# Reports (Schedule Wizard) [.2431 and previous]

Last Modified on 07/31/2024 9:07 am CDT

The Schedule Wizard was removed from the product as of the Campus.2435 Release (August 2024).

Use the following tools for scheduling and planning purposes:

- Scheduling Board
- Course Planner
- Staff Planner
- Requests and Rosters

Available Reports and Report Locations | Next Steps
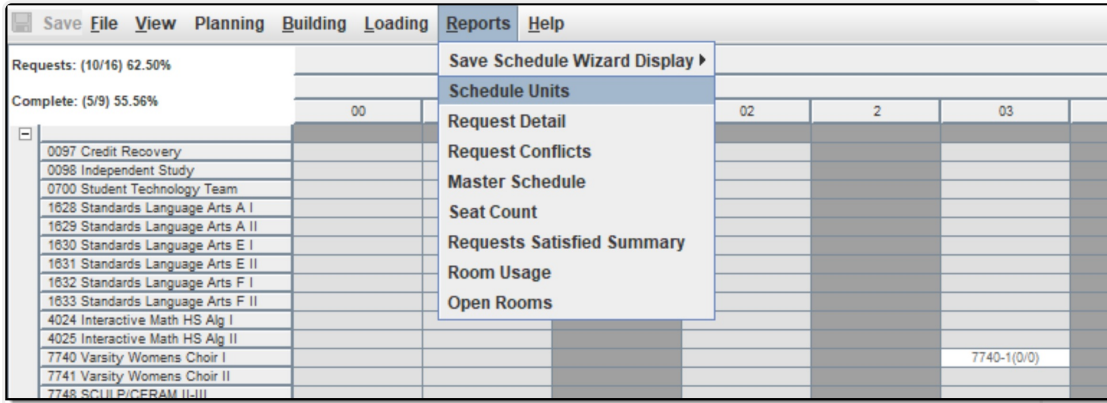
Tool Search: Schedule Wizard

The Schedule Wizard contains certain reports available to review the placed courses, requests and other information related to the master schedule.

- Generating reports from the Schedule Wizard reports data based on the selected trial.
- Generating reports from outside of the Schedule Wizard (from Scheduling > Reports) reports data based on the active trial of the selected calendar.

## Available Reports and Report Locations

Because of the multiple places that scheduling reports reside, the following table divides the reports into a time frame of when they should be generated.
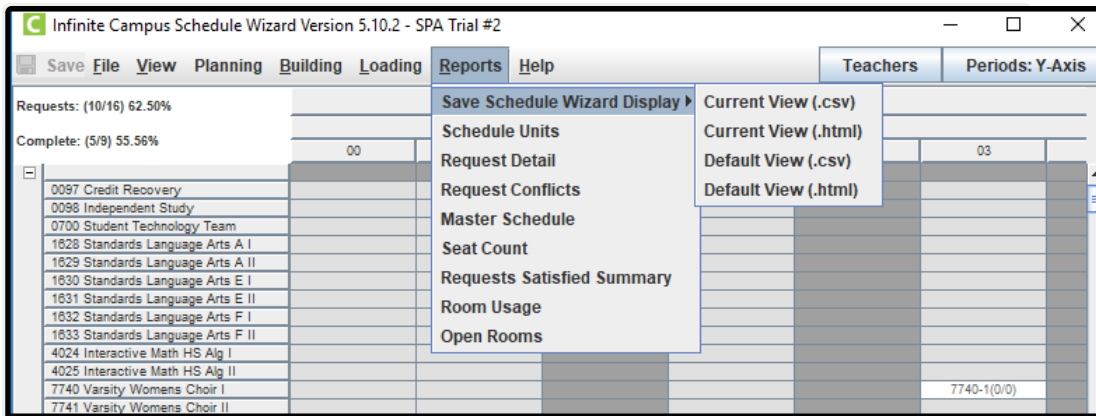
- Scheduling Reports are located in **Scheduling > Reports**.
- Schedule Wizard Reports are located in **Scheduling > Schedule Wizard > Reports**.

*Available Reports in the Schedule Wizard*

To generate the current layout of courses for the selected trial, use the **Save Schedule Wizard Display** to save the layout to the location of your choosing, in CSV or HTML. When one of these options is selected, follow the instructions for saving a report to your computer or other shared location.

- Selecting either **Current View** or **Default View** saves the course layout as it is right now.
- Selecting **Current View** saves the course layout as it is currently displayed (Course/Teachers and X-axis/Y-axis).
- Selecting **Default View** saves the course layout as it is currently displayed (Course/Teachers and X-axis/Y-axis), but displays the layout in a more simple format. When the X-axis is Teacher, the cell contains the Course Name (Seat Count) , Room Number. When the Y-axis is Course, the cell contains the Teacher Name (Seat Count) and Room Number.



*Current View, Default View Options*

| When | Report Name | Location |
|---|---|---|
| **Before** | Request Batch | Scheduling Reports |
| | Master Schedule | Scheduling Reports, Schedule Wizard |
| | Schedule Units | Scheduling Reports |
| | Request Detail | Scheduling Reports, Schedule Wizard |

| When | Report Name | Location |
|---|---|---|
| | Request Conflicts | Scheduling Reports, Schedule Wizard |
| | Schedule Units | Schedule Wizard |
| **During** | Seat Count | Scheduling Reports, Schedule Wizard |
| | Room Usage | Scheduling Reports, Schedule Wizard |
| | Requests Satisfied | Scheduling Reports, Schedule Wizard |
| | Request Conflicts | Scheduling Reports, Schedule Wizard |
| | Schedule Conflicts | Scheduling Reports |
| | Master Schedule | Schedule Wizard, Scheduling Reports |
| | Open Rooms | Scheduling Reports, Schedule Wizard |
| **After** | Room Usage | Scheduling Reports, Schedule Wizard |
| | Seat Count | Scheduling Reports, Schedule Wizard |
| | Requests Satisfied | Scheduling Reports, Schedule Wizard |
| | Schedule Conflicts | Scheduling Reports |
| | Teacher Load | Scheduling Reports |
| | Schedule Batch | Scheduling Reports |
| | Teacher Schedule Batch | Scheduling Reports |

Reports generated from the Schedule Wizard open in a new web window in the default browser. If the user accesses the Schedule Wizard in the Chrome browser but Firefox is set as the computer's default browser, reports generate in Firefox.

# Next Steps

Review the Checklist for Scheduling and Other Scheduling Tools documentation.

- Generate Reports to review the placement of courses.
- If all scheduling items have been completed and any additional changes will be made in the Campus application, mark the Trial active.
- Use the Other Scheduling Tools to complete student schedules in the Campus application.