

Scheduling Board Tool Rights

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The **Scheduling Board** is uses data such as Course Requests, Course Planner information, Staff Planner information, and Course Information to build a school's master schedule. Schedulers need access to this and other tools in order to complete scheduling for their schools.

To learn how to use this tool, see the [Scheduling Board](#) article and related content.

The screenshot shows the 'Scheduling Board' interface. On the left, there is a 'Filter by Trial Name' section with a search box and a tree view of trial categories: 'Rolled-in', 'First Run', 'Full Build', 'Blank Build (Active)', and 'QA Test'. The 'Blank Build (Active)' option is highlighted. On the right, the 'Trial Details for Blank Build (Active)' section shows the trial name 'Blank Build', ID '448', and a comments box. At the bottom right, there are buttons for 'Open', 'Save & Stay', and 'Cancel'. A breadcrumb trail at the top right reads 'Scheduling & Courses > Scheduling > Scheduling Board'.

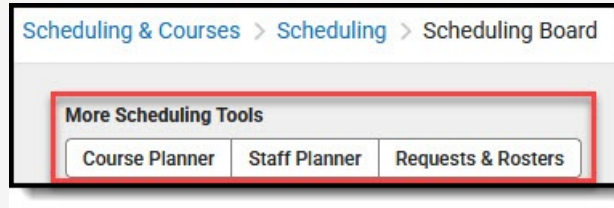
Scheduling & Courses > Scheduling > Scheduling Board - Selecting a Trial

▶ [Click here to expand...](#)

The screenshot shows the 'Scheduling Board' interface in board view. At the top, there are tabs for 'Course' and 'Staff', and buttons for 'X Axis', 'Y Axis', 'Collapse All', 'Settings', and 'Restore'. The trial name is 'Blank Build (Active)'. A 'More Scheduling Tools' box is highlighted, containing 'Course Planner', 'Staff Planner', and 'Requests & Rosters'. Below this is a grid with columns for days of the week (0-7) and 'ACT'. The grid shows course placements for various departments like 'No Department', 'Business/Career', and 'Service Learning'. At the bottom, there are buttons for 'Save & Stay', 'Cancel', 'Build', 'Load', 'Lock Rosters', 'Stats', 'Print', and 'Feedback'. A breadcrumb trail at the top right reads 'Scheduling & Course > Scheduling > Scheduling Board'.

Scheduling & Course > Scheduling > Scheduling Board - Board View with Tool Rights

- **Best Practice:** Make a separate *Scheduling Board* User Group that only has rights to Scheduling Board. Assign the few people who should have access to it while scheduling is in progress. Remove them from the group once it is complete.
- **NEVER** use the Scheduling Board to make schedule changes after the school year begins.
- Users can toggle back and forth between the **Scheduling Board** and the **Course Planner**, **Staff Planner**, and **Requests and Rosters** tools **IF** they have been given rights to those tools.



- **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.

Available Tool Rights

▶ [Click here to expand...](#)

▼ Scheduling	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Scheduling Center	<input checked="" type="checkbox"/> All				
Course Planner	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Requests & Rosters	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Modify Rosters	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Can Overload Sections	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Can Override Strict Student Constraints	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Delete Rosters	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Scheduling Board	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Staff Planner	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

R	W	A	D
<ul style="list-style-type: none"> • Access and view Trials • Select a Trial and open it in the Scheduling Board • Print information on the Scheduling Board 	<ul style="list-style-type: none"> • Edit a Comment on a Scheduling Board Trial • Unlock a Scheduling Board Trial 	<ul style="list-style-type: none"> • Full access to modify courses and rosters on the Scheduling board • Copy a Scheduling Board Trial • Add or Edit the Scheduling Board Trial name • Mark/unmark locked terms • Make a Scheduling Board Trial active/inactive 	<ul style="list-style-type: none"> • Delete a Scheduling Board Trial

Related Tools/Tool Rights

Staff using the Scheduling Board may also need to belong to whatever group or groups you set up that have access to tools mentioned below. Follow the blue tool rights article links to learn more.

Scheduling Board Related Tools: Users with rights to these tools can navigate between them and the Scheduling Board when working with a trial.

- **Course Planner:** Schedulers use the Course Planner to set parameters that determine how courses are built and placed on the Scheduling Board. Restrictions can be set so that courses can only be taught in a certain room, for example a chemistry course that needs to take place in the chemistry lab.
- **Staff Planner:** The Staff Planner is used to set conditions such as which periods and how many periods a teacher can be assigned to teach.
- **Requests and Rosters:** Staff such as counselors, schedulers, and administrators use Requests and Rosters to manage student course requests and course rosters.

Suggested User Groups

- [Counselors](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.

