



## *MT 2030 Student Schedules*

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*August 2009*

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# WALK-IN SCHEDULER



## OVERVIEW

The Walk-in Scheduler allows a counselor or secretary to build a schedule for a student from a blank schedule or make changes to an existing schedule. The moment that changes are made in the walk-in scheduler, the change is made to the teacher's roster and in the teacher's gradebook, thus minimizing the amount of time spent in duplicate data entry.

## OBJECTIVES

1. Create a full schedule for a student to include the required courses and "electives" to fill the time slots.
2. Change a student's schedule for a current term in the proper way—preserving all grading and attendance data from the old section and the dates of the change.
3. Change a student's schedule for a future term in the proper way.
4. Given a student schedule with an empty period, fill the gap with a course that is available at that given time.
5. Given a student who has withdrawn from school, restore their schedule to put them back into their sections.

## Accessing the Walk-In Schedule

1. Expand Student Information.
2. Select General
3. The Student Information for the last student whose data you worked with will display. If this student is the correct, skip to step four. If the incorrect student displays, click on the search tab. Select Student as the search type, and search for the student using part of their last name [comma] first name.
4. Click the Schedule tab to bring up the current schedule for the student.
5. On the Schedule tab, click Walk-in Scheduler.

**Demo, Student**  
 Grade:11 #123456789 DOB:01/01/1995 Gender:F

Assessment Behavior Graduation AdHoc Reports Records Transfer  
 Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary

Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option View Schedule

Load Unload End Restore Search Save Reqs Clear Reqs Get Sched Reqs

Effective Date: [ ] Terms:  1  2  3  4

|     | Q1<br>08/25/2008 -<br>10/31/2008 | Q2<br>11/03/2008 -<br>01/23/2009 | Q3<br>01/26/2009 -<br>03/31/2009 | Q4<br>04/01/2009 -<br>06/05/2009 |
|-----|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| AM  | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |
| 1   | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |
| 2   | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |
| 3   | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |
| 4   | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |
| 5   | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |
| 6   | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |
| 7   | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |
| ACT | EMPTY                            | EMPTY                            | EMPTY                            | EMPTY                            |

Requested Units: (0/28)

| @ Course # | Course Name | Sn# | Type | Lock |
|------------|-------------|-----|------|------|
| [ ]        |             |     | R    | [ ]  |
| [ ]        |             |     | R    | [ ]  |
| [ ]        |             |     | R    | [ ]  |
| [ ]        |             |     | R    | [ ]  |
| [ ]        |             |     | R    | [ ]  |
| [ ]        |             |     | R    | [ ]  |
| [ ]        |             |     | R    | [ ]  |
| [ ]        |             |     | R    | [ ]  |
| [ ]        |             |     | R    | [ ]  |

## Building a schedule from scratch for a new student.

**Request.** A piece of data in Campus that is used by the system when scheduling students. Requests are based on how well they can be met based on the master schedule created by the school scheduler. These requests may be fulfilled (or loaded) into the student schedule by the Schedule Wizard for an entire school population or for one student at a time via the walk-in scheduler.

**Requested Units** will show the number of units of time that the student has requested over the possible number that can be scheduled. The total number of possible units is based upon the school's calendar, specifically the product of the number of terms multiplied by the number of period schedules times the number of periods on the longest day. For example, in a four-by-four block schedule, the number of units possible to be scheduled is 16, while in a trimester based, 2 day rotation, 8 period day, the number of units possible is 48 ( $3 \times 2 \times 8$ )

Save Reqs 
  Clear Reqs 
  Get Sched Reqs

Requested Units: (0/28)

| @ | Course # | Course Name | Sn# | Type | Lock |
|---|----------|-------------|-----|------|------|
|   | BU031S1  |             |     | R    |      |
|   | Bu031S2  |             |     | R    |      |
|   | EL105    |             |     | R    |      |
|   | MA088S1  |             |     | R    |      |
|   | ma088s2  |             |     | R    |      |

There are two methods to find courses for a student.

### Method 1: Request Based

1. Enter the Course Numbers for the courses the student needs to take in the fields in the walk-in scheduler.
2. The Sn# (Section Number) will fill in once the requests are loaded into the schedule.
3. The Type indicates the source of the request. There

are three types of requests:

- A Required Request (R) is a request entered by a school staff member through Campus. These requests will be loaded by Campus.
- An Elective Request (E) is a request that is entered by the parent or the student from the Portal for online registration. These requests will be loaded by Campus.
- An Alternate Request (A) is a request that will NOT be fulfilled by Campus automatically, but it can be scheduled by hand as needed.

1. Click Save Reqs. Campus will look up the course numbers and if a match is found will display the course name. It will also total the number of units requested based on the terms, schedules and periods defined on the course.
2. If the school is divided into teams and the student should be placed on a particular team, select the relevant Team from the alphabetically listed drop down at the top of the requests.
3. To load requests for a student into a particular part of the year (as in a student who enrolled at midyear) uncheck the boxes for the terms that should not be scheduled.
4. To load all requests for a student, click the Load button at the top of the student's schedule.

Load 
  Unload 
  End 
  Restore 
 Search

Save Reqs 
  Clear Reqs 
  Get Sched Reqs

Effective Date: 12/15/2006 Terms:  1  2  3  4

|   | 1     | 2     | 3     | 4     |
|---|-------|-------|-------|-------|
| 1 | EMPTY | EMPTY | EMPTY | EMPTY |
| 2 | EMPTY | EMPTY | EMPTY | EMPTY |
| 3 | EMPTY | EMPTY | EMPTY | EMPTY |
| 4 | EMPTY | EMPTY | EMPTY | EMPTY |
| 5 | EMPTY | EMPTY | EMPTY | EMPTY |
| 6 | EMPTY | EMPTY | EMPTY | EMPTY |
| 7 | EMPTY | EMPTY | EMPTY | EMPTY |
| 8 | EMPTY | EMPTY | EMPTY | EMPTY |
| 9 | EMPTY | EMPTY | EMPTY | EMPTY |

Requested Units: (9/28)

| @ | Course # | Course Name      | Sn# | Type | Lock |
|---|----------|------------------|-----|------|------|
| @ | BU031S1  | Accounting I     |     | R    |      |
| @ | BU031S2  | Accounting I     |     | R    |      |
| @ | EL105    | Student Survival |     | R    |      |
| @ | MA088S1  | Pre-Calculus     |     | R    |      |
| @ | MA088S2  | Pre-Calculus     |     | R    |      |
|   |          |                  |     | R    |      |
|   |          |                  |     | R    |      |

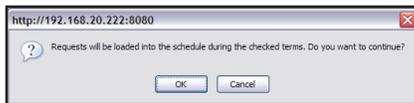
# Walk-In Scheduler



The @ sign next to the course may be used to find when a course is offered if the scheduler wishes to build the student schedule manually, or find sections of a course that were not placed. When using the @ sign functionality, the student schedule grid may show 1 of 3 colors:

|   | 1     | 2     | 3                             | 4                          |
|---|-------|-------|-------------------------------|----------------------------|
| 1 | EMPTY | EMPTY | EMPTY                         | EMPTY                      |
| 2 | EMPTY | EMPTY | EMPTY                         | EMPTY                      |
| 3 | EMPTY | EMPTY | EL105-233<br>Student Survival | EMPTY                      |
| 4 | EMPTY | EMPTY | BU031S2-24<br>Accounting I    | BU031S2-24<br>Accounting I |
| 5 | EMPTY | EMPTY | EMPTY                         | EMPTY                      |
| 6 | EMPTY | EMPTY | MA088S2-26<br>Pre-Calculus    | MA088S2-26<br>Pre-Calculus |
| 7 | EMPTY | EMPTY | EMPTY                         | EMPTY                      |
| 8 | EMPTY | EMPTY | EMPTY                         | EMPTY                      |
| 9 | EMPTY | EMPTY | EMPTY                         | EMPTY                      |

- Red-shows a section exists during that time on the schedule, but is at capacity.
- Blue-shows a section exists during that time and has open seats.
- Yellow-the student is currently scheduled into the course at that time.



To add a student into a section using this method, click on the cell for the term and period you wish to add that course in for the student.

### Method 2: Search mode.

The second method uses a course search functionality to add courses to the schedule.

1. To load this mode of scheduling, click the search button at the top of the student schedule tab.
2. You may then search for courses using any of the fields provided.
3. Search results will appear below the section search in the white area.

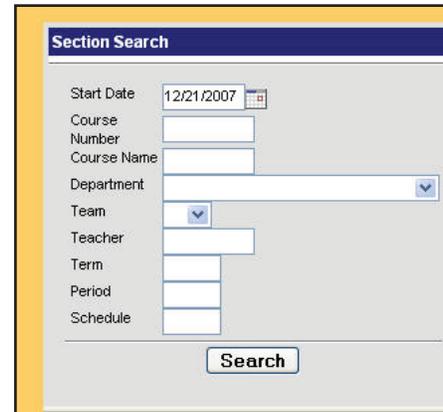
 A particular user right exists to be able to overload full sections in the walk-in scheduler. Depending on user rights, you may be able to click on a section and overload the course or you will get an error message if you do not have the rights for this.

 When searching for course sections to add to a student's schedule from the Walk-In Scheduler, the start date entered at the top of the Section Search will be used as the start date of the student attending that section and will also trigger the teacher's roster to include that student on that date.

The screenshot shows the Walk-In Scheduler interface. At the top, there are buttons for Load, Unload, End, Restore, Search, Save Reqs, Clear Reqs, and Get Sched Reqs. Below these is an Effective Date field and a Terms selection (1, 2, 3, 4). A Manual Mode dropdown is set to 'Add'. A note says: 'Click a blue or red highlighted cell to place the section using the manual mode options.' The grid below shows the same course sections as in the previous image. To the right, a 'Requested Units: (9/28)' table lists the following:

| @ | Course # | Course Name      | Sn# | Type | Lock |
|---|----------|------------------|-----|------|------|
| @ | BU031S1  | Accounting I     |     | R    |      |
| @ | BU031S2  | Accounting I     | 24  | R    |      |
| @ | EL105    | Student Survival | 233 | R    |      |
| @ | MA088S1  | Pre-Calculus     |     | R    |      |
| @ | MA088S2  | Pre-Calculus     | 26  | R    |      |
|   |          |                  |     | R    |      |
|   |          |                  |     | R    |      |
|   |          |                  |     | R    |      |
|   |          |                  |     | R    |      |
|   |          |                  |     | R    |      |
|   |          |                  |     | R    |      |
|   |          |                  |     | R    |      |

- The search results will show course number, section number, current student count/maximum, teacher, term, period, and the number of students currently in that section with a locked (active) IEP.
- To add a course using this method, click on the section in the search results.



**Section Search**

Start Date: 12/21/2007

Course Number:

Course Name:

Department:

Team:

Teacher:

Term:

Period:

Schedule:

### Changing a course for a student in the current term

If a student has attended the class even once, it is critically important to preserve any and all data associated with that roster entry, such as grades in the teacher grade book and attendance data. Preserving this information will be done if a drop date is added to the section the student is dropping and a start date is put on the course they will be attending. There are two ways to accomplish this:

#### Drop and Add mode using the @ Sign.

- To automatically drop a student and add them to a new section, change the Manual Mode to “Drop & Add” and enter the date that the student will be attending the new course in the Effective Date field. The Start Date is defaulted to the current date.
- The course that was in that time will be dropped as of the previous day, indicating their last day of attending that section.



|                      | Q1                   | Q2                   | Q3                   | Q4                   |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| 0000-8               | 0000-8               | 0000-8               | 0000-8               | 0000-8               |
| Advisory             | Advisory             | Advisory             | Advisory             | Advisory             |
| 6451-1               | 6451-1               | 6611-1               | 6611-1               | 6611-1               |
| mpBH Phy Ed 9 I      | mpBH Phy Ed 9 I      | Spanish 2 I          | Spanish 2 I          | Spanish 2 I          |
| 4020-4               | 4020-4               | 6452-2               | 6452-2               | 6452-2               |
| Integrated Math II 1 | Integrated Math II 1 | mpBH Phy Ed 9 I      | mpBH Phy Ed 9 I      | mpBH Phy Ed 9 I      |
| 8810-3               | 8810-3               | 1851-3               | 1851-3               | 1851-3               |
| Spanish 2 I          | Spanish 2 I          | mpBH Eng 9 II        | mpBH Eng 9 II        | mpBH Eng 9 II        |
| 1850-4               | 1850-4               | 2851-2               | 2851-2               | 2851-2               |
| mpBH Eng 9 I         | mpBH Eng 9 I         | mpBH Geog 9 II       | mpBH Geog 9 II       | mpBH Geog 9 II       |
| 2850-3               | 2850-3               | 4021-1               | 4021-1               | 4021-1               |
| mpBH Geog 9 I        | mpBH Geog 9 I        | Integrated Math II 2 | Integrated Math II 2 | Integrated Math II 2 |
| 7402-1               | 7402-1               | 7403-1               | 7403-1               | 7403-1               |
| Freshman Band I      | Freshman Band I      | Freshman Band II     | Freshman Band I      | Freshman Band I      |
| EMPTY                | EMPTY                | 3451-2               | 3451-2               | 3451-2               |
|                      |                      | mpBH Phy Sci II      | mpBH Phy Sci II      | mpBH Phy Sci II      |
| EMPTY                | EMPTY                | EMPTY                | EMPTY                | EMPTY                |
| EMPTY                | EMPTY                | EMPTY                | EMPTY                | EMPTY                |

#### Manual drop dates.

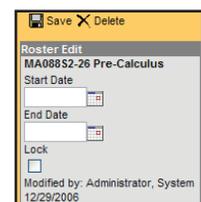
To manually add a start or end date for a student for a section, click the section number in the student’s schedule. This will open a new window where these dates can be entered. When finished, save the dates by clicking Save.

### Changing a course for a student in a future term

If a student has NEVER attended a course, and there are no grades or attendance data, a course may be deleted off the child’s schedule. There are two ways to accomplish this:

#### Replace mode using the @ Sign

To automatically drop a student and add them to a new section, change the Manual Mode to “Replace.” When a schedule change is made, the course that was in that time will be deleted.



Roster Edit

MA08852-26 Pre-Calculus

Start Date:

End Date:

Lock:

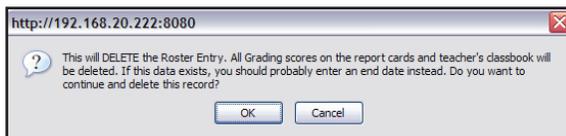
Modified by: Administrator, System  
12/29/2006

# Walk-In Scheduler



## Manual delete

To manually delete a section from the schedule, click the section number in the student's schedule. This will open a new window where the roster entry can be deleted.



## Filling an empty hole in the schedule

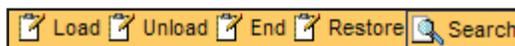
When scheduling students in either of the previously described methods, it may not be possible to fulfill all requests. In the case of filling empty holes in the schedule, clicking on the word "EMPTY" in a particular term and period will automatically do a search for the sections that meet during that time. Search results will show in the white area in the lower right. To add a course from the search results, click on the section.

The screenshot shows the Walk-In Scheduler interface. On the left is a grid with columns for terms 1, 2, 3, and 4, and rows for periods 1 through 9. The grid contains course numbers and names, with some cells marked as "EMPTY". A red dashed circle highlights the "EMPTY" cell in row 3, column 4. On the right is a "Section Search" panel with fields for Course Number, Course Name, Department, Teacher, Term (set to 4), Period (set to 3), and Schedule. A "Search" button is at the bottom of the panel. Below the search panel is a list of search results, including "CO040 Computer Applications", "EL105 Student Survival", "EL106 Careers", "EL108 Studyhall Second Semester", "EL110 Teacher Assist. 2nd Semester", and "EN051S2 English 10".

## Restoring a schedule for a re-enrolled student.

If a student has left the school and an end date was put on their enrollment, the schedule will automatically be ended. If the student returns to school, their schedule can be restored once a new enrollment in the same school and year is created. To restore a schedule:

1. Open the walk-in scheduler.
2. Enter the effective date
3. Click Restore.





## Walk-In Scheduler