

# Scheduling Center

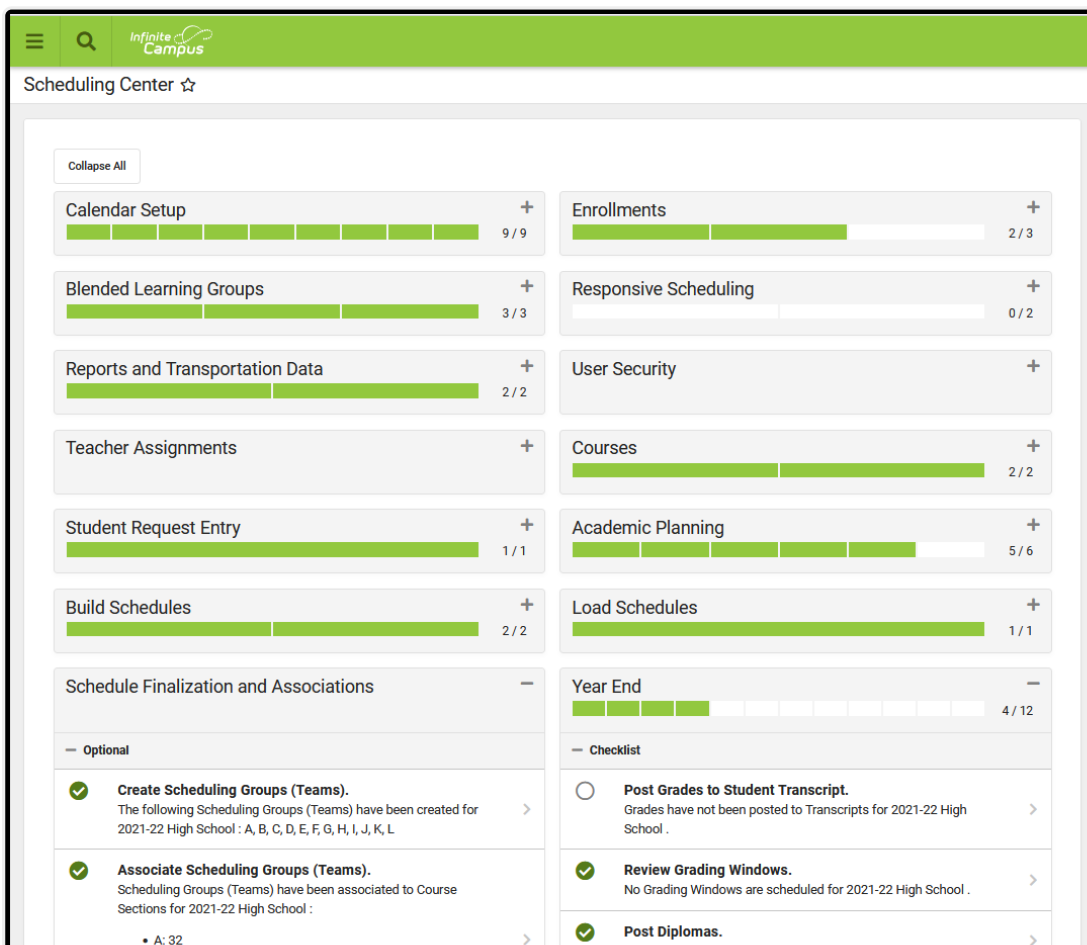
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## Tool Search: Scheduling Center

The Scheduling Center provides a visual representation of a school's status in the Scheduling process for a given year. Administrators and Schedulers can see at a glance whether a school's calendar has been rolled forward for the next school year, if enrollments have been added, or if students have Academic Plans posted to Schedule Requests.

This is modeled after the [Checklist for Scheduling](#) article available on the Knowledge Base. The Scheduling Center provides a percentage of completion and a list of tasks that still need to be completed, reminders of what else needs to occur, and allows quick access to those tools to make additional updates.

See the [Scheduling Center Video](#) for additional highlights.



Scheduling Center

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

## Navigation of Scheduling Center

The following cards (e.g, scheduling sections or areas) are available on the Scheduling Center.

- Calendar Setup
- Enrollments
- Blended Learning Groups
- Responsive Scheduling
- Reports and Transportation Data
- User Security
- Teacher Assignments
- Courses
- Student Request Entry
- Academic Planning
- Build Schedules
- Load Schedules
- Schedule Finalization and Associations
- Year End
- Next School Year Setup

Most cards include a progress bar with the total amount of tasks for that card (optional tasks are not included in the total), and can be collapsed or expanded as needed, using either the **Collapse All/Expand All** button at the top of the Scheduling Center, or using the **Plus (+)/Minus (-)** options on each individual card. Cards may have:

- A set of **Reminders** for that card
- A **Checklist** of items to complete that may include a pie chart of information (e.g., Enrollment Breakdown by Grade Level)
- A set of **Optional** tasks to complete
- A list of **Tools** to use to complete the tasks
- Appropriate **Reports** to generate for assistance in completion and data review

## Scheduling Center ☆

Collapse All

### Calendar Setup

9 / 9

#### Checklist

- ✓ **Modify Calendar Start and End Dates.**  
Start date for 019 (NPE) 06-07 is 9/5/2006. End date for 019 (NPE) 06-07 is 6/6/2007. >
- ✓ **Review Calendar Schedule Structures.**  
The following Schedule Structure has been added to 019 (NPE) 06-07:  
Main >
- ✓ **Review Grade Levels.**  
The following Grade Levels have been added to 019 (NPE) 06-07:  
HK, KD, 01, 02, 03, 04, 05 >
- ✓ **Review Term Schedules.**  
The following Terms have been added to 019 (NPE) 06-07:  
  - Trimesters >
  - T1, T2, T3 >
- ✓ **Review Term Start and End Dates.**  
Term start and end dates have been added to all terms for 019 (NPE) 06-07. >
- ✓ **Review Period Schedules.**  
The following Period Schedule has been added to 019 (NPE) 06-07:  
  - Everyday >
  - AM, PM >
- ✓ **Review Period Start and End Times.**  
Period start and end times have been added to all period schedules for 019 (NPE) 06-07. >
- ✓ **Create Calendar Days.**  
Calendar Days have been created.  
  - School Days: 171 >
  - Instructional Days: 169 >
  - Attendance Days: 169 >
- ✓ **Assign Day Rotations.**  
Calendar Day Rotations have been assigned. The following Period Schedules have been assigned:  
  - Everyday: 171 >

#### Tools

- Calendar GPA Calculation Setup >
- Calendar Information >
- Calendar Override Setup >
- Copy Section Placements >
- Day Setup >
- Delete Calendar Wizard >
- Grade Level Setup >
- Period Setup >
- Schedule Structure Setup >
- Term Setup >
- Reports
- Calendar Days Report >
- Calendar Days Rotation Report >

### Enrollments

3 / 3

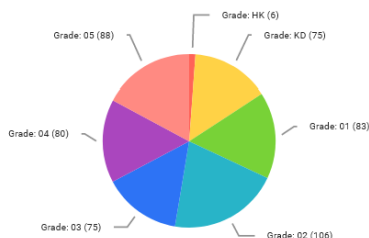
#### Reminders

- ✓ **Communicate to office staff that enrollments will be rolled forward. State Reporting enrollment changes made to the current enrollment record will also need to be made in next year's enrollment record.**
- ✓ **Set Next Calendar, Next Grade on the student's current year enrollment for those who will NOT roll forward by grade sequence or school boundary. Use the Census by School Boundary Report as a planning tool.**

#### Checklist

- ✓ **Roll student enrollments forward. Use the first day of school as the start date.**

Enrollment Breakdown for 019 (NPE) 06-07  
Total Enrollments for Calendar: 513  
Primary Enrollments: 510  
Secondary Enrollments: 3



- ✓ **Verify Student Enrollment Start Dates are not prior to the first Instructional Day.**  
All students in 019 (NPE) 06-07 have Enrollment Start Dates on or after the first Instructional Day. >
- ✓ **Remove enrollments for those students who are not returning next year using the Enrollment Cleanup Wizard.**  
There are no enrollments that require cleanup for 019 (NPE) 06-07. >

#### Optional

- ✓ **Check for Students Enrolled in Multiple Schools.**  
There are no students who have concurrent primary enrollments in other schools. >

#### Tools

- Enrollment Cleanup Wizard >
- Enrollment End Batch Wizard >
- Enrollment End Status Setup >
- Enrollment Roll Forward Wizard >
- Enrollment Start Status Setup >

#### Reports

- Age/Grade Level Exceptions Report >
- Duplicate Students Search Report >
- Enrollment Loss Report >
- Enrollment Overlap Report >
- Enrollment Status Report >
- Enrollment Summary Report >

Scheduling Center Checklists, Optional Items, Reminders, Tools, and Reports

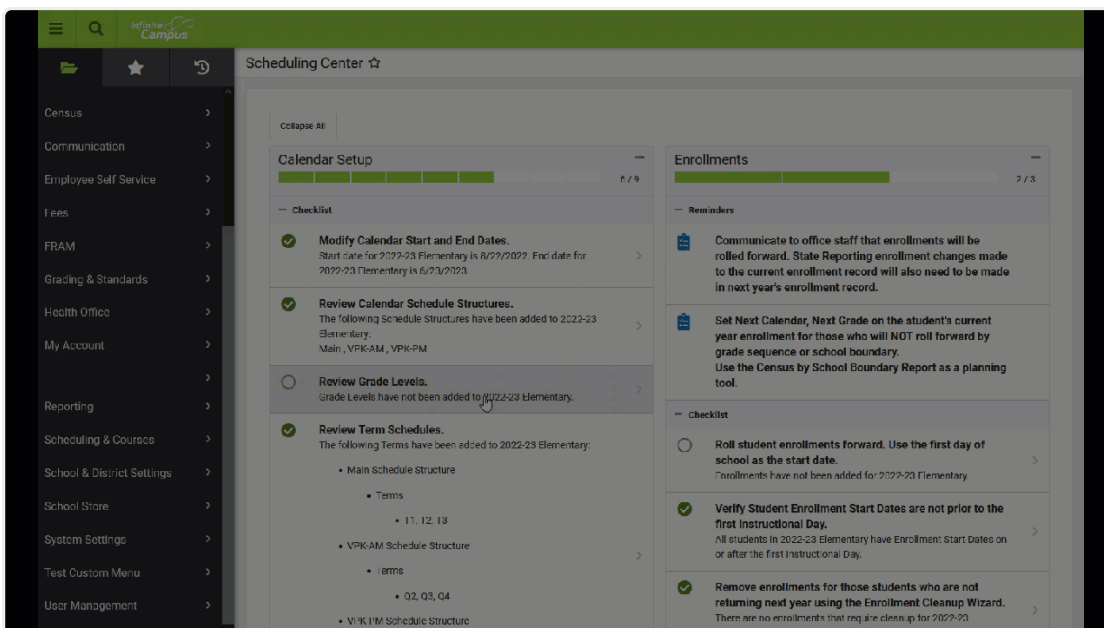
To complete an item, expand a section and click the arrow next to the entry or the entry itself to navigate to the selected tool. Make the necessary changes and save the updates; then, return to the Scheduling Center.

### Definition of Complete

- Data is in the right spot for the item.
- Data displays with context for analysis.
- Tools are linked to take action.

**Complete** indicates *some* data is present for that checklist item. For example, when adding grade levels, the presence of one grade level completes the task, even though more grade levels still need to be added.

It is recommended that a review of the data be conducted to ensure it is accurate and that all necessary information for the item is complete.

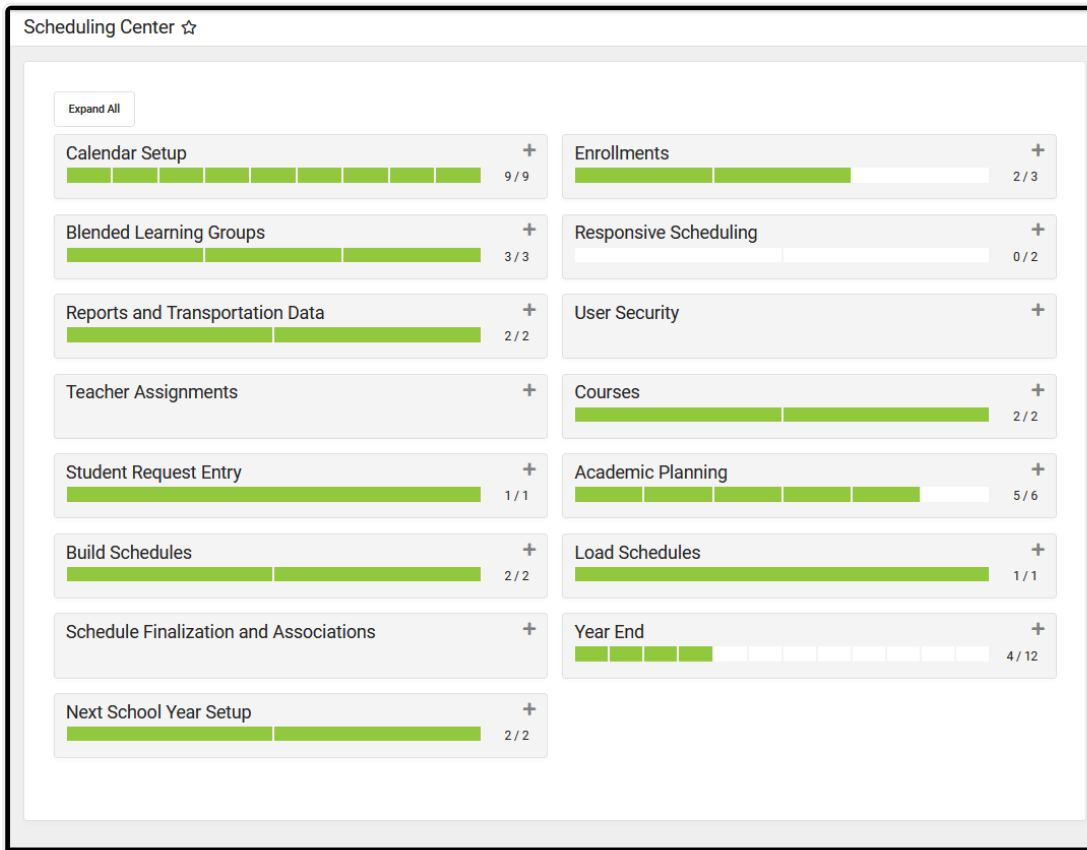


Once a task is completed that can be performed in Campus, the progress bar updates to indicate the newly added data. There are some tasks that count towards completion, but the task might be performed outside of Campus - e.g, parent/guardian approval of Academic Plans require a student's guardians to log in to Campus Parent and mark the appropriate checkbox.

Return to the Scheduling Center by locating that option in the Index of available tools on the left hand side.

With all cards collapsed, a high-level view of the progress toward completing the Scheduling process can be seen. In the example below, additional information is needed for Responsive

Scheduling, Academic Planning, and Load Schedules, while items such as Calendar Setup, Enrollments, and Student Request Entry have been completed.



*Collapsed Cards Show Overall Progress Towards Completion of Scheduling*

Specific tools require a count of distinct students that looks to an end date on the enrollment to find a final record of scores for a student and to differentiate between transcripts posted at the end of the school year and those posted at the end of the semester. Keep this in mind for schools that do not end enrollments when verifying that all tasks are complete.

## Future Year vs. Current Year

The scheduling process occurs throughout the school year. To that end, certain items are performed in the current calendar year, and certain items are performed in the future calendar year.

Typically, a school calendar's instructional time runs from September to June. However, state requirements may dictate that school calendars start on July 1 and end on June 30.

- A future calendar is not marked as active and includes dates that are typically after June 30 of the calendar year.
- A current calendar is marked as active and includes dates up to and including June 30 of the current calendar year.

Future Year	Current Year
<div> <div>2022-23 Middle School</div> <div> Context </div> <div> Year  2022-23 </div> <div> School  Middle School </div> <div> Calendar  2022-23 Middle School </div> <div> Structure  All Structures </div> <div> Save Cancel </div> </div>	<div> <div>21-22 Middle School</div> <div> Context </div> <div> Year  21-22 </div> <div> School  Middle School </div> <div> Calendar  21-22 Middle School </div> <div> Structure  Main </div> <div> Save Cancel </div> </div>

Select a future calendar when completing tasks on the following cards:

- Calendar Setup
- Blended Learning Groups
- Responsive Scheduling
- Courses
- Academic Panning
- Load Schedules
- Schedule Finalization and Associations
- Next School Year Setup

## Use the Scheduling Center

To complete an item, locate it in the corresponding card and navigate to the relevant tool. Complete the task - roll students forward, change calendar dates, roll transportation data forward, etc.

Enrollments

3 / 3

Reports and Transportation Data

0 / 0

Checklist

☐

Copy schedule reports, report cards, and transcript reports into the new calendar using the Report Roll Forward tool.  
Any changes needed to these reports should be made in the new calendar.  
Reports have not been added to 23-24 Fillmore Middle School.

☐

Copy transportation data into the new calendar using the Transportation Roll Forward tool.  
Any changes needed to transportation data should be made in the new calendar.  
Transportation records have not been added for 23-24 Fillmore Middle School.

Tools

Transportation Roll Forward Wizard ☆

Transportation Roll Forward

Transportation Roll Forward creates a new transportation record in the destination calendar based on the record from the source calendar. Only records active on that date will roll forward. Students who already have a transportation record in the destination calendar will not roll forward.

Select Source Calendar

25-26 High School  
25-26 Middle  
25-26 Middle School

Select Destination Calendar

25-26 High School  
25-26 Middle  
25-26 Middle School

\*Transportation Effective Date: 04/14/2022

Start Date: (Blank will default to first day of enrollment if one exists, first instructional day of the destination calendar if days

Select Students

Scheduling Center - Completing Checklist Items

When the process or action has been completed, return to the Scheduling Center. The item now has a green checkbox indicating completion, and the progress bar has been updated.

Reports and Transportation Data

1 / 2

Checklist

☐


Copy schedule reports, report cards, and transcript reports into the new calendar using the Report Roll Forward tool.  
Any changes needed to these reports should be made in the new calendar.  
Reports have not been added to 22-23 High School.

☒

Copy transportation data into the new calendar using the Transportation Roll Forward tool.  
Any changes needed to transportation data should be made in the new calendar.  

Transportation Breakdown for 22-23 High School

Total records for Calendar: 107



Grade	Count
Grade: 10	17
Grade: 11	53
Grade: 12	37

Checklist Item Complete

Only those tasks labeled as Checklist items are counted towards the completion of that card and are necessary to complete the scheduling process. Optional items can be completed and aid in the overall scheduling process, but they do not alter the progress bar on the card.

Complete the Optional items as needed for your district. Review any reminders and generate reports as necessary. Changes can be made for the future year up to the date when that future school year becomes or is marked as the Active school year and calendar. Once the school year starts, making changes in the active year is not recommended.

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Page 8