

# Schedulers User Group

Last Modified on 12/14/2025 8:45 pm CST

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.

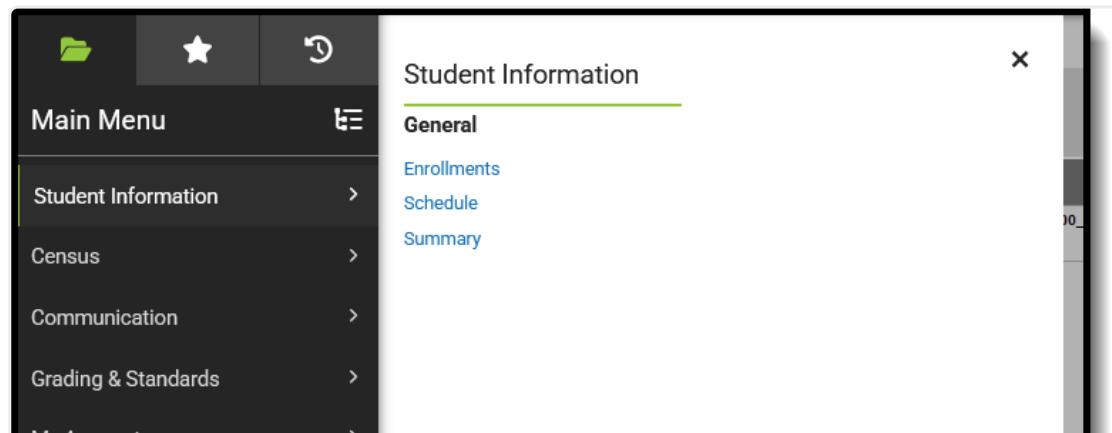
## Best Practice for Scheduling Board Tool Rights

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



The screenshot shows the Infinite Campus interface. On the left, a vertical navigation bar is titled "Main Menu" and lists several options: "Student Information", "Census", "Communication", "Grading & Standards", and "My Account". The "Student Information" option is highlighted with a green vertical bar. On the right, a modal window titled "Student Information" is open, showing a "General" tab with three sub-options: "Enrollments", "Schedule", and "Summary".

*Student Information Access for Schedulers*

## General

▶ [Click here to expand...](#)

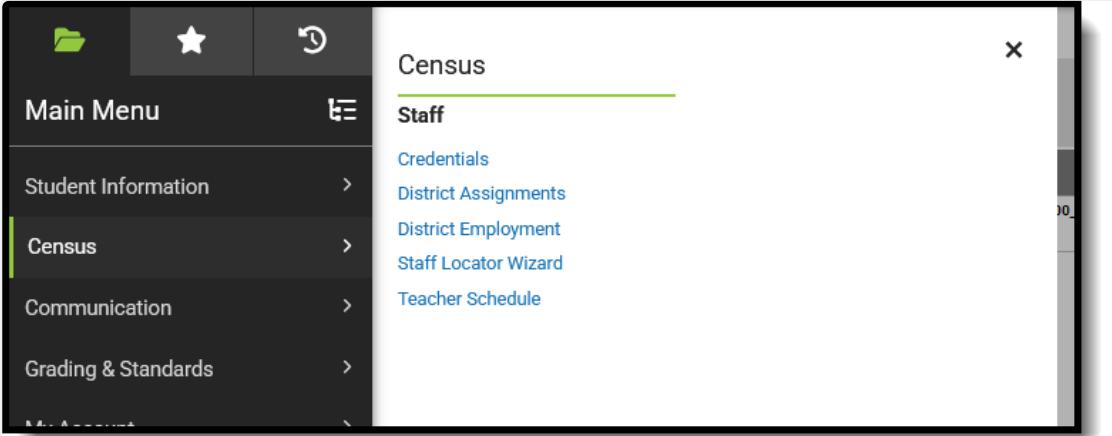
Tool	Read	Write	Add	Delete
Enrollments	X			

Tool	Read	Write	Add	Delete
General Enrollment Information	X			
School of Accountability	X			
Future Enrollment	X			
<b>Schedule</b>	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			
<b>Summary</b>	X			
GUID	X			
Print Picture	X			
State ID	X			
Ed-Fi ID	X			

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## Census

For specific details on what these rights do, visit the [Census Tool Rights](#) articles.



The screenshot shows the Infinite Campus software interface. On the left is a dark sidebar with a file icon, a star icon, and a circular arrow icon. Below these are four menu items: "Main Menu", "Student Information", "Census", and "Communication". "Census" is highlighted with a green vertical bar. To the right of the sidebar is a white content area. At the top of the content area is a header with the word "Census" and a close button "X". Below the header is a horizontal line. Under the line, the word "Staff" is followed by a list of links: "Credentials", "District Assignments", "District Employment", "Staff Locator Wizard", and "Teacher Schedule".

*Census Access for Schedulers*

## Staff

► Click here to expand...

Tool	Read	Write	Add	Delete
<b>Credentials</b>	X	X	X	
<b>District Assignments</b>	X	X	X	
<b>District Employment</b>	X	X	X	
District Staff	X	X	X	
<b>Staff Locator Wizard</b>	X	X		
<b>Teacher Schedule</b>	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.

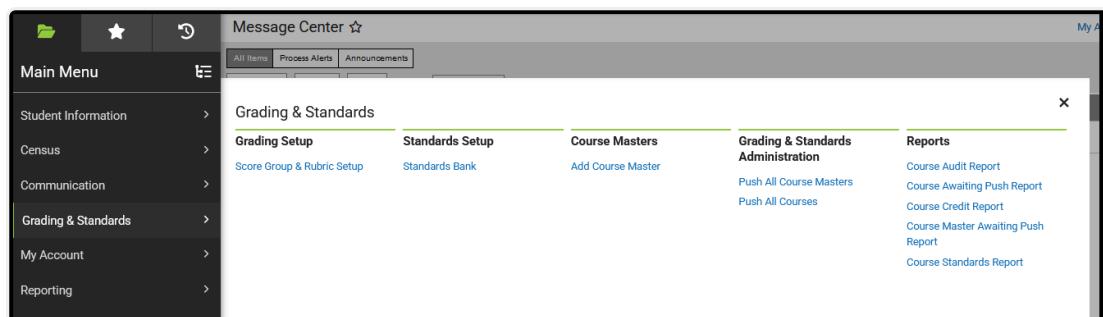
Tool	All	Read	Write	Add	Delete
<b>Messenger 2.0</b>	X				
View/Edit All Scheduled Messages	X				

Tool	All	Read	Write	Add	Delete
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				
Priority	X				
Emergency	X				
<b>Recipient Log</b>		X	X	X	
Recipient Campus Fields		X	X	X	
<b>Sent Message Log</b>		X	X	X	

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## Grading & Standards

[Grading Setup](#) | [Standards Setup](#) | [Course Masters](#) | [Grading & Standards Administration](#) | [Grading & Standards Reports](#)



The screenshot shows the Infinite Campus navigation bar with a green header. The 'Main Menu' is expanded, showing 'Student Information', 'Census', 'Communication', 'Grading & Standards' (which is selected and highlighted in blue), 'My Account', and 'Reporting'. The 'Grading & Standards' menu is further expanded to show 'Grading Setup', 'Standards Setup', 'Course Masters', 'Grading & Standards Administration', and 'Reports'. The 'Reports' section is also expanded to show 'Course Audit Report', 'Course Awaiting Push Report', 'Course Credit Report', 'Course Master Awaiting Push Report', and 'Course Standards Report'.

*Grading & Standards Access for Schedulers*

## Grading Setup

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Score Group &amp; Rubric Setup</b>	X			

## Standards Setup

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Standards Bank</b>	X			
Standards Import Wizard	X			

## Course Masters

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Add Course Masters</b>	X	X	X	X

## Grading & Standards Administration

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Push All Course Masters</b>	X			
<b>Push All Courses</b>	X			

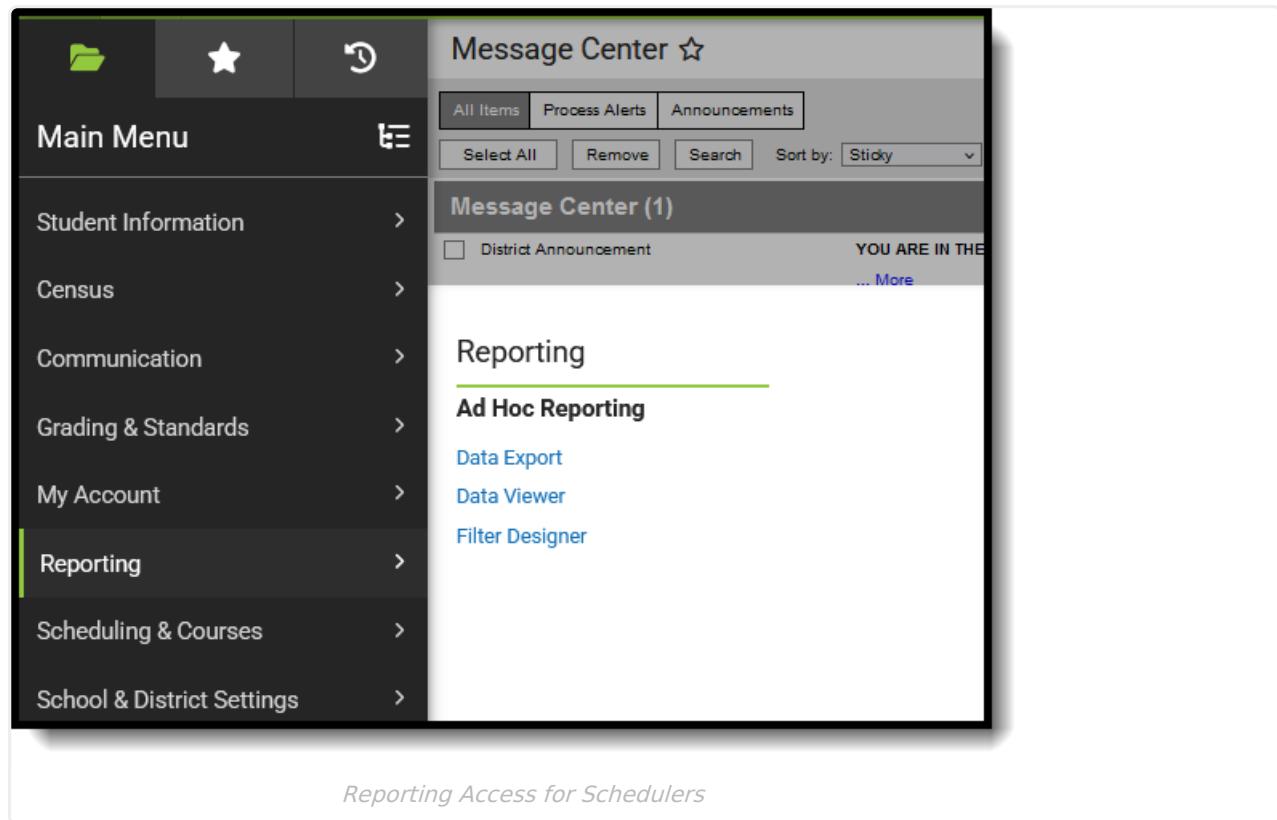
## Grading & Standards Reports

► Click here to expand...

Tool	Read	Write	Add	Delete
<b>Course Audit Report</b>	X			
<b>Course Awaiting Push Report</b>	X			
<b>Course Credit Report</b>	X			
<b>Course Master Awaiting Push Report</b>	X			
<b>Course Standards Report</b>	X			

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## Reporting



Reporting Access for Schedulers

## Ad hoc Reporting

► Click here to expand...

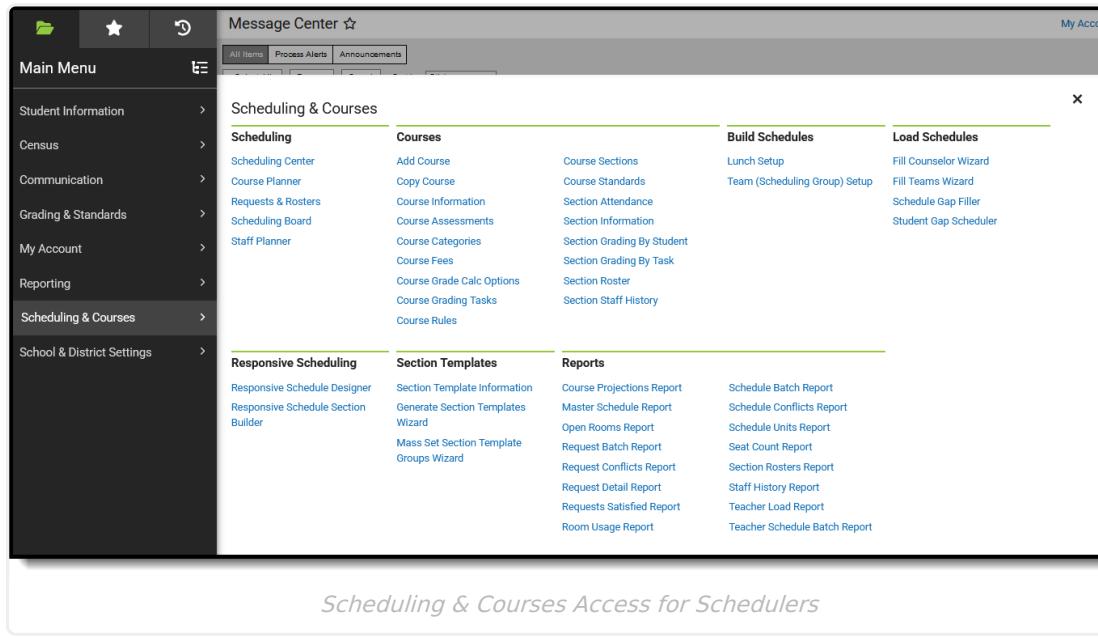
Tool	Read	Write	Add	Delete
<b>Data Export</b>	X	X	X	X

Tool	Read	Write	Add	Delete
Data Warehouse: Allow list data as source	X	X	X	X
<b>Data Viewer</b>	X	X	X	X
<b>Filter Designer</b>	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			

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## Scheduling & Courses

[Scheduling](#) | [Courses](#) | [Build Schedules](#) | [Load Schedules](#) | [Section Templates](#) | [Scheduling & Courses Reports](#)



*Scheduling & Courses Access for Schedulers*

## Scheduling

► [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Scheduling Center</b>	ALL			
<b>Course Planner</b>	X	X	X	X
<b>Requests &amp; Rosters</b>	X	X	X	X
Modify Rosters	X	X		
Can Overlad Sections	X			
Can Override Strict Student Constraints	X			
Delete Rosters	X	X	X	X
<b>Staff Planner</b>	X	X	X	X

## Courses

▶ [Click here to expand...](#)

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

Tool	Read	Write	Add	Delete
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			
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			

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

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## School & District Settings

Main Menu


All Items Process Alerts Announcements

Select All Remove Search Sort by: Sticky

**Message Center (1)**

District Announcement
... More

**School & District Settings** X

**Schools**

[Department Setup](#)

[Room Setup](#)

*School & District Settings Access for Schedulers*

## Schools

▶ [Click here to expand...](#)

Tool	Read	Write	Add	Delete
<b>Department Setup</b>	X	X	X	
<b>Room Setup</b>	X	X	X	

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## Additional Access Rights

### General

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

Tool	All
<b>Allow unfiltered search</b>	X