# **Loading Reports**

The Loading Reports allow the scheduling team to review student requests that were scheduled or not scheduled. These reports are used during the building process to adjust the location of sections to accommodate unfilled requests and then are used during the cleanup process to ensure all students are completely scheduled without conflict.

### Viewing the Courses with Unfilled Requests Report

The Courses with Unfilled Requests report displays a list of courses that have unfilled requests.

#### 1. In the Scheduling menu, click Loading Reports.

P	Setup	Search
ŝ	Students	Schedule Enrollment Codes
\$	Users	Student Schedule
٩	Scheduling	Student Requests
A#	Grades	Mass Add Course
A*	Glades	Mass Drop Course
*	Assessment	Mass Requests
	Attendance	Automatic Course Requests
9	Discipline	Reports
-0	Diocipinio	Requests Reports
	Billing	Builder Reports
7	Florida Reports	Loading Reports
	Reports	Teacher Next-Year Schedule Request Completion
		Reauthorization Completion

The Courses with Unfilled Requests tab is opened by default. This report displays the course name, course number, subject, number of unfilled requests, number of sections, number of available seats, and number of requested seats. If the number of unfilled requests equals the difference between the number of requested seats and available seats, that is expected. If there are enough seats, but a lot of requests are still not filled, this indicates an issue with the master schedule. If the number of requested seats is greater than the number of available seats, then the scheduling team needs to determine if more sections are needed or if seat counts should be increased. If there are just a few students with unfilled requests, then their schedules need to be looked at by the scheduling team.

Students with Incomplete Schedules	Students with C	Conflicting Schedules								
Courses with Unfilled Requests Ove	erfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled						
67 Courses with Unfilled Requests 🙀										
Course	Course Number	Subject	Num	ber of Unfilled Requests	Sections	Available Seats	<b>Requested Seats</b>			
THEATRE 1	0400310	Performing Fir	ne Arts 10		1	35	25			
TEAM SPRTS 1	1503350	Physical Educ	ation <u>10</u>		2	70	57			
LEAD SKLS DEV	2400300	Electives	<u>8</u>		2	50	38			
AP PSYCH	2107350	Social Studies	Z		3	125	67			
COMPRE LAW STUDIES	2106370	Social Studies	Z		1	40	28			
PERS,CAR,SCH DEV 1	0500500	Electives	<u>6</u>		7	200	187			
CRIT THINK ST SKLS	1700370	Electives	<u>6</u>		1	35	26			

**2.** Click on the course name link to view the course information in the Courses & Sections screen, opened in a new tab. Add or adjust sections as needed. Close the tab when finished.

Students with Incomplete Schedu	les Students with	Conflicting Schedules					
<b>Courses with Unfilled Requests</b>	Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled			
67 Courses with Unfilled Reque	sts 📑						Search 😹
Course	Course Numbe	r Subject	Num	ber of Unfilled Requests	Sections	Available Seats	Requested Seats
THEATRE 1	0400310	Performing Fin	ie Arts <u>10</u>		1	35	25
TEAM SPRTS 1	1503350	Physical Educa	ation <u>10</u>		2	70	57
LEAD SKLS DEV	2400300	Electives	<u>8</u>		2	50	38
AP PSYCH	2107350	Social Studies	Z		3	125	67
COMPRE LAW STUDIES	2106370	Social Studies	Z		1	40	28
PERS,CAR,SCH DEV 1	0500500	Electives	<u>6</u>		7	200	187
CRIT THINK ST SKLS	1700370	Electives	<u>6</u>		1	35	26
DIG VID PROD 3	8772430	Practical Arts	<u>6</u>		2	50	27

THEATRE 1	List Students in this Co	urse List U	nfilled Requ	ests in this	Course	5	earch	Copy	Dele	te	Save
0400310 THEATRE Course 1 Number Title	Prerequisites		Performing Fine Arts Graduation Requirements Subject	Graduation Requirements	Graduation Requirements Subject 3	1.0 Credits per Course History Term	Allow Students to Request this Course	to	Schedule this Course first	0 WDIS OCP Hours	CAPE
12 Subjects	H	18 Courses			No.	1 Sect	ion				
Subject		Course		Course	Num	Section	n				
Electives		ACTING 4 HC	<u>N</u>	0400400		Period 5	5 - 001 - 2	Zarina L B	orchert		
English		AP ART/DRAV	W PORT	0104300		+					
Exceptional Student		BAND 1		1302300							
Math		BAND 2		1302310							
No Credit		BAND 3		1302320							
Performing Fine Arts		BAND 5 HON		1302340							
Physical Education		BAND 6 HON		1302350							

**3.** Click the number of unfilled requests link to view a list of the students with unfilled requests for the course in a new tab.

Students with Incomplete Schedules	Students with C	Conflicting Schedules									
Courses with Unfilled Requests Ov	erfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled							
67 Courses with Unfilled Requests	77 Courses with Unfilled Requests 🙀										
Course	Course Number	Subject	Num	ber of Unfilled Requests	Sections	Available Seats	Requested Seats				
THEATRE 1	0400310	Performing Fin	e Arts 10		1	35	25				
TEAM SPRTS 1	1503350	Physical Educa			2	70	57				
LEAD SKLS DEV	2400300	Electives	<u>8</u>		2	50	38				
AP PSYCH	2107350	Social Studies	Z		3	125	67				
COMPRE LAW STUDIES	2106370	Social Studies	Z		1	40	28				
PERS,CAR,SCH DEV 1	0500500	Electives	<u>6</u>		7	200	187				
CRIT THINK ST SKLS	1700370	Electives	<u>6</u>		1	35	26				
DIG VID PROD 3	8772430	Practical Arts	<u>6</u>		2	50	27				

If the list has more students than the number displayed on the report, this indicates that some of the students entered this request as an alternate. Review the Priority column to determine which requests are alternate requests (priority greater than 1).

Student Requests				
Search Screen Simple List Customized List	t			
Not Scheduled Into: THEATRE 1 Requested: THEATRE 1				
73 Students			Search	74457
Student	Student ID	Grade	Priority	
Adams, Esau Bryn	00059960	09	6	
Ahrens, Brian 🖈	00004514	12	4	
Alaniz, Daniel	00049627	11	3	
Alonso, Gioseppina	00044328	11	5	
Baker, Eudoxia Alexandra	00020252	09	4	
Baker, Scott Ann	00059108	09	2	
Baldwin, Gabriella David	00022217	12	4	
Ballesteros, Ángela	00038616	11	4	
Bell, Giselle Nicholas R	00061591	09	2	

**4.** Click a student's name to view his/her requests.

Student Requests			
Search Screen Simple List Customized List			
Not Scheduled Into: THEATRE 1 Requested: THEATRE 1			
73 Students		5	Search X
Student	Student ID	Grade	Priority
Adams, Esau Bryn	00059960	09	6
Ahrens, Brian 🖈	00004514	12	4
Alaniz, Daniel 🗙	00049627	11	3
Alonso, Gioseppina	00044328	11	5
Baker, Eudoxia Alexandra	00020252	09	4
Baker, Scott Ann	00059108	09	2
Baldwin, Gabriella David	00022217	12	4

graphic	Enrollment Schedule	Reques	sts Grade	s Absend	ces Activ			udit Grad ′ail	ISP Files S Page	SSS Choice	Billing Search	→
									Auto-Schedule this	Student 🗌 🗆 Incl	ude Inactive 🗌 Cour	ses For All Grade Lev
uests And	d 2 Alternates							Pri	or Primary School	2022-2023 (G	rade 09) Focus Hig	h School - 0041
										Approved by Cou	nselor: 🗌 Locked	for Students: 🗌
ort 🖳	Filter: OFF											
		Credits	Course #	Schedule First \$	Elective Priority \$	Term 🛊	Inclusion 🛊	With Teacher	Without Teacher	With Period	Without Period	Approved By Tea
	ENG 1 (1001310)	1.00	1001310				0					
	ALG 1 (1200310)	1.00	1200310 (ĵ)									
	BIO 1 (2000310)	1.00	2000310									
	WORLD HIST (2109	1.00	2109310 (ĵ)									
	SPANISH 1 (0708340)	1.00	0708340		1							
	BAND 1 (1302300)	1.00	1302300		2							
	THEATRE 1 (0400310)	1.00	0400310		3							
	TEAM SPRTS 1 (150	1.00	1503350									
	iests Andredits Ar	Itests And 2 Alternates redits And 6.00 Units           Course \$           ENG 1 (1001310) Y           ENG 1 (1200310) Y           BIO 1 (2000310) Y           WORLD HIST (2109 Y           SPANISH 1 (0708340) Y           BAND 1 (1302300) Y           HEARTE 1 (0400310) Y	Course \$         Credits \$           ENG 1 (1001310) Y         1.00           ALG 1 (1200310) Y         1.00           BIO 1 (2000310) Y         1.00           HALG 1 (1200310) Y         1.00           HALG 1 (1302300) Y         1.00           HEAND 1 (1302300) Y         1.00           HEAND 1 (1302300) Y         1.00	Lests And 2 Alternates redits And 6.00 Units	Itests And 2 Alternates         Tests And 6.00 Units         Filter: OFF         Course ‡       Credits ‡       Course # ‡       Schedule         Image: Course ‡       Credits ‡       Course # ‡       Schedule         Image: Course ‡       Credits ‡       Course # ‡       Schedule         Image: Course ‡       Credits ‡       Course # ‡       Schedule         Image: Course ‡       Image: Course # ‡       Schedule       Image: Course # ‡       Schedule         Image: Course ‡       Credits ‡       Course # ‡       Schedule       Image: Course # ‡       Schedule         Image: Course ‡       Image: Course # ‡       Schedule       Image: Course # ‡       Schedule         Image: Course ‡       Image: Course # ‡       Schedule       Image: Course # ‡       Schedule         Image: Course ‡       Image: Course # ‡       Schedule       Image: Course # ‡       Schedule         Image: Course # ‡       Image: Course # ‡       Schedule       Image: Course # ‡       Schedule         Image: Course # ‡       Image: Course # ‡       Schedule       Image: Course # ‡       Schedule         Image: Course # ‡       Schedule       Image: Course # ‡       Schedule       Image: Course # ‡       Schedule         Ima	Course \$       Credits \$       Course # \$       Schedule First \$       First \$ <th< td=""><td>Image: state indicating intervals       Image: state intervals       Image: state intervals       Image: state intervals         Image: state intervals       Filter:       OFF         Image: state intervals       Filter:       OFF         Image: state intervals       Image: state intervals       Schedule       Elective       Term ‡         Image: state intervals         Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals         Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals       Image: state intervals<td>Image: Problement Schedule       Requests       Grades       Adsences       Activities       History       Transform         rests And 2 Alternates       Filter:       OFF       Filter:       OFF       Inclusion ‡         Course ‡       Credits ‡       Course # 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**5.** Click **Schedule** at the top of the screen to view the student's schedule. Reviewing the student's schedule may be helpful in determining possible reasons why the request was unfulfilled.

Demog	raphic Enrollr	nent Schedule Requests Grades	Absences Activities	Referrals Test H	istory Audit Ti	rail Grad ISP Page	Files SSS	Choice Billi	ng				Search >
Effect	ive Date: Augus	t V 10 V 2023 V CInclude Inactive	e Courses						e	Print Schedule	Course List We	akly Dianner	Show Florida Fields Show Vocational/WDIS Fields Save
6 Class	ses 🖪									Р	rior Primary Scho	-	Grade 09) Focus High School - 0041 mize Columns Mass Update (#)
Delete		Period - Teacher	Course	Number	Section	Meeting Days	Room	Term	î	Enrolled	Dropped	Credits	Last Modified
	ENG 1	Period 1 - 004 - Lizette Carol Velasco	1001310		004	MTWHE	2 223	Full Year	T.	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
	WORLD HIST	Period 2 - 004 - Nora Robin Abernathy	2109310		004	MTWHE	1 207	Full Year	ſ	Aug 10, 2023		1.00	Ashley Weiss Mar 06, 2023 03:26 PM
	ALG 1	Period 3 - 002 - Alonso Mario Fonseca	1200310		002	MTWHE	2 215	Full Year	T.	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
	TEAM SPRTS 1	Period 4 - 001 - Tiffany B Capote	1503350		001	MTWHE	2 113	Full Year	T.	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
	BIO 1	Period 5 - 001 - Marty Bryde Ceballos	2000310		001	MTWHE	4 206	Full Year	T.	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
	SPANISH 1	Period 7 - 004 - Dawkins R Carson	0708340		004	MTWHE	2 202	Full Year	ſ	Aug 10, 2023		1.00	Ashley Weiss Mar 06, 2023 03:26 PM
		+ Add a Section											
Searc	h for a section	to add											
Any S Subject	ubject 🗸	] Course Nu	mber	Course Title		Section I		Any Period V Period	·	Any Teacher Teacher	~	Full	Year V Search
		Auto-Schedule this Student											Search
+ THEA		Available Seats	Sections	Elective Priority		Has an Un-filled Alter	nate?			Has a filled Alterna	ate?		Teacher Period
+ IHEA		25	1	2									
- Drove				-									

If you make a change to a student's schedule and then re-run the Scheduler, this will undo the change.

### Viewing the Overfilled Sections Report

The Overfilled Sections report displays sections where the number of filled seats exceeds the number of available seats. This report helps determine if more sections are needed or if seat counts need to be adjusted within sections. The Scheduler will not overfill sections, so the overfilled seats are as a result of a manual override of a seat limit (students manually scheduled into a section that is full) or the seat count was changed on the section after running the Scheduler.

1. In the Scheduling menu, click Loading Reports.

P	Setup	Search
ŝ	Students	Schedule Enrollment Codes
æ	Users	Student Schedule
٩	Scheduling	Student Requests
		Mass Add Course
٨+	Grades	Mass Drop Course
*	Assessment	Mass Requests
	Attendance	Automatic Course Requests
<b>#</b> 31	Discipline	Reports
9	Discipline	Requests Reports
	Billing	Builder Reports
٦	Florida Reports	Loading Reports
	Reports	Teacher Next-Year Schedule Request Completion
	Toporto	Reauthorization Completion

#### 2. Click the Overfilled Sections tab.

The report displays the subject, course name, course number, section name, number of filled seats, number of available seats, and number of overfilled seats for each overfilled section.

<b>Courses with Unfilled</b>	Requests Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Schedu	led				
9 Overfilled Sections	5 📑	_				Search			
Subject	Course	Course Number	Section		Filled Seats	Available Seats	Overfilled By		
Physical Education	WEIGHT TRAIN 2	1501350	Period 5 - S2 - 004 -	Castellanos	15		15		
Physical Education	HOPE-PE V	1506320	Period 3 - 005 -	Guillen	35	30	5		
Electives	PERS,CAR,SCH DEV 1	0500500	Period 3 - 010 -	Duarte	27	25	2		
No Credit	NC STUDY HALL 1	2200300S	Period 1 - 101 SS -	Matos	27	25	2		
Performing Fine Arts	CERAM/POT 1	0102300	Period 3 - 001 -	Lara	26	25	1		
Electives	PERS,CAR,SCH DEV 1	0500500	Period 6 - 013 -	Jackson	26	25	1		
World Languages	SPANISH 1	0708340	Period 3 - 010 -	Caraballo	31	30	1		
Practical Arts	DIG VID PROD 1	8772410	Period 2 - 003 -	Robles	41	40	1		
Social Studies	AP U.S. HIST	2100330	Period 1 - 004 -	Mitchell	31	30	1		

**3.** Click the course name link to open the course information in the Courses & Sections screen, opened in a new tab. Add additional sections or seats to sections as needed. Close the tab when finished.

Courses with Unfilled	Requests Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Schedu	led		
9 Overfilled Section	ns 📑	-				Searc	ch 📓
Subject	Course	Course Number	Section		Filled Seats	Available Seats	Overfilled By
Physical Education	WEIGHT TRAIN 2	1501350	Period 5 - S2 - 004 - I	Castellanos	15		15
Physical Education		1506320	Period 3 - 005 -	Guillen	35	30	5
Electives	PERS,CAR,SCH DEV 1	0500500	Period 3 - 010 -	Duarte	27	25	2
No Credit	NC STUDY HALL 1	2200300S	Period 1 - 101 SS -	Matos	27	25	2
Performing Fine Arts	CERAM/POT 1	0102300	Period 3 - 001 -	Lara	26	25	1
Electives	PERS,CAR,SCH DEV 1	0500500	Period 6 - 013 -	Jackson	26	25	1
World Languages	SPANISH 1	0708340	Period 3 - 010 -	Caraballo	31	30	1
Practical Arts	DIG VID PROD 1	8772410	Period 2 - 003 -	Robles	41	40	1
Social Studies	AP U.S. HIST	2100330	Period 1 - 004 -	Mitchell	31	30	1

HOPE-PE V List Stude	ents in this Course List Unfilled Req	uests in this Course	Search Copy Delete Sa
1506320 HOPE- Course PE V Number Title Prerequisites	Education G Graduation F Requirements S Subject	Graduation Graduation Requirements Requirements Subject 2 Subject 3	1.0 Credits per Students Term History Term Course
12 Subjects	11 Courses	22	3 Sections
Subject	Course	Course Num	Section
Electives	COMPRE FIT	1501390	Period 3 - 005 - Guillen
English	FIT ISSUES FOR ADOL	1501320	Period 5 - 004 - I Guillen
Exceptional Student	FIT LIFST DESIGN	1501310	Period 7 - 006 - Guillen
Math	HOPE-PE V	1506320	+
No Credit	INDIV/DUAL SPRTS 1	1502410	
Performing Fine Arts	INDIV/DUAL SPRTS 2	1502420	
Physical Education	TEAM SPRTS 1	1503350	

**4.** Click the section name link to open the section information in the Courses & Sections screen, opened in a new tab. Add additional seats as needed. Close the tab when finished.

Courses with Unfilled I	Requests Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Schedu	lled		
9 Overfilled Sections				······		Search	1985
Subject	Course	Course Number	Section		Filled Seats	Available Seats	Overfilled By
Physical Education	WEIGHT TRAIN 2	1501350	Period 5 - S2 - 004 -	Castellanos	15		15
Physical Education	HOPE-PE V	1506320	Period 3 - 005 -	Guillen	35	30	5
Electives	PERS,CAR,SCH DEV 1	0500500	Period 3 - 010 -	Duarte	27	25	2
No Credit	NC STUDY HALL 1	2200300S	Period 1 - 101 SS -	Matos	27	25	2
Performing Fine Arts	CERAM/POT 1	0102300	Period 3 - 001 -	Lara	26	25	1
Electives	PERS,CAR,SCH DEV 1	0500500	Period 6 - 013 -	Jackson	26	25	1
World Languages	SPANISH 1	0708340	Period 3 - 010 -	Caraballo	31	30	1
Practical Arts	DIG VID PROD 1	8772410	Period 2 - 003 -	Robles	41	40	1
Social Studies	AP U.S. HIST	2100330	Period 1 - 004 -	Mitchell	31	30	1

HOPE-PE V 1506320: Period 3 - 005 - Guillen				st Students ction	t Unfilled Requests in s Section			Search Copy Delete Save			
Guillen, 2 Teacher Roo	113 <b>V</b>	Display	Period 3 Period	MTWHF Meeting Days	S	Full Year Marking Period	30 Seats	- SPED Seats	005 Short Name	Full Year Course History Term	
Takes Grad	ied	7	Affects GPA	None Gender Restriction	Grade Level(s) blank for all gradelevels	Unweighted Grading Scale	Unwe Standar Grading		Default Grading Posting Scheme	Standard District Calendar Calendar	None Choose Parent Section
Co-Teachers	History Flo			/WDIS In	nclusion		Decit.				Tax 1
12 Subjects			選 1	1 Courses			R	3 Se	ctions		
Subject			c	ourse		Course Nun	וו	Section	on		
Electives			C	OMPRE FIT		1501390		Period	3 - 005 -	Guillen	
English			E	IT ISSUES F	OR ADOL	1501320		Period	5 - 004 -	Guillen	
Exceptional Stude	nt		E	IT LIFST DES	SIGN	1501310		Period	7 - 006 -	Guillen	
Math			H	<u>OPE-PE V</u>		1506320		+			

# Viewing the Underfilled Sections Report

The Underfilled Sections report displays sections that have fewer than 50% of available seats filled. This report helps determine if the section may need to be moved to a different period in the day or combined with another section of the same course. Students must be removed from a section before deleting a section. The report will not accurately reflect underfilled sections if all requests were not entered when the Scheduler was run.

### 1. In the Scheduling menu, click Loading Reports.

P	Setup	Search
ŝ	Students	Schedule Enrollment Codes
æ	Users	Student Schedule
٩	Scheduling	Student Requests
	-	Mass Add Course
٨+	Grades	Mass Drop Course
*	Assessment	Mass Requests
	Attendance	Automatic Course Requests
a	Discipline	Reports
-1	Discipline	Requests Reports
	Billing	Builder Reports
7	Florida Reports	Loading Reports
	Reports	Teacher Next-Year Schedule Request Completion
		Reauthorization Completion

### 2. Click the Underfilled Sections tab.

The report displays the course name, course number, section name, section number, total seats, and filled seats.

<b>Courses with Unfilled Requests</b>	<b>Overfilled Sections</b>	Underfilled Sections Unfilled Requests	Percentage of Students Scheduled		
These sections have fewer than requests might get filled. 23 sections 🙀	1 50% of available se	ats filled, despite many unfilled requests	You might consider moving these se		period where more
Course	Course Num	Section	Section Num	Total Seats	Filled Seats
AVID 3	1700410	Period 5 - 001 - Garcia	001	25	12
WEIGHT TRAIN 3	1501360	Period 2 - S1 - Ellsworth	001	25	7
INTROD TO INFO TECH	8207310	Period 6 - 001 - Poynter	001	25	7
WEIGHT TRAIN 3	1501360	Period 7 - S1 - Ellsworth	005	25	7
WEIGHT TRAIN 3	1501360	Period 1 - S1 - Ellsworth	004	25	7
WEIGHT TRAIN 3	1501360	Period 5 - S1 - Ellsworth	003	25	3
DRAW 2	0104350	Period 5 - 003 Lara	003	25	5
JOURN 2	1006310	Period 6 - 002 - Hodge	002	25	5
BAND 5 HON	1302340	Period 7 - 107 Jackson	107	5	0

**3.** Click a section name link to view the section information in the Courses & Sections screen, opened in a new tab. Modify the period of the section or make any other changes as needed. Close the tab when finished.

Students with Incomplete Schedules	Students with Conflicting Schedules	
------------------------------------	-------------------------------------	--

Courses with Unfilled Requests Overfilled Sections Underfilled Sections Unfilled Requests Percentage of Students Scheduled

These sections have fewer than 50% of available seats filled, despite many unfilled requests. You might consider moving these sections to a different period where more requests might get filled.

23 sections				Se	arch
Course	Course Num	Section	Section Num	Total Seats	Filled Seats
AVID 3	1700410	Period 5 - 001 - Garcia	001	25	12
WEIGHT TRAIN 3	1501360	Period 2 - S1 - Ellsworth	001	25	7
INTROD TO INFO TECH	8207310	Period 6 - 001 - Mae Poynter	001	25	7
WEIGHT TRAIN 3	1501360	Period 7 - S1 - Ellsworth	005	25	7
WEIGHT TRAIN 3	1501360	Period 1 - S1 - Ellsworth	004	25	7
WEIGHT TRAIN 3	1501360	Period 5 - S1 - Ellsworth	003	25	3
DRAW 2	0104350	Period 5 - 003 - Lara	003	25	5
JOURN 2	1006310	Period 6 - 002 - Hodge	002	25	5

A <u>VID 3 170</u> Garcia	<u>10410</u> : F	Period 5 -	<b>001</b> ·	Area:	List Sec	Students tion	in this	List Unfil this Secti		ests in	1	<u>Searc</u>	h Copy Save	Dele	te
Garcia, Teacher	2 203 Room	3	V	- Display Room Optional	Perio 5 Period				I Year king Period	25 Seats	- SPED Seats	001 Short Name	Full Year Course History	/ Term	
Takes Attendance	< Graded				Affects GPA	None Gender Restrictio	Grade Lo blank for gradelev	r all Grad	weighted ding Scale	Unwei Standar Grading	ds	Default Grading Posting Scheme	Standard D Calendar Calendar	listrict	None Choose Parent Section
Co-Tea	chers	History	Flo	rida V		al/WDIS	Inclusion	i		24					200
12 Subject	ts				æ	16 Cours	es			) K	1 Se	ection			麗
Subject						Course		Co	urse Nur	n	Sect	ion			
Electives						AVID 1		170	00390		Perio	d 5 - 001	Garcia		
English					_	AVID 2		170	00400		+				
Exceptional	Student					AVID 3		170	00410						
Math						AVID 4		170	00420						

If there are students scheduled into the section and the period is changed, this may cause conflicts in the student schedules. The Scheduler will need to be rerun or student schedules manually adjusted.

### Viewing the Unfilled Requests Report

The Unfilled Requests report displays a list of students with requests that have not been scheduled. This report is most useful once the Scheduler has been run and there are no longer changes being made to the master schedule.

#### 1. In the Scheduling menu, click Loading Reports.

Þ	Setup	Search
ŝ	Students	Schedule Enrollment Codes
æ	Users	Student Schedule
٩	Scheduling	Student Requests
<u> </u>		Mass Add Course
A+	Grades	Mass Drop Course
*	Assessment	Mass Requests
-	Attendance	Automatic Course Requests
q	Discipline	Reports
-1	Discipline	Requests Reports
	Billing	Builder Reports
7	Florida Reports	Loading Reports
	Reports	Teacher Next-Year Schedule Request Completion
		Reauthorization Completion

### 2. Click the Unfilled Requests tab.

ercentage of Requests Scheduled		complete Schedules	Students with Conflicting Schedu	ules			
rses with Unfilled Requests O							
earch Screen Simple List	Customized List						
Q Student Search	More Search	Options					ß
Student Group	V						
Search All Schools		,					
Include Inactive Previous Years							
Use Most Recent Enro	ollment						
						Use Legacy Search	Search
						Use Legacy Search	Searci

**3.** In the Search Screen, enter search criteria to locate a specific group of students and click **Search** or do not enter any search criteria and click **Search** to view a list of all students who have unfilled requests.

See <u>Searching for Students</u> for detailed instructions on the various ways to search for students.

	udents with Conflicting Schedules	ncomplete Schedules	Students with In	Percentage of Students Scheduled
	 Infilled Requests	Underfilled Sections	Overfilled Sections	ourses with Unfilled Requests
		t	Customized List	Search Screen Simple List
6		Options	More Search	Q Student Search
		opuono		
			•	Student Group
				Search All Schools
				🗆 Include Inactive
				Previous Years
			rollment	Use Most Recent Enr
			rollment	

The report displays students with at least one request that has not be scheduled. It includes the student's name, student ID, grade level, course requested, course number, number of available seats, number of sections, the elective priority of the request, whether inclusion was requested, the requested term, and any teacher or period restrictions.

Students with Incomplete Sch	edules Stu	dents wit	th Conflicting Schedules								
Courses with Unfilled Requests	Overfilled	Sections	Underfilled Sections	Unfilled Reque	ests Perc	entage of St	udents Sch	eduled			
Exclude Elective Alterna	ate Requests										
Search Screen Simple List	Customiz	ed List									
2529 Unfilled Requests Go to Page 1, 2, 3 Show All Displaying 1 through 1000								S	earch		1990
Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term	Teacher Restricti	
Abrego, Justin Victor	00019940	11	AP PSYCH	2107350	58	3	5		Full Year		
Abrego, Justin Victor	00019940	11	TEAM SPRTS 1	1503350	16	2	1		Full Year		
Abrego, Justin Victor	00019940	11	US HIST	2100310	2	5			Full Year		
Abrego, Justin Victor	00019940	11	JOURN 1	1006300	8	2	3		Full Year		
Abrego, Justin Victor	00019940	11	WEIGHT TRAIN 3	1501360	87	5	4		Full Year		
Acevedo, Caetano Patrick	00007089	11	WEIGHT TRAIN 1	1501340	47	5	4		Full Year		
Acevedo, Caetano Patrick	00007089	11	TEAM SPRTS 1	1503350	16	2	2		Full Year		

**4.** Select the **Exclude Elective Alternate Requests** check box to remove any alternate requests for electives from the report.

Students with Incomplete	Schedules 9	students	with Conflicting Schedul	es							
Courses with Unfilled Reque	sts Overfill	ed Sectio	Underfilled Section	ns Unfil	ed Requests	Percent	age of Stud	lents Schedu	led		
Exclude Elective Alternative	rnate Reque	sts									
Search Screen Simple I	Int Custor	nized Li:	-								
18 Unfilled Requests	Ist Custon		51						Sea	rch	18-12-15 18-15
Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion		Teacher Restrictions	Perioc Restri
Abrego, Justin Victor	00019940	11	US HIST	2100310	2	5			Full Year		
Briggs, Jezabel Shawn	00057362	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Year		
Brown, Vernon Marie	00044548	10	AP WORLD HIST	2109420	28	2			Full Year		
Cool, Vera 🕇	00058173	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Year		
Davila, Rebecca Angelique	00022477	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Year		
Escobar, Hermenegildo	00014686	11	AP US GOVT/POL	2106420	3	1			Full Year		
Hall, Norman Leticia 扰	00063156	12	MARINE SCI 1	2002500	13	1			Full Year		

**5.** Click a student's name link to view the student's requests in the Student Requests pop-up window. Modify the student's requests as needed, and close the window when finished.

Students with Incomplete	Schedules	Students	with Conflicting Schedul	es							
Courses with Unfilled Reque	ests Overfil	ed Sectio	ons Underfilled Section	ns Unfill	led Requests	Percent	age of Stud	ents Schedu	led		
Exclude Elective Alternative	ernate Reque	sts									
Search Screen Simple	List Custor	nized Li	st								5.0
18 Unfilled Requests									S	Search	麗
Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term	Teacher Restrictions	Perioc Restri
Abrego, Justin Victor	00019940	11	<u>US HIST</u>	2100310	2	5			Full Ye	ear	
Briggs, Jezabel Shawn	00057362	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Ye	ear	
Brown, Vernon Marie	00044548	10	AP WORLD HIST	2109420	28	2			Full Ye	ear	
Cool, Vera	00058173	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Ye	ear	
Davila, Rebecca Angelique	00022477	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Ye	ear	
Escobar, Hermenegildo	00014686	11	AP US GOVT/POL	2106420	3	1			Full Ye	ear	

emo	graphic	Enrollment Schedule	Reques	sts Grade	s Absen	ces Activ			udit Grad ail	ISP Files S Page	SSS Choice	Billing Search	<b>→</b>
										Auto-Schedule this	Student 🗌 Incl	ude Inactive 🗌 Cour	ses For All Grade Leve
Req	uests And	d 2 Alternates nd 7.00 Units							Pri	or Primary School	2022-2023 (G	rade 10) Focus Hig	h School - 0041
	ciedits Ai										Approved by Cou	nselor: 🗌 Locked	for Students:
Exp	ort 👪	Filter: OFF											
		Course <b>♦</b>	Credits 🕏	Course # 🛊	Schedule First <del>\$</del>	Elective Priority <del>\$</del>	Term	Inclusion 🛊	With Teacher	Without Teacher	With Period 🖨	Without Period 🖨	Approved By Tea
-		INDIV/DUAL SPRTS	1.00	1502410 ()									
-		ENG 2 (1001340)	1.00	1001340 ()									
-		GEO (1206310)	1.00	1206310 ()									
-		SPANISH 2 (0708350)	1.00	0708350 (ĵ)		2							
-		CHEM 1 (2003340)	1.00	2003340							* undefined	* undefined	
-		US HIST (2100310)	1.00	2100310									
-		WEIGHT TRAIN 2 (1	1.00	1501350 ()							* undefined	* undefined	
-		JOURN 2 (1006310)	1.00	1006310		1					* undefined	* undefined	
_		2-D STUDIO ART 2 ( 🔽	1.00	0101310		3							

While in the Student Requests pop-up window, click the Schedule tab to view and modify the student schedule, if needed.

If you make a change to a student's schedule and then re-run the Scheduler, this will undo the change.

Demog		Schedule Requests Grad		Referrals		Trail	Grad ISP Pag t Schedule	e		Choice Bil	Show Flori	da Fields
5 Class								Prior		bol: 2022-202	□Show Voca	ational/WDIS Fields Save Focus High School - 0041 Mass Update
Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Î	Enrolled	Dropped	Credits	Last Modified
	ENG 2	Period 1 - 001 - Fermina G Dominquez	1001340	001	MTWHF	4 201	Full Year	r e	Aug 10, 2023	÷	1.00	Ashley Weiss Mar 06, 2023 03:35 PM
	INDIV/DUAL SPRTS 1	Period 2 - 001 - Varya Klara Cano	1502410	001	MTWHF	2 109	Full Year	<b>1</b>	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:35 PM
	2-D STUDIO ART 2	Period 3 - 002 - Benton K Snow	0101310	002	MTWHF	4 102	Full Year	r e	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:03 PM
	GEO	Period 4 - 002 - Olympia L Henley	1206310	002	MTWHF	2 216	Full Year	r i	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:35 PM
	SPANISH 2	Period 5 - 005 - Henry V Alanis	0708350	005	MTWHF	2 205	Full Year	r e	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:35 PM
		+ Add a Section										
Searc	n for a section to ac	ld										
Any Solution	ubject 🗸	Course Number	Course Title		Section ID		Any Period V Period	J (	Any Teacher leacher	~	Full	lear ▼ Search

**6.** Click the request link to view the course information in the Courses & Sections pop-up window. Add or adjust sections as needed, and close the window when finished.

Students with Incomplete	Schedules	Students	with Conflicting Schedul	es							
Courses with Unfilled Reque	sts Overfil	led Sectio	ns Underfilled Section	ns Unfill	led Requests	Percent	age of Stud	lents Schedu	led		
Exclude Elective Alternative	ernate Reque	sts									
Search Screen Simple I 18 Unfilled Requests 📑	ist Custo	mized Lis	st						Sear	ch	199
Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion		Teacher Restrictions	Perioc Restri
Abrego, Justin Victor	00019940	11	<u>US HIST</u>	2100310	2	5			Full Year		
Briggs, Jezabel Shawn	00057362	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Year		
Brown, Vernon Marie	00044548	10	AP WORLD HIST	2109420	28	2			Full Year		
Cool, Vera	00058173	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Year		
Davila, Rebecca Angelique	00022477	09	PERS,CAR,SCH DEV 1	0500500	19	7			Full Year		
Escobar, Hermenegildo	00014686	11	AP US GOVT/POL	2106420	3	1			Full Year		
Hall, Norman Leticia	00063156	12	MARINE SCI 1	2002500	13	1			Full Year		

US HIST	List Students in this Co	urse List Unf	illed Reques	ts in this Cours	e	Sea	rch	Сору	Delete	Sa	ave
2100310 US Course HIST Number Title Prer	equisites	US His Graduat Require Subject		ents Requirements	1.0 Crec per Cou Histe Tern	dits Allow Students rse to ory Request	Allow Teachers to Approve Requests	Schedule this Course first	0 WDIS OCP Hours	APE	
12 Subjects	æ	12 Courses			麗	5 Section	S				
Subject		Course		Course Num		Section					
No Credit		A HORED HID	_	2100420		Period 2 - 0	08 - 80	Mitchel			
Performing Fine Arts		COMPRE LAW	STUDIES	2106370		Period 3 - 0	06	Mitchel	l		
		ECON FIN LIT		2102335		Period 4 - 0	07 -	Mitchel			
Physical Education		US GOVT		2106310			-				
Practical Arts		US HIST		2100310	11	Period 6 - 0	09	and Personal	Burgos		
Science			GEOG	2103300		Period 7 - 0	10 -	alle Alivente E	Burgos		
Social Studies		WORLD CLTRL	GEUG	2103300		+					
		WORLD HIST		2109310							
Vocational											

# Viewing the Percentage of Students Scheduled Report

The Percentage of Students Scheduled report displays the percentage of students fully scheduled (all periods are filled for the semester or year) based on the periods marked as "Required for Scheduling" and that have Length (minutes) set in Setup > Periods. If the setup is incorrect for periods, the percentage of students scheduled will not be correct. This report allows the district to review how close each school is to being 100% scheduled.

#### 1. In the Scheduling menu, click Loading Reports.

Þ	Setup	Search
ŝ	Students	Schedule Enrollment Codes
\$	Users	Student Schedule
Ŀ	Scheduling	Student Requests
<u> </u>	-	Mass Add Course
A+	Grades	Mass Drop Course
**	Assessment	Mass Requests
-	Attendance	Automatic Course Requests
q	Discipline	Reports
-1	Discipline	Requests Reports
	Billing	Builder Reports
7	Florida Reports	Loading Reports
	Reports	Teacher Next-Year Schedule Request Completion
		Reauthorization Completion

### 2. Click the Percentage of Students Scheduled tab.

The report displays the school name, the number of fully scheduled units, the number of students enrolled at the school, the number of underscheduled students, the percentage of students fully scheduled, and the percentage of students scheduled for semester 1 (or semester 2, depending on the marking period selected at the top of the screen).

Company with the filled Ba	On a fille of Coast'	Conflicting Schedules				
Courses with Unfilled Requests	Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Stude	nts Scheduled	
This report lists the percentage "Required for Scheduling" in Se			equired is calculate	d based on the period	ds marked	Gradelevel
63 schools						Search
School	School Num	Fully Scheduled Units	Number of Students	Underscheduled Students	Percent Scheduled	Percent Scheduled S2
Orange Groves School - 0321	0321	2	400	47	88.25%	88.25%
Owl Elementary - 0161	0161	16	541	<u>68</u>	87.43%	87.43%
Focus Charter School - 0341	0341	2	458	184	59.83%	59.83%
Orange High School - 0131	0131	14	670	297	55.67%	45.67%
Applicants	0291	2	754	492	34.75%	34.75%
Owl School - 0111	0111	14	1129	897	20.55%	20.55%
Focus Mont. Charter Schl - 0351	0351	2	138	120	13.04%	13.04%
Home Educated Students - N998	N998	0	47	<u>0</u>	100%	100%
Non-Public In State Schools N999	N999	0	1	<u>0</u>	100%	100%
Owl High School - 0101	0101	0	1200	<u>0</u>	100%	100%
Owl Montessori - 0371	0371	0	236	<u>0</u>	100%	100%
John McKay Scholarship - 3518	3518	0	31	0	100%	100%

**3.** To view specific grade levels on the report, select one or multiple grade levels from the **Gradelevels** pull-down.

**4.** Click **Go** to regenerate the report.

The report now displays the information for students of the selected grade level(s).

Students with Incomplete Sch	edules Stud	ents with Conflicting Sch	edules			
<b>Courses with Unfilled Requests</b>	Overfilled S	ections Underfilled Se	ections Unfilled Requ	ests Percentage of Studen	ts Scheduled	
This report lists the percentage "Required for Scheduling" in a			units required is calc	ulated based on the periods		Gradelevels: 2 Go
7 schools 📑					Sear	rch 🕅
School	School Num	Fully Scheduled Units	Number of Students	Underscheduled Students	Percent Scheduled	Percent Scheduled S2
Focus Collegiate School - 0382	0382	8	23	<u>22</u>	4.35%	4.35%
Orange High School - 0131	0131	14	85	<u>52</u>	38.82%	16.47%
Home Educated Students - N998	N998	0	8	<u>0</u>	100%	100%
Owl High School - 0101	0101	0	267	<u>0</u>	100%	100%
John McKay Scholarship - 3518	3518	0	2	<u>0</u>	100%	100%
Focus High School - 0041	0041	14	175	<u>172</u>	1.71%	99.43%
Focus Center - 0106	0106	16	9	9	0%	0%

### Viewing the Students with Incomplete Schedules Report

The Students with Incomplete Schedules report displays students who have one or more periods in which no courses are scheduled. This report is used once the Scheduler is no longer being run and student schedules need to be manually completed. After manually adjusting student schedules, re-running the Scheduler will override any individual changes made to student schedules. This report is also useful if continuing to run the Scheduler to see trends by period per grade level and determine if any courses may need to be adjusted or changed.

Individual students can be hidden on the report. This may be useful if certain students (such as juniors and seniors) do not need to have all periods scheduled to be considered "fully scheduled." This is controlled by the permission "Allow User to Dismiss Students on Loading Reports" in Users > Profiles.

#### 1. In the Scheduling menu, click Loading Reports.

P	Setup	Search
ŝ	Students	Schedule Enrollment Codes
\$	Users	Student Schedule
٩	Scheduling	Student Requests
	-	Mass Add Course
٨+	Grades	Mass Drop Course
**	Assessment	Mass Requests
-	Attendance	Automatic Course Requests
a	Discipline	Reports
-1	Discipline	Requests Reports
	Billing	Builder Reports
7	Florida Reports	Loading Reports
	Reports	Teacher Next-Year Schedule Request Completion
		Reauthorization Completion

#### 2. Click the Students with Incomplete Schedules tab.

Percentage of Requests Scheduled	
Courses with Unfilled Requests Overfilled Sections Underfilled Sections Unfilled Requests Percentage of Students Scheduled Students with Incomplete Schedules Students with Conflicting Schedules	
Search Screen Simple List Customized List	
Q Student Search Options	B
Student Group	
Search All Schools	
<ul> <li>Include Inactive</li> <li>Previous Years</li> <li>Use Most Recent Enrollment</li> </ul>	
	Use Legacy Search Search

**3.** On the Search Screen, enter search criteria to locate a specific group of students and click **Search**, or do not enter any search criteria and click **Search** to view all students who have incomplete schedules.

See <u>Searching for Students</u> for detailed instructions on the various ways to search for students.

urses with Unfilled Requests centage of Students Scheduled	Overfilled Sections Students with Inc	Underfilled Sections	Unfilled Requests Students with Conflicting	Schedules		
	t Customized List					
Q Student Search	More Search 0	Options				(
Student Group	V					
Search All Schools						
<ul> <li>Include Inactive</li> <li>Previous Years</li> <li>Use Most Recent En</li> </ul>	rollment					
						Use Legacy Search Search

**4.** The **Effective Date** defaults to the first day of the marking period selected at the top of the screen. Adjust the Effective Date as needed to see incomplete schedules for semester 2.

	ests Scheduled									
Courses with Unfilled			_							
Percentage of Students	s Scheduled Students with Incomplete Schedul	les Students with Conflicting Se	chedules							
Students with incom part of the normal se	nplete schedules are students who have a per chool day by unchecking them below. Click the	riod open in their schedule. You he student's name to view or m	a can exclud odify his or	e periods fron her schedule.	n being					
			,						Martine Day	
Effective Date: August									Marking Per	iod: 1st 9 Week
	Per	riods to Check: 🗹 01 🗹 02 🗹				Update				
		Hide Dismissed Stu	dents Sav	e Dismissed S	tudents					
Search Screen Sin	mple List Customized List									
	complete schedules								Search	12.57 15 12
		Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Search Period 6	Period 7
749 Students with inc	complete schedules	Student ID 00055879	Grade	Period 1	Period 2	Period 3	Period 4	Period 5		
749 Students with ine Dismiss Student	complete schedules E			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
749 Students with ine Dismiss Student	Student  Abe, Charlie Noel  Abott, Charlie Christopher	00055879	10	Period 1	Period 2	Period 3		Period 5	Period 6	Period 7
749 Students with in Dismiss Student	Student	00055879	10		Period 2	Period 3			Period 6	Period 7
749 Students with ine Dismiss Student	Student Abe, Charlie Noel & Abott, Charlie Christopher Abregan, Kenna Joy.	00055879 00082221 00061843	10 09 10		Period 2				Period 6	Period 7

**5.** In the **Periods to Check** section, select the periods to display on the report. If you have periods set up for after school activities or for other purposes, do not select those periods.

6. Click **Update** to regenerate the report.

Percentage of Reque	ests Scheduled									
Courses with Unfilled										
Percentage of Students		Students with Conflicting S								
part of the normal s	plete schedules are students who have a period chool day by unchecking them below. Click the s	open in their schedule. You tudent's name to view or m	odify his or	e periods fron her schedule.	n being					
Effective Date: August	▼ 10 ▼ 2023 ▼ <sup>■</sup>								Marking Peri	od: 1st 9 Week
inter and a second		s to Check: 🗹 01 🗹 02 🗹	03 🗹 04 🕻	05 🗹 06 🗸	07 🗆 08 [	Update				
		Hide Dismissed St	idents Sav	e Dismissed S	tudents					
	mple List Customized List									
749 Students with in	complete schedules 📑								Search	2.5 57
Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4			D
					r enou z	Fellou 3	Period 4	Period 5	Period 6	Period 7
0	Abe, Charlie Noel	00055879	10		T CHOU Z	Pendu 3	Period 4	Period 5	Period 6	×
	Abe, Charlie Noel 🛞 Abott, Charlie Christopher	00055879	10 09		T CHOU Z	Fellou 3	×	Period 5		
	Abott, Charlie Christopher			×		rendu s		Period 5	×	
		00082221	09	×		×			×	
	Abott, Charlie Christopher Abregan, Kenna Joy 👁 🎙	00082221 00061843	09 10	×					×	

The report displays the student name, student ID, grade level, and a column for each period. A red X displays in a column if the student is not scheduled into a course for that period as of the effective date for the marking period selected.

**7.** If the school uses rotation days, select the rotation day to display on the report in the **Rotation Day** pull-down.

Percentage of Requests Scheduled		
Courses with Unfilled Requests Overfilled Sections Underf	illed Sections Unfilled Requests	
Percentage of Students Scheduled Students with Incomplete Students	Schedules Students with Conflicting Schedules	
Students with incomplete schedules are students who hav part of the normal school day by unchecking them below.	e a period open in their schedule. You can exclude periods from being Click the student's name to view or modify his or her schedule.	
	All Days	
Effective Date: August 🗸 10 🗸 2023 🗸 🧮 Rotation Day	/ A Day	Marking Period: 1st 9 Weeks
	B Day         Check:         Q 1         Q 2         Q 3         Q 4         Q 5         Q 6         Q 7         Q 8         Update           Hide Dismissed Students         Save Dismised Students         Sav	

**8.** If you have the profile permission "Allow User to Dismiss Students on Loading Reports," you can hide students on the report by selecting the **Dismiss Student** check box next to each applicable student and clicking **Save Dismissed Students**.

Percentage of Reque	ests Scheduled									
Courses with Unfilled	Requests Overfilled Sections Underfilled Sec	ections Unfilled Requests								
Percentage of Student	ts Scheduled Students with Incomplete Schedu	les Students with Conflicting So	chedules							
Students with incom	nplete schedules are students who have a pe chool day by unchecking them below. Click ti	riod open in their schedule. You	u can exclud	e periods from	n being					
		ie stadent s hame to view of in	oully his of	ner senedule.						
Effective Date: August									Marking Per	od: 1st 9 Week
	Pe	riods to Check: 🗹 01 🗹 02 🗹				Update				
		Hide Dismissed Stu	udents Sav	e Dismissed S	tudents					
Search Screen Si	mple List Customized List									
749 Students with in	complete schedules 📴								Search	12.5
Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<b>Z</b>	Abe, Charlie Noel	00055879	10						×	×
	Abe, Charlie Noel	00055879	10 09				×		××	×
	Abott, Charlie Christopher			×			×	×		×
		00082221	09	×		×	×	×		×
	Abott, Charlie Christopher Abregan, Kenna Joy	00082221 00061843	09 10	×		×	×	×		×

The selected students are hidden on the report. The total number of students with incomplete schedules indicated above the report will not change since the students are not permanently removed from the report, just hidden.

**9.** To re-display the students that were hidden, click **Show Dismissed Students**.

Percentage of Reque	ests Scheduled									
Courses with Unfilled	Requests Overfilled Sections Underfilled Sections	ions Unfilled Requests								
Percentage of Student	Students with Incomplete Schedules	Students with Conflicting Se	chedules							
Students with incon part of the normal s	nplete schedules are students who have a perio chool day by unchecking them below. Click the	d open in their schedule. You student's name to view or m	u can exclude odify his or h	e periods from her schedule.	n being					
ffective Date: August	t v 10 v 2023 v 🗐								Marking Per	iod: 1st 9 Weel
	Perio	ds to Check: 🗹 01 🗹 02 🗹 Show Dismissed St				Update				
Search Screen Si	mple List Customized List									
	complete schedules								Search	25
749 Students with in		Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Search Period 6	Period 7
749 Students with in	complete schedules	Student ID 00082221	Grade 09	Period 1	Period 2	Period 3	Period 4	Period 5		
749 Students with in	complete schedules 📑 Student Abott. Charlie Christopher			Period 1	Period 2	Period 3		Period 5	Period 6	
749 Students with in	complete schedules	00082221	09		Period 2	Period 3			Period 6	
	Complete schedules Student Abott, Charlie Christopher Abregan, Kenna Joy.	00082221 00061843	09		Period 2				Period 6	

The dismissed students are re-displayed on the report.

Percentage of Reque	ests Scheduled									
Courses with Unfilled	Requests Overfilled Sections Underfilled	Sections Unfilled Requests								
Percentage of Student	ts Scheduled Students with Incomplete Sche	dules Students with Conflicting Se	chedules							
Students with incom part of the normal s	nplete schedules are students who have a p chool day by unchecking them below. Click	period open in their schedule. You the student's name to view or m	I can exclud odify his or	e periods fror her schedule.	n being					
Effective Date: August	t v 10 v 2023 v 🗐								Marking Per	iod: 1st 9 Wee
	F	Periods to Check: 🗹 01 🗹 02 🗹				Update				
		Hide Dismissed Stu	idents Sav	e Dismissed S	students					
Search Screen Si	imple List Customized List									
	imple List Customized List								Search	2.5
	• • • • • • • • • • • • • • • • • • • •	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Search Period 6	Period 7
749 Students with in	complete schedules	Student ID 00055879	Grade	Period 1	Period 2	Period 3	Period 4	Period 5		
749 Students with in Dismiss Student	scomplete schedules 🕞			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
749 Students with in Dismiss Student	complete schedules 📑 Student <u>Abe, Charlie Noel</u>	00055879	10	Period 1	Period 2	Period 3		Period 5	Period 6	Period 7
749 Students with in Dismiss Student	Student           Abe, Charlie Noel           Abott, Charlie Christopher	)0055879 )0082221	10 09		Period 2	Period 3			Period 6	Period 7
749 Students with in	Student Abe, Charlie Noel (6) Abott, Charlie Christopher Abregan, Kenna Joy.	00055879 00082221 00061843	10 09 10		Period 2				Period 6	Period 7

**10.** Click **Hide Dismissed Students** to hide the dismissed students again.

Courses with Unfilled	Requests Overfilled Sections Underfilled Sec	ctions Unfilled Requests								
Percentage of Students	s Scheduled Students with Incomplete Schedul	es Students with Conflicting Se	chedules							
Students with incom part of the normal se	nplete schedules are students who have a per chool day by unchecking them below. Click th	riod open in their schedule. You ne student's name to view or m	u can exclud odify his or	e periods fron her schedule.	n being					
Effective Date: August	✓ 10 ✓ 2023 ✓ <sup>11</sup>								Marking Per	iod: 1st 9 Wee
	Per	riods to Ch <mark>eck: 🗹 01 🗹 02 🗹</mark>				Update				
		Hide Dismissed Stu	udents Sav	e Dismissed S	students					
Search Screen Sin	mple List Customized List									
749 Students with ine	complete schedules 🚍								<b>a</b> .	2
									Search	20
	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
		Student ID 00055879	Grade	Period 1	Period 2	Period 3	Period 4	Period 5		
Dismiss Student	Student			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Dismiss Student	Student Abe, Charlie Noel	00055879	10	Period 1	Period 2	Period 3		Period 5	Period 6	Period 7
Dismiss Student	Student Abe, Charlie Noel	)0055879 )0082221	10 09		Period 2	Period 3			Period 6	Period 7
Dismiss Student	Student <u>Abe. Charlie Noel</u>	00055879 00082221 00061843	10 09 10		Period 2				Period 6	Period 7

**11.** Click the student name link to open the student's schedule in the Student Schedule tab. Adjust the student's schedule as needed, and close the tab when finished.

Courses with Unfilled	Requests Overfilled Sections Underfilled S	ections Unfilled Requests								
Percentage of Students	s Scheduled Students with Incomplete Schedu	ules Students with Conflicting Se	chedules							
Students with incom	plete schedules are students who have a pe chool day by unchecking them below. Click t	eriod open in their schedule. You	u can exclud	e periods from	n being					
			ouny me or	ner seneuule.					Marking Par	iod: 1st 9 Wee
Effective Date: August									marking ren	104. 131 5 1166
	Pe	eriods to Check: 🗹 01 🗹 02 🗹				Update				
		Hide Dismissed Stu	idents Sav	e Dismissed S	Students					
Search Screen Sir	mple List Customized List									
740 Obudanta with in										
749 Students with in-	complete schedules 📑								Search	2
	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Search Period 6	Period 7
Dismiss Student		Student ID 00055879	Grade	Period 1	Period 2	Period 3	Period 4	Period 5		
Dismiss Student	Student			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Dismiss Student	Student Abe, Charlie Noel  Abott, Charlie Christopher	00055879	10	Period 1	Period 2	Period 3		Period 5	Period 6	Period 7
Dismiss Student	Student Abe, Charlie Noel	00055879 00082221	10		Period 2	Period 3			Period 6	Period 7
749 Students with Ind Dismiss Student	Student Abe, Charlie Noel  Abott, Charlie Christopher Abregan, Kenna Joy.	00055879 00082221 00061843	10 09 10		Period 2				Period 6	Period 7

Demog	raphic Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test Histor	y Audit Trail G	rad ISP Pa	ge Files S	SS CH	oice Billing			Search	
Effect	ve Date: August	✓ 10 ✓ 2023		e Inactive C	ourses						🖨 Print	Schedul	Course Lis	t Weekly Pla	nnor	Florida Fields Vocational/WDIS I	Fields Sav
5 Class	ses 📴													ry School: 2022 and Messages	-2023 (Grade Customize	09) Focus High S Columns Mass	School - 00
Delete	Course	Period - Teacl	her			Course Nur	nber	Section	Meeting Days	Room	Term		Enrolled	Dropped	Credits	Last Modified	
	BIO 1	Period 1 - 002 -	Pauline Skiles		-	2000310		002	MTWHE	4 205	Full Year	T.	Aug 10, 2023		1.00	Ashley Weiss Mar 15, 2023 11:0	1 AM
	INDIV/DUAL SPRTS 1	Period 2 - 001 -	Varya Klara Car	10		1502410		001	MTWHE	2 109	Full Year	<b>B</b>	Aug 10, 2023	-	1.00	Ashley Weiss Mar 15, 2023 11:0	01 AM
	WORLD HIST	Period 3 - 006 -	Nora Robin Abe	rnathy	:	2109310		006	MTWHE	1 207	Full Year	T.	Aug 10, 2023		1.00	Ashley Weiss Mar 15, 2023 11:0	1 AM
	ENG 1	Period 5 - 001 -	Carlo Blake Bur	gess	,	1001310		001	MTWHE	4 203	Full Year	<b>B</b>	Aug 10, 2023		1.00	Ashley Weiss Mar 15, 2023 11:0	1 AM
	SPANISH 1	Period 7 - 004 -	Dawkins R Care	son		0708340		004	MTWHE	2 202	Full Year	T.	Aug 10, 2023		1.00	Ashley Weiss Mar 15, 2023 11:0	1 AM
		+ Add a Sect	ion														
Searcl	n for a section to ad	ld															
Any Su Subject	ubject 🗸		Course Nur	nber		Cour	se Title		Section ID		Any Period V Period	]	Any Teacher Teacher	~	Full	Year 🗸	Search
3 Unsc	heduled Requests	uto-Schedule th	his Student	6												Search	
Reques	t	Avail	able Seats		Sections	El	ective Prior	ty	Has an Un-fil	ed Alternate	?		Has a filled Alt	ternate?		Teacher	Period
	TUDIO ART 1	75			3	2											
+ ALG 1		73			3												
+ PEER	COUN 1	75			3	3											

Any unfilled requests are displayed at the bottom of the Student Schedule pop-up window.

# Viewing the Students with Conflicting Schedules Report

The Students with Conflicting Schedules report displays students who have more than one couse scheduled into a single period during any period of the school day. This report is used once the Scheduler is no being longer run and student schedules need to be manually completed.

1. In the Scheduling menu, click Loading Reports.

P	Setup	Search
ŝ	Students	Schedule Enrollment Codes
æ	Users	Student Schedule
٩	Scheduling	Student Requests
	-	Mass Add Course
٨+	Grades	Mass Drop Course
**	Assessment	Mass Requests
-	Attendance	Automatic Course Requests
a	Discipline	Reports
-1	Discipline	Requests Reports
	Billing	Builder Reports
7	Florida Reports	Loading Reports
	Reports	Teacher Next-Year Schedule Request Completion
		Reauthorization Completion

#### 2. Click the Students with Conflicting Schedules tab.

Percentage of Requests Scheduled								
	erfilled Sections Une		Unfilled Requests udents with Conflicti					
Search Screen Simple List C	customized List			•				
Q Student Search	Nore Search Optio	ns						6
Student Group	▼							
Search All Schools								
Include Inactive     Previous Years     Use Most Recent Enroll	ment							
						Use Legacy	Search	Search

**3.** In the Search Screen, enter search criteria to locate a specific group of students and click **Search**, or do not enter any search criteria and click **Search** to view all students with conflicting schedules.

See <u>Searching for Students</u> for detailed instructions on the various ways to search for students.

centage of Students Scheduled	Overfilled Sections Underfilled Section Students with Incomplete Schedules	
Search Screen Simple List	Customized List	
Q Student Search	More Search Options	
Student Group	V	
Search All Schools		
Include Inactive		
	rollment	
Previous Years Use Most Recent En		

**4.** The **Effective Date** defaults to the first day of the marking period selected at the top of the screen. Adjust the Effective Date as needed.

Percentage of Requests Scheduled									
Courses with Unfilled Requests Or	verfilled Sections Underfil	led Sections Un	filled Requests						
Percentage of Students Scheduled	Students with Incomplete S	chedules Studer	nts with Conflicting S	ichedules					
Students with conflicting schedul periods allow students to be enrol unchecking them below. Click the	led in two sections, you o	an exclude perio	ds from being part						
Effective Date: August 🗸 10	✓ 2023 ✓							Mark	ing Period: 1st 9
		Deviede in the Ce	hool Daw 🔽 01 🔽	02 🗹 03 🗹 04 🛛		08 Update			
		Periods in the Sc	1001 Day. 🖬 01 🖬						
	Customized List	Periods in the Sc		02 00 03 00 04				clude Sections That I	
Search Screen Simple List		Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Clude Sections That I Search Period 6	
3 Students with conflicting schedu	les 📴							Search	
Students with conflicting schedu	Ies 📑 Student ID	Grade				Period 4		Search	

**5.** In the **Periods in the School Day** section, select the periods in the school day to display on the report. If you have periods set up for after school activities or for other purposes, do not select those periods. Click **Update** to refresh the report.

Percentage of Requests Schedule									
Courses with Unfilled Requests	Overfilled Sections Underfil	led Sections Unf	illed Requests						
Percentage of Students Scheduled	Students with Incomplete Se	chedules Studen	ts with Conflicting S	Schedules					
Students with conflicting sched periods allow students to be en unchecking them below. Click the students of the students of the schedule of the students of the schedule of the schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule schedule sche	olled in two sections, you c	an exclude period	is from being part	eriod in their schedu of the normal scho	le. If some ol day by				
								Mark	ing Period: 1st 9 W
Effective Date: August 🗸	10 🗸 2023 🗸 🗖								
Effective Date: August		Periods in the Sch	nool Day: 🗹 01 🔽	02 🗹 03 🗹 04	05 🗹 06 🗹 07	08 Update			
Effective Date: August	Customized List	Periods in the Scl	nool Day: 🗹 01 🗹	02 🗹 03 🗹 04 🕻	2 05 🗹 06 🗹 07	08 Update	□ Ine	clude Sections That [	
Search Screen Simple List	Customized List	Periods in the Scl Grade	nool Day: 🗹 01 🔍 Period 1	2 02 2 03 2 04 Period 2	2 05 ☑ 06 ☑ 07 Period 3	08 Update Period 4	Period 5		
Search Screen Simple List	Customized List							Search	
Search Screen Simple List 3 Students with conflicting schee itudent	Customized List	Grade				Period 4		Search	

**6.** To include sections that do not take attendance on the report, select **Include Sections That Do Not Take Attendance**.

Percentage of Requests Schedul	bd								
Courses with Unfilled Requests	Overfilled Sections Underfi	lled Sections Un	illed Requests						
Percentage of Students Scheduled	Students with Incomplete S	ichedules Studen	ts with Conflicting S	ichedules					
Students with conflicting sche periods allow students to be er unchecking them below. Click	rolled in two sections, you o	can exclude perior	is from being part						
Effective Date: August 🗸	10 🗸 2023 🗸 📃							Mark	ing Period: 1st 9 We
		Periods in the Sc	nool Day: 🗹 01 🔽	02 🗹 03 🗹 04 🕻	🖌 05 🗹 06 🗹 07	08 Update			
Search Screen Simple List	Customized List						🗹 In	clude Sections That I	Do Not Take Attendan
Students with conflicting sch	dules 📑							Search	
tudent	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
cevedo, Emarald Vonn	00056443	12				×			
		12					×		
aker, Duane Marie	00060028	12					• •		

The report displays the student's name, student ID, grade level, and a column for each period. A red X displays in a column if the student is scheduled into more than one course during that period as of the effective date for the marking period selected.

**7.** Click the student name link to open the student's schedule in the Student Schedule tab. Adjust the student's schedule as needed, and close the tab when finished.

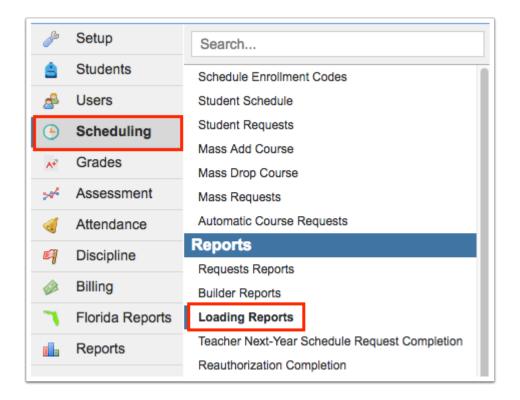
Percentage of Requests Schedu	ied								
<b>Courses with Unfilled Requests</b>	Overfilled Sections Underfil	led Sections Un	filled Requests						
Percentage of Students Schedule	Students with Incomplete So	thedules Studen	ts with Conflicting S	ichedules					
Students with conflicting sche periods allow students to be e unchecking them below. Click	nrolled in two sections, you c	an exclude period	is from being part						
Effective Date: August	10 🗸 2023 🗸 📃							Mark	ing Period: 1st 9
	·	Periods in the Sc	hool Day: 🗹 01 🗹	02 🗹 03 🗹 04 🕻	05 🗹 06 🗹 07	08 Update			
Search Screen Simple List	Customized List						🗹 Inc	lude Sections That I	Do Not Take Atten
Students with conflicting sch	edules 📑							Search	
	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
tudent	oradorit ib								
tudent cevedo, Emarald Vonn	00056443	12				×			
		12 12				×	×		

	raphic Enrollment	Schedule Requests Grades Abse	nces Activities	Referrals	Test Aud History Trai	G	rad ISP Page Schedule	Cou	rse List Wee	kly Planner	Show Flor	ida Fields ational/WDIS Fields Save	
7 Class	Prior Primary School: 2022-2023 (Grade 12) Focus High School - 00           * Classes												
Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	0	Enrolled	Dropped	Credits	Last Modified	
	AP CALCULUS AB	Period 1 - 001 - Kramer Mickey Heller	1202310	001	MTWHF	4 214	Full Year	ſ	Aug 10, 2023		1.00	Ashley Weiss Mar 06, 2023 04:19 PM	
	INDIV/DUAL SPRTS 1	Period 2 - 001 - Varya Klara Cano	1502410	001	MTWHF	2 109	Full Year	ſ	Aug 10, 2023	<u>.</u>	1.00	Ashley Weiss Mar 06, 2023 04:19 PM	
	AP BIO	Period 3 - 002 - Marty Bryde Ceballos	2000340	002	MTWHF	4 206	Full Year	ſ	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 04:19 PM	
	AP SPANISH LIT & CU	Period 4 - 001 - Henry V Alanis	0708410	001	MTWHF	2 205	Full Year	ſ	Aug 10, 2023		1.00	Ashley Weiss Mar 06, 2023 04:03 PM	
	NC STUDY HALL 1	Period 4 - 003 - Bibiana Maria Quinones	2200300	003	MTWHF	4 101K	Full Year	ſ	Aug 10, 2023	-	0.00	Ashley Weiss Mar 06, 2023 04:19 PM	
	ENG 4	Period 5 - 002 - Ginnie Hermione Romero	1001400	002	MTWHF	4 202	Full Year	ſ	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 04:19 PM	
	BAND 5 HON	Period 7 - 001 - Kathy Doucet Nino	1302340	001	MTWHF	5 108	Full Year	ſ	Aug 10, 2023		1.00	Ashley Weiss Mar 06, 2023 04:19 PM	
		+ Add a Section											

# Viewing the Percentage of Requests Scheduled Report

The Percentage of Requests Scheduled report displays the percentage of requests that were scheduled (the total number of requests fulfilled/the total number of requests entered) by school. The Gradelevels pull-down can be used to view specific grade levels on the report.

#### 1. In the Scheduling menu, click Loading Reports.



#### 2. Click the Percentage of Requests Scheduled tab.

Percentage of Students Scheduled	Students	with incomplete	schedules Students	with Conflicting Schedules							
	erfilled Sec	tions Underfill	ed Sections Unfilled	Requests							
Percentage of Requests Scheduled								V Go			
This report lists the percentage of requests scheduled (number requests fulfilled / number requests submitted). Gradelevels:											
20 schools	Rearch Search							242 242			
School	School Num	Number of Students	Number of Requests Fulfilled	Number of Requests Submitted	Percent Scheduled	Number of Requests Fulfilled S1	Number of Requests Submitted S1	Percent Scheduled S1			
Adult Education - 9103	9103	263	0	0	0%	0	0	0%			
Applicants	9898	0	0	0	0%	0	0	0%			
Family Empowerment Scholarship - 3900	3900	29	0	0	0%	0	0	0%			
Florida Community College - C908	C908	0	0	0	0%	0	0	0%			
Florida Virtual HS - 0600	0600	0	0	0	0%	0	0	0%			
Florida Virtual MS - 0500	0500	0	0	0	0%	0	0	0%			
Focus Elementary School	0251	622	0	0	0%	0	0	0%			
Juvenile Detention Center - 0294	0294	1	0	0	0%	0	0	0%			
School K-8- 0291	0291	858	1737	1771	98.08%	0	0	0%			
School	0131	674	3458	4242	81.52%	3	3	100%			
Non-Public In State Schools N999	N999	0	0	0	0%	0	0	0%			
School K-8 - 0321	0321	605	0	0	0%	0	0	0%			
Owl High School - 0041	0041	754	4857	5362	90.58%	0	0	0%			
Shellfish High School - 0101	0101	1279	8296	10362	80.06%	92	154	59.74%			

The report displays the school name, school number, number of students, number of requests fulfilled, number of requests submitted, the percent scheduled (number of requests fulfilled/number of requests submitted), the number of requests fulfilled for semester 1, the number of requests submitted for semester 1, and the percent scheduled for semester 1. The report displays this information for semester 1 or 2, depending on the marking period selected at the top of the screen.

- **3.** To view specific grade levels on the report, select one or multiple grade levels from the **Gradelevels** pull-down.
- 4. Click **Go** to regenerate the report.

The report now displays the information for students of the selected grade level(s).

Percentage of Students Scheduled	Students	with Incomplete	Schedules Students	with Conflicting Schedules				
Courses with Unfilled Requests Ove	orfilled Sec	tions Underfill	ed Sections Unfilled	Requests				
Percentage of Requests Scheduled								
This report lists the percentage of re	quests so	heduled (numb	er requests fulfilled / r	number requests submit	ted).		Gradelevels: 09, 10,	, 11, 12 🔻 Go
6 schools							Search	1982
School	School Num	Number of Students	Number of Requests Fulfilled	Number of Requests Submitted	Percent Scheduled		Number of Requests Submitted S1	Percent Scheduled S1
Family Empowerment Scholarship - 3900	3900	1	0	0	0%	0	0	0%
Juvenile Detention Center - 0294	0294	1	0	0	0%	0	0	0%
School	0131	376	1910	2415	79.09%	3	3	100%
Owl High School - 0041	0041	754	4857	5362	90.58%	0	0	0%
Shellfish High School - 0101	0101	1279	8296	10362	80.06%	92	154	59.74%
Virtual-District Franchise - 7004	7004	10	0	0	0%	0	0	0%