

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 as 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 content courses
4. Students need to be assigned/scheduled into specific content courses for curriculum and gradebook.

Content Courses:

State reporting requirement to correctly report credentials

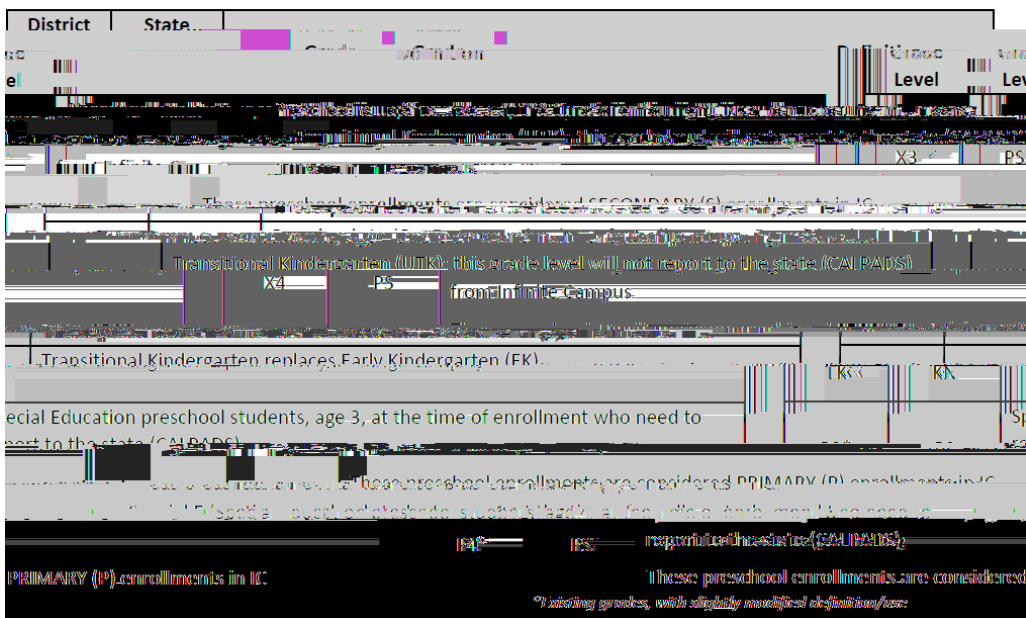
MAY NEED new course codes for specials like PE and VAPA

2

nd 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

-

