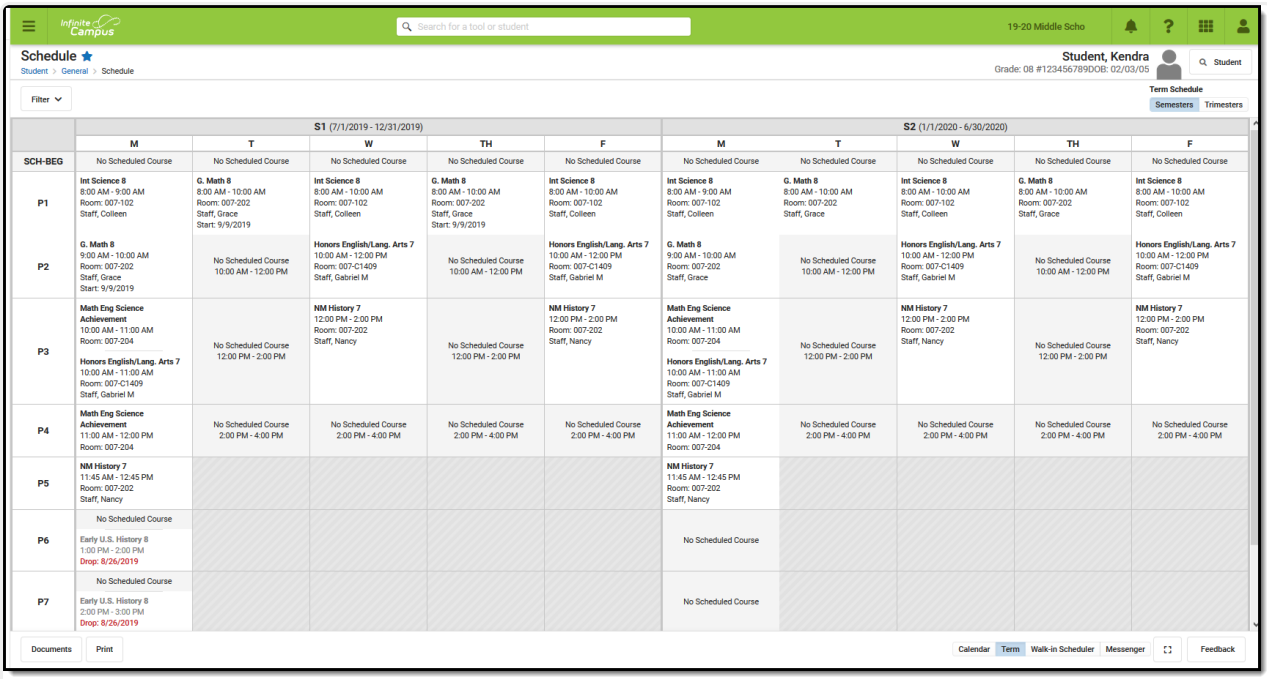
Schedule (Student)

Last Modified on 11/11/2026 8:15 am CST

Tool Search: Schedule

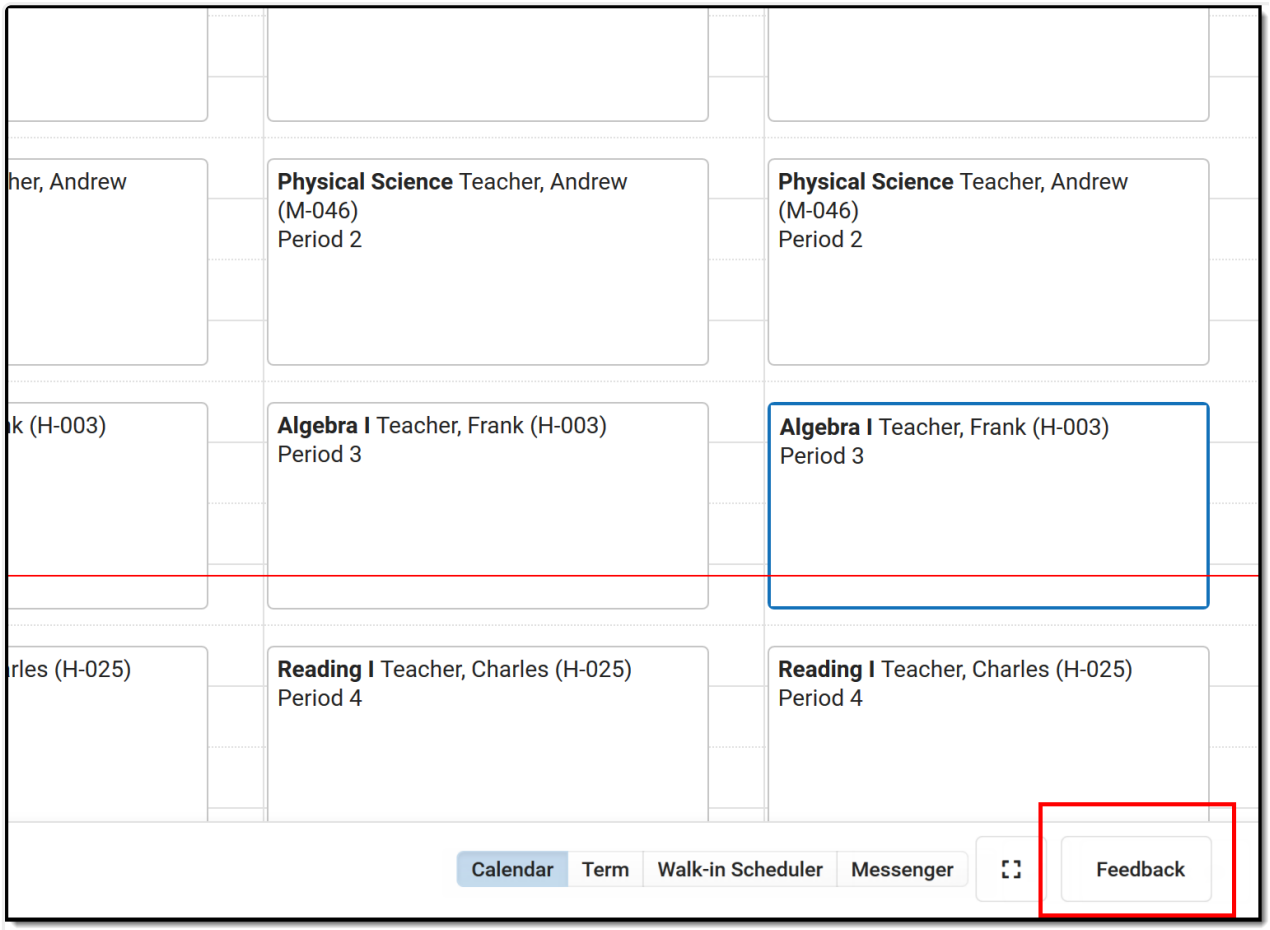
The Student Schedule allows users to view and print the student's scheduled courses in multiple formats. The student's schedule can be used to find where the student is during the day, to determine which courses the student should be taking in future years and to print the student's schedule.



Student Schedule

See the Schedule (Student) Tool Rights article for information about rights needed to use this tool.

Submit feedback for the 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.



Student Schedule Feedback

The Schedule does not load if Calendar Days have not been reset for the selected calendar.

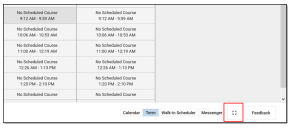
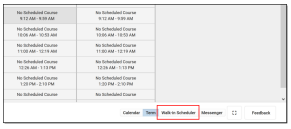
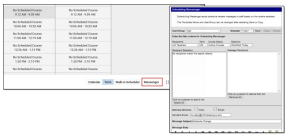
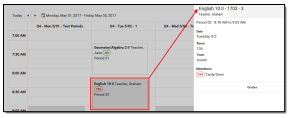
Navigation of Student Schedule

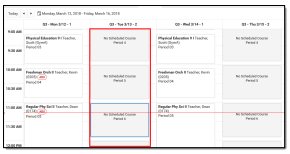
Review the following information for a summary on features of the schedule and how to manage the Student Schedule. This new Student Schedule allows access using keyboard shortcuts when in the Calendar View. See the Keyboard Shortcuts section for navigation tips.

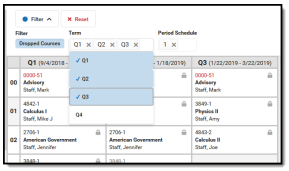
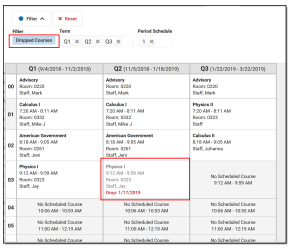
Note that when a user chooses to the view the student's Schedule in a certain way, by choosing one of the options of the **Calendar View** or by choosing the **Term View**, and then navigates away to a different tab within Campus, the next time the user accesses the student's Schedule, the same view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

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

Click here to expand...

Feature	Image
General Navigation	
Use the **Full Screen** icon to display just the schedule in the entire browser window. This removes all tabs, all indexes, all headers, and just displays the schedule. This can be done in either the Calendar View or Term View. Click the icon again or click the **ESC** key to return to a non-full screen view.	
Access **Schedule Reports** by choosing the Print button from the bottom of the page. Available reports display in the side panel. A report can also be printed for courses scheduled into periods without times by selecting the Current View or the Periods without Times print options (if there are periods without times) while in the Calendar View. Any scheduled Responsive courses are included in the reports. Any courses that are dropped in the future are included in the reports.	
Use the **Walk-In Scheduler** to modify the student's Schedule. The Walk-In Scheduler button can be selected from either the Term View or Calendar View; modifications to the student's schedule (course requests, drop/add courses, etc.) can only be made in the Walk-In Scheduler.	
Use the Scheduling Messenger to send messages to the student's current teachers by choosing the **Messenger** button.	
View any **Responsive Course Sections** from either the **Calendar** view or the **Term** view. Past responsive course sections display as other dropped courses would display.	
To see more information about a course (assignment scores, attendance data, etc.), select that course from the grid. A side panel opens that includes the course information, section information, any recorded attendance for that day, assigned scheduling teams and access to view posted grades. This can be done from the Calendar view in the Day or Week displays, and in the Term view (the Term View does NOT display attendance information).	

Feature	Image
If a student does not have a scheduled course during a particular period, the period displays as such.	
Calendar View Navigation	
When displaying the schedule in the **Calendar** view, the student's schedule can be displayed for the **Day**, for the **Week**, or in an **Agenda** layout. See the Calendar View section for more information on each of these options. Automatic scrolling to the current time of day occurs when viewing the schedule. If a counselor is looking for a specific student at 10:15, opening the schedule tab lets the counselor see which class that student is in and where.	
See courses that are not assigned a time to the far right (or below the schedule, depending on your screen size). These could be advisory periods or homeroom classes, or after-school sporting events or after-school club meetings.	
When in the **Calendar** view, the selected date always displays the current date. Use the left or right arrow keys to navigate to future dates or past dates. If viewing a future or past date, click the **Today** icon to return to the current date. To choose a day in a different month, click the current date and navigate through the pop-up calendar.	
Term View Navigation	
Choose the **Term View** button to display the Schedule organized by the term (Quarters, Trimesters, etc.). • For schools that use multiple period schedules, the schedules are labeled within each term. • For schools that use more than one term structure, the switcher in the top right displays options to navigate to the correct term structure. Periods where the student is not scheduled into a course section are gray and the field displays *No Scheduled Course*. Periods where the scheduled course section does not meet (school holiday or other non-instruction day) are gray and the field displays *No Scheduled Course*. Diagonal gray bars indicate the calendar does not contain courses in those periods for those days.	

Feature	Image
Determine what displays in the schedule grid by turning on or off certain **Settings**.	
Select which Terms and Period Schedules to display by expanding the Filter dropdown and removing the Terms from the Term list and removing the selection of the period schedules from the Period Schedule list. The green checkmark to the left indicates the term or period schedule is selected and displays in the schedule; thos without a checkmark do not display. All terms and all period schedules are automatically selected. The Filter only displays when there is more than one term and/or one period schedule.	
In the **Term** view, see dropped courses in the date in which they were dropped. The currently active course displays at the top of the period. This requires Dropped Courses to be selected in the Filter. In this example, for Term S2, Period 3, the student dropped the Homeschool course on March 26 (last course listed), enrolled in Photography starting March 27 and dropped on April 2, then added Modern Literature on April 3. The student must have dropped courses in order for this option to display. The Calendar view only displays actively enrolled courses. An **Active Course** is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course: • If the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term. • If the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date. • If the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date.	

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...

I want to...	Original Student Schedule	New Student Schedule
Change the Schedule Format	Choose the Dropdown list on the left hand side of the tab to show the schedule in a **Table** format grouped by course or day, or a **List** format grouped by course or day.	Choose the **Calendar** button from the lower right corner; then select the **Day, Week,** or **Agenda** buttons from the upper left corner. Or, choose the **Term** button from the lower right corner.

I want to...	Original Student Schedule	New Student Schedule
See only the courses into which the student is currently enrolled	Click the **Display Active Courses Only** icon.	In the **Term** view, use the **Filter** options to turn off the **Dropped Courses** setting (only displays when a student has a dropped course). Dropped courses display in the order in which they were dropped. An **Active Course** is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course: • If the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term. • If the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date. • If the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date.
Print the student's schedule	Click the **Print** icon or select a Schedule report from the *Choose a report option* dropdown.	Click the **Print** button to see the available reports from the side panel.

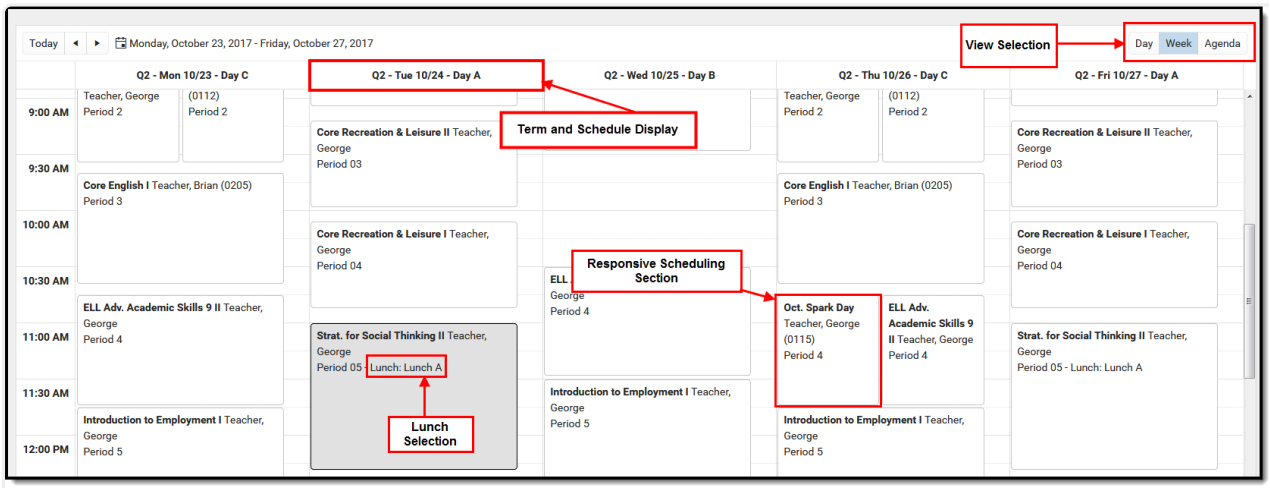
I want to...	Original Student Schedule	New Student Schedule
See the period times.	Scroll to the bottom of the page to see the **Period Info** table.	Use the **Calendar Day** view to see the current period highlighted in blue. The schedule automatically moves to the current time, indicated by a red line.
Access the Walk-In Scheduler	Click the **Walk-In Scheduler** icon at the top of the screen.	Click the **Walk-In Scheduler** icon at the bottom of the screen.
Send a schedule related message to a student's teacher.	Click the **Scheduling Messenger** icon at the top of the screen.	Click the **Messenger** icon at the bottom of the screen.
View the student's current course grades	Click the **Grade Book** icon in the course grid.	Click the course name. In the **Side Panel**, click the **Grades** button.

Calendar View

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

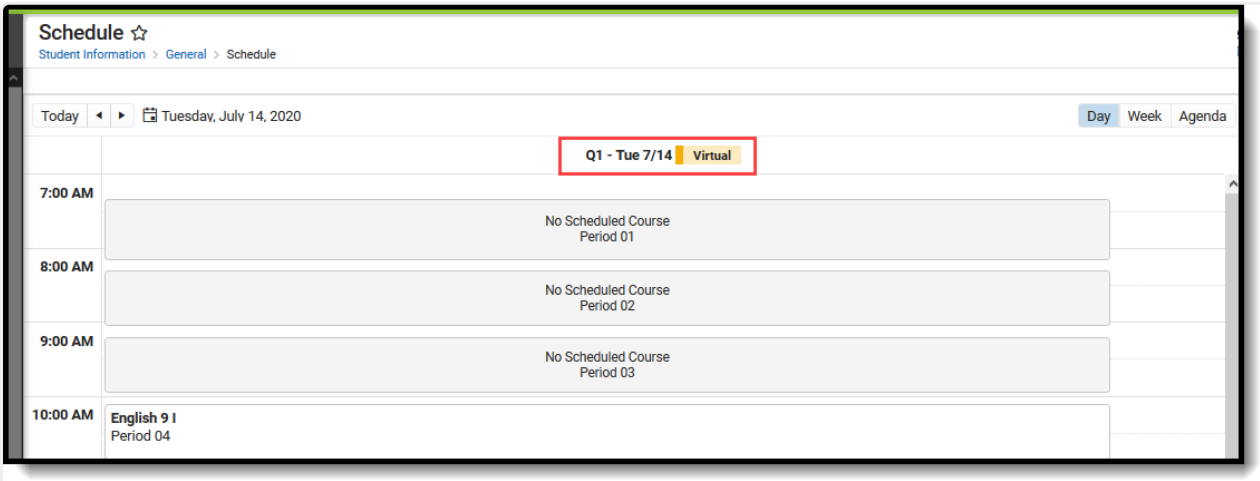
- The **Day** view displays the student's courses for the selected day.
- The **Week** view displays the student's courses for the selected week.
- The **Agenda** view displays the student's courses in a planner view, with the date, time and courses.

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

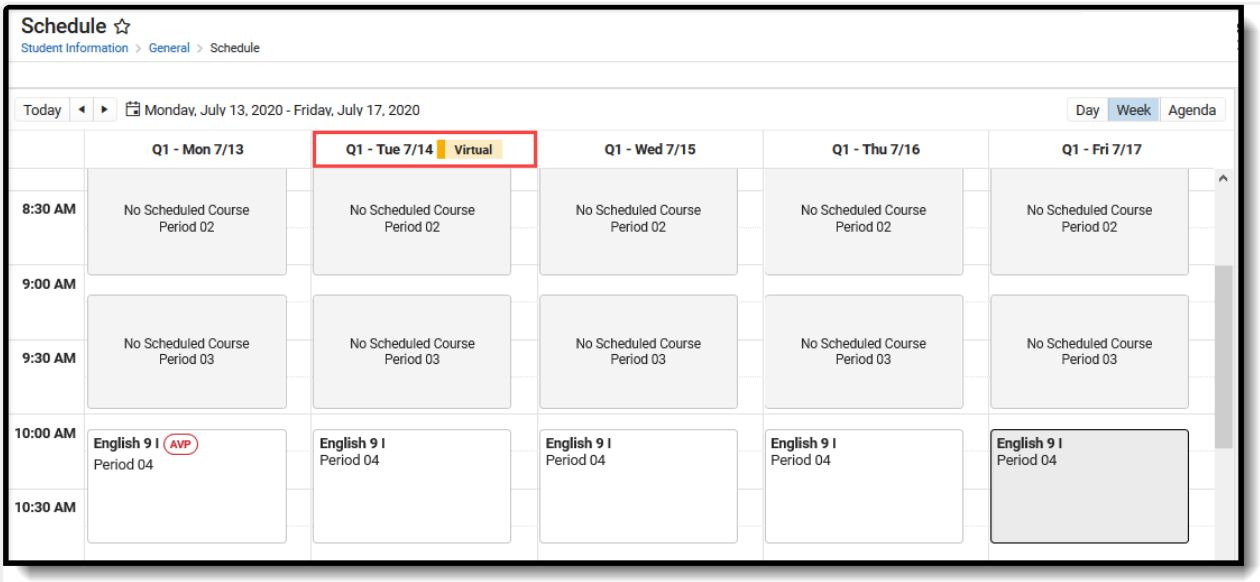


Calendar View

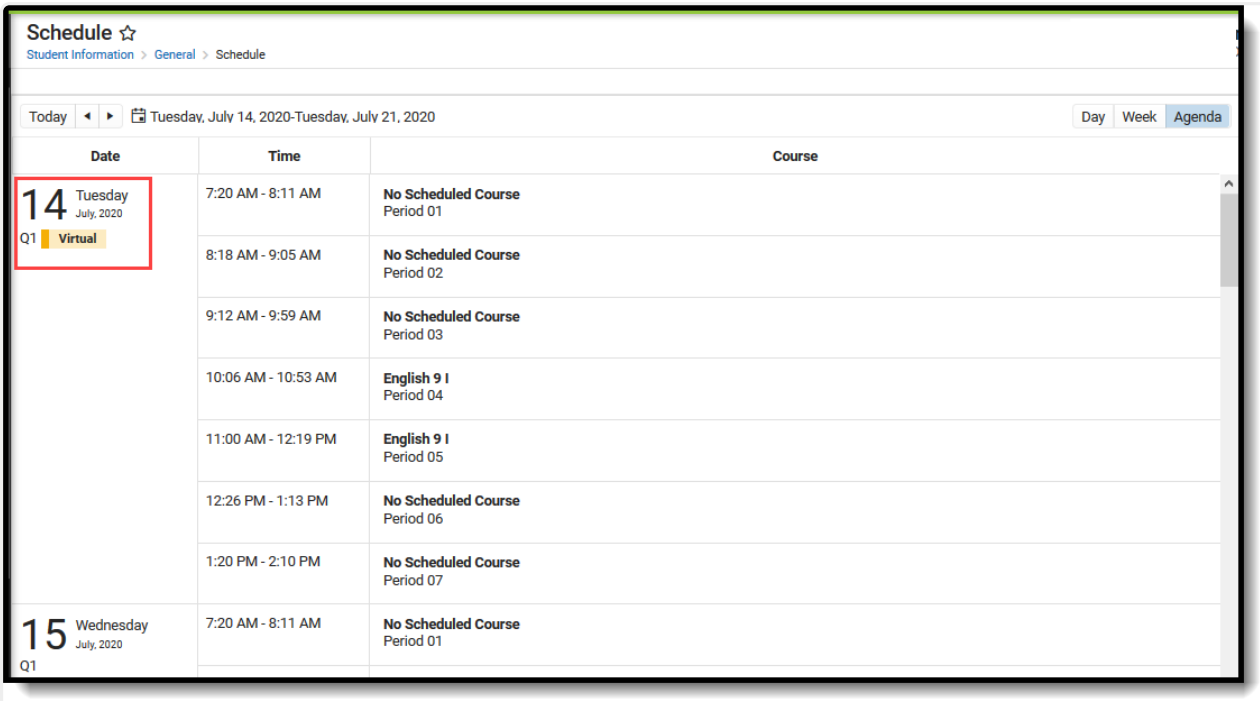
When a student is assigned to a Blended Learning Group that meets on the day that is being viewed (Blended Learning Groups are assigned to Calendar Days), a label of **Virtual** displays in the Day, Week and Agenda views.



Virtual Learning Group Display



Week - Blended Learning Group Display



Blended Learning Group Display in Agenda View

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:

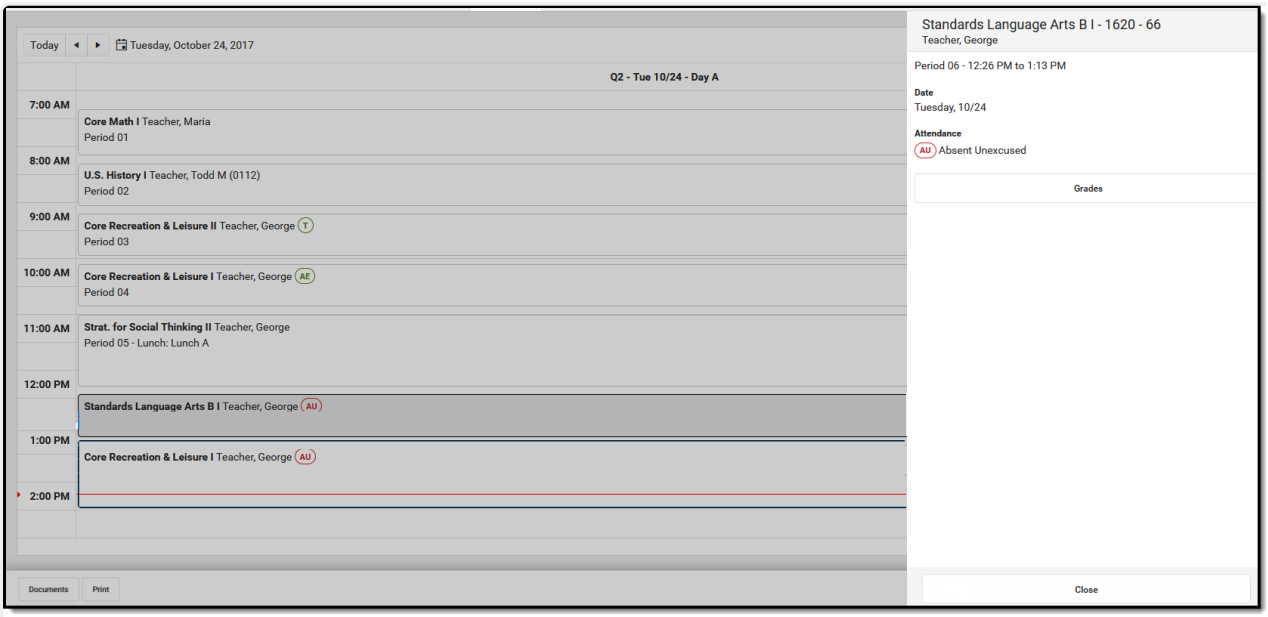
- **Arrow through the time slots**. Use all four directional arrow keys to highlight time slot cells and scroll through the courses.
- **Press enter to open courses**. Highlight a course using the tab key and press the Enter key to open the Course Side bar.
- **Tab through the courses and non-timed activities**. 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.



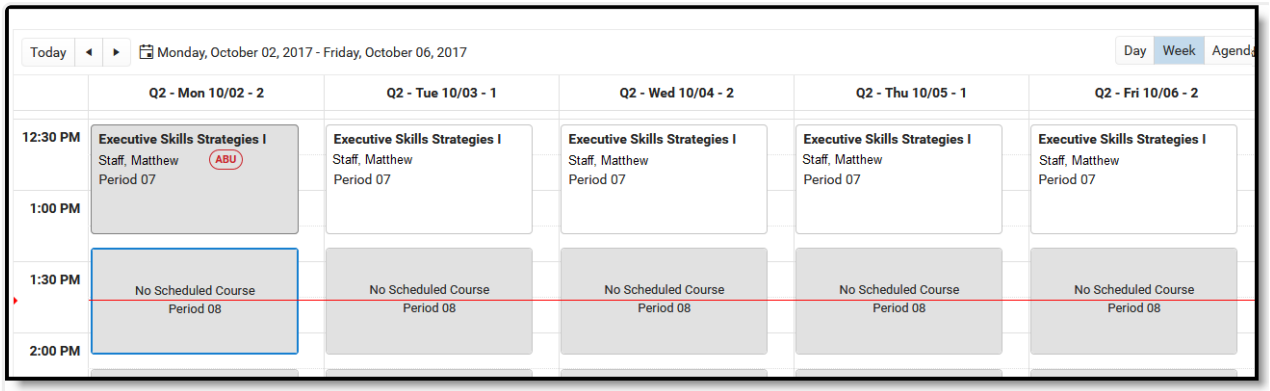
Calendar Day View

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 he Day view.

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

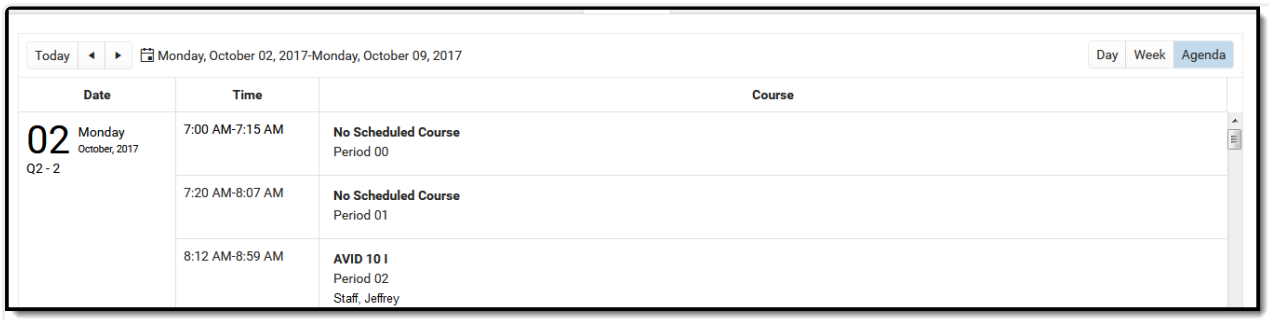


Week View

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.



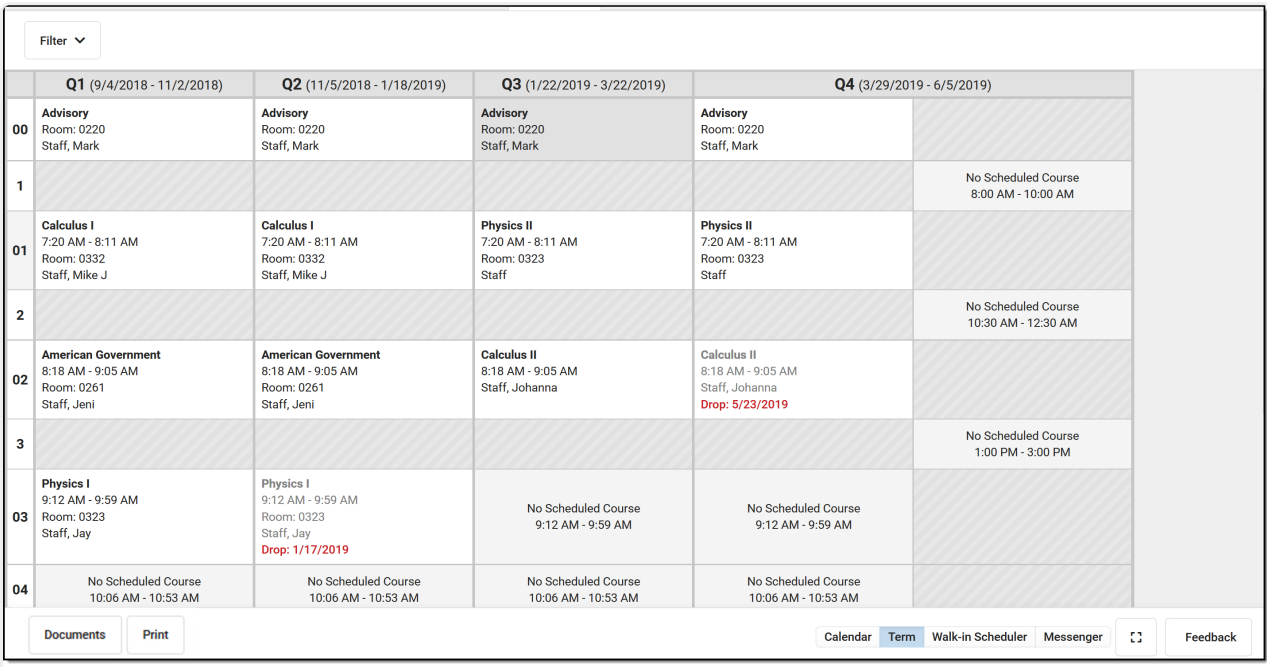
Agenda View

The 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.



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 the 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 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.

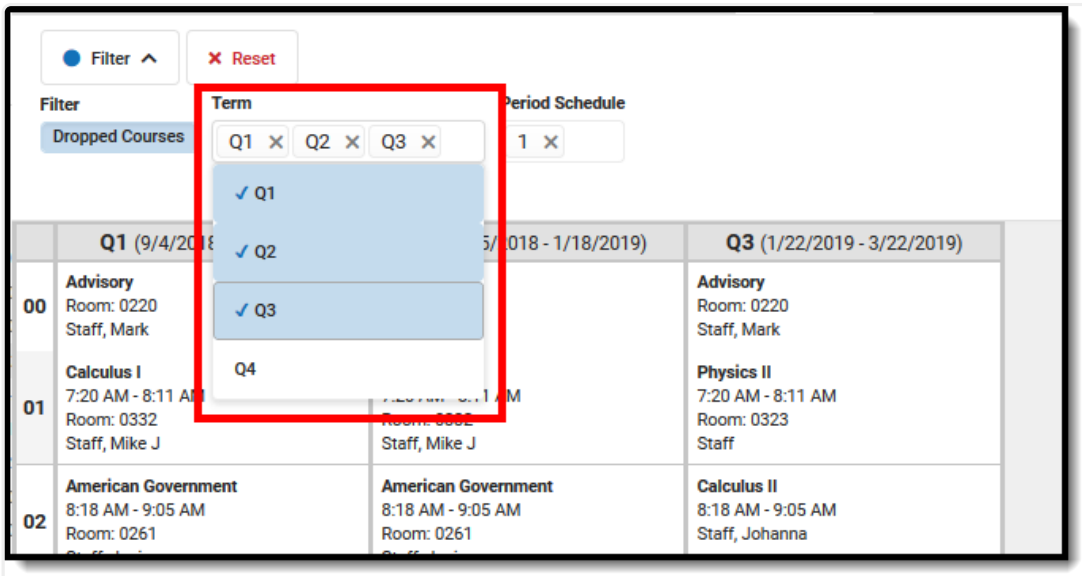
Filter Options

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

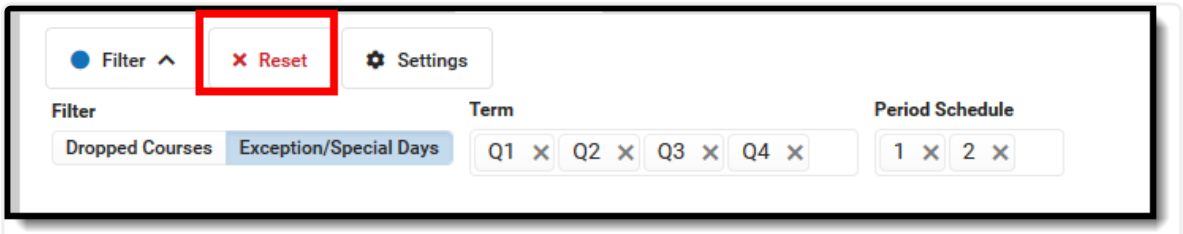
in the grid due to filter selections.

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.



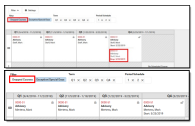
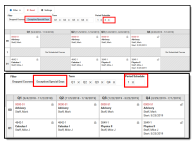
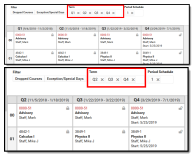
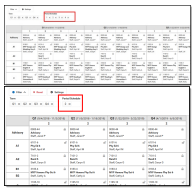
Term and Period Schedule Selection

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



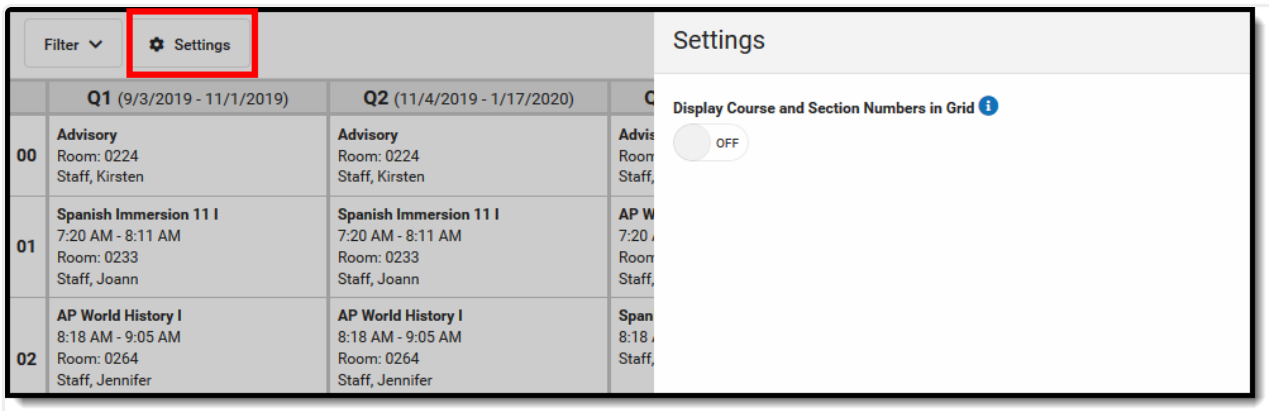
Filter Reset

Click here to expand...

Option	Image
Show only active courses by clicking the **Dropped Courses** option.This removed any courses from the grid that the student has dropped (ended enrollment in the section). The first image to the right shows the Dropped Courses option selected (highlighted), and the dropped Advisory course in Term 4. The second image shows the Dropped Courses option not selected, and the dropped Advisory course no longer displays.	
Hide any **Exception/Special Days** (final schedules, responsive scheduling) from the grid. In this calendar, all exception/special days are scheduled in the **Period Schedule** 2. • In the first image, exception days display. Notice that this student does not have any courses scheduled for those days. • In the second image, the exception days do not display. This also removes Period Schedule 2 from the grid.	
Only show specific terms. Click the X next to the **Term** name to not have courses scheduled in that term display in the grid. Since Term 1 has passed and no more schedule changes can be made for that term, Q1 can be removed. The first image shows the complete school year with all four terms displaying. The second image shows the schedule grid with the first term removed.	
Show only courses in the main **Period Schedule.** Removing period schedules from view is helpful when there are many responsive or special days (see the previous information on this option) or when there are several rotating schedules for a school in a middle or elementary school, for example. In this example, the calendar has four terms and four period schedules. The first image shows all of these options selected. Notice that Term 4 doesn't display without scrolling and there is no way to determine which periods are connected to which period schedule. The second image shows all but one period schedule selected. This makes viewing the courses for that period schedule manageable, and all terms display without scrolling.	

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.



Term View Settings - Default Selections

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

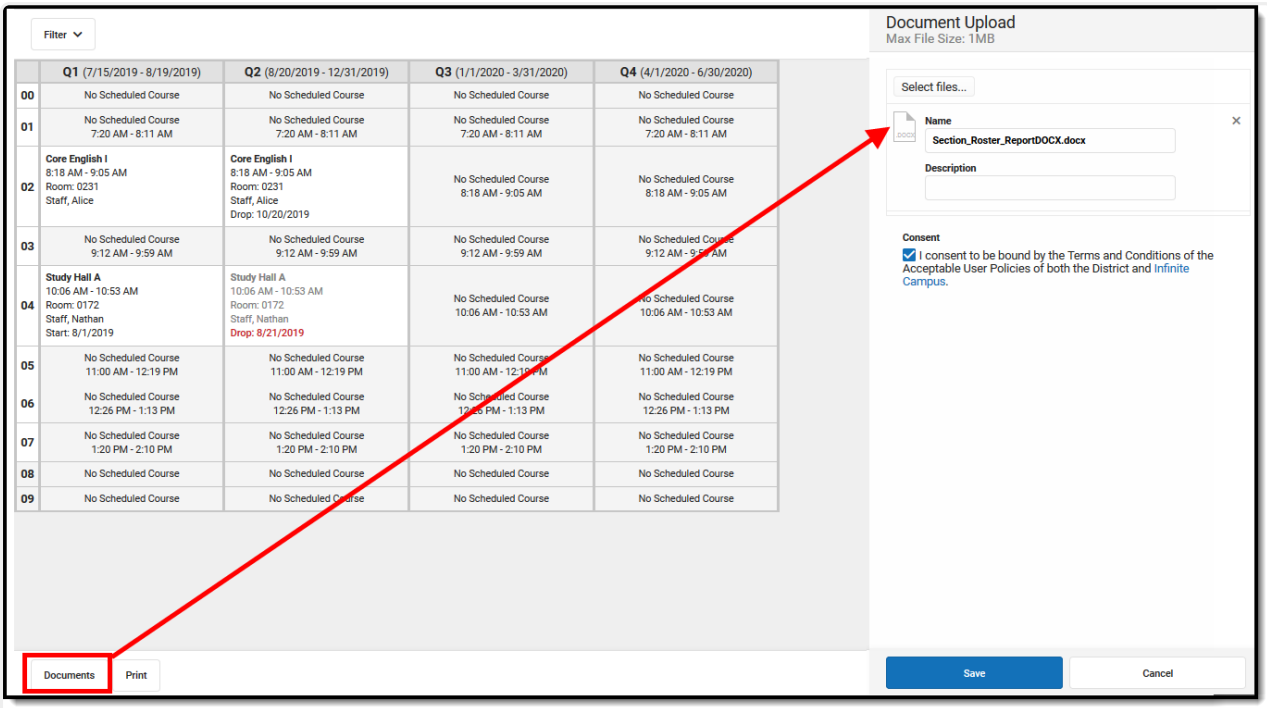
▸ Schedule Settings

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.

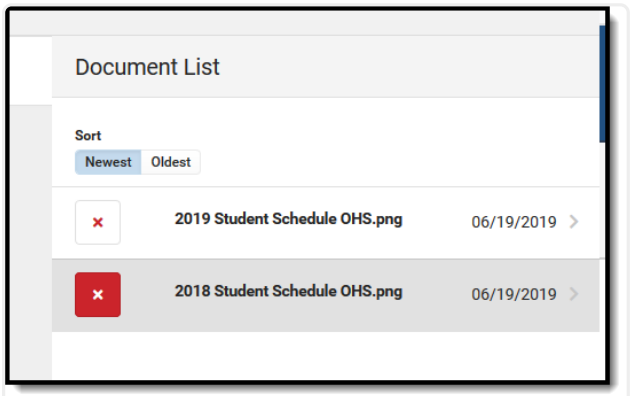
Only documents uploaded from the Schedule tool and Walk-In Scheduler tool display here. Other type of uploaded documents do not display. To see other types of uploaded documents, view them on the Person Documents tab.

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.

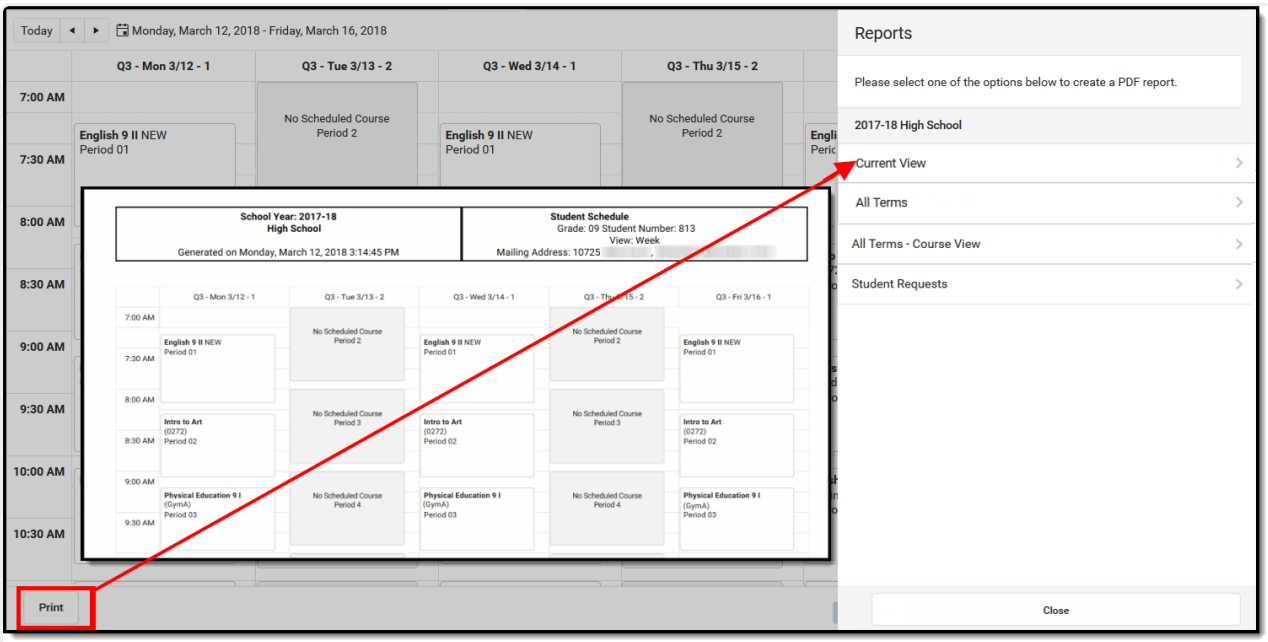
Print

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 sections 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.



Print View of Default Schedule Report

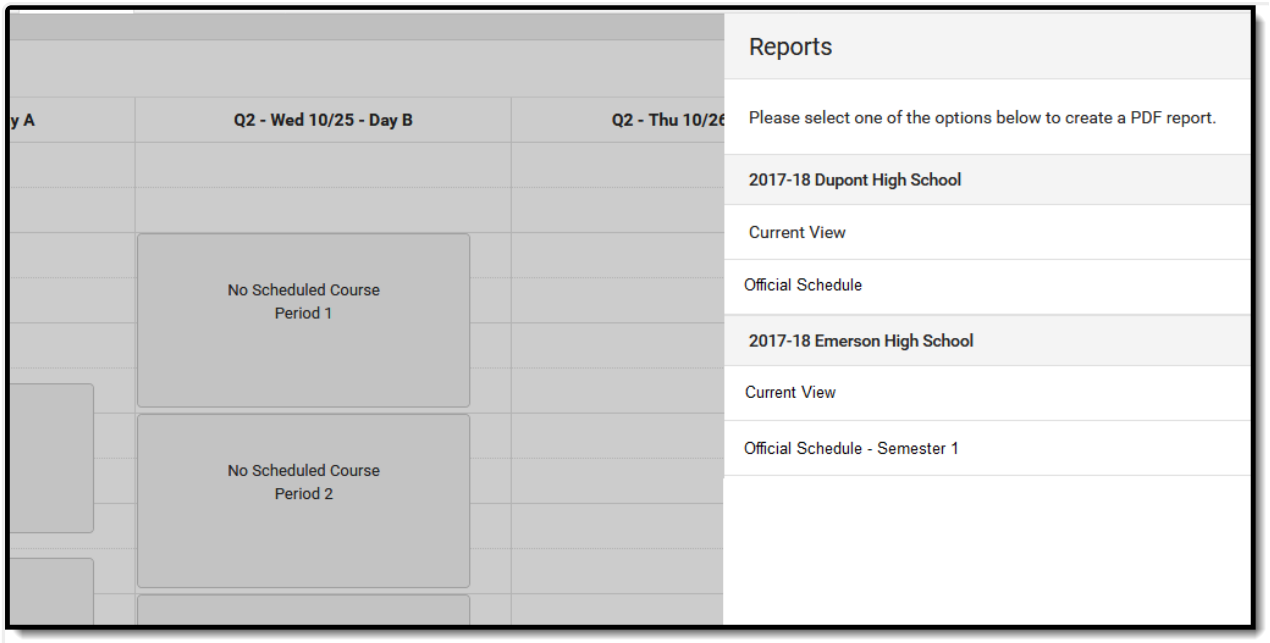
A report can also be printed for Periods without Times Only and Periods with Time Only. If there are no periods without times in the Schedule, the Periods without Time Only print option does not display. These periods can be left without assigned times, or if there should be times assigned to these periods, 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.



Print Schedule Reports

Additional Schedule Information

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**

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

- Student Information > General > Schedule > **Can Override Strict Student Constraints**
- Student Information >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 > General > **Schedule**

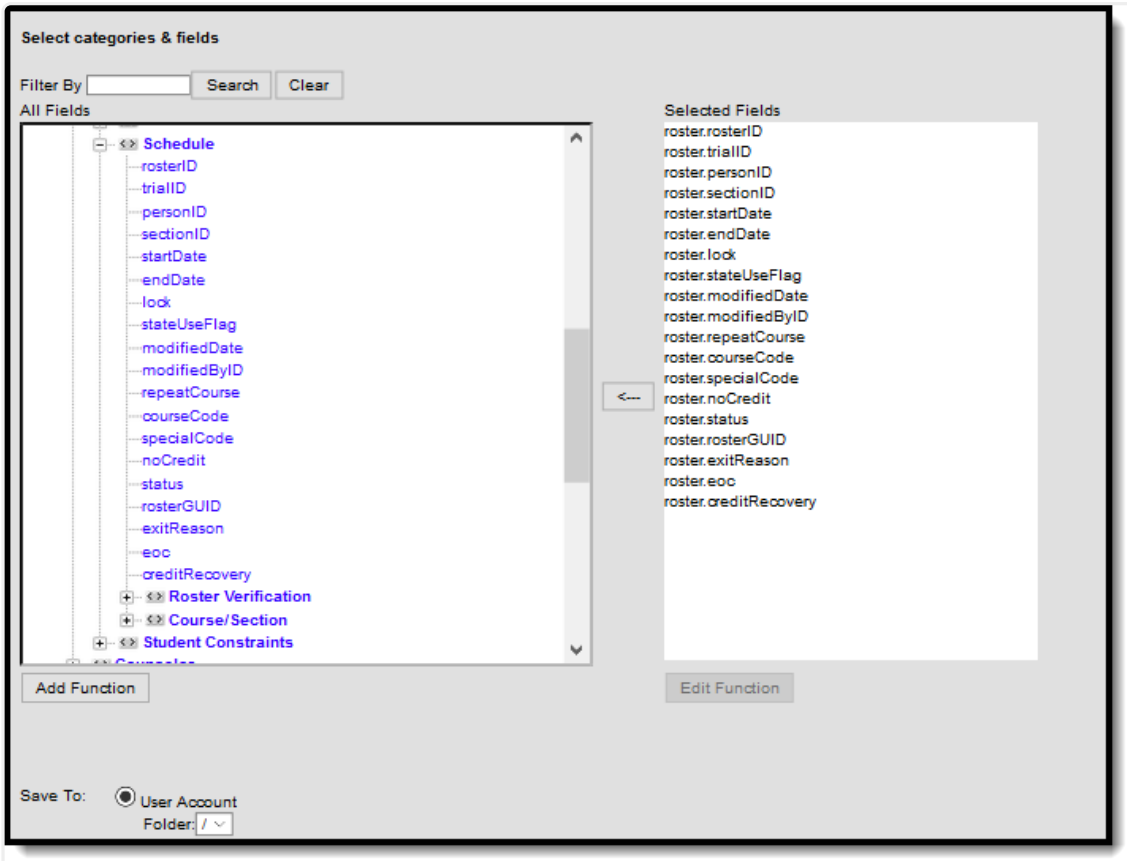
W rights to Student Attendance are necessary (in addition to D rights assigned to schedule) to delete the course when the student has attendance records associated to the section.

- Student Information > General > **Attendance**

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.

Schedule Information in Ad hoc Query Wizard

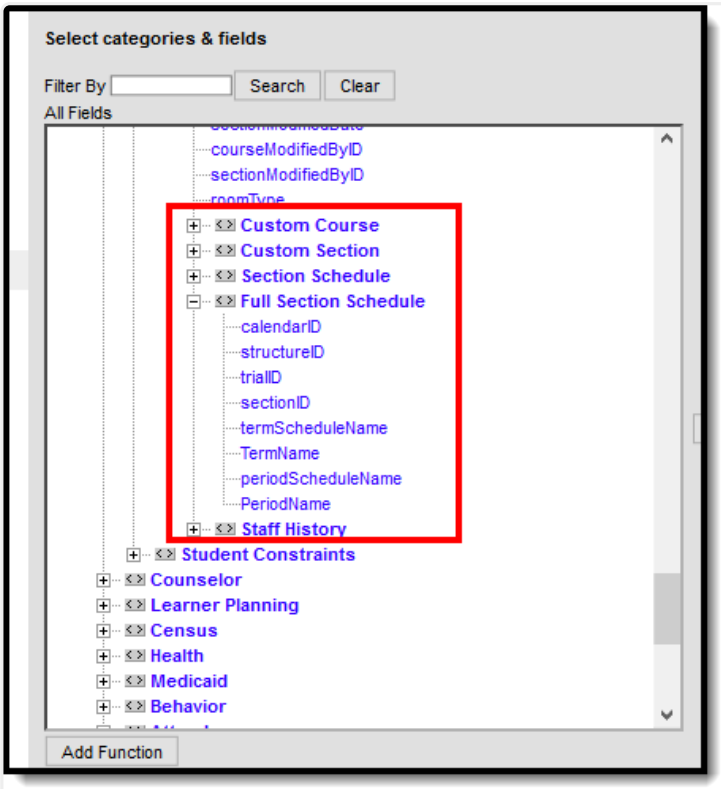
Student Schedule information is available in the Query Wizard for Student data types. When building Student data type filters, the fields are available in the **Learner > Schedule** folder.



Student Schedule Ad hoc Fields

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.



Other Scheduling Fields in Ad hoc