

Description: This course will review the process of changing student schedules using the Walk-In Scheduler. Work time to complete scenarios will be provided.

Time: 2 hours

Review (15 minutes)	For a given student, navigate to... <ul style="list-style-type: none"> • Mom/Dad’s phone number. • A student’s role in the fight. • A student’s standardized test score. • Where to run a new report card for student who lost theirs.
Walk-in Scheduler (1 hour, 30 minutes)	Review how to: <ul style="list-style-type: none"> • Modify a schedule for a student • Create a schedule for a new student • Print student schedules individually and in batch Complete Activities at the end of this agenda
Review (15 minutes)	<ol style="list-style-type: none"> 1. Campus Key Words and Review Questions 2. Complete Infinite Campus training survey

Review Questions

1. What causes the word duplicate to appear on a student’s schedule?
2. What is the significance of the following message, and when might you see it? “All active and future section rosters will be ended as of [date] do you want to continue?”
3. What is the difference between Required, Elective, and Alternate requests in Campus?
4. What is the effect of leaving Terms unchecked prior loading schedule requests?
5. Explain 2 ways of locking/unlocking a section on a student’s schedule.

Campus Key Words

[Load/Unload](#)

[End/Restore](#)

[Sn#](#)

[Lock](#)

[Skinny](#)

Walk In Scheduler Hands-On Activities

Modifying a Current Student's Schedule.

1. Search for an 3rd grade student. Assume the student has had a personality conflict with another student in their homeroom. Change the student's homeroom and other courses to a different homeroom in the same grade level. Be sure to use end-dates to show when the student ended in their first homeroom.
2. Search for a different 3rd grade student. This student's recent assessments show that s/he is performing well above their grade level and it has been decided to move them to 4th grade. Change them to a 4th grade schedule.
3. A student moves out of your district. End their schedule and end-date their enrollment. Two weeks later, the family moves back into your district. Re-enroll the student and restore their schedule.