Infinite Campus

Direction For Entering EC5 Teacher Schedules

Sign-on Screen

Go to https://ic.kckps.org/campus/kansascity.jsp



Your login is the same as your email

Infinite Campus Home Screen

Infinite Campus	
← → C 🔒 https://ic.kc	kps.org/campus/main.xsl 🗢 ★ 🔇 🗄
Infinite District Edition	🔨 🌲 🏭 😝 🕀 Log Off
Year 19-20 • School	All Schools Calendar All Calendars
Index Search	c District Announcements
0.10.71	No district announcements at this time.
Search Campus Tools	School Announcements
K CONNIE THAO	[07/25/2019 F.L. Schlagle High School] Windotte County Back To School Fair will be held Saturday, August 3rd, 8AM-12PM at KCK Community College on the Main Campus, 7250 State Avenue, Kansas City, KS 66109. Students who live in Wyandotte County that attend public or private schools are welcome. Parents must provide proof of
KansasCityReports	residence in Wyandotte County. Parents are required to bring their children.
Student Information	Free School Supplies Free Immunizations and Physical Exams
► Census	Free Community Resources
Behavior	Free Dental Screening Free Vision Screenings and Classes
► Attendance	Free Student Haircuts Free Student Haircuts
▶ Scheduling	• [07/82/019 Wyandotte High School] Attention 9-12m grade studentist Wyandotte High School registration will be July 29, July 30, and July 31 from 9-11 AM and from 1-3 PM. Students can get their new ID for this school year, pay laptop fees, get bus schedule, turn in lunch applications, and more! Come to beat the rush on the first day of
► Fees	school
Grading & Standards	[07/18/2019 Wyandotte High School] Free Back to School Tamily Fun Event-free kids haircuts, food, face painting, games, inflatables and more for kids! Sunday, August 4 from 1 to 5 PM at CenterPointe Community Church, 401 N 78th St, Kansas City, KS.
Program Admin	[07/18/2019 Wyandotte High School] [Wrandotte Aright School Fair, August 3 from 8 AM- 12 PM at KCKCC, 7250 State Ave, Kansas City, KS 66102. Free physicalis, school supplies, haircuts, vision screenings, and much morell Bring proof of residence in Wyandotte County! Click the link for more information!
Ad Hoc Reporting	https://ktipa.gn/we-content/ucload/news/019/Wco.BTSF_Pver_2019.odf - [Wyanotk High Schoo]
User Communication	
► Assessment	Process Alerts
System Administration	
► FRAM	Date Range to Display All Processes V Find Messages
► Messenger	Delete Selected Messages
Professional Development	C 1 D Process Name Posted Date Due Date
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This should be what your first screen will looks like.

Infinite Campus Home Screen

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Infinite District Edition	n 🌲 🏭 🙆 🖯 Log Off
Year 19-20 Vear School Eug	ene Ware Elementary School *
Index Search <	District Announcements No district announcements at this time.
Student	School Announcements
Search Student Go Advanced Search	• [07/35/019 F.L. Schlagle High School] WraddteCounty Back To School Fairwill be held Saturday, August 3rd, 8AM-12PM at KCK Community College on the Main Campus, 7250 State Avenue, Kansas City, KS 66109. Students who live in Wyandotte County that attend public or private schools are welcome. Parents must provide proof of residence in Wyandotte County. Parents are required to bring their children.
X	Free School Supplies Free Immunizations and Physical Exams
	Free Community Resources Free Dental Screening
	Free Vision Screenings and Glasses Free Student Haircuts Free Student Haircuts
	. [07/18/2019 Wyandotte High School]
	schooli • [07/18/2019 Wyandotte High School]
	Free Back to School Family Fun Event-free kids haircuts, food, face painting, games, inflatables and more for kids! Sunday, August 4 from 1 to 5 PM at CenterPointe Community Church, 401 N 78th St, Kansas City, KS. • [07/18/2019 Wyandotte High School] Wyandote County Back to School Family, Fundary 3 from 8 AM-12 PM at KCKCC, 7250 State Ave, Kansas City, KS 66102. Free physicals, school supplies, haircuts, vision screenings, and much morell Bring proof of residence in Wyandotte County! Click the link for more information!
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The next screen will bring up list of students' name

Infinite Campus Home Screen



This will bring up list of students' name, then select any student

Infinite Campus – General Screen

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← → C ■ https://ic.kckps.	org/campus/main.xsi				- 🔔 🎬 🙆 🗄 Log Off
	gene Ware Elementary School				
Index Search Campus Tools	Grade: KG Gen	der: M	Person Documents ATR4 Criteria Economic Surve	ey KCKMigrant Language Mail Retu	med MISC Classroom Sched G
K CONNIE THAO	Summary Profile Enrollments S	Schedule Attendance Flags Gra	ades Transcript Credit Summary Assessme	ent Behavior Transportation Fees	Lockers Graduation
KansasCityReports Student Information General	Person Information			Quick Contacts	l l l l l l l l l l l l l l l l l l l
Counseling Program Participation Health PLP Reports Census Behavior	Full Name Homeroom 1 spa: Spani	P2 200 5 8	dent Number	Guardian) EMERGENCY PRIORITY 1 Cell Phone	Classroom
 Attendance Scheduling Fees Grading & Standards 	Households Aguirre Reyes PRIMARY		+	Mother G	Sched G Tab
 Program Admin Ad Hoc Reporting User Communication 	District Information		-	(Guardian) Cell Phone	
Assessment System Administration FRAM	Relationship1	Relationship1 GUID	<u>1100516</u>		
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Account Settings Access Log	Relationship3	Relationship 3 GUID			
r wared Lby	Relationship4	Relationship 4 GUID			
	Out of State				
			Update Census>People>Demographics		
	Reports Documents				Seedback Classic Summary Tab

Once you're on this screen, click on **Index,** and you want to be in the **General** tab under **Student Information**, then click on the **Classroom Sched G** tab.

Infinite Campus – General Screen



Once you click on the Classroom Sched G tab, you will see this screen

Your School Schedule

Infinite Campus x S USD 500 WebSILK System x ← → C https://swis.kckps.org/ic/ESLV3lidate.aspx		×
USD 500:Web SILK(ESL Validation)		Return Close
	Check your school's sta end time to make sure correct. Then approve time and the ESL staff. is your first going to this	art & e it's the If this

Once you click on the Custom External Resource Link, it will take you to this screen

Your School Home Page



After you click on the word close, it will open a new screen that looks like this

Your School Home Page



After you click on the drop down arrow, it will show a list of classroom teacher's name

Blank Teacher Schedule



This is a blank teacher's schedule.

Teacher Schedule

- This screen is displayed the signed on teacher classroom schedule. The teacher will also use this screen to submit their schedule for approval.
- **Course:** If teacher has more than one class, you have to select a course. For example: KG AM/PM or PreK AM/PM.
- **Grade Drop down:** Used to select the grade the schedule is for if the teacher has more than one grade in their class.
- **Update buttons:** There is one update button for each day in the schedule. Select to enter or update that day schedule.
- **Teacher: Submit button:** After the schedule is complete use this to send for approval by Principal, ESL staff and the ESL Department. The approve buttons will only be available for authorized staff. There will be words indicating the status of the approval.

acher:		Grade:	SchoolYear:		School: Eugene Ware Elementary School				
RRS, BETH (13838	34)	01 221112	19-20 Eugene Ware	e Elementary S					
Subject	Time	Monday	Class Teacher	ESL Teacher/Aid S	SpEd Teacher/Aid	Copy From			
Reading	08:30	09:30 T	HERRS, BETH		•	Must save the			
	09:30	()	T	T	Ŧ	schedule after changes are made to use the			
Art	NR '	·	× ×		Ψ	split button.			
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Reading Recess			0.10		Ψ				
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		· · ·	v	v	v	*			
Save	Cano	el							

Once you click on the update, you will see this screen to enter the class schedule.

Kansa	as City Kansas	U	SD# 50	то	eacher ES	L S	chedule							
Teach	er:				Grade:		SchoolYear:				School:			
CROW	, NATALIE (23	79:	37)		05 22113	39	19-20 Eugen	e Wai	e Elementary S		Eugene Ware Eleme	ntar	y School	
Su	ubject	٦	Time		Monday	C	ass Teacher	ESL Teacher/Aid			pEd Teacher/Aid		Copy From	
83 L	anguage		08:30	۳	09:00		ROW, NATALIE	۲	•		¥		Must save the schedule after changes	
XX R	Reading		09:00	۳	09:45		ROW, NATALIE	۲	•		۲		are made to use the	
XX R	lecess .		09:45	۳	10:00		CROW, NATALIE	۲	•		7	4	split button.	
XX P	E 1		10:00	۳	10:45		//cNeil/Alton 🖌 🗲	۲	T		۲	4		
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8 L	unch •		11:30	۳	11:55		CROW, NATALIE	۲	•		T	4	automatic	
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88 s	S I		12:40	۳	1:30		ROW, NATALIE	۲	,		۲	4	special	
XX R	lecess		1:30	۳	1:45		CROW, NATALIE	۲		Н	7	4		
XX 🛛	1ath •		1:45	۳	3:00		CROW, NATALIE	•	T		1	4	teacher	
88 s	cience •		3:00	۳	3:30		CROW, NATALIE	•	7		۲	4	assigned to	
8	1			۳				Ŧ	v		٣	4	the school	
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	Save		Са	ncel			More than :	20 Mi	nutes for recess.	<			it will also let	you

After you're done entering schedule for that day, click on the Save button. All times between school start and end needs to be filled, before you can save.



eacher:			Grade:	SchoolYear:		School:	
ROW, NATALIE (23793	7)	05 221139	19-20 Eugene War	e Elementary S	Eugene Ware Eleme	entary School
Subject	Ti	me	Tuesday (Class Teacher	ESL Teacher/Aid S	pEd Teacher/Aid	Copy From
8	•	Ŧ	T	Ŧ	T	τ,	I Must save the
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Once you click on the update for Tuesday, you can copy the schedule from Monday if you wish. Just click on the **Copy From** button, then you will see another screen.

acher:			Grade:	SchoolYear:	School:					
OW, NATALIE (2	23793	7)	05 221139	19-20 Eugene War	e Elementary S	Eugene Ware Eleme	entary School			
Subject	Ti	me 1	Fuesday (Slass Teacher	ESL Teacher/Aid	SpEd Teacher/Aid	Copy From			
:[.v 2	*	(v)		(T	(T	🧠 Must save the			
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				Ok	Cancel					
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Select the day you want to copy from then click **Ok**. Will bring up another screen with Tuesday schedule on it.

Tea	cher:				Grade	3:	SchoolYear:		School:	
R	W, NATALIE	(2379	37)		05 22	21139	19-20 Eugene Wa	re Elementary S	Eugene Ware Eleme	ntary School
	Subject		Time		Tuesda	у	Class Teacher	ESL Teacher/Aid Sp	pEd Teacher/Aid	Copy From
23	Language	۲	08:30	٣	09:00	۲	CROW, NATALIE	· · · · ·	•	dust save the
3	Reading	۲	09:00	Ŧ	09:45	•	CROW, NATALIE][][•	schedule after change are made to use the
3	Recess	۲	09:45	۳	10:00	۲	CROW, NATALIE]	•	< split button.
3	PE	۲	10:00	Ŧ	10:45	•	McNeil/Alton	•	۲	4
3	Writing	۲	10:45	٧	11:30	۲	CROW, NATALIE]	•	4
3	Lunch	۲	11:30	Ŧ	11:55	۲	CROW, NATALIE] [۲.	4
3	Music	۲	11:55	٧	12:40	•	Lawlor/Alton] [•	4
3	SS	۲	12:40	Ŧ	1:30	۲	CROW, NATALIE] []	۲	4
3	Recess	۲	1:30	۳	1:45	•	CROW, NATALIE]	•	4
3	Math	۲	1:45	¥.	3:00	•	CROW, NATALIE	•	▼	4
3	Science	۲	3:00	٣	3:30	•	CROW, NATALIE][][▼]	4
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recesses, etc. if needed.

				2	Teacher	Schee	lule																
crow,	NATAL	IE (2379	37)		05 7 20	20	Eugene	Wa	re E	lementar	y Scho	ol											
	Week 1 I	Monday				Week 1 T	uesday			W	eek 1 W	ednesdays				Week 1	Thursday				Week 1	Friday	
	Upd	ate				Upda	ate				Up	date				Up	date				Upd	late	
m	Course	Teacher	EL	Min	Tue	Course	Teacher	ELA	Min	Wed	Course	Teacher	EL/	Min	Thu	Course	Teacher	ELA	Min	Fri	Course	Teacher	ELA M
:30+09:00	Language	CROW++	N	30	08:30+09:00	Language	CROW++	Ν	30	08:30+09:00	Math	CROW++	Ν	30	08:30+09:00	Language	CROW++	Ν	30	08:30+09:00	Language	CROW++	N 30
:00+09:45	Reading	CROW++	Ν	45	09:00+09:45	Reading	CROW++	N	45	09:00+09:45	Tech	CROW++	Ν	45	09:00+09:45	Reading	CROW++	N	45	09:00+09:45	Reading	CROW++	N 45
:45+10:00	Recess	CROW++	Ν	15	09:45+10:00	Recess	CROW++	Ν	15	09:45+10:00	Recess	CROW++	Ν	15	09:45+10:00	Recess	CROW++	Ν	15	09:45+10:00	Recess	CROW++	N 15
:00+10:45	PE	MCNEIL++	N	45	10:00+10:45	PE	MCNEIL++	N	45	10:00+11:15	Writing	CROW++	Ν	75	10:00+10:45	PE	MCNEIL++	N	45	10:00+10:45	PE	MCNEIL++	N 45
:45+11:30	Writing	CROW++	N	45	10:45+11:30	Writing	CROW++	N	45	11:15+11:40	Lunch	CROW++	Ν	25	10:45+11:30	Writing	CROW++	Ν	45	10:45+11:30	Writing	CROW++	N 45
30+11:55	Lunch	CROW++	Ν	25	11:30+11:55	Lunch	CROW++	Ν	25	11:40+12:15	Art	KASTEN++	Ν	35	11:30+11:55	Lunch	CROW++	Ν	25	11:30+11:55	Lunch	CROW++	N 25
:55+12:40		LAWLOR++	N	45	11:55+12:40	Music	LAWLOR++		45	12:15+1:30	Reading	CROW++	N	75	11:55+12:40	Music	LAWLOR++	Ν	45	11:55+12:40	Music	LAWLOR++	N 45
:40+1:30	SS	CROW++	N	50	12:40+1:30	SS	CROW++		50			++			12:40+1:30	SS	CROW++	10.001	50	12:40+1:30	SS	CROW++	N 50
30 +1:45	Recess	CROW++	Ν	15	1:30 +1:45	Recess	CROW++					++			1:30 +1:45	Recess	CROW++	N	_	1:30 +1:45	Recess	CROW++	N 15
45 +3:00	Math	CROW++	Ν	75	1:45 +3:00	Math	CROW++			-	-	++		2-3	1:45 +3:00	Math	CROW++		-	1:45 +3:00	Math	CROW++	N 75
00 +3:30	Science	CROW++	N	30	3:00 +3:30	Science	CROW++	Ν	30			++		n	3:00 +3:30	Science	CROW++	N	30	3:00 +3:30	Science	CROW++	N 30
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eacher:	Submit	K			Principal:	Not App	roved			ESL Teach Approved	er: Ap	prove Not			ESL Dept Approved		e Reject	No	t	District: N	lot Appr	oved	

When you're done entering the schedule, click on the **Submit** button. After all teacher schedules are entered and no changes made, then the ESL teacher, aide and SpEd teacher enter their push-ins.

Kansas City Kansas USD# 500 Teacher ESL Schedule

Tea	cher:				Grade	:	SchoolYear:				School:					
R	DW, NATALIE	(237	937)		05 22	1139	19-20 Eugen	e War	e Elementary S		Eugene Ware	leme	entary School			
1	Subject		Time		Monday	r	Class Teacher	(ESL Teacher/Aid	St	DEd Teacher/Aid		Copy From			
×	Language	٠	08:30	$\mathbf{\mathcal{F}}$	09:00	¥	CROW, NATALIE	<u>,</u>		y		V	≼ Must save the			
3	Reading	۲	09:00	٣	09:45	۲	CROW, NATALIE	•	FLORES, MYRELLA			1.	schedule after change are made to use the			
3	Recess		09:45	٣	10:00	۲	CROW, NATALIE	•	PECH MOGUEL, AD				📑 split button.			
3	PE		10:00	Ŧ	10:45	۲	McNeil/Alton	•	CORDES, JULIA			•	4			
3	Writing	•	10:45	٣	11:30	۲	CROW, NATALIE	•	PEREZ SUAREZ, D Burhungane, Mitima	ASIEL		•				
3	Lunch	۲	11:30	Ŧ	11:55	۲	CROW, NATALIE	۲		T		۲	4			
3	Music	•	11.55	٣	12:40	۲	Lawlor/Alton	•		•		•				
3	SS	۲	12:40	Ŧ	1:30	۲	CROW, NATALIE	۲		•		۲	4			
3	Recess	•	1:30	۳	1:45	۲	CROW, NATALIE	•		•		•				
3	Math	۲	1:45	X	3:00	۲	CROW, NATALIE	۲		•		•				
3	Science	•	3:00	٣	3:30	۲	CROW, NATALIE	•		•		•				
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	Save 🤸		C	ance				R.G. A.R.		7030						
					-											

To enter a push-in schedule, click on the **Update** button of the day that you want to push into. Click on the drop down arrow under **ESL Teacher/Aid** or **SpEd Teacher/Aid** next to the subject and times you're pushing to and select your name, then click **Save**.

ea	cher:				Grade:		SchoolYear:			School:	
R	W, NATALIE	(237	937)		05 2211	39	19-20 Eugen	e War	e Elementary S	Eugene Ware Eleme	entary School
	Subject		Time		Monday	CI	ass Teacher		ESL Teacher/Aid Sp	Ed Teacher/Aid	Copy From
2	Language	۲	08:30	Ŧ	09:00	•	ROW, NATALIE	•		•	
3	Reading	۲	09:00	Ŧ	09:45	• 0	ROW, NATALIE	•	FLORES, MYRELLA	¥	schedule after change are made to use the
3	Recess	۲	09:45	۳	10:00	• 0	ROW, NATALIE	•	PECH MOGUEL, ADRIANA	¥	≼ split button.
3	PE	۲	10:00	Ŧ	10:45	V N	AcNeil/Alton	•	CORDES, JULIA	¥	4
3	Writing	•	10:45	۳	11:30	• 0	ROW, NATALIE	•	PEREZ SUAREZ, DASIEL Burhungane, Mitima	¥	4
3	Lunch	۲	11:30	Ŧ	11:55	• 0	ROW, NATALIE	•	T T	¥	4
3	Music	•	11:55	۳	12:40	•] [L	awlor/Alton	•	•	•	4
3	SS	۲	12:40	Ŧ	1:30	• 0	ROW, NATALIE	¥	T	٧	4
3	Recess		1:30	-	1.45	• 0	ROW, NATALIE	•	•	7	
X	Math	۲	1:45	Ŧ	3:00	• 0	ROW, NATALIE	۲	T	•	
3	Science		3:00	*	3:30	• 0	ROW, NATALIE	•	•	<u>}</u>	
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	Save		C	ancel			More than	20 Mi	nutes for recess.		

Kansas City Kansas USD# 500 Teacher ESL Schedule

Math is from 1:45-3:00, but you're not push into Math the entire time. You want to split Math before you can push-in. To split the Math, click on the **blue arrow** on your right.

acher:				Grade	É.	SchoolYear:			School:	_	
OW, NATALI	E (237	937)		05 22	1139	19-20 Eugene	e War	re Elementary S	Eugene Ware Eleme	ent	ary School
Subject		Time		Monday		Class Teacher		ESL Teacher/Aid S	pEd Teacher/Aid		Copy From
3 Language	v			09:00		CROW, NATALIE		CORDES, JULIA			Must save the
Reading	Ψ.		¥	09:45	۷	CROW, NATALIE	٧	v	٣	V	schedule after change are made to use the
Recess	Ŧ	09:45		10:00		CROW, NATALIE		T			split button.
PE		10:00	¥	10:45	۷	McNeil/Alton	٣	Y	٣	V	•
Viting	v	10:45		11:30		CROW, NATALIE					÷
Lunch	٣	11:30	Y	11:55	۷	CROW, NATALIE	٣	¥	٣		
8 Music	v	11:55	.	12:40	1.	Lawlor/Alton		T			\$
ss		12:40	¥.	1:30	۷	CROW, NATALIE	٣	Y	٣	V	:
Recess	Ŧ	1:30		1:45	1.	CROW, NATALIE	()				
§ Math	Ψ.	1:45	Y	3:00	۷	CROW, NATALIE	٣	Y	٣		
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		C	ancel				use a				
		0	ansai			Ok		Cancel			

Once you click on the blue arrow, it will bring you to this screen and ask to make sure you want to split. If yes, then click **Ok**. If the time is too long, you will need to split more than once.

Tead	cher:				Grade	:	SchoolYear:			School:	
RC	W, NATALIE	(237	937)		05 22	1139	19-20 Eugen	e War	re Elementary S	Eugene Ware Eleme	ntary School
	Subject		Time		Monday		Class Teacher		ESL Teacher/Aid S	pEd Teacher/Aid	Copy From
23	Language	۲	08:30	Ŧ	09:00	۲	CROW, NATALIE	۲	CORDES, JULIA	•	Must save the
3	Reading	•	09:00	Ŧ	09:45	T	CROW, NATALIE	•) T	۲	schedule after changes are made to use the
3	Recess	•	09:45	Ŧ	10:00	T	CROW, NATALIE	۲	▼ [Ŧ	a split button.
3	PE	۲	10:00	Ŧ	10:45	T	McNeil/Alton	•	T	T	4
3	Writing	•	10:45	۳	11:30	T	CROW, NATALIE	•	T	Ŧ	4
3	Lunch	۲	11:30	Ŧ	11:55	T	CROW, NATALIE	•	▼ [Ŧ	
3	Music	•	11:55	۳	12:40	T	Lawlor/Alton	۲	T	Ŧ	4
3	SS	۲	12:40	Ŧ	1:30	T	CROW, NATALIE	•	T	Ŧ	4
3	Recess		1:30		1:45	•	CROW, NATALIE	۲	T	Ŧ	
Y	Math	۲	1:45	Ŧ	3:00	•	CROW, NATALIE	۲	T	Ŧ	4
N.	Math	•	3:00	Ŧ	3:00	•	CROW, NATALIE	•	T	•	4
3	Science	T	3.00		3:30	T	CROW, NATALIE	۲	•	Ŧ	4
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	Save	1	C	ancel							

Once you click ok, you will see the screen has two lines of Math for the same end time. You'll need to change the first line of Math end time to where you want to end or start your push-in time for the first or second math.

eacher:				Grade:		SchoolYear:		School:	
ROW, NATAL	IE (237	937)		05 2211	.39	19-20 Eugene Wa	are Elementary S	Eugene Ware Eleme	entary School
Subject		Time		Monday	C	lass Teacher	ESL Teacher/Aid S	SpEd Teacher/Aid	Copy From
Canguage	۲	08:30	Ŧ	09:00	•	CROW, NATALIE	CORDES, JULIA	¥	
Reading	•	09:00	۳	09:45	•	CROW, NATALIE	(T	7	schedule after change are made to use the
Recess	۲	09:45	Ŧ	10:00	• 0	CROW, NATALIE	•	۲	
PE	•	10:00	۳	10:45	•	//cNeil/Alton	·] [•] [•	
Writing	•	10:45	¥	11:30	• 0	CROW, NATALIE	·][•][•	
Lunch	•	11:30	۳	11:55	•	CROW, NATALIE	·][•]	۲	
Music	۲	11:55	Ŧ	12:40	• L	awlor/Alton	·][•][•	
SS	•	12:40	۳	1:30	• 0	CROW, NATALIE	·][•]	۲	
Recess	۲	1:30	Ŧ	1.45	• 0	CROW, NATALIE	·][۲	
Math	•	1:45		2:15		CROW, NATALIE	CORDES, JULIA	۲	
Math		2:15	Ψ.	3.00	• 0	CROW, NATALIE		۲	
Science	•	3:00	۳	3:30	• 0	CROW, NATALIE		۲] ≼
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3	۳)[۳		•		T T T	¥]
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\$	۳		۳		•		· [٣	

After you changed the time, click on the drop down to select your name, then click **Save**.

ROW. N	NATAL	IE (237937)	- 24	ead	cher Scl		ene Ware	E	eme	entarv Sc	hool													
	Week 1	Monday date			-	ek 1 Tues					ek 1 Wedr				1	Week 1 Th Upda					Week 1 Upd			
n (Course	-	ELA	Min	Tue	Course	Teacher	EL/	A Min	Wed	-	Teacher	ELA	Min	Thu	Course	Teacher	ELA	Min	Fri	Course	Teacher	ELA	M
	Language	CROW+CORDES+		30	08:30+09:00				30	08:30+09:00		CROW++			08:30+09:00		CROW++	10.00 C	30	08:30+09:00		CROW++		30
0+09:45 F		CROW++			09:00+09:45		CROW++	11111	45	09:00+09:45		CROW++	Contraction de la	45	09:00+09:45		CROW++	10000	-	09:00+09:45		CROW++		45
15+10:00 F		CROW++			09:45+10:00	-	CROW++	-	15	09:45+10:00		CROW++			09:45+10:00		CROW++	0.000	1000	09:45+10:00		CROW++		15
0+10:45 F		MCNEIL++		-	10:00+10:49		MCNEIL++	C	45	10:00+11:15		CROW++	N		10:00+10:45		MCNEIL++	1.00		10:00+10:45		MCNEIL++		45
15+11:30 V	a la	CROW++	1011-0		10:45+11:30		CROW++			11:15+11:40		CROW++	10.1		10:45+11:30		CROW++			10:45+11:30	Decel Discourse of the	CROW++		45
	Lunch	CROW++			11:30+11:55		CROW++			11:40+12:15		KASTEN++	N	35		-	CROW++	N	25	11:30+11:55	11-20 K 12-1	CROW++		25
5+12:40 1	Music	LAWLOR++		45	11:55+12:40		LAWLOR++		45	12:15+1:30		CROW++	N	75	11:55+12:40		LAWLOR++		45	11:55+12:40	1.	LAWLOR++		45
	SS	CROW++		50	12:40+1:30	SS	CROW++		50			++				SS	CROW++	-	50	Contraction of the local division of the loc	SS	CROW++	1000	50
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5+2:15 I	Math	CROW+CORDES+	Y	30	1:45 +3:00	Math	CROW++		75	0		++			1:45 +3:00	Math	CROW++	N	75		Math	CROW++	Ν	75
	Math	CROW++			3:00 +3:30	Science	CROW++		30			++			3:00 +3:30	Science	CROW++		-		Science	CROW++		30
) +3:30 3	Science	CROW++		30			++					++					++					++		
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omitted				Not	Approved	R			No	t Approve	d N	/		N	lot Approv	ed K			ſ	Not Approv	ed			
					100										1.00		Tujou			1.5.1				

When you're done with all push-ins including SpEd, have your principal approves all teachers schedule. Then the ESL teacher and ESL Dept. approves before you can create student's individual schedule for pull-outs and specials. No schedule changes after approvals. If you do schedule changes, will reset all approvals and needs to re-approved.

Create Student Individual Schedule

The only time you will need to create student individual schedule is when student is being pulled from the classroom for special education, reading intervention or strings.

As soon as you create student schedule, you separate student schedule from the classroom teacher. If you made changes to teacher's schedule, you have to change in the student's schedule. The changes you made is not reflected in the student schedule. Make sure no changes to teacher's schedule before you create student schedule. **Only create student's schedule if necessary.**

Create Student Individual Schedule

Infinite District Edition	
Year 19-20 V School Euge	ne Ware Elementary School
Index Search <	Grade: 05 COB: Conder: M
Source compasitoris	EL Assessments EL Services EL Accommodations ESL Minutes Schedule ESL Status KELPA P Newcomer ESL Date
K CONNIE THAO KansasCityReports	Save Save Active EL Record Program Status EL Modified Date 09/12/2014 Home Primary Language: Notified Parent Notified Parent Declined Parent Declined Parent Declined Date ESL Code Date Stitict Defined Elements ESL Code Date 2 Level 2

To create student schedule, on the **General** tab under **Program Participation**, click on the **English Learners (EL)** tab, then select **ESL Minutes Schedule** and will take you to a different site with the student's schedule.

Create Student Individual Schedule

CIA	ult Tea	acher Scheo	lul	le							Creat	e Student S	che	d										
J, Fota	l Minute	es Per Day: 11.		05	Euge	ene War	e Elemen	ntai	ry S	chool		1												
lon	Course	Teacher	EL/	A Min	Tue	Course	Teacher	ELA	Min	Wed	Course	Teacher	ELA	Min	Thu	Course	Teacher	ELA	Min	Fri	Course	Teacher	ELA	N
8:30- 9:00	Language	CROW+CORDES+	Υ	30	08:30- 09:00	Language	CROW++	N	30	08:30- 09:00	Math	CROW++	N	30	08:30- 09:00	Language	CROW++	Ν	30	08:30- 09:00	Language	CROW++	N	-
9:00- 9:45	Reading	CROW++	N	45	09:00- 09:45	Reading	CROW++	N	45	09:00- 09:45	Tech	CROW++	N	45	09:00- 09:45	Reading	CROW++	Ν	45	09:00- 09:45	Reading	CROW++	N	4
9:45-	Recess	CROW++	N	15	09:45- 10:00	Recess	CROW++	N	15	09:45-10:00	Reces	CROW++	N	15	09:45-	Recess	CROW++	Ν	15	09:45-	Recess	CROW++	N	
0:00- 0:45	PE	MCNEIL++	N	45	10:00- 10:45	PE	MCNEIL++	Ν	45	10:00-	Writing	CROW++	N	75	10:00- 10:45	PE	MCNEIL++	Ν	45	10:00- 10:45	PE	MCNEIL++	N	4
0:45- 1:30	Writing	CROW++	N	45	10:45- 11:30	Writing	CROW++	N	45	11:15- 11:40	Lungh	CROW++	N	25	10:45- 11:30	Writing	CROW++	Ν	45	10:45- 11:30	Writing	CROW++	Ν	
1:30- 1:55	Lunch	CROW++	N	25	11:30- 11:55	Lunch	CROW++	N	25	11:40- 12:15	Art	KASTEN++	N	35	11:30- 11:55	Lunch	CROW++	Ν	25	11:30- 11:55	Lunch	CROW++	N	14
1:55- 2:40	Music	LAWLOR++	N	45	11:55- 12:40	Music	LAWLOR++	N	45	12:15- 1:30	Reading	CROW++	N	75	11:55- 12:40	Music	LAWLOR++	Ν	45	11:55- 12:40	Music	LAWLOR++	N	1
2:40-	SS	CROW++	N	50	12:40- 1:30	ss	CROW++	N	50			++			12:40- 1:30	SS	CROW++	N	50	12:40- 1:30	SS	CROW++	N	-
:30 1:45	Recess	CROW++	N	15	1:30	Recess	CROW++	Ν	15			++			1:30	Recess	CROW++	Ν	15	1:30	Recess	CROW++	N	
:45 2:15	Math	CROW+CORDES+	Y	30	1:45	Math	CROW++	N	75			++			1:45 -3:00	M <mark>a</mark> th	CROW++	Ν	75	1:45	Math	CROW++	N	7
:15 3:00	Math	CROW++	N	45	3:00 -3:30	Science	CROW++	N	30			++	3		3:00 -3:30	Science	CROW++	Ν	30	3:00 -3:30	Science	CROW++	N	44
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Notice that it says Default Teacher Schedule. Click on **Create Student Sched** to create the student individual schedule.

Create Student Individual Schedule

Default Teacher Schedule

Create Student Sched

05 Eugene Ware Elementary School

Total Minutes Per Day: 11.4

	Course	Teacher	ELA	Min	Tue	Course	Teacher	ELA	Min	Wed	Course	Teacher	ELA	Min	Thu	Course	Teacher	ELA	Min	Fri	Course	Teacher	ELA	Mirs
0- 0	Language	CROW+CORDES+	X	30	08:30- 09:00	Language	CROW++	N.	30	08:30- 09:00	Math	CROW++	N	30	08:30-09:00	Language	CROW++	N	30	08:30- 09:00	Language	CROW++	N	30
00- 45	Reading	CROW++	N	45	09:00- 09:45	Reading	CROW++	N	45	09:00-09:45	Tech	CROW++	N	45	09:00- 09:45	Reading	CROW++	Ν	45	09:00- 09:45	Reading	CROW++	N	45
:45-	Recess	CROW++	N	15	09:45-10:00	Recess	CROW++	N	15	09:45-10:00	Recess	CROW++	N	15	09:45-10:00	Recess	CROW++	N	15	09:45-	Recess	CROW++	N	15
00- 45	PE	MCNEIL++	N	45	10:00- 10:45	PE	MCNEIL++	Ν	45	10:00- 11:15	Writing	CROW++	N	75	10:00- 10:45	PE	MCNEIL++	Ν	45	10:00- 10:45	PE	MCNEIL++	N	45
:45-	Writing	CROW++	N	45	10:45-11:30	Writing	CROW++	Ν	45	11:15-11:40	Lunch	CROW++	N	25	10:45-11:30	Writing	CROW++	N	45	10:45- 11:30	Writing	CROW++	N	45
:30- :55	Lunch	CROW++	Ň	25	11:30- 11:55	Lunch	CROW++	N	25	11:40- 12:15	Art	KASTEN++	Ň	35	11:30- 11:55	Lunch	CROW++	N	25	11:30- 11:55	Lunch	CROW++	N	25
:55- :40	Music	LAWLOR++	N	45	11:55- 12:40	Music	LAWLOR++	N	45	12 15- 1:30	Reading	CROW++	N	75	11:55-12:40	Music	LAWLOR++	N	45	11:55- 12:40	Music	LAWLOR++	N	45
:40- 30	SS	CROW++	N	50	12:40- 1:30	SS	CROW++	N	50			++			12:40-	SS	CROW++	N	50	12:40- 1:30	SS	CROW++	N	50
30 45	Recess	CROW++	N	15	1:30	Recess	CROW++	N	15			++			1:30	Recess	CROW++	N	15	1:30	Recess	CROW++	N	15
45 15	Math	CROW+CORDES+	Y	30	1:45	Math	CROW++	N	75			++			1:45	Math	CROW++	Ν	75	1:45	Math	CROW++	N	75
15 00	Math	CROW++	N	45	3:00	Science	CROW++	N	30			, ##:			3:00	Science	CROW++	N	30	3:00	Science	CROW++	N	30
10 30	Science	CROW++	N	30			++					++					++					++		
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Once you click on the create student sched, you will see this message and then click **Ok**.

Update Student Schedule

Student Schedule

	_	Update				Updat	e				Up	date				L	pdate					Update		
lon	Course	Teacher	EL	A Min	and the second s	Course	Teacher	ELA	Min	Wed	Course	Teacher	ELA	Min	Thu	Course	Teacher	ELA	Min	Fri	Course	Teacher	ELA	I
8:30- 9:00	Language	CROW+CORDES+	Y	30	08:30- 09:00	Language	CROW++	Ν	30	08:30- 09:00	Math	CROW++	N	30	08:30- 09:00	Language	CROW++	N	30	08:30- 09:00	Language	CROW++	N	1
):00-):45	Reading	CROW++	N	45	09:00- 09:45	Reading	CROW++	Ν	45	09:00- 09:45	Tech	CROW++	N	45	09:00-09:45	Reading	CROW++	Ν	45	09:00-09:45	Reading	CROW++	N	
9:45- 0:00	Recess	CROW++	N	15	09:45-10:00	Recess	CROW++	N	15	09:45	Recess	CROW++	N	15	09:45-	Recess	CROW++	N	15	09:45-	Recess	CROW++	N	
0:00- 0:45	PE	MCNEIL++	N	45	10:00- 10:45	PE	MCNEIL++	Ν	45	10:00-	Writing	CROW++	N	75	10:00-	PE	MCNEIL++	N	45	10:00-	PE	MCNEIL++	N	1
0:45- 1:30	Writing	CROW++	N	45	10:45-11:30	Writing	CROW++	N	45	11 15-	Lunch	CROW++	N	25	10:45-11:30	Writing	CROW++	N	45	10:45-11:30	Writing	CROW++	N	4
1:30-	Lunch	CROW++	N	25	11:30- 11:55	Lunch	CROW++	Ν	25	1:40-	Art	KASTEN++	N	35	11:30-	Lunch	CROW++	N	25	11:30- 11:55	Lunch	CROW++	N	1
1:55-2:40	Music	LAWLOR++	N	45	11:55- 12:40	Music	LAWLOR++	N	45	12:15- 1:30	Reading	CROW++	N	75	11:55- 12:40	Music	LAWLOR++	N	45	11:55- 12:40	Music	LAWLOR++	N	1
2:40-	SS	CROW++	N	50	12:40- 1:30	SS	CROW++	N	50			++			12:40- 1:30	SS	CROW++	N	50	12:40- 1:30	SS	CROW++	N	
:30 1:45	Recess	CROW++	N	15	1:30	Recess	CROW++	Ν	15			++			1:30	Recess	CROW++	N	15	1:30	Recess	CROW++	N	
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Notice once you create student schedule, it changed to **Student Schedule** instead of default teacher schedule. You'll click on the **Update** button of the day student is being pull for SpEd or Strings.

Update Student Schedule

Kansas City Kansas USD# 500 Teacher ESL Schedule Student: Grade: SchoolYear: School: 04 18-19 Eugene Ware Elementary S Eugene Ware Elementary School ESL Teacher/Aid SpEd Teacher/Aid Copy From Subject Time Tuesday Class Teacher Language • 08:30 Must save the Ψ. 09:00 • CROW, NATALIE • • schedule after changes Reading • 09:00 v 09:45 CROW, NATALIE • • • are made to use the a split button. Recess • 09:45 Ψ. 10:00 **v** CROW NATALIE • • . PE ٠ 10:00 ¥. 10:45 McNeil/Alton • • • • Writing • 10:45 **v** 11:30 • CROW, NATALIE • • v CROW, NATALIE Lunch • 11:30 ¥. 11:55 . . • • Music • 11:55 **T** 12:40 Lawlor/Alton • • • 83 SpED 12:40 1:30 • • • 7 • • Recess ٠ 1:30 1:45 CROW, NATALIE • ¥. **v** | • LAWLESS, ANGELA Math • 1:45 ¥ | 3:00 • CROW, NATALIE • • MOORE . SAMANTHA 83 SHAMI, MARCIA Science • 3:00 Ψ. 3:30 • CROW, NATALE • WHITE, LEESA 83 Ψ. Ψ. ۳ 83 Ψ. Ŧ ¥ Ŧ ¥. 83 w. Ψ. ۳ ۳ ۳ 83 Ŧ Ψ. Ŧ Ŧ Ŧ Ŧ 83 Ŧ v ¥. v v ¥. 83 Ŧ Ŧ Ŧ ٧ ¥ ¥. 83 Ŧ v ۳ ۳ Ψ. ¥ 83 ¥. ¥. Ŧ v 🖂 Ŧ Ŧ 52 Y 1 ¥. v ¥. v Ψ. SpEd subject must have an SpEd teacher Cancel

To enter a pull-out, click on the drop down arrow below Subject. Change the subject to SpEd, Strings, & etc. Once you changed the subject, it took the classroom teacher out and you can select the Strings teacher from the classroom teacher drop down or from the SpEd Teacher/Aid. Then click **Save**. If the time is too long, you'll need to split just like you did on the teacher's schedule, then change the time.

Contact Information

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