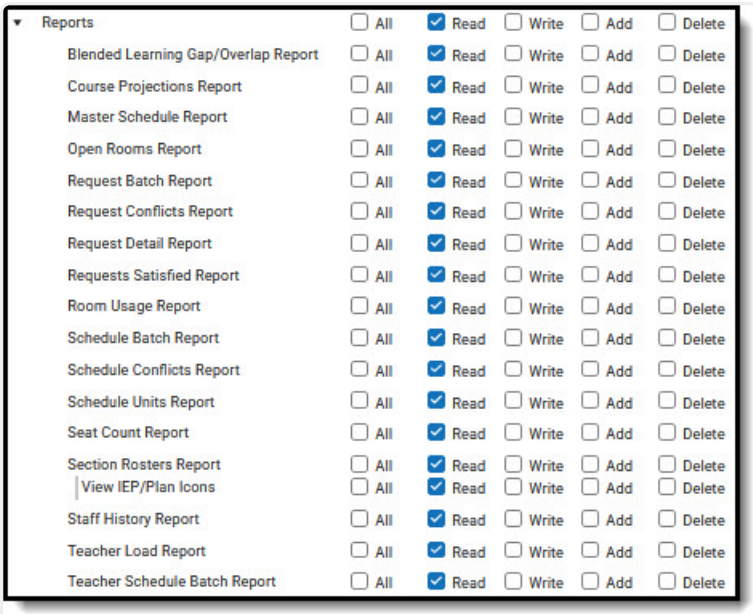
Scheduling & Courses Reports Tool Rights

Last Modified on 02/13/2025 1:47 pm CST

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.



Scheduling & Courses > Reports Tool Rights

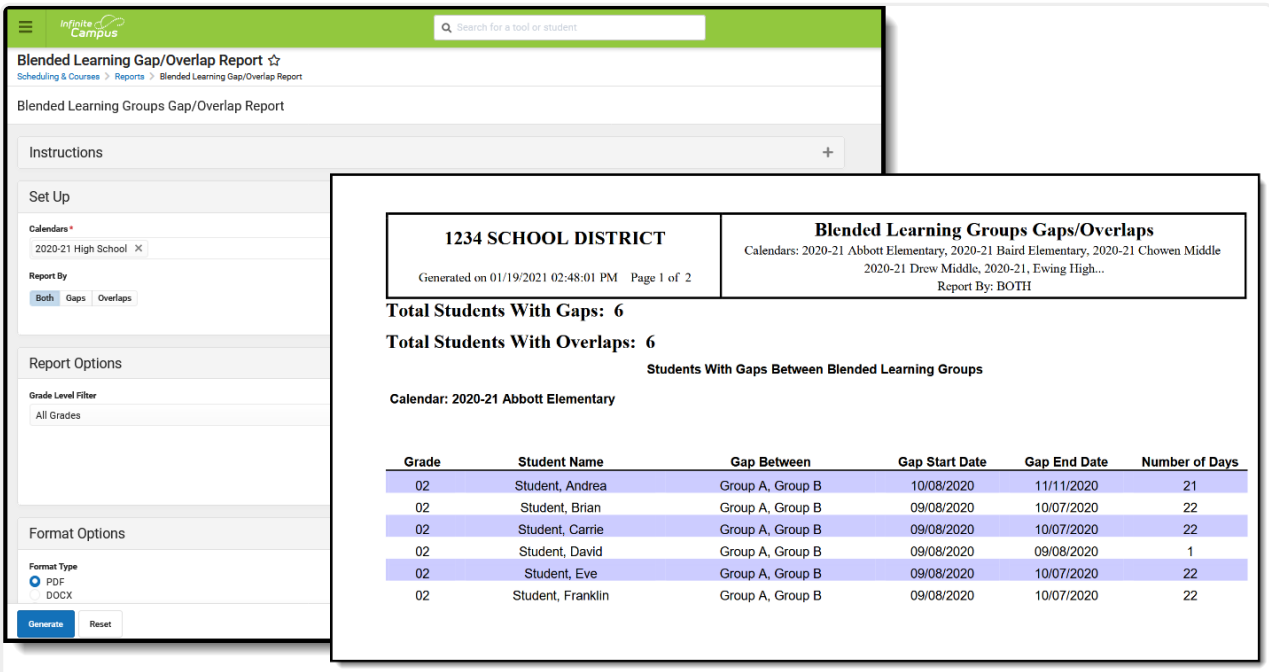
Some information, such as Social Security numbers, may not display on a report if the person generating the report doesn't have rights to view it. Users require Calendar Rights that determine the years and schools for which they can generate reports.

Copyright © 2010-2025 Infinite Campus. All rights reserved.

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...



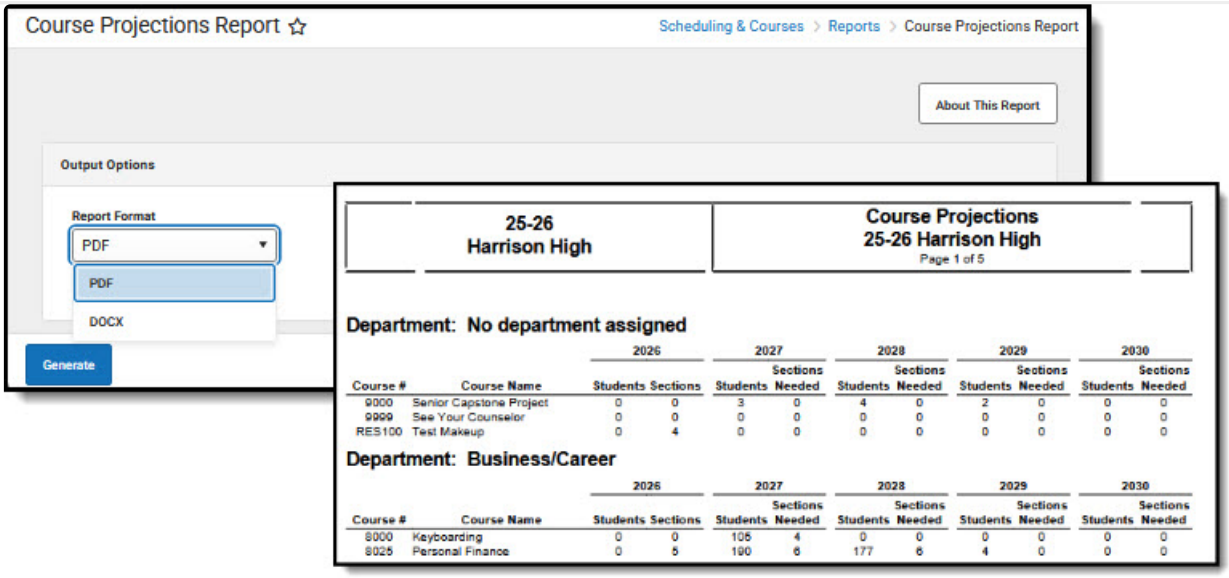
Blended Learning Gap/Overlap Report

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...

Copyright © 2010-2025 Infinite Campus. All rights reserved.

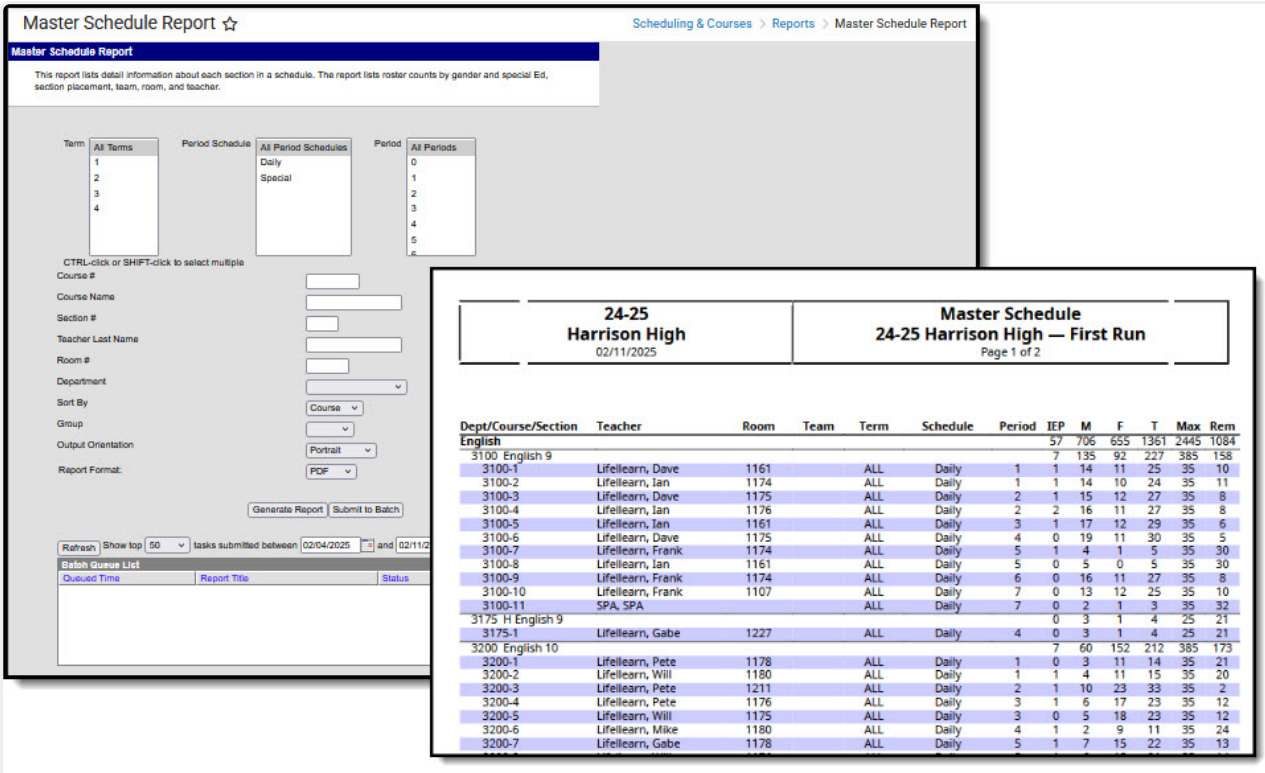


Course Projections Report

Master Schedule Report

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

Click here to expand...



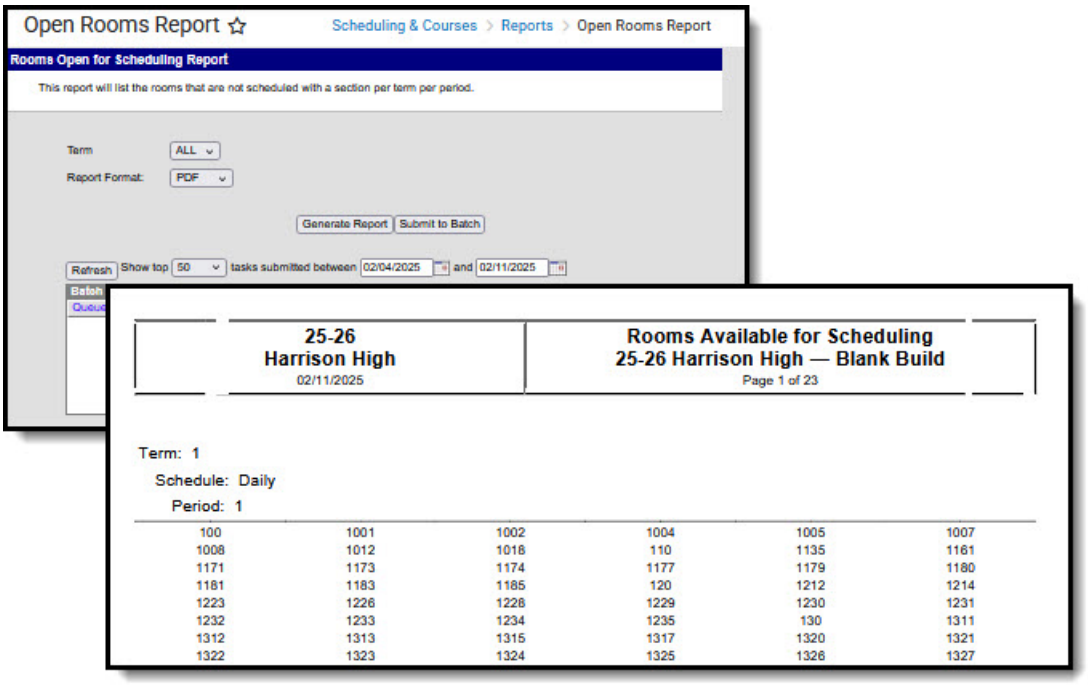
Master Schedule Report

Copyright © 2010-2025 Infinite Campus. All rights reserved.

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...

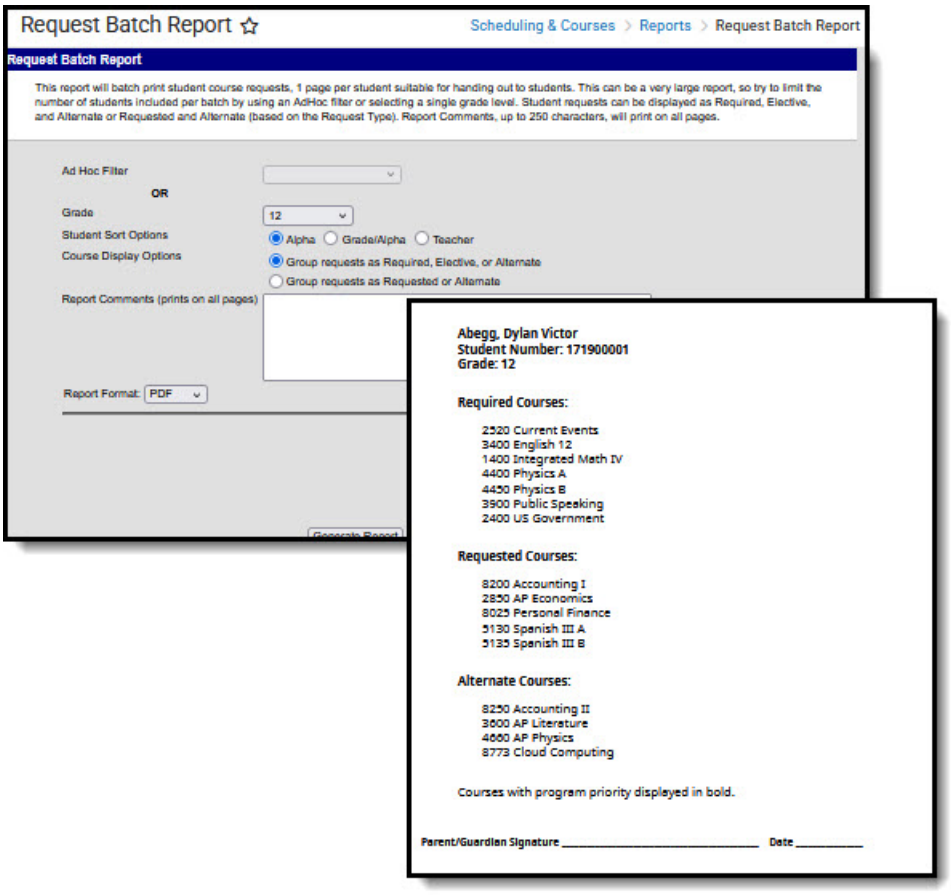


Request Batch Report

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...

Copyright © 2010-2025 Infinite Campus. All rights reserved.

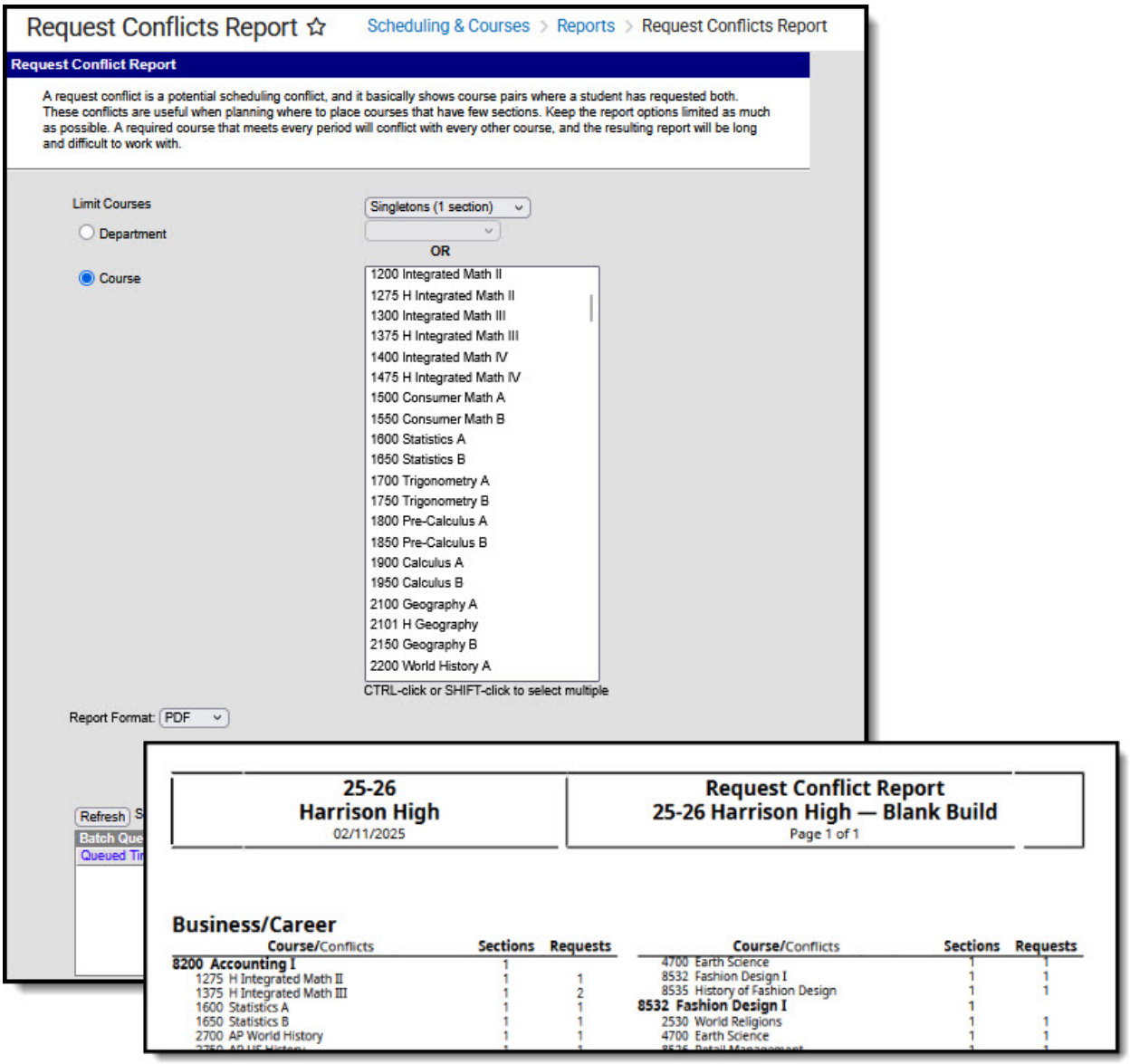


Request Conflicts Report

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...

Copyright © 2010-2025 Infinite Campus. All rights reserved.

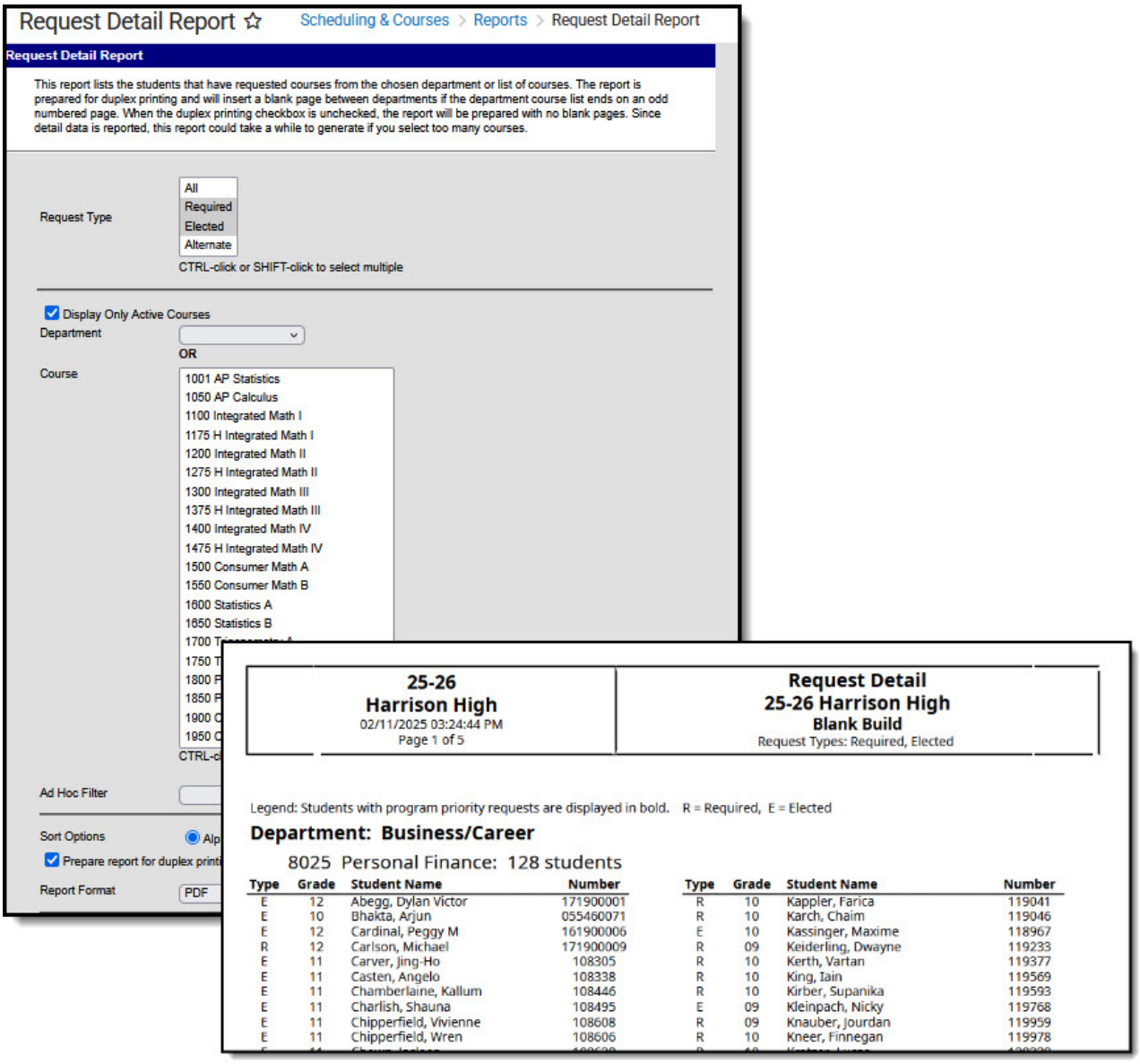


Request Detail Report

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

Click here to expand...

Copyright © 2010-2025 Infinite Campus. All rights reserved.

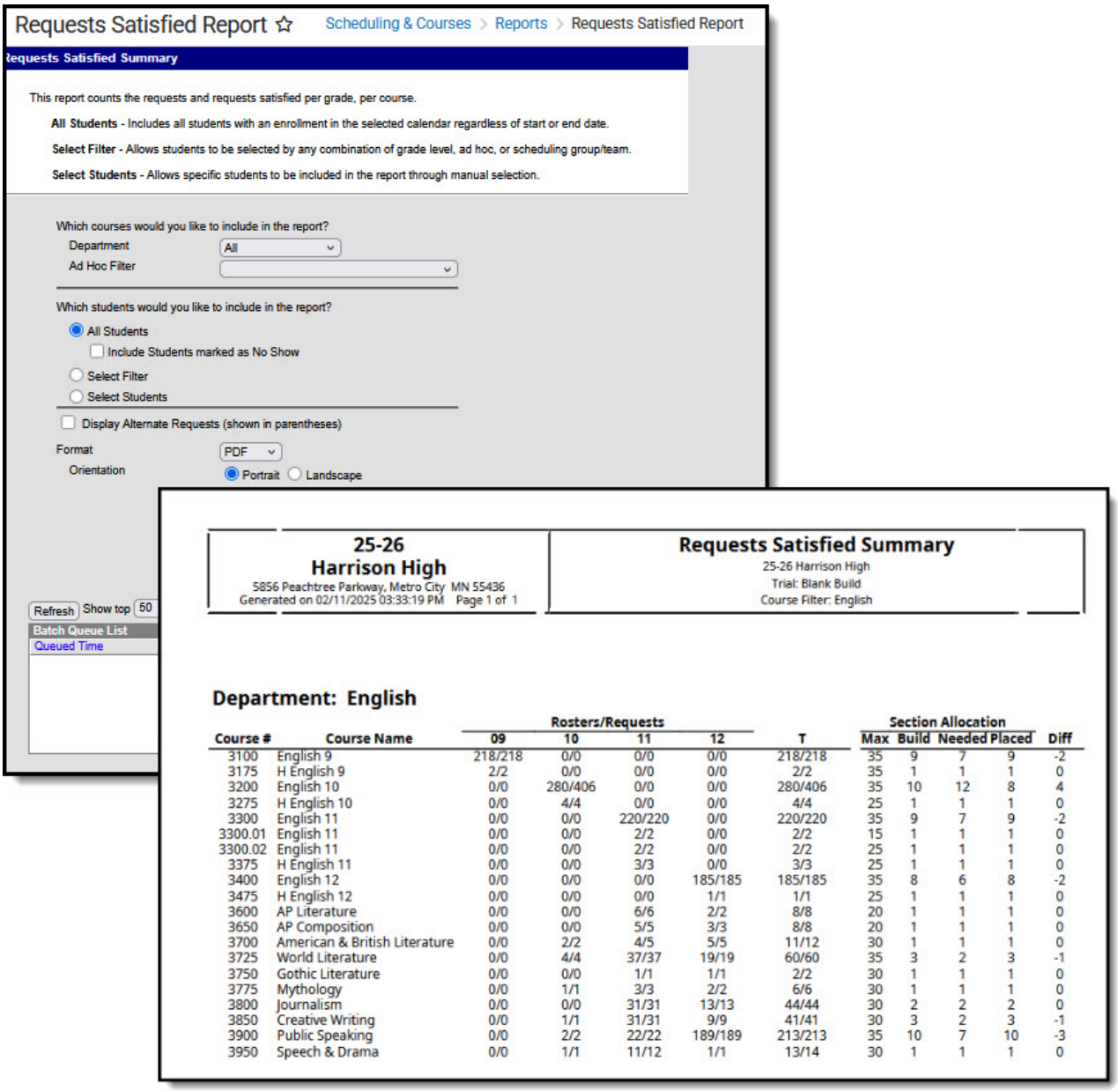


Requests Satisfied Report

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...

Copyright © 2010-2025 Infinite Campus. All rights reserved.

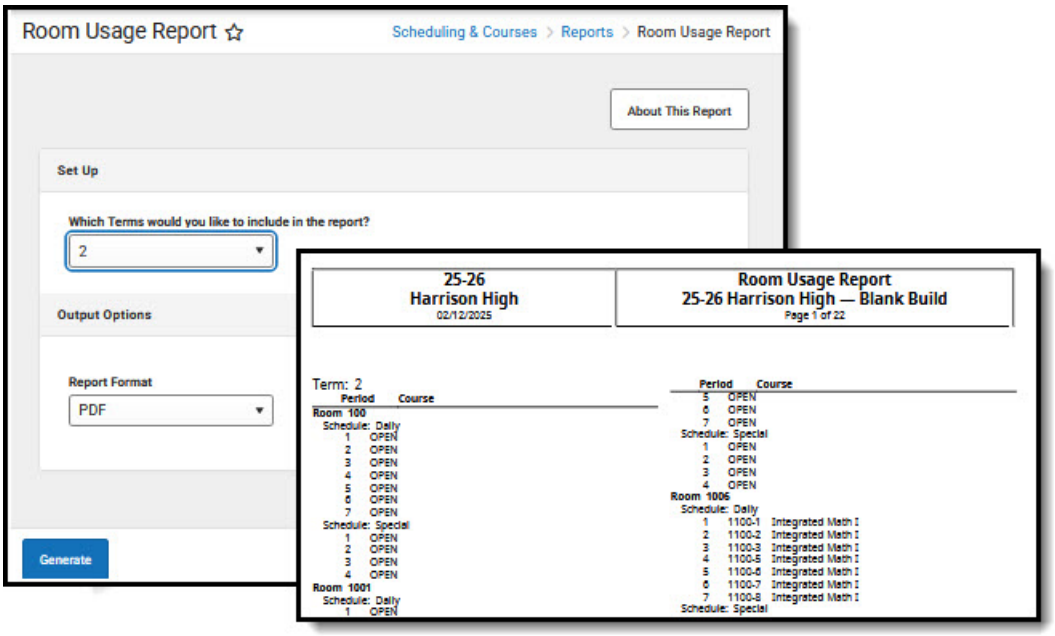


Room Usage Report

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...

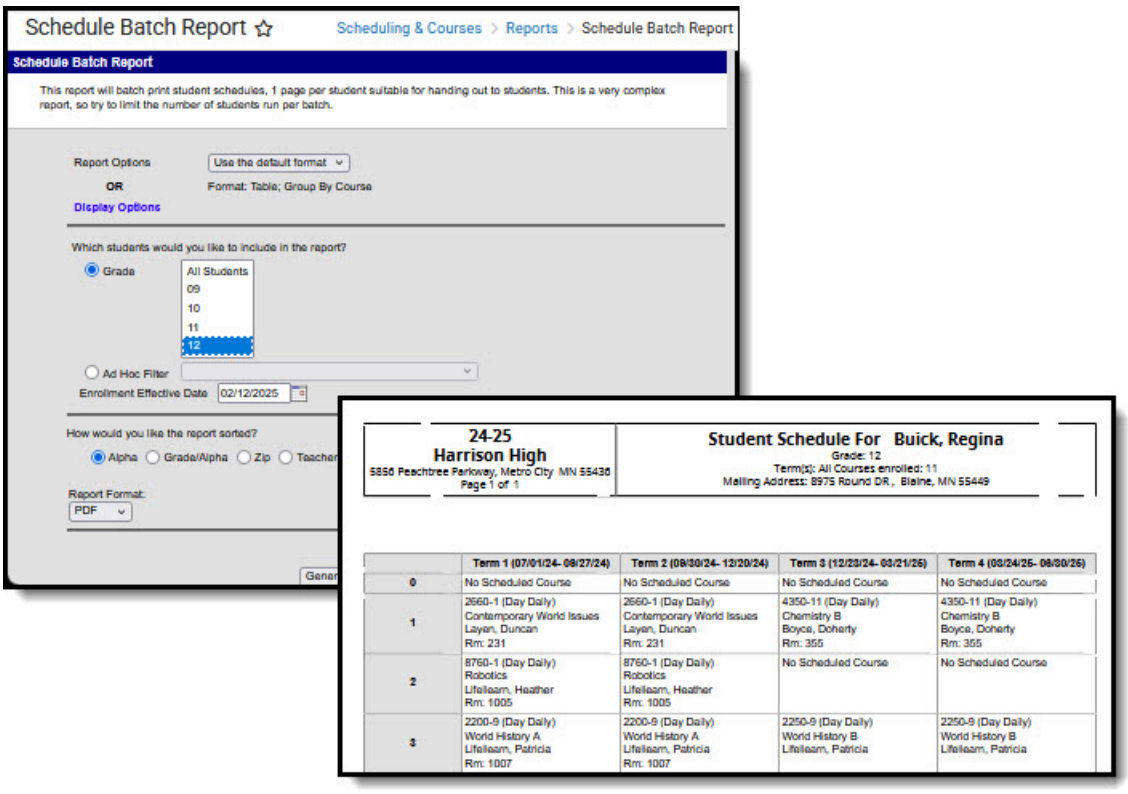
Copyright © 2010-2025 Infinite Campus. All rights reserved.



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...

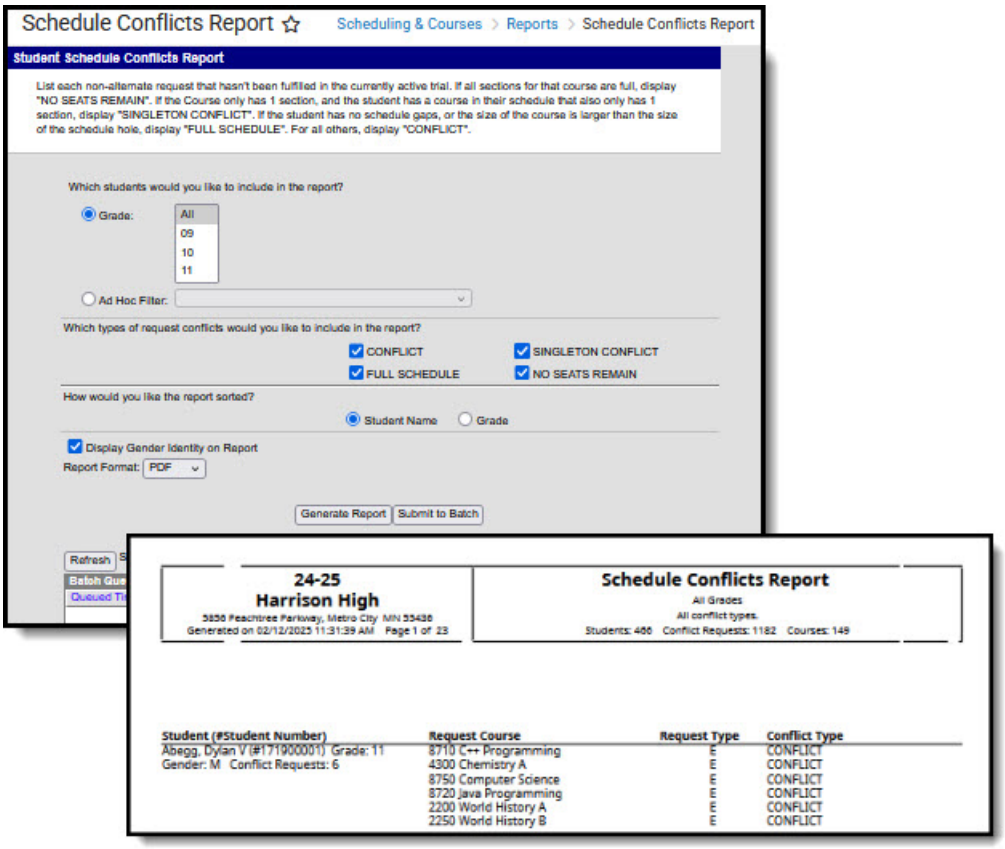


Copyright © 2010-2025 Infinite Campus. All rights reserved.

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...

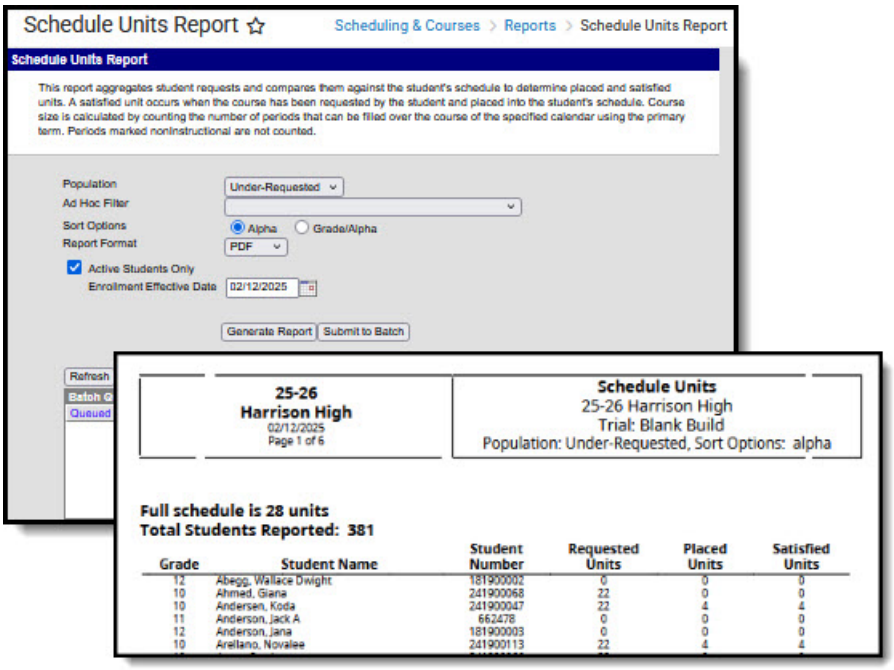


Schedule Units Report

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...

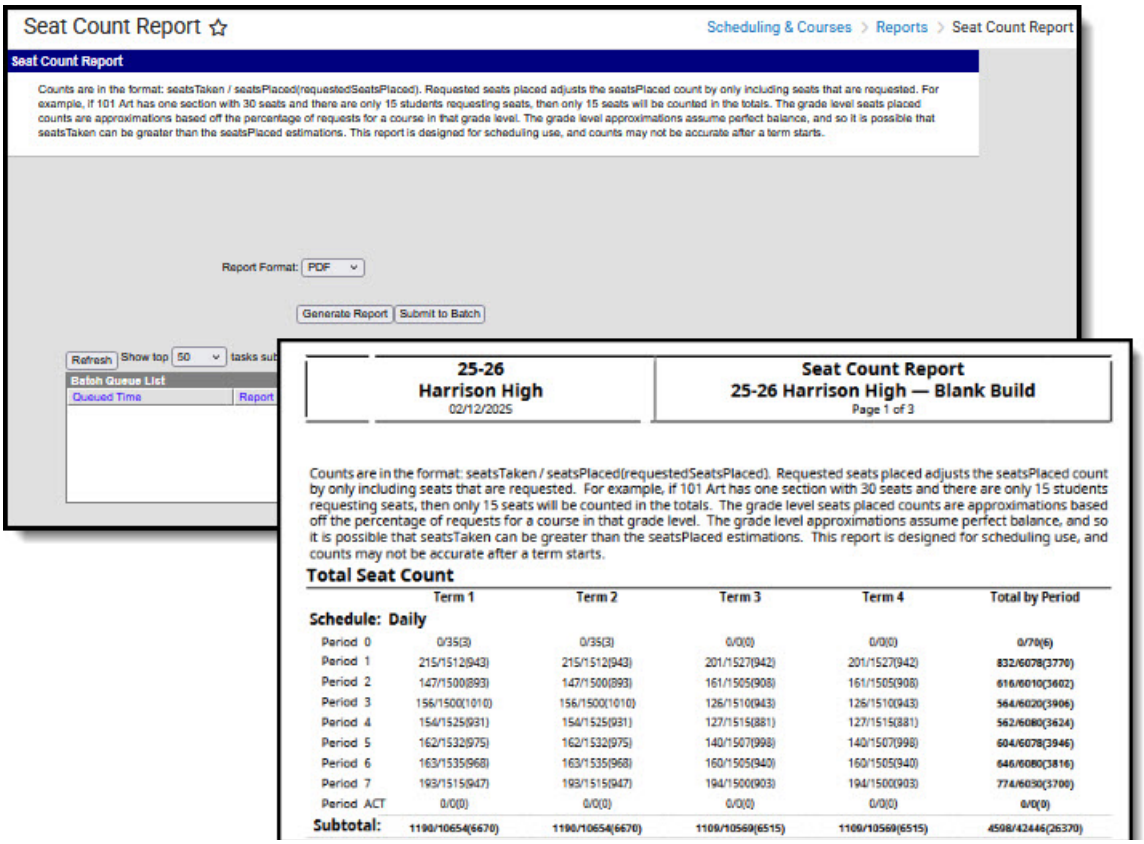
Copyright © 2010-2025 Infinite Campus. All rights reserved.



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...



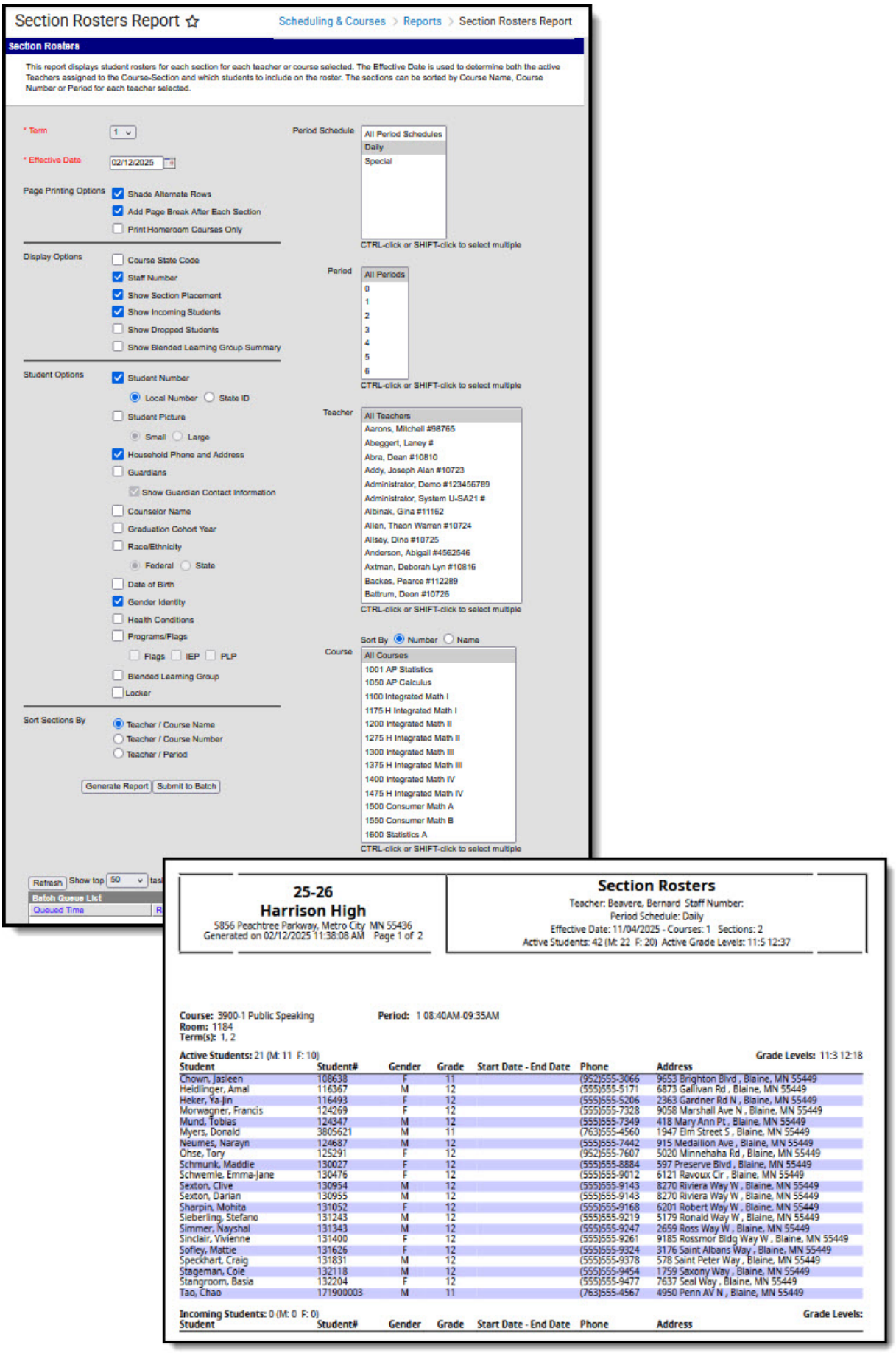
Copyright © 2010-2025 Infinite Campus. All rights reserved.

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...

Copyright © 2010-2025 Infinite Campus. All rights reserved.

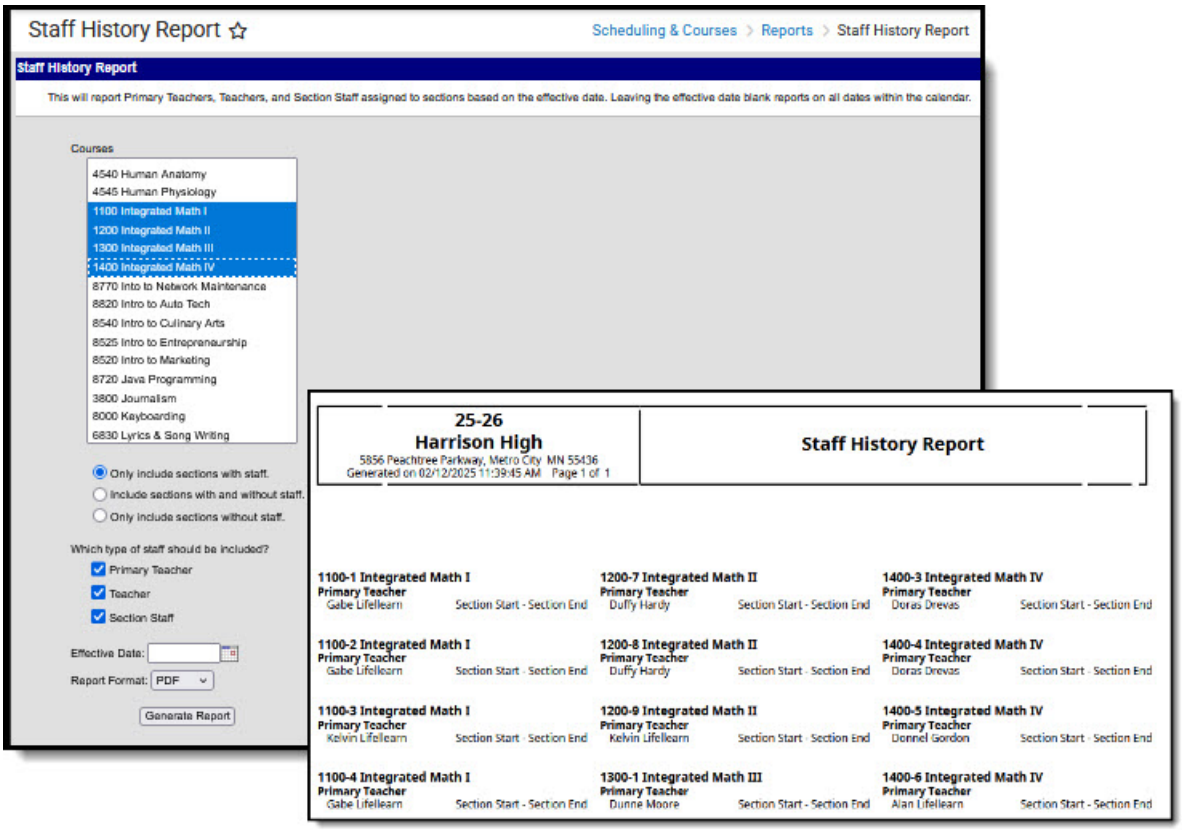


Copyright © 2010-2025 Infinite Campus. All rights reserved.

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...

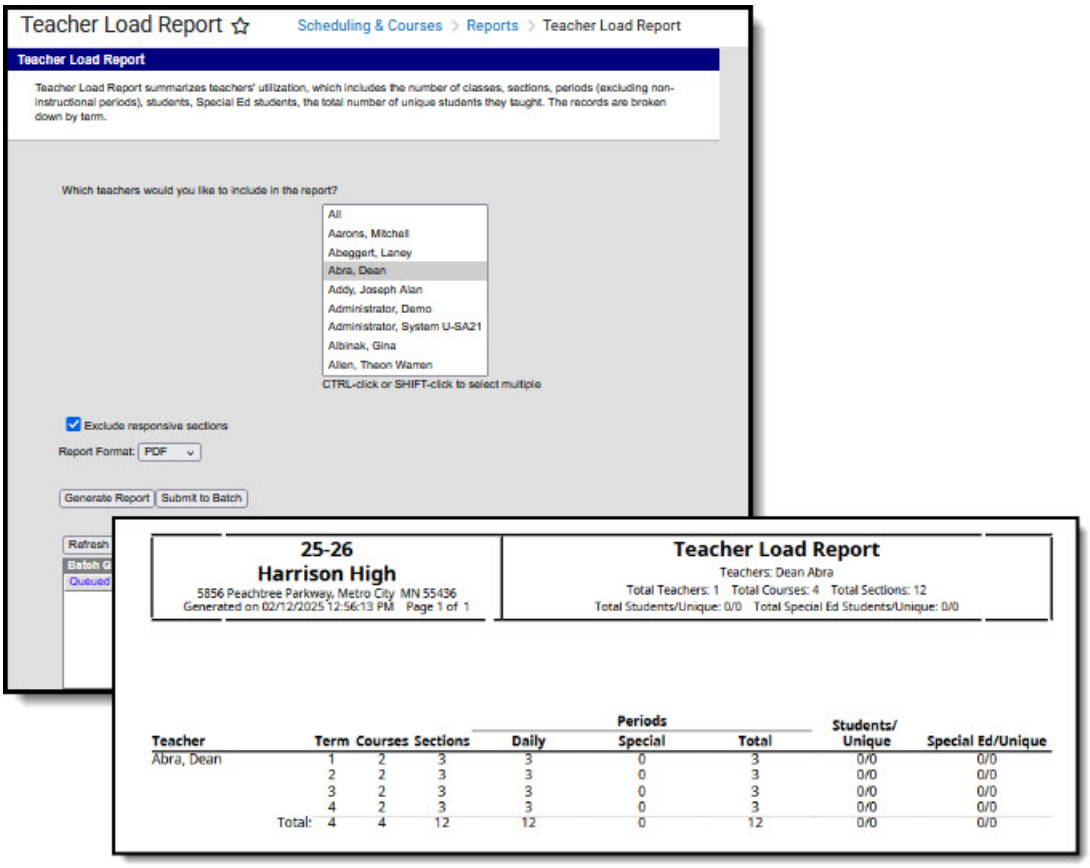


Teacher Load Report

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...

Copyright © 2010-2025 Infinite Campus. All rights reserved.

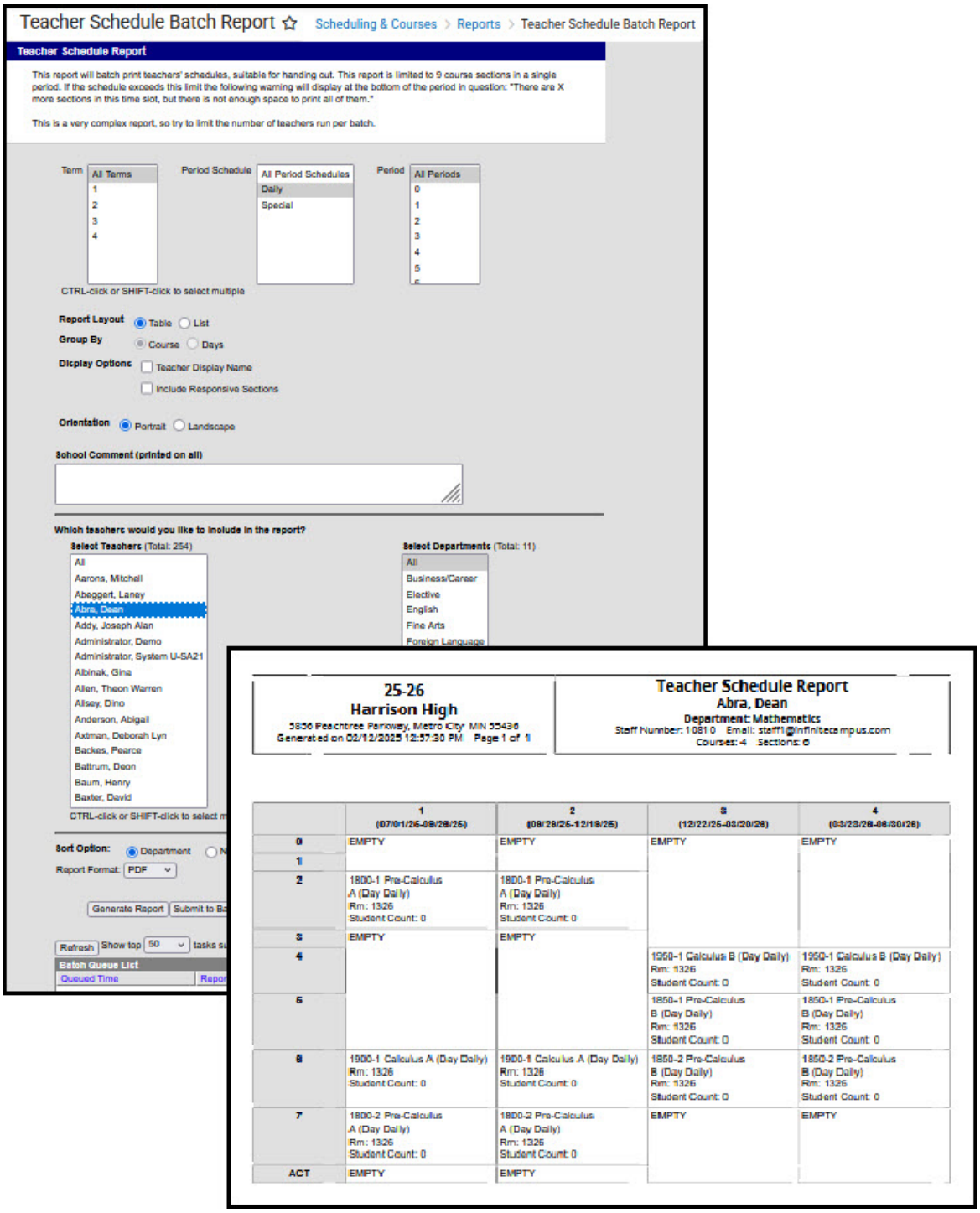


Teacher Schedule Batch Report

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

Click here to expand...

Copyright © 2010-2025 Infinite Campus. All rights reserved.



Suggested User Groups

- Counselors
- Front Office Staff
- Schedulers

See User Groups and Suggested Roles for more information.

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Copyright © 2010-2025 Infinite Campus. All rights reserved.