

Students With Pre-assigned (Live Scheduling Load)

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This tab produces 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 (on Schedule Load tab)	**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

Print and review the reports before accepting the load.

View report:

❑ Enter report criteria:

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.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

  Click  to save and print the report in PDF format.
  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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