



Students With Pre-assigned (Trial Scheduling Load)

Table of Contents

Stu w/ Pre-assigned (Trial Scheduling Load) 1

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Scheduling > Maintenance > Master Schedule Generator > Trial Scheduling Load > Stu w/ Pre-assigned

This tab allows you to produce two reports:

- The Students With Cleared Preassigned Course Sections (or Semesters) report is generated if **Reschedule Student's Preassigned Sec/Sem** is selected on the Schedule Load tab. The report lists students whose preassigned courses were cleared.
- The Students With Preassigned Course Sections (or Semesters) report is generated if **Reschedule Student's Preassigned Sec/Sem** is *not* selected on the Schedule Load tab. The report lists students with preassigned courses.

| Reschedule Student's Preassigned Sec/Sem | Include Pre-assigned Sem | Report Displayed |
|--|--------------------------|--|
| Blank | Blank | Students With Preassigned Course Sections |
| Blank | Selected | Students With Preassigned Course Sections or Semesters |
| Selected | Blank | Students With Cleared Preassigned Course Sections |
| Selected | Selected | Students With Cleared Preassigned Course Sections or Semesters |

The reports are generated after a trial run. For the scheduling load function, print the report before accepting the load.

View report:

| Field | Description |
|---------------------------------|--|
| Grades | Select a grade level, or select <i>All</i> to include all grade levels. |
| Student ID | Type the student ID. Leading zeros are not required. Or, click Directory to select one or more students from the directory . Leave blank to include all students. |
| Include Pre-assigned Sem | Select to display the report with semester information. <ul style="list-style-type: none"> • If selected, the directory displays the students in the selected grade level, and only students who had either a course-section or semester assigned on their schedule are listed. • If <i>not</i> selected, the directory displays students in the selected grade level, and only students who had a course-section assigned on their schedule are listed. |

Click **Retrieve Report**. [Review, save, or print the report.](#)



Back Cover