ProgressBook StudentInformation Scheduling Guide

StudentInformation

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(This document is current for v21.3.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Scheduling Guide* have been made.

Product Version	Heading	Page	Reason
21.3.0	*"Student Scheduling Analysis (R426)"*	195	Removed **Course Term** filter.
N/A	*"Scheduling Overview"*	1	Added note regarding assigning students to multiple sections of the same course.
20.4.0	*"Reporting Terms"*	22	Updated screenshots and text to reflect the new **EMIS Term** field and column, and the removal of the **Exp Code** field and column.
20.4.0	*"Courses: Miscellaneous Tab"*	68	Updated text to reflect the new **Course Type** option of **OL - Online**.

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Scheduling Overview

This guide describes the necessary processes in StudentInformation for scheduling students in a new school year. These processes include:

- Setting up a new scheduling year for a school building
- Creating and maintaining courses, course sections, and course groups
- Creating and maintaining job parameter sets used to run the scheduler
- Running the scheduler
- Running course request and scheduling reports on schedule result sets

All scheduling processes are based on the master calendar created for a school building. For more information on the master calendar, see the *ProgressBook StudentInformation School Year Setup and Configuration Guide* or the *ProgressBook StudentInformation Initialization Guide.*

> **Note:** *It is strongly recommended that students are not assigned to multiple sections of the same course unless the students are in one section and then transferred to another. When students are assigned to multiple sections of the same course and those assigned sections are mapped together, students can receive incorrect student course records (GN) due to the required logic that is built in for moving from one course section to another in the same course.*

Understanding the Scheduling Process

StudentInformation can schedule individual students, multiple students, or all students in a school building at once. The scheduler attempts to schedule as many of each student's course requests as possible.

The scheduler is executed using a set of job parameters and a master schedule. After you run the scheduler and all passes are completed, a set of schedule results are created. You can create as many master schedules and schedule result sets as desired to determine the best schedule for your school building. You can also run a variety of reports on schedule result sets to filter, sort, and group data depending on the information you want to view.

For more information on scheduling basics, refer to the *"Scheduling Flowchart"* and the *"Scheduling Process Outline."*

Scheduling Flowchart
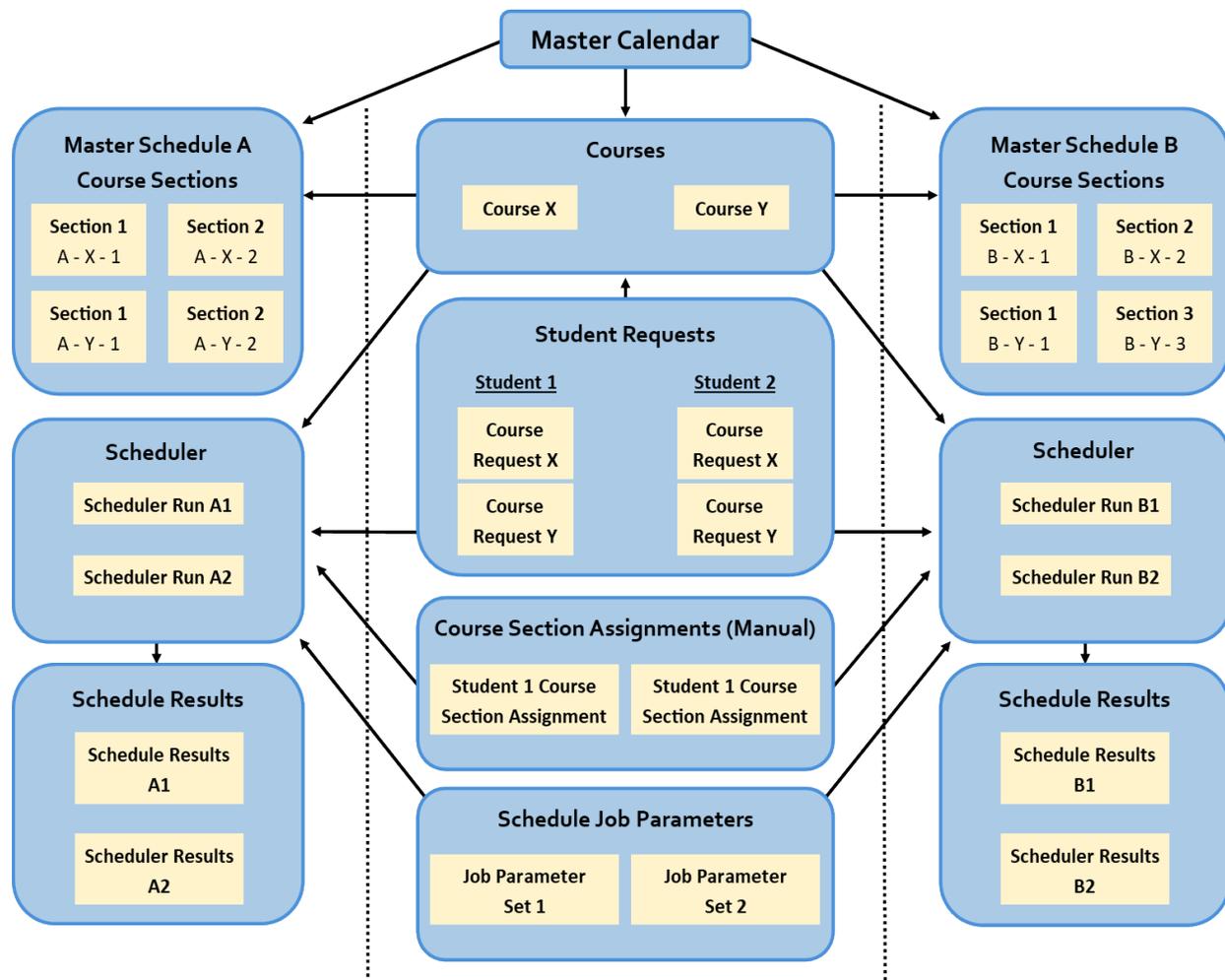
Scheduling Process Outline

1. **School Year Initialization** – Sets up a school building for a new scheduling year.

   a. **Daily Pattern Rules** – Defines the maximum number of consecutive courses and the maximum number of consecutive artificial courses into which students can be scheduled.

   b. **Master Calendar Periods Maintenance** – Defines the number of periods in a school day during which course sections can meet.

   c. **Periods of the Day Maintenance** – Defines a set of daily periods and the length of time they occur on a given rotation day.

   d. **Rotation Days Maintenance** – Defines the number of rotation days on the master schedule and which periods occur on each rotation day.

   e. **Schedule Terms** – Displays the total number of planned days and the total number of actual days courses meet on the master schedule.

   f. **Reporting Terms Maintenance** – Displays standard reporting terms (i.e., a defined number of days that which will be reported) and defines virtual reporting terms (e.g., interims, exams, averages, etc.).

g. **Course Terms Maintenance** – Defines the individual start and end dates or a group of start and end dates between which course sections are scheduled to meet.

h. **Homeroom Terms Maintenance** – Defines the start and end dates between which students will be assigned to a particular homeroom. (This lets school buildings assign students to different homerooms for each schedule term.)

i. **Master Schedule Maintenance** – Defines the master schedule(s) used to run the scheduler.

2. **Course Maintenance** – Defines courses, course sections, and course groups.

   a. **Course Department Maintenance** – Defines groups of courses based on the subject area to which the courses pertain.

   b. **Course Language Maintenance** – Defines the language or languages in which a course can be taught.

   c. **Course Difficulty Maintenance** – Defines courses of elevated or remedial stature for marks reporting.

   d. **Course Area of Study Maintenance** – Defines the specific topics that a course covers. (Course areas of study are used for graduation eligibility.)

   e. **Course Subject Area Maintenance** – Defines the general subject matter(s) that a course covers. (Course subject areas are used for graduation eligibility.)

   f. **Course Rank Weight** – Defines the values by which student marks are multiplied in courses in which weighted marks are used. (Course rank weights are used in the Mansfield and the Custom Rank methods of GPA calculation.)

   g. **Courses** – Displays all courses offered by a school building and defines the properties of those courses.

      i. **General** tab

      ii. **Marks** tab

      iii. **Miscellaneous** tab

      iv. **EMIS** tab

      v. **Pre/Co-requisites** tab

   h. **Course Sections** – Displays all course sections offered by a school building and defines the properties of those course sections.

      i. **General** tab

      ii. **Meeting Times** tab

      iii. **Membership** tab

      iv. **Attendance** tab

      v. **Teacher History** tab

      vi. **EMIS Override** tab

   i. **Course Groups** – Displays all course groups into which individual students or groups of students can be scheduled and defines the properties of those course groups.

      i. **Groups** tab

      ii. **Courses / Sections** tab

3. **Scheduler**

   a. **Job Parameter Set Maintenance** – Displays all job parameter sets used to run the scheduler.

   b. **Schedule Job Wizard** – Defines job parameter sets and uses the set of job parameters you select to run the scheduler.

      i. **Run Level Parameters** tab

      ii. **Pass Level Parameters** tab

      iii. **Pass Control** tab

      iv. **Course Sequencing Rules** tab

      v. **Teacher Link Groups** tab

      vi. **Submit** tab

   c. **Study Hall Wizard** – Defines job parameters for the study hall scheduler and uses the job parameters you define to run the study hall scheduler.

      i. **Study Hall Parameters** tab

      ii. **Execute Job** tab

   d. **Schedule Job History** – Displays details on all previous runs of the scheduler.

   e. **Schedule Result Sets** – Displays schedule result sets from each run of the scheduler and lets you select the best set of results to finalize student schedules.

4. **Scheduling**

   a. **Course Section Assignments** – Defines student course section assignments.

   b. **Bulk Course Section Assignments** – Lets you bulk assign multiple students into one or more course sections.

   c. **Bulk Course Section Transfer** – Lets you bulk drop, remove, or transfer multiple students from one or more course sections.

   d. **Student Schedules** – Displays student schedules and lets you manage student course requests.

   e. **CTE Management** – Displays student vocational course section assignments based on the teacher of the vocational course and lets you update student CTE records individually or in bulk.

5. **Course Request Reports & Scheduling Reports**

   a. **Course Request Reports**

      i. **Course Curriculum (CRSE)** – Compiles a list of all courses that have been entered into StudentInformation.

      ii. **Students With No Requests (NORQ)** – Compiles a list of students who have no course requests or course section assignments for the selected master schedule and schedule result set.

      iii. **Student Course Requests (REQU)** – Compiles a list of student course requests for the selected master schedule and schedule result set.

      iv. **Student Requested Specific Course (R404)** – Compiles a list of students who requested a specific course or course group.

v. **Students Requesting Specific Course Pair (R405)** – Compiles a list of students who requested a specific pair of courses.

vi. **Potential Course Conflicts (R406)** – Creates a table that displays the number of conflicts that would result if 2 courses were offered only once within the same block/period (i.e., singleton courses).

vii. **Potential Course Conflicts Matrix (R403)** – Creates a grid (matrix) that displays the number of conflicts that would result if 2 courses were offered only once within the same block/period (i.e., singleton courses).

b. **Scheduling Reports**

i. **Student Scheduling Analysis (R426)** – Compiles a list of student scheduling results for the selected master schedule and schedule result set.

ii. **Student Scheduled with Free Time (R415A)** – Compiles a list of students who have free periods in their schedules (by student) for the selected master schedule and schedule result set.

iii. **Students Scheduled with Free Time by Period (R415B)** – Compiles a list of students who have free periods in their schedules (by period) for the selected master schedule and schedule result set.

iv. **Student Scheduled in Two Assigned Course Sections (R425)** – Compiles a list of students scheduled for a primary course and one or more secondary courses for the selected master schedule and schedule result set.

v. **Student Scheduled in One Course/Section and Not Another (R424)** – Compiles a list of students scheduled into only 1 of a pair of specified courses for the selected master schedule and schedule result set.

vi. **Teacher Schedule (R411)** – Creates a schedule for an individual teacher or for all teachers displaying the courses each teacher is scheduled to instruct (by period) for the selected master schedule and schedule result set.

vii. **Teacher Block Schedule (R427)** – Creates a schedule for an individual teacher or for all teachers displaying the courses each teacher is scheduled to instruct (by block) for the selected master schedule and schedule result set.

viii. **Timetable Grid (R422)** – Creates a grid of courses and their meeting times (by period).

ix. **Class Arena Card (R418)** – Creates class arena cards for arena scheduling (i.e, bulk assigning course sections).

x. **Student Arena Card (R417)** – Creates student arena cards for arena scheduling (i.e., bulk assigning course sections).

xi. **Students Scheduled with Alternate Courses (R413)** – Compiles a list of students scheduled with an alternate course request rather than a primary course request for the selected master schedule and schedule result set.

xii. **Sections Summary by Report Period (R807)** – Compiles a list of courses and the filling count of students scheduled into each course, as well as the capacity for each course, for the selected master schedule and schedule result set.

xiii. **Location Schedule (R409)** – Creates a schedule for an individual location or all locations displaying the courses scheduled within a specified time period in each location for the selected master schedule and schedule result set.

xiv. **Singleton List Report (R813-A)** – Compiles a list of courses that meet during only 1 period during the day (i.e., singleton courses) for the selected master schedule.

xv. **Singleton List Conflict Report (R813-B)** – Compiles a list of courses that meet during only 1 period per day (i.e., singleton courses) and a list of students who requested 2 or more singleton courses that meet during the same period for the selected master schedule.

xvi. **Class Master Schedule (R407)** – Compiles a list of course information for a school year for the selected master schedule and schedule result set.

xvii. **Schedule Card Formatter (R701)** – Creates student schedule cards.

xviii. **Add/Drop Audit Report (R209)** – Compiles a list of course section scheduling activity for students enrolling and withdrawing from course sections for the selected master schedule and schedule result set.

xix. **Course Section Summary Report** – Displays all course section information for the criteria you select.

School Year Initialization

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization

Before you can schedule students in a new school year, you must set up your school building for a new scheduling year (i.e., school year initialization). The **School Year Initialization** menu displays all of the necessary screens for completing this process.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization

School Year Initialization

Please make a menu selection

Course Terms	Periods of the Day
Daily Pattern Rules	Reporting Terms Maintenance
Homeroom Terms	Rotation Days
Master Calendar Periods	Schedule Terms
Master Schedule	

For more information on the school year initialization process, refer to the appropriate topic:

- *"Daily Pattern Rules"*
- *"Master Calendar Periods"*
- *"Periods of the Day"*
- *"Rotation Days"*
- *"Schedule Terms"*
- *"Reporting Terms"*
- *"Course Terms"*
- *"Homeroom Terms"*
- *"Master Schedules"*

Daily Pattern Rules

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Daily Pattern Rules

The **Daily Pattern Rules** screen defines the maximum number of consecutive courses and the maximum number of consecutive artificial courses into which students can be scheduled. To set up daily pattern rules, complete the following steps:

1. In the **Max Consecutive Courses** field, enter the maximum number of consecutive courses into which students can be scheduled.

2. In the **Max Consecutive Artificial Courses** field, enter the maximum number of consecutive artificial courses into which students can be scheduled.

3. Click **Save**.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Daily Pattern Rules

Daily Pattern Rules

From this screen, you are able to specify default daily pattern rules for the master calendar.

Max Consecutive Courses: [ ]

Max Consecutive Artificial Courses: [ ]

[Save] [Cancel]

> *Note: Daily pattern rules are enforced only if a number is entered in the* ***Maximum Number of Days with Restricted Patterns*** *field on the* ***Schedule Job Wizard*** *screen* ***Pass Level Parameters*** *tab (see* *"Schedule Job Wizard: Pass Level Parameters Tab"* *).*

Master Calendar Periods

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Master Calendar Periods

The **Master Calendar Period Maintenance** screen defines the number of periods in a school day during which courses sections can meet.

Add Period – Click to add a new master calendar period.

⬆ ⬇ – Click to move this master calendar period up or down the grid, respectively. Then, click **Save Changes**.

✏ – Click to edit this master calendar period.

🗑 – Click to inactivate this master calendar period.

🟢 – This master calendar period is active.

⭕ – This master calendar period is inactive.

For more information on master calendar periods, refer to the appropriate topic:

- *"Adding Master Calendar Periods"*
- *"Editing Master Calendar Periods"*
- *"Inactivating Master Calendar Periods"*

Adding Master Calendar Periods

1. On the **Master Calendar Periods Maintenance** screen, click **Add Period**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) Deselect the **Is Active** checkbox if you want the master calendar period to be inactive.

5. Click **Save**. Or, to add another master calendar period, click **Save and New**.

Editing Master Calendar Periods

1. On the **Master Calendar Period Maintenance** screen, in the row of the master calendar period you want to edit, click ✏️ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Master Calendar Periods

1. On the **Master Calendar Period Maintenance** screen, in the row of the master calendar period you want to inactivate, click 🗑️ .

2. When a message displays asking if you are sure you want to inactivate this master calendar period, click **OK**.

   A confirmation message displays, and the master calendar period no longer displays in the grid if the **Show Active Only** checkbox is selected.

   Note: *If the **Show Active Only** checkbox is deselected, the inactivated master calendar period displays in the grid with* ⭕ *in the **Active** column.*

Periods of the Day

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

The **Periods of the Day Maintenance** screen defines a set of daily periods and the length of time they occur on a given rotation day. Periods of the day are either rotation day-specific (i.e., varying from day to day) or fixed (i.e., standard from day to day).

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

Periods of the Day Maintenance

From this screen, you can display, add, change and delete data pertaining to periods of the day.

Filter By Rotation Day: M - Monday

[Save Changes] [Cancel Changes]

				Code	Name	Start Time	Stop Time	Sort Order	Active
🗑	✏		⬇	1	Block 1	07:30 AM	08:15 AM	1	🟢
🗑	✏	⬆	⬇	2	Block 2	08:15 AM	09:00 AM	2	🟢
🗑	✏	⬆	⬇	3	Block 3	09:00 AM	09:45 AM	3	🟢
🗑	✏	⬆	⬇	4	Block 4	09:45 AM	10:30 AM	4	🟢
🗑	✏	⬆	⬇	5	Block 5	10:30 AM	11:15 AM	5	🟢
🗑	✏	⬆	⬇	6	Block 6	12:00 PM	12:45 PM	6	🟢
🗑	✏	⬆	⬇	7	Block 7	12:45 PM	01:30 PM	7	🟢
🗑	✏	⬆		8	Block 8	01:30 PM	02:15 PM	8	🟢

☑ **Show Active Only**

Add Period – Click to add a new period of the day.

⬆ ⬇ – Click to move this period of the day up or down the grid, respectively. Then, click **Save Changes**.

✏ – Click to edit this period of the day.

🗑 – Click to inactivate this period of the day.

🟢 – This period of the day is active.

⭕ – This period of the day is inactive.

For more information on periods of the day, refer to the appropriate topic:

- *"Adding Periods of the Day"*
- *"Editing Periods of the Day"*
- *"Inactivating Periods of the Day"*

Adding Periods of the Day

1. On the **Periods of the Day Maintenance** screen, in the **Filter By Rotation Day** drop-down list, select a rotation day.

   The active periods for that rotation day display in the grid.

2. Click **Add Period**.

The add/edit version of the screen displays.

3. In the **Master Calendar Period** drop-down list, select the master calendar period associated with the period of the day you are adding.

4. (Optional) In the **Start Time** field, enter or select a start time.

   Note: If you enter or select a start time, you must also enter or select a stop time.

5. (Optional) In the **Stop Time** field, enter or select a stop time.

   Note: If you enter or select a stop time, you must also enter or select a start time.

6. Click **Save.** Or, to add another period of the day, click **Save and New**.

   *Note: The **Is Rotation Day Active** and **Is Master Calendar Period Active** checkboxes remain selected if this period has been activated on the **Rotation Days Maintenance** and **Master Calendar Period Maintenance** screens, respectively (see "Rotation Days" and "Master Calendar Periods").*

Editing Periods of the Day

1. On the **Periods of the Day Maintenance** screen, in the row of the period of the day you want to edit, click ✏ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Periods of the Day

1. On the **Periods of the Day Maintenance** screen, in the row of the period of the day you want to inactivate, click 🗑 .

2. When a message displays asking if you are sure you want to inactivate this period of the day, click **OK**.

A confirmation message displays, and the period of the day no longer displays in the grid if the **Show Active Only** checkbox is selected.

*Note: If the **Show Active Only** checkbox is deselected, the inactivated period of the day displays in the grid with ⬤ in the **Active** column.*

Note: You can delete a period of the day only if it is not associated with any course sections. If the period is associated with course sections, an error message displays with the list of associated courses sections.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

Periods of the Day Maintenance

From this screen, you can display, add, change and delete data pertaining to periods of the day.

ℹ The selected Rotation Day Period cannot be deleted because there are course sections associated to the Rotation Day Period. All dependencies on the Rotation Day Period must be deleted first, before the Rotation Day Period can be deleted. You have the option of clicking on a course section to review these dependencies and take the appropriate action.

5 - 5

Course	Section	Course Term
GEOMETRY SEM A	51	1st Sem Only
ECON THEORY	51	1st Sem Only

Rotation Days

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Rotation Days

The **Rotation Days Maintenance** screen defines the number of rotation days on the master schedule and which periods occur on each rotation day. Most school buildings typically use 5 rotation days (Monday through Friday). However, StudentInformation lets you to add up to 10 rotation days, which can be useful if your school alternates its rotation schedule each week.

> *Note: In the **Rotation Day Periods** column, click any of the period links to display the **Periods of the Day** screen with that rotation day already selected.*

> *Note: In the **Rotation Day Periods** column, click any period to display the **Periods of the Day** screen with that rotation day already selected (see "Periods of the Day").*

Add Rotation Day – Click to add a new rotation day.

⬆ ⬇ – Click to move this rotation day up or down in the grid, respectively. Then, click **Save Changes**.

✏ – Click to edit this rotation day.

🗐 – Click to copy this rotation day.

🗑 – Click to inactivate this rotation day.

🟢 – This rotation day is active.

⭕ – This rotation day is inactive.

For more information on rotation days, refer to the appropriate topic:

- *"Adding Rotation Days"*
- *"Editing Rotation Days"*

- *"Inactivating Rotation Days"*

Adding Rotation Days

1. On the **Rotation Days Maintenance** screen, click **Add Rotation Day**.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Rotation Days

Rotation Days Maintenance

From this screen, you can display, add, change and delete data pertaining to rotation days.

					Code	Name	Display Color	Rotation Day Periods	Sort Order	Active
🗑	✏	🗐		↓	M	Monday		1, 2, 3, 4, 5, 6, 7, 8	1	🟢
🗑	✏	🗐	↑	↓	T	Tuesday		1, 2, 3, 4, 5, 6, 7, 8	2	🟢
🗑	✏	🗐	↑	↓	W	Wednesday		1, 2, 3, 4, 5, 6, 7, 8	3	🟢
🗑	✏	🗐	↑	↓	H	Thursday		1, 2, 3, 4, 5, 6, 7, 8	4	🟢
🗑	✏	🗐	↑		F	Friday		1, 2, 3, 4, 5, 6, 7, 8	5	🟢

☑ **Show Active Only**

The add/edit version of the screen displays.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Rotation Days

Rotation Days Maintenance

From this screen, you can display, add, change and delete data pertaining to rotation days.

Code:* [   ]

Name:* [   ]

Display Color: [   ]

Is Active: ☑

[Save] [Save and New] [Cancel]

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) If you want to differentiate rotation days by using different color names, in **Display Color** field, enter a display color of up to 6 characters.

5. (Optional) Deselect the **Is Active** checkbox if you want this rotation day to be inactive.

6. Click **Save**. Or, to add another rotation day, click **Save and New**.

Editing Rotation Days

1. On the **Rotation Days Maintenance** screen, in the row of the rotation day you want to edit, click ✏ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Rotation Days

1. On the **Rotation Days Maintenance** screen, in the row of the rotation day you want to inactivate, click 🗑 .

2. When a message displays asking if you are sure you want to inactivate this rotation day, click **OK**.

   A confirmation message displays, and the rotation day no longer displays in the grid if the **Show Active Only** checkbox is selected.

   *Note: If the **Show Active Only** checkbox is deselected, the inactivated rotation day displays in the grid with ◯ in the **Active** column.*

Schedule Terms

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Schedule Terms

The **Schedule Terms** screen is a read-only screen that displays the total number of planned days and the total number of actual days courses meet on the master schedule. For more information on creating schedule terms for the master calendar, see the *ProgressBook StudentInformation School Year Initialization Guide.*

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Schedule Terms

Schedule Terms

From this screen, you can view data pertaining to schedule terms.

Name	Start Date ▲	End Date	Planned Days	Actual Days
07/30/2018	Jul 30, 2018	Oct 12, 2018	53.00	53.00
ALYR	Jul 30, 2018	Jul 27, 2019	236.00	236.00
FullYear	Jul 30, 2018	Jul 27, 2019	236.00	236.00
10/15/2018	Oct 15, 2018	Dec 21, 2018	47.00	47.00
01/07/2019	Jan 07, 2019	Mar 22, 2019	53.00	53.00
04/01/2019	Apr 01, 2019	Jul 26, 2019	83.00	83.00

Note: To sort any column, click the column heading.

Reporting Terms

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance

Two types of reporting terms display on the **Reporting Terms Maintenance** screen: non-virtual reporting terms and virtual reporting terms. A non-virtual reporting term is a defined number of days that which will be reported. A virtual reporting term is a placeholder for a type of mark (e.g., "interim," "exam," or "average").

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

				Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	EMIS Term	Marks Start Date	Marks Cutoff Date	Archive Date	Active
🔒	✏		⬇	GP1	GP1	Aug 24, 2020	Oct 23, 2020	40.00	40.00	1					🟢
🗑	✏	⬆	⬇	INT1	1st 9 week interim			0.00	0.00	2					🟢
🔒	✏	⬆	⬇	GP2	GP2	Oct 26, 2020	Jan 15, 2021	44.00	44.00	3					🟢
🗑	✏	⬆	⬇	INT2	2nd 9 week interim			0.00	0.00	4					🟢
🗑	✏	⬆	⬇	EX1	EX1			0.00	0.00	5					🟢
🗑	✏	⬆	⬇	AVG1	AVG1			0.00	0.00	6					🟢
🔒	✏	⬆	⬇	GP3	GP3	Jan 19, 2021	Mar 26, 2021	47.00	47.00	7					🟢
🗑	✏	⬆	⬇	INT3	3rd 9 week interim			0.00	0.00	8					🟢
🔒	✏	⬆	⬇	GP4	GP4	Apr 05, 2021	May 28, 2021	40.00	40.00	9					🟢
🗑	✏	⬆	⬇	INT4	4th 9 week interim			0.00	0.00	10					🟢
🗑	✏	⬆	⬇	EX2	EX2			0.00	0.00	11					🟢
🗑	✏	⬆	⬇	AVG2	AVG2			0.00	0.00	12					🟢
🗑	✏	⬆		FIN	FIN			0.00	0.00	13					🟢

☑ Show Active Only

Buttons: Add Virtual Term, Save Changes, Cancel Changes

> *Note: Non-virtual reporting terms cannot be added or inactivated on this screen. For more information on adding non-virtual reporting terms, see the "Calendar Wizard (Building Level)" section in the* ProgressBook StudentInformation School Year Initialization Guide*.*

Add Virtual Term – Click to add a new virtual reporting term.

⬆ ⬇ – Click to move this reporting term up or down in the list, respectively. Then, click **Save Changes**.

🔒 – This non-virtual reporting term is locked and cannot be inactivated.

✏ – Click to edit this reporting term.

🗑 – Click to inactivate this virtual reporting term.

🟢 – This reporting term is active.

🟡 – This reporting term is inactive.

For more information on reporting terms, refer to the appropriate topic:

- *"Adding Virtual Reporting Terms"*

- *"Editing Virtual Reporting Terms"*
- *"Inactivating Virtual Reporting Terms"*

Adding Virtual Reporting Terms

1. On the **Reporting Terms Maintenance** screen, click **Add Virtual Term**.

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

Add Virtual Term	Save Changes	Cancel Changes

				Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	EMIS Term	Marks Start Date	Marks Cutoff Date	Archive Date	Active
🔒	✎		↓	GP1	GP1	Aug 24, 2020	Oct 23, 2020	40.00	40.00	1					🟢
🗑	✎	↑	↓	INT1	1st 9 week interim			0.00	0.00	2					🟢
🔒	✎	↑	↓	GP2	GP2	Oct 26, 2020	Jan 15, 2021	44.00	44.00	3					🟢
🗑	✎	↑	↓	INT2	2nd 9 week interim			0.00	0.00	4					🟢
🗑	✎	↑	↓	EX1	EX1			0.00	0.00	5					🟢
🗑	✎	↑	↓	AVG1	AVG1			0.00	0.00	6					🟢
🔒	✎	↑	↓	GP3	GP3	Jan 19, 2021	Mar 26, 2021	47.00	47.00	7					🟢
🗑	✎	↑	↓	INT3	3rd 9 week interim			0.00	0.00	8					🟢
🔒	✎	↑	↓	GP4	GP4	Apr 05, 2021	May 28, 2021	40.00	40.00	9					🟢
🗑	✎	↑	↓	INT4	4th 9 week interim			0.00	0.00	10					🟢
🗑	✎	↑	↓	EX2	EX2			0.00	0.00	11					🟢
🗑	✎	↑	↓	AVG2	AVG2			0.00	0.00	12					🟢
🗑	✎	↑		FIN	FIN			0.00	0.00	13					🟢

☑ Show Active Only

The add/edit version of the screen displays.

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

Code:* [ ]

Name:* [ ]

Description: [ ]

Marks Start Date: [ ] 📅

Marks Cutoff Date: [ ] 📅

EMIS Term: [▾]

Is Active: ☑

Save	Save and New	Cancel

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. (Optional) In the **Marks Start Date** field, enter or select a start date.

   Note: If you enter or select a start date, you must also enter or select an end date.

6. (Optional) In the **Marks Cutoff Date** field, enter or select an end date.

   Note: If you enter or select an end date, you must also enter or select a start date.

7. (Optional) Select the appropriate **EMIS Term** to be reported to EMIS from the drop-down list.

8. (Optional) Deselect the **Is Active** checkbox if you want the virtual reporting term to be inactive.

9. Click **Save**. Or, to add another virtual reporting term, click **Save and New**.

Editing Virtual Reporting Terms

1. On the **Reporting Terms Maintenance** screen, in the row of the reporting term you want to edit, click ✏.

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Virtual Reporting Terms

1. On the **Reporting Terms Maintenance** screen, in the row of the virtual reporting term code you want to inactivate, click 🗑 .

2. When a message displays asking if you are sure you want to inactivate the virtual reporting term, click **OK**.

   A confirmation message displays, and the virtual reporting term no longer displays in the grid if the **Show Active Only** checkbox is selected.

   *Note: If the **Show Active Only** checkbox is deselected, the inactivated virtual reporting term displays in the grid with ⭕ in the **Active** column.*

Course Terms

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Course Terms

The **Course Terms Maintenance** screen defines the individual start and end dates or a group of start and end dates between which course sections are scheduled to meet. (e.g., quarters or semesters). StudentInformation generates a set of course terms based on the reporting terms your school building configures. For more information on reporting terms, see *"Reporting Terms"* and the *ProgressBook StudentInformation Marks Guide.*

Caution: You cannot change course terms once students have been assigned to course sections even if the schedule is not yet finalized.

Add Course Term – Click to add a new course term.

⬆ ⬇ – Click to move this course term up or down in the grid, respectively. Then, click **Save Changes**.

🔍 – Click to view the course sections for this course term on the **Course Sections** screen (see *"Course Sections"*).

✏ – Click to edit this course term.

🗑 – Click to inactivate this course term.

🟢 – This course term is active.

🟡 – This course term is inactive.

For more information on course terms, refer to the appropriate topic:

- *"Adding Course Terms"*
- *"Editing Course Terms"*
- *"Inactivating Course Terms"*

Adding Course Terms

1. On the **Course Terms Maintenance** screen, click **Add Course Term**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. In the **EMIS Semester Code** drop-down list, select the appropriate EMIS semester code.

    Note: For more information about EMIS codes, see the ProgressBook StudentInformation EMIS Guide.

6. In the **Schedule Terms** area, in the **Include** column, select the checkbox in the row of each schedule term with which you want to associate this course term.

    Note: All course terms must be associated with at least one schedule term.

7. Click **Save**. Or, to add another course term, click **Save and New**.

Editing Course Terms

1. On the **Course Terms Maintenance** screen, in the row of the course term you want to edit, click ✏ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Course Terms

1. On the **Course Terms Maintenance** screen, in the row of the course term you want to inactivate, click 🗑 .

2. When a message displays asking if you are sure you want to inactivate the course term, click **OK**.

A confirmation message displays, and the course term no longer displays in the grid if the **Show Active Only** checkbox is selected.

*Note: If the **Show Active Only** checkbox is deselected, the inactivated course term displays in the grid with ⭕ in the **Active** column.*

Homeroom Terms

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Homeroom Terms

The **Homeroom Terms Maintenance** screen defines the start and end dates between which students will be assigned to a particular homeroom. This lets school buildings assign students to different homerooms each schedule term.

Add Homeroom Term – Click to add a new homeroom term.

⬆ ⬇ – Click to move this homeroom term up or down in the grid, respectively. Then, click **Save Changes**.

👤✖ – Click to remove all students from this homeroom term.

✏ – Click to edit this homeroom term.

🗑 – Click to inactivate this homeroom term.

🟢 – This homeroom term is active.

⭕ – This homeroom term is inactive.

For more information on homerooms, see the *ProgressBook StudentInformation Student Homeroom Guide* or refer to the appropriate topic:

- *"Adding Homeroom Terms"*
- *"Editing Homeroom Terms"*
- *"Inactivating Homeroom Terms"*

Adding Homeroom Terms

1. On the **Homeroom Terms Maintenance** screen, click **Add Homeroom Term**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 8 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. In the **Schedule Terms** area, in the **Include** column, select the checkbox in the row of each schedule term with which you want to associate this homeroom term.

   Note: All homeroom terms must be associated with at least one schedule term.

6. Click **Save**. Or, to add another homeroom term, click **Save and New**.

Editing Homeroom Terms

1. On the **Homeroom Terms Maintenance** screen, in the row of the homeroom term you want to edit, click ✏️ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Homeroom Terms

1. On the **Homeroom Terms Maintenance** screen, in the row of the homeroom term you want to inactivate, click 🗑 .

2. When a message displays asking if you are sure you want to inactivate the homeroom term, click **OK**.

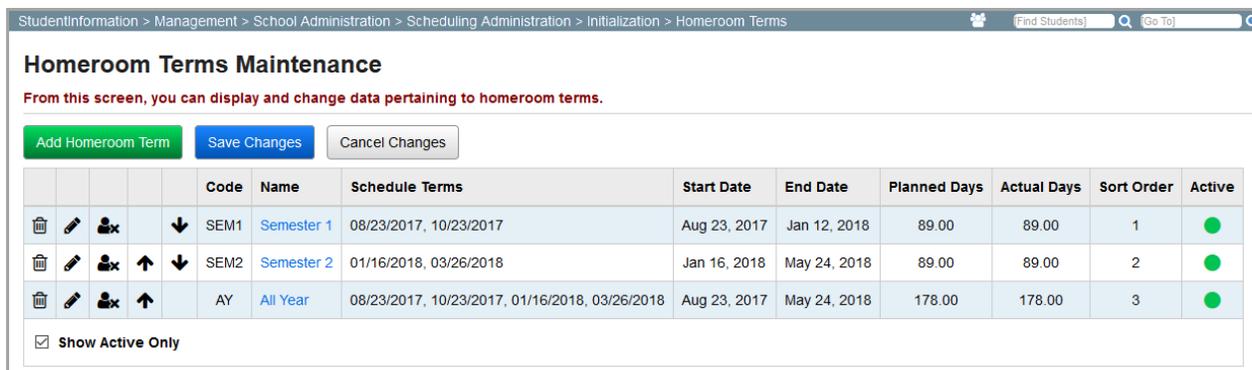   A confirmation message displays, and the homeroom term no longer displays in the grid if the **Show Active Only** checkbox is selected.

   *Note: If the **Show Active Only** checkbox is deselected, the inactivated homeroom term displays in the grid with ⭕ in the **Active** column.*

Master Schedules

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Master Schedule

The **Master Schedule Maintenance** screen defines the master schedule(s) used to run the scheduler. Each master schedule contains scheduling information for the building and school year in context. A building can create multiple master schedules for a single school year. However, only 1 master schedule can be used to finalize the schedule for that school year.

Add Schedule – Click to add a new master schedule.

✏ – Click to edit this master schedule.

🗐 – Click to copy this master schedule.

🗑 – Click to delete this master schedule.

Course Sections – Click to view the course sections associated with this master schedule on the **Course Sections** screen (see *"Course Sections"*).

Course Groups – Click to view the course groups associated with this master schedule on the **Course Groups** screen (*"Course Groups"*).

Courses – Click to view the courses associated with this master schedule on the **Courses** screen (see *"Courses"*).

For more information on master schedules, refer to the appropriate topic:

- *"Adding Master Schedules"*
- *"Editing Master Schedules"*
- *"Copying Master Schedules"*
- *"Deleting Master Schedules"*

Adding Master Schedules

1. On the **Master Schedules Maintenance** screen, click **Add Schedule**.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Master Schedule

Master Schedule Maintenance

From this screen, you can display, add, change and delete data pertaining to schedules.

[Add Schedule]

						Name ▲	Description	Modified Date
🗑	✏	🗐	Course Sections	Course Groups	Courses	Default Schedule		Jan 26, 2017
🗑	✏	🗐	Course Sections	Course Groups	Courses	Schedule if levy fails	Schedule if levy fails	Apr 15, 2017

The add/edit version of the screen displays.

2. In the **Name** field, enter a name of up to 30 alphanumeric characters.

3. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

4. Click **Save**.

Editing Master Schedules

1. On the **Master Schedules Maintenance** screen, in the row of the master schedule you want to edit, click ✏ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

> *Note: Click **Study Hall Parameters** to display the **Study Hall Wizard** screen where you can assign students to study halls.*

Copying Master Schedules

1. On the **Master Schedule Maintenance** screen, in the row of the master schedule you want to copy, click [copy icon].

The copy version of the screen displays.

2. (Optional) In the **Name** field, enter a name of up to 30 alphanumeric characters. The default name is **Copy of [name of master schedule being copied]**.

3. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

4. (Optional) In the **Copy Result Set** drop-down list, select the schedule result set you want to copy.

   Note: A master schedule may have several result sets. Only 1 schedule result set can be selected for finalizing student schedules.

5. (Optional) In the **Copy Options** area, select the **Course Sections** checkbox if you want to copy all course sections from the original master schedule to this master schedule.

6. (Optional) Select the **Course Group Sections** checkbox if you want to copy all course groups from the original master schedule to this master schedule.

7. Click **Save**.

Deleting Master Schedules

⚠️ **Caution:** *Deleting a master schedule cannot be undone. Make sure this is what you intend before taking this action.*

1. On the **Master Schedule Maintenance** screen, in the row of the master schedule you want to delete, click 🗑 .

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Master Schedule
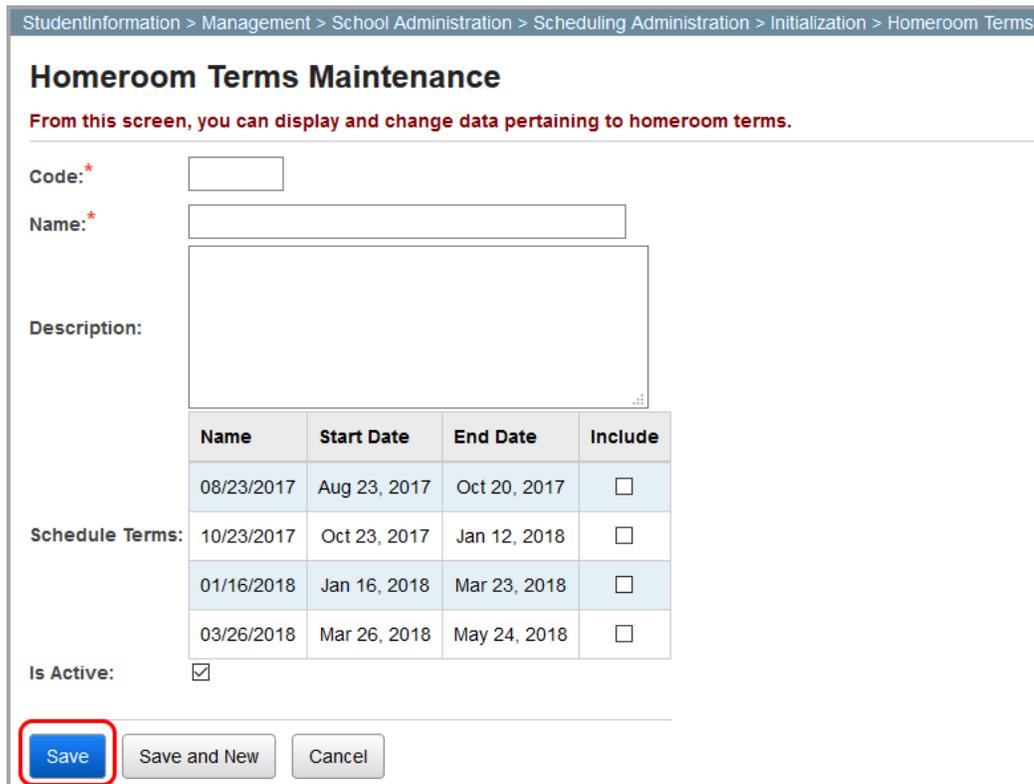
Master Schedule Maintenance

From this screen, you can display, add, change and delete data pertaining to schedules.

[Add Schedule]

						Name ▲	Description	Modified Date
🗑	✏	📑	Course Sections	Course Groups	Courses	Default Schedule		Jan 26, 2017
🗑	✏	📑	Course Sections	Course Groups	Courses	Schedule if levy fails	Schedule if levy fails	Apr 15, 2017

2. When a message displays asking if you are sure you want to delete the master schedule, click **OK**.

   A confirmation message displays and the master schedule no longer displays in the grid.

Course Maintenance

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance

The **Course Maintenance** menu displays all of the necessary screens for managing course, course section, and course group information.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance

Course Maintenance

Please make a menu selection

Course Area Of Study	Course Rank Weight
Course Department	Course Sections
Course Difficulty	Course Subject Area
Course Groups	Courses
Course Language	
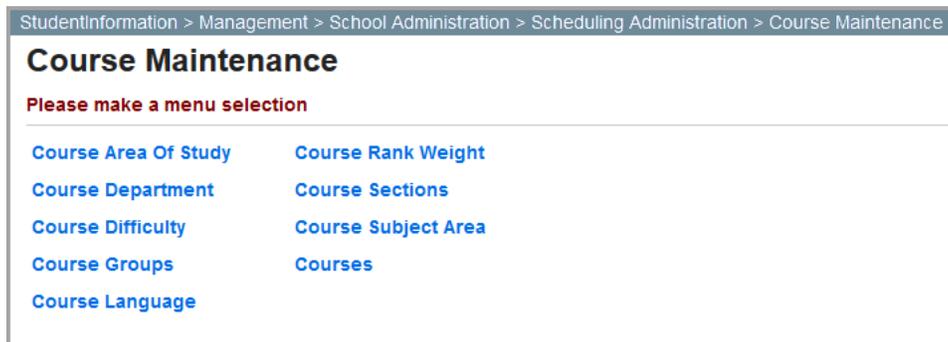
For more information on course maintenance, refer to the appropriate topic:

- *"Course Departments"*
- *"Course Languages"*
- *"Course Difficulties"*
- *"Course Areas of Study"*
- *"Course Subject Areas"*
- *"Course Rank Weights"*
- *"Courses"*
- *"Course Sections"*
- *"Course Groups"*

Course Departments

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Department

The **Course Department Maintenance** screen groups courses together based on the area of study to which the courses pertain.

> *Note: To sort any column, click the column heading.*

Add Code – Click to add a new course department.

✏ – Click to edit this course department.

🗑 – Click to inactivate this course department.

🟢 – This course department is active.

⭕ – This course department is inactive.

For more information on course departments, refer to the appropriate topic:

- *"Adding Course Departments"*
- *"Editing Course Departments"*
- *"Inactivating Course Departments"*

Adding Course Departments

1. On the **Course Department Maintenance** screen, click **Add Code**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. (Optional) Deselect the **Is Active** checkbox if you want the course department to be inactive.

6. Click **Save**. Or, to add another course department, click **Save and New**.

Editing Course Departments

1. On the **Course Department Maintenance** screen, in the row of the course department you want to edit, click ✏.

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Course Departments

1. On the **Course Department Maintenance** screen, in the row of the course department you want to inactivate, click 🗑 .

2. When a confirmation displays asking if you want to inactivate the course department, click **OK**.

   The course department is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

   *Note: If the **Show Active Only** checkbox is deselected, the inactivated course department displays in the grid with* ⭕ *in the **Active** column.*

Course Languages

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Language

The **Course Language Maintenance** screen defines the language or languages in which courses can be taught.

   Note: To sort any column, click the column heading.

Add Course Language Code – Click to add a new course language.

✏ – Click to edit this course language.

🗑 – Click to inactivate this course language.

🟢 – This course language is active.

⭕ – This course language is inactive.

For more information on course languages, refer to the appropriate topic:

- *"Adding Course Languages"*
- *"Editing Course Languages"*
- *"Inactivating Course Languages"*

Adding Course Languages

1. On the **Course Language Maintenance** screen, click **Add Course Language Code**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. (Optional) Deselect the **Is Active** checkbox if you want the course language to be inactive.

6. Click **Save**. Or, to add another course language, click **Save and New**.

Editing Course Languages

1. On the **Course Language Maintenance** screen, in the row of the course language you want to edit, click ✐ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Course Languages

1. On the **Course Language Maintenance** screen, in the row of the course language you want to inactivate, click 🗑 .

2. When a confirmation displays asking if you want to inactivate the course language, click **OK**.

   The course language is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

   *Note: If the **Show Active Only** checkbox is deselected, the inactivated course language displays in the grid with ⭕ in the **Active** column.*

Course Difficulties

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Difficulty

The **Course Difficulty Maintenance** screen defines courses of elevated or remedial stature for marks reporting. A school building may award alternate mark points earned in certain courses based on the difficulty level of those courses.

Note: To sort any column, click the column heading.

Add Code – Click to add a new course difficulty.

✏ – Click to edit this course difficulty.

🗑 – Click to inactivate this course difficulty.

🟢 – This course difficulty is active.

🟡 – This course difficulty is inactive.

For more information on course difficulties, refer to the appropriate topic:

- *"Adding Course Difficulties"*
- *"Editing Course Difficulties"*
- *"Inactivating Course Difficulties"*

Adding Course Difficulties

1. On the **Course Difficulty Maintenance** screen, click **Add Code**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. (Optional) Deselect the **Is Active** checkbox if you want the course difficulty to be inactive.

6. Click **Save**. Or, to add another course difficulty, click **Save and New**.

Editing Course Difficulties

1. On the **Course Difficulty Maintenance** screen, in the row of the course difficulty you want to edit, click ✏.

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Course Difficulties

1. On the **Course Difficulty Maintenance** screen, in the row of the course difficulty you want to inactivate, click 🗑 .

2. When a confirmation displays asking if you want to inactivate the course difficulty, click **OK**.

   The course difficulty is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

   *Note: If the **Show Active Only** checkbox is deselected, the inactivated course difficulty displays in the grid with ○ in the **Active** column.*

Course Areas of Study

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Area Of Study

The **Course Area Of Study Maintenance** screen defines the specific topics that a course covers. Course areas of study are intended to be more specific than course subject areas (see *"Course Subject Areas"*). For example, a course with a Fine Arts subject area could have course areas of study such as Art and Music. Credits awarded in courses in which course areas of study are defined are counted toward graduation eligibility requirements.

> *Note: To sort any column, click the column heading.*

Add Code – Click to add a new course area of study.

✏ – Click to edit this course area of study.

🗑 – Click to inactivate this course area of study.

🟢 – This course area of study is active.

🟡 – This course area of study is inactive.

For more information on course areas of study, refer to the appropriate topic:

- *"Adding Course Areas of Study"*
- *"Editing Course Areas of Study"*
- *"Inactivating Course Areas of Study"*

Adding Course Areas of Study

1. On the **Course Area Of Study Maintenance** screen, click **Add Code**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. (Optional) Deselect the **Is Active** checkbox if you want the course area of study to be inactive.

6. Click **Save**. Or, to add another course area of study, click **Save and New**.

Editing Course Areas of Study

1. On the **Course Area Of Study Maintenance** screen, in the row of the course area of study you want to edit, click ✐ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Course Areas of Study

1. On the **Course Area of Study Maintenance** screen, in the row of the course area of study you want to inactivate, click 🗑 .

2. When a confirmation displays asking if you want to inactivate the course area of study, click **OK**.

   The course area of study is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

   *Note: If the **Show Active Only** checkbox is deselected, the inactivated course area of study displays in the grid with* ⭕ *in the **Active** column.*

Course Subject Areas

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Subject Area
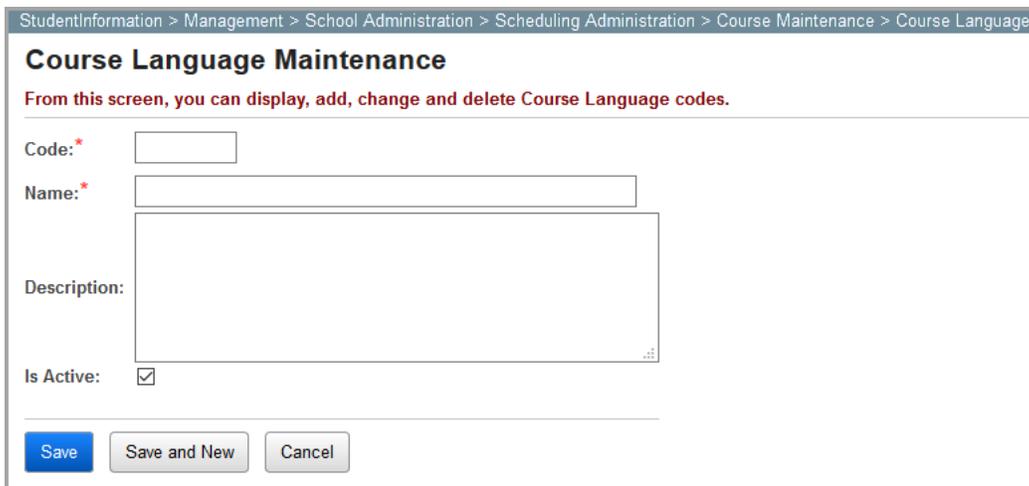
The **Course Subject Area Maintenance** screen defines the general subject matters (e.g., Fine Arts or English) that a course covers. Course subject areas are intended to be broader than course areas of study (see *"Course Areas of Study"*). Credits awarded in courses in which course subject areas are defined are counted toward graduation eligibility requirements.

   Note: To sort any column, click the column heading.

Add Code – Click to add a new course subject area.

✏ – Click to edit this course subject area.

🗑 – Click to inactivate this course subject area.

🟢 – This course subject area is active.

🟡 – This course subject area is inactive.

For more information on course subject areas, refer to the appropriate topic:

- *"Adding Course Subject Areas"*
- *"Editing Course Subject Areas"*
- *"Inactivating Course Subject Areas"*

Adding Course Subject Areas

1. On the **Course Subject Area Maintenance** screen, click **Add Code**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. (Optional) Deselect the **Is Active** checkbox if you want the course subject area to be inactive.

6. Click **Save**. Or, to add another course subject area, click **Save and New**.

Editing Course Subject Areas

1. On the **Course Subject Area Maintenance** screen, in the row of the course subject area you want to edit, click ✏ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Course Subject Areas

1. On the **Course Subject Area Maintenance** screen, in the row of the course subject area you want to inactivate, click 🗑 .

2. When a confirmation displays asking if you want to inactivate the course subject area, click **OK**.

   The course subject area is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

   *Note: If the **Show Active Only** checkbox is deselected, the inactivated course subject area displays in the grid with ⭕ in the **Active** column.*

Course Rank Weights

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Rank Weight

The **Course Rank Weight Maintenance** screen defines the values by which student marks are multiplied for any course in which weighted marks are used. Weighted marks are sometimes used for GPA calculation methods (e.g., the Mansfield and Custom Rank methods). Any number of course rank weights can be created for a single school year and these weights may be associated with any number of courses.

Note: To sort any column, click the column heading.

Add Code – Click to add a new course rank weight.

✎ – Click to edit this course rank weight.

🗑 – Click to inactivate this course rank weight.

🟢 – This course rank weight is active.

⭕ – This course rank weight is inactive.

For more information on course rank weights, refer to the appropriate topic:

- *"Adding Course Rank Weights"*
- *"Editing Course Rank Weights"*
- *"Inactivating Course Rank Weights"*

Adding Course Rank Weights

1. On the **Course Rank Weight Maintenance** screen, click **Add Code**.

The add/edit version of the screen displays.
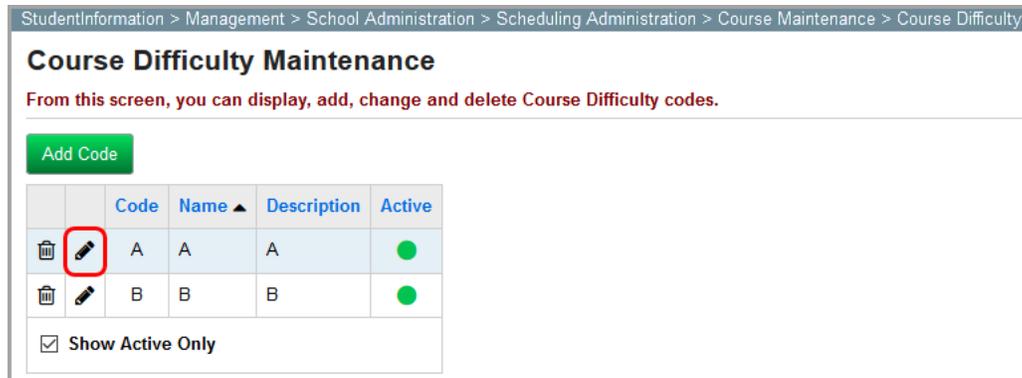

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.

3. In the **Name** field, enter a name of up to 30 alphanumeric characters.

4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. In the **Multiplier** area, enter a number between 0.00 and 9.99 (or select a number by clicking ✦ to increase or decrease the number by increments of 1) indicating the number by which mark points should be multiplied.

6. (Optional) Deselect the **Is Active** checkbox if you want the course rank weight to be inactive.

7. Click **Save**. Or, to add another course rank weight, click **Save and New**.

Editing Course Rank Weights

1. On the **Course Rank Weight Maintenance** screen, in the row of the course rank weight you want to edit, click ✎ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Course Rank Weights

1. On the **Course Subject Area Maintenance** screen, in the row of the subject area of study you want to inactivate, click 🗑 .

2. When a confirmation displays asking if you want to inactivate the course rank weight, click **OK**.

    The course rank weight is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

    *Note: If the **Show Active Only** checkbox is deselected, the inactivated course rank weight displays in the grid with ⭕ in the **Active** column.*

Courses

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

The **Courses** screen displays all of the courses offered in a school building for the school year in context and lets you manage the properties of those courses. Courses are building-/school year-specific but may roll over from one school year to the next.

✏ – Click to display the **Courses** screen **General** tab where you can edit this course.

🗑 – Click to inactivate this course.

> ***Note:*** *You can inactivate a course only if it is not associated with any course section, course groups, or course section assignments. Inactivated courses no longer display in the grid if the **Show Active Only** checkbox is selected. If the **Show Active Only** checkbox is deselected, the inactivated course displays in the grid with* ⭕ *in the **Active** column.*

👥 – Click to display the **Course Requests** screen where you can view all course requests for this course.

📅 – Click to display the **Course Sections** screen where you can view all course sections for this course.

🟢 – This course is active.

⭕ – This course is inactive.

For more information on courses, refer to the appropriate topic:

- *"Searching for Courses"*
- *"Course Selection Wizard"*
- *"Courses: General Tab"*
- *"Courses: Marks Tab"*
- *"Courses: Miscellaneous Tab"*
- *"Courses: EMIS Tab"*
- *"Courses: Pre/Co-requisites Tab"*

Searching for Courses

On the **Courses** screen, you can search for course information by entering or selecting any combination of search criteria. Or, to view all courses, leave the filters blank. Then, click **Search**.

*Note: Use the **Course** field by entering a course code or at least 2 alphanumeric characters of a course name or code to use the typeahead find feature. Then, press E*NTER*. Or, click [...] to open the Course Selection Wizard for help with locating a course code (see* "Course Selection Wizard" *).*

A list of courses displays in the results grid based on the search criteria you entered or selected.

Note: Courses are sorted by course code in ascending order by default. To sort any column, click the column heading

Course Selection Wizard

On any screen where the icon displays, you can click [···] to open the Course Selection Wizard in a separate window for help locating a course.

To search for a course, enter or select any combination of search criteria. Then, click **Search**. A list of courses based on the criteria you entered or selected displays in the results grid.
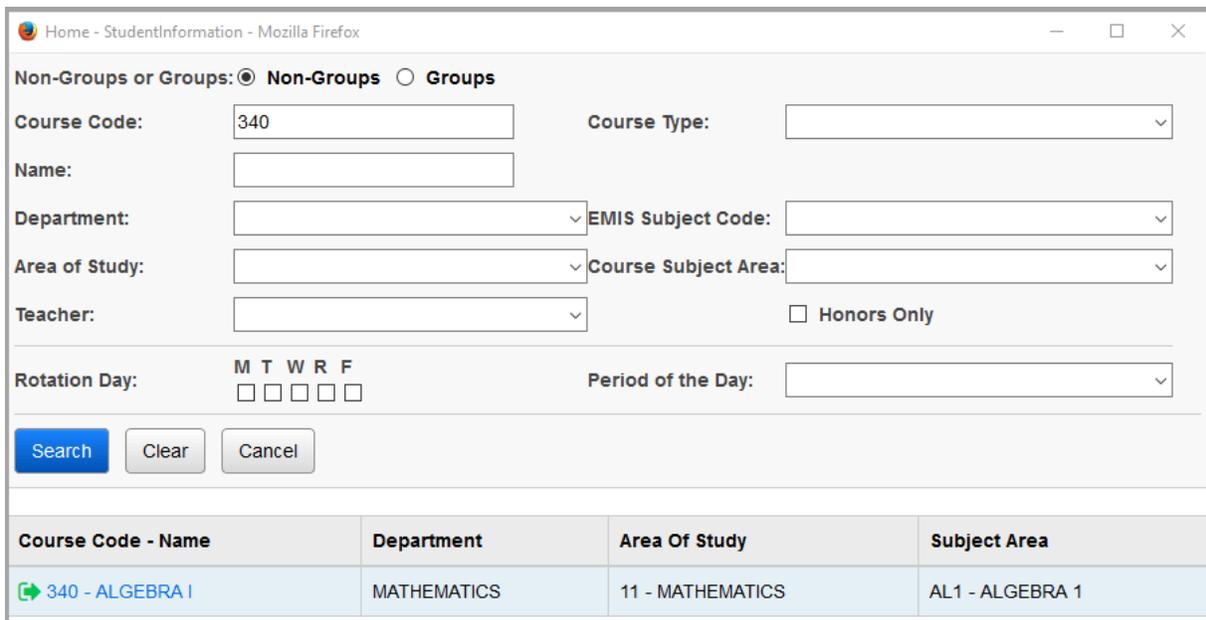
In the row of the desired course, click [→] to populate the fields with the course information.

Courses: General Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses > General tab

The **Courses** screen **General** tab defines all general information for a particular course.

> *Note: To view the **General** tab for the next course, click **Next: [course code] >**.*
> *To view the **General** tab for the previous course, click **< Prev: [course code]**.*

Enter or select the following information. To ensure your changes are not lost, click **Save** before navigating to another screen.

Code – Enter a code of up to 15 alphanumeric characters in the field.

> *Note: If you are running CTREMIS, you can enter only 10 or fewer characters.*

> *Note: Consider state reporting limitations when creating a new course code.*

Abbreviation (required) **–** Enter an abbreviation of up to 8 alphanumeric characters in the field.

Name (required) **–** Enter a name of up to 30 alphanumeric characters in the field.

Short Name (required) **–** Enter a short name of up to 15 alphanumeric characters in the field.

Description – Enter a description of up to 200 alphanumeric characters in the field.

Hours of Instruction (required) **–** Enter a number in the field indicating the number of hours per school year the average student spends in instruction for this course.

Scheduling Priority (required) **–** Enter a number between 1 and 9 in the field (or click ⬍ to increase/decrease the value by increments of 1) indicating the scheduling priority of this course in the scheduling process (9 being the highest priority). This priority is used as the default request priority for all course requests for this course.

> *Note: Scheduling request priority affects student schedules only when it is selected for all passes on the **Job Parameter Set** screen **Pass Control** tab (see "Schedule Job Wizard: Pass Control Tab").*

Display on Public Module – Select this checkbox if you want this course to be available for students to request on the Student Course Request application. To make only certain course groups requestable, see *"Course Groups."*

Is High School Credit – Select this checkbox if you want credit for this course to be counted toward total credits for graduation. This checkbox is useful for courses that students may take in middle school but that can be counted toward high school credit.

> *Note: This checkbox does not affect whether or not a course displays on a student's high school transcript. For more information, see "Course Credit and GPA Options" or the* ProgressBook StudentInformation EMIS Guide*.*

Roll course to next year – Select this checkbox if you want the course to roll over into the next school year. If deselected, the course (including all course sections) will not display for the next school year's initialization process.

Is Active – Select this checkbox to indicate this course is active so that it displays on new course records and on the master schedule.

Is In Update History – Select this checkbox to display this course's information in course history and transcripts.

Core Course – This checkbox is no longer functional in StudentInformation.

College Prep – Select this checkbox if you want to mark this course as a college-prep course (for eTranscripts).

Dual Credit – Select this checkbox if you want this course to count toward both high school and college credit.

Display on ParentAccess – Select this checkbox if you want this course to display on the ProgressBook ParentAccess **Schedule** screen.

NCAA Core Course – Select this checkbox if you want this course to count toward NCAA core course requirements.

Courses: Marks Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses > Marks tab

The **Courses** screen **Marks** tab defines all marks and credit information for a particular course.

> *Note: To view the **Marks** tab for the next course, click **Next: [course code] >**. To view the **Marks** tab for the previous course, click **< Prev: [course code]**.*

Enter or select the following information. To ensure your changes are not lost, click **Save** before navigating to another screen.

Course Weight – Enter a number in the field between 0 and 99 (or click ⬍ to increase/decrease the value by increments of 1) indicating the course weight to be used for scheduling purposes (not credit purposes) for this course. The default course weight is 10. This field can be useful for balancing the difficulty of schedules by giving more difficult courses higher weights.

Level of Difficulty – If this course has a difficulty level, select the appropriate difficulty level from the drop-down list. For more information, see the *ProgressBook StudentInformation Marks Guide* and *"Course Difficulties."*

GPA Add-on Level – If this course uses an add-on GPA level, select the appropriate GPA level from the drop-down list. For more information, see the *ProgressBook StudentInformation Marks Guide.*

Credit Units (required) – Enter a number in the field indicating the amount of credits a student will receive after completing this course.

Mark Bump – If this course uses mark substitution, select the appropriate mark bump from the drop-down list. For more information, see the *ProgressBook StudentInformation Marks Guide.*

Rank Weight – If this courses uses a rank weight, select the appropriate rank weight from the drop-down list (see *"Course Rank Weights"*).

College Credit Hours – If this course counts for college credit hours, enter a credit value.

CCP Location IRN – If this course counts for college credit hours, enter or search for the IRN of the college.

College Location – This field automatically populates when you have entered or selected an IRN in the **CCP Location IRN** field. You can then modify the name if desired.

In Graduation Count – This checkbox is no longer functional in StudentInformation. For course information pertaining to credit toward graduation, see *"Courses: Miscellaneous Tab."*

Is Honors Course – Select this checkbox to indicate this course is an honors course.

Include in Total Credits – Select this checkbox to if you want to include this course's history record in cumulative credit totals. (Selecting this checkbox does not affect cumulative GPA calculations. For more information, see *"Course Credit and GPA Options."*)

Include on Permanent Record – Select this checkbox if you want to include this course on students' permanent records.

Include in GPA – Select this checkbox if you want to include this course in cumulative GPA calculations. For more information, see *"Course Credit and GPA Options."*

> *Note: You must select the **Include in GPA** checkbox for this course's marks to be included in any GPA calculations.*

Print on Report Card – Select this checkbox if you want to include this course on students' printed report cards.

In Honor Roll – Select this checkbox if you want to include this course in any honor roll calculations.

Course Credit and GPA Options				
Scenario	**Is High School Credit** (**Courses** screen **General** tab)	**Include In Total Credits** (**Courses** screen **Marks** tab)	**Include In GPA** (**Courses** screen **Marks** tab)	**Outcome on high school credits, high school GPA, middle school credit, and middle school GPA**
High school course marked as:	Yes	Yes	Yes	Included in total HS credits and HS GPA
High school course marked as:	Yes	Yes	No	Included in total HS credits
High school course marked as:	Yes	No	Yes	Included in HS GPA
High school course marked as:	Yes	No	No	Not included
High school course marked as:	No	Yes	Yes	Not included
High school course marked as:	No	No	No	Not included
Middle school course marked as:	Yes	Yes	Yes	Included in total MS credits, total HS credits, MS GPA, and HS GPA
Middle school course marked as:	Yes	Yes	No	Included in total MS credits and HS total credits
Middle school course marked as:	Yes	No	Yes	Included in MS GPA and HS GPA
Middle school course marked as:	No	Yes	Yes	Included in total MS credits and MS GPA
Middle school course marked as:	No	No	Yes	Included in MS GPA
Middle school course marked as:	No	Yes	No	Included in total MS credits
Middle school course marked as:	No	No	No	Not included

Courses: Miscellaneous Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses > Miscellaneous tab

The **Courses** screen **Miscellaneous** tab defines all miscellaneous information for a particular course.

> *Note: To view the **Miscellaneous** tab for the next course, click **Next: [course code] >**. To view the **Miscellaneous** tab for the previous course, click*
> *< Prev: [course code].*

Enter or select the following information. To ensure your changes are not lost, click **Save** before navigating to another screen.

Department – Select the applicable course department from the drop-down list (see *"Course Departments"*).

Course Type (required) – The course type is preselected in the drop-down list. Make sure the appropriate course type is selected based on the following criteria:

- If the selected course type is **C - Class**, **ESC - ESC Course**, **SAT - Satellite Course**, **CCP - College Credit Plus**, **VOC - Vocational** or **OL - Online**, this course displays on the **Student Marks** screen.

- If the selected course type is **Z - Study Hall**, on the **Study Hall Wizard** screen, this course is used to fill open time slots in student schedules.

- If the selected course type is **CaseMgt - Case Management**, this course does not display on a student's **View Schedule** screen.

Course Area of Study – Select the applicable course area of study the drop-down list (see *"Course Areas of Study"*).

Language Code – Select the applicable course language from the drop-down list (see *"Course Languages"*).

Subject Area – Select the applicable course subject area from the drop-down list (see *"Course Subject Areas"*).

In Graduation / Eligibility – Select this checkbox if you want to include this course in course counts for graduation eligibility purposes.

Gender Directive – If you want to include gender restrictions for this course, select one of the following options from the drop-down list. **None** is selected by default.

- **Balance Males across Sections, and Balance Females across Sections**
- **Restrict to Females**
- **Restrict to Males**

Grade Levels Available – Select each grade level in the left box to which this course applies.

Then, click to move the grade level(s) to the right box (**Grade Levels Selected**).

Courses: EMIS Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses > EMIS tab

The **Courses** screen **EMIS** tab defines all information that is reported to EMIS for a particular course.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

From this screen you can display or change information regarding courses

| General | Marks | Miscellaneous | **EMIS** | Pre/Co-requisites | < Prev: 037 | Next: 040 > |

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EMIS Location IRN: [ ] 🔍 (Only required if different from the current building, optional if same as current building)

EMIS Location Description:* [ ] (Only required if EMIS Location IRN = '999999')

EMIS Staff Provider IRN:* [******] 🔍

EMIS Course Level:* [* - Not applicable ⌄]

EMIS Subject Code:* [050160 - Integrated English Language Arts I ⌄]

EMIS Subject Area for Credit:* [ENG - English Credit ⌄]

EMIS Language Used:* [E - English (Default) ⌄]

CORE Subject Area:* [ENG - English Language Arts Units ⌄]

End Of Course Assessment Area: [ELA1 - English Language Arts 1 ⌄]

CTE College Credit:* [N ⌄]

Curriculum:* [OT - Curriculum Not Specifically Covered By Another Option ⌄]

Delivery Method:* [FF - Face to Face Classroom Instruction ⌄]

Educational Option:* [NO - Not an Educational Option Course ⌄]

Student Population:* [RG - Regular/General Students K-12 ⌄]

Highly Qualified Teacher IRN: [ ] 🔍

Credit Flex: [N - The course is not a Credit Flexibility Course ⌄]

Report to EMIS: ☑

[Save] [Cancel]

> **Note:** *To view the EMIS tab for the next course, click **Next: [course code] >**. To view the EMIS tab for the previous course, click **< Prev: [course code]**.*

> **Note:** *For more information on EMIS-reported course information, see the* ProgressBook StudentInformation EMIS Guide.

Enter or select the following information. To ensure your changes are not lost, click **Save** before navigating to another screen.

EMIS Location IRN (conditional) – If this course meets in a building other than the building in context, enter the 6-digit IRN for the building in which the course meets in the field.

>   *Note: For **College Credit Plus** courses, the IRN must be that of a postsecondary institution or **999999**.*

>   *Note: Click* 🔍 *for assistance with the search for the IRN by accessing the ODE IRN Search.*

EMIS Location Description (conditional) – If you entered an **EMIS Location IRN** of a postsecondary institution or **99999**, enter a description of the EMIS location in the field.

>   *Note: If you did not enter a **EMIS Location IRN**, or entered an IRN other than **99999**, the **EMIS Location Description** field is grayed out and displays the name of the location associated with the IRN you entered.*

EMIS Staff Provider IRN – If the staff member who instructs this course is employed by an entity other than the district in context, enter the 6-digit IRN for this entity in the field. If this course does not have a staff provider IRN, enter **********.

>   *Note: Click* 🔍 *for assistance with the search for the IRN by accessing the ODE IRN Search.*

EMIS Course Level (conditional) – If the **Report to EMIS** checkbox is selected, select the appropriate EMIS course level from the drop-down list. If no course levels exist, ***** displays by default.

EMIS Subject Code (conditional) – If the **Report to EMIS** checkbox is selected, select the appropriate EMIS subject code from the drop-down list.

EMIS Subject Area for Credit (conditional) – If the Report to EMIS checkbox is selected, select the appropriate EMIS subject area from the drop-down list. The default selection is determined by what you select as the EMIS Subject Code.

EMIS Language Used (conditional) – If the **Report to EMIS** checkbox is selected, select the language in which this course is instructed from the drop-down list.

CORE Subject Area (conditional) – If the **Report to EMIS** checkbox is selected, select the appropriate subject in which this course will earn a student credit toward graduation from the drop-down list.

>   *Note: The **CORE Subject Area** drop-down list is applicable only if the **Is High School Credit** checkbox is selected on the **General** tab (see* "Courses: General Tab" *).*

CTE College Credit (conditional) – If the **Report to EMIS** checkbox is selected, select this checkbox if this course is a career technical course that provides the opportunity for students to earn college credit.

Curriculum – Select the curriculum source for this course from the drop-down list.

Delivery Method – Select the delivery method by which instruction for this course is communicated to students from the drop-down list.

Educational Option – Select the educational option status for this course (per the Ohio Administrative Code 3301-35-06(G)) from the drop-down list.

Student Population – Select the student population for whom this course is intended from the drop-down list.

Highly Qualified Teacher IRN – Enter the 6-digit IRN used to calculate the percent of core courses taught by highly qualified staff and the percent of core courses taught by properly certified staff in the field. If this course does not have an highly qualified teacher IRN, enter *********.

> *Note: Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search.*

Credit Flex – Select whether or not this course is a credit flexibility course used for credit recovery work from the drop-down list.

> *Note: The option you select in the **Credit Flex** drop-down list displays in a student's course history on the **Manually Entered Course** screen **Course Details** tab, as well as the **Student Staff Classroom** screen after the CLISMEMIS/CTRMEMIS process is complete.*

Report to EMIS – Select this checkbox to indicate whether or not this course is reported to EMIS.

Courses: Pre/Co-requisites Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses > Pre/Co-requisites tab

The **Courses** screen **Pre/Co-requisites** tab defines courses as pre/co-requisites for student course requests for a particular course. For examples on how to set up pre/co-requisites, see *"Requisites Examples."*

> *Note: To display the **Pre/Co-requisites** tab for the next course, click **Next: [course code] >**. To display the **Pre/Co-requisites** tab for the previous course, click **< Prev: [course code]**.*

For more information on requisites, refer to the appropriate topic:

- *"Requisites Examples"*
- *"Adding Requisites"*
- *"Editing Requisites"*
- *"inactivating Requisites"*

	Requisites Examples	
Code	**Description**	**Example**
1 Pre	A course requires one other single course.	ENG 11 requires ENG 10. On the **Course** screen **Pre/Co-requisite** tab for ENG 11, enter ENG 10 as a prerequisite and do not select an operator or enter any co-requisites.
Alt Pre	A course requires any one of multiple courses.	ART 3 requires ART 1 or ART 1A. On the **Course** screen **Pre/Co-requisite** tab for ART 3, enter ART 1 as a first prerequisite (**1:**) and do not select an operator or enter any co-requisites. Save and enter ART 1A as a first pre-requisite (**1:**) and do not select an operator or enter any co-requisites.
2 Pre	A course requires all of multiple courses.	GEO 3 requires both GEO 1 and GEO 2. On the **Course** screen **Pre/Co-requisite** tab for GEO 3, enter GEO 1 as a first pre-requisite (**1:**) and GEO 2 as a second prerequisite (**and 2:**). Do not select an operator or enter any co-requisites.
Pre + Co	A course requires both a prerequisite course and a co-requisite course.	MTH 3 requires MTH 1 and co-requires MTH 2. On the **Course** screen **Pre/Co-requisite** tab for MTH 3, enter MTH 1 as a first prerequisite (**1:**) and MTH 2 as a first co-requisite (**1:**). Select **And** as the operator.
Pre or Co	A course requires a single as either a prerequisite or a co-requisite.	SCI 3 requires that SCI 2 must be taken before or at the same time as SCI 3. On the **Course** screen **Pre/Co-requisite** tab for SCI 3, enter SCI 2 as a first prerequisite (**1:**) and enter SCI 2 as a first co-requisite (**1:**). Select **Or** as the operator.
2 Pre or 1 Co	A course requires either multiple prerequisite courses or a single co-requisite course.	CALC 3 requires CALC 1 and CALC 2 or co-requires CALC 4. On the **Course** screen **Pre/Co-requisite** tab for CALC 3, enter CALC 1 as a first prerequisite (**1:**) and CALC 2 as a second prerequisite (**and 2:**). Enter CALC 4 as a first co-requisite (**1:**) and select **Or** as the operator.

Adding Requisites

1. On the **Courses** screen **Pre/Co-requisites** tab, click **New requisite**.

The add/edit version of the screen displays.

Note: For help with completing any of the following course fields, click ⬚ *to open the Course Selection Wizard in a separate window (see "Course Selection Wizard").*

2. In the first **Pre-requisites** field (**1:**), enter the course code for the prerequisite or locate the course by entering at least 3 letters of the course name to use the typeahead find feature. Then, press ENTER to select it.

3. (Optional) To add additional prerequisites, enter courses in the remaining fields (**and 2:**, **and 3:**, **and 4**). Or, to add an alternative prerequisite, click **Save**, and then repeat step 2.

4. (Optional) In the first **Co-requisites** field (**1:**), enter the course code for the co-requisite or locate the course by entering at least 3 letters of the course name to use the typeahead find feature. The, press ENTER to select it.

5. (Optional) To add additional prerequisites, enter courses in the remaining fields (**and 2:**, **and 3:**, **and 4:**). Or, to add an alternative prerequisite, click **Save**, and then repeat step 4.

6. (Conditional) If you entered a co-requisite in step 4, select an **Operator** from the drop-down list. This operator determines the logical relationship between the prerequisite(s) and co-requisite(s) you entered.

7. (Optional) Deselect the **Is Active** checkbox if you want the pre/co-requisite(s) to be inactive.

8. Click **Save requisite**.

Editing Requisites

1. On the **Courses** screen **Pre/Co-requisite** tab, in the row of the requisite you want to edit, click ✏ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save requisite**.

inactivating Requisites

1. On the **Courses** screen **Pre/Co-requisite** tab, in the row of the requisite you want to delete, click 🗑 .

2. When a confirmation displays asking if you want to inactivate the requisite, click **OK**.

The requisite is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

*Note: If the **Show Active Only** checkbox is deselected, the inactivated requisite displays in the grid with ◯ in the **Active** column.*

Course Sections

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections

The **Course Sections** screen displays all course sections offered by a school building and lets you manage the properties of those course sections. A course can have several course sections, and each section can have different term, teacher, period, and/or location information.

*Note: If you are working on the **Course Sections** screen before a final schedule result has been selected, you must select a **Working Schedule** and **Result** from the drop-down lists and click **Reload Screen**.*

[...] – Click to open the Course Selection Wizard for help with selecting courses (see *"Course Selection Wizard"*).

✏ – Click to display the **Course Sections** screen **General** tab where you can edit this course section.

🗑 – Click to inactivate this course section.

*Note: You can inactivate a course section only if it is not associated with any course section assignments. Inactivated course sections no longer display in the grid if the **Show Active Only** checkbox is selected. If the **Show Active Only** checkbox is deselected, the inactivated course displays in the grid with ◯ in the **Active** column.*

🔍 – Click to view the course section assignments for this course section (see *"Course Section Assignments"*).

🟢 – This course section is active.

◯ – This course section is inactive.

For more information on course sections, refer to the appropriate:

- *"Searching for Course Sections"*

- *"Course Sections: General Tab"*
- *"Course Sections: Meeting Times Tab"*
- *"Course Sections: Memberships Tab"*
- *"Course Sections: Attendance Tab"*
- *"Course Sections: Teacher History Tab"*
- *"Course Sections: EMIS Override Tab"*

Searching for Course Sections

On the **Course Sections** screen, you can search for course section information by entering or selecting any combination of search criteria. Or, to view all course sections, leave the filters blank. Then, click **Search**.

> *Note: Use the **Course** field by entering a course code or at least 2 alphanumeric characters of a course name or code to use the typeahead find feature. Then, press ENTER. Or, click [...] to open the Course Selection Wizard in a separate window (see "Course Selection Wizard").*

A list of courses displays in the results grid based on the search criteria you entered or selected.

> *Note: To sort by column, click any blue column heading.*

Capacity – The maximum number of students that can be assigned to this course section.

Filling – The total number of students currently assigned to this course section (as a sum of the **Male** and **Female** areas).

Teacher(s) – The full name of the teacher who instructs the course section.

Meeting Time Description – Course section meeting times by period, location, and description.

> *Note: If the rotation schedule and/or meeting time information for a course section is too lengthy, --See Schedule-- displays in the Meeting Time Description area. On a course section's General tab, you can select the Custom checkbox and enter a brief description to display rather than the default description (see "Course Sections: General Tab").*

Course Sections: General Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections > General tab

The **Course Sections** screen **General** tab defines all general information for a particular course section.

> *Note: Click < Prev: [course] #[section] to view the General tab for the previous course section. Click Next: [course] #[section] > to view the General tab for the next course section.*

Enter or select the following information. To ensure your changes are not lost, click **Save** before navigating to another screen.

Course (required) – Enter the course code for the course to which you want to add a course section in the field. If you do not know the course code, enter at least 2 alphanumeric characters of a course name or code in the field to use the typeahead find feature. Or, click [...] to use the Course Selection Wizard (see *"Course Selection Wizard"*).

Default Section & Capacity – Click to automatically populate the **Section Number** and **Capacity** fields. Or, enter the section number and capacity manually by entering a number in each of the fields (or clicking ⬍ to increase/decrease each value by increments of 1).

> *Note: On the search version of the screen, if you previously filtered your search results by a course, the **Section Number** field on the **General** tab automatically displays the next highest section number for that course and the **Capacity** field automatically displays the course's default capacity.*

> *Note: If your school building selected the **Uses Enroll Weight** checkbox on the **StudentInformation Options** screen **Scheduling** tab, each student's program weight increases the capacity. If your school building does not use enrollment weighting, each student increases the capacity by 1.*

Course Term (required) – Select the course term during which this course section is taught from the drop-down list.

> *Note: You can change the course term for a course section only if there are no students assigned to that course section. If there are any students assigned to the course section and you change the course term for that course section, the following message displays. You can click **Bulk Course Assignment** to display the **Bulk Course Section Management** screen where you can transfer student assignments from this course section.*
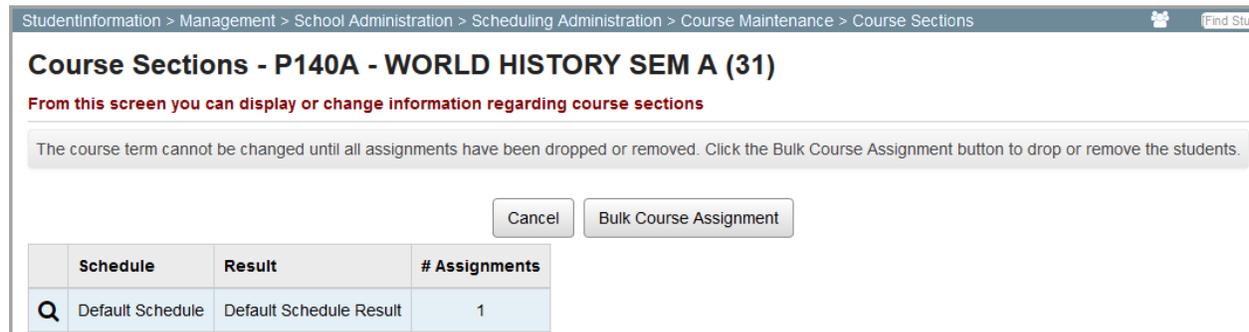
StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections

Course Sections - P140A - WORLD HISTORY SEM A (31)

From this screen you can display or change information regarding course sections

The course term cannot be changed until all assignments have been dropped or removed. Click the Bulk Course Assignment button to drop or remove the students.

Cancel   Bulk Course Assignment

	Schedule	Result	# Assignments
🔍	Default Schedule	Default Schedule Result	1

Is Active – Deselect this checkbox if you want this course section to be inactive.

Roll section to next year – Select this checkbox to roll this course section over into the initialization process for the next school year.

Meeting Time Description – Displays the course code and section number by default.

Custom – Select this checkbox to enter your own course section meeting time description in the **Meeting Time Description** field.

> *Note: It is recommended that you do not enter a custom meeting time description for **Basic** or **Intermediate** meeting times. If you use a custom meeting time and then later change the period, location, or days of a **Basic** or **Intermediate** meeting time, the **Custom Meeting Time** description does not update with the new period, location, or days (see "Course Sections: Meeting Times Tab").*

Course Sections: Meeting Times Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections > Meeting Times tab

The **Course Sections** screen **Meeting Times** tab defines all scheduled meeting times for a particular course section.

> *Note: Click **< Prev: [course] #[section]** to view the **Meeting Times** tab for the previous course section. Click **Next: [course] #[section] >** to view the **Meeting Times** tab for the next course section.*

There are 3 types of course section meeting times:

- **Basic Meeting Times** – Course section must have a single teacher, a single location, and the same periods for the entire schedule (see "Setting Up Basic Meeting Times")
    • E.g., Math 101 meets during 2nd period on MWF with Mrs. Smith in Room 101)
- **Intermediate Meeting Times** – Course section must have the same teachers, locations, and periods for the entire schedule, but the teachers, locations, and periods may differ by rotation day (see "Setting Up Intermediate Meeting Times")
    • E.g., Math 101 meets during 2nd period on MWF with Mrs. Smith in Room 101 and during 3rd period on TR with Mr. Brown in Room 34
- **Advanced Meeting Times** – Course section can have different teachers, locations, periods and rotation days across the schedule (see "Setting Up Advanced Meeting Times")

- • E.g., for the 1st and 2nd quarters of the school year, Math 101 meets during 2nd period on MWF with Mrs. Smith in Room 101, and for the 3rd and 4th quarters of the school year, Math 101 meets during 3rd period on TR with Mr. Brown in Room 34

For more information on meeting times, refer to the appropriate topic:

- • *"Setting Up Basic Meeting Times"*
- • *"Setting Up Intermediate Meeting Times"*
- • *"Setting Up Advanced Meeting Times"*

Setting Up Basic Meeting Times

1. Select the **Basic** radio button.

2. In the **Teacher** drop-down list, select the teacher who instructs this course section.

   Note: *This teacher is automatically selected as the teacher of record for EMIS reporting.*

3. In the **Location** drop-down list, select the location where this course section is taught.

4. In the **Periods (All Days)** area, select the checkboxes beside each of the daily periods during which this course section meets. To determine which of these periods will be used to collect period attendance for a course section, see *"Course Sections: Attendance Tab."*

5. Click **Save Course Section**.

Setting Up Intermediate Meeting Times

1. Select the **Intermediate** radio button.

2. To add a new intermediate meeting time, click **Add Meeting Time**. Or, to edit an existing intermediate meeting time, in the row of the desired meeting time, click ✏.

   Note: Click 🗑 in the row of the desired meeting time to remove it from the course section.

Below the results grid, the add/edit version of the screen displays.

3. In the **Teacher** drop-down list, select the teacher who instructs this course section meeting time.

4. In the **Location** drop-down list, select the location where this course section is taught.

5. (Optional) Select the **Teacher of Record** checkbox if the teacher who instructs this course section meeting time should be selected as the teacher of record for EMIS reporting.

6. In the grid that displays all available periods, in the row(s) of the desired rotation day(s), select the checkboxes below the periods of the day during which this course section meets. To determine which of these periods will be used to collect period attendance for the course section, see *"Course Sections: Attendance Tab."*

7. Click **Save Meeting Time**.

Setting Up Advanced Meeting Times

1. Select the **Advanced** radio button.

2. To add a new advanced meeting time, click **Add Meeting Time**. Or, to edit an existing advanced meeting time, click ✏️ .

    Note: Click 🗑️ *in the row of the desired meeting time to remove it from the course section.*

Below the results grid, the add/edit version of the screen displays.

3. In the **Teacher** drop-down list, select the teacher who instructs this course section meeting time.

4. In the **Location** drop-down list, select the location where this course section meeting time meets.

5. In the **Schedule Term** drop-down list, select the schedule term during which this course section meeting time meets.

    Note: Advanced meeting times may have different teachers, locations, teachers of record, and periods across different schedule terms during the course term.

6. (Optional) Select the **Teacher of Record** checkbox if the teacher who instructs this course section meeting time should be selected as the teacher of record for EMIS reporting.

7. In the grid that displays all available periods, in the row(s) of the desired rotation day(s), select the checkboxes below the periods of the day during which this course section meeting time meets. To determine which of these periods will be used to collect period attendance for the course section, see *"Course Sections: Attendance Tab."*

8. Click **Save Meeting Time**.

Course Sections: Memberships Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections > Memberships tab

The **Course Sections** screen **Membership** tab is a view-only screen that displays a particular course section's group membership (if any).

> *Note: Click **< Prev: [course] #[section]** to view the **Memberships** tab for the previous course section. Click **Next: [course] #[section] >** to view the **Memberships** tab for the next course section.*

Course Sections: Attendance Tab

Navigation: StudentInformation > Management >School Administration > Scheduling Administration > Course Maintenance > Course Sections > Attendance tab

The **Course Sections** screen **Attendance** tab defines when attendance is taken for any particular course section that meet over multiple periods on a given rotation day.

> *Note: Click < Prev: [course] #[section] to view the Attendance tab for the previous course section. Click Next: [course] #[section] > to view the Attendance tab for the next course section.*

1. In the **Schedule Term** drop-down list, select the schedule term during which this course section meets.

   > *Note: Course sections can collect period attendance in different periods across different schedule terms during the course term.*

2. In the grid that displays all available periods, in the row(s) of the desired rotation day(s), select the checkboxes below the periods in which attendance will be collected.

3. Click **Save Course Section**.

Course Sections: Teacher History Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections > Teacher History tab

The **Course Sections** screen **Teacher History** tab displays all teacher information for a particular course section. For more information on teacher history, see *"Managing Teacher History."*

*Note: Click **< Prev: [course] #[section]** to view the **Teacher History** tab for the previous course section. Click **Next: [course] #[section] >** to view the **Teacher History** tab for the next course section.*

*Note: This tab does not automatically update with the information from the **Meeting Times** tab. When adding a course section, you must update the information on the **Teacher History** tab and **Meeting Times** tab separately.*

*Note: To ensure your changes are not lost, click **Save Course Section** before navigating to another screen.*

Managing Teacher History

1. On the **Course Sections** screen **Teacher History** tab, to add a new teacher, click **Add New**. Or, to edit an existing teacher, click ✏.

   Note: Click 🗑 in the row of the desired teacher to remove them from the course section.

The add/edit version of the screen displays.

2. In the **Teacher** drop-down list, select a teacher who instructs this course section.

3. (Optional) In the **Role Code** drop-down list, select the teacher's role code. Select **LT - Lead Teacher** if only one teacher of record is assigned to this course section. If multiple teachers of record are assigned to this course section, select **CT - Co-Teacher**.

4. (Optional) In the **Start Date** field, enter or select a date indicating the date when the teacher began instructing this course section.

5. (Optional) In the **End Date** field, enter or select a date indicating the date when the teacher ended instructing this course section.

6. (Optional) Select the **Teacher of Record** checkbox if the teacher who instructs this course section meeting time should be selected as the teacher of record for EMIS reporting.

   Note: If multiple teachers instruct the course section, this checkbox must be selected on at least one of the teacher's records.

7. (Conditional) If you selected a **Role Code** of **CT - Co-Teacher** in step 3, and this co-teacher is not from the district in context, in the **Teacher IRN Override** field, enter the 6-digit IRN of teacher's main location in the field.

   Note: Click 🔍 for assistance with the search for the IRN by accessing the ODE IRN Search.

8. Click **Save**.

Course Sections: EMIS Override Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections > EMIS Override tab

The **Course Sections** screen **EMIS Override** tab lets you to override the information reported to EMIS for any particular course in which an individual section varies from the information defined in the course. If a value exists in any of the fields on this tab for the course section, StudentInformation uses the values in the course section instead of those defined in the course when performing various processes.

For more information on EMIS codes, refer to the *ProgressBook StudentInformation EMIS Guide.*

> ***Note:*** *Click* **< Prev: [course] #[section]** *to view the* **EMIS Override** *tab for the previous course section. Click* **Next: [course] #[section] >** *to view the* **EMIS Override** *tab for the next course section.*

Enter or select the following information. To ensure your changes are not lost, click **Save Course Section** before navigating to another screen.

EMIS Staff Provider IRN – If the staff member who instructs this course section is employed by an entity other than the district in context, enter the 6-digit IRN of the entity in the field. If the course does not have a staff provider IRN, enter ******.

> ***Note:*** *Click* 🔍 *for assistance with the search for the IRN by accessing the ODE IRN Search.*

EMIS Subject Code – Select an EMIS course subject from the drop-down list.

Curriculum – Select a curriculum source or program for this course section from the drop-down list.

Delivery Method – Select the delivery method by which instruction for this course section is communicated to students from the drop-down list.

Student Population – Select the student population for whom this course section is intended from the drop-down list.

Highly Qualified Teacher IRN – Enter the 6-digit IRN that is used to calculate the percent of core course sections taught by highly qualified staff and the percent of core course sections taught by properly certified staff in the field.

> *Note: Click* 🔍 *for assistance with the search for the IRN by accessing the ODE IRN Search.*

EMIS Location IRN (conditional) – If the course meets in a building other than the building in context, enter the 6-digit IRN of the building in which the course meets in the field.

> *Note: For **College Credit Plus** course sections, the IRN must be that of a postsecondary institution or **999999**. If the course does not have an highly qualified teacher IRN, enter *****.*

> *Note: Click* 🔍 *to access the ODE IRN search for assistance with completing this field.*

EMIS Location Description (conditional) – If you enter an **EMIS Location IRN** of **999999**, you can enter a location name.

Start Date – Enter or select a start date in the field.

Stop Date – Enter or select a stop date in the field.

Dual Credit – Select this checkbox if the applicable course is not marked as dual credit, but this course section can earn credits for both high school and college credit.

Course Groups

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Groups

The **Course Groups** screen displays all course groups into which individual students or groups of students can be scheduled and lets you manage the properties of those course groups.

Students need a request only for the course group and not all the individual courses within the course group. Furthermore, students are assigned to the specific course sections within the course group, therefore class lists and grades can be generated for each student on the class list of each course in the group.

> *Note: If you navigate to the **Course Groups** screen before the schedule is finalized, you will need to select a **Working Schedule** from the drop-down list and then click **Reload Screen**.*

For more information on course groups, refer to the appropriate topic:

- *"Searching for Course Groups"*
- *"Course Groups: Group Tab"*
- *"Course Groups: Courses / Sections Tab"*

Searching for Course Groups

On the **Course Groups** screen, you can search for course group information by entering or selecting any combination of search criteria. Or, to view all course groups, leave the filters blank. Then, click **Search**.

> *Note: Use the **Group Member Course** field by entering a course code or at least 2 alphanumeric characters of a course name or code to use the typeahead find feature. Or, click [...] to open the Course Selection Wizard in a separate window (see "Course Selection Wizard"). Then, press ENTER.*

The results grid displays course sections based on the search criteria you entered or selected.

> *Note: To sort any column, click the column heading.*

✏ – Click to display the **Course Groups** screen **Group** tab where you can edit the course group.

🗑 – Click to inactivate the course group.

> *Note: Inactivated course groups no longer display in the grid if the **Show Active Only** checkbox is selected. If the **Show Active Only** checkbox is deselected, the inactivated course group displays in the grid with ⭕ in the **Active** column.*

⬜ – Click to open the Course Selection Wizard for help with selecting course groups (see *"Course Selection Wizard"*).

Course Groups: Group Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Groups > Group tab

The **Course Groups** screen **Groups** tab defines all general information for a course group.

> *Note: To ensure your changes are not lost, click **Save** before navigating to another screen.*

Code (required) – Enter a code of up to 15 alphanumeric characters in the field.

Abbreviation – Enter an abbreviation of up to 8 alphanumeric characters in the field.

Name (required) – Enter a name of up to 30 alphanumeric characters in the field.

Short Name (required) – Enter a shortened name of up to 15 alphanumeric characters in the field.

Description – Enter a description of up to 200 alphanumeric characters in the field.

Capacity – Enter a number in the field (or click ▲▼ to increase/decrease the value by increments of 1) indicating the filling capacity for this course group.

Scheduling Priority (required) – Enter a number between 1 and 9 in the field (or click ▲▼ to increase/decrease the value by increments of 1) indicating the scheduling priority for this course group (9 being the highest priority). Any student request created for this course group will have this request priority.

> *Note: Request priority affects the student's schedule only when it is selected for all passes on the job parameter set (see "Job Parameter Set Maintenance").*

Is Locked – This checkbox is non-functional. For more information on locking course groups, see *"Course Groups: Courses / Sections Tab."*

Display Courses Individually – Select this checkbox if you want courses that are members of this course group to be requestable by students on the Student Course Request application.

Display on Public Module – Select this checkbox if you want this course group to be requestable by students on the Student Course Request application.

Is Active – Deselect this checkbox if you want this course group to be inactive.

Course Groups: Courses / Sections Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Groups > Courses / Sections tab

The **Course Groups** screen **Course / Sections** tab lets you manage the courses and course sections associated with a course group.

Course Group – Displays the course group **Code**, course group **Name**, and course group **Capacity**.

[_____] [...] [Add Course] – Enter a course code in the field or enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature. You can also click [...] to use the Course Selection Wizard for help locating a course code. Then, click **Add Course** to add that course to the course group.

🗑 – Click to remove this member course from the course group.

> *Note: This does not remove course sections assigned to any course group sections.*

Memberships –This column lists all course groups of which this course is a member.

🟢 – Course is active.

🟡 – Course is inactive.

Add Section – Click to add a new course group section. This adds a new course group section with, by default, a section number one higher than the number of course group sections already listed in the grid.

Add Section					
Group / Course		**Section**	**Capacity**	**Is Locked**	**Is Active**
🗑	1617 - Practice	1 ⬍	0 ⬍	☐	☑
	936 - BASIC APPLIED MATH II*	-- Select Course Section -- ⌄			
	937 - BASIC APPLIED MATH III*	-- Select Course Section -- ⌄			
☑ Show Active Only					

> *Note: Member courses are listed below each course group section.*

> *Note: Course group sections on this screen are inactivated rather than deleted.*

Enter or select the following information. To ensure your changes are not lost, click **Save** before navigating to another screen.

Section (for course group sections) – Enter a number indicating the course group section number You can enter a different section number (section numbers do not have to be sequential), or use

⬍ to adjust.

Section (for member courses) – For each member course, select the course section that should be assigned to this course group section.

Capacity – Enter the capacity for filling this course group section in the field.

> *Note: Course group section capacity takes precedence over course section capacity when executing the scheduler. Therefore, the student may not get scheduled into a course group section if any one of the course sections has reached the course group section **Capacity**, even if other courses within the course group section have not yet reached **Capacity**, or the course section has a higher **Capacity**. (For example, if a course section with a **Capacity** of **30** is assigned to a course group section with a **Capacity** of **25**, students beyond 25 are not scheduled into the course group section, even though the course section has not reached its own **Capacity**.)*

Is Locked – Select this checkbox to prevent course sections of a course that belong to this course group from being assigned to students with a request for that particular course by the batch scheduler.

Scheduler

Job Parameter Set Maintenance

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Job Parameter Sets

StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Job Parameter Sets

Job Parameter Set Maintenance

From this screen, you can display, add, change and delete data pertaining to Job Parameter Sets, or Execute a Batch Scheduler Job.

Add Job Parameter Set

				Name	Description	Revision	Default Batch	Single Student	Is Active
🔒	✏	⟳	▶	6TH GRADE	6TH GRADE	1	☑	☐	🟢
🗑	✏	⟳	▶	8th grade 17/18	batch 8th grade	2	☐	☐	🟢
🗑	✏	⟳	▶	Batch ALL GRADES 17/18		14	☐	☐	🟢
🔒	✏	⟳	▶	SINGLE STUDENT 17/18		13	☐	☑	🟢

☑ **Show Active Only**

Job parameter sets let schools maintain a set of reusable parameters, rather than resetting all parameters for each execution of the scheduler. While a building may create several job parameter sets, only 1 job parameter set can be selected as the default set.

For more information on job parameter sets, refer to the appropriate topic:

- *"Job Parameter Maintenance Screen Functions"*
- *"Schedule Job Wizard"*

Job Parameter Maintenance Screen Functions

Element	Function
✏️	Click to display the **Schedule Job Wizard** screen **Run Level Parameters** tab where you can edit the selected job parameter set.
🔄	Click to display the **Schedule Job Wizard** screen **Submit** tab where you can execute the selected job parameter set and update the existing schedule. All previous schedule result records are deleted, including those with a **Unassigned** status. *Note: If there is a finalized schedule result for the school and year in context, this icon is grayed out and cannot be selected.*
▶️	Click to display the **Schedule Job Wizard** screen **Submit** tab where you can execute the selected job parameter set and create a new schedule result. *Note: If there is a finalized schedule result for the school and year in context, the icon is grayed out and cannot be selected.*
🗑️	Click to delete the selected job parameter set.
Default Batch checkbox	Select this checkbox in the row of the job parameter set you want to designate as the default job parameter set for the batch scheduler. *Note: Once a default batch job parameter set is selected, the parameters display as default values when you add a new job parameter set.*
Single Student checkbox	Select this checkbox in the row of the job parameter set you want to designate as the default job parameter set for the single student scheduler.
🔒	Indicates a job parameter set cannot be deleted because it has been selected as the default job parameter set for the batch scheduler and/or single student scheduler.
Add Job Parameter Set button	Click to display the **Schedule Job Wizard** screen where you can add a new job parameter set.

⚠️ *Caution: It is not recommended that you run the scheduler for the current school year.*

Schedule Job Wizard

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard

The tabs on the **Schedule Job Wizard** screen can help you add, edit, and execute job parameter sets in the scheduler.

For more information on each tab, refer to the appropriate topic:

- *"Schedule Job Wizard: Run Level Parameters Tab"*
- *"Schedule Job Wizard: Pass Level Parameters Tab"*
- *"Schedule Job Wizard: Pass Control Tab"*
- *"Schedule Job Wizard: Course Sequencing Rules Tab"*
- *"Schedule Job Wizard: Teacher Link Groups Tab"*
- *"Schedule Job Wizard: Submit Tab"*

> ***Note:*** *On each tab, **< Back** and **Next >** function differently depending on whether you are adding/editing a job parameter set or executing a job parameter set. Changes to the job parameter set save only if you are adding/editing the job parameter set and click **Save** on the **Submit** tab. Changes made while executing the job parameter set are saved only as parameters for the current run of the scheduler.*

Schedule Job Wizard: Run Level Parameters Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard > Run Level Parameters tab

The **Schedule Job Wizard** screen **Run Level Parameters** tab defines sorting and selection parameters used by the scheduler when the selected job parameter set is executed.

Enter or select the following information.

- **Grade Levels to Schedule** (required) – In the dual listbox, in the left box, click the name of any grade level you want to include in the schedule run, and then click ➡ to select it. All grade levels are selected by default.

- **Course Terms to Schedule** (required) – In the dual listbox, in the left box, click the name any course term you want to include in the schedule, and then click ➡ to select it. All course terms are selected by default.

- **Sort Criteria for Students who are being Scheduled** (required) – In the dual listbox, in the left box, click the name of at least one sorting criteria, and then click ➡ to select it. Once you have selected sorting criteria, you can click ⬆ or ⬇ to change the sort order of the criteria. The following parameters are available:

  ⚠ *Caution: Do not select both ascending and descending sorting criteria for grade level, student last names, or student numbers.*

  - **Grade Level ASC** – Ascending order by grade level.
  - **Grade Level DESC** – Descending order by grade level.
  - **Student Last Name ASC** – Descending order by student last name.
  - **Student Last Name DESC** – Descending order by student last name.
  - **Student Number ASC** – Ascending order by student ID number.
  - **Student Number DESC** – Descending order by student ID number.
  - **Student Schedule Priority** – Sorts by a student's scheduling priority on the **Edit Student Profile** screen **Additional** tab.
  - **Student Requesting Group** – Schedules students with requests for course groups before scheduling students without requests for course groups.
  - **Student Random** – Randomizes student sorting.

> *Note: If you want to select the **Student Random** sorting criteria, ensure it is last in the selection.*
>
> *Note: The default sorting criteria is **Grade Level ASC**, **Student Schedule Priority**, **Student Requesting Group**, and **Student Random**.*
>
> *Note: Only students with an **Active** student status are scheduled by the scheduler.*

- **Section Overfilled Percent** – If your school allows the overfilling of course sections, enter a value in the field (or click ↕ to increase or decrease the number by increments of 1) indicating the percentage of the capacity a course section can be overfilled.

  > *Note: The scheduler will attempt to balance the number of students per section before overfilling occurs.*
  >
  > *Note: This value is enforced only when the **Allow Section Overfilling** checkbox is selected on the **Schedule Job Wizard** screen **Pass Control** tab (see "Schedule Job Wizard: Pass Control Tab").*

- **Course Group Locking** – Select a method for course group locking from the drop-down list. The following options are available:
  - **Lock No Course Groups** – Students can be scheduled into course group sections even if the course group sections are locked.

- **Honor Course Group Locks** – Students cannot be scheduled into course group sections for that are locked.
- **Lock All Course Groups** – Students cannot be scheduled into any course group sections even if the course group sections are unlocked.
- **Balance By Ethnicity** – If you want to balance courses by ethnicity in the scheduler, select a majority or primary ethnicity from the drop-down list. All other ethnicities are grouped together as the minority. **No Balancing** is selected by default.
- **Time Limit Per Student** (required) – Enter the maximum number of seconds in the field that the scheduler can try to schedule each student.

Schedule Job Wizard: Pass Level Parameters Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard > Pass Level Parameters tab

The **Schedule Job Wizard** screen **Pass Level Parameters** tab defines processing parameters, including the number of passes completed, for the scheduler. Up to 10 passes can be selected for each option. Once the scheduling process for a school year has been finalized, the default job parameter run is designated with 1 pass, which will then be used by the single student scheduler for new students admitted to the building.

> *Note: The single student scheduler uses one pass regardless of the number entered in the field.*

Maximum Number of Passes (required) – Select the number of passes you want the scheduler to perform (using the options defined for each pass on the **Pass Control** tab) from the drop-down list. The default value is 3.

> *Note: The remaining pass level parameters are optional and function only for passes with the corresponding checkboxes selected on the **Pass Control** tab (see "Schedule Job Wizard: Pass Control Tab").*

Maximum Number of Periods Per Day – Enter up to 2 digits in the field (or click ⬆⬇ to increase/decrease the value by increments of 1) indicating the maximum number of daily periods into which a student may be scheduled. The field displays your total number of periods per day by default.

Maximum Variation of Courses Between Schedule Terms – Enter 1 digit in the field (or click ⬆⬇ to increase/decrease the value by increments of 1) indicating the maximum difference in the number of courses into which a student may be scheduled between any 2 schedule terms. This field ensures that each student's course load is spread evenly across all schedule terms.

Maximum Variation In Course Weights Between Schedule Terms – Enter up to 2 digits in the field (or click ⬆⬇ to increase/decrease the value by increments of 1) indicating the maximum variation in course weights between any 2 schedule terms. This field ensures that each student's course load is spread evenly across all schedule terms.

Maximum Number of Days Allowed With Restricted Patterns – Enter a number between 0 and 10 in the field (or click ⬆⬇ to increase/decrease the value by increments of 1) indicating the maximum number of rotation days with which a student's schedule may conflict with the daily pattern rules in a schedule term (see "Daily Pattern Rules").

Maximum Number of Days Allowed With Excessive Periods – Enter a number between 0 and 10 in the field (or click ⬆⬇ to increase/decrease the value by increments of 1) indicating the maximum number of rotation days a student's schedule may conflict with the **Maximum Number of Periods Per Day** parameter.

> *Note: Multiple passes with the same options selected on the **Pass Control** tab do not improve the final schedule. Each pass must have different options selected on the **Pass Control** tab to affect schedule.*

Schedule Job Wizard: Pass Control Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard

The **Schedule Job Wizard** screen **Pass Control** tab defines parameters used by each individual pass of the scheduler. The number of columns that display is determined by the number of passes entered or selected on the **Pass Level Parameters** tab (see *"Schedule Job Wizard: Pass Level Parameters Tab"*).

When more than 1 pass is defined, the first pass should be the most restrictive. You can remove constraints with each consecutive pass.

StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	**Pass Control**	Course Sequencing Rules	Teacher Link Groups	Submit

#	Description	1	2	3
1.	Enforce Course Sequencing Rules	☑	☑	☑
2.	Enforce Daily Pattern Rules	☐	☐	☐
3.	Enforce Teacher Link Groups	☐	☐	☐
4.	Enforce Maximum Number of Periods Per Day	☑	☑	☑
5.	Enforce Number of Courses Between Schedule Terms	☑	☑	☑
6.	Enforce Course Weights Between Schedule Terms	☐	☐	☐
7.	Allow Section Overfilling	☐	☐	☐
8.	Try Alternates	☐	☐	☑
9.	Allow Partial Schedules	☐	☐	☑
10.	Order Requests By Priority	☑	☑	☑
11.	Enforce Requests with Assigned Teacher or Period	☑	☑	☑

[< Back] [Next >]

In the column for each pass, select the checkboxes for any of the following parameters:

> *Note: Multiple passes with the same options selected on the **Pass Control** tab do not improve the final schedule. Each pass must have different options selected on the **Pass Control** tab to affect schedule results.*

Enforce Course Sequencing Rules – Enforces the course sequencing rules defined on the **Course Sequences Rules** tab (see *"Schedule Job Wizard: Course Sequencing Rules Tab"*).

Enforce Daily Pattern Rules – Enforces the daily pattern rules defined on the **Daily Pattern Rules Maintenance** screen (see *"Daily Pattern Rules"*).

Enforce Teacher Link Groups – Enforces the teacher link groups created on the **Teacher Link Groups** tab (see *"Schedule Job Wizard: Teacher Link Groups Tab"*).

Enforce Maximum Number of Periods per Day – Enforces the **Maximum Number of Periods Per Day** value entered on the **Pass Level Parameters** tab (see *"Schedule Job Wizard: Pass Level Parameters Tab"*).

Enforce Number of Courses Between Schedule Terms – Enforces the **Maximum Variation of Courses Between Schedule Terms** value entered on the **Pass Level Parameters** tab.

Enforce Course Weights Between Schedule Terms – Enforces the **Maximum Variation in Course Weights Between Schedule Terms** value entered on the **Pass Level Parameters** tab.

Allow Section Overfilling – Enforces section capacities (incremented by percentage) entered on the **Run Level Parameters** tab (see *"Schedule Job Wizard: Run Level Parameters Tab"*).

Try Alternates – If one or more of the primary requests cannot be scheduled, the scheduler attempts to schedule alternate requests.

> *Note: The **Try Alternates** checkbox should not be selected in the first pass of the scheduler if more than 1 pass has been defined.*

Allow Partial Schedules – If a student cannot be fully scheduled, the scheduler allows partial schedules.

Select the **Allow Partial Schedules** checkbox only in the final pass. Allowing partial schedules in earlier passes can result in scheduling issues.

Order Requests by Priority – Enforces the **Scheduling Request Priority** value entered on the **Courses** screen **General** tab (see *"Courses: General Tab"*).

> *Caution: For each pass that you do not select the **Order Requests by Priority** checkbox, course requests are assigned without regard to request priority. This may result in electives being scheduled before core classes.*

> *Note: If you choose to schedule by course priority when running the scheduler, the scheduler orders courses only by course priority; it does not guarantee a student receives higher priority courses over lower priority courses. If StudentInformation can give a student a fuller schedule by scheduling a lower priority course instead of a higher priority course, the scheduler assigns the lower priority course.*

Enforce Requests With Assigned Teacher or Period – Determines if a base request with an assigned teacher or period must receive a section with the chosen teacher or period. If you do not select this parameter for a given pass, a student may be assigned another section if none are available for the chosen teacher or period.

Schedule Job Wizard: Course Sequencing Rules Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard > Course Sequencing Rules tab

The **Schedule Job Wizard** screen **Course Sequencing Rules** tab defines the order that course sections can be assigned in a student's schedule by the scheduler. Course sequencing rules compare one course to another course with a preset rule that specifies when the first course must be taken in relation to the second course.

🗑 – Click to delete this course sequencing rule.

✏ – Click to edit this course sequencing rule.

> *Note: Course sequencing rules do not apply to prerequisites or co-requisites. These rules determine only course ordering in the year being scheduled and apply only if a student has requested both courses.*

For more information on course sequencing rules, refer to the appropriate topic:

- *"Adding Course Sequencing Rules"*
- *"Editing Course Sequencing Rules"*

Adding Course Sequencing Rules

1. On the **Schedule Job Wizard** screen **Course Sequencing Rules** tab, in the **Primary Course** field, enter or select a course code using one of the following methods:

   - Enter a course code in the field.
   - Enter at least 2 characters in the field to use the typeahead find feature.

- Click [...] to use the Course Selection Wizard to select the primary course for this course sequencing rule.

2. Select the applicable **Rule** from the drop-down list.

3. In the **Secondary Course** field, select a course code using the same method for selecting a primary course code in *step 1*.

4. (Optional) Select the **Is Rigid** checkbox if this rule must be enforced throughout the run of the scheduler regardless of pass control parameters.

5. Click **Add**.

StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard

Schedule Job Wizard

From this screen, you can save Job Parameter Sets for the Scheduler

Run Level Parameters	Pass Level Parameters	Pass Control	Course Sequencing Rules	Teacher Link Groups	Submit

		Primary Course	Rule	Secondary Course	Is Rigid
🗑	✏	751 - Advanced Art I	In Earlier Schedule Term	752 - Advanced Art II	☐

Primary Course:* [_____] [...]

Rule:* [_____ ▾]

Secondary Course:* [_____] [...]

Is Rigid: ☐

[Add]

[< Back] [Next >]

Editing Course Sequencing Rules

1. On the **Schedule Job Wizard** screen **Course Sequencing Rules** tab, in the row of the course sequencing rule you want to edit, click ✏ .

   Below the grid, the course sequencing rule information displays in the appropriate fields.

2. Make any desired changes, and then click **Save**.

Note: In the row of any course sequencing rule you want to delete, click 🗑 *.*

Schedule Job Wizard: Teacher Link Groups Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard > Teacher Link Groups tab

On the **Schedule Job Wizard** screen **Teacher Link Groups** tab, you can link a teacher and a group of courses that the teacher instructs in progression. This ensures students are scheduled with the same instructor for each course when the scheduler is executed.

🗑 – Click to delete this teacher link group.

✏ – Click to edit this teacher link group.

> ⚠ **Caution:** *The maximum number of teacher link group sections for a teacher link group with 2 courses is 100 by default. This allows a maximum of 10 course sections for each course in the teacher link group to have the same teacher. If this limit is exceeded, the scheduler does not process correctly.*

> ***Note:*** *There is an ITC-level parameter that allows you to increase the maximum number of course sections for each course in a teacher link group that have the same teacher. The parameter is* ***BatchScheduler.TeacherLinkGroup.MaxSectionsPerCourseWithSameTeacher*** *and must be a whole number. The desired setting must be added to the* ***appSettings*** *section of the* ***MCOECN.DASL.Windows.BatchScheduler.exe.config*** *file in the folder where the StudentInformation binaries are located on the ITC's application server.*

For more information on teacher link groups, refer to the appropriate topic:

- *"Adding Teacher Link Groups"*
- *"Editing Teacher Link Groups"*

Adding Teacher Link Groups

1. On the **Schedule Job Wizard** screen **Teacher Link Groups** tab, in the **Teacher Link Group Name** field, enter a name of up to 30 alphanumeric characters.

   Note: *All of the courses you link together must have the same teacher link group name.*

2. (Optional) In the **Teacher Link Group Description** field, enter a description of up to 200 alphanumeric characters.

3. In the **Courses** dual listbox, in the left box, click the name of each of the courses you want to include in this teacher link group, and then click ➡ to select them.

4. Click **Add**.

Editing Teacher Link Groups

1. On the **Schedule Job Wizard** screen **Teacher Link Groups** tab, in the row of the teacher link group you want to edit, click 🖉 .

    The teacher link group information displays in the fields below the grid.

2. Make any desired changes, and then click **Save**.

Note: In the row of any teacher link group you want to delete, click 🗑 .

Schedule Job Wizard: Submit Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard

The **Schedule Job Wizard** screen **Submit** tab lets you define the properties of a job parameter set without executing the scheduler.

Enter or select the following information. To ensure your changes are not lost, click **Save Schedule Parameters** before navigating to another screen.

Is Active – Select this checkbox if you want this job parameter set to be active and usable for executing the batch scheduler.

Job Parameter Set Name (required) – Enter a name of up to 20 alphanumeric characters in the field.

Job Parameter Set Description – Enter a description of up to 200 alphanumeric characters in the field.

Set this Parameter Set as the Default Batch Parameter Set – Select this checkbox if this you want this job parameter set to be the default parameters for executing the batch scheduler.

> *Note: If this is the first job parameter set you have created, this checkbox is selected by default and cannot be deselected.*

Set this Parameter Set as the Single Student Parameter Set – Select this checkbox if you want this job parameter set to be the default parameters for executing the single student scheduler.

Clear Schedule Results Created By Scheduler – Select this checkbox to change all student schedule results with an **Assigned** status (whether scheduled by the batch or single student scheduler) to **Unassigned** at the beginning of the scheduling run. All previous student course requests will be deleted.

Clear Schedule Results Created Manually – Select this checkbox if you want to update students who have a schedule result of **Assigned** and a type of **Manual** to an **Unassigned** status at the beginning of the scheduling run. All previous student course requests that were manually scheduled will be deleted.

> *Note: Schedule results with an **Unassigned** status are always deleted.*

Executing a Job Parameter Set on the Submit Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard > Submit tab

You can execute a job parameter set by clicking either ⟳ or ▶ on the **Job Parameter Set Maintenance** screen. The **Schedule Job Wizard** screen **Submit** tab lets you update the properties of the schedule job and then run the scheduler with the modified properties.

> *Note: Any changes made to a job parameter set you are executing do not save to the original job parameter set. These changes are applied only to this individual run of the scheduler.*

> *Note: You cannot run the scheduler if the schedule has been finalized.*

For more information on executing job parameter sets, refer to the appropriate topic:

- *"Executing a Schedule Job and Updating the Existing Schedule Result"*
- *"Executing the Schedule Job and Creating a New Schedule Result"*

Executing a Schedule Job and Updating the Existing Schedule Result

Enter or select the following information.

Master Schedule (required) – Select the master schedule you want to be used in this run of the scheduler from the drop-down list.

Schedule Result (required) – Select the schedule result you want to update in this run of the scheduler from the drop-down list.

Schedule Job Name (required) – Enter a name of up to 30 characters in the field. This name displays on the **Schedule Job History** screen.

Job Queue (required) – Select a predefined job queue from the drop-down list. Job queues may be set up to run at specific times of the day or night.

Clear Schedule Results Created By Scheduler – Select this checkbox to change all student schedule results with an **Assigned** status (whether scheduled by the batch or single student scheduler) to **Unassigned** at the beginning of the scheduling run. All previous student course requests will be deleted.

Clear Schedule Results Created Manually – Select this checkbox if you want to update students who have a schedule result of **Assigned** and a type of **Manual** to an **Unassigned** status at the beginning of the scheduling run. All previous student course requests that were manually scheduled will be deleted.

> *Note: Schedule results with an **Unassigned** status are always deleted.*

Execute Schedule Job – Click to run the scheduler and display the **Schedule Job History** screen.

> *Note: Any changes made to this job parameter set for this run of the scheduler are saved only on the **Schedule Job History** screen and not for the original job parameter set.*

Executing the Schedule Job and Creating a New Schedule Result

Enter or select the following information.

Master Schedule (required) – Select the master schedule you want to use to execute the scheduler from the drop-down list.

New Schedule Result Name (required) – Enter a name of up to 30 alphanumeric characters in the field.

New Schedule Result Description – Enter a description of up to 200 alphanumeric characters in the field.

Copy from existing Schedule Result set – If you want to copy scheduling assignments from a different schedule result set, select the schedule result set in the drop-down list.

Copy Schedule Results Created Manually – Select this checkbox if you want to copy manual results from the schedule result set selected in the **Copy from existing Schedule Result set** drop-down list.

Copy Schedule Results Created by the Batch Scheduler – Select this checkbox if you want to copy batch results from the schedule result set selected in the **Copy from existing Schedule Result set** drop-down list.

Copy Schedule Results Created by the Single Student Scheduler – Select this checkbox if you want to copy single student results from the schedule result set selected in the **Copy from existing Schedule Result set** drop-down list.

Schedule Job Name (required) – Enter a name of up to 30 characters in the field. This name displays on the **Schedule Job History** screen.

Job Queue (required) – Select a predefined job queue from the drop-down list. Job queues may be set up to run at specific times of the day or night.

Execute Schedule Job – Click to run the scheduler and display to the **Schedule Job History** screen.

> *Note: Any changes made to this job parameter set for this run of the scheduler are saved only on the **Schedule Job History** screen and not the original job parameter set.*

Study Hall Wizard

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Study Hall Wizard

The **Study Hall Wizard** screen defines parameters for scheduling students into study halls using the study hall scheduler.

> ⚠️ *Caution: It is not recommended that you run the study hall scheduler for the current school year.*

For more information on the study hall scheduler, refer to the appropriate topic:

- *"Study Hall Wizard: Study Hall Parameters Tab"*

Study Hall Wizard: Study Hall Parameters Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Study Hall Wizard > Study Hall Parameters tab

The **Study Hall Wizard** screen **Study Hall Parameters** tab defines the basic parameters for a run of the study hall scheduler.

Enter or select the following information. To ensure your changes are not lost, click **Save** before navigating to another screen.

Max Consecutive Study Halls (required) – Enter up to 2 digits (or click ⬍ to increase/decrease the value by increments of 1) to indicate the maximum number of consecutive study halls on into which a student can be scheduled per day.

Section Overfill Percent – If your building allows the overfilling of course sections, enter a number in the field (or click ⬍ to increase/decrease the value by increments of 1) indicating a percentage of the capacity a study hall may be overfilled.

Sort Params Sort Order (required) – In the dual listbox, in the left box, click the name of at least one sorting criteria, and then click ➡ to select it. Once you have selected sorting criteria, you can click ⬆ or ⬇ to change the sort order of the criteria. The following parameters are available:

> ⚠️ **Caution:** *Do not select both ascending and descending sorting criteria for grade level, student last names, or student numbers.*

- **Grade Level ASC** – Ascending order by grade level.
- **Grade Level DESC** – Descending order by grade level.
- **Student Last Name ASC** – Descending order by student last name.
- **Student Last Name DESC** – Descending order by student last name.
- **Student Number ASC** – Ascending order by student ID number.
- **Student Number DESC** – Descending order by student ID number.
- **Student Schedule Priority** – Sorts by a student's scheduling priority on the **Edit Student Profile** screen **Additional** tab.
- **Student Requesting Group** – Schedules students with requests for course groups before scheduling students without requests for course groups.
- **Student Random** – Randomizes student sorting.

Enforce Study Hall Grade Levels – Select this checkbox to ensure study hall assignments are applied only to the grade levels that are set up on the course list for each study hall. The grade level for a study hall must also be selected in the set of **Grades Levels to Schedule** dual listbox.

Grade Levels to Schedule – In the dual listbox, in the left box, click the name of any grade level you want to include in the schedule run, and then click ➡ to select it. All grade levels are selected by default.

Permit First Period Study Hall – Select this checkbox if you want to allow study halls to be scheduled as a student's first period.

Permit Last Period Study Hall – Select this checkbox if you want to allow study halls to scheduled as a student's last period.

Permit Study Hall Before Lunch – Select this checkbox if you want to allow study halls to scheduled as the period before a student's scheduled lunch.

Permit Study Hall After Lunch – Select this checkbox if you want to allow study halls to be scheduled as the period after a student's scheduled lunch.

> *Note: The study hall scheduler attempts to balance all study hall sections, first by scheduling study halls with the greatest number of meeting times per rotation period. For example, if a student has a free third period in their schedule each week, the study hall scheduler first attempts to schedule a study hall that meets Monday through Friday before attempting to schedule a study hall that meets Monday, Wednesday, and Friday. Then, the scheduler attempts to schedule study halls in ascending order by filling percentage. This means that if there are 3 available student hall sections, each with a capacity of 30 students, and 61 students must be scheduled for a study hall, the study hall wizard will attempt to schedule these study halls with capacities of 21, 20, and 20 students, respectively.*

Study Hall Wizard: Execute Job Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Study Hall Wizard > Execute Job tab

The **Study Hall Wizard** screen **Execute Job** tab lets you run the study hall scheduler using the study hall parameters you defined on the **Study Hall Parameters** tab (see *"Study Hall Wizard: Study Hall Parameters Tab"*).

Select the following information. Then, click **Submit** to run the study hall scheduler.

Schedule (required) – Select the schedule you want to use for this run of the study hall scheduler from the drop-down list.

> *Note: The default schedule auto-populates this field. If the schedule has been finalized, you cannot select a schedule from the drop-down list.*

Schedule Result (required) – Select the schedule result set you want to use for this run of the study hall scheduler from the drop-down list.

> *Note: If the schedule has been finalized, you cannot select a schedule from the drop-down list.*

Schedule Job Name (required) – Enter a name of up to 30 alphanumeric characters in the field.

Job Queue (required) – Select a predefined job queue from the drop-down list.

Schedule Job History

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job History

Each run of the batch, single student, or study hall scheduler is called a schedule job. The **Schedule Job History** screen displays all data for each schedule job, including the job parameters used, the date and time executed, and statistics related to the schedule job.

StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job History

Schedule Job History

From this screen, you can view all previously run schedule jobs for the current school and school year.

Result Set: -- All --   Job Type: Regular Batch   Job Status: -- All --   Refresh Display

Add Schedule Job

			Job Name	Schedule Result Set	Run Time ▼	Duration (min)	Job Type	Status	Username
Stats	Job Params	Rerun Job	Run 3	Default Schedule Result	05/16/2018 09:56 AM	1	Batch	Complete	
Stats	Job Params	Rerun Job	Run 1	Default Schedule Result	05/14/2018 02:33 PM	1	Batch	Complete	

Note: To sort any column, click the column header.

Note: If a schedule job you run ends in an error, and you wish to troubleshoot the error, ITC personnel must submit a ticket to StudentInformation State Support. If the ITC personnel have the batch scheduler utility, they can use the batch scheduler troubleshooter action within the batch scheduler utility to acquire schedule job data and details to attach to the ticket. For more information on the batch scheduler utility and the latest version of the utility, ITC personnel may contact StudentInformation State Support.

On the **Schedule Job History** screen, you can perform the following functions:

- **Result Set** – Select the schedule result set you want to view from the drop-down list to narrow your results. All schedule results are selected by default.

- **Job Types** – Select the type of jobs you want to view from the drop-down list to narrow your results. All job types are selected by default.

- **Job Status** – Select the status of jobs you want to view from the drop-down list to narrow your results. All job statuses are selected by default.

- **Refresh Display** – Click to refresh the list of schedule jobs that display in the results grid.

- **Stats** – Click to display the **Schedule Results Statistics** screen where you can view statistics on this schedule job (see *"Viewing Schedule Job Statistics"*).

- **Job Params** – Click to view and/or save the job parameter set used for this schedule job.

- **Rerun Job** – Click to rerun this schedule job and update the existing schedule results.

- **Add Schedule Job** – Click to display the **Schedule Job Wizard** screen where you can add a new schedule job (see *"Schedule Job Wizard"*).

For more information about the functions on the **Schedule Job History** screen, refer to the appropriate topic:

- *"Viewing Schedule Job Statistics"*
- *"Viewing Job Parameters"*

Viewing Schedule Job Statistics

To view schedule job statistics, you can navigate to the **Schedule Result Statistics** screen from the **Schedule Job History** screen.

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job History

In the row of the desired schedule job, click **Stats**.

You can also navigate to the **Schedule Result Statistics** screen from the **Schedule Result Set Maintenance** screen.

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Result Sets

In the row of the desired schedule result set, click **i**.

For more information on schedule result statistics, refer to the appropriate topic:

- *"Schedule Result Statistics: Students Scheduled Summary Tab"*
- *"Schedule Result Statistics: Students Scheduled Detail Tab"*
- *"Schedule Result Statistics: Course Status Messages Tab"*
- *"Schedule Result Statistics: Request Status Messages Tab"*
- *"Schedule Result Statistics: Requests Exceeding Course Capacity Tab"*
- *"Schedule Result Statistics: Constraint Test Failures Tab"*

Schedule Result Statistics: Students Scheduled Summary Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Result Statistics > Students Scheduled Summary tab

The **Schedule Result Statistics** screen **Students Scheduled Summary** tab displays statistics on the number of students scheduled by pass and grade for a particular run of the scheduler.

StudentInformation > Management > School Administration > Scheduling Administration > Schedule Result Statistics

Schedule Result Statistics

This page displays the result statistics from a scheduling job

| Students Scheduled Summary | Students Scheduled Detail | Course Status Messages | Request Status Messages | Requests Exceeding Course Capacity | Constraint Test Failures |

Stat Type	Scheduled Status	Grade 12	Grade 11	Grade 10	Grade 09	Pass Total
Total Scheduled For Pass 1	Fully Scheduled	110	191	174	214	689
	Fully Scheduled With Request Error	0	0	0	0	0
	Partially Scheduled	0	0	0	0	0

*Note: These statistics include only students processed by the scheduler. For instance, if a student is already fully scheduled and **Clear Results Created by Scheduler** was not selected, the student will not be included in these statistics.*

Students Scheduled Summary Statistics

Scheduled Status	Description
Fully Scheduled	The number of students for whom a course section was assigned for all of their base request courses (i.e. those with an I status) by the scheduler. A separate value displays for each grade in each pass being scheduled.
Fully Scheduled With Request Error	The number of students for whom a course section was assigned for all of their base request courses by the scheduler, except for any course requests with course status errors (e.g., if a student had all their requests filled except for a request for a course which has no course sections, that student would be considered fully scheduled with request errors). A separate value displays for each grade in each pass being scheduled.
Partially Scheduled	The number of students for whom a course section was assigned for at least one but not all of their base request courses by the scheduler. A separate value displays for each grade in each pass being scheduled.

Scheduled Status	Description
Not Scheduled	The number of students for whom no course section was assigned for any of their base request courses by the scheduler. A separate value displays for each grade in each pass being scheduled.
Number of Students Not Scheduled Due to Time Limit	The number of students who were not scheduled because the scheduler reached the specified limit on single-student processing (some students drastically increase the amount of time taken while scheduling due to the number and combination of their requests). A separate value displays for each grade in each pass being scheduled.
Total Students	The total number of students processed by the scheduler. A separate value is stored for each grade being scheduled and for each type of scheduled status (**Fully Scheduled**, **Partially Scheduled**, and **Not Scheduled**), which is a total for all passes being scheduled.
Percent of Students Fully Scheduled	The percentages of students processed by the scheduler whom were fully scheduled. A separate value is stored for each grade being scheduled, which is a total for all passes being scheduled.
Percent of Students Fully Scheduled With Request Error	The percentages of students processed by the scheduler whom were fully scheduled except for request errors. A separate value is stored for each grade being scheduled, which is a total for all passes being scheduled.
Percent of Students Partially Scheduled	The percentages of students processed by the scheduler whom were partially scheduled. A separate value is stored for each grade being scheduled, which is a total for all passes being scheduled.
Percent of Students Not Scheduled	The percentages of students processed by the scheduler for whom no course sections were scheduler. A separate value is stored for each grade being scheduled, which is a total for all passes being scheduled.
Percent of Students Not Scheduled Due to Time Limit	The percentage of students processed by the scheduler who were not scheduled due to the scheduler reaching the time limit for single-student processing. A separate value is stored for each grade being scheduled, which is a total for all passes being scheduled.

Schedule Result Statistics: Students Scheduled Detail Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Result Statistics > Student Scheduled Detail tab

The **Schedule Result Statistics** screen **Students Scheduled Detail** tab displays the **Student Number**, **Last Name**, **First Name**, and **Grade Level Code** (grade) for each student scheduled by a particular run of the scheduler. This information is categorized by **Scheduled Level**.

Fully Scheduled – This section displays all students processed by the scheduler for whom a course section was assigned for all of their base request courses.

Fully Scheduled with Request Error – This section displays all students processed by the scheduler for whom a course section was assigned for all of their base request courses except for course requests with course status errors (such as a request for a course with no course sections on the master schedule).

Partially Scheduled – This section displays all students processed by the scheduler for whom a course section was assigned for at least one but not all of their base request courses.

Not Scheduled – This section displays all students processed by the scheduler for whom no course section was assigned for any of their base request courses.

Not Scheduled Due To Time Limit – This section displays all students processed by the scheduler whose number and combination of requests caused the scheduler to reach the single-student processing time limit.

Schedule Result Statistics: Course Status Messages Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Result Statistics > Course Status Messages tab

The **Schedule Result Statistics** screen **Course Status Message** tab displays all course status messages for each of the courses entered into StudentInformation. You can also view whether or not a course has been requested by a student.

Possible course status messages include the following:

- Course has no Course Sections on the master schedule
- Course Has No Course Sections with Meeting Times on the Master Schedule
- Group has no Group Sections on the Master Schedule
- Course Has No Sections In Selected Course Terms
- Group Section is missing at least one Course Section
- Course is not Active for the master calendar

Schedule Result Statistics: Request Status Messages Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Result Statistics > Request Status Messages tab

The **Schedule Result Statistics** screen **Request Status Messages** tab displays all course request status messages for each student scheduled by the scheduler.

Possible course request status messages include the following:

- Student has multiple requests for the same course
- Student has one or more requests that are not Approved

Schedule Result Statistics: Requests Exceeding Course Capacity Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Result Statistics > Requests Exceeding Course Capacity tab.

The **Schedule Result Statistics** screen **Requests Exceeding Course Capacity** tab displays each course whose **Requests Count** exceeds its **Capacity**.

Course – Displays the course code for each course whose number of course requests exceeds its capacity.

Requests Count – Displays the total number of course requests for each course.

Capacity – Displays the capacity for each course.

> *Note: If section capacities are enforced for the scheduler run, then these statistics are accumulated before the scheduler run, displaying courses for which the total number of student requests exceed of the total capacity of all sections for the course. For a course group, this statistic displays any group whose total capacity for the group sections in the group is exceeded by the number of total requests for the group. The total capacity of course sections and group sections are incremented by the **Section Overfilled Percent** value entered on the **Schedule Job Wizard** screen **Run Level Parameters** tab (see "Schedule Job Wizard: Run Level Parameters Tab").*

Schedule Result Statistics: Constraint Test Failures Tab

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Result Statistics > Constraint Test Failures tab

The **Schedule Result Statistics** screen **Constraint Test Failures** tab displays all violations of the parameters entered or selected on the **Schedule Job Wizard** screen **Pass Control** tab (see *"Schedule Job Wizard: Pass Control Tab"*).

> *Note: A parameter violation is recorded only if the violation prevents a student from receiving a full schedule in a scheduler run. For example, if a student receives a full schedule in an earlier pass but violates a course sequencing rule in that pass, and then receives a full schedule in a later pass, the parameter violation is not recorded in the statistics. However, if a student receives a full schedule in an earlier pass but violates a course sequencing rule, and then does not receive a full schedule in any subsequent pass, then the parameter violation for the student is recorded in the statistics.*

Course Sequencing Rule – Displays a count of all student schedules that violate the course sequencing rule parameters for the master calendar.

Daily Pattern Rule – Displays a count of all student schedules that violate the daily pattern rules for the master schedule (see *"Daily Pattern Rules"*).

Max Periods Per Day – Displays a count of all student schedules that violate the **Maximum Periods Per Day** value entered on the **Schedule Job Wizard** screen **Pass Level Parameters** tab (see *"Schedule Job Wizard: Pass Level Parameters Tab"*).

Max Course Weight Deviation – Displays a count of all student schedules that violate the **Maximum Course Weights between Schedule Terms** value entered on the **Schedule Job Wizard** screen **Pass Level Parameters** tab.

Max Course Deviation – Displays a count of all student schedules that violate the **Maximum Courses between Schedule Terms** value entered on the **Schedule Job Wizard** screen **Pass Level Parameters** tab.

Viewing Job Parameters

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job History

You can view the job parameters for a particular run of the scheduler from the **Schedule Job History** screen.

In the row of the desired schedule job run, click **Job Params** to display job parameters on the **Schedule Job Wizard** screen or **Study Hall Wizard** screen (depending on the type of scheduler run you want to view).

> **Note:** *For more information on job parameter sets, see* "*Job Parameter Set Maintenance.*"

Schedule Result Sets

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Result Sets

The **Schedule Result Sets** screen displays all sets of schedule results (i.e., student course section assignments) created from running the scheduler. From this list, you can choose the best schedule result set to use when finalizing the master schedule for a school year.

Filter By Schedule – Select a schedule from the drop-down list for which to display schedule result sets.

– Click to edit the schedule result set.

– Click to delete the schedule result set.

– Click to display the **Schedule Job Statistics** screen where you can view schedule job statistics for the most recent run of the scheduler that saved/updated the schedule result set (see *"Viewing Schedule Job Statistics"*).

For more information on schedule result sets, refer to the appropriate topic:

- *"Adding Schedule Result Sets"*
- *"Editing Schedule Result Sets"*
- *"Deleting Schedule Result Sets"*

Adding Schedule Result Sets

1. On the **Schedule Result Set Maintenance** screen, click **Add Schedule Result**.

The add/edit version of the screen displays.

2. In the **Name** field, enter a name of up to 30 alphanumeric characters.

3. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

4. Click **Save**. Or, to add another schedule result set, click **Save and New**.

Editing Schedule Result Sets

1. On the **Schedule Result Set Maintenance** screen, in the row of the schedule result set you want to edit, click ✏ .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Deleting Schedule Result Sets

⚠ *Caution: Deleting a schedule result set deletes all schedule results associated with it. Make sure you no longer need the schedule results before taking this action.*

1. On the **Schedule Result Set Maintenance** screen, in the row of the schedule result set you want to delete, click 🗑 .

2. When a confirmation message displays asking if you are sure you want to delete the schedule result set, click **OK**.

The schedule result set no longer displays in the grid.

Scheduling

Navigation: StudentInformation > SIS > Scheduling

The **Scheduling** menu displays all necessary screens for defining student schedules and viewing student course requests and assignments. When a student is in context, the **Course Request** and **Course Section Assignment** screens are applicable to that student's information (student requests or student course section assignments). If no student is in context, these screens display specific course information (requests and course section assignments). For more information about the **Course Request** screen, see the *ProgressBook StudentInformation Course Request Guide*. You can also bulk assign students into course sections with the **Bulk Course Section Assignment** and **Bulk Course Section Transfer** screens.

> *Note: Once students have been assigned specific course sections, you can a student's schedule using a link provided on the selected student's profile.*

Course Section Assignments

Navigation: StudentInformation > SIS > Scheduling > Course Section Assignments

The **Course Section Assignments** screen serves a dual purpose in StudentInformation. When you have a student in context, the information you add or view is only for the selected student (i.e., the courses that you have assigned to the student for the school year). On this screen, you can add or drop course section assignments and run the study hall scheduler.

> *Note: If you access this screen at the district level, the information is read-only. To make changes, you must first switch to the building level.*

If you do not have a student in context, the information on the **Course Section Assignment** screen is pertinent to a specific course.

For information on the **Course Section Assignment** screen, refer to the appropriate topic:

- *"Student Course Section Assignments"*
- *"Course Section Assignments"*

Student Course Section Assignments

Navigation: StudentInformation > SIS > Scheduling > Course Section Assignments

You can access the **Course Section Assignments** screen by selecting **View/Edit Full Schedule** from the **I want to…** drop-down list on the **Student Profile** screen.

To use the **Course Section Assignments** screen for a specific student's course listings for the school year in context, you must have a student in context.

✏️ – Click to edit the course section assignment.

🗑️ – Click to delete the course section assignment.

Schedule (required) – Select a schedule from the drop-down list to be used when viewing the course section assignment information.

> *Note: If the schedule for the school year has been finalized, this is not available for selection as the final schedule must be used.*

Schedule Result (required) – Select the schedule results from the drop-down list be used when viewing the course section assignment information.

> *Note: If the school year has been finalized, this is not available for selection as the final schedule result must be used.*

Status (required) – Select any combination of the **Assigned**, **Dropped**, and **Removed** checkboxes to display student course section assignments that have been assigned, dropped, and/or removed. Only the **Assigned** checkbox is selected by default. After selecting the applicable checkbox, click **Search** to refresh the results.

Course – Enter a course code in the first field and a section number in the second field to view or modify course section assignments. If you do not know the course code and/or section number, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click ... to open the Course Selection Wizard for help selecting courses (see *"Course Selection Wizard"*).

Course Term – Select a course term the drop-down list to view the courses only offered for a specific course term. If none is selected, all are shown by default.

Date – Select a date for which you wish to view course section assignments and/or dropped assignments. By default, the current date populates this field. If you wish to view the information for the entire year, leave this field blank.

Teacher – Select a teacher from the drop-down list to display course section assignments for that particular teacher.

Period – Select a period from the drop-down list to display course section assignments for that particular period.

Search – Click to search for student course section assignments using the selected criteria.

Sorting – You may sort by any column (**Course**, **Course Name**, **Section**, **Meeting**, **Teacher**, **Term**, **Type**, **Status**, **Start Date**, **End Date**) in ascending or descending order by clicking on the column header.

Drop All Assignments – Click to drop all student course assignments.

 🔒 – This course section assignment is locked and cannot be modified.

Schedule Study Halls – Select to run the study halls scheduler to assign study hall sections to the student's schedule where openings occur.

> *Note: The study hall scheduler functions only on the **Course Section Assignment** screen when a student is in context.*

> ⚠️ *Caution: If you make any changes on this screen (including adding, editing, or deleting course section assignments), you must click **Save Changes** to save your changes.*

For more information on student course section assignments, refer to the appropriate topic:

- *"Adding/Editing Student Course Section Assignments"*
- *"Student Assignments Created from Course Groups"*

Adding/Editing Student Course Section Assignments

1. On the **Course Section Assignments** screen, to add a new course section assignment, click **Add Course Assignment**. Or, to edit an existing course section assignment, in the row of the desired assignment, click ✏ .

   The add/edit version of the screen displays.

2. In the **Course/Section** area, enter the course code and section number in the fields (second box) to assign the course to the student. If you do not know the course code and/or course number, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click ⬚ to open the Course Selection Wizard to locate the course code (see *"Course Selection Wizard"*).

3. In the **Assignment Start Date** field, enter or select a date indicating when the student began/was assigned this course/section. The field defaults to the current date.

   Note: If this date is after the first day of school, the student is not included in filling counts or attendance lists prior to the start of the school year.

4. (Optional) When you first add an assignment, you cannot enter an **Assignment Stop Date** in the field. Once the assignment has been added, you can click ✏ in the row of the assignment to add an assignment stop date to indicate the last day the student was in or will be in this course/section; or, to drop, remove, or transfer the assignment, click 🗑 in the row of the assignment and enter a stop date.

⚠ *Caution: To ensure your changes are not lost, click **Save Changes** before navigating to another screen.*

5.   Click **Save** (or, to add another course section assignment, click **Save and New**).

Student Assignments Created from Course Groups

Student assignments created from course groups display 2 additional columns: **Group** and **Group Section**. If a student has a combination of assignments from courses and course groups, the **Group** and **Group Section** columns are populated only for assignments from course groups. For regular course assignments, these columns are blank.

Course Section Assignments

Navigation: StudentInformation > SIS > Scheduling > Course Section Assignments

When you do not have a student in context on this screen, course section assignments for all students in the selected course section display.

✏ – Click to edit the course section assignment.

🗑 – Click to delete the course section assignment.

Schedule (required) – Select a schedule from the drop-down list to be used when viewing the course section assignment information.

> *Note: If the schedule for the school year has been finalized, this is not available for selection as the final schedule must be used.*

Schedule Result (required) – Select from the drop-down list, if available, the **Schedule Results** to be used when viewing the Course Section Assignment information.

> *Note: If the school year has been finalized, this is not available for selection as the final schedule result must be used.*

Status (required) – Select any combination of the **Assigned**, **Dropped**, and **Removed** checkboxes to display student course section assignments that have been assigned, dropped, and/or removed. Only the **Assigned** checkbox is selected by default. After selecting the applicable checkbox, click **Search** to refresh the results.

Course – Enter a course code and/or section number in the fields to view or modify course section assignments. Otherwise, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or use the Course Selection Wizard to identify the course.

⬚ – Click to open the Course Selection Wizard for help selecting courses (see *"Course Selection Wizard"*).

Course Term – Select a course term the drop-down list to view the courses only offered for a specific course term. If none is selected, all are shown by default.

Date – Select a date for which you wish to view course section assignments and/or dropped assignments. By default, the current date populates this field. If you wish to view the information for the entire year, remove the date from this field.

Teacher – Select a teacher from the drop-down list to display course section assignments for that particular teacher.

Period – Select a period from the drop-down list to display course section assignments for that particular period.

Search – Click to search for student course section assignments using the selected criteria.

Sorting – You may sort by any column (**Course**, **Course Name**, **Section**, **Meeting**, **Teacher**, **Term**, **Type**, **Status**, **Start Date**, **End Date**) in ascending or descending order by clicking on the column header. The screen preserves your previous sorting choice within your new sorting choice. For example, selecting **Student**, then selecting **Course Code**, results in a list sorted first by **Course Code**, and then within each **Course Code**, by **Student** name.

🔒 – This course section assignment is locked and cannot be modified.

Student column – Clicking on a student's name puts that student in context and redirects to the student **Course Section Assignment** screen detailed in *"Student Course Section Assignments."*

For more information on course section assignments, refer to the appropriate topic:

- *"Editing Course Section Assignments"*
- *"Dropping/Removing/Transferring Course Section Assignments"*

Editing Course Section Assignments

1. On the **Course Section Assignments** screen, in the row of the course section assignment you want to edit, click 🖊.

   The add/edit version of the screen displays.

2. In the **Assignment Start Date** field, enter or select a date indicating when the student began/was assigned this course/section. The field defaults to the current date.

   Note: If this date is after the first day of school, the student is not included in filling counts or attendance lists prior to the start of the school year.

3. (Optional) In the **Assignment Stop Date** field, enter or select a date indicating the last day the student was in or will be in this course/section. If this date is in the future, you can enter data for the student and this course/section normally until the day after this date.

4. Click **Save**.

Dropping/Removing/Transferring Course Section Assignments

On the **Course Section Assignments** screen, you can drop, remove, and transfer course sections.

Dropping a Course Section

You can drop a course section only after the beginning of the school year. Choose this option only if the student has attended the class.

1. On the **Course Section Assignments** screen, in the row of the course section assignment you want to drop, click 🗑 .

2. Select the **Drop** radio button.

3. In the **Stop Date** field, enter the last date the student was in or will be in this course section, which must be between the course's scheduled start date and stop date.

4. Click **Save**.

   The course section assignment no longer displays on the **Course Section Assignments** screen.

5. Click **Save Changes**. All marks, mark comments, exception credits, and period attendance for this student and this class are retained. The student displays on class and attendance lists until the stop date.

Deleting a Course Section

Before the schedule is finalized, you can delete a course section assignment.

1. On the **Course Section Assignments** screen, in the row of the course section assignment you want to delete, click 🗑 .

2. Select the **Remove / Delete** radio button.

3. Click **Save**.

4. On the **Course Section Assignments** screen, click **Save Changes**.

5. The course section assignment is deleted, and no record of the course remains on the student's schedule or on the **Course Section Assignments** screen.

    Note: Any fees associated with dropped course section assignments follow the fee proration tables.

Removing a Course Section

After the schedule is finalized, you can remove a course section assignment if the student either did not attend the class or should not have attended the class.

1. On the **Course Section Assignments** screen, in the row of the course section assignment you want to remove, click 🗑 .

2. Select the **Remove / Delete** radio button.

3. Click **Save**.

4. On the **Course Section Assignments** screen, click **Save Changes**.

    The course section assignment is removed. The student is removed from class and attendance lists, but a locked record of the assignment remains on the student's **Course Section Assignments** screen.

    Note: For removed course section assignments, the associated fees are also removed.

Transferring a Course Section

You can transfer a course section assignment if a student has attended one class but should have been in another.

1. On the **Course Section Assignments** screen, in the row of the course section assignment you want to transfer, click 🗑 .

2. Select the **Transfer** radio button.

3. Click ⌐ .

    The **Course Selection Wizard** window opens.

4. Search for and select the course and course section to which to transfer the student.

    *Note: The new assignment must have the same **Course Type** and **Course Term** as the original assignment.*

    The course code and course section information populate the fields in the **Transfer** section of the **Course Section Assignments** screen.

5. Choose one of the following options:

- **Drop** – Allows you to set the **Stop Date** of the original course. The **Start Date** of the new course is set to the next available school day following the **Stop Date**. The original (dropped) course is still reported on the **Student Subject Record**.

- **Remove** – Sets the **Stop Date** of the original course and **Start Date** of the new course to the first day of the term. The original (removed) course is not reported on the **Student Subject Record**.

6. If you select **Drop** in *step 5*, in the **Stop Date** field, enter the last date the student was in or will be in this course section.

7. Click **Save**.

   The **Course Section Assignments** screen displays the new course section assignment.

8. Click **Save Changes**.

   Note: Any fees associated with dropped course section assignments follow the fee proration tables. For removed course section assignments, the associated fees are also removed.

Course Section Assignment Dates

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

When a calendar is adjusted during the school year and an EMIS term start or stop date is changed (for example, due to non-attending days, snow days, etc.), student course section assignment records must reflect this change. If you are a privileged user, you can use the **Course Section Assignment Dates** screen to keep course section assignment records in sync with any changes to EMIS term start and stop dates throughout the school year.

In this example, the original course section assignment start date for the 2nd semester is January 19.

During the school year, the term date is updated to January 17.

Now, the course section assignments for 2nd semester must be updated to reflect this change.

On the **Course Section Assignment Dates** screen at the building level, in the row of the correct term, under **Original CSA Start Date**, enter the original start date of the course section assignment(s) that need to be updated to the EMIS term start date value (shown in the **Start Date** field).

> *Note: For a dropped course only, if you need to update the course section stop date to the EMIS term stop date value (shown in the **Stop Date** field), in the **Original CSA Stop Date** field, enter the end date for the dropped course.*

Click **Save Changes**.

A confirmation message displays, and the course section assignment dates are updated.

Bulk Course Section Assignment

Navigation: StudentInformation > SIS > Scheduling > Bulk Assign

Bulk assigning course sections, a process sometimes called "arena scheduling," is used to assign several students into a single course section or list of course sections.

For more information on bulk course section assignments, refer to the appropriate topic:

- *"Bulk Course Section Assignments: Create a List of Students Tab"*
- *"Bulk Course Section Assignments: Create a List of Course Sections Tab"*
- *"Bulk Course Section Assignments: Assign Students Tab"*

Bulk Course Section Assignments: Create a List of Students Tab

Navigation: StudentInformation > SIS > Scheduling > Bulk Assign > Create a List of Students tab

The **Bulk Course Section Assignments** screen **Create a List of Students** tab determines which students will be added to a course section or sections. You can select students using the **Search Mode** of your choice – **Search for Students**, **Enter Student IDs**, or **Search by Ad Hoc Membership**.

*Note: In the **Search for Students** mode, you can perform a wild card search on a field by selecting the checkbox beside the field.*

*Note: In the **Enter Student IDs** mode, duplicate student IDs are processed only once.*

*Note: In the **Search by Ad Hoc Membership** mode, you can repeat the process to add additional memberships to the list.*

In the mode you select, enter information in as many fields as you wish, and then click **Create New List** or **Add to List**. Only students who fit all search criteria you enter are included in the list at the bottom of the screen.

Note: To remove a student from the list, click 🗑.

Bulk Course Section Assignments: Create a List of Course Sections Tab

Navigation: StudentInformation > SIS > Scheduling > Bulk Assign > Create a List of Course Sections tab

The **Bulk Course Section Assignments** screen **Create a List of Course Sections** tab determines which course sections will be assigned to each student in the list created on the **Create a List of Students** tab (see *"Bulk Course Section Assignments: Create a List of Students Tab"*).

Group / course section – Enter a course or course group code in the first field and a course section or course group section number in the second field. Otherwise, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click

to open the Course Selection Wizard and locate the course. Then, click **Add Section** to add the section to the list (*"Course Selection Wizard"*).

> **Note:** *To remove a course section from the list, click* 🗑 *.*

Bulk Course Section Assignments: Assign Students Tab

Navigation: StudentInformation > SIS > Scheduling > Bulk Assign > Assign Students tab

The **Bulk Course Section Assignments** screen **Assign Students** tab lets you review the information you previously entered and assign the students you selected on the **Create a List of Students** tab into the course sections you selected on the **Create a List of Course Sections** tab (see *"Bulk Course Section Assignments: Create a List of Students Tab"* and*"Bulk Course Section Assignments: Create a List of Course Sections Tab"*).

Enter or select the **Assignment date** you want the course section assignment to begin in the field. The field defaults to the current date. Then, click **Assign**.

*Note: If any scheduling conflicts are found, the following table displays. Select the students you wish to schedule and click **OK**. Click **Return** to resolve the conflicts.*

Bulk Course Section Management

Navigation: StudentInformation > SIS > Scheduling > Bulk Course Section Management

The **Bulk Course Section Management** screen lets you manage any bulk course section assignments you previously created.

For more information on bulk course section assignments, refer to the appropriate topic:

- *"Bulk Course Section Management: Choose Section Tab"*
- *"Bulk Course Section Management: Choose Action Tab"*
- *"Bulk Course Section Assignment: View Conflicts Tab"*
- *"Bulk Course Section Management: Summary Tab"*

Bulk Course Section Management: Choose Section Tab

Navigation: StudentInformation > SIS > Scheduling > Bulk Course Section Management > Assign Students tab

On the **Bulk Course Section Management** screen **Choose Section** tab, you can select a course section to manage. Students in this section will be dropped, removed or transferred as selected on the **Choose Action** tab (see *"Bulk Course Section Management: Choose Action Tab"*). You can remove individual students from selected section if you want those students to remain in the section.

Enter a course code in the first field and a course section number in the second field from which to transfer students. If you do not know the course code and/or section number, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click

[...] to open the Course Selection Wizard and locate a course section. Then, click **View** to view a list of students currently assigned to the course section.

Note: To remove a student from the list, click 🗑 *.*

Bulk Course Section Management: Choose Action Tab

Navigation: StudentInformation > SIS > Scheduling > Bulk Course Section Management > Choose Action tab

On the **Bulk Course Section Management** screen **Choose Action** tab, you can select what action you want to perform for the students and course section selection on the **Choose Section** tab (*"Bulk Course Section Management: Choose Section Tab"*). The **Course Action** tab operates using the same functions as the **Course Section Management** screen (see *"Dropping/Removing/Transferring Course Section Assignments"*).

Bulk Course Section Assignment: View Conflicts Tab

Navigation: StudentInformation > SIS > Scheduling > Bulk Course Section Management > View Conflicts tab

The **Bulk Course Section Assignment** screen **View Conflicts** tab is used only when you use the **Transfer** option on the **Choose Action** tab (see *"Bulk Course Section Management: Choose Action Tab"*) The **View Conflicts** tab displays any course section assignment conflicts students would have (highlighted in red) after the transfer is complete. It also displays any students currently assigned to the target course section and if any of those students are in the list to be transferred (highlighted in yellow). If the target course section will be overfilled, a message displays listing the new total number of students.

Note: To remove a student from the transfer list, click 🗑 .

Bulk Course Section Management: Summary Tab

Navigation: StudentInformation > SIS > Scheduling > Bulk Course Section Management > Summary tab

The **Bulk Course Section Management** screen **Summary** tab displays the list of students you selected on the **Choose Section** tab (see *"Bulk Course Section Management: Choose Section Tab"*) so you can confirm the list is correct. Once you have verified the correct students display in the list, click **Submit**.

StudentInformation > SIS > Scheduling > Bulk Course Section Management

Bulk Course Section Management
The course section transfer screen allows users to transfer students from one course section to another course section.

| Choose Section | Choose Action | View conflicts | **Summary** |

< Back

ℹ Here are the students you have selected. You may go back and edit the students.

Number	Student	Gender
1511001	Anderson, Journey	F
1513060	Barrera, Lucas	M
1505001	Brown, Garrett	M
1513001	Jackson, Lainey	F
1502001	Johnson, Danielle	F
1504001	Jones, Aria	F
1507001	Miller, Phineas	M
1509001	Moore, Braxton	M
1501001	Smiles, Sebastian	M
1506001	Smith, Flannery	F
1510001	Taylor, Casey	F
1512001	Thomas, Odin	M
1514001	White, Taylor	M
1503001	Williams, Isaiah	M
1508001	Wilson, Melanie	F
Male:8Female:7Total:15		

Submit

Student Schedules

Navigation: StudentInformation > SIS > Student > Student Schedule

After the master schedule and all student schedules have been finalized, you can view a student's schedule on the **Student Schedule** menu or the **Student Request Assignments** screen. You can also access this read-only screen by selecting **View Today's Schedule** from the **I want to…** drop-down list on the **Student Profile** screen.

Viewing Student Schedules

Navigation: StudentInformation > SIS > Student > Student Schedule > View Schedule

On the **View Schedule** screen, you can view a student's schedule for each day of the week.

Date – Enter or select a date in the field for which you want to view the student's schedule. The schedule will display only active courses on the selected date. The field defaults to the current date. Once you enter or select a date, click **Go**.

> *Note: If the date you select occurs before the first date on the calendar master, then the student's schedule for the first date on the master calendar displays. If the date you select occurs after the last date on the master calendar, then the student's schedule for the last date on the calendar master displays. If the date you selected is not a school day, then the next school day displays.*

View Student Profile – Click to display to the **Student Profile** screen for the student in context.

Student Requests & Assignments

Navigation: StudentInformation > SIS > Student > Student Schedule > Request Assignments

> *Note: When navigating to this page before a final schedule result has been selected, select a **Schedule** and **Schedule Result** from the drop-down lists, and then click **Reload Screen**.*

The **Student Requests & Assignments - [student last name, student first name]** screen displays all course request and course section assignment information on a student's schedule. To use this screen, you must have a student in context. The student's name displays in the screen title.

> *Note: This screen dynamically changes using a set of web techniques called Ajax. If your web browser does not support Ajax, use the standard **Course Requests**, **Course Section Assignments** and **Student Schedule** screens to perform the tasks you can perform on this screen. For more information on supported browsers, see the ProgressBook End User Requirements.*

Close Assignments (or **View Assignments)** – Click to toggle between displaying (**View Assignments**) and closing (**Close Assignments**) the request/assignment grid.

View Schedule Graph (or **Close Schedule Graph)** – Click to toggle between displaying (**View Schedule Graph**) and closing (**Close Schedule Graph**) the schedule graph at the bottom of the screen. The schedule graph is a read-only graphical representation of the student's schedule.

View Display Options (or **Close Display Options)** – Click to toggle between displaying (**View Display Options**) and closing (**Close Display Options**) the display options on the upper-right corner of the screen. Display options include the following:

- **Display Requests** – Select this checkbox to display the **Request** column in the request/assignment grid.

- **Display Inactive Requests/Assignments** – Select this checkbox to display inactive course requests and course section assignments in the request/assignment grid.

- Course terms – A checkbox displays beside each course term included on the master schedule (for example, in the screen shot below, the course term that displays is **ALYR - All Year**). Select the checkbox beside each course term for which you want to display course requests, course section assignments, and courses on the student's schedule.

- Rotation days – A checkbox displays beside each rotation day included on the master schedule (for example, in the screen shot below, the rotation days that display are **M - Monday**, **T - Tuesday**, **W - Wednesday**, **H - Thursday**, and **F - Friday**). Select the checkbox beside each rotation day you want to display on the student's schedule.

For more information on the **Student Requests & Assignments - [student last name, student first name]** screen, refer to the appropriate topic:

- *"Requests/Assignments Grid"*
- *"Schedule Graph"*

Requests/Assignments Grid

Navigation: StudentInformation > SIS > Student > Student Schedule > Request Assignments

The **Student Request & Assignments - [student last name, student first name]** screen request/assignment grid can be used to add or delete course requests, add or drop course section assignments, and assign course sections to course requests.

> *Note: To use this screen, you must have a student in context. The student's name displays in the screen title.*

✏ – Click to edit the course section request or assignment.

🗑 – Click to drop, remove, or transfer the course section assignment.

Course and **Sec** – Click on a course code or course section number to display details for that course section on the right of the screen.

Show Active Only – Select this checkbox to display only active course requests and course section assignments on the student's schedule.

Add Request – Click to display the **Add Request** box on the right of the screen where you can add a new course request.

Add Assignment – Click to display the **Add Assignment** box on the right of the screen where you can add a new course section assignment.

> *Note: All changes made to course requests or course section assignments will display as highlighted on the screen.*

> *Note: Pressing the ENTER key while any add/edit box is open saves the data in that box. Pressing the TAB key displays the next field in the box.*

Run Scheduler – Click to run the single student scheduler to schedule the student into all course section assignments displayed on the student's schedule.

Schedule Study Halls – Click to run the study hall single student scheduler to schedule the student into all study hall assignments displayed on the student's schedule.

For more information on managing course requests and course section assignments, refer to the appropriate topic:

- *"Adding Course Requests"*
- *"Editing Course Requests"*
- *"Adding Course Section Assignments"*
- *"Editing Course Section Assignments"*
- *"Dropping/Removing/Transferring Course Section Assignments"*
- *"Viewing Course Section Details"*

Adding Course Requests

1. On the **Student Requests & Assignments - [student last name, student first name]** screen, click **Add Request**.

   The **Add Request** box displays on the right of the screen.

2. In the **Primary Course** field, enter the primary course code for the course the student is requesting. Otherwise, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click ⌶ to open the Course Selection Wizard for help locating the course code.

3. (Optional) In the **Alternate Course** field, enter the alternate course code for the course the student is requesting. Otherwise, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click [...] to open the Course Selection Wizard for help locating the course code.

   Note: If you enter an alternate course, the scheduler uses this course if it is unable to add the primary course to the student's schedule due to scheduling conflicts.

4. (Optional) In the **Priority** field, enter a number between 1 and 9 (or click ⬍ to increase/decrease the value by increments of 1) indicating the scheduling priority of this request (9 being the highest priority). The default priority is 1. If you leave the **Priority** field blank, the primary course's priority will be used.

5. (Optional) Select a teacher from the **Teacher** drop-down list. If you select a teacher, the scheduler will attempt to schedule the course request with the selected teacher (if available). Select the **Exclude** checkbox to request that the student be assigned to a course that does not have the selected teacher.

6. (Optional) Select a period from the **Period** drop-down list. If you select a period, the scheduler will attempt to schedule the course request in the selected period (if available). Select the **Exclude** checkbox to request that the student be assigned to a course that does not meet during the selected period.

7. (Optional) In the **Request Status** area, select any of the following checkboxes. (The checkboxes listed below are the only selectable request statuses. All other request statuses are read-only.)

   • **Locked** – Select this checkbox if you do not want the student and/or guardians to be able to modify the course request.

   • **Guardian Locked** – Select this checkbox if the course request was requested by a guardian and you do not want the student to be able to modify the course request.

   • **Approved** – Select this checkbox to approve the course request and allow the batch scheduler to schedule a course section assignment for the request.

8. (Optional) Select the **Is Active** checkbox if you want the course request to be active for use in the batch scheduler, single student scheduler, or for any course section assignments linked to the request to display on the student's schedule.

9. Click **Save**.

   The course request now displays in the **Request** column of the request/assignment grid if the request is active and the **Show Active Only** checkbox is selected.

Editing Course Requests

1. On the **Student Requests & Assignments - [student last name, student first name]** screen, in the row of the course request you want to edit, click ✏.

The **Edit Request** box displays on the right of the screen.

2. Make any desired changes, and then click **Save**.

    *Note: To delete the course request, click **Delete Request**.*

Adding Course Section Assignments

1. On the **Student Requests & Assignments - [student last name, student first name]** screen, click **Add Assignment**.

    *Note: The **Add Assignment** button creates a manual assignment with no associated request.*

The **Add Assignment** box displays on the right of the screen.

2. In the **Choose Course/Group (required) and section (optional)** fields, enter a course code and course section number to assign to this student. If you leave the course section number field blank, you can view a list of course sections for the course code entered. Entering a course code and pressing TAB displays all course sections below the fields. If you do not know the course code, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click ⟨...⟩ to open the Course Selection Wizard for help locating the course code.

3. When the course sections for this course display in the grid, in the row of the course section you want to assign to the student, click **Assign**.

    Note: Click ❶ to display the details for the course section.

    Note: 🚩 indicates that assigning this course section to the student would create a scheduling conflict with an existing course section assignment.

    Note: 👤✗ indicates that this course section has already been filled. You can assign the student to a filled course section only if you have the appropriate permissions.

The course section details version of the **Add Assignment** box displays on the right of the screen.

4. In the **Assignment Start Date** field, enter or select a date indicating the date that the student began/was assigned this course/section. The field defaults to the first day of the course term for the selected course section.

5. Click **Save Assignment**.

   *Note: If you attempt to save a course section assignment that would create a scheduling conflict, a warning message displays. You can override the warning message and create the conflict by clicking **Save Assignment** again.*

Editing Course Section Assignments

1. On the **Student Requests & Assignments - [student last name, student first name]** screen, in the row of the course section assignment you want to edit, click ✏.

   The **Edit Assignment** box displays on the right of the screen.

2. Make any desired changes, and then click **Save Assignment**.

   *Note: To drop, remove, or transfer the course section assignment, click **Advanced Drop** (see "Dropping/Removing/Transferring Course Section Assignments").*

Dropping/Removing/Transferring Course Section Assignments

1. On the **Student Requests & Assignments - [student last name, student first name]** screen, in the request/assignment grid, in the row of the course section assignment you want to drop, remove, or transfer, click 🗑 . Or, in the **Edit Assignment** box, click **Advanced Drop**.

   The **Drop**, **Remove / Delete**, **Transfer**, and **Delete Request** boxes display on the right of the screen.

2. To drop, remove, or transfer the course section assignment, click the radio button in the appropriate box (**Drop**, **Remove / Delete**, or **Transfer**).

3. Refer to *"Dropping/Removing/Transferring Course Section Assignments"* and follow the instructions for the desired action.

4. (Optional) Select the **Delete Request** checkbox if you want to remove the course request associated with the course section assignment in addition to dropping the course section assignment. (This checkbox displays only if you are dropping a course section assignment with a related course request).

5. Click **Save**.

Viewing Course Section Details

To view the details for any course section, in the request/assignment grid, click a **Course** code or a course section number (**Sec**). The **Section Details** box displays on the right of the screen. You can also access this screen by clicking **View Details** on the **Add Assignment** box.

The **Section Details** box displays the following information:

- Course code
- Course **Section** number
- Course section **Term**
- Course **Name**
- Course section **Capacity**
- Course section **Filling Counts** (**Female**, **Male**, and **Total**)
- Course section **Program Builder Code** (if any)
- Course section **Special Population** (if any)
- Course section **Meeting Time Desc** (description)
- Course section **Teacher**
- Course section **Location**
- Course section **Start** and **End** dates
- Period the course section meets during each rotation day

Schedule Graph

Navigation: StudentInformation > SIS > Student > Student Schedule > Request Assignments

The schedule graph is a read-only graphical representation of a student's schedule for the entire year. To view the schedule graph, in the upper-right corner of the **Student Requests & Assignments - [student last name, student first name]** screen, click **View Schedule Graph**. The schedule graph displays at the bottom of the screen.

If the student's schedule varies on different rotation days, a separate schedule graph will display for each set of rotation days. Each graph is laid out with schedule terms listed across the top of the graph (x-axis) and periods listed down the side of the graph (y-axis). Course conflicts are highlighted in red and display both scheduled course section assignments.

CTE Management

Navigation: StudentInformation > SIS > Scheduling > CTE Management

The **CTE Management** screen lets you view student course section assignments for vocational courses. On this screen, you can also bulk update students' **CTE Program Area** or **CTE Program of Concentration** for a course section assignment. Select the checkbox beside a student's name to update their CTE record (or, select the **Check All** checkbox to update the records of all students that display in the grid). Then, click **Update**.

> *Note: To sort any column, click the column heading.*

Teacher – Select a teacher from the drop-down list. The drop-down list displays only teachers that instruct vocational courses (i.e., teachers assigned to a course or course section in the current school year where the value in the **Curriculum** field begins with "V").

Section – Select a course section from the drop-down list. The drop-down list displays only course sections assigned to the selected teacher where the value in the **Curriculum** field for the course or course section begins with a "V."

CTE Program Area – Select a CTE program area from the drop-down list.

CTE Program of Concentration – Choose a CTE program of concentration from the drop-down list. The available options in the drop-down list depend on the option selected for the **CTE Program Area**.

Course Request Reports

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports

The **Scheduling Reports** screen displays all course request reports you can run on a particular schedule result set. On this screen, you can also run scheduling reports (see *"Scheduling Reports"*).
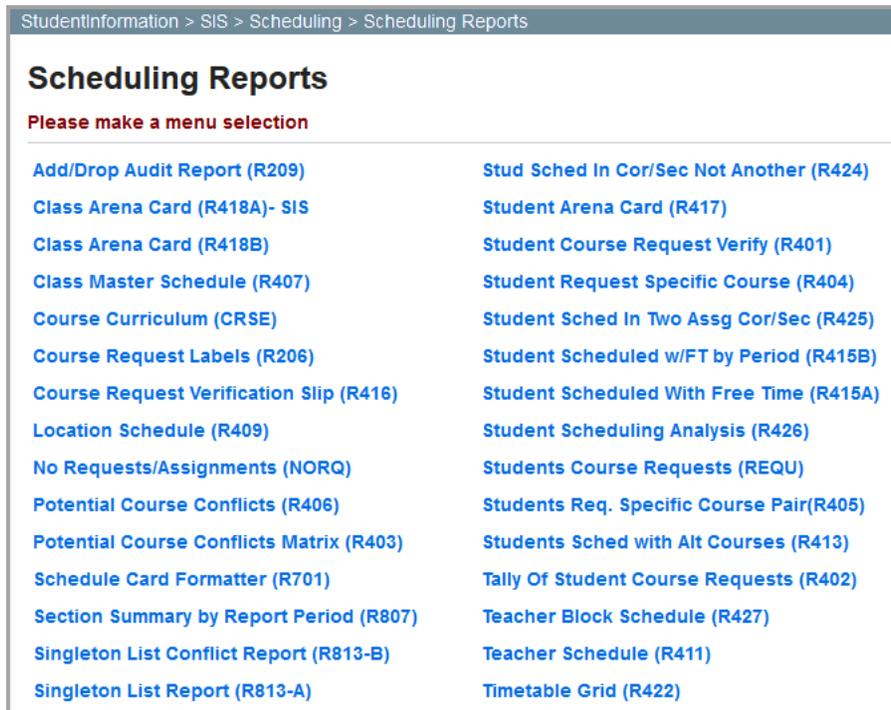
For more information on course request reports, refer to the appropriate topic:

- *"Course Curriculum (CRSE)"*
- *"Students With No Requests or Assignments (NORQ)"*
- *"Students Course Requests (REQU)"*
- *"Student Request Specific Course (R404)"*
- *"Students Requesting A Specific Course Pair (R405)"*
- *"Potential Course Conflicts (R406)"*
- *"Potential Course Conflicts Matrix (R403)"*

Course Curriculum (CRSE)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Course Curriculum (CRSE)

The **Course Curriculum (CRSE)** report a list of all courses entered into StudentInformation. Each course displays as a separate record that includes all grades in which the course is offered.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

> *Note: Each option you select will filter report results by that option, but the field will be displayed on the report only if you select the option in the **Fields to Display** dual listbox.*

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report includes all criteria for that category by default. All fields below except for **Grade** display in the report only if they are selected as **Fields to Display**.

- **Course Type**(s)
- **Grade** level(s)
- **Department**(s)
- **Subject Area**(s)
- **Course Area**(s) **of Study**
- **EMIS Subject Area**(s)
- **Difficulty Level**(s)
- **Add On Level**(s)

Fields to Display – Fields that display on the report. Select up to 10 of the following options (depends on the year in context):

- Abbreviation
- Area of Study
- CORE Subject Area
- Course Add On Level
- Course Type
- Course Weight
- Credit Flex
- Credit Units
- CTE College Credit
- Curriculum
- Delivery Method
- Demand Count
- Department
- Description
- Educational Option
- EMIS Course Level
- EMIS Language Used

- EMIS Location IRN
- EMIS Subject Area for Credit
- EMIS Subject Code
- Gender Directive
- Highly Qualified Teacher IRN
- Hours of Instruction
- Include in Total Credits
- Include in GPA
- In Graduation Count (use **Include in Grad. Verification**)
- In Honor Roll
- Include in Grad. Verification
- Include on Permanent Record
- Is Active
- Is College Prep
- EMIS Course Type
- Is Dual Credit

- Is High School Credit
- Is Honors Course
- Is In Update History
- Is Requestable (i.e., **Displays on Public Module**)
- Language Code
- Level of Difficulty
- Print on Report Card
- Report to EMIS
- Rank Weight
- Roll Course to Next Year
- Scheduling Priority
- Short Name
- Student Population
- Subject Area

Only include courses with requests – Select this checkbox to display courses in the report that have at least one course request. If deselected, all courses display even if they have no course requests.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

REPORT: SI - REPO CRSE			Test High School				COURSE CURRICULUM		
SCHOOLYEAR: 2018-2019								PAGE 1 OF 4	
								RUN AT 9:48 AM 6/24/2019	

COURSE CODE	COURSE NAME	GR	CRSE Type Code	Credit Units	Hrs Of Instr	High Sch Crd	Subject Area	Area Of Study
101	English 9	09;10;11;12	C	1.000000	120	Y	ENGLISH	ENGLISH
102	English 10	10;11;12	C	1.000000	120	Y	ENGLISH	ENGLISH
103	English 11	11;12	C	1.000000	120	Y	ENGLISH	ENGLISH
104	English 12	12	C	1.000000	120	Y	ENGLISH	ENGLISH
110	Novel Study	09;10;11;12	C	0.500000	60	Y	ENGLISH	ENGLISH
114	Speech Communication	11;12	C	0.500000	60	Y	ENGLISH	ENGLISH
117	Creative Writing	10;11;12	C	0.500000	60	Y	ENGLISH	ENGLISH
121	Intro to Drama	10;11;12	C	0.500000	60	Y	FINE ARTS	FINE ARTS
122	Drama II	11;12	C	0.500000	60	Y	FINE ARTS	FINE ARTS
123	Drama III	12	C	0.500000	60	Y	FINE ARTS	FINE ARTS
151	Yearbook I	10;11;12	C	1.000000	120	Y	ENGLISH	ENGLISH
152	Yearbook II	12	C	1.000000	120	Y	ENGLISH	ENGLISH
153	Yearbook III	12	C	1.000000	120	Y	ENGLISH	ENGLISH

Students With No Requests or Assignments (NORQ)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > No Requests/Assignments (NORQ)

The **Students With No Requests or Assignments (NORQ)** report compiles a list of all students who have no course requests or course section assignments for the selected master schedule and schedule result set.

> **Note:** *It is recommended that you do not run this report for the current school year.*

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Homeroom Date (required) – Enter the date you want the report to use to retrieve students' homeroom information in the field. The field defaults to the current date or, if the current date is not a school day, the most recent school day for the building and school year in context.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default and is the only option if no other schedules have been created.

Schedule Result (required) – Select the schedule result set on which you want to base the report from the drop-down list.

Select the radio button beside one of the following **Run Types**:

- **No Requests** – Display all students with no requests regardless of whether or not they have assignments.
- **No Assignments** – Display all students with no assignments regardless of whether or not they have requests.
- **Neither Requests nor Assignments** – Display only students who have neither requests nor assignments.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Grade** level(s)
- **Student Status**(es)
- **Administrative Homeroom**(s)

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

```
REPORT: DASL - REPO NORQ                          HIGH SCHOOL                            RUN AT 10:14 AM 11/29/2010

SCHOOLYEAR: 2010-2011                  STUDENTS WITH NO REQUESTS OR ASSIGNMENTS REPORT         PAGE    1    OF    1


   ID        STUDENT NAME           GN   GR    COUNSELOR              HMRM        HMRM TEACHER
_____

  136692    Student51658, LINDA      F   09
  136574    Student51664, KYLE       M   11
  77569     Student52100, BRET       M   12
  33369     Student54564, ALEXIS     F   11
  136704    Student55002, Evan       M   09
  14626     Student56940, VICTORIA   F   09
  14579     Student56976, ZACHARY    M   09
  14565     Student56984, KAITLYN    F   09
  14532     Student57005, JONELLE    F   09
```

Students Course Requests (REQU)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Report > Students Course Requests (REQU)

The **Student Course Requests (REQU)** report compiles a list of student course requests for the selected master schedule and schedule result set.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select the schedule for which you want to run the report (defaults to **Default Schedule**).

Schedule Result (required) – Select the schedule results on which you want to base the report.

Homeroom Date – The date the report uses to retrieve students' homeroom information. The field defaults to the current date or, if the current date is not a school day, the most recent school day for the building and school year in context.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Grade** level(s)
- **Student Status**(es)
- **Administrative Homeroom**(s)
- **Counselor**(s)
- **Membership Group**(s)
- **Membership**(s)
- **Special Education Services** (refers to the records entered for a student on the **Special Education** screen **Services** tab)

  *Note: This dual listbox displays only if school year FY13 or later is in context. In prior years, special education services were entered on the **Edit Student Memberships** screen and can be selected for this report using the **Membership Code** dual listbox.*

- **Ad-Hoc Membership**(s)

  *Note: To display ad hoc memberships created by other users in the drop-down list, select the **Public and Private** checkbox.*

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: REQU Printed Fri, Feb 16, 2007, 1:42 PM									**DASL HIGH SCHOOL** **2006-2007** **Students Course Requests**
Student Number	Student Name	Gd	Gr	Counselor	Hmrm Code	Homeroom Teacher	Course Code	Course Name	Sec	Teacher Name
4865225 8	Banana, Hannah	F	12							
							171	ART II		
							182	FRENCH I		
							2012	ENGLISH 7		
							2013	READING 7		
							076	BAND		
							232	BIOLOGY I		
							233	ANATOMY		
							275	PAINTING		
							425	COMPUTER PROG 2		
							431	PHYSICS		
							825	PSYCHOLOGY		
							423	SOCIOLOGY		
							052	LANGUAGE ARTS	2	LAURA LAYMAN
							2007	ART	2	JOHN BAER
							232	BIOLOGY I	2	SAM BAUM
							233	ANATOMY	2	BILLY BELL
							240	PRAC GEOMETRY	2	DONALD BERRY
							255	AP AM HISTORY	2	JEFF BOYER
							423	SOCIOLOGY	1	DEBRA BRIGGS
							573	ENGLISH	1	SUSAN CLARK
							655	MATH	2	DAVID COUSINS
							962	ECON	3	LAURA CROFT
							183	SPANISH I		
							2014	MATH 7		
7001	CONTRARY, JASON	M	10							
							235	ENV. SCIENCE		
							076	BAND		
							171	ART II		
							182	FRENCH I		

Page 1 of 22

Student Request Specific Course (R404)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Student Request Specific Course (R404)

The **Student Request Specific Course (R404)** report compiles a list of all students that have requested a specific course or course group.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Homeroom Date (required) – Enter or select a date indicating the date the report should use to retrieve students' homeroom information. The field defaults to the current date or, if the current date is not a school day, the most recent school day for the building and school year in context.

Courses – Enter the course code(s) for which you want to view student requests. Enter the course code (if known) and then click **Add**. If you do not know the course code(s), you can enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click

to open the Course Selection Wizard for help with locating the course code. You can click 🗑 to remove a selected course code.

Less Than Students – Only courses/course groups that have fewer requests than this number will be included in the report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen

Students Requesting A Specific Course Pair (R405)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Students Req. Specific Course Pair(R405)

The **Students Requesting A Specific Course Pair (R405)** report compiles a list of all students that have requested a pair of courses.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Homeroom Date (required) – Enter or select a date indicating the date the report should use to retrieve student homeroom information. The field defaults to the current date or, if the current date is not a school day, the most recent school day for the building and school year in context.

Course 1 (required) – Enter the course code for the first course that must be requested. You can enter the course code (if known), and then click **Add**. If you do not know the course code(s), you can enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click ⋯ to open the Course Selection Wizard for help with locating the course code.

Course 2 (required) – Enter the course code for the second course that must be requested. You can enter the course code (if known), and then click **Add**. If you do not know the course code(s), you can enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click ⋯ to open the Course Selection Wizard for help with locating the course code.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen

REPORT: SI – R405		ASHLAND HIGH SCHOOL			RUN AT 2:34 PM 8/10/2017
SCHOOLYEAR: 2016-2017		STUDENTS REQUESTING A SPECIFIC COURSE PAIR			PAGE 1 OF 3
	COURSE 1: 039 – ENGLISH 9		COURSE 2: 340 – ALGEBRA I		

ALTERNATE 1 2	ID	STUDENT NAME	GR	GN	HMRM	HOME DISTRICT	DISB COND	TELEPHONE
		, COLTON	09	M		043505	**	
		, LOGAN	09	M		043505	**	
		, REAGAN	09	F		043505	**	
		, BRENDEN	09	M		043505	**	
		, DAVID	09	M		043505	**	
		, JESSE	09	M		043505	10	
		, ZOE	09	F		043505	**	

Potential Course Conflicts (R406)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Potential Course Conflicts (R406)

The **Potential Course Conflicts (R406)** report creates a table that displays the number of conflicts that would result if 2 courses were offered only once within the same block/period (i.e., singleton courses). You can also set up this report to display only courses for which the number of students requesting the course is less than or equal to the number specified on the **Course Requests** screen. Course groups also display on this report.

On the **Selection Criteria** tab, you can enter or select any of the following options to include them in the report.

Include Courses – Enter the course code(s) you want to include in the list of requests. If you do not know the course code, enter or at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click [...] to open the Course Selection Wizard for help locating the course code. Then, click **Add** to add the course code to the report.

Note: Click 🗑 to remove courses from the list of included courses.

Excluded Courses – Enter the course code(s) you want to exclude from the list of requests. If you do not know the course code, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click [...] to open the Course Selection Wizard for help locating the course code. Then, click **Add** to add the course code to the report.

Note: Click 🗑 to remove courses from the list of excluded courses.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Course Types**

    Note: If you select to display course types, courses and artificial courses belonging to the selected course type(s) without a department also display in the report.

- **Course Groups**
- **Course Grades**

    *Note: If you filter by **Course Grades**, course groups will not display on the report.*

- **Course Department**(s)

    *Note: If you filter by **Course Department**, course groups will not display in the report.*

Sorting Options – Select one or more sort options for your report.

Only show courses / groups with fewer than [ ] **requests** – Enter a number in the field if you want to select only courses where the number of students requesting the course is less than the number you entered. Leave this field blank to select all courses regardless of the number of corresponding requests.

Exclude course groups from the report – Select this checkbox to exclude course groups from the report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Course Request Reports

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R406
Printed Mon, Aug 03, 2009, 10:43 AM

DASL HIGH SCHOOL
2009-2010
Potential Course Conflicts

Course:	0110 - YEARBOOK	Requests:	6	Dept: ENG	Grd Lvls:	09,10,11,12

No	Id	Course Name	No	Id	Course Name	No	Id	Course Name	No	Id	Course Name
1	0111	ENG 9	2	0121	ENG 10	2	0132	ENG 11CP	1	0142	ENG 12CP
1	0148	COMMUNICATIONS	1	0209	ART Ia	1	0220	CERAMICS I	1	0323	PHYS ED II
1	0411	FRENCH I	2	0421	FRENCH II	1	0422	SPANISH II	1	0513	ALG I
1	0522	GEOM	3	0532	ALG II	1	0612	CHEMISTRY	1	0630	PHYSICAL SCI
1	0631	ADV CHEM	3	0632	ADV BIO	1	0711	WORLD STUDIES	2	0731	AM GOVT
2	0732	US STUDIES II	1	0811	AG SCI I	1	0851	AG MECH & CONST	1	0900	PERS FINANCE
1	0909	COMP OP 1	1	0910	COMP OP 2						

Course:	0111 - ENG 9	Requests:	69	Dept: ENG	Grd Lvls:	09

No	Id	Course Name	No	Id	Course Name	No	Id	Course Name	No	Id	Course Name
1	0110	YEARBOOK	19	0209	ART Ia	9	0210	ART Ib	7	0212	CHOIR
12	0214	CHORUS-S	17	0215	BAND	17	0220	CERAMICS I	65	0323	PHYS ED II
8	0343	ISOT	27	0411	FRENCH I	34	0412	SPANISH I	22	0511	INTEGR MATH I
23	0513	ALG I	23	0522	GEOM	51	0613	CP BIO	17	0622	GEN BIO
69	0711	WORLD STUDIES	20	0811	AG SCI I	13	0909	COMP OP 1	7	1121	COMPUTER TECH I
9	1131	A/V PRODUCTION									

Potential Course Conflicts Matrix (R403)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Potential Course Conflicts Matrix (R403)

The **Potential Course Conflicts Matrix (R403)** report creates a grid (matrix) that displays the number of conflicts that would result if 2 courses were offered only once within the same block/period (i.e., singleton courses).

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Department – In the dual listbox, select the department you want to include; course groups will not be included in the report if you select specific departments. If you do not select any departments, the report will display all departments.

Courses – Enter the course code(s) you want to include in the list of requests. If you do not know the course code, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click ⬚ to open the Course Selection Wizard for help locating the course code. Then, click **Add** to add the course code to the report.

> *Note: Click* 🗑 *to remove courses from the list.*

Only return courses with conflicts – Select this checkbox to display only courses that have conflicts pertaining to prerequisites, scheduling times, etc. in the report.

Display courses that have requests – In the drop-down list, select whether to display courses with requests that are greater than or equal to (**>=**) or less than or equal to (**<=**) a particular number. Then, in the field to the right of the drop-down list, enter a number.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen

> *Note: The page numbers (formatted "Page x.x of x") on this report allow the report to be arranged into a grid. The first number is the row where the printed page should be placed, and the second number is the column where the printed page should be placed. For example, a 4-page report that consist of Page 1.1 of 2, Page 1.2 of 2, Page 2.1 of 2, and Page 2.2 of 2 could be arranged as follows:*

Page 1.1	Page 1.2
Page 2.1	Page 2.2

Scheduling Reports

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports

The **Scheduling Reports** screen displays all available scheduling reports you can run for a particular schedule result set. On this screen, you can also run course request reports (see *"Course Request Reports"*).
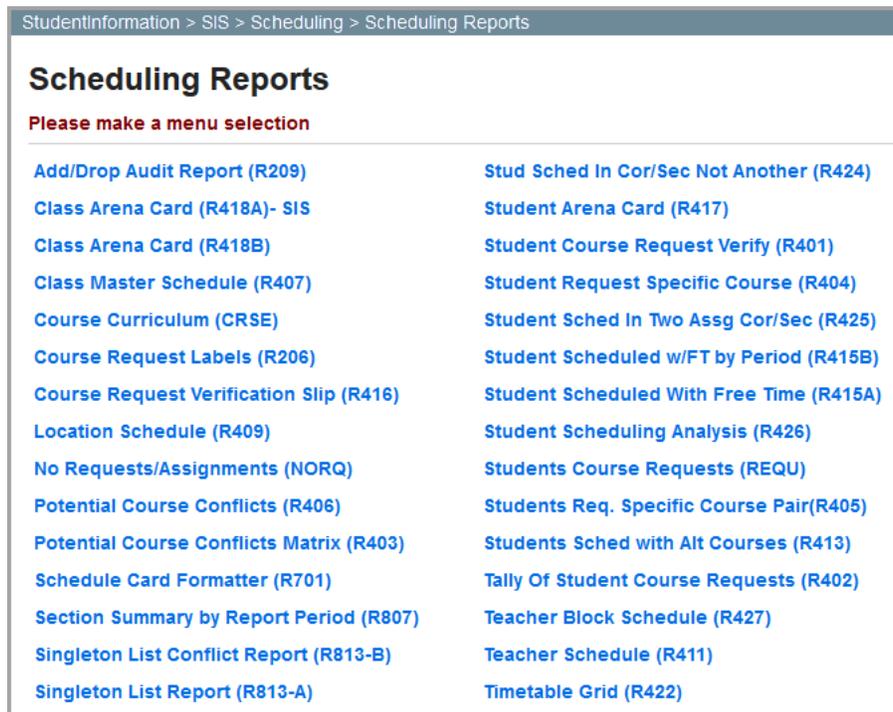
For more information on any of the scheduling reports, refer to the appropriate topic:

- *"Student Scheduling Analysis (R426)"*
- *"Students Scheduled with Free Time (R415-A)"*
- *"Students Scheduled with Free Time by Period (R415-B)"*
- *"Student Scheduled In Two Assigned Courses/Sections (R425)"*
- *"Student Scheduled Into One Course/Section and Not Another (R424)"*
- *"Teacher Schedule (R411)"*
- *"Teacher Block Schedule (R427)"*
- *"Timetable Grid (R422)"*
- *"Class Arena Card (R418-A)"*
- *"Class Arena Card (R418B)"*
- *"Student Arena Card (R417)"*
- *"Students Scheduled with Alt. Courses (R413)"*
- *"Section Summary by Report Period (R807)"*
- *"Location Schedule (R409)"*
- *"Singleton List Report (R813-A)"*

- *"Singleton List Conflict Report (R813-B)"*
- *"Class Master Schedule (R407)"*
- *"Schedule Card Formatter (R701)"*
- *"Add/Drop Audit Report (R209)"*
- *"Course Section Summary Report"*

Student Scheduling Analysis (R426)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Student Scheduling Analysis (R426)

The **Student Scheduling Analysis (R426)** report compiles a list of student scheduling results for the selected master schedule and schedule result set. The report displays each course as a separate record with a status from the previous attempt to schedule students into each course.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Homeroom Date (required) – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Grade**(s)
- **Course Type**(s)
- **Administrative Homeroom**(s)
- **Counselor**(s)
- **Team**(s)
- **Membership Group**(s)
- **Membership**(s)

Ad-Hoc Membership – If you want the report to display only students associated with a particular ad hoc membership, select an ad hoc membership from the drop-down list. To display ad hoc memberships created by other users in the drop-down list, select the **Public and Private** checkbox.

Only Show Students with Number of Non-Assigned Requests >= – Enter the minimum number of non-assigned requests to be included in this report in the field.

Print Phone Number – Select this checkbox if you want student phone numbers to display in the report.

Compress Assigned Course Information – Select this checkbox if you want the report to display only the total number of non-assigned requests per student (rather than displaying the details of each non-assigned request for each student).

> *Note: In the row of each student, the **Non-Assigned** area will display any request with a status other than **Assigned** or **Removed**.*

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

```
REPORT: SI - R426                          ASHLAND HIGH SCHOOL                    RUN AT 2:40 PM 8/10/2017
SCHOOLYEAR: 2016-2017                  STUDENT SCHEDULING ANALYSIS REPORT              PAGE    1 OF    246
```

| | BEAU | | NON-ASSIGNED : 0 | NUMBER : | | GRADE : 12 | GENDER : M | HMRM: 7-104 |

TERM	COURSE	SEC	DESCRIPTION	DAYS	PERIOD	STATUS
1SEM	CCPENG11 2	11	ENGLISH COMPOSITION II	MTWRF	1	Assigned
2SEM	010	12	CCP ON COLLEGE CAMPUS	MTWRF	1	Assigned
ALYR	381	2	A.P. CALCULUS	MTWRF	2	Assigned
ALYR	290	34	AP CHEMISTRY	MTWRF	3,4	Assigned
1SEM	010	51	CCP ON COLLEGE CAMPUS	MTWRF	5	Assigned
2SEM	010	52	CCP ON COLLEGE CAMPUS	MTWRF	5	Assigned
1SEM	010	61	CCP ON COLLEGE CAMPUS	MTWRF	6	Assigned
2SEM	010	62	CCP ON COLLEGE CAMPUS	MTWRF	6	Assigned
1SEM	CCPPSY10 0	71	INTRO TO PSYCHOLOGY	MTWRF	7	Assigned
2SEM	010	72	CCP ON COLLEGE CAMPUS	MTWRF	7	Assigned

| | SYDNEY | | NON-ASSIGNED : 9 | NUMBER : | | GRADE : 12 | GENDER : F | HMRM: 7-130 |

TERM	COURSE	SEC	DESCRIPTION	DAYS	PERIOD	STATUS
	046		ADVANCED COMPOSITION			Approved
	076C		SPEECH			Approved
	170		PSYCHOLOGY			Approved
	180		SOCIOLOGY			Approved
	265		ANATOMY & PHYSIOLOGY			Approved
	270		PHYSICS			Approved
	462C		MICROSOFT POWERPOINT			Approved
	634		PERSONAL FINANCE MANAGEMENT			Approved
	743		FRENCH III			Approved
1SEM	CCPENG12 0	11	BUSINESS COMMUNICATION	MTWRF	1	Assigned
2SEM	930	17	EARLY GRAD	MTWRF	1,2,3 ,4,5, 6,7	Assigned
1SEM	950	27	CAREER EXPLORATIONS	MTWRF	2,3,4 ,5,6, 7	Assigned

Students Scheduled with Free Time (R415-A)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Students Scheduled With Free Time (R415A)

The **Students Scheduled with Free Time (R415-A)** report compiles a list of students who have free periods in their schedules (by student) for the selected master schedule and schedule result set. This report can be useful for school buildings to determine how many study halls may be needed to accommodate students' free time.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Homeroom Date (required) – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

In the following dual listboxes, select the criteria you want to display on the report. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Grade**(s)
- **Student Status**(es)
- **Schedule Term**(s)
- **Period**(s)
- **Membership**(s)
- **Membership Group**(s)

Ad-Hoc Membership – If you want the report to display only students associated with a particular ad hoc membership, select an ad hoc membership from the drop-down list. To display ad hoc memberships created by other users in the drop-down list, select the **Public and Private** checkbox.

Minimum Free Periods in a Schedule Term for Student to Appear on Report – Enter the minimum number of free periods to be included in this report in the field.

Print Only Totals – Select this checkbox if you want the report to display only the total number of students with free time in their schedules (rather than displaying detailed summary information for each student).

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R415
Printed Mon, Feb 16, 2009, 3:37 PM

HIGH SCHOOL
2008-2009
Student Scheduled With Free Time

Student Number	Student Name	St	Gr	Gd	HmRm	Disability Condition	Dist of Res	Period	Rotation Days	Schedule Terms			
										08/27/2008	11/10/2008	01/27/2009	03/30/2009
2624	Student67819, SPENCER	A	07	M	204	**	AV						
								2	MTWRF	X			
								6	MTWRF	X			
								E	MTWRF	X	X	X	X
3061	Student67813, ANTHONY	R	11	M		01	AV						
								1	MTWRF	X	X	X	X
								2	MTWRF	X	X	X	X
								3	MTWRF	X	X	X	X
								4	MTWRF	X	X	X	X
								5	MTWRF	X	X	X	X
								6	MTWRF	X	X	X	X
								7	MTWRF	X	X	X	X
								8	MTWRF	X	X	X	X
								E	MTWRF	X	X	X	X

Students Scheduled with Free Time by Period (R415-B)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Students Scheduled With Free Time by Period (R415B)

The **Students Scheduled with Free Time by Period (R415-B)** report compiles a list of students who have free periods in their schedules (by period) for the selected master schedule and schedule result set. This report can be useful for school buildings to determine how many study halls may be needed to accommodate students' free time.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Homeroom Date (required) – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

In the following dual listboxes, select the criteria you want to display on the report. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Grade**(s)
- **Student Status**(es)
- **Schedule Term**(s)
- **Period**(s)
- **Membership**(s)
- **Membership Group**(s)

Ad-Hoc Membership – If you want the report to display only students associated with a particular ad hoc membership, select an ad hoc membership from the drop-down list. To display ad hoc memberships created by other users in the drop-down list, select the **Public and Private** checkbox.

Minimum Free Periods in a Schedule Term for Student to Appear on Report – Enter the minimum number of free periods to be included in this report in the field.

Print Only Totals – Select this checkbox if you want the report to display only the total number of students with free time in their schedules (rather than displaying detailed summary information for each student).

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R415B
Printed Mon, Feb 16, 2009, 3:40 PM

HIGH SCHOOL
2008-2009
Student Scheduled With Free Time by Period

| | | | | | | | | | | Schedule Terms | | | |
Period	Student Number	Student Name	St	Gr	Gd	HmRm	Disability Condition	Dist of Res	Rotation Days	08/27/2008	11/10/2008	01/27/2009	03/30/2009
6													
	2597	Student67847, BILLIE	I	09	F		**	AV	MTWRF	X	X	X	X
	2608	Student67836, GENE	A	07	M	202B	**	AV	MTWRF		X	X	
	2613	Student67830, MICHAELA	R	08	F		**	AV	MTWRF	X	X	X	X
	2616	Student67827, FELIX	A	07	M	204	**	AV	MTWRF		X	X	
	2619	Student67824, JESSICA	A	07	F	208	**	AV	MTWRF			X	X
	2623	Student67820, ROXANNA	A	07	F	208	**	AV	MTWRF	X			
	2624	Student67819, SPENCER	A	07	M	204	**	AV	MTWRF	X			
	3061	Student67813, ANTHONY	R	11	M		01	AV	MTWRF	X	X	X	X
	3222	Student67732, EMILY	A	12	F	CAFE	**	AV	MTWRF			X	X
	3226	Student67728, NATASHA	I	13	F		**		MTWRF	X	X	X	X
	3252	Student67708, BRANDON	I	13	M		**	AV	MTWRF	X	X	X	X
	3265	Student67698, JUSTIN	R	11	M		**	AV	MTWRF	X	X	X	X
	3324	Student67683, CORY	R	09	M		03	AV	MTWRF	X	X	X	X
	3330	Student67679, PHILLIP	R	11	M		**	AV	MTWRF	X	X	X	X
	3338	Student67673, AMANDA	A	12	F	CAFE	**	AV	MTWRF			X	X

Student Scheduled In Two Assigned Courses/Sections (R425)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Student Sched In Two Assg Cor/Sec (R425)

The **Student Scheduled in Two Assigned Courses/Sections (R425)** report compiles a list of students scheduled for a primary course and one or more secondary courses for the selected master schedule and schedule result set.

StudentInformation > SIS > Scheduling > Scheduling Reports > Student Sched In Two Assg Cor/Sec (R425)

Students Scheduled Into Two Assigned Course/Section (R425)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Schedule: * Default Schedule ▾

Schedule Result: * Default Schedule Result ▾

Homeroom Date: * 6/25/2019 📅

Primary Course: 009 - Mountie Pride 9 ▾

Secondary Course

009 - Mountie Pride 9
010 - Mountie Pride 10
011 - Mountie Pride 11
012 - Mountie Pride 12

Print Only Totals: ☐

Sorting Options

Student Name (ASC)
Student Name (DESC)
Grade (ASC)
Grade (DESC)

Delivery Method: Pickup ▾ Set As Default

Email Address:

Report Format: Adobe PDF ▾

Description:

Submit

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Homeroom Date (required) – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

Primary Course – Select the primary course to which you want to compare the secondary course(s) from the drop-down list.

Secondary Course – In the dual listboxes, select the secondary course(s) to which students are assigned to display in the report. If you do not select any secondary courses, the report will display all secondary courses.

Print Only Totals – Select this checkbox if you want the report to display only total number of students scheduled into the specified courses (rather than displaying the name of each student scheduled into the specified courses).

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

```
REPORT: SI - R425                          Test High School                                    RUN AT 9:08 AM 6/25/2019

                             STUDENTS SCHEDULED INTO TWO ASSIGNED COURSES\SECTIONS                    PAGE    1   OF    3

SCHOOLYEAR:             COURSE    202        Algebra I


ID        STUDENT NAME           GR  GN  HMRM   PR   COUNSELOR      COURSES
                                                                    118     102     101     122     121     117     123     103


62616894  Adkins, Antwan          M              Garry Bray                      1    PALM8435
0
73798128  Adkins, Katie           F              Garry Bray                      4    PALM8435
66231068  Adkins, Mark            M              Garry Bray                      4    PALM8435
8
89226616  Aguirre, Tavares        M              Garry Bray             2    REIS5387
0
90027376  Bauer, Junior           M              Garry Bray                      1    PALM8435
7
79313806  Bentley, Ursula         F         15   Garry Bray                      7    PALM8435
7
89939291  Blair, Lawrence         M              Garry Bray                      1    PALM8435
1
3378394   Blake, Ernest           M              Garry Bray                      4    PALM8435
59751641  Boone, Forest           M              Garry Bray             3    REIS5387
4
```

Student Scheduled Into One Course/Section and Not Another (R424)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Student Scheduled In Course/Sec Not Another (R424)

The **Student Scheduled Into One Course/Section and Not Another (R424)** report compiles a list of students who are scheduled into only 1 of a specified pair of courses for the selected master schedule and schedule result set.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Homeroom Date (required) – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

Course Scheduled – Enter the course code(s) for the course(s) into which the students have been scheduled. If you do not know the course code and/or course section number, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click

[...] to open the Course Selection Wizard for help locating the course code.

Course Not Scheduled – Enter the course code(s) for the course(s) into which the students have not been scheduled. If you do not know the course code and/or course section number, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or

click [...] to open the Course Selection Wizard for help locating the course code.

Add Course Pair – Click to add the selected course pairs to the report. Continue to add as many course pairs as needed for this run of the report.

	Course Scheduled	Course Section	Course Not Scheduled	Course Section
🗑	101	1	501	2

Course Scheduled: 101 — 1 — [...] — Course Not Scheduled: 501 — 2 — [...] — Add Course Pair

> *Note: Click 🗑 to remove course pairs from the list of included course pairs.*

Print Student Phone Number – Select the checkbox if you want student phone numbers to display on the report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

```
REPORT: SI - R424                             Test High School                        RUN AT 9:19 AM 6/25/2019
                              STUDENTS SCHEDULED INTO ONE COURSE/SECTION AND NOT ANOTHER        PAGE     1   OF      2
SCHOOLYEAR: 2018-2019          COURSE 1:   101           SECT NO:   1          AND NOT          COURSE 2:   501        SECT NO:   2

ID            STUDENT NAME                   GR   GN   HMRM      PR      COUNSELLOR

56997520      Graham, Alecia                 10   F                     Garry  Bray
7849315       Ortega, Lamar                  09   M                     Garry  Bray
18580431      Prince, Russel                 09   M                     Garry  Bray
4
98720740      Golden, Tamera                 09   F                     Garry  Bray
4
62616894      Adkins, Antwan                 09   M                     Garry  Bray
0
83329001      Fischer, Bennie                09   M                     Garry  Bray
1
35912852      Berg, Bridgette                09   F                     Garry  Bray
5
```

Teacher Schedule (R411)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Teacher Schedule (R411)

The **Teacher Schedule (R411)** report generates a schedule for an individual teacher or for all teachers. It displays the courses the teacher is scheduled to instruct (by period) for the selected master schedule and schedule result set.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Course Type**(s)
- **Staff Member**(s)
- **Schedule Term**(s)
- **Period**(s)

Only Display Free Teacher Meeting Times – Select this checkbox if you do not want to display teachers with full schedules on the report.

Suppress Number Of Students Assigned To Courses – Select this checkbox if you do not want the number of students enrolled in each course to be displayed on the report when the report is printed.

Print One Teacher Per Page – Select this checkbox if you want each teacher's schedule to be printed on a separate page for easier distribution to each teacher.

Include Conflict Messages – Select this checkbox if you want the report to display teacher schedule conflict messages.

Only Display Schedules For Teachers With Conflicts – Select this checkbox if you want the report to display schedules only for teachers with scheduling conflicts.

Common Text – Enter text in the field that you want to appear at the bottom of each teacher's schedule.

Sorting Options – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
    - Page Scaling = None
    - Auto Rotate and Center = Unchecked
- For Adobe 10:
    - Size Options = Actual Size
    - Orientation = Portrait

    *Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, under **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview** in Firefox to an Adobe option (such as **Use Adobe Acrobat**).*

    Note: Since this report is used for teachers, to print labels for mailing purposes, the teacher's address information must be available in StudentInformation.

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

										Schedule Terms			
Period	Rotation Days	Course Code	Course Short Name	Sec Num	Location	Filling Male	Filling Female	Filling Total	Conflict	08/21/2018	10/29/2018	01/22/2019	04/01/2019

Report: R411
Printed Tue, Jun 25, 2019, 9:26 AM

Test High School
2018-2019
Teacher Schedule

Teacher Code: EDGE888 6 Name: Lorraine Duncan

Period	Rotation Days	Course Code	Course Short Name	Sec Num	Location	Filling Male	Filling Female	Filling Total	Conflict	08/21/2018	10/29/2018	01/22/2019	04/01/2019
1	MTWRF									Open	Open	Open	Open
2	MTWRF	501	Spanish I	2	Edgell	6	14	20		X	X	X	X
3	MTWRF	501	Spanish I	3	Edgell	6	12	18		X	X	X	X
MP	MTWRF	012	Mountie Pr 12	1	Edgell	10	6	16		X	X	X	X
4	MTWRF	503	Spanish III	4	Edgell	6	16	22		X	X	X	X
5	MTWRF	502	Spanish II	5	Edgell	4	11	15		X	X	X	X
LUN	MTWRF									Open	Open	Open	Open
6	MTWRF	501	Spanish I	6	Edgell	9	14	23		X	X	X	X
7	MTWRF	502	Spanish II	7	Edgell	6	8	14		X	X	X	X
8	MTWRF	908	Study Hall	3	Edgell	4	7	11	Conflict	X	X	X	X
8	MTWRF	908	Study Hall	1	Edgell	1	6	7	Conflict	X	X		
8	MTWRF	908	Study Hall	2	Edgell	8	3	11	Conflict			X	X
9	MTWRF	COACH	COACH	3	Edgell					X	X	X	X
10	MTWRF									Open	Open	Open	Open
11	MTWRF									Open	Open	Open	Open

Teacher Block Schedule (R427)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Teacher Block Schedule (R427)

The **Teacher Block Schedule (R427)** report generates a schedule for an individual teacher or for all teachers. It displays the courses the teacher is scheduled to instruct (by block) for the selected master schedule and schedule result set.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Only Display Free Teacher Meeting Times – Select this checkbox if you do not want to display teachers with full schedules on the report.

Print One Teacher Per Page – Select this checkbox if you want each teacher's schedule to be printed on a separate page for easier distribution to each teacher.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Staff** member(s)
- **Course Term**(s)
- Period(s)

Sorting Options – Select one or more sort options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
  - Page Scaling = None
  - Auto Rotate and Center = Unchecked
- For Adobe 10:
  - Size Options = Actual Size
  - Orientation = Portrait

> *Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to* **Options***. On the* **Applications** *window, under* **Content Type***, locate* **Portable Document Format (PDF)***. In the* **Action** *column of that row, change the selection from* **Preview** *in Firefox to an Adobe option (such as* **Use Adobe Acrobat***).*

> *Note: Since this report is used for teachers, to print labels for mailing purposes, the teacher's address information must be available in StudentInformation.*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R427			Test High School	
Printed Tue, Jun 25, 2019, 9:36 AM			2018-2019	
			Teacher Block Schedule	

Teacher Code: EDGE8886 Name: Lorraine Duncan

			Rotation Days		
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
8	Study Hall Code: 908 Sec: 2 Edgell M:8 F:3 T:11	Study Hall Code: 908 Sec: 2 Edgell M:8 F:3 T:11	Study Hall Code: 908 Sec: 2 Edgell M:8 F:3 T:11	Study Hall Code: 908 Sec: 2 Edgell M:8 F:3 T:11	Study Hall Code: 908 Sec: 2 Edgell M:8 F:3 T:11
9					
10					
11					

Course Term: All Year					
1					
2	Spanish I Code: 501 Sec: 2 Edgell M:6 F:14 T:20	Spanish I Code: 501 Sec: 2 Edgell M:6 F:14 T:20	Spanish I Code: 501 Sec: 2 Edgell M:6 F:14 T:20	Spanish I Code: 501 Sec: 2 Edgell M:6 F:14 T:20	Spanish I Code: 501 Sec: 2 Edgell M:6 F:14 T:20
3	Spanish I Code: 501 Sec: 3 Edgell M:6 F:12 T:18	Spanish I Code: 501 Sec: 3 Edgell M:6 F:12 T:18	Spanish I Code: 501 Sec: 3 Edgell M:6 F:12 T:18	Spanish I Code: 501 Sec: 3 Edgell M:6 F:12 T:18	Spanish I Code: 501 Sec: 3 Edgell M:6 F:12 T:18
MP	Mountie Pr 12 Code: 012 Sec: 1 Edgell M:10 F:6 T:16	Mountie Pr 12 Code: 012 Sec: 1 Edgell M:10 F:6 T:16	Mountie Pr 12 Code: 012 Sec: 1 Edgell M:10 F:6 T:16	Mountie Pr 12 Code: 012 Sec: 1 Edgell M:10 F:6 T:16	Mountie Pr 12 Code: 012 Sec: 1 Edgell M:10 F:6 T:16
4	Spanish III Code: 503 Sec: 4 Edgell M:6 F:16 T:22	Spanish III Code: 503 Sec: 4 Edgell M:6 F:16 T:22	Spanish III Code: 503 Sec: 4 Edgell M:6 F:16 T:22	Spanish III Code: 503 Sec: 4 Edgell M:6 F:16 T:22	Spanish III Code: 503 Sec: 4 Edgell M:6 F:16 T:22
5	Spanish II Code: 502 Sec: 5 Edgell M:4 F:11 T:15	Spanish II Code: 502 Sec: 5 Edgell M:4 F:11 T:15	Spanish II Code: 502 Sec: 5 Edgell M:4 F:11 T:15	Spanish II Code: 502 Sec: 5 Edgell M:4 F:11 T:15	Spanish II Code: 502 Sec: 5 Edgell M:4 F:11 T:15
LUN					
6	Spanish I Code: 501 Sec: 6 Edgell M:9 F:14 T:23	Spanish I Code: 501 Sec: 6 Edgell M:9 F:14 T:23	Spanish I Code: 501 Sec: 6 Edgell M:9 F:14 T:23	Spanish I Code: 501 Sec: 6 Edgell M:9 F:14 T:23	Spanish I Code: 501 Sec: 6 Edgell M:9 F:14 T:23

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Timetable Grid (R422)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Timetable Grid (R422)

The **Timetable Grid (R22)** report creates a grid of courses and their meeting times (by period). The grid that displays can be categorized either by **Teachers** or by **Courses**. The available options to include in the report change depending on which categorization option you choose. This report accounts for basic, intermediate, and advanced meeting times. For more information on meeting times, see *"Course Sections: Meeting Times Tab"*).

Show Grid by Teachers

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Show Grid by Teachers or Courses – Select **Teachers**.

Show Grid by Course Terms or Schedule Terms – Select the **Course Terms** or **Schedule Terms** radio button to indicate how you want the grid to display in the report.

Course Section Start and Stop Dates – Select the radio button beside **Show Dates only for Course Sections with Advanced Meeting Times**, **Show Dates for All Course Sections**, or **Don't Show Dates for any Course Sections** to indicate what dates you want to display on the report.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Staff** member(s)
- **Course Term**(s) – Only if you selected **Course Terms** for **Show Grid by Course Terms or Schedule Terms**)
- **Period**(s)
- **Additional Fields to Display** – **Department**, **Subject Area**, **Area of Study**, **Course Grade Level**, or **Course Type**

Print One Teacher Per Page – Select this checkbox if you want to data for each teacher to display on a separate page for easier distribution to each teacher.

Paper Kind – Select a kind of paper from the drop-down list.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

<p align="center">Teacher mode Course Term view</p>

Term	Periods											
	1	2	3	4	5	6	7	8	9	10	11	A
Teacher Code Teac Name Test Teacher												
Semester 1	MTWRF MONEY MGMT. Code: 0511 Sec: 1 Room: 302 15 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 5 Room: 302 13 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 1 Room: 302 15 Students			MTWRF INTRO. TO BUS. Code: 0505 Sec: 6 Room: 302 22 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 6 Room: 302 22 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 7 Room: 302 12 Students		MTWRF INTRO. TO BUS. Code: 0505 Sec: 7 Room: 302 12 Students		
All Year											MTWRF ACCT 1 Code: 0501 Sec: 2 Room: 301 21 Students	
Semester 2	MTWRF INTRO. TO BUS. Code: 0505 Sec: 2 Room: 302 12 Students	MTWRF MONEY MGMT. Code: 0511 Sec: 5 Room: 302 23 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 3 Room: 302 21 Students			MTWRF INTRO. TO BUS. Code: 0505 Sec: 4 Room: 302 17 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 4 Room: 302 17 Students		MTWRF INTRO. TO BUS. Code: 0505 Sec: 8 Room: 302 29 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 8 Room: 302 29 Students		

Teacher mode **Schedule Term** view

Term	Periods											
	1	2	3	4	5	6	7	8	9	10	11	A
Teacher Code Teac			Name Test Teacher									
8/23/2007	MTWRF MONEY MGMT. Code: 0511 Sec: 1 Room: 302 15 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 5 Room: 302 13 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 1 Room: 302 15 Students			MTWRF INTRO. TO BUS. Code: 0505 Sec: 6 Room: 302 22 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 6 Room: 302 22 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 7 Room: 302 12 Students		MTWRF INTRO. TO BUS. Code: 0505 Sec: 7 Room: 302 12 Students	MTWRF ACCT 1 Code: 0501 Sec: 2 Room: 301 21 Students	
10/27/2007	MTWRF MONEY MGMT. Code: 0511 Sec: 1 Room: 302 15 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 5 Room: 302 13 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 1 Room: 302 15 Students			MTWRF INTRO. TO BUS. Code: 0505 Sec: 6 Room: 302 22 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 6 Room: 302 22 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 7 Room: 302 12 Students		MTWRF INTRO. TO BUS. Code: 0505 Sec: 7 Room: 302 12 Students	MTWRF ACCT 1 Code: 0501 Sec: 2 Room: 301 21 Students	
1/19/2008	MTWRF INTRO. TO BUS. Code: 0505 Sec: 2 Room: 302 12 Students	MTWRF MONEY MGMT. Code: 0511 Sec: 5 Room: 302 23 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 3 Room: 302 21 Students			MTWRF INTRO. TO BUS. Code: 0505 Sec: 4 Room: 302 17 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 4 Room: 302 17 Students		MTWRF INTRO. TO BUS. Code: 0505 Sec: 8 Room: 302 29 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 8 Room: 302 29 Students	MTWRF ACCT 1 Code: 0501 Sec: 2 Room: 301 21 Students	
4/5/2008	MTWRF INTRO. TO BUS. Code: 0505 Sec: 2 Room: 302 12 Students	MTWRF MONEY MGMT. Code: 0511 Sec: 5 Room: 302 23 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 3 Room: 302 21 Students			MTWRF INTRO. TO BUS. Code: 0505 Sec: 4 Room: 302 17 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 4 Room: 302 17 Students		MTWRF INTRO. TO BUS. Code: 0505 Sec: 8 Room: 302 29 Students	MTWRF INTRO. TO BUS. Code: 0505 Sec: 8 Room: 302 29 Students	MTWRF ACCT 1 Code: 0501 Sec: 2 Room: 301 21 Students	

Show Grid by Courses

StudentInformation > SIS > Scheduling > Scheduling Reports > Timetable Grid (R422)

Timetable Grid (R422)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Schedule:*   Default Schedule ▾

Schedule Result:* Default Schedule Result ▾

Show Grid by Teachers or Courses: ◯ Teachers   ⦿ Courses

Show Grid by Course Terms or Schedule Terms: ⦿ Course Terms   ◯ Schedule Terms

       ⦿ Show Dates only for Course Sections with Advanced Meeting Times

Course Section Start and Stop Dates: ◯ Show Dates for all Course Sections

       ◯ Don't Show Dates for any Course Sections

Course

| 009 - Mountie Pride 9 |
| 010 - Mountie Pride 10 |
| 011 - Mountie Pride 11 |
| 012 - Mountie Pride 12 |

Course Term

| 1st Semester Only |
| All Year |
| 2nd Semester Only |

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Show Grid by Course Terms or Schedule Terms – Select the **Course Terms** or **Schedule Terms** radio button to indicate how you want the grid to display in the report.

Course Section Start and Stop Dates – Select the radio button beside **Show Dates only for Course Sections with Advanced Meeting Times**, **Show Dates for All Course Sections**, or **Don't Show Dates for any Course Sections** to indicate what dates you want to display on the report.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Course**(s)
- **Course Term**(s) – Only if you selected **Course Terms** for **Show Grid by Course Terms or Schedule Terms**
- **Schedule Term**(s) – Only if you selected **Schedule Terms** for **Show Grid by Course Terms or Schedule Terms**
- **Period**(s)
- **Department**(s)
- **Grade**(s)
- **Subject Area**(s)
- **Course Area**(s) **of Study**
- **Course Type**(s)
- **Additional Fields to Display** – **Department**, **Subject Area**, **Area of Study**, **Course Grade Level**, or **Course Type**

Print One Teacher Per Page – Select this checkbox if you want to data for each teacher to display on a separate page for easier distribution to each teacher.

Paper Kind – Select a kind of paper from the drop-down list.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Course mode **Course Term** view

Term	Periods											
	1	2	3	4	5	6	7	8	9	10	11	A
Course Code 0505				**Name INTRO. TO BUS.**								
Semester 1		MTWRF Teacher Code: Teac Sec: 5 Room: 302 13 Students	MTWRF Teacher Code: Teac Sec: 1 Room: 302 15 Students			MTWRF Teacher Code: Teac Sec: 6 Room: 302 22 Students	MTWRF Teacher Code: Teac Sec: 6 Room: 302 22 Students	MTWRF Teacher Code: Teac Sec: 7 Room: 302 12 Students		MTWRF Teacher Code: Teac Sec: 7 Room: 302 12 Students		
Semester 2	MTWRF Teacher Code: Teac Sec: 2 Room: 302 12 Students		MTWRF Teacher Code: Teac Sec: 3 Room: 302 21 Students			MTWRF Teacher Code: Teac Sec: 4 Room: 302 17 Students	MTWRF Teacher Code: Teac Sec: 4 Room: 302 17 Students		MTWRF Teacher Code: Teac Sec: 8 Room: 302 29 Students	MTWRF Teacher Code: Teac Sec: 8 Room: 302 29 Students		

Course mode **Schedule Term** view

Term	Periods											
	1	2	3	4	5	6	7	8	9	10	11	A
Course Code 0505				**Name INTRO. TO BUS.**								
8/23/2007		MTWRF Teacher Code: Teac Sec: 5 Room: 302 13 Students	MTWRF Teacher Code: Teac Sec: 1 Room: 302 15 Students			MTWRF Teacher Code: Teac Sec: 6 Room: 302 22 Students	MTWRF Teacher Code: Teac Sec: 6 Room: 302 22 Students	MTWRF Teacher Code: Teac Sec: 7 Room: 302 12 Students		MTWRF Teacher Code: Teac Sec: 7 Room: 302 12 Students		
10/27/2007		MTWRF Teacher Code: Teac Sec: 5 Room: 302 13 Students	MTWRF Teacher Code: Teac Sec: 1 Room: 302 15 Students			MTWRF Teacher Code: Teac Sec: 6 Room: 302 22 Students	MTWRF Teacher Code: Teac Sec: 6 Room: 302 22 Students	MTWRF Teacher Code: Teac Sec: 7 Room: 302 12 Students		MTWRF Teacher Code: Teac Sec: 7 Room: 302 12 Students		
1/19/2008	MTWRF Teacher Code: Teac Sec: 2 Room: 302 12 Students		MTWRF Teacher Code: Teac Sec: 3 Room: 302 21 Students			MTWRF Teacher Code: Teac Sec: 4 Room: 302 17 Students	MTWRF Teacher Code: Teac Sec: 4 Room: 302 17 Students		MTWRF Teacher Code: Teac Sec: 8 Room: 302 29 Students	MTWRF Teacher Code: Teac Sec: 8 Room: 302 29 Students		
4/5/2008	MTWRF Teacher Code: Teac Sec: 2 Room: 302 12 Students		MTWRF Teacher Code: Teac Sec: 3 Room: 302 21 Students			MTWRF Teacher Code: Teac Sec: 4 Room: 302 17 Students	MTWRF Teacher Code: Teac Sec: 4 Room: 302 17 Students		MTWRF Teacher Code: Teac Sec: 8 Room: 302 29 Students	MTWRF Teacher Code: Teac Sec: 8 Room: 302 29 Students		

Class Arena Card (R418-A)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Class Arena Card (R418B)

The **Class Arena Card (R418B)** report creates class arena cards used in arena scheduling (i.e., bulk assigning course sections). The generated cards can be used in one of the following ways:

1. Card cutout – Students who want a particular course can take the corresponding course card.

2. Sheets – Students can write their names beside a course section/seat that they want.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Course Type**(s)
- **Course**(s)
- **Course section**(s)
- **Course Term**(s)

Print Number of Cards Per Remaining Capacity Plus Extra Cards Percent Of Total Capacity – Indicate a percentage of cards over the available seating capacity of courses that you wish to be created by the report in the field.

Include Artificial Courses – Select this checkbox if you want to include artificial courses in this report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

```
CLASS   CRSE:  01LUN              RUN AT 11:23 AM 6/25/2019
ARENA   SECT:  1
CARD                        Term:      Days:          PRD:
        TEAC:  Noel Mccoy
                            ALYR       M, T, W, R, F   LUN
R418A   SEAT:  1
        OF:  350
CLASS   CRSE:  01LUN              RUN AT 11:23 AM 6/25/2019
ARENA   SECT:  1
CARD                        Term:      Days:          PRD:
        TEAC:  Noel Mccoy
                            ALYR       M, T, W, R, F   LUN
R418A   SEAT:  2
        OF:  350
CLASS   CRSE:  01LUN              RUN AT 11:23 AM 6/25/2019
ARENA   SECT:  1
CARD                        Term:      Days:          PRD:
        TEAC:  Noel Mccoy
                            ALYR       M, T, W, R, F   LUN
```

Class Arena Card (R418B)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Class Arena Card (R418B)

The **Class Arena Card (R418B)** report creates class arena cards used in arena scheduling (i.e., bulk assigning course sections). Students who are given labels with their names (see *"Student Arena Card (R417)"*) can then place their name label on the printed report sheets to indicate that they want a seat available in the class.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Course Type**(s)
- **Course**(s)
- **Course section**(s)
- **Course Term**(s)

Print Number of Cards Per Remaining Capacity Plus Extra Cards Percent Of Total Capacity – Indicate a percentage of cards over the available seating capacity of courses that you wish to be created by the report in the field.

Include Artificial Courses – Select this checkbox if you want to include artificial courses in this report.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

REPORT: SI - R418		Test High School		RUN AT 11:28 AM 6/25/2019
SCHOOLYEAR: 2018-2019		CLASS ARENA CARD		PAGE 3 OF 139
CRSE 117	TEACHER:Alyson Norton	Term:	Days:	PRD:
SECT: 8	SEATS: 10 OF: 10	SEM1	M, T, W, R, F	8

Place Label Here	Place Label Here	Place Label Here
Place Label Here	Place Label Here	Place Label Here
Place Label Here	Place Label Here	Place Label Here
Place Label Here		

Student Arena Card (R417)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Student Arena Card (R417)

The **Student Arena Card (R417)** report creates student arena cards used in arena scheduling (i.e., bulk assigning course sections). The generated cards for each student can then be placed on label sheets to indicate that the student wants a particular course section/seat (see *"Class Arena Card (R418B)"*).

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Homeroom Date (required) – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

Calendar Date – Enter or select a date in the field indicating the date the report should use to retrieve student calendars.

Grade – In the dual listboxes, select the grade level(s) to display in the report. If you do not select any grade levels, the report will display all grade levels.

Select Only Students Who Have Any Requests – Select the checkbox if you want only students with at least one course request to be included in the report.

Number of Cards Printed for Selected Students – Enter a number in the field indicating the number of cards to be printed for each student.

Print the Requested Course on Each Card – Select this checkbox if you want to include the name of the requested course on each printed card.

Number of Cards Printed in Addition to Above Cards – Enter a number in the field indicating the number of additional cards to be printed above the amount entered in the **Number of Cards Printed for Selected Students** field.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

```
STUDENT:  48652258  Banana, Hannah

GRADE:     9    SEX:   F    HOMEROOM:A109  PREV:          PROG:

COURSE CODE:   255        COURSE NAME: AMER HISTORY AP


STUDENT:  48652258  Banana, Hannah

GRADE:     9    SEX:   F    HOMEROOM:A109   PREV:          PROG:

COURSE CODE:   052        COURSE NAME: LANGUAGE ARTS


STUDENT:  48652258  Banana, Hannah

GRADE:     9    SEX:   F    HOMEROOM:A109   PREV:          PROG:

COURSE CODE:   076        COURSE NAME: BAND


STUDENT:  48652258  Banana, Hannah

GRADE:     9    SEX:   F    HOMEROOM:A109   PREV:          PROG:

COURSE CODE:   171        COURSE NAME: ART II
```

Students Scheduled with Alt. Courses (R413)

Navigation: StudentInformation >SIS > Scheduling > Scheduling Reports > Students Scheduled with Alternate Courses (R413)

The **Students Scheduled with Alt. Course (R413)** report compiles a list of students scheduled with an alternate course request rather than a primary course request for the selected master schedule and schedule result set.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Homeroom Date (required) – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

Grade – In the dual listboxes, select the grade level(s) to display in the report. If you do not select any grade levels, the report will display all grade levels.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Section Summary by Report Period (R807)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Section Summary by Report Period (R807)

The **Section Summary by Report Period (R807)** report compiles a list of courses and the count of students scheduled into each course, as well as the filling capacity for each course, for the selected master schedule and schedule result set. Any course in which the total number of students scheduled meets or exceeds the filling capacity is denoted by a *****CLOSED***** message.

StudentInformation > SIS > Scheduling > Scheduling Reports > Section Summary by Report Period

Section Summary by Report Period (R807)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Schedule:*   Default Schedule ▾

Schedule Result:* Default Schedule Result ▾

Grade

| 09 - 09 |
| 10 - 10 |
| 11 - 11 |
| 12 - 12 |

Course

| 009 - Mountie Pride 9 |
| 010 - Mountie Pride 10 |
| 011 - Mountie Pride 11 |
| 012 - Mountie Pride 12 |

Course Section

| 1 |
| 2 |
| 3 |
| 4 |

Course Term

| 1st Semester Only |
| All Year |
| 2nd Semester Only |

Period

| 1 |
| 2 |
| 3 |
| MP |

Print Only Open Courses: ○
Print Only Closed Courses: ○
Print All Courses: ◉

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Grade**(s)
- **Course**(s)
- **Course Section**(s)
- **Course Term**(s)
- **Period**(s)

Print Only Open Courses – Select this radio button if you want the report to include only courses in which the student count is less than the filling capacity.

Print Only Closed Courses – Select this radio button if you want the report to include only courses in which the student count exceeds or is equal to the filling capacity.

Print All Courses – Select this radio button if you want the report to include both open courses (i.e., courses in which the student count is less than the filling capacity) and closed courses (i.e, courses in which the student count exceeds or is equal to the filling capacity).

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

REPORT: SI - R807			Test High School			RUN AT 12:46 PM 6/25/2019			
SCHOOLYEAR: 2018-2019			SECTION SUMMARY BY REPORT PERIOD				PAGE 2	OF 7	
COURSE ID	COURSE DESCRIPTION	TERM	SECTION ID	TEACHER NAME	PERIODS	ROOM ID	SECTION CAPACITY	STUDENTS ENROLLED	CLASS STATUS
104	English 12	ALYR	4	Alyson Norton	4	67	25	26	Closed
110	Novel Study	SEM2	2	Lonny Morales	2	66	15	8	Open
117	Creative Writing	SEM1	8	Alyson Norton	8	116	10	11	Closed
117	Creative Writing	SEM2	6	Alyson Norton	6	67	10	12	Closed
118	Creative Writing II	SEM1	8	Alyson Norton	8	116	5		All
122	Drama II	SEM1	2	Alyson Norton	2	67	20	8	Open
151	Yearbook I	ALYR	6	Nicholas Smith	6	65	16	7	Open
153	Yearbook III	ALYR	1	Nicholas Smith	6	65	5	2	Open
202	Algebra I	ALYR	7	Penelope Myers	7	64	20	21	Closed
205	Geometry	ALYR	2	Nadine Eaton	2	62	20	25	Closed
205	Geometry	ALYR	1	Nadine Eaton	1	62	20	25	Closed
212	Algebra II	ALYR	3	Penelope Myers	3	64	20	20	Closed
219	Precalculus	ALYR	3	Nadine Eaton	3	62	12	12	Closed

Location Schedule (R409)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Location Schedule (R409)

The **Location Schedule (R409)** report creates a schedule for an individual location or all locations, indicating the courses scheduled within a specified time period in each location for the selected master schedule and schedule result set. The report is also used to confirm that the master schedule does not contain any course location conflicts.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Location**(s)
- **Schedule Term**(s)
- **Period**(s)

Only Display Free Locations – Select this checkbox if you want only free (empty) locations to be included on the report.

Print One Location Per Page – Select this checkbox if you want data for each location to print on a separate page.

Display – Select **All**, **Free Only**, or **Conflict Only** from the drop-down list.

If you select **All**, course location conflicts will display on the report highlighted in red.

Group By – Select to either group data in the report by **Location** (default) or **Period** in from the drop-down list.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Period	Rotation Days	Course Code	Course Short Name	Sec Num	Staff Code	Staff Name	Conflict	Schedule Terms			
								08/21/2018	10/29/2018	01/22/2019	04/01/2019
Location Code 106			**Name: Dorland/Wagner**								
1	MTWRF	901ON	Study Hall (ON)	1	DORL1 761	Lucas Giles	Conflict	C	C		
1	MTWRF	COACH	COACH	7	DORL1 761	Lucas Giles	Conflict	C	C	C	C
2	MTWRF							Open	Open	Open	Open
3	MTWRF							Open	Open	Open	Open
MP	MTWRF	010	Mountie Pr 10	2	DORL1 761	Lucas Giles		X	X	X	X
4	MTWRF	200	App Algebra A	1	WAGN8 019	April Mayo		X	X	X	X
5	MTWRF							Open	Open	Open	Open
LUN	MTWRF							Open	Open	Open	Open
6	MTWRF	906	Study Hall	4	DORL1 761	Lucas Giles	Conflict	C	C		
6	MTWRF	906	Study Hall	6	DORL1 761	Lucas Giles	Conflict	C	C	C	C
6	MTWRF	906	Study Hall	5	DORL1 761	Lucas Giles	Conflict			C	C
7	MTWRF							Open	Open	Open	Open
8	MTWRF	908	Study Hall	9	WAGN8 019	April Mayo	Conflict	C	C	C	C
8	MTWRF	908	Study Hall	7	WAGN8 019	April Mayo	Conflict	C	C		
8	MTWRF	908	Study Hall	8	WAGN8 019	April Mayo	Conflict			C	C
9	MTWRF							Open	Open	Open	Open

Page 1 of 29

Singleton List Report (R813-A)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Singleton List Report (R813-A)

The **Singleton List Report (R813-A)** compiles a list of courses that meet during only 1 period during the day (i.e., singleton courses) for the selected master schedule.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

Course Term – In the dual listboxes, select the course term(s) you want to include. If you do not select any course terms, the report will display all course terms.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

```
REPORT: SI - R813-A                          Test High School                                        RUN AT
                                          SINGLETON COURSE LIST                          PAGE      3   OF      3

SCHOOLYEAR: 2018-2019                                            COURSE TERM:        ALYR

PERIOD

  1          2          3          MP         4          5          LUN        6          7          8          9          10         11

SPA12S     CHM11      ENG11                 503        MAT11      01LUN      HIS12H     TOK12      617        ON102

820        MAT12S     654                   BIO12S     ENG12H                HIS12S     652        771        621

BIO11                 772                   104        ENG12S                407        TOK11                 ON101

SPA12H                                      822        221                   152        830                   ON101CR

620                                         200                              SPA11                            ON961

                                            CHM12S                           410                              ON205CR

                                            HIS11                            151                              ON402CR

                                            BIO12H                           615                              ACE101

                                            614                              153                              ACE202

                                                                                                              ACE303

                                                                                                              ACE400

                                                                                                              ON104

                                                                                                              ON212CR

                                                                                                              ON402

                                                                                                              ON103

                                                                                                              ON304CR

                                                                                                              ON202

                                                                                                              ON103CR

                                                                                                              ON700

                                                                                                              ON303CR

                                                                                                              ON205
```

Singleton List Conflict Report (R813-B)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Singleton List Report (R813-B)

The **Singleton List Conflict Report (R813-B)** report compiles a list of courses that meet during only 1 period per day (i.e., singleton courses) and a list of students who requested 2 or more singleton courses that meet during the same period.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

Course Term – In the dual listboxes, select the course term(s) you want to include. If you do not select any course terms, the report will display all course terms.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.

- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

REPORT: SI – R813-B		Test High School						RUN AT 10:35 AM 6/26/2019	
		SINGLETON CONFLICT REPORT						PAGE 1 OF 1	
SCHOOLYEAR: 2018-2019	COUNSELOR Garry Bray				COURSE TERM:	SEM1			
STUDENT ID	STUDENT NAME GRADE:	CALENDAR PERIOD CODE	COURSE CODE	COURSE CODE	SCHEDULE ID		START TIME	STOP TIME	
58750665	Lester, Kimberly	11	2	121	307	Default Schedule	12:00 AM	12:00 AM	
107905444	Cooper, Nakia	11	2	122	307	Default Schedule	12:00 AM	12:00 AM	
339908849	Fowler, Denise	11	2	122	307	Default Schedule	12:00 AM	12:00 AM	
239389125	Melton, Alexandra	11	2	122	307	Default Schedule	12:00 AM	12:00 AM	
494530663	Blair, Desmond	12	9	621	ACE225	Default Schedule	12:00 AM	12:00 AM	
222548096	Zamora, Mercedes	09	8	771	965	Default Schedule	12:00 AM	12:00 AM	
946918121	Haney, Charles	12	9	ACE225	ON205CR	Default Schedule	12:00 AM	12:00 AM	
946918121	Haney, Charles	12	9	ACE225	ON706	Default Schedule	12:00 AM	12:00 AM	
872268266	Andersen, Denise	10	9	ON950	ON961	Default Schedule	12:00 AM	12:00 AM	
538195118	Mc Donald, Faye	11	7	321	114	Default Schedule	12:00 AM	12:00 AM	
58750665	Lester, Kimberly	11	2	746	308	Default Schedule	12:00 AM	12:00 AM	
171142616	Moss, Eva	12	1	970	620	Default Schedule	12:00 AM	12:00 AM	
239389125	Melton, Alexandra	11	2	ENGL255MHS	308	Default Schedule	12:00 AM	12:00 AM	
32596830	Moss, Sheree	12	2	ENGL255MHS	308	Default Schedule	12:00 AM	12:00 AM	
939385383	Blevins, Denny	11	6	410	407	Default Schedule	12:00 AM	12:00 AM	
380784979	Gillespie, Charity	11	6	410	151	Default Schedule	12:00 AM	12:00 AM	
859946941	Jackson, Gonzalo	11	6	410	151	Default Schedule	12:00 AM	12:00 AM	
453260812	Vaughn, Roman	11	6	410	407	Default Schedule	12:00 AM	12:00 AM	
711478215	Elliott, Sonja	10	1	620	730	Default Schedule	12:00 AM	12:00 AM	
494530663	Blair, Desmond	12	9	621	ACE225	Default Schedule	12:00 AM	12:00 AM	
494530663	Blair, Desmond	12	9	621	ACE226	Default Schedule	12:00 AM	12:00 AM	
494530663	Blair, Desmond	12	9	621	ON103CR	Default Schedule	12:00 AM	12:00 AM	

Class Master Schedule (R407)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Master Schedule (R407)

The **Class Master Schedule (R407)** report creates a list of the master schedule for a given school year. Additionally, schedule balancing information for each term is printed at the end of the report. The report layout is as follows:

- Course groups (displays all course sections within the course group with course section capacity and course group capacity)
- Courses
- Class master schedule balancing
- Demand detail (course and group)

Filling counts only include students who are enrolled in the course section on the date on which the report is run. The report checks course section assignment start and stop dates.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Filling Count Date (required) – Enter or select a date in the field indicating the date the report should use for filling count calculation and period filtering.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Course Term**(s)
- **Course Grade Level**(s)
- **Department**(s)
- **Period**(s)

Print Only Totals – Select this checkbox to display only totals on the report when printed (rather than class meeting details for each course).

Print Course Groups Only – Select this checkbox to display only course groups on the report when printed (rather than both courses and course groups).

Show Active Only – Select this checkbox to display only active course sections and course group sections.

Display Demand Detail – Select this checkbox to display the **Demand Detail** section of the report, which displays the demand for each course.

Show only courses/groups with demand greater than 0 – Select this checkbox to display only courses and course groups with demand greater than 0.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Schedule Card Formatter (R701)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Schedule Card Formatter (R701)

The **Schedule Card Formatter (R701)** report determines the information included on student schedule cards and the layout of the schedule cards, such as the headings, demographic information, class sequence and selection controls, student selection and sequence controls, and totaling information. All schedule formats include grade, birth date, gender, homeroom, locker, and phone number unless otherwise noted.

Counselor

Bray, Garry

Membership

15 - Extended Learning Time (Each Wee
15 - Guided Reading (Small Group Instru
15 - Increase Reading Time
15 - Interactive Writing

Membership Group

CCJ - Career Center Juniors
11 - Intervention
12 - Post-secondary Enrollment Options
15 - 15

Special Education Services

215001 - Adapted Physical Education Se
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ▾

Public And Private ☐

Student Status

A - ACTIVE RES
AR - A RES/ELSE
D - DELETED
I - INACTIVE

Student Numbers (comma separated):

Homeroom Date:* 6/26/2019 🗓

Common Text For Schedule Cards:

Common Text For Schedules With Results That Have No Assignment:

Suppress Requests That Have No Matching Assignment: ◉ Yes ○ No

Position For Requests That Have No Matching Assignment: Before ▾

Suppress Results That Have No Assignment: ○ Yes ◉ No

Position Of Results That Have No Assignment: Before ▾

Print Only Schedules With Results That Have No Assignment: ○ Yes ◉ No

Print Schedules Changed After Date: 🗓

Print Blank Schedule Card For Student With Unpaid Fees: ○ Yes ◉ No

Show Meeting Time By Description or Periods/Days/Locations: ◉ Meeting Time Description ○ Periods, Days, and Locations

Omit Unlisted Phone Numbers: ☐ **Omit All Phone Information:** ☐ **Omit Counselor Information:** ☐ **Omit Course And Section Info:** ☐
Omit Locker Information: ☐ **Omit Social Security Number:** ☐ **Omit Team Information:** ☐ **Omit Home School Information:** ☐
Omit Credit Information: ☐ **Print Two Students Per Page:** ☐ **Omit Homeroom Info:** ☐ **Omit Program Info:** ☐
Omit Credit Total Information: ☐ **Omit Teacher Information:** ☐

Student Sorting Options

Student Number (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)

Grade (DESC)
Student Name (ASC)

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Report Layout – Select the desired layout from the drop-down list. For more information on the different official layout types available, see the following table.

Report Layouts					
Schedule card format number	**Orientation**	**Displays request status?**	**Displays locker and/or locker combination?**	**Printing fees?**	**Notes**
1	Landscape	Yes	Locker only	No	When printing, choose **Page Scaling** = **Fit to Printable Area**
2	Portrait	No	Locker only	No	
3	Portrait	No	Locker and combination	No	Similar to format 2 but with smaller print; Displays student ID number
4	Landscape	No	Locker only	No	2 schedule cards for the same student per page; Displays student SSN
5	Landscape	No	Locker only	No	2 schedule cards for the same student per page; Similar to format 4
6	Landscape	No	Locker and combination	Yes	Can display unassigned fees; Displays program;
11	Landscape	Yes	Locker only	No	Same as format 1
12	Portrait	No	Locker and combination	No	Similar to format 2; Displays program; Does not display gender or homeroom

Report Layouts					
Schedule card format number	**Orientation**	**Displays request status?**	**Displays locker and/or locker combination?**	**Printing fees?**	**Notes**
13	Portrait	No	Locker and combination	No	Same as format 3
14	Landscape	No	Locker only	No	Same as format 4
15	Landscape	No	Locker only	No	Same as format 5
16	Landscape	No	Locker and combination	Yes	Can display unassigned fees; Similar to format 6; Displays student SSN
21	Landscape	Yes	Locker only	No	Same as format 1
22	Portrait	No	Locker only	No	Same as format 2
23	Portrait	No	Locker and combination	No	Same as format 3
24	Landscape	No	Locker only	No	Same as format 4
25	Landscape	No	Locker only	No	Same as format 5
26	Landscape	No	Locker and combination	Yes	Same as format 6
27	Portrait	No	Locker and combination	No	Similar to format 13; Footer displays school's return address and parent's mailing address for use with self-sealing paper (mailer).

> *Note: On **Schedule Card Format 6**, the font size is 8.5 and will accommodate 17 assignments on a single page with default margins of 0.4. For students with 17 assignments (or more), text will print on the second page. You can fit more assignments on a single page by reducing the top and bottom margins or using the Adobe Page Scaling setting of **Fit to Printable Area** or **Shrink to Printable Area**.*

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Left Margin – Enter a number in the field indicating the size (in inches) of the left margin for printing. The field defaults to **0.4** if left blank.

Right Margin – Enter a number in the field indicating the size (in inches) of the right margin for printing. The field defaults to **0.4** if left blank.

Top Margin – Enter a number in the field indicating the size (in inches) of the top margin for printing. The field defaults to **0.4** if left blank.

Bottom Margin – Enter a number in the field indicating the size (in inches) of the bottom margin for printing. The field defaults to **0.4** if left blank.

> *Note: If you create large margins for the report, some information on the report may not display when printed.*

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Course Term**(s)
- **Course Types**
- **Period**(s)
- **Grade**(s)
- **Program**(s)
- **Homeroom**(s)
- **Home School**(s)
- **Counselor**(s)
- **Membership**(s)
- **Membership Group**(s)
- **Special Education Service**(s) – If you select special education service codes in the dual listbox, the system refers to the student records entered on the **Special Education** screen **Services** tab.

> *Note: The **Special Education Services** dual listbox displays only if the school year in context is FY13 or later. In prior years, special education services were entered on the **Edit Student Memberships** screen and can be selected for this report in the **Membership** dual listbox.*

Ad-Hoc Membership – If you want the report to display only students associated with a particular ad hoc membership, select an ad hoc membership from the drop-down list. To display ad hoc memberships created by other users in the drop-down list, select the **Public and Private** checkbox.

Student Status – In the dual listboxes, select the student status(es) you want to include. If you do not select any student statuses, the report will display students assigned to all student statuses.

Student Numbers – If you want to run the report for individual students (rather than an entire group/grade), indicate the students for which the report is to be processed by entering each student's ID number in the field separated by commas.

Homeroom Date – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

Common Text for Schedule Cards – Enter text in the field that will display on all student schedule cards.

Common Text for Schedules with Results that have No Assignment – Enter text in the field that will display on all schedule cards for students whom have at least one course with an **Unassigned** status.

Suppress Requests That Have No Matching Assignment – Select the **Yes** radio button if you do not want course requests with no matching course section assignments to display on the report.

Position For Requests That Have No Matching Assignment – In the drop-down list, select whether course requests that have not been assigned a course section should display **Before**, **After**, or in **Any** location in proximity to assigned course sections.

Suppress Results That Have No Assignment – Select the **Yes** radio button if you do not want unassigned courses to display on the report.

Position For Results That Have No Assignment – In the drop-down list, select whether unassigned courses should display **Before**, **After**, or in **Any** location in proximity to assigned courses.

Print Only Schedules With Results That Have No Assignment – Select **Yes** radio button if you want only course requests with no matching course section assignments to display on the report.

> *Note: Below are 4 examples on how to configure the previous 5 options when running the report:*

- *Example 1: printing schedule cards to hand out to students. The schedule cards will include only assigned course requests for students that meet the selected report criteria.*

Suppress Requests That Have No Matching Assignment:	● Yes ○ No
Position For Requests That Have No Matching Assignment:	Before ▾
Suppress Results That Have No Assignment:	● Yes ○ No
Position Of Results That Have No Assignment:	Before ▾
Print Only Schedules With Results That Have No Assignment:	○ Yes ● No

- *Example 2: printing schedule cards that include both assigned course requests and course requests the scheduled attempted to schedule, but for which it could not find a valid course section assignment (e.g., due to scheduling conflicts or all course sections being at/over filling capacity). Only schedules for students who meet the selected report criteria will display.*

Suppress Requests That Have No Matching Assignment:	○ Yes ● No
Position For Requests That Have No Matching Assignment:	Before ▾
Suppress Results That Have No Assignment:	● Yes ○ No
Position Of Results That Have No Assignment:	Before ▾
Print Only Schedules With Results That Have No Assignment:	○ Yes ● No

- *Example 3: printing schedule cards that include only unapproved course requests for students that meet the selected report criteria.*

Suppress Requests That Have No Matching Assignment:	○ Yes ● No
Position For Requests That Have No Matching Assignment:	Before ▾
Suppress Results That Have No Assignment:	○ Yes ● No
Position Of Results That Have No Assignment:	Before ▾
Print Only Schedules With Results That Have No Assignment:	○ Yes ● No

- *Example 4: printing schedule cards that include only unfilled course requests (whether the scheduler has been run or not) for students that meet the selected report criteria.*

Suppress Requests That Have No Matching Assignment:	○ Yes ● No
Position For Requests That Have No Matching Assignment:	Before ▾
Suppress Results That Have No Assignment:	○ Yes ● No
Position Of Results That Have No Assignment:	Before ▾
Print Only Schedules With Results That Have No Assignment:	● Yes ○ No

Print Schedules Changed After Date – Enter or select a date in the field to indicate that only student schedules created after this date should be printed.

Print Blank Schedule Card for Student With Unpaid Fees – Select this checkbox if you want to print blank schedule cards for students who have unpaid fees.

Show Meeting Time By Description or Periods/Days/Locations – Select one of the following options:

- **Meeting Time Description** – Select the radio button to display all meeting time descriptions on the report.

- **Periods, Days, and Locations** – Select the radio button to display course section period(s), day(s), and location(s) in separate columns on the report. If a course section meets during multiple periods, on multiple days, or in multiple locations, each period/day/location displays in a list separated by commas.

  *Note: The **Periods, Days, and Locations** options may not display the complete meeting time information for a course section if that course section has advanced meeting times (see "Course Sections: Memberships Tab").*

Omit Unlisted Phone Numbers – Select this checkbox if you do not want students' unlisted phone numbers to display on the report.

Omit Locker Information – Select this checkbox if you do not want student locker information to display on the report.

Omit Credit Information – Select this checkbox if you do not want student credit information to display on the report.

Omit Credit Total Information - For schedule card formats that display credit totals below the course list for each student, select this checkbox if you do not want credit totals to display on the report.

> *Note: The **Omit Credit Total Information** checkbox is applicable only if you select **Schedule Card Format 6**, **Schedule Card Format 16**, or **Schedule Card Format 26** in the **Report Layout** drop-down list.*

Omit All Phone Information – Select this checkbox if you do not want student phone information to display on the report.

Omit Social Security Number – Select this checkbox if you do not want student SSNs to display on the report.

Print Two Students Per Page – For schedule card formats that display in portrait orientation, select this checkbox if you want two students to display per page in the report. The report output PDF file will have dimensions of 8.5 inches by 5.5 inches per page (rather than 8.5 inches by 11 inches). and the report footer will be hidden if there is no text entered in the common text fields.

> *Note: The **Print Two Students Per Page** checkbox is applicable only if you select **Schedule Card Format 2**, **Schedule Card Format 3**, **Schedule Card Format 12**, **Schedule Card Format 13**, **Schedule Card Format 22**, or **Schedule Card Format 23** in the **Report Layout** drop-down list.*

Omit Teacher Information – Select this checkbox if you do not want teacher information to display on the report.

Omit Counselor Information – Select this checkbox if you do not want counselor information to display on the report.

Omit Team Information – Select this checkbox if you do not want team information to display on the report.

Omit Homeroom Info – Select this checkbox if you do not want homeroom information to display on the report.

Omit Course And Section Info – Select this checkbox if you do not want course code, course name, and course section number information to display on the report.

Omit Home School Information – Select this checkbox if you do not want home school information to display on the report.

Omit Program Info – Select this checkbox if you do not want program information to display on the report.

Student Sorting Options – Select one or more sort options.

Course Sorting Options – Select one or more sort options.

> *Note: The **Schedule Card Formatter (R701)** report sorts first by period, then by all periods in which a course section may meet. If 2 course sections begin in the same period, but 1 lasts for a single period while the other lasts for 2 periods, then the single period course section will be sorted first.*

Sort Students by Course Section they're in during Period – Select a **Rotation Day** or one of the **Calendar Periods** in the appropriate drop-down list.

Output – Select the radio button beside the intended output for this run of the report (**Report**, **Labels**, or **Both Report and Labels**).

> *Note: If you select **Labels** or **Both Report and Labels**, use the following page settings in Adobe when printing the labels to ensure that the labels print correctly on the page:*

- Page Scaling: None
- Auto Rotate and Center: Deselected
- Size Options: Actual Size
- Orientation: Portrait

> *Note: If you are using Mozilla Firefox as your web browser, you must change a setting before printing labels. In Firefox menu, click **Options**. On the **Applications** window below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select either the **Use Student Address** or **Use Parent Address** radio buttons to indicate which address should be used if labels are created (i.e., if you select **Labels** or **Both Report and Labels** in the **Output** area).

Use custom address text – Select this checkbox if you want to include custom text that will display above each address on the report. Enter your custom text in the field to the right of the checkbox if selected.

Include Copied on Correspondence – Select the **Yes** radio button if you want to include contacts marked as "copied on correspondence" when creating address labels.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Schedule Card Format 1

STUDENT SCHEDULE	DASL HIGH SCHOOL	2007-2008

CONTRARY, JASON WILLIAM

90 ELM STREET

LIMA, OH   45801

COUNSELOR :

TEAM NAME :

HOME SCHOOL :

PROGRAM :

NUMBER	7001
GRADE	11
BIRTHDATE	02/14/1990
GENDER	M
HOMEROOM	
LOCKER	023
PHONE	(740)493-5555

COURSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CREDIT	STATUS
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500	Assigned
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000	Assigned
182	1	FRENCH I	1st Semester	3 (109)	LINDA WALTERS	1.000	Assigned
240	2	PRAC GEOMETRY	2nd Semester	3 (112)	DONALD BERRY	1.000	Assigned
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500	Assigned
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000	Assigned
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000	Assigned
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000	Assigned
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	1.000	Assigned
232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000	Assigned
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000	Assigned
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000	Assigned

Schedule Card Format 2

STUDENT SCHEDULE	DASL HIGH SCHOOL	2007-2008

CONTRARY, JASON WILLIAM

90 ELM STREET

LIMA, OH   45801

TEAM NAME :

HOME SCHL:

PROGRAM:

NUMBER	7001
GRADE	11
BIRTHDATE	02/14/1990
GENDER	M
HOMEROOM	
LOCKER	023
PHONE	(740)493-5555
COUNSELOR	

COURSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CREDIT
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000
182	1	FRENCH I	1st Semester	3 (109)	LINDA WALTERS	1.000
240	2	PRAC GEOMETRY	2nd Semester	3 (112)	DONALD BERRY	1.000
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	1.000
232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000

Schedule Card Format 3

STUDENT SCHEDULE

	DASL HIGH SCHOOL	2007-2008

COUNSELOR :

CONTRARY, JASON WILLIAM
STUDENT #:   7001

90 ELM STREET

LIMA, OH   45801

GRADE	11	GENDER	M
BIRTHDATE	02/14/1990
HOMEROOM	
LOCKER	023
COMBINATION	01-20-10
PHONE	(740)493-5555
Home School	
Program	

COURSE	SEC	COURSE NAME	COURSE TERM	MEETING TIME	TEACHER	CREDIT
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000
182	1	FRENCH I	1st Semester	3 (109)	LINDA WALTERS	1.000
240	2	PRAC GEOMETRY	2nd Semester	3 (112)	DONALD BERRY	1.000
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	1.000
232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000

Schedule Card Format 4

SSN: 369-85-2369   2007-2008

STUDENT SCHEDULE   DASL HIGH SCHOOL

CONTRARY, JASON WILLIAM

90 ELM STREET

LIMA, OH   45801

NUMBER	7001
GRADE	11	GEND	M
BIRTHDATE	02/14/1990
HOMEROOM	
LOCKER	023
PHONE	(740)493-5555
HOME SCHL	
PROGRAM	

CRSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CRED
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000
182	1	FRENCH I	1st Semester	3 (109)	LINDA WALTERS	1.000
240	2	PRAC GEOMETRY	2nd Semester	3 (112)	DONALD BERRY	1.000
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	1.000
232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000

Schedule Card Format 5

Schedule Card Format 6

Schedule Card Format 12

STUDENT SCHEDULE   DASL HIGH SCHOOL   2007-2008

CONTRARY, JASON WILLIAM

90 ELM STREET

LIMA, OH   45801

TEAM NAME :

HOME SCHL:

NUMBER	7001
GRADE	11
BIRTHDATE	02/14/1990
COMBINATION	01-20-10
PROGRAM	
LOCKER	023
PHONE	(740)493-5555
COUNSELOR	

COURSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CREDIT
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000
182	1	FRENCH I	1st Semester	3 (109)	LINDA WALTERS	1.000
240	2	PRAC GEOMETRY	2nd Semester	3 (112)	DONALD BERRY	1.000
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	1.000
232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000

Schedule Card Format 16

STUDENT SCHEDULE | DASL HIGH SCHOOL | 2007-2008 | **STUDENT FEES**

LEE, HARPER (LEE)

23 MOCKINGBIRD LANE

LIMA, OH   45804

TEAM NAME :
PROGRAM :

NUMBER	1224		
HOMEROOM		GRADE	11
LOCKER	024	GENDER	F
SSN	678-95-6677		
BIRTHDATE	10/30/1989		
PHONE	(419)345-2345		
COUNSELOR			
HOME SCHL			

NAME	LEE, HARPER (LEE)	
NUMBER	1224	GRADE 11

COURSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CREDIT
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500
240	1	PRAC GEOMETRY	1st Semester	2 (112)	DONALD BERRY	1.000
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000
182	3	FRENCH I	All Year	3,3A (109)	LINDA WALTERS	1.000
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	1.000
232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000

COURSE FEE	AMOUNT
Economics	$15.00
Practical Geometry	$10.00
Language Arts	$15.00
French	$20.00
Sociology,Sociology Workbook	$25.00,$15.00
American History	$20.00
PHYSICS	$12.00
Art	$30.00
English	$15.00
BIOLOGY I	$12.00
Math	$15.00
ANATOMY I	$80.00

TOTAL COURSE FEES: $284.00

GENERAL FEES:
Description(s): grade level fees,STUDENT ID,supply fee,TECHNOLOGY
Amount(s): $35.00,$3.00,$25.00,$5.00

TOTAL GENERAL FEES: $68.00

Add/Drop Audit Report (R209)

Navigation: StudentInformation > SIS > Scheduling > Scheduling Reports > Add/Drop Audit Report (R209)

The **Add/Drop Audit Report (R209)** compiles a list of course section scheduling activity for students enrolling and withdrawing from course sections for the selected master schedule and schedule result set.

On the **Selection Criteria** tab, enter or select any of the following options to include them in the report.

Ad-Hoc Membership – Select an ad hoc membership from the drop-down list to include only students associated with the selected membership in the report. To display ad hoc memberships created by other users in the drop-down list, select the **Public and Private** checkbox.

Schedule (required) – Select a schedule from the drop-down list. **Default Schedule** is selected by default.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Schedule Result (required) – Select a schedule result set on which you wish to base the report from the drop-down list. You must select a **Schedule** for schedule result options to display.

> *Note: If the schedule has already been finalized, this field is not selectable.*

Date Range (required) – Enter or select dates in the fields indicating a date range encompassing the scheduling activity you want to display on the report.

Add/Drop/Remove Date – Select this radio button to run the report based on the effective date the student added, dropped, or was removed from the course.

Modified Date – Select this radio button to run the report based on the date you performed the add/drop/remove transaction.

Homeroom Date (required) – Enter or select a date in the field indicating the date the report should use to retrieve students' homeroom information.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report will display all criteria for that category by default.

- **Course ID**(s)
- **Course Section**(s)
- **Course Term**(s)

Action Type – Select the checkboxes beside each of the action types you want to display on the report (**Add**, **Drop**, or **Remove**).

Page Break on First Sort Term? – Select this checkbox if you want the report to skip to a new page based on the first **Sorting Option** selected. For example, if **Teacher Code** is selected as the first **Sorting Option** and **Page Break on First Sort Term?** is selected, then the report will sort by **Teacher Code** and skip to a new page when a new **Teacher Code** is encountered.

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Course Section Summary Report

Navigation: StudentInformation > SIS > School > Course Section Summary Report

The **Course Section Summary Report** displays all course section information for the criteria you select.

Enter or select the following report criteria.

Term (required) – Select a course term from the drop-down list.

Period (required) – Select a period of the day from the drop-down list.

Course/Section – Enter a course code and course section number in the fields. If you do not know the course code and/or course section number, enter at least 2 alphanumeric characters to

use the typeahead feature or click [...] to open the Course Selection Wizard for help with locating the course code and course section number.

Section Status (required) – Select a section status from the drop-down list (**All**, **Open Only**, or **Closed Only**).

When you are finished selecting your report criteria, click **Show Results**. A results grid displays course information based on the criteria you entered or selected.

Note: To sort by column, click any blue column heading.

The following information displays in the results grid:

- **Course** code
- Course **Section** number
- **Title** (name) of the course
- Course **Term**
- The **Teacher** assigned to the course section
- The **Room** where each course section meets
- The maximum student **Capacity** of each course section
- The number of students currently **Enrolled** in this course section
- The course section **Status**: open (blank) or closed (****CLOSED****)