

Scheduling Board Tool Rights

Last Modified on 04/22/2025 11:29 am CDT

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.

Scheduling Board ☆

Scheduling & Courses > Scheduling > Scheduling Board

Filter by Trial Name

Find Trial by Name

- Rollled-in
 - First Run
 - Full Build
 - Blank Build (Active)**
 - QA Test

Trial Details for Blank Build (Active)

Name *

Blank Build

ID

448

Comments

Open Save & Stay Cancel

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

► [Click here to expand...](#)

Scheduling Board ☆

Scheduling & Course > Scheduling > Scheduling Board

Set Placement Type

Course Staff

Set Period Axis

X Axis Y Axis

Collapse All Settings Restore

Hide Set Up Options

Trial Name

Blank Build (Active)

More Scheduling Tools

Course Planner Staff Planner Requests & Rosters

	0	1	2	3	4	5	6	7	ACT	0	1
No Department											
9000 Senior Capstone Project											
9999 See Your Counselor											
Business/Career											
8000 Keyboarding											
8025 Personal Finance			8025-1 (0/35)		8025-2 (0/35)	8025-3 (0/35)	8025-4 (0/35)				
8050 Business Law			8050-1 (0/35)								
8200 Accounting I				8200-1 (0/30)							
8250 Accounting II											
8300 MS Office Applications I		8300-1 (0/30)									8300-1 (0/30)
8320 MS Office Applications II											
8500 Service Learning											

Save & Stay Cancel Build Load Lock Rosters Stats Print Feedback

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

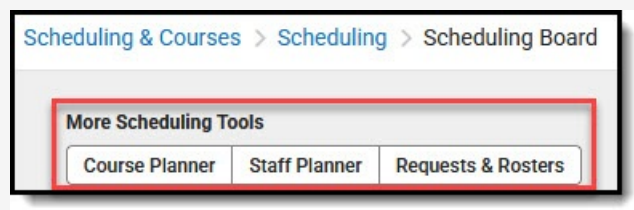
Best Practices for Scheduling Board Access

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.

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 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

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/unmark locked terms. • Make a Scheduling Board Trial active/inactive, 	<ul style="list-style-type: none"> • Delete a Scheduling Board Trial

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.

Suggested User Groups

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

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