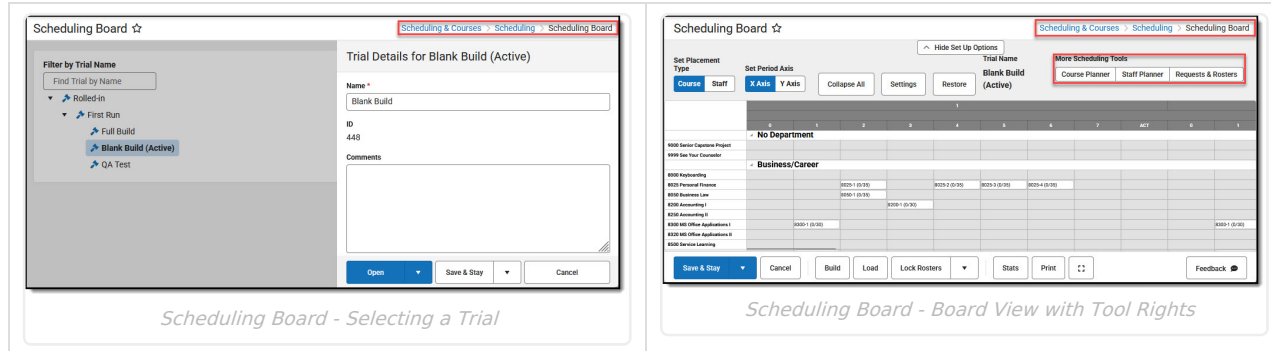


Scheduling Board Tool Rights

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

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 require access to this and other tools to complete scheduling for their schools.

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



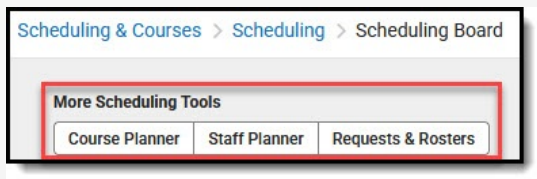
Best Practices for Scheduling Board Access

Create a separate Scheduling Board User Group that has only the necessary rights to access the 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.

Access to the Scheduling Board should be limited to one or two people in the district or school. This prevents the potential for the overwriting of schedule changes.

NEVER use the Scheduling Board to make schedule changes after the school year begins.

Users can toggle between the **Scheduling Board** and the **Course Planner**, **Staff Planner**, and **Requests and Rosters** tools **IF** they have been given rights to those tools when accessing the Scheduling Board first.



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.

Related Tools and 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.

Available Tool Rights

Access to both Scheduling Board and Scheduling Board Trials is controlled by the Scheduling Board tool right.

R	W	A	D
<ul style="list-style-type: none"> • Access and view Trials. • Select a Trial and open it in the Scheduling Board. • View the Scheduling Board in full screen. • 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"> • Modify courses and rosters on the Scheduling Board with full functionality - build/unbuild, load/unload, etc. • Copy a Scheduling Board Trial. • Add or Edit the Scheduling Board Trial Name. • Mark and unmark locked terms. • Make a Scheduling Board Trial active and inactive. 	<ul style="list-style-type: none"> • Delete a Scheduling Board Trial.

Suggested User Groups

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

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