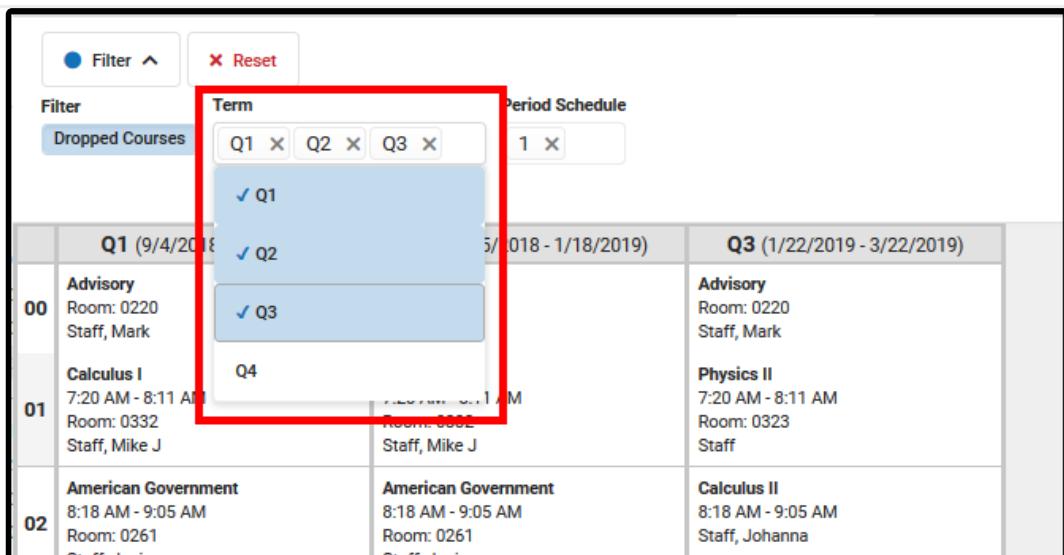
Filter Options

When first accessing the Filter, the schedule grid displays all terms and period schedules, both active and dropped courses, and any special days marked on the Calendar Days tab, like Responsive Scheduling Days.

Some filter options may affect the searching and placing of courses on the grid. Messages display when these options may need to be changed or to remind the user that not all items may be shown

in the grid due to filter selections.

Remove the selected terms by clicking which Term or Period Schedule to not show in the Schedule. Terms and Period Schedules without a checkmark DO NOT display in the schedule. In the example below, terms Q1, Q2, and Q3 are selected to display. Q4 is not selected and courses scheduled into that term do not display.



Term

Q1 X Q2 X Q3 X

Q1
Q2
Q3
Q4

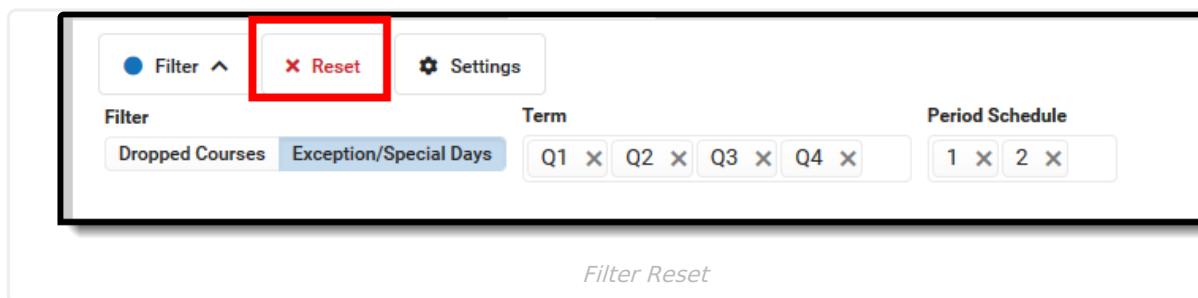
Period Schedule

1 X

Q1 (9/4/2018 - 12/14/2018)		Q2 (12/17/2018 - 1/18/2019)		Q3 (1/22/2019 - 3/22/2019)	
00	Advisory Room: 0220 Staff, Mark			Advisory Room: 0220 Staff, Mark	
01	Calculus I 7:20 AM - 8:11 AM Room: 0332 Staff, Mike J			Physics II 7:20 AM - 8:11 AM Room: 0323 Staff	
02	American Government 8:18 AM - 9:05 AM Room: 0261 Staff, Johanna	American Government 8:18 AM - 9:05 AM Room: 0261 Staff, Johanna	Calculus II 8:18 AM - 9:05 AM Room: 0261 Staff, Johanna		

Term and Period Schedule Selection

If changes are made, a **Reset** button displays. Click this to return all filter options to the original display.



Filter

Dropped Courses Exception/Special Days

Term

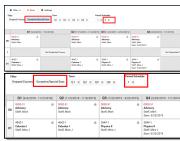
Q1 X Q2 X Q3 X Q4 X

Period Schedule

1 X 2 X

Filter Reset

► Click here to expand...

Option	Image
<p>Show only active courses by clicking the Dropped Courses option. This removed any courses from the grid that the student has dropped (ended enrollment in the section).</p> <p>The first image to the right shows the Dropped Courses option selected (highlighted), and the dropped Advisory course in Term 4.</p> <p>The second image shows the Dropped Courses option not selected, and the dropped Advisory course no longer displays.</p>	
<p>Hide any Exception/Special Days (final schedules, responsive scheduling) from the grid.</p> <p>In this calendar, all exception/special days are scheduled in the Period Schedule 2.</p> <ul style="list-style-type: none"> In the first image, exception days display. Notice that this student does not have any courses scheduled for those days. In the second image, the exception days do not display. This also removes Period Schedule 2 from the grid. 	
<p>Only show specific terms. Click the X next to the Term name to not have courses scheduled in that term display in the grid.</p> <p>Since Term 1 has passed and no more schedule changes can be made for that term, Q1 can be removed.</p> <p>The first image shows the complete school year with all four terms displaying.</p> <p>The second image shows the schedule grid with the first term removed.</p>	
<p>Show only courses in the main Period Schedule. Removing period schedules from view is helpful when there are many responsive or special days (see the previous information on this option) or when there are several rotating schedules for a school in a middle or elementary school, for example.</p> <p>In this example, the calendar has four terms and four period schedules. The first image shows all of these options selected. Notice that Term 4 doesn't display without scrolling and there is no way to determine which periods are connected to which period schedule.</p> <p>The second image shows all but one period schedule selected. This makes viewing the courses for that period schedule manageable, and all terms display without scrolling.</p>	

Settings

There is one setting that can be turned on or off when viewing the student schedule in Term view. A short description of that setting displays when clicking the info icon in the Settings side panel. Note that turning this setting on may increase the overall height of the grid, which could limit the amount of data that displays. This image shows the default settings.

Term View Settings - Default Selections

Changes automatically save (i.e., there's no need to click a save icon).

► [Click here to expand...](#)

Option	Setting On	Setting Off
Display Course and Section Numbers in Active Grid With the setting on, the course number and section for the currently placed course displays. With the setting off, the course number and section for the currently placed course does not display, and only the name of the course displays.	The Advisory course includes the course number and section number. 	The Advisory course only includes the course name, not the number or section. 

Documents

Upload previous student schedule reports from other schools, or other schedule-related information, for a particular student. This uses the [Digital Repository](#) features. There is no limit to the amount of documents uploaded here, but be aware your district may have set a maximum file size value.

Only documents uploaded from the Schedule tool and Walk-In Scheduler tool display here.

Other type of uploaded documents do not display. To see other types of uploaded documents, view them on the [Person Documents](#) tab.

Mark the **Consent** statement (files cannot be saved if this is not marked), and click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the side panel by clicking the **Cancel** button.

Filter ▼								
Q1 (7/15/2019 - 8/19/2019)		Q2 (8/20/2019 - 12/31/2019)		Q3 (1/1/2020 - 3/31/2020)		Q4 (4/1/2020 - 6/30/2020)		
00	No Scheduled Course		No Scheduled Course		No Scheduled Course		No Scheduled Course	
01	No Scheduled Course 7:20 AM - 8:11 AM		No Scheduled Course 7:20 AM - 8:11 AM		No Scheduled Course 7:20 AM - 8:11 AM		No Scheduled Course 7:20 AM - 8:11 AM	
02	Core English I 8:18 AM - 9:05 AM Room: 0231 Staff, Alice Drop: 10/20/2019		Core English I 8:18 AM - 9:05 AM Room: 0231 Staff, Alice Drop: 8/21/2019		No Scheduled Course 8:18 AM - 9:05 AM		No Scheduled Course 8:18 AM - 9:05 AM	
03	No Scheduled Course 9:12 AM - 9:59 AM		No Scheduled Course 9:12 AM - 9:59 AM		No Scheduled Course 9:12 AM - 9:59 AM		No Scheduled Course 9:12 AM - 9:59 AM	
04	Study Hall A 10:06 AM - 10:53 AM Room: 0172 Staff, Nathan Start: 8/1/2019		Study Hall A 10:06 AM - 10:53 AM Room: 0172 Staff, Nathan Drop: 8/21/2019		No Scheduled Course 10:06 AM - 10:53 AM		No Scheduled Course 10:06 AM - 10:53 AM	
05	No Scheduled Course 11:00 AM - 12:19 PM		No Scheduled Course 11:00 AM - 12:19 PM		No Scheduled Course 11:00 AM - 12:19 PM		No Scheduled Course 11:00 AM - 12:19 PM	
06	No Scheduled Course 12:26 PM - 1:13 PM		No Scheduled Course 12:26 PM - 1:13 PM		No Scheduled Course 12:26 PM - 1:13 PM		No Scheduled Course 12:26 PM - 1:13 PM	
07	No Scheduled Course 1:20 PM - 2:10 PM		No Scheduled Course 1:20 PM - 2:10 PM		No Scheduled Course 1:20 PM - 2:10 PM		No Scheduled Course 1:20 PM - 2:10 PM	
08	No Scheduled Course		No Scheduled Course		No Scheduled Course		No Scheduled Course	
09	No Scheduled Course		No Scheduled Course		No Scheduled Course		No Scheduled Course	

Document Upload
Max File Size: 1MB

Select files...

Name
Section_Roster_ReportDOCX.docx

Description

Consent
I consent to be bound by the Terms and Conditions of the Acceptable User Policies of both the District and Infinite Campus.

Save Cancel

Documents Print

Schedule Document Upload

Uploaded files can be sorted by Newest (most recently uploaded) or Oldest. To remove an uploaded document, click the red X next to the file name.

Document List

Sort
Newest Oldest

	2019 Student Schedule OHS.png	06/19/2019 
	2018 Student Schedule OHS.png	06/19/2019 

Delete Uploaded Documents

For more information on document upload, see the [Manage Document Attachments](#) article.

Print

Print the student's schedule in any selected view by choosing the **Print** button at the bottom of the page.

- The **Current View** prints the student's schedule in the selected view (Day, Week, Agenda, Term).
- The **All Terms** view prints the courses on the student's schedule for all terms.
- The **All Terms Course View** prints all of the student's courses on one page.
- The **Student Requests** prints a list of the courses the student requested.

Reports print in PDF Format and include identifying information about the student (name, grade level and student number), which terms are included in the print, and the total unique number of courses into which the student is scheduled. Unique courses are defined by the course number; a student scheduled in two different sections of the same course (e.g., Study Hall with a Course Number of 123 but two different sections 123-1 and 123-2) counts as one course.

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.

The screenshot shows the Infinite Campus Student Schedule Report. On the left, a calendar view shows a week from Monday, March 12, 2018, to Friday, March 16, 2018. The schedule grid shows various courses for different periods. A red box highlights the 'Print' button at the bottom left. A red arrow points from this button to the 'Current View' option in the 'Reports' sidebar on the right. The sidebar also lists 'All Terms', 'All Terms - Course View', and 'Student Requests'.

Print View of Default Schedule Report

A report can also be printed for Periods without Times Only and Periods with Time Only. If there are no periods without times in the Schedule, the Periods without Time Only print option does not display. These periods can be left without assigned times, or if there should be times assigned to these periods, modify the [Period Schedule](#) to add the correct period times.

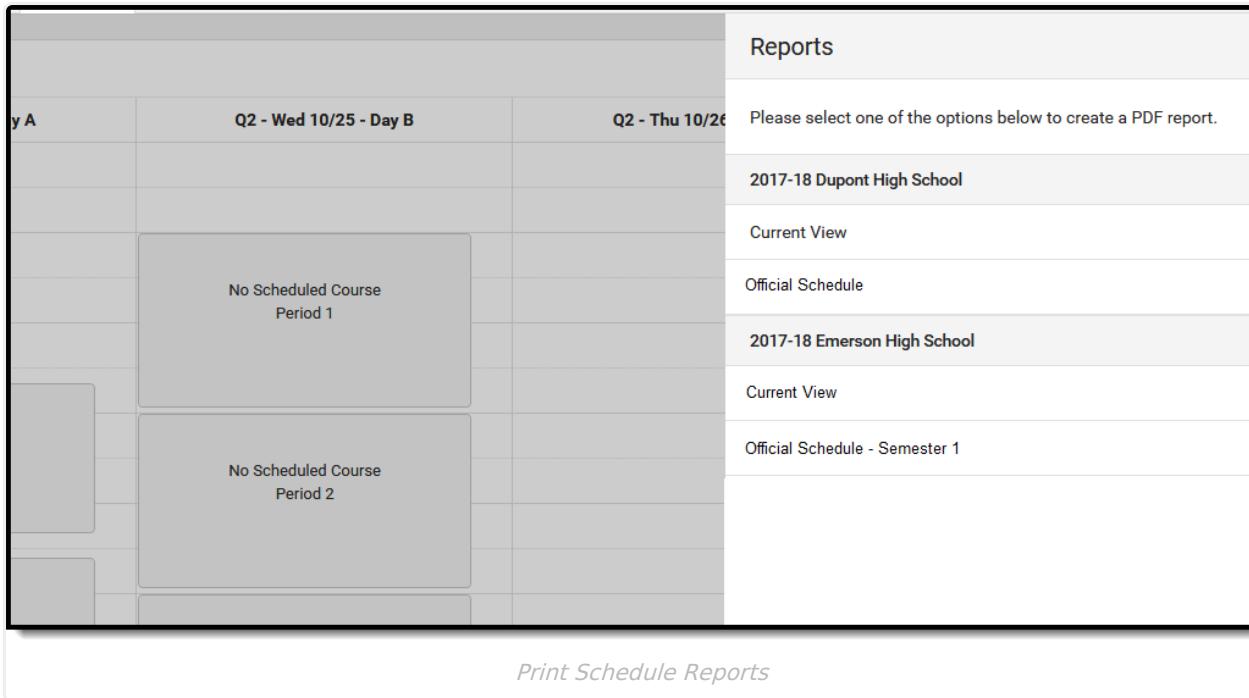
Other reports that display here for printing are created using the [Preferences Reports](#) tool in System Administration. See the [Schedule Report Preferences](#) article for more information.

There could be several schedule reports listed, including those for other schools if the student has

multiple enrollments. These display if the user has rights to the other calendars.

There are certain schedule setups that may not print correctly:

- In Week view, up to three skinny courses print for one day.
- In Day view, up to six skinny courses print for one day.



Print Schedule Reports

Additional Schedule Information

Tool Rights

Access to the Student Schedule needs to be assigned either through the Counseling toolset OR the Student Information toolset. While the Schedule functions the same way from either location, tool rights to the Counseling location operate interdependently of tool rights assigned to the Student Information location.

Tool rights assigned in Counseling do not equal the same rights assigned in Student Information, and vice versa.

Access to Student Schedule through the Counseling toolset:

Full access to the Schedule tool in Counseling requires **R** rights to the following items:

- Student Information > Counseling > General > **Schedule**

- Student Information > Counseling > General > Schedule > **View Attendance**
- Student Information > Counseling > General > Schedule > **Grade Book**
- Student Information > Counseling > General > **Scheduling Messenger**
- Student Information > Counseling > General > Schedule > Schedule Messenger > **User Group Formats**
- Student Information > Counseling > General > Schedule > **Additional Enrollment Schedules**

In addition, **R** and **W** rights are required for overriding strict student constraints:

- Student Information > Counseling > General > Schedule > **Can Override Strict Student Constraints**
- Student Information > Counseling > General > Schedule > **Can Overload Sections**

R and **W** rights are necessary for access to the Walk-In Scheduler. **D** rights allow users to remove (delete) students from a Course Section.

- Student Information > Counseling > General > **Schedule**

W rights to Student Attendance are necessary (in addition to D rights assigned to schedule) to delete the course when the student has attendance records associated to the section.

- Student Information > General > **Attendance**

Access to Student Schedule tool through the Student Information toolset:

Full access to the Schedule tool in Student Information requires **R** rights to the following items:

- Student Information > General > **Schedule**
- Student Information > General > Schedule > **View Attendance**
- Student Information > General > Schedule > **Grade Book**
- Student Information > General > **Scheduling Messenger**
- Student Information > General > Schedule > Schedule Messenger > **User Group Formats**
- Student Information > General > Schedule > **Additional Enrollment Schedules**

In addition, **R** and **W** rights are required for overriding strict student constraints:

- Student Information > General > Schedule > **Can Override Strict Student Constraints**
- Student Information > General > Schedule > **Can Overload Sections**

R and **W** rights are necessary for access to the Walk-In Scheduler. **D** rights allow users to remove (delete) students from a Course Section.

- Student Information > General > **Schedule**

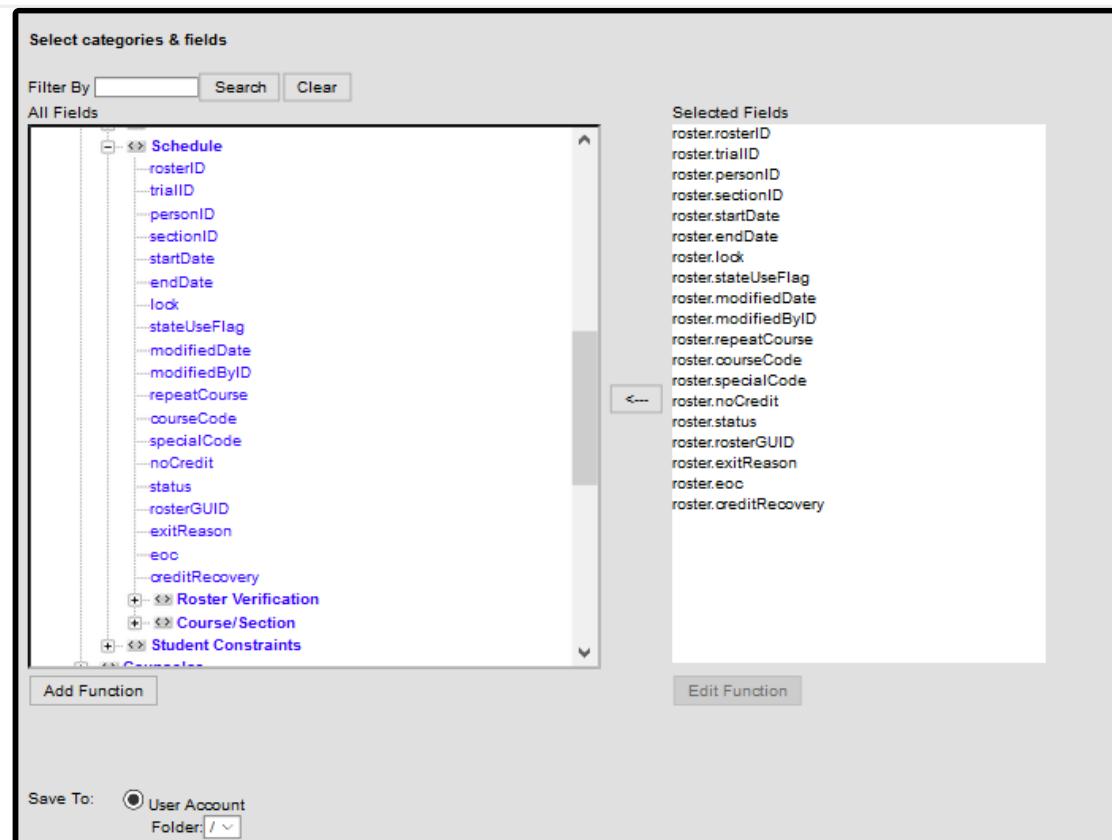
W rights to Student Attendance are necessary (in addition to D rights assigned to schedule) to delete the course when the student has attendance records associated to the section.

- Student Information > General > **Attendance**

Note that Calendar Modify Rights take precedence over tool rights. If a user is assigned the recommended tool rights, but not modify rights to the calendar, updates to the schedule are not made.

Schedule Information in Ad hoc Query Wizard

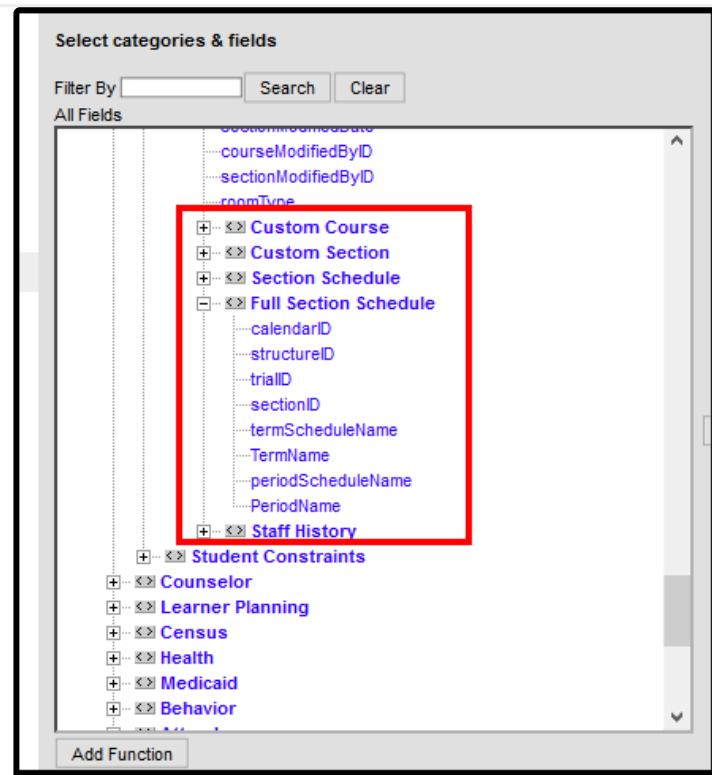
Student Schedule information is available in the Query Wizard for Student data types. When building Student data type filters, the fields are available in the **Learner > Schedule** folder.



Student Schedule Ad hoc Fields

If you are creating filters that return schedule information, also include student identifiers (like last name and first name) and course identifiers (like course name).

For schools that have a more complex calendar setup, use the available filter views to report information. All of the fields available within a selected view should be chosen.



Other Scheduling Fields in Ad hoc