

# Virtual Scheduling Series

The Virtual Scheduling Series provides Campus Passport districts with the knowledge of how the tools in Infinite Campus can be utilized to complete a master schedule. The combination of on-demand training, hands-on practice, scheduling seminars, and district office hours create a flexible and well-rounded learning experience for staff.



## On-demand Training

Districts will utilize the Virtual Scheduling Series Parts 1-4 and Elementary Scheduling courses to learn how the scheduling tools in Infinite Campus work.

## Hands-on Practice

Districts are expected to have staff complete hands-on practice between each part of scheduling, with the most up-to-date data between all scheduling components.

## Scheduling Seminars

Districts can join pre-scheduled live scheduling seminars for a combination of direct instruction along with Q&A.

## Trainer Office Hours

Districts can schedule up to two hours of live webinar time through scheduling office hours with a training specialist assigned to help answer questions.

## How to Sign Up

- 1 **Log in to Campus Community**  
infinitecampus.com/community
- 2 **Create a new Training Request case**  
Use 'Scheduling Series' in the subject line.
- 3 **You will be contacted by the Infinite Campus Training Department**

*PLEASE NOTE: The Virtual Scheduling Series is designed to train districts on how the scheduling tools in Infinite Campus can be utilized for the purpose of completing a master schedule. While possible, it is not the expectation that all master schedules will be completed by the end of the Virtual Scheduling Series. Infinite Campus Training Specialists will focus on training the functionality of how the scheduling tools work and offer recommendations based on experience but are not expected to be master schedulers themselves.*

**Interested in a Campus Passport subscription or have other questions?**

Please contact [training@infinitecampus.com](mailto:training@infinitecampus.com)