

Other Schedules

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This tool is available as part of the Campus Learning premium offering. Visit [What is Campus Learning?](#) to learn more.

PATH: *Campus Instruction > Planner > Other Schedules*

Use the **Other Schedules** option at the top of the Planner to view the schedule of other teachers in your district.

The screenshot shows the Infinite Campus Planner interface. At the top, there are tabs for 'My Curriculum', 'My Schedule', and 'Other Schedules'. Below these is a 'Settings' button. The main header reads 'Daily Planner: Wednesday, March 26, 2014'. There are navigation buttons for 'Today', a calendar icon, and arrows. On the right, there are view options for 'Month', 'Week', and 'Day'. The main content area is split into two columns: 'My Schedule' and 'Johnson, Jane'. The 'My Schedule' column shows a grid for Wednesday 3/26 with periods 01 through 03. Period 01 is 'EMPTY', Period 02 is 'AP Calculus (A) Period 02 Students: 15', and Period 03 is 'Latin I (A) Period 03 Students: 13'. The 'Johnson, Jane' column shows a similar grid with 'Reading Period AM Students: 23', 'Language Arts Period AM Students: 0', and 'Work Habits Period AM Students: 0'. On the right side, there is a panel titled 'Other Teachers' with a search bar and a list of teachers: 'Johnson, Jane', 'Johnson, Jennifer M', and 'Johnson, Roger'. Each teacher has a radio button, an envelope icon, and a close button (X).

Viewing Others' Schedules in your Planner

Add teachers to the **Other Teachers** list by clicking **Search** and finding teachers to include.

Search: Other Teachers' Schedules

School: Course:

Teacher Name:

4 results found

Name ▲	School	Department
<input type="button" value="Select"/> Johnson, Jennifer M	JSC	
<input type="button" value="Select"/> Johnson, Roger	JSC	

Selected Teachers

Name ▲	School	Department
<input checked="" type="checkbox"/> Johnson, Jennifer M	JSC	

Searching for Other Teachers' Schedules to View

Search for teachers by Name, filtered by School or Course, or any combination of the three. Mark **Select** next to a teacher's name to add them to your list. Once all the teachers you'd like to add are in the **Selected Teachers** list, click **Save** to add them to your **Other Teachers** list.

Other Teachers

- School, Kelly
- Summer School
- T F Riggs High School
- Brown, Bobbi
- Johnson, Jane
- Johnson, Jennifer M
- Johnson, Roger

Other Teachers List

If a teacher has classes in more than one school, you have the option of indicating which of their schedules you want to view.

Click the email icon to open an email to the teacher, if they have an email address on file. To remove a teacher from your list, click the X after their name.

