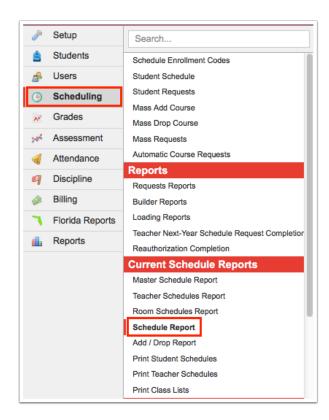
Schedule Report

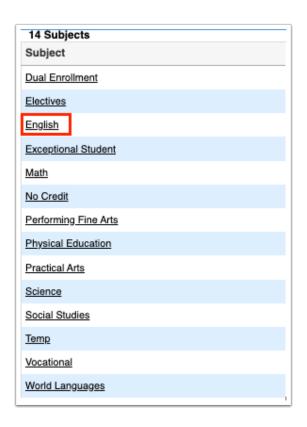
The Schedule Report displays the number of requests, open seats, and total seats for each course and section, and lists students enrolled in each course and section.

Viewing Course Information on the Schedule Report

1. In the Scheduling menu, click Schedule Report.



2. Click the subject in the Subjects list.

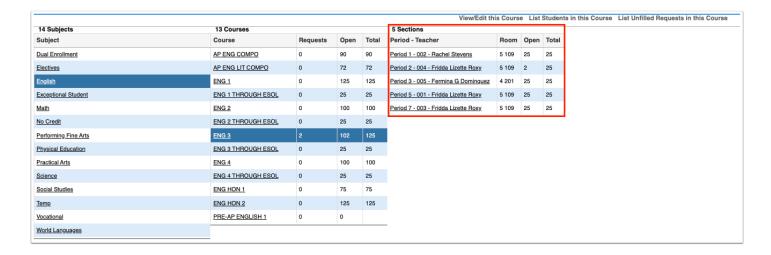


The courses for the selected subject are listed with the number of requests for the course, the number of open seats for the course, and the total number of seats for the course.

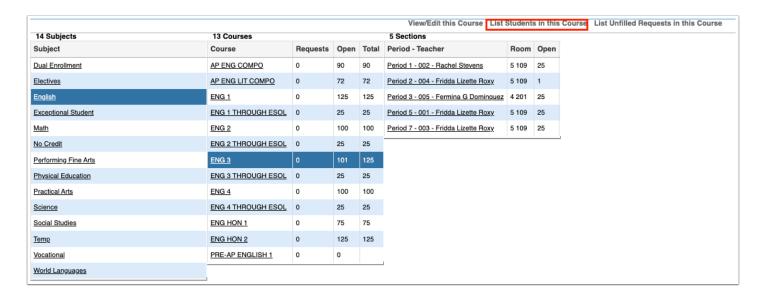
14 Subjects	13 Courses	13 Courses				
Subject	Course	Requests	Open	Total		
<u>Dual Enrollment</u>	AP ENG COMPO	0	90	90		
Electives	AP ENG LIT COMPO	0	72	72		
<u>English</u>	ENG 1	0	125	125		
Exceptional Student	ENG 1 THROUGH ES	SOL 0	25	25		
Math	ENG 2	0	100	100		
No Credit	ENG 2 THROUGH ES	SOL 0	25	25		
Performing Fine Arts	ENG 3	0	101	125		
Physical Education	ENG 3 THROUGH ES	SOL 0	25	25		
Practical Arts	<u>ENG 4</u>	0	100	100		
Science	ENG 4 THROUGH ES	SOL 0	25	25		
Social Studies	ENG HON 1	0	75	75		
<u>Temp</u>	ENG HON 2	0	125	125		
Vocational	PRE-AP ENGLISH 1	0	0			
World Languages						

3. Click the course in the Courses list.

The sections of the course are listed with the room number, number of open seats, and total number of seats.



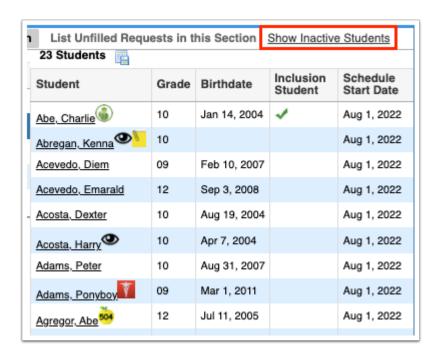
4. To list students enrolled in the course, click **List Students in this Course** at the top of the screen.



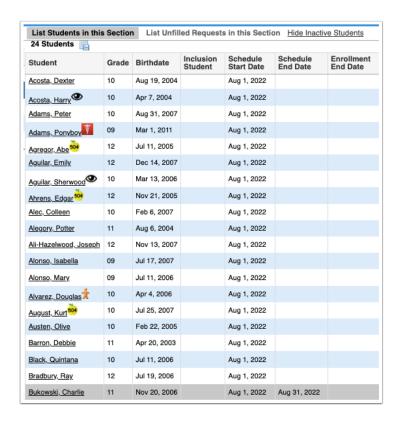
The students enrolled in the course are listed along the right side of the screen, along with their grade level, birthdate, whether they are an inclusion student, and their schedule start date for the course.



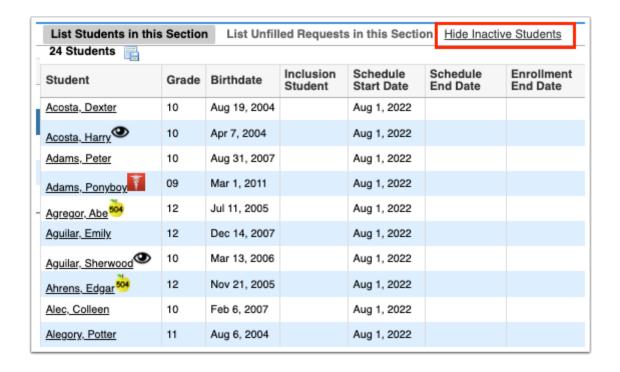
5. To view inactive students in the course, click **Show Inactive Students** at the top-right of the screen.



The list of students is updated to include inactive students. Inactive students are highlighted in gray. The Schedule End Date and Enrollment End Date columns are displayed and list these dates as applicable.

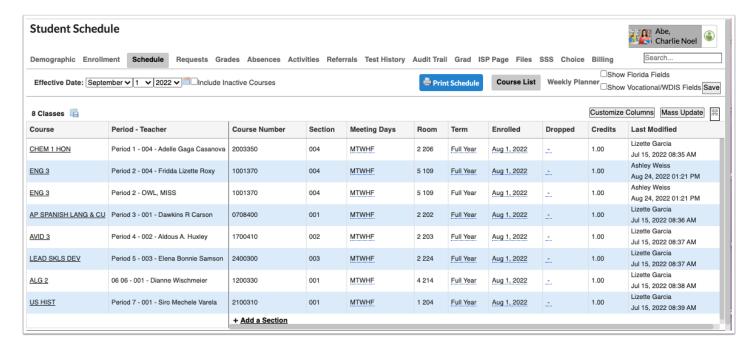


Click Hide Inactive Students to remove inactive students from the list.

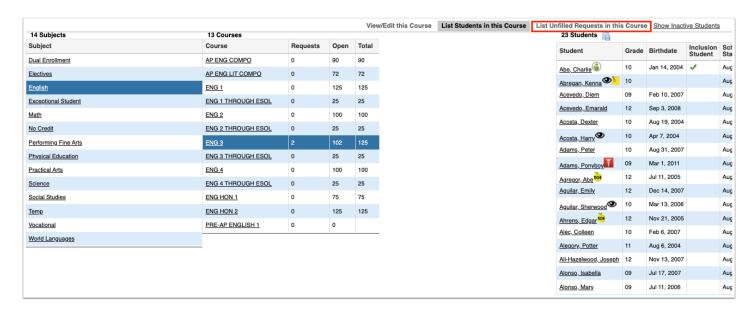


7. Click a student's name to open the student's schedule in a pop-up window, and close the pop-up window when finished.





8. To view unfilled requests in the course, click **List Unfilled Requests in this Course** at the top-right corner of the screen.



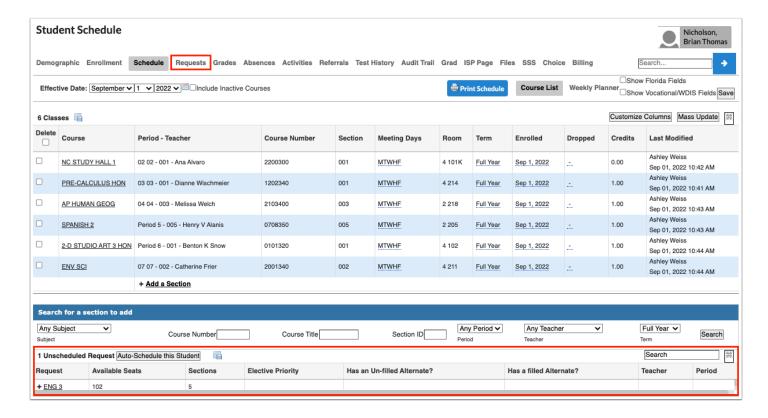
Students with unfilled requests in the course are listed at the right side of the screen, including their grade level and birthdate.



9. Click a student's name to open the student's schedule in a pop-up window.

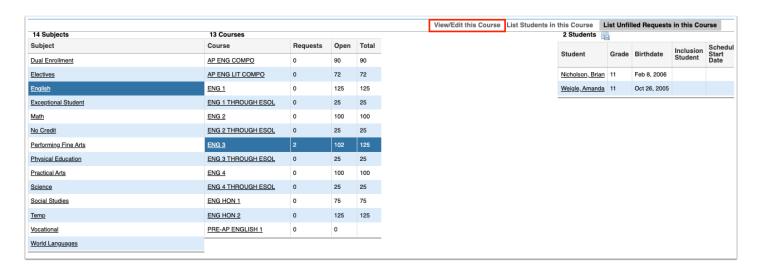


10. Scroll down to the bottom of the screen to view the student's unscheduled requests, or click **Requests** at the top of the screen to view the Student Requests screen.

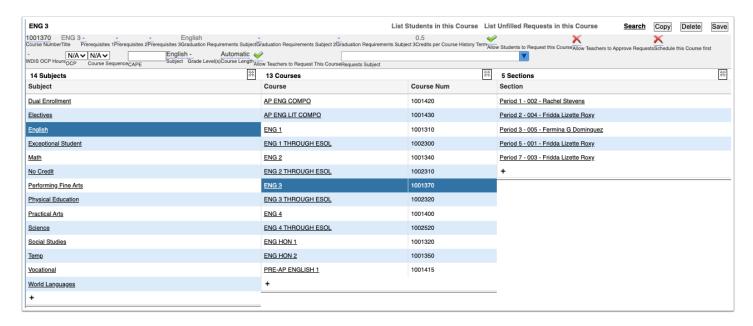


11. Close the pop-up window when finished.

12. To view the course's information in Courses & Sections, click **View/Edit this Course** at the top of the screen.



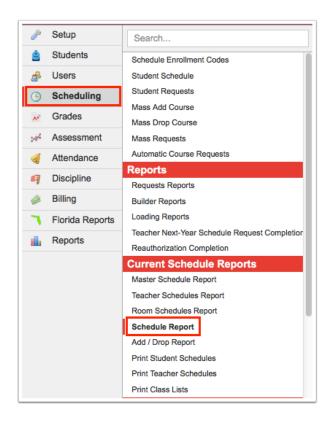
The Courses & Sections screen is displayed with the course information.



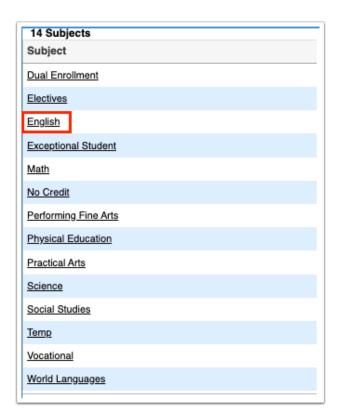
13. Make any necessary changes to the course if needed and click Save.

Viewing Section Information on the Schedule Report

1. In the Scheduling menu, click Schedule Report.



2. Click the subject in the Subjects list.

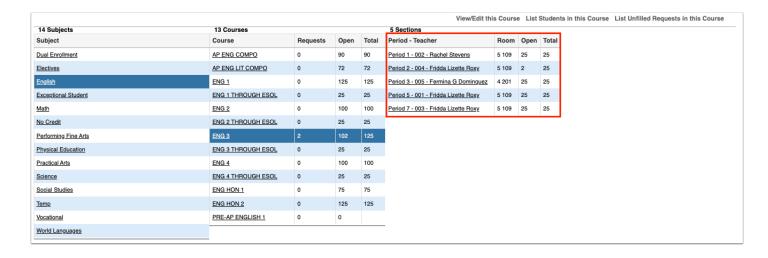


The courses for the selected subject are listed with the number of requests for the course, the number of open seats for the course, and the total number of seats for the course.

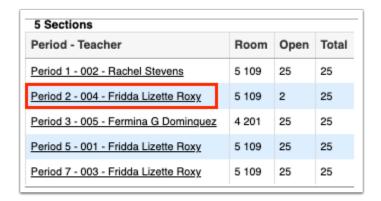
Subject	Course	Requests	Open	Total
Dual Enrollment	AP ENG COMPO	0	90	90
Electives	AP ENG LIT COMPO	0	72	72
<u>English</u>	ENG 1	0	125	125
Exceptional Student	ENG 1 THROUGH ESOL	0	25	25
Math	ENG 2	0	100	100
No Credit	ENG 2 THROUGH ESOL	0	25	25
Performing Fine Arts	ENG 3	2	102	125
Physical Education	ENG 3 THROUGH ESOL	0	25	25
Practical Arts	ENG 4	0	100	100
Science	ENG 4 THROUGH ESOL	0	25	25
Social Studies	ENG HON 1	0	75	75
<u>Temp</u>	ENG HON 2	0	125	125
Vocational	PRE-AP ENGLISH 1	0	0	
World Languages		-	-	

3. Click the course in the Courses list.

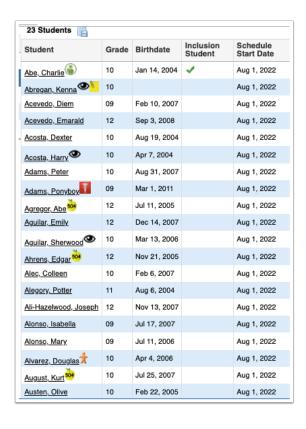
The sections of the course are listed with the room number, number of open seats, and total number of seats.



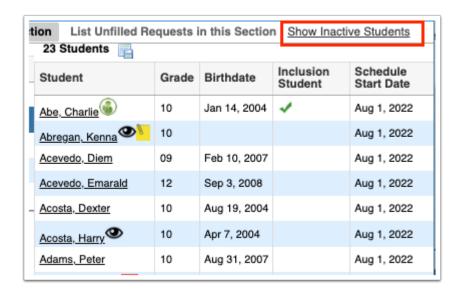
4. Click a section to view a list of students enrolled in the section.



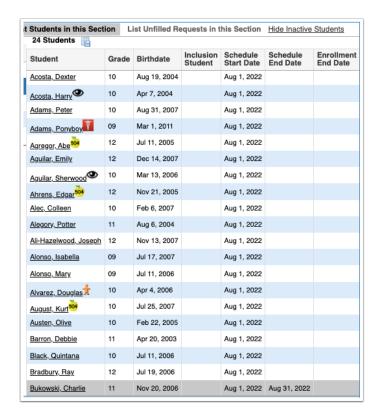
The students enrolled in the section are displayed at the right side of the screen, along with their grade level, birthdate, whether they are an inclusion student, and their schedule start date for the section.



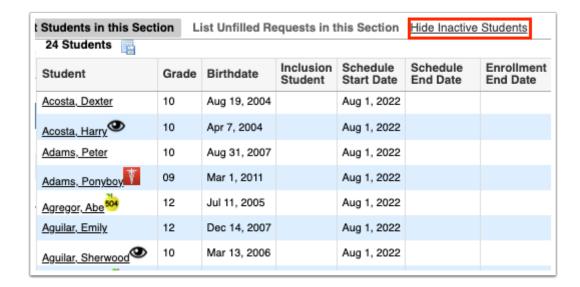
5. To view inactive students in the course, click **Show Inactive Students** at the top-right of the screen.



The list of students is updated to include inactive students. Inactive students are highlighted in gray. The Schedule End Date and Enrollment End Date columns are displayed and list these dates as applicable.

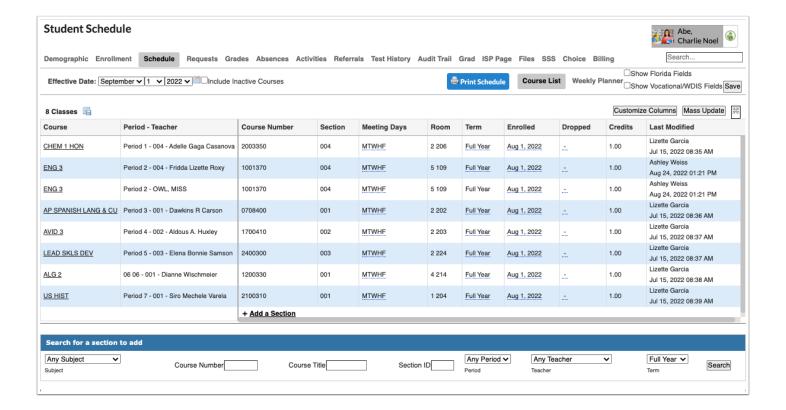


6. Click Hide Inactive Students to remove inactive students from the list.

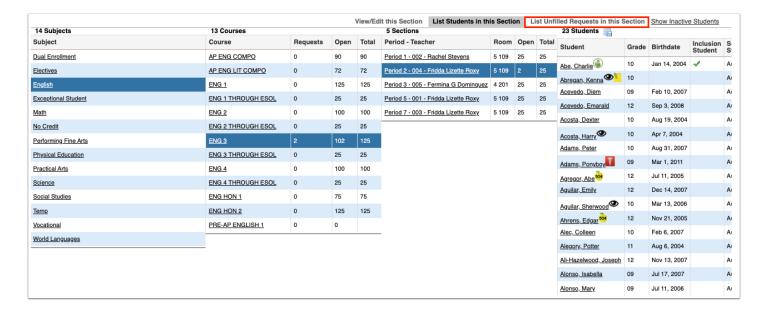


7. Click a student's name to open the student's schedule in a pop-up window, and close the pop-up window when finished.





8. To view unfilled requests in the section, click **List Unfilled Requests in this Section** at the top-right corner of the screen.



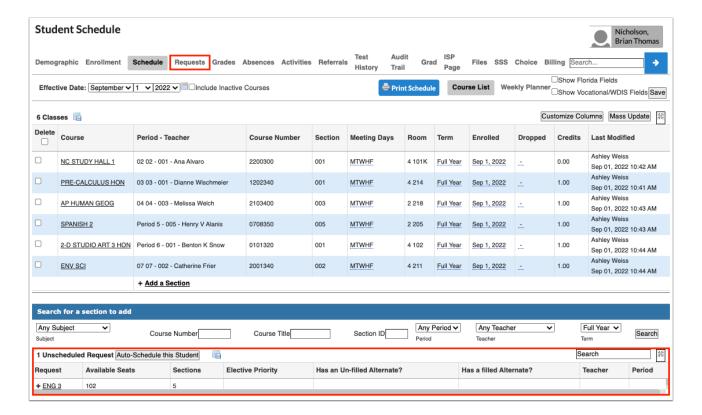
Students with unfilled requests in the section are listed at the right side of the screen, including their grade level and birthdate.



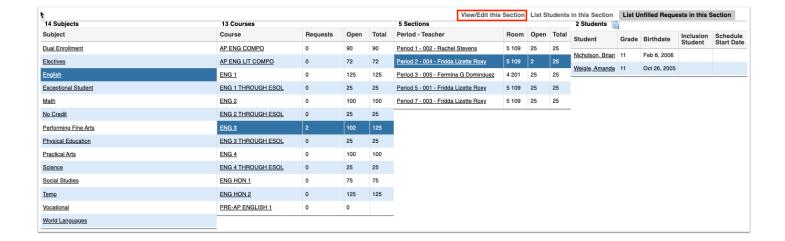
9. Click a student's name to open the student's schedule in a pop-up window.



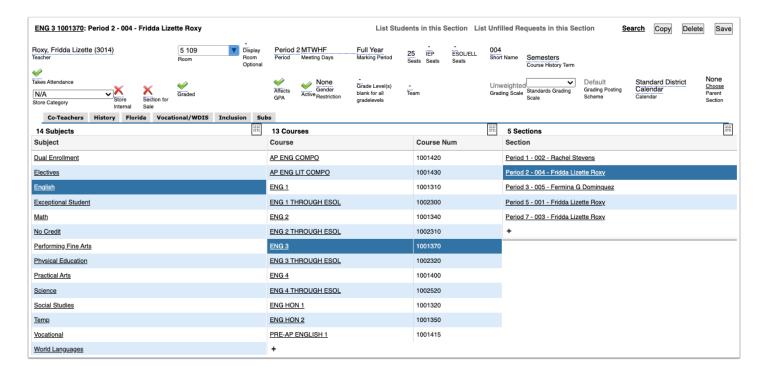
10. Scroll down to the bottom of the screen to view the student's unscheduled requests, or click **Requests** at the top of the screen to view the Student Requests screen.



- 11. Close the pop-up window when finished.
- **12.** To view the section's information in Courses & Sections, click **View/Edit this Section** at the top of the screen.



The Courses & Sections screen is displayed with the section information.



11. Make any necessary changes to the section if needed and click **Save**.