

Walk-In Scheduler [.2335 - .2343]

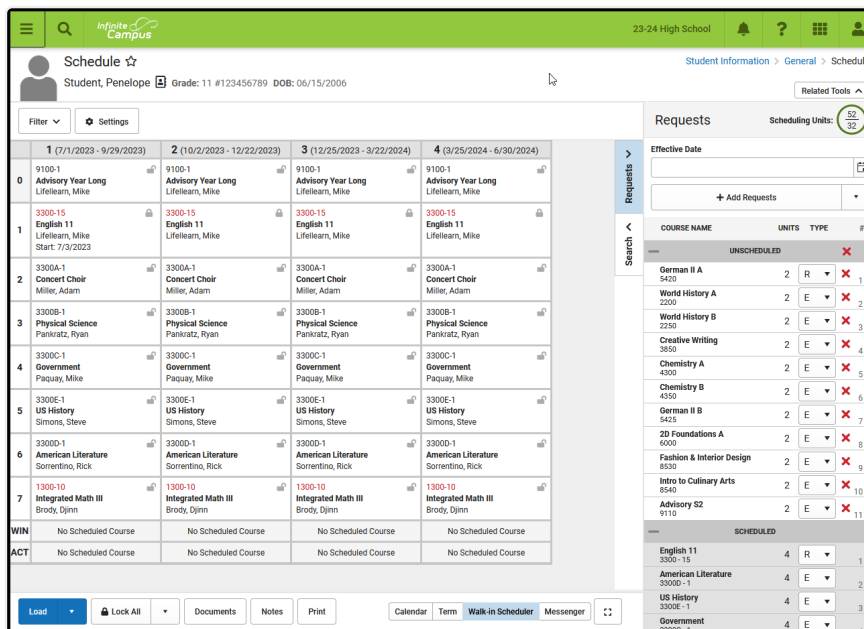
Last Modified on 11/17/2023 8:40 am CST

You are viewing a previous version of this article. See [Walk-In Scheduler](#) for the most current information.

[Navigation of Walk-In Scheduler](#) | [Filter Options and Settings](#) | [Manage Course Requests](#) | [Modify a Student Schedule](#) | [Modify Section Rosters in a Schedule](#) | [Documents](#) | [Notes](#) | [Additional Walk-In Scheduler Information](#)

The Walk-In Scheduler allows modification of a student's schedule, whether a student needs to drop and add a course, or a new student enrolls in the school at any time during the year. Changes made to the student's schedule occur in real time, which means when a student is added to a course section, the teacher of that course section can see the student was added to the course roster, and can record attendance for that student and begin tracking assignments for that students.

The Walk-In Scheduler is accessed from the Student's Schedule. Click the **Walk-In Scheduler** button in the action bar at the bottom of the page. Walk-In Scheduler is not available on monitors smaller than 1024 x 768 or on devices due to the amount of information visible in the Walk-In Scheduler.



Walk-In Scheduler

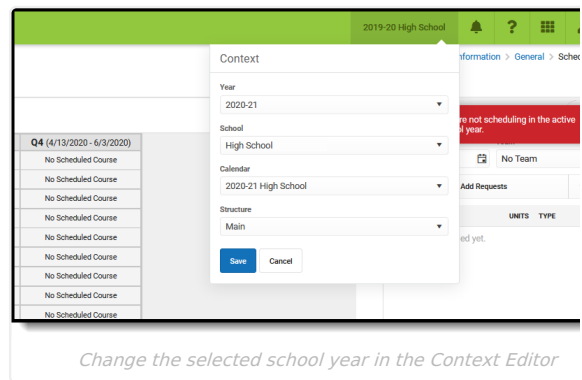
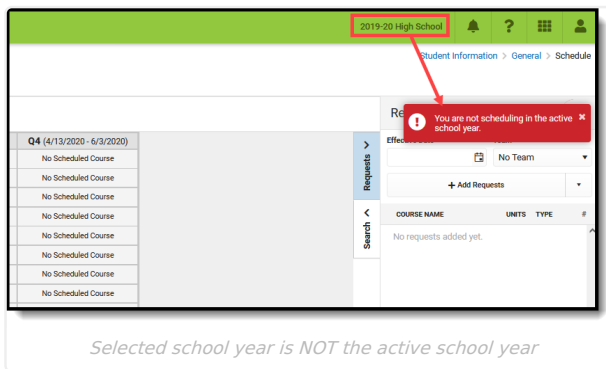
The Walk-In Scheduler is available for students whose enrollment is marked as No Show. For this situation, the Schedule Term View and the Walk-In Scheduler display identical course information, with text indicating the end date of the section is not within the start and end dates. Dropped course requests display in the Request Panel for reference, and can be printed using the Student Request report. See the [No Show Enrollments](#) section on the Enrollment editor for more information.

The Walk-In Scheduler may be locked when the Trial associated with the selected calendar is being worked on by another user in the Schedule Wizard. A message displays at the top of the screen indicating this. See the [Scheduling Board](#) and the [Scheduling Board Trials](#) articles for more information.

Navigation of Walk-In Scheduler

When first accessing the Walk-In Scheduler, verification is done to ensure scheduling is happening in the active year. When the active year is NOT selected, a warning message displays (first image below). Change the selected year in the Context Editor (second image below), and continue managing the student's schedule.

School years are marked as Active in the [School Year Setup](#) tool.



Review the following information for a summary on features of the Walk-In Scheduler.

▶ [Click here to expand...](#)

Keyboard Shortcuts

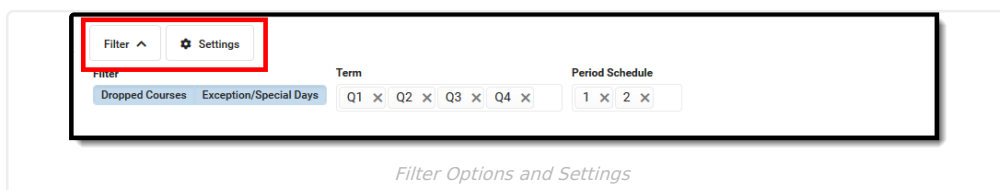
The following shortcuts can be used when accessing the Walk-In Scheduler:

- **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 through the days** . Use the arrow keys to navigate through the schedule.
- **Escape to close side panels and modals** . Click the ESC key to close open side panels.
- Choose the noted letters to perform the following tasks:
 - **R** to toggle the Request Panel.
 - **S** to toggle the Search Panel.
 - **F** to expand the view to Full Screen.
 - **ALT-C** to Cancel Selection (when in Request Selection mode).

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

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.



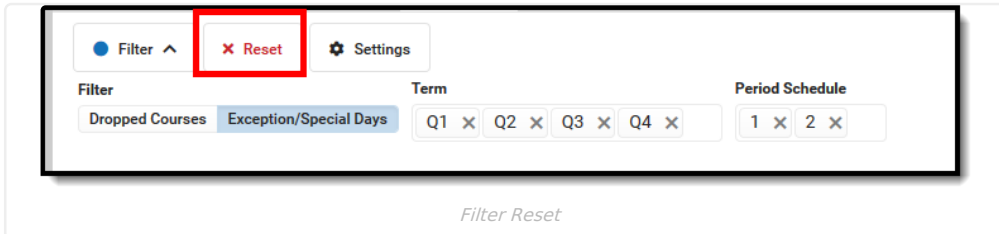
Both the Filter options and the Settings panel remember selections made, meaning once a selection is made (filter) and saved (settings), the options remain even when navigating away or logging out of Campus, and is remembered the next time the user logs in.

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 tool, 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.

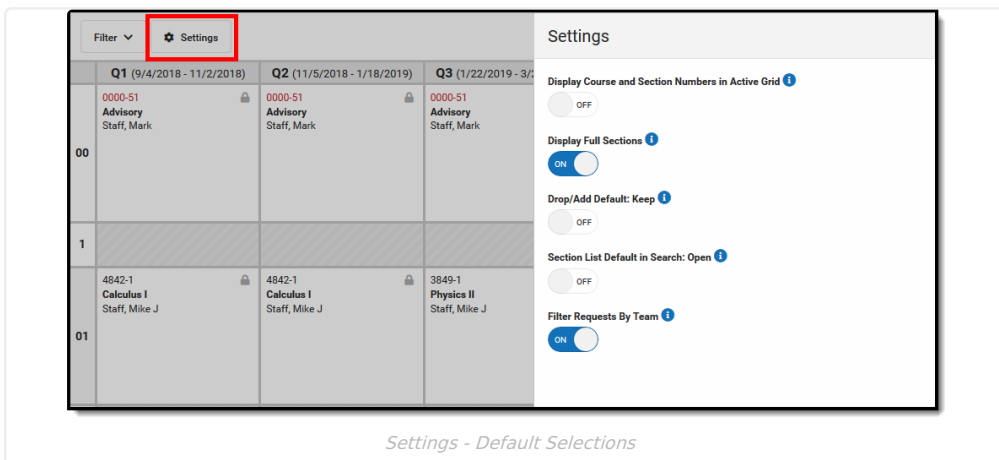
When changes are made, a **Reset** button displays, Click this to return all filter options to the original display.



▶ [Click here to expand...](#)

Settings

There are five different settings that can be turned on or off when working with course requests and searching for courses. Each option also includes a short description of that setting that displays when clicking the info icon. Note that some of the settings may increase the overall height of the grid, which could limit the amount of data that displays. This image shows the default settings.



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

▶ [Click here to expand...](#)

Manage Course Requests

Course requests are managed using the **Requests Panel**, which opens on the right hand side of the student's Schedule.

Walk-In Scheduler Requests Panel

Here, users can see which requested courses have been scheduled, and how many total scheduling units (periods times terms) the student has filled. Use the **Add Requests** button to add more course requests. Use the Search panel to find and place additional courses for the student.

Requests Panel and Add Requests Panel Details

The Requests Panel stores the courses the student has requested. Courses into which the student is already scheduled display in the Scheduled section in a gray table. Courses into which the student has not been scheduled display in an Unscheduled section.

Requests Panel

▶ [Click here to expand...](#)

Add Requests

1. From the **Requests** panel, click the **Add Requests** button. An **Add Requests** panel displays with a list of active courses in the selected calendar. Courses that are not marked active are not included.
2. Search for courses by typing in a course number or a course name.
3. When the desired course is found, click anywhere within the course area to add the course to the schedule (or click the **blue plus** sign). A green message displays indicating it's been added to the list of requested courses. The added course also displays in a list of Unscheduled courses, meaning the course has not yet been added to the student's schedule.
4. Repeat steps 1-3 as needed.
5. When finished adding course requests, click the **Done** button in the Add Requests panel. The Add Requests panel closes.

Course requests are first sorted by the Course Number, then by the type of request (1. Required, 2. Elected, 3. Alternate). Alternate courses are listed in Request ID order (the first course marked as an alternate is listed first in the list of all alternate courses).

Quick Add Requests

This option allows for entry of memorized course numbers to the Requests panel. This is a useful option when a new student enrolls in the district, for example. A counselor can quickly add courses that the student must take, then use the other request options for filling in the schedule.

Keyboard shortcuts are not available when using Quick Add.

1. From the **Requests** panel, click the down arrow next to the **Add Requests** button and select the **Quick Add** option. A **Quick Add** panel displays within the Add Requests panel.
2. Enter a **Course Number** in the search field. Matching courses display with the name and the number of units.
3. Hit the **Enter** key to add the course to the Unscheduled Course Requests list.
4. Repeat steps 1-3 as needed.
5. When finished quickly adding course requests, click the **Done** button in the Add Requests panel to close the panel.

Quick Add Requests

Add Planned Courses

This option only displays when the student has a Graduation Program assigned and courses added to their Course Plan, and no other courses listed in the Requests panel. Courses planned for the 11th grade year are added when the student is enrolled in 11th grade (e.g., current year planning).

1. From the **Requests** panel, click the down arrow next to the **Add Requests** button and select the **Add Planned Courses** option. All courses for that planned year are added to the Request panel.
2. Modify the requests by changing the course type as needed.

It may be helpful to generate the [Course Plan Report](#) prior to adding the courses.

Add Planned Courses

Remove Non-Scheduled Course Requests

It is possible that some requested courses could not be placed on the student's schedule after requests were loaded. This could be due to the requested courses being full, or the courses didn't fit into available periods for the student. These requests become **Unscheduled** requests, and can be left alone. Or, to keep the Request panel clean (perhaps after the next year's schedule process is complete), these requests can be removed.

Remove a Single Non-Scheduled Course Request

Click the red X next to the course request that is to be removed. A confirmation that the course request was removed displays.

The screenshot shows the 'Requests' interface with a table of course requests. The 'Scheduling Units' is 28/28. The table is divided into 'UNSCHEDULED' and 'SCHEDULED' sections. A red box highlights the 'X' icon next to the 'DRAMA & STAGECRAFT' row. A pop-up message displays: 'DRAMA & STAGECRAFT has been removed from your request list.'

COURSE NAME	UNITS	TYPE	#
UNSCHEDULED			
Oxy-Fuel Systems 126480523P101	0	R	1
DRAMA & STAGECRAFT 11094504	2	R	2
ADV SP-DRAMA 11097504	2	R	3
Electrical Construction I 126460312P301	0		
Principles of Health Science 126170111P202	2		
SCHEDULED			
INTRO PHYS CHEM 61341308 - 4	4		
BUS ED/CO-OP 76961504 - 4	2		
EARLY LIFE DEVEL 73113504 - 1	2		
PRE AP GEOMETRY 41301168 - 1	4		
US HISTORY 66571308 - 5	4		
ART I 11011504 - 2	2		
ENG II 26091278 - 1	4		

Remove a Single Unscheduled Course Request

Remove All Non-Scheduled Course Requests

Click the red X in the Unscheduled Course Types. A pop-up displays indicating this is the desired action - **that all courses from the list of Unscheduled Requests should be removed**. Click **OK** to continue. A confirmation that the course requests were removed displays.

Requests Scheduling Units: 26
28

Effective Date: Team:

[+ Add Requests](#)

COURSE NAME	UNITS	TYPE	#
UNSCHEMULATED ✖			
Oxy-Fuel Systems 126480523P101	0	R	1
ADV SP-DRAMA 11097504	2	R	2
Electrical Construction I 126460312P301	0	R	3
Principles of Health Science 126170111P202	2	R	4
INTR 6134			
BUS 7696			
EAR 7311			
PRE 4130			
US HISTORY 66571308 - 5	4	R	5
ART I 11011504 - 2	2	R	6
ENG II 26091278 - 1	4	E	7

Remove All Unscheduled Course Requests

Change Request Types

For each course request, it is assigned a Type of R (required), E (elective) or A (alternate). Requests marked as R or E are given a higher priority in placement on a student's schedule, and tend to indicate the student would like to take those courses more than course requests marked as alternate. Note that these request types do not indicate a certain course is required for graduation. Those courses are set in Graduation Programs and are given even higher priority in the scheduling process.

Any request type can be changed to another request type by choosing the arrow next to the type and selecting a different option. A green checkmark indicates that is the currently selected type. The change is automatically saved and the list of course requests is updated.

Requests
Scheduling Units: 19/28

Effective Date
Team

Blue

+ Add Requests

COURSE NAME	UNITS	TYPE		#
UNSCHEDULED				
GLOBAL STUDIES 63311108	2	A ▼	✖	1
SCHEDULED				
DRAMA & STAGECRAFT 11094504 - 1	2	R		1
ACADEMIC TEAM 12344504 - 2	1	✓ A		2
INTEGRATED SCIENCE 61491138 - 6	4			3
CHEMISTRY 61241308 - 1	4	E ▼		4
INT MATH II 41011208 - 1	4	E ▼		5
ENGLISH III 26121308 - 6	4	E ▼		6

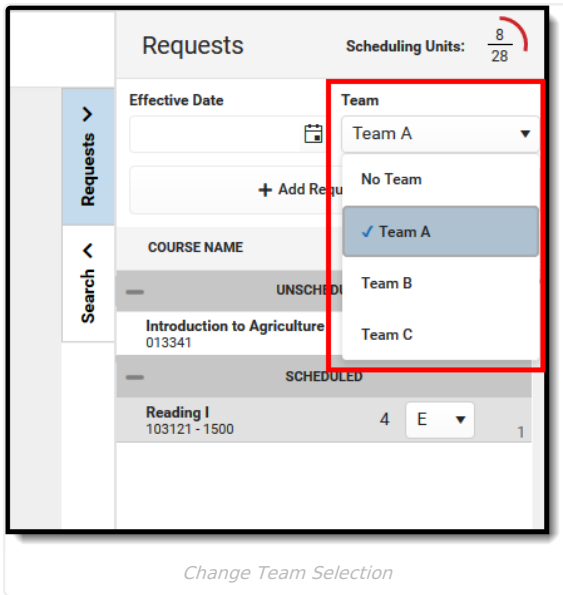
Request Type Selection

The number associated with the course request may change. Since required and elective requests are given priority when loading the schedule, a request marked as Required that is in position 1 may change to position 2 when the type is changed to Elective, and it might change to position 5 when the type is changed to Alternate.

Assign a Student to a Team

Teams need to be created in [Scheduling Groups](#) in order to assign a team and for this option to display.

Select the desired Team from the dropdown list. A green checkmark indicates that team is selected. The update is automatically saved. As noted above, a student can only be assigned to one team at any given time, and the student is only scheduled into course sections where that team is assigned.

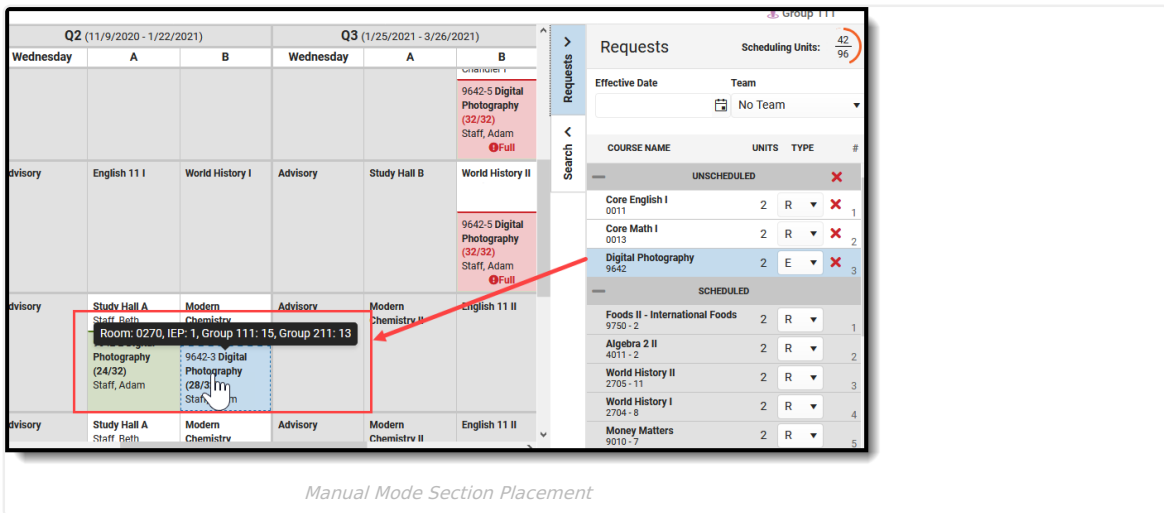


When a student is already scheduled into a course section for one team, and their team changes, those courses need to be manually changed (dropped, rescheduled) to keep the student with the appropriate team.

Add Requested Courses Using Manual Mode

Course requests can be added to the student's schedule without loading the requests. This is called the Manual Mode, and allows counselors or other staff to schedule an individual course.

When hovering over the placed section, information displays in the hover text of the placed section that includes the room where the section meets, how many students in that section have active IEPs, and the number of students assigned to which Blended Learning Groups (there may be more than one Blended Learning Group in any given section). See the [Blended Learning Groups](#) article for more information.

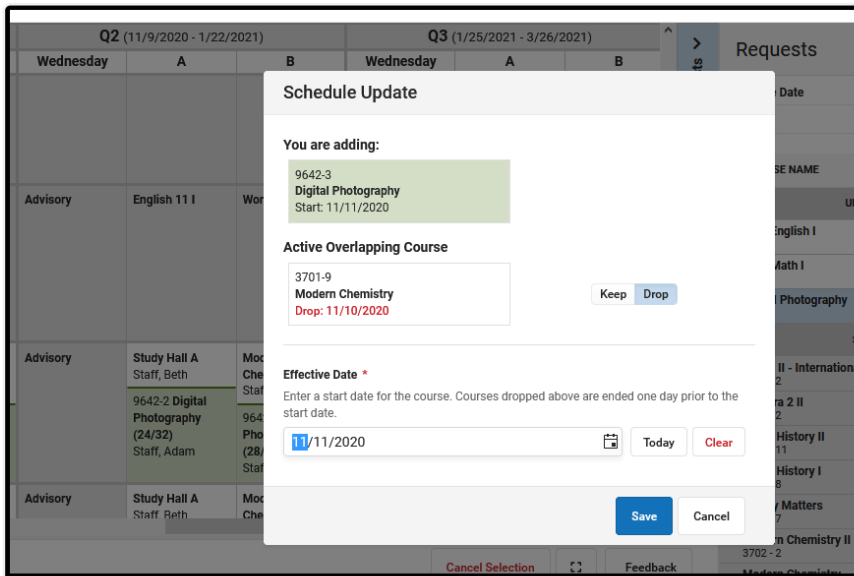


Add an Unscheduled Course

1. Select a course from the list of **Unscheduled Courses Request** by clicking on it. The course is placed on the schedule in cells highlighted in green. This action also closes the Requests panel. Hovering over a placed section turns it from green to blue, and the pop-up with room, IEP and blended group information displays.
2. To place the unscheduled course into a period, click into one of the highlighted periods. A pop-up message displays confirming the addition of the course.
3. Enter the **Effective Date** in *mmdyyyy* format, or click the calendar icon to choose a date, or click the **Today** button to add the current date as the effective date. This is the date the student **BEGINS** attending the course and is actively scheduled (on the roster) into that course section. The date can also be added to the

Request Panel and applied to all added course requests. Entered dates must be within the term dates of when the course meets.

- Click the **Save** button on the pop-up message. The course is added into the chosen period and term, and the course request moves to be within the list of Scheduled courses.



Manually adding a course section

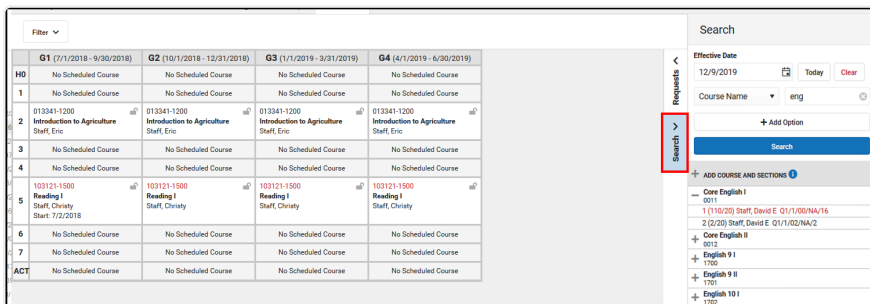
When adding requested courses, the course grid removes extraneous course information in an effort to display the entire schedule without needing to scroll. Depending on the calendar layout (amount of periods, terms, etc.), this may not happen. Currently scheduled courses only list the course name. For periods where there is no course currently scheduled, the words "No Course" display (instead of "No Scheduled Course"). After canceling the selection, or after adding a requested course, the full details of the course return. This also happens when placing a searched for course.

Messages in red text display when:

- Placing a section on the schedule grid when the student's enrollment dates are not within the section start and end dates.
- Updating the section roster (modifying the student's placement in the section) and the entered start date is past the section end date.
- Ending a student's placement in the section (dropping a course) and the entered date is not within the section start and end dates.

Search Panel

Use the Search Panel to find specific courses to add to a student's schedule by entering search criteria, or do a full course search by not entering any search criteria (this option is not recommended).



Walk-In Scheduler Search Panel

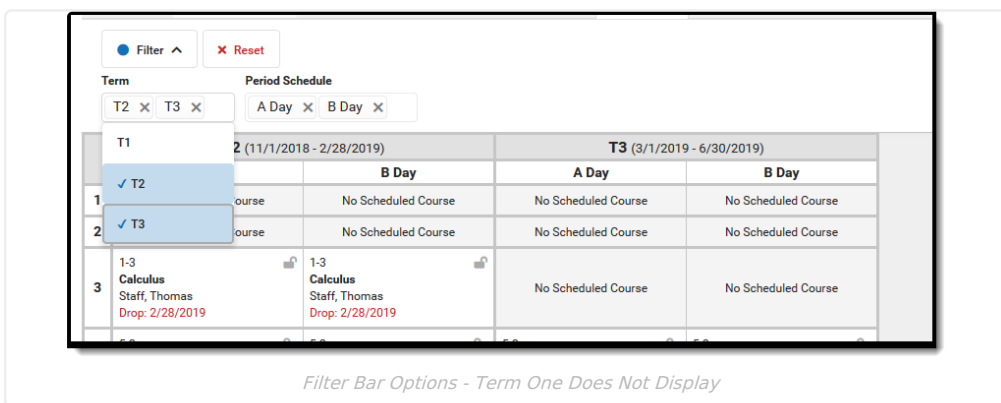
Search for courses by entering one or more of the following options:

- Course Name (or part of the course name)
- Course Number
- Teacher's last name
- Term in which the course meets
- Period in which the course meets
- Schedule
- Team Name
- Department

These options are NOT case sensitive; entering a value of 'bac' returns the same values as entering 'BAC'.

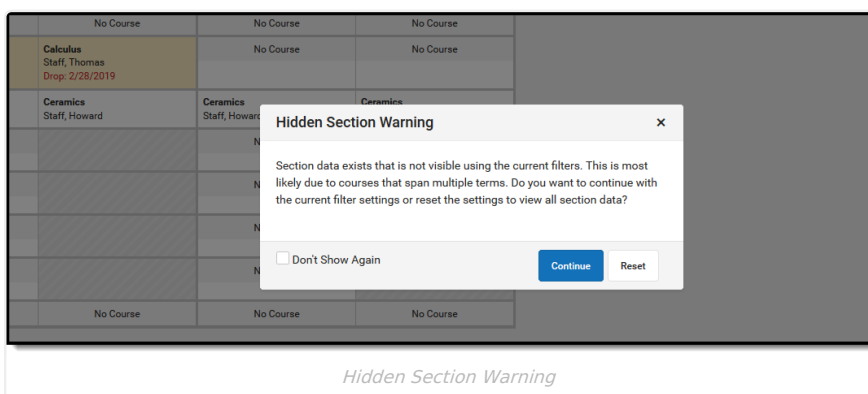
Selected search parameters are retained for the user. The selected options chosen when working with one student's schedule remain when moving to another student.

When you have altered the Filter bar to hide some terms or periods you don't want to see, and attempt to search for a course, a warning message displays asking when you want to continue with your settings or reset them. For example, in the image below, Term 1 is not marked for display.

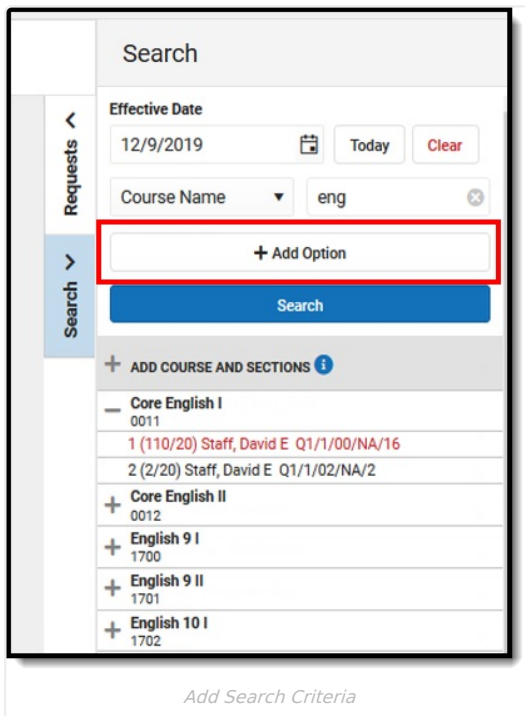


When searching for a course and choosing an option, the cells where that course is scheduled highlight in the background, along with a Hidden Section Warning, which states that not all sections for the selected course display because of the modified filter. Click the **Continue** button to not make any changes to your schedule display, or click **Reset**, which causes the hidden Term to display again.

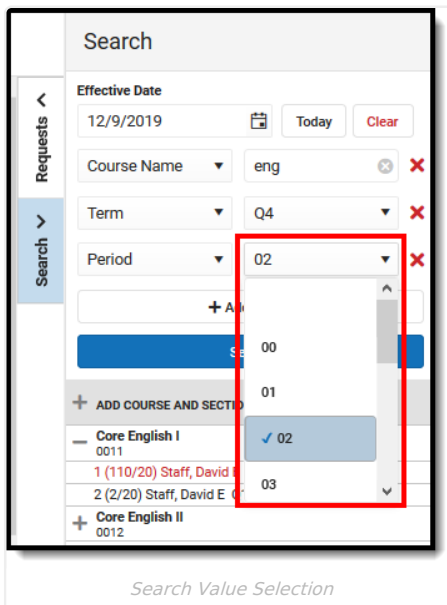
Reset does a full reset on the filter bar, and terms and period schedules and types of courses must be selected again.



Click **Add Option** to add additional search criteria. This adds an additional Search criteria field. In the example below, the search criteria is currently looking for Course names that begin with "eng" and are scheduled into Term 4. A third option could be added to narrow the results to courses that begin with "eng", scheduled into Term 4, and meet during Period 2.



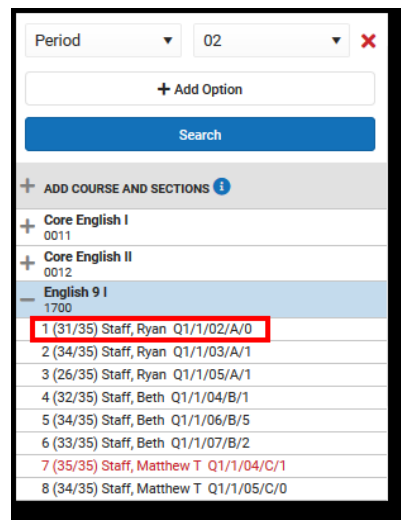
Click the dropdown arrow next to the search field to change the search option, and select specific values (Terms, Periods, Schedule Names, Department Names). Searching by Course Number, Course Name or Teacher Name requires entry of a value.



Click the plus sign next to the Course name to view information about that course's available sections. The following information is included (refer to the highlighted section in the image following the table for reference):

Information Included	Image
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Information Included	Image
Section Number	1
Total number of students already scheduled into that section (this displays in seats taken/max students when the Max Student seat count is populated on the course; when the max students field is not populated, only the number of seats taken displays)	31/35
Assigned Primary Teacher	Staff, Ryan
The term in which that section first meets	Q1
The period schedule to which that section is assigned	1
Ther period in which the section is assigned.	1
The Team (i.e., Scheduling Group) assigned to the section	A
Total number of students who have IEPs scheduled into that section	0



Courses added to the student's schedule from the Search list are added as a Request and are visible on the Requests panel.

Search Course Added to Schedule Displays on Requests Panel

When a course is searched for and added to student's schedule, a warning message displays when that course already exists on the student's transcript. The message displays when the course number exists on the transcript and the Repeatable checkbox is NOT marked on the course.

Course Already in Student Transcript

Use Wildcard Searching in any of the Search fields.

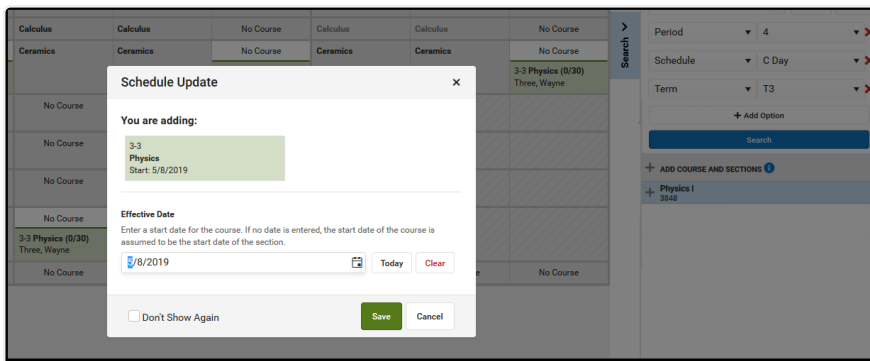
Search for a Course

1. Enter the **Effective Date** of the student's enrollment in the course (when the student BEGINS attending the course). Enter this in *mmddyyyy* format, choose the calendar icon to select a date, or click the Today button to begin the course on the current date. Entered dates must be within the term dates of when the course meets. The entered date remains after adding a course.
2. Select the **Search Option** from the dropdown list (Term, Course Name, Course Number, etc.) and enter the desired search criteria into the field or select the desired criteria from the dropdown list. To remove a Search

- Option, click the red X to the right of that option. To add more options, click **Add Option** .
3. Click the **Search** button for matching results to display.

Add a Searched Course to the Schedule

1. Select the desired course from the search results by clicking the name of it. Doing this highlights its location on the student's schedule, and closes the Search Panel. Reopen the panel by clicking the Search option. When this is done, notice that the selected course now has a checkmark next to it.
2. Or, click the plus sign to the right of the course name to display the course sections and select a specific section.
3. When the course meets during a period where a course already exists, the row for that new course displays in green. In the Schedule Update modal that displays:
 - When the course should be skinned with the currently scheduled course, move the Drop/Keep option to **Keep** and enter an **Effective Date** to indicate when the student begins attending the course. Entered dates must be within the term dates of when the course meets.
 - When the course should not be skinned with the currently scheduled course (current course is dropped), move the Drop/Keep option to **Drop** and enter the **Effective Date** to indicate when the student begins attending the course. Entered dates must be within the term dates of when the course meets.
4. When the course is being added to an empty period (that cell currently reads No Scheduled Course), select the course and notice that the cell now has the course section highlighted in green.
 - Click the cell where the course was added and modify the Effective Date (defaults to the current date) to add the student to the section roster on the section modal.
5. Upon saving the effective date and any other information in the modal, the course is added to the schedule.



Search for and Add Course to Schedule

Depending on the options selected in the Schedule Update, the following may occur:

- When the course was skinned with another course, the newly added course is added to that period with the entered Effective Date displaying as the Start Date.
- When the course was not skinned with another course, meaning the existing course enrollment ends, the new course is added with the entered Effective Date as the Start Date and the existing course is dropped with an End Date of the previous day.
- When the course is added into a future term, the Effective Date is blank. When the course is added to the current term, the Effective Date defaults to the current date.

Add a Searched Course to the Schedule in an Empty Period

1. Select the desired course from the search results by clicking the name of it. Doing this highlights its location on the student's schedule, and closes the Search Panel. Reopen the panel by clicking the Search option. When this is done, notice that the selected course now has a checkmark next to it.
2. Click the **Select** button. In the Schedule Update modal, review that the correct course is being added to the schedule, and enter an **Effective Date**. Entered dates must be within the term dates of when the course meets and are entered in *mmdyyy* format.
3. Click the **Save** button to schedule the course.

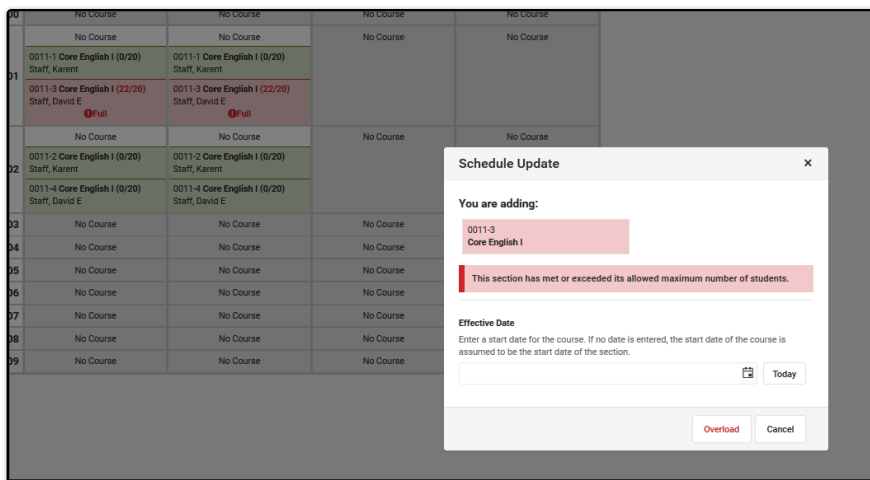
Add a Course to the Schedule in an Empty Period that is at Capacity

When creating courses and course sections, a maximum number of students can be indicated. This value is used in the Schedule Wizard to properly balance course sections and indicate when a new course section is necessary.

Counselors can overload those filled course sections on the Walk-In Scheduler. While this process should be kept at a minimum, it may be necessary at times.

Overloading a course requires the tool right of **Overload Sections**.

1. Select the desired course from the search results by clicking the name of it. Doing this highlights its location on the student's schedule in red (indicating it is a full course), and closes the Search Panel. Reopen the panel by clicking the Search option and notice that the selected course now has a checkmark next to it.
2. Select the course in the Schedule Grid. In the Schedule Update modal, review the message that indicates the section is full. To continue with adding the course to the schedule, enter an **Effective Date**. Entered dates must be within the term dates of when the course meets and are entered in *mmddyyyy* format.
3. Click the **Overload** button to schedule the course.



Add a Full Course Section to a Schedule

Add a Course to the Schedule in an Empty Period when the Student has a Constraint

[Scheduling Constraints](#) can be added between students to limit interactions as needed. There are two kinds - Strict Constraint, where the student DOES NOT get placed into the same course, and a more fluid Constraint, where the student SHOULD NOT be placed in the same course. There is logic in the Schedule Wizard to build course sections and pay attention to these constraints; in the Walk-In Scheduler, these constraints can be overridden.

1. Select the desired course from the search results by clicking the name of it. Doing this highlights its location on the student's schedule in red (indicating the student has a constraint), and closes the Search Panel. Reopen the panel by clicking the Search option. When this is done, notice that the selected course now has a checkmark next to it.
2. Select the course in the Schedule grid. In the Schedule Update modal, review the message that indicates the section has a scheduling constraint. To continue with adding the course to the schedule, enter an **Effective Date**. Entered dates must be within the term dates of when the course meets and are entered in *mmddyyyy* format.
3. Click the **Override** button to schedule the course.

When a course is both full and has a scheduling constraint, the warning message and action are combined.

	Q1 (8/1/2019 - 10/15/2019)	Q2 (10/16/2019 - 12/31/2019)	Q3 (1/1/2020 - 3/31/2020)	Q4 (4/1/2020 - 6/30/2020)
00	No Course	No Course	No Course	No Course
01	0011-1 Core English I (0/20) Staff, Karen	0011-1 Core English I (0/20) Staff, Karen	No Course	No Course
02	0011-3 Core English I (21/20) Staff, David E Full & Student Constraint	0011-3 Core English I (21/20) Staff, David E Full & Student Constraint	No Course	No Course
03	No Course	No Course	No Course	No Course
04	No Course	No Course	No Course	No Course
05	No Course	No Course	No Course	No Course
06	No Course	No Course	No Course	No Course
07	No Course	No Course	No Course	No Course
08	No Course	No Course	No Course	No Course
09	No Course	No Course	No Course	No Course

Schedule Update x

You are adding:

0011-3
Core English I

This section has met or exceeded its allowed maximum and this student has a strict constraint with one or more students in this section. Strict constraints prohibit those students from being placed in the same section.

Effective Date
Enter a start date for the course. If no date is entered, the start date of the course is assumed to be the start date of the section.

Today

Overload and Override Cancel

Full Section with Student Constraint

After the course is added to the student's schedule, hovering over that section displays that there are constraints between the selected students and other students, even when the selected student's start date in that section has a future date.

3	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course	No Scheduled Course
5	No Scheduled Course	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	<div style="background-color: #343a40; color: white; padding: 2px; text-align: center;"> Room: 0353, IEP: 0, Seat Count: 4 Strict student constraint(s) in this section </div> 2942-2 American History 2 (A) Staff, John Start: 10/21/2019	No Scheduled Course
7	No Scheduled Course	No Scheduled Course	No Scheduled Course
8	No Scheduled Course	No Scheduled Course	No Scheduled Course
9	No Scheduled Course	No Scheduled Course	No Scheduled Course

Student Constraint Indication with a Future Start Date

Modify a Student Schedule

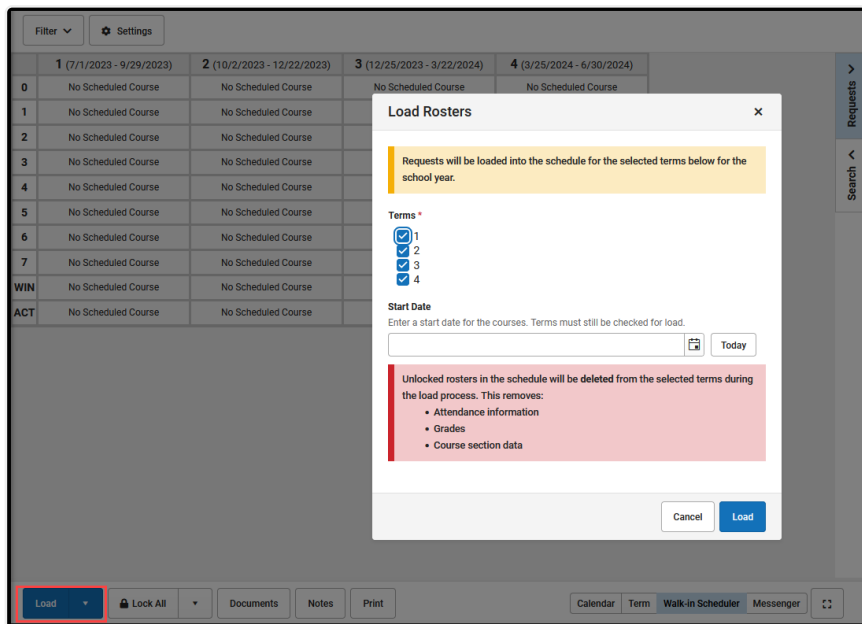
When the [Enable Scheduling Validations System Preference](#) is set to Yes, any action/change to the student's schedule that results in a gap in the schedule displays a warning message.

Load Requests

This process loads courses included in the Requests panel.

1. Choose the **Load** button from the action bar. A **Load Rosters** modal displays.
2. Enter a **Start Date** for the courses. This can be left blank when the student is assumed to be started on the first day of the term (when the course section begins).
3. Review the information in the confirmation message, specifically the indication that unlocked courses (rosters) in the schedule are deleted from the selected terms, and with that, any recorded attendance, grades and course section information is also deleted.
4. Click the **Load** button in the confirmation message to continue.

The student's requested courses are added to the schedule. Sections cannot be overloaded this way.



Load Student Course Requests

Loading courses uses a complicated algorithm that follows these steps to assign a course placement for students:

1. When the student is assigned to an Academic Plan where a requested course is included on a [Course Requirement](#) that is marked as Priority, those courses load first.
2. Remaining courses are sorted by Schedule Load Priority set on the [Course/Course Master](#) editor and loaded in order.
3. Courses in a given priority with only one available section (singletons) are loaded before other courses of the same priority.
4. Remaining courses are loaded in a manner that attempts to balance section rosters equally on the same criteria as the Schedule Wizard (see the [Section Balancing Configuration](#) information on the Loading Tools article for this logic).

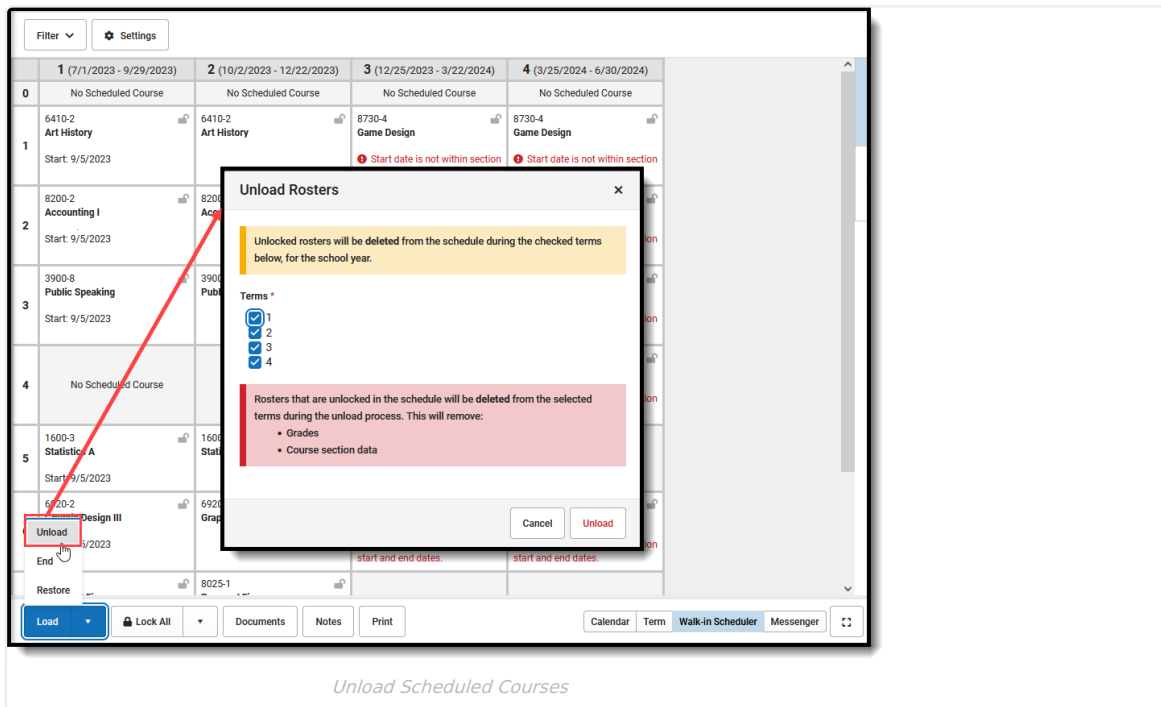
When a student is assigned to a [Scheduling Team](#), the student can only be loaded into sections that match their assigned team or have a null team assignment. The Load functionality does not load a student into a section that is assigned to a different team.

Unload Requests

1. Click the arrow next to **Load** button and select **Unload**. An **Unload Rosters** confirmation message displays.
2. Review the information in the confirmation message, specifically the indication that unlocked courses (rosters) in the schedule are deleted from the selected terms, and with that, any grades and course section information is also deleted.
3. Click the **Unload** button in the confirmation message to continue.

When completed, the student's schedule displays No Scheduled Course for the terms where scheduled courses were unloaded.

Courses in all selected terms (all terms in the calendar are automatically selected) are unloaded (deleted). Remove the checkboxes from the confirmation message to unload courses for specific terms.



End Entire Schedule

This option is used to end the student's schedule as of the entered date when the student is choosing other courses to attend, or needs to rework their schedule for a specific need. This process assumes the student has attendance in the current courses for at least one instance (a day, a course meeting, etc.).

1. Click the arrow next to the **Load** button and select **End**. An **End Rosters** modal displays.
2. Enter the **End Date** for the day prior to when the student is no longer attending the course. This date defaults to the current day. Click the **Calendar** icon to choose a different day or enter a different date in *mmddyyyy* format. When the student is enrolling in new courses on September 7, the entered End Date would be 09/05/20XX; the student's enrollment in existing courses is through September 6, which is the Drop date.
3. Click the **End** button in the confirmation message to continue. Entered dates must be within the term dates of when the course meets.

The student's schedule is ended the day prior to the entered date. New courses can be added for the current term and future terms beginning with the day **AFTER** the Drop Date.

End a Student's ENTIRE Schedule

Restore Entire Schedule

Use this option when the action of ending a student's schedule was done incorrectly, or when a recently dropped course needs to be restored.

1. Click the arrow next to the **Load** button and select **Restore**. A **Restore Rosters** modal displays.
2. Enter the **Start Date** for the day the schedule should be restored. Entered dates must be within the term dates of when the course meets and are entered in *mmddyyyy* format.
3. Click the **Restore** button in the confirmation message to continue.

The student's schedule is restored as of the entered date. Courses for the term in which the date falls becomes the start date. Only the most recently ended course sections are restored.

Restore a Student's Schedule

Modify Section Rosters in a Schedule

Changes can be made to existing courses on the student's schedule that affect the Course Section Roster list, and modify the list of students the teacher may see in their class roster. The Roster Update panel displays when existing courses are selected.

Roster Update Panel

Roster Update Panel

This panel varies by state, as information in these fields may be used for state reporting purposes. See your specific state reporting product content for information on those fields.

Item	Description
Course Name Course Number Section Number	Indicates the selected course. The course name displays in bold, followed by the course number and then section number.
Start Date	<p>Indicates the date the student began enrollment in the course. When blank, it is assumed the student began enrollment in the course on the first day of the term.</p> <p>Entered dates need to be within the selected term dates. Warnings display on the Roster Update panel when dates fall outside of the term for the selected section, outside of the student's enrollment or outside of the calendar dates.</p>
End Date	<p>Indicates the date the student ended enrollment in the course. When blank, it is assumed the student is (1) currently enrolled in the course section, and (2) was still enrolled in the section at the end of the term.</p> <p>Entered dates need to be within the selected term dates. Warnings display on the Roster Update panel when dates fall outside of the term for the selected section, outside of the student's enrollment or outside of the calendar dates.</p>
Lock	<p>When marked, the course section remains on the schedule, even when the Unload option is used to remove all scheduled sections.</p> <p>This option does not display when the course section was dropped prior to the current date.</p> <p>This applies when unloading a course from the Walk-In Scheduler or from the Schedule Wizard.</p>

Item	Description
No Credit	<p>When marked, indicates the student received no course credit for the selected course.</p> <p>This is visible on the student's Transcript. When using the Transcript Post tool, the Credits Earned and Credits Attempted values for this course post as zero (0). That zero can be modified by editing the Transcript record manually.</p>
Repeated	<p>Indicates the student has taken the course previously. This is a label that is noted on the student's transcript.</p>
Modified By	<p>Lists the last staff person who made changes to the selected course section, along with the date and time.</p> <p>When a section is deleted from a student's schedule or when an end date is added to a course section on the student's schedule and attendance data is deleted, a record of this action is recorded in the Audit Attendance table.</p>

When you are changing the dates for a course that is scheduled in the fourth term, entered dates can only be within the dates of that term.

Add a Start Date to a Scheduled Course

When a student begins enrollment AFTER the start of the term, enter the date the student began attending the course. The start date may be different because the student's enrollment started after the start of the term, or the student switched course sections after the start of the term, or it's a temporary class that doesn't follow the standard term dates.

1. Select the appropriate course from the student's schedule. The **Roster Update** panel opens.
2. Enter the **Start Date** in *mmdyy* format, or use the calendar icon to select a date, or click the **Today** button to enter the current date. To remove the date, click the **Clear** button.
3. Click the **Save** button when finished. The entered start date displays with the course.

Changing start dates may affect assignments that have been entered or historical attendance data.

Add an End Date to a Scheduled Course

When a student ends enrollment in a course (dropping a course, rather than ending enrollment in the school), enter the date the student stopped attending the course.

1. Select the appropriate course from the student's schedule. The **Roster Update** panel opens.
2. Enter the **End Date** in *mmdyy* format, or use the calendar icon to select a date, or click the **Today** button to enter the current date. To remove the date, click the **Clear** button.
3. Click the **Save** button when finished. The entered end date displays with the course as the Drop date.

When the student drops the course on the last day of the term, the Drop Date displays on the course section, and that course that is scheduled in future terms is removed.

Delete a Student Completely from a Roster

Only delete a course completely when the student has NEVER attended any instance of the course.

1. Select the appropriate course from the student's schedule. The **Roster Update** panel opens.
2. Click the **Delete** button when finished. A warning message displays indicating that ALL attendance and

grading information is removed.

3. Click the OK button to continue. The course is removed.

Lock a Student's Course Selection

1. Select the appropriate course from the student's schedule. The **Roster Update** panel opens.
2. Mark the **Lock** checkbox.
3. Click the **Save** button. Notice on the Schedule that the course now displays a locked padlock.

When the student's schedule is unloaded, this locked course remains in the scheduled period.

To remove the lock, select the course from the schedule, and remove the selection from the Lock checkbox.

The screenshot shows the 'Roster Update' interface. On the left, a table displays course selections for different terms. A red box highlights the 'Lock' checkbox in the 'Requests' panel for the selected course 'ART 1 - 11011505 - 1'. Below this, a larger table shows a detailed view of the course selection for 'TERM 4 (4/3/2018 - 6/30/2018)'. The course '11011505-1 ART1 STAFF MOLLY Start: 4/13/2018' is highlighted with a red box. At the bottom of the course view, there is an 'Unload' button, also highlighted with a red box.

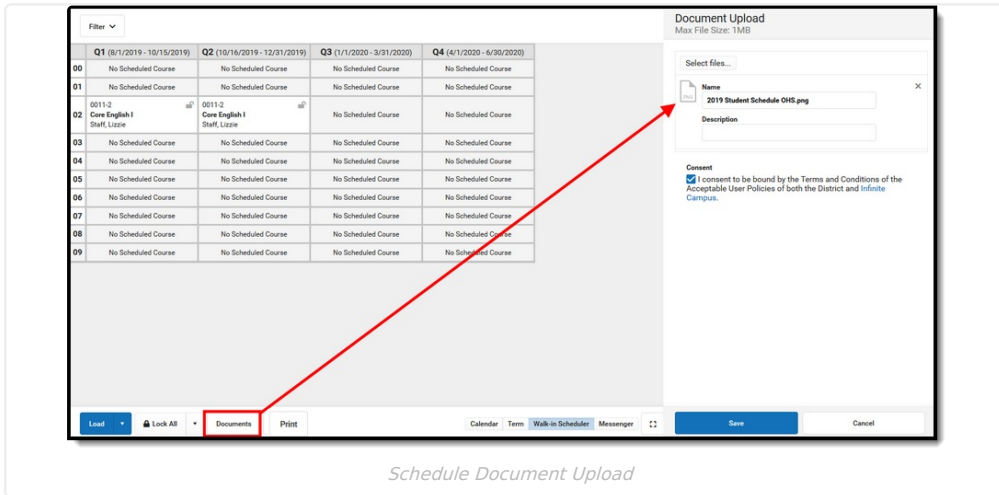
Lock a Course Section

Documents

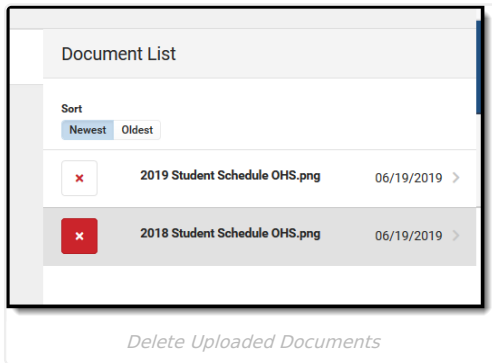
Upload previous student schedule reports from other schools, or other schedule-related information, for a particular student. This uses the [Digital Repository](#) features. There is no limit to the amount of documents uploaded here, but be aware your district may have set a maximum file size value.

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](#) tool.

Mark the **Consent** statement (files cannot be saved when 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.



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.



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

Notes

This feature was added in the [Campus.2335 Release Pack \(August 2023\)](#).

The Notes editor provides a place to track specific information about the student's requests, about certain courses they'd like to take, or about a student's desire to graduate mid-year. While information can be recorded on the student's Academic Plan or in the Contact Log, adding it to the Walk-In Scheduler as the student is working with the Counselor in real time allows a record to be kept of the conversation on the same tool in which course changes are being made.

	1 (7/1/2023 - 9/29/2023)	2 (10/2/2023 - 12/22/2023)	3 (12/25/2023 - 3/2/2024)
0	9100-1 Advisory Year Long Staff, Mike	9100-1 Advisory Year Long Staff, Mike	9100-1 Advisory Year Long Staff, Mike
1	3300-15 English 11 Staff, Mike Start: 7/3/2023	3300-15 English 11 Staff, Mike	3300-15 English 11 Staff, Mike
2	3300A-1 Concert Choir Staff, Adam	3300A-1 Concert Choir Staff, Adam	3300A-1 Concert Choir Staff, Adam
3	3300B-1 Physical Science Staff, Ryan	3300B-1 Physical Science Staff, Ryan	3300B-1 Physical Science Staff, Ryan
4	3300C-1 Government Staff, Michelle	3300C-1 Government Staff, Michelle	3300C-1 Government Staff, Michelle
5	3300E-1 US History Staff, Steve	3300E-1 US History Staff, Steve	3300E-1 US History Staff, Steve
6	3300D-1 American Literature Staff, Rick	3300D-1 American Literature Staff, Rick	3300D-1 American Literature Staff, Rick
7	1300-10 Integrated Math III Staff, Dylan	1300-10 Integrated Math III Staff, Dylan	1300-10 Integrated Math III Staff, Dylan
WIN	No Scheduled Course	No Scheduled Course	No Scheduled Course
ACT	No Scheduled Course	No Scheduled Course	No Scheduled Course

Notes side panel: Scheduling Notes (Limit 5000 characters)
Student wants to take AP British Lit next year. OK'd by Counselor and current American Lit teacher, as long as Semester 1 Grade is B or higher.

Action bar: Load, Lock All, Documents, **Notes**, Print, Save, Cancel

Walk-In Scheduler Notes

Click the **Notes** button in the Action bar, then enter the information in the text field in the Notes side panel.

- The entered Notes is specific to the selected student.
- There is a character limit of 5000. A counter below the text box keeps track of the total characters.
- The text box resizes vertically when the entered information extends beyond the capacity of the current field size. A horizontal scroll bar displays when the text extends outside of the box dimensions.
- The Filter Designer includes Walk-In Scheduler Notes fields for Student Data Type reports. See the [Ad hoc](#) section below for more information.
- Notes remain in this side panel until manually removed by a user.

The Last Modified By and Date/Timestamp information lets other staff members who have tool rights to Walk-In Scheduler see who edited the field last.

	1 (7/1/2023 - 9/29/2023)	2 (10/2/2023 - 12/22/2023)	3 (12/25/2023 - 3/22/2024)	4 (3/25/2024 - 6/22/2024)
0	9100-1 Advisory Year Long	9100-1 Advisory Year Long	9100-1 Advisory Year Long	9100-1 Advisory Year Long
1	3300-15 English 11 Start: 7/3/2023	3300-15 English 11	3300-15 English 11	3300-15 English 11
2	3300A-1 Concert Choir	3300A-1 Concert Choir	3300A-1 Concert Choir	3300A-1 Concert Choir
3	3300B-1 Physical Science	3300B-1 Physical Science	3300B-1 Physical Science	3300B-1 Physical Science
4	3300C-1 Government	3300C-1 Government	3300C-1 Government	3300C-1 Government

Notes side panel: Scheduling Notes (Limit 5000 characters)
new notes from counselor.
9:33 on Aug 4, add'l note added...
9:36 more info
Last modified: by Administrator, Demo on 08/04/2023 09:36 AM

Action bar: Load, Lock All, Documents, Notes, Print, Calendar, Term, Walk-in Scheduler, Save, Cancel

Last Modified By and Date/Timestamp on Entered Notes

When a note exists for the student, a blue dot displays next to the Notes button. This displays any time there is one or more characters entered into the field.

3300B-1 Physical Science Staff, Ryan	3300B-1 Physical Science Staff, Ryan	3300B-1 Physical Science Staff, Ryan	3300B-1 Physical Science Staff, Ryan
3300C-1 Government Staff, Mike	3300C-1 Government Staff, Mike	3300C-1 Government Staff, Mike	3300C-1 Government Staff, Mike
3300E-1 US History Staff, Steve	3300E-1 US History Staff, Steve	3300E-1 US History Staff, Steve	3300E-1 US History Staff, Steve
3300D-1 American Literature Staff, Rick	3300D-1 American Literature Staff, Rick	3300D-1 American Literature Staff, Rick	3300D-1 American Literature Staff, Rick

Load Lock All Documents **Notes** Print Calendar Term Walk-in Scheduler Messenger

Indicator that at least one note exists for a student.

Additional Walk-In Scheduler Information

[Tool Rights](#) | [Ad hoc Information](#)

Tool Rights

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

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.

Access to Student Schedule through the Counseling toolset

These tool rights apply to the Classic view of Campus.

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 and to remove Course Requests.

- 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**

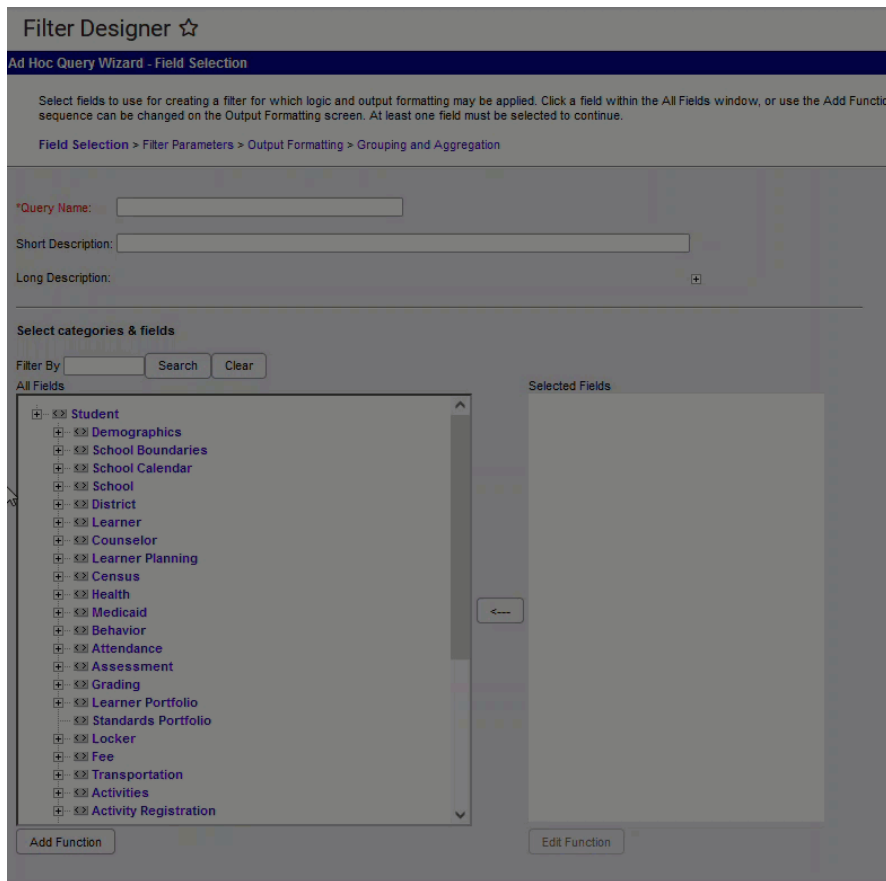
Note that Calendar Modify Rights take precedence over tool rights. When a user is assigned the recommended tool rights, but not modify rights to the calendar, updates to the schedule are not made.

Tool	All	Read	Write	Add	Delete
Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Sessions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records Transfer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Can Overload Sections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade Book	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can Override Strict Student Constraints	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling Messenger	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Group Formats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Enrollment Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standards Portfolio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment Data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

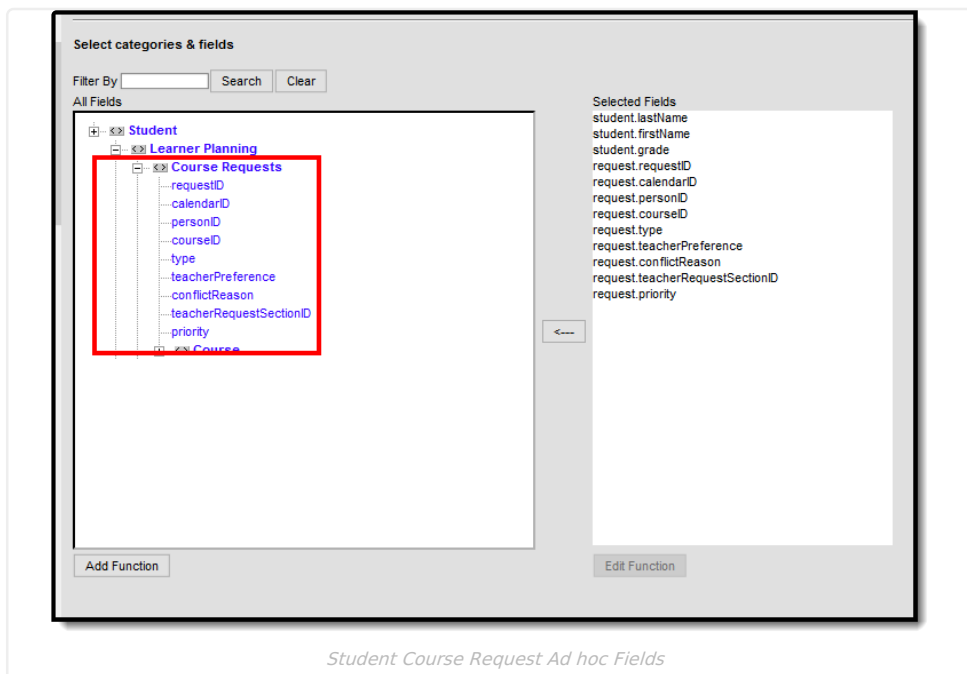
Student Schedule Tool Rights

Ad hoc Information

Student Schedule information is available in the Query Wizard in **Student > Learner > Schedule**. Using these fields returns information on courses/course sections in which the student is currently scheduled. Fields for **Section Student Detail**, **Roster Verification**, **Course/Section** and **Walk-In Scheduler Notes** are also available.



Course requests are available in Ad hoc Query Wizard in the **Student > Learner Planning > Course Requests** folder. **Walk-In Scheduler Notes** are also available here.



Course requests and request summary information is available in the **Course Section** data type in the **Course > Course Information > Request Detail** and **Request Summary** folders (second image).

Select categories & fields

Filter By Search Clear

All Fields

- wvcourseType
- allowTeacherRequests
- courseInstructionalTime
- + - Custom Course
- + - Grading Task Credit
- + - Standards
- + - Composite Grading
- + - **Request Detail**
 - requestID
 - calendarID
 - personID
 - courseID
 - type
 - teacherPreference
 - conflictReason
 - teacherRequestSectionID
 - priority
- + - Student
- + - Assessments
- + - Request Summary
 - calendarID
 - courseID
 - requiredRequests
 - electiveRequests

Selected Fields

- requestDetail.requestID
- requestDetail.calendarID
- requestDetail.personID
- requestDetail.courseID
- requestDetail.type
- requestDetail.teacherPreference
- requestDetail.conflictReason
- requestDetail.teacherRequestSectionID
- requestDetail.priority
- requests.calendarID
- requests.courseID
- requests.requiredRequests
- requests.electiveRequests
- requests.alternateRequests

Add Function Edit Function

Course Request Detail, Request Summary Ad hoc Fields