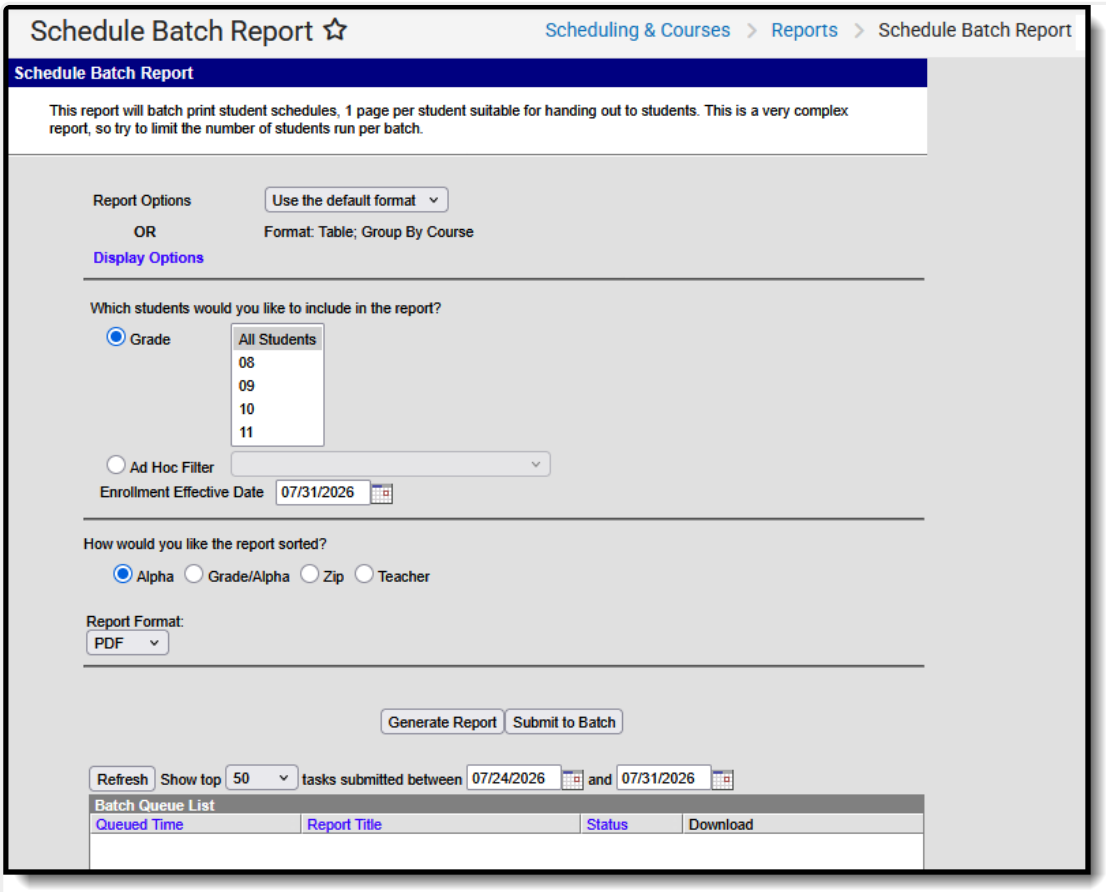
Schedule Batch Report

Last Modified on 07/31/2026 8:16 am CDT

Tool Search: Schedule Batch Report

The Schedule Batch Report prints student schedules for the selected calendar en masse, one page per student, suitable for handing out. This report allows users to select a saved schedule report with preselected schedule options set in the Report Preferences tool. Users can select Display Options instead of selecting a pre-saved report.



Generate and batch print student schedules by selecting student groups, sorting options, and a report format.

Users need tool rights to Report Setup to view Display Options and make selections.

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

Schedule Batch editor

Option	Description
Report Selection	Select a saved schedule to generate from the **Report Options** dropdown. These options are created in Report Setup. Select the **Display Options** to select the items to include on the schedule. These selections are not saved and must be reselected each time the report is generated. When the Display Options link is selected, the report editor displays the options that can be chosen. Use the **Close Display Options** to return to the original view of the report editor.
Student Selection	Students can be selected for the Schedule Batch by either a **Grade Level** or an Ad hoc Filter. Available grade levels display based on the school selected in the Campus toolbar. Ad hoc Filters are created in the Ad hoc Reporting Filter Designer and only report the students included in that filter who meet the other selected criteria. Enter an **Effective Date**. This date is used to include only active students as of the entered date. This date displays the current date, but it can be changed by entering the date in *mmddyy* format or by selecting the Calendar icon to choose a date. For students who have more than one primary address, determine if multiple schedules should be printed. Mark the **Print only primary addresses** checkbox accordingly.
Sort Options	The schedules can be sorted in the following ways: • **Alphabetical**, which sorts the schedules by the student's Last Name, First Name, Middle Name • **Grade/Alphabetical**, which sorts the schedules by grade level (lowest grade level prints first) then alphabetical by last name. • **Zip Code**, which sorts the schedules in zip code order for bulk mailing purposes. • **Teacher**, which sorts the schedules by the Display Name assigned on the Course Section for the selected period and effective date entered on the report editor based on the selected Calendar in the toolbar. Students in a Course Section that does not have a Display Name entered are grouped together, and print first.
Report Format	The report can be generated in PDF or DOCX format.

Option	Description
Report Generation	Use the Generate Report button to display the results of the report immediately. Or, choose the Submit to Batch button to choose when the report generates. For a complex report like the Schedule Batch, and for a large set of students, using Submit to Batch is recommended. See the Batch Queue documentation for additional information on using Batch Queue functionality.

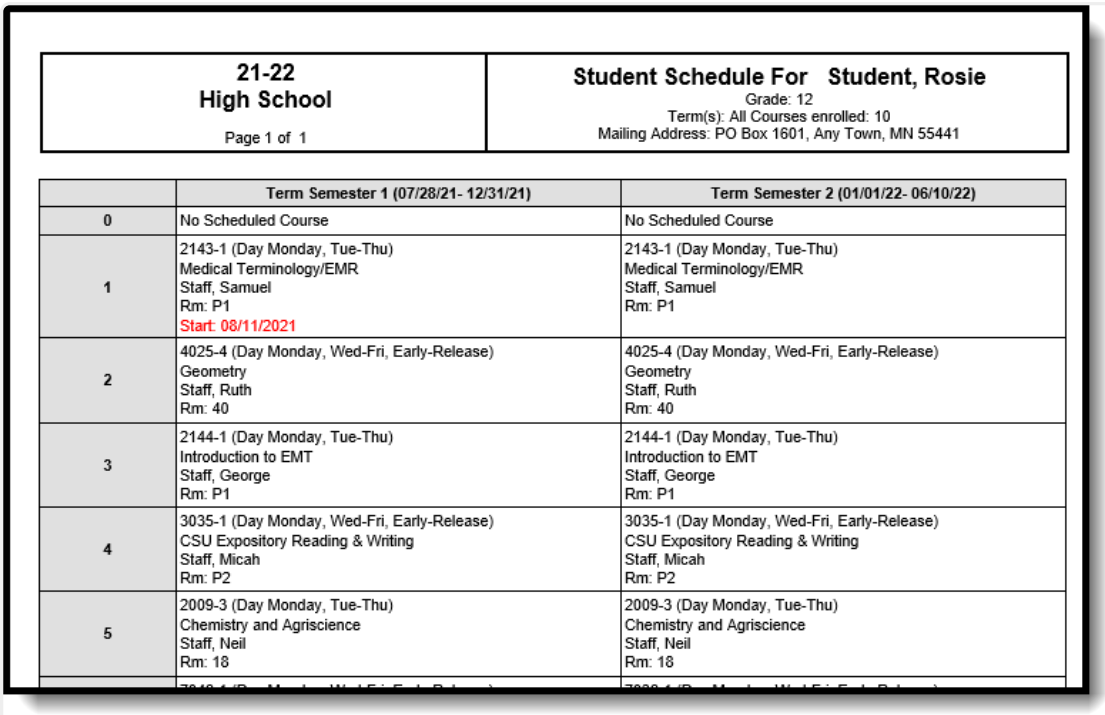
Generate saved schedule reports

1. Select the desired schedule format from the **Report Options** dropdown list.
2. Select the **Grade Level** of the students to include on the report. Or, select the students from an **Ad HocFilter**.
3. Enter an **Enrollment Effective Date**. This date defaults to the current date. If this date is outside of the calendar range, no records are returned. This entry only prints student schedules for those students who were actively enrolled on that date.
4. Mark the **Print only primary addresses** checkbox if more than one schedule should printed for students who live in multiple households.
5. Select the **Sort Options**. Schedules can be sorted alphabetically, by grade and alphabetically, by zip code (for bulk mailing purposes) or by teacher.
6. Select the desired **Report Format**.
7. Click the **Generate Report** button to display the report immediately, or the Submit to Batch button to choose when the report generates.

Generate schedule reports by selecting Display Options

1. Select the **Display Options** link.
2. Select the desired options to include on the schedule.
3. Select the **Grade Level** of the students to include on the report. Or, select students using an **Ad Hoc Filter**.
4. Enter an **Enrollment Effective Date**.
5. Mark the **Print only primary addresses** checkbox if more than one schedule should printed for students who live in multiple households.
6. Select the desired **Sort Option**.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button to display the report immediately, or the S**ubmit to Batch** button to choose when the report generates.

Depending on the options selected, the schedule may print more than one page.



21-22 High School Page 1 of 1	Student Schedule For Student, Rosie Grade: 12 Term(s): All Courses enrolled: 10 Mailing Address: PO Box 1601, Any Town, MN 55441

	Term Semester 1 (07/28/21- 12/31/21)	Term Semester 2 (01/01/22- 06/10/22)
0	No Scheduled Course	No Scheduled Course
1	2143-1 (Day Monday, Tue-Thu) Medical Terminology/EMR Staff, Samuel Rm: P1 Start: 08/11/2021	2143-1 (Day Monday, Tue-Thu) Medical Terminology/EMR Staff, Samuel Rm: P1
2	4025-4 (Day Monday, Wed-Fri, Early-Release) Geometry Staff, Ruth Rm: 40	4025-4 (Day Monday, Wed-Fri, Early-Release) Geometry Staff, Ruth Rm: 40
3	2144-1 (Day Monday, Tue-Thu) Introduction to EMT Staff, George Rm: P1	2144-1 (Day Monday, Tue-Thu) Introduction to EMT Staff, George Rm: P1
4	3035-1 (Day Monday, Wed-Fri, Early-Release) CSU Expository Reading & Writing Staff, Micah Rm: P2	3035-1 (Day Monday, Wed-Fri, Early-Release) CSU Expository Reading & Writing Staff, Micah Rm: P2
5	2009-3 (Day Monday, Tue-Thu) Chemistry and Agriscience Staff, Neil Rm: 18	2009-3 (Day Monday, Tue-Thu) Chemistry and Agriscience Staff, Neil Rm: 18

Schedule Batch Report - PDF Format