

Scheduling Board

Last Modified on 08/26/2024 8:03 am 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).

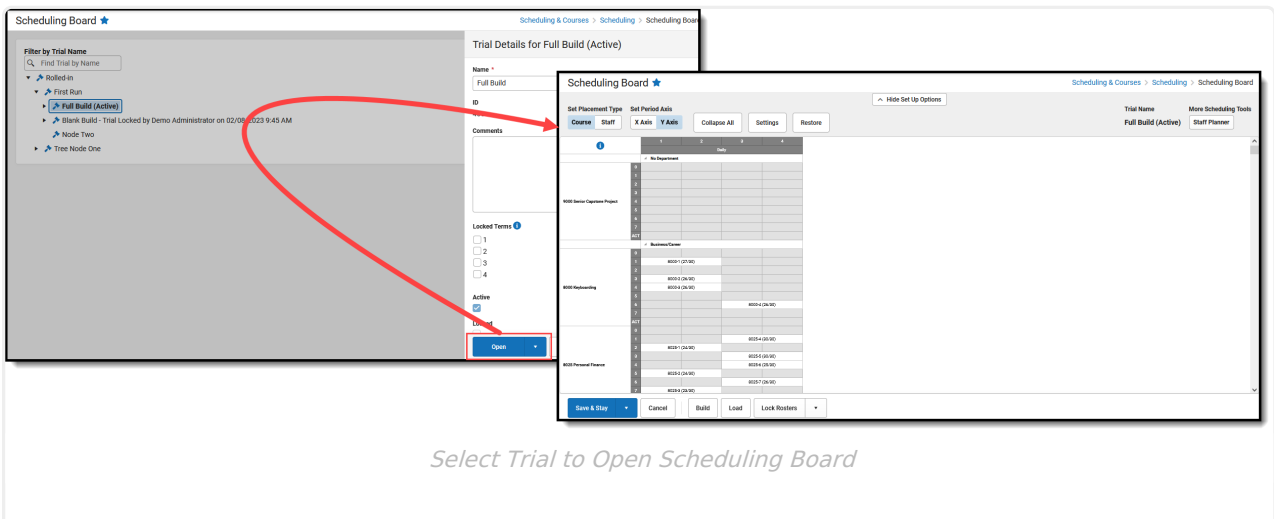
This is the first release of the new Scheduling Board; see the [Release Notes](#) and the [What's New in Scheduling?](#) article for details on future releases.

[Scheduling Timeline](#) | [Security and Data Precautions](#) | [Tool Rights](#) | [Where do I](#) | [Next Steps](#)

Tool Search: Scheduling Board

The Scheduling Board (formerly known as the Schedule Wizard) includes access to Scheduling Board Trials and the Scheduling Board. It provides a visual representation of a school's overall schedule. 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 if needed, those sections can be 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.

Opening the [Scheduling Board](#) first requires the selection of a [Scheduling Board Trial](#), which is accessible from the [Scheduling Board](#) tool.



The Scheduling Board improves upon previous technology and functions available with the Schedule Wizard. The Scheduling Board is accessible without having to log in to another tool or applet. As long as access is granted through tool rights, access to the Scheduling Board is available.

Scheduling Timeline

Refer to the [Checklist of Scheduling](#) to stay on top of all tasks that need to be done for a successful scheduling season. In addition, the Scheduling Center can be used to stay on top of tasks for the scheduling season.

It is time to use the Scheduling Board when:

- The next [School Year](#) has been created.
- Calendars have been [rolled forward](#) and calendar start and end dates have been updated.
- [Grade Levels](#) for the school have been reviewed.
- Calendar [Schedule Structures](#), [Terms](#), and [Periods](#) have been updated.
- [Calendar Days](#) have been set.
- [Enrollments](#) for the next school year have been rolled forward.
- Students have [requested courses](#) for the next school year.

Security and Data Precautions

- **Limit the number of users per school who have access to the Scheduling Board.**
- **Once done with scheduling for the year and the school year begins, NEVER use the Scheduling Board to make schedule changes.** There are several pieces of data that are tied to sections - namely attendance, grades and teacher grade books. If a user were to make significant changes to a schedule once this data was entered, orphaned records would be created. **It is highly recommended that a currently active year NEVER be changed in the Scheduling Board.**
- **Districts that use OneRoster connections to sync to other systems, including Campus' Digital Learning Partners, should NOT use the Scheduling Board at any point after their data has been synced during that school year.** Districts should not sync with OneRoster vendors at the beginning of the school year until student scheduling is finalized. Syncing before finalizing scheduling may result in data issues for OneRoster vendors, such as duplicate class records or loss of class data.

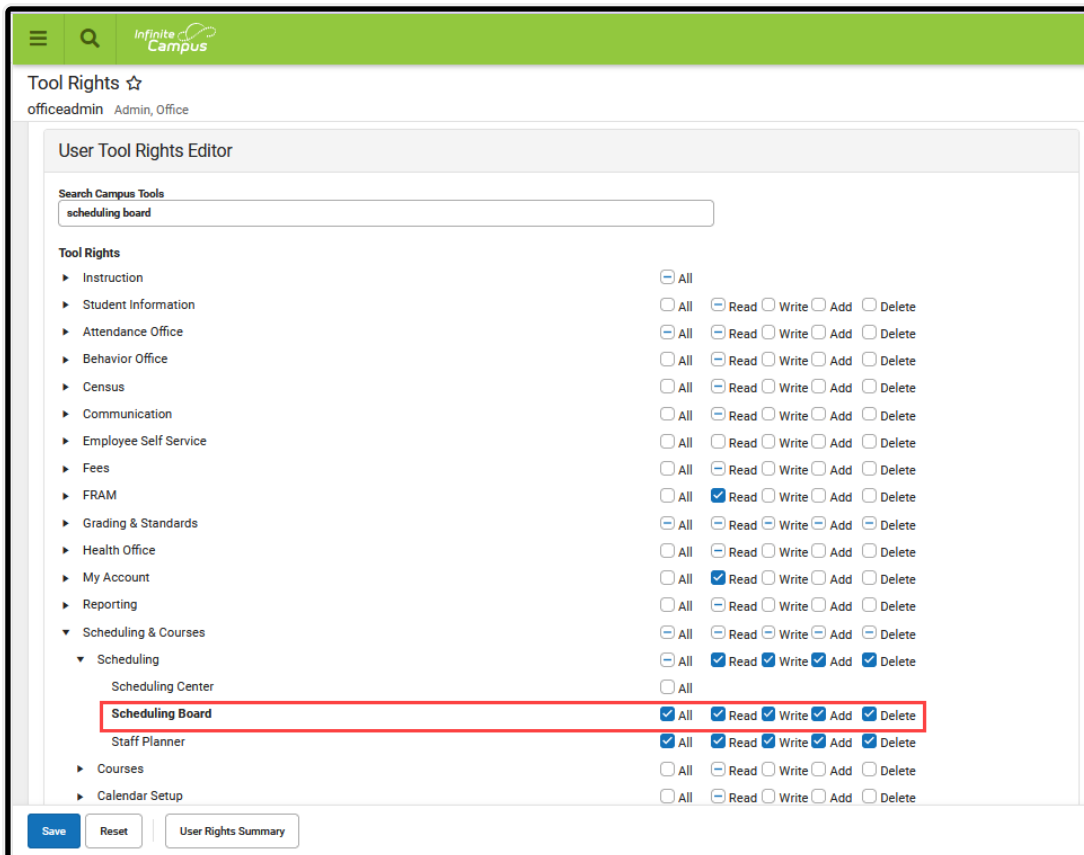
Kentucky Districts

After using the Scheduling Board, rerun the Attendance Refresh tool.

Tool Rights

NOTE: Access to Scheduling Board should be limited to one or two people in district/school to limit potential overwriting of work.

The following tool rights are available for Scheduling Board. Access to both Scheduling Board Trials and Scheduling Board is controlled by the Scheduling Board tool right, as noted in the image below.



Scheduling Board Trials Tool Rights

Read Rights:

- Access Scheduling Board Trials.
- View Scheduling Board Trials.
- Open and view the Scheduling Board through the Scheduling Board Trial.
- Print the Scheduling Board.
- View the Scheduling Board in Full Screen.

Write Rights:

- Access Scheduling Board Trials.
- View Scheduling Board Trials.
- Edit a Comment on a Scheduling Board Trial.
- Unlock a Scheduling Board Trial.
- Open and view the Scheduling Board through the Scheduling Board Trial.
- Print the Scheduling Board.
- View the Scheduling Board in Full Screen.

Add Rights:

- Access Scheduling Board Trials.
- View Scheduling Board Trials.
- Edit a Comment on a Scheduling Board Trial.
- Unlock a Scheduling Board Trial.
- Open and view the Scheduling Board through the Scheduling Board Trial.
- Print the Scheduling Board.
- View the Scheduling Board in Full Screen.
- Modify courses and rosters on the Scheduling Board with full functionality.
- Copy a Scheduling Board Trial.
- Add or edit the Scheduling Board Trial Name.
- Mark and unmark locked Terms.
- Make a Scheduling Board Trial active or inactive.

Delete Rights:

- Access Scheduling Board Trials.
- View Scheduling Board Trials.
- Edit a Comment on a Scheduling Board Trial.
- Unlock a Scheduling Board Trial.
- Open and view Scheduling Board through the Scheduling Board Trial.
- Print the Scheduling Board.
- View the Scheduling Board in Full Screen.
- Modify courses and rosters on the Scheduling Board with full functionality.
- Copy a Scheduling Board Trial.
- Add or edit the Scheduling Board Trial Name.
- Mark and unmark locked Terms.
- Make a Scheduling Board Trial active or inactive.
- Delete a Scheduling Board Trial.

Users who were assigned ANY tool rights to the Schedule Wizard, full tool rights (RWAD) have been assigned to Scheduling Board, which also includes access to Scheduling Board Trials.

Users who were NOT assigned tool rights to Schedule Wizard have not been assigned any tool rights to Scheduling Board.

Where do I

[Scheduling Board Trials](#) | [Scheduling Board](#)

The following table details where a task could be done in the previous Schedule Wizard/White Board and where it is done now in Scheduling Trials and Scheduling Board.

Scheduling Board Trials

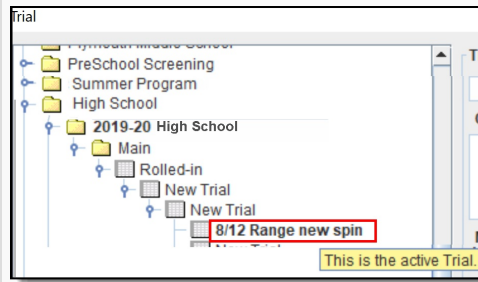
▶ [Click here to expand...](#)

| I want to... | Trials | Scheduling Board Trials |
|--------------|--------|-------------------------|
|--------------|--------|-------------------------|

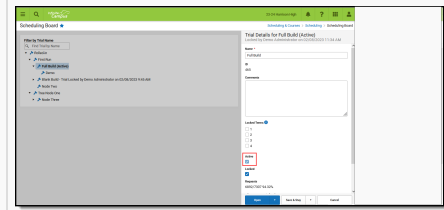
I want to...

See which trial is active

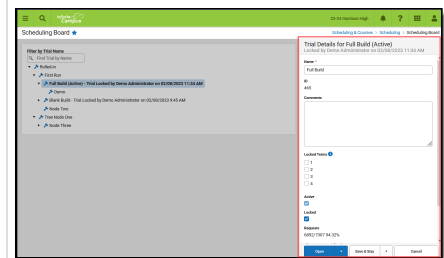
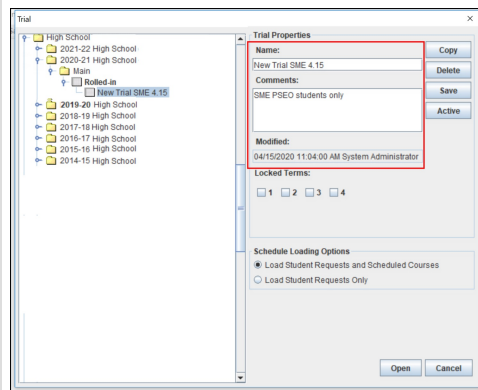
Trials



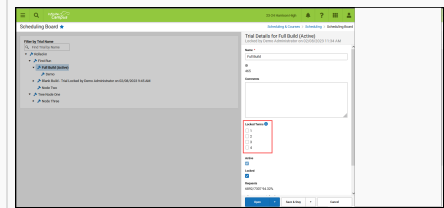
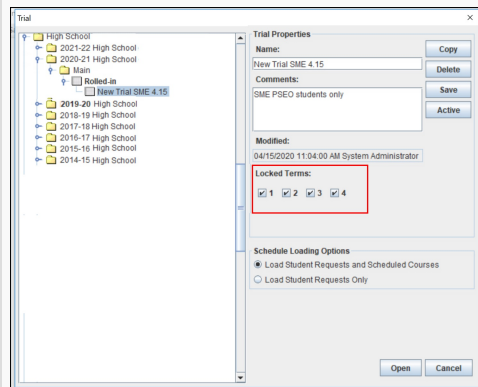
Scheduling Board Trials



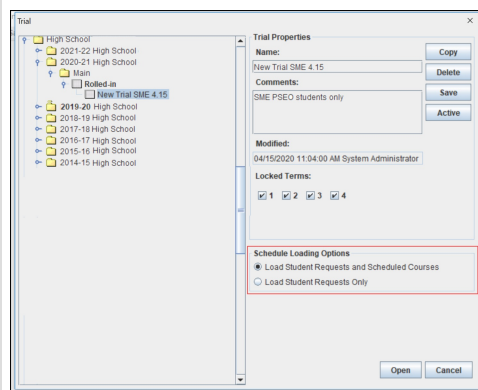
View Trial Properties



Lock terms so no further changes can be made to them



Select what items are included in the course load - Requests and Courses, or Requests Only



N/A

This option is not available.

Manage the trial by copying it, deleting it, saving it, and making



It wants to...

Trials

- 2022 High School
- 2020-21 High School
- Main
 - Rolled as
 - New Trial SME 4 15
- 2019-20 High School
- 2018-19 High School
- 2017-18 High School
- 2016-17 High School
- 2015-16 High School
- 2014-15 High School

Trial Properties

Name: New Trial SME 4 15

Comments: SME PSEO students only

Modified: 04/15/2020 11:04:00 AM System Administrator

Locked Terms: 1 2 3 4

Schedule Loading Options

Load Student Requests and Scheduled Courses

Load Student Requests Only

Copy Delete Save Active

Open Cancel

Scheduling Board Trials

Name * Blank Build

ID 466

Comments

Locked Terms 1

1

2

3

4

Active

Locked

Copy 31%

Delete Satisfied for Student

Open Save & Stay Cancel

Trial Details for Blank Build

Name * Blank Build

ID 466

Comments

Locked Terms 1

1

2

3

4

Active

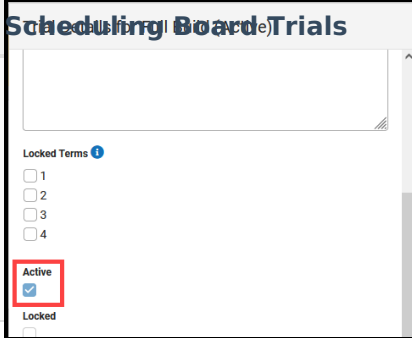
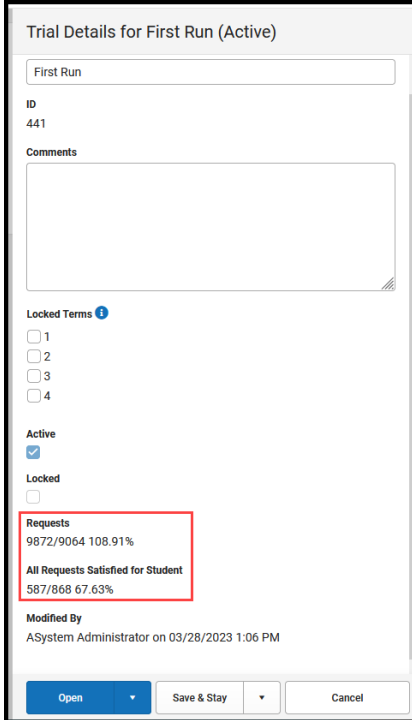
Locked

Requests 96/7307 1.31%

All Requests Satisfied for Student

Save & Close

Open Save & Stay Cancel

| I want to... | Trials | Scheduling Board Trials |
|------------------------------------|--------|---|
| | |  |
| View Percentages Toward Completion | N/A |  <p data-bbox="991 1272 1433 1406">This is also available on the Scheduling Board.</p> |

Scheduling Board

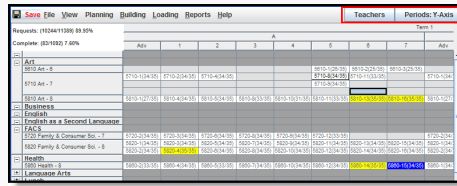
▶ [Click here to expand...](#)

| I want to... | White Board | Scheduling Board |
|--------------|-------------|------------------|
|--------------|-------------|------------------|

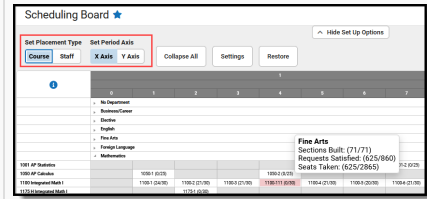
I want to...

Change the display of the Departments, Courses and Periods on the Y-axis and X-axis

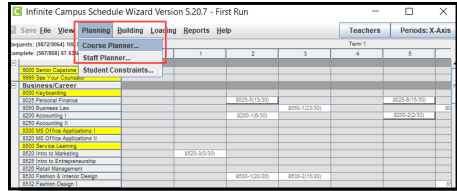
White Board



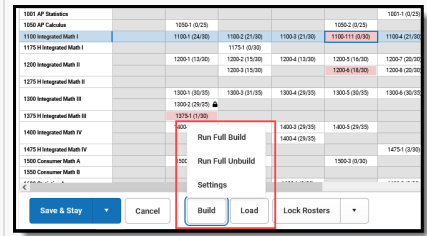
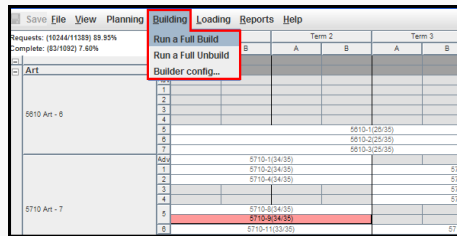
Scheduling Board



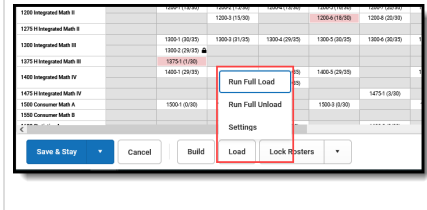
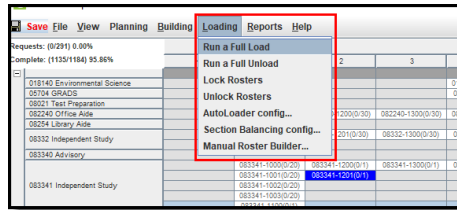
Access the Staff Planner and Course Planner



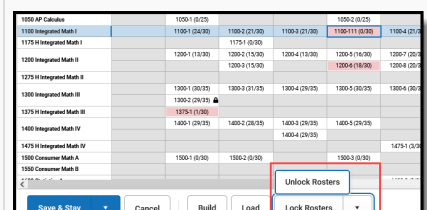
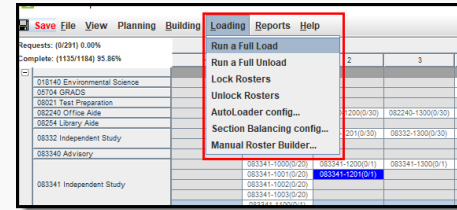
Build, Unbuild and Change Build Settings



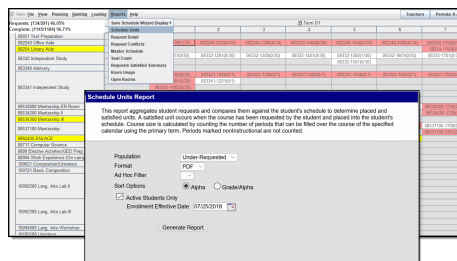
Load, Unload and Change Load Settings



Lock and Unlock Rosters



Run Scheduling Reports



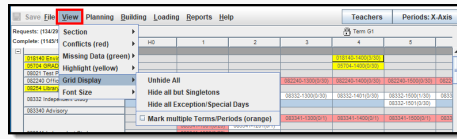
N/A

Scheduling reports are not available from Scheduling Board. Use the Reports available in [Scheduling & Courses Reports](#) or the [Scheduling Center](#).

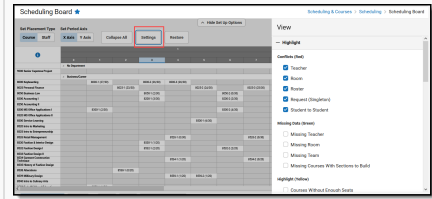
I want to...

Set Highlight or Conflict Display Options

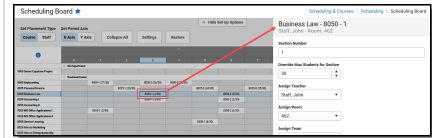
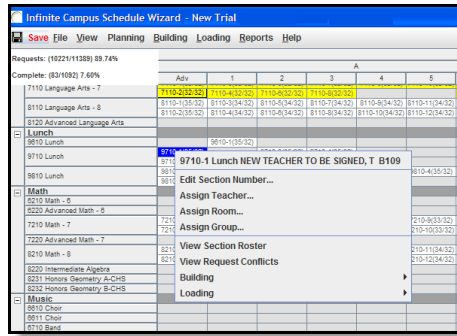
White Board



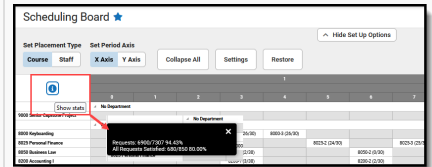
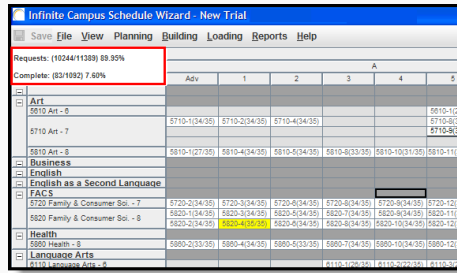
Scheduling Board



Right-click Options for Courses, Sections, Terms, Departments, Periods

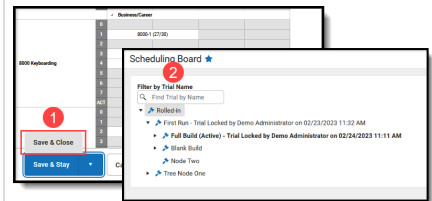
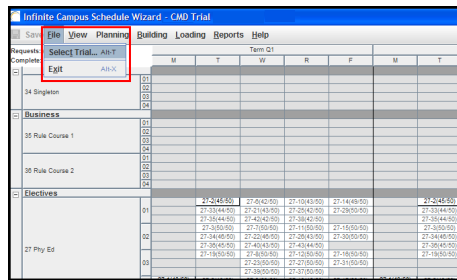


View Percentage Towards Completion

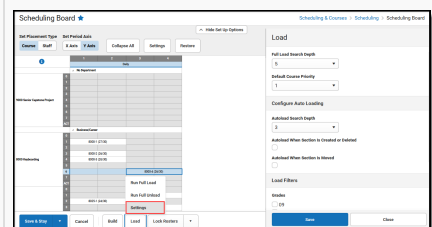
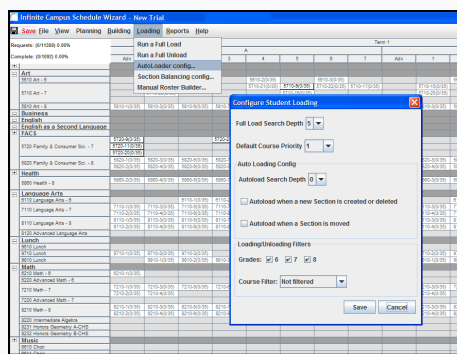


This is also available on Scheduling Board Trials.

Change Selected Trial to another Trial



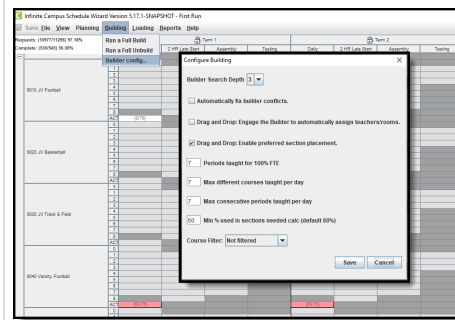
Change Student Loading Configuration/AutoLoader Configuration



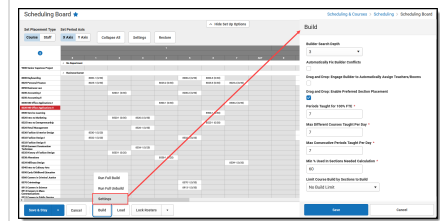
I want to...

Configure Course Build Configuration

White Board



Scheduling Board



Next Steps

Try the new [Scheduling Board Trials](#) and [Scheduling Board](#) to build courses and load schedules for the next school year!