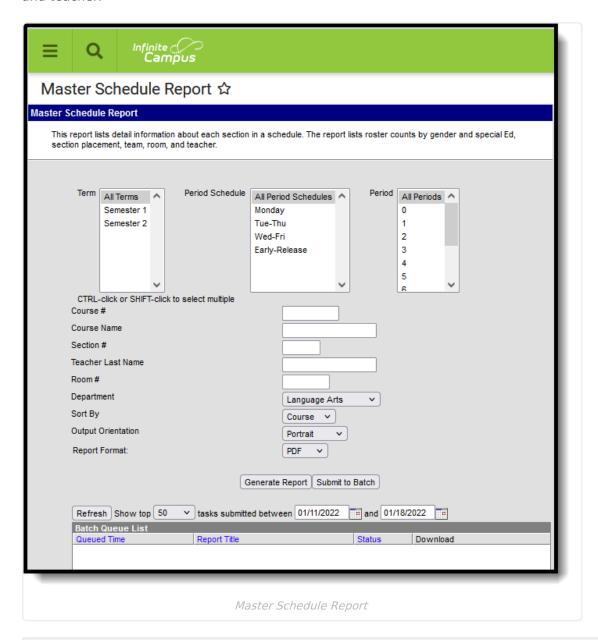


## **Master Schedule**

Last Modified on 04/01/2025 11:35 am CDT

Tool Search: Master Schedule Report

The **Master Schedule** report lists detailed information about each section in a schedule. The report lists roster counts by gender and special education status, section placement, team, room and teacher.



See the Scheduling & Courses Reports Tool Rights article for information about rights needed to use this tool.



## **Report Editor**

The following information can be entered on the Master Schedule Report editor to narrow the results of the report.

Field	Description						
Schedule Structure	Lists the available schedule structures in the selected calendar. This only displays when the selected calendar has multiple schedule structures.						
Term	Lists available terms in the selected calendar.						
Period Schedule	Lists available period schedules in the selected calendar.						
Period	Lists the available periods in the selected calendar and period schedule(s).						
Course Number	Identifies the number assigned to the course by the school or district.						
Course Name	Identifies the name of the course.						
Section Number	Identifies the Number of the course section.						
Teacher Last Name	Identifies the Last Name of the Primary Teacher assigned to the course section.						
Room Number	Identifies Room assigned to the Course Section where the course meets.						
Department	Identifies the Department assigned to the course.						
Sort By	Indicates how the report sorts - by Course or Teacher.						
Group	Lists the Scheduling Groups or Teams assigned on the Course. This field only displays when the selected calendar has Scheduling Groups created.						
	This column on the print view is limited to a length of 21 characters. If a Team name is longer than this value, the name wraps to the next row.						
Output Orientation	Indicates the layout of the report - portrait or landscape.						
Report Format	The report can be generated in PDF, DOCX or CSV format.						
Report Generation	<ul> <li>Two buttons are available for report generations:</li> <li>Generate Report- displays the report instantly.</li> <li>Submit to Batch- sends the report to the Batch Queue for generation at a specified time. This option is recommended when generating the report for a large number of students.</li> </ul>						



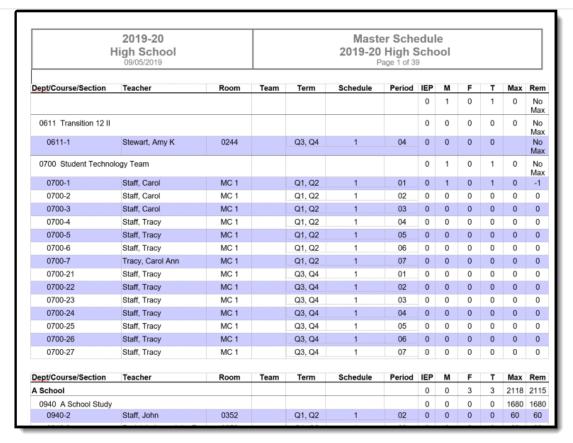
## **Generate the Master Schedule Report**

- 1. Select the desired **Schedule Structure** (if available), **Terms**, **Period Schedule(s)**, and **Periods**.
- 2. Enter the desired options as listed in the table above.
- 3. Select the desired **Output Orientation**.
- 4. Select the desired **Report Format**.
- 5. Click the **Generate Report** button to display the results of the report immediately, or use the **Submit to Batch** button to choose when the report generates. The report displays in the selected format.

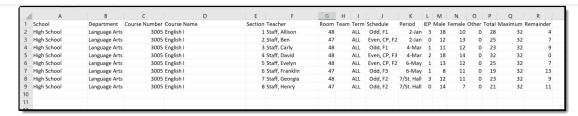
2019-20 High School <sup>09/05/2019</sup>				Master Schedule 2019-20 High School Page 1 of 39								
Dept/Course/Section	Teacher	Room	Team	Term	Schedule	Period	IEP	М	F	Т	Max	
							0	1	0	1	0	
0611 Transition 12 II							0	0	0	0	0	_
0611-1	Stewart, Amy K	0244		Q3, Q4	1	04	0	0	0	0		
0700 Student Techno	logy Team						0	1	0	1	0	
0700-1	Staff, Carol	MC 1		Q1, Q2	1	01	0	1	0	1	0	
0700-2	Staff, Carol	MC 1		Q1, Q2	1	02	0	0	0	0	0	
0700-3	Staff, Carol	MC 1		Q1, Q2	1	03	0	0	0	0	0	
0700-4	Staff, Tracy	MC 1		Q1, Q2	1	04	0	0	0	0	0	
0700-5	Staff, Tracy	MC 1		Q1, Q2	1	05	0	0	0	0	0	
0700-6	Staff, Tracy	MC 1		Q1, Q2	1	06	0	0	0	0	0	
0700-7	Tracy, Carol Ann	MC 1		Q1, Q2	1	07	0	0	0	0	0	
0700-21	Staff, Tracy	MC 1		Q3, Q4	1	01	0	0	0	0	0	
0700-22	Staff, Tracy	MC 1		Q3, Q4	1	02	0	0	0	0	0	
0700-23	Staff, Tracy	MC 1		Q3, Q4	1	03	0	0	0	0	0	
0700-24	Staff, Tracy	MC 1		Q3, Q4	1	04	0	0	0	0	0	
0700-25	Staff, Tracy	MC 1		Q3, Q4	1	05	0	0	0	0	0	
0700-26	Staff, Tracy	MC 1		Q3, Q4	1	06	0	0	0	0	0	
0700-27	Staff, Tracy	MC 1		Q3, Q4	1	07	0	0	0	0	0	
Dept/Course/Section	Teacher	Room	Team	Term	Schedule	Period	IEP	м	F	т	Max	_
A School							0	0	3	3	2118	Ĺ
0940 A School Study							0	0	0	0	1680	ı
0940-2	Staff, John	0352		Q1, Q2	1	02	0	0	0	0	60	

Master Schedule Report, PDF Format





Master Schedule Report, DOCX Format



Master Schedule Report, CSV Format

## **Report Layout**

Field	Description
Dept/Course/Section	Lists the department name, course name, and course section.
Teacher	Lists the assigned primary teacher.
Room	Indicates the room number of where the section meets.
Team	Lists any scheduling group/team assigned to the course.
Term	Indicates in which terms the section is scheduled.
Schedule	Lists on which period schedules the section meets.
Period	Indicates in which period of the day the section meets.



Field	Description
IEP	Lists the total number of students with locked IEPs are scheduled into the course section.
M(ale)	Lists the total number of students with Gender = M scheduled into the section.
F(emale)	Lists the total number of students with Gender = F scheduled into the section.
O(ther)	Lists the total number of students with Gender not equal to M or F scheduled into the section.  This column only displays in states where students can be assigned a gender code other than M or F.
T(otal)	Lists the total number of students scheduled into the section.
Max(imum)	Lists the total number of possible students that can be scheduled into the section based on the value entered into the Max Students field.
Rem(ainder)	Lists the total number of open seats for the section. This number can aid in determining if an additional course section is necessary, or if students need to be moved to another less full section.