

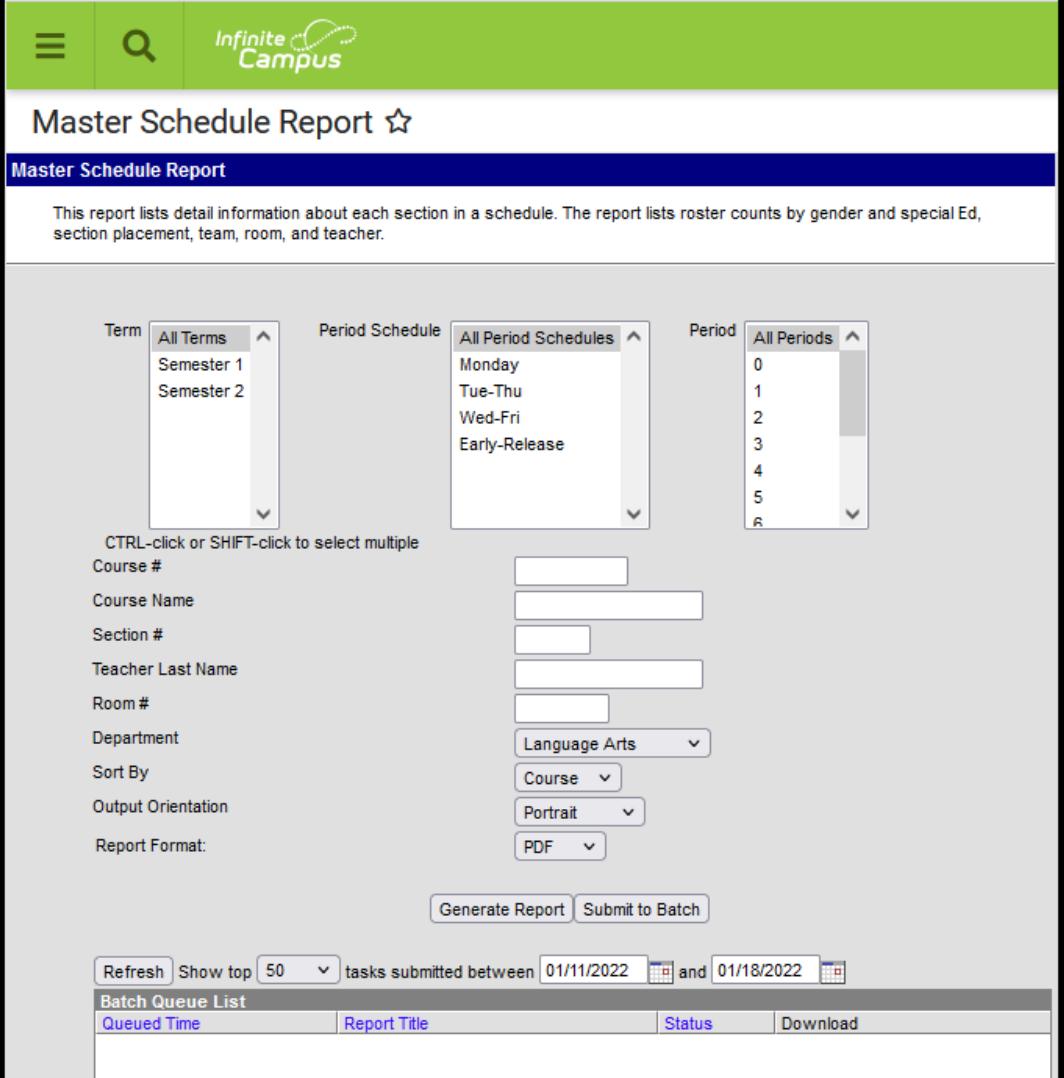
# Master Schedule

Last Modified on 12/14/2025 8:45 pm CST

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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.



The screenshot shows the 'Master Schedule Report' tool interface. At the top, there are three dropdown menus: 'Term' (All Terms, Semester 1, Semester 2), 'Period Schedule' (All Period Schedules, Monday, Tue-Thu, Wed-Fri, Early-Release), and 'Period' (All Periods, 0, 1, 2, 3, 4, 5, R). Below these are several search and filter fields: 'Course #' (with a note 'CTRL-click or SHIFT-click to select multiple'), 'Course Name', 'Section #', 'Teacher Last Name', 'Room #', 'Department' (Language Arts), 'Sort By' (Course, Portrait), 'Output Orientation' (Portrait), and 'Report Format' (PDF). At the bottom of the search area are 'Generate Report' and 'Submit to Batch' buttons. Below the search area is a 'Batch Queue List' table with columns: Queued Time, Report Title, Status, and Download. The table is currently empty. The status bar at the bottom of the interface says 'Master Schedule Report'.

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
<b>Schedule Structure</b>	Lists the available schedule structures in the selected calendar. This only displays when the selected calendar has multiple schedule structures.
<b>Term</b>	Lists available terms in the selected calendar.
<b>Period Schedule</b>	Lists available period schedules in the selected calendar.
<b>Period</b>	Lists the available periods in the selected calendar and period schedule(s).
<b>Course Number</b>	Identifies the number assigned to the course by the school or district.
<b>Course Name</b>	Identifies the name of the course.
<b>Section Number</b>	Identifies the Number of the course section.
<b>Teacher Last Name</b>	Identifies the Last Name of the Primary Teacher assigned to the course section.
<b>Room Number</b>	Identifies Room assigned to the Course Section where the course meets.
<b>Department</b>	Identifies the Department assigned to the course.
<b>Sort By</b>	Indicates how the report sorts - by Course or Teacher.
<b>Group</b>	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.
<b>Output Orientation</b>	Indicates the layout of the report - portrait or landscape.
<b>Report Format</b>	The report can be generated in PDF, DOCX or CSV format.

Field	Description
<b>Report Generation</b>	<p>Two buttons are available for report generations:</p> <ul style="list-style-type: none"> <li>• <b>Generate Report</b>- displays the report instantly.</li> <li>• <b>Submit to Batch</b>- sends the report to the <a href="#">Batch Queue</a> 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 09/05/2019			Master Schedule 2019-20 High School Page 1 of 39									
Dept/Course/Section	Teacher	Room	Team	Term	Schedule	Period	IEP	M	F	T	Max	Rem
0611 Transition 12 II							0	0	0	0	0	No Max
0611-1	Stewart, Amy K	0244		Q3, Q4	1	04	0	0	0	0	0	No Max
0700 Student Technology Team							0	1	0	1	0	No Max
0700-1	Staff, Carol	MC 1		Q1, Q2	1	01	0	1	0	1	0	-1
0700-2	Staff, Carol	MC 1		Q1, Q2	1	02	0	0	0	0	0	0
0700-3	Staff, Carol	MC 1		Q1, Q2	1	03	0	0	0	0	0	0
0700-4	Staff, Tracy	MC 1		Q1, Q2	1	04	0	0	0	0	0	0
0700-5	Staff, Tracy	MC 1		Q1, Q2	1	05	0	0	0	0	0	0
0700-6	Staff, Tracy	MC 1		Q1, Q2	1	06	0	0	0	0	0	0
0700-7	Tracy, Carol Ann	MC 1		Q1, Q2	1	07	0	0	0	0	0	0
0700-21	Staff, Tracy	MC 1		Q3, Q4	1	01	0	0	0	0	0	0
0700-22	Staff, Tracy	MC 1		Q3, Q4	1	02	0	0	0	0	0	0
0700-23	Staff, Tracy	MC 1		Q3, Q4	1	03	0	0	0	0	0	0
0700-24	Staff, Tracy	MC 1		Q3, Q4	1	04	0	0	0	0	0	0
0700-25	Staff, Tracy	MC 1		Q3, Q4	1	05	0	0	0	0	0	0
0700-26	Staff, Tracy	MC 1		Q3, Q4	1	06	0	0	0	0	0	0
0700-27	Staff, Tracy	MC 1		Q3, Q4	1	07	0	0	0	0	0	0
A School							0	0	3	3	2118	2115
0940 A School Study							0	0	0	0	1680	1680
0940-2	Staff, John	0352		Q1, Q2	1	02	0	0	0	0	60	60

Master Schedule Report, PDF Format

2019-20 High School 09/05/2019				Master Schedule 2019-20 High School Page 1 of 39										
Dept/Course/Section	Teacher	Room	Team	Term	Schedule	Period	IEP	M	F	T	Max	Rem		
0611 Transition 12 II							0	1	0	1	0	No Max		
0611-1 Stewart, Amy K				0244	Q3, Q4	1	04	0	0	0	0	No Max		
0700 Student Technology Team							0	1	0	1	0	No Max		
0700-1 Staff, Carol	MC 1	Q1, Q2	1	01	0	1	0	1	0	1	0	-1		
0700-2 Staff, Carol	MC 1	Q1, Q2	1	02	0	0	0	0	0	0	0	0		
0700-3 Staff, Carol	MC 1	Q1, Q2	1	03	0	0	0	0	0	0	0	0		
0700-4 Staff, Tracy	MC 1	Q1, Q2	1	04	0	0	0	0	0	0	0	0		
0700-5 Staff, Tracy	MC 1	Q1, Q2	1	05	0	0	0	0	0	0	0	0		
0700-6 Staff, Tracy	MC 1	Q1, Q2	1	06	0	0	0	0	0	0	0	0		
0700-7 Tracy, Carol Ann	MC 1	Q1, Q2	1	07	0	0	0	0	0	0	0	0		
0700-21 Staff, Tracy	MC 1	Q3, Q4	1	01	0	0	0	0	0	0	0	0		
0700-22 Staff, Tracy	MC 1	Q3, Q4	1	02	0	0	0	0	0	0	0	0		
0700-23 Staff, Tracy	MC 1	Q3, Q4	1	03	0	0	0	0	0	0	0	0		
0700-24 Staff, Tracy	MC 1	Q3, Q4	1	04	0	0	0	0	0	0	0	0		
0700-25 Staff, Tracy	MC 1	Q3, Q4	1	05	0	0	0	0	0	0	0	0		
0700-26 Staff, Tracy	MC 1	Q3, Q4	1	06	0	0	0	0	0	0	0	0		
0700-27 Staff, Tracy	MC 1	Q3, Q4	1	07	0	0	0	0	0	0	0	0		
A School							0	0	3	3	2118	2115		
0940 A School Study							0	0	0	0	1680	1680		
0940-2 Staff, John	0352	Q1, Q2	1	02	0	0	0	0	0	0	60	60		

Master Schedule Report, DOCX Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
School	Department	Course Number	Course Name	Section	Teacher	Room	Team	Term	Schedule	Period	IEP	Male	Female	Other	Total	Maximum	Remainder
High School	Language Arts	3005 English I		1 Staff, Allison	48	ALL	Odd, F1	2-Jan	3	18	10	0	28	32	4		
High School	Language Arts	3005 English I		2 Staff, Ben	47	ALL	Even, CP, F2	2-Jan	0	12	13	0	25	32	7		
High School	Language Arts	3005 English I		3 Staff, Carly	48	ALL	Odd, F1	4-Mar	1	11	12	0	23	32	9		
High School	Language Arts	3005 English I		4 Staff, David	48	ALL	Even, CP, F3	4-Mar	2	18	14	0	32	32	0		
High School	Language Arts	3005 English I		5 Staff, Evelyn	48	ALL	Even, CP, F2	6-May	1	13	12	0	25	32	7		
High School	Language Arts	3005 English I		6 Staff, Franklin	47	ALL	Odd, F3	6-May	1	8	11	0	19	32	13		
High School	Language Arts	3005 English I		7 Staff, Georgia	48	ALL	Odd, F2	7/St. Hall	3	12	11	0	23	32	9		
High School	Language Arts	3005 English I		8 Staff, Henry	47	ALL	Odd, F2	7/St. Hall	0	14	7	0	21	32	11		

Master Schedule Report, CSV Format

## Report Layout

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

<b>Field</b>	<b>Description</b>
<b>IEP</b>	Lists the total number of students with locked IEPs are scheduled into the course section.
<b>M(ale)</b>	Lists the total number of students with Gender = M scheduled into the section.
<b>F(emale)</b>	Lists the total number of students with Gender = F scheduled into the section.
<b>O(ther)</b>	<p>Lists the total number of students with Gender not equal to M or F scheduled into the section.</p> <p>This column only displays in states where students can be assigned a gender code other than M or F.</p>
<b>Total</b>	Lists the total number of students scheduled into the section.
<b>Max(imum)</b>	Lists the total number of possible students that can be scheduled into the section based on the value entered into the Max Students field.
<b>Rem(ainder)</b>	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.