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

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
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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
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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

Grade: HK (6)
Grade: KD (75)
Grade: 05 (88)
Grade: 01 (83)
Grade: 04 (80)
Grade: 02 (106)
Grade: 03 (75)

✅ **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 that data be done to ensure it is correct and all necessary data for that item is complete.
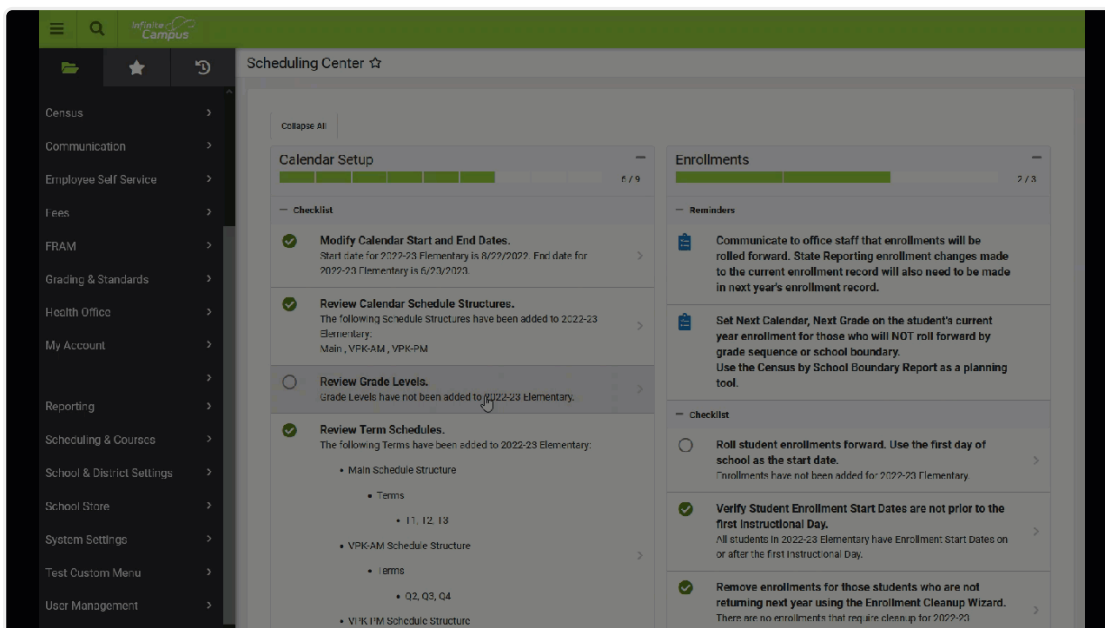

Once a task is completed that can be performed in Campus, the progress bar updates to indicate the newly added data. There are some tasks that count towards completion, but the task might be performed outside of Campus - e.g, parent/guardian approval of Academic Plans require a student's guardians to 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 towards the completion of 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.
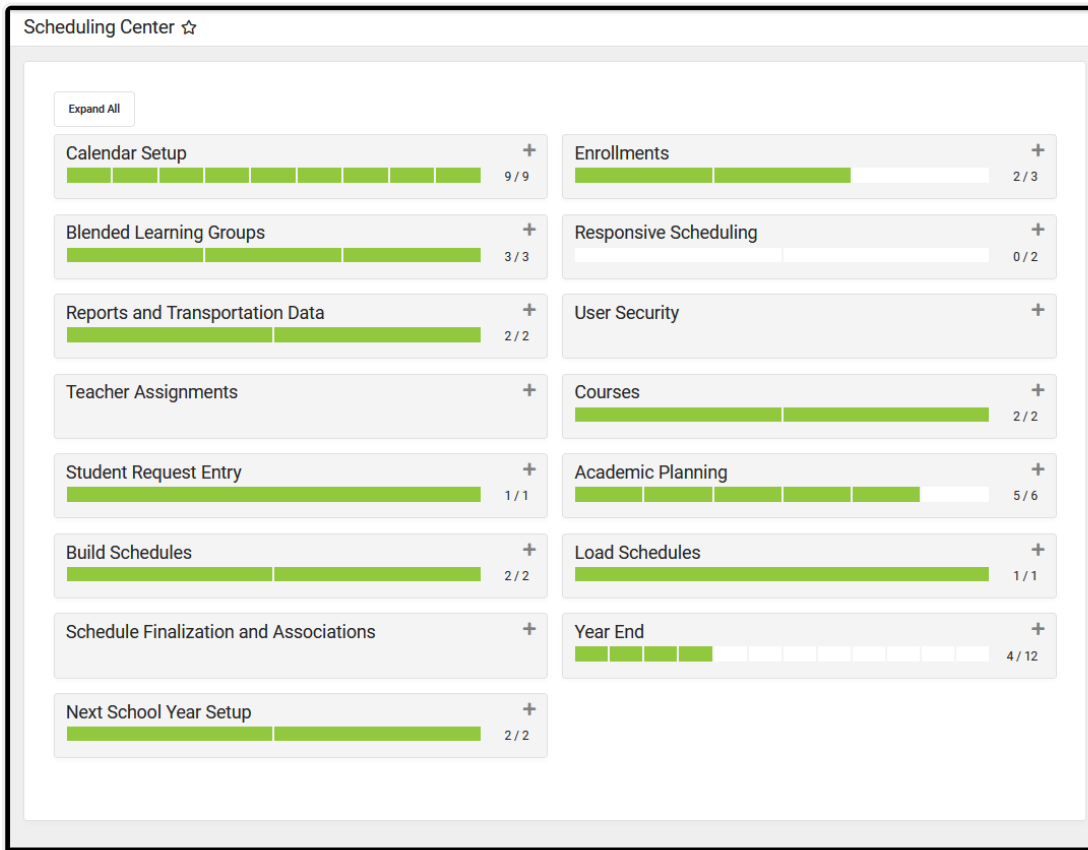
Collapsed Cards Show Overall Progress Towards Completion of Scheduling

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 versus at the end of the semester. Keep this in mind for schools that do not end enrollments when verifying 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 year calendar, and certain items are performed in the future year calendar.

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 prior to June 30 of the current

calendar year.

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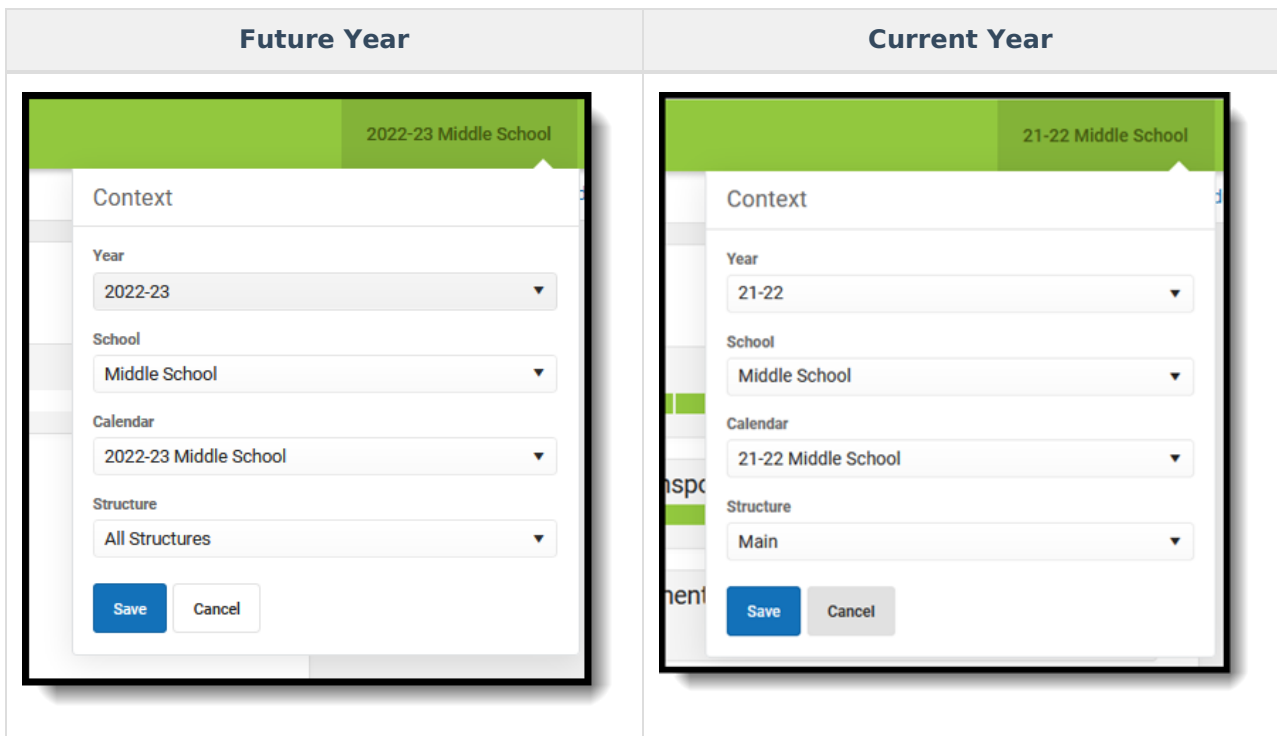
Select a future calendar when completing tasks on the following cards:

- 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 that item in the appropriate card and navigate to the tool. Complete the task - roll students forward, change calendar dates, roll transportation data forward, etc.
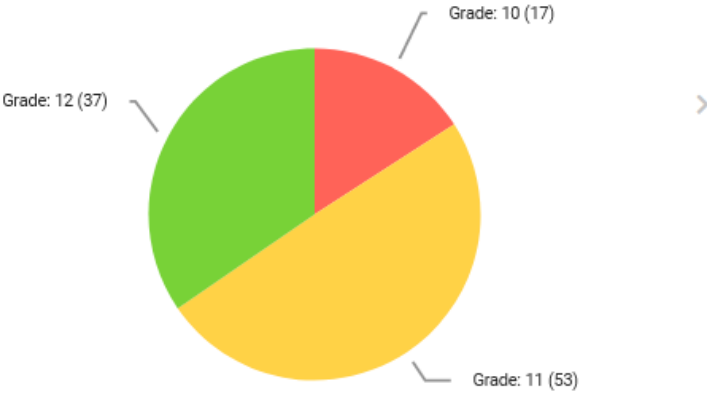
Scheduling Center - Completing Checklist Items

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.

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 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.