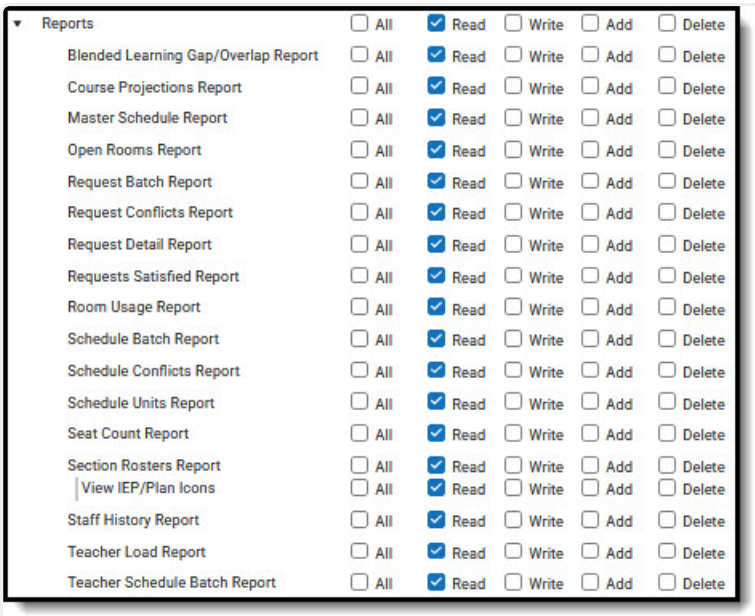
Scheduling & Courses Reports Tool Rights

Last Modified on 07/31/2026 8:11 am CDT

Since generating a report doesn't add or change existing data, only Read rights are required. Write/Add/Delete rights, if granted, have no impact. This article contains screenshots of what the Scheduling & Courses report tools and generated reports look like, with summaries of what each report is used for.

To learn more about these reports and how to run them, consult the individual articles in Scheduling & Courses Reports.



Scheduling & Courses > Reports Tool Rights

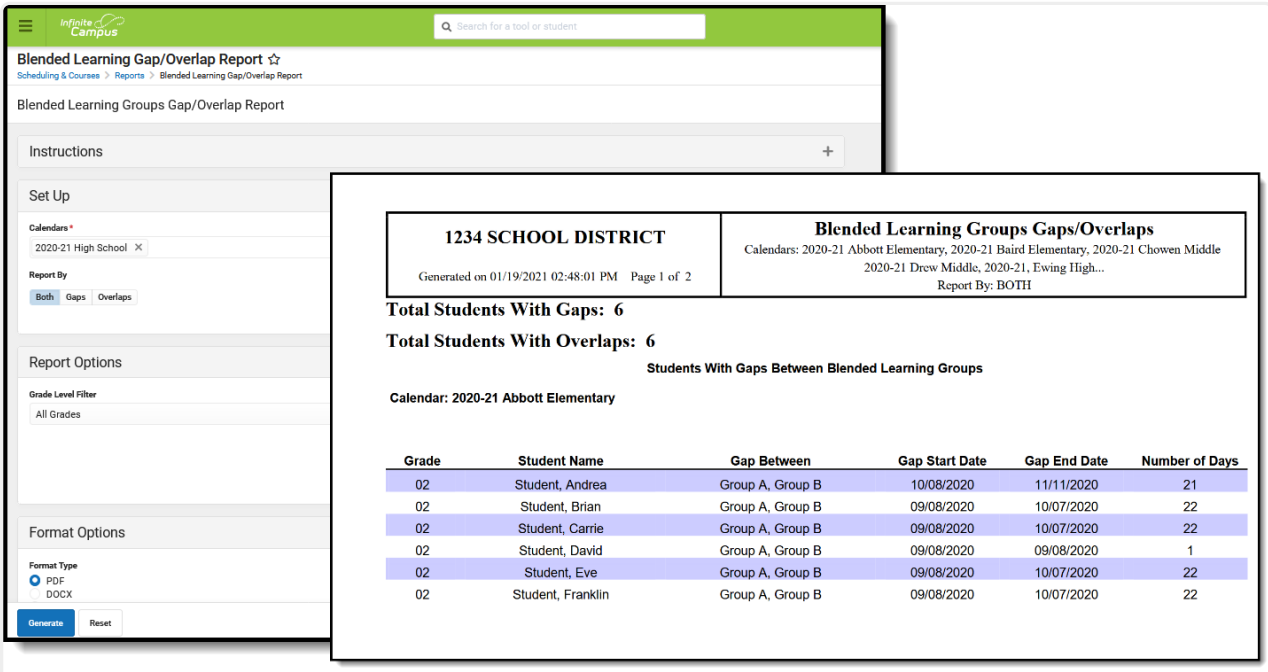
Some information, such as Social Security numbers, may not display on a report if the person generating the report doesn't have rights to view it. Users require Calendar Rights that determine the years and schools for which they can generate reports

Blended Learning Gap/Overlap Report

The Blended Learning Gap/Overlap Report is typically used by people responsible for managing student assignments to learning groups. It is used to identify a gap or an overlap in a student's

assignment to a **Blended Learning** Group.

Click here to expand...

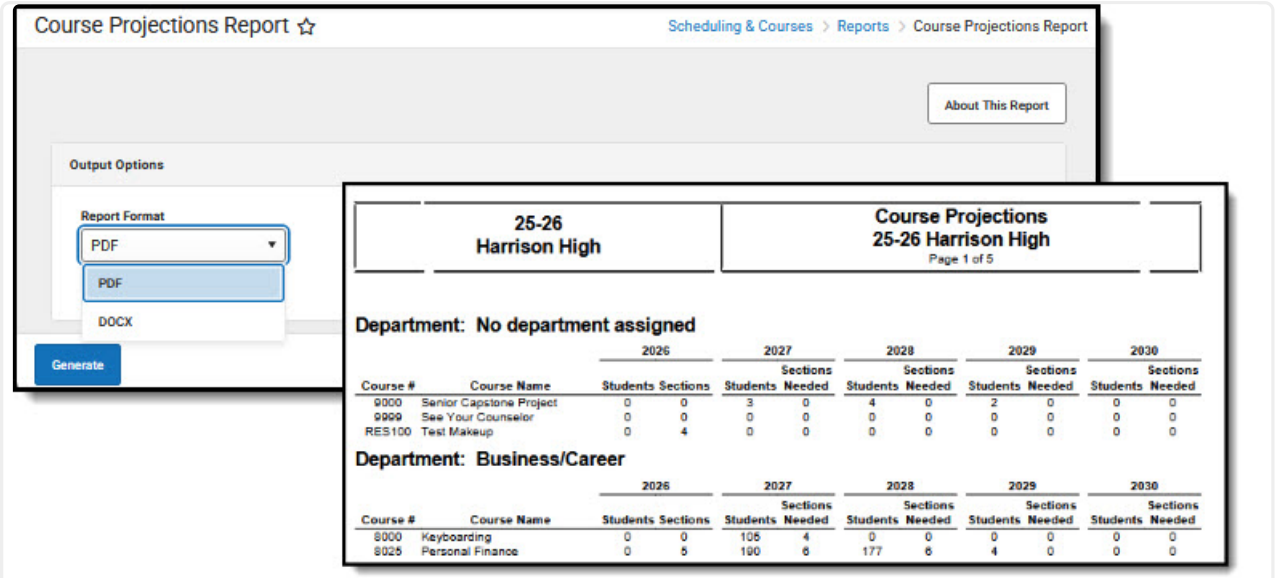


Blended Learning Gap/Overlap Report

Course Projections Report

Staff responsible for scheduling and curriculum planning use the Course Projections Report to make course projections for future years. These projections are based on planned courses from student academic plans.

Click here to expand...

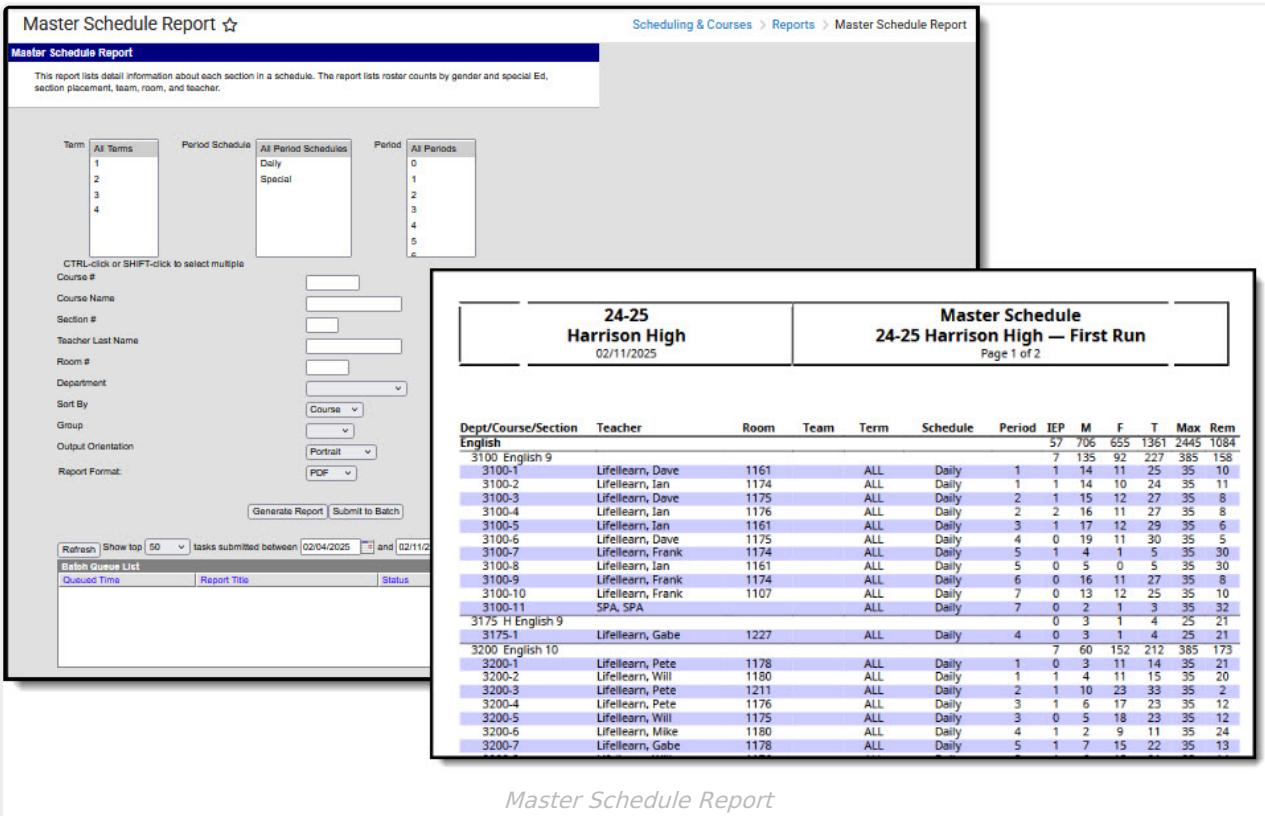


Course Projections Report

Master Schedule Report

Schedulers use the Master Schedule Report to review detailed information about each section in a schedule.

Click here to expand...

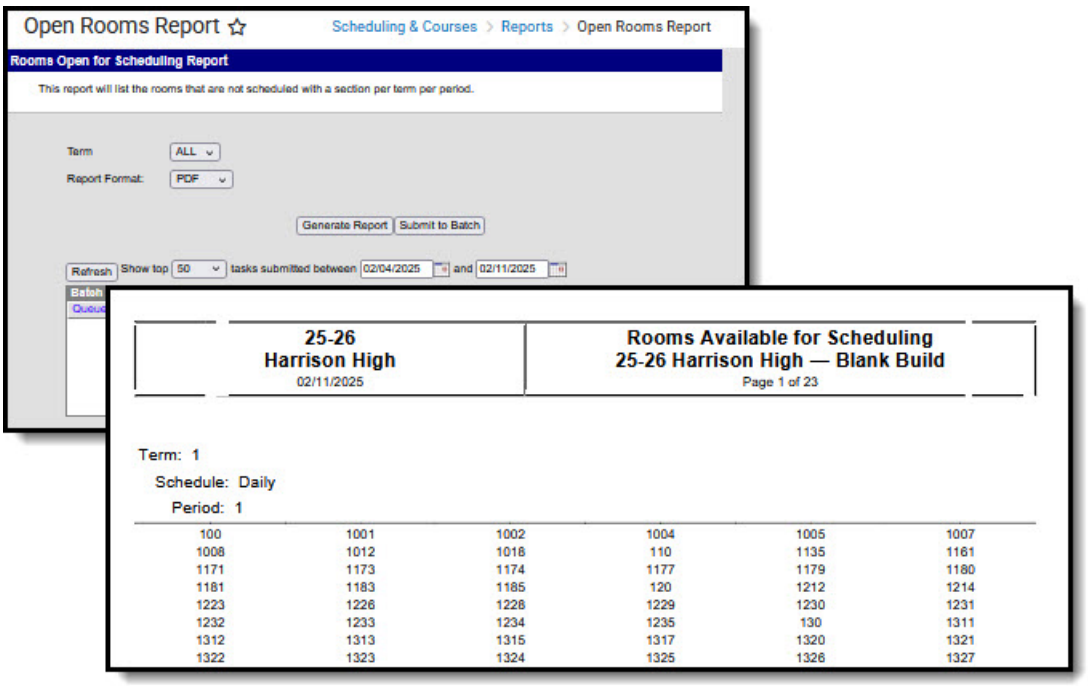


Master Schedule Report

Open Rooms Report

Schedulers use the Open Rooms Report to see which rooms in the selected calendar don't have a course section scheduled for the term and corresponding period.

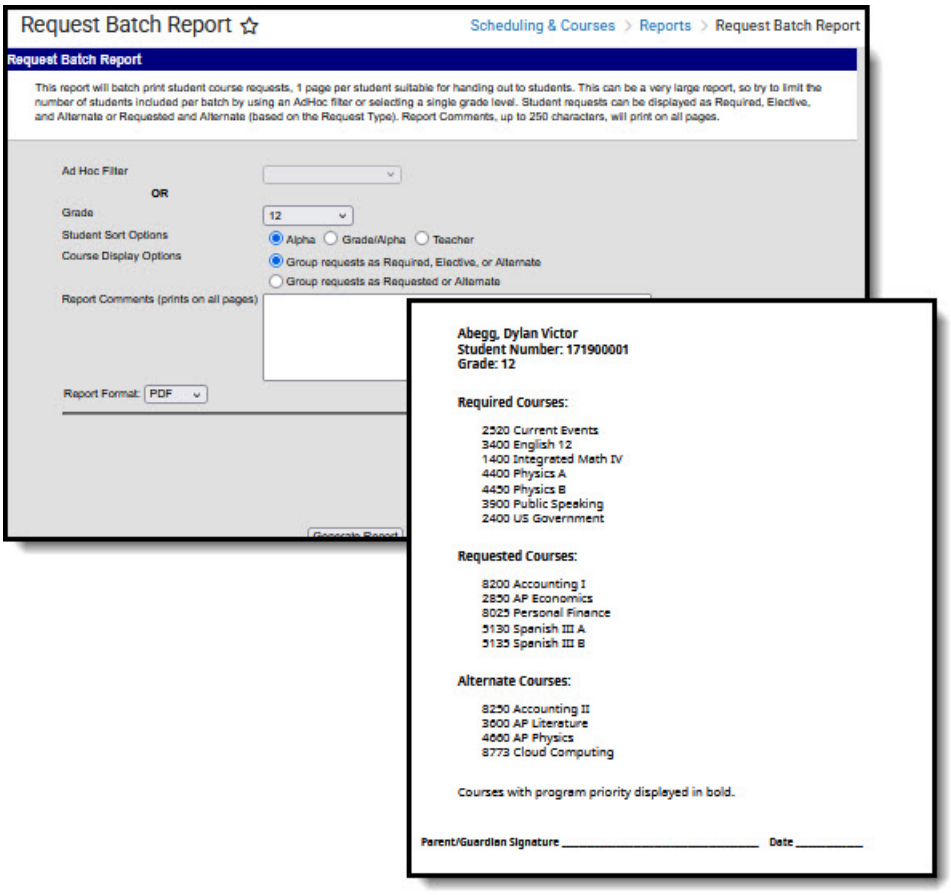
Click here to expand...



Request Batch Report

Front Office Staff, Counselors, and Schedulers can use the Request Batch Report to print each student's course requests on a separate page. This can be done in batch by Ad hoc filter or by grade.

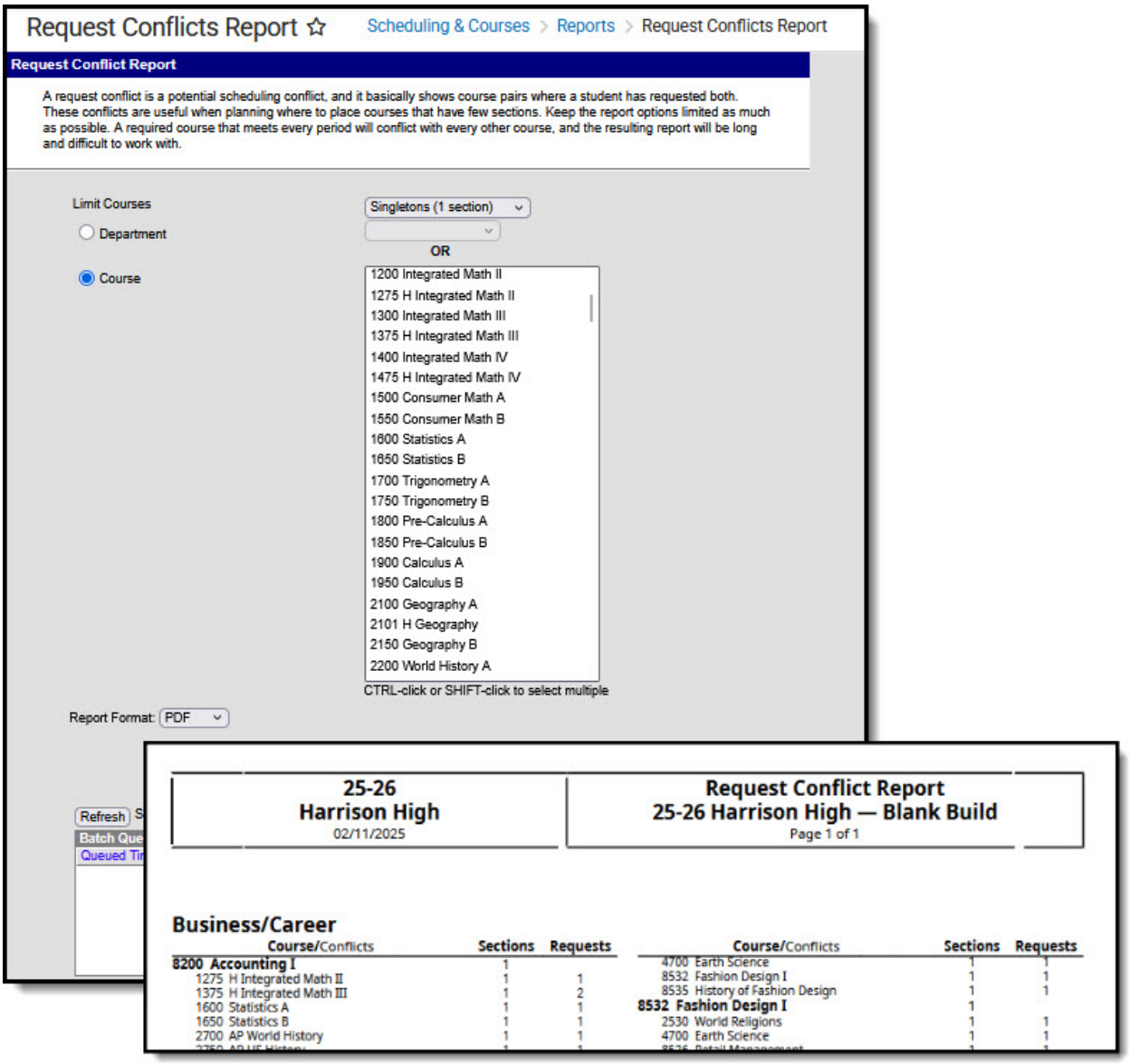
Click here to expand...



Request Conflicts Report

Schedulers use the Requests Conflicts report to see how many courses have student placement conflicts with each other because one or more students have requested both courses, as well as the number of students with conflicts.

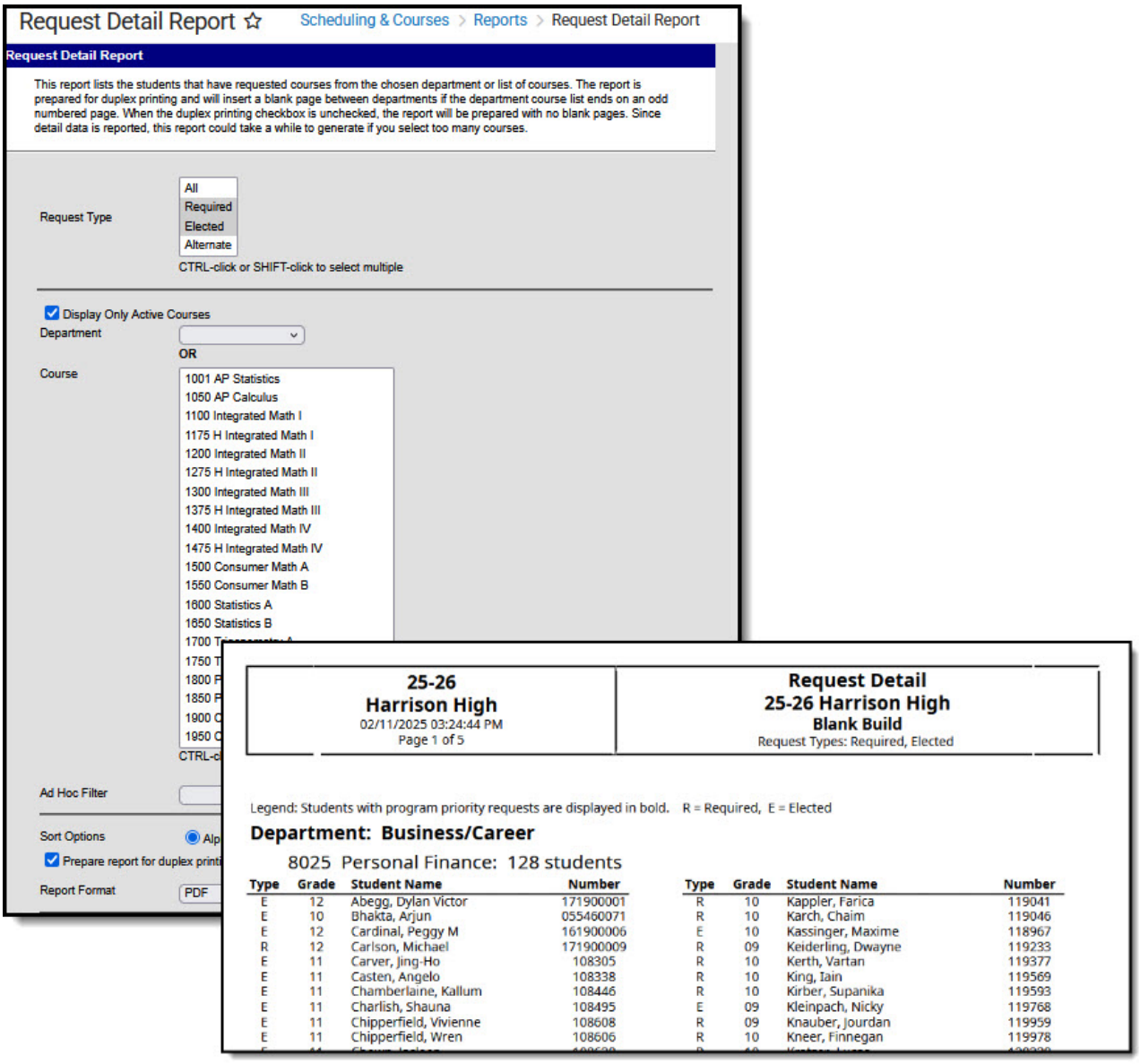
Click here to expand...



Request Detail Report

Schedulers and Counselors use this report to analyze student course request information for the upcoming school year.

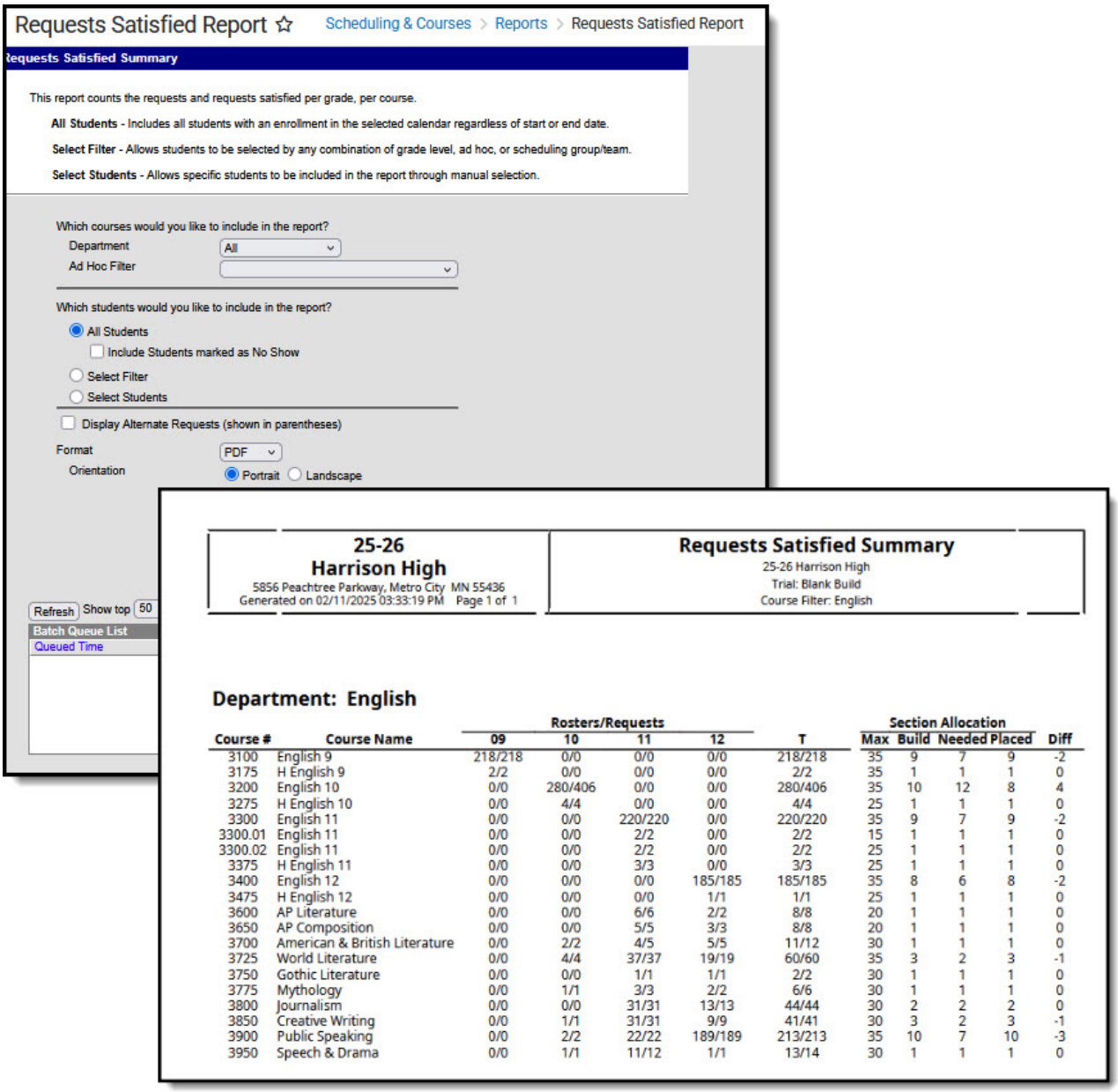
Click here to expand...



Requests Satisfied Report

Schedulers use this report to review the number of course request made versus filled, and to help analyze whether an appropriate number of course sections exist to fulfill requests.

Click here to expand...

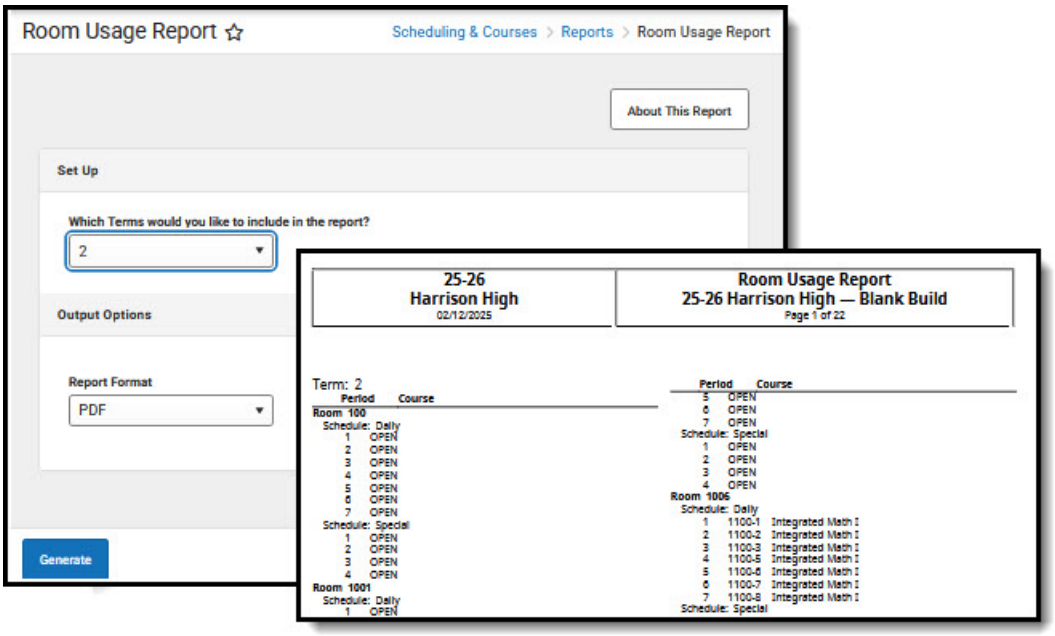


Course #	Course Name	Rosters/Requests 09	10	11	12	T	Section Allocation Max	Build	Needed	Placed	Diff
3100	English 9	218/218	0/0	0/0	0/0	218/218	35	9	7	9	-2
3175	H English 9	2/2	0/0	0/0	0/0	2/2	35	1	1	1	0
3200	English 10	0/0	280/406	0/0	0/0	280/406	35	10	12	8	4
3275	H English 10	0/0	4/4	0/0	0/0	4/4	25	1	1	1	0
3300	English 11	0/0	0/0	220/220	0/0	220/220	35	9	7	9	-2
3300.01	English 11	0/0	0/0	2/2	0/0	2/2	15	1	1	1	0
3300.02	English 11	0/0	0/0	2/2	0/0	2/2	25	1	1	1	0
3375	H English 11	0/0	0/0	3/3	0/0	3/3	25	1	1	1	0
3400	English 12	0/0	0/0	0/0	185/185	185/185	35	8	6	8	-2
3475	H English 12	0/0	0/0	0/0	1/1	1/1	25	1	1	1	0
3600	AP Literature	0/0	0/0	6/6	2/2	8/8	20	1	1	1	0
3650	AP Composition	0/0	0/0	5/5	3/3	8/8	20	1	1	1	0
3700	American & British Literature	0/0	2/2	4/5	5/5	11/12	30	1	1	1	0
3725	World Literature	0/0	4/4	37/37	19/19	60/60	35	3	2	3	-1
3750	Gothic Literature	0/0	0/0	1/1	1/1	2/2	30	1	1	1	0
3775	Mythology	0/0	1/1	3/3	2/2	6/6	30	1	1	1	0
3800	Journalism	0/0	0/0	31/31	13/13	44/44	30	2	2	2	0
3850	Creative Writing	0/0	1/1	31/31	9/9	41/41	30	3	2	3	-1
3900	Public Speaking	0/0	2/2	22/22	189/189	213/213	35	10	7	10	-3
3950	Speech & Drama	0/0	1/1	11/12	1/1	13/14	30	1	1	1	0

Room Usage Report

Front Office Staff and Schedulers can use the Room Usage Report to see which course sections meet in each term and period for each room.

Click here to expand...



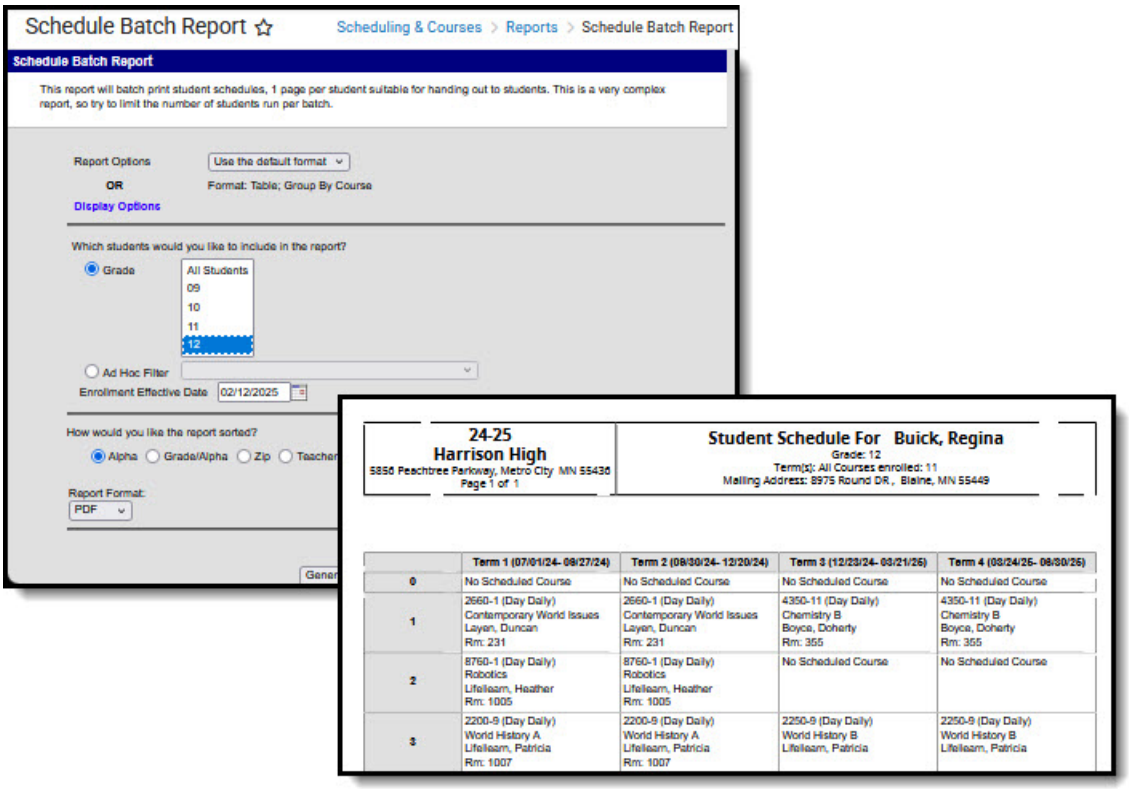
Schedule Batch Report

Staff such as Counselors and Front Office Staff can print schedules for many students at once using the Schedule Batch Report.

Additional tool rights are needed

To view the available Display Options and make selections, users will need **Read** and **Write** rights to Report Setup.

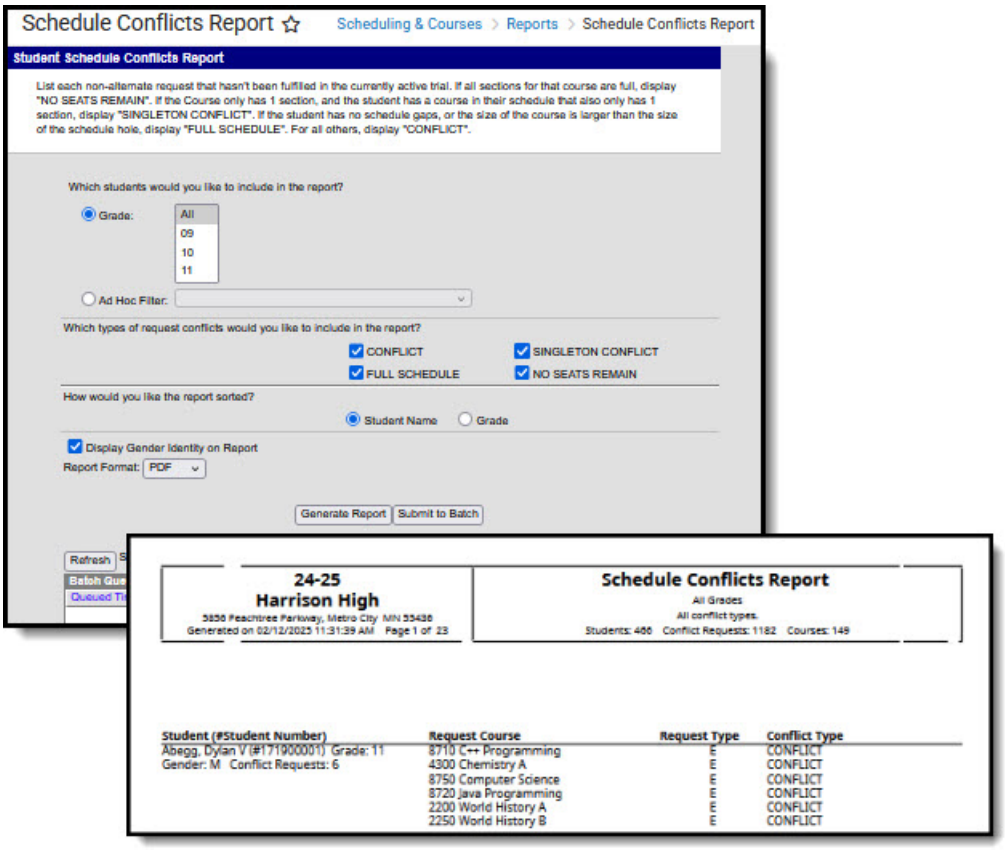
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Schedule Conflicts Report

Schedulers use this report to analyze scheduling conflicts that are causing issues with being able to fill student course requests for required and elected courses.

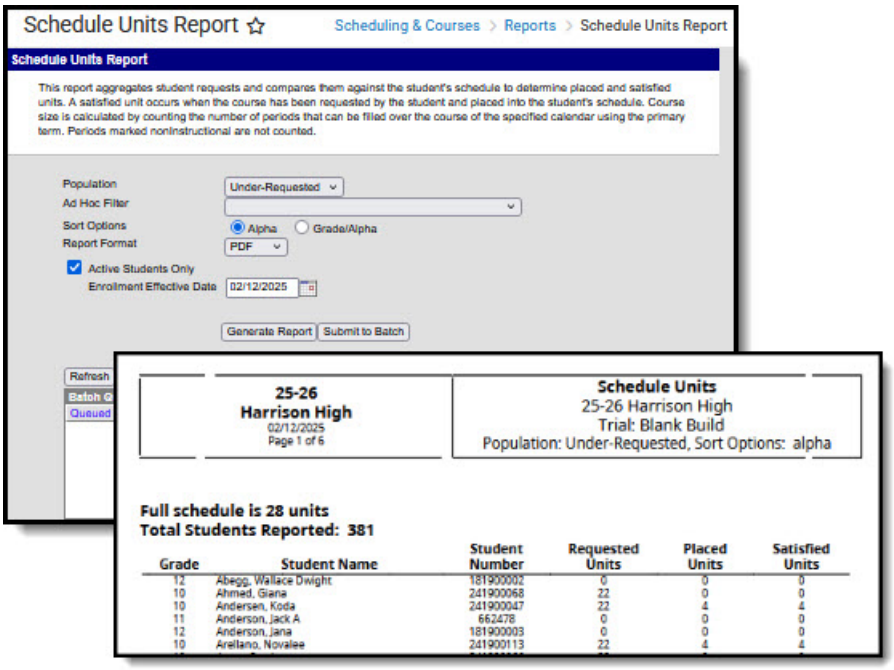
Click here to expand...



Schedule Units Report

The Schedule Units Report shows Schedulers 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.

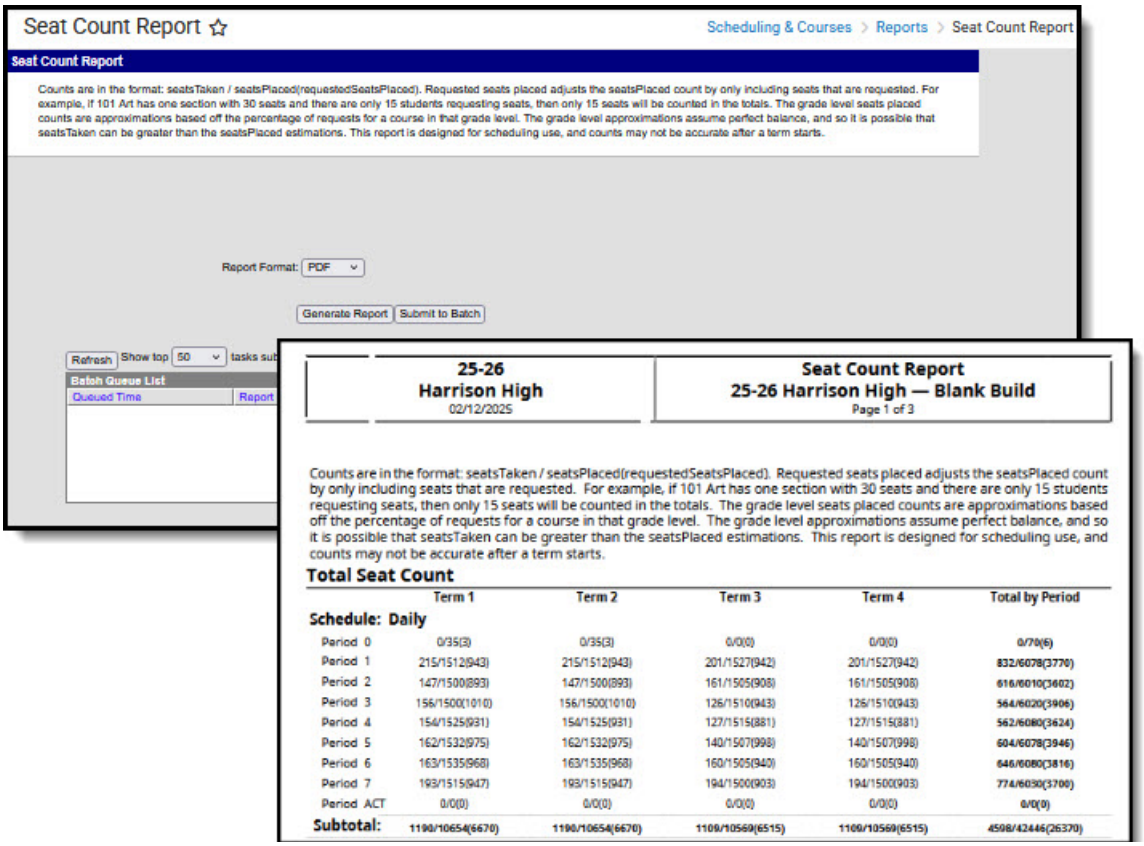
Click here to expand...



Seat Count Report

Schedulers use the Seat Count Report prior to the start of school to see the total number of students placed in each period by term.

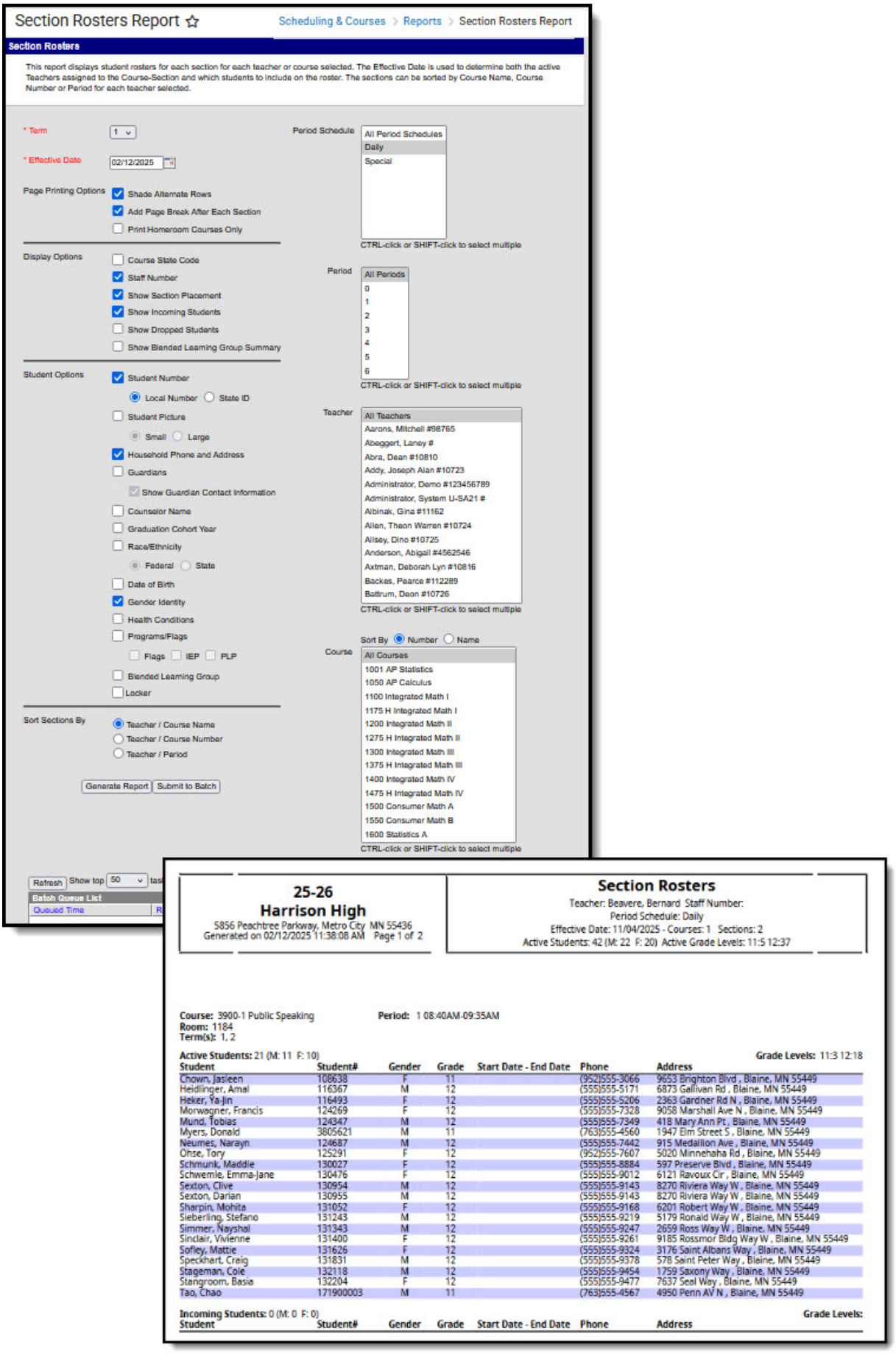
Click here to expand...



Section Rosters Report

Staff other than teachers (typically Front Office, Schedulers or Counselors) can use the Section Rosters Report to generate course section rosters in batch form for each teacher or course selected.

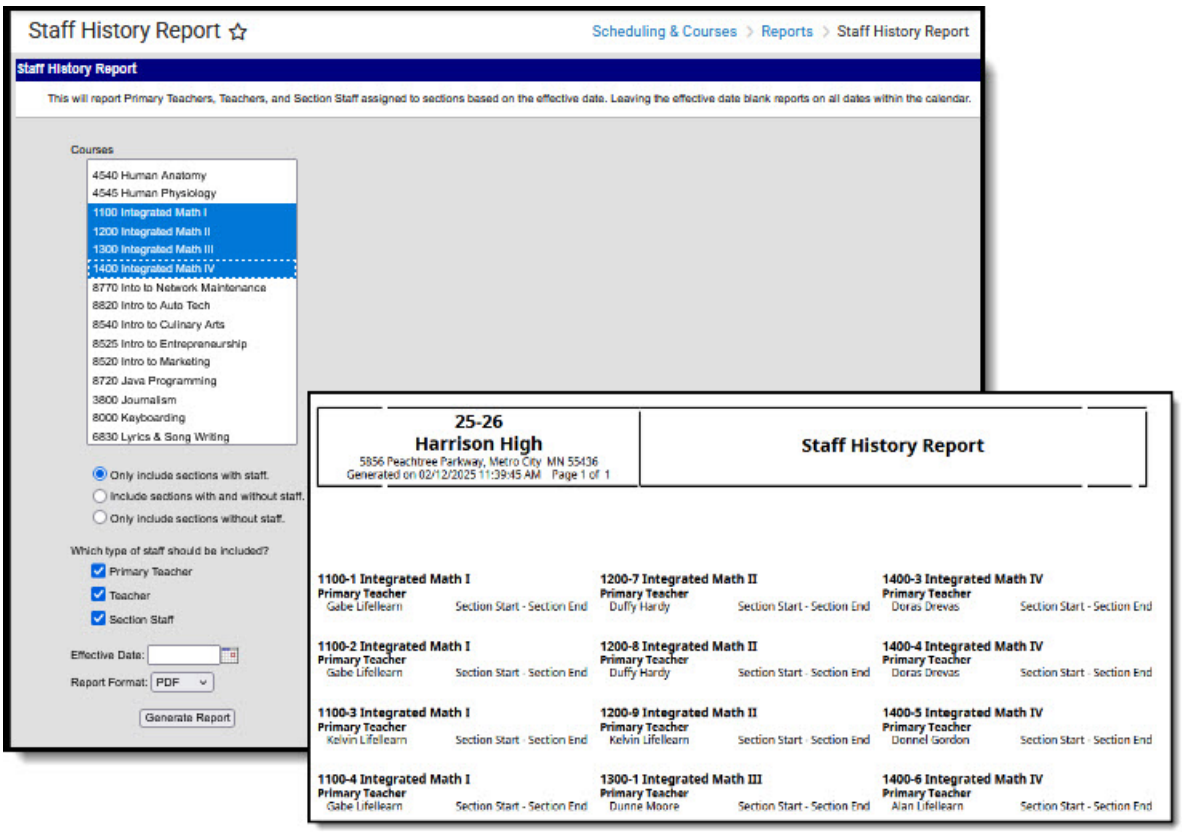
Click here to expand...


Section Rosters Report
Scheduling & Courses > Reports > Section Rosters Report
Section Rosters
This report displays student rosters for each section for each teacher or course selected. The Effective Date is used to determine both the active Teachers assigned to the Course-Section and which students to include on the roster. The sections can be sorted by Course Name, Course Number or Period for each teacher selected.
* Term
* Effective Date
02/12/2025
Page Printing Options
Shade Alternate Rows
Add Page Break After Each Section
Print Homeroom Courses Only
Display Options
Course State Code
Staff Number
Show Section Placement
Show Incoming Students
Show Dropped Students
Show Blended Learning Group Summary
Student Options
Student Number
Local Number
State ID
Student Picture
Small
Large
Household Phone and Address
Guardians
Show Guardian Contact Information
Counselor Name
Graduation Cohort Year
Race/Ethnicity
Federal
State
Date of Birth
Gender Identity
Health Conditions
Programs/Flags
Flags
IEP
PLP
Blended Learning Group
Locker
Sort Sections By
Teacher / Course Name
Teacher / Course Number
Teacher / Period
Generate Report
Submit to Batch
Period Schedule
All Period Schedules
Daily
Special
CTRL-click or SHIFT-click to select multiple
Period
All Periods
0
1
2
3
4
5
6
CTRL-click or SHIFT-click to select multiple
Teacher
All Teachers
Aarons, Mitchell #98765
Abeggert, Laney #
Abra, Dean #10810
Addy, Joseph Alan #10723
Administrator, Demo #123456789
Administrator, System U-SA21 #
Albinak, Gina #11162
Allen, Theon Warren #10724
Allsey, Dino #10725
Anderson, Abigail #4562546
Axtman, Deborah Lyn #10816
Backes, Pearce #112289
Baltrum, Deon #10726
CTRL-click or SHIFT-click to select multiple
Sort By Number Name
Course
All Courses
1001 AP Statistics
1050 AP Calculus
1100 Integrated Math I
1175 H Integrated Math I
1200 Integrated Math II
1275 H Integrated Math II
1300 Integrated Math III
1375 H Integrated Math III
1400 Integrated Math IV
1475 H Integrated Math IV
1500 Consumer Math A
1550 Consumer Math B
1600 Statistics A
CTRL-click or SHIFT-click to select multiple
Refresh
Show top 50
Batch Queue List
Queued Time
25-26
Harrison High
5856 Peachtree Parkway, Metro City MN 55436
Generated on 02/12/2025 11:38:08 AM Page 1 of 2
Section Rosters
Teacher: Beavere, Bernard Staff Number:
Period Schedule: Daily
Effective Date: 11/04/2025 - Courses: 1 Sections: 2
Active Students: 42 (M: 22 F: 20) Active Grade Levels: 11:5 12:37
Course: 3900-1 Public Speaking
Room: 1184
Term(s): 1, 2
Period: 1 08:40AM-09:35AM
Active Students: 21 (M: 11 F: 10)
Grade Levels: 11:3 12:18
Student Student# Gender Grade Start Date - End Date Phone Address
Chown, Jasleen 108638 F 11 (952)555-3066 9653 Brighton Blvd , Blaine, MN 55449
Heidlinger, Amal 116367 M 12 (555)555-5171 6873 Gallivan Rd , Blaine, MN 55449
Heker, Ya-Jin 116493 F 12 (555)555-5206 2363 Gardner Rd N , Blaine, MN 55449
Morwagner, Francis 124269 F 12 (555)555-7328 9058 Marshall Ave N , Blaine, MN 55449
Mund, Tobias 124347 M 12 (555)555-7349 418 Mary Ann Pt , Blaine, MN 55449
Myers, Donald 3805621 M 11 (763)555-4560 1947 Elm Street S , Blaine, MN 55449
Neumes, Narayn 124687 M 12 (555)555-7442 915 Medallion Ave , Blaine, MN 55449
Ohse, Tory 125291 F 12 (952)555-7607 5020 Minnehaha Rd , Blaine, MN 55449
Schmunk, Maddie 130027 F 12 (555)555-8884 597 Preserve Blvd , Blaine, MN 55449
Schwemle, Emma-Jane 130476 F 12 (555)555-9012 6121 Ravoux Cir , Blaine, MN 55449
Sexton, Clive 130954 M 12 (555)555-9143 8270 Riviera Way W , Blaine, MN 55449
Sexton, Darian 130955 M 12 (555)555-9143 8270 Riviera Way W , Blaine, MN 55449
Sharpin, Mohita 131052 F 12 (555)555-9168 6201 Robert Way W , Blaine, MN 55449
Sieberling, Stefano 131243 M 12 (555)555-9219 5179 Ronald Way W , Blaine, MN 55449
Simmer, Nayshal 131343 M 12 (555)555-9247 2659 Ross Way W , Blaine, MN 55449
Sinclair, Vivienne 131400 F 12 (555)555-9261 9185 Rossmor Bldg Way W , Blaine, MN 55449
Sofley, Mattie 131626 F 12 (555)555-9324 3176 Saint Albans Way , Blaine, MN 55449
Speckhart, Craig 131831 M 12 (555)555-9378 578 Saint Peter Way , Blaine, MN 55449
Stageman, Cole 132118 M 12 (555)555-9454 1759 Saxony Way , Blaine, MN 55449
Stangroom, Basie 132204 F 12 (555)555-9477 7637 Seal Way , Blaine, MN 55449
Tao, Chao 171900003 M 11 (763)555-4567 4950 Penn AV N , Blaine, MN 55449
Incoming Students: 0 (M: 0 F: 0)
Grade Levels:
Student Student# Gender Grade Start Date - End Date Phone Address

Staff History Report

Administrators and other staff can use the Staff History Report to get a list of course and course sections along with assigned staff.

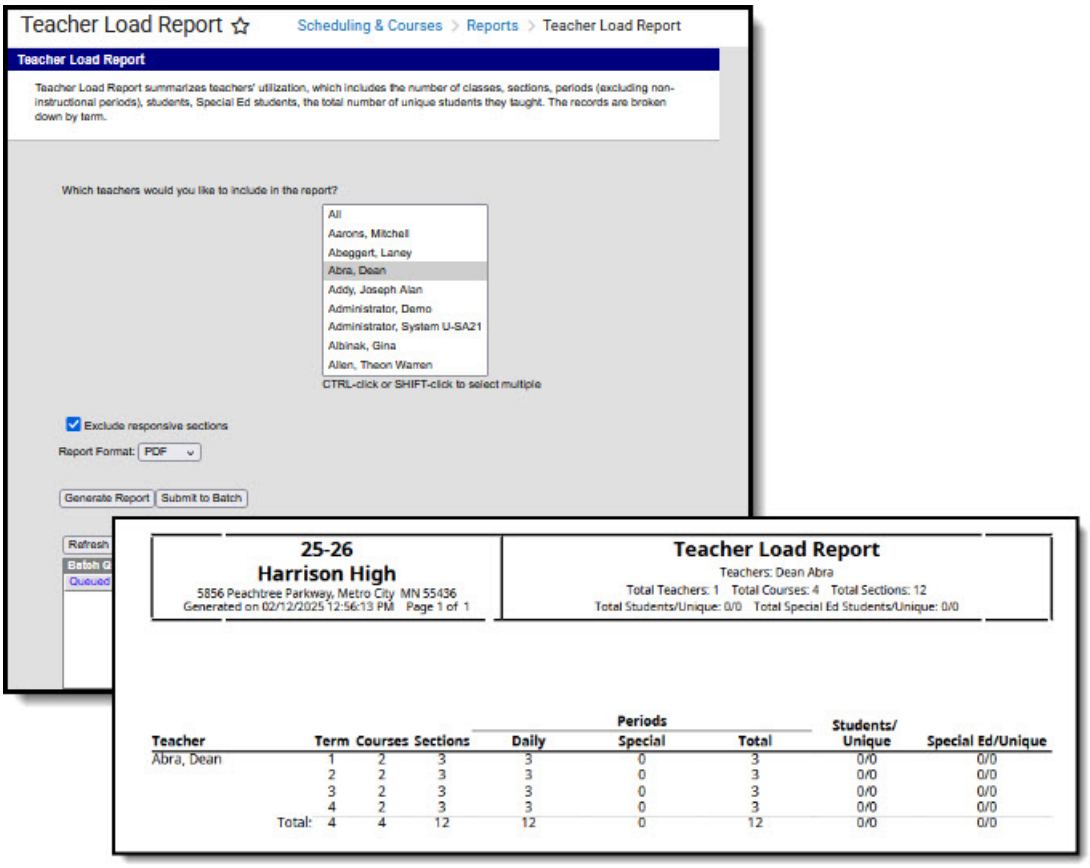
Click here to expand...



Teacher Load Report

Administrators and Schedulers can use the Teacher Load Report to review teachers' utilization, including the number of classes, sections, instructional periods, students and special education students assigned to each.

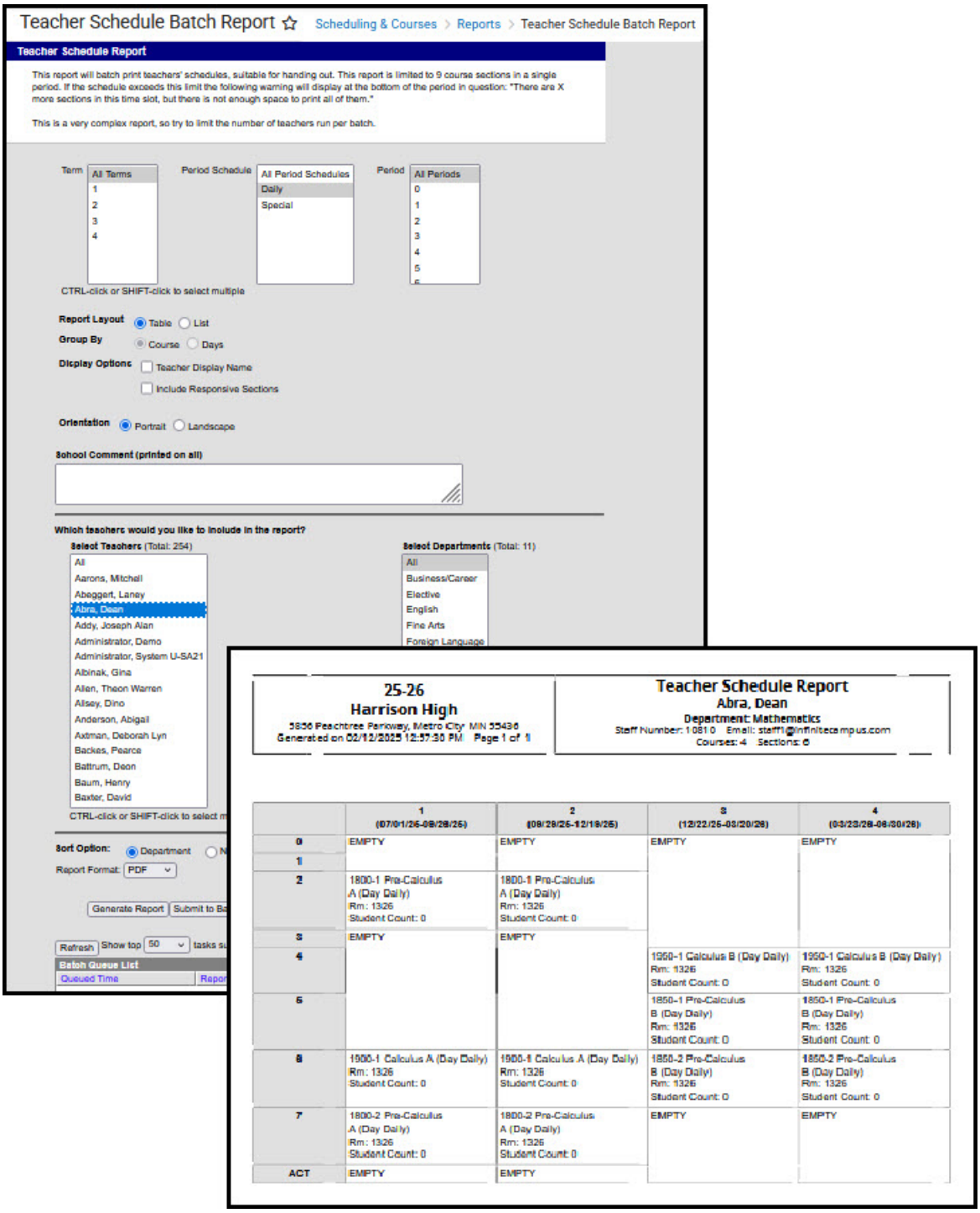
Click here to expand...



Teacher Schedule Batch Report

Front Office Staff can use the **Teacher Schedule Batch** Report to print teachers' schedules, one page per teacher.

Click here to expand...



Suggested User Groups

- Counselors
- Front Office Staff
- Schedulers

See User Groups and Suggested Roles for more information.