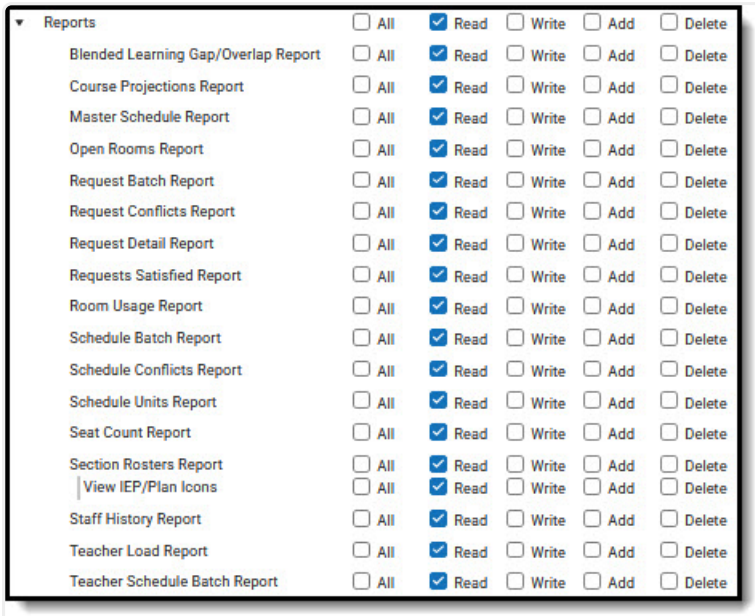
Scheduling & Courses Reports Tool Rights

Last Modified on 08/27/2025 8:36 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.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the Tool Rights Catalog forum.



Reports	All	Read	Write	Add	Delete
Blended Learning Gap/Overlap Report	All	Read	Write	Add	Delete
Course Projections Report	All	Read	Write	Add	Delete
Master Schedule Report	All	Read	Write	Add	Delete
Open Rooms Report	All	Read	Write	Add	Delete
Request Batch Report	All	Read	Write	Add	Delete
Request Conflicts Report	All	Read	Write	Add	Delete
Request Detail Report	All	Read	Write	Add	Delete
Requests Satisfied Report	All	Read	Write	Add	Delete
Room Usage Report	All	Read	Write	Add	Delete
Schedule Batch Report	All	Read	Write	Add	Delete
Schedule Conflicts Report	All	Read	Write	Add	Delete
Schedule Units Report	All	Read	Write	Add	Delete
Seat Count Report	All	Read	Write	Add	Delete
Section Rosters Report	All	Read	Write	Add	Delete
View IEP/Plan Icons	All	Read	Write	Add	Delete
Staff History Report	All	Read	Write	Add	Delete
Teacher Load Report	All	Read	Write	Add	Delete
Teacher Schedule Batch Report	All	Read	Write	Add	Delete

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.

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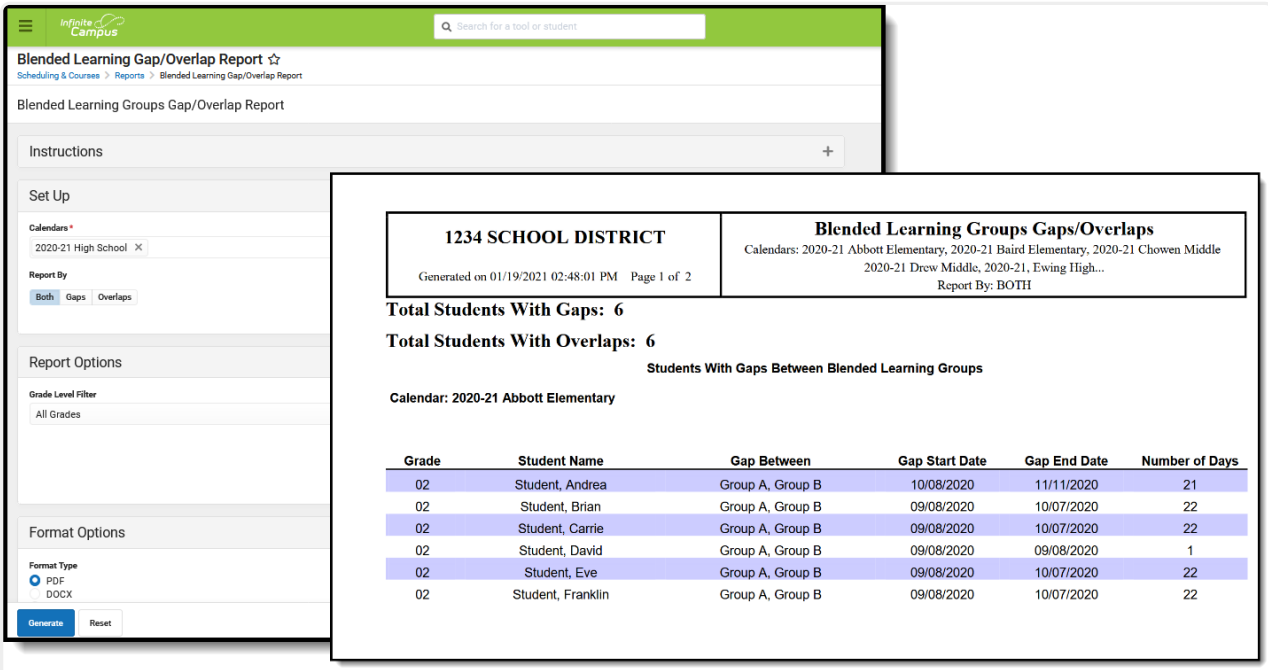
Blended Learning Gap/Overlap Report

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.

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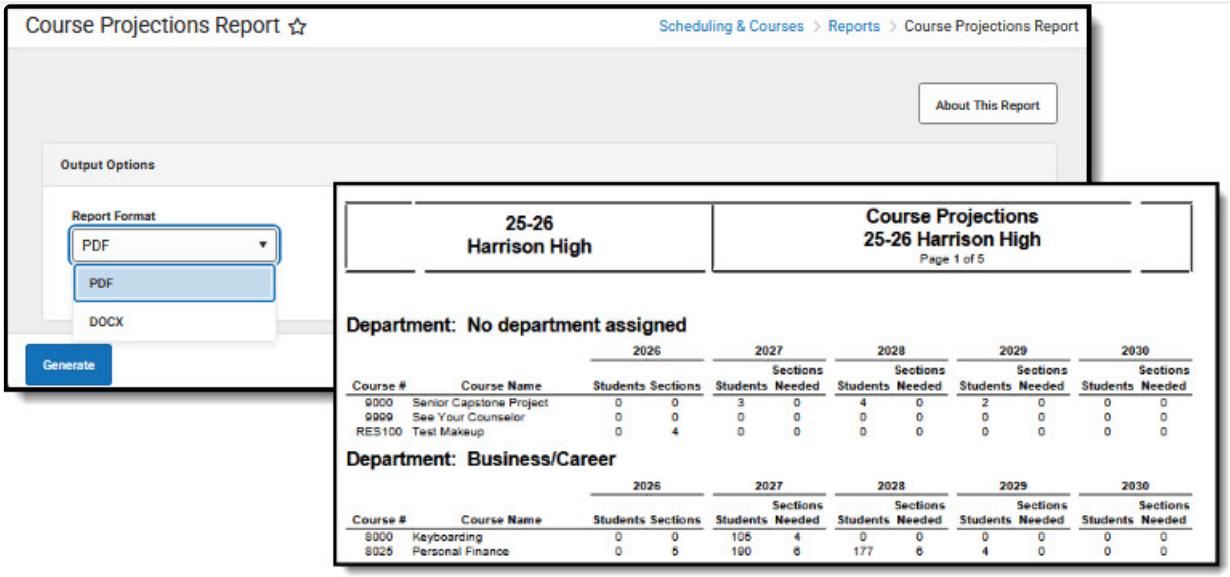
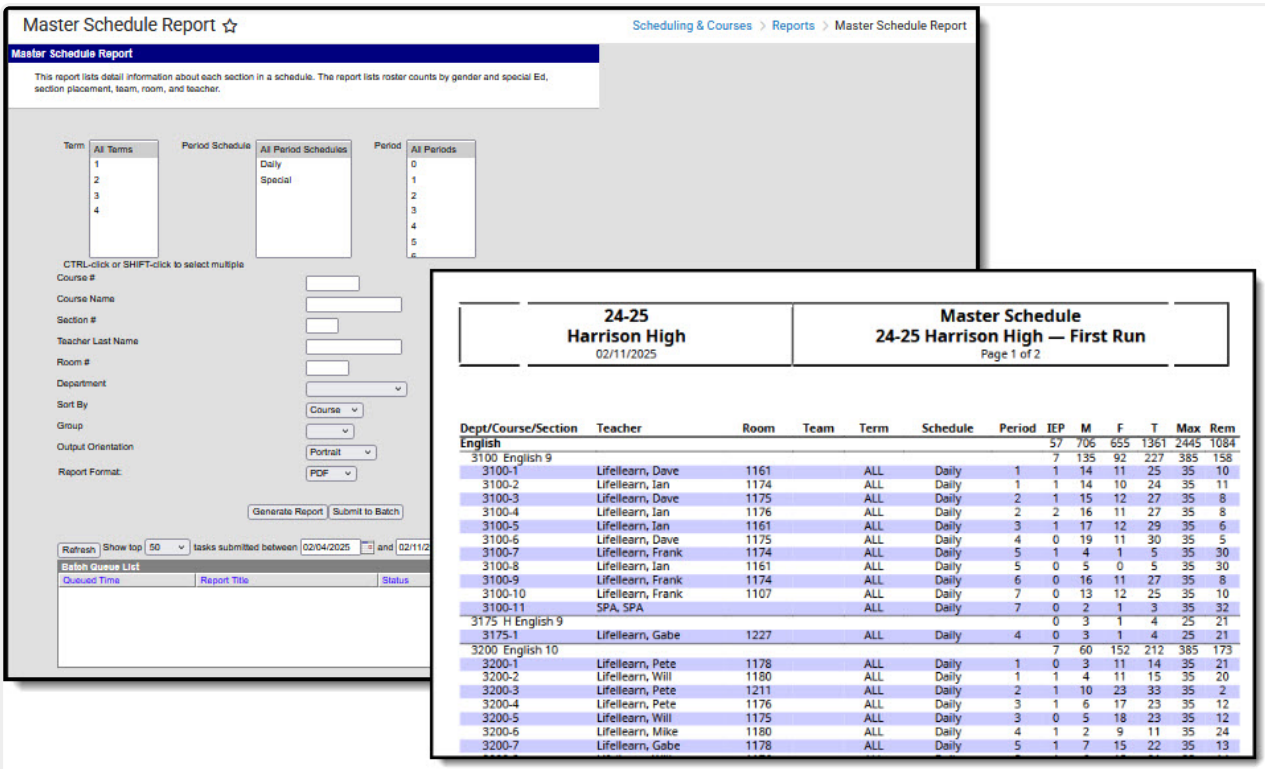


Course Projections Report

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

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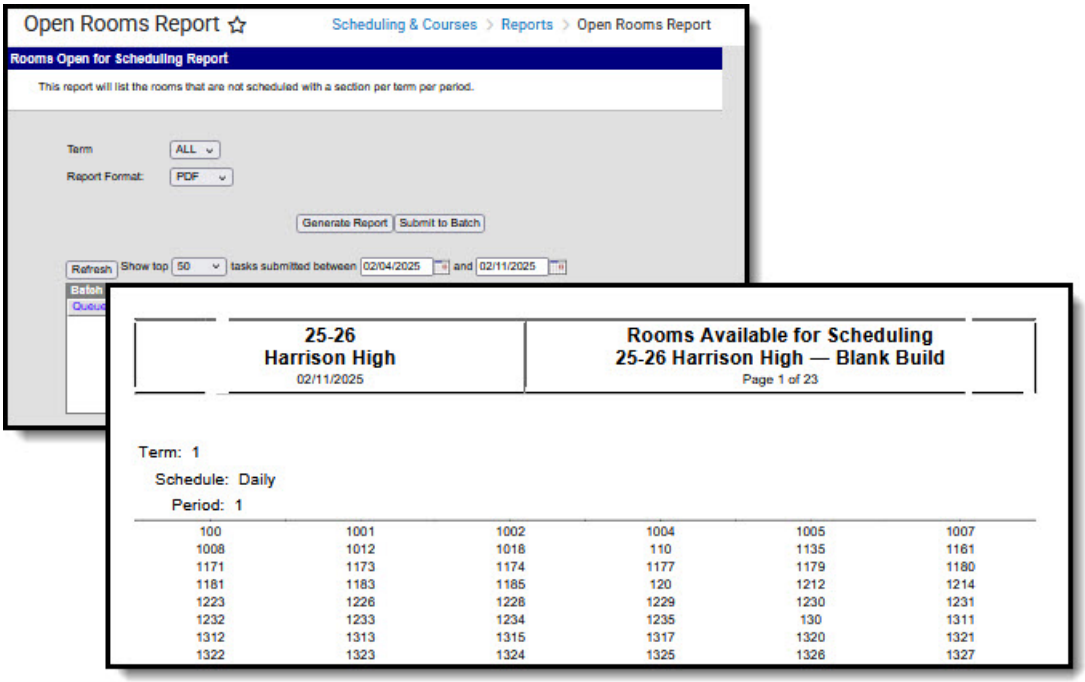
Open Rooms Report

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...

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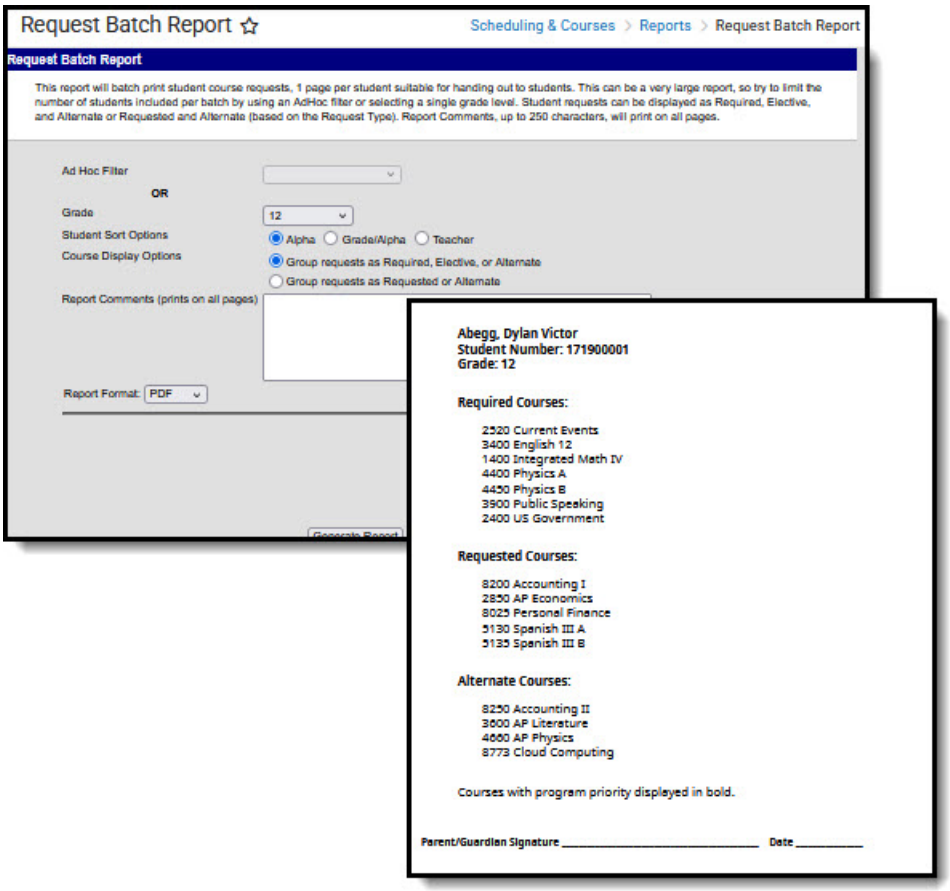

Request Conflicts Report

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...

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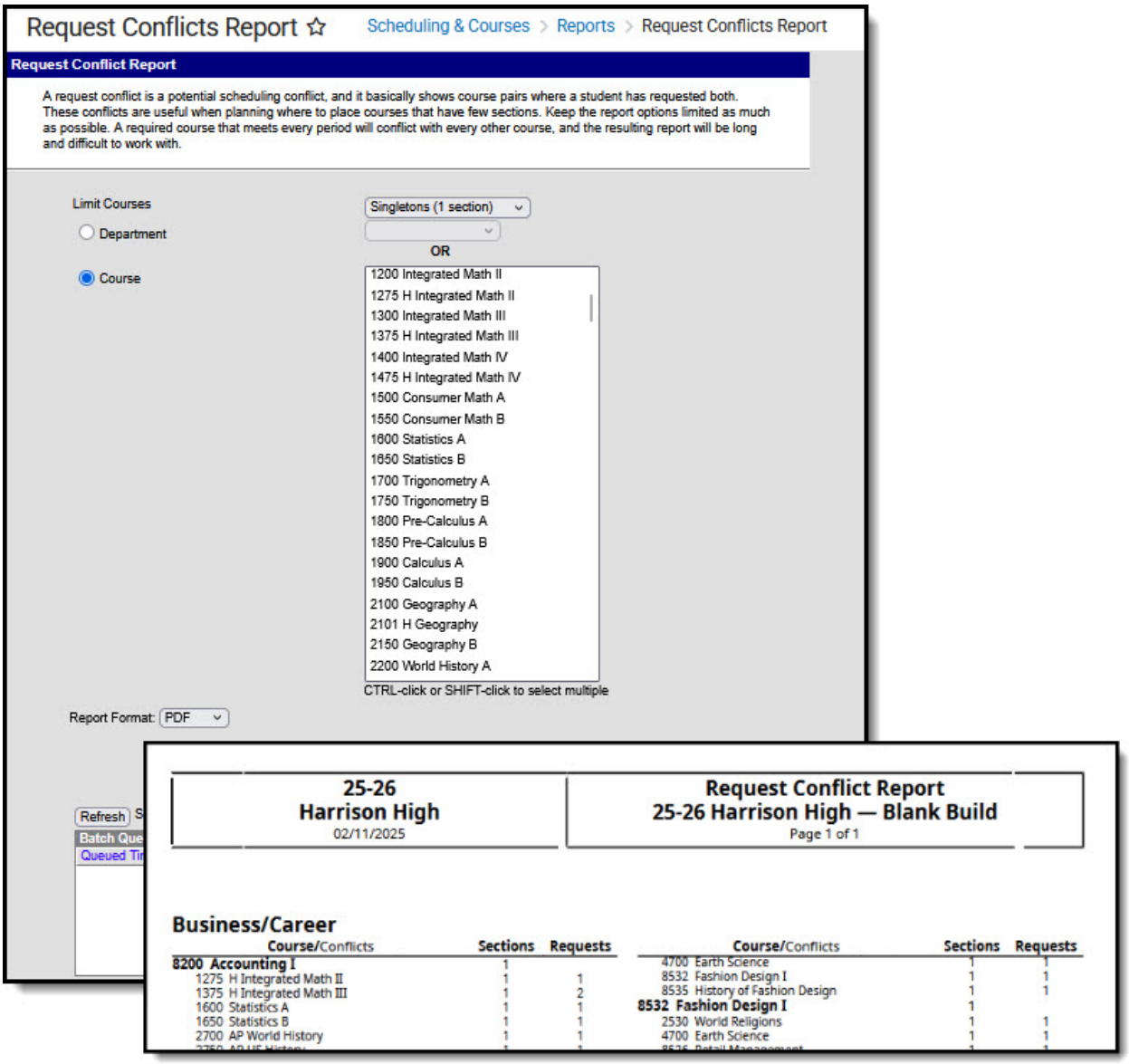

Request Detail Report

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

▸ Click here to expand...

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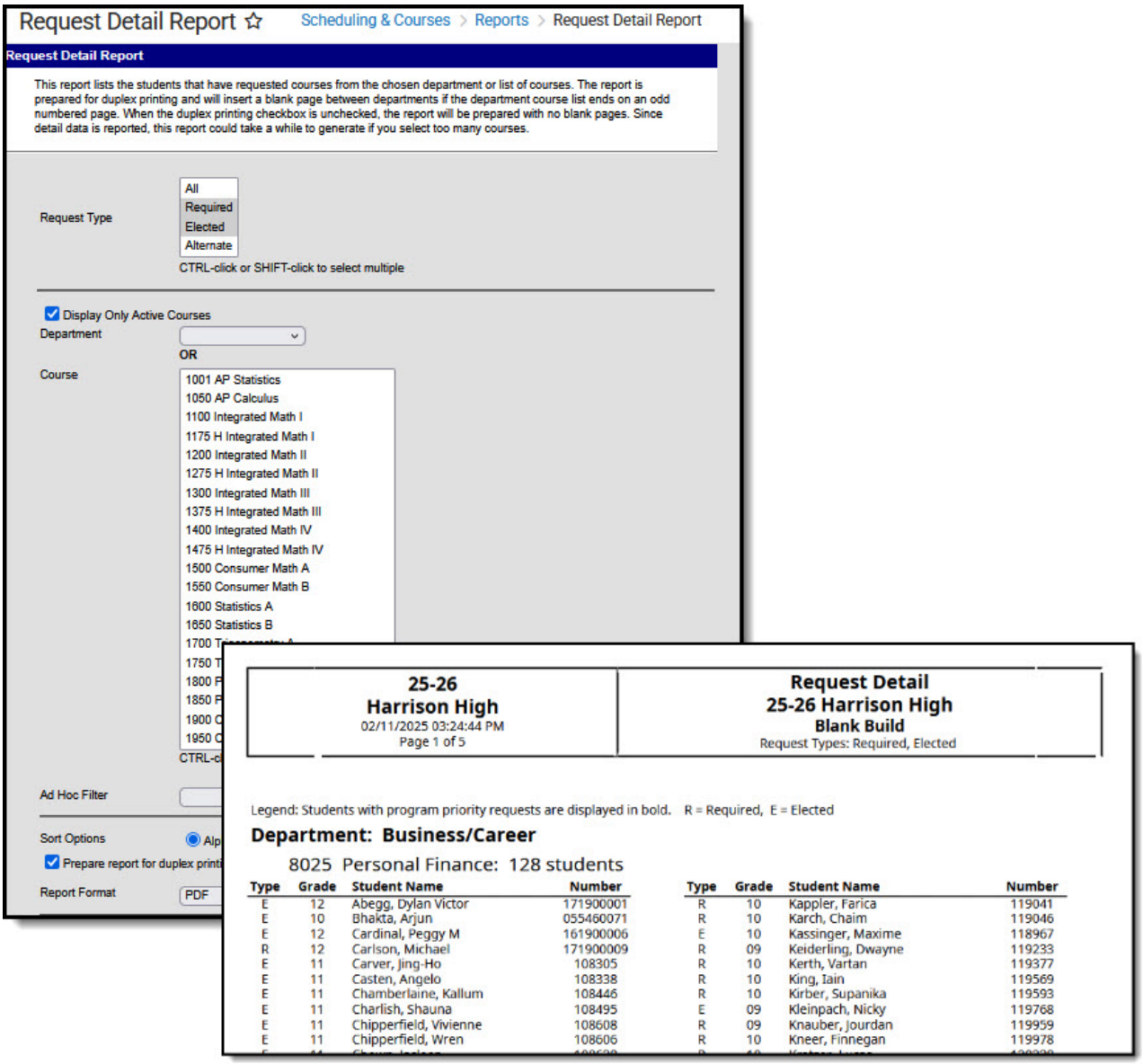

Requests Satisfied Report

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...

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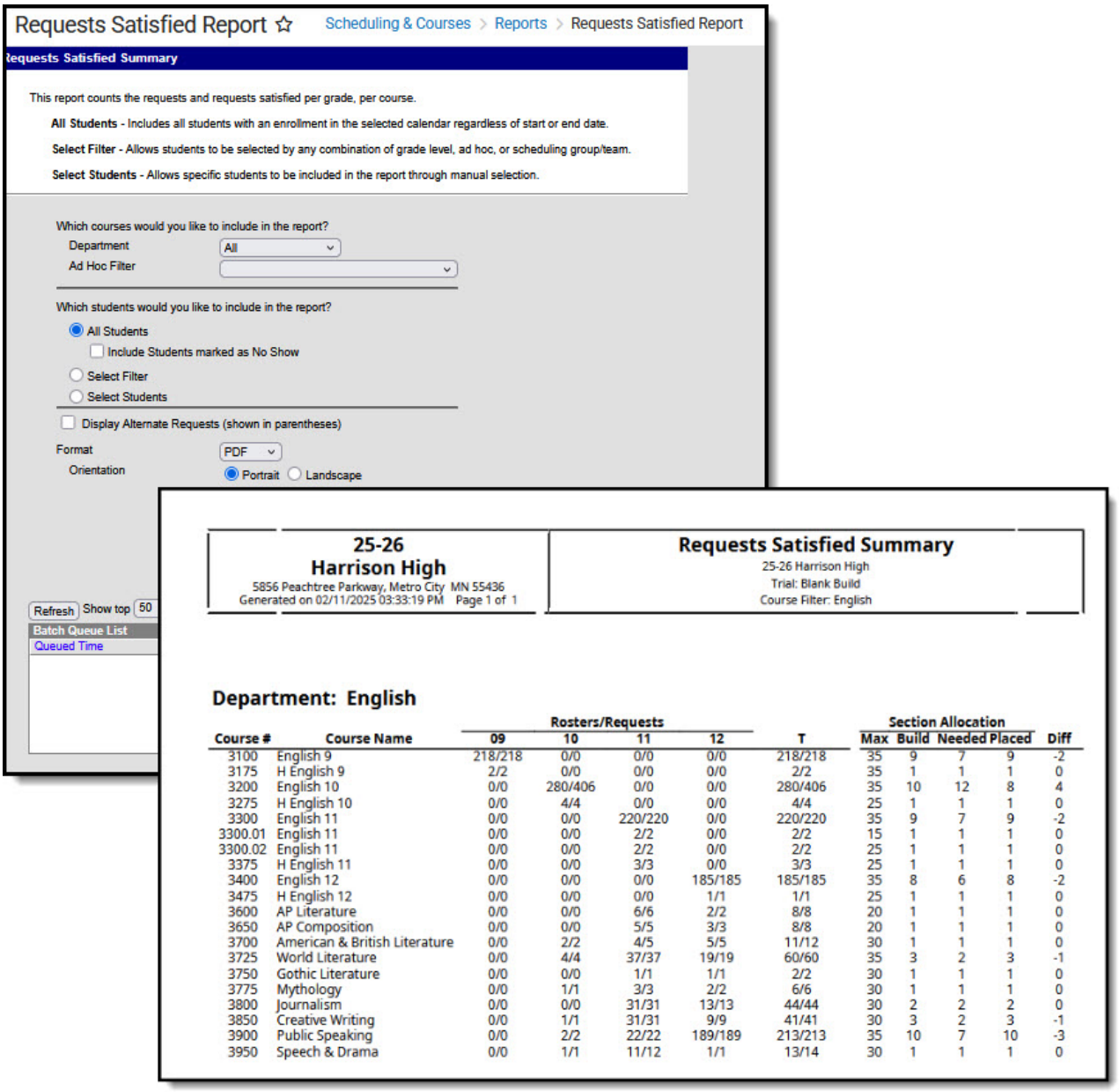

		Rosters/Requests					Section Allocation				
Course #	Course Name	09	10	11	12	T	Max	Build	Needed	Placed	Diff
3100	English 9	218/218	0/0	0/0	0/0	218/218	35	9	7	9	-2
3175	H English 9	2/2	0/0	0/0	0/0	2/2	35	1	1	1	0
3200	English 10	0/0	280/406	0/0	0/0	280/406	35	10	12	8	4
3275	H English 10	0/0	4/4	0/0	0/0	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...

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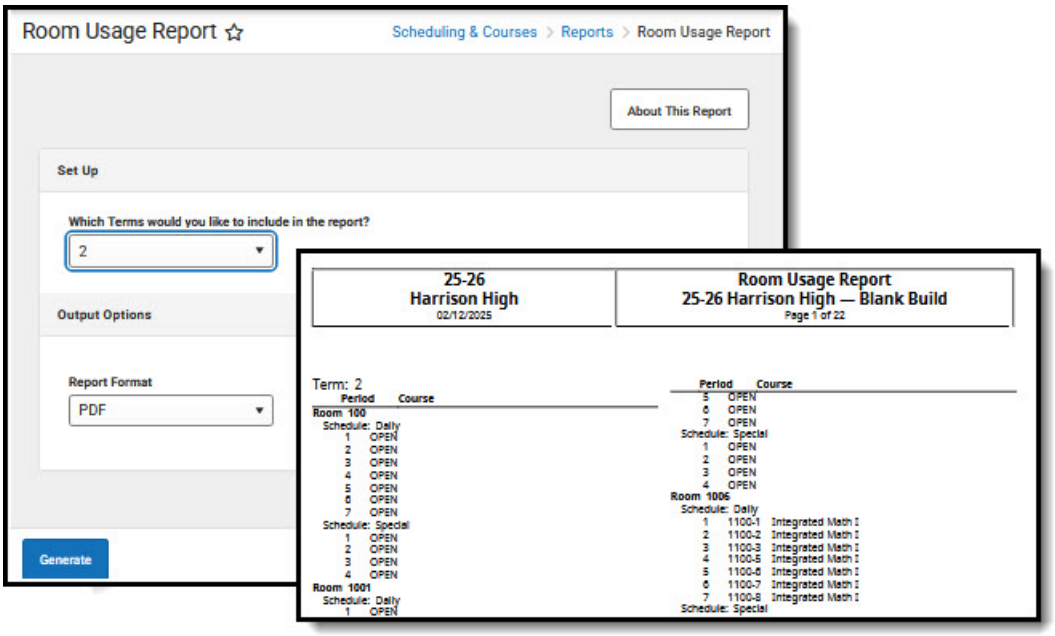
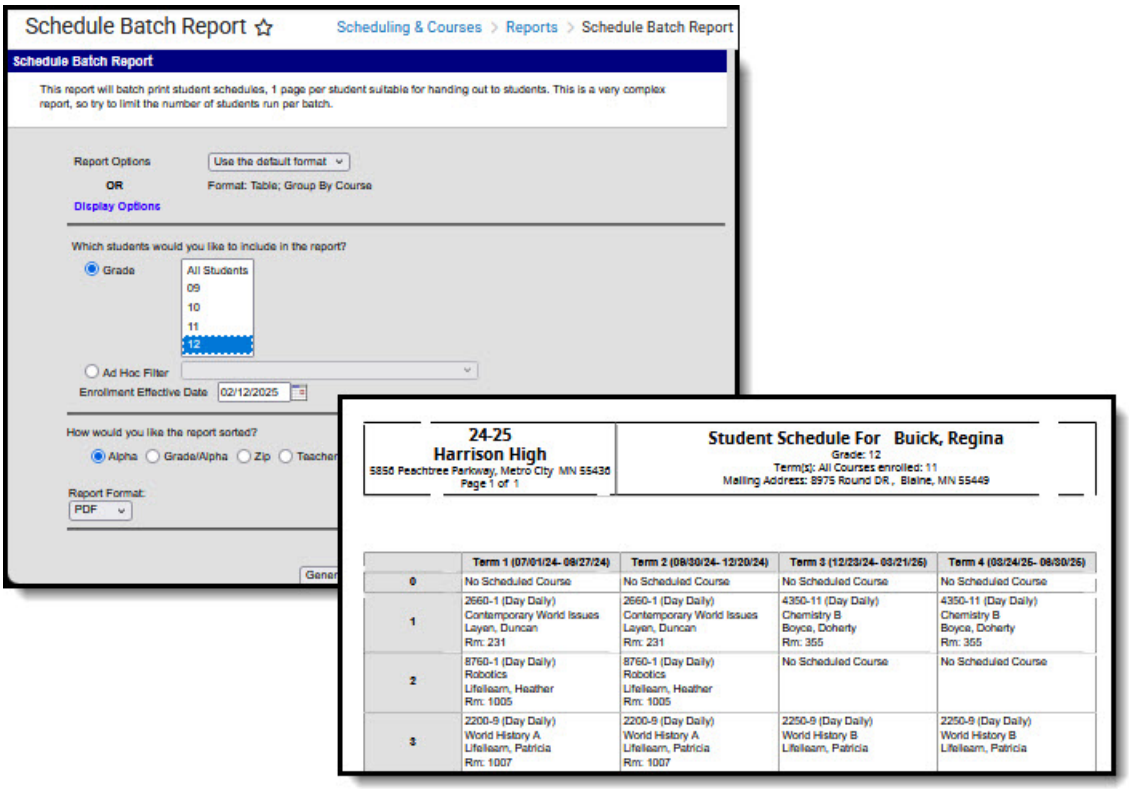


Schedule Batch Report

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

Click here to expand...



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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.

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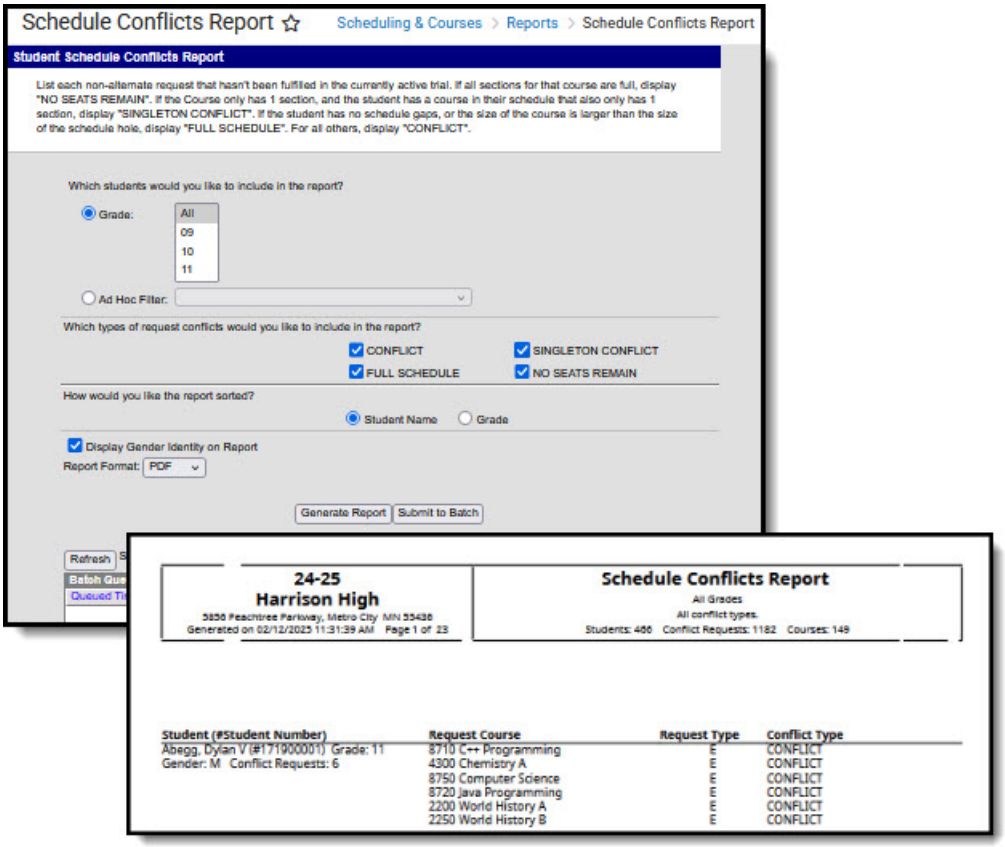

Schedule Units Report

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...

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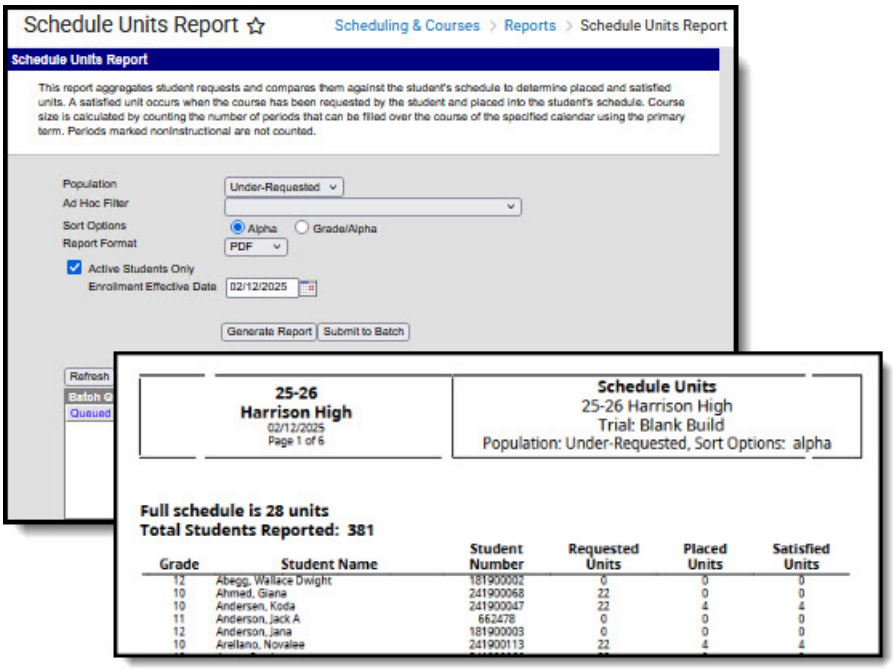
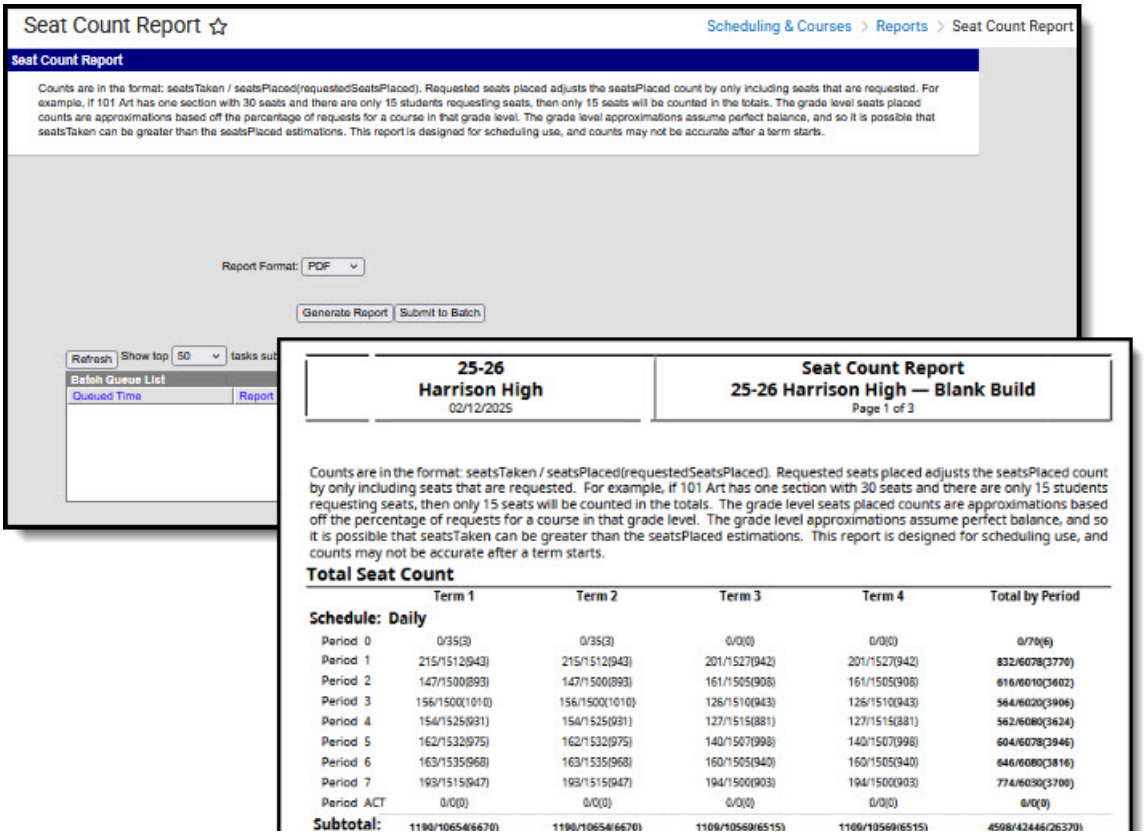


Seat Count Report

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...



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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...

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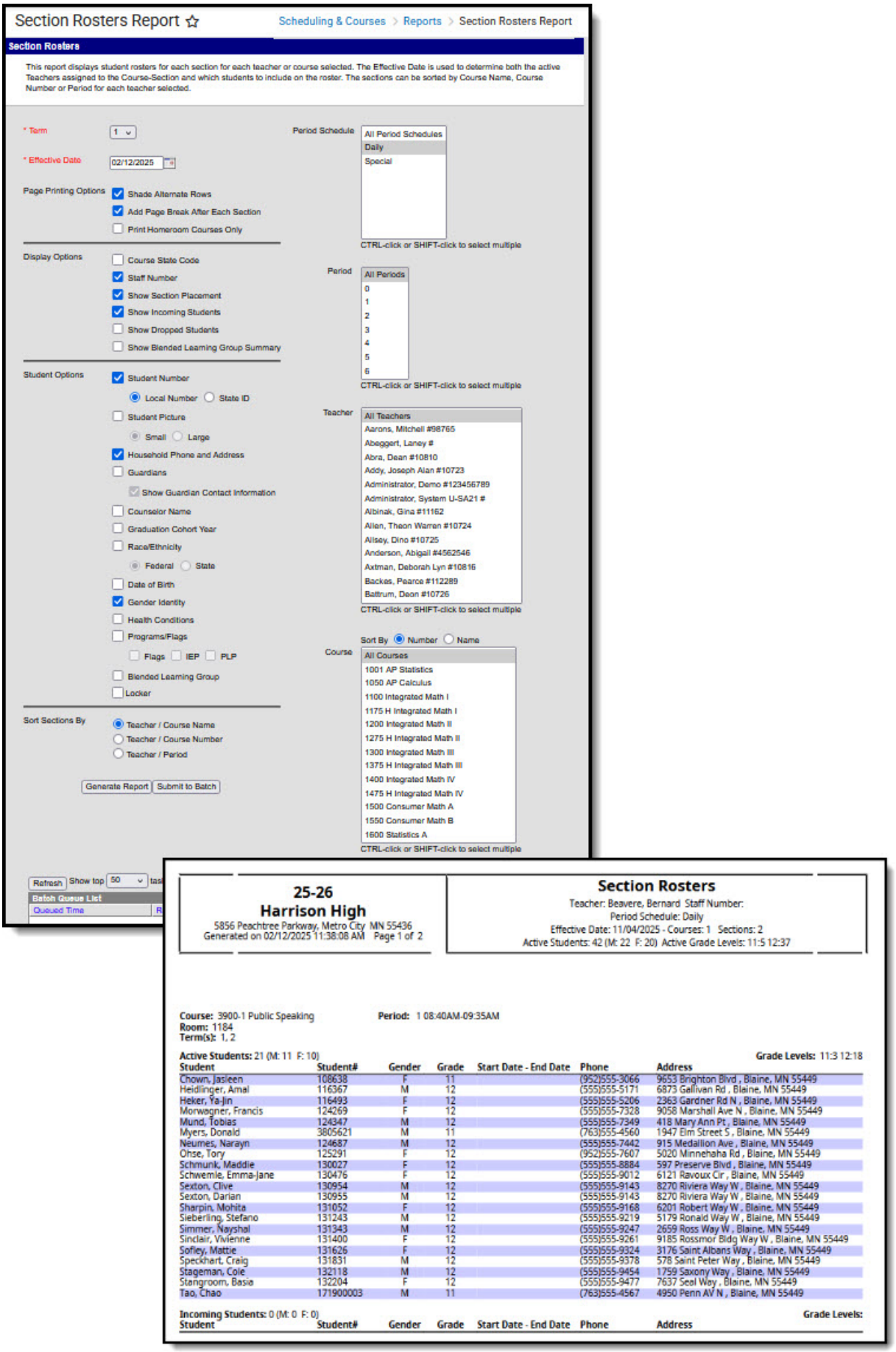

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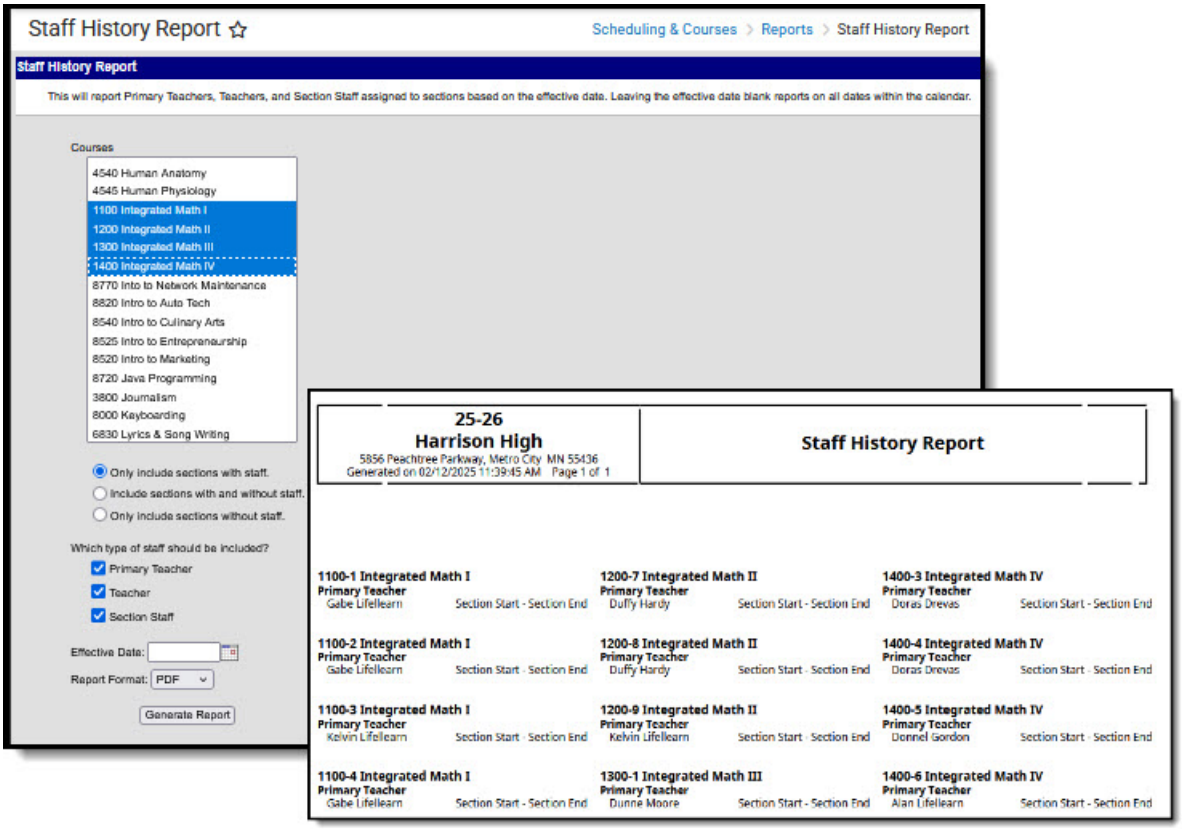
Staff History Report

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...

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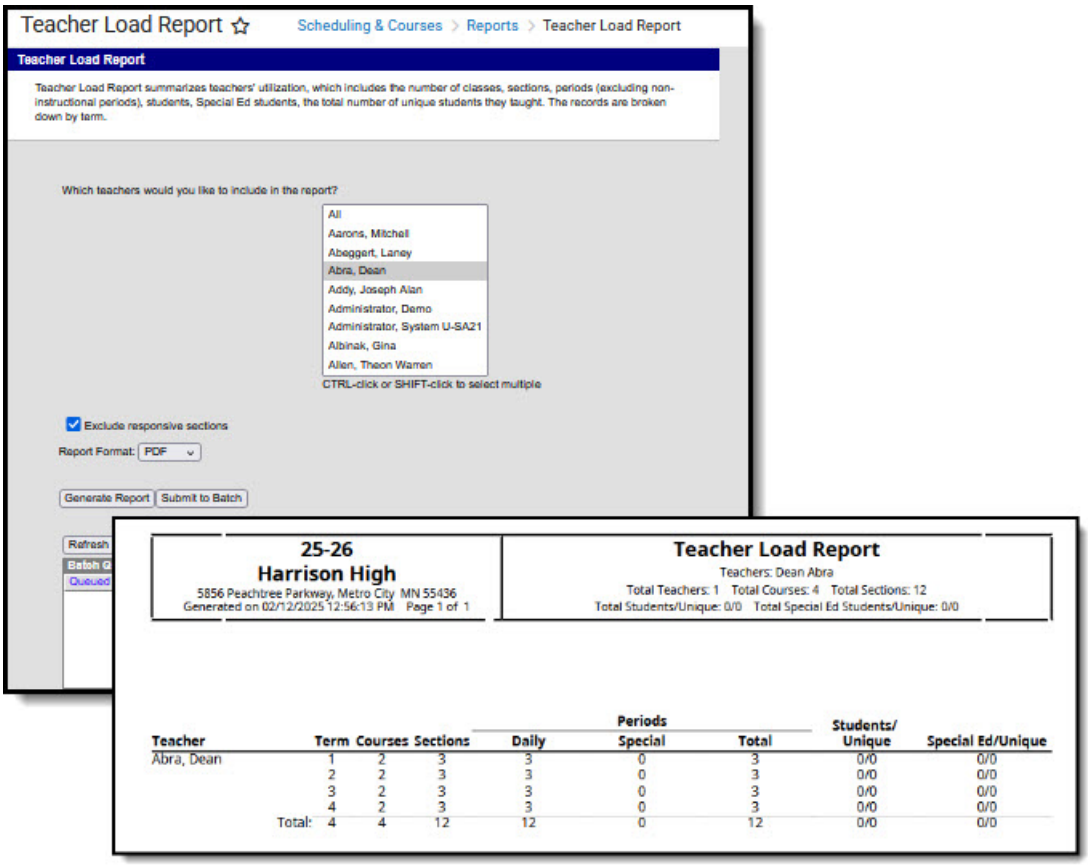

Teacher Schedule Batch Report

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

▸ Click here to expand...

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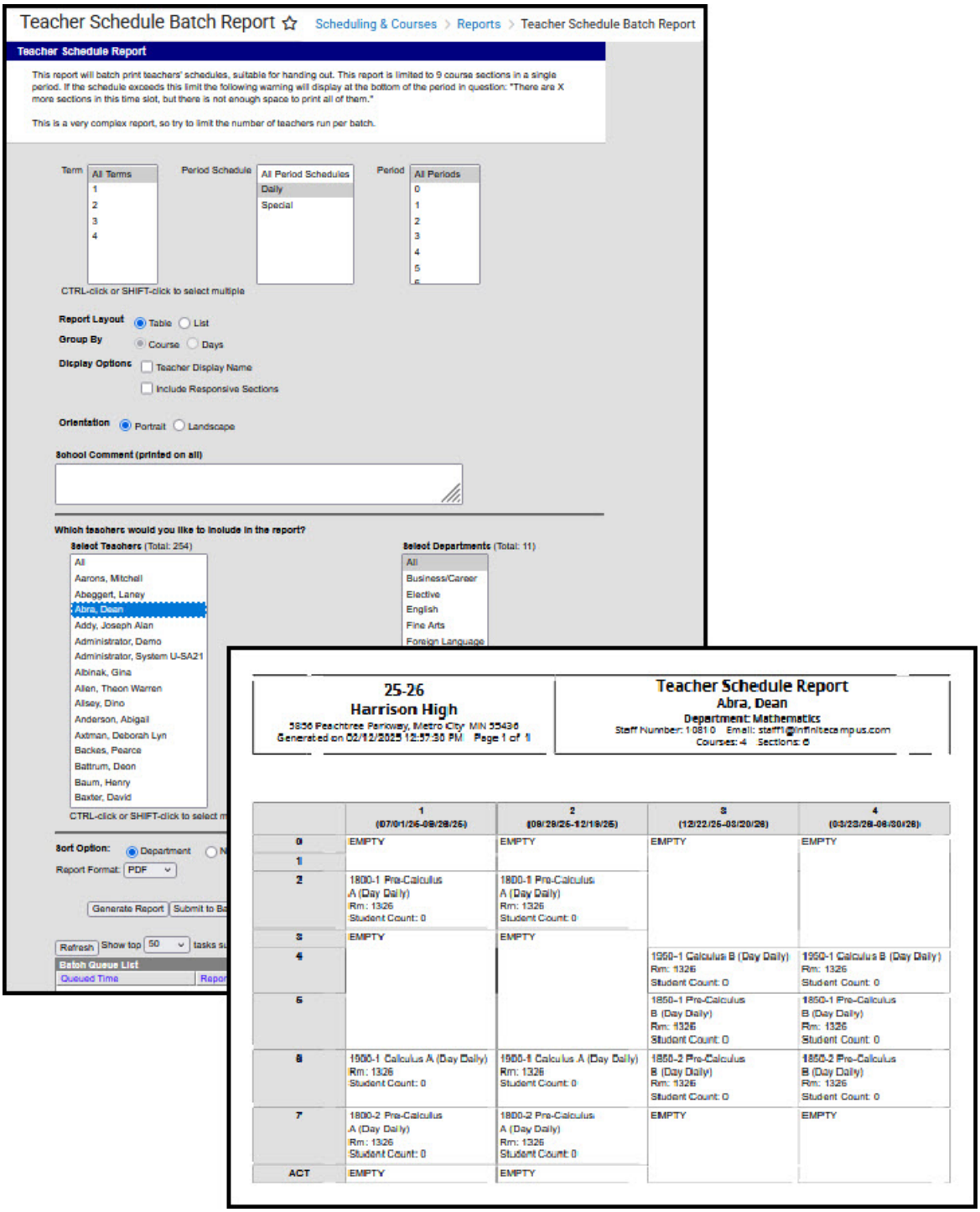

Suggested User Groups

- Counselors
- Front Office Staff
- Schedulers

See User Groups and Suggested Roles for more information.

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