



scheduling_secondary_combo_step2_load_reports

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Partial Sched Stu

This tab generates the Partially Scheduled Students report for the scheduling load.

The report lists the number of unscheduled and scheduled course requests and total course requests. The numbers are computed using the period control (i.e., the number of class periods per day the course meets multiplied by the number of semesters taken).

The report lists the student ID, grade level, and name of partially scheduled students. The following information is also displayed:

- **# Unsched** - The number of courses that could not be scheduled, as identified using the period control.
- **# Sched** - The number of courses that were scheduled, as identified using the period control.
- **Tot Requests** - The total period control for the courses that the student requested.

Print and review the report before accepting the load.


Enter report criteria:


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.

Click **Retrieve Report**.


- [Review, save, or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.

Stu Reject List

This tab generates the Student Reject Listing report for the scheduling load, which includes course requests that could not be satisfied. **It is very important to review this report before accepting the load.**

The report lists the course requests that could not be scheduled, the reason, and the course requests scheduled for each semester. The report is used to determine if changes are needed in the master schedule or student course requests.

In the **Not Scheduled** section of the report:

- **Type** - indicates if the course is required (R) or an elective (E).
- **Req Sem** - indicates if a specific semester was requested.
- **Crs # Sem** - indicates the number of semesters of the course, per the district course table.
- **# Per** - displays the number of periods the course meets.
- Next to **# Per** - the reason the course could not be scheduled is displayed.

If you include the analysis report, the report displays all course information per period (i.e., when each course is offered by period for which days of the week).

- If the course-section is filled to the seat loading factor, it is listed as "Closed".
- The section number and days of the week for the scheduled courses are displayed in bold type. If a scheduled course is the first section offered for the course, the course number and title are also displayed in bold type.
- Unscheduled courses are displayed in regular type.
- If the scheduling load is run with **Substitute Alternate Courses** selected on the Options tab, an asterisk (*) is displayed next to the course title indicating that an alternate course substitution occurred.
- If the scheduling load cannot schedule the student's original or alternate course requests, then only the original course request data is displayed on the report.

Print and review the report before accepting the load.


Enter report criteria:


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 Analysis	Select to include the analysis report.

Click **Retrieve Report**.


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Stu w/ Unshed Proxies

This tab generates the Unscheduled Sections of Match Proxies report for the scheduling load which lists the students whose requested match proxy could not be scheduled, the individual courses in the match proxy, and the reason the courses could not be scheduled.

Print and review the report before accepting the load.


Enter report criteria:


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.
Match Proxies	Select a proxy, or select <i>All</i> to include all proxies.

Click **Retrieve Report**.


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Unmatched Proxy Sec

This tab generates the Unmatched Sections of Match Proxy Courses report for the scheduling load which lists the match proxies where the section numbers do not match, the courses in the proxy, and the unmatched sections for each course.

A valid match proxy must have the following:

- Same section
- Same begin and end periods
- Different semester
- Courses that are only included in one match proxy

The report also indicates if any sections have an invalid semester, begin period, or end period.

Print and review the report before accepting the load.





Enter report criteria:

Match Proxies Select a proxy, or select *All* to include all proxies.




Click **Retrieve Report**.

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Stu w/ Pre-assigned

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.

Enter report criteria:


Grades	Select a grade level, or select <i>All</i> to include all grade levels.
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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	<p>Select to display the report with semester information.</p> <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**.


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Master Sched

This tab generates the Master Schedule With Reset Seats report for the scheduling load.

The report lists the course and instructor information, restrictions, number of maximum seats, number of students assigned (counts by gender and totals), and the number of remaining seats in the section by semester. Counts include students scheduled during this scheduling load and other students previously accepted from a prior scheduling load. The report is used to check class balancing (i.e., that approximately the same number of students are scheduled into each section).

- **Max Seats** - The number of seats for the section.
- **Assigned - Boy/Girl** - The number of boys and girls assigned to each section.
- **Assigned - Total** - The total number of students assigned to each section. This column will help you identify how well your sections are balanced; generally, section totals should be approximately the same.
- **Remaining** - The number of seats still open for the semester.


Enter report criteria:


Break-down by Course and Grd Lvl	Select if you want to display the report with total course requests assigned and unassigned by grade level for each course. Otherwise, these breakdowns are not included.
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Stu Sched

This tab generates the Student Schedules report which displays the schedules for all students who were completely scheduled by the scheduling load.

Print the report before accepting the load.


Enter report criteria:


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.

Click **Retrieve Report**.


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