

# Scheduling Prep: Add/Adjust Courses For Future Calendar - Study Guide

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After the upcoming calendar has been created and courses rolled forward, updates may need to be made to course, section and teaching staff information before moving forward with scheduling of students.

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## Review Teacher Assignments

### District Employment

The District Employment tab is used to record basic information for district employees. Districts may select a preference that requires District Employment information to be entered for staff prior to entering District Assignment information that details where they work and what they do in a district.

+ [Documentation](#)

+ [Video](#)

### District Assignment

The District Assignment tab holds information regarding where a staff member is working or has worked in a district and what their role is. Checkboxes are used to determine where a staff member's name appears in various droplists throughout Campus.

+ [Documentation](#)

+ [Video](#)

## Course Preparation

### Course Tools (For Schools Not Using Course Catalogs)

Use Course Tools to enter and edit information regarding courses in a selected calendar and

school. For schools using Course Masters, some of this information may be locked at the course master level so that it cannot be changed at the school level.

+ [Documentation](#)

+ [Video](#)

## Course Master Tools (Course Catalog)

Districts can create course catalogs that contain course masters with elements defined at the district level. Changes can be made to courses or new courses added and these changes can be pushed down to schools that use the course catalogs.

+ [Documentation](#)

+ [Video](#)

## Course Scheduling And Planning Rules

Use scheduling and planning rules where appropriate to assist with the scheduling of courses, teachers and students. Rules do not need to be applied to every course but can be useful in certain circumstances, for example when students must take and pass Algebra before taking Geometry.

+ [Documentation](#)

+ [Video](#)

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