



SCH2500 - Schedule of Classes (Next Yr)

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The report provides a chart of courses scheduled for next year and the instructors who will be teaching the courses. If the report is printed for all campuses, and sections have been created for the campuses, the maximum number of periods available in the district is displayed. You can print the report for one campus to obtain only specific periods.

The report displays up to 18 periods based on the campus **Period Begin** and **Period End** on [Maintenance > Master Schedule > Campus > Campus Control](#). If more than 18 periods are taught at a campus, the first 18 periods are displayed.

If the report fails, no data is displayed, or one or more instructor is not included, make sure of the following:

- There are no blank or non-numeric entries in **Prd Beg** or **Prd End** for the course section meeting times on [Maintenance > Master Schedule > Campus > Sections](#).
- There is no apostrophe in the course title on [Maintenance > Master Schedule > District > Courses](#).

| Parameter | Description |
|--|---|
| Campus ID (Blank for All) | Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID. |
| Semester (1, 2, 3, 4, Blank for All) | Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4. Leave blank to select all semesters. |
| Print Staff ID (Y, N) | Y - Print the staff ID. If employee number are used at the campus, the six-digit employee number is printed. If social security numbers are used, the staff ID is masked (e.g., XXXXX1234) N - Do not print the staff ID. |
| Sort Order (A = Instructor Name, B = Control Nbr) | A - Sort the report by instructor name. B - Sort the report by instructor ID. |



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