

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.

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

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...](#)

The screenshot shows the 'Blended Learning Gap/Overlap Report' interface. On the left, there are filter sections: 'Set Up' (Calendars: 2020-21 High School, Report By: Both Gaps | Overlaps), 'Report Options' (Grade Level Filter: All Grades), and 'Format Options' (Format Type: PDF selected, DOCX unselected). The main content area displays the following information:

1234 SCHOOL DISTRICT

Generated on 01/19/2021 02:48:01 PM Page 1 of 2

Blended Learning Groups Gaps/Overlaps
Calendars: 2020-21 Abbott Elementary, 2020-21 Baid Elementary, 2020-21 Chown 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 (selected), PDF, DOCX

[Generate](#)

25-26 Harrison High		Course Projections 25-26 Harrison High									
		Page 1 of 5									
Department: No department assigned											
Course #	Course Name	2026		2027		2028		2029		2030	
		Students	Sections	Students	Sections Needed	Students	Sections Needed	Students	Sections Needed	Students	Sections Needed
0000	Senior Capstone Project	0	0	3	0	4	0	2	0	0	0
0000	See Your Counselor	0	0	0	0	0	0	0	0	0	0
RES100	Test Makeup	0	4	0	0	0	0	0	0	0	0
Department: Business/Career											
Course #	Course Name	2026		2027		2028		2029		2030	
		Students	Sections	Students	Sections Needed	Students	Sections Needed	Students	Sections Needed	Students	Sections Needed
8000	Keyboarding	0	0	108	4	0	0	0	0	0	0
8025	Personal Finance	0	5	190	6	177	6	4	0	0	0

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: Course
 Group
 Output Orientation: Portrait
 Report Format: PDF

[Generate Report](#) [Submit to Batch](#)

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

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												
3100 English 9							57	706	655	1361	2445	1084
3100-1	Lifeflearn, Dave	1161		ALL	Daily	1	7	135	92	227	385	158
3100-2	Lifeflearn, Ian	1174		ALL	Daily	1	1	14	11	25	35	10
3100-3	Lifeflearn, Dave	1175		ALL	Daily	2	1	15	12	27	35	8
3100-4	Lifeflearn, Ian	1176		ALL	Daily	2	2	16	11	27	35	8
3100-5	Lifeflearn, Ian	1161		ALL	Daily	3	1	17	12	29	35	6
3100-6	Lifeflearn, Dave	1175		ALL	Daily	4	0	19	11	30	35	5
3100-7	Lifeflearn, Frank	1174		ALL	Daily	5	1	4	1	5	35	30
3100-8	Lifeflearn, Ian	1161		ALL	Daily	5	0	5	0	5	35	30
3100-9	Lifeflearn, Frank	1174		ALL	Daily	6	0	16	11	27	35	8
3100-10	Lifeflearn, 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												
3175-1	Lifeflearn, Gabe	1227		ALL	Daily	4	0	3	1	4	25	21
3200 English 10												
3200-1	Lifeflearn, Pete	1178		ALL	Daily	1	7	60	152	212	385	173
3200-2	Lifeflearn, Will	1180		ALL	Daily	1	0	3	11	14	35	21
3200-3	Lifeflearn, Pete	1211		ALL	Daily	2	1	10	23	33	35	2
3200-4	Lifeflearn, Pete	1176		ALL	Daily	3	1	6	17	23	35	12
3200-5	Lifeflearn, Will	1175		ALL	Daily	3	0	5	18	23	35	12
3200-6	Lifeflearn, Mike	1180		ALL	Daily	4	1	2	9	11	35	24
3200-7	Lifeflearn, 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...](#)

The screenshot shows the 'Open Rooms Report' interface. At the top, it says 'Rooms Open for Scheduling Report' and provides a brief description: 'This report will list the rooms that are not scheduled with a section per term per period.' Below this are filters for 'Term' (set to 'ALL') and 'Report Format' (set to 'PDF'). There are buttons for 'Generate Report' and 'Submit to Batch'. A date range filter shows 'tasks submitted between 02/04/2025 and 02/11/2025'. The main content area displays a report for '25-26 Harrison High' as of '02/11/2025', titled 'Rooms Available for Scheduling 25-26 Harrison High — Blank Build', which is 'Page 1 of 23'. The report parameters are: Term: 1, Schedule: Daily, Period: 1. A table lists 24 room numbers in a 4x6 grid.

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	1228	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:

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:

[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) v

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
- 1800 Statistics A
- 1850 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 v

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...](#)

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

Course:

- 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 F...
- 1850 F...
- 1900 C...
- 1950 C...

CTRL-c

Ad Hoc Filter:

Sort Options: Alp

Prepare report for duplex print

Report Format: PDF

25-26 Harrison High <small>02/11/2025 03:24:44 PM</small> <small>Page 1 of 5</small>	Request Detail 25-26 Harrison High Blank Build <small>Request Types: Required, Elected</small>
---	--

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	Bhaikta, 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

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					Section Allocation				Diff
		09	10	11	12	T	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?

Output Options

Report Format

[Generate](#)

25-26 Harrison High
02/12/2025

Term: 2

Period	Course
Room 100	
Schedule: Daily	
1	OPEN
2	OPEN
3	OPEN
4	OPEN
5	OPEN
6	OPEN
7	OPEN
Schedule: Special	
1	OPEN
2	OPEN
3	OPEN
4	OPEN
Room 1001	
Schedule: Daily	
1	OPEN

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

Period	Course
5	OPEN
6	OPEN
7	OPEN
Schedule: Special	
1	OPEN
2	OPEN
3	OPEN
4	OPEN
Room 1005	
Schedule: Daily	
1	1100-1 Integrated Math 1
2	1100-2 Integrated Math 1
3	1100-3 Integrated Math 1
4	1100-5 Integrated Math 1
5	1100-6 Integrated Math 1
6	1100-7 Integrated Math 1
7	1100-8 Integrated Math 1
Schedule: Special	

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

OR **Format:** Table, Group By Course

Display Options

Which students would you like to include in the report?

Grade

Ad Hoc Filter

Enrollment Effective Date:

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

Report Format:

[Generate](#)

24-25 Harrison High
8850 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 (08/30/24- 12/20/24)	Term 3 (12/23/24- 03/21/25)	Term 4 (03/24/25- 06/30/25)
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	8760-1 (Day Daily) Robotics Lifileam, Heather Rm: 1005	8760-1 (Day Daily) Robotics Lifileam, Heather Rm: 1005	No Scheduled Course	No Scheduled Course
3	2200-9 (Day Daily) World History A Lifileam, Patricia Rm: 1007	2200-9 (Day Daily) World History A Lifileam, Patricia Rm: 1007	2250-9 (Day Daily) World History B Lifileam, Patricia	2250-9 (Day Daily) World History B Lifileam, 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

24-25
Harrison High
3850 Peachtree Parkway, Metro City MN 55436
Generated on 02/12/2025 11:31:39 AM Page 1 of 23

Schedule Conflicts Report
All Grades
All conflict types
Students: 406 Conflict Requests: 1182 Courses: 149

Student (#Student Number)	Request Course	Request Type	Conflict Type
Abegg, Dylan V (#171900001) Grade: 11 Gender: M Conflict Requests: 6	8710 C++ Programming	e	CONFLICT
	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: Under-Requested
 Ad Hoc Filter:
 Sort Options: Alpha Grade/Alpha
 Report Format: PDF
 Active Students Only
 Enrollment Effective Date: 02/12/2025

Generate Report Submit to Batch

Refresh
 Batch Queue
 Queued

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: PDF

Generate Report Submit to Batch

Refresh Show top 50 tasks
 Batch Queue List
 Queued Time Report

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:	1190/10654(6670)	1190/10654(6670)	1109/10560(6515)	1109/10560(6515)	4598/42446(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

* 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

Period Schedule:

- All Period Schedules
- Daily
- Special

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, Deon #10726

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 III
- 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

Sort Sections By:

- Teacher / Course Name
- Teacher / Course Number
- Teacher / Period

Generate Report Submit to Batch

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: 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 Period: 1 08:40AM-09:35AM
 Room: 1184
 Term(s): 1, 2

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, Narayan	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	
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 Savony Way, Blaine, MN 55449	
Stangroom, Basia	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)

Student	Student#	Gender	Grade	Start Date - End Date	Phone	Address	Grade Levels:
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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...](#)

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

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 Doras 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 Doras 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 Dinnet 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
- Abeggart, 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

Refresh Batch Q Queued

25-26 Harrison High				Teacher Load Report					
5856 Peachtree Parkway, Metro City MN 55436 Generated on 02/12/2025 12:56:13 PM Page 1 of 1				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...](#)

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

Teacher Schedule Report

This report will batch print teachers' schedules, suitable for handing out. This report is limited to 9 course sections in a single period. If the schedule exceeds this limit the following warning will display at the bottom of the period in question: "There are X more sections in this time slot, but there is not enough space to print all of them."

This is a very complex report, so try to limit the number of teachers run per batch.

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

Report Layout: Table List

Group By: Course Days

Display Options: Teacher Display Name
 Include Responsive Sections

Orientation: Portrait Landscape

School Comment (printed on all)

Which teachers would you like to include in the report?

Select Teachers (Total: 254)

- All
- Aarons, Mitchell
- Abeggert, Lancy
- Abra, Dean**
- Addy, Joseph Alan
- Administrator, Demo
- Administrator, System U-SA21
- Abinak, Gina
- Allen, Theon Warren
- Alsey, Dino
- Anderson, Abigail
- Audman, Deborah Lyn
- Backes, Pearce
- Baltrum, Dean
- Baum, Henry
- Baxter, David

Select Departments (Total: 11)

- All
- Business/Career
- Elective
- English
- Fine Arts
- Foreign Language

Sort Option: Department Name

Report Format: PDF

Generate Report Submit to Batch Queue List

Refresh Show top 50 tasks

Batch Queue List Queued Time Report

25-26 Harrison High 3856 Peachtree Parkway, Metro City MN 55436 Generated on 02/12/2025 12:57:30 PM Page 1 of 1		Teacher Schedule Report Abra, Dean Department: Mathematics Staff Number: 10810 Email: staff1@infinitecampus.com Courses: 4 Sections: 0			
	1 (07/01/26-09/29/26)	2 (09/29/26-12/19/26)	3 (12/22/26-03/20/28)	4 (03/23/28-06/09/28)	
0	EMPTY	EMPTY	EMPTY	EMPTY	
1					
2	1800-1 Pre-Calculus A (Day Daily) Rm: 1326 Student Count: 0	1800-1 Pre-Calculus A (Day Daily) Rm: 1326 Student Count: 0			
3					
4			1950-1 Calculus B (Day Daily) Rm: 1326 Student Count: 0	1950-1 Calculus B (Day Daily) Rm: 1326 Student Count: 0	
5			1850-1 Pre-Calculus B (Day Daily) Rm: 1326 Student Count: 0	1850-1 Pre-Calculus B (Day Daily) Rm: 1326 Student Count: 0	
6					
7	1800-2 Pre-Calculus A (Day Daily) Rm: 1326 Student Count: 0	1800-2 Pre-Calculus A (Day Daily) Rm: 1326 Student Count: 0	1850-2 Pre-Calculus B (Day Daily) Rm: 1326 Student Count: 0	1850-2 Pre-Calculus B (Day Daily) Rm: 1326 Student Count: 0	
ACT	EMPTY	EMPTY			

Suggested User Groups

- Counselors
- Front Office Staff
- Schedulers

See [User Groups](#) and [Suggested Roles](#) for more information.

