

Students With Pre-assigned (Trial Scheduling Load)

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This tab allows you to produce one of two reports:

- The Students With Cleared Preassigned Course Sections (or Semesters) report lists students whose preassigned courses were cleared.
- The Students With Preassigned Course Sections (or Semesters) 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

Load.|

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 *All* 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. • 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 *not* 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.


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