



REQUESTS AND ROSTERS + SCHOOL STORE

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COFFEE TRIVIA

What is cowboy coffee?

Where did the term "Cup of Joe" originate?

What is the term commonly used to describe the fragrant white blossoms on Kona coffee plants?


When to use Requests and Rosters

- AFTER calendars for the next school year are created.
- AFTER rolling student enrollments forward to the next school year.
- IN BETWEEN using the Scheduling Board to build courses.
- BEFORE using the Course Planner to plan the total number of courses and sections.
- IN BETWEEN using Scheduling Board and other scheduling tools to complete the scheduling process.
- Community URL for Details: <https://kb.infinitecampus.com/help/getting-started-with-requests-and-rosters#previous-process>

Section Roster Batch Edit

Section Roster Batch Edit

0270-1 Skills Seminar C 7

 Save

Active Students: 5

Name	Student #	Start Date	End Date	Repeat	No Credit
07 Student , Hannah S	847422	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Student, Trevor G	853243	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Student, Dennis	868133	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Student , Andrew V	841629	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Student, Thomas M	851160	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dropped Students: 0

Name	Student #	Start Date	End Date	Repeat	No Credit
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Section Roster Batch Edit

New Process

- Course Perspective
- Roster Date Editor
- Video Link [Here](#)
- Unselecting a student does NOT update the start/end date. Unselecting a student REMOVES that student from the section.

Request Wizard

Request Wizard ☆

Scheduling & Courses > Build Schedules > Request Wizard

Course Request Wizard

This tool batch creates or removes course requests based off student sets or teams, roster data from a previous year, or from other existing requests. This error if a user tries to remove requests that do not exist.

Select Mode

Create Requests
 Remove Requests

Select Grades

06 07 08

Select Additional Method to Filter Students

Filter on team or ad hoc set
 Filter on existing Requests
 Filter on Roster data from a prior year

Select Courses for Requests

- 1211 Standards Language Arts I 7
- 1230 English 7
- 1273 Sp Reading 7
- 1311 Standards Language Arts I 8
- 1330 English 8
- 1373 Reading 8
- 2101 Social 6
- 2172 Sp Social Studies 6
- 2201 SOCIAL 7
- 2272 Sp Soc Studies 7
- 2301 SOCIAL 8
- 2372 Sp Soc Studies 8
- 3101 Science 6
- 3173 Sp Science 6
- 3201 Science 7
- 3273 Sp Science 7
- 3301 Science 8

Requests

New Process

- Student Perspective
- SO MANY OPTIONS
- Add or Remove
- TO BE USED BEFORE SCHOOL STARTS

Roster Copy Wizard

Roster Copy Wizard ☆

[Scheduling & Courses](#) > [Load Schedules](#) > Roster Copy Wizard

Roster Copy Wizard

This tool will copy some or all of the students from one class to another. If the student already exists in the destination class, they will not be duplicated, and student be copied. Only students that are enrolled in the destination calendar will be copied.

Source Calendar	Destination Calendar
2023-24 Plymouth Middle School ▼	24-25 Plymouth Middle School
Source Schedule Structure	Destination Schedule Structure
Main ▼	Main ▼
Source Course	Destination Course
0106 Study 6 ▼	0107 Study 7 ▼
Source Section	Destination Section
0106-1 Hernandez, Jennifer L ▼	0107-1 Hernandez, Jennifer L ▼

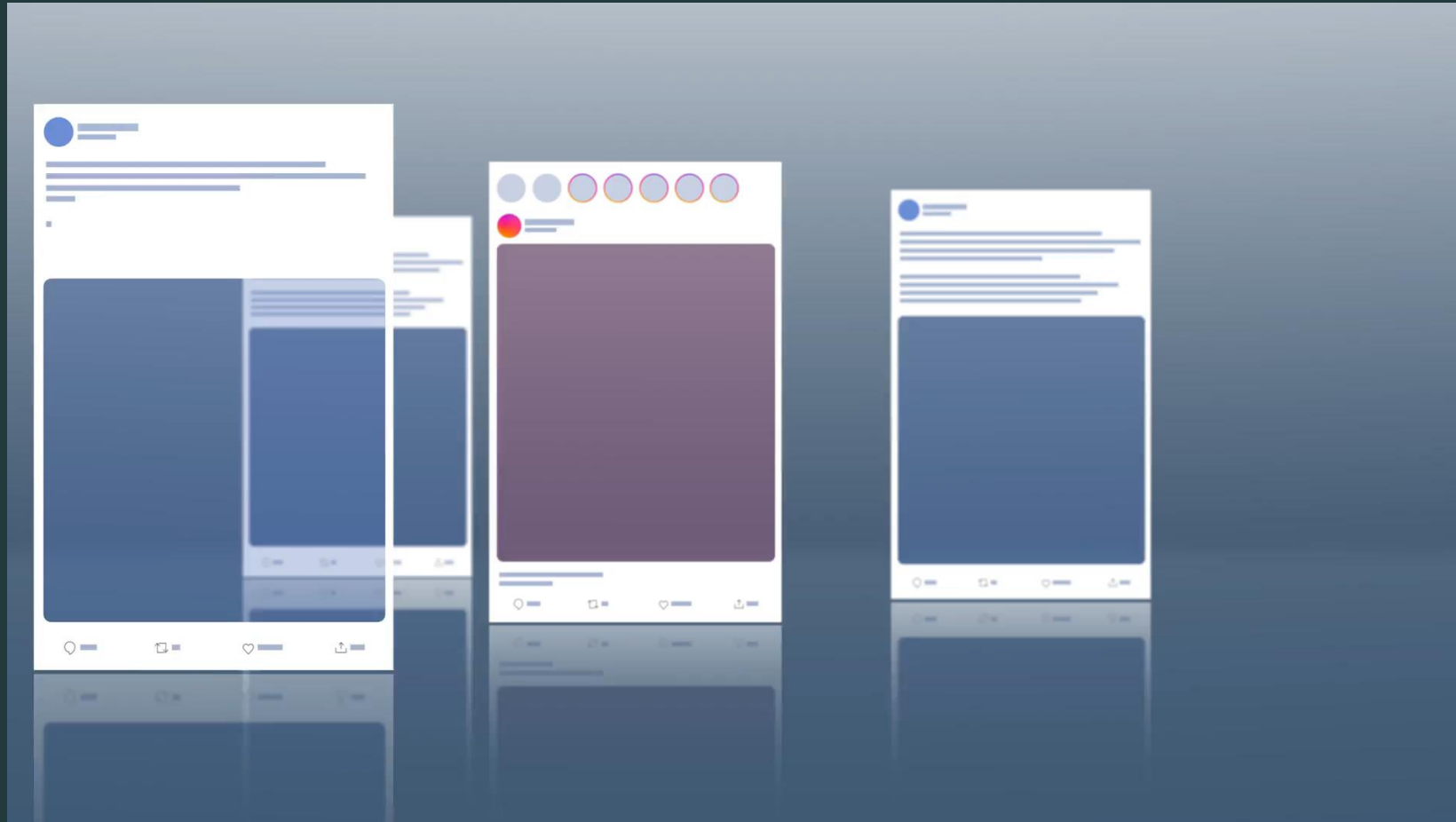
RUN

Roster Copy Wizard

New Process

- Student Perspective
- SO MANY OPTIONS
- Add or Remove
- TO BE USED BEFORE SCHOOL STARTS

Manual Rosters



Manual Rosters

New Process

- Student Perspective
- SO MANY OPTIONS
- Add or Remove
- ONLY TO BE USED BEFORE SCHOOL STARTS


Roster Setup

DATES
DATES
DATES

Cool Video [Here](#)

Section Roster Setup ☆

0057-1 Recreation and Leisure Teacher: Staff, Charlie C

 Save Student List and/or Copy Section

Copy student from this section:

Current Roster (0/34)

Click on a student to remove from list.

Show Students in this grade only:

Student, Amber A(07) 845193
Student, Ashley A(07) 843022
Student, Beth C(07) 868574
Student, Brian (07) 858127
Student, Makaila V(07) 857306

Click on a student to add to section.

Warning: All existing grading scores and attendance records for this class will be deleted if you remove a student.
Note: Inactive students are highlighted in red in the Current Roster list. Use the walk-in scheduler to schedule inactive students into this section.
Path: Index > Student Information > General > Schedule Tab > Walk-in Scheduler

SCHOOL STORE

- WHY
- Sell to the public
- OLP
- 6 Easy Steps to Rollin'



STEPS to SUCCESS

- Step 1. Enable School Store in the Digital Repository
- Step 2. Set up Product Types
- Step 3. Set up Fund Accounts
- Step 4. Create a Store for Each School
- Step 5. Set up Categories
- Step 6. Set up Products





We're funny
We are here to help
NO additional cost to the
District – same as your
current support
Locally based
Locally sourced
Grass Fed
Partnership with AIM/OPI
Serve over 160 school
districts