

## **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**

ain Me	★ nu	fi Ti	Student Information ×
Student Info	ormation	>	Enrollments Schedule
Census		>	Summary
Communica	ation	>	
Grading & S	tandards	>	
My Account	t	>	
_		Stuc	lent Information Access for Schedulers

#### General

Click here to expand...



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

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# Census

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



### Staff

Infinite Campus

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Credentials	Х	Х	Х	
District Assignments	Х	Х	Х	
District Employment	Х	Х	Х	
District Staff	Х	Х	Х	
Staff Locator Wizard	Х	х		
Teacher Schedule	Х			

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# Communication



#### Messenger

Click here to expand...

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

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



ΤοοΙ	AII	Read	Write	Add	Delete
Priority	Х				
Emergency	Х				
Recipient Log		Х	Х	Х	
Recipient Campus Fields		Х	Х	Х	
Sent Message Log		Х	Х	Х	

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# **Grading & Standards**

Main Menu Student Information	t≣ `	Grading & Standards				×
Census Communication Grading & Standards My Account Reporting	> > > > >	Grading Setup Score Group & Rubric Setup	Standards Setup Standards Bank	Course Masters Add Course Master	Grading & Standards Administration Push All Course Masters Push All Courses	Reports Course Audit Report Course Awaiting Push Report Course Credit Report Course Master Awaiting Push Report Course Standards Report

### **Grading Setup**

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Score Group & Rubric Setup	Х			

### **Standards Setup**

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Standards Bank	Х			
Standards Import Wizard	Х			

#### **Course Masters**



• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Add Course Masters	Х	Х	Х	Х

### **Grading & Standards Administration**

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Push All Course Masters	Х			
Push All Courses	Х			

#### **Grading & Standards Reports**

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Course Audit Report	Х			
Course Awaiting Push Report	Х			
Course Credit Report	Х			
Course Master Awaiting Push Report	Х			
Course Standards Report	Х			

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### Reporting



*	3	Message Center ය
Main Menu	ધ∃	All Items         Process Alerts         Announcements           Select All         Remove         Search         Sort by:         Sticky
Student Information	>	Message Center (1)
Census	>	More
Communication	>	Reporting
Grading & Standards	>	Ad Hoc Reporting
My Account	>	Data Export Data Viewer
Reporting	>	Filter Designer
Scheduling & Courses	>	
School & District Settings	>	
	Reporti	ng Access for Schedulers

# Ad hoc Reporting

• Click here to expand...

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

# **Scheduling & Courses**

Main Menu	E	- · · · · · · · · · · · · · · · · · · ·				
Student Information	> Scheduling & Courses					×
Census	Scheduling	Courses		Build Schedules	Load Schedules	
	Scheduling Center	Add Course	Course Sections	Lunch Setup	Fill Counselor Wizard	
Communication	> Course Planner	Copy Course	Course Standards	Team (Scheduling Group) Setup	Fill Teams Wizard	
Grading & Standards	Requests & Rosters	Course Information	Section Attendance		Schedule Gap Filler	
ordening a ordinaardo	Scheduling Board Staff Planner	Course Assessments	Section Information		Student Gap Scheduler	
My Account	> Staff Planner	Course Categories Course Fees	Section Grading By Student Section Grading By Task			
Reporting		Course Grade Calc Options	Section Roster			
Reporting		Course Grading Tasks	Section Staff History			
Scheduling & Courses	>	Course Rules				
School & District Settings						
School & District Settings	Responsive Scheduling	Section Templates	Reports			
	Responsive Schedule Designer	Section Template Information	Course Projections Report	Schedule Batch Report		
	Responsive Schedule Section	Generate Section Templates	Master Schedule Report	Schedule Conflicts Report		
	Builder	Wizard	Open Rooms Report	Schedule Units Report		
		Mass Set Section Template Groups Wizard	Request Batch Report	Seat Count Report		
			Request Conflicts Report	Section Rosters Report		
			Request Detail Report Requests Satisfied Report	Staff History Report Teacher Load Report		
			Room Usage Report	Teacher Schedule Batch Report		
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### Scheduling

Click here to expand...

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

#### Courses

• Click here to expand...



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

### **Build Schedules**

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Lunch Setup	Х	Х	Х	Х
Team (Scheduling Group) Setup	Х	Х	Х	Х

### **Load Schedules**

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Fill Counselor Wizard	Х			
Fill Teams Wizard	Х			



ΤοοΙ	Read	Write	Add	Delete
Schedule Gap Filler	Х			
Student Gap Scheduler	Х			

### **Section Templates**

• Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Section Template Information	Х	Х	Х	Х
Generate Section Templates Wizard	Х			
Mass Set Section Template Groups Wizard	Х			

### **Scheduling & Courses Reports**

Click here to expand...

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



ΤοοΙ	Read	Write	Add	Delete
Teacher Schedule Batch Report	Х			

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# **School & District Settings**

Main Menu	ŧΞ	All Items         Process Alerts         Announcements           Select All         Remove         Search         Sort by:         Sticky
Student Information	>	Message Center (1)
Census	>	More
Communication	>	
Grading & Standards	>	
My Account	>	School & District Settings
Reporting	>	Schools Department Setup
Scheduling & Courses	>	Room Setup
School & District Settings	>	
	Cabaal	& District Settings Access for Schedulers

### Schools

Click here to expand...

ΤοοΙ	Read	Write	Add	Delete
Department Setup	Х	Х	Х	
Room Setup	Х	Х	Х	

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# **Additional Access Rights**

### General

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



ΤοοΙ	All
Allow unfiltered search	Х