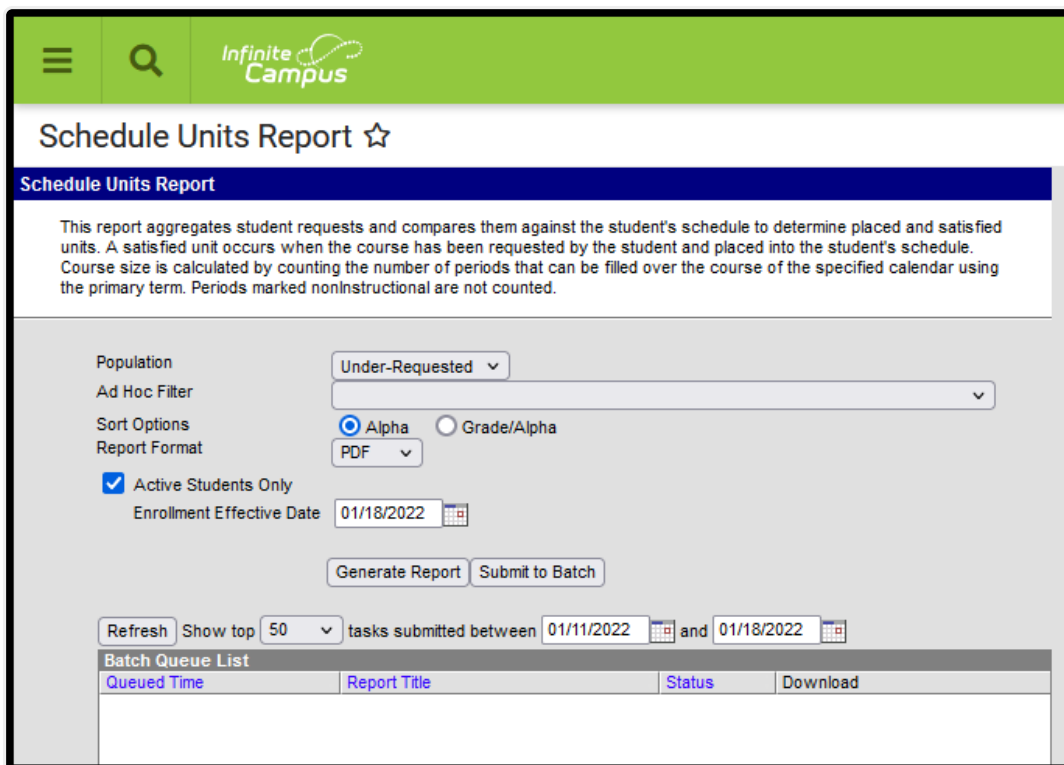# Schedule Units Report

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

[Report Editor](#) | [Generate the Report](#)

Tool Search: Schedule Units Report

The Schedule Units Report shows a count of the number of units that can potentially be filled by a student's course requests. The report can be generated for all students, or filtered to only those students who have not requested enough courses to fill their schedule.

- The number of units for a full schedule is calculated using the number of periods in each period schedule that is in use, multiplied by the number of terms in which they are assigned in the selected calendar in the Campus toolbar.
- The number of units that each course can fulfill is determined by multiplying the values entered into the **Terms, Schedules** and **Periods** fields on the [Course Editor](#).

Schedule Units Report

More information on Schedule Units is available in the [Walk-In Scheduler](#) article.

See the [Scheduling & Courses Reports Tool Rights](#) article for information about rights needed to use this tool.

Report Editor

Option	Description
Schedule Structure	An indication of which schedule structure must be made prior to generating the report. This option only displays when the selected calendar has multiple schedule structures.
Population	Choose either the **Under-Requested** option, which reports only those students who have not requested enough courses for a full schedule, or choose the **All Students** option, which reports students who have not requested enough courses plus students who have requested enough courses.
Ad hoc Filter	Select a previously created ad hoc filter that includes specific students. When a filter is chosen, only those students included in the filter are included on the report when they meet the other reporting requirements chosen.
Sort Options	The report can be sorted by **Alpha** (by name) or by **Grade/Alpha** (numerically by grade level, then alphabetically by name).
Report Format	The Schedule Units Report can be generated in either PDF, DOCX or CSV format.
Active Students Only	When marked, only students who have a current enrollment record (enrollment record does not have an end date) are included in the report. When this checkbox is not marked, both active and inactive enrollment records are included in the report.
Enrollment Effective Date	Indicates the date by which enrollment records are considered active. Enrollment records must have a start date before or on the entered date and must have an end after or on the entered date. If the Active Students Only checkbox is not marked, the date in this field cannot be modified.
Report Generation	Two buttons are available for report generations: • **Generate Report** - displays the report instantly. • **Submit to Batch** - sends the report to the Batch Queue for generation at a later time. This option is recommended when generating the report for a large number of students.

Generate the Report

1. If applicable, select the desired **Schedule Structure** from the dropdown list.
2. Select the desired report **Population** - Under-Requested or All Students.
3. Select the desired **ReportFormat.**
4. If desired, select an **Ad hoc Filter** that includes a set of students. This isn't a required selection.
5. Select the desired **Sort Option**.
6. If desired, mark the **Active Students Only** checkbox and enter an **Enrollment Effective Date**.
7. 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, listing the student, the student's grade level, student number and the number of requested units. It also indicates the number of units for a full schedule.

- The number of **Requested Units** is the same total that displays when viewing Student Requests on the Walk-In Scheduler as Requested Units. It is found by multiplying the number of periods times the number of period schedules times the number of terms for requested courses.
- The number of **Placed Units** is the number of populated periods as viewed on the student's schedule.
- The number of **Satisfied Units** is the number of filled units where the scheduled course equals the requested course. This is matched on the course number and is only counted if the course request has a type of E or R.

2019-20 High School 09/05/2019 Page 1 of 34		Schedule Units 2019-20 High School Population: Under-Requested, Sort Options: alpha		

Full schedule is 32 units
Total Students Reported: 1536

Grade	Student Name	Student Number	Requested Units	Placed Units	Satisfied Units
10	Student, Abner	1234567890	14	28	22
12	Student, Becca	2345678901	14	28	23
10	Student, Cameron	3456789012	0	4	0
11	Student, Daphne	4567890123	14	28	24
10	Student, Everett	5678901234	14	28	24
10	Student, Francesca	6789012345	14	28	20
11	Student, George	7890123456	14	28	20

Schedule Units Report - PDF Format

	A	B	C	D	E	F	G	H	I	J	K
1	Schedule Units										
2	2017-18 High School										
3											
4	Population:	underRequested									
5	Filter:										
6	Total Studen	1540									
7	Sorting Opti	grade									
8	Full schedul	92	units.								
9											
10	Grade	StudentName	StudentN	Requeste	PlacedUni	SatisfiedUnits					
11	9	Student, Abner	12345	0	4	0					
12	9	Student, Becca	234567	0	0	0					
13	9	Student, Cameron	345678	0	0	0					
14	9	Student, Daphne	456789	0	0	0					
15	9	Student, Everett	567890	0	8	0					
16	9	Student, Francesca	678901	0	0	0					

Schedule Units Report - CSV Format

2019-20 High School 09/05/2019 Page 1 of 34	Schedule Units 2019-20 High School Population: All Student, Sort Options: alpha

Full schedule is 32 units
Total Students Reported: 1536

Grade	Student Name	Student Number	Requested Units	Placed Units	Satisfied Units
10	Student, Abner	1234567890	0	4	0
12	Student, Becca	2345678901	0	4	0
10	Student, Cameron	3456789012	0	4	0
11	Student, Daphne	4567890123	0	4	0
10	Student, Everett	5678901234	8	12	8
10	Student, Francesca	6789012345	0	4	0
11	Student, George	7890123456	0	4	0

Schedule Units Report - DOCX Format