

Schedule (Student)

Last Modified on 10/22/2022 9:32 am CDT

[Tool Rights](#) | [Schedule Information in Ad hoc Query Wizard](#) | [Navigation of Student Schedule](#) | [Where do I...?](#) | [Calendar View](#) | [Documents](#) | [Print](#)

Classic View: [Student Information](#) > [Counseling](#) > [General](#) > [Schedule](#)

Search Terms: [Schedule](#)

The Schedule tab allows users to view and print the student's scheduled courses in multiple formats. The student's schedule can be used to find where the student is during the day, to determine which courses the student should be taking in future years and to print the student's schedule.

Student Schedule, Calendar Day View

Student Schedule
 Student: Kendra
 Grade: 08 #1234567891001: 02/03/05

SCH-BEG	S1 (7/1/2019 - 12/31/2019)					S2 (1/1/2020 - 6/30/2020)				
	M	T	W	TH	F	M	T	W	TH	F
P1	Int Science 8 8:00 AM - 9:00 AM Room: 007-102 Staff: Colleen	G. Math 8 8:00 AM - 10:00 AM Room: 007-202 Staff: Grace Start: 9/9/2019	Int Science 8 8:00 AM - 10:00 AM Room: 007-102 Staff: Colleen	G. Math 8 8:00 AM - 10:00 AM Room: 007-202 Staff: Grace Start: 9/9/2019	Int Science 8 8:00 AM - 10:00 AM Room: 007-102 Staff: Colleen	Int Science 8 8:00 AM - 10:00 AM Room: 007-102 Staff: Colleen	G. Math 8 8:00 AM - 10:00 AM Room: 007-202 Staff: Grace	Int Science 8 8:00 AM - 10:00 AM Room: 007-102 Staff: Colleen	G. Math 8 8:00 AM - 10:00 AM Room: 007-202 Staff: Grace	Int Science 8 8:00 AM - 10:00 AM Room: 007-102 Staff: Colleen
P2	G. Math 8 9:00 AM - 10:00 AM Room: 007-202 Staff: Grace Start: 9/9/2019	No Scheduled Course 10:00 AM - 12:00 PM	Honors English/Lang. Arts 7 10:00 AM - 12:00 PM Room: 007-C1409 Staff: Gabriel M	No Scheduled Course 10:00 AM - 12:00 PM	Honors English/Lang. Arts 7 10:00 AM - 12:00 PM Room: 007-C1409 Staff: Gabriel M	G. Math 8 9:00 AM - 10:00 AM Room: 007-202 Staff: Grace	No Scheduled Course 10:00 AM - 12:00 PM	Honors English/Lang. Arts 7 10:00 AM - 12:00 PM Room: 007-C1409 Staff: Gabriel M	No Scheduled Course 10:00 AM - 12:00 PM	Honors English/Lang. Arts 7 10:00 AM - 12:00 PM Room: 007-C1409 Staff: Gabriel M
P3	Math Eng Science Achievement 10:00 AM - 11:00 AM Room: 007-204	No Scheduled Course 12:00 PM - 2:00 PM	NM History 7 12:00 PM - 2:00 PM Room: 007-202 Staff: Nancy	No Scheduled Course 12:00 PM - 2:00 PM	NM History 7 12:00 PM - 2:00 PM Room: 007-202 Staff: Nancy	Math Eng Science Achievement 10:00 AM - 11:00 AM Room: 007-204	No Scheduled Course 12:00 PM - 2:00 PM	NM History 7 12:00 PM - 2:00 PM Room: 007-202 Staff: Nancy	No Scheduled Course 12:00 PM - 2:00 PM	NM History 7 12:00 PM - 2:00 PM Room: 007-202 Staff: Nancy
P4	Math Eng Science Achievement 11:00 AM - 12:00 PM Room: 007-204	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	Math Eng Science Achievement 11:00 AM - 12:00 PM Room: 007-204	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM	No Scheduled Course 2:00 PM - 4:00 PM
P5	NM History 7 11:45 AM - 12:45 PM Room: 007-202 Staff: Nancy					NM History 7 11:45 AM - 12:45 PM Room: 007-202 Staff: Nancy				
P6	No Scheduled Course					No Scheduled Course				
P7	No Scheduled Course					No Scheduled Course				

Student Schedule, Term View

When using the Classic View of Campus, the Schedule tool can be accessed from either Student Information > General OR Student Information > Counseling > General > Schedule.

When using the New Look of Campus, the Schedule tool is ONLY available in Student Information > General. Enter the word Schedule in the Search bar to access the student schedule. Users must have tool rights assigned to Student Information > General > Schedule for the Schedule tool to display in the new navigation.

Submit feedback for the new Schedule using the Feedback button in the bottom right hand corner. This takes you to the Campus Community Schedule forum topic where you can add your concerns or suggestions for potential future development related to the Student Schedule.

her, Andrew	Physical Science Teacher, Andrew (M-046) Period 2	Physical Science Teacher, Andrew (M-046) Period 2
rk (H-003)	Algebra I Teacher, Frank (H-003) Period 3	Algebra I Teacher, Frank (H-003) Period 3
rls (H-025)	Reading I Teacher, Charles (H-025) Period 4	Reading I Teacher, Charles (H-025) Period 4

Calendar Term Walk-in Scheduler Messenger [] Feedback

Submit Feedback on Student Schedule

The Schedule does not load if [Calendar Days](#) have not been reset for the selected calendar.

Tool Rights

Access to the Student Schedule needs to be assigned either through the Counseling toolset OR the Student Information toolset. While the Schedule functions the same way from either location, tool rights to the Counseling location operate interdependently of tool rights assigned to the Student Information location.

Tool rights assigned in Counseling do not equal the same rights assigned in Student Information, and vice versa.

Access to Student Schedule through the Counseling toolset:

Full access to the Schedule tool in Counseling requires **R** rights to the following items:

- Student Information > Counseling > General > **Schedule**
- Student Information > Counseling > General > Schedule > **View Attendance**
- Student Information > Counseling > General > Schedule > **Grade Book**
- Student Information > Counseling > General > **Scheduling Messenger**
- Student Information > Counseling > General > Schedule > Schedule Messenger > **User Group Formats**
- Student Information > Counseling > General > Schedule > **Additional Enrollment Schedules**

In addition, **R** and **W** rights are required for overriding strict student constraints:

- Student Information > Counseling > General > Schedule > **Can Override Strict Student Constraints**
- Student Information > Counseling > General > Schedule > **Can Overload Sections**

R and **W** rights are necessary for access to the Walk-In Scheduler. **D** rights allow users to remove (delete) students from a Course Section.

- Student Information > Counseling > General > **Schedule**

W rights to Student Attendance are necessary (in addition to D rights assigned to schedule) to delete the course when the student has attendance records associated to the section.

- Student Information > General > **Attendance**

Access to Student Schedule tool through the Student Information toolset:

Full access to the Schedule tool in Student Information requires **R** rights to the following items:

- Student Information > General > **Schedule**
- Student Information > General > Schedule > **View Attendance**
- Student Information > General > Schedule > **Grade Book**
- Student Information > General > **Scheduling Messenger**
- Student Information > General > Schedule > Schedule Messenger > **User Group Formats**
- Student Information > General > Schedule > **Additional Enrollment Schedules**

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- Student Information > General > **Attendance**

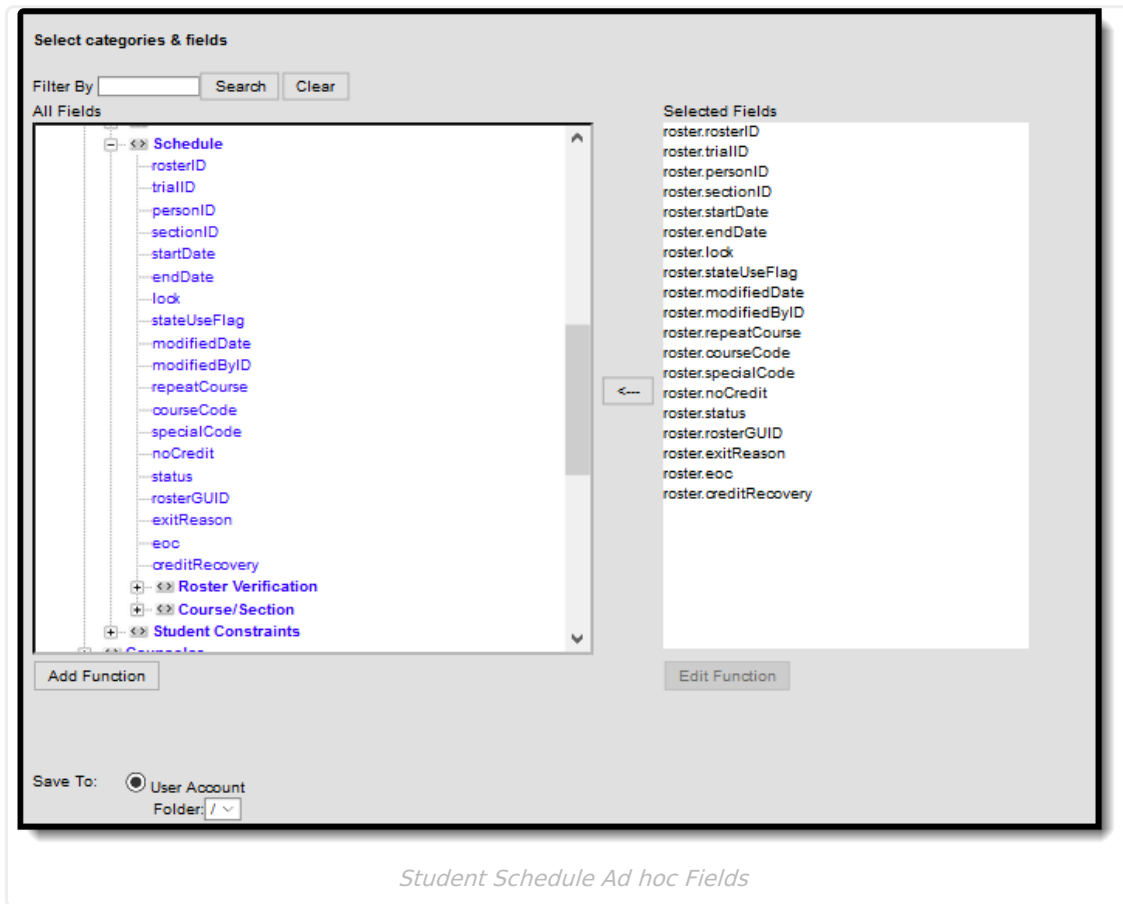
Note that Calendar Modify Rights take precedence over tool rights. If a user is assigned the recommended tool rights, but not modify rights to the calendar, updates to the schedule are not made.

The screenshot displays the 'Tool Rights' configuration interface. At the top, there are tabs for 'User Account', 'User Groups', 'Tool Rights', and 'Calendar Rights'. Below the tabs are buttons for 'Save' and 'User Rights Summary'. The main area shows a tree view of 'Campus Tools'. A table of permissions is shown on the left, with columns for Read (R), Write (W), Add (A), and Delete (D). A red box highlights the 'Schedule' folder and its sub-items, which have all four permissions checked. The sub-items include 'View Attendance', 'Can Overload Sections', 'Can Override Strict Student Constraints', 'Grade Book', 'Scheduling Messenger', 'User Group Formats', and 'Additional Enrollment Schedules'. Other tools like 'Account', 'Student Information', 'testlink', 'Allow unfiltered search', 'General', 'Counseling', 'Summary', 'Team Members', 'Documents', 'Contact Log', 'Transcript', 'Meetings', and 'Blank Forms' are also visible.

Schedule Tool Rights

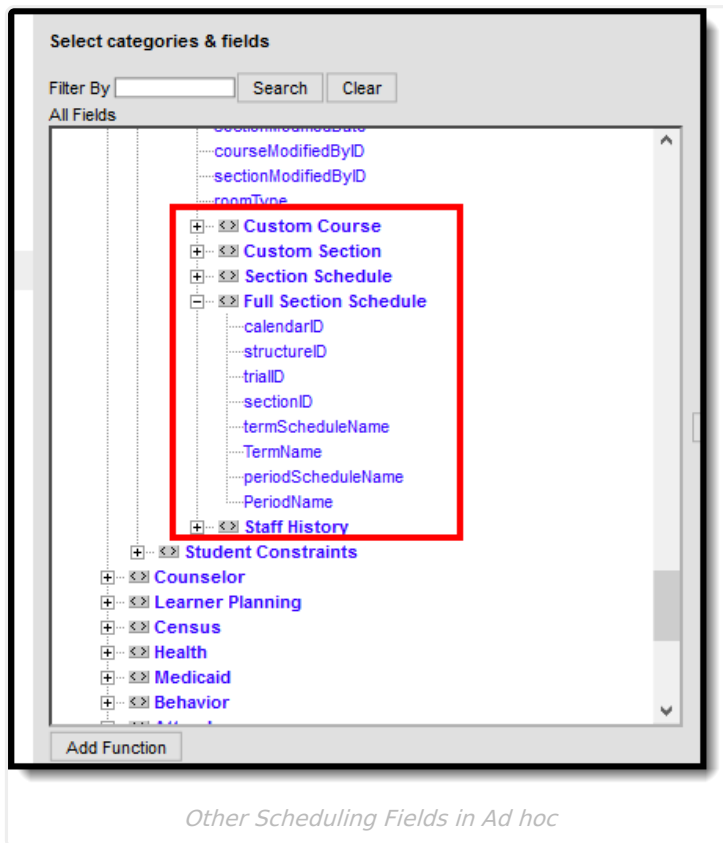
Schedule Information in Ad hoc Query Wizard

Student Schedule information is available in the Query Wizard for Student data types. When building Student data type filters, the fields are available in the **Learner > Schedule** folder.



If you are creating filters that return schedule information, also include student identifiers (like last name and first name) and course identifiers (like course name).

For schools that have a more complex calendar setup, use the available filter views to report information. All of the fields available within a selected view should be chosen.



Navigation of Student Schedule

Review the following information for a summary on features of the schedule and how to manage the Student Schedule. This new Student Schedule allows access using keyboard shortcuts when in the Calendar View. See the [Keyboard Shortcuts](#) section for navigation tips.

Note that when a user chooses to view the student's Schedule in a certain way, by choosing one of the options of the **Calendar View** or by choosing the **Term View**, and then navigates away to a different tab within Campus, the next time the user accesses the student's Schedule, the same view option that was previously chosen displays again.

A calendar must be selected in the Campus toolbar to display schedule information.

▶ [Click here to expand...](#)

Where do I...?

This table compares where you would complete tasks in the original Student Schedule tool versus where that same task is done in the new Student Schedule tool, whether accessed via the Counseling toolset (Student Information > Counseling > General > Schedule) or the Student Information toolset (Student Information > General > Schedule).

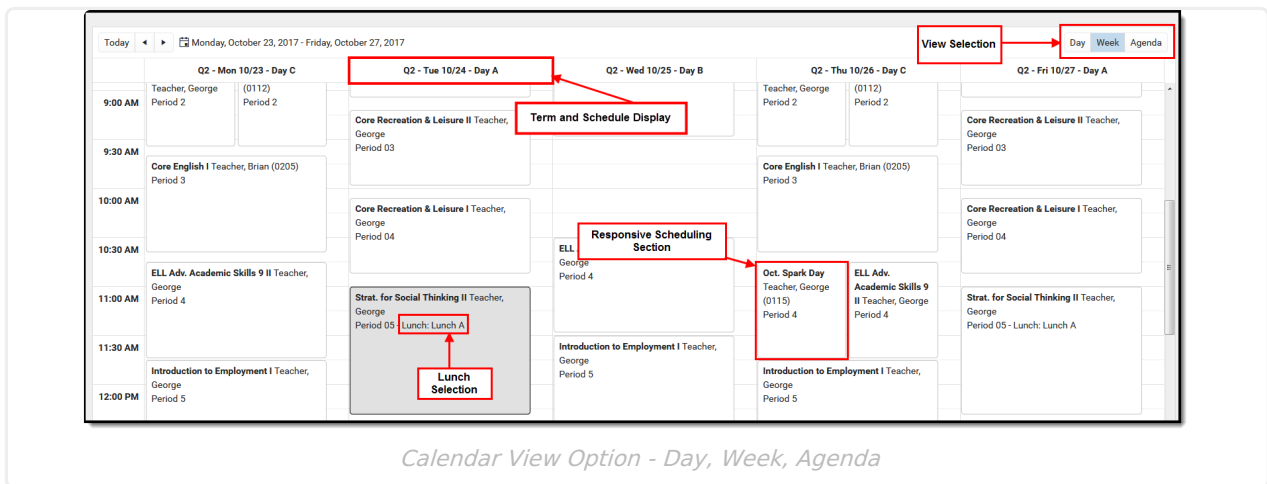
▶ [Click here to expand...](#)

Calendar View

Staff can view the student's schedule by the current **Day** (standard view), the current **Week**, or by an **Agenda** view.

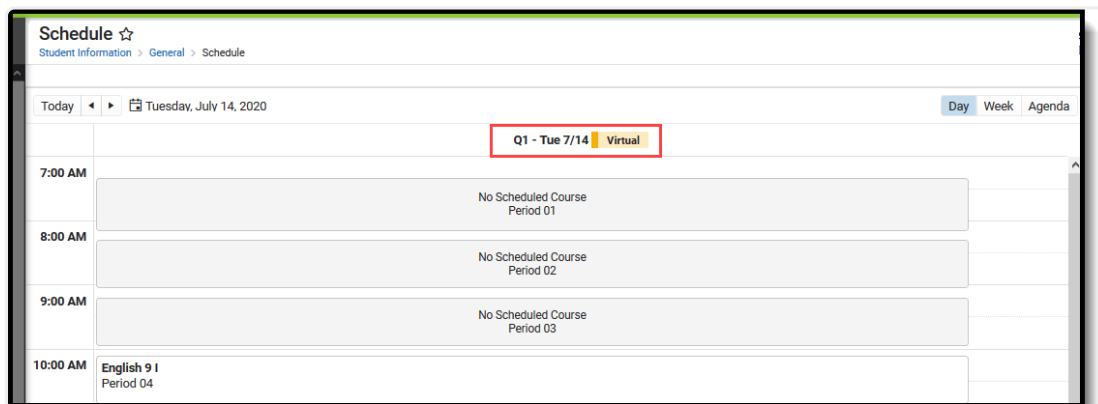
- The **Day** view displays the student's courses for the selected day.
- The **Week** view displays the student's courses for the selected week.
- The **Agenda** view displays the student's courses in a planner view, with the date, time and courses.

Lunch assignment (when selected on the Course editor) and any scheduled Responsive Scheduling courses (when using Responsive Scheduling tools) display.



Calendar View Option - Day, Week, Agenda

When a student is assigned to a **Blended Learning Group** that meets on the day that is being viewed (Blended Learning Groups are assigned to Calendar Days), a label of **Virtual** displays in the Day, Week and Agenda views.



Calendar Day View - Virtual Learning Group Display

Schedule ☆
Student Information > General > Schedule

Today | Monday, July 13, 2020 - Friday, July 17, 2020 | Day Week Agenda

	Q1 - Mon 7/13	Q1 - Tue 7/14 Virtual	Q1 - Wed 7/15	Q1 - Thu 7/16	Q1 - Fri 7/17
8:30 AM	No Scheduled Course Period 02	No Scheduled Course Period 02	No Scheduled Course Period 02	No Scheduled Course Period 02	No Scheduled Course Period 02
9:00 AM	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03
9:30 AM	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03	No Scheduled Course Period 03
10:00 AM	English 9 I (AVP) Period 04	English 9 I Period 04	English 9 I Period 04	English 9 I Period 04	English 9 I Period 04
10:30 AM					

Calendar Week View - Virtual Learning Group Display

Schedule ☆
Student Information > General > Schedule

Today | Tuesday, July 14, 2020 - Tuesday, July 21, 2020 | Day Week Agenda

Date	Time	Course
14 Tuesday July, 2020 Q1 Virtual	7:20 AM - 8:11 AM	No Scheduled Course Period 01
	8:18 AM - 9:05 AM	No Scheduled Course Period 02
	9:12 AM - 9:59 AM	No Scheduled Course Period 03
	10:06 AM - 10:53 AM	English 9 I Period 04
	11:00 AM - 12:19 PM	English 9 I Period 05
	12:26 PM - 1:13 PM	No Scheduled Course Period 06
	1:20 PM - 2:10 PM	No Scheduled Course Period 07
15 Wednesday July, 2020 Q1	7:20 AM - 8:11 AM	No Scheduled Course Period 01

Calendar Agenda View - Virtual Learning Group Display

Blended Learning Groups are optional. See the [Blended Learning Groups](#) article for more information.

Keyboard Shortcuts

The following shortcuts can be used when accessing the Student Schedule in the Calendar View:

- **Arrow through the time slots** . Use all four directional arrow keys to highlight time slot cells and scroll through the courses.
- **Press enter to open courses** . Highlight a course using the tab key and press the Enter key to open the Course Side bar.
- **Tab through the courses and non-timed activities** . Use the Tab key to move through the courses and click Enter to open the Course Side panel (shows the course name, teacher, period name and time).

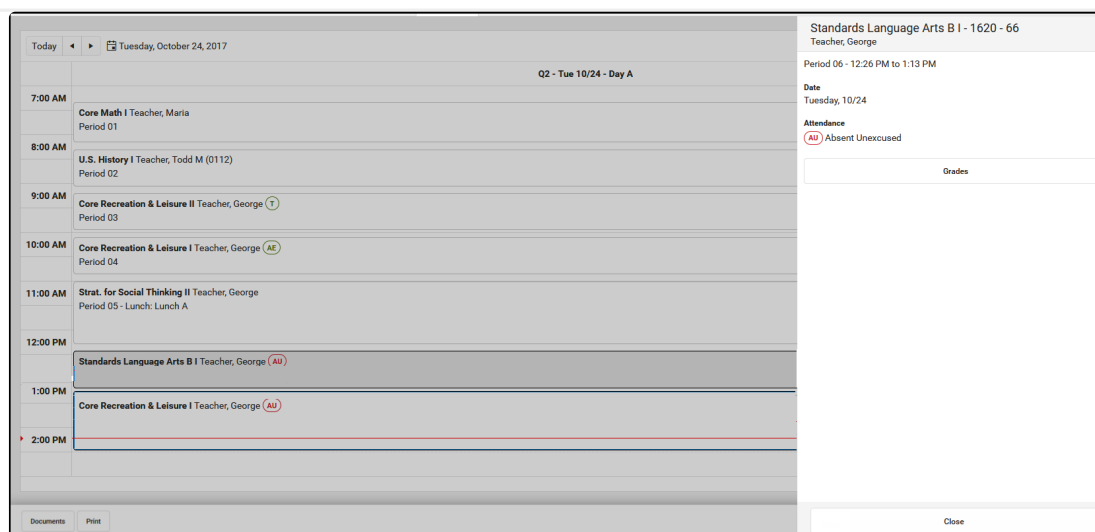
- **Arrow to next and previous.** Use the arrow keys in the Day and Week view to navigate to the next or previous day/week.
- **Escape to close side panels.** Click the ESC key to close open side panels.
- **Switch between calendar views.** Use 1, 2, 3 numbers across the top (not the number pad) to move between the Day, Week, and Agenda views.
- **Switch between term views.** Use 1, 2 numbers across the top (not the number pad) to move between the Term views.

Certain browser settings (like spell check) may interfere with the use of keyboard shortcuts.

Day View

The Day view lists the student's courses for the selected day. The name of the Period, assigned Room Number, Course Name and Assigned Teacher and any recorded attendance for that period display. The current period is highlighted in a blue outline to easily determine where the student is. A red line indicates the current time.

- Click the course block to see the course information in the side panel.
- Click the **Grades** button in the side panel to view the student's [Grades](#) tab.



Calendar Day View

If a student is scheduled into multiple sections of the same course, both of those sections display.

Week View

The Week view lists the student's courses for the selected week. Similar to the Day view, the name of the Period, Course Name and Assigned Teacher and any recorded attendance for that period displays. The side panel shows the same information as the Day view.

The Week view is helpful if student courses change on a daily basis.

Schedule Week View

Certain calendar formats, particularly at elementary schools, do not display well in the Week view, because of the amount of schedules, periods and classes. Consider using the Day or Agenda views instead.

Agenda View

The Agenda view lists the student's courses in a planner type of view, with the date, time and course. The current time and course is not highlighted in this view, but recorded attendance does display for course in which it was recorded.

Date	Time	Course
02 Monday October, 2017 Q2 - 2	7:00 AM-7:15 AM	No Scheduled Course Period 00
	7:20 AM-8:07 AM	No Scheduled Course Period 01
	8:12 AM-8:59 AM	AVID 10 I Period 02 Staff, Jeffrey

Schedule Agenda View

Term ViewThe Term View displays the student's courses for selected Term and each selected Period Schedule. Choose the **Filter** to select which terms and periods display.

When first accessing this view, all terms and all period schedules are selected. For a school using more unique formats for student schedules, like middle schools who are experimenting with the best learning for students, this view could get rather large.

Lunch assignment (when selected on the Course editor) and any scheduled Responsive Scheduling courses (when using Responsive Scheduling tools) display.

Responsive courses can be viewed for Future courses or Past courses.

Filter	Q1 (9/4/2018 - 11/2/2018)	Q2 (11/5/2018 - 1/18/2019)	Q3 (1/22/2019 - 3/22/2019)	Q4 (3/29/2019 - 6/5/2019)
00	Advisory Room: 0220 Staff, Mark	Advisory Room: 0220 Staff, Mark	Advisory Room: 0220 Staff, Mark	Advisory Room: 0220 Staff, Mark
1				No Scheduled Course 8:00 AM - 10:00 AM
01	Calculus I 7:20 AM - 8:11 AM Room: 0332 Staff, Mike J	Calculus I 7:20 AM - 8:11 AM Room: 0332 Staff, Mike J	Physics II 7:20 AM - 8:11 AM Room: 0323 Staff	Physics II 7:20 AM - 8:11 AM Room: 0323 Staff
2				No Scheduled Course 10:30 AM - 12:30 AM
02	American Government 8:18 AM - 9:05 AM Room: 0261 Staff, Jeni	American Government 8:18 AM - 9:05 AM Room: 0261 Staff, Jeni	Calculus II 8:18 AM - 9:05 AM Staff, Johanna	Calculus II 8:18 AM - 9:05 AM Staff, Johanna Drop: 5/23/2019
3				No Scheduled Course 1:00 PM - 3:00 PM
03	Physics I 9:12 AM - 9:59 AM Room: 0323 Staff, Jay	Physics I 9:12 AM - 9:59 AM Room: 0323 Staff, Jay Drop: 1/17/2019	No Scheduled Course 9:12 AM - 9:59 AM	No Scheduled Course 9:12 AM - 9:59 AM
04	No Scheduled Course 10:06 AM - 10:53 AM	No Scheduled Course 10:06 AM - 10:53 AM	No Scheduled Course 10:06 AM - 10:53 AM	No Scheduled Course 10:06 AM - 10:53 AM

Documents Print Calendar **Term** Walk-in Scheduler Messenger Feedback

Schedule Term View

Filter Options and Settings

The Filter and Settings allows users to choose what displays in the schedule grid and how it displays. At the beginning of a school year, it might be useful to see all terms and period schedules, but as the year progresses and Term 1 is over, this term can be removed, so only the current and future terms display. Or, a user doesn't want to see course numbers and section numbers in the schedule grid, just the name of the course. All of these can be set per user and changed as often as needed.

Filter ^ Settings

Filter

Dropped Courses Exception/Special Days

Term

Q1 x Q2 x Q3 x Q4 x

Period Schedule

1 x 2 x

Filter Options and Settings

Both the Filter options and the Settings panel remember selections made, meaning once a selection is made (filter) and saved (settings), the options remain even when navigating away or logging out of Campus, and is remembered the next the user logs in.

Filter Options

When first accessing the Filter, the schedule grid displays all terms and period schedules, both active and dropped courses, and any special days marked on the Calendar Days tab, like Responsive Scheduling Days.

Some filter options may affect the searching and placing of courses on the grid. Messages display when these options may need to be changed or to remind the user that not all items may be shown in the grid due to filter selections.

Remove the selected terms by clicking which Term or Period Schedule to not show in the Schedule.

Terms and Period Schedules without a checkmark DO NOT display in the schedule. In the example below, terms Q1, Q2, and Q3 are selected to display. Q4 is not selected and courses scheduled into that term do not display.

The screenshot shows a course schedule grid with columns for Q1 (9/4/2018 - 1/18/2019), Q2 (5/1/2018 - 1/18/2019), and Q3 (1/22/2019 - 3/22/2019). A dropdown menu for 'Term' is open, showing Q1, Q2, and Q3 with checkmarks, and Q4 without. The grid contains courses like 'Advisory', 'Calculus I', and 'American Government' for each term.

Term and Period Schedule Selection

If changes are made, a **Reset** button displays. Click this to return all filter options to the original display.

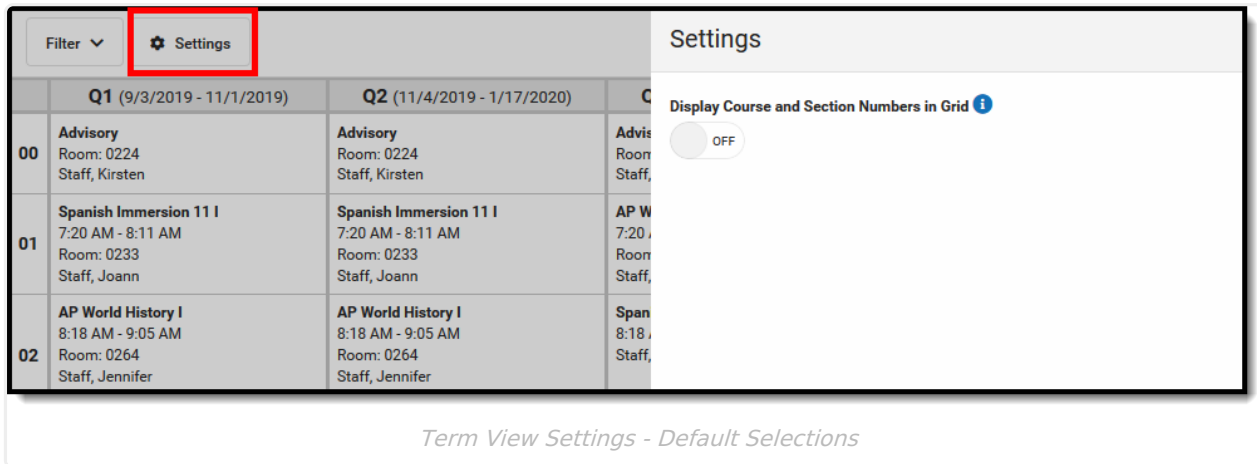
The screenshot shows the filter controls at the top of the interface. The 'Reset' button is highlighted with a red box. Below it, the 'Filter' section shows 'Dropped Courses' and 'Exception/Special Days'. The 'Term' section shows Q1, Q2, Q3, and Q4 selected. The 'Period Schedule' section shows 1 and 2 selected.

Filter Reset

▶ [Click here to expand...](#)

Settings

There is one setting that can be turned on or off when viewing the student schedule in Term view. A short description of that setting displays when clicking the info icon in the Settings side panel. Note that turning this setting on may increase the overall height of the grid, which could limit the amount of data that displays. This image shows the default settings.



	Q1 (9/3/2019 - 11/1/2019)	Q2 (11/4/2019 - 1/17/2020)	
00	Advisory Room: 0224 Staff, Kirsten	Advisory Room: 0224 Staff, Kirsten	Advisory Room: 0224 Staff, Kirsten
01	Spanish Immersion 11 I 7:20 AM - 8:11 AM Room: 0233 Staff, Joann	Spanish Immersion 11 I 7:20 AM - 8:11 AM Room: 0233 Staff, Joann	AP W 7:20 AM - 8:11 AM Room: 0233 Staff, Joann
02	AP World History I 8:18 AM - 9:05 AM Room: 0264 Staff, Jennifer	AP World History I 8:18 AM - 9:05 AM Room: 0264 Staff, Jennifer	Span 8:18 AM - 9:05 AM Room: 0264 Staff, Jennifer

Term View Settings - Default Selections

Changes automatically save (i.e., there's no need to click a save icon).

▶ [Click here to expand...](#)

Documents

Upload previous student schedule reports from other schools, or other schedule-related information, for a particular student. This uses the [Digital Repository](#) features. There is no limit to the amount of documents uploaded here, but be aware your district may have set a maximum file size value.

Only documents uploaded from the Schedule tool and Walk-In Scheduler tool display here. Other type of uploaded documents do not display. To see other types of uploaded documents, view them on the [Person Documents](#) tab.

Mark the **Consent** statement (files cannot be saved if this is not marked), and click the **Select File** button to locate and upload documents. File names must be unique. Click the **Save** button when finished. A successful upload displays a Done checkmark next to the Select Files button. Close the side panel by clicking the **Cancel** button.

Schedule Document Upload

Uploaded files can be sorted by Newest (most recently uploaded) or Oldest. To remove an uploaded document, click the red X next to the file name.

Delete Uploaded Documents

For more information on document upload, see the [Manage Document Attachments](#) article.

Print

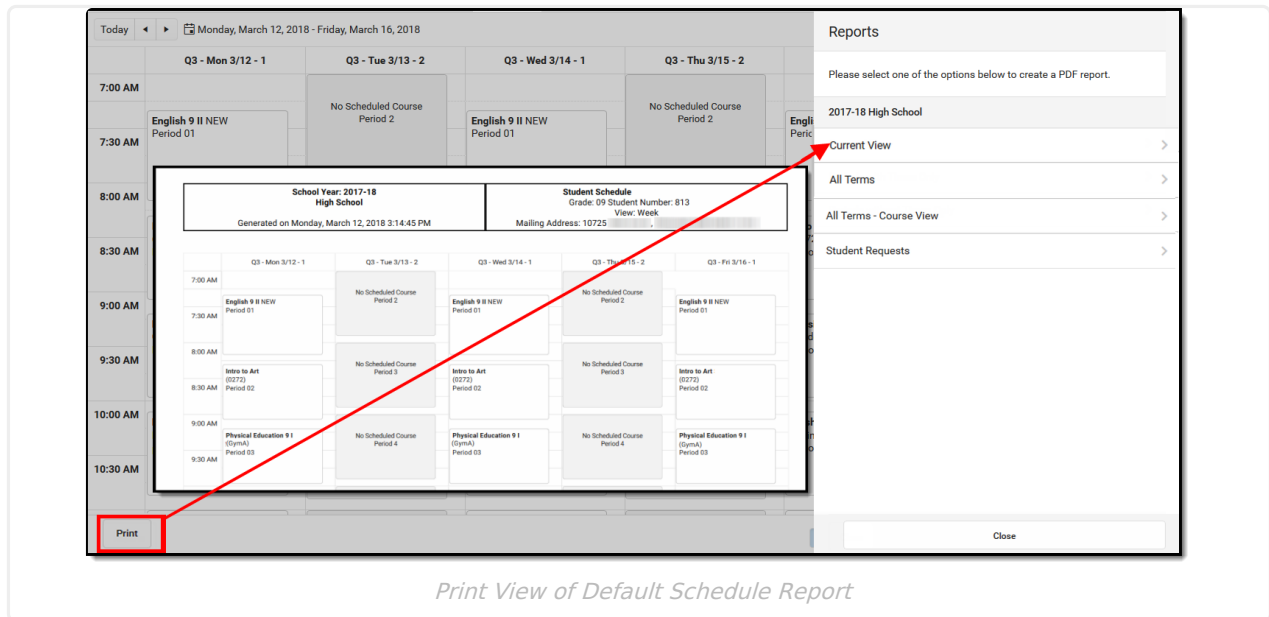
Print the student's schedule in any selected view by choosing the **Print** button at the bottom of the page.

- The **Current View** prints the student's schedule in the selected view (Day, Week, Agenda, Term).
- The **All Terms** view prints the courses on the student's schedule for all terms.
- The **All Terms Course View** prints all of the student's courses on one page.
- The **Student Requests** prints a list of the courses the student requested.

Reports print in PDF Format and include identifying information about the student (name, grade

level and student number), which terms are included in the print, and the total unique number of courses into which the student is scheduled. Unique courses are defined by the course number; a student scheduled in two different sections of the same course (e.g., Study Hall with a Course Number of 123 but two different section numbers 123-1 and 123-2) counts as one course.

If a user has removed certain terms by modifying the Filter bar selections (for example, printing the schedule report for only Term 4), only those options selected in the Filter bar are included in the print.



A report can also be printed for Periods without Times Only and Periods with Time Only. If there are no periods without times in the Schedule, the Periods without Time Only print option does not display. These periods can be left without assigned times, or if there should be times assigned to these periods, modify the [Period Schedule](#) to add the correct period times.

Other reports that display here for printing are created using the [Preferences Reports](#) tool in System Administration. See the [Schedule Report Preferences](#) article for more information.

There could be several schedule reports listed, including those for other schools if the student has multiple enrollments. These display if the user has rights to the other calendars.

There are certain schedule setups that may not print correctly:

- In Week view, up to three skinny courses print for one day.
- In Day view, up to six skinny courses print for one day.

			Reports
Day A	Q2 - Wed 10/25 - Day B	Q2 - Thu 10/26	Please select one of the options below to create a PDF report.
			2017-18 Dupont High School
			Current View
			Official Schedule
			2017-18 Emerson High School
			Current View
			Official Schedule - Semester 1

Print Schedule Reports