Schedulers User Group

Last Modified on 03/28/2025 1:50 pm CDT

The following are suggested tool rights for Schedulers. Your schedulers may need more tool rights or less tool rights depending on their actual job duties. Start with this list and modify rights to meet your school or district needs.

Best Practice for Scheduling Board Tool Rights

To limit the potential for data overwriting, access to the Scheduling Board should be limited to one or two people in the district/school.

Create a separate Scheduling Board User Group that allows access to just the Schedule Board. When planning, building, and loading schedules for the next school year, that user group would be assigned to the selected personnel. Doing this eliminates accidentally deleting current school year schedules. When schedules are finalized and no further changes are needed to when or where courses meet, remove this user group from the staff.

Any schedule changes through the Schedule Board after the start of the school year is not recommended.

Student Information
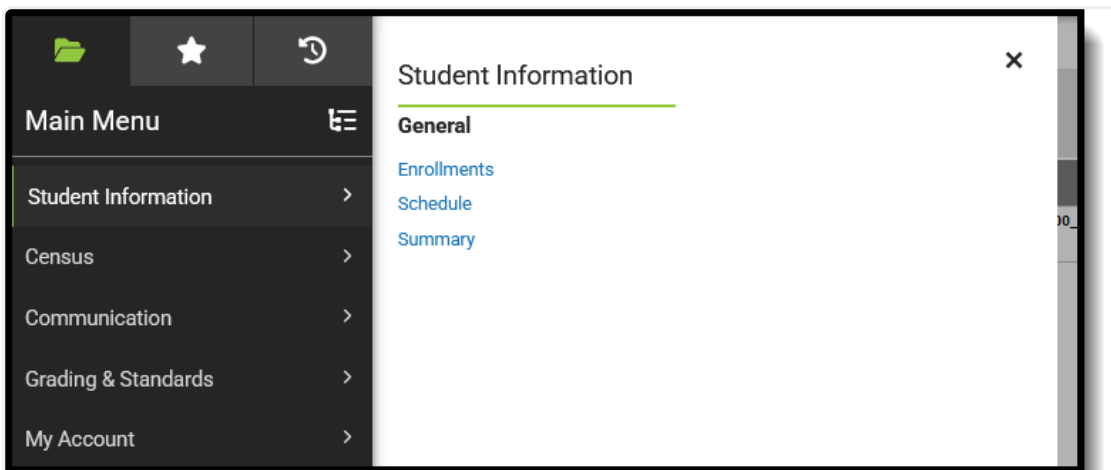

Student Information Access for Schedulers

General

▸ Click here to expand...

Tool	Read	Write	Add	Delete
Enrollments	X			
General Enrollment Information	X			
School of Accountability	X			
Future Enrollment	X			
Schedule	X	X	X	X
Can Overload Sections	X			
Grade Book	X			
View Attendance	X			
Can Override Strict Student Constraints	X			
Scheduling Messenger	X			
User Group Formats	X			
Additional Enrollment Schedules	X			
Summary	X			
GUID	X			
Print Picture	X			
State ID	X			
Ed-Fi ID	X			

Census

For specific details on what these rights do, visit the Census Tool Rights articles.

Census Access for Schedulers
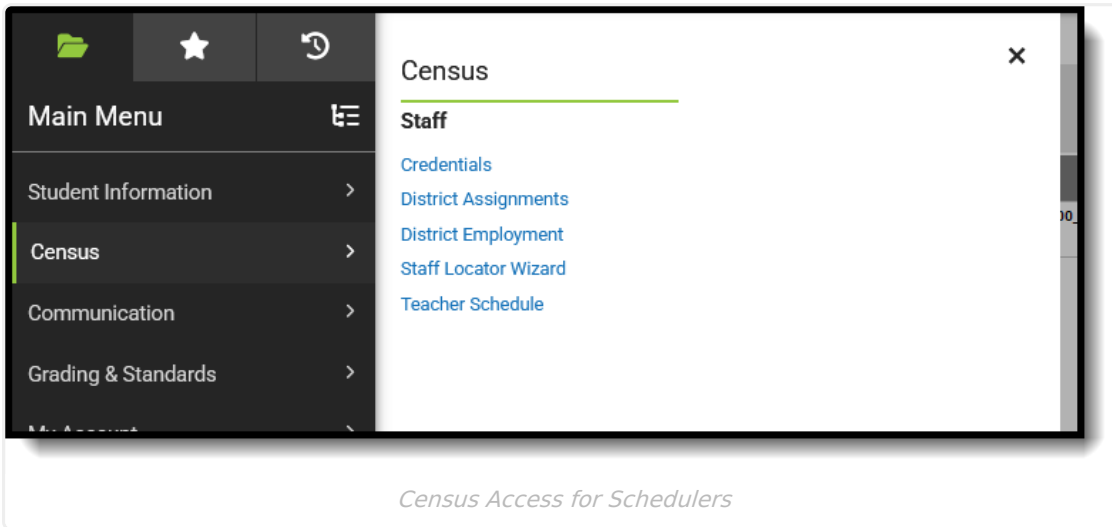
Staff

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Credentials	X	X	X	
District Assignments	X	X	X	
District Employment	X	X	X	
District Staff	X	X	X	
Staff Locator Wizard	X	X		
Teacher Schedule	X			

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Communication

Communication Access for Schedulers
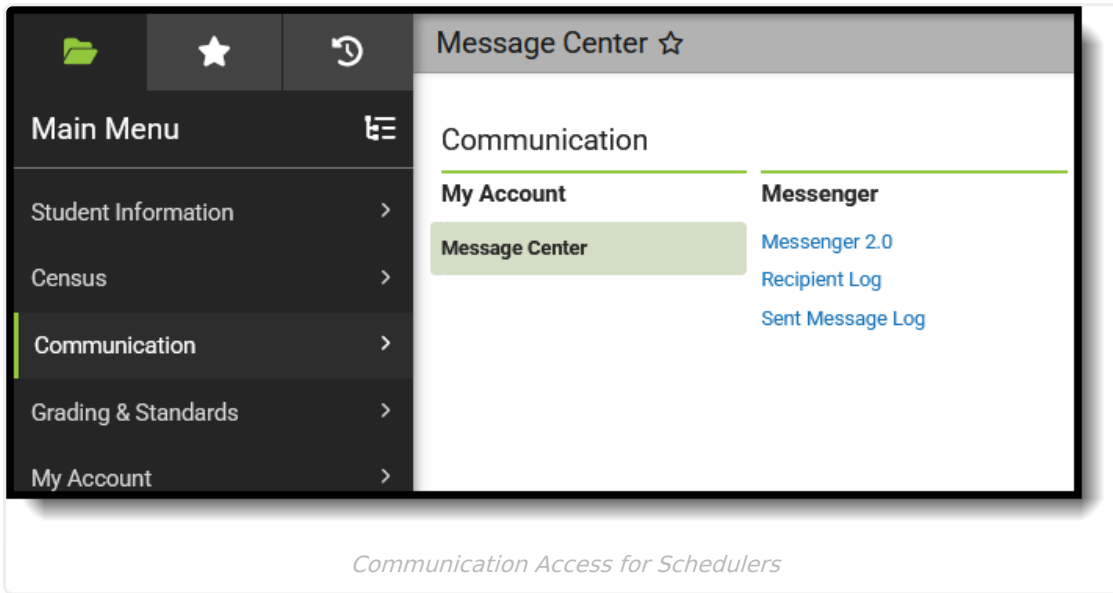
Messenger

▶ Click here to expand...

For the following tool rights, ALL is the only selection available.

Tool	All	Read	Write	Add	Delete
Messenger 2.0	X				
View/Edit All Scheduled Messages	X				
Roll User Group Templates	X				
Delivery Modes	X				
Process Inbox	X				
Email	X				
Recipient Types	X				
Students/Contacts	X				
Staff	X				
District Staff	X				
Non-Campus Recipients	X				
Individual Recipients	X				
Message Types	X				
General	X				

Tool	All	Read	Write	Add	Delete
Priority	X				
Emergency	X				
Recipient Log		X	X	X	
Recipient Campus Fields		X	X	X	
Sent Message Log		X	X	X	

Grading & Standards

Grading & Standards Access for Schedulers

Grading Setup

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Score Group & Rubric Setup	X			

Standards Setup

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Standards Bank	X			
Standards Import Wizard	X			

Course Masters

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Add Course Masters	X	X	X	X

Grading & Standards Administration

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Push All Course Masters	X			
Push All Courses	X			

Grading & Standards Reports

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Course Audit Report	X			
Course Awaiting Push Report	X			
Course Credit Report	X			
Course Master Awaiting Push Report	X			
Course Standards Report	X			

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Reporting
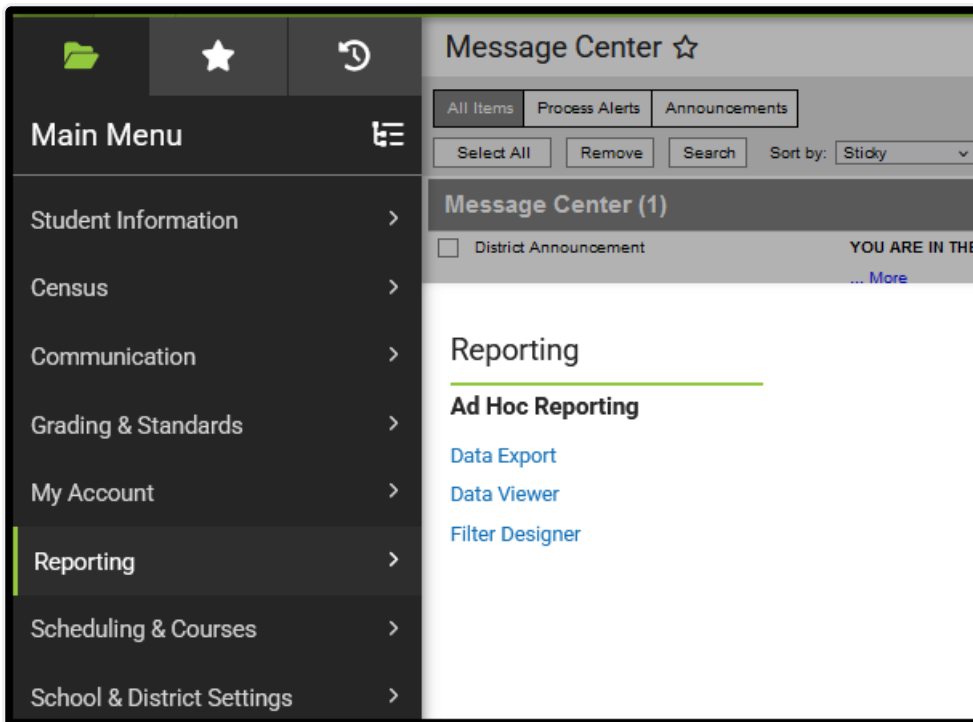
Reporting Access for Schedulers

Ad hoc Reporting

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Data Export	X	X	X	X
Data Warehouse: Allow list data as source	X	X	X	X
Data Viewer	X	X	X	X
Filter Designer	X			
Data Warehouse: Allow list data as source	X			
Pass-through SQL FIlters	X			
Query Wizard Filters	X	X		
Selection Editor Filters	X			
User Group Filters	X			
State Owned Filters	X			
Export Filters	X			

Scheduling & Courses
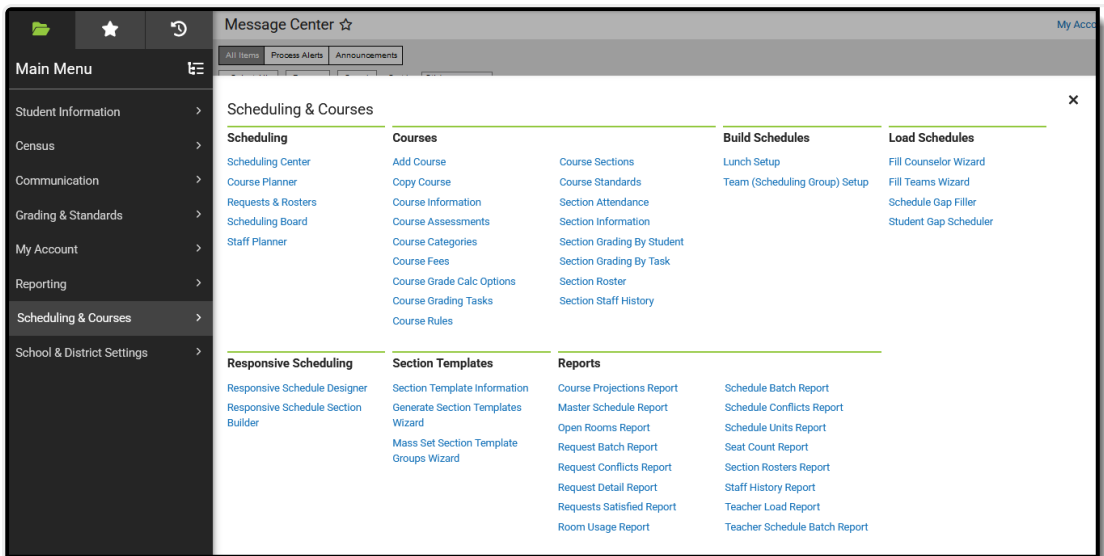
Scheduling & Courses Access for Schedulers

Scheduling

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Scheduling Center	ALL			
Course Planner	X	X	X	X
Requests & Rosters	X	X	X	X
Modify Rosters	X	X		
Can Overlad Sections	X			
Can Override Strict Student Constraints	X			
Delete Rosters	X	X	X	X
Staff Planner	X	X	X	X

Courses

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Add Course	X			
Push to Section	X			
Course Assessments	X	X	X	X
Course Categories	X	X	X	X
Course Grade Calc Options	X	X	X	X
Course Grading Tasks	X	X	X	X
Course Rules	X	X	X	X
Course Sections	X	X	X	X
Course Standards	X	X	X	X
Section Attendance	X	X	X	X
Section Information	X	X	X	X
Section Grading by Student	X	X	X	X
Section Grading by Task	X	X	X	X
Section Roster	X	X	X	X
View IEP/Plan Icons	X	X	X	X
Section Staff History	X	X	X	X

Build Schedules

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Lunch Setup	X	X	X	X
Team (Scheduling Group) Setup	X	X	X	X

Load Schedules

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Fill Counselor Wizard	X			
Fill Teams Wizard	X			

Tool	Read	Write	Add	Delete
Schedule Gap Filler	X			
Student Gap Scheduler	X			

Section Templates

▸ Click here to expand...

Tool	Read	Write	Add	Delete
Section Template Information	X	X	X	X
Generate Section Templates Wizard	X			
Mass Set Section Template Groups Wizard	X			

Scheduling & Courses Reports

▸ Click here to expand...

Tool	Read	Write	Add	Delete
Course Projections Report	X			
Master Schedule Report	X			
Open Rooms Report	X			
Request Batch Report	X			
Request Conflicts Report	X			
Request Detail Report	X			
Requests Satisfied Report	X			
Room Usage Report	X			
Schedule Batch Report	X			
Schedule Conflicts Report	X			
Schedule Units Report	X			
Section Rosters Report	X			
View IEP/Plan Icons	X			
Staff History Report	X			
Teacher Load Report	X			

Tool	Read	Write	Add	Delete
Teacher Schedule Batch Report	X			

School & District Settings

School & District Settings Access for Schedulers

Schools

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Department Setup	X	X	X	
Room Setup	X	X	X	

Additional Access Rights

General

For the following tool right, ALL is the only selection available.

Tool	All
Allow unfiltered search	X