Scheduling with Campus

DL2402-1, DL2402-2

Marc Baker

Training Specialist
Infinite Campus

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Agenda

- Expectations by session end
- Scheduling prep review
- Schedule Wizard features and navigation
- Begin to build/load a master schedule

Expectations by Session End

- ❑ Experimented with different views
- ❑ Placed sections
- ❑ Loaded a course
- ❑ Auto-loaded sections
- ❑ Loaded a department
- ❑ Ran a full load
- ❑ Ran an unload
- ❑ Saved trial
- ❑ Activated trial
- ❑ Viewed trial outside wizard
- ❑ Made modifications outside wizard
- ❑ View in wizard modifications made outside wizard
- ❑ Made a copy of trial
- ❑ Opened copy and make modifications
- ❑ Ran a full load on trial copy
- ❑ Compared copy to first trial
- ❑ Ran reports to analyze loads

Scheduling Prep Review

- Calendar set up
  - Refer to KY Calendar Admin User Guide
- Enrollment roll over
- Course preparation
  - Departments
  - Terms, Schedules, Periods
  - Rules
- Student request entry
  - Required requests
  - Individual students

Navigation

- Window
- Menu bar
- Display options
- Right click options
- Hovering

Schedule Wizard Window

Number of students with all requests complete

Number of requests completed compared to total number of requests

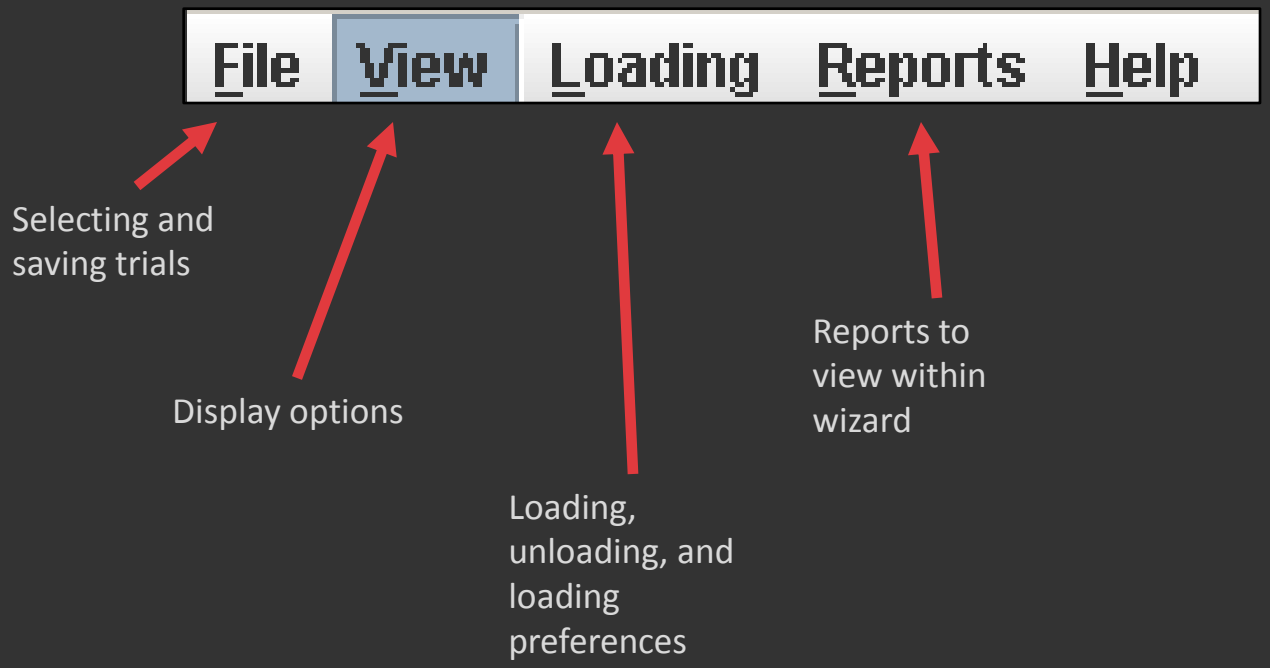
Terms and periods

Departments
- Can be expanded/collapsed

Course sections that have been dragged onto master schedule

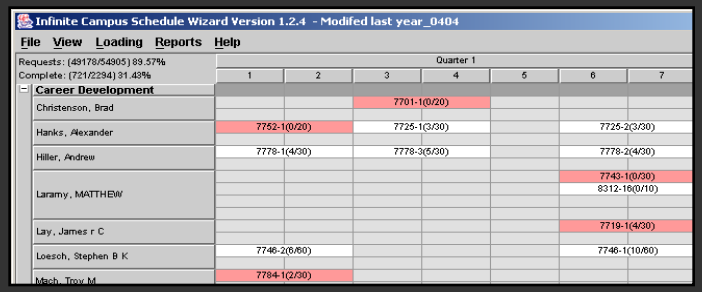
Courses that can be dragged onto the schedule.

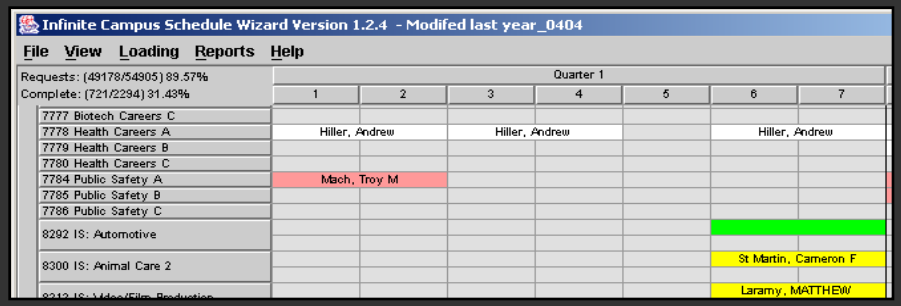
Menu


File
View
Loading
Reports
Help
Selecting and saving trials
Display options
Loading, unloading, and loading preferences
Reports to view within wizard

Display Options

- View conflicts (red)
  - Teacher
  - Room
  - Request (singletons)
- Missing data (green)
- Highlight (yellow)
  - Courses w/o enough seats
  - Full sections
  - Empty sections
- View Options
  - Multiple terms (orange)
  - Hide all but singletons





Right-click Options

- Edit Course...
- Renumber Sections
- View Request Conflicts
- View Unrostered Students
- Lock Rosters
- Unlock Rosters
- Load Course
- Unload Course
- Build Course
- Unbuild Course
- Hide

Course

- Edit Section Number...
- Assign Teacher...
- Assign Room...
- View Section Roster
- View Request Conflicts
- Delete Section
- Lock All Rosters
- Unlock All Rosters
- Load Course
- Unload Section

Section

- Renumber All Sections
- Lock Rosters
- Unlock Rosters
- Load Department
- Unload Department
- Hide

Department

- Lock Rosters
- Unlock Rosters
- Load Term 1
- Unload Term 1
- Hide

Term

- Unload Period 4
- Lock Rosters
- Unlock Rosters
- Hide

Period

Hovering

Departments

- Requests Satisfied
- Seats taken

Courses

- Number and name
- Requests satisfied
- Seats taken
- Sections placed/ needed
- Build section limit
- Rules for the course

Sections

- Course number and name
- Section number
- Count
- Male/Female breakdown
- Teacher name
- Room number

Terms

- Term Seats taken
- Sections placed

Periods

- Term and period
- Seats taken
- Sections placed

Activity

- Copy your trial in 07-08
- Rename it Training1
- Copy the Training1 trial
- Name it Training2
- Open Training1

Activity

- Highlight in green
  - Sections missing a room assignment
- Display periods on y-axis
- Highlight in yellow
  - Singletons

Placing Sections

- Placing
  - Click on course and drag it onto master schedule
- Moving
  - Click on section and drag it to new location

Loading Methods

- Full, department, and course loading and unloading
- Auto Loader Config for loading sections automatically
- Manual Roster Builder to load students one by one

Activity: Loading and Locking

- Load an English/Language Arts course
- Load the Math Department
- Lock a student into a roster for English course you loaded

Analyzing Trial

- Requests satisfied summary report
- View unscheduled students
- Student schedule conflicts report
- Student schedules in web interface

Saving/Activating Trial

- File>Save Trial Load –or- Fast Save Trial Load
- File>Select Trial
- Pick your trial and click Active
- Close Schedule Wizard
- View trial in web interface

Activity: View and Unlock Student

- For student in a section of the locked English course
  - View student’s walk-in schedule tab
  - Unlock student on registration tab

Activity: Assign Room to Section

- Curriculum>Search
  - For English course you loaded
- Select a section
- Assign a room
- Save
- Open Schedule Wizard
- Open your trial
- View room number you assigned

Review

- How is a section placed in the wizard?
- How is a teacher assigned?
- How is a department loaded?
- How is a full load run?
- How can sections be auto-filled as they are placed?
- What is the process for saving?

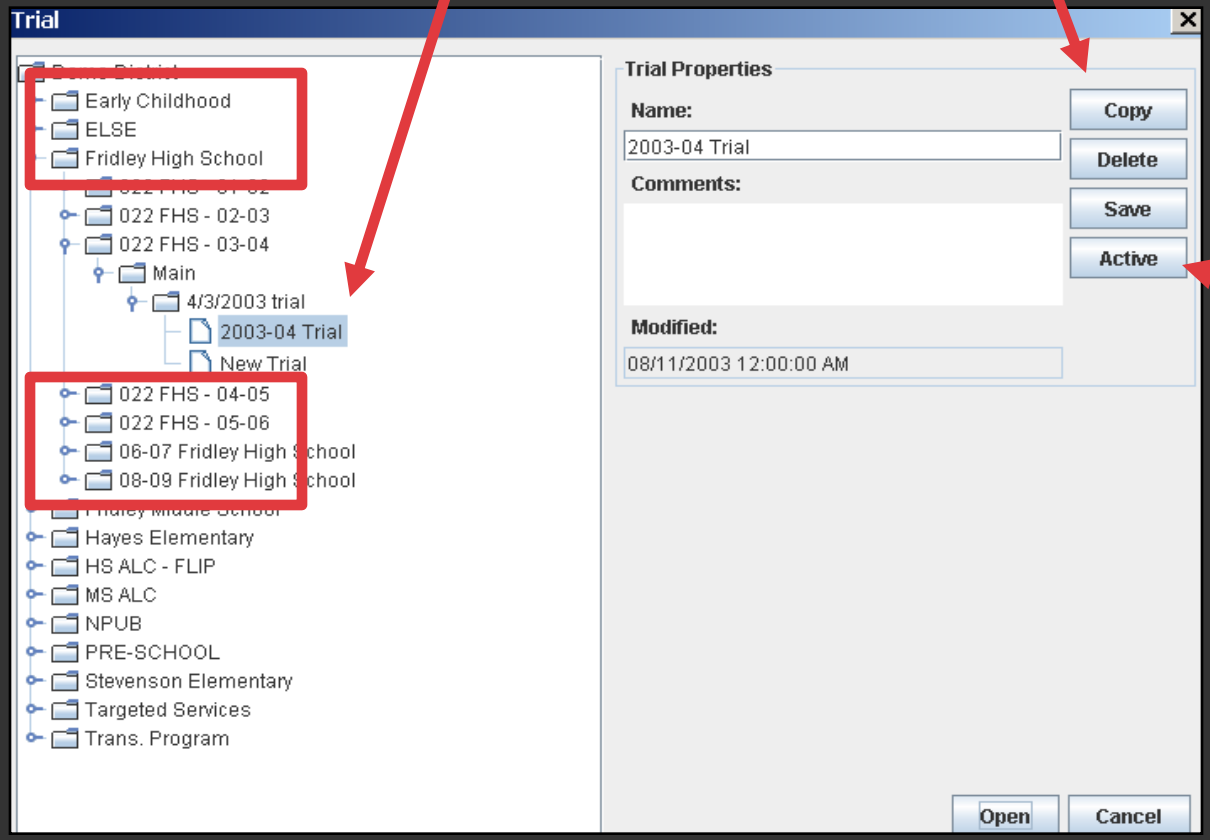
Trials

A trial is a version of the master schedule

Copying a trial allows work already saved to be kept while different options are tried

Schools

Calendars



Making a trial active allows modifications made in Wizard to be seen in web interface

Questions & Answers

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