

Intended Audience: Secondary counselors

Description: This course will provide an overview of Campus, student information, and the basics of walk-in scheduling.

Time: 3 hours

Review (30 minutes)	Navigate to... <ul style="list-style-type: none"> • The credit summary for a student • The Grad Planner for a student • Where you print a transcript for an individual student • All of a student's grade and assignment information Review Campus Key Words at the end of this agenda
Walk-in Scheduler (2 hour)	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 (30 minutes)	Review the location of needed reports Complete Review Questions Complete the Survey

Review Questions

1. What do the 3 colors (red, yellow, blue) that appear on your student's schedule when the @ next to a course is clicked mean?
2. What causes the word duplicate to appear on a student's schedule?
3. 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?"
4. Requested Units: (_/ _). What can you learn from this? How can this number be altered?
5. What is the difference between Required, Elective, and Alternate requests in Campus?
6. What is the effect of leaving Terms unchecked prior loading schedule requests?
7. Explain 2 ways of locking/unlocking a course.

Campus Key Words

[Load/Unload](#)

[End/Restore](#)

[Get Sched Reqs](#)

[@ red, yellow, blue](#)

[Sn#](#)

[Lock](#)

[Skinny](#)

Walk In Scheduler Hands-On Activities

Search for a course to place it in the student's schedule:

- That spans terms 1 through 4
- That is offered 2nd period during terms 3 and 4
- In the science department that is offered during period 3

Before loading schedule requests into a student's schedule,

- Lock two courses into the student's schedule
- Load and unload the student's schedule, then proceed to create a full schedule for student

Select a student that has an empty schedule then:

- Give the student manual course requests of all types (elective, required, and alternative)
- Load a course that has reached it's maximum number of students allowed into the student's schedule
- Load an Elective, Required, and Alternate request into a student's schedule
- Give the student a full schedule using multiple methods
- Explain the implications of ending a student's schedule
- End the student's schedule

Search for the course provided by the trainer:

- Show 3 ways to find this course, then load it into a student's schedule
- Load another course into the same period as this one (Skinny)
- Describe and demonstrate how the 2 search buttons on Walk-in scheduler are used

OVERVIEW

The Walk-in Scheduler allows a counselor or secretary to build a schedule for a student from a blank 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 on the schedule tab to bring up the current schedule for the student.
5. On the schedule tab, click Walk-in Scheduler.

Student, Sample
 Grade: 11 #12017414 DOB: 05/05/1990 Gender: F

Behavior Transportation Fees Lockers Athletics AdHoc Reports Activities Waiver Records Transfer

Summary Enrollments **Schedule** Attendance Programs Grades Transcript Credit Summary Assessment

Table - Group by Course (All Terms) Print OR Choose a report option Walk-in Scheduler

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

Effective Date 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: (0/28)

@	Course #	Course Name	Sn#	Type	Lock
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>
	<input type="text"/>			R	<input type="checkbox"/>

Building a schedule from scratch for a new student.

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:

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	

- 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 on-line 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 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.

Request. A piece of data in Campus that is used by the system when scheduling students 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 ($3 \times 2 \times 8$)

Table - Group by Course (All Terms) Print OR Choose a report option Walk-in Scheduler

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

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

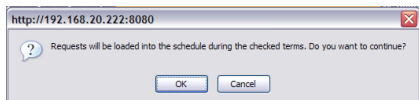
	1	2	3	4
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY
7	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY

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

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



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:

- 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.



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.

Table - Group by Course (All Terms) Print OR Choose a report option Walk-in Scheduler

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

Effective Date: Terms: 1 2 3 4

Manual Mode: Add ▼

Click a blue or red highlighted cell to place the section using the manual mode options.

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

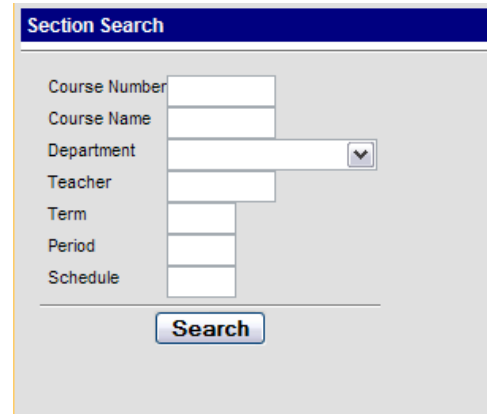
@	Course #	Course Name	Sn#	Type	Lock
@	BU031S1	Accounting I		R	<input type="checkbox"/>
@	BU031S2	Accounting I	24	R	<input type="checkbox"/>
@	EL105	Student Survival	233	R	<input type="checkbox"/>
@	MA088S1	Pre-Calculus		R	<input type="checkbox"/>
@	MA088S2	Pre-Calculus	26	R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>
				R	<input type="checkbox"/>

Walk-In Scheduler

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.
4. 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.
5. To add a course using this method, click on the section in the search results.



Section Search

Course Number

Course Name

Department

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.

1. 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.
2. The course that was in that time will be dropped as of the previous day, indicating their last day of attending that section.

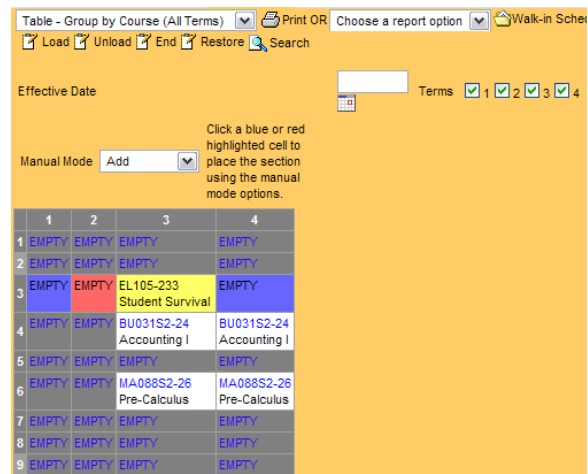


Table - Group by Course (All Terms) Choose a report option

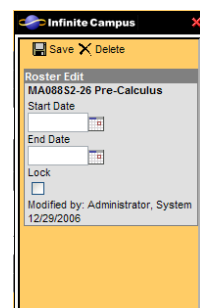
Effective Date Terms 1 2 3 4

Manual Mode Click a blue or red highlighted cell to place the section using the manual mode options.

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



Infinite Campus

Roster Edit
MA088S2-26 Pre-Calculus

Start Date

End Date

Lock

Modified by: Administrator, System
12/29/2006

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.

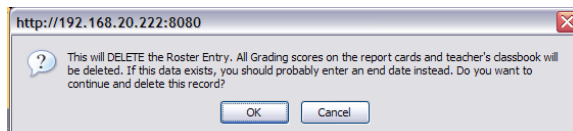
There are two ways to accomplish this:

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.

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.

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.

