Scheduling Board User Group

Last Modified on 03/28/2025 1:51 pm CDT

The following are suggested tool rights for staff who are responsible for determining when courses meet, how many sections, a course needs, and other items related to the planning and building of the schedule. Your staff 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.
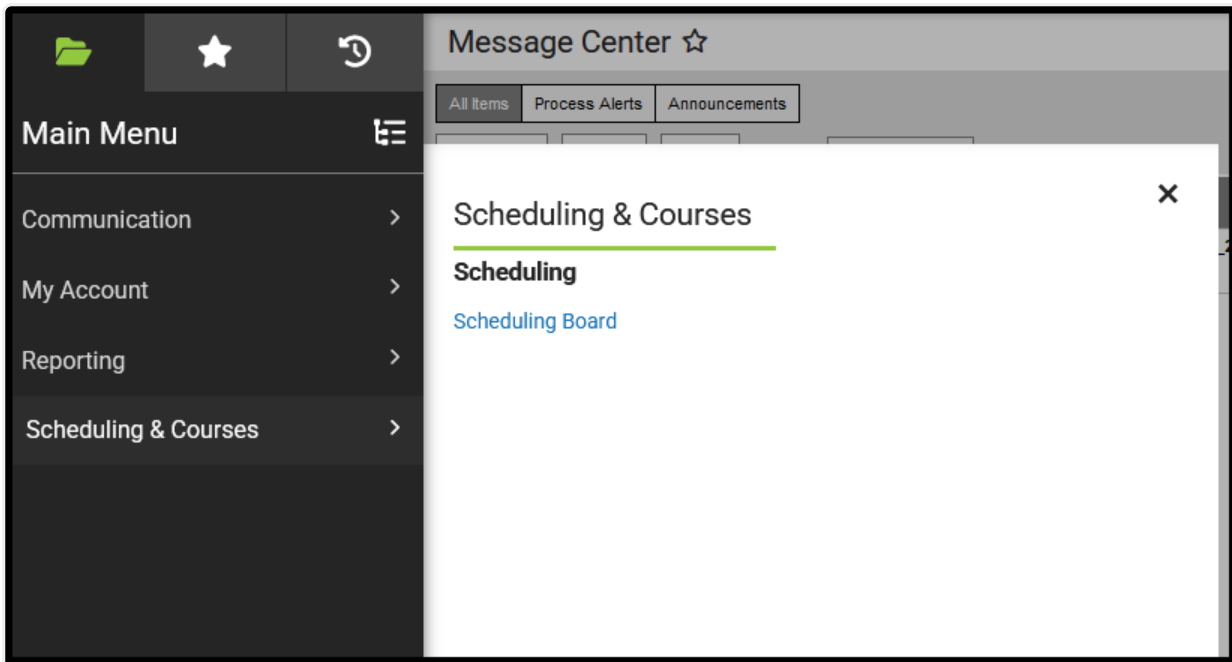
Best Practice for Scheduling Board Tool Rights

Access to the Scheduling Board should be limited to one or two people in the district/school to limit the potential for data overwriting.

This user group is only assigned when it is time to work on the schedule for the next school year. This eliminates accidentally deleting courses or altering course sections for the current school year. 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.

Scheduling Board users also need access to all Scheduling & Courses tools. Assign this user group in conjunction with the Schedulers User Group.

Scheduling & Courses

Scheduling & Courses Access for Scheduling Board Users

Scheduling

▶ Click here to expand...

Tool	Read	Write	Add	Delete
Scheduling Board	X	X	X	X

Additional Access Rights

General

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

Tool	All
Allow unfiltered search	X