Elementary Scheduling Process within Infinite Campus

KEY POINTS:

1. Make sure correct courses are available (May need to contact Support at Support@scusd.edu for additional courses)
   - See Note about correct content courses based on credentials listed below
2. Assign primary teacher to course sections
   - Remember: The teacher who will be grading the students' needs to be assigned to the section ae the primary teacher
3. Assign students to homeroom courses for attendance
   - Regular Ed Homeroom (1000, 2000 etc course numbers for attendance)
   - Immersion Homeroom (7000 series course numbers for attendance). Enroll students in the unique HR, but schedule into the regular, grade level course content classes.
   - Self-contained Special education teachers will have their own Homeroom course for attendance (9000 Homeroom), not a separate section for each grade level represented in specific content area courses/standards
   - Preschool students will be scheduled into their own Homeroom (000PS) course, not content courses
4. Students need to be assigned/scheduled into grade specific content courses for curriculum and gradebook.

Content Courses:

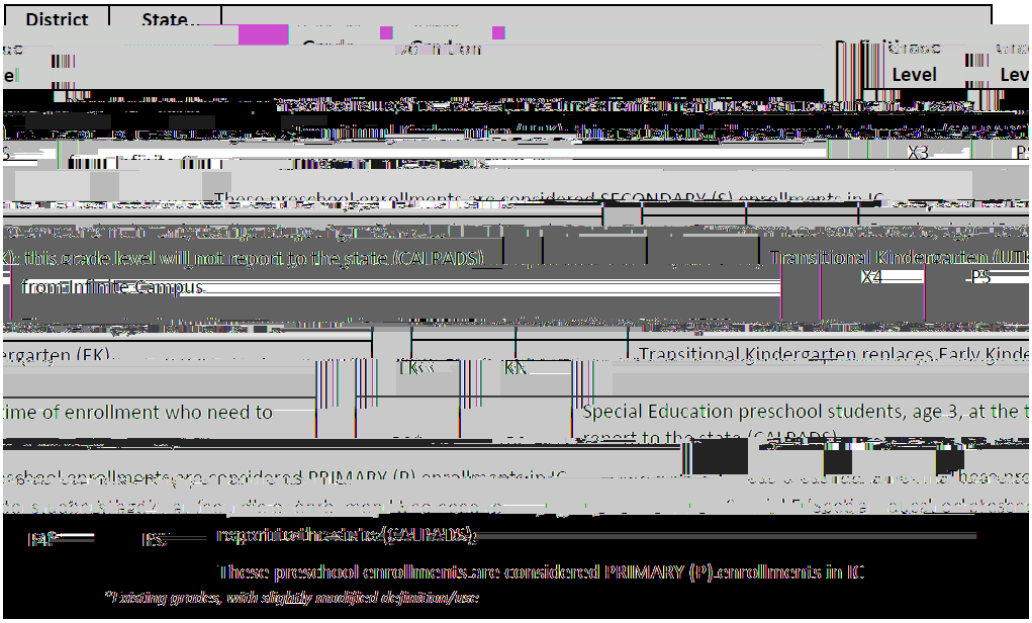
State reporting requirement to correctly report credentials

MAY NEED new course codes for specials like PE and VAPA

2nd digit indicates credential difference

- 1095 PHYSICAL EDUCATION Multi Subject
- 1195 PHYSICAL EDUCATION Single Subject

Elementary Grade Level Updates



To Add or Change Teachers to a New Course/Section (before start of school)

1. Create the new section, if needed

PATH

To Change Teachers for Course/Section after start of school

***PATH**: Scheduling > Courses > Section Tab > Edit Section > Staff History > New Primary Teacher*

IF section already exists, but only the Teachers are changing (NOT students, assign the new teacher from the Staff History Tab)

1. Select existing primary teacher to add an End Date (

Using Roster Batch Edit to move students – IN MASS

1. Find the section where students are currently scheduled
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