

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 | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
|-------------------------------------|------------------------------|--|--------------------------------|------------------------------|---------------------------------|
| Blended Learning Gap/Overlap Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Course Projections Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Master Schedule Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Open Rooms Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Request Batch Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Request Conflicts Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Request Detail Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Requests Satisfied Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Room Usage Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Schedule Batch Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Schedule Conflicts Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Schedule Units Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Seat Count Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Section Rosters Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| View IEP/Plan Icons | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Staff History Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Teacher Load Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |
| Teacher Schedule Batch Report | <input type="checkbox"/> All | <input checked="" type="checkbox"/> Read | <input type="checkbox"/> Write | <input type="checkbox"/> Add | <input type="checkbox"/> Delete |

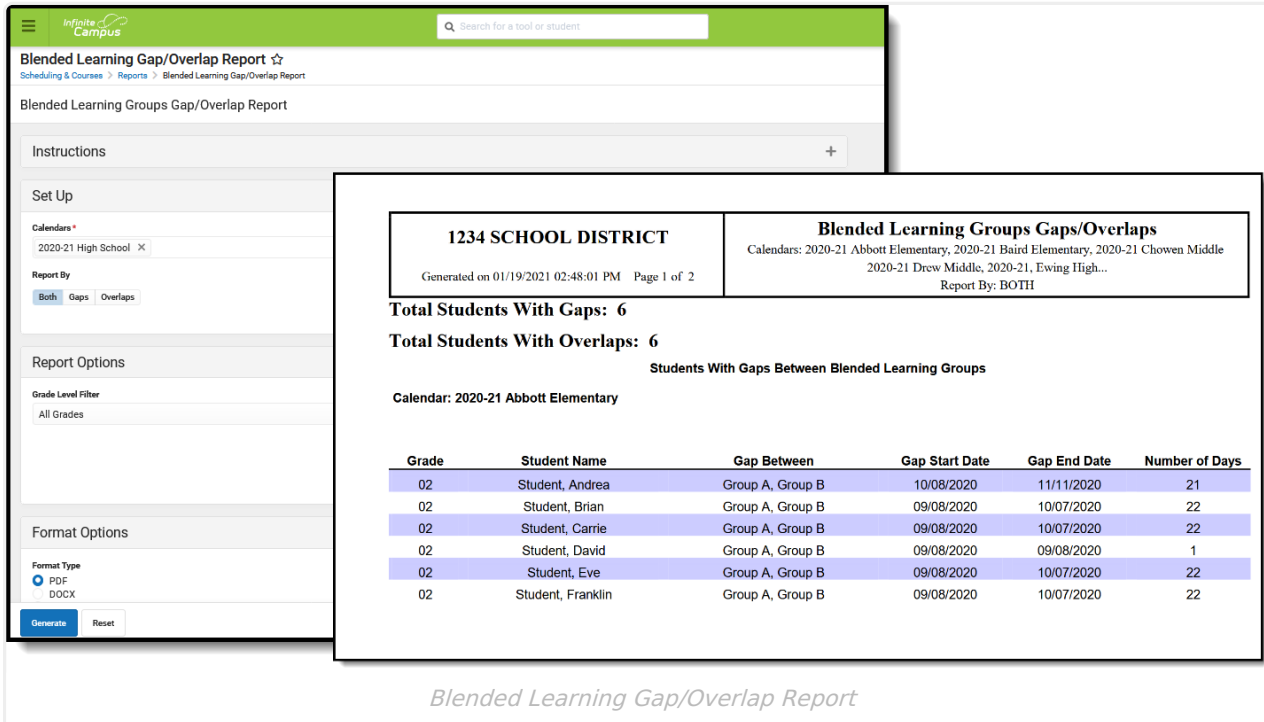
Scheduling & Courses > Reports Tool Rights

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.

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

Scheduling & Courses > Reports > Blended Learning Gap/Overlap Report

Blended Learning Groups Gap/Overlap Report

Instructions +

Set Up

Calendars *
2020-21 High School X

Report By
Both Gaps Overlaps

Report Options

Grade Level Filter
All Grades

Format Options

Format Type
☒ PDF ☐ DOCX

Generate Reset

| 1234 SCHOOL DISTRICT | | Blended Learning Groups Gaps/Overlaps | | | |
|--|-------------------|---|----------------|--------------|----------------|
| Generated on 01/19/2021 02:48:01 PM Page 1 of 2 | | Calendars: 2020-21 Abbott Elementary, 2020-21 Baird Elementary, 2020-21 Chowen Middle 2020-21 Drew Middle, 2020-21, Ewing High... Report By: BOTH | | | |
| Total Students With Gaps: 6 | | | | | |
| Total Students With Overlaps: 6 | | | | | |
| Students With Gaps Between Blended Learning Groups | | | | | |
| Calendar: 2020-21 Abbott Elementary | | | | | |
| Grade | Student Name | Gap Between | Gap Start Date | Gap End Date | Number of Days |
| 02 | Student, Andrea | Group A, Group B | 10/08/2020 | 11/11/2020 | 21 |
| 02 | Student, Brian | Group A, Group B | 09/08/2020 | 10/07/2020 | 22 |
| 02 | Student, Carrie | Group A, Group B | 09/08/2020 | 10/07/2020 | 22 |
| 02 | Student, David | Group A, Group B | 09/08/2020 | 09/08/2020 | 1 |
| 02 | Student, Eve | Group A, Group B | 09/08/2020 | 10/07/2020 | 22 |
| 02 | Student, Franklin | Group A, Group B | 09/08/2020 | 10/07/2020 | 22 |

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 ☆

Scheduling & Courses > Reports > Course Projections Report

About This Report

Output Options

Report Format

PDF

PDF

DOCX

Generate

25-26 Harrison High

Course Projections 25-26 Harrison High

Page 1 of 5

Department: No department assigned

| | | 2026 | 2027 | 2028 | 2029 | 2030 |
|----------|-------------------------|----------|----------|----------|----------|----------|
| Course # | Course Name | Students | Sections | Students | Sections | Students |
| 0000 | Senior Capstone Project | 0 | 0 | 3 | 0 | 4 |
| 0000 | See Your Counselor | 0 | 0 | 0 | 0 | 0 |
| RES100 | Test Makeup | 0 | 4 | 0 | 0 | 0 |

Department: Business/Career

| | | 2026 | 2027 | 2028 | 2029 | 2030 |
|----------|------------------|----------|----------|----------|----------|----------|
| Course # | Course Name | Students | Sections | Students | Sections | Students |
| 8000 | Keyboarding | 0 | 0 | 105 | 4 | 0 |
| 8025 | Personal Finance | 0 | 5 | 190 | 6 | 177 |

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 ☆

Scheduling & Courses > Reports > Master Schedule Report

Master Schedule Report

This report lists detail information about each section in a schedule. The report lists roster counts by gender and special Ed, section placement, team, room, and teacher.

Term

All Terms

1

2

3

4

Period Schedule

All Period Schedules

Daily

Special

Period

All Periods

0

1

2

3

4

5

6

CTRL-click or SHIFT-click to select multiple

Course #

Course Name

Section #

Teacher Last Name

Room #

Department

Sort By

Group

Output Orientation

Report Format

Generate Report

Submit to Batch

Refresh

Show top 50

tasks submitted between 02/04/2025 and 02/11/2025

Batch Queue List

Queued Time

Report Title

Status

24-25 Harrison High

Master Schedule 24-25 Harrison High — First Run

02/11/2025

Page 1 of 2

| Dept/Course/Section | Teacher | Room | Team | Term | Schedule | Period | IEP | M | F | T | Max | Rem |
|---------------------|-------------------|------|------|------|----------|--------|-----|-----|-----|------|------|------|
| English | | | | | | | 57 | 705 | 655 | 1361 | 2445 | 1084 |
| 3100-English 9 | | | | | | | 7 | 135 | 92 | 227 | 385 | 158 |
| 3100-1 | Lifellearn, Dave | 1161 | | ALL | Daily | 1 | 1 | 14 | 11 | 25 | 35 | 10 |
| 3100-2 | Lifellearn, Ian | 1174 | | ALL | Daily | 1 | 1 | 14 | 10 | 24 | 35 | 11 |
| 3100-3 | Lifellearn, Dave | 1175 | | ALL | Daily | 2 | 1 | 15 | 12 | 27 | 35 | 8 |
| 3100-4 | Lifellearn, Ian | 1176 | | ALL | Daily | 2 | 2 | 16 | 11 | 27 | 35 | 8 |
| 3100-5 | Lifellearn, Ian | 1161 | | ALL | Daily | 3 | 1 | 17 | 12 | 29 | 35 | 6 |
| 3100-6 | Lifellearn, Dave | 1175 | | ALL | Daily | 4 | 0 | 19 | 11 | 30 | 35 | 5 |
| 3100-7 | Lifellearn, Frank | 1174 | | ALL | Daily | 5 | 1 | 4 | 1 | 5 | 35 | 30 |
| 3100-8 | Lifellearn, Ian | 1161 | | ALL | Daily | 5 | 0 | 5 | 0 | 5 | 35 | 30 |
| 3100-9 | Lifellearn, Frank | 1174 | | ALL | Daily | 6 | 0 | 16 | 11 | 27 | 35 | 8 |
| 3100-10 | Lifellearn, Frank | 1107 | | ALL | Daily | 7 | 0 | 13 | 12 | 25 | 35 | 10 |
| 3100-11 | SPA, SPA | | | ALL | Daily | 7 | 0 | 2 | 1 | 3 | 35 | 32 |
| 3175-H English 9 | | | | | | | 0 | 3 | 1 | 4 | 25 | 21 |
| 3175-1 | Lifellearn, Gabe | 1227 | | ALL | Daily | 4 | 0 | 3 | 1 | 4 | 25 | 21 |
| 3200-English 10 | | | | | | | 7 | 60 | 152 | 212 | 385 | 173 |
| 3200-1 | Lifellearn, Pete | 1178 | | ALL | Daily | 1 | 0 | 3 | 11 | 14 | 35 | 21 |
| 3200-2 | Lifellearn, Will | 1180 | | ALL | Daily | 1 | 1 | 4 | 11 | 15 | 35 | 20 |
| 3200-3 | Lifellearn, Pete | 1211 | | ALL | Daily | 2 | 1 | 10 | 23 | 33 | 35 | 2 |
| 3200-4 | Lifellearn, Pete | 1176 | | ALL | Daily | 3 | 1 | 6 | 17 | 23 | 35 | 12 |
| 3200-5 | Lifellearn, Will | 1175 | | ALL | Daily | 3 | 0 | 5 | 18 | 23 | 35 | 12 |
| 3200-6 | Lifellearn, Mike | 1180 | | ALL | Daily | 4 | 1 | 2 | 9 | 11 | 35 | 24 |
| 3200-7 | Lifellearn, Gabe | 1178 | | ALL | Daily | 5 | 1 | 7 | 15 | 22 | 35 | 13 |

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...](#)

Open Rooms Report ☆
Scheduling & Courses > Reports > Open Rooms Report

Rooms Open for Scheduling Report

This report will list the rooms that are not scheduled with a section per term per period.

Term: ALL
Report Format: PDF
Generate Report Submit to Batch

Refresh Show top 50 tasks submitted between 02/04/2025 and 02/11/2025

25-26 Harrison High
02/11/2025

Rooms Available for Scheduling
25-26 Harrison High — Blank Build
Page 1 of 23

Term: 1
Schedule: Daily
Period: 1

| | | | | | |
|------|------|------|------|------|------|
| 100 | 1001 | 1002 | 1004 | 1005 | 1007 |
| 1008 | 1012 | 1018 | 110 | 1135 | 1161 |
| 1171 | 1173 | 1174 | 1177 | 1179 | 1180 |
| 1181 | 1183 | 1185 | 120 | 1212 | 1214 |
| 1223 | 1226 | 1226 | 1229 | 1230 | 1231 |
| 1232 | 1233 | 1234 | 1235 | 130 | 1311 |
| 1312 | 1313 | 1315 | 1317 | 1320 | 1321 |
| 1322 | 1323 | 1324 | 1325 | 1326 | 1327 |

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 Batch Report ☆
Scheduling & Courses > Reports > Request Batch Report

Request Batch Report

This report will batch print student course requests, 1 page per student suitable for handing out to students. This can be a very large report, so try to limit the number of students included per batch by using an AdHoc filter or selecting a single grade level. Student requests can be displayed as Required, Elective, and Alternate or Requested and Alternate (based on the Request Type). Report Comments, up to 250 characters, will print on all pages.

Ad Hoc Filter

OR

Grade

12

Student Sort Options

☒ Alpha
☐ Grade/Alpha
☐ Teacher

Course Display Options

☒ Group requests as Required, Elective, or Alternate
☐ Group requests as Requested or Alternate

Report Comments (prints on all pages)

Report Format:

PDF

Generate Report

Abegg, Dylan Victor
Student Number: 171900001
Grade: 12

Required Courses:

2520 Current Events
3400 English 1.2
1400 Integrated Math IV
4400 Physics A
4450 Physics B
3900 Public Speaking
2400 US Government

Requested Courses:

8200 Accounting I
2850 AP Economics
8025 Personal Finance
5130 Spanish III A
5135 Spanish III B

Alternate Courses:

8250 Accounting II
3000 AP Literature
4000 AP Physics
8773 Cloud Computing

Courses with program priority displayed in bold.

Parent/Guardian Signature _____ Date _____

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 Conflicts Report ☆
Scheduling & Courses > Reports > Request Conflicts Report

Request Conflict Report

A request conflict is a potential scheduling conflict, and it basically shows course pairs where a student has requested both. These conflicts are useful when planning where to place courses that have few sections. Keep the report options limited as much as possible. A required course that meets every period will conflict with every other course, and the resulting report will be long and difficult to work with.

Limit Courses

☐ Department
☒ Course

Singletons (1 section)
OR

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
1650 Statistics B
1700 Trigonometry A
1750 Trigonometry B
1800 Pre-Calculus A
1850 Pre-Calculus B
1900 Calculus A
1950 Calculus B
2100 Geography A
2101 H Geography
2150 Geography B
2200 World History A

CTRL-click or SHIFT-click to select multiple

Report Format: PDF

Refresh S
Batch Que
Queued Ti

25-26
Harrison High
02/11/2025

Request Conflict Report
25-26 Harrison High — Blank Build
Page 1 of 1

Business/Career

| Course/Conflicts | Sections | Requests | Course/Conflicts | Sections | Requests |
|----------------------------|----------|----------|--------------------------------|----------|----------|
| 8200 Accounting I | | | 4700 Earth Science | 1 | 1 |
| 1275 H Integrated Math II | 1 | 1 | 8532 Fashion Design I | 1 | 1 |
| 1375 H Integrated Math III | 1 | 2 | 8535 History of Fashion Design | 1 | 1 |
| 1600 Statistics A | 1 | 1 | 8532 Fashion Design I | 1 | 1 |
| 1650 Statistics B | 1 | 1 | 2530 World Religions | 1 | 1 |
| 2700 AP World History | 1 | 1 | 4700 Earth Science | 1 | 1 |
| 2750 AP US History | 1 | 1 | 8535 Retail Management | 1 | 1 |

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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Page 6

Request Detail Report ☆
Scheduling & Courses > Reports > Request Detail Report

Request Detail Report

This report lists the students that have requested courses from the chosen department or list of courses. The report is prepared for duplex printing and will insert a blank page between departments if the department course list ends on an odd numbered page. When the duplex printing checkbox is unchecked, the report will be prepared with no blank pages. Since detail data is reported, this report could take a while to generate if you select too many courses.

Request Type

All
Required
Elected
Alternate

CTRL-click or SHIFT-click to select multiple

☒ Display Only Active Courses
Department

OR
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
1650 Statistics B
1700 T
1750 T
1800 P
1850 P
1900 C
1950 C

Ad Hoc Filter
Sort Options
☒ Prepare report for duplex printing
Report Format
PDF

25-26
Harrison High
02/11/2025 03:24:44 PM
Page 1 of 5

Request Detail
25-26 Harrison High
Blank Build
Request Types: Required, Elected

Legend: Students with program priority requests are displayed in bold. R = Required, E = Elected

Department: Business/Career
8025 Personal Finance: 128 students

| Type | Grade | Student Name | Number | Type | Grade | Student Name | Number |
|------|-------|------------------------|-----------|------|-------|--------------------|--------|
| E | 12 | Abegg, Dylan Victor | 171900001 | R | 10 | Kappler, Farica | 119041 |
| E | 10 | Bhakta, Arjun | 055460071 | R | 10 | Karch, Chaim | 119046 |
| E | 12 | Cardinal, Peggy M | 161900006 | E | 10 | Kassinger, Maxime | 118967 |
| R | 12 | Carlson, Michael | 171900009 | R | 09 | Keiderling, Dwayne | 119233 |
| E | 11 | Carver, Jing-Ho | 108305 | R | 10 | Kerth, Vartan | 119377 |
| E | 11 | Casten, Angelo | 108338 | R | 10 | King, Iain | 119569 |
| E | 11 | Chamberlaine, Kallum | 108446 | R | 10 | Kirber, Supanika | 119593 |
| E | 11 | Charlish, Shauna | 108495 | E | 09 | Kleinpach, Nicky | 119768 |
| E | 11 | Chipperfield, Vivienne | 108608 | R | 09 | Knauber, Jourdan | 119959 |
| E | 11 | Chipperfield, Wren | 108606 | R | 10 | Kneer, Finnegan | 119978 |
| E | 11 | Chou, Jaelen | 108608 | R | 10 | Kruger, Jace | 119998 |

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...](#)

Requests Satisfied Report ☆
Scheduling & Courses > Reports > Requests Satisfied Report

Requests Satisfied Summary

This report counts the requests and requests satisfied per grade, per course.

All Students - Includes all students with an enrollment in the selected calendar regardless of start or end date.

Select Filter - Allows students to be selected by any combination of grade level, ad hoc, or scheduling group/team.

Select Students - Allows specific students to be included in the report through manual selection.

Which courses would you like to include in the report?

Department:

Ad Hoc Filter:

Which students would you like to include in the report?

☒ All Students

☐ Include Students marked as No Show

☐ Select Filter

☐ Select Students

☐ Display Alternate Requests (shown in parentheses)

Format:

Orientation: ☒ Portrait ☐ Landscape

Refresh Show top 50

Batch Queue List

Queued Time

25-26

Harrison High

5856 Peachtree Parkway, Metro City MN 55436
Generated on 02/11/2025 03:33:19 PM Page 1 of 1

Requests Satisfied Summary

25-26 Harrison High
Trial: Blank Build
Course Filter: English

Department: English

| Course # | Course Name | Rosters/Requests | | | | | T | Section Allocation | | | | Diff |
|----------|-------------------------------|------------------|---------|---------|---------|---------|----|--------------------|--------|--------|----|------|
| | | 09 | 10 | 11 | 12 | Max | | Build | Needed | Placed | | |
| 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...](#)

Room Usage Report ☆
Scheduling & Courses > Reports > Room Usage Report

About This Report

Set Up

Which Terms would you like to include in the report?
2

Output Options

Report Format
PDF

Generate

25-26
Harrison High
02/12/2025

Room Usage Report
25-26 Harrison High — Blank Build
Page 1 of 22

| Term: 2 | Period | Course | Period | Course |
|-------------------|--------|--------|-------------------|--------------------------|
| Room 100 | | | 5 | OPEN |
| Schedule: Daily | | | 6 | OPEN |
| 1 | OPEN | | 7 | OPEN |
| 2 | OPEN | | Schedule: Special | |
| 3 | OPEN | | 1 | OPEN |
| 4 | OPEN | | 2 | OPEN |
| 5 | OPEN | | 3 | OPEN |
| 6 | OPEN | | 4 | OPEN |
| 7 | OPEN | | Room 1006 | |
| Schedule: Special | | | Schedule: Daily | |
| 1 | OPEN | | 1 | 1100-1 Integrated Math 1 |
| 2 | OPEN | | 2 | 1100-2 Integrated Math 1 |
| 3 | OPEN | | 3 | 1100-3 Integrated Math 1 |
| 4 | OPEN | | 4 | 1100-5 Integrated Math 1 |
| 5 | OPEN | | 5 | 1100-6 Integrated Math 1 |
| 6 | OPEN | | 6 | 1100-7 Integrated Math 1 |
| 7 | OPEN | | 7 | 1100-8 Integrated Math 1 |
| Schedule: Daily | | | Schedule: Special | |
| 1 | OPEN | | | |

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...](#)

Schedule Batch Report ☆
Scheduling & Courses > Reports > Schedule Batch Report

Schedule Batch Report

This report will batch print student schedules, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

Report Options
Use the default format
OR
Format: Table, Group By Course

Display Options

Which students would you like to include in the report?
☒ Grade

All Students
09
10
11
12

☐ Ad Hoc Filter

Enrollment Effective Date
02/12/2025

How would you like the report sorted?
☒ Alpha
☐ Grade/Alpha
☐ Zip
☐ Teacher

Report Format:
PDF

Generate

24-25
Harrison High
5850 Peachtree Parkway, Metro City MN 55430
Page 1 of 1

Student Schedule For Buick, Regina
Grade: 12
Term(s): All Courses enrolled: 11
Mailing Address: 8975 Round DR., Blaine, MN 55449

| | Term 1 (07/01/24- 09/27/24) | Term 2 (09/30/24- 12/20/24) | Term 3 (12/23/24- 03/21/25) | Term 4 (05/24/25- 08/30/25) |
|---|---|---|---|---|
| 0 | No Scheduled Course | No Scheduled Course | No Scheduled Course | No Scheduled Course |
| 1 | 2660-1 (Day Daily) Contemporary World Issues Layen, Duncan Rm: 231 | 2660-1 (Day Daily) Contemporary World Issues Layen, Duncan Rm: 231 | 4350-11 (Day Daily) Chemistry B Boyce, Doherty Rm: 355 | 4350-11 (Day Daily) Chemistry B Boyce, Doherty Rm: 355 |
| 2 | 8750-1 (Day Daily) Robotics Lifelleam, Heather Rm: 1005 | 8750-1 (Day Daily) Robotics Lifelleam, Heather Rm: 1005 | No Scheduled Course | No Scheduled Course |
| 3 | 2200-9 (Day Daily) World History A Lifelleam, Patricia Rm: 1007 | 2200-9 (Day Daily) World History A Lifelleam, Patricia Rm: 1007 | 2250-9 (Day Daily) World History B Lifelleam, Patricia | 2250-9 (Day Daily) World History B Lifelleam, Patricia |

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 Conflicts Report ☆
Scheduling & Courses > Reports > Schedule Conflicts Report

Student Schedule Conflicts Report

List each non-alternate request that hasn't been fulfilled in the currently active trial. If all sections for that course are full, display "NO SEATS REMAIN". If the Course only has 1 section, and the student has a course in their schedule that also only has 1 section, display "SINGLETON CONFLICT". If the student has no schedule gaps, or the size of the course is larger than the size of the schedule hole, display "FULL SCHEDULE". For all others, display "CONFLICT".

Which students would you like to include in the report?

☒ Grade:

All
09
10
11

☐ Ad Hoc Filter:

Which types of request conflicts would you like to include in the report?

☒ CONFLICT
☒ SINGLETON CONFLICT

☒ FULL SCHEDULE
☒ NO SEATS REMAIN

How would you like the report sorted?

☒ Student Name
☐ Grade

☒ Display Gender Identity on Report

Report Format:

PDF

Generate Report
Submit to Batch

24-25
Harrison High
3850 Peachtree Parkway, Metro City, MN 55438
Generated on 02/12/2025 11:31:39 AM Page 1 of 23

Schedule Conflicts Report

All Grades
All conflict types.

Students: 400 Conflict Requests: 1182 Courses: 149

| Student (#Student Number) | Request Course | Request Type | Conflict Type |
|---------------------------------------|-----------------------|--------------|---------------|
| Abegg, Dylan V (#171900001) Grade: 11 | 8710 C++ Programming | m | CONFLICT |
| Gender: M Conflict Requests: 6 | 4300 Chemistry A | m | CONFLICT |
| | 8750 Computer Science | m | CONFLICT |
| | 8720 Java Programming | m | CONFLICT |
| | 2200 World History A | m | CONFLICT |
| | 2250 World History B | m | CONFLICT |

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...](#)

Schedule Units Report ☆ [Scheduling & Courses](#) > [Reports](#) > Schedule Units Report

Schedule Units Report

This report aggregates student requests and compares them against the student's schedule to determine placed and satisfied units. A satisfied unit occurs when the course has been requested by the student and placed into the student's schedule. Course size is calculated by counting the number of periods that can be filled over the course of the specified calendar using the primary term. Periods marked noninstructional are not counted.

Population:

Ad Hoc Filter:

Sort Options: ☒ Alpha ☐ Grade/Alpha

Report Format:

☒ Active Students Only

Enrollment Effective Date:

Refresh

25-26
Harrison High
02/12/2025
Page 1 of 6

Schedule Units
25-26 Harrison High
Trial: Blank Build
Population: Under-Requested, Sort Options: alpha

Full schedule is 28 units
Total Students Reported: 381

| Grade | Student Name | Student Number | Requested Units | Placed Units | Satisfied Units |
|-------|-----------------------|----------------|-----------------|--------------|-----------------|
| 12 | Abegg, Wallace Dwight | 181900002 | 0 | 0 | 0 |
| 10 | Ahmed, Giana | 241900068 | 22 | 0 | 0 |
| 10 | Andersen, Koda | 241900047 | 22 | 4 | 4 |
| 11 | Anderson, Jack A | 662478 | 0 | 0 | 0 |
| 12 | Anderson, Jana | 181900003 | 0 | 0 | 0 |
| 10 | Arellano, Novalee | 241900113 | 22 | 4 | 4 |

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...](#)

Seat Count Report ☆ [Scheduling & Courses](#) > [Reports](#) > Seat Count Report

Seat Count Report

Counts are in the format: seatsTaken / seatsPlaced(requestedSeatsPlaced). Requested seats placed adjusts the seatsPlaced count by only including seats that are requested. For example, if 101 Art has one section with 30 seats and there are only 15 students requesting seats, then only 15 seats will be counted in the totals. The grade level seats placed counts are approximations based off the percentage of requests for a course in that grade level. The grade level approximations assume perfect balance, and so it is possible that seatsTaken can be greater than the seatsPlaced estimations. This report is designed for scheduling use, and counts may not be accurate after a term starts.

Report Format:

Refresh tasks suit

25-26
Harrison High
02/12/2025

Seat Count Report
25-26 Harrison High — Blank Build
Page 1 of 3

Counts are in the format: seatsTaken / seatsPlaced(requestedSeatsPlaced). Requested seats placed adjusts the seatsPlaced count by only including seats that are requested. For example, if 101 Art has one section with 30 seats and there are only 15 students requesting seats, then only 15 seats will be counted in the totals. The grade level seats placed counts are approximations based off the percentage of requests for a course in that grade level. The grade level approximations assume perfect balance, and so it is possible that seatsTaken can be greater than the seatsPlaced estimations. This report is designed for scheduling use, and counts may not be accurate after a term starts.

Total Seat Count

| | Term 1 | Term 2 | Term 3 | Term 4 | Total by Period |
|------------------------|------------------|------------------|------------------|------------------|-------------------|
| Schedule: Daily | | | | | |
| Period 0 | 0/35(3) | 0/35(3) | 0/0(0) | 0/0(0) | 0/70(6) |
| Period 1 | 215/1512(943) | 215/1512(943) | 201/1527(942) | 201/1527(942) | 832/6078(3770) |
| Period 2 | 147/1500(893) | 147/1500(893) | 161/1505(908) | 161/1505(908) | 616/6010(3602) |
| Period 3 | 156/1500(1010) | 156/1500(1010) | 126/1510(943) | 126/1510(943) | 564/6020(3906) |
| Period 4 | 154/1525(931) | 154/1525(931) | 127/1515(881) | 127/1515(881) | 562/6080(3624) |
| Period 5 | 162/1532(975) | 162/1532(975) | 140/1507(998) | 140/1507(998) | 604/6078(3946) |
| Period 6 | 163/1535(968) | 163/1535(968) | 160/1505(940) | 160/1505(940) | 646/6080(3816) |
| Period 7 | 193/1515(947) | 193/1515(947) | 194/1500(903) | 194/1500(903) | 774/6030(3700) |
| Period ACT | 0/0(0) | 0/0(0) | 0/0(0) | 0/0(0) | 0/0(0) |
| Subtotal: | 1198/10654(6676) | 1198/10654(6676) | 1109/10569(6515) | 1109/10569(6515) | 4508/42446(26370) |

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: 1

Period Schedule

All Period Schedules

Daily

Special

* 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

All Periods

0

1

2

3

4

5

6

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

Alsey, Dino #10725

Anderson, Abigail #4562546

Axtman, Deborah Lyn #10816

Backes, Pearce #112289

Baltrum, Dean #10726

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

R

25-26

Harrison High

5856 Peachtree Parkway, Metro City MN 55436

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Section Rosters

Teacher: Beaver, 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 | Grade Levels |
|---------------------|-----------|--------|-------|-----------------------|---------------|--|--------------|
| Chown, Jasleen | 108638 | F | 11 | | (952)555-3066 | 9653 Brighton Blvd., Blaine, MN 55449 | |
| Heidlinger, Amal | 116367 | M | 12 | | (555)555-5171 | 6873 Gelliven 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 | |
| Nemes, Narayn | 124687 | M | 12 | | (555)555-7442 | 915 Medallion Ave., Blaine, MN 55449 | |
| Onse, Tony | 125291 | F | 12 | | (952)555-7607 | 5020 Minnehaha Rd., Blaine, MN 55449 | |
| Schnunk, 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 | Grade Levels |
|---------|----------|--------|-------|-----------------------|-------|---------|--------------|
|---------|----------|--------|-------|-----------------------|-------|---------|--------------|

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...](#)

Staff History Report ☆

Scheduling & Courses > Reports > Staff History Report

Staff History Report

This will report Primary Teachers, Teachers, and Section Staff assigned to sections based on the effective date. Leaving the effective date blank reports on all dates within the calendar.

Courses

- 4540 Human Anatomy
- 4545 Human Physiology
- 1100 Integrated Math I
- 1200 Integrated Math II
- 1300 Integrated Math III
- 1400 Integrated Math IV
- 8770 Intro to Network Maintenance
- 8820 Intro to Auto Tech
- 8540 Intro to Culinary Arts
- 8525 Intro to Entrepreneurship
- 8520 Intro to Marketing
- 8720 Java Programming
- 3800 Journalism
- 8000 Keyboarding
- 6830 Lyrics & Song Writing

☒ Only include sections with staff.
☐ Include sections with and without staff.
☐ Only include sections without staff.

Which type of staff should be included?

☒ Primary Teacher
☒ Teacher
☒ Section Staff

Effective Date:

Report Format: PDF

Generate Report

25-26
Harrison High
5856 Peachtree Parkway, Metro City MN 55436
Generated on 02/12/2025 11:39:45 AM Page 1 of 1

Staff History Report

| | | |
|--|---|---|
| 1100-1 Integrated Math I Primary Teacher Gabe Lifellearn Section Start - Section End | 1200-7 Integrated Math II Primary Teacher Duffy Hardy Section Start - Section End | 1400-3 Integrated Math IV Primary Teacher Dorcas Drevas Section Start - Section End |
| 1100-2 Integrated Math I Primary Teacher Gabe Lifellearn Section Start - Section End | 1200-8 Integrated Math II Primary Teacher Duffy Hardy Section Start - Section End | 1400-4 Integrated Math IV Primary Teacher Dorcas Drevas Section Start - Section End |
| 1100-3 Integrated Math I Primary Teacher Kelvin Lifellearn Section Start - Section End | 1200-9 Integrated Math II Primary Teacher Kelvin Lifellearn Section Start - Section End | 1400-5 Integrated Math IV Primary Teacher Donnell Gordon Section Start - Section End |
| 1100-4 Integrated Math I Primary Teacher Gabe Lifellearn Section Start - Section End | 1300-1 Integrated Math III Primary Teacher Dunne Moore Section Start - Section End | 1400-6 Integrated Math IV Primary Teacher Alan Lifellearn Section Start - Section End |

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 Load Report ☆
Scheduling & Courses > Reports > Teacher Load Report

Teacher Load Report

Teacher Load Report summarizes teachers' utilization, which includes the number of classes, sections, periods (excluding non-instructional periods), students, Special Ed students, the total number of unique students they taught. The records are broken down by term.

Which teachers would you like to include in the report?

All
Aarons, Mitchell
Abeggert, Laney
Abra, Dean
Addy, Joseph Alan
Administrator, Demo
Administrator, System U-SA21
Albinak, Gina
Allen, Theon Warren

CTRL-click or SHIFT-click to select multiple

☒ Exclude responsive sections

Report Format: PDF

Generate Report Submit to Batch

25-26
Harrison High
5856 Peachtree Parkway, Metro City MN 55436
Generated on 02/12/2025 12:56:13 PM Page 1 of 1

Teacher Load Report

Teachers: Dean Abra

Total Teachers: 1 Total Courses: 4 Total Sections: 12

Total Students/Unique: 0/0 Total Special Ed Students/Unique: 0/0

| Teacher | Term | Courses | Sections | Periods | | Total | Students/ Unique | Special Ed/Unique |
|------------|------|---------|----------|---------|---------|-------|---------------------|-------------------|
| | | | | Daily | Special | | | |
| Abra, Dean | 1 | 2 | 3 | 3 | 0 | 3 | 0/0 | 0/0 |
| | 2 | 2 | 3 | 3 | 0 | 3 | 0/0 | 0/0 |
| | 3 | 2 | 3 | 3 | 0 | 3 | 0/0 | 0/0 |
| | 4 | 2 | 3 | 3 | 0 | 3 | 0/0 | 0/0 |
| Total: | 4 | 4 | 12 | 12 | 0 | 12 | 0/0 | 0/0 |

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...](#)

