



# ProgressBook StudentInformation Scheduling Guide



*ProgressBook*<sup>®</sup>  
*StudentInformation*

Ohio

# **ProgressBook Student Information Scheduling Guide**

(This document is current for v18.3.0 or later.)

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## 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
18.3.0	<i>“Course – Miscellaneous Tab”</i>	43	Updated image and text to reflect the removal of the <b>Location Types Available</b> and <b>Location Types Selected</b> dual listboxes.
18.3.0	<i>“Study Hall Wizard”</i>	96	Updated images and text to reflect the correct functionality of the <b>Grade Levels to Schedule</b> dual listbox and new UI.
18.0.0	Entire Guide	N/A	Updated all course fields with the Course Selection Wizard option to include instructions for using the new typeahead find feature.
17.3.3	<i>“Course Sections”</i>	52	Updated images and text to reflect new <b>Start Date</b> and <b>Stop Date</b> fields on the <b>EMIS Override</b> tab. Updated images and text to reflect new UI.

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## **Scheduling Overview**

The purpose of this document is to define the initialization process necessary to begin a new scheduling year, maintenance of courses, group courses and Master Schedules, the batch and online scheduling process and reports available to help with each of these processes.

The Master calendar is a core item which scheduling is based on. The creation of the master calendar also defines scheduling terms and base reporting terms. For more information on the master calendar see the school setup and initialization documentation.

The code tables discussed in this document are all school and school year specific as they assist in defining the Master Schedule for the applicable school year.

StudentInformation allows the creation of more than one Master Schedule if desired. This might be useful if passage of a school levy might determine what type of Master Schedule will be needed for the new school year. Or it might be helpful in determining the best possible Master Schedule needed to utilize the staff and rooms, and give the students the best possible schedules for their requests.

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## **Understanding the Scheduling Module**

The Batch Scheduler is used to schedule one, multiple or all students at once. The Scheduler is given course requests for all students who are to be scheduled, it cycles through the students one at a time to try to schedule as many of each student's requests as possible.

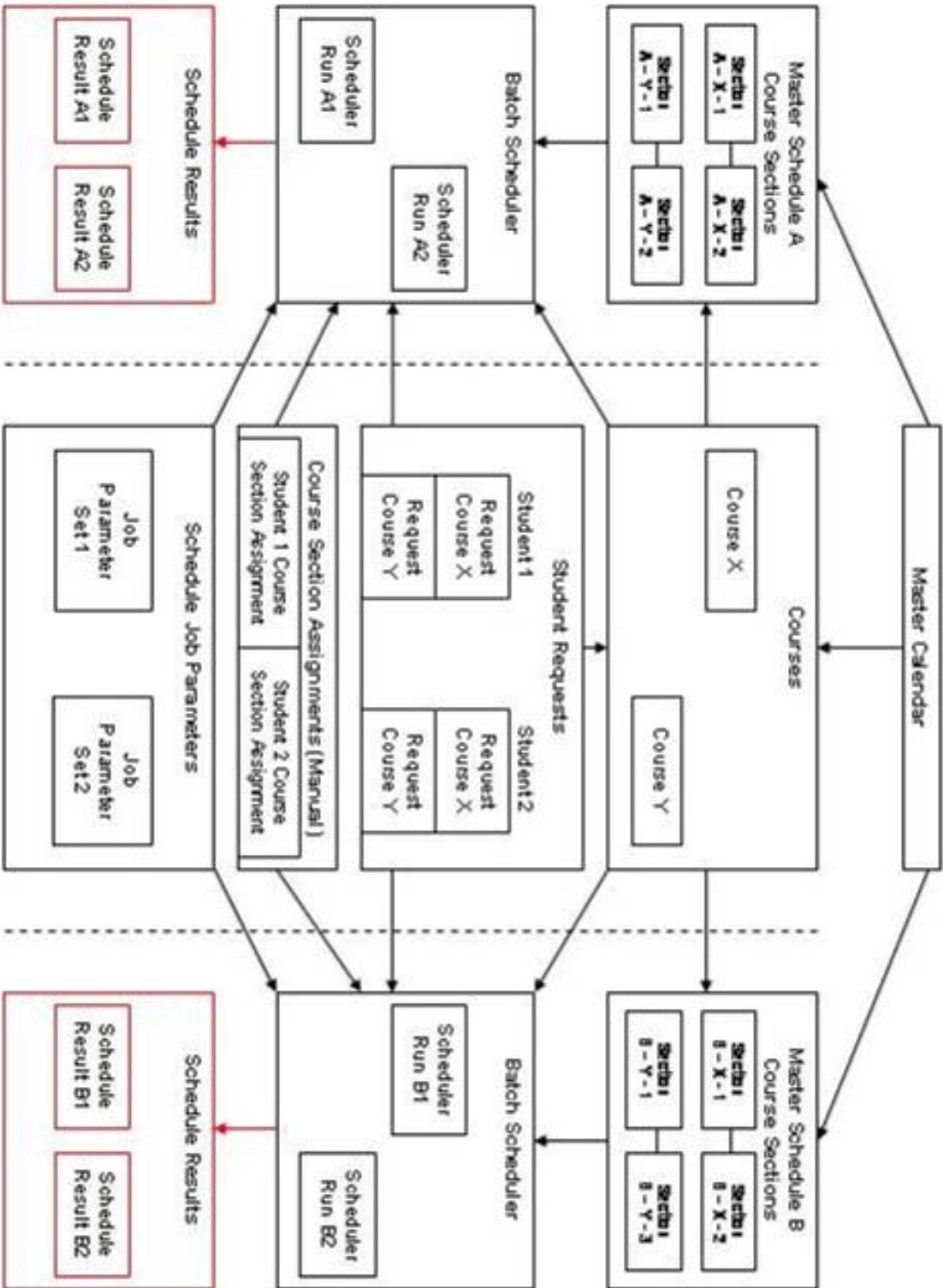
The parameters used to execute the scheduler will be saved by name as a set of scheduling parameters. The user will be able to execute the scheduler by selecting any valid Master Schedule and any valid scheduling parameter set. The results of the scheduler will be stored with a schedule job name into a user selected set of schedule results, with statistics, a reference to the Master Schedule and the scheduling parameters used to create the schedule result set.

Scheduling Reports are available in numerous formats to show Scheduling data in both detail and summary form. The data on each report can be filtered, sorted, and grouped with various date ranges and sorting options.



## DASL Scheduling Overview

Please Note – The number of Master Schedules is unlimited. The number of Schedule Results is unlimited.  
Course Section Assignments are Master Schedules/Schedule Result specific



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## Scheduling Outline and Flow

1. Scheduling System Maintenance
  - A. **Initialization** – Initialization consists of several code tables that must be verified and/or defined to create a course master and student schedules.
    1. **Daily Pattern Rules** – Used to define daily patterns which are to be permitted or prevented in all student schedules.
    2. **Master Calendar Periods** – A period of time that course sections can meet during a master calendar.
    3. **Periods of the Day** – Set of periods that occur during the day.
    4. **Rotation Day** – The days the courses are scheduled to meet.
    5. **Verifying Report Terms** – Two types of reporting terms exist: Standard and virtual. Standard reporting terms represent a collection of days that will be reported on. Standard reporting terms are made up of scheduling terms. Virtual reporting terms are used to create a placeholder for marks (Interims, Exam, Averages, etc.).
    6. **Schedule Terms** – Shortest amount of time that a course meets during the current master calendar schedule.
    7. **Course Terms** – Represents an individual start and end date or a group of start and end dates that a course section can be assigned to meet.
    8. **Homeroom Terms** – Terms defined for homerooms which allow students to have more than one homeroom per year.
    9. **Master Schedule** – Course Master Schedule
  2. **Course Maintenance** – Tables need to be defined for use when creating courses and courses need to be updated or added as needed for student scheduling needs.
    - A. **Course Department** – Departments help to categorize courses into more generalized areas.
    - B. **Course Language** – Used to define what language may be used to teach a course.
    - C. **Course Difficulty** – Ability to maintain difficulty levels for marks reporting.
    - D. **Course Area of Study** – Used in conjunction with Graduation Verification module.
    - E. **Course Subject Area** – Used in conjunction with Graduation Verification module.
    - F. **Course Rank Weight** – Used in conjunction with Mansfield Method custom Rank method.

- G. **Courses** – A complete course record defines all of the properties of a course.
  - 1. Course Selection Wizard – Tool for selecting courses
  - 2. Course – General Tab
  - 3. Course – Marks Tab
  - 4. Course – Miscellaneous Tab
  - 5. Course – EMIS Tab
  - 6. Course – Pre/Co-requisites Tab
- H. Course Sections
  - 1. Course Sections - General Tab
  - 2. Course Sections – Meeting Times Tab
  - 3. Course Sections – Membership Tab
  - 4. Course Sections – Attendance Tab
  - 5. Course Sections – EMIS Override Tab
- I. **Course Groups** – Provides the ability to define a grouping of courses where students can be grouped and scheduled together.
  - 1. Course Group – Groups Tab
  - 2. Course Group – Courses/Sections Tab
- 3. **Scheduler** – The scheduler consists of wizards and parameters that guide you through the batch or online scheduling process.
  - A. Job Parameter Set (Schedule Job Wizard) – A collection of parameters that are used to run the batch scheduler engine.
    - 1. Run Level Parameters
    - 2. Pass Level Parameters
    - 3. Pass Control
    - 4. Course Sequencing Rules
    - 5. Teacher Link Groups
    - 6. Submit (Add)
    - 7. Submit (Execute)
  - B. Study Hall Wizard – Tool to walk you through the addition of study halls to student schedules
    - 1. Study Hall Parameters
    - 2. Execute Job
  - C. Schedule Job History – History of all schedule jobs that have been processed

1. View Job Statistics
2. View Job Parameters
- D. **Schedule Result Sets** – A “container” for a set of schedule results from the run of the batch scheduler. Allows the user to save results of different runs then choose the best result to finalize schedules.
4. **Scheduling Screens** – Screens used to create and/or view student schedules and requests as well as information for course sections.
  - A. **Student Course Section Assignments** – Screen used to add/edit/drop student course section assignments or course section assignments
    1. Student Course Section Assignments
    2. Course Section Assignments
    3. Drop/Remove/Transfer Course Section Assignments
  - B. **Bulk Course Section Assignment** – Screen used to assign multiple students to one or more course sections at the same time.
  - C. **Bulk Course Section Transfer** – Screen used to drop, remove or transfer multiple students from a course section at the same time.
  - D. **Student Schedules**
    1. View Schedule – View-only screen displaying student’s schedule.
    2. Student Requests & Assignments – All-in-one scheduling screen to add or edit requests and/or assignments, manually assign course sections to requests, and view a schedule graph.
  - E. **CTE Management** – Screen used to update the CTE Program of Concentration field on selected students in specific course sections.
5. **Course Request Reports**
  - A. **Course Curriculum (CRSE)** – This report allows you to print out a customized list of all courses that have been entered.
  - B. **Students With No Requests (NORQ)** – The Students with No Requests report will display all students who do not have course requests for the selected Master Schedules.
  - C. **Student Course Requests (REQU)** – This report lists the disposition of course requests made by students for a specific schedule result set.
  - D. **Student Requested Specific Course (R404)** – Produces a report of students requesting a specific course. The list may be helpful if a course is changed or dropped from the Master Schedule.
  - E. **Students Requesting Specific Course Pair (R405)** – Generates a list of students requesting specific course pairs.

- F. **Potential Course Conflicts (R406)** – Alternate to R403. Report produces a list of potential conflicts in table format.
  - G. **Potential Course Conflicts Matrix (R403)** – Alternate to R406. Lists each course against every other course in a matrix form. Used to determine the number of conflicts that would result if 2 courses were offered only one time in the same period of the day.
6. Scheduling Reports
- A. Student Scheduling Analysis (R426) – Similar to R420 but more condensed. Report for latest Scheduling simulation. A=Available, S=Scheduled, F=Full
  - B. Student Scheduled with Free Time (R415A) – Report used to determine when students have free time and assist in setting up study halls.
  - C. Student Scheduled with Free Time by Period (R415B) – Report used to determine when students have free time and assist in setting up study halls; sorted by period.
  - D. Students Scheduled in Two Assigned Course Sections (R425) – Produces a report of students assigned to one course/section and any one or more of up to 7 other courses.
  - E. Student Scheduled in Course Section Not Another (R424) – Generates a list of students who are scheduled into only one of a pair of courses. Up to 7 course pairs may be specified.
  - F. Teacher Block Schedule (R427) – This report prints out the teacher’s schedules in block format.
  - G. Class Arena Card (R418) – Creates class arena cards for arena scheduling.
  - H. Student Arena Card (R417) – Creates Student Arena Cards used with Arena scheduling.
  - I. Students Scheduled with Alternate Courses (R413) – Lists students who have been scheduled with an alternate course request versus a primary request.
  - J. Section Summary by Report Period (R807) – Generates a summary by section of all courses indicating the current filling counts with options to print only closed, only open or both.
  - K. Teacher Schedule (R411) – Used during the initial scheduling process will help to identify any teacher conflicts. Can later be used to provide each teacher with a copy of his/her schedule for verification.
  - L. Location Schedule (R409) – List of all locations and scheduled classes. Used to verify that the Master Schedule does not contain any room/location conflicts.
  - M. Singleton List Report (R813-A) – Provides a list of singleton courses by period and a list of students who have requested 2 or more singletons offered during the same period.

- N. Singleton List Conflict Report (R813-B) – Provides a list of singleton courses by period and a list of students who have requested 2 or more singletons offered during the same period.
- O. Class Master Schedule (R407) – Lists course, sections, terms, days, period, teachers, rooms, class capacity, filling counts and demand for all courses.
- P. Schedule Card Formatter (R701) – Student Schedule Cards
- Q. Add/Drop Audit Report (R209) – Generates a list of all course assignments and requests records which have been added or dropped within a specific date range.
- R. Course Section Summary Report – Generates an on-line list of courses and course information.

## Scheduling System Maintenance

### Initialization

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization**

Initialization steps include items such as setting up Master calendar periods, rotation days, reporting terms, etc. Once initialization steps have been completed, course and Master Schedule information can be added and/or modified as needed to begin the scheduling process.

### Daily Pattern Rules

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Daily Pattern Rules**

Daily Pattern Rules are used to define daily patterns for courses and artificial courses which are to be permitted or prevented in all student schedules. These patterns are only enforced if a value is entered in the Scheduler for the "Maximum Number of Days with Restricted Patterns" value on the Pass Level Parameters tab.

Home » 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

**Max Consecutive Courses** – Maximum number of consecutive courses you wish for students to receive when scheduler is processed.

**Max Consecutive Artificial Courses** – Maximum number of consecutive artificial courses you wish for students to receive when scheduler is processed.

**Save** – Save the Daily Pattern Rules.

**Cancel** – Will cancel any changes made to the Daily Pattern Rules.

## Master Calendar Period Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Master Calendar Periods**

Master calendar periods are set up during the creation of the master calendar. For more details on setting up the master calendar see the *ProgressBook StudentInformation School Setup and Configuration Guide*. Master calendar periods are periods of the day when classes are scheduled to meet and/or attendance is taken.

			Code	Name	Sort Order	Active
X	✎	↓	1	1	1	💡
X	✎	↑ ↓	2	2	2	💡
X	✎	↑ ↓	3	3	3	💡
X	✎	↑ ↓	3A	3A	4	💡
X	✎	↑ ↓	4	4	5	💡
X	✎	↑ ↓	5	5	6	💡
X	✎	↑ ↓	6	6	7	💡
X	✎	↑ ↓	7	7	8	💡
X	✎	↑ ↓	8	8	9	💡
X	✎	↑	9	9	11	💡

Show Active Only

**Sorting** – Sorting on this screen is accomplished by using the ↑ and ↓ arrows to move the Master Calendar Period up or down in the grid.

This page has standard add record, edit record and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see *ProgressBook StudentInformation Getting Started Guide*.

↑ / ↓ – Move this Master Calendar Period up or down in the sort order listing.

**Save Changes** – Save changes to Master Calendar Period sort order.

**Cancel Changes** – Cancel changes to Master Calendar Period sort order.

## Add/Edit Master Calendar Period

Home » Management » School Administration » Scheduling Administration » Initialization » Master Calendar Periods

### Master Calendar Period Maintenance

From this screen, you can display, add, change and delete data pertaining to Master Calendar Periods.

Code:  ⚡

Name:  ⚡

Is Active:

Save Save and New Cancel

**Code** (required) – Enter up to 4 characters, alphanumeric, for the Master Calendar Period Code. If you try to use an existing inactive Master Calendar Period Code, you will be prompted to reactivate this inactive Master Calendar Period if you wish.

**Name** (required) – Enter the name of the new Master Calendar Period.

## Periods of the Day Maintenance

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

Periods of the day are either rotation day specific and vary from day to day or fixed and are standard from day to day. Periods of the day are based on the master calendar periods that were set up during the creation of the master calendar. For more details on setting up the master calendar see the *ProgressBook StudentInformation School Setup and Configuration Guide*.

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: -- Select a Rotation Day --

- Select a Rotation Day --
- M - Monday
- T - Tuesday
- W - Wednesday
- R - Thursday
- F - Friday

To view/modify/delete periods of the day, you must first select the appropriate rotation day from the drop-down list of valid calendar rotation days.



## 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	1	07:35 AM	08:15 AM	2	
				2	2	08:20 AM	09:00 AM	3	
				3	3	09:25 AM	10:05 AM	4	
				4	4	10:10 AM	10:50 AM	5	
				5	5	11:00 AM	11:30 AM	6	
				6	6	11:35 AM	12:15 PM	7	
				7	7	12:20 PM	01:00 PM	8	
				8	8	01:05 PM	01:45 PM	35	

Show Active Only

This page has standard add record, edit record, and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

**Sorting** – Sorting on this screen is accomplished by using the and arrows to move the periods up or down in the grid.

/ – Click either arrow to move this period of the day up or down in the sort order listing.

**Save Changes** – Click to save changes to the period of the day sort order.

**Cancel Changes** – Click to cancel changes to the period of the day sort order.

## Add Period of the 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:

Rotation Day: Mon - Monday

Master Calendar Period:\*

Start Time:

Stop Time:

**Rotation Day** (non-modifiable) – Description of the selected rotation day.

**Master Calendar Period** (required) – Select the master calendar period associated with the period of the day being modified. Only master calendar periods that have not yet been defined for the selected rotation day display in this drop-down list.

**Start Time** (optional) – Enter start time for this period.

**Note:** If you enter a **Start Time**, you must also enter a **Stop Time**.

**Stop Time** (optional) – Enter end time for this period.

**Note:** If you enter a **Stop Time**, you must also enter a **Start Time**.

## Edit Period of the 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:

Rotation Day: M - Monday

Master Calendar Period:\*

Start Time:

Stop Time:

Is Rotation Day Active:

Is Master Calendar Period Active:

**Is Rotation Day Active** (non-modifiable) – Indicates if this period this has been designated on the **Rotation Days Maintenance** screen (see [“Add/Edit/Copy Rotation Day”](#)).

**Is Master Calendar Period Active** (non-modifiable) – Indicates if this period has been designated on the **Master Calendar Period Maintenance** screen (see [Add/Edit Master Calendar Period](#)).

## Delete Period of the Day

If there are course sections associated with the rotation day period you are trying to delete, you will not be able to delete it. You will see a listing of associated courses and an error message.

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
<a href="#">GEOMETRY SEM A</a>	51	1st Sem Only
<a href="#">ECON THEORY</a>	51	1st Sem Only
<a href="#">WORK-STUDY</a>	44	1st Sem Only
<a href="#">CREDIT FLEXIBILITY</a>	5	All Year
<a href="#">WORK-STUDY</a>	45	All Year
<a href="#">ALGEBRA II SEM B</a>	52	2nd Sem Only
<a href="#">ALGEBRA II SEM A</a>	51	1st Sem Only
<a href="#">SPANISH III</a>	5	All Year
<a href="#">C.B.I. WORK-STUDY</a>	5	All Year

## Rotation Days Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Rotation Days**

The Rotation Days Code table defines the days that classes are scheduled to meet. Each day is defined as a separate record. If a school has a normal five day school week, they would define each of those five days as shown in the following example.

Home » 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.

Add Rotation Day   Save Changes   Cancel Changes

			Code	Name	Display Color	Rotation Day Periods	Sort Order	Active	
X	✎	📄	↓	Mon	Monday		1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	0	💡
X	✎	📄	↑ ↓	Tue	Tuesday		1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	1	💡
X	✎	📄	↑ ↓	Wed	Wednesday		1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	2	💡
X	✎	📄	↑ ↓	Thur	Thursday		1, 2, 3, 3A, 4, 5, 6, 7, 9, 8	3	💡
X	✎	📄	↑	Fri	Friday		1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	4	💡

Show Active Only

StudentInformation allows schools to have up to 10 days defined for Rotation Days. An example of when this might be needed is when a school offers different classes each week. One week might be designated as the blue week, and the student will attend different classes on that week. An example of this type of Rotation Days is shown in the following figure.

Home » 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.

Add Rotation Day   Save Changes   Cancel Changes

			Code	Name	Display Color	Rotation Day Periods	Sort Order	Active	
X	✎	📄	↓	Mon	Monday		1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	0	💡
X	✎	📄	↑ ↓	Tue	Tuesday		1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	1	💡
X	✎	📄	↑ ↓	Wed	Wednesday		1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	2	💡
X	✎	📄	↑ ↓	Thur	Thursday		1, 2, 3, 3A, 4, 5, 6, 7, 9, 8	3	💡
X	✎	📄	↑ ↓	Fri	Friday		1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	4	💡
X	✎	📄	↑ ↓	BMON	Blue Monday	Blue	1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	5	💡
X	✎	📄	↑ ↓	BTUE	Blue Tuesday	Blue	1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	6	💡
X	✎	📄	↑ ↓	BWED	Blue Wednesday	Blue	1, 2, 3, 3A, 4, 5, 6, 7, 8, 9	7	💡
X	✎	📄	↑ ↓	BTHU	Blue Thursday	Blue	1, 2, 3, 3A, 4, 5, 6, 7, 9, 8	8	💡
X	✎	📄	↑	BFRI	Blue Friday	Blue	1, 2, 3, 3A, 4, 5, 6, 7, 9, 8	10	💡

Show Active Only

If your school uses a Fixed Day calendar, you do not need to define Rotation Days. Your periods of the day are automatically created under a Standard day type.

This page has standard add record, edit record and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see *ProgressBook StudentInformation Getting Started Guide*.

**Sorting** – Sorting on this screen is accomplished by using the ↑ and ↓ arrows to move the Rotation Days up or down in the grid.

📄 – Copy Rotation Day

↑ / ↓ – Move this Rotation Day up or down in the sort order listing.

**Save Changes** – Save changes to Rotation Day sort order.

**Cancel Changes** – Cancel changes to Rotation Day sort order.

Clicking the blue link listing the Rotation Day Periods for a given Rotation Day will take you to the Periods of the Day screen with that Rotation Day already selected.

Home » 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.

Add Rotation Day   Save Changes   Cancel Changes

			Code	Name	Display Color	Rotation Day Periods	Sort Order	Active
X	✎	📄	Mon	Monday		<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 8, 9</a>	0	💡
X	✎	📄	Tue	Tuesday		<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 8, 9</a>	1	💡
X	✎	📄	Wed	Wednesday		<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 8, 9</a>	2	💡
X	✎	📄	Thur	Thursday		<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 9, 8</a>	3	💡
X	✎	📄	Fri	Friday		<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 8, 9</a>	4	💡
X	✎	📄	BMON	Blue Monday	Blue	<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 8, 9</a>	5	💡
X	✎	📄	BTUE	Blue Tuesday	Blue	<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 8, 9</a>	6	💡
X	✎	📄	BWED	Blue Wednesday	Blue	<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 8, 9</a>	7	💡
X	✎	📄	BTHU	Blue Thursday	Blue	<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 9, 8</a>	8	💡
X	✎	📄	BFRI	Blue Friday	Blue	<a href="#">1, 2, 3, 3A, 4, 5, 6, 7, 9, 8</a>	10	💡

Show Active Only

### Add/Edit/Copy Rotation Day

Home » 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

**Code** (required) – Enter up to 4 characters, alphanumeric, for the new Rotation Day Code. If you try to use an existing inactive Rotation Day Code, you will be prompted to reactivate this inactive Rotation Day if you wish.

**Name** (required) – Enter Name of Rotation Day.

**Display Color** (optional) – Designate a color for the display of this rotation day (this field will be used in a future enhancement).

Copying a Rotation Day will also copy Periods of the Day for that Rotation Day. Adding a new Rotation Day leaves Periods of the Day blank, requiring you to add them on the Periods of the Day screen.

### Schedule Terms

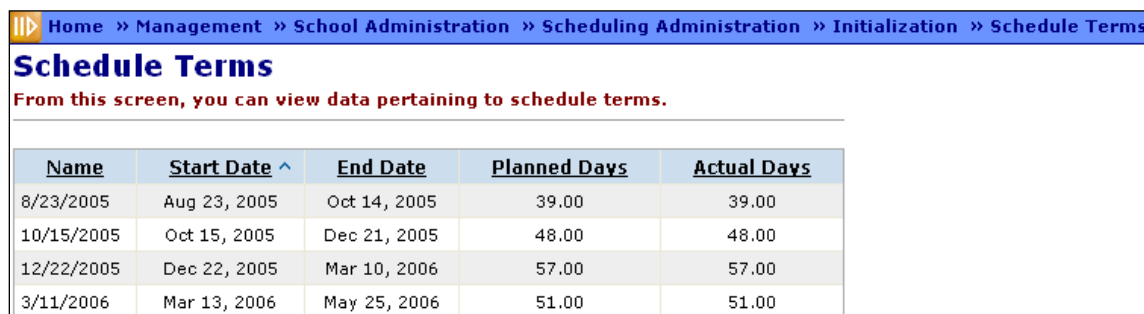
**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Schedule Terms**

A Schedule Term is created from the shortest amount of time that can combine into all amounts of time that a course meets during the current Master Calendar Schedule.

Scheduling Terms are the foundation elements that build reporting terms and course terms.

Scheduling Terms are created when the Master Calendar is created with the Calendar Wizard. For more information on the initial creation of scheduling terms see *ProgressBook StudentInformation School Year Initialization Guide* documentation.

The Schedule Terms screen is a view-only screen with a summary of information pertaining to the building's Schedule Terms. You cannot edit Schedule Term Start Dates and End Dates (though you can adjust these dates by changing Reporting Term End Dates on the Reporting Terms maintenance screen).



Home » 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
8/23/2005	Aug 23, 2005	Oct 14, 2005	39.00	39.00
10/15/2005	Oct 15, 2005	Dec 21, 2005	48.00	48.00
12/22/2005	Dec 22, 2005	Mar 10, 2006	57.00	57.00
3/11/2006	Mar 13, 2006	May 25, 2006	51.00	51.00

#### Schedule Terms Screen

Sorting – You may sort by any column (Name, Start Date, End Date, Planned Days, Actual Days) in ascending or descending order by clicking on the column header.

#### Verify Reporting Terms

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Reporting Terms Maintenance**

A Non-Virtual Reporting Term is a time frame that represents a collection of days that will be reported on, and are made up of Scheduling Terms. A Virtual Reporting Term is used to create a placeholder for a mark, such as Semester 1 Average, or Exam. Standard Reporting Terms are created when the Master Calendar is created. For more information on the initial creation of reporting terms see *ProgressBook StudentInformation School Setup and Configuration Guide*.

For more information on Reporting Terms Maintenance, see *ProgressBook StudentInformation Marks Guide*.

#### Course Terms Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Course Terms**

A Course Term represents an individual start and end date, or a group of start and end dates, that a course section can be assigned to meet. Examples of Course terms are 1<sup>st</sup> Semester or 1<sup>st</sup> Quarter, etc. The system will auto-generate a base set of course terms based on the reporting terms that have been configured. See [“Verify Reporting Terms.”](#)



**Caution:** Once students have been assigned to course sections, you cannot change course terms, even if the schedule is not yet finalized.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Course Terms [Find Students] [Go To]

### Course Terms Maintenance

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

Reporting Terms				Qtr1	Int1	Qtr2	Int2	Avg1	Qtr3	Int3	Qtr4	Int4	Avg2	Fin	
Schedule Terms				08/28/2017		10/30/2017			01/16/2018		03/26/2018				
	Term Code	Term Name	Sort Order												
					Sem1	Semester 1 Courses	5	X		X					
					Sem2	Semester 2 Courses	6				X		X		
					AY	All Year Courses	7	X		X		X		X	

Show Active Only

This page has standard add record, edit record and delete record controls.

**Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see *ProgressBook StudentInformation Getting Started Guide*.**

**Sorting** – Sorting on this screen is accomplished by using the and arrows to move the Course Terms up or down in the grid.

/ – Move this Course Term up or down in the sort order listing. The Sort Order of Course Terms determines the order courses will display on the student’s schedule, when a student has multiple course section assignments for a given period of the day.

– View Courses for this Course Term. This icon will take you to Course Sections Maintenance with this Course Term already selected and filtered.

**Save Changes** – Save changes to Course Terms sort order

**Cancel Changes** – Cancel changes to Course Terms sort order



## Add/Edit Course Term

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

### Course Terms Maintenance

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

**Code:**\*

**Name:**\*

**Description:**

**EMIS Semester Code:**\*

**Schedule Terms:**

Name	Start Date	End Date	Include
08/28/2017	Aug 28, 2017	Oct 27, 2017	<input type="checkbox"/>
10/30/2017	Oct 30, 2017	Jan 12, 2018	<input type="checkbox"/>
01/16/2018	Jan 16, 2018	Mar 23, 2018	<input type="checkbox"/>
03/26/2018	Mar 26, 2018	May 29, 2018	<input type="checkbox"/>

**Is Active:**

**Code** (required) – Enter up to 4 characters, alphanumeric, for the Course Term Code. If you try to use an existing inactive Course Term Code, you will be prompted to reactivate this inactive Course Term if you wish.

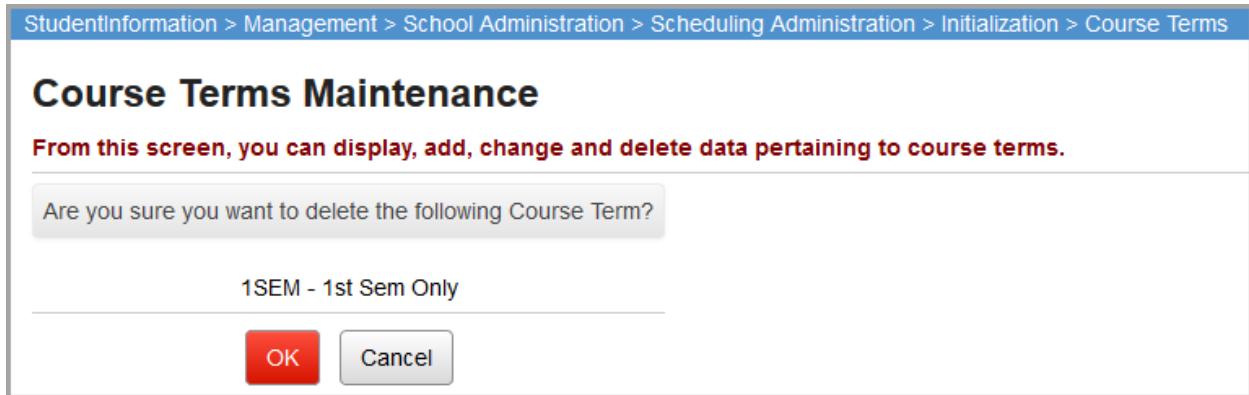
**Name** (required) – Enter name of Course Term.

**Description** (optional) – Enter a description for the new Course Term.

**EMIS Semester Code** (required) – Select the appropriate EMIS Semester Code from the drop-down menu. For more details on the EMIS Semester Code, please see *ProgressBook StudentInformation EMIS Guide*.

**Schedule Terms** (required) – Check all applicable schedule terms (1 or more) for the new Course Term. **IMPORTANT:** All Course Terms MUST have at least one Schedule Term associated.

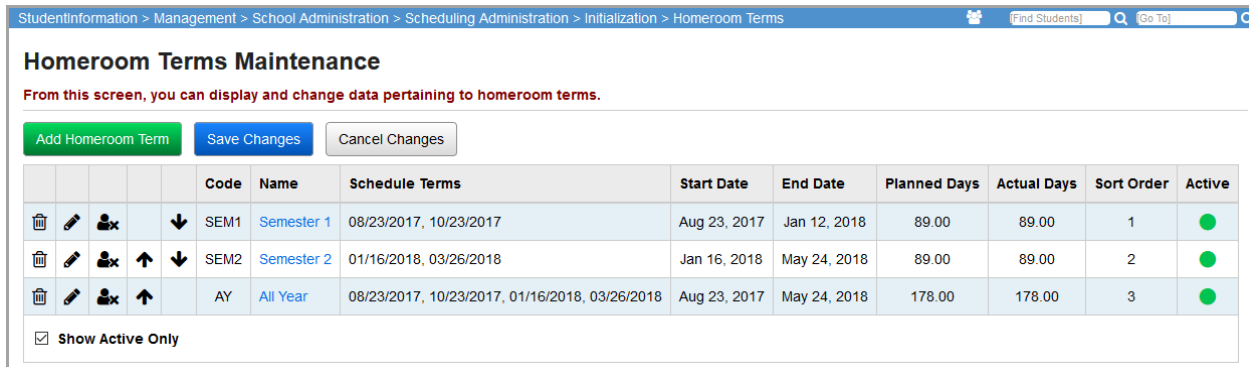
A warning message will appear when deleting schedule terms from course terms.



## Homeroom Term Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Homeroom Terms**

Homeroom Terms closely follow the Scheduling terms and allow buildings to specify homerooms assignments based on terms. This means that students may be assigned to different homerooms for different terms throughout the year. For more information on homerooms see *ProgressBook StudentInformation Student Homeroom Guide*.



This page has standard add record, edit record and delete record controls.

**Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see *ProgressBook StudentInformation Getting Started Guide*.**

**Sorting** – Sorting on this screen is accomplished by using the and arrows to move the Homeroom Terms up or down in the grid.

– Remove all student homeroom assignments for this term. This button has a confirmation screen.

– Move this Homeroom Term up or down in the sort order listing.

**Save Changes** – Save changes to Homeroom Terms sort order.

**Cancel Changes** – Cancel changes to Homeroom Terms sort order.

## Add/Edit Homeroom Term

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

### Homeroom Terms Maintenance

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

Code:\*

Name:\*

Description:

Name	Start Date	End Date	Include
08/23/2017	Aug 23, 2017	Oct 20, 2017	<input type="checkbox"/>
Schedule Terms: 10/23/2017	Oct 23, 2017	Jan 12, 2018	<input type="checkbox"/>
01/16/2018	Jan 16, 2018	Mar 23, 2018	<input type="checkbox"/>
03/26/2018	Mar 26, 2018	May 24, 2018	<input type="checkbox"/>

Is Active:

**Code** (required) – Enter up to 8 characters, alphanumeric, for the Homeroom Term Code. If you try to use an existing inactive Homeroom Term Code, you will be prompted to reactivate this inactive Homeroom Term if you wish.

**Name** (required) – Enter the name of Homeroom Term.

**Description** (optional) – Enter a description for the new Homeroom Term.

**Schedule Terms** (required) – Check all applicable schedule terms (1 or more) for the new Homeroom Term. This will indicate when this homeroom term meets.

## Master Schedule Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Master Schedule**

The Master Schedule contains all class meeting information that corresponds to each course and course group that is offered for the selected school and school year. To define courses and course groups and their associated sections see [“Course Maintenance Screens.”](#)

In StudentInformation a building may have multiple Master Schedules defined for a single school year and each of those Master Schedules will be listed in a grid like that shown in the following figure. But, only one Master Schedule will be selected as the Finalized Schedule for the school year and used in the final student schedule creation.

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

This page has standard add record, edit record and delete record controls.

**Sorting** – You may sort by any column (Name, Description, Modified Date) in ascending or descending order by clicking on the column header.



– Copy this Master Schedule to a new Master Schedule.

**Course Sections** – View Course Sections for this Master Schedule. This will take you to Course Sections Maintenance.

**Course Groups** – View Course Groups and Course Group Sections for this Master Schedule. This will take you to Course Groups Maintenance.

**Courses** – View Courses for this Master Schedule. This will take you to Course Maintenance.

## Add Master 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.

Name:\*

Description:

**Name** (required) – Enter name of the new Master Schedule.

**Description** (optional) – Enter a description for the new Master Schedule.

## Edit Master 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.

Name:\*

Description:

**Study Hall Parameters** – Will take you to the Study Hall Wizard for set up of study hall parameters to be used with this Master Schedule. For details on setting up those parameters, see [“Study Hall Wizard.”](#)

## Copy Master 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.

Name:\*

Description:

Copy Result Set:

Copy Options:  Course Sections  Course Group Sections

**Copy Result Set** (optional) – Designate which result set to copy, if desired. Result Sets are the container for groups of student course section assignments. A schedule may have many schedule result sets. One single result set will be chosen for the master calendar.

**Copy Options** (optional) – Check applicable copy options. The options are:

**Course Sections** – Check if you would like for ALL Course Sections from the selected Master Schedule to be copied to this copy of the Master Schedule.

**Course Group Sections** – Check if you would like for ALL Course Group Sections from the selected Master Schedule to be copied to this copy of the Master Schedule.

## Delete Master Schedule

**⚠ Important: Deleting a Master Schedule CANNOT BE UNDONE. Only do this if you are absolutely certain that you want to remove this Master Schedule and any Schedule Result Sets linked to it.**

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.

Are you sure you want to delete the following schedule?

1/15/2018 - Schedule if levy fails

## Course Maintenance Screens

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance**

Courses are defined by many properties. Those properties are maintained by Code Tables and Maintenance Screens listed in the Course Maintenance Menu. Those tables/screens include: Course Department, Course Language, Course Difficulty, Course Area of Study, Course Subject Area, Courses, Course Groups and Course Sections.

Course maintenance is comprised of several tabs that define all aspects of the course; general information, marks related info, EMIS reporting requirements, and pre-/co-requisites. Once the courses have been defined at the building level, sections are created with the associated meeting time information detailed in course section maintenance. Group courses are handled in the same way.

## Course Department Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Department**

Course Departments are used to group courses together according to the content of the area of study and can be used for filtering in reports.

Home » Management » School Administration » Scheduling Administration » Course Maintenance » Course Department

### Course Department Maintenance

From this screen, you can display, add, change and delete Course Department codes.

Add Code

	Code	Name ^	Description	Active
	ADM	ADMINISTRATIVE	ADMINISTRATIVE	
	ART	ART	ART	
	ATH	ATHLETIC	ATHLETIC	
	BUS	BUSINESS	BUSINESS	
	COM	COMMUNICATIONS	COMMUNICATIONS	
	CMP	COMPUTER	COMPUTER	
	ENG	ENGLISH	ENGLISH	
	FLA	FOREIGN LANGUAG	FOREIGN LANGUAG	
	GUI	GUIDANCE	GUIDANCE	
	HPE	HEALTH & PE	HEALTH & PE	
	HIM	HEAR IMPAIRED	HEAR IMPAIRED	
	HEC	HOME ECONOMICS	HOME ECONOMICS	
	INT	INDUSTRIAL TECH	INDUSTRIAL TECH	
	MAT	MATH	MATH	
	MUS	MUSIC	MUSIC	
	SCI	SCIENCE	SCIENCE	
	SS	SOCIAL STUDIES	SOCIAL STUDIES	
	SPE	SPECIAL ED	SPECIAL ED	
	SH	STUDY HALL	STUDY HALL	
	SUS	SUPPORT SERVICE	SUPPORT SERVICE	
	TEC	TECHNOLOGY	TECHNOLOGY	
	T&I	TRADES & IND	TRADES & IND	
	VOC	VOCATIONAL	VOCATIONAL	

Show Active Only

23 Records Displayed [Back To Top](#)

This page has standard add record, edit record and delete record controls.

**Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see *ProgressBook StudentInformation Getting Started Guide*.**

**Sorting** – You may sort by any column (Code, Name, Description, Active) in ascending or descending order by clicking on the column header.

– Code defined at higher level (note these codes may only be deleted or modified at the level where they are created).



## Add/Edit Course Department

**Code** (required) – Enter up to 4 characters – alphanumeric – for Course Department Code. If you try to use an existing inactive Course Department Code, you will be prompted to reactivate this inactive Course Department if you wish.

**Name** (required) – Enter name of Course Department Code (up to 30 characters).

**Description** (optional) – Enter description of Course Department Code (up to 200 characters).

## Course Language Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Language**

Course Language codes are used to define the languages that different courses within the school, are taught in.

This page has standard add record, edit record and delete record controls.

**Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see *ProgressBook StudentInformation Getting Started Guide*.**

**Sorting** – You may sort by any column (Code, Name, Description, Active) in ascending or descending order by clicking on the column header.

– Code defined at higher level (note these codes may only be deleted or modified at the level where they are created).

## Add/Edit Course Language

**Code** (required) – Enter up to 4 characters – alphanumeric – for Course Language Code. If you try to use an existing inactive Course Language Code, you will be prompted to reactivate this inactive Course Language if you wish.

**Name** (required) – Enter name of Course Language Code (up to 30 characters).

**Description** (optional) – Enter description of Course Language Code (up to 200 characters).

## Course Difficulty Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Difficulty**

Course Difficulty codes are used to denote courses of elevated or possibly remedial stature. A school may elect to award alternate points for marks earned in specific courses based on the level of difficulty assigned for the course.

	Code	Name ^	Description	Active
	A	A	A	
	B	B	B	

Course Difficulty has been detailed in *ProgressBook StudentInformation Marks Guide*. Please see that document for complete details on how to add/modify/delete Course Difficulty codes.

## Course Area of Study Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Area of Study**

Course Area of Study Codes are used in conjunction with the Graduation Verification module. Areas of Study are topics for a course intended to be more specific than Course Subject Areas (see “[Course Subject Area Maintenance](#).”) For example, the FA (Fine Arts) Subject Area could contain the ART (Art) and MUS (Music) Areas of Study. Credits awarded for courses which have this field defined will be counted towards credits earned in the Course Area of Study specified to verify graduation requirements.

Home » Management » School Administration » Scheduling Administration » Course Maintenance » Course Area Of Study

### Course Area Of Study Maintenance

From this screen, you can display, add, change and delete Course Area of Study codes.

Add Code

	Code	Name ^	Description	Active
	ART	ART	ART	
	BUS	BUSINESS	BUSINESS	
	COM	COMMUNICATIONS	COMMUNICATIONS	
	ENG	ENGLISH	ENGLISH	
	FLA	FOREIGN LANGUAGE	FOREIGN LANGUAGE	
	HPE	HEALTH & PE	HEALTH & PE	
	HIM	HEARING IMPAIRED	HEARING IMPAIRED	
	HEC	HOME ECONOMICS	HOME ECONOMICS	
	INT	INDUSTRIAL TECH	INDUSTRIAL TECH	
	MAT	MATH	MATH	
	MUS	MUSIC	MUSIC	
	SCI	SCIENCE	SCIENCE	
	SS	SOCIAL STUDIES	SOCIAL STUDIES	
	SPE	SPECIAL ED	SPECIAL ED	
	SUS	SUPPORT SERVICES	SUPPORT SERVICES	
	T&I	T&I		
	VOC	VOCATIONAL	VOCATIONAL	

Show Active Only

17 Records Displayed [Back To Top](#)

This page has standard add record, edit record and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see *ProgressBook StudentInformation Getting Started Guide*.

**Sorting** – You may sort by any column (Code, Name, Description, Active) in ascending or descending order by clicking on the column header.

– Code defined at higher level (note these codes may only be deleted or modified at the level where they created).

## Add/Edit Course Area of Study

**Code** (required) – Enter up to 4 characters – alphanumeric – for Course Area of Study Code. If you try to use an existing inactive Course Area of Study Code, you will be prompted to reactivate this inactive Course Area of Study if you wish.

**Name** (required) – Enter Name of Course Area of Study Code (up to 30 characters)

**Description** (optional) – Enter description of Course Area of Study Code (up to 200 characters).

## Course Subject Area Maintenance


**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Subject Area**

Course Subject Area codes are used in conjunction with the Graduation Verification module. Subject Areas are general top-level subjects (often used as course abbreviations: ENG 101 and so on). Credits awarded for courses which have this field defined will be counted towards credits earned in the Course Subject Area specified to verify graduation requirements.

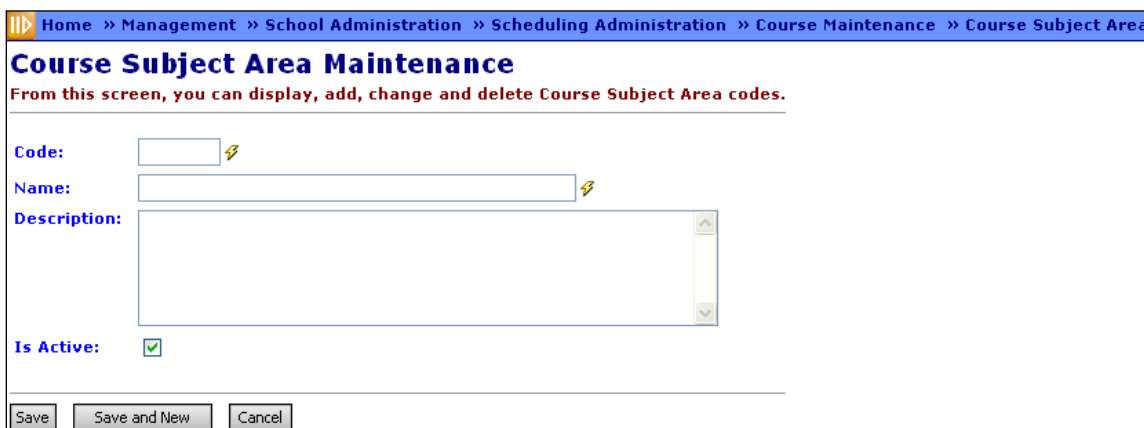
	Code	Name ^	Description	Active
	COM	COMM/SPEECH	COMM/SPEECH	
	ELE	ELECTIVE	ELECTIVE	
	ENG	ENGLISH	ENGLISH	
	FA	FINE ARTS	FINE ARTS	
	FL	FOREIGN LANGUAGE	FOREIGN LANGUAGE	
	HPE	HEALTH/PE	HEALTH/PE	
	MAT	MATH	MATH	
	SCI	SCIENCE	SCIENCE	
	SS	SOCIAL STUDIES	SOCIAL STUDIES	
	TEC	TECHNOLOGY/BUSINESS	TECHNOLOGY/BUSINESS	

Show Active Only

**Sorting** – You may sort by any column (Code, Name, Description, Active) in ascending or descending order by clicking on the column header.

 – Code defined at higher level (note these codes may only be deleted or modified at the level where they are created).

## Add/Edit Course Subject Area



The screenshot shows a web browser window with the following content:

- Navigation path: Home » Management » School Administration » Scheduling Administration » Course Maintenance » Course Subject Area
- Section title: **Course Subject Area Maintenance**
- Instruction: From this screen, you can display, add, change and delete Course Subject Area codes.
- Form fields:
  - Code:** A text input field with a lock icon.
  - Name:** A text input field with a lock icon.
  - Description:** A large text area with a scroll bar.
  - Is Active:** A checked checkbox.
- Buttons: Save, Save and New, Cancel

**Code** (required) – Enter up to 4 characters – alphanumeric – for Course Subject Area Code. If you try to use an existing inactive Course Subject Area Code, you will be prompted to reactivate this inactive Course Subject Area if you wish.

**Name** (required) – Enter name of Course Subject Area Code (up to 30 characters).

**Description** (optional) – Enter description of Course Subject Area Code (up to 200 characters).

## Course Rank Weight Maintenance

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Rank Weight**







Course Rank Weight codes are used in conjunction with the “Mansfield Method” and “Quality Points” custom GPA Rank methods. This value is multiplied to each mark gained in a course with this Course Rank Weight selected when ranking students by these methods. Any number of Course Rank Weight values may be created in a single school/school year. A Course Rank Weight value may be associated with any number of courses. Course Rank Weights will be copied forward during the School Year Initialization process.

Home » Management » School Administration » Scheduling Administration » Course Maintenance » Course Rank Weight

### Course Rank Weight Maintenance

From this screen, you can display, add, change and delete Course Rank Weights.

Add Code


	Code	Name ^	Description	Multiplier	Active
 	AP	Advanced Placement	Advanced Placement Course Ranking	2.0	
 	H	Honors	Honors Course Ranking	1.5	

Show Active Only

This page has standard add record, edit record and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see *ProgressBook StudentInformation Getting Started Guide*.

**Sorting** – You may sort by any column (Code, Name, Description, Active) in ascending or descending order by clicking on the column header.


 – Code defined at higher level (note these codes may only be deleted or modified at the level where they are created).


### Add/Edit Course Rank Weight

Home » Management » School Administration » Scheduling Administration » Course Maintenance » Course Rank Weight


### Course Rank Weight Maintenance

From this screen, you can display, add, change and delete Course Rank Weights.

Code:  

Name:  

Description:

Multiplier:  

Is Active:

Save Save and New Cancel

**Code** (required) – Enter up to 4 characters – alphanumeric – for Course Rank Weight Code. If you try to use an existing inactive Course Rank Weight Code, you will be prompted to reactivate this inactive Course Rank Weight Code if you wish.

**Name** (required) – Enter name of Course Rank Weight Code (up to 30 characters).

**Description** (optional) – Enter description of Course Rank Weight Code (up to 200 characters).

**Multiplier** (required) – A decimal value indicating the value that mark point values will be multiplied by. The value will have two decimal places. Valid range is 0.00 (not counted) to 9.99.

## Courses

### Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses

Courses are listing of all of the classes that are offered in the working school, along with all the properties of those courses. Course Groups are not included in this list. Courses are school and school year specific but may be rolled from one year to the next.

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

From this screen you can display or change information regarding courses

Course:  ... Grade Level:  Department:

Area of Study:  Course Subject Area:  Type:

EMIS Subject Code:

Courses can be viewed by specifying a filter from one or more of the fields listed as shown in the following example, or by searching without any specified criteria, which would list ALL courses in the working building. Fields that may be used for search criteria include: course **Grade Level**, course **Department**, course **Area of Study**, **Course Subject Area**, course **Type** and **EMIS Subject Code**. The default sort on the Courses data grid is course **Code** in ascending order.

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

From this screen you can display or change information regarding courses

Course:  ... Grade Level:  Department:

Area of Study:  Course Subject Area:  Type:


EMIS Subject Code:

			Code ▲	Name	Area of Study	Subject Area	EMIS Subject Code	Is Active
			001	CAREER CENTER				
			002	COLLEGE NOW				

You can also view courses by entering the course code (if known), or at least 2 alphanumeric characters of the course name or code to use the typeahead find feature to locate the course code in the **Course** field, and then pressing ENTER or clicking **Search**.

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

From this screen you can display or change information regarding courses

Course:   Grade Level:  Department:

Area of Study:  Type:

EMIS Subject Code:

001 - CAREER CENTER  
 007 - COLLEGENOW  
 039 - ENGLISH 9  
 040 - HONORS ENGLISH 9  
 042 - ENGLISH 10  
 047 - AP ENGLISH  
 050 - HONORS ENGLISH 10  
 050 - SCIENCE FICTION & FANTASY LIT

This page has standard add record, edit record, and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

**Sorting** – You may sort by any column (**Code, Name, Area of Study, Subject Area, EMIS Subject Code, Is Active**) in ascending or descending order.



– Click to view course requests.

**Search** – Click to search for courses using the selected criteria.



– Click to open the Course Selection Wizard (see [“Course Selection Wizard”](#)) for help selecting a course.

### Add/Edit Course

The Course Maintenance screen has several tabs, which are addressed in the following sections, tab by tab. When adding or editing a course, changing tabs will **save** all information entered on the previous tab.



**From this screen you can display or change information regarding courses**

**i** While the Code can be up to 15 characters, 10 characters or less is recommended.

**Code:**\* 
**Abbreviation:**\*

**Name:**\* 
**Short Name:**\*

**Description:**

**Hours of Instruction:**\* 
**Scheduling Priority:**\*

**Display on Public Module:** 
**Is Active:**

**Is High School Credit:** 
**Is In Update History:**

**Roll course to next year:** 
**Core Course:**

**College Prep:** 
**Dual Credit:**

**Display on ParentAccess:**

## Delete Course

You cannot delete a course that has course sections created, course fees, or that is a member of any course groups. A screen informing you of these dependencies displays, and you are unable to proceed.

**From this screen you can display or change information regarding courses**

This course cannot be deleted until the following dependencies are removed.

Dependencies	
Q	(047)AP ENGLISH has 1 course sections
Q	(047)AP ENGLISH has 1 course fees

## Course Selection Wizard

On multiple screens (such as **Course Maintenance** and **Course Section Maintenance**), you can select a course using the Course Selection Wizard (⋮). This opens a separate window that you can use to find a specific course and populate your original screen with that course's information.

Course Code - Name	Department	Area Of Study	Subject Area
➔ 340 - ALGEBRA I	MATHEMATICS	11 - MATHEMATICS	AL1 - ALGEBRA 1

**Non-Groups or Groups** – Search only for individual courses (non-groups) or search only for course groups.

Fields that may be used for search criteria include: **Course Code** (ID), **Name**, **Course Type**, **Department**, **EMIS Subject Code**, **Area of Study**, **Course Subject Area**, or **Teacher**.

**Honors Only** – Select this check box to search only for courses marked as honors courses.

**Rotation Day** – Select one or more rotation days to search for courses that meet only on the selected rotation days and no other days. For example, selecting Monday would display courses that meet only on Monday.

**Period of the Day** – Select a period from the drop-down list to search for courses that meet during the selected period (if a course meets across multiple periods, it is included in the search as long as it also meets during the selected period).

**Search** – Click to search for courses using selected criteria.

**Clear** – Click to clear all search criteria to begin a new search.

**Cancel** – Click to cancel using the Course Selection Wizard and return to the **Course Maintenance** screen.

**Note:** You can also close the **Course Selection Wizard** screen at any time without making a selection.

After defining search criteria (**Course Code:** 340 is used in following example), click **Search** to look for courses matching the specified criteria.

Course Code - Name	Department	Area Of Study	Subject Area
340 - ALGEBRA I	MATHEMATICS	11 - MATHEMATICS	AL1 - ALGEBRA 1

– Click to select this course from the Course Selection Wizard and have that course automatically populate the **Course** field of the **Course Maintenance** screen as search criteria. If you accessed the Course Selection Wizard from another screen, clicking lists the course information in the appropriate field(s) on the appropriate screen.

## Course – General Tab

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

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 >

**i** While the Code can be up to 15 characters, 10 characters or less is recommended.

Code:\* 039 Abbreviation:\* ENG 9

Name:\* ENGLISH 9 Short Name:\* ENGLISH 9

Description:

Hours of Instruction:\* 150 Scheduling Priority:\* 9

Display on Public Module:  Is Active:

Is High School Credit:  Is In Update History:

Roll course to next year:  Core Course:

College Prep:  Dual Credit:

Display on ParentAccess:

Save Cancel

**Note:** To go to the **General** tab for next course, click **Next** (the button includes the next Course Code). To go back to the **General** tab for the previous course, click **Prev** (the button includes the previous Course Code).

**Code** (required) – Up to 15 alphanumeric characters can be entered as a new course code. However, 10 characters or fewer should be used if you are running the CTREMEMIS process in this system. The CTREMEMIS process uses the **School Code** (4 characters), **Course Code** (truncated to 10 characters), and **Course Section Code** to create a **Local Classroom Code**. If you try to use an existing inactive course code, you are prompted to reactivate this inactive course, if you wish.

**Note:** Consider state reporting limitations when specifying course codes.

**Abbreviation** (required) – Enter up to 8 characters that define the course abbreviation.

**Name** (required) – Enter up to 30 characters to define the course name.

**Short Name** (required) – Enter up to 15 characters to define the course short name.

**Description** (optional) – Enter up to 1,000 characters for a description of the course.

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

**Scheduling Priority** (required) – Enter a number (1-9) to define the scheduling priority of this course in the scheduling process, with 1 being the lowest and 9 being the highest. This Priority is used as the default request priority for all course requests for this course. Requests with higher priority are considered for scheduling before requests with lower priority.

***Note:** Request priority only affects the student’s schedule when it is selected for all passes on the Job Parameter Set.*

**Display on Public Module** – Determines if a course is available on the Student Course Request Application for students to request. A course group may be requestable while all courses contained in the same course group are not requestable (locked). This can force a request for the course group only. See the **Display Courses Individually** and **Display on Public Module** check boxes on the “[Course Group – Groups Tab](#)” for more information.

**Is High School Credit** – Indicates whether this course credit is counted towards total credits for graduation. Used for EMIS reporting to determine if the subject area for credit should be reported for a course that may be taken in the middle school but counts for credit towards graduation. This field does not affect whether the course displays on transcripts or not. See the *ProgressBook StudentInformation EMIS Guide* for more information.

See “[Flag Settings](#)” to understand how **Is High School Credit** works with the **In cum Credit** and **In cum GPA** check boxes.

**Roll course to next year** – Indicates if the course is to roll to the next year (selected by default). If de-selected, the course and ALL sections of the course are NOT copied to the next school year during the new school year initialization process.

**Is Active** – Select this check box to indicate the course code is active so that you can use it on new course records and to add course sections to the master schedule.

**Is In Update History** – Select this check box to display the information for this course in course history or transcripts. De-select this check box if you do not want this course to display in course history or transcripts.

**Core Course – Please Note:** As of FY09 Period K, the **Core Course** check box on the **Courses – General** tab is no longer used by StudentInformation. The **Core Course** on the Subject Code table (defined at the ITC level) is now used to determine HQT values. However, the **Core Course** check box on the **Courses** screen **General** tab is still being passed to ProgressBook.

**College Prep** (optional) – Select this check box to indicate that this course should be marked as college prep (for eTranscripts). Otherwise, de-select this check box.

**Dual Credit** – Select this check box to indicate that the course can earn credits for both high school and transcribed college credit. Otherwise, de-select this check box.

**Display on ParentAccess** – Select this check box to display the course on the **Schedule** screen in ParentAccess. De-select this check box to hide the course on the **Schedule** screen in ParentAccess. All other screens in ParentAccess determine course display settings from GradeBook.

## Course – Marks Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses**

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 >

**039 - ENGLISH 9**

Course Weight: 10.0000   In Graduation Count:    Is Honors Course:

Level of Difficulty:    Include in Total Credits:    Include on Permanent Record:

GPA Add-on Level:    Include in GPA:    Print on Report Card:

Credit Units: \* 1.000000   In Honor Roll:

Mark Bump:

Rank Weight:

Save   Cancel

**Note:** To go to the **Marks** tab for the next course, click **Next** (the button includes the next Course Code). To go back to the **Marks** tab for the previous course, click **Prev** (the button includes the previous Course Code).

**Course Weight** (optional) – Enter a numeric value (up to 99) indicating the course weight to be used for scheduling purposes (not credit purposes). Default course weight is 10. This field can be used to balance the difficulty of schedules by giving more difficult courses higher weights.

**Level of Difficulty** (optional) – Indicates if the course uses a course difficulty level in the drop-down list. See the *ProgressBook StudentInformation Marks Guide* for more information.

**GPA Add-on Level** (optional) – Indicates if the course uses an add-on GPA level in the drop-down list. See the *ProgressBook StudentInformation Marks Guide* for more information.

**Credit Units** (optional) – If the course has associated credit, the numeric credit amount must be entered.

**Mark Bump** (optional) – Indicates if the course uses the mark substitution module. For more information, see the *ProgressBook StudentInformation Marks Guide*.

**Rank Weight** (optional) – Indicates if the course uses a rank weight for the “Mansfield Method” or “Quality Points” GPA Ranking method.

**In Graduation Count** (optional) – This check box is not functional. See the **In Graduation / Eligibility** check box on the **Courses** screen **Miscellaneous** tab.

**Is Honors Course** (optional) – Select this check box to indicate if the course is marked as an honors course.

**Include in Total Credits** (optional) – Select this check box to indicate if this course history record is included in cumulative credit totals. (The **Include in Total Credits** check box does not affect cumulative GPA calculations.)

See “*Flag Settings*” to understand how **Is High School Credit** works with **Include in Total Credits** and **Include in GPA**.

**Include on Permanent Record** (optional) – Select this check box to indicate if the course is included on the student’s permanent record.

**Include in GPA** (optional) – Select this check box to indicate if the course is included in the cumulative GPA calculations.

*Note: You must select this check box for this course’s marks to be included in any GPA calculation.*

See “*Flag Settings*” to understand how **Is High School Credit** works with **Include in Total Credits** and **Include in GPA**.

**Print on Report Card** (optional) – Select this check box to indicate if the course is included on the printed report card.

**In Honor Roll** (optional) – Select this check box to indicate if the course is included in any honor roll calculations.

**Flag Settings**

<b>Scenario:</b>	<b>Is High School Credit:</b> Courses screen General tab	<b>Include in Total Credits:</b> Courses screen Marks tab	<b>Include in GPA:</b> Courses screen Marks tab	<b>Outcome:</b>
High School course marked as:	Yes	Yes	Yes	Course will be included in total HS credits and will be included in the HS GPA.
High School course marked as:	Yes	Yes	No	Course will be included in total HS credits but not the HS GPA.

<b>Scenario:</b>	<b>Is High School Credit:</b> <b>Courses</b> screen <b>General</b> tab	<b>Include in Total Credits:</b> <b>Courses</b> screen <b>Marks</b> tab	<b>Include in GPA:</b> <b>Courses</b> screen <b>Marks</b> tab	<b>Outcome:</b>
High School course marked as:	Yes	No	Yes	Course will be included in HS GPA but not total HS credits.
High School course marked as:	Yes	No	No	Course will not be included in either the HS GPA or total HS credits.
High School course marked as:	No	Yes	Yes	Course will not be included in either the HS GPA or total HS credits.
High School course marked as:	No	No	No	Course will not be included in either the HS GPA or total HS credits.
Middle School course marked as:	Yes	Yes	Yes	Course will be included in the student's MS total credits and HS total credits, as well as MS and HS GPA
Middle School course marked as:	Yes	Yes	No	Course will be included in the student's MS and HS total credits, but not included in either the MS or HS GPA.
Middle School course marked as:	Yes	No	Yes	Course will not be included in the student's MS or HS total credit, but the course will be included in the MS and HS GPA.
Middle School course marked as:	No	Yes	Yes	Course will only be included in the student's MS total credits and MS GPA, not the student's HS GPA or credits.



<b>Scenario:</b>	<b>Is High School Credit:</b> <b>Courses</b> screen <b>General</b> tab	<b>Include in Total Credits:</b> <b>Courses</b> screen <b>Marks</b> tab	<b>Include in GPA:</b> <b>Courses</b> screen <b>Marks</b> tab	<b>Outcome:</b>
Middle School course marked as:	No	No	Yes	Course will only be included in the student's MS GPA, not in the student's MS total credit, HS total credit or HS GPA.
Middle School course marked as:	No	Yes	No	Course will only be included in the student's MS total credit, not in the student's MS GPA, HS GPA, or HS total credits.
Middle School course marked as:	No	No	No	Course will not be included in MS or HS credit nor in the MS or HS GPA.

## Course – Miscellaneous Tab

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

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 >

**039 - ENGLISH 9**

Department: ENG - ENGLISH   Course Type\*: C - Class

Area Of Study:   Language Code:

Subject Area: ENGLISH 9   In Graduation / Eligibility:

Gender Directive: None

**i** Selecting the 'Balance...' option in the Gender Directive dropdown will only affect the batch and single student schedulers. The schedulers will attempt to balance the filling percentage in the course's sections for each gender separately.

**Grade Levels Available**   **Grade Levels Selected\***

AG		09
Infant/Toddler (Ages 0-2)		
PS		
K		
01		
02		

Save   Cancel

**Note:** To go to the **Miscellaneous** tab for the next course, click **Next**. (The button includes the next Course Code.) To go back to the **Miscellaneous** tab for the previous course, click **Prev**. (The button includes the previous Course Code.)

**Department** (optional) – Select the applicable course department from the drop-down list. For more information on course department, see [“Course Department Maintenance.”](#)

**Course Type** (required) – Course types are predefined and determines where a course appears. If the **Course Type** is **Class, ESC Course, Satellite Course, College Credit Plus, or Vocational**, the course shows on the **Student Marks** screen. If the **Course Type** is **Study Hall**, when you run the Study Hall Wizard, open time periods on the students' schedules are filled in with courses that have a **Course Type** of **Study Hall**. If the **Course Type** is **Case Management**, the course does not display on the student's **View Schedule** page.

**Area of Study** (optional) – Select the applicable course area of study from the drop-down list. For more information on course area of study, see [“Course.”](#)

**Language Code** (optional) – Select the applicable Course Language Code from the drop-down list. For more information on course language code, see [“Course Language Maintenance.”](#)

**Subject Area** (optional) – Select the applicable course subject area from the drop-down list. For more information on course subject area, see [“Course Subject Area Maintenance.”](#)

**In Graduation / Eligibility** (optional) – Select this check box to indicate if the course is included in course counts for graduation/eligibility purposes.

**Gender Directive** (optional) – The Gender Direct field has four options:

- **None** (default)
- **Balance Males across Sections, and Balance Females across Sections**
- **Restrict to Females**
- **Restrict to Males**

The Batch Scheduler enforces this gender restriction. Selecting the **Balance Males across Sections, and Balance Females across Sections** option in the **Gender Directive** drop-down only affects the batch and single student schedulers. The schedulers attempt to balance the filling percentage in the course's sections for each gender separately. Please note that R401 Student Course Request Verification correctly flags the error for a student with a request for a course restricted to the opposite gender.

**Grade Levels Available** – Select the appropriate grade levels to which the course applies.

**Grade Levels Selected** (required) – Select the appropriate grade levels to which you wish to limit the course.

## Course – EMIS Tab

### Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses

The information on the **EMIS** tab is used for EMIS reportable fields associated with the course. The drop-down lists on this screen are all validated against the EMIS files received from ODE.

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 >

039 - ENGLISH 9

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: \*

EMIS Subject Code: \*

EMIS Subject Area for Credit: \*

EMIS Language Used: \*

CORE Subject Area: \*

End Of Course Assessment Area:

CTE College Credit: \*

Curriculum: \*

Delivery Method: \*

Educational Option: \*

Student Population: \*

Highly Qualified Teacher IRN:

Credit Flex:

Report to EMIS:

Save Cancel


**Note:** To go to the EMIS tab for the next course, click **Next**. (The button includes the next Course Code). To go back to the EMIS tab for the previous course, click **Prev**. (The button includes the previous Course Code.)

For more information about the values for the following fields, refer to the *ProgressBook StudentInformation EMIS Guide*.

**EMIS Location IRN** (optional) – Enter 6 digits indicating the IRN number of the building where the course is held. This is only required if this is an exception to the current Building IRN. For course types of **College Credit Plus**, the IRN must be that of a post-secondary institution or 999999.

**EMIS Location Description** (optional) – This field is the description of the **EMIS Location IRN**. It is only enabled if the value in the **EMIS Location IRN** field is **999999**, in which case, the user is allowed to enter their own value for the **EMIS Location Description**. If the value in the **EMIS Location IRN** field is not **999999**, this field is disabled and is populated with the name from the EMIS IRN table that is associated with the **EMIS Location IRN**.

**EMIS Staff Provider IRN** (required) – IRN number of the entity other than the working district, employing the staff member of this course. Valid IRNs are those for an ESC. \*\*\*\*\* must be entered if there is no EMIS Staff Provider IRN.

 – Opens the OEDS-R Search Organization website to assist you in completing the **EMIS Staff Provider IRN** or **Highly Qualified Teacher IRN** fields.

**EMIS Course Level** (required if Report to EMIS is checked) – Select the appropriate EMIS course level from the drop-down list. This designates the level of the course. This provides distinctions between courses that are taken in a series or have pre-requisites as French I and French II. Defaults to “\*.”

**EMIS Subject Code** (required if **Report to EMIS** is selected) – Select the appropriate EMIS course subject code from the drop-down list. This details the subject of the course being reported. There is no default for this field.

**EMIS Subject Area for Credit** (required if **Report to EMIS** is selected) – Select the appropriate EMIS course subject area from the drop-down list. This indicates the subject for courses offered in which high school credit toward graduation is applied, whether at the middle school or high school level. If **Report to EMIS** is selected, the **EMIS Subject Code** determines the default for this field.

**EMIS Language Used** (required if **Report to EMIS** is selected) – Select the appropriate EMIS language from the drop-down list. This is the language the teacher uses to present this course to the students. Valid options are **E-English**, **B-Both**, or **N-Native**. Defaults to **E-English**.

**CORE Subject Area** (required if **Report to EMIS** is selected) – Select the appropriate CORE subject area from the drop-down list. This is the subject area and/or CORE requirement area in which a student has earned credit/units towards graduation.

**CTE College Credit** (optional) – Select this check box to indicate if a career-technical course provides an opportunity for students to earn college credit.

**Curriculum** (optional) – The field of the curriculum source/model/program for a specific course.

**Delivery Method** (optional) - Identifies the means by which instructions are provided/communicated to the student(s) in the course.

**Educational Option** (optional) – Identifies the educational option status for a course per Ohio Administrative Code 3301-35-06(G).

**Student Population** (optional) – Identifies the attributes of the group of students for which the course is intended.

**Highly Qualified Teacher IRN** (optional) – IRN used to group courses for the calculation of the percent of core courses taught by highly qualified staff and the percent of core courses taught by properly certified staff. Valid options include a 6 digit IRN, **999999** or **\*\*\*\*\***.

**Credit Flex** – Indicates if the course is a credit flexibility course and if it is used for credit recovery work. After saving, this value is part of the student’s course history and is included when the student’s course history is transferred or exported and imported. The **Course Details** tab on the **Manually Entered Course** screen displays this value. This value also displays on the **Student Staff Classroom** screen after the Course and Class list (CLISEMIS/CTRMEMIS) verify/update process is run.

**Report to EMIS** – Select this check box to indicate if the course is reported to EMIS. This is selected by default. For example, homerooms for elementary scheduling would not have **Report to EMIS** selected.

### Course – Pre/Co-requisites Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses**

Course pre-requisites and co-requisites records provide the school the ability to define courses to be used as pre/co-requisites in the course request module. Use of pre-requisites and/or co-requisites is optional.




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 >

039 - ENGLISH 9

New requisite


	Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
 	037									


Show Active Only

Save | Cancel

**Note:** To go to the **Pre/Co-requisites** tab for the next course, click **Next**. (The button includes the next Course Code.) To go back to the **Pre/Co-requisites** tab for the previous course, click **Prev**. (The button includes the previous Course Code.)

Individual requisite records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

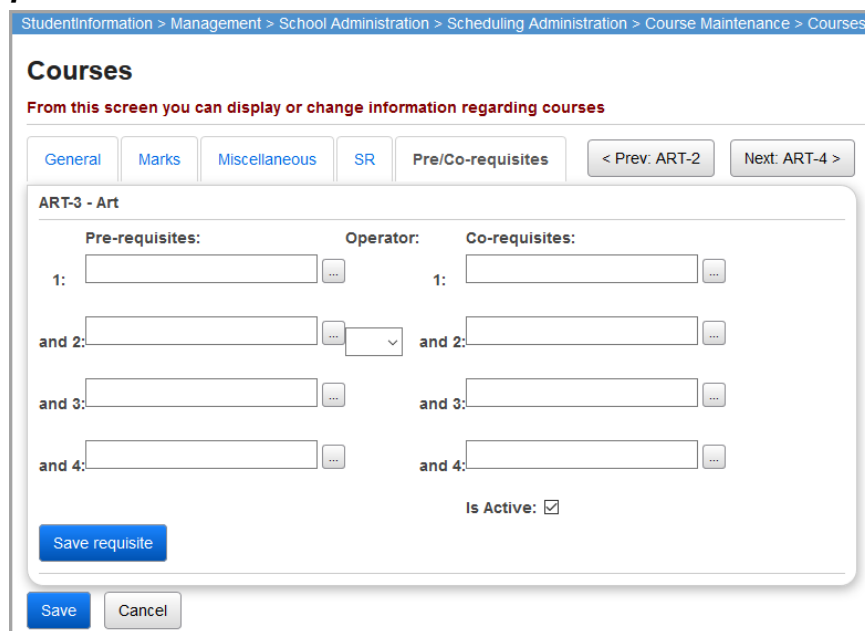
 – Click to delete this course pre/co-requisite.

 – Click to edit this course pre/co-requisite.

**New requisite** – Click to add a new requisite for this course.

**Note:** Additional lines of requisites act as **Or** operators; a student only needs to meet one line of requisites in order to be permitted to request the course.

### Add/Edit Requisite



The screenshot shows a web interface for managing course requisites. At the top, there is a breadcrumb trail: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses. Below this is a header for 'Courses' with a sub-header: 'From this screen you can display or change information regarding courses'. There are several tabs: 'General', 'Marks', 'Miscellaneous', 'SR', 'Pre/Co-requisites', '< Prev: ART-2', and 'Next: ART-4 >'. The 'Pre/Co-requisites' tab is active. The main form is titled 'ART-3 - Art'. It has three columns: 'Pre-requisites:', 'Operator:', and 'Co-requisites:'. Under 'Pre-requisites:', there are four rows labeled '1:', 'and 2:', 'and 3:', and 'and 4:', each with a text input field and a search icon. Under 'Operator:', there is a dropdown menu. Under 'Co-requisites:', there are four rows labeled '1:', 'and 2:', 'and 3:', and 'and 4:', each with a text input field and a search icon. At the bottom right of the form is a checkbox labeled 'Is Active:' which is checked. Below the form are three buttons: 'Save requisite' (blue), 'Save' (blue), and 'Cancel' (grey).

**Pre-requisites** (required) – Enter the course code defined for the first pre-requisite or locate the course by typing at least 3 letters of the course name to use the typeahead find feature, and then pressing ENTER or clicking the desired code. Must be an active course code from the current school/school year for which the course is being added or edited.

**Operator** (required if co-requisite if specified) – Select a valid operator from the drop-down list. This operator determines the logical relationship between the pre-requisites entered and the co-requisites entered, if any. Valid options are: **And** or **Or**.

**Co-requisites** (optional) – Enter the course code defined as a co-requisite. Must be an active course code from the current school/school year for which the course is being added or edited.

**Save requisite** – Click to save this requisite for this course.

**Requisites Examples**

- **1 Pre:** A course requires one other single course (Eng 11 requires Eng 10). Enter only that course as a **Pre-requisite**, do not select an **Operator** or enter any **Co-requisites**.

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

**Courses**  
From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | SR | **Pre/Co-requisites** | < Prev: ART-2 | Next: ART-4 >

ART-3 - Art

Pre-requisites: Operator: Co-requisites:

1: ART-2 ... 1: ...

and 2: ... and 2: ...

and 3: ... and 3: ...

and 4: ... and 4: ...

Is Active:

Save requisite

Save Cancel

- **Alt Pre:** A course requires any one of multiple courses (ART-3 requires ART-1 or Art-2). Enter only one course in **Pre-requisite** box 1, do not select an **Operator**, and do not enter any **Co-requisites**; save and repeat with a new requisite entry for each possible **Pre-requisite** course.

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

**Courses**  
From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | SR | **Pre/Co-requisites** | < Prev: ART-2 | Next: ART-4 >

ART-3 - Art

New requisite

	Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
	ART-2									
	ART-1									

Show Active Only

Save Cancel



- **2 Pre:** A course requires all of multiple courses (ART-3 requires both ART-1 and ART-2). Enter each of those courses in a **Pre-requisite** field in the same requisite entry, do not select an **Operator**, and do not enter any **Co-requisites**.

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

### Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous SR Pre/Co-requisites < Prev: ART-2 Next: ART-4 >

ART-3 - Art

Pre-requisites: Operator: Co-requisites:

1: ART-1 ... 1: ...

and 2: ART-2 ... and 2: ...

and 3: ... and 3: ...

and 4: ... and 4: ...

Is Active:

Save requisite

Save Cancel

- **Pre + Co:** A course requires both a pre-requisite course and a co-requisite course (ART-3 requires ART-1 and co-requires ART-2). Enter the **Pre-requisites** as above, select **And** as the **Operator**, and enter any appropriate **Co-requisites**.

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

### Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous SR Pre/Co-requisites < Prev: ART-2 Next: ART-4 >

ART-3 - Art

Pre-requisites: Operator: Co-requisites:

1: ART-1 ... 1: ART-2 ...

and 2: ... and 2: ... And

and 3: ... and 3: ...

and 4: ... and 4: ...

Is Active:

Save requisite

Save Cancel

- **Pre or Co:** A course requires a single course as either a pre-requisite or a co-requisite (ART-3 requires ART-1 be taken before or at the same time). Enter the **Pre-requisite** course, select **Or** as the **Operator**, and enter the same course in the **Co-requisite** box.

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

### Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous SR Pre/Co-requisites < Prev: ART-2 Next: ART-4 >

ART-3 - Art

Pre-requisites: Operator: Co-requisites:

1: ART-1 ... 1: ART-1 ...

and 2: ... and 2: ... Or

and 3: ... and 3: ...

and 4: ... and 4: ...

Is Active:

Save requisite

Save Cancel

- **2 Pre or 1 Co:** A course requires either pre-requisite courses or a co-requisite course (ART-3 requires ART-1 and ART-2 or co-requires ART-4). Enter the **Pre-requisite** courses, select **Or** as the **Operator**, and enter the **Co-requisite** course.

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

### Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous SR Pre/Co-requisites < Prev: ART-2 Next: ART-4 >

ART-3 - Art

Pre-requisites: Operator: Co-requisites:

1: ART-1 ... 1: ART-4 ...

and 2: ART-2 ... and 2: ... Or

and 3: ... and 3: ...

and 4: ... and 4: ...

Is Active:

Save requisite

Save Cancel

- Complex Example:** Similar to previous example, except that any two of three courses are pre-requisites, and either of two courses is an alternate co-requisite (ART-3 requires any two of ART-1, ART-2, and ART-4, or co-requires ART-5 or ART-6). Enter the **Pre-requisite** courses, select **Or** as the **Operator**, and enter the **Co-requisite** course for each possible combination of courses in this setup; each requisite line is one possible method to qualify.

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

### Courses

From this screen you can display or change information regarding courses

General   Marks   Miscellaneous   SR   Pre/Co-requisites   < Prev: ART-2   Next: ART-4 >

ART-3 - Art

New requisite

	Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
	ART-1	ART-2			o	ART-5				
	ART-1	ART-2			o	ART-6				
	ART-1	ART-4			o	ART-5				
	ART-1	ART-4			o	ART-6				
	ART-2	ART-4			o	ART-5				
	ART-2	ART-4			o	ART-6				

Show Active Only

Save   Cancel

## Course Sections

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Sections**

**Note:** If you are on this 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**.

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

### Course Sections

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

Working Schedule: -- Select a Schedule --   Result: -- Select a Schedule Result --   Reload Screen

This screen requires a working schedule and a schedule result. Please select a working schedule and a schedule result then click 'Reload'.

A course section is composed of the terms, periods, teachers, and locations of a course meeting. A course can have several course sections and each section can contain more than one term, teacher, period, and/or location.

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

### Course Sections

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

Working Schedule: Default Schedule | Result: Default Schedule Result | Reload Screen

[Hide Filters]

Course:  Grade:  Department:  Course Type:

Teacher:  Term:  Location:  Search

Add Course Section

To view or edit course section information, select one or more search filters listed on the **Course Sections** screen, or search without any specified criteria to list all sections of all courses in the working building. Course group sections are not included in this list.

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

### Course Sections

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

Working Schedule: Default Schedule | Result: Default Schedule Result | Reload Screen

[Hide Filters]

Course:  Grade:  Department:  Course Type:

Teacher: Mr. Miles Edgeworth | Term:  Location:  Search

Add Course Section

			Code	Name	Section	Term	Details				Is Active
			P140A	WORLD HISTORY SEM A	5	1SEM	Capacity 1	Filling 0.00	Male 0.00	Female 0.00	
							Teacher(s) Mr. Miles Edgeworth				Meeting Time Description 4 (0148)
			P140A	WORLD HISTORY SEM A	40	1SEM	Capacity 5	Filling 0.00	Male 0.00	Female 0.00	
							Teacher(s) Mr. Miles Edgeworth				Meeting Time Description 4 (0111)

This screen has standard add record, edit record, and delete record controls.

Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

You can also view courses by entering the course code (if known), or at least 2 alphanumeric characters of the course name or code to use the typeahead find feature to locate the course code in the **Course** field, and then pressing ENTER or clicking **Search**.

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

## Course Sections

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

Working Schedule: Default Schedule Result: Default Schedule Result Reload Screen

[Hide Filters]

Course: P140A Grade: Department: Course Type:

Teacher: Term: Location: Search

Add Course Section

		Code	Name	Section	Term	Details	Is Active
			P140A	WORLD HISTORY SEM A	5	1SEM Capacity 1 Filling 0.00 Male 0.00 Female 0.00 Teacher(s) Meeting Time Description Mr. Miles Edgeworth 4 (0148)	
			P140A	WORLD HISTORY SEM A	40	1SEM Capacity 5 Filling 0.00 Male 0.00 Female 0.00 Teacher(s) Meeting Time Description Mr. Miles Edgeworth 4 (0111)	

Information that can be used as search criteria are as follows: course code (ID), course grade level, course department, **Course Type**, **Teacher**, reporting term, and room/location.

**Search** – Click to search for course sections using the selected criteria.

– Click to view course section assignments for this course section (see “[Student Course Section Assignments](#)”).

**Details** – The course details grid contains a brief overview of the course. The details fields are **Capacity**, **Filling**, **Male**, **Female**, **Teacher(s)**, and **Meeting Time Description**.

- **Capacity** – Lists the specified maximum of students for this course section.
- **Filling** – Describes the total number of students assigned to this course section and is a total of the **Male** and **Female** fields.
- **Teacher** – Lists the full name of the course section’s teacher.
- **Meeting Time Description** – Lists the meeting times by **Period**, with the location in parentheses, or lists any custom meeting time description the course section has set.

**Note:** If the rotation and meeting time of the course section is too complex to display during your initial conversion process, you may see a meeting time description of -- **See Schedule** --. The actual meeting time is defined in the database, but if you need to edit the course section, select the **Custom** check box and enter a brief description to display the actual meeting time, location, teacher, and period.

– Click to open the Course Selection Wizard for help with selecting courses (see “[Course Selection Wizard](#)”).

## Add Course Section

When adding a course section, start on the **Course Sections** screen **General** tab. If you have already filtered by a course, the **Section Number** field auto-populates with the next highest section number for that course and the **Capacity** field auto-populates with course's default capacity.

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

### Course Sections - P140A - WORLD HISTORY SEM A (5)

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

Working Schedule: Default Schedule Result: Default Schedule Result Reload Screen

General Meeting Times Memberships Attendance Teacher History EMIS Override Next: P140A #40 >

Course:\* P140A ... Default Section & Capacity

Section Number:\* 5

Capacity:\* 1

Course Term:\* 1SEM

Is Active:

Roll section to next year:

Meeting Time Description: 4 (0148)  Custom

Save Course Section Cancel

Each time you complete all required information on a given tab, you can save the course section and click **Save and New** to add other course sections. However, if you navigate to a different tab, you must add all required information before you can navigate to another tab or save and add a new course section. Information saves each time you switch tabs.

**<Prev: [Course] #[Section]** – When editing, save changes made to this course section and go to the previous course section.

**Next: [Course] #[Section]>** – When editing, save changes made to this course section and go to the next course section.

## Delete Course Section

You cannot delete a course section that has course section assignments. A screen displays informing you of these assignments, with no **OK** (delete) button .

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

### Course Sections

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

This course section cannot be deleted until all assignments have been dropped or removed.

WORLD HISTORY SEM A - 5

	Schedule	Result	# Assignments
Q	Default Schedule	Default Schedule Result	1

## Course Section – General Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Sections – General Tab**

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

### Course Sections - P140A - WORLD HISTORY SEM A (5)

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

Working Schedule:  Result:

Course:\*

Section Number:\*

Capacity:\*

Course Term:\*

Is Active:


Roll section to next year:

Meeting Time Description:   Custom

**Course** (required) – Indicates the course code of the selected course for which you are adding a section. If you need to search for a course code, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click  to use the Course Selection Wizard (see [“Course Selection Wizard”](#)) for help with selecting a course.

**Default Section & Capacity** – Once you enter a course code, click this button to auto-populate **Section Number** and **Capacity**.

**Section Number** (required or populated by **Default Section and Capacity**) – Enter a section number. Sections do not have to be numbered sequentially. If you click **Default Section & Capacity**, this field automatically populates with the next higher section number than the highest existing section number. For example, if a course already had sections 1, 2, and 3, clicking **Default Section & Capacity** auto-populates this field with 4.

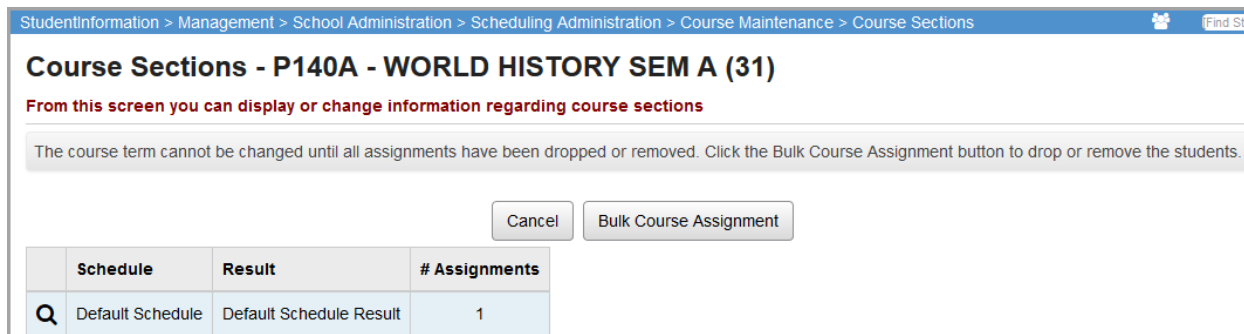
**Capacity** (required or populated by **Default Section and Capacity**) – Indicates the maximum number of students that can be scheduled into this course section. If you click **Default Section & Capacity**, this field auto-populates with the default value of 30. Use  to increase or decrease the value by increments of 1 or type a numeric value.

***Note:** If the school uses enrollment weighting (**Uses Enroll Weight** check box selected on the **StudentInformation Options** screen **Scheduling** tab), then the student's program weight increases the count. If school does not use enrollment weighting, each student increases the count by 1.*

**Course Term** (required) – Indicates the term in which the course is taught during the master calendar. Select an active course term from the drop-down list.

***Note:** If you change a course term, you receive a standard confirmation screen.*

*You can freely change the course term of a course section if there are no students assigned to that course section. However, if there are any students assigned to the course section and you change the course term for that course section, the following message displays:*




StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections Find Stu

### 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.

	Schedule	Result	# Assignments
	Default Schedule	Default Schedule Result	1

**Cancel** – Click to return to the course section.

**Bulk Course Assignment** – Click to go to the **Bulk Course Section Management** screen to transfer assignments from this section.

 – Click to go to the **Bulk Course Section Management** screen without this course section in context.

**Is Active** (optional) – Select this check box to make this course section active.

**Roll Section to Next Year** (optional) – Select this check box to have the School Year Initialization process load this course section in the next school year.



**Meeting Time Description** (non-modifiable or optional) – Lists the course section meeting time description. If the **Custom** check box is selected, you can enter your own course section meeting time description.

**Custom** – Select this check box to use the **Meeting Time Description** field (particularly for **Advanced** meeting times).

**Note:** We recommend you **DO NOT** use 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.

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

### Course Sections - P140A - WORLD HISTORY SEM A (5)

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

General Meeting Times Memberships Attendance Teacher History EMIS Override Next: P140A #11 >

Course:\* P140A [Default Section & Capacity]

Section Number:\* 5

Capacity:\* 1

Course Term:\* 1SEM

Is Active:

Roll section to next year:

Meeting Time Description: 3,4 (0148)  Custom

Save Course Section Cancel

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

### Course Sections - P140A - WORLD HISTORY SEM A (5)

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

General Meeting Times Memberships Attendance Teacher History EMIS Override Next: P140A #11 >

Course:\* P140A [Default Section & Capacity]

Section Number:\* 5

Capacity:\* 1

Course Term:\* 1SEM

Is Active:

Roll section to next year:

Meeting Time Description: 3,4,5,A (0148)  Custom

Save Course Section Cancel

			Code	Name ▼	Section	Term	Details	Is Active
			P140A	WORLD HISTORY SEM A	5	1SEM	<i>Capacity</i> 1 <i>Teacher(s)</i> Mr. Miles Edgeworth <i>Filling</i> <i>Male</i> <i>Female</i> 0.00    0.00    0.00 <i>Meeting Time Description</i> 3,4,5,A (0148)	
			P140A	WORLD HISTORY SEM A	11	1SEM	<i>Capacity</i> 2 <i>Teacher(s)</i> Mr. Miles Edgeworth <i>Filling</i> <i>Male</i> <i>Female</i> 0.00    0.00    0.00 <i>Meeting Time Description</i> 1 (0111)	

### Course Section – Meeting Times Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Sections – Meeting Times Tab**

The **Meeting Times** tab can display in 1 of 3 ways, as explained in the informational boxes to the right of the tab.

**Basic Meeting Times** – Course section must have a single teacher and a single location and have the same periods for the entire schedule.

**Example:** Math101 meets MWF with Mrs. Smith 2<sup>nd</sup> period 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 over rotation days.

**Example:** Math 101 meets MWF with Mrs. Smith 2<sup>nd</sup> period in room 101 and TR with Mr. Brown 3<sup>rd</sup> period in room 34.

**Advanced Meeting Times** – Course section can have different teachers, locations, periods and rotation days across the schedule.

**Example:** Math101 meets MWF with Mrs. Smith 2<sup>nd</sup> period in room 101 for 1<sup>st</sup> and 2<sup>nd</sup> quarter; and then meets TR with Mr. Brown 3<sup>rd</sup> period in room 34 for 3<sup>rd</sup> and 4<sup>th</sup> quarters.

**Basic/Intermediate/Advanced** – Select the meeting time type. If you enter a meeting time that cannot be represented by a lower type of meeting time, the meeting time types that cannot be used are greyed out. If you edit a meeting time so that it is more complex than before, it automatically converts into the necessary meeting time type. If you edit a meeting time so that it is less complex than before, it automatically converts into the least complex meeting time type.

## Basic Meeting Times

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

Course Sections - P140A - WORLD HISTORY SEM A (5)

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

General Meeting Times Memberships Attendance Teacher History EMIS Override

Next: P140A #11 >

Basic
  Intermediate
  Advanced

Teacher\*: Mr. Miles Edgeworth

Location\*: 0148 - 0148

Periods (All Days):\*  1  2  3  4  5  6  A  B  C  6  7  8

Save Course Section Cancel

**i** Basic: course section must have a single teacher and a single location and have the same periods for the entire schedule

**i** Intermediate: course section must have the same teachers, locations, and periods for the entire schedule

**i** Advanced: course section may have different teacher/location/periods across the schedule

**Basic/Intermediate/Advanced** – Select **Basic**.

**Teacher** (required) – Select the teacher that is teaching this course section.

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

**Location** (required) – Select the location for this course section meeting time.

**Periods** (required) – Select the appropriate periods of the day that this course section is meeting. Sections can meet during any number of periods during the day (consecutive and non-consecutive). Refer to “[Course Section – Attendance Tab](#)” to determine which of these periods is used to collect period attendance.

## Intermediate Meeting Times

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

Course Sections - P140A - WORLD HISTORY SEM A (5)

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

General Meeting Times Memberships Attendance Teacher History EMIS Override

Next: P140A #11 >

Basic
  Intermediate
  Advanced

Add Meeting Time

	Teacher	Location	Start	End	Periods
	Edgeworth, Miles	0148 - 0148	Aug 28, 2017	Jan 11, 2018	M: 3,4; T: 3,4; W: 3,4; R: 3,4; F: 3,4

Save Course Section Cancel

**i** Basic: course section must have a single teacher and a single location and have the same periods for the entire schedule

**i** Intermediate: course section must have the same teachers, locations, and periods for the entire schedule


**i** Advanced: course section may have different teacher/location/periods across the schedule


**i** In intermediate mode, you can configure multiple teachers and/or locations for the course section. You can also select different periods for each rotation day.

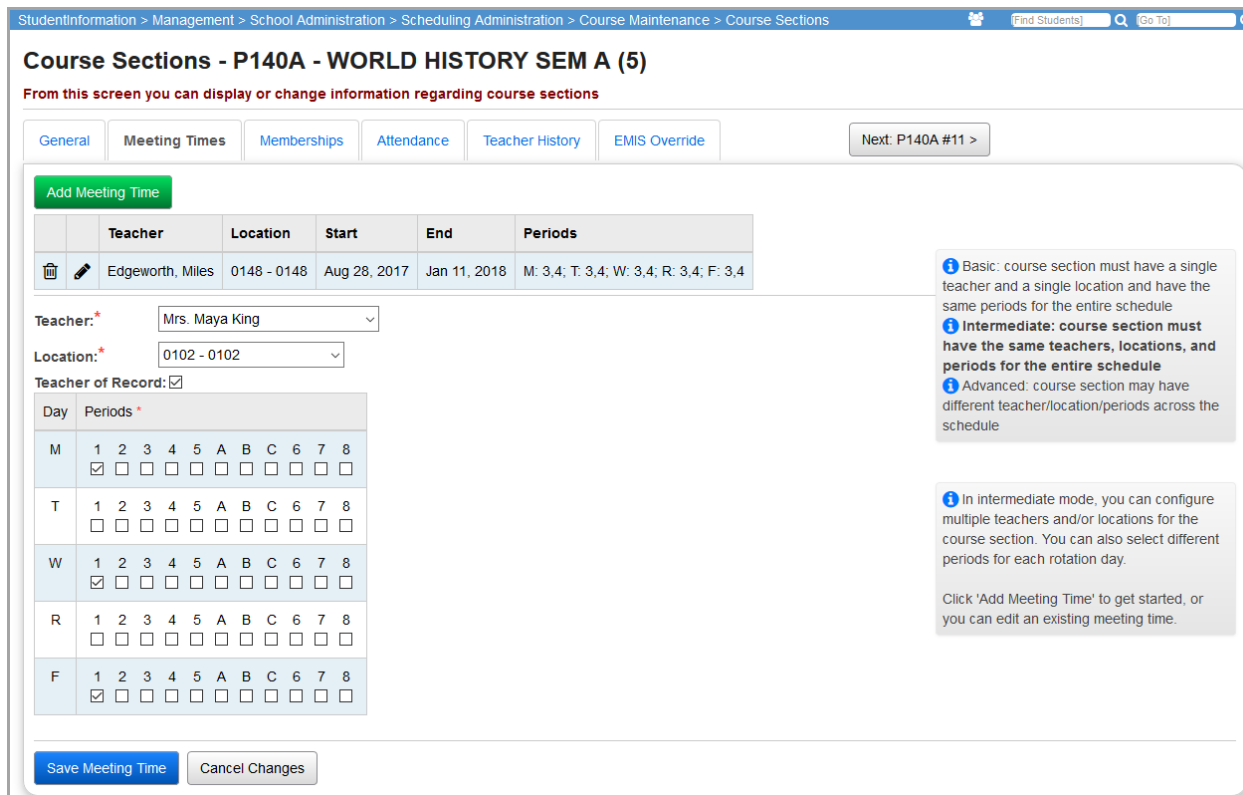
Click 'Add Meeting Time' to get started, or you can edit an existing meeting time.

**Basic/Intermediate/Advanced** – Select **Intermediate**.

**Add Meeting Time** – Click to enter a new intermediate meeting time entry.

 – Click to remove this meeting time entry from the course section.

 – Click to modify this meeting time entry.



**<Prev: [Course] #[Section]/Next: [Course] #[Section]>** – Click these buttons to go to the previous or next course.

**Teacher** (required) – Select the teacher that is teaching this course section.

**Location** (required) – Select the location for this course section meeting time.

**Teacher of record** (optional) – Select this check box if the selected **Teacher** should be listed as a teacher of record for EMIS reporting purposes.

**Periods** (required) – Select the appropriate periods of the day that this course section meets for each rotation day listed. Sections can meet during any number of periods during the day (consecutive and non-consecutive) on any rotation days listed (see [“Course Section – Attendance Tab”](#) to determine which of those periods is used to collect period attendance).

**Save Meeting Time** – Click to save the designated meeting time information as specified and remain on the **Meeting Times** tab for additional input if needed. You must use this button to save the meeting times before you go to another tab or return to the course section list.

**Cancel Changes** – Click to cancel changes to the meeting time information and return to the **Meeting Times** tab.

## Advanced Meeting Times

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

Find Students] [Go To]

### Course Sections - P140A - WORLD HISTORY SEM A (5)





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

General Meeting Times Memberships Attendance Teacher History EMIS Override

Next: P140A #11 >

Basic
  Intermediate
  Advanced

Add Meeting Time

	Teacher	Location	Start	End	Periods
 	Edgeworth, Miles	0102 - 0102	Oct 30, 2017	Jan 11, 2018	M: 1; W: 1; F: 1
 	King, Maya	0148 - 0148	Aug 28, 2017	Jan 11, 2018	M: 3,4; T: 3,4; W: 3,4; R: 3,4; F: 3,4

**Basic:** course section must have a single teacher and a single location and have the same periods for the entire schedule

**Intermediate:** course section must have the same teachers, locations, and periods for the entire schedule


**Advanced:** course section may have different teacher/location/periods across the schedule


In advanced mode, you must configure the the meeting times for each schedule term within the course term. For each schedule term, you should select a teacher, a location and the periods the course section will meet on each rotation day.

Click 'Add Meeting Time' to get started, or you can edit an exiting meeting time.

**Basic/Intermediate/Advanced – Select Advanced.**

**Add Meeting Time** – Click to enter a new advanced meeting time entry.

 – Click to remove this meeting time entry from the course section.

 – Click to modify this meeting time entry.

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

Find Students] Go To]

## Course Sections - P140A - WORLD HISTORY SEM A (5)

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

General Meeting Times Memberships Attendance Teacher History EMIS Override Next: P140A #11 >

Add Meeting Time

	Teacher	Location	Start	End	Periods
	Edgeworth, Miles	0102 - 0102	Oct 30, 2017	Jan 11, 2018	M: 1; W: 1; F: 1
	King, Maya	0148 - 0148	Aug 28, 2017	Jan 11, 2018	M: 3,4; T: 3,4; W: 3,4; R: 3,4; F: 3,4

Teacher\*: Mrs. Margery, Miller

Location\*: 0106 - 0106

Schedule Term\*: 10/30/2017

Teacher of Record:

Day	Periods *
M	1 2 3 4 5 A B C 6 7 8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
T	1 2 3 4 5 A B C 6 7 8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
W	1 2 3 4 5 A B C 6 7 8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
R	1 2 3 4 5 A B C 6 7 8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
F	1 2 3 4 5 A B C 6 7 8 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Save Meeting Time Cancel Changes

**Basic:** course section must have a single teacher and a single location and have the same periods for the entire schedule  
**Intermediate:** course section must have the same teachers, locations, and periods for the entire schedule  
**Advanced:** course section may have different teacher/location/periods across the schedule

In advanced mode, you must configure the the meeting times for each schedule term within the course term. For each schedule term, you should select a teacher, a location and the periods the course section will meet on each rotation day.

Click 'Add Meeting Time' to get started, or you can edit an exiting meeting time.

<Prev: [Course] #[Section]/Next: [Course] #[Section]> – Click these buttons to go to the previous or next course.

**Teacher** (required) – Select the teacher that is teaching this course section.

**Location** (required) – Select the location for this course section meeting time.

**Schedule Term** (required) – Select the schedule term from the drop-down list.

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

**Teacher of record** (optional) – Select this check box if the selected **Teacher** should be listed as a teacher of record for EMIS reporting purposes.

**Periods** (required) – Select the appropriate periods of the day that this course section meets for each rotation day listed. Sections can meet any number of periods during the day (consecutive and non-consecutive) on any rotation days listed (see [“Course Section – Attendance Tab”](#) to determine which of those periods is used to collect period attendance).

**Save Meeting Time** – Click to save the designated meeting time information as specified and remain on the **Meeting Times** tab for additional input if needed. You must use this button to save the meeting times before you go to another tab or return to the course section list.

**Cancel Changes** – Click to cancel changes to the meeting time information and return to the **Meeting Times** tab.

### Course Section – Memberships Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Sections – Memberships Tab**

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

### Course Sections - P140A - WORLD HISTORY SEM A (5)

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

General Meeting Times **Memberships** Attendance Teacher History EMIS Override Next: P140A #11 >

Course Group	Group Section
There are no records to display	

Save Course Section Cancel

This is a view-only tab, and if the course is a member of a group, the membership displays as shown below.

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

### Course Sections - P140A - WORLD HISTORY SEM A (11)

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

General Meeting Times **Memberships** Attendance Teacher History EMIS Override < Prev: P140A #5 Next: P140A #31 >

Course Group	Group Section
History	1

Save Course Section Cancel

**Course Group** (read-only) – Name of the course group in which this course section is a member.

**Group Section** (read-only) – Course group section number for which this course is a member.

### Course Section – Attendance Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Sections – Attendance Tab**

The **Attendance** tab is only used for period attendance for course sections that meet over multiple periods for each rotation day it meets. If a course section only meets during one period on each rotation day it meets, all other check boxes are grayed out.

If a course section meets over multiple periods, those periods are selectable.

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

## Course Sections - P140A - WORLD HISTORY SEM A (5)

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

General Meeting Times Memberships Attendance Teacher History EMIS Override Next: P140A #11 >

**i** Please select the meeting times for which attendance will be collected. You must select at least one period on each day the course section meets.

Schedule Term: \* 10/30/2017 ▾

Day	Periods
M	1 2 3 4 5 A B C 6 7 8 <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
T	1 2 3 4 5 A B C 6 7 8 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
W	1 2 3 4 5 A B C 6 7 8 <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
R	1 2 3 4 5 A B C 6 7 8 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
F	1 2 3 4 5 A B C 6 7 8 <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Save Course Section Cancel

**Schedule Term** (required) – Select the schedule term from the drop-down list. Course sections can collect period attendance in different periods across different schedule terms during the course term.

**Periods** (optional) – Select the check boxes for the periods in which attendance is collected.

### Course Section – Teacher History Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Sections – Teacher History Tab**

The **Teacher History** tab lists the teachers of this course section. Also listed are the dates each teacher began and finished teaching this course section and the teacher's role. The **Teacher History** tab is not automatically updated with the information from the **Meeting Times** tab. When adding a course section, users must update the information on the **Teacher History** tab and on the **Meeting Times** tab.



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



## Course Sections - 074 - BRITISH LITERATURE (22)

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

Working Schedule: Default Schedule | Result: Default Schedule Result | Reload Screen

General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | < Prev: CCPENG120 #11 | Next: 074 #72 >

Add New

	Teacher Name	Start Date	End Date	Role	Teacher Of Record	IRN Override
 	WASOWSKI, RICHARD	01/16/2018	06/01/2018	LT	<input checked="" type="checkbox"/>	

Save Course Section | Cancel

**Add New** – Click to add a new teacher to this course section.

 – Click to remove this teacher from the course section.

 – Click to modify this teacher entry.

### Add Teacher

Click **Add New** to add a teacher to this course section.

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

## Course Sections - 074 - BRITISH LITERATURE (22)

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

Working Schedule: Default Schedule | Result: Default Schedule Result | Reload Screen

General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | < Prev: CCPENG120 #11 | Next: 074 #72 >

Teacher: \* PATRICK MILLER

Role Code: CT - Co-Teacher

Start Date: \* 1/16/2018

End Date: \* 6/1/2018

Teacher Of Record:

Teacher IRN Override: 99999

Save | Cancel

**Teacher** (required) – Select the teacher being added from the drop-down list.

**Role Code** (optional) – Select the teacher’s role from the drop-down list. Lead teacher is used when one and only one teacher of record is assigned to this course section. When multiple teachers of record are assigned to this course section, they all must be designated as co-teachers.

**Start Date** (optional) – Select the date the teacher started teaching this course section.

**End Date** (optional) – Select the date the teacher stopped teaching this course section.

**Teacher of Record** – For EMIS reporting purposes, at least one teacher must be designated as a teacher of record for this course section. All teachers of record are reported to EMIS.

**Teacher IRN Override** – For EMIS reporting purposes, if the co-teacher is not from the district, you can enter their main location here.

### Course Section – EMIS Override Tab

#### StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Sections

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

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

### Course Sections - P140A - WORLD HISTORY SEM A (5)

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

General Meeting Times Memberships Attendance Teacher History **EMIS Override** Next: P140A #11 >

EMIS Staff Provider IRN:

EMIS Subject Code:

Curriculum:

Delivery Method:

Student Population:

Highly Qualified Teacher IRN:

EMIS Location IRN:

Start Date:

Stop Date:

Dual Credit:

Save Course Section Cancel

You can override the following information in the course section. For more information about the codes, refer to the *ProgressBook StudentInformation EMIS Guide*.

**EMIS Staff Provider IRN** – IRN of the entity other than the district in context employing the staff member of this course. Valid IRNs are those of other EMIS reporting entities such as an ESC. \*\*\*\*\* must be entered if there is no **EMIS Staff Provider IRN**.

**EMIS Subject Code** – Lists the valid EMIS course subjects.

**Curriculum** – Lists the valid curriculum source/model/program for the course.

**Delivery Method** – Identifies the means by which instruction is provided/communicated to the student(s) in the course.


**Student Population** – Identifies the attributes of the student group for which the course is intended.

**Highly Qualified Teacher IRN** – IRN used to group courses for the calculation of the percent of core courses taught by highly qualified staff and the percent of core courses taught by properly certified staff. Valid options include a 6 digit IRN, **999999**, or **\*\*\*\*\***.

**EMIS Location IRN** – IRN of the building in which the course section is held.

**Start Date** – Start date of the course section assignment.

**Stop Date** – Stop date of the course section assignment.

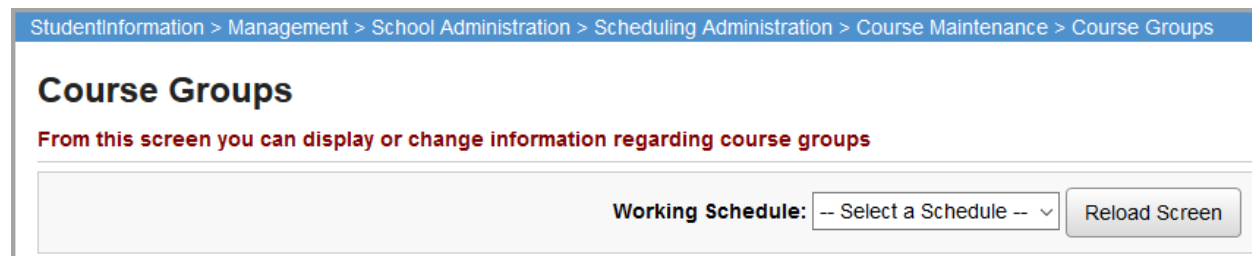
 – Click to access the ODE IRN search for assistance with completing the **EMIS Staff Provider IRN**, **Highly Qualified Teacher IRN**, or **EMIS Location IRN** fields.

**Dual Credit** – Select this option when the course is not marked as dual credit, but the course section can earn credits for both high school and transcribed college credit.

## Course Groups

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Groups**

If you navigate to this page before the schedule is finalized, you will need to select a **Working Schedule** from the drop-down list and then click **Reload Screen**. At any time, you may select a different schedule from the drop-down list and click **Reload Screen** to change the schedule you are working with.



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

### Course Groups

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

Working Schedule:

Course groups are used as a way to mass schedule students into a group of courses, the result being that a group of students stay together for all courses that are defined in the group. Course groups can have many courses and many sections.

From a course/schedule request point of view, students only need a request for the course group and not all the individual courses within the course group. From a scheduling point of view, the 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.

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

## Course Groups

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

Working Schedule: Default Schedule

Course Group Code:  Group Member Course:

Course Group Name:

Course groups can be viewed by specifying a filter from one or more of the fields listed as shown in the following example, or by searching without any specified criteria, which would list ALL course groups in the working building. Alternately, you can enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature to locate a course code or click  to use the Course Selection Wizard. For more information on using the Course Selection Wizard see [“Course Selection Wizard.”](#)

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

## Course Groups

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

Working Schedule: Default Schedule

Course Group Code: y  Group Member Course:

Course Group Name:

		Code ▼	Name	Courses	Capacity	Locked	Display Courses	Is Active
<input type="button" value="..."/>	<input type="button" value="edit"/>	YOGA	YOGA	875	20		<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
<input type="button" value="..."/>	<input type="button" value="edit"/>	YearBook	YearBook	091			<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
<input type="button" value="..."/>	<input type="button" value="edit"/>	YB	YB	084	30		<input checked="" type="checkbox"/>	<span style="color: green;">●</span>

Show Active Only

– Click to open the Course Selection Wizard.

**Search** – Search for course groups using the selection criterion.

This screen has standard add record, edit record, and delete record controls.

Records on this page are not deleted, but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

**Sorting** – You can sort by most columns (**Code**, **Name**, **Capacity**, and **Is Active**) in ascending or descending order by clicking on the column header.

**Courses** – This column lists the course codes of member courses of this course group.

When adding a course group, after entering information on the **Group** tab, switching to the **Courses / Sections** tab automatically saves the course group. When you edit a course group, switching to the **Courses / Sections** tab automatically saves any changes made to information on the **Group** tab.

**<Prev: [Course]** – When editing, click to save changes made to this course group and go to the previous course group.

**Next: [Course]>** – When editing, click to save changes made to this course group and go to the next course group.

## Course Group – Groups Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Course Groups**

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

### Course Groups

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

Working Schedule: Default Schedule

Group: Courses / Sections

Code:\*  Abbreviation:

Name:\*  Short Name:\*

Capacity:

Description:

Scheduling Priority:\* 5

Is Locked:

Display Courses Individually:

Display on Public Module:

Is Active:


**Code** (required) – Enter up to 15 alphanumeric characters for the course group. If you try to use an existing inactive course group code, you are prompted to reactivate this inactive group if you wish. Course groups are defined only at the building level.

**Abbreviation** (optional) – Enter an abbreviation for the course group (up to 8 characters).

**Name** (required) – Enter the name of the course group (up to 30 characters).

**Short Name** (optional) – Enter a short version of the **Name** for the course group (up to 15 characters).

**Description** (optional) – Enter a description of the new course group (up to 200 characters).

**Capacity** (optional) – Enter a value to indicate the capacity to be used for this group or use  to adjust the value.

**Scheduling Priority** (required) – Choose a scheduling priority from 1 to 9 (1 being the lowest and 9 being the highest) for this Course Group, with a default value of 5. Any student request created for this Course Group will have the request priority set to the Course Group's scheduling priority. A request with a higher priority will be attempted to be scheduled before a request with a lower priority. **NOTE:** Once a request is entered, changing this value on the Course Group record does not change existing request priority values. Also, request priority only affects the student's schedule when it is selected for all passes on the Job Parameter Set.

**Is Locked** (optional) – (this function is currently not functional; see the Is Locked check box for each course group section, the following topic).

**Display Courses Individually** – Indicates whether courses that are members of this course group can be searched for and requested by students individually in the Student Course Request Application. If courses that are in this course group should not display individually in the Student Course Request Application, de-select this check box. This overrides the **Course** screen **General** tab **Display on Public Module** check box for the courses within this course group.

**Display on Public Module** – Select this check box if this course group can be requested by students within the Student Course Request Application.

**Is Active** – Yes or No. If checked, this is an active course group that can be used in course requests and scheduling.

Clicking on the **Courses/Sections** tab saves changes made to the Course Group.

## Course Group – Courses / Sections Tab

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

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

### Course Groups

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

Working Schedule:

Course Group		Member Course	Memberships	Membership Sum Capacity	Course Is Active
Code:	1617	936 - BASIC APPLIED MATH II	1617		<span style="color: green;">●</span>

Group / Course	Section	Capacity	Is Locked	Is Active
<input checked="" type="checkbox"/> Show Active Only				

**Course Group** – This information box lists the course group **Code**, course group **Name**, and course group **Capacity**.

– Enter a known course code. Otherwise, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find feature, or click  to use the Course Selection Wizard to select a course code. Then, click **Add Course** to add that course to the course group. All courses added to the course group displays in the grid above.

	Member Course	Memberships	Membership Sum Capacity	Course Is Active
	936 - BASIC APPLIED MATH II	1617		<span style="color: green;">●</span>

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

**Note:** This does **NOT** currently 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** – This column shows whether a course is marked as active or not, regardless of its inclusion in the course group. ● indicates an active course, while ○ indicates an inactive course.

	Member Course	Memberships	Membership Sum Capacity	Course Is Active
	936 - BASIC APPLIED MATH II	1617		●
	937 - BASIC APPLIED MATH III	1617		○

**Add Section** – Click to add a new course group section to the following grid. 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. No member courses will have Course Sections assigned yet.

Add Section					
	Group / Course	Section	Capacity	Is Locked	Is Active
	1617 - Practice	1	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	936 - BASIC APPLIED MATH II*	-- Select Course Section --			
	937 - BASIC APPLIED MATH III*	-- Select Course Section --			

Show Active Only

Member courses are listed below each course group section.

Course group section Records on this screen are not deleted but are inactivated instead. For information on reactivating records, see the *ProgressBook StudentInformation Getting Started Guide*.

**Section (Course Group Section)** (required) – This is 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 (Member Course Section)** (required) – For each member course, select the course section that should be assigned to this course group section.



**Capacity** (required) – Enter the capacity for filling this course group section.

***Note:** Course group section **Capacity** takes precedence over course section **Capacity** when using 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** (optional) – Select this check box 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 (as long as **Honor Course Group Locks** was selected in the Scheduler run).

Click the **Group** tab to save changes made to the course group.

## Scheduler

### Job Parameter Sets (Schedule Job Wizard)

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Job Parameter Sets**

A Job Parameter Set is a collection of parameters that can be used in a run of the Batch Scheduler or the Single Student Scheduler. A Job Parameter Set allows school personnel to maintain a set of parameters for reuse, rather than resetting all parameters for each Schedule Job run. As shown in the following image, the building may have several Job Parameter Sets defined for use, with one designated as the default set that is used in all runs of the Batch Scheduler and Single Student Scheduler unless otherwise specified.

## 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
				8th grade 17/18	batch 8th grade	2	<input type="checkbox"/>	<input type="checkbox"/>	
				Batch ALL GRADES 17/18		14	<input type="checkbox"/>	<input type="checkbox"/>	
				SINGLE STUDENT 17/18		13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Show Active Only

– Click to delete this Job Parameter Set.

– Indicates that this Job Parameter Set cannot be deleted because it has been configured as the Default for the Batch Scheduler or has been configured for use with the Single Student Scheduler.

– Click to edit this Job Parameter Set. The **Schedule Job Wizard** screen **Run Level Parameters** tab displays; controls to save, set defaults, or clear values are on the **Submit** tab.

– Click to execute this Job Parameter Set and update the existing Schedule Result. The **Schedule Job Wizard** screen **Submit** tab displays with controls to run and update; changes you make to other tabs are saved when you run the job.

*Note: When you update an existing Schedule Result, all previous Schedule Result records are deleted, including those with a non-assigned status.*

*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 execute this Job Parameter Set and create a new Schedule Result. The **Schedule Job Wizard** screen **Submit** tab displays with controls to run and update; changes you make to other tabs are saved when you run the job.

*Note: If there is a finalized schedule result for the School and Year in context, the icon is grayed out and cannot be selected.*

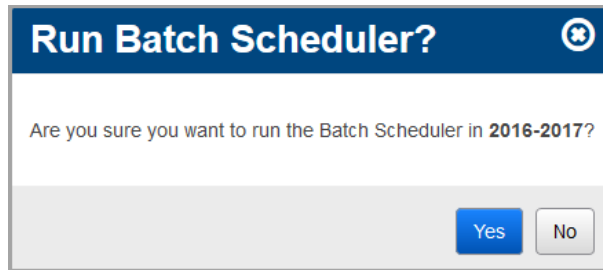
**Default Batch** – This check box is selected if the corresponding Job Parameter Set is used as the default Job Parameter Set for the Batch Scheduler and cannot be deleted.

*Note: Once a Default Batch Job Parameter Set is selected, its selections become the default values when you add a new Job Parameter Set.*

**Single Student** – This check box is selected if the corresponding Job Parameter Set is used for the Single Student Scheduler and cannot be deleted.

**Add Job Parameter Set** – Click to add a new Job Parameter Set. You should review and update the configurations on all six tabs. On the final **Submit** tab, you can save the defined parameters, run the scheduler, or save the sets and run the scheduler at the same time.

**Note:** It is not recommend that you run the Scheduler in the current school year. A warning message displays when you try to use the Schedule Job Wizard or add a Job Parameter Set to the current school year.



### Add/Edit/Execute Job Parameter Set

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

**Grade Levels to Schedule:**\*

05 - 05   06 - 06  
 07 - 07  
 08 - 08  
 UG - UG

**Course Terms to Schedule:**\*

1st 9 Weeks Only  
 2nd 9 Weeks Only  
 1st Semester Only  
 3rd 9 Weeks Only

**Note:** Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled.

**Sort Criteria for Students who are being Scheduled:**\*

Grade Level ASC  
 Grade Level DESC  
 Student Last Name ASC  
 Student Last Name DESC

Student Random

Section Overfilled Percent: 10

Course Group Locking: Lock All Course Groups   Balance By Ethnicity: No Balancing

**Note:** The Time Limit Per Student value determines the maximum number Of seconds that the scheduler will Try To schedule Each student.

Time Limit Per Student: 60

Next >   Cancel

On each tab, **<Back** and **Next>** have different functions depending on whether you are adding/editing a Job Parameter Set or executing a Job Parameter Set. In both cases, **<Back** takes you to the previous tab and **Next>** advances you to the next tab. However, changes made to a Job Parameter Set are only saved if you are **adding or editing** the Job Parameter Set (not executing) and click **Save Schedule Parameters** on the **Submit** tab. Changes made to a Job Parameter Set while **executing** are only saved as part of the parameters for the current Schedule Job run. The original Job Parameter Set being executed does not change.

On all tabs, clicking **Cancel** removes the changes and returns you to the **Job Parameter Set Maintenance** Screen.

## Run Level Parameters Tab

### Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job Wizard

The first tab of the Schedule Job Wizard is used to define Run Parameters. Run Parameters are selection and sort criteria used by the Batch Scheduler or Single Student Scheduler when this particular Job Parameter Set is applied.

The screenshot shows the 'Schedule Job Wizard' interface with the 'Run Level Parameters' tab selected. The breadcrumb trail at the top reads: 'StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Schedule Job Wizard'. Below the title, a red message states: 'From this screen, you can save Job Parameter Sets for the Scheduler'. The interface features several tabs: 'Run Level Parameters' (active), 'Pass Level Parameters', 'Pass Control', 'Course Sequencing Rules', 'Teacher Link Groups', and 'Submit'. The main content area is divided into three sections:
 

- Grade Levels to Schedule:** A list on the left contains '05 - 05', '07 - 07', '08 - 08', and 'UG - UG'. A list on the right contains '06 - 06'. Bidirectional arrows connect the two lists.
- Course Terms to Schedule:** A list on the right contains '1st 9 Weeks Only', '2nd 9 Weeks Only', '1st Semester Only', and '3rd 9 Weeks Only'. Bidirectional arrows connect this list to an empty list on the left.
- Sort Criteria for Students who are being Scheduled:** A list on the left contains 'Grade Level ASC', 'Grade Level DESC', 'Student Last Name ASC', and 'Student Last Name DESC'. A list on the right contains 'Student Random'. Bidirectional arrows connect the two lists.

 Below these sections are several input fields:
 

- Section Overfilled Percent:** A spinner box set to '10'.
- Course Group Locking:** A dropdown menu set to 'Lock All Course Groups'.
- Balance By Ethnicity:** A dropdown menu set to 'No Balancing'.
- Time Limit Per Student:** A spinner box set to '60'.

 A note at the bottom states: 'Note: The Time Limit Per Student value determines the maximum number Of seconds that the scheduler will Try To schedule Each student.' At the bottom of the form are 'Next >' and 'Cancel' buttons.

**Grade Levels to Schedule** (required) – Select at least one grade level to schedule for this Job Parameter Set. By default, all grade levels are selected.

**Course Terms to Schedule** (required) – Select at least one course term to schedule for this Job Parameter Set. By default, all course terms are selected.



**Sort Criteria for Students who are being Scheduled** (required) – Select the sort parameters that you wish to use and the order in which the parameters are applied in the scheduling run. If no Default Batch Job Parameter Set exists, the default sort order is as follows: Grade Level ASC, Student Schedule Priority, Student Requesting Group, and Student Random.




**Caution:** Do not select both *ASC* (ascending) and *DESC* (descending) versions of the same type of sort (such as both **Student Number ASC** and **Student Number DESC**).

The following options are available:

- **Grade Level ASC** (ascending) or **Grade Level DESC** (descending)
- **Student Last Name ASC** (ascending) or **Student Last Name DESC** (descending)
- **Student Number ASC** (ascending) or **Student Number DESC** (descending)
- **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 a Request for any course groups.
- **Student Random** – You should always select this sort option as the last option unless it is the only sort option being used.

At least one sort parameter must be selected. If you click an item in the right dual listbox, you can use the  and  buttons to move it up or down in the sort order.

**Note:** Only students with a **Student Status** code with the overall status of **Active** are scheduled by the Scheduler.

**Section Overfilled Percent** (optional) – If the overfilling of course sections is allowed, you must define a value in this field. This value indicates the percentage of the capacity a section can be overfilled. You can enter a specific number or use  to increase or decrease the number by increments of one. If this value is 0% (zero), then the capacity setting is enforced.

**Note:** The scheduler will attempt to balance the number of students per section before overfilling occurs.

**Note:** This value is only enforced on Scheduler passes when the **Allow Section Overfilling** check box is selected on the **Pass Control** tab.

**Course Group Locking** – Select the method used for Course Group Locking from the drop-down list.

The following options are available:

- **Lock No Course Groups** – Whether or not the corresponding Course Group Sections have been defined as locked, students can be scheduled into course sections within a Course Group.
- **Honor Course Group Locks** – Students cannot be scheduled into course sections for Course Group Sections that have been defined as locked.
- **Lock All Course Groups** – Students cannot be scheduled into any course sections within a Course Group whether or not they are defined as locked.

**Balance by Ethnicity** – If you wish to balance courses by ethnicity in the scheduling run, select the majority or primary ethnicity from the drop-down list of all available ethnicities. All other ethnicities are grouped together as the minority. The default value is **No Balancing**.

**Time Limit Per Student** – Enter the maximum number of seconds that the scheduler can try to schedule each student.

### **Pass Level Parameters Tab**

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job Wizard**

Pass Level parameters define processing logic and the number of completed passes with this run of the scheduler. Any number of passes from 1-10 may be defined. Once the school year and scheduling process have been finalized, the default Job Parameter run should be designated with one 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 listed there.*

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

## 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](#)

**i** The number of passes executed by the scheduler. Note: the Single Student scheduler will only use the first pass even if multiple passes are selected

Maximum Number of Passes:

---

**i** The maximum number of periods that a student may be assigned to courses on a rotation day

Maximum Number of Periods Per Day:

---

**i** The maximum difference, between any two schedule terms, in the number of courses to which a student is assigned

Maximum Variation of Courses Between Schedule Terms:

---

**i** The maximum difference, between any two schedule terms, in the total weight of courses to which a student is assigned

Maximum Variation of Course Weights Between Schedule Terms:

---

**i** The maximum number of days on which the courses to which a student is assigned may violate the Daily Pattern Rules

Maximum Number of Days Allowed with Restricted Patterns:

---

**i** The maximum number of days on which the courses to which a student is assigned may violate the Max Periods Per Day restriction

Maximum Number of Days Allowed with Excessive Periods:

↕ – Use these arrows to adjust values up or down by increments of one.

**Maximum Number of Passes** (required) – Select the number of passes the scheduler performs using the options defined for each pass on the **Pass Control** tab. The value defaults to 3. This number determines the number of columns that are available on the **Pass Control** tab.

**Note:** Regardless of the number of passes listed here, the Single Student Scheduler only uses one pass.

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

The following three features only function for passes with the appropriate check boxes selected on the **Pass Control** tab. For instance, if the **Enforce Maximum Number of Periods Per Day** check box is selected for all passes, the number entered in the **Maximum Number of Periods Per Day** field is enforced for all passes.

- **Maximum Number of Periods Per Day** (optional) – Enter up to two digits to indicate the maximum number of periods on any given day into which a student may be scheduled. This field defaults to your total number of periods per day. (**Pass Control** tab: **Enforce Maximum Number of Periods Per Day** check box)
- **Maximum Variation of Courses Between Schedule Terms** (optional) – Enter one digit to indicate the maximum difference in the number of courses a student may be scheduled into between any two schedule terms. This field ensures that each student’s course load is spread evenly across all schedule terms. By default, this field is blank. (**Pass Control** tab: **Enforce Number of Courses Between Schedule Terms** check box)
- **Maximum Variation In Course Weights Between Schedule Terms** (optional) – Enter up to two digits to indicate the maximum variation in course weights between any two schedule terms. This field ensures that each student’s course load is spread evenly across all schedule terms. By default, this field is blank. (**Pass Control** tab: **Enforce Course Weights Between Schedule Terms** check box)

**Maximum Number of Days Allowed With Restricted Patterns** (optional) – Enter a number from 0 to 10 to indicate the max number of cycle/rotation days a student’s schedule may be in conflict with the daily pattern rules in a schedule term. By default, this field is blank. (See [“Daily Pattern Rules.”](#))

Example: If the maximum number of days allowed with restricted patterns is 2, and the student has a schedule that only violates a daily pattern rule on Monday, the student’s schedule is accepted. But if the student’s schedule violates a pattern on Monday, Tuesday, and Wednesday, the schedule is rejected.

**Maximum Number of Days Allowed With Excessive Periods** (optional) – Enter a number from 0 to 10 to indicate the max number of cycle days a student’s schedule may be in conflict with the **Maximum Number of Periods Per Day** rule. By default, this field is blank.

## Pass Control Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job Wizard**

The **Pass Control** tab defines properties used by each pass during the batch schedule run. The number of columns listed is determined by the number of passes defined on the **Pass Level Parameters** tab.

**Note:** Only select the **Allow Partial Schedules** check box for **ONE** 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Enforce Daily Pattern Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Enforce Teacher Link Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Enforce Maximum Number of Periods Per Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Enforce Number of Courses Between Schedule Terms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Enforce Course Weights Between Schedule Terms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Allow Section Overfilling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Try Alternates	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Allow Partial Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Order Requests By Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Enforce Requests with Assigned Teacher or Period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Back   Next >

When more than one pass has been designated, make the first pass the most restrictive and remove constraints with each consecutive pass, with the final pass being the least restrictive.

**Note:** Only select the **Allow Partial Schedules** check box for the **FINAL** pass. Selecting this check box enables the possibility of students being at least partially scheduled during the final pass of the Batch Scheduler.

**Note:** Multiple passes with identical options selected do not improve your final schedule. Each pass must have different options selected in order to affect your schedule.

**Enforce Course Sequencing Rules** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler enforces the Course Sequencing Rules defined on the **Course Sequences Rules** tab.

**Enforce Daily Pattern Rules** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler enforces the Daily Pattern Rules. In order to enforce Daily Pattern Rules, the rules must be defined in StudentInformation (see [“Daily Pattern Rules”](#)).

**Enforce Teacher Link Groups** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler enforces Teacher Link Groups that are defined on the **Teacher Link Groups** tab.

**Enforce Maximum Number of Periods per Day** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler enforces the **Maximum Number of Periods Per Day** value defined on the **Pass Level Parameters** tab.

**Enforce Number of Courses Between Schedule Terms** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler enforces the **Maximum Variation of Courses Between Schedule Terms** value defined on the **Pass Level Parameters** tab.

**Enforce Course Weights Between Schedule Terms** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler enforces the **Maximum Variation in Course Weights Between Schedule Terms** value defined on the **Pass Level Parameters** tab.

**Allow Section Overfilling** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler enforces Section Capacity. Capacities are incremented by the percentage defined on the **Run Level Parameters** tab.

**Try Alternates** (optional) – If you select the corresponding check box(es), during the respective pass(es), if one or more of the primary requests cannot be scheduled, the scheduler attempts alternates.

***Note:** This should not be selected in the first pass of the scheduler if more than one pass has been defined.*

**Allow Partial Schedules** (optional) – If you select the corresponding check box(es), during the respective pass(es), if a student cannot be fully scheduled, the scheduler allows partial schedules.

***Note:** Only select the **Allow Partial Schedules** check box in the **final** pass. Allowing partial schedules in earlier passes can result in scheduling issues.*

**Order Requests by Priority** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler enforces the scheduling of higher priority course requests before lower priority course requests.



***Caution:** If you do not select this check box for each pass, during the pass(es) with the check box de-selected, course requests are assigned without regard to request priority, which may result in electives being scheduled before core classes.*

***Note:** This refers to request priority (which defaults to a Course's **Scheduling Priority** value on the Course's **General** tab when a request is entered), not to a student's **Schedule Priority** on the student's **Edit Student Profile** screen **Additional** tab.*

If you choose to schedule by Course priority when running the Batch Scheduler, the scheduler only orders courses 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 Batch Scheduler assigns the lower priority course.

**Enforce Requests With Assigned Teacher or Period** (optional) – If you select the corresponding check box(es), during the respective pass(es), the scheduler 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 the corresponding check box(es), a student may be assigned another section if none are available for the chosen teacher or period.

## Course Sequencing Rules Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job Wizard**

Course Sequencing Rules are used to define the order course sections can be assigned in a student’s schedule by the Batch Scheduler or Single Student Scheduler. Course sequencing rules function by placing one course against another course with a preset rule that specifies when the first course must be taken in relation to the second course.



**Note:** *These are not pre-requisites or co-requisites. These only determine course ordering in the year being scheduled and only if a student has requested both courses.*

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
 	060 - APP. OF LIT. I	In Earlier Schedule Term	061 - APP. OF LIT. II	<input type="checkbox"/>

Primary Course:\*  ...

Rule:\*

Secondary Course:\*  ...

Is Rigid:

 – Click to delete this Course Sequencing Rule.

 – Click to edit this Course Sequencing Rule.

**Note:** Course Sequencing Rules now copy up to the new school year when you run School Year Initialization.

## Add/Edit Course Sequencing Rule



### Add a Course Sequence Rule

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
 	060 - APP. OF LIT. I	In Earlier Schedule Term	061 - APP. OF LIT. II	<input type="checkbox"/>

Primary Course:\*  ...

Rule:\*  ▾

Secondary Course:\*  ...

Is Rigid:

**Add**

< Back   Next >



## Edit a Course Sequence Rule


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
 	060 - APP. OF LIT. I	In Earlier Schedule Term	061 - APP. OF LIT. II	<input type="checkbox"/>

Primary Course:\*  

Rule:\*


Secondary Course:\*  

Is Rigid:


**Save**   Cancel

< Back   Next >

**Note:** Unlike most screens, to add a Course Sequencing Rule, you need to enter the necessary fields before clicking **Add**.

**Primary Course** – Enter a course code if known. Otherwise, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find, or click  to use the Course Selection Wizard to select the primary course for this course sequencing rule.

**Rule** – Select the applicable rule from the drop-down list.

**Secondary Course** – Enter a course code if known. Otherwise, enter at least 2 alphanumeric characters of the course name or code to use the typeahead find, or click  to use the Course Selection Wizard to select the secondary course for this course sequencing rule.

**Is Rigid** – Select this check box if this rule must be enforced throughout the schedule run process regardless of pass Control parameters.

**Add** – After entering and selecting the above values on the tab, click **Add** to create a new Course Sequencing Rule.

**Save** – Click to save changes to the Course Sequencing Rule you are editing.

**Cancel** – Click to discard changes to the Course Sequencing Rule you are editing.

## Teacher Link Groups Tab

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job Wizard**

The batch schedule process includes a mechanism to link a teacher and a group of courses that the teacher instructs in progression, so that students are scheduled with the same instructor. This is typically handled through Course Groups, but can also be accomplished using the Teacher Link Group. By setting up courses as a Teacher Linked Group, the batch scheduler ensures that students are assigned a course section with the same teacher for all courses that are defined in that Teacher Link Group.



**Caution:** *The maximum number of Teacher Link Group Sections for a Teacher Link Group with two courses defaults to 100. This allows a maximum of ten course sections for each course in the Teacher Link Group to have the same teacher. If this limit is exceeded, the batch scheduler does not process correctly.*

**Note:** *There is an ITC-level parameter that lets you 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 app server.*

## 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

	Name	Description
	Parenting Group	PA__A1, PA__B1

**Teacher Link Group Name:**

**Teacher Link Group Description:**

**Courses:**

001 - CAREER CENTER  
 002 - COLLEGE NOW  
 003 - CC HALF DAY  
 004 - MOVING  
 005 - PIONEER CC  
 006 - INTERNATIONAL BACC

↔
↔

Add

< Back
Next >

- Click to delete this Teacher Link Group.
- Click to edit this Teacher Link Group.

## Add/Edit Teacher Link Group

### Add a Teacher Link Group

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

	Name	Description
	Parenting Group	PA__A1, PA__B1

Teacher Link Group Name: \*

Teacher Link Group Description:

Courses: \*

001 - CAREER CENTER	470 - ACCOUNTING I
002 - COLLEGE NOW	471 - ACCOUNTING II
003 - CC HALF DAY	473 - ACCOUNTING III
004 - MOVING	
005 - PIONEER CC	
006 - INTERNATIONAL BACC	

**Add** | < Back | Next >

### Edit a Teacher Link Group

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

	Name	Description
	Parenting Group	PA__A1, PA__B1
	Accounting Group	470, 471, 473

Teacher Link Group Name: \*

Teacher Link Group Description:

Courses: \*

001 - CAREER CENTER	470 - ACCOUNTING I
002 - COLLEGE NOW	471 - ACCOUNTING II
003 - CC HALF DAY	473 - ACCOUNTING III
004 - MOVING	
005 - PIONEER CC	
006 - INTERNATIONAL BACC	

**Save** | Cancel | < Back | Next >



**Note:** Unlike most screens, to add a Teacher Link Group, you need to enter the necessary fields before clicking **Add**.

**Teacher Link Group Name** (required) – Enter a Teacher Link Group name of up to 30 characters. All the courses you want to link together must have the same teacher link group name.

**Teacher Link Group Description** (optional) – Enter up to 200 characters to describe the group.

**Courses** (required) – Select courses you want to include in this Teacher Link Group from the dual listbox on the left and move them to the dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move courses between the two dual listboxes.)

**Add** – After entering values on the tab, click **Add** to create a new Teacher Link Group.

**Save** – Click to save changes to this Teacher Link Group you are editing.

**Cancel** – Click to discard changes to this Teacher Link Group you are editing.

## Submit Tab (Add/Edit)

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job Wizard**

When Adding or Editing a Job Parameter Set, the **Submit** tab lets you set the properties of the Schedule Job and then save the Job Parameter Set without running the Scheduler.

**Is Active** (optional) – Select this check box if this Scheduling Job Parameter is active and can be used for scheduling purposes.

**Job Parameter Set Name** (required) – Enter a name for the Job Parameter Set (up to 20 characters).

**Job Parameter Set Description** (optional) – Enter a Description for this Job Parameter Set (up to 200 characters).

**Set this Parameter Set as the Default Batch Parameter Set** – Select this check box if this Parameter Set should be designated as the default parameter set for the Batch Scheduler.

**Note:** *If you are adding the first Job Parameter Set, this check box is selected by default and cannot be de-selected.*

**Set this Parameter Set as the Single Student Parameter Set** – Select this check box if this Parameter Set should be used by the Single Student Scheduler.

**Clear Schedule Results Created By Scheduler** – Select this check box to change all student schedule results with a status of **Assigned** (whether scheduled by the Batch or Single Student Scheduler) to **UnAssigned** at the beginning of the scheduling run. When you select this check box, at the start of the scheduling run, all previously scheduled course requests for a student will be undone.



**Clear Schedule Results Created Manually** – Select this check box if you want to update students who have a schedule result of **Assigned** and a type of **Manual** to a status of **UnAssigned** at the beginning of the scheduling run. When you select this check box, at the start of the scheduling run, all previous course requests that were manually scheduled will be undone.

Schedule results with a non-Assigned status are always cleared.



**Save Schedule Parameters** – Click to save the current Job Parameter Set and return to the **Job Parameter Set Maintenance** screen.



### Submit Tab (Execute)

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job Wizard**

When executing a Job Parameter Set (by clicking either  or  from the **Job Parameter Set Maintenance** screen), the **Submit** tab allows you to update the properties of the Schedule Job and then run the Scheduler with the modified properties.

**Note:** *The changes made to a Job Parameter Set you are executing do not save to the original Job Parameter Set. The changes are only applied to this particular execution.*

**Note:** *When you click on  or , a message displays prompting you to confirm you want to run the batch scheduler in the current year in context.*

**Note:** *If the school has a finalized schedule result for the school year in context,  and  are grayed out and you cannot click them. If you still want to execute the scheduler, the schedule must be unfinalized (see the ProgressBook StudentInformation School Year Setup and Configuration Guide).*

## Execute Job and Update Existing Schedule Result

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

### Schedule Job Wizard

From this screen, you can run the Scheduler

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

Master Schedule:\*   Default Schedule   Schedule Result:\*   Default Schedule Result

Schedule Job Name:\*   Job Queue:\*

**i** If checked, the scheduler will first clear from the Schedule Result set chosen above, any assignments that were made for Requests by one or more previous scheduler runs. It will then attempt to reschedule the associated Requests.

Clear Schedule Results Created By Scheduler

**i** If checked, the scheduler will first clear from the Schedule Result set chosen above, any assignments that were made for Requests manually. It will then attempt to reschedule the associated Requests.

Clear Schedule Results Created Manually

Execute Schedule Job   < Back   Cancel

**Master Schedule** (required) – Select the applicable Master Schedule from the drop-down list. This Master Schedule is used in this run of the Scheduler.

**Note:** The building may have several Master Schedules listed when working on the schedule for the upcoming school year, so ensure you select the appropriate Master Schedule.

**Schedule Result** (required) – Select the applicable Schedule Result to update from the drop-down list. This Schedule Result is updated in this run of the Scheduler.

**Note:** The building is likely to have several Schedule Results for each Master Schedule listed when working on the schedule for the upcoming school year, so ensure you select the appropriate Schedule Result.

**Schedule Job Name** (required) – Enter a name for this Schedule Job (up to 30 characters). This name displays on the **Schedule Job History** screen, so the description should reflect what this Schedule Job Run represents (e.g., "third run" might not be useful, while something like "09-11, OF 10%, partials" might be more useful).

**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 check box to change all student schedule results with a status of **Assigned** (whether scheduled by the Batch or Single Student Scheduler) to **UnAssigned** at the beginning of the scheduling run. When you select this check box, at the start of the scheduling run, all previously scheduled course requests for a student will be undone.

**Clear Schedule Results Created Manually** – Select this check box if you want to update students who have a schedule result of **Assigned** and a type of **Manual** to a status of **UnAssigned** at the beginning of the scheduling run. When you select this check box, at the start of the scheduling run, all previous course requests that were manually scheduled will be undone.

Schedule results with a non-Assigned status are always cleared.

**Execute Schedule Job** – Click to run the Scheduler and go to the **Schedule Job History** screen. Changes made to the Job Parameter Set for this run are only saved on the **Schedule Job History** screen and not the original Job Parameter Set.

### **Execute Job and Create New Schedule Result**

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

## Schedule Job Wizard

From this screen, you can run the Scheduler

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

Master Schedule:\*

New Schedule Result Name:\*

New Schedule Result Description:

Copy from existing Schedule Result set:

**Check one or more of the boxes below, in order to copy assignments from the existing Schedule Result set chosen in the dropdown at left, to the new Schedule Result set**

Copy Schedule Results Created Manually

Copy Schedule Results Created by the Batch Scheduler

Copy Schedule Results Created by the Single Student Scheduler

Schedule Job Name:\*  Job Queue:\*

Execute Schedule Job < Back Cancel

For fields not listed here, see [“Execute Job and Update Existing Schedule Result.”](#)

**New Schedule Result Name** (required) – Enter a name for the Schedule Results that will be obtained when this job has processed (up to 30 characters).

**New Schedule Result Description** (optional) – Enter a description to more clearly define these Schedule Results obtained when this job has processed (up to 200 characters).

**Copy from existing Schedule Result set** (optional) – Select a different Schedule Result set in the drop-down list to copy assignments from that Schedule Result. Select the check boxes below the drop-down list to indicate the assignment you wish to copy. If you are creating a brand new schedule result with this Scheduler run, you can leave this

drop-down list blank and all three Copy Schedule Results check boxes below de-selected.

**Copy Schedule Results Created Manually** – Select this check box if you want to copy any manual results from an existing Schedule Result (selected in the **Copy from existing Schedule Result set** field).

**Copy Schedule Results Created by the Batch Scheduler** – Select this check box if you want to copy batch results from an existing Schedule Result (selected in the **Copy from existing Schedule Result set** field).

**Copy Schedule Results Created by the Single Student Scheduler** – Select this check box if you want to copy Single Student results from an existing Schedule Result (selected in the **Copy from existing Schedule Result set** field).

**Execute Schedule Job – Execute Schedule Job** – Click to run the Scheduler and go to the **Schedule Job History** screen. Changes made to the Job Parameter Set for this run are only saved 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 is used to define parameters used when scheduling study halls for students via the batch or online schedule engines.



**Caution:** We strongly recommend against running the Study Hall Wizard in the current school year.

StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Study Hall Wizard

**WARNING: You are working with the Current School Year, and not a Future School Year as expected**

### Study Hall Wizard

From this screen, you can define the rules used by the study hall scheduler when assigning students to study halls.

Study Hall Parameters [Execute Job](#)

Max Consecutive Study Halls:

Section Overfill Percent:

Sort Params Sort Order:

**Note:** Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled

Enforce Study Hall Grade Levels:

Grade Levels to Schedule:

Permit First Period Study Hall  Permit Study Hall Before Lunch  
 Permit Last Period Study Hall  Permit Study Hall After Lunch

[Save](#) [Cancel](#) [Next >](#)

## Study Hall Parameters

### Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Study Hall Wizard

StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Study Hall Wizard

### Study Hall Wizard

From this screen, you can define the rules used by the study hall scheduler when assigning students to study halls.

Study Hall Parameters Execute Job

Max Consecutive Study Halls:\*

Section Overfill Percent:

Sort Params Sort Order:\*

Grade Level ASC	↔	Grade Level DESC
Student Last Name ASC	↔	
Student Last Name DESC	↔	
Student Number ASC	↔	

**Note:** Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled

Enforce Study Hall Grade Levels:

GR - GR	↔	12 - 12
13 - 13	↔	11 - 11
23 - 23	↔	10 - 10
		09 - 09

Permit First Period Study Hall  Permit Study Hall Before Lunch

Permit Last Period Study Hall  Permit Study Hall After Lunch

Save Cancel Next >

**Max Consecutive Study Halls** (required) – Enter up to 2 digits to indicate the maximum consecutive study halls on any given day into which a student can be scheduled. A value of 0 means that no study halls can be scheduled.

**Section Overfill Percent** (optional) – If overfilling of course sections is allowed, this value represents a percentage of the capacity a study hall may be overfilled.

**Sort Params Sort Order** (required) – Select the sort parameters that you wish to use and the order in which the parameters are applied in the study hall assignment run. By default, none are selected, so you must select at least one.



**Caution:** Do not select both *ASC* (ascending) and *DESC* (descending) versions of the same type of sort (such as both **Student Number ASC** and **Student Number DESC**).

The following options are available:

- **Grade Level ASC** (ascending) or **Grade Level DESC** (descending).
- **Student Last Name ASC** (ascending) or **Student Last Name DESC** (descending).
- **Student Number ASC** (ascending) or **Student Number DESC** (descending).



- **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 a Request for any course groups.
- **Student Random** – If you select more than one sort option and include this one, it should always be the last one.

At least one sort parameter must be selected. If you click an item in the right dual listbox, you can use the ↑ and ↓ buttons to move it up or down in the sort order.

***Note:** Only students with a **Student Status** Code with overall status of **Active** are scheduled using the Study Hall Wizard.*

**Enforce Study Hall Grade Levels** (optional) – Select this check box to ensure the study hall assignment is applied only to the grade levels that are set up on the course master 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** (optional) – In the dual listbox to the left, select the grades to which you want to apply the study hall assignment, then click → to move them to the dual listbox on the right. (You can hold down Ctrl or Shift to make multiple selections and use any of the arrow icons to move grades between the two dual listboxes.) If you do not select any grade levels, all grade levels are included.

**Permit First Period Study Hall** (optional) – Select this check box to allow study halls to be added first period to student schedules on any rotation day, if an opening exists.

**Permit Last Period Study Hall** (optional) – Select this check box to allow study halls to be added last period to student schedules on any rotation day, if an opening exists.

**Permit Study Hall Before Lunch** (optional) – Select this check box to allow study halls to be added to student schedules on any rotation day before a scheduled lunch, if an opening exists.

**Permit Study Hall After Lunch** (optional) – Select this check box to allow study halls to be added to student schedules after a scheduled lunch on any rotation day, if an opening exists.

**Save** – Click to save current study hall scheduling parameters without executing the study hall scheduling job.

**Cancel** – Click to clear out any data entered.

**Next>** – Click to save the selected study hall scheduling parameters and proceed to the **Execute Job** tab.

**Note:** The Study Hall Wizard tries to balance study hall sections, first by trying to schedule a study hall with the greatest number of meeting times per rotation period (e.g. if a student has period 3 open all week, the Study Hall Scheduler will first try to schedule a MTWRF study hall before it tries a MWF study hall), and after that, it schedules study halls in ascending order by filling percentage. This means that, if you have 3 study hall sections with Capacity 30 and have 61 students to schedule into this study hall, the StudentInformation Study Hall Wizard tries to schedule these study halls to 21, 20, and 20 Filling, respectively.

## Execute Job

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Study Hall Wizard**

StudentInformation > Management > School Administration > Scheduling Administration > Scheduler > Study Hall Wizard

### Study Hall Wizard

From this screen, you can define the rules used by the study hall scheduler when assigning students to study halls.

The Study Hall Parameters were saved successfully

Study Hall Parameters    Execute Job

Schedule:\*    Default Schedule

Schedule Result:\*    2018-2019

Schedule Job Name:\*    Study Hall

Job Queue:\*

Submit    < Back

**Schedule** (required) – Select a schedule from the drop-down list that is to be used during this submission of the Study Hall schedule job. The default schedule auto-populates this field. If the schedule has been finalized, this field is not selectable.

**Schedule Result** (required) – Select the schedule result to be used during this submission of the study hall schedule job. If the schedule has been finalized, this field is not selectable.

**Schedule Job Name** (required) – Enter a name for this schedule job (up to 30 characters).

**Job Queue** (required) – Select a predefined job queue from the drop-down list of available queues.

**Submit** – Click to submit the schedule job with the job specifications as defined.

<Back – Click to save changes to this tab and return to the **Study Hall Parameters** tab.

## Schedule Job History

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History**

A Schedule Job contains data regarding a single run of the batch schedule engine including the Scheduling Job Parameters used, date and time of execution and statistics related to the schedule job run. Schedule job records are not restricted to batch schedule jobs but may also include Online (single student) jobs and special runs such as study hall jobs.

	Job Name	Schedule Result Set	Run Time	Duration (min)	Job Type	Status	Username
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	3rd att add math	Default Schedule Result	03/27/2007 01:06 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	2nd attempt	Default Schedule Result	03/27/2007 01:02 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	3rd	3rd try	03/27/2007 12:58 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	2nd try	2nd run new result	03/27/2007 12:54 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	1st try	Default Schedule Result	03/27/2007 12:09 PM	2	Batch	Complete	Melissa

**Result Set** – Specify Result Set from the drop-down menu. All is the default.

**Job Types** – Specify from the drop-down menu options, which result sets are to be selected. Batch is the default. Valid options are All, Batch, Online, Study Hall Batch and Study Hall Online.

**Job Status** – Specify from the drop-down menu options, which result sets are to be used. All is the default. Valid options are All, Job Schedule Error, Error, Submitted, Pending, Active and Complete.

**Refresh Display** – Click this button to refresh results.

**Sorting** – You may sort by any column (Job Name, Schedule Result Set, Run Time, Duration (min), Job Type, Status, Username or ReferenceId) in ascending or descending order by clicking on the column header.

**Stats** – View job statistics.

**Job Params** – View and/or Save Job Parameters used for the Schedule Job (invokes the Schedule Job Wizard, see “Add/Edit/Execute Job Parameter Set” or “Study Hall Wizard”).

**Rerun Job** – Execute Job and Update Existing Schedule Result (invokes the Schedule Job Wizard, see “Submit Tab (Execute)” or the “Study Hall Wizard”).

**Add Schedule Job** – Add a new Schedule Job (invokes the Schedule Job Wizard, see “Job Parameter Sets (Schedule Job Wizard).”)

**Note:** If your Schedule Job ends in an error, and you wish to troubleshoot the error, ITC personnel will need to submit a Help Desk ticket to StudentInformation State Support. If the ITC personnel working on troubleshooting have the Batch Scheduler Utility, they can use the Batch Scheduler Troubleshooter Action within the Batch Scheduler Utility to acquire Schedule Job Data and Schedule Job Details to attach to the Help Desk ticket. For more information on the Batch Scheduler Utility and the latest version of the Utility, ITC personnel may contact StudentInformation State Support.

**Note:** If you view the Schedule Job Statistics page in the current school year, the warning message StudentInformation provides will be very large. We strongly recommend AGAINST running the Scheduler in the current school year using any links on this page.

Home » Management » School Administration » Scheduling Administration » Scheduler » Schedule Job History Advanced Search | Feedback | Mgmt | Help | Print

**WARNING: You are working with the Current School Year, and not a Future School Year as expected**

**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
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	Master Schedule	Master Schedule	07/02/2007 09:06 AM	1	Batch	Complete	noacsc.christine
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	Master Schedule	Master Schedule	07/02/2007 08:49 AM	1	Batch	Complete	noacsc.christine
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	Master Schedule	Master Schedule	06/27/2007 04:10 PM	1	Batch	Complete	noacsc.christine

## View Job Statistics

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History

Home » Management » School Administration » Scheduling Administration » Scheduler » Schedule Job History Advanced Search

**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
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	3rd att add math	Default Schedule Result	03/27/2007 01:06 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	2nd attempt	Default Schedule Result	03/27/2007 01:02 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	3rd	3rd try	03/27/2007 12:58 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	2nd try	2nd run new result	03/27/2007 12:54 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	1st try	Default Schedule Result	03/27/2007 12:09 PM	2	Batch	Complete	Melissa

Click **Stats** to view Job Statistics (if available).

You can also reach this screen from the Schedule Result Set Maintenance screen:

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Result Sets**

Home » Management » School Administration » Scheduling Administration » Scheduler » Schedule Result Sets

## Schedule Result Set Maintenance

From this screen, you can display, change and delete data pertaining to Schedule Result Sets.

Filter By Schedule:

	Name	Description
	2nd run new result	
	3rd try	
	Default Schedule Result	

Click to View Job Statistics (if available).

**Note:** There are two possible formats for Schedule Result Statistics Sets. Statistics saved prior to StudentInformation version 1.33 (released early March, 2006) will display with different tab titles and a few slightly different tab functions.

Home » Management » School Administration » Scheduling Administration » Schedule Result Statistics Advance

## 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	
Stat Type	Scheduled Status	Grade IN	Grade 31	Grade 23	Grade GR	Grade 12	Grade 11	Grade 10	Grade 09	Pass Total	
Total Scheduled For Pass 1	Fully Scheduled	0	0	0	0	4	1	0	1	6	
	Partially Scheduled	0	0	0	0	0	0	0	0	0	
	Not Scheduled	0	0	0	0	0	0	0	0	0	
Total Scheduled For Pass 2	Fully Scheduled	0	0	0	0	0	0	0	0	0	
	Partially Scheduled	0	0	0	0	0	0	0	0	0	
	Not Scheduled	0	0	0	0	0	0	0	0	0	
Total Scheduled For Pass 3	Fully Scheduled	0	0	0	0	1	0	0	0	1	
	Partially Scheduled	0	0	0	0	81	0	0	0	81	
	Not Scheduled	0	0	0	0	46	0	0	0	46	
Total Scheduled For All Passes	Fully Scheduled	0	0	0	0	5	1	0	1	7	
	Partially Scheduled	0	0	0	0	81	0	0	0	81	
	Not Scheduled	0	0	0	0	46	0	0	0	46	
Percent Scheduled For All Passes	% Fully Scheduled	NaN	NaN	NaN	NaN	3.79	100	NaN	100	5.22	
	% Partially Scheduled	NaN	NaN	NaN	NaN	61.36	0	NaN	0	60.45	
	% Not Scheduled	NaN	NaN	NaN	NaN	34.85	0	NaN	0	34.33	

Note that there is no Back, Next or Cancel buttons. You must click on a tab to navigate to that tab, and you must click your web browser's Back button to return to a previous page (or select another page from the [Go To] search box, the breadcrumb trail, the side navigation menu or the main menu).

## Students Scheduled Summary Tab

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History

<a href="#">Home</a> » <a href="#">Management</a> » <a href="#">School Administration</a> » <a href="#">Scheduling Administration</a> » <a href="#">Schedule Result Statistics</a> <span style="float: right;"> <a href="#">Advanced Search</a>   <a href="#">Feedback</a>   <a href="#">Mgmt</a>   <a href="#">Help</a>   <a href="#">Print</a> </span>											
<b>Schedule Result Statistics</b> 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 UG	Grade GR	Grade 12	Grade 11	Grade 10	Grade 09	Pass Total			
Total Scheduled For Pass 1	Fully Scheduled	0	0	28	21	40	51	140			
	Fully Scheduled With Request Error	0	0	0	0	0	0	0			
	Partially Scheduled	0	0	0	0	0	0	0			
	Not Scheduled	0	0	0	0	0	0	0			
	Not Scheduled Due To Time Limit	0	0	0	0	0	0	0			
Total Scheduled For Pass 2	Fully Scheduled	0	0	0	0	0	0	0			
	Fully Scheduled With Request Error	0	0	0	0	0	0	0			
	Partially Scheduled	0	0	0	0	0	0	0			
	Not Scheduled	0	0	0	0	0	0	0			
	Not Scheduled Due To Time Limit	0	0	0	0	0	0	0			
Total Scheduled For Pass 3	Fully Scheduled	0	0	0	0	0	0	0			
	Fully Scheduled With Request Error	0	0	0	1	11	10	22			
	Partially Scheduled	0	0	25	36	1	2	64			
	Not Scheduled	0	0	0	0	0	0	0			
	Not Scheduled Due To Time Limit	0	0	0	0	0	0	0			
Total Scheduled For All Passes	Fully Scheduled	0	0	28	21	40	51	140			
	Fully Scheduled With Request Error	0	0	0	1	11	10	22			
	Partially Scheduled	0	0	25	36	1	2	64			
	Not Scheduled	0	0	0	0	0	0	0			
	Not Scheduled Due To Time Limit	0	0	0	0	0	0	0			
Percent Scheduled For All Passes	% Fully Scheduled	NaN	NaN	52.83	36.21	76.92	80.95	61.95			
	% Fully Scheduled With Request Error	NaN	NaN	0	1.72	21.15	15.87	9.73			
	% Partially Scheduled	NaN	NaN	47.17	62.07	1.92	3.17	28.32			
	% Not Scheduled	NaN	NaN	0	0	0	0	0			
	% Not Scheduled Due To Time Limit	NaN	NaN	0	0	0	0	0			

25 Records Displayed [Back To Top](#)

Statistics prior to 10.4.0

WARNING: You are working with a Future School Year

## 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	
Stat Type	Scheduled Status	Grade 12	Grade 11	Grade 10	Grade 09	Pass Total	
Total Scheduled For Pass 1	Fully Scheduled	17	34	40	55	146	
	Fully Scheduled With Request Error	0	0	0	0	0	
	Partially Scheduled	0	0	0	0	0	
Total Scheduled For Pass 2	Fully Scheduled	0	0	0	0	0	
	Fully Scheduled With Request Error	0	0	0	0	0	
	Partially Scheduled	0	0	0	0	0	
Total Scheduled For Pass 3	Fully Scheduled	0	0	0	0	0	
	Fully Scheduled With Request Error	18	10	6	1	35	
	Partially Scheduled	26	38	34	6	104	
Total Scheduled For All Passes	Fully Scheduled	17	34	40	55	146	
	Fully Scheduled With Request Error	18	10	6	1	35	
	Partially Scheduled	26	38	34	6	104	
	Not Scheduled	3	3	1	2	9	
	Not Scheduled Due To Time Limit	0	0	0	0	0	
Percent Scheduled For All Passes	% Fully Scheduled	26.56	40	49.38	85.94	49.66	
	% Fully Scheduled With Request Error	28.12	11.76	7.41	1.56	11.9	
	% Partially Scheduled	40.62	44.71	41.98	9.38	35.37	
	% Not Scheduled	4.69	3.53	1.23	3.12	3.06	
	% Not Scheduled Due To Time Limit	0	0	0	0	0	

19 Records Displayed [Back To Top](#)

### Statistics 10.4.0 and After

**Note:** These statistics ONLY include those students processed by the scheduler. For instance, if a student is already fully scheduled and Clear Results Created by Scheduler was not selected, they will NOT be included in these statistics.

Number of Students Scheduled By Pass and Grade:	
Number of Students fully scheduled (For Each Pass and Grade)	<p>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 engine</p> <p>A separate value is stored for each Grade being scheduled, in each Pass being scheduled</p>
Number of Students fully scheduled with request errors (For Each Pass and Grade)	<p>The number of students for whom a course section was assigned for all of their base request courses by the scheduler engine, except for any requests for courses 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)</p> <p>A separate value is stored for each Grade being scheduled, in each Pass being scheduled</p>

Number of Students Scheduled By Pass and Grade:	
Number of Students partially scheduled (For Each Pass and Grade)	<p>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 engine</p> <p>A separate value is stored for each Grade being scheduled, in each Pass being scheduled</p>
Number of Students not scheduled (For Each Pass and Grade)	<p>The number of students for whom no course section was assigned for any of their base request courses by the scheduler engine</p> <p>A separate value is stored for each Grade being scheduled, in each Pass being scheduled</p>
Number of Students not scheduled due to time limit (For Each Pass and Grade)	<p>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).</p> <p>A separate value is stored for each Grade being scheduled, in each Pass being scheduled</p>
Total Students (For Each Grade, for all passes, for each resolution type)	<p>The total number of students processed by the scheduler engine for the run (fully, partially or not scheduled).</p> <p>A separate value is stored for each Grade being scheduled, which is a total for all passes being scheduled, and for each of the types of scheduling resolutions above.</p>
Percent of Students fully scheduled (For Each Grade, for all passes)	<p>The percentages of students, of those processed by the scheduler engine, which were fully scheduled as listed above.</p> <p>A separate value is stored for each Grade being scheduled, which is a total for all passes being scheduled</p>
Percent of Students fully scheduled with request errors (For Each Grade, for all passes)	<p>The percentages of students, of those processed by the scheduler engine, which were fully scheduled except for request errors as listed above.</p> <p>A separate value is stored for each Grade being scheduled, which is a total for all passes being scheduled</p>
Percent of Students partially scheduled (For Each Grade, for all passes)	<p>The percentages of students, of those processed by the scheduler engine, which were partially scheduled as listed above.</p> <p>A separate value is stored for each Grade being scheduled, which is a total for all passes being scheduled</p>
Percent of Students not scheduled (For Each Grade, for all passes)	<p>The percentages of students, of those processed by the scheduler engine, which were not scheduled as listed above.</p> <p>A separate value is stored for each Grade being scheduled, which is a total for all passes being scheduled</p>
Percent of Students not scheduled due to time limit (For Each Grade, for all passes)	<p>The percentage of students, of those processed by the scheduler engine, who were not scheduled due to the scheduler reaching the time limit for single-student processing as listed above.</p> <p>A separate value is stored for each Grade being scheduled, which is a total for all passes being scheduled</p>



## Students Scheduled Detail Tab

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History

Home » 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																														
<table border="1"> <thead> <tr> <th>Scheduled Level</th> <th>Student Number</th> <th>Last Name</th> <th>First Name</th> <th>Grade Level Code</th> </tr> </thead> <tbody> <tr> <td>Fully Scheduled</td> <td>48652258</td> <td>Banana</td> <td>Hannah</td> <td>09</td> </tr> <tr> <td></td> <td>6001</td> <td>EYE</td> <td>CORY ROBERT</td> <td>09</td> </tr> <tr> <td></td> <td>5001</td> <td>CONTRARY</td> <td>MARY M.</td> <td>09</td> </tr> <tr> <td></td> <td>122445</td> <td>EYE</td> <td>PRIVA</td> <td>09</td> </tr> <tr> <td></td> <td>48652281</td> <td>Contrary</td> <td>Jesse</td> <td>09</td> </tr> </tbody> </table>				Scheduled Level	Student Number	Last Name	First Name	Grade Level Code	Fully Scheduled	48652258	Banana	Hannah	09		6001	EYE	CORY ROBERT	09		5001	CONTRARY	MARY M.	09		122445	EYE	PRIVA	09		48652281	Contrary	Jesse	09
Scheduled Level	Student Number	Last Name	First Name	Grade Level Code																													
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	5001	CONTRARY	MARY M.	09																													
	122445	EYE	PRIVA	09																													
	48652281	Contrary	Jesse	09																													
Partially Scheduled	6004	LINE	TROY AARON	12																													

28 Records Displayed [Back To Top](#)

Student Number, Name and Grade are listed for all categories.

**Fully Scheduled** – This section lists those students who were processed by the Scheduler engine and for whom a course section was assigned for all of their base request courses.

**Fully Scheduled with Request Error** – This section lists those students who were processed by the Scheduler engine and for whom a course section was assigned for all of their base request courses except those requests for courses with course status errors (such as a request for a course with no course sections on the master schedule).

**Partially Scheduled** – This section lists those students who were processed by the Scheduler engine and for whom a course section was assigned for at least one but not all of their base request courses.

**Not Scheduled** – This section lists those students who were processed by the Scheduler engine and for whom no course section was assigned for any of their base request courses.

**Not Scheduled Due To Time Limit** – This section lists those students who were processed by the Scheduler engine and whose number and combination of requests caused the scheduler to reach the single-student processing time limit for them.

## Course Status Messages Tab

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History

Home » Management » School Administration » Scheduling Administration » Schedule Result Statistics						Advanced
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 Cour
Course	Course Section	Group	Group Section	Message	Requested	
1211				Course has no Course Sections on the master schedule	No	
1235				Course has no Course Sections on the master schedule	No	
1311				Course has no Course Sections on the master schedule	No	
1321				Course has no Course Sections on the master schedule	No	
H114				Course Has No Course Sections with Meeting Times on the Master Schedule	No	
H12				Course has no Course Sections on the master schedule	No	
H14				Course has no Course Sections on the master schedule	No	
7 Records Displayed						<a href="#">Back To Top</a>

### Possible Course Status Messages:

- 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

## Request Status Messages Tab

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History

Home » Management » School Administration » Scheduling Administration » Schedule Result Statistics						Advanced
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 Cour
Student	Course	Message				
There are no records to display						

Possible Request Status Messages:

Student has multiple requests for the same course

Student has one or more requests that are not Approved

### ***Requests Exceeding Course Capacity Tab***

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History**

Home » Management » School Administration » Scheduling Administration » Schedule Result Statistics Advanced Search | Feedback

#### 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

Course	Requests Count	Capacity
1025	132	72
AS948	133	5

**Course** – Displays the course number for any course for which the number of requests exceeds course capacity.

**Requests Count** – Displays the total number of requests for the course (this number will be greater than the Capacity field).

**Capacity** – Displays the capacity value for the corresponding course.

If section capacities are being enforced for the scheduler run, then these stats will be accumulated before the scheduler run, showing those courses for which the total number of student requests was in excess of the total capacity of all sections for the course. For a course group, this statistic will show any group where the total capacity of the group sections for the group is exceeded by the number of total requests for the group. The total capacity of course sections and group sections will be incremented by the Section Overfilled Percent from the scheduling parameters for the schedule job. The fields stored for each qualifying course will be: Course, Requests Count and Capacity.

### ***Constraint Test Failures Tab***

**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History**

Home » Management » School Administration » Scheduling Administration » Schedule Result Statistics Advanced Search | Feedback | Mgmt | Help | Print

#### 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

Course Sequencing Rule:	0
Daily Pattern Rule:	0
Max Course Deviation:	0
Max Course Weight Deviation:	0
Max Periods Per Day:	0

The following are the violations that are stored for Pass Control rules that can be enforced/allowed on the Schedule Job Wizard's Pass Control tab for the passes being scheduled. The flags are set on an individual student basis, i.e. each time a candidate schedule for a student is rejected due to one of these Pass Control rules, the student ID is stored with the rule that was violated.

The flag is only set for a student if the rule violation prevents the student from receiving a full schedule for the run. For example, if a student received a candidate full schedule in an earlier pass but violated a Course Sequencing Rule in that pass, and then received a full schedule in a later pass, the rule violation is not stored with the final run statistics. However, if a student received a candidate full schedule in an earlier pass but violated a Course Sequencing Rule, and then received no full schedule in any subsequent pass, then the rule violation for the student is stored with the final run statistics.

**Course Sequencing Rule** – Flag is set for a student if a full schedule violates one of the course sequencing rules for the master schedule Daily Pattern Rules Flag

**Daily Pattern Rule** – Flag is set for a student if a full schedule violates one of the daily pattern rules for the master schedule Daily Pattern Rules Flag

**Max Periods Per Day** – Flag is set for a student if a full schedule has been setup with course sections that meet in more periods per day in any schedule term than the max number allowed by the Max Periods Per Day value in the scheduling parameters

**Max Course Weight Deviation** – Flag is set for a student if a full schedule has been setup with course sections such that the total course weight of courses that meet one schedule term exceeds the total course weight of courses that meet in any other schedule term by the Course Weights between Schedule Terms value in the scheduling parameters.

**Max Course Deviation** – Flag is set for a student if a full schedule has been setup with course sections such that the number of courses that meet one schedule term exceeds the number that meet in any other schedule term by the Number of Courses between Schedule Terms value in the scheduling parameters.

## View Job Parameters

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Job History

Home » Management » School Administration » Scheduling Administration » Scheduler » Schedule Job History Advanced Search

### Schedule Job History

From this screen, you can view all previously run schedule jobs for the current school and school year.

Result Set:  Job Type:  Job Status:

	Job Name	Schedule Result Set	Run Time	Duration (min)	Job Type	Status	Username
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	3rd att add math	Default Schedule Result	03/27/2007 01:06 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	2nd attempt	Default Schedule Result	03/27/2007 01:02 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	3rd	3rd try	03/27/2007 12:58 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	2nd try	2nd run new result	03/27/2007 12:54 PM	1	Batch	Complete	Melissa
<a href="#">Stats</a> <a href="#">Job Params</a> <a href="#">Rerun Job</a>	1st try	Default Schedule Result	03/27/2007 12:09 PM	2	Batch	Complete	Melissa

Click **Job Params** to view Job Parameters that were used for the selected batch/online Job. This will open up the Schedule Job Wizard Parameters or Study Hall Wizard Parameters used for the selected job. See *“Job Parameter Sets (Schedule Job Wizard)”* for more details on the Schedule Job Wizard.

Home » 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

**Grade Levels to Schedule:**

GR - GR	09 - 09
23 - 23	10 - 10
UG - UG	11 - 11
30 - 30	12 - 12

**Course Terms to Schedule:**

1st Semester
2nd Semester
All Year

**Sort Criteria for Students who are being Scheduled:**

Grade Level DESC	Grade Level ASC
Student Last Name ASC	Student Random
Student Last Name DESC	
Student Number ASC	

Note: Sort Criteria chosen in the right list box, are applied in order from top to bottom, when ordering the students who are to be Scheduled

**Section Overfilled Percent:**

**Course Group Locking:**

**Balance By Ethnicity:**

**Time Limit Per Student:**

Note: The Time Limit Per Student value determines the maximum number of seconds that the scheduler will try to schedule each student.

## Schedule Result Sets


**Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Scheduler – Schedule Result Sets**

A Schedule Result Set is a container for a set of schedule results (student course section assignments). A schedule result set allows the user to create distinct sets of student course section assignments for a specified Master Schedule. The user can then choose the best schedule result set to use when finalizing the master calendar schedule (class lists).

The screenshot shows the 'Schedule Result Set Maintenance' interface. At the top, there is a breadcrumb trail: Home » Management » School Administration » Scheduling Administration » Scheduler » Schedule Result Sets. Below this is the title 'Schedule Result Set Maintenance' and a sub-header: 'From this screen, you can display, change and delete data pertaining to Schedule Result Sets.' There is a 'Filter By Schedule:' dropdown menu currently set to 'Default Schedule'. Below the filter is an 'Add Schedule Result' button. A table with two columns, 'Name' and 'Description', contains one row with the value '5/22 #1'. To the left of the table row are icons for delete (X), edit (pencil), and view statistics (chart).

This screen has standard add record, edit record and delete record controls.

**Filter By Schedule** – Select a Schedule for which to view Schedule Result Sets.

 – View Statistics for the most recent Schedule Job which saved or updated this Schedule Result. See [“View Job Statistics.”](#) If you try to view statistics for a Schedule Result Set that has no associated Schedule Jobs (such as one created by the Add Schedule Result button), you will see an error message.

**No statistics are available, since the chosen Schedule Result Set has no Schedule Jobs**

### Add/Edit Schedule Result Set

The screenshot shows the 'Schedule Result Set Maintenance' interface for adding or editing a record. It features a breadcrumb trail: Home » Management » School Administration » Scheduling Administration » Scheduler » Schedule Result Sets. The title is 'Schedule Result Set Maintenance' with the sub-header: 'From this screen, you can display, change and delete data pertaining to Schedule Result Sets.' There are two input fields: 'Name:' with a text box and a pencil icon, and 'Description:' with a larger text area and a scroll bar. At the bottom, there are three buttons: 'Save', 'Save and New', and 'Cancel'.

**Name** (required) – Enter the name of this Schedule Result Set.

**Description** (optional) – Enter a description for this Schedule Result Set.

## Delete Schedule Result Set

Please note that deleting a Schedule Result set deletes **ALL** schedule results associated with that Schedule Result Set. Only do this if you are certain you no longer need any of those schedule results. You will see a confirmation message stating that the Schedule Result Set and all associated schedule results were deleted.

The selected Schedule Result Set and the associated schedule results were successfully deleted

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## Scheduling Screens

### Navigation: StudentInformation – SIS – Scheduling

There are three major screens for defining individual student schedules or for viewing course requests and assignments. The **Request** and **Course Section Assignment** screens serve dual purposes. When a student is in context, the screens are applicable to that student's information (student requests or student course section assignments). If no student is in context, the screens are for specific course information (requests and course section assignments). For more information about the Course Request screen, see the *ProgressBook StudentInformation Course Request Guide*. In addition, there is a **Bulk Course Section Assignment** screen and a **Bulk Course Section Transfer** screen.

Once students have been assigned specific course sections, their schedules can be viewed from 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. From this screen, you can add or drop course section assignments and process the **Online 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.*

StudentInformation > SIS > Scheduling > Course Section Assignments

### Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule: \* Default Schedule      Schedule Result: \* Default Schedule Result      Status: \*  Assigned  Dropped  
 Removed

Course:   ... Course Term:

Date:   Teacher:

Period:

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date	End Date
	039	ENGLISH 9	1	1 (0120)	Jack White	All Year	Manual	Assigned	Aug 28, 2017	
	871	PHYS ED 1	21	M,T,W,R,F: 2 (GYM)	Wendy Adams	All Year	Manual	Assigned	Aug 28, 2017	
	885	HEALTH	22	M,T,W,R,F: 2 (0224)	Deborah Miller	All Year	Manual	Assigned	Jan 16, 2018	

If you don't have a student in context, the information on the **Course Section Assignment** screen is pertinent to a specific course.

StudentInformation > SIS > Scheduling > Course Section Assignments

### Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule: \* Default Schedule      Schedule Result: \* Default Schedule Result      Status: \*  Assigned  Dropped  
 Removed

Course:   ... Course Term:

Date:   Teacher:

Period:

500 Records Displayed (Maximum: 500)

	Course Code ▲	Section	Teacher	Meeting	Student Number	Student	Building Grade Level	Filling Count	Type	Status	Start Date	End Date
	037	21	Chandler Riggs	M,T,W,R,F: 2 (0122)	696923	Blake, William	09	11.00	Manual	Assigned	Aug 28, 2017	
	037	22	Chandler Riggs	M,T,W,R,F: 2 (0122)	696923	Blake, William	09	0.00	Manual	Assigned	Jan 16, 2018	
	037	21	Chandler Riggs	M,T,W,R,F: 2 (0122)	490475	Pratchett, Terry	10	11.00	Manual	Assigned	Aug 28, 2017	
	037	22	Chandler Riggs	M,T,W,R,F: 2 (0122)	280074	Garcia, Jerry	09	0.00	Manual	Assigned	Jan 16, 2018	

For information on these two functions, see *“Student Course Section Assignments”* and *“Course Section Assignments.”*



## Student Course Section Assignments

### Navigation: StudentInformation – SIS – Scheduling – Course Section Assignments

In addition to the Menu or the Go To search, you can access this screen by selecting **View/Edit Full Schedule** from the **I want to...** drop-down list on the **Student Profile** screen.

StudentInformation > SIS > Student > View Profile

### Salas, Delaney

From this screen, you can view the student's profile.

**I want to...**

- Edit This Student's Profile
- **View/Edit Full Schedule**
- View/Apply Fees
- View The Medical Health Log
- View This Student's Memberships
- View Today's Schedule
- View Contacts
- View Lockers
- View A Student's Family Group
- View A Student's Discipline Incidents
- View Student Roadmap

**Address of Residence:** 1744 Ridge Drive  
SATraining2, OH 44334

**Mailing Address:** 1744 Ridge Drive  
SATraining2, OH 44334

**Phone Number:** (440) 147-9700  Unlisted

**Email Address:** [S1402054@SATraining2.org](mailto:S1402054@SATraining2.org)

**Parent/Guardian:** Salas, Yvonne  
H: (440) 147-9700

**Parent/Guardian:** Salas, Greg  
H: (440) 147-9700

**Student Status:** ACTIVE RES

**Birthdate:** 2/5/2001

**Ethnicity:** White

**Program:**

**Academic Locker:** 797

**Admission History:** 6/30/2006 - Enrolled

To use the **Course Section Assignments** screen for a specific student's course listing for the working school year, you must have a student in context.

StudentInformation > SIS > Scheduling > Course Section Assignments

### Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule:  Schedule Result:  Status:  Assigned  Dropped  Removed

Course:  Course Term:  Date:  Teacher:  Period:

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date	End Date
	039	ENGLISH 9	1	1 (0120)	Jack White	All Year	Manual	Assigned	Aug 28, 2017	
	871	PHYS ED 1	21	M,T,W,R,F: 2 (GYM)	Wendy Adams	All Year	Manual	Assigned	Aug 28, 2017	
	885	HEALTH	22	M,T,W,R,F: 2 (0224)	Deborah Miller	All Year	Manual	Assigned	Jan 16, 2018	

This screen has standard add record, edit record, and delete record controls. The drop course controls are described in [“Drop/Remove/Transfer Course Section Assignment.”](#)

**Schedule** (required) – Select from the drop-down list, if available, the Schedule 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.*

**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 from the available **Assigned**, **Dropped**, and **Removed** check boxes to display student Course Section Assignments that have been assigned, dropped, and/or removed. Only the **Assigned** check box is selected by default. After selecting the applicable check box, click **Search** to refresh the results.

**Course** (optional) – Enter a known course code and/or section number (second box) 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 (refer to [“Course Selection Wizard”](#)).

**Course Term** (optional) – Select a **Course Term** from 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** (optional) – 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** (optional) – Select a teacher from the drop-down list to display Course Section Assignments for that particular teacher.

**Period** (optional) – 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** – Select to drop all student Course Assignments (see [“Drop/Remove/Transfer Course Section Assignment”](#)).



– This Course Section Assignment cannot be modified.

**Schedule Study Halls** – Select to run the **Online Study Hall Scheduler** to assign study hall sections to the student’s schedule where openings occur.

**Note:** The **Online Study Hall Scheduler** only works from 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 the changes.

**Save Changes** – Click to save changes made to the student’s Course Section Assignments.

**Cancel Changes** – Click to cancel all changes made to the student’s Course Section Assignments.

### Add/Edit Student Course Section Assignment

**Schedule Result Set** – This is auto-populated with the **Schedule Result Set** that is used for the Course Section Assignment.

**Student** – Displays the name of the student for which the Course Section Assignment is being modified.



**Course/Section** (required) – Enter the known course code and section number (second box) to assign the course to the student. 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 locate the course code.



– Click to open the Course Selection Wizard for help selecting a course(s) (see [“Course Selection Wizard”](#)).

**Assignment Start Date** (required) – Select to indicate the date the student began/was assigned this course/section. This defaults to the current date but may be changed.

**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.

**Assignment Stop Date** (optional) – When you first add an assignment, you cannot enter an assignment stop date. 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** (see “[Drop/Remove/Transfer Course Section Assignment](#)”).

StudentInformation > SIS > Scheduling > Course Section Assignments Find Students) Q Go To)

### Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

The Course Section Assignment was marked to be saved. Click the save changes button to commit to the database.

Schedule:  Schedule Result:  Status:  Assigned  Dropped  
 Removed

Course:  Course Term:   
 Date:  Teacher:   
 Period:  Search

Add Course Assignment Drop All Assignments Schedule Study Halls Save Changes Cancel Changes

	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
	042	ENGLISH 10	10	1 (0122)	Mark Cohen	All Year	Batch	Assigned	Aug 28, 2017	
	345	GEOMETRY	1	M,T,W,R,F: 1 (0206)	Linda Bloom	All Year	Manual	Assigned	Aug 28, 2017	
	001	CAREER CENTER	17	1,2,3,4,5,6,7 (0300)	Mrs. Peggy Steward	All Year	Manual	Assigned	Nov 15, 2017	
	037	READING	21	M,T,W,R,F: 2 (0122)	Abigail Huffman	1st Sem Only	Manual	Assigned	Sep 28, 2017	
	037	READING	22	M,T,W,R,F: 2 (0122)	Abigail Huffman	2nd Sem Only	Manual	Assigned	Jan 16, 2018	



**Caution:** Make sure to click **Save Changes** to commit your changes to the database or all changes will be lost.

### Student Assignments Created from Course Groups

Student assignments created from course groups display two additional columns: **Group** and **Group Section**. With the addition of these two columns, it is easy to distinguish regular course assignments and course group assignments. If a student has a combination of assignments from courses and course groups, the **Group** and **Group Section** columns are only populated for assignments from course groups. For regular course assignments, these columns are blank.

StudentInformation > SIS > Scheduling > Course Section Assignments

### Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule:  Schedule Result:  Status:  Assigned  Dropped  
 Removed

Course:  Course Term:  Teacher:   
 Date:  Period:

	Group	Section	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
			340	ALGEBRA I	1	1 (0206)	LINDSAY BLOUGH	All Year	Batch	Assigned	Aug 29, 2016	
	SC	33	340	ALGEBRA I	1	1 (0206)	LINDSAY BLOUGH	All Year	Manual	Assigned	Aug 29, 2016	
	SC	33	001	CAREER CENTER	17	1,2,3,4,5,6,7 (0300)	PEGGY STEWARD	All Year	Manual	Assigned	Aug 29, 2016	
			660	MANUFACTURING & DESIGN TECH I	21	2 (0156)	SEAN SEDER	1st Sem Only	Batch	Assigned	Aug 29, 2016	
			885	HEALTH	22	2 (0224)	SCOTT VALENTINE	2nd Sem Only	Batch	Assigned	Jan 17, 2017	
	SC	33	885	HEALTH	22	2 (0224)	SCOTT VALENTINE	2nd Sem Only	Manual	Assigned	Jan 17, 2017	
	SC	33	00019A	Chemistry	2	3 (0103)	KELLY ALLISON	2nd Sem Only	Manual	Assigned	Jan 17, 2017	

## 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 displays, and the **Add Course Assignment**, **Drop Course Assignment**, **Schedule Study Hall**, **Save Changes**, and **Cancel Changes** buttons are not available.

StudentInformation > SIS > Scheduling > Course Section Assignments

### Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule:  Schedule Result:  Status:  Assigned  Dropped  
 Removed

Course:  Course Term:  Teacher:   
 Date:  Period:

500 Records Displayed (Maximum: 500)

	Course Code	Section	Teacher	Meeting	Student Number	Student	Building Grade Level	Filling Count	Type	Status	Start Date	End Date
	037	21	Chandler Riggs	M,T,W,R,F: 2 (0122)	696923	Blake, William	09	11.00	Manual	Assigned	Aug 28, 2017	
	037	22	Chandler Riggs	M,T,W,R,F: 2 (0122)	696923	Blake, William	09	0.00	Manual	Assigned	Jan 16, 2018	
	037	21	Chandler Riggs	M,T,W,R,F: 2 (0122)	490475	Pratchett, Terry	10	11.00	Manual	Assigned	Aug 28, 2017	
	037	22	Chandler Riggs	M,T,W,R,F: 2 (0122)	280074	Garcia, Jerry	09	0.00	Manual	Assigned	Jan 16, 2018	

This screen has standard edit record controls and no add record control. The drop course controls are described in [“Drop/Remove/Transfer Course Section Assignment.”](#)

**Schedule** (required) – Select from the drop-down list, if available, the **Schedule** 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.*

**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 from the available **Assigned, Dropped, and Removed** check boxes to display student Course Section Assignments that have been assigned, dropped, and/or removed. Only the **Assigned** check box is selected by default. After selecting the applicable check box, click **Search** to refresh the results.

**Course** (optional) – Enter a known course code and/or section number (second box) for viewing or modifying 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 select a course. If you only input the course code and not the section, all sections of the requested course display. If the section number is entered after the course code, only information for that section of the specified course displays.

 – Click to open the Course Selection Wizard for help selecting a course(s) (see [“Course Selection Wizard”](#)).

**Course Term** (optional) – Select a **Course Term** from drop-down list to view only courses offered for a specific Course Term. If none is selected, all are shown by default.

**Date** (optional) – 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** (optional) – Select a teacher from the drop-down list to display course section assignments for that particular teacher.

**Period** (optional) – 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 Code, Section, Teacher, Meeting, Student Number, Student, Building Grade Level, Filling Count, 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 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.*”

### **Edit Course Section Assignment**

StudentInformation > SIS > Scheduling > Course Section Assignments

## Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule Result Set: Default Student: Smith, Fleming

Course/Section: BUS401 109

Assignment Start Date: \* 8/1/2016

Assignment Stop Date:

Course Term: All Year  
8/1/2016 - 7/27/2017

Save Cancel

**Schedule Result Set** – This is auto-populated with the **Schedule Result Set** that is used for the Course Section Assignment.

**Student** – Displays the name of the student for which the course section assignment is being modified. The header includes **Request** information when an assignment is linked to a request.

**Course/Section** (required) – This is auto-populated with the course code and section number for the assigned course.

**Assignment Start Date** (required) – Select to indicate the date the student began/was assigned this course/section. This defaults to the current date but may be changed.

*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.*

**Assignment Stop Date** (optional) – Select a date to indicate 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.

**Course Term** – This box displays the **Course Term** this course section is assigned to and lists the date range of the Course Term.

*Note: Unlike student course section assignments, all changes made on this screen (edit, delete) take effect immediately after you click **Save** (you do not need to click **Save Changes** on the **Course Section Assignments** screen listing).*

The Course Section Assignment was saved successfully.

## Drop/Remove/Transfer Course Section Assignment

On the **Course Section Assignments** screen, you can drop, remove, and transfer course sections.

### Drop Course Section

You can only drop a course section after the start of the school year. Choose this option only if the student has attended the class.

StudentInformation > SIS > Scheduling > Course Section Assignments

**Course Section Assignments**

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Student: Smith, Fleming

Course Info	Term Info
Course: STU401 Sec: 107 Course Name: STUDY HALL Start Date: 8/1/2016	Term: All Year Start Date: 8/1/2016 Stop Date: 7/27/2017

**Drop**

Student will appear on class lists for this assignment until the stop date has passed.  
Stop Date:

**Remove / Delete**

**Transfer**

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**.
5. The course section assignment no longer displays on the **Course Section Assignments** screen.
6. 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.



## Delete Course Section

Before the schedule is finalized, you can delete a course section assignment.

StudentInformation > SIS > Scheduling > Course Section Assignments

**Course Section Assignments**

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Student: Smith, Fleming

Course Info	Term Info
Course: STU401 Sec: 107	Term: All Year
Course Name: STUDY HALL	Start Date: 8/1/2016
Start Date: 8/1/2016	Stop Date: 7/27/2017

Drop


**Remove / Delete**

Transfer

**Save** **Cancel**

**Remove / Delete** section details:

- Remove (Schedule Finalized). Delete (Schedule not Finalized).** Student will no longer appear on class lists for this assignment.
- Delete marks, exception credits, mark comments and report card absences.** Removing a previously dropped assignment will set status to removed.

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.

## Remove 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.

StudentInformation > SIS > Scheduling > Course Section Assignments

Find Students [ ] [ ] Go To [ ] [ ]

## Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Student: Smith, Fleming

### Course Info

Course: STU401 Sec: 107  
 Course Name: STUDY HALL  
 Start Date: 8/1/2016

### Term Info

Term: All Year  
 Start Date: 8/1/2016  
 Stop Date: 7/27/2017


Drop

**Remove / Delete**

**i** Remove (Schedule Finalized). Delete (Schedule not Finalized).  
 Student will no longer appear on class lists for this assignment.

**i** Delete marks, exception credits, mark comments and report card absences.  
 Removing a previously dropped assignment will set status to removed.

Transfer

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**.
5. 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.

## Transfer Course Section

You can transfer a course section assignment if a student has attended one class but should have been in another.

StudentInformation > SIS > Scheduling > Course Section Assignments

**Course Section Assignments**

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Student: Smith, Fleming

Course Info	Term Info
Course: STU401 Sec: 107 Course Name: STUDY HALL Start Date: 8/1/2016	Term: All Year Start Date: 8/1/2016 Stop Date: 7/27/2017

Drop

Remove / Delete



**Transfer**

Transfer marks to the new assignment when both have the same course term and course type.  
New assignment will retain the assignment start date of the removed assignment.

Drop  Remove

The original assigned course will be marked as dropped with the stop date entered.  
The new assignment will begin with a start date of the next attending day.

Stop Date:

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 .
4. The Course Selection Wizard window opens.
5. 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.

6. The Course Code and Course Section information populate the fields in the **Transfer** section of the **Course Section Assignments** screen.

7. 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**.
8. 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.
9. Click **Save**.
10. The **Course Section Assignments** screen displays the new course section assignment.
11. 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.*

## **Update 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.

StudentInformation > SIS > Scheduling > Course Section Assignments

### Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule: \* Default Schedule    Schedule Result: \* Default Schedule Result    Status:  Assigned  Dropped  
 Removed

Course: [ ]    Course Term: [ ]  
 Date: [ ]    Teacher: [ ]  
 Period: [ ]

[ Search ]

500 Records Displayed (Maximum: 500)

	Course Code ▲	Section	Teacher	Meeting	Student Number	Student	Building Grade Level	Filling Count	Type	Status	Start Date	End Date
	5108	21	Pamela Garcia	1,2 (120)	696990	Egbert, Laurie	08	1.00	Batch	Assigned	Jan 19, 2017	
	6100	82	Peter Huffington	8,9 (203)	800060	Manner, Amanda	06	22.00	Manual	Assigned	Jan 19, 2017	
	6100	82	Peter Huffington	8,9 (203)	700003	Britton, Katherine	06	22.00	Manual	Assigned	Jan 19, 2017	

During the school year, the term date is updated to January 17.

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

### Course Section Assignment Dates

Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
1SEM	1st Sem Only	8/29/2016	1/13/2017	[ ]	[ ]
2SEM	2nd Sem Only	1/17/2017	6/1/2017	[ ]	[ ]
ALYR	All Year	8/29/2016	6/1/2017	[ ]	[ ]

Now, the course section assignments for 2<sup>nd</sup> 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**.

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

### Course Section Assignment Dates

Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
1SEM	1st Sem Only	8/29/2016	1/13/2017	<input type="text"/>	<input type="text"/>
2SEM	2nd Sem Only	1/17/2017	6/1/2017	01/19/2017	<input type="text"/>
ALYR	All Year	8/29/2016	6/1/2017	<input type="text"/>	<input type="text"/>

Updated EMIS term start date displays here

**Save Changes**

Any course section assignment with this start date will be updated to the EMIS term start date

A confirmation message displays, and the course section assignment dates are updated.

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

**Success!** Course section assignment dates updated.

StudentInformation > SIS > Scheduling > Course Section Assignments

### Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule:  Schedule Result:  Status:  Assigned  Dropped  Removed

Course:  Course Term:

Date:  Teacher:

Period:

**Search**

500 Records Displayed (Maximum: 500)

	Course Code	Section	Teacher	Meeting	Student Number	Student	Building Grade Level	Filling Count	Type	Status	Start Date	End Date
	5108	21	Pamela Garcia	1,2 (120)	696990	Egbert, Laurie	08	1.00	Batch	Assigned	Jan 17, 2017	
	6100	82	Peter Huffington	8,9 (203)	800060	Manner, Amanda	06	22.00	Manual	Assigned	Jan 17, 2017	
	6100	82	Peter Huffington	8,9 (203)	700003	Britton, Katherine	06	22.00	Manual	Assigned	Jan 17, 2017	

## Bulk Course Section Assignment

### Navigation: StudentInformation – SIS – Scheduling – Bulk Assign

This process is sometimes called “Arena Scheduling,” and is used to assign many students to a single course section or list of course sections. Elementary Scheduling procedures also use Bulk Assignment, usually to homeroom-based course groups.

**Working Schedule/Result** – Select a Schedule and/or Schedule Result to which to apply changes. This drop-down only appears if the Schedule has not yet been finalized.

**Reload Screen**– Reload the screen using data from the selected Schedule and Result.

**<Back Next>** – Navigate between tabs on this screen.

## Create a List of Students Tab

This tab determines which students will have the course section or sections added. Select students using the **Search Mode** of your choice – either “Search for Students,” “Enter Student Ids” or “Search by Ad Hoc Membership.”

“Search for Students” option – Enter information in as many fields as you wish, and click **Create New List** or **Add to List**. Only students who fit all search criteria you enter are included in the list.

**Note:** To perform a wildcard search on a name field, select the check box beside the field.

The screenshot shows the 'Bulk Course Section Assignment' wizard. The breadcrumb trail is 'Home >> SIS >> Scheduling >> Bulk Assign'. The main title is 'Bulk Course Section Assignment' with a subtitle: 'Use the bulk course section assignment wizard to schedule a list of students into a list of course sections'. The wizard has three tabs: 'Create a list of students' (selected), 'Create a list of course sections', and 'Assign students'. A 'Next >' button is in the top right. The 'Create a list of students' section has the following fields and options:

- Search Mode:** Radio buttons for 'Search for Students' (selected), 'Enter Student Ids', and 'Search by Ad Hoc Membership'.
- Name:** Text input field with a checkbox.
- Middle Name:** Text input field with a checkbox.
- First Name:** Text input field with a checkbox.
- Called Name:** Text input field with a checkbox.
- Student Status:** Dropdown menu.
- Gender:** Dropdown menu.
- Grade:** Dropdown menu.
- Homeroom:** Dropdown menu.
- Effective Date:** Text input field with a calendar icon, containing '6/17/2014'.
- District of Residence IRN:** Text input field with a magnifying glass icon.
- How Received IRN:** Text input field with a magnifying glass icon.
- Sent To IRN:** Text input field with a magnifying glass icon.

At the bottom are three buttons: 'Create New List', 'Add to List', and 'Clear List'.

“Enter Student Ids” option – Enter a list of student IDs, separated by commas, and click **Create New List** or **Add to List**. If you select the same student ID number multiple times, this bulk course section assignment process only processes the student once and removes all duplicate student IDs.

Home >> SIS >> Scheduling >> Bulk Assign

## Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of students | **Create a list of course sections** | Assign students

Next >

**Create a list of students.**

Search Mode:  Search for Students  Enter Student Ids  Search by Ad Hoc Membership

Student ID:  
(comma separated)

Create New List | Add to List | Clear List

“Search by Ad Hoc Membership” option – Select a membership in the **Ad Hoc Membership** drop-down list, and click **Create New List** or **Add to List**. You can repeat this process to add additional memberships to the list.

Home >> SIS >> Scheduling >> Bulk Assign

## Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of students | **Create a list of course sections** | Assign students

Next >

**Create a list of students.**

Search Mode:  Search for Students  Enter Student Ids  Search by Ad Hoc Membership

Ad Hoc Membership:

Create New List | Add to List | Clear List

For all search methods, the students matching your criteria appear in a list at the bottom of the screen. To remove a student from the list, click **X**.



Home >> SIS >> Scheduling >> Bulk Assign

## Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of students | **Create a list of course sections** | Assign students

Next >

**Create a list of students.**

Search Mode:  Search for Students  Enter Student Ids  Search by Ad Hoc Membership

Name:   Middle Name:

First Name:   Called Name:

Student Status:  Gender:

Grade:  Homeroom:

Effective Date:

District of Residence IRN:

How Received IRN:   Sent To IRN:

**Students to be assigned.**

	Number	Student	Gender
✗	00140580	ACEVEDO, VANESSA	F
✗	00150215	AGUILAR, NELLIE	F
✗	00160178	ALEXANDER, SHELLY	F
✗	00140129	ANDERSON, BENJAMIN	M
✗	00150037	ATKINS, CARMEN	F
✗	00170047	ATKINS, ROSA	F
Male: 1 Female: 5 Total: 6			

### Create a List of Course Sections Tab

Home >> SIS >> Scheduling >> Bulk Assign

Working Schedule: Default Schedule Result: 11/12 Sched

## Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of students | **Create a list of course sections** | Assign students

< Back Next >

**Create a list of course sections to assign to each student in the list.**

Group / course section:

**Group/course section** – Enter a known course or course group code in the first box and a course section or course group section number in the second box. 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 locate the course. Once you enter these, you must click **Add Section** to add the section to the list.



– Click to open the Course Selection Wizard for help selecting a course(s). See “[Course Selection Wizard.](#)”

**Add Section** – Add the entered section to the list of sections to assign.

**Clear Selections** – Clear the list of sections to assign.

Home » SIS » Scheduling » Bulk Assign Advanced

Working Schedule: Default Schedule Result: 11/12 Scheduling Results

### Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of students | Create a list of course sections | Assign students

< Back Next >

Create a list of course sections to assign to each student in the list.

Group / course section:

... Add Section Clear Sections

Course sections to be assigned.

	Group / Course	Section	Capacity	Meeting Times
✗	164 - ECONOMICS	11	30	1 (0102)
✗	330 - PRACTICAL ALGEBRA I	10	20	-- Not Defined --
<b>Total Course Sections:</b>		2		

✗ – Remove this section from the list.

### Assign Students Tab

Home » SIS » Scheduling » Bulk Assign

### Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of students | Create a list of course sections | Assign students

< Back

Student Total: 8  
Course section total: 2

Assignment date: 4/19/2006  Assign

**Assignment date** (required) – Enter the date you wish the assignment to start. Defaults to today’s date. The assignment’s Start Date will default to the first day of the course term if the Assignment Date is before the first day of class.

**Assign** – Assign the selected course sections to the selected students.

The following message is displayed when bulk course section assignment is successful (no conflicts found).

**Assignments were successfully saved.**

If scheduling conflicts are detected the following table is displayed. Select the students you wish to schedule (conflicts are saved) and click **OK**. Click **Return** to resolve the conflicts.

### Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

The following conflicts were found.

You may choose to allow a conflict to be saved if desired by clicking the box next to the student.

<input type="checkbox"/>	Number	Student	Course Code	Course Name	Section
<b>110 - Rocketry 1</b>					
<input type="checkbox"/>	123456	SMITH, Fxxxxxx	999	READING	62
<input type="checkbox"/>	456789	SMITH, Zxxxxxx	999	READING	62

## Bulk Course Section Management

**Navigation: StudentInformation – SIS – Scheduling – Bulk Course Section Management**

**Working Schedule/Result** – Select a Schedule and/or Schedule Result to which to apply changes. This drop-down only appears if the Schedule has not yet been finalized.

**Reload Screen** – Reload the screen using data from the selected Schedule and Result.

**<Back / Next>** – Navigate between tabs on this screen.

### Choose Section Tab

On the first tab, select a course section to manage. Students in this section will be dropped, removed or transferred as selected on the next tab. You can remove students from the list to be affected, if those students should be left in the selected section.

Home » 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

Select the source course section and click view to build the list of students to transfer. Remove students that will not be transferred to the target course section.

⚡
  ⚡
 ...

**Course/Section** – Enter a known course code and section number from which to transfer students. 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 with selecting a course section.

**View** – See a list of students currently assigned to the entered Course Section.

Home > 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

Next >

Select the source course section and click view to build the list of students to transfer. Remove students that will not be transferred to the target course section.

961 1 View

Students to be transferred.

Number	Student	Gender
X 48652304	Frog, Kermit	M
X 48652327	James, Steven	M
Male: 2 Female: 0 Total: 2		

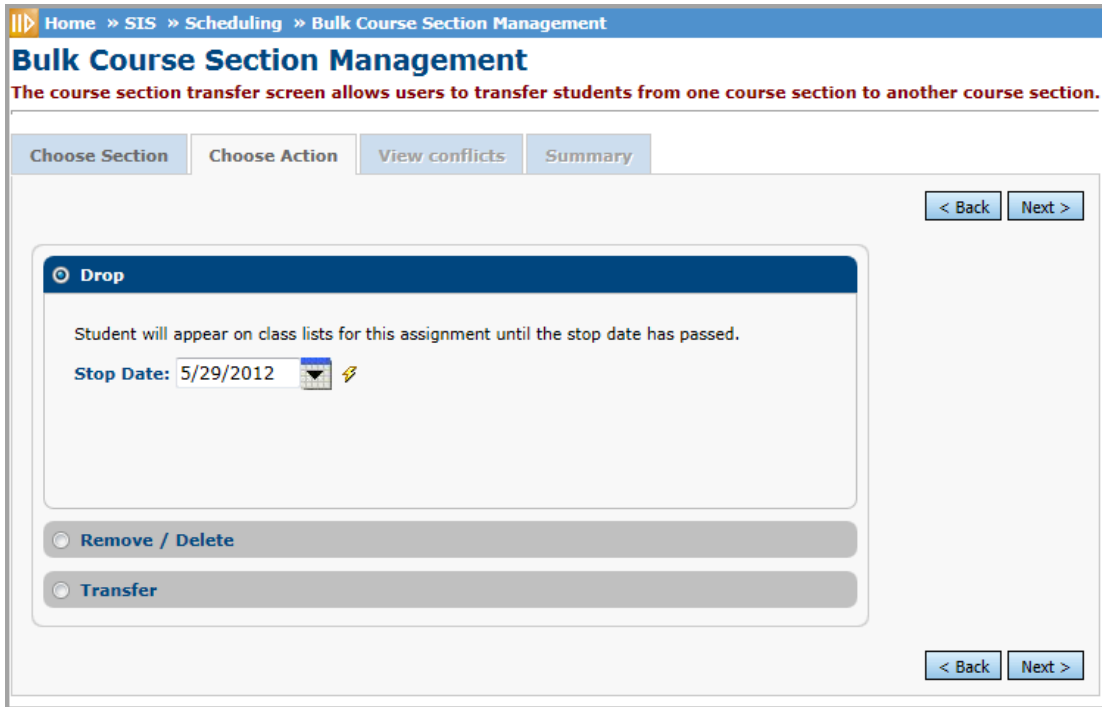
Term	All Year
Course	961 - GOVERNMENT
Section	1
Capacity	30
Meeting Times	9 (106)
Start	8/22/2006

Next >

X – Remove this student from the list.

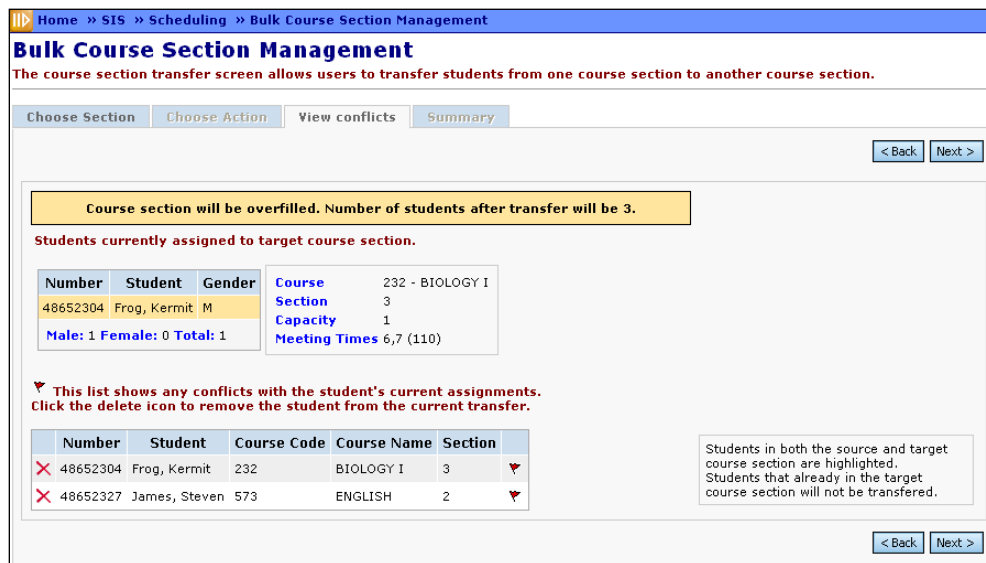
### Choose Action Tab

On the **Choose Action** tab, select what action to perform for the students and course section selected on the **Choose Section** tab. The **Choose Action** tab functions just like the Drop/Remove/Transfer screen described in section “[Drop/Remove/Transfer Course Section Assignment](#)”.



### View Conflicts Tab

The **View Conflicts** tab is only used with the Transfer option from the **Choose Action** tab, and it displays any conflicts students would have after the transfer with a icon. It also shows any students currently assigned to the target course section, and if any of those students are in the list to be transferred, their names will be highlighted. If the target course section will be overfilled, a message displays listing the new total number of students.



– Remove this student from the transfer list.

## Summary Tab

The fourth tab shows the list of students you selected on the first tab, for final confirmation.

The screenshot shows the 'Bulk Course Section Management' interface. The breadcrumb trail is 'Home > SIS > Scheduling > Bulk Course Section Management'. The title is 'Bulk Course Section Management' with a subtitle: 'The course section transfer screen allows users to transfer students from one course section to another course section.' There are four tabs: 'Choose Section', 'Choose Action', 'View conflicts', and 'Summary'. The 'Summary' tab is active. A '< Back' button is in the top right. Below the tabs, a message reads: 'Here are the students you have selected. You may go back and edit the students.' A table lists the selected students:

Number	Student	Gender
48652304	Frog, Kermit	M
48652327	James, Steven	M

Below the table, it says 'Male: 2 Female: 0 Total: 2'. A 'Submit' button is at the bottom left, and another '< Back' button is at the bottom right.

**Submit** – Process the bulk drop, remove or transfer as selected on the second tab. A confirmation message will display and the screen will return to the first tab.

The screenshot shows the 'Bulk Course Section Management' interface after a successful transfer. The breadcrumb trail is 'Home > SIS > Scheduling > Bulk Course Section Management'. The title is 'Bulk Course Section Management' with a subtitle: 'The course section transfer screen allows users to transfer students from one course section to another course section.' There are four tabs: 'Choose Section', 'Choose Action', 'View conflicts', and 'Summary'. The 'Choose Action' tab is active. A 'Next >' button is in the top right. A yellow banner displays the message: 'Transfer was successful.' Below the banner, a message reads: 'Select the source course section and click view to build the list of students to transfer. Remove students that will not be transferred to the target course section.' There is a search input field with a magnifying glass icon, a dropdown menu with a magnifying glass icon, and a 'View' button. A 'Next >' button is in the bottom right.

The confirmation message includes the chosen Action:

Remove was successful.

Drop was successful.

## Student Schedules

**Navigation: StudentInformation – SIS – Student – Student Schedule**

After the Master Schedule and student schedules have been finalized, the student's schedule can be viewed from the SIS – Student – Student Schedule menu.

<b>DASL</b>	<a href="#">CONTRARY, MARY M.</a>	ID: 00005001	<b>Counselor:</b>
<b>DASL User</b>	DASL HIGH SCHOOL 2004-2005 (8/24/2004 - 6/1/2005)	<b>Gender:</b> F	<b>Homeroom:</b> A107
		<b>Grade:</b> 11	<b>Status:</b> A <span style="float: right;">\$</span>
<a href="#">Home</a> » <a href="#">SIS</a> » <a href="#">Student</a> » <a href="#">Student Schedule</a>			
<h3>Student Schedule</h3> <p>Please make a menu selection</p> <p><a href="#">Request Assignments</a>      <a href="#">View Schedule</a></p>			

The Student Request Assignments screen is a convenient, all-inclusive screen for managing a student's schedule, requests and assignments on a single screen. This screen duplicates (but does not replace) the functions covered by other screens. See *ProgressBook StudentInformation Getting Started Guide* for more information about browsers supported by this screen and similar screens.

## View Schedule

Navigation: StudentInformation – SIS – Student – Student Schedule – View Schedule

You can also access this read-only page by selecting **View Today's Schedule** from the I want to... drop-down menu on the Student profile page.

<b>DASL</b>	<a href="#">CONTRARY, MARY M.</a>	ID: 00005001	<b>Counselor:</b>
<b>DASL User</b>	DASL HIGH SCHOOL 2004-2005 (8/24/2004 - 6/1/2005)	<b>Gender:</b> F	<b>Homeroom:</b> A107
		<b>Grade:</b> 11	<b>Status:</b> A <span style="float: right;">\$</span>
<a href="#">Home</a> » <a href="#">SIS</a> » <a href="#">Student</a> » <a href="#">View Profile</a>			
<b>SIS</b> Grad Verification Registration <b>Student</b> • Lockers • <b>View Profile</b> • Edit Profile • Student Schedule • Student Transfer • Homeroom Assignment • Admission History • Withdraw Student • Locker Assignment • Contacts • Student Memberships • Edit Memberships • Custody Alert • Miscellaneous Alerts • Handicap Alert • Assessment	<b>CONTRARY, MARY M.</b> From this screen, you can view the		I want to... - Edit this student's profile - View/Edit Full schedule - View/apply fees - View the medical health log - View this student's memberships - <b>View Today's Schedule</b> - View Contacts - View Lockers
	<b>Address:</b> 90 ELM STREET LIMA, OH 45801 <b>Phone Number:</b> (419) 228-7417 <b>Email Address:</b> <b>Parent/Guardian:</b> CONTRARY, MARI H: (419) 228-7417  <b>Student Status:</b> ACTIVE RES <b>Birthdate:</b> 11/17/1987 <b>Ethnicity:</b> WHITE <b>Program:</b> <b>Academic Locker:</b> <b>Admission History:</b> 8/1/1992 - Enrolled  <b>EMIS Situation:</b> Resident attending full time <b>Percent of Time:</b> 100% <b>Report to EMIS:</b> <input type="checkbox"/>		

Home » SIS » Student » Student Schedule » View Schedule

## View Schedule

From this screen, you can view a student's schedule for a particular day of the week.

Date:

Period	Course Code	Course Name	Section	Teacher	Location	Rotation Days	Term
1	0132	ENGLISH 11 CP	1	MRS. J. Teacher1646	221 - MRS. RECKER	M, T, W, R, F	A-Y
2	0912	ECONOMICS	21	MR. N. Teacher1579	215 - MR. DUMBAUGH	M, T, W, R, F	1st Semester
3	0632	ADVANCED BIOLOGY	3	MRS. C. Teacher1553	220 - MRS. BOWDEN	M, T, W, R, F	A-Y
4	0422	SPANISH II	4	MS. S. Teacher1591	230 - MISS BUCHER	M, T, W, R, F	A-Y
5	SH	STUDY HALL	51	MR. N. Teacher1579	206 - MR. FAINE	M, T, W, R, F	1st Semester
6	0532	ALGEBRA II	6	MRS. J. Teacher1616	227 - MRS. LUDANYI	M, T, W, R, F	A-Y
7	0731	AMERICAN GOVERNMENT	7	MR. K. Teacher1575	228 - MR. JOCHIMS	M, T, W, R, F	A-Y
8	SH	STUDY HALL	81	MRS. R. Teacher1541	CAF - CAFETERIA	M, T, W, R, F	1st Semester

[View Student Profile](#)

**Date** – Indicates the date for which the schedule is to be viewed. The schedule information will only display classes that are active on the specified date. (Defaults to current date). If the Date selected is before the first day of the calendar master, then the first day of the calendar master is used. If the Date selected is after the last day of the calendar master, then the last day of the calendar master is used. If the Date selected is not an attending day, then the next attending day is used.

**Sorting** - The View Schedule screen sorts by Meeting Time, Period, Course Name and Section Number.

**Course Code, Course Name, Course Section** - The View Schedule screen does not show courses that have a Course Type (Courses – Miscellaneous tab) equal to Case Management.”

**Teacher, Location** - Only Teachers and Locations that are assigned to the course section on the rotation day in the schedule term that’s active on the Date selected will display. For a particular course section, if there is more than one teacher assigned in the same period in the schedule term that is active on the selected Date, then for that period those Teachers and/or Locations are shown in alphabetical order, comma delimited.

**Rotation Days** – The screen shows all Rotation Days in which a course section meets in the period associated with the row in the data grid, for the schedule term that’s active on the selected Date. If a course section is assigned to more than one teacher or location in a period for the schedule term that’s active on the selected date, and the course section meets with one teacher or location for a certain set of rotation days and another teacher or location for another set of rotation days, the rotation days shown will be the union of all rotations days on which the course section meets for those teachers or locations in that period. For example if the course section meets in period 3 with Teacher A on Monday and Wednesday, and with Teacher B on Tuesday and Thursday, then the Rotation Days column for period 3 will be M, T, W, R.



Click **Go** after changing the date to view the student's schedule for the newly selected date.

**View Student Profile** – Return to the Student Profile screen.

## Student Request Assignments

### Navigation: StudentInformation – SIS – Student – Student Schedule – Request Assignments

**Note:** When navigating to this page before a final schedule result has been selected, you will have to select a Schedule and Schedule Result from the drop-down menus and click **Reload Screen**.

The **Request Assignments** screen has multiple sections, which can change dynamically through use of a set of web techniques called Ajax. If your web browser does not support Ajax, you should use the standard Course Requests, Course Section Assignment and Student Schedule pages to perform the tasks you can perform on this page. For more information on supported browsers, see *ProgressBook End User Requirements*.

You must have a student in context to use this page, and the student's name displays in the page's title. The options at the upper right determine how the page displays.

**Close Assignments/View Assignments** – Close or display the Requests/Assignments pane (upper left) of the screen. The Requests/Assignments pane can be used to add course requests, directly add course section assignments, delete course requests, drop course section assignments or assign a course section to a request. Each of these actions will open a control pane to the right of this pane.

**View Schedule Graph/Close Schedule Graph** – Display or close the Schedule Graph display pane (bottom) of the screen. The Schedule Graph display pane is a view-only graphical representation of the student's schedule.

**View Display Options/Close Display Options** – Display or close the Display Options pane (upper right) of the screen. The Display Options pane will be replaced by any Add Request, Delete Request, Add Assignment, Assign Request or Drop Assignment pane (all performed in the Requests/Assignments pane).

**Note:** There might be a slight delay when displaying or saving a pane. In this case, a Loading or Saving message will display in that pane.



### Common Controls

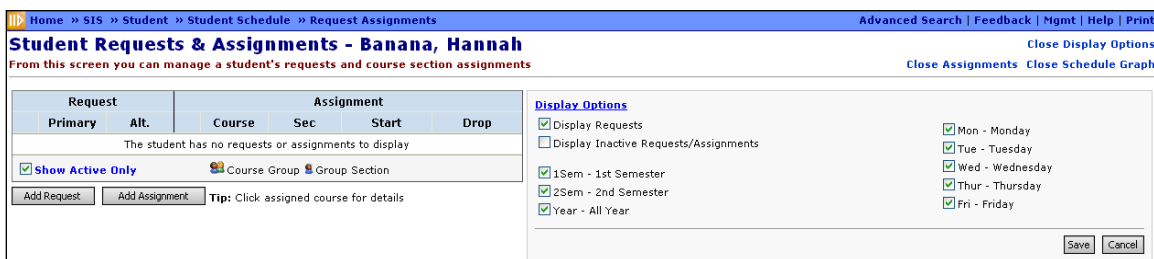
**Save**– Save changes made to this pane and close it.

**Cancel**– Cancel changes made to this pane and close it.

 – Close confirmation message.

### Display Options

The Display Options pane will be replaced by any Add Request, Delete Request, Add Assignment, Assign Request or Drop Assignment control pane (displayed by actions performed in the Requests/Assignments pane).



**Display Requests** – Check this box to show the Requests columns on the Requests/Assignments pane.

**Display Inactive Requests/Assignments** – Check this box to display Inactive Course Requests and Section Assignments in the Requests/Assignments pane. This is the same as unchecking the Show Active Only check box in the Requests/Assignments pane.

**Course Terms** – A check box displays for each Course Term (defined elsewhere in StudentInformation). Check the boxes for any Course Terms for which you want to display Course Requests, Course Section Assignments and Courses on the Student Schedule.

**Rotation Days** – A check box displays for each Rotation Day (defined elsewhere in StudentInformation). Check the boxes for any Rotation Days you want to display on the Student Schedule.

## Requests/Assignments Pane

### Navigation: StudentInformation – SIS – Student – Student Schedule – Request Assignments

You must have a student in context to use this page. If this pane is not visible, click **View Assignments** to display the pane at the top left of the screen. The Requests/Assignments pane can be used to add course requests, directly add course section assignments, delete course requests, drop course section assignments, or assign a course section to a request. Each of these actions opens a control pane to the right of this pane.

StudentInformation > SIS > Student > Student Schedule > Request Assignments

Find Students [ ] Go To [ ]

### Student Requests & Assignments - MADDEN, TIM

From this screen you can manage a student's requests and course section assignments

[View Display Options](#) | [Close Assignments](#) | [View Schedule Graph](#)

Request		Assignment					
Primary	Alt.		Course	Sec	Start	Drop	
	800		800	1	8/29/2016		
	466C		466C	21	8/29/2016		
			9002	22	1/17/2017		
	160		160	31	8/29/2016		
	066		066	32	1/17/2017		
	370		370	4	8/29/2016		
	070		070	51	8/29/2016		
	045		045	52	1/17/2017		
	260		260	6	8/29/2016		
			9007	75	8/29/2016		
	164		164	72	1/17/2017		

Course Group Group Section  Show Active Only

Click assigned course for details

Run Scheduler Add Request

Schedule Study Halls Add Assignment

(request) – Click to edit the Course Request.

(assignment) – Click to edit the Course Section Assignment.

– Click to drop, remove, or transfer the Course Section Assignment.

**800** – Click on a Course code or Course Section Number to view details for that Course Section in the right-hand pane.

**Show Active Only** – If you select this check box, only active Course Requests and Course Section Assignments display; if you de-select this check box, both active and inactive Course Requests and Course Section Assignments display.

**Add Request** – Click to display the Add Course Request pane.

**Add Assignment** – Click to display the Add Course Section Assignment pane.

In addition, when adding or changing a Request or Assignment, the Request or Assignment added or changed will be highlighted.

573	573	2	1/22/2008
655	655	2	8/27/2007
	Comp	1	8/27/2007
233	233	2	1/22/2008

**Note:** On this screen, pressing the ENTER key while any add or edit pane is open saves the data on that pane. Pressing the TAB key moves to the next field in the pane.


### Add/Edit Request

The screenshot displays the 'Student Requests & Assignments - MADDEN, TIM' interface. The main table lists requests with columns for Primary, Alt., Course, Sec, Start, and Drop. The 'Edit Request' pane on the right contains the following fields and options:

- Primary Course: 466C
- Alternate Course:
- Priority: 5
- Teacher: [Dropdown]  Exclude
- Period: [Dropdown]  Exclude
- Request Status:
  - Mass Request Rule Created
  - Guardian Created
  - Student Created
  - Guardian Pending
  - Student Pending
  - Locked
  - Guardian Locked
  - Guardian Approved
  - Student Committed
- Is Active:

**Primary Course** (required) – Enter the known primary course code that 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.

**Alternate Course** (optional) – Enter the known alternate course code that 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. If an alternate course is specified, the scheduler uses it if it is unable to add the **Primary Course** to the student's schedule due to conflicts.

**Priority** (optional) – Indicate the Student Request priority that you wish to be used for this request. Default priority is 1, which is the lowest, and 9 is the highest priority. You can also use the  buttons to increase or decrease priority. If you leave Priority blank, the Primary Course’s Priority will be used.

**Teacher** (optional) – Select a teacher from the drop-down list of available teachers. If a teacher is specified, the scheduler will try to schedule this request with the specified teacher, if available. Select the **Exclude** check box if you wish to request the student be assigned to a course that does not have the specified teacher.
















**Period** (optional) – Select a period from the drop-down list of available periods. If a period is specified, the scheduler will try to schedule this request with the specific period, if available. Select the **Exclude** check box if you wish to request the student be assigned to a course that does not meet in the specified period.

**Request Status** – These check boxes display the request status. Most status types are display only, but the following three are selectable:

- **Locked** – This check box is selected if the request was entered in StudentInformation instead of the Student Course Request Application; students and guardians cannot modify this request. De-select this check box if you wish to allow the student and guardian to modify the request.
- **Guardian Locked** – This check box is selected if a guardian account user of the Student Course Request Application has locked the request and the student account user cannot modify it. De-select this check box if you wish to allow the student to modify the request.
- **Approved** – Select this check box to approve the course request and allow the Batch Scheduler to schedule a course section assignment for the request.

**Is Active** (optional) – Select this check box to indicate if the student course request is active for use with Batch Scheduler or Single Student Scheduler, or for any assignments linked to the request to be shown on student schedules. Active by default.

**Delete Request** (only available when editing) – Click to remove this course request. If no course section has been assigned to this request, this button completely removes the request. If a course section has been assigned to this request, the request becomes inactive and the request is highlighted in red. Removing the course section assignment and deleting the course request also retains the request as inactive.

Request		Assignment				
Primary	Alt.	Course	Sec	Start	Drop	
			 180	11	11/18/2010	
			 048	12	1/18/2011	
			 038	2	8/24/2010	
			 299	2	11/18/2010	
			 9003	31	11/18/2010	

Assignment Deleted X

## Add Assignment

StudentInformation > SIS > Student > Student Schedule > Request Assignments

### Student Requests & Assignments - MADDEN, TIM

From this screen you can manage a student's requests and course section assignments

Request		Assignment						
Primary	Alt.			Course	Sec	Start	Drop	
				800	1	8/29/2016		
	466C			466C	21	8/29/2016		
				9002	22	1/17/2017		
	160			160	31	8/29/2016		
	066			066	32	1/17/2017		
	370			370	4	8/29/2016		
	070			070	51	8/29/2016		
	045			045	52	1/17/2017		
	260			260	6	8/29/2016		
				9007	75	8/29/2016		
	164			164	72	1/17/2017		

Course Group Group Section  Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls Add Request Add Assignment

**Note:** The **Add Assignment** button creates a manual assignment with no associated request.

**Choose Course or Course Section** (required) – Enter a known 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 in this pane below the entry fields. If you do not know the course code, 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.

StudentInformation > SIS > Student > Student Schedule > Request Assignments

### Student Requests & Assignments - MADDEN, CASEY

From this screen you can manage a student's requests and course section assignments

View Display Options | Close Assignments | View Schedule Graph

Request		Assignment				
Primary	Alt.	Course	Sec	Start	Drop	
		800	1	8/29/2016		
	466C	466C	21	8/29/2016		
		9002	22	1/17/2017		
	160	160	31	8/29/2016		
	066	066	32	1/17/2017		
	370	370	4	8/29/2016		
	070	070	51	8/29/2016		
	045	045	52	1/17/2017		
	260	260	6	8/29/2016		
		9007	75	8/29/2016		
	164	164	72	1/17/2017		

Course Group Group Section  Show Active Only

Click assigned course for details

Run Scheduler Schedule Study Halls Add Request Add Assignment

#### Add Assignment

Choose Course/Group (required) and section (optional)

037

Action	Course/Group	Sec	Meeting Times	Term	Filling			
Assign	037	61	6 (0125)	1st Sem Only	8.00 / 10			
Assign	037	62	6 (0125)	2nd Sem Only	12.00 / 12			

Edit Assignment Course Section Details Scheduling Conflict Filled

Next > Cancel

**Assign** – Assign this course section and proceed to course section assignment details.

– Click this icon to display the course section details (see the following figure).

– Indicates that assigning this course section would create a scheduling conflict with an existing course section assignment.

– Indicates that this course section has already been filled. You can only assign a course section assignment to a filled course section if you have the appropriate permissions.

If you are attempting to add a course section assignment for a course code that the student already has an assignment for, the **Assign** button for the course section already been assigned is replaced by . Click this icon to edit the course section assignment details (see “[Edit Assignment](#)”).

Once you select a course section to assign, you need to enter course section assignment details.


#### Add Assignment

Course/Section:   [View Details](#)



Assignment Start Date:

Assignment Stop Date:

< Back
Save Assignment
Cancel

**Course/Section** (view-only) – Displays the course code and course section number for this assignment. Click the  icon to view course section details (see the following figure) for this course section.

**Assignment Start Date** (required) – Indicates the date that the student began/was assigned this course/section. This date defaults to the 1<sup>st</sup> day of the Course Term of the selected Course Section.

**Assignment Stop Date** (optional) – When you first add an assignment, you cannot enter an assignment stop date. Once the assignment has been added, you can click  in the row of the assignment to add an assignment stop date that indicates 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** (see [“Drop/Remove/Transfer Course Section Assignment”](#)).

**Term** – This box displays the Course Term for the Course Section being assigned, as well as that Course Term’s start and stop dates. Entering dates outside this range will result in those dates being changed to the closest date possible inside the Course Term (For example, entering a start date of 8/10, when the Course Term starts 8/30, will result in a start date of 8/30).

**Save Assignment** – Click to save the Course Section Assignment.

**Note:** *If you attempt to save an Assignment that would create a conflict, you will see a warning message similar to the following. You can override the warning and create the conflict by clicking **Save Assignment** again.*

- The assignment start date cannot be after the end of the course term  
- An assignment to course 037 section 61 would create a scheduling conflict  
- If you click to save again, you can override this warning

**<Back** – Click to return to the list of Course Sections.

**Note:** *When a user chooses to assign a group section, the user can view the details of the group section. The course/group section selection wizard does show the constituent course sections of a group section as of 10.2.0. Users that would like to see constituent course section information may click the course/group section selection wizard that is already on the Request Assignment screen to see the desired information.*



## Edit Assignment

### Edit Assignment

**Course/Section:**   [View Details](#)

**Assignment Start Date:**

**Assignment Stop Date:**

**Term: 1st Sem Only**  
8/29/2016 - 1/13/2017

(For all field values, see [“Add Assignment”](#) above.)

**Advanced Drop** – Drop, remove, or transfer this course section assignment (this is the same action that the icon on the assignments pane performs).

## Drop/Remove/Transfer Assignment

StudentInformation > SIS > Student > Student Schedule > Request Assignments

### Student Requests & Assignments - MADDEN, TIM

From this screen you can manage a student's requests and course section assignments

[View Display Options](#) | [Close Assignments](#) | [View Schedule Graph](#)

Request		Assignment					Drop
Primary	Alt.		Course	Sec	Start		
			800	1	8/29/2016		
	466C		466C	21	8/29/2016		
			9002	22	1/17/2017		
	160		160	31	8/29/2016		
	066		066	32	1/17/2017		
	370		370	4	8/29/2016		
	070		070	51	8/29/2016		
	045		045	52	1/17/2017		
	260		260	6	8/29/2016		
			9007	75	8/29/2016		
	164		164	72	1/17/2017		

Course Group Group Section  Show Active Only

[Click assigned course for details](#)

#### Course Info

**Course:** 800 **Sec:** 1  
**Course Name:** INTRO TO ART  
**Start Date:** 8/29/2016

#### Term Info

**Term:** All Year  
**Start Date:** 8/29/2016  
**Stop Date:** 6/1/2017

**Drop**

---

Student will appear on class lists for this assignment until the stop date has passed.

**Stop Date:**

**Remove / Delete**

---

**Transfer**

---

**Delete Request**

---

Delete the request associated with this assignment.

Refer to [“Drop/Remove/Transfer Course Section Assignment”](#) for more information on the options on this screen.

**Delete Request** (optional) – Select this check box if you would like to remove the Course Request in addition to dropping the Course Section Assignment. This check box only appears if you are dropping a Course Section Assignment that has a related Course Request.

**Save** – Click to process the drop, remove, or transfer.

### View Course Section Details

Click on a Course code or Course section number. This opens the Course Section details pane to the right. You can also access this screen by clicking **View Details** when adding a Course Section Assignment.

**Student Requests & Assignments - MADDEN, TIM**  
 From this screen you can manage a student's requests and course section assignments

Request		Assignment				
Primary	Alt.		Course	Sec	Start	Drop
			800	1	8/29/2016	
	466C		466C	21	8/29/2016	
			9002	22	1/17/2017	
	160		160	31	8/29/2016	
	066		066	32	1/17/2017	
	370		370	4	8/29/2016	
	070		070	51	8/29/2016	
	045		045	52	1/17/2017	
	260		260	6	8/29/2016	
			9007	75	8/29/2016	
	164		164	72	1/17/2017	

View Display Options | Close Assignments | View Schedule Graph

**Section Details**

Section: 037 61 Term: 1st Sem Only  
8/29/2016 - 1/13/2017

Name: READING  
 Capacity: 10  
 Filling Counts:  
 • Female: 5  
 • Male: 3  
 • Total: 8  
 • Weighted: 8.00

Program Builder Code:  
 Special Population:  
 Meeting Time Desc: 6 (0125)

Teacher	Location	Start	End
HOFFMAN, ABBEY	0125 - 0125	Aug 29, 2016	Jan 13, 2017

M 1 2 3 4 5 6 7 8

T 1 2 3 4 5 6 7 8

W 1 2 3 4 5 6 7 8

R 1 2 3 4 5 6 7 8

F 1 2 3 4 5 6 7 8

Run Scheduler | Add Request | Add Assignment | Schedule Study Halls | Show Active Only | Click assigned course for details | Close

This pane displays Course code, Course section number, Course Term, Course Capacity, Course Name, Course Filling Counts, Course Program Builder Code, Course Special Population Code, Course Meeting Time Description, and a detailed Course Meeting Time display.

**Close** – Click to view the Course Section details pane. If this pane was accessed from a Course Section Assignment add or edit pane, that pane is restored.

## Schedule Graph Pane

### Navigation: StudentInformation – SIS – Student – Student Schedule – Request Assignments

You must have a student in context to use this screen. If this pane is not visible, click **View Schedule Graph** to display the pane at the bottom of the screen.

The Schedule Graph display pane is a view-only graphical representation of the student's schedule. If a student's schedule is different on different rotation days, a separate schedule graph will display for each different set of rotation days. You can also de-select some rotation days in the **Display Options** pane, and those days will not display on the Schedule Graph.

Each graph is laid out with schedule terms across the top and periods of the day down the side. This graphically shows the student's schedule over the entire year. Course conflicts are highlighted in red and display both courses.

StudentInformation > SIS > Student > Student Schedule > Request Assignments

**Student Requests & Assignments - SMITH, NATHAN**

From this screen you can manage a student's requests and course section assignments

[View Display Options](#) | [View Assignments](#) | [Close Schedule Graph](#)

M - Monday, T - Tuesday, W - Wednesday, R - Thursday, F - Friday

	8/28	10/30	1/11	3/14	
1	039 #1: ENGLISH 9 - John Boyer, Jack Sheldon (0120, 0120)				1
2	871 #21: PHYS ED 1 - Maria Valentino (GYM)		885 #22: HEALTH - Gina Mitchell (0224)		2
3	<p style="text-align: center;"><b>CONFLICT</b></p> 654 #3: C.B.I. US HISTORY - Sam Wise (0152) 249 #3: ADVANCED BIOLOGY - Henry Kissinger (0140)				3
4	650 #4: CAREER BASED INTERVENTION - Linda Miller (0152)				4
5	651 #5: C.B.I. WORK-STUDY - Paula Mason (0300)				5
5A					5A
5B					5B
6	340 #6: ALGEBRA I - Tom Thumb (0201)				6
7	241 #71: PHYSICAL SCIENCE I - Sandra Bacon (0215)		242 #72: PHYSICAL SCIENCE II - Sandra Bacon (0215)		7
8					8
9					9

## CTE Management

### Navigation: StudentInformation – SIS – Scheduling – CTE Management

The CTE Program of Concentration field can be mass updated for vocational students. The CTE Management screen will allow users to view student vocational course section assignments based on the teacher of the vocational course and update the CTE Program of Concentration field for selected students in that course section assignment.

<input type="checkbox"/>	Student Number	First Name ^	Last Name	CTE Program Of Concentration
<input type="checkbox"/>	13135	ADAM	Student76252	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	11102	ELI	Student77892	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13823	EMILY	Student76092	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13577	JACOB	Student76184	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13152	JACOB	Student76237	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13137	JACOB	Student76250	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13820	JONATHON	Student76095	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13157	MICHAEL	Student76233	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13824	MITCHELL	Student76091	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13850	NATHAN	Student76065	** - Student is not a concentrator in any CTE Program

**Sorting** – You may sort by any column (Student Number, First Name, Last Name, CTE Program of Concentration) in ascending or descending order by clicking on the column header.

**Teacher** (required) – Choose a teacher from the drop-down list. The drop-down list displays only those teachers assigned to a course or course section in the current school year where the value in the Curriculum field begins with a “V.”

**Section** (required) – Choose a course section from the drop-down list. The drop-down list displays only those course sections assigned to the selected teacher where the value in the Curriculum field for the course section or course begins with a “V.” The student grid will populate with actively enrolled students (as of today’s date) in the selected course section.

**CTE Program Area** (required) – Choose a Program area for the CTE Program of Concentration element.

**CTE Program of Concentration** (required) – Choose an element that designates the program of concentration for a CTE concentrator. The list of available values in the CTE Program of Concentration drop-down is dependent on the value selected for the CTE Program Area.

### Student Grid

Update				
<input type="checkbox"/> Check All	Student Number	First Name ^	Last Name	CTE Program Of Concentration
<input type="checkbox"/>	13135	ADAM	Student76252	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	11102	ELI	Student77892	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13823	EMILY	Student76092	** - Student is not a concentrator in any CTE Program
<input type="checkbox"/>	13577	JACOB	Student76184	** - Student is not a concentrator in any CTE Program

Clicking **Check All** will check/uncheck all students in the student grid.

Individual students can be checked or unchecked by clicking on the  next to their student number.

**Student Number, First Name, Last Name** – The identifying information for each student in the selected course section.

**CTE Program of Concentration** – The current value of the CTE Program of Concentration for the student in the selected course section assignment.

**Update** – Click Update to apply the value in the CTE drop-down list to all students that are checked in the student grid.

The following banner message will display:

The CTE records were saved

The student grid will display the updated CTE Program of Concentration values for each student.

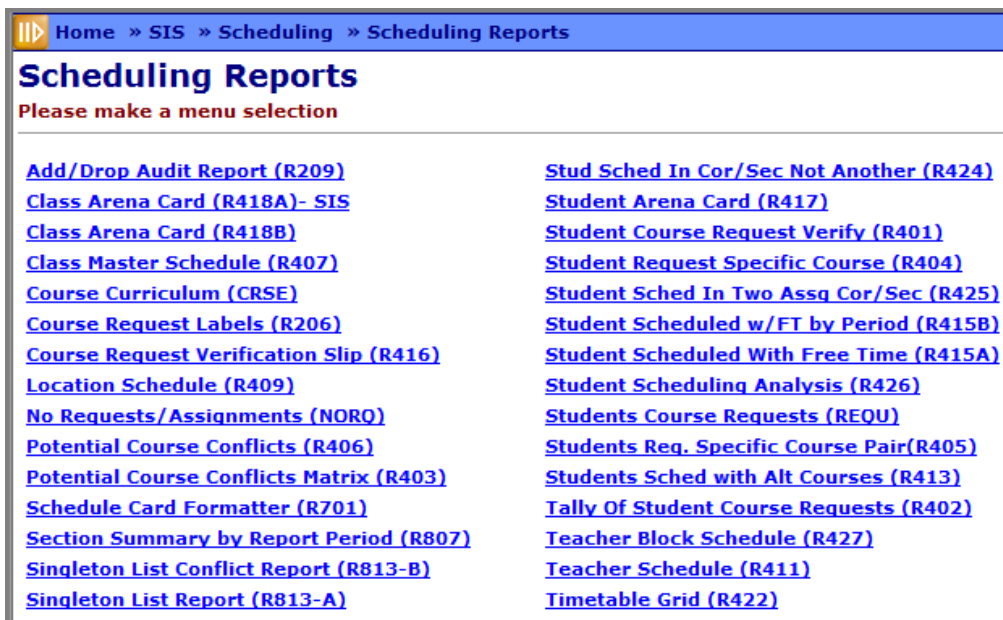
CTE Program Area: 1 - Agricultural and Environmental Systems				
CTE Program Of Concentration: A0 - Agribusiness and Production Systems				
Update				
<input type="checkbox"/> Check All	Student Number	First Name ^	Last Name	CTE Program Of Concentration
<input type="checkbox"/>	13135	ADAM	Student76252	A0 - Agribusiness and Production Systems

---

## Course Request Reports

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports

See the Batch/Report Management documentation for more detailed information about running and viewing reports.



The screenshot shows a web application interface for 'Scheduling Reports'. At the top, there is a breadcrumb trail: 'Home » SIS » Scheduling » Scheduling Reports'. Below this, the title 'Scheduling Reports' is displayed in a large blue font. Underneath the title, a red text prompt says 'Please make a menu selection'. The main content area contains two columns of blue, underlined links. The left column includes: 'Add/Drop Audit Report (R209)', 'Class Arena Card (R418A)- SIS', 'Class Arena Card (R418B)', 'Class Master Schedule (R407)', 'Course Curriculum (CRSE)', 'Course Request Labels (R206)', 'Course Request Verification Slip (R416)', 'Location Schedule (R409)', 'No Requests/Assignments (NORO)', 'Potential Course Conflicts (R406)', 'Potential Course Conflicts Matrix (R403)', 'Schedule Card Formatter (R701)', 'Section Summary by Report Period (R807)', 'Singleton List Conflict Report (R813-B)', and 'Singleton List Report (R813-A)'. The right column includes: 'Stud Sched In Cor/Sec Not Another (R424)', 'Student Arena Card (R417)', 'Student Course Request Verify (R401)', 'Student Request Specific Course (R404)', 'Student Sched In Two Assg Cor/Sec (R425)', 'Student Scheduled w/FT by Period (R415B)', 'Student Scheduled With Free Time (R415A)', 'Student Scheduling Analysis (R426)', 'Students Course Requests (REQU)', 'Students Req. Specific Course Pair(R405)', 'Students Sched with Alt Courses (R413)', 'Tally Of Student Course Requests (R402)', 'Teacher Block Schedule (R427)', 'Teacher Schedule (R411)', and 'Timetable Grid (R422)'.

## Course Curriculum (CRSE)

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Course Curriculum

This report lets you print out a customized list of all entered courses. You can organize courses by any combination of Course Type, Grade, Department, Subject Area, Course Area of Study, EMIS Subject Area, Difficulty Level and Add On Level. You can also select customized fields to include on the report (Course Name, Code, Description, Credits, etc.).

Courses are printed once (not once per grade) with the grades displayed as a comma delimited list showing all grades in which the course is offered.

## Course Curriculum (CRSE)

From this screen, you can select parameters to generate a report.

Selection Criteria	Selection Summary	Load Settings
<b>Course Type</b>		
C - Class L - Lunch Z - Study hall ESC - ESC course		
<b>Grade</b>		
09 - 09 10 - 10 11 - 11 12 - 12		
<b>Department</b>		
000 - NO DEPARTMENT ART - ART BUS - BUSINESS CAR - CAREER TECH		
<b>Subject Area</b>		
AL1 - ALGEBRA 1 AL2 - ALGEBRA 2/TRIG APL - APPRECIATION OF LITERATUR ART - ART		
<b>Course Area Of Study</b>		
01 - AGRICULTURE 02 - ART 03 - BUSINESS 05 - ENGLISH		
<b>EMIS Subject Area</b>		
*** - Not Applicable (Does not qualify for BUS - BUS - Business CTA - Career/Technical ELE - Elective		
<b>Difficulty Level</b>		
1 - 1		
<b>Add On Level</b>		
<b>Fields To Display</b>		
Abbreviation Area Of Study Course Add On Level Course Type		
<b>Only include courses with requests:</b> <input checked="" type="checkbox"/>		
<b>Sorting Options</b>		
Course Code (DESC) Course Name (ASC) Course Name (DESC) Abbreviation (ASC)		Course Code (ASC)
<b>Delivery Method:</b>	Pickup	<input type="button" value="Set As Default"/>
<b>Email Address:</b>	<input type="text"/>	
<b>Report Format:</b>	Adobe PDF	
<b>Description:</b>	<input type="text"/>	
<input type="button" value="Submit"/>		

**Course Type** (optional) – Select one or more Course Types to filter report results by. If no Course Types are selected, the report will select all Course Types. Selecting a Course Type will filter report results by the specified item but the field will only be displayed on the report output if the Course Type field is selected in the Fields to Display box.

**Grade** (optional) – Select one or more Grades to filter report results by. If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Department** (optional) – If no Departments are selected, the report will select all Departments. Selecting a Department will filter report results by the specified item but the field will only be displayed on the report output if the Department field is selected in the Fields to Display box.

**Subject Area** (optional) – If no Subject Areas are selected, the report will select all Subject Areas. Selecting a Subject Area will filter report results by the specified item but the field will only be displayed on the report output if the Subject Area field is selected in the Fields to Display box.

**Course Area of Study** (optional) – If no Course Area of Study fields are selected, the report will select all Course Area of Study fields. Selecting a Course Area of Study will filter report results by the specified item but the field will only be displayed on the report output if the Area of Study field is selected in the Fields to Display box.

**EMIS Subject Area** (optional) – If no EMIS Subject Area fields are selected, the report will select all EMIS Subject Area fields. Selecting an EMIS Subject Area will filter report results by the specified item but the field will only be displayed on the report output if the EMIS Subject Area field is selected in the Fields to Display box.

**Difficulty Level** (optional) – If no Difficulty Levels are selected, the report will select all Difficulty Levels. Selecting a Difficulty Level will filter report results by the specified item but the field will not be displayed on the report output.

**Add On Level** (optional) – If no Add On Levels are selected, the report will select all Add On Levels. Selecting an Add On Level will filter report results by the specified item but the field will not be displayed on the report output.



**Fields to Display** (optional) – Select up to ten fields to display as columns on the report output. These fields do not filter report results. Depending on the year in context, the available options can include:

- 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 Course Type
- 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 (now titled “In Graduation/Eligibility” on the Course – Misc tab)
- Include on Permanent Record
- Is Active
- Is College Prep
- Is Dual Credit
- Is High School Credit
- Is Honors Course
- Is In Update History
- Is Requestable (please note that this is the same as “Display 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** (optional) – Check this option to only show courses that have at least one course request. If unchecked, all courses will show even if they have no course requests.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

COURSE CODE	COURSE NAME	GR
001	CAREER CENTER	09,10,11,12,13; GR,UG
003	CC HALF DAY	**09,10,11,12,13 .23.DR,GR,UG
004	MOVING	01,10,11
006	INTERNATIONAL BACC	09,10,11,12
008	CREDIT FLEXIBILITY	08,09,10,11,12
010	CCP ON COLLEGE CAMPUS	11,12
033	Advanced Math 3	11,12
035	WRIT INTERV LAB	09,10,11,12,13
039	ENGLISH 9	09
040	HONORS ENGLISH 9	09
041	WRITING WORKSHOP I	10,11,12
042	ENGLISH 10	10,11,12

## Students With No Requests or Assignments (NORQ)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Students With No Requests/Assignments (NORQ)**

The Students with No Requests report will display all students who do not have course requests for the selected Master Schedule(s). This screen expects you to be working in a Future School Year – you will be warned if you are working in the Current School Year.

**Note:** As of 8.3.0, this report has been renamed from “Students with No Request” to “Students with No Request or Assignments” and includes additional options. This report can now be used to find students with no schedule.

Home » SIS » Scheduling » Scheduling Reports » No Requests/Assignments (NORQ) Adva

WARNING: You are working with the Current School Year, and not a Future School Year as expected

### Students with No Requests or Assignments (NORQ)

From this screen, you can select parameters to generate a report.

---

Selection Criteria    Selection Summary    Load Settings

**Homeroom Date:** 11/29/2010

**Schedule:** Default Schedule

**Schedule Result:** Default Schedule Result

**Run Type:**  No Requests     No Assignments     Neither Requests nor Assignments

**Grade**

07 - 07		
08 - 08	← →	
09 - 09	← →	
10 - 10		

**Student Status**

A - ACTIVE RES		
D - DELETED	← →	
I - INACTIVE	← →	
N - NON-RES		

**Administrative Homeroom**

AUT - Teacher1357 (Full Year Term)		
IN01 - Teacher1275 (Full Year Term)	← →	
IN02 - Teacher1347 (Full Year Term)	← →	
IN03 - Teacher1237 (Full Year Term)		

**Sorting Options**

StudentName (DESC)		StudentName (ASC)	
StudentNumber (ASC)	← →		↑ ↓
StudentNumber (DESC)	← →		
Homeroom (ASC)			

**Delivery Method:** Pickup

**Email Address:** amy@noacsc.org

**Report Format:** Adobe PDF

**Description:**

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. The date will default to the current date, or the most recent valid school day for the active school and active school year if the current date is not a valid school day.

**Schedule** (required) – Select the appropriate schedule from the list of existing schedules. Defaults to the Default Schedule.

**Schedule Result** (required) – Select the appropriate Schedule Result from the available list, which you wish to base the report results on.

**Run Type** (required) – Choose from three options.

**No Requests** - Show students with no requests regardless of whether they have assignments or not.

**No Assignments** - show students with no assignments regardless of whether they have requests or not

**Neither Requests nor Assignments** – show students only if they have no requests and no assignments

**Grade** (optional) – If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Student Status** (optional) – If no Student Status is selected, the report will select all Student Status codes. You can also filter by selecting specific Student Status codes for your report.

**Administrative Homeroom** (optional) – If no Administrative Homerooms are selected, the report will select all Administrative Homerooms. You can also filter by selecting specific Administrative Homeroom for your report.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

REPORT: DSL - REFO NORU		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 lists the disposition of course requests made by students for a specific scheduled result set. The user may select any course request disposition to view in order to view just requests successfully scheduled, to view only conflicts, etc.

Home » SIS » Scheduling » Scheduling Reports » Students Course Requests (REQU)

## Students Course Requests (REQU)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

**Schedule:** Default Schedule

**Schedule Result:** 12-13 Result Set

**Homeroom Date:** 9/27/2012

**Grade**

09 - 09  
10 - 10  
11 - 11  
12 - 12

**Student Status**

A - ACTIVE RES  
ACCA - ASHLAND ACADEMY  
AE - ACTIVE ELSEWHERE  
D - DELETED

**Administrative Homeroom**

2-108 - MAYNARD (Full Year Term)  
2-124A - WELCH (Full Year Term)  
2-124B - BRAY (Full Year Term)  
2-125 - GILL (Full Year Term)

**Counselor**

FREEMAN, MS  
FITZGERALD, MS  
MONTGOMERY, MS

**Membership Group**

11 - Intervention  
12 - Post-secondary Enrollment Options Program  
15 - 15  
16 - 16

**Membership**

15 - Student received intervention provided during regular s  
15 - Student received intervention provided in the summer  
16 - Student placement by a district in a chartered non-pub  
50 - Prev. reported as a dropout in reporting district gradua

**Special Education Services**

215001 - Adapted Physical Education Services  
215002 - Aide Services  
215003 - Attendant Services  
215004 - Audiological Services

**Ad-Hoc Membership:** -- Select an Ad-Hoc Membership --  
Public And Private

**Sorting Options**

StudentName (DESC)  
StudentNumber (ASC)  
StudentNumber (DESC)  
Homeroom (ASC)

StudentName (ASC)

**Delivery Method:** Pickup   Set As Default

**Email Address:** EmhoffH@software-answers.com

**Report Format:** Adobe PDF

**Description:**

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the Default Schedule.

**Schedule Result** (required) – Select the appropriate Schedule Results from the available list, which you wish to base the report results on.

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. Will default to the current date or the most recent valid school day for the active school and active school year if the current date is not a valid school day.

**Grade** (optional) – If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Student Status** (optional) – If no Student Status is selected, the report will select all Student Status codes. You can also filter by selecting specific Student Status codes for your report.

**Administrative Homeroom** (optional) – If no Administrative Homerooms are selected, the report will select all Administrative Homerooms. You can also filter by selecting specific Administrative Homeroom for your report.

**Counselor** (optional) – If no Counselor is selected, the report will select all Counselors. You can also filter by selecting specific Counselors for your report.

**Membership Group** (optional) – If no Membership Groups are selected, the report will select all Membership Groups. You can also filter by selecting specific Membership Groups for your report.

**Membership** (optional) – If no Membership Codes are selected, the report will select all Membership Codes. You can also filter by selecting specific Membership Codes for your report.

**Special Education Services** (optional) – Select the Special Education services to return the students on the report who are assigned those services. If no Special Education services are selected, the report will return students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the Services tab on the Special Education screen.

**Note:** The Special Education Services list only displays if FY13 and later is in context. In prior years, the Special Education services are entered on the Edit Student Memberships screen and are selected for this report in the Membership Code list.

**Ad-Hoc Membership** (optional) – Select an Ad-Hoc Membership from drop-down menu if you wish to only include students associated with the membership for this run of the report. Check the Public And Private check box to see Memberships created by other users in your drop-down list.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

**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		

## Student Request Specific Course (R404)

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Student Request Specific Course (R404)

This report allows the user to get a list of all of the students that have requested a specific course. The report lists alternate course, students ID, name, grade, gender, homeroom, previous school, program, counselor, team and telephone number. The user can also have the report list the courses that have less than a specified number of students requesting the course.



Course groups are included on this report and treated the same as any other course request. Students who select the course group will be shown under the course group. Students who request the course (only) will show up under the course.


Home » SIS » Scheduling » Scheduling Reports » Student Request Specific Co

## Student Who Requested A Specific Course (R404)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Homeroom Date: 6/6/2011  

Courses:  

Less Than Students:

**Sorting Options**

Grade Level (DESC)	← →	Grade Level (ASC)	↑ ↓
Student Name (DESC)	← →	Student Name (ASC)	
Team (ASC)	← →		
Team (DESC)			


Delivery Method:

Email Address:

Report Format:

Description:

**Homeroom Date** (required) – Specify the date to use to retrieve student’s homeroom.

**Courses** (optional) – Indicate the course code(s) for which you wish to view student requests. Enter the known course code and then click **Add** to add the course code to the report. 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. The Course Selection Wizard returns both courses and course groups.



Home » SIS » Scheduling » Scheduling Reports » Student Request Specific Co

## Student Who Requested A Specific Course (R404)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Homeroom Date: 6/6/2011

Courses:  Add

Selected Courses	
X	396
X	050

Less Than Students:

Sorting Options

Grade Level (DESC)	← →	Grade Level (ASC)	↑ ↓
Student Name (DESC)	← →	Student Name (ASC)	↑ ↓
Team (ASC)	← →		
Team (DESC)	← →		

Delivery Method: Pickup

Email Address:

Report Format: Adobe PDF

Description:

**Less Than Students** (optional) – Enter a maximum number to be used in creating the report. Only requests that have fewer than this number will be included in the report

**Sorting Options** (optional) – Choose one or more sort options for your report. All sorts are secondary to the course sort. All sorts are secondary to the course sort.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (auto populated from your StudentInformation profile)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

ALTERNATE	ID	STUDENT NAME	COUNSELOR	TEAM	GN	ST	GR	HMRM	HOME DISTRICT	DIS	TELEPHONE
		, RAYLIE	PEGGY		F	J	10	ACWHCC	ASHC	10	
		, JUSTIN	PEGGY		M	J	10	ACWHCC	ASHC	10	
		, KYLER	PEGGY		M	J	10	ACWHCC	ASHC	**	
		, SEBASTIAN	JOSHUA		M	J	10	ACWHCC	ASHC	15	
		, BENJAMIN	JONATHAN		M	A	11	8-103	ASHC	**	

## Students Requesting A Specific Course Pair (R405)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Students Requesting Specific Course Pair (R405)**

This report produces a list of all of the students that have a pair of requested courses. A student must have requested both courses in the pair in order for the student to show up on the report. The report will list the Alternate course pair, student's ID, name, grade, gender, homeroom, previous school, program and telephone number.

Home » SIS » Scheduling » Scheduling Reports » Students Req. Specific Course

### Students Requesting A Specific Course Pair (R405)

From this screen, you can select parameters to generate a report.

**Selection Criteria** | Selection Summary | Load Settings

**Homeroom Date:** 6/6/2011

**Course 1:** [Text Field] [Typeahead Icon] [More Icon]

**Course 2:** [Text Field] [Typeahead Icon] [More Icon]

**Delivery Method:** Pickup [Set As Default]


**Email Address:** [Text Field]


**Report Format:** Adobe PDF

**Description:** [Text Field]

[Submit]

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom.

**Course 1** (required) – Indicates the course code for the first course that must be requested. You can enter the known 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. Then, click **Add** to add the course code to the report.

**Course 2** (required) – Indicates the course code for the second course that must be requested. You can enter the known 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. Then, click **Add** to add the course code to the report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

ALTERNATE		ID	STUDENT NAME	GR	GN	HRRM	HOME DISTRICT	DISB COND	TELEPHONE
1	2								
			, 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)

This Report is used to generate a table listing each course code against all other course codes that have been jointly requested by one or more students, in order to determine the number of conflicts that would result if two courses were offered only one time (singleton) within the same block/period. Optionally, this report can be based on only those courses where the number of students requesting the course is less than or equal to the number specified on the requesting screen.

Course groups will be show on this report and will display Course Group number and number of requests.

Home » SIS » Scheduling » Scheduling Reports » Potential Course Conflicts (R406)

## Potential Course Conflicts (R406)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Include Courses:  ... Add

Excluded Courses:  ... Add

---

**Course Types**

C - Class		
L - Lunch	← →	
Z - Study hall	⇐ ⇐	
ESC - ESC course	⇐ ⇐	

**Course Groups**

1		
2	← →	
4	⇐ ⇐	
5	⇐ ⇐	

**Course Grades**

09 - 09		
10 - 10	← →	
11 - 11	⇐ ⇐	
12 - 12	⇐ ⇐	

**Course Department**

000 - NO DEPARTMENT		
ART - ART	← →	
BUS - BUSINESS	⇐ ⇐	
CAR - CAREER TECH	⇐ ⇐	

**Sorting Options**

Department (ASC)		
Department (DESC)	← →	
Course Grade Level (ASC)	⇐ ⇐	
Course Grade Level (DESC)	⇐ ⇐	

Only show courses / groups with fewer than  requests.

Exclude course groups from the report

Delivery Method: Pickup

Email Address:

Report Format: Adobe PDF

Description:

**Include Courses** (optional) – Indicates the course code(s) you wish to include in the list of requests. You can enter the known 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. Then, click **Add** to add the course code to the report.

Include Courses:  ... Add

Selected Courses	
<input type="checkbox"/>	301

✗ – Remove this course from the list of included courses.

**Excluded Courses** (optional) – Indicates the course code(s) to exclude from the list of requests. You can enter the known 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. Then, click **Add** to add the course code to the report.

Selected Courses	
✗	396

✗ – Remove this course from the list of excluded courses.

**Course Types** (optional) – If no Course Types are selected, the report will select all Course Types. You can also filter by selecting specific Course Type(s) for your report. Courses and artificial courses without a department will be shown on the report if their course type is selected to be shown.

**Course Groups** (optional) – If no Course Groups are selected, the report will select all Course Groups. You can also filter by selecting specific Course Group(s) for your report.

**Course Grades** (optional) – If no Course Grades are selected, the report will select all Grades. You can also filter by selecting specific Course Grades for your report.

**Note:** If you filter by Course Grade Level, course groups will not be included on the report (since they have no Course Grade).

**Course Department** (optional) – If no Course Departments are selected, the report will select all Course Departments. You can also filter by selecting specific Course Departments for your report.

**Note:** If you filter by Course Department, course groups will not be included on the report (since they have no Course Department).

**Sorting Options** (optional) – Choose one or more sort options for your report. If sort by Course Grade Level ASC is selected, the sort will use the lowest grade level for the course (since courses can have multiple grade levels). If sort by Course Grade level DESC is selected, the sort will use the highest grade level for the course.

**Only show courses / groups with fewer than**  **requests** (optional) – enter a number if you wish to select only courses where the number of students requesting the course is less than the number indicated. Leave this field blank to select all courses regardless of the number of corresponding requests.

**Exclude course groups from the report** (optional) – If checked, course groups will be excluded from the report. If unchecked, course groups will be included in the report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Report: R406		DASL HIGH SCHOOL									
Printed Mon, Aug 03, 2009, 10:43 AM		2009-2010									
Potential Course Conflicts											
<b>Course:</b> 0110 - YEARBOOK		<b>Requests:</b> 6	<b>Dept:</b> ENG	<b>Grd Lvl:</b> 09,10,11,12							
<b>No</b>	<b>Id</b>	<b>Course Name</b>	<b>No</b>	<b>Id</b>	<b>Course Name</b>	<b>No</b>	<b>Id</b>	<b>Course Name</b>	<b>No</b>	<b>Id</b>	<b>Course Name</b>
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						
<b>Course:</b> 0111 - ENG 9		<b>Requests:</b> 69	<b>Dept:</b> ENG	<b>Grd Lvl:</b> 09							
<b>No</b>	<b>Id</b>	<b>Course Name</b>	<b>No</b>	<b>Id</b>	<b>Course Name</b>	<b>No</b>	<b>Id</b>	<b>Course Name</b>	<b>No</b>	<b>Id</b>	<b>Course Name</b>
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	AV PRODUCTION									

## Potential Course Conflicts Matrix (R403)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Potential Course Conflicts Matrix (R403)**

This report is used to generate a matrix listing each course code against all other course codes, in order to determine the number of conflicts that would result if two courses were offered only 1 time (singleton) within the same block/period of the day. The forecasted number of conflicts will be printed at the intersection point on the matrix corresponding to each pair of courses.

**Department** (optional) – If no Departments are selected, the report will select all Departments. You can also filter by selecting specific Departments for your report. NOTE: If you filter by Department, course groups will not be included on the report (since they have no Department).

**Courses** (optional) – Indicates the course code(s) used to produce a list of requests. You can enter the known 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. Then, click **Add** to add the course code to the report.

**Only Return Courses with Conflicts** (optional) – Allows you to display only those courses that have conflicts pertaining to prerequisites, scheduling times, etc.

**Display courses that have requests** – Allows you to select whether to display courses that have requests that are “greater than or equal to ( $\geq$ )” or “less than or equal to ( $\leq$ )” “a particular number of your choice. The default selection is “not selected.”

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit**– Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

**Note:** The page numbers of this report allow the report to be used in a grid shape. The first number is the row where the page should be placed, and the second number is the column where the page should be placed. For instance, for a four-page report consisting of pages “Page 1.1 of 2,” “Page 1.2 of 2,” “Page 2.1 of 2,” and “Page 2.2 of 2,” Page 1.1 is in the upper left. Page 1.2 is to the right of Page 1.1. Page 2.1 is below Page 1.1, and Page 2.2 is to the lower right.

REPORT: SI - R403			SCHOOL																								RUN AT 2:30 PM 8/10/2017					
SCHOOLYEAR: 2016-2017			POTENTIAL COURSE CONFLICTS MATRIX																								PAGE 1.1 OF 17					
COURSE			037	039	040	041	042	045	046	047	048	050	055	058	059	060	061	062	063	065	068	070	072	074	075	076C	078	079	080	081	082	083
CODE	NAME	DEPT. CODE																														
037	READING	ENG	4	1	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
039	ENGLISH 9	ENG	1	207	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	10	0	0	
040	HON ENGLISH 9	ENG	0	0	57	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	3	5	1	0	
041	WR WRK I	ENG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
042	ENG 10	ENG	3	4	0	0	218	0	0	0	1	0	0	14	0	0	4	0	19	4	0	1	0	0	0	0	16	3	5	1	0	
045	INT COMPOSITION	ENG	0	0	0	0	131	1	0	0	0	0	1	0	0	0	0	22	0	103	13	8	1	12	5	2	2	2	1	0		
046	ADVANCED COMP	ENG	0	0	0	0	1	34	12	0	0	0	0	0	0	0	0	3	0	0	4	6	1	6	2	2	0	0	0	0		
047	AP ENGLISH	ENG	0	0	0	0	0	12	13	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
048	CREATIVE WR.	ENG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
050	HONORS ENG 10	ENG	0	0	0	0	1	0	0	0	0	36	0	1	0	0	0	4	0	0	0	0	0	0	0	2	0	2	1	0	2	1
056	LIT OF JUSTICE	ENG	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



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## Scheduling Reports

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports

Please see the Batch/Report Management documentation for more detailed information about running and viewing reports.

StudentInformation > SIS > Scheduling > Scheduling Reports

### Scheduling Reports

Please make a menu selection

<a href="#">Add/Drop Audit Report (R209)</a>	<a href="#">Stud Sched In Cor/Sec Not Another (R424)</a>
<a href="#">Class Arena Card (R418A)- SIS</a>	<a href="#">Student Arena Card (R417)</a>
<a href="#">Class Arena Card (R418B)</a>	<a href="#">Student Course Request Verify (R401)</a>
<a href="#">Class Master Schedule (R407)</a>	<a href="#">Student Request Specific Course (R404)</a>
<a href="#">Course Curriculum (CRSE)</a>	<a href="#">Student Sched In Two Assg Cor/Sec (R425)</a>
<a href="#">Course Request Labels (R206)</a>	<a href="#">Student Scheduled w/FT by Period (R415B)</a>
<a href="#">Course Request Verification Slip (R416)</a>	<a href="#">Student Scheduled With Free Time (R415A)</a>
<a href="#">Location Schedule (R409)</a>	<a href="#">Student Scheduling Analysis (R426)</a>
<a href="#">No Requests/Assignments (NORQ)</a>	<a href="#">Students Course Requests (REQU)</a>
<a href="#">Potential Course Conflicts (R406)</a>	<a href="#">Students Req. Specific Course Pair(R405)</a>
<a href="#">Potential Course Conflicts Matrix (R403)</a>	<a href="#">Students Sched with Alt Courses (R413)</a>
<a href="#">Schedule Card Formatter (R701)</a>	<a href="#">Tally Of Student Course Requests (R402)</a>
<a href="#">Section Summary by Report Period (R807)</a>	<a href="#">Teacher Block Schedule (R427)</a>
<a href="#">Singleton List Conflict Report (R813-B)</a>	<a href="#">Teacher Schedule (R411)</a>
<a href="#">Singleton List Report (R813-A)</a>	<a href="#">Timetable Grid (R422)</a>

## Student Scheduling Analysis (R426)

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Student Scheduling Analysis (R426)

The Student Scheduling Analysis is a condensed report with student scheduling results listed. The report will only display each course once, with the status from the last attempt to schedule the course.

[Home](#) » [SIS](#) » [Scheduling](#) » [Scheduling Reports](#) » [Student Scheduling Analysis \(R426\)](#)

## Student Scheduling Analysis (R426)

From this screen, you can select parameters to generate a report.

[Selection Criteria](#) | [Selection Summary](#) | [Load Settings](#)

**Schedule:**

**Schedule Result:**

**Homeroom Date:**

**Grade**

07 - 07		
08 - 08	←	→
09 - 09	←	→
10 - 10	←	→

**Course Type**

C - Class		
L - Lunch	←	→
Z - Study hall	←	→
ESC - ESC course	←	→

**Administrative Homeroom**

AUT - RADLER (Full Year Term)		
IN01 - MILLER (Full Year Term)	←	→
IN02 - SCHRINER (Full Year Term)	←	→
IN03 - MOORE (Full Year Term)	←	→

**Course Term**

1st Semester		
All Year	←	→
2nd Semester	←	→

**Counselor**

	←	→
	←	→

**Team**

	←	→
	←	→

**Student Scheduling Analysis Parameters Screen (First Half of Screen)**

**Membership Group**

10 - 10  
 11 - Intervention  
 12 - Post-secondary Enrollment Options  
 13 - 13

**Membership**

15 - Student received intervention provi  
 15 - Student received intervention provi  
 16 - Student placement by a district in a  
 50 - Prev. reported as a dropout in repc

**Ad-Hoc Membership:** -- Select an Ad-Hoc Membership --  
 Public And Private

**Only Show Students with Number of Non-Assigned Requests >=**

**Print Phone Number:**

**Compress Assigned Course Information:**

**Sorting Options**

Grade (ASC)  
 Grade (DESC)  
 Number Of Non-Assigned Requests (ASC)  
 Number Of Non-Assigned Requests (DESC)

**Delivery Method:** Pickup

**Email Address:** amy@noacsc.org

**Report Format:** Adobe PDF

**Description:**

**Student Scheduling Analysis Parameters Screen (Second Half of Screen)**

**Schedule** (optional/required) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule. If the schedule has been finalized, this field is not selectable.

**Schedule Result** (required) – Select the appropriate Schedule Results from the available list on which you wish to base the report results. You must select a Schedule to see possible Schedule Results in this drop-down menu. If the schedule has been finalized, this field is not selectable.

**Homeroom Date** (required) – Specify the date to use to retrieve student’s homeroom.

**Grade** (optional) – If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Course Type**, (optional) – If no Course Types are selected, the report will select all Course Types. You can also filter by selecting specific Course Types for your report.

**Administrative Homeroom** (optional) – If no Administrative Homerooms are selected, the report will select all Administrative Homerooms. You can also filter by selecting specific Administrative Homeroom for your report.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Counselor** (optional) – If no Counselors are selected, the report will select all Counselors. You can also filter by selecting specific Counselors for your report.

**Team** (optional) – If no Teams are selected, the report will select all Teams. You can also filter by selecting specific Teams for your report.

**Membership Group** (optional) – If no Membership Groups are selected, the report will select all Membership Groups. You can also filter by selecting specific Membership Groups for your report.

**Membership** (optional) – If no Membership Codes are selected, the report will select all Membership Codes. You can also filter by selecting specific Membership Codes for your report.

**Ad-Hoc Membership** (optional) – Select an Ad-Hoc Membership from drop-down menu if you wish to only include students associated with the membership for this run of the report. Check the Public And Private check box to see Memberships created by other users in your drop-down list.

**Only Show Students with Number of Non-Assigned Requests >=** (optional) – Indicate the minimum number of non-assigned requests to be used in creation of this report. If a number is specified then only students with at least that number of non-assigned requests will be included on the report. If none is specified then all students with non-assigned requests will be included.

**Print Phone Number** (optional) – Yes or No; Indicates if you wish for student phone numbers to be printed on the report.

**Compress Assigned Course Information** (optional) – If this box is checked, the specific non-assigned requests for each student will not be show. Instead one line for each student will be shown with the number of non-assigned requests. This gives more of a summary affect for each student.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

, BEAU						
NON-ASSIGNED : 0						
NUMBER :						
GRADE : 12 GENDER : M HMRM: 7-104						
TERM	COURSE	SEC	DESCRIPTION	DAYS	PERIOD	STATUS
1SEM	CCPENG112	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	CCPPSY100	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	CCPENG120	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

**Note:** The Non-Assigned column in the student section will count any record that has a status other than Assigned or Removed. Course section assignments for each student are printed in period order using the Sort Order for the Period.

## Students Scheduled with Free Time (R415A)

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Students Scheduled With Free Time (R415A)

This report generates a list of students or only totals of students with free time available. This enables the school to determine how many study halls may be needed to accommodate student's free time.

## Student Scheduled With Free Time (R415-A)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Schedule: -- Select a Schedule --

Schedule Result:

Homeroom Date: 2/13/2009

### Grade

07 - 07			
08 - 08			
09 - 09			
10 - 10			

### Student Status

A - ACTIVE RES			
D - DELETED			
I - INACTIVE			
N - NON-RES			

### Schedule Term

08/26/2009			
11/02/2009			
01/25/2010			
03/29/2010			

### Period

Period 1			
Period 2			
Period 3			
Period 4			

### Membership

15 - Student received intervention provide			
15 - Student received intervention provide			
16 - Student placement by a district in a c			
50 - Prev. reported as a dropout in report			

### Membership Group

12 - Post-secondary Enrollment Options F			
13 - Other Regular Programs			
20 - Specialized Instructions			
21 - Placement Options			

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private

Minimum Free Periods in a Schedule Term for Student to Appear On Report:

Print Only Totals:

### Sorting Options

Grade (ASC)			
Grade (DESC)			
Student Name (ASC)			
Student Name (DESC)			

Delivery Method: Pickup

Email Address:

Report Format: Adobe PDF

Description:

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule. If the schedule has been finalized, this field is not selectable.

**Schedule Result** (required) – Select the appropriate Schedule Results from the available list which you wish to base the report results on. If the schedule has been finalized, this field is not selectable.

**Homeroom Date** (required) – Specify the date to use to retrieve student’s homeroom

**Grade** (optional) – If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Student Status** (optional) – If no Student Status is selected, the report will select all Student Status codes. You can also filter by selecting specific Student Status codes for your report.

**Schedule Term** (optional) – If no Schedule Terms are selected, the report will select all Schedule Terms. You can also filter by selecting specific Schedule Terms for your report.

**Period** (optional) – If no Periods are selected, the report will select all Periods. You can also filter by selecting specific Periods for your report.

**Membership** (optional) – If no Memberships are selected, the report will select all Memberships. You can also filter by selecting specific Memberships for your report.

**Membership Groups** (optional) – If no Membership Groups are selected, the report will select all Membership Groups. You can also filter by selecting specific Membership Groups for your report.

**Ad-Hoc Membership** (optional) – Select an Ad-Hoc Membership from drop-down menu if you wish to only include students associated with the membership for this run of the report. Check the Public And Private check box to see Memberships created by other users in your drop-down list.

**Minimum Free Periods in a Schedule Term for Student to Appear on Report** (optional) – If a number of Minimum Free Periods is not entered, the report will select all students with a free period. You can also filter by entering a minimum number of free periods for your report.

**Print Only totals** (optional) – Yes or No; indicates if you wish to print only total number of students with free time during the various periods of the day, versus printing detailed summary info.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Report: R415										HIGH SCHOOL									
Printed Mon, Feb 16, 2009, 3:37 PM										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 (R415B)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Students Scheduled With Free Time by Period (R415B)**

This report generates a list of students or only totals of students with free time available, sorted by period. This enables the school to determine how many study halls may be needed to accommodate student’s free time.



Home » SIS » Scheduling » Scheduling Reports » Student Scheduled w/FT by Period (R415B)

## Student Scheduled With Free Time by Period (R415-B)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

**Schedule:** -- Select a Schedule --

**Schedule Result:**

**Homeroom Date:** 2/16/2009

---

**Grade**

07 - 07	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
08 - 08	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
09 - 09	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
10 - 10	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	

**Student Status**

A - ACTIVE RES	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
D - DELETED	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
I - INACTIVE	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
N - NON-RES	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	

**Schedule Term**

08/25/2009	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
09/29/2009	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
11/02/2009	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
12/07/2009	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	

**Period**

Period 1	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
Period 2	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
Period 3	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
Period 4	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	

**Membership**

15 - Student received intervention provide	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
15 - Student received intervention provide	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
16 - Student placement by a district in a c	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
50 - Prev. reported as a dropout in report	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	

**Membership Group**

12 - Post-secondary Enrollment Options F	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
13 - Other Regular Programs	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
20 - Specialized Instructions	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
21 - Placement Options	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	

---

**Ad-Hoc Membership:** -- Select an Ad-Hoc Membership --

Public And Private

---

**Minimum Free Periods in a Schedule Term for Student to Appear On Report:**

**Print Only Totals:**

---

**Sorting Options**

Grade (ASC)	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
Grade (DESC)	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
Student Name (ASC)	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	
Student Name (DESC)	<input type="button" value="v"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	<input type="button" value="↑"/>

---

**Delivery Method:** Pickup

**Email Address:**

**Report Format:** Adobe PDF

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**Description:**

---

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule. If the schedule has been finalized, this field is not selectable.

**Schedule Result** (required) – Select the appropriate Schedule Results from the available list which you wish to base the report results on. If the schedule has been finalized, this field is not selectable.

**Homeroom Date** (required) – Specify the date to use to retrieve student’s homeroom.

**Grade** (optional) – If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Student Status** (optional) – If no Student Status is selected, the report will select all Student Status codes. You can also filter by selecting specific Student Status codes for your report.

**Schedule Term** (optional) – If no Schedule Terms are selected, the report will select all Schedule Terms. You can also filter by selecting specific Schedule Terms for your report.

**Period** (optional) – If no Periods are selected, the report will select all Periods. You can also filter by selecting specific Periods for your report.

**Membership** (optional) – If no Memberships are selected, the report will select all Memberships. You can also filter by selecting specific Memberships for your report.

**Membership Groups** (optional) – If no Membership Groups are selected, the report will select all Membership Groups. You can also filter by selecting specific Membership Groups for your report.

**Ad-Hoc Membership** (optional) – Select an Ad-Hoc Membership from drop-down menu if you wish to only include students associated with the membership for this run of the report. Check the Public And Private check box to see Memberships created by other users in your drop-down list.

**Minimum Free Periods in a Schedule Term for Student to Appear on Report** (optional) – If a number of Minimum Free Periods is not entered, the report will select all students with a free period. You can also filter by entering a minimum number of free periods for your report.

**Print Only totals** (optional) – Yes or No; indicates if you wish to print only total number of students with free time during the various periods of the day, versus printing detailed summary info.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Report: R415B		HIGH SCHOOL											
Printed Mon, Feb 16, 2009, 3:40 PM		2008-2009											
Student Scheduled With Free Time by Period													
Period	Student Number	Student Name	St	Gr	Gd	HmRm	Disability Condition	Dist of Res	Rotation Days	Schedule Terms			
										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 Scheduled In Two Assigned Course/Sec (R425)**

This report generates a list of students who are assigned to a specific course and then also have been assigned to any one or more of additional selected courses.

Home » SIS » Scheduling » Scheduling Reports  
 » Student Sched In Two Assg Cor/Sec (R425) Advanced Search | Feedback | Mgmt

## 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:**    -- Select a Schedule --

**Schedule Result:**     ⚡

---

**Homeroom Date:**    8/11/2008     ⚡

---

**Primary Course:**    052 - LANGUAGE ARTS   

**Secondary Course**

052 - LANGUAGE ARTS 182 - FRENCH I 200 - YEARBOOK II 2007 - ART	<input type="button" value="v"/> <input type="button" value="↔"/> <input type="button" value="↔"/> <input type="button" value="v"/>	<input style="width: 95%;" type="text"/>
--	--	--

---

**Print Only Totals:**   

---

**Sorting Options**

Student Name (ASC) Student Name (DESC) Grade (ASC) Grade (DESC)	<input type="button" value="v"/> <input type="button" value="↔"/> <input type="button" value="↔"/> <input type="button" value="v"/>	<input style="width: 95%;" type="text"/>
--	--	--

---

**Delivery Method:**    Pickup       

**Email Address:**   

**Report Format:**    Adobe PDF   

---

**Description:**   

---

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule. If the schedule has been finalized, this field is not selectable.

**Schedule Result** (required) – Select the appropriate Schedule Results from the available list which you wish to base the report results on. If the schedule has been finalized, this field is not selectable.

**Primary Course** (required) – Select the primary course that students are assigned a section for comparison to the secondary course.

**Secondary Course** (optional) – Select the secondary course(s) to be used in conjunction with the primary course, to find students assigned both courses

**Print only totals** (optional) – Yes or No; Indicates if you wish to print only total number of students scheduled into the specified courses.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

REPORT: SI - R425		ASHLAND HIGH SCHOOL				RUN AT 3:02 PM 8/10/2017	
SCHOOL/YEAR:		COURSE		250		BIOLOGY	
STUDENTS SCHEDULED INTO TWO ASSIGNED COURSES/SECTIONS							
PAGE 1 OF 4							
ID	STUDENT NAME	GR	GR	HDGM	FR	COUNSELOR	COURSES
							345
	, JULIANA	F	**	PEGGY			20 KMLL, M801
	, REEGAN	F	**	PEGGY			70 HJBT
	, DANIELLE	F		PEGGY			6 HJBT
	, RACHEL	F		PEGGY			3 HJMB
	, OCTAVIA	F		JOSHUA			5 HJAB

## Student Scheduled In Course/Section and Not Another (R424)

Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Student Scheduled In Course/Sec Not Another (R424)

This Report generates a list of students who are scheduled into only one course for a specified pair of courses.

Home » SIS » Scheduling » Scheduling Reports » Stud Sched In Cor/Sec Not Another (R424) Advanced Search | Feedback

### Students Scheduled Into One Course/Section and Not Another (R424)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Schedule: -- Select a Schedule --

Schedule Result: [v] [🔗]

Homeroom Date: 6/3/2011 [v] [🔗]

Course Scheduled: [ ] [⋮] Course Not Scheduled: [ ] [⋮] [Add Course Pair]

Print Student Phone Number:

Sorting Options

Grade (ASC) [↔] [↔] [ ] [↕]  
 Grade (DESC) [↔] [↔] [ ] [↕]  
 Student Name (ASC) [↔] [↔] [ ] [↕]  
 Student Name (DESC) [↔] [↔] [ ] [↕]

Delivery Method: Pickup [Set As Default]

Email Address: DowdR@software-answers.com

Report Format: Adobe PDF

Description: [ ]

Submit

**Schedule** (optional) – Select the schedule from the drop-down for which you wish to run this report. This is only modifiable until the schedule is finalized.

**Schedule Result** (required) – Select the Schedule Result from the drop-down for which you wish to run this report. This is only modifiable until the schedule is finalized.

**Homeroom Date** (required) – Specify the date to use to retrieve student’s homeroom. Defaults to today’s date.

**Course Scheduled** (optional) – Indicates the course into which the students have been scheduled. You can enter the known course code and 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.

**Course Not Scheduled** (optional) – Indicates the course into which the students have NOT been scheduled. You can enter the known course code and 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.

Click **Add Course Pair** to add the selected course pairs to the report. Continue to add as many course pairs as needed for this run of the report.

<b>Course Scheduled:</b>	933	2	<input type="button" value="..."/>	<b>Course Not Scheduled:</b>	936	6	<input type="button" value="..."/>	<input type="button" value="Add Course Pair"/>
	<b>Course Scheduled</b>	<b>Course Section</b>	<b>Course Not Scheduled</b>	<b>Course Section</b>				
<input type="checkbox"/>	933	2	936	6				

Add a Course Pair

**Print Student Phone Number** (optional) – Yes or No; Indicates if you wish for student phone numbers to be printed on the report.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

REPORT: SI - R424	ASHLAND HIGH SCHOOL				RUN AT 3:14 PM 8/10/2017	
STUDENTS SCHEDULED INTO ONE COURSE/SECTION AND NOT ANOTHER						
SCHOOLYEAR: 2016-2017	COURSE 1: 250	SECT NO: 1	AND NOT	COURSE 2: 345	PAGE 1 OF 2	SECT NO: 3
ID	STUDENT NAME	GR	GN	HMRM	PR	COUNSELLOR
	, JAICIE	10	F			PEGGY
	, ABIGAIL	10	F			PEGGY
	, MEGAN	10	F			JONATHAN
	, REECE	10	M			JOSHUA
	, BAILEY	10	F			JOSHUA
	, ERIN	10	F		**	JONATHAN

## Teacher Block Schedule (R427)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Teacher Block Schedule (R427)**

This report is used to generate a block schedule for a single teacher, or all teachers. It indicates the courses that they are scheduled to teach within a specified time period. Teacher block schedules are formatted so that a copy could be mailed to each teacher showing his/her schedule before school starts.

The screenshot shows the 'Teacher Block Schedule (R427)' web application interface. At the top, there is a breadcrumb trail: Home » SIS » Scheduling » Scheduling Reports » Teacher Block Schedule (R427). Below this is the title 'Teacher Block Schedule (R427)' and a red instruction: 'From this screen, you can select parameters to generate a report.' The interface is divided into several sections: 'Selection Criteria' (with tabs for 'Selection Criteria', 'Selection Summary', and 'Load Settings'), 'Schedule:' (Default Schedule), 'Schedule Result:' (Default Schedule Result), 'Only Display Free Teacher Meeting Times:' (checkbox), 'Print One Teacher Per Page:' (checkbox), 'Staff' (list: ROBERT MR., KIMBERLY HOPE), 'Course Term' (list: 1st Semester, All Year, 2nd Semester), 'Period' (list: 0, 1, 2, IN), 'Sorting Options' (Teacher Name (DESC), Teacher Code (ASC), Teacher Code (DESC) on the left; Teacher Name (ASC) on the right), 'Output:' (radio buttons for Report, Labels, Both Report and Labels), 'Label Type:' (Avery Label 5160 - 1" X 2 5/8" 3-columns), 'Delivery Method:' (Pickup), 'Email Address:' (amy@noacsc.org), 'Report Format:' (Adobe PDF), and 'Description:' (empty text box). A 'Submit' button is located at the bottom left.

**Schedule** (required) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule.

**Schedule Result** (required) – Select a Schedule Result to which to limit the results.

**Only Display Free Teacher Meeting Times** (optional) – Yes or No; indicates whether to only include teachers with free time on the report. Those with full schedules would not be included if checked.

**Print One Teacher Per Page** (optional) – Yes or No; indicates whether schedules are to be printed on separate pages for distribution to each teacher.

**Staff** (optional) – If no Staff members are selected, the report will select all Staff. You can also filter by selecting specific Staff members for your report.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Period** (optional) – If no Periods are selected, the report will select all Periods. You can also filter by selecting specific Periods for your report.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Output** (optional) – Select one option for the intended output for this run of the report. Options are Report, Labels or both Report and Labels.

If labels are chosen, 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 on the teacher's maintenance screen.

**Label Type** (optional) – Choose one label type from the drop-down selection of commonly used (preformatted) labels, if choosing to print labels at this time. The report containing labels will then be formatted to match the selection.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.



**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Report: R427 Printed Thu, Feb 14, 2008, 3:00 PM					DASL HIGH SCHOOL 2007-2008 Teacher Block Schedule				
Teacher Code: BOYE      Name: JEFF BOYER									
Rotation Days									
Monday 1	Tuesday 1	Wednesday 1	Thursday 1	Friday 1	Monday 2	Tuesday 2	Wednesday 2	Thursday 2	Friday 2
AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:	AP AM HISTORY Code: 255 Sec: 3 113 M: F: T:
5									
6									
7									
<sup>8</sup> Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:	Comp Code: Comp Sec: 2 111 M: F: T:
<sup>9</sup> Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:	Comp Code: Comp Sec: 1 144 M: F: T:

## Timetable Grid (R422)

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Timetable Grid (R422)

The R422 will show a grid (similar to R427 Teacher Block Schedule) of courses and when they meet by period. The R422 can be run by Teacher or Course (the filters change depending on the option chosen).

The R422 handles all possible course section meeting time scenarios including the following:

**Basic Meeting Times:** Course section meeting times must have the same teacher and location on all rotation days defined for the school. R422 handles the following basic meeting time scenarios:

One period

Multiple periods contiguous

Multiple periods non-contiguous

**Intermediate Meeting Times:** Course section meeting times must be the same for all schedule terms, but the course section can have multiple teachers and/or locations, different periods for different rotation days. R422 handles the following intermediate meeting time scenarios:

One period on all rotation days

One period on each rotation day but not the same period on all days

Multiple periods contiguous and the same set of periods on all days

Multiple periods contiguous but not the same contiguous periods on all days

Multiple periods non-contiguous and the same set of periods on all days

Multiple periods non-contiguous but not the same non-contiguous periods on all days

Same teacher and location in all periods on all days

Same teacher in all periods on all days but not the same location in all periods on all days

Same location in all periods on all days but not the same teacher in all periods on all days

Not the same location in all periods on all days and not the same teacher in all periods on all days

**Advanced meeting times:** Meeting times can be different for each schedule term; otherwise, the same variations are possible as with intermediate meeting time. R422 handles the following advanced meeting time scenarios:

Multiple periods but not the same periods in all schedule terms

Same teacher in all periods in all schedule terms, but not the same location in all periods in all schedule terms

Same location in all periods in all schedule terms, but not the same teacher in all periods in all schedule terms

## Timetable Grid (R422)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

**Schedule:** -- Select a Schedule -- ⚡

**Schedule Result:** ▾

---

**Show Grid by Teachers or Courses:**  Teachers  Courses

**Show Grid by Course Terms or Schedule Terms:**  Course Terms  Schedule Terms

**Course Section Start and Stop Dates:**

- Show Dates only for Course Sections with Advanced Meeting Times
- Show Dates for all Course Sections
- Don't Show Dates for any Course Sections

---

**Staff**

MARCIA ALLEN	↕	↔	
MARK ALLEN	↕	↔	
RYAN ALLSS	↕	↔	
CINDY AMON	↕	↔	

**Course Term**

1st Semester	↕	↔	
All Year	↕	↔	
2nd Semester	↕	↔	

**Period**

1	↕	↔	
2	↕	↔	
3	↕	↔	
3A	↕	↔	

**Additional Fields To Display**

Department	↕	↔	
Subject Area	↕	↔	
Area Of Study	↕	↔	
Course Grade Level	↕	↔	

---

**Print One Teacher/Course Per Page:**

**Paper Kind:** Letter ▾

---

**Sorting Options**

Teacher Name (DESC)	↕	↔	Teacher Name (ASC)	↕
Teacher Code (ASC)	↕	↔		
Teacher Code (DESC)	↕	↔		

---

**Delivery Method:** Pickup ▾

**Email Address:**

**Report Format:** Adobe PDF ▾

---

**Description:**

Home > 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: -- Select a Schedule --

Schedule Result: [v]

Show Grid by Teachers or Courses:  Teachers  Courses

Show Grid by Course Terms or Schedule Terms:  Course Terms  Schedule Terms

Course Section Start and Stop Dates:  Show Dates only for Course Sections with Advanced Meeting Times  
 Show Dates for all Course Sections  
 Don't Show Dates for any Course Sections

**Course**

052 - LANGUAGE ARTS  
182 - FRENCH I  
200 - YEARBOOK II  
2007 - ART

**Course Term**

1st Semester  
All Year  
2nd Semester

**Period**

1  
2  
3  
3A

**Department**

ADM - ADMINISTRATIVE  
ART - ART  
ATH - ATHLETIC  
BUS - BUSINESS

**Grade**

09 - 09  
10 - 10  
11 - 11  
12 - 12

**Subject Area**

COM - COMM/SPEECH  
ELE - ELECTIVE  
ENG - ENGLISH  
FA - FINE ARTS

**Course Area Of Study**

ART - ART  
BUS - BUSINESS  
COM - COMMUNICATIONS  
ENG - ENGLISH

**Course Type**

Class  
Lunch  
Study hall  
ESC course

**Additional Fields To Display**

Department  
Subject Area  
Area Of Study  
Course Grade Level

Print One Course Per Page:

Paper Kind: Letter

**Sorting Options**

Course Short Name (ASC) | Course Code (ASC)  
Course Short Name (DESC) |  
Course Code (DESC) |  
Department (ASC) |

Delivery Method: Pickup [Set As Default]

Email Address: chris@noacsc.org

Report Format: Adobe PDF

Description: [ ]

Submit

**Schedule** (required) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule.

**Schedule Result** (optional) – Select a Schedule Result to which to limit the results.

Show Grid by Teachers or Courses (required)

If Teachers is chosen, then a separate grid is shown for each selected teacher with a column for each period for the school. The report filter criteria available in Teacher mode are Staff, Course Terms and Periods.

If Courses is chosen, then a separate grid is shown for each selected course with a column for each period for the school. The report filter criteria available in Courses mode are Courses, Course Terms or Schedule Terms, Periods, Departments, Course Grades, Subject Areas, Areas of Study, Course Types.

**Show Grid by Course Terms or Schedule Terms** (required) – If Course Terms is chose, then a separate row is shown for each course term in which the teacher/course has course sections. If the Schedule Terms option is chosen, then a separate row is shown for each schedule term in which a teacher/course has course sections.

**Course Section Start and Stop Dates** (required if Course Terms is selected) – If the Course Term option is selected above, then an additional set of Course Section Start and Stop Dates options is displayed. Most course sections last for the entire duration of the course term to which they belong, so the start and stop date information for the course section would be redundant. However, for course sections that only meet for part of the course term, the start and top date information is useful. The user can choose from the following options regarding Course Section Start and Stop Dates:

Show Dates only for Course Sections with Advanced Meeting Times

Show Dates for all Course Sections

Don't Show Dates for any Course Sections

**Staff** (optional – Teacher option only) – If no Staff members are selected, the report will select all Staff. You can also filter by selecting specific Staff members for your report.

**Course** (optional – Courses option only) – If no Courses are selected, the report will select all Courses. You can also filter by selecting specific Courses for your report.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Period** (optional) – If no Periods are selected, the report will select all Periods. You can also filter by selecting specific Periods for your report.

**Department** (optional – Courses option only) – If no Departments are selected, the report will select all Departments. You can also filter by selecting specific Departments for your report.

**Grade** (optional – Courses option only) – If no Grades are selected, the report will select all Grades. You can also filter by selecting specific Grades for your report. This refers to the Grade on the Course Master.

**Subject Area** (optional – Courses option only) – If no Subject Areas are selected, the report will select all Subject Areas. You can also filter by selecting specific Subject Areas for your report. This refers to the Subject Area on the Course Master.

**Course Area of Study** (optional – Courses option only) – If no Course Area of Study are selected, the report will select all Course Area of Studies. You can also filter by selecting specific Course Area of Studies for your report. This refers to the Course Area of Study on the Course Master.

**Course Type** (optional – Courses option only) – If no Course Type are selected, the report will select all Course Type. You can also filter by selecting specific Course Types for your report.

**Additional Fields to Display** (optional) – Choose to display Departments, Course Grades, Subject Areas, Areas of Study and/or Course Types.

**Print One Teacher/Course Per Page** (optional) – If this option is selected, then each teacher/course starts on a new page. If the option is not selected, then as many teachers/courses as possible are put onto each report page.

**Paper Kind** (required) – Choose whether the report width is formatted for Letter or Legal size paper. This option is mainly for those schools that have a large number of periods, such that the width of the column for each period would not be wide enough when shown on Letter size paper. The default is Letter.

**Sorting Options** (optional) – Choose one or more sort options for your report. The sort options in Teacher mode are Teacher Name and Teacher Code. The sort options in Courses mode are Course Code, Course Short Name, Department, Course Grade, Subject Area, Areas of Study and Course Type.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Term	Periods											A
	1	2	3	4	5	6	7	8	9	10	11	
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 - Course Term Mode

Term	Periods											A
	1	2	3	4	5	6	7	8	9	10	11	
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	

### Teacher Mode - Schedule Term Mode

Term	Periods											A
	1	2	3	4	5	6	7	8	9	10	11	
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 - Course Term Mode

## Course Mode - Schedule Term Mode

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 (R418A) – SIS

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Class Arena Card (R418A) - SIS**

This report is used to create Class Arena Cards used in Arena Scheduling.

Home > SIS > Scheduling > Scheduling Reports > Class Arena Card (R418A) - SIS

### Class Arena Card (R418A)- SIS

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Schedule: -- Select a Schedule --

**Course Type**

D00 - Interactive Distance Learning - Spec  
D01 - Special Education (Not to be used for  
D02 - Home Instruction (Special Education  
D08 - Center-Based Class for Preschool S

**Course**

052 - LANGUAGE ARTS  
182 - FRENCH I  
200 - YEARBOOK II  
2007 - ART

**Course Section**

1  
2  
3  
4

**Course Term**

1st Semester  
All Year  
2nd Semester

**Print Number Of Cards Per Remaining Capacity Plus Extra Cards Percent Of Total Capacity:**

**Include Artificial Courses:**

**Sorting Options**

Teacher Name (ASC)  
Teacher Name (DESC)  
Course Code (DESC)  
Course Section (DESC)

Course Code (ASC)  
Course Section (ASC)

**Delivery Method:** Pickup   Set As Default

**Email Address:** chris@noacsc.org

**Report Format:** Adobe PDF

**Description:**

Submit

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule.

**Course Type** (optional) – If no Course Types are selected, the report will select all Course Types. You can also filter by selecting specific Course Types for your report.

**Course** (optional) – If no Courses are selected, the report will select all Courses. You can also filter by selecting specific Courses for your report.

**Course Section** (optional) – If no Course Sections are selected, the report will select all Course Sections. You can also filter by selecting specific Course Sections for your report.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Print Number of Cards Per Remaining Capacity Plus Extra Cards Percent Of Total Capacity** (optional) – Indicate a percentage of cards OVER the available seating capacity of courses that you wish to be created by the report. If left blank no additional cards will be created, only enough for the specified capacity.

**Include Artificial Courses** (optional) – Yes or No; Indicates if you wish include artificial course types in the report.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

CLASS	CRSE:	052	RUN AT 3:05 PM 2/14/2008		
ARENA	SECT:	3	Term:	Days:	PRD:
CARD	TEAC:	LAURA LAYMAN	Year	M1, T1, W1, R1, 1	
				F1, M2, T2, W2,	
				R2, F2	
			Year	M1, T1, W1, R1, 2	
				F1, M2, T2, W2,	
				R2, F2	
R418A	SEAT:	1			
	OF:	30			
CLASS	CRSE:	052	RUN AT 3:05 PM 2/14/2008		
ARENA	SECT:	3	Term:	Days:	PRD:
CARD	TEAC:	LAURA LAYMAN	Year	M1, T1, W1, R1, 1	
				F1, M2, T2, W2,	
				R2, F2	
			Year	M1, T1, W1, R1, 2	
				F1, M2, T2, W2,	
				R2, F2	
R418A	SEAT:	2			
	OF:	30			
CLASS	CRSE:	052	RUN AT 3:05 PM 2/14/2008		
ARENA	SECT:	3	Term:	Days:	PRD:
CARD	TEAC:	LAURA LAYMAN	Year	M1, T1, W1, R1, 1	
				F1, M2, T2, W2,	
				R2, F2	
			Year	M1, T1, W1, R1, 2	
				F1, M2, T2, W2,	
				R2, F2	

## Class Arena Card (R418B)

Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Class Arena Card (R418B)

This report is used to create Class Arena Cards used in Arena Scheduling.

Home > SIS > Scheduling > Scheduling Reports > Class Arena Card (R418B)

### Class Arena Card (R418B)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Schedule: -- Select a Schedule --

**Course Type**

D00 - Interactive Distance Learning - Spec  
D01 - Special Education (Not to be used for  
D02 - Home Instruction (Special Educator  
D08 - Center-Based Class for Preschool S

**Course**

052 - LANGUAGE ARTS  
182 - FRENCH I  
200 - YEARBOOK II  
2007 - ART

**Course Section**

1  
2  
3  
4

**Course Term**

1st Semester  
All Year  
2nd Semester

Print Number Of Cards Per Remaining Capacity Plus Extra Cards Percent Of Total Capacity:

Include Artificial Courses:

**Sorting Options**

Teacher Name (ASC)  
Teacher Name (DESC)  
Course Code (DESC)  
Course Section (DESC)

Course Code (ASC)  
Course Section (ASC)

Delivery Method: Pickup Set As Default

Email Address: chris@noacsc.org

Report Format: Adobe PDF

Description:

Submit

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule.

**Course Type** (optional) – If no Course Types are selected, the report will select all Course Types. You can also filter by selecting specific Course Types for your report.

**Course** (optional) – If no Courses are selected, the report will select all Courses. You can also filter by selecting specific Courses for your report.

**Course Section** (optional) – If no Course Sections are selected, the report will select all Course Sections. You can also filter by selecting specific Course Sections for your report.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Print Number of Cards Per Remaining Capacity Plus Extra Cards Percent Of Total Capacity** (optional) – Indicate a percentage of cards OVER the available seating capacity of courses that you wish to be created by the report. If left blank no additional cards will be created, only enough for the specified capacity.

**Include Artificial Courses** (optional) – Yes or No; Indicates if you wish include artificial course types in the report.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

REPORT: SI - R418		ASHLAND HIGH SCHOOL		RUN AT 3:18 PM 8/10/2017	
SCHOOLYEAR: 2016-2017		CLASS ARENA CARD		PAGE	1 OF 2215
CRSE 001	TEACHER:PEGGY STEWARD	Term:	Days:	PRD:	
SECT: 17	SEATS: 500 OF: 500	ALYR	M, T, W, R, F	1	
		ALYR	M, T, W, R, F	2	
		ALYR	M, T, W, R, F	3	
		ALYR	M, T, W, R, F	4	
		ALYR	M, T, W, R, F	5	
		ALYR	M, T, W, R, F	6	
		ALYR	M, T, W, R, F	7	

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)**

This Report will create course request cards for students for use in Arena Scheduling.

The screenshot shows the 'Student Arena Card (R417)' web application interface. At the top, there is a breadcrumb trail: Home » SIS » Scheduling » Scheduling Reports » Student Arena Card (R417). Below this is the title 'Student Arena Card (R417)' and a sub-header: 'From this screen, you can select parameters to generate a report.' The interface is divided into several sections: 'Selection Criteria' (with tabs for 'Selection Criteria', 'Selection Summary', and 'Load Settings'), 'Homeroom Date' (set to 8/11/2008), 'Calendar Date' (empty), 'Grade' (a list of grade levels: 09 - 09, 10 - 10, 11 - 11, 12 - 12), 'Select Only Students Who Have Any Requests' (checkbox), 'Number Of Cards Printed For Selected Students' (input field), '- OR -', 'Print The Requested Course On Each Card' (checkbox), 'Number Of Cards Printed In Addition To The Above Cards' (input field), 'Sorting Options' (a list of sorting criteria: Homeroom (ASC), Homeroom (DESC), Grade (ASC), Grade (DESC)), 'Delivery Method' (dropdown menu set to 'Pickup'), 'Email Address' (input field with 'chris@noacsc.org'), 'Report Format' (dropdown menu set to 'Adobe PDF'), and 'Description' (input field). A 'Submit' button is located at the bottom left.

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. Defaults to today's date.

**Calendar Date** (optional) – Specify the date to use to retrieve student's calendar.

**Grade** (optional) – If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Select Only Students Who Have Any Requests** (optional) – Yes or No; Indicates if you want only students with at least one request to be included in the report.

**Number of Cards Printed for Selected Students** (optional) – Indicate the number of cards to be printed for each student, included in the report. If left blank no additional cards will be created

**Print the Requested Course on Each Card** (optional) – Yes or No. Indicates if you wish to include the name of the requested course on each card printed.

**Number of Cards Printed in Addition to Above Cards** (optional) – Indicate the number of additional cards to be printed ABOVE the amount specified earlier if left blank no additional cards will be created.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

```
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)**

This report creates a list of students who have been scheduled with an alternate course request versus a primary request.

Home » SIS » Scheduling » Scheduling Reports » Students Sched with Alt Courses (R413)

### Students Scheduled with Alternate Courses (R413)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

**Schedule:** -- Select a Schedule --

**Schedule Result:** [v] ⚡

**Homeroom Date:** 10/6/2008 [calendar] ⚡

**Grade**

09 - 09 [v] [list icon] [left] [right] [right] [right]  
10 - 10 [v] [list icon] [left] [right] [right] [right]  
11 - 11 [v] [list icon] [left] [right] [right] [right]  
12 - 12 [v] [list icon] [left] [right] [right] [right]

**Sorting Options**

Homeroom (ASC) [v] [list icon] [left] [right] [right] [right] [up] [down]  
Homeroom (DESC) [v] [list icon] [left] [right] [right] [right] [up] [down]  
Student Name (ASC) [v] [list icon] [left] [right] [right] [right] [up] [down]  
Student Name (DESC) [v] [list icon] [left] [right] [right] [right] [up] [down]

**Delivery Method:** Pickup [v] [Set As Default]

**Email Address:** chris@noacsc.org

**Report Format:** Adobe PDF [v]

**Description:** [text input]

Submit

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule. If the schedule has been finalized, this field is not selectable.

**Schedule Result** (required) – Select the appropriate Schedule Results from the available list which you wish to base the report results on. If the schedule has been finalized, this field is not selectable.

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom.

**Grade** (optional) – If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

## Section Summary by Report Period (R807)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Section Summary by Report Period (R807)**

This report lists out the courses along with the count of students in the course. It also has a count of the student capacity for each course. If the total number of students meets or exceeds the capacity count then the message **\*\*CLOSED\*\*** will print out at the end of the record. Course section, title, term, periods, teacher and room are also printed. The user has the choice of listing out only the closed classes, open classes, or both on the report.

Home » SIS » Scheduling » Scheduling Reports » Section Summary by Report Period (R807)

### 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: 12-13 Result Set

**Grade**

09 - 09  
10 - 10  
11 - 11  
12 - 12

**Course**

001 - CAREER CENTER  
002 - COLLEGE NOW  
003 - CC HALF DAY  
004 - MOVING

**Course Section**

1  
2  
3  
4

**Course Term**

1st Sem Only  
All Year  
2nd Sem Only

**Period**

1  
2  
3  
4

Print Only Open Courses:

Print Only Closed Courses:

Print All Courses:

Section Summary by Report Period Report Parameters Screen (First Half)



The screenshot shows a web form titled "Section Summary by Report Period Report Parameters Screen (Second Half)". It contains several sections:

- Sorting Options:** A list of sorting criteria: "Course Term (ASC)", "Course Term (DESC)", "Teacher (ASC)", and "Teacher (DESC)". There are arrows indicating selection and movement options.
- Delivery Method:** A dropdown menu currently set to "Pickup", with a "Set As Default" button next to it.
- Email Address:** A text input field containing "EmhoffH@software-answers.com".
- Report Format:** A dropdown menu set to "Adobe PDF".
- Description:** An empty text input field.
- Submit:** A button at the bottom left of the form.

### Section Summary by Report Period Report Parameters Screen (Second Half)

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule. If the schedule has been finalized, this field is not selectable.

**Schedule Result** (required) – Select the appropriate Schedule Results from the available list which you wish to base the report results on. If the schedule has been finalized, this field is not selectable.

**Grade** (optional) – If no Grade Levels are selected, the report will select all Grade Levels. You can also filter by selecting specific Grade Levels for your report.

**Course** (optional) – If no Courses are selected, the report will select all Courses. You can also filter by selecting specific Courses for your report.

**Course Section** (optional) – If no Course Sections are selected, the report will select all Course Sections. You can also filter by selecting specific Course Sections for your report.

**Reporting Term** (optional) – If no Reporting Terms are selected, the report will select all Reporting Terms. You can also filter by selecting specific Reporting Terms for your report.

**Print Courses Options** (required) – Choose one of the following:

**Print Only Open Courses** – Indicates if you wish for the report to only include those courses which still have openings (not filled to capacity).

**Print Only Closed Courses** – Indicates if you wish for the report to only include those courses which have NO openings (filled to capacity).

**Print All Courses** – Indicates if you wish for the report to include all courses regardless of the availability of seats.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

REPORT: SI - R807		ASHLAND HIGH SCHOOL				RUN AT 3:20 PM 8/10/2017				
SCHOOLYEAR: 2016-2017		SECTION SUMMARY BY REPORT PERIOD				PAGE 1 OF 27				
COURSE ID	COURSE DESCRIPTION	TERM	SECTION ID	TEACHER NAME	PERIODS	ROOM ID	SECTION CAPACITY	STUDENTS ENROLLED	CLASS STATUS	
045	INTERMEDIATE COMPOSITION	1SEM	21	ABBEY	2	0118	22	20	Open	
CCP	PROBABILITY & STATISTICS	1SEM	11	Mr. JONATHAN	1	0300	5	1	Open	
STAT1010										
9005	STUDYHALL	1SEM	53	DIANA	5	0130	30	27	Open	
9011	HOMEROOM	ALYR	55	KATIE	8	135C	25		All	
P160	GOVERNMENT	1SEM	47	DIANA	4	0300	5	1	Open	
800	INTRO TO ART	ALYR	6	NANCY	6	0153	28	25	Open	
P604	STUDY SKILLS	1SEM	41	ERIC	4	0111	5	1	Open	
9011	HOMEROOM	ALYR	24	FLORY	8	0122	25		All	
003	CC HALF DAY	2SEM	16	PEGGY	2	0300	25		All	
P340B	ALGEBRA I SEM B	2SEM	22	ERIC	2	0111	5	1	Open	

## Teacher Schedule (R411)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Teacher Schedule (R411)**

This report is used to generate a schedule for one or all teachers, indicating the courses which they are scheduled to teach within a specified time period. Additionally, it is used to confirm that the master schedule does not contain any teacher conflicts.

Course group information is not printed on this report.

Home » SIS » Scheduling » Scheduling Reports » Teacher Schedule (R411)

## Teacher Schedule (R411)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Schedule: Default Schedule ⚡

Schedule Result: 12-13 Result Set

**Course Type**

C - Class  
L - Lunch  
Z - Study hall  
ESC - ESC course

**Staff Member**

MS ANTHONY  
MS AYERS  
MS BARBER  
MS BEASLEY

**Schedule Term**

08/21/2012  
10/29/2012  
01/22/2013  
03/25/2013

**Period**

1 - 1  
2 - 2  
3 - 3  
4 - 4

Only Display Free Teacher Meeting Times:

Suppress Number Of Students Assigned To Courses:

Print One Teacher Per Page:

Include Conflict Messages:

Only Display Schedules For Teachers With Conflicts:

**Common Text:**

**Sorting Options**

Teacher Name (ASC)  
Teacher Name (DESC)  
Teacher Code (ASC)  
Teacher Code (DESC)

**Output:**  Report  Labels  Both Report and Labels

**Label Type:** Avery Label 5160 - 1" X 2 5/8" 3-columns

**Delivery Method:** Pickup

**Email Address:** EmhoffH@software-answers.com

**Report Format:** Adobe PDF

**Description:**

**Schedule** (required) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule.

**Schedule Result** (optional) – Select a Schedule Result to which to limit the results.

**Course Type** (optional) – If no Course Types are selected, the report will select all Course Types. You can also filter by selecting specific Course Types for your report.

**Staff Member** (optional) – If no Staff Members are selected, the report will select all Staff Members. You can also filter by selecting specific Staff Members for your report.

**Schedule Term** (optional) – If no Schedule Terms are selected, the report will select all Schedule Terms. You can also filter by selecting specific Schedule Terms for your report.

**Period** (optional) – If no Periods are selected, the report will select all Periods. You can also filter by selecting specific Periods for your report.

**Only Display Free Teacher Meeting Times** (optional) – Yes or No; indicates whether to only include teachers with free time on the report. Those with full schedules would not be included if checked.

**Suppress Number Of Students Assigned To Courses** (optional) – Yes or No; this will indicate whether the number of students enrolled in each course is to be suppressed from printing.

**Print One Teacher Per Page** (optional) – Yes or No; indicates whether schedules are to be printed on separate pages for distribution to each teacher.

**Include Conflict Messages** (optional) – Yes or No; indicates whether conflict messages are included in the report or not.

**Only Display Schedules For Teachers With Conflicts** (optional) – Yes or No; if checked, only those teachers who have conflict messages will be included.

**Common Text** (optional) – This common text will appear at the bottom of each teacher's schedule.

**Sorting Options** (optional) – Choose one or more sort options for your report. If no Sorting Option is selected, the sort will default to Teacher Name in ascending order. If only Teacher Zip Code is selected as a Sorting Option, the secondary sort will default to Teacher Name in ascending order.

**Output** (optional) – Select one option for the intended output for this run of the report. Options are Report, Labels or both Report and Labels.

If labels are chosen, 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 on the teacher's maintenance screen.

**Label Type** (optional) – Choose one label type from the drop-down selection of commonly used (preformatted) labels, if choosing to print labels at this time. The report containing labels will then be formatted to match the selection. Please note that there is a Zip Code sort that can be used when printing labels.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Report: R411		DASL MIDDLE SCHOOL										
Printed Tue, Mar 18, 2008, 12:14 PM		2007-2008										
		Teacher Schedule										
		Schedule Terms										
Period	Rotation Days	Course Code	Course Short Name	Sec Num	Location	Filling Male	Filling Female	Filling Total	08/27/2007	11/05/2007	01/22/2008	03/31/2008
Teacher Code: COWE		Name: ELIZABETH COWEN										
1	MTWRF	900	ADAPT. P.E.	1	PHYSICAL EDUCATION	15	9	24	X	X	X	X
2	MTWRF	900	ADAPT. P.E.	2	PHYSICAL EDUCATION	13	12	25	X	X	X	X
3	MTWRF	900	ADAPT. P.E.	3	COMPUTER TECH	16	11	27	X	X	X	X
4	MTWRF								Open	Open	Open	Open
5	MTWRF								Open	Open	Open	Open
6	MTWRF	SH	Study Hall	6	6TH GRADE				X	X	X	X
7	MTWRF								Open	Open	Open	Open
8	MTWRF	SH	Study Hall	8	PHYSICAL EDUCATION				X	X	X	X
9	MTWRF								Open	Open	Open	Open

## Location Schedule (R409)

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Location Schedule (R409)

This report is used to generate a schedule for one or all Locations/Rooms, indicating the courses which are scheduled within a specified time period in that location (each location will print on a separate page). Additionally, it is used to confirm that the master schedule does not contain any location/room conflicts. The report can be filtered to show results for free only, conflicts only, or all. If all results are chose, the conflicts will appear in red.

The screenshot shows the 'Location Schedule (R409)' web application interface. The breadcrumb trail at the top reads: Home » SIS » Scheduling » Scheduling Reports » Location Schedule (R409). The page title is 'Location Schedule (R409)' and it includes a sub-header: 'From this screen, you can select parameters to generate a report.' Below this are three tabs: 'Selection Criteria', 'Selection Summary', and 'Load Settings'. The 'Selection Criteria' tab is active. The form contains several sections: 'Schedule:' with a dropdown menu set to '-- Select a Schedule --'; 'Schedule Result:' with a dropdown menu set to '-- Select a Schedule --' and a lightning bolt icon; 'Location' with a list of locations (MRS. SPERLING, MRS. KOONTZ, MRS. VOGT, MRS. SCHROCK) and a list of empty boxes; 'Schedule Term' with a list of dates (08/26/2009, 11/02/2009, 01/25/2010, 03/29/2010) and a list of empty boxes; 'Period' with a list of periods (Period 1, Period 2, Period 3, Period 4) and a list of empty boxes; 'Print One Location/Period Per Page:' with an unchecked checkbox; 'Display:' with a dropdown menu set to 'Conflict Only'; 'Group By:' with a dropdown menu set to 'Location'; 'Sorting Options' with a list of sorting criteria (Location Code (DESC), Location Name (ASC), Location Name (DESC), Period Code (ASC)) and a list of empty boxes; 'Delivery Method:' with a dropdown menu set to 'Pickup' and a 'Set As Default' button; 'Email Address:' with a text input field containing 'chris@noacsc.org'; 'Report Format:' with a dropdown menu set to 'Adobe PDF'; and 'Description:' with a text input field. A 'Submit' button is located at the bottom left of the form.

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule. If the schedule has been finalized, this option will not be available.

**Schedule Result** (required) – Select the appropriate Scheduler Result from the available list for which you wish to base the report results on. If the schedule has been finalized, this option will not be available.

**Location** (optional) – If no Locations are selected, the report will select all Locations. You can also filter by selecting specific Locations for your report.

**Schedule Term** (optional) – If no Schedule Terms are selected, the report will select all Schedule Terms. You can also filter by selecting specific Schedule Terms for your report.

**Period** (optional) – If no Periods are selected, the report will select all Periods. You can also filter by selecting specific Periods for your report.

**Only Display Free Locations** (optional) – Yes or No; indicates whether to only include free (empty) rooms/locations on the report.

**Print One Location Per Page** (optional) – Yes or No; indicates whether to print each location on a separate page.

**Display** (required) – Choose from All, Free Only or Conflict Only. If All is chosen, the conflicts will display on the report in red.

**Group By** (required) – Choose to group the report by Location (default) or Period. The chosen Group By will also be the primary sort.

**Sorting Options** (optional) – Choose one or more sort options for your report. The chosen Group By will be the primary sort. Secondary sort(s) can be specified by choosing one or more Sorting Options.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Period	Rotation Days	Course Code	Course Short Name	Sec Num	Staff Code	Staff Name	Conflict	Schedule Terms			
								08/29/2016	10/31/2016	01/17/2017	03/20/2017
Location Code 0101		Name: 0101									
1	MTWRF	145	AM. HISTORY	1		RYANE	Conflict	C	C	C	C
1	MWRF	140	WORLD HISTORY	15		Christine	Conflict	C	C	C	C
2	MTWRF							Open	Open	Open	Open
3	MTWRF	140	WORLD HISTORY	3		RYANE		X	X	X	X
4	MTWRF	140	WORLD HISTORY	4		RYANE		X	X	X	X
5	MTWRF							Open	Open	Open	Open
6	MTWRF	145	AM. HISTORY	6		RYANE		X	X	X	X
6	MTWRF	145	AM. HISTORY	6		KELLY		X	X	X	X
7	MTWRF	145	AM. HISTORY	7		RYANE		X	X	X	X
7	MTWRF	145	AM. HISTORY	7		KELLY		X	X	X	X
8	MTWRF	9011	HOMEROOM	18	HRAM	RYANE MARTIN		X	X	X	X

## Singleton List Report (R813-A)

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Singleton List Report (R813-A)

This report lists out courses that only exist in one period during the day. This allows the user to see what course will be in conflict with each other. The periods are listed as column headings across the top of the page and the course codes are listed under the period column that corresponds to the period the course is offered.

**Home » SIS » Scheduling » Scheduling Reports » Singleton List Report (R813-A)**

### Singleton List Report (R813-A)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Schedule: -- Select a Schedule --

**Course Term**

1st Semester  
 All Year  
 2nd Semester

← →  
 ↔

**Delivery Method:** Pickup Set As Default

**Email Address:**

**Report Format:** Adobe PDF

**Description:**



**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

STUDENT ID	STUDENT NAME	CALENDAR PERIOD CODE	COURSE CODE	COURSE NAME	SCHEDULE ID	START TIME	STOP TIME
4001	EYE, MAGNUM P.	4	444	ANALYTICAL GEOMETRY	Default Schedule	10:55 AM	11:35 AM
4002	FONT, ELLA JANE	4	444	ANALYTICAL GEOMETRY	Default Schedule	10:55 AM	11:35 AM
4003	JOHNSON, GEORGE EVAN	4	444	ANALYTICAL GEOMETRY	Default Schedule	10:55 AM	11:35 AM
4004	POTTS, JORDAN DANIEL	4	444	ANALYTICAL GEOMETRY	Default Schedule	10:55 AM	11:35 AM
4005	WELLS, JOSEPH	4	444	ANALYTICAL GEOMETRY	Default Schedule	10:55 AM	11:35 AM
4001	EYE, MAGNUM P.	2	414	BASIC ENGLISH 12	Default Schedule	8:20 AM	9:00 AM
4002	FONT, ELLA JANE	2	414	BASIC ENGLISH 12	Default Schedule	8:20 AM	9:00 AM
4003	JOHNSON, GEORGE EVAN	2	414	BASIC ENGLISH 12	Default Schedule	8:20 AM	9:00 AM
4004	POTTS, JORDAN DANIEL	2	414	BASIC ENGLISH 12	Default Schedule	8:20 AM	9:00 AM
4005	WELLS, JOSEPH	2	414	BASIC ENGLISH 12	Default Schedule	8:20 AM	9:00 AM
4001	EYE, MAGNUM P.	2	403	SPANISH IV	Default Schedule	8:20 AM	9:00 AM
6001	EYE, CORY ROBERT	3	240	PRACTICAL GEOMETRY	Default Schedule	9:25 AM	10:05 AM
6002	FONT, MICHELLE LYNN	3	240	PRACTICAL GEOMETRY	Default Schedule	9:25 AM	10:05 AM
6003	JONES, WHITNEY ANN	3	240	PRACTICAL GEOMETRY	Default Schedule	9:25 AM	10:05 AM
6004	LINE, TROY AARON	3	240	PRACTICAL GEOMETRY	Default Schedule	9:25 AM	10:05 AM
6005	MAY, DAISY LEE	3	240	PRACTICAL GEOMETRY	Default Schedule	9:25 AM	10:05 AM
5003	POTTS, IAN MICHAEL	3	216	JOURNALISM II	Default Schedule	9:25 AM	10:05 AM
4001	EYE, MAGNUM P.	3	416	JOURNALISM III	Default Schedule	9:25 AM	10:05 AM
6001	EYE, CORY ROBERT	2A	240	PRACTICAL GEOMETRY	Default Schedule	10:10 AM	10:50 AM
6002	FONT, MICHELLE LYNN	2A	240	PRACTICAL GEOMETRY	Default Schedule	10:10 AM	10:50 AM
6003	JONES, WHITNEY ANN	2A	240	PRACTICAL GEOMETRY	Default Schedule	10:10 AM	10:50 AM
6004	LINE, TROY AARON	2A	240	PRACTICAL GEOMETRY	Default Schedule	10:10 AM	10:50 AM
6005	MAY, DAISY LEE	2A	240	PRACTICAL GEOMETRY	Default Schedule	10:10 AM	10:50 AM
5003	POTTS, IAN MICHAEL	2A	216	JOURNALISM II	Default Schedule	10:10 AM	10:50 AM
4001	EYE, MAGNUM P.	2A	416	JOURNALISM III	Default Schedule	10:10 AM	10:50 AM
6002	FONT, MICHELLE LYNN	4	216	JOURNALISM I	Default Schedule	10:55 AM	11:35 AM
6003	JONES, WHITNEY ANN	4	216	JOURNALISM I	Default Schedule	10:55 AM	11:35 AM
6004	LINE, TROY AARON	4	216	JOURNALISM I	Default Schedule	10:55 AM	11:35 AM
6005	MAY, DAISY LEE	4	216	JOURNALISM I	Default Schedule	10:55 AM	11:35 AM

## Singleton List Conflict Report (R813-B)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Singleton List Report (R813-B)**

This report lists out courses that a student has in conflict. Any student that has two or more courses that are scheduled for the same time will be listed on this report along with the course and period information. The report orders the information by class and term.

Home » SIS » Scheduling » Scheduling Reports » Singleton List Conflict Report (R813-B)

### Singleton List Conflict Report (R813-B)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

**Schedule:** -- Select a Schedule -- ⚡

**Course Term**

1st Semester  
All Year  
2nd Semester

**Sorting Options**

Grade (ASC)  
Grade (DESC)  
Counselor (ASC)  
Counselor (DESC)

**Delivery Method:** Pickup   Set As Default

**Email Address:** chris@noacsc.org

**Report Format:** Adobe PDF

**Description:**

Submit

**Schedule** (optional) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

STUDENT ID	STUDENT NAME	CALENDAR PERIOD CODE	COURSE CODE	COURSE NAME	SCHEDULE ID	START TIME	STOP TIME
6005	MAY, DAISY LEE	4	-- 414 - BASIC ENGLISH 12 : 482 - SPANISH IV		Default Schedule	1/1/1900 10:55:00 AM	1/1/1900 11:35:00 AM
			-- 481 - LATIN IV : 482 - FRENCH IV				
			-- 214 - BASIC ENGLISH 11 : 284 - GERMAN III				
			-- 216 - JOURNALISM I : 281 - LATIN II				
			-- 216 - JOURNALISM I : 281 - LATIN II				
			-- 216 - JOURNALISM I : 281 - LATIN II				

## Class Master Schedule (R407)

### Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Master Schedule (R407)

This report generates a complete listing of the master schedule for a given school year. In addition, schedule balancing information is printed for each term at the end of the report.

This report is divided into various sections:

Course Groups (displaying all course sections within the course group with course section capacity and course group capacity)

Courses

Class Master Scheduling Balancing

Demand Detail (Course and Group)

Filling counts will only include students who are enrolled in the course section on the date that the report is run. The report will check the course section assignment start/stop dates.

Home » SIS » Scheduling » Scheduling Reports » Class Master Schedule (R407)

## Class Master Schedule (R407)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

**Schedule:** -- Select a Schedule --

**Schedule Result:** -- Select a Schedule --

**Filling Count Date:** 8/3/2009

**Course Term**

1st 9 wks  
A-Y  
1st Semester  
234

**Course Grade Level**

07 - 07  
08 - 08  
09 - 09  
10 - 10

**Department**

ART - ART  
BUS - BUSINESS  
COM - COMMERCIAL  
EDP - EDUCATIONAL OPT

**Period**

Period 1  
Period 2  
Period 3  
Period 4

**Print Only Totals:**    **Print Course Groups Only:**

**Show Active Only:**    **Display Demand Detail:**

**Show only courses/groups with demand greater than 0:**

**Sorting Options**

Department (ASC)   Department (DESC)  
Course Grade Level (ASC)   Course Grade Level (DESC)

Course Code (ASC)

**Delivery Method:** Pickup   Set As Default

**Email Address:** chris@noacsc.org

**Report Format:** Adobe PDF

**Description:**

Submit

**Schedule** (required) – Select the appropriate schedule from the list of existing schedules. Defaults to the default schedule. If the schedule has been finalized, this field is not selectable.

**Schedule Result** (optional) – Select the appropriate Schedule Results from the available list, on which you wish to base the report results. If the schedule has been finalized, this field is not selectable.

**Filling Count Date** (required) – Enter the date to use for the filling count calculation and for Period filtering.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Course Grade Level** (optional) – If no Course Grade Levels are selected, the report will select all Course Grade Levels. You can also filter by selecting specific Course Grade Levels for your report.

**Department** (optional) – If no Departments are selected, the report will select all Departments. You can also filter by selecting specific Departments for your report.

**Period** (optional) – If no Periods are selected, the report will select all Periods. You can also filter by selecting specific Periods for your report. The Period filtering will be based on the date entered for the Filling Count Date.

**Print Only Totals** (optional) – Check to print only totals on the report; Uncheck to print class meetings details on the report.

**Print Course Groups Only** (optional) – Check to print only course groups. Uncheck to print courses and course groups.

**Show Active Only** (optional) – Check to show only active course sections and course group sections. Uncheck to include inactive course sections and course group sections.

**Display Demand Detail** (optional) – Check to show the Demand Detail section of the report. The demand for each course will be listed.

**Show only courses/groups with demand greater than 0** (optional) – Check to show only courses and course groups with demand greater than 0; Uncheck to show courses and course groups even if their demand is zero.

**Sorting Options** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Group:	(none)	(none)	Gr Cap:	Demand:	Gr Section:	Sec Cap:			
Course:	0110	YEARBOOK	Credits:	1.000	Dpt: ENG	Demand: 1			
<b>Sec Term</b>	<b>Day/Period/Location/Staff</b>				<b>Cap</b>	<b>M</b>	<b>F</b>	<b>Tot</b>	<b>Open</b>
8 A-Y	MTWRF / 8 / 224 MRS. R. Teacher1548				20	1	7	8	12
Course:	0111	ENGLISH 9	Credits:	1.000	Dpt: ENG	Demand: 1			
<b>Sec Term</b>	<b>Day/Period/Location/Staff</b>				<b>Cap</b>	<b>M</b>	<b>F</b>	<b>Tot</b>	<b>Open</b>
3 A-Y	MTWRF / 3 / 221 MRS. J. Teacher1558				20	15	9	24	-4
6 A-Y	MTWRF / 6 / 221 MRS. J. Teacher1558				20	11	8	19	1
8 A-Y	MTWRF / 8 / 221 MRS. J. Teacher1558				20	10	10	20	0
Totals:					60	36	27	63	-3

Class Master Schedule Balancing - TERM: 9wk1						
Rotation	Period	Total Classes	Total	Total Filling	Total Open	
MTWRF	2	3	73	38	37	
MTWRF	5	2	38	38	2	
MTWRF	6	4	73	68	7	
		<b>Total</b>	<b>9</b>	<b>184</b>	<b>138</b>	<b>46</b>
Class Master Schedule Balancing - TERM: 9wk2						
Rotation	Period	Total Classes	Total	Total Filling	Total Open	
MTWRF	2	3	68	38	28	
MTWRF	5	2	38	34	4	
MTWRF	6	4	75	65	10	
MTWRF	8	1	5	0	5	
		<b>Total</b>	<b>10</b>	<b>184</b>	<b>137</b>	<b>47</b>
Class Master Schedule Balancing - TERM: 9wk3						
Rotation	Period	Total Classes	Total	Total Filling	Total Open	
MTWRF	2	2	46	28	18	
MTWRF	5	2	38	35	3	
MTWRF	6	4	74	67	7	
		<b>Total</b>	<b>8</b>	<b>158</b>	<b>130</b>	<b>28</b>
Class Master Schedule Balancing - TERM: 9wk4						
Rotation	Period	Total Classes	Total	Total Filling	Total Open	
MTWRF	2	2	46	29	17	
MTWRF	5	2	38	34	4	
MTWRF	6	4	73	68	7	
		<b>Total</b>	<b>8</b>	<b>157</b>	<b>129</b>	<b>28</b>

Demand Detail: Course

Course		Demand
0110	YEARBOOK	0
0111	ENGLISH 9	0
0121	ENGLISH 10	2
0130	ENGLISH 11	0
0132	ENGLISH 11 CP	3
0140	ENGLISH 12	0
0142	ENGLISH 12CP	0
0143	AP ENGLISH 12	0
0148	COMMUNICATIONS	2

## Class Master Schedule with Disabilities (R407) Report

The Class Master Schedule with Disabilities (R407) report lists the master schedule for the selected school year, staff and term with a count of the number of male, female and students with disabilities enrolled in each course.












The Class Master Schedule with Disabilities Report is located in the following path: StudentInformation > Local > Report Builder Links > Report Builder Reports.

Home » Local » Report Builder Advanced Search | Feedback

### Report Builder

From this screen, you can manage Regular and User Reports created in ProgressBook Report Builder

[ Hide Regular Reports ]

View Report	Name	Description
	Class Master Schedule with Disabilities R407	Class Master Schedule with Disabilities (R407)
	Test Help Text	
	Outstanding Fee Balances by Account Code	Provides a list of outstanding student fees and groups them by account code.
	Period G Student Core Summary Report	Provide a listing of period G Core Summary records by student for verification of core records for graduating students.
	Period K NonGraduate Core Summary Report	Providing a listing of period K Core Summary records by student for verification of core records for non-graduating students.
	Student Location Report	
	Course Fee Analysis	
	Locker Combination Report	
	Payments Posted by User Report	
	Discipline Report	
	Student Location1	

Run Icon

With the school for which you want to run the report in context, on the Report Builder screen, click the **run icon** in the View Report column for the Class Master Schedule with Disabilities (R407) report.

The StudentInformation Report Viewer screen displays.

ProgressBook Student Information Report Viewer

Report Name: Class Master Schedule for Geometry

Hide Setup Save Setup As... View Report

**Update Report Headers**  
No headings are available to set.

**Select Required Parameters**  
 School Year: 2011 - 2012  
 Course Term: 1SEM, 2SEM, ALYR  
 Staff Name: BOWERS , MS, DOTSON , MS, DUKE , MS, FRENCH , MS

**Set Optional Filters**

Field Name	Operation	Value
CourseName	Contains	geo

**Add & Remove Columns**  
No columns are available to add or remove.

View Report

In the **School Year** drop-down list in the Select Required Parameters area, select the school year for which you want to view the master schedule.

In the **Course Term** drop-down list, select the course term(s) for which you want to view the master schedule.

In the **Staff Name** drop-down list, select the name of the staff member(s) for whom you want to view the master schedule..

If you would like to apply an additional filter to the report results, in the Set Optional Filters area, perform the following steps:

In the **Field Name** drop-down list, select the field on which you want to filter the report.

In the **Operation** drop-down list, select the operation you want to apply to the filter. The available options may vary depending on the field you selected in the Field Name list. For more information about the filter operations, refer to *ProgressBook StudentInformation Report Builder User Guide*.

Enter or select the appropriate value in the **Value** field, if applicable.

**Note:** The available options and acceptable values vary depending on the option you selected in the Field Name drop-down list. You may be able to enter only alphabetical or only numeric characters depending on the option you selected in the Field Name drop-down list. If you selected an option in the Field Name drop-down list that requires a date, a calendar becomes available in the Value field. If you selected Has a Value or Does Not Have a Value in the Operation drop-down list, then the Value field is unavailable.

To add an additional filter, repeat *step 5(a)* through *step 5(c)* in the line below the previous filter.

Click View Report.



The report displays at the bottom of the window.

**Class Master Schedule with Disabilities (R407)**  
**School Year: 2011**  
**School: ASHS**

Course	344	PRACTICAL GEOMETRY		Credits	1.000	Dpt	MTH	Dem	26.00	
Sec	Term	Period/Location	Staff	Cap	M	F	Dis	**	Tot	Open
1	ALYR	1 (0202)	DOTSON, MS	25	13	6	5	14	19	6
2	ALYR	2 (0202)	DOTSON, MS	25	5	2	1	6	7	18
Totals				50	18	8	6	20	26	24

Course	346	HONORS GEOMETRY		Credits	1.000	Dpt	MTH	Dem	13.00	
Sec	Term	Period/Location	Staff	Cap	M	F	Dis	**	Tot	Open
3	ALYR	3 (0202)	DOTSON, MS	30	6	7	0	13	13	17
Totals				30	6	7	0	13	13	17

7/2/2012  
4:34:06 PM

To save the report with your selected parameters and filters, perform the following steps:

Click **Save Setup As**.

Enter a unique report name in the **New report name** field.

Enter a description of the report in the **New description** field.

Click **Save**.

The following message displays at the bottom of the screen: "Report setup saved successfully."

The report is saved. You can now run it directly from the User Reports area on the Report Builder Reports screen.

Click the **close** button to close the StudentInformation Report Viewer screen and return to the Report Builder Reports screen.

## Schedule Card Formatter (R701)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Schedule Card Formatter (R701)**

The schedule card formatter determines the information to be included on student's schedule cards and the layout of the schedule cards.

Several versions of schedule cards have been set up for use at each school. The report headings, demographic info, class sequence and selection controls, student selection and sequence controls, and totaling information are set up with the formatters.

These changes have taken place as of StudentInformation v8.3.0:

Course section assignments that are associated with an inactive request previously did not appear on the report. Those assignments now appear on the report, as long as they qualify to appear on the report based on the other chosen report criteria.

Requests that have not been scheduled yet by the scheduler now show the request status, for example Approved or Pending. Course section assignments will continue to show the course section assignment status, for example Assigned or Conflict. The Request or Course Section Assignment status is only shown on formats 1, 11 and 21.

Home > SIS > Scheduling > Scheduling Reports > Schedule Card Formatter (R701) Advanced Search

### Schedule Card Formatter (R701)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Report Layout: Schedule Card Format 1

Schedule: Default Schedule

Schedule Result: 12-13 Result Set

Left Margin:  Top Margin:

Right Margin:  Bottom Margin:

**Course Term**

1st Sem Only  
All Year  
2nd Sem Only

**Course Types**

C - Class  
L - Lunch  
Z - Study hall  
ESC - ESC course

**Period**

1  
2  
3  
4

**Grade**

09 - 09  
10 - 10  
11 - 11  
12 - 12

**Program**

\*\* - NOT APPLICABLE  
01 - Multiple Disabilities  
02 - Deaf-Blindness  
03 - Hearing Impairments

**Homeroom**

2-108 - MAYNARD (Full Year Term)  
2-124A - WELCH (Full Year Term)  
2-124B - BRAY (Full Year Term)  
2-125 - GILL (Full Year Term)

**Home School**

**Counselor**

FREEMAN, MS  
FITZGERALD, MS  
MONTGOMERY, MS

**Membership**

15 - Student received intervention provi  
15 - Student received intervention provi  
16 - Student placement by a district in a  
50 - Prev. reported as a dropout in repo

**Membership Group**

11 - Intervention  
12 - Post-secondary Enrollment Options  
15 - 15  
16 - 16

**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  
ACCA - ASHLAND ACADEMY  
AE - ACTIVE ELSEWHERE  
D - DELETED

---

**Student Numbers (comma separated):**

**Homeroom Date:** 9/27/2012

**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) Grade (DESC)  
Student Number (DESC) Student Name (ASC)  
Student Name (DESC)  
Grade (ASC)

---

**Course Sorting Options**

Period (ASC)  
Period (DESC)  
Course Term (ASC)  
Course Term (DESC)

---

**Sort Students by Course Section they're in during Period:**

**Rotation Day:** None **Calendar Periods:** None

---

**Output:**  Report  Labels  Both Report and Labels

**Label Type:** Avery Label 5160 - 1" X 2 5/8" 3-columns

**Address:**  Use Student Address  Use Parent Address  
 Use custom address text

**Include Copied On Correspondence:**  Yes  No

---

**Delivery Method:** Pickup

**Email Address:** EmhoffH@software-answers.com

**Description:**

**Report Layout** (required) – Select the appropriate format from the drop-down menu. All formats for this report include Grade, Birthdate, Gender, Homeroom, Locker and Phone unless otherwise noted. Formats are as follows:

	Orientation	Print Request Status?	Print Locker or Combo?	Print Fees?	Notes
1	Landscape	Yes	Yes –no combo	No	- Only format to print request status - When printing, choose Page Scaling = Fit to Printable Area
2	Portrait	No	Yes –no combo	No	
3	Portrait	No	Yes (both)	No	- Very similar to format 2; smaller print - Prints student number
4	Landscape	No	Yes –no combo	No	- 2 schedule cards for the same student per page - Prints student SSN
5	Landscape	No	Yes –no combo	No	- 2 schedule cards for the same student per page - Very similar to format 4 except for placement of several small items
6	Landscape	No	Yes (both)	Yes	- Can project fees if fees have not been assigned - Prints program
11					Same as format 1
12	Portrait	No	Yes (both)	No	- Similar to format 2 - Prints program - Does not print gender or homeroom
13					Same as format 3
14					Same as format 4
15					Same as format 5
16	Landscape	No	Yes (both)	Yes	- Can project fees if fees have not been assigned - Very similar to format 6 - Prints student SSN
21					Same as format 1
22					Same as format 2
23					Same as format 3
24					Same as format 4
25					Same as format 5
26					Same as format 6
27					Similar to format 13 - Footer contains school's return address and parent's mailing address for use with self-sealing paper (mailer).

**\*Note on Format 6:** 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), the common text will print on the 2<sup>nd</sup> page. A single page can accommodate more assignments 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 the appropriate schedule from the list of existing schedules. Defaults to the default schedule. This field is not selectable once a final schedule result has been selected.

**Schedule Result** (required) – Select the appropriate Schedule Results from the available list which you wish to base the report results on. This field is not selectable once a final schedule result has been selected.

**Left, Right, Top, Bottom Margin** (optional) –The user can set the appropriate margins (in inches) for the report output. The default margin for all R701 formats is 0.4 inches if no value is specified in the options on the screen. Note that if the margins are too large for a particular format, parts of the report output may get cut off.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Course Types** (optional) – If no Course Types are selected, the report will select all Course Types. You can also filter by selecting specific Course Types for your report.

**Period** (optional) – If no Periods are selected, the report will select all Periods. You can also filter by selecting specific Periods for your report.

**Grade** (optional) – If no Grades are selected, the report will select all Grades. You can also filter by selecting specific Grades for your report.

**Program** (optional) – If no Programs are selected, the report will select all Programs. You can also filter by selecting specific Programs for your report.

**Homeroom** (optional) – If no Homerooms are selected, the report will select all Homerooms. You can also filter by selecting specific Homerooms for your report.

**Home School** (optional) – If no Home Schools are selected, the report will select all Home Schools. You can also filter by selecting specific Home Schools for your report. The Home School filter is controlled by the Home School on the Student Profile – General tab.

**Counselor** – If no Counselors are selected, the report will select all Counselors. You can also filter by selecting specific Counselors for your report.

**Membership** (optional) – If no Membership Codes are selected, the report will select all Membership Codes. You can also filter by selecting specific Membership Codes for your report.

**Membership Group** (optional) – If no Membership Groups are selected, the report will select all Membership Groups. You can also filter by selecting specific Membership Groups for your report.

**Special Education Services** (optional) – Select the Special Education services to return the students on the report who are assigned those services. If no Special Education services are selected, the report will return students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the Services tab on the Special Education screen.

**Note:** The Special Education Services list only displays if FY13 and later is in context. In prior years, the Special Education services are entered on the Edit Student Memberships screen and are selected for this report in the Membership Code list.

**Ad-Hoc Membership** (optional) – You can select an Ad-Hoc Membership from the drop-down list. If you select an Ad-Hoc Membership, only schedules for students from that Ad-Hoc Membership will be used in the report. Check the Public and Private check box to see Memberships created by other users in your drop-down list.

**Student Status** (optional) – If no Student Status Codes are selected, the report will select all Student Status Codes. You can also filter by selecting specific Student Status Codes for your report.

**Student Numbers** (optional) – If you wish to run the report for individual students (versus entire group/grade) indicate the students for which the report is to be processed by typing in their student ID numbers separated by commas.

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. Defaults to today's date.

**Common Text for Schedule Cards** (optional) – Multi-line text box in which to enter a comment that will appear on all students' schedule cards.

**Common Text for Schedules with Results that have No Assignment** (optional) – Multi-line text box in which to enter a comment that appears on all students' schedule cards which have at least one course with an Unassigned Course Section Student Status.

**Suppress Requests That Have No Matching Assignment** (optional) – Yes or No; Indicates if printing of courses with a request that has no matching Course Section assignment should be suppressed on the schedules.

**Position For Requests That Have No Matching Assignment** (optional) – Indicate by selection from the drop-down menu if course requests that have not been assigned a section be displayed before, after or in any location in proximity to the assigned courses.

**Suppress Results That Have No Assignment** (optional) – Yes or No; Indicates if printing of unassigned courses should be suppressed on the schedules.

**Position For Results That Have No Assignment** (optional) – Indicate by selection from the drop-down menu if unassigned courses should be displayed before, after or in any location in proximity to the assigned courses.

**Print Only Schedules With Results That Have No Assignment** (optional) – Yes or No; Indicates if printing of courses with a request that has no matching Course Section assignment should be suppressed on the schedules.

The above three settings can be confusing. Here are a few examples of their use:

<b>Suppress Requests That Have No Matching Assignment:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Position For Requests That Have No Matching Assignment:</b>	Before <input type="button" value="v"/>
<b>Suppress Results That Have No Assignment:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Position Of Results That Have No Assignment:</b>	Before <input type="button" value="v"/>
<b>Print Only Schedules With Results That Have No Assignment:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Print Schedules Changed After Date:</b>	<input type="text"/> <input type="button" value="calendar"/>

These settings could be used to print Schedule Cards to hand out to students. They will include only requests that were assigned, and will include schedule cards for all students that meet the selection criteria.

<b>Suppress Requests That Have No Matching Assignment:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Position For Requests That Have No Matching Assignment:</b>	Before <input type="button" value="v"/>
<b>Suppress Results That Have No Assignment:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Position Of Results That Have No Assignment:</b>	Before <input type="button" value="v"/>
<b>Print Only Schedules With Results That Have No Assignment:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Print Schedules Changed After Date:</b>	<input type="text"/> <input type="button" value="calendar"/>

These settings could be used to print Schedule Cards that include both requests that were assigned and requests the scheduler attempted to schedule, but could not find a valid assignment (for instance, due to conflicts or all sections filled), for all students that meet the selection criteria.

<b>Suppress Requests That Have No Matching Assignment:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Position For Requests That Have No Matching Assignment:</b>	Before <input type="button" value="v"/>
<b>Suppress Results That Have No Assignment:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Position Of Results That Have No Assignment:</b>	Before <input type="button" value="v"/>
<b>Print Only Schedules With Results That Have No Assignment:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Print Schedules Changed After Date:</b>	<input type="text"/> <input type="button" value="calendar"/>

These settings could be used to print Schedule Cards for all students that meet the selection criteria, to see students with unapproved requests.

<b>Suppress Requests That Have No Matching Assignment:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Position For Requests That Have No Matching Assignment:</b>	Before <input type="button" value="v"/>
<b>Suppress Results That Have No Assignment:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Position Of Results That Have No Assignment:</b>	Before <input type="button" value="v"/>
<b>Print Only Schedules With Results That Have No Assignment:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Print Schedules Changed After Date:</b>	<input type="text"/> <input type="button" value="calendar"/>

These settings could be used to print Schedule Cards only for those students who meet the selection criteria and still have unfilled requests (whether the scheduler has been run or not).

**Print Schedules Changed After Date** – Will only print schedules printed after the date you indicate with the date picker.

**Print Blank Schedule Card for Student With Unpaid Fees** (optional) – If checked, students who have not paid their fees will get a blank schedule card. If unchecked, students who have not paid their fees will get a normal schedule card like all other students.

Show Meeting Time By Description or Periods/Days/Locations (required) – Choose one of the following:

**Meeting Time Description** – Show the meeting time description.

**Periods, Days, and Locations** – Show the period(s), day(s) and location(s) in separate columns on the report, instead of showing the meeting time description. If a course section meets in multiple periods, they are shown in a comma delimited list, and likewise for the days and locations. However, if a course section has advanced meeting times, this option will not always give the complete meeting time info for a course section – for example, if it meets in different periods on different days and/or schedule terms, with different teachers and/or in different locations.

**Omit Unlisted Phone Numbers** (optional) – If checked, the student unlisted Phone Numbers will not print on the schedule cards. If unchecked, the student unlisted Phone Numbers will print on the schedule cards.

**Omit Locker Information** (optional) – If checked, the student Locker Information will not print on the schedule cards. If unchecked, the student Locker information will print on the schedule cards.

**Omit Credit Information** (optional) – If checked, the Credit information will not print on the schedule cards. If unchecked, the Credit information will print on the schedule cards.

**Omit Credit Total Information** (optional) - For formats 6, 16 and 26, the credits total displays beneath the list of courses for the student. If the user checks the Omit Credit Total Information box on the report submission screen, the credits total does not appear. The Omit Credit Total Information box only appears on the report submission screen if formats 6, 16 or 26 are selected in the Report Layout drop-down. The Omit Credit Total Information check box is checked by default on formats 6, 16 and 26.

**Omit All Phone Information** (optional) – If checked, the student Phone information will not print on the schedule cards. If unchecked, the student Phone information will print on the schedule cards.

**Omit Social Security Number** (optional) – If checked, the student SSN will not print on the schedule cards. If unchecked, the student SSN will print on the schedule cards.



**Print Two Students Per Page** (optional) – This option is only available for formats that are set up in Portrait orientation – formats 2, 3, 12, 13, 22 and 23. The report output pdf file will have dimensions of 8.5 by 5.5 inches per page instead of the usual 8.5 by 11 inches. The report footer will be hidden if there is no Common Text entered by the user – to allow more students to fit on a single 8.5 by 5.5 pdf page. The user can then use Adobe print settings to print two pages of the pdf per 8.5 by 11 inch sheet of paper.

**Omit Teacher Information** (optional) – If checked, the Teacher information will not print on the schedule cards. If unchecked, the Teacher information will print on the schedule cards.

**Omit Counselor Information** (optional) – If checked, the Counselor information will not print on the schedule cards. If unchecked, the Counselor information will print on the schedule cards.

**Omit Team Information** (optional) – If checked, the Team information will not print on the schedule cards. If unchecked, the Team information will print on the schedule cards.

**Omit Homeroom Info** (optional) – If checked, the Homeroom information will not print on the schedule cards. If unchecked, the Homeroom information will print on the schedule cards.

**Omit Course And Section Info** (optional) – If checked, the course code, course name, and section number will not display for the requests / assignments. If unchecked, the course code, course name and section number will display for the requests / assignments.

**Omit Home School Information** (optional) – If checked, the Home School information will not print on the schedule cards. If unchecked, the Home School information will print on the schedule cards.

**Omit Program Info** (optional) – If checked, the Program information will not print on the schedule cards. If unchecked, the Program information will print on the schedule cards.

**Student Sorting Options** (optional) – Choose one or more student sort options for your report.

**Course Sorting Options** (optional) – Choose one or more course sort options (within student sort) for the courses included in your report.

**Sort Students by Course Section they're in during Period:** (optional) – You can select by Rotation Day or Calendar Periods from the corresponding drop-down list.

**Output** (optional) – Select one option for the intended output for this run of the report. Options are Report, Labels or both Report and Labels.

If labels are chosen, 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).*

**Label Type** (optional) – Choose one label type from the drop-down selection of commonly used (preformatted) labels, if choosing to print labels at this time. The report containing labels will then be formatted to match the selection.

**Address** (optional) – Indicate which address should be used if labels are created in the output. Options are: Use Student Address or Use Parent Address.

**Use Custom Address Text** (optional) – If you check this box, the custom text entered in the text field will print at the top of each address field on the report.

**Include Copied on Correspondence** – Yes or No; Selecting Yes will include address labels for contacts marked as Copied on Correspondence when creating labels.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Description** (optional) – If entered, will show on the Batch/Report Management screen.

**Submit** – Will submit this report to the Batch/Report Management application. See the Batch/Report Management documentation for further details.

**Note:** *R701 Schedule Card sorts by period first. Then it looks at all periods that a course section may meet in. Of two course sections start in the same period but one lasts for a single period and the other for two periods, then the single period course will be sorted first.*

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 Format 1

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 Format 2

<b>STUDENT SCHEDULE</b>		DASL HIGH SCHOOL		2007-2008			
COUNSELOR :				GRADE	11	GENDER	M
CONTRARY, JASON WILLIAM STUDENT #: 7001  90 ELM STREET  LIMA, OH 45801				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 Format 3**

SSN: 369-85-2369		2007-2008		SSN: 369-85-2369		2007-2008	
<b>STUDENT SCHEDULE</b>		DASL HIGH SCHOOL		<b>STUDENT SCHEDULE</b>		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	CREC
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 Format 4**

STUDENT SCHEDULE							STUDENT SCHEDULE														
DASL HIGH SCHOOL							DASL HIGH SCHOOL														
COUNSELOR : 2007-2008							COUNSELOR : 2007-2008														
CONTRARY, JASON WILLIAM				NUMBER	7001		CONTRARY, JASON WILLIAM				NUMBER	7001									
90 ELM STREET				HOMEROOM		GRAD	11		90 ELM STREET				HOMEROOM		GRAD	11					
LIMA, OH 45801				LOCKER	023		GEND		M		LIMA, OH 45801				LOCKER	023		GEND		M	
				SSN	369-85-2369						SSN	369-85-2369									
				BIRTHDATE	02/14/1990						BIRTHDATE	02/14/1990									
				PHONE	(740)493-5555						PHONE	(740)493-5555									
				HOME SCHL							HOME SCHL										
				PROGRAM							PROGRAM										

CRSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CRED	CRSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CRED
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500	962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000	052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000
182	1	FRENCH I	1st Semester	3 (109)	LINDA WALTERS	1.000	182	1	FRENCH I	1st Semester	3 (109)	LINDA WALTERS	1.000
240	2	PRAC GEOMETR	2nd Semester	3 (112)	DONALD BERRY	1.000	240	2	PRAC GEOMETR	2nd Semester	3 (112)	DONALD BERRY	1.000
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500	423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000	255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000	431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000	2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	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	232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000	655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000	233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000

### Schedule Format 5

STUDENT SCHEDULE							STUDENT FEES							
DASL HIGH SCHOOL							2007-2008							
CONTRARY, JASON WILLIAM				NUMBER	7001		NAME			CONTRARY, JASON WILLIAM				
90 ELM STREET				HOMEROOM		GRADE	11		NUMBER			7001	GRADE	11
LIMA, OH 45801				LOCKER	023		GENDER		M					
				BIRTHDATE	02/14/1990									
				PHONE	(740)493-5555									
				COUNSELOR										
				HOME SCHL										
TEAM NAME :														
PROGRAM :														

COURSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CREDIT	COURSE FEE	AMOUNT
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500	Economics	\$15.00
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000	Language Arts	\$15.00
182	1	FRENCH I	1st Semester	3 (109)	LINDA WALTERS	1.000	French	\$20.00
240	2	PRAC GEOMETRY	2nd Semester	3 (112)	DONALD BERRY	1.000	Practical Geometry	\$10.00
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500	Sociology, Sociology Workbook	\$25.00, \$15.00
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000	American History	\$20.00
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000	PHYSICS	\$12.00
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000	Art	\$30.00
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	1.000	English	\$15.00
232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000	BIOLOGY I	\$12.00
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000	Math	\$15.00
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000	ANATOMY I	\$80.00

GENERAL FEES:	Description(s): grade level fees, STUDENT ID, supply fee, TECHNOLOGY	Amount(s): \$35.00, \$3.00, \$25.00, \$5.00	TOTAL COURSE FEES:	\$284.00
PROGRAM FEES:			TOTAL GENERAL FEES:	\$68.00
MISC FEES:			TOTAL PROGRAM FEES:	\$0.00
MEMB FEES:			TOTAL MISC FEES:	\$0.00
			TOTAL MEMB FEES:	\$0.00
LOCKER COMBINATION:	01-20-10	LOCKER ROOM:	PRIOR YEAR FEES:	\$280.00
			TOTAL FEES:	\$632.00

### Schedule Format 6

Student fees will be projected onto the student card (format 6), based upon General Fees and Course Fees, if fees have not been assigned to a student as long as the **Has Fees Assigned** flag on the **Student Information Options** screen **Fees** tab has not been checked.

STUDENT SCHEDULE		DASL HIGH SCHOOL		2007-2008	
CONTRARY, JASON WILLIAM			NUMBER	7001	
90 ELM STREET			GRADE	11	
LIMA, OH 45801			BIRTHDATE	02/14/1990	
TEAM NAME :			COMBINATION	01-20-10	
HOME SCHL:			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 Format 12**

STUDENT SCHEDULE		DASL HIGH SCHOOL		2007-2008		STUDENT FEES	
LEE, HARPER (LEE)			NUMBER	1224		NAME LEE, HARPER (LEE)	
23 MOCKINGBIRD LANE			HOMEROOM				
LIMA, OH 45804			LOCKER	024	GRADE	11	
TEAM NAME :			SSN	878-96-8877		NUMBER 1224 GRADE 11	
PROGRAM :			BIRTHDATE	10/30/1989			
			PHONE	(419)345-2345			
			COUNSELOR				
			HOME SCHL				

COURSE	SEC	COURSE NAME	TERM	MEETING TIME	TEACHER	CREDIT	COURSE FEE	AMOUNT
962	3	ECON	All Year	1 (125)	LAURA CROFT	0.500	Economics	\$15.00
240	1	PRAC GEOMETRY	1st Semester	2 (112)	DONALD BERRY	1.000	Practical Geometry	\$10.00
052	2	LANGUAGE ARTS	2nd Semester	2 (103)	LAURA LAYMAN	1.000	Language Arts	\$15.00
182	3	FRENCH I	All Year	3,3A (109)	LINDA WALTERS	1.000	French	\$20.00
423	1	SOCIOLOGY	1st Semester	4 (122)	DEBRA BRIGGS	0.500	Sociology, Sociology Workbook	\$25.00, \$15.00
255	2	AP AM HISTORY	2nd Semester	4 (113)	JEFF BOYER	1.000	American History	\$20.00
431	1	PHYSICS	1st Semester	5 (123)	RONALD CASTLE	1.000	PHYSICS	\$12.00
2007	2	ART	2nd Semester	5 (104)	JOHN BAER	1.000	Art	\$30.00
573	1	ENGLISH	1st Semester	6 (124)	SUSAN CLARK	1.000	English	\$15.00
232	2	BIOLOGY I	2nd Semester	7 (110)	SAM BAUM	1.000	BIOLOGY I	\$12.00
655	2	MATH	All Year	8 (150)	DAVID COUSINS	1.000	Math	\$15.00
233	2	ANATOMY	2nd Semester	9 (111)	BILLY BELL	1.000	ANATOMY I	\$80.00

GENERAL FEES:	Description(s): grade level fees, STUDENT ID, supply fee, TECHNOLOGY	Amount(s): \$35.00, \$3.00, \$25.00, \$5.00	TOTAL COURSE FEES: \$284.00	TOTAL GENERAL FEES: \$68.00
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**Schedule Format 16**

## Add/Drop Audit Report (R209)

**Navigation: StudentInformation – SIS – Scheduling – Scheduling Reports – Add/Drop Audit Report (R209)**

This report is a listing of course section scheduling activity for students enrolling and withdrawing from course sections. The report lists the following fields: Date, Course Code, Teacher ID, Period, Course Term, Student Number, Action Type, Teacher Name, Program, Administrative Homeroom.

Home >> SIS >> Scheduling >> Scheduling Reports >> Add/Drop Audit Report (R209)

### Add/Drop Audit Report (R209)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --  
Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Schedule: Default Schedule

Schedule Result: Default Schedule Result

Date Range: 8/20/2013 to 6/2/2014  
 Add/Drop/Remove Date    Modified Date

Homeroom Date: 2/14/2014

**Course ID**

0001 - LUNCH	↔	
0002 - LUNCH	↔	
001 - ENGLISH 9	↔	
001R - ENGLISH 9R	↔	

**Course Section**

1	↔	
2	↔	
3	↔	
4	↔	

**Course Term**

1st Semester	↔	
All Year	↔	
2nd Semester	↔	

**Action Type:**  Add    Drop    Remove

**Page Break on First Sort Term?**

**Sorting Options**

Action Date (ASC)	↔		↑
Action Date (DESC)	↔		↓
Action Type (ASC)	↔		
Action Type (DESC)	↔		

**Delivery Method:** Pickup  

**Email Address:** SilvaT@software-answers.com

**Report Format:** Adobe PDF

**Description:**

**Ad-Hoc Membership** (optional) – Select the appropriate Ad-Hoc Membership from the drop-down list. Note selecting an Ad-Hoc Membership will limit the report to only include students associated with the selected Membership.

**Schedule** (required) – Select the Schedule for which you wish to run this report. This is only modifiable until the Schedule is finalized.

**Schedule Result** (required) – Select the Schedule Result for which you wish to run this report. This is only modifiable until the Schedule is finalized.

**Date Range** (optional) – Specify a date range in each of the date boxes to designate the scheduling activity you want to report (from and to dates). Leave blank to select the entire year. Select the basis of the date range as follows:

**Add/Drop/Remove Date** – Runs based on the effective date the student added, dropped or was removed from the course

**Modified Date** – Runs based on the date you performed the add/drop/remove transaction

**Homeroom Date** (required) – Specify the date to use to retrieve student's homeroom. Defaults to today's date.

**Course ID** (optional) – If no Courses are selected, the report will select all Courses. You can also filter by selecting specific Courses for your report.

**Course Section** (optional) – If no Course Sections are selected, the report will select all Course Sections. You can also filter by selecting specific Course Sections for your report.

**Course Term** (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

**Action Type** (required) – Indicate the Action Type(s) to be displayed on the report. Check one or more of the following: Add, Drop, Remove. At least one Action Type must be selected.

**Page Break on First Sort Term?** (optional) – If checked, the report will 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** (optional) – Choose one or more sort options for your report.

**Delivery Method** (required) – See the Batch/Report Management documentation for further details.

**Email Address** (Auto-populated from your StudentInformation profile.)

**Report Format** – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

**Description** (optional) – If entered, will show on the **Batch/Report Management** screen.



**Submit** – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

## Course Section Summary Report

**Navigation: StudentInformation – SIS – School – Course Section Summary Report**

This on-line report shows course information for the selected criteria.

The screenshot shows the top portion of the 'Course Section Summary Report' web application. It features a blue header with navigation links: Home » SIS » School » Course Section Summary Report. Below the header, the title 'Course Section Summary Report' is displayed in large blue font, followed by the instruction 'Select the report criteria' in red. The form contains several input fields: 'Term:' with a dropdown menu set to 'All Terms'; 'Period:' with a dropdown menu set to 'All Periods'; 'Course/Section:' with two empty text boxes and a blue button with three dots; and 'Section Status:' with a dropdown menu set to 'All'. A 'Show Results' button is located at the bottom left of the form area.

**Term** (required) – Select the Course Term from the drop-down list. Course Terms are defined by building.

**Period** (required) – Select the period of the day. Periods of the day are defined by building and course/sections are assigned to specific periods of the day.

**Course/Section** (optional) – Enter the course code and the course section number.

 – Click to open the Course Selection Wizard for help with selecting the course code and course section number.

The screenshot shows the full 'Course Section Summary Report' web application. It includes the same search criteria form as the previous screenshot. Below the form, a table displays the results of the search. The table has the following columns: Course, Section, Title, Term, Teacher, Room, Capacity, Enrolled, and Status. The data rows are as follows:

Course ^	Section	Title	Term	Teacher	Room	Capacity	Enrolled	Status
005	1	HOMEROOM	All Year	Mrs. Carpenter	20	25	0	
005	2	HOMEROOM	All Year	Mr. Bunker	30	25	0	
005	3	HOMEROOM	All Year	Mr. Theodore	10	25	0	
005	4	HOMEROOM	All Year	Mr. Theodore	11	25	0	

**Selection Criteria** – Enter the criteria to narrow down your course selection using the various drop-down lists.

**Search** – Search for the courses that match the selected criteria.

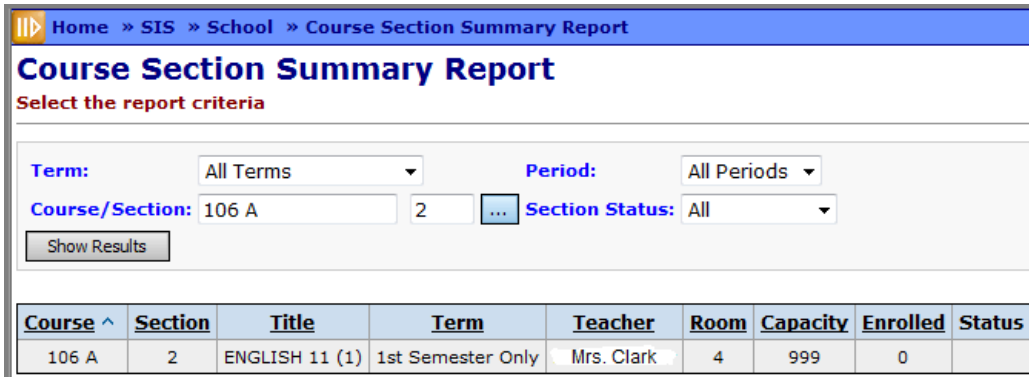
**Clear** – Clear the search criteria.

**Cancel** – Cancel and close the Course Selection Wizard and return to the **Course Section Summary Report** screen.

 – Select this course and return to the **Course Section Summary Report** screen where this selection will be entered into the **Course** field.

**Section Status** (required) – Choose **All**, **Open Only**, or **Closed Only**. The section **Status** displays on the screen.

**Show Results** – Show the courses that match the selected criteria.



Course ^	Section	Title	Term	Teacher	Room	Capacity	Enrolled	Status
106 A	2	ENGLISH 11 (1)	1st Semester Only	Mrs. Clark	4	999	0	

**Sorting** – You may sort by any column (Course, Section, Title, Term, Teacher, Room, Capacity, Status) in ascending or descending order by clicking on the column header.

**Course** – Course Number

**Section** – Course Section Number

**Title** – Title of the Course

**Term** – Course Term which are defined by building.

**Teacher** – Teacher assigned to the course section.

**Room** – Room assigned to the course section.

**Capacity** – Maximum number of students that can be enrolled in this course section.

**Enrolled** – Number of students currently enrolled in this course section.

**Status** – If the status of the course section is Open, the status will show blank. If the status of the course section is Closed, the word **\*\*CLOSED\*\*** displays.