

# Scheduling Board - Getting Started

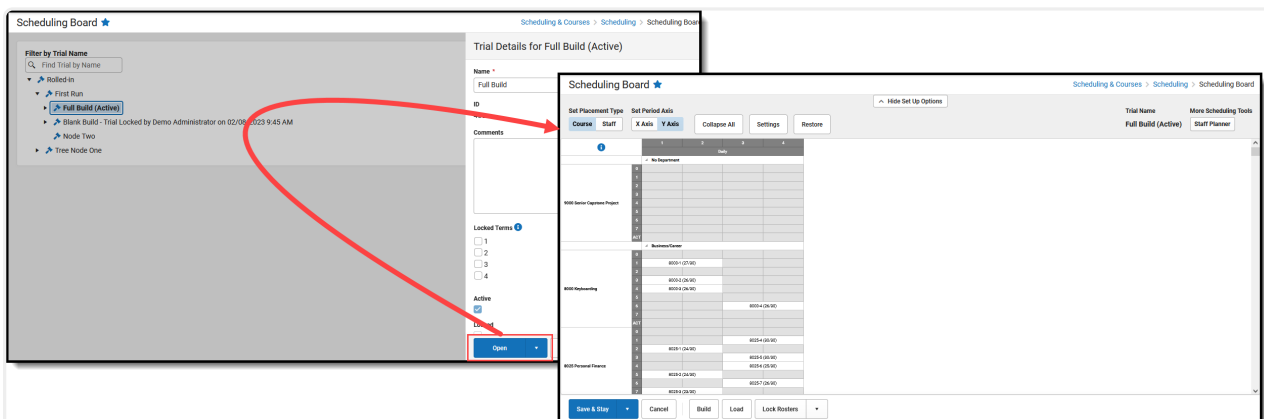
Last Modified on 11/19/2025 8:39 am CST

[Scheduling Timeline](#) | [Security and Data Precautions](#) | [Where do I](#) | [Next Steps](#)

Tool Search: Scheduling Board

The Scheduling Board (formerly known as the Schedule Wizard) includes access to Scheduling Board Trials and the Scheduling Board. It provides a visual representation of a school's overall schedule. Users can easily see the schedule being built in real time, along with any teacher and room conflicts. Course sections can be dragged and dropped onto the schedule grid, and if needed, those sections can be moved around to other terms and periods, or removed completely. Quickly load and unload course sections, build and unbuild all the courses, lock and unlock section rosters, all within one tool.

**Opening the [Scheduling Board](#) first requires the selection of a [Scheduling Board Trial](#), which is accessible from the Scheduling Board tool.**



*Select Trial to Open Scheduling Board*

See the [Scheduling Board Tool Rights](#) article for information on available tool rights for Scheduling Board and Scheduling Board Trials.

The Scheduling Board improves upon previous technology and functions available with the Schedule Wizard. The Scheduling Board is accessible without having to log in to another tool or applet. As long as access is granted through tool rights, access to the Scheduling Board is available.

## Scheduling Timeline

Refer to the [Checklist of Scheduling](#) to stay on top of all tasks that need to be done for a

successful scheduling season. In addition, the Scheduling Center can be used to stay on top of tasks for the scheduling season.

It is time to use the Scheduling Board when:

- The next [School Year](#) has been created.
- Calendars have been [rolled forward](#) and calendar start and end dates have been updated.
- [Grade Levels](#) for the school have been reviewed.
- Calendar [Schedule Structures](#), [Terms](#), and [Periods](#) have been updated.
- [Calendar Days](#) have been set.
- [Enrollments](#) for the next school year have been rolled forward.
- Students have [requested courses](#) for the next school year.

## Security and Data Precautions

- **Limit the number of users per school who have access to the Scheduling Board.**
- **Once done with scheduling for the year and the school year begins, NEVER use the Scheduling Board to make schedule changes.** There are several pieces of data that are tied to sections - namely attendance, grades and teacher grade books. If a user were to make significant changes to a schedule once this data was entered, orphaned records would be created. **It is highly recommended that a currently active year NEVER be changed in the Scheduling Board.**
- **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.

### Kentucky Districts

After using the Scheduling Board, rerun the Attendance Refresh tool.

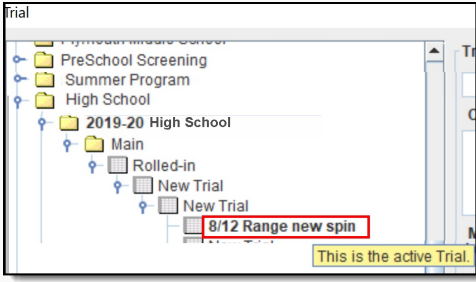
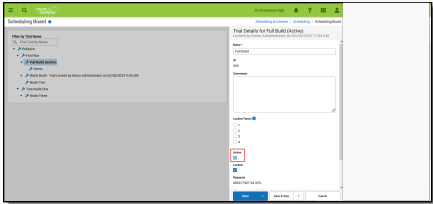
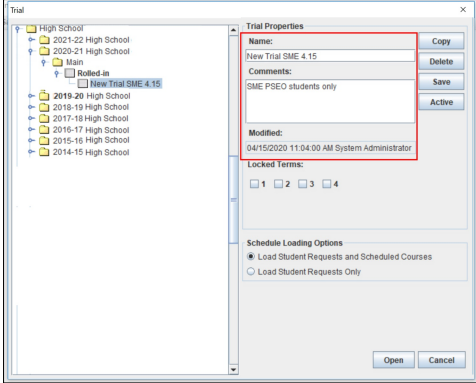
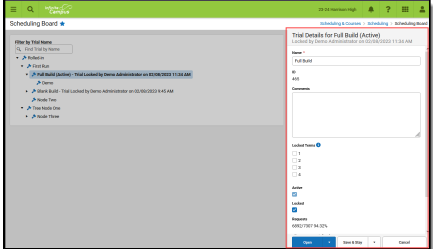
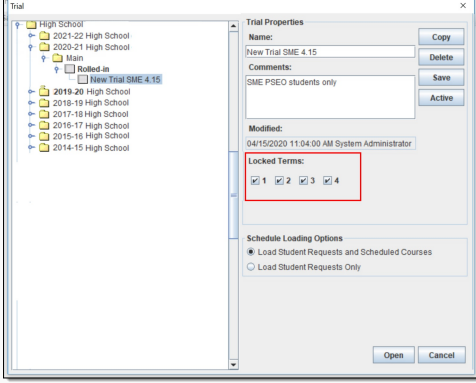
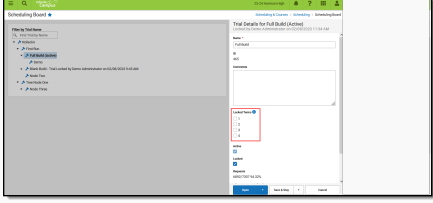
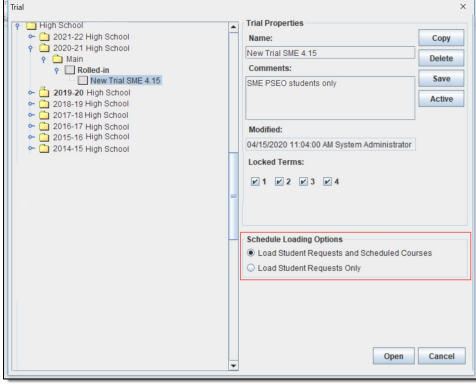
## Where do I

[Scheduling Board Trials](#) | [Scheduling Board](#)

The following table details where a task could be done in the previous Schedule Wizard/White Board and where it is done now in Scheduling Trials and Scheduling Board.

## Scheduling Board Trials

► [Click here to expand...](#)

I want to...	Trials	Scheduling Board Trials
See which trial is active		
View Trial Properties		
Lock terms so no further changes can be made to them		
Select what items are included in the course load - Requests and Courses, or Requests Only		<div data-bbox="992 1451 1433 1576" data-label="Text"> <p>N/A</p> <p>This option is not available.</p> </div>
Manage the trial by copying it, deleting it, saving it, and making it active		

## I want to...

Trial

2021-22 High School

2020-21 High School

Main

2019-20 High School

2018-19 High School

2017-18 High School

2016-17 High School

2015-16 High School

2014-15 High School

New Trial SMC 4.15

Rolled in

2019-20 High School

2018-19 High School

2017-18 High School

2016-17 High School

2015-16 High School

2014-15 High School

Name

New Trial SMC 4.15

Comments

SME PSEO students only

Modified

04/15/2020 11:04:00 AM System Administrator

Locked Terms

☒ 1
 ☒ 2
 ☒ 3
 ☒ 4

Schedule Loading Options

☒ Load Student Requests and Scheduled Courses
 ☐ Load Student Requests Only

Copy

Delete

Save

Active

Open

Cancel

## Scheduling Board Trials

Name \*

Blank Build

ID

466

Comments

Locked Terms

☐ 1
 ☐ 2
 ☐ 3
 ☐ 4

Active

☐

Locked

☐

Copy

31%

Delete

Satisfied for Student

Open

Save & Stay

Cancel

### Trial Details for Blank Build

Name \*

Blank Build

ID

466

Comments

Locked Terms

☐ 1
 ☐ 2
 ☐ 3
 ☐ 4

Active

☐

Locked

☐

Requests

96/7307 1.31%

All Requests Satisfied for Student

Save & Close

Open

Save & Stay

Cancel

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I want to...	Trials	Scheduling Board Trials
View Percentages Toward Completion	N/A	<p>This is also available on the <a href="#">Scheduling Board</a>.</p>

## Scheduling Board

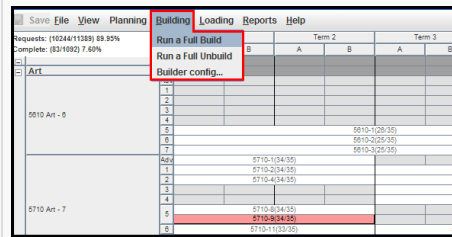
► [Click here to expand...](#)

I want to...	White Board	Scheduling Board
Change the display of the Departments, Courses and Periods on the Y-axis and X-axis		
Access the Staff Planner and Course Planner		

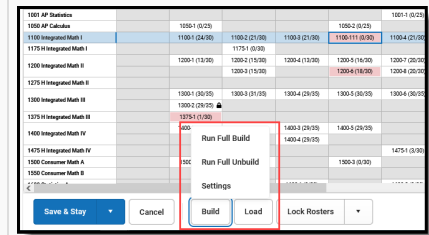
## I want to...

Build, Unbuild and Change Build Settings

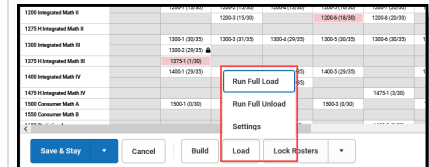
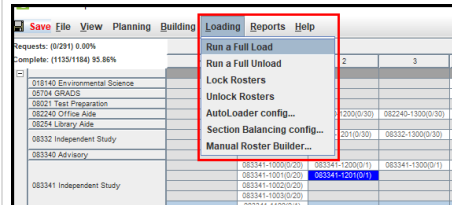
## White Board



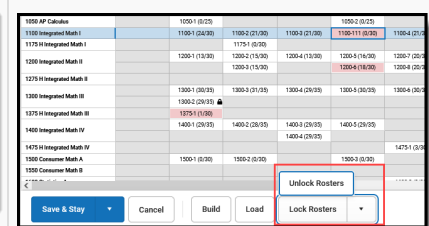
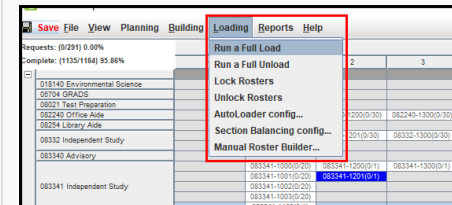
## Scheduling Board



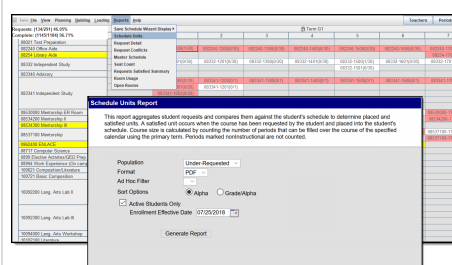
Load, Unload and Change Load Settings



Lock and Unlock Rosters



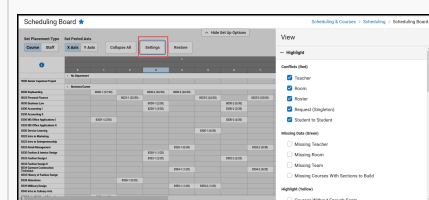
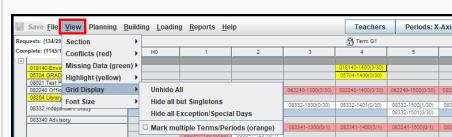
Run Scheduling Reports



N/A

Scheduling reports are not available from Scheduling Board. Use the Reports available in [Scheduling & Courses Reports](#) or the [Scheduling Center](#).

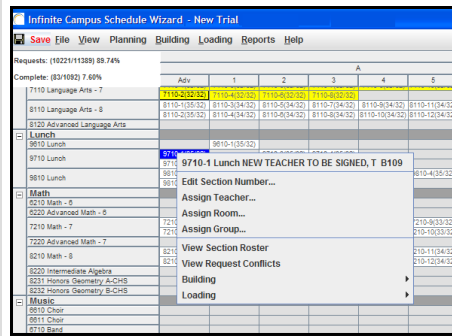
Set Highlight or Conflict Display Options



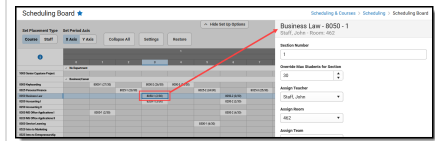
## I want to...

Right-click Options for Courses, Sections, Terms, Departments, Periods

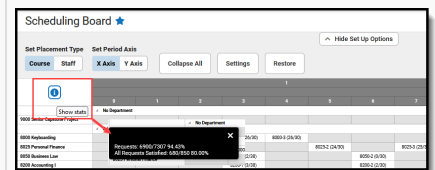
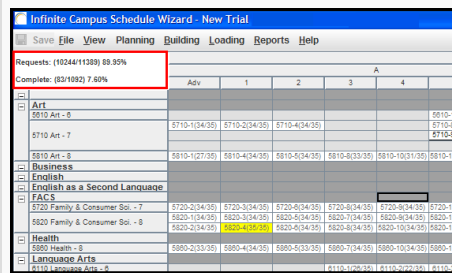
## White Board



## Scheduling Board

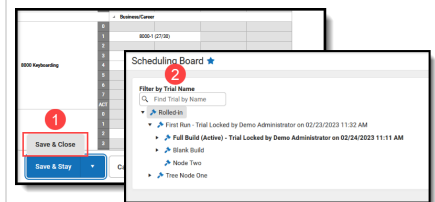
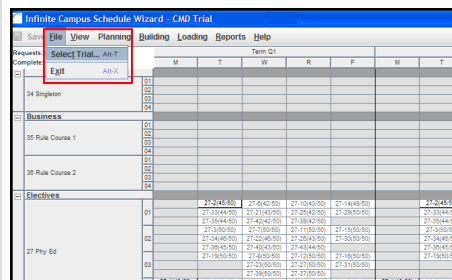


View Percentage Towards Completion

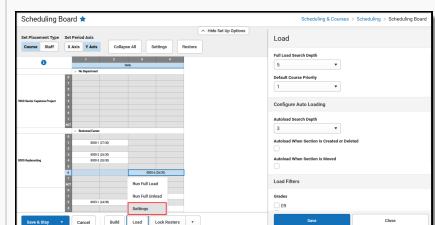
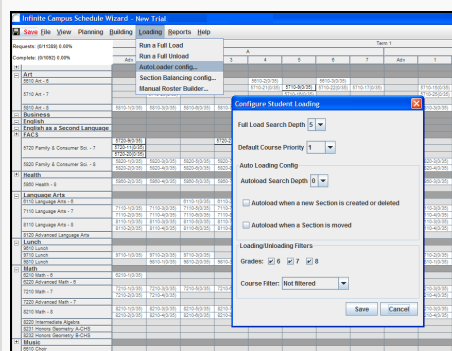


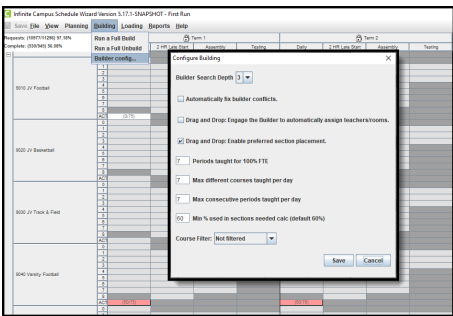
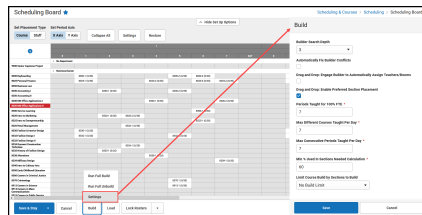
This is also available on [Scheduling Board Trials.](#)

Change Selected Trial to another Trial



Change Student Loading Configuration/AutoLoader Configuration



I want to...	White Board	Scheduling Board
Configure Course Build Configuration		

## Next Steps

Try the new [Scheduling Board Trials](#) and [Scheduling Board](#) to build courses and load schedules for the next school year!