

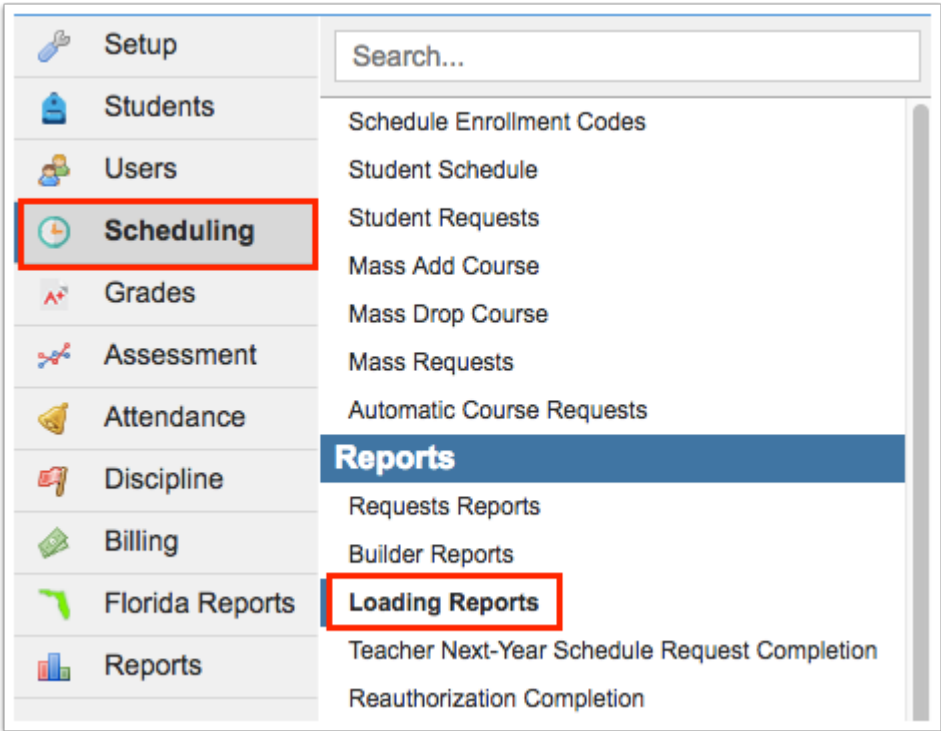
# Loading Reports

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**.



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 Conflicting Schedules						
Courses with Unfilled Requests	Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled				
67 Courses with Unfilled Requests 							<input type="text" value="Search"/>	<div>67</div> <div>67</div>
Course	Course Number	Subject	Number of Unfilled Requests	Sections	Available Seats	Requested Seats		
THEATRE 1	0400310	Performing Fine Arts	10	1	35	25		
TEAM SPRTS 1	1503350	Physical Education	10	2	70	57		
LEAD SKLS DEV	2400300	Electives	8	2	50	38		
AP PSYCH	2107350	Social Studies	7	3	125	67		
COMPRE LAW STUDIES	2106370	Social Studies	7	1	40	28		
PERS.CAR.SCH DEV 1	0500500	Electives	6	7	200	187		
CRIT THINK ST SKLS	1700370	Electives	6	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 Schedules		Students with Conflicting Schedules				
Courses with Unfilled Requests	Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled		
67 Courses with Unfilled Requests						<div><div></div><div>Search</div></div>
Course	Course Number	Subject	Number of Unfilled Requests	Sections	Available Seats	Requested Seats
<a href="#">THEATRE 1</a>	0400310	Performing Fine Arts	10	1	35	25
<a href="#">TEAM SPRTS 1</a>	1503350	Physical Education	10	2	70	57
<a href="#">LEAD SKLS DEV</a>	2400300	Electives	8	2	50	38
<a href="#">AP PSYCH</a>	2107350	Social Studies	7	3	125	67
<a href="#">COMPRE LAW STUDIES</a>	2106370	Social Studies	7	1	40	28
<a href="#">PERS.CAR.SCH DEV 1</a>	0500500	Electives	6	7	200	187
<a href="#">CRIT THINK ST SKLS</a>	1700370	Electives	6	1	35	26
<a href="#">DIG VID PROD 3</a>	8772430	Practical Arts	6	2	50	27

THEATRE 1		List Students in this Course	List Unfilled Requests in this Course	Search	Copy	Delete	Save
0400310	THEATRE 1	Performing Fine Arts	- Graduation Requirements Subject 2	1.0 Credits per Course History Term	Allow Students to Request this Course	Allow Teachers to Approve Requests	Schedule this Course first
Course Number	Title						WDIS OCP Hours
Prerequisites *** * one Course Number per line							
12 Subjects		18 Courses		1 Section			
Subject		Course		Section			
Electives		ACTING 4 HON		Period 5 - 001 - Zarina L Borchert			
English		AP ART/DRAW PORT		+			
Exceptional Student		BAND 1					
Math		BAND 2					
No Credit		BAND 3					
Performing Fine Arts		BAND 5 HON					
Physical Education		BAND 6 HON					

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

Not Scheduled Into: THEATRE 1

Requested: THEATRE 1

73 Students

Search

Student	Student ID	Grade	Priority
<a href="#">Adams, Esau Bryn</a>	00059960	09	6
<a href="#">Ahrens, Brian</a>	00004514	12	4
<a href="#">Alaniz, Daniel</a>	00049627	11	3
<a href="#">Alonso, Gioseppina</a>	00044328	11	5
<a href="#">Baker, Eudoxia Alexandra</a>	00020252	09	4
<a href="#">Baker, Scott Ann</a>	00059108	09	2
<a href="#">Baldwin, Gabriella David</a>	00022217	12	4
<a href="#">Ballesteros, Ángela</a>	00038616	11	4
<a href="#">Bell, Giselle Nicholas R</a>	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

Search

Student	Student ID	Grade	Priority
<a href="#">Adams, Esau Bryn</a>	00059960	09	6
<a href="#">Ahrens, Brian</a>	00004514	12	4
<a href="#">Alaniz, Daniel</a>	00049627	11	3
<a href="#">Alonso, Gioseppina</a>	00044328	11	5
<a href="#">Baker, Eudoxia Alexandra</a>	00020252	09	4
<a href="#">Baker, Scott Ann</a>	00059108	09	2
<a href="#">Baldwin, Gabriella David</a>	00022217	12	4

Demographic
Enrollment
Schedule
**Requests**
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing
Search...

Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

6 Requests And 2 Alternates  
6.00 Credits And 6.00 Units

Prior Primary School: 2022-2023 (Grade 09) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF

		Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher
<input type="checkbox"/>					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		ENG 1 (1001310)	1.00	1001310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		ALG 1 (1200310)	1.00	1200310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		WORLD HIST (2109310)	1.00	2109310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		SPANISH 1 (0708340)	1.00	0708340	<input type="checkbox"/>	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		BAND 1 (1302300)	1.00	1302300	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		THEATRE 1 (0400310)	1.00	0400310	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		TEAM SPRTS 1 (1503350)	1.00	1503350	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Demographic
Enrollment
**Schedule**
Requests
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing

Effective Date:
August
10
2023
Include Inactive Courses
Print Schedule
Course List
Weekly Planner
Show Florida Fields
Show Vocational/WDIS Fields
Save

6 Classes
Send Messages
Customize Columns
Mass Update

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term		Enrolled	Dropped	Credits	Last Modified
<input type="checkbox"/>	ENG 1	Period 1 - 004 - Lizette Carol Velasco	1001310	004	MTWHF	2 223	Full Year		Aug 10, 2023	...	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
<input type="checkbox"/>	WORLD HIST	Period 2 - 004 - Nora Robin Abernathy	2109310	004	MTWHF	1 207	Full Year		Aug 10, 2023	...	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
<input type="checkbox"/>	ALG 1	Period 3 - 002 - Alonso Mario Fonseca	1200310	002	MTWHF	2 215	Full Year		Aug 10, 2023	...	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
<input type="checkbox"/>	TEAM SPRTS 1	Period 4 - 001 - Tiffany B Capote	1503350	001	MTWHF	2 113	Full Year		Aug 10, 2023	...	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
<input type="checkbox"/>	BIO 1	Period 5 - 001 - Marty Bryde Ceballos	2000310	001	MTWHF	4 206	Full Year		Aug 10, 2023	...	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
<input type="checkbox"/>	SPANISH 1	Period 7 - 004 - Dawkins R Carson	0708340	004	MTWHF	2 202	Full Year		Aug 10, 2023	...	1.00	Ashley Weiss Mar 06, 2023 03:26 PM

Add a Section

Search for a section to add

Any Subject
Course Number
Course Title
Section ID
Any Period
Any Teacher
Full Year
Search

2 Unscheduled Requests
Auto-Schedule this Student

Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
THEATRE 1	25	1	3				
BAND 1	25	1	2				



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**.





**HOPE-PE V 1506320: Period 3 - 005 - Guillen**

List Students in this Section

List Unfilled Requests in this Section

[Search](#)
[Copy](#)
[Delete](#)

Guillen,

2 113

Display Room Optional

Period 3

MTWHF

Full Year

30

-

005

Full Year

Takes Attendance

Graded

Affects GPA

None Gender Restriction

- Grade Level(s) blank for all grade levels

Unweighted Grading Scale

Unweighted Standards Grading Scale

Default Grading Posting Scheme

Standard District Calendar

None Choose Parent Section

[Co-Teachers](#)
[History](#)
[Florida](#)
[Vocational/WDIS](#)
[Inclusion](#)

12 Subjects 

Subject
<a href="#">Electives</a>
<a href="#">English</a>
<a href="#">Exceptional Student</a>
<a href="#">Math</a>

11 Courses 

Course	Course Num
<a href="#">COMPRE FIT</a>	1501390
<a href="#">FIT ISSUES FOR ADOL</a>	1501320
<a href="#">FIT LIFST DESIGN</a>	1501310
<a href="#">HOPE-PE V</a>	1506320

3 Sections 

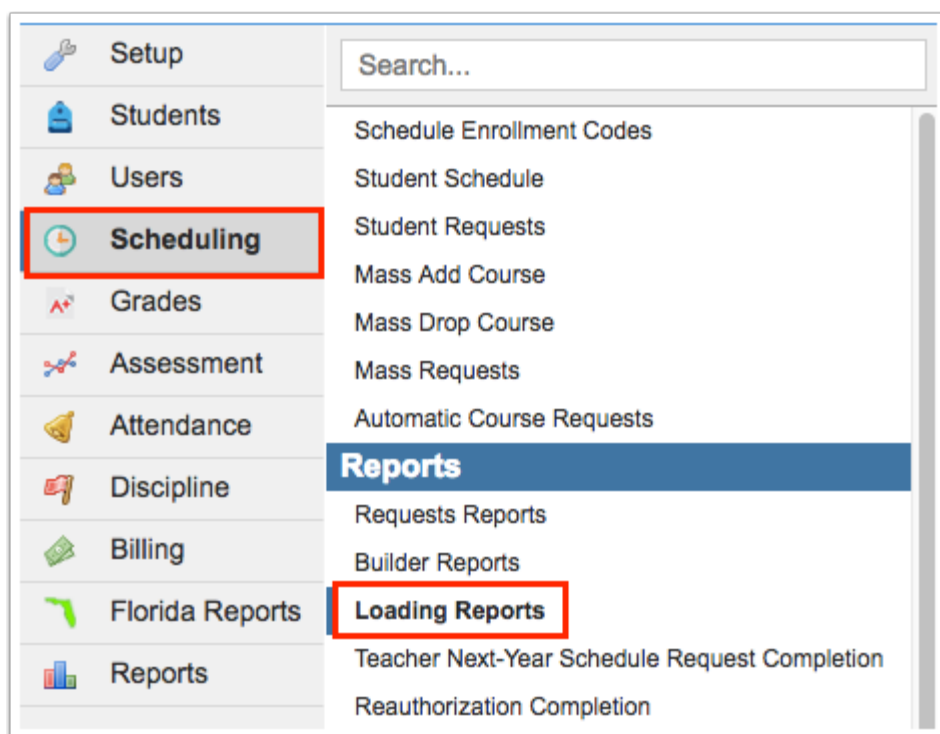
Section
<a href="#">Period 3 - 005 - Guillen</a>
<a href="#">Period 5 - 004 - Guillen</a>
<a href="#">Period 7 - 006 - Guillen</a>
<a href="#">+</a>

## 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**.





2. Click the **Underfilled Sections** tab.

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

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					
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

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

**AVID 3 1700410: Period 5 - 001 - Garcia**

List Students in this Section
List Unfilled Requests in this Section

Search
Copy
Delete
Save

Garcia,
Teacher

2 203
Room

Display Room Optional

Period 5
Period

MTWHF
Meeting Days

Full Year
Marking Period

25
Seats

SPED
Seats

001
Short Name

Full Year
Course History Term

Takes Attendance

Graded

Affects GPA

None
Gender Restriction

Grade Level(s) blank for all gradelevels

Unweighted
Grading Scale

Unweighted
Standards Grading Scale

Default
Grading Posting Scheme

Standard District
Calendar

None
Choose Parent Section

Co-Teachers
History
Florida
Vocational/WDIS
Inclusion

12 Subjects
16 Courses
1 Section

Subject
Electives
English
Exceptional Student
Math

Course
AVID 1
AVID 2
AVID 3
AVID 4

Course Num
1700390
1700400
1700410
1700420

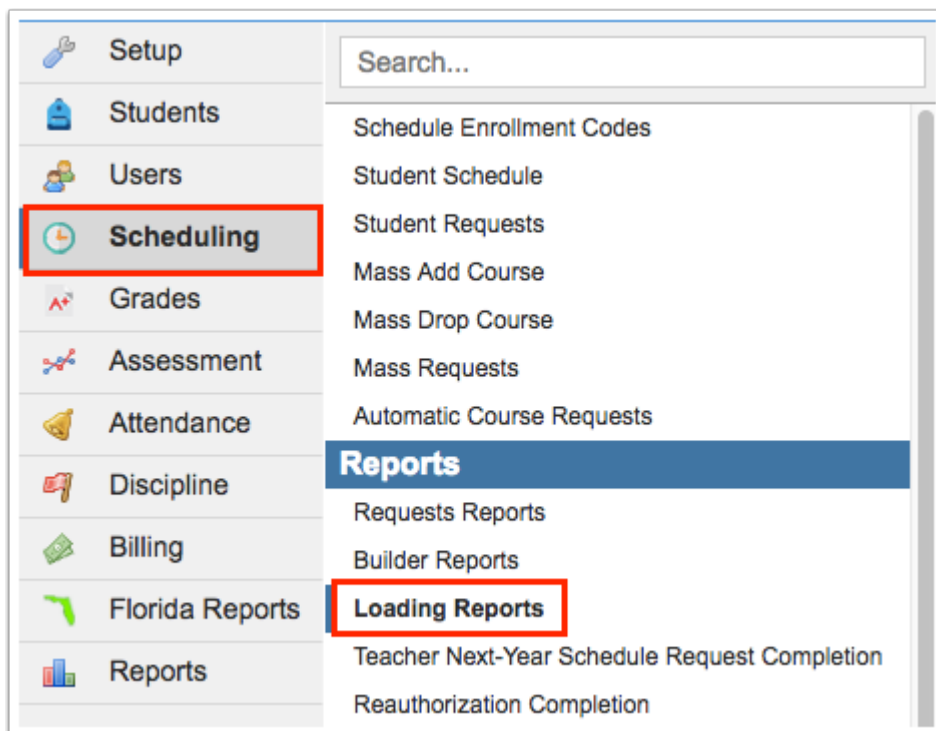
Section
Period 5 - 001 - Garcia
+

! 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.

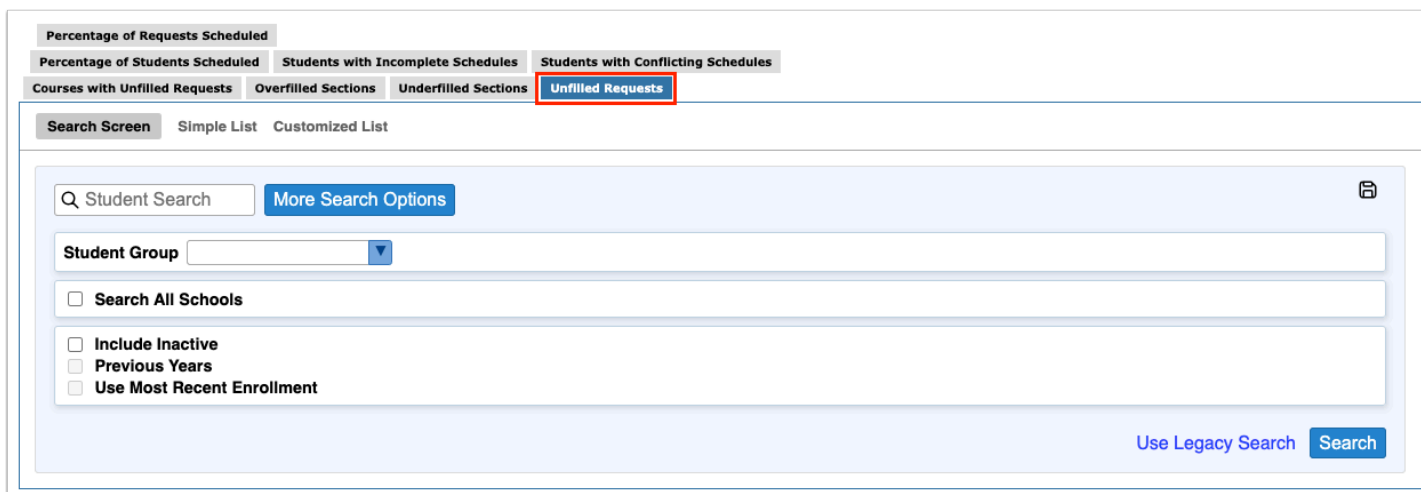
## Viewing the Unfilled Requests Report

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**.



2. Click the **Unfilled Requests** tab.



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 [Searching for Students](#) for detailed instructions on the various ways to search for students.

Percentage of Requests Scheduled

Percentage of Students Scheduled   Students with Incomplete Schedules   Students with Conflicting Schedules

Courses with Unfilled Requests   Overfilled Sections   Underfilled Sections   **Unfilled Requests**

Search Screen   Simple List   Customized List

Q Student Search   More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Use Legacy Search   **Search**

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 Schedules   Students with Conflicting Schedules

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

☐ Exclude Elective Alternate Requests

Search Screen   **Simple List**   Customized List

2529 Unfilled Requests  
Go to Page 1, 2, 3   **Show All**

Displaying 1 through 1000

Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term	Teacher Restrictions
<a href="#">Abrego, Justin Victor</a>	00019940	11	<a href="#">AP PSYCH</a>	2107350	58	3	5		Full Year	
<a href="#">Abrego, Justin Victor</a>	00019940	11	<a href="#">TEAM SPRTS 1</a>	1503350	16	2	1		Full Year	
<a href="#">Abrego, Justin Victor</a>	00019940	11	<a href="#">US HIST</a>	2100310	2	5			Full Year	
<a href="#">Abrego, Justin Victor</a>	00019940	11	<a href="#">JOURN 1</a>	1006300	8	2	3		Full Year	
<a href="#">Abrego, Justin Victor</a>	00019940	11	<a href="#">WEIGHT TRAIN 3</a>	1501360	87	5	4		Full Year	
<a href="#">Acevedo, Caetano Patrick</a>	00007089	11	<a href="#">WEIGHT TRAIN 1</a>	1501340	47	5	4		Full Year	
<a href="#">Acevedo, Caetano Patrick</a>	00007089	11	<a href="#">TEAM SPRTS 1</a>	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

Students with Conflicting Schedules

Courses with Unfilled Requests

Overfilled Sections

Underfilled Sections

Unfilled Requests

Percentage of Students Scheduled

☒ Exclude Elective Alternate Requests




Search Screen

Simple List

Customized List

18 Unfilled Requests

Search

Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term	Teacher Restrictions	Period Restriction
<a href="#">Abrego, Justin Victor</a>	00019940	11	<a href="#">US HIST</a>	2100310	2	5			Full Year		
<a href="#">Briggs, Jezabel Shawn</a>	00057362	09	<a href="#">PERS,CAR,SCH DEV 1</a>	0500500	19	7			Full Year		
<a href="#">Brown, Vernon Marie</a>	00044548	10	<a href="#">AP WORLD HIST</a>	2109420	28	2			Full Year		
<a href="#">Cool, Vera</a> 	00058173	09	<a href="#">PERS,CAR,SCH DEV 1</a>	0500500	19	7			Full Year		
<a href="#">Davila, Rebecca Angelique</a> 	00022477	09	<a href="#">PERS,CAR,SCH DEV 1</a>	0500500	19	7			Full Year		
<a href="#">Escobar, Hermenegildo</a>	00014686	11	<a href="#">AP US GOVT/POL</a>	2106420	3	1			Full Year		
<a href="#">Hall, Norman Leticia</a> 	00063156	12	<a href="#">MARINE SCI 1</a>	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 Schedules

Courses with Unfilled Requests

Overfilled Sections

Underfilled Sections

Unfilled Requests

Percentage of Students Scheduled

☒ Exclude Elective Alternate Requests



Search Screen

Simple List

Customized List

18 Unfilled Requests

Search

Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term	Teacher Restrictions	Period Restriction
<a href="#">Abrego, Justin Victor</a>	00019940	11	<a href="#">US HIST</a>	2100310	2	5			Full Year		
<a href="#">Briggs, Jezabel Shawn</a>	00057362	09	<a href="#">PERS,CAR,SCH DEV 1</a>	0500500	19	7			Full Year		
<a href="#">Brown, Vernon Marie</a>	00044548	10	<a href="#">AP WORLD HIST</a>	2109420	28	2			Full Year		
<a href="#">Cool, Vera</a> 	00058173	09	<a href="#">PERS,CAR,SCH DEV 1</a>	0500500	19	7			Full Year		
<a href="#">Davila, Rebecca Angelique</a> 	00022477	09	<a href="#">PERS,CAR,SCH DEV 1</a>	0500500	19	7			Full Year		
<a href="#">Escobar, Hermenegildo</a>	00014686	11	<a href="#">AP US GOVT/POL</a>	2106420	3	1			Full Year		

Demographic Enrollment **Schedule** **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search...

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

7 Requests And 2 Alternates  
7.00 Credits And 7.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Approved By Teac
<input type="checkbox"/>	INDIV/DUAL SPRTS ...	1.00	1502410	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	GEO (1206310)	1.00	1206310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SPANISH 2 (0708350)	1.00	0708350	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* undefined	* undefined	<input type="checkbox"/>
<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WEIGHT TRAIN 2 (1...	1.00	1501350	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* undefined	* undefined	<input type="checkbox"/>
<input type="checkbox"/>	JOURN 2 (1006310)	1.00	1006310	<input type="checkbox"/>	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* undefined	* undefined	<input type="checkbox"/>
<input type="checkbox"/>	2-D STUDIO ART 2 (...)	1.00	0101310	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

💡 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.

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search...

Effective Date: August 10 2023 ☐ Include Inactive Courses Print Schedule **Course List** Weekly Planner ☐ Show Florida Fields ☐ Show Vocational/WDIS Fields Save

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

5 Classes Send Messages Customize Columns Mass Update

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Credits	Last Modified
<input type="checkbox"/>	ENG 2	Period 1 - 001 - Fermina G Dominquez	1001340	001	MTWHF	4 201	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:35 PM
<input type="checkbox"/>	INDIV/DUAL SPRTS 1	Period 2 - 001 - Varya Klara Cano	1502410	001	MTWHF	2 109	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:35 PM
<input type="checkbox"/>	2-D STUDIO ART 2	Period 3 - 002 - Benton K Snow	0101310	002	MTWHF	4 102	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:03 PM
<input type="checkbox"/>	GEO	Period 4 - 002 - Olympia L Henley	1206310	002	MTWHF	2 216	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:35 PM
<input type="checkbox"/>	SPANISH 2	Period 5 - 005 - Henry V Alanis	0708350	005	MTWHF	2 205	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 03:35 PM

[+ Add a Section](#)

**Search for a section to add**

Any Subject  Course Number  Course Title  Section ID  Any Period  Any Teacher  Full Year  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 Schedules

Courses with Unfilled Requests

Overfilled Sections

Underfilled Sections

Unfilled Requests

Percentage of Students Scheduled

☒ Exclude Elective Alternate Requests

Search Screen

Simple List

Customized List

18 Unfilled Requests

Search

Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term	Teacher Restrictions	Period Restrictri
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	00063156	12	MARINE SCI 1	2002500	13	1			Full Year		

US HIST		List Students in this Course		List Unfilled Requests in this Course		Search		Copy	Delete	Save
2100310	US HIST	US History	-	-	1.0	✓	✗	✗	0	
Course Number	Title	Graduation Requirements Subject	Graduation Requirements Subject 2	Graduation Requirements Subject 3	Credits per Course History Term	Allow Students to Request this Course	Allow Teachers to Approve Requests	Schedule this Course first	WDIS OCP Hours	CAPE
Prerequisites ...										
* one Course Number per line										
12 Subjects			12 Courses			5 Sections				
Subject			Course			Section				
No Credit			AP WORLD HIST			Period 2 - 008 - Mitchell				
Performing Fine Arts			COMPRE LAW STUDIES			Period 3 - 006 - Mitchell				
Physical Education			ECON FIN LIT			Period 4 - 007 - Mitchell				
Practical Arts			US GOVT			Period 6 - 009 - Burgos				
Science			US HIST			Period 7 - 010 - Burgos				
Social Studies			WORLD CLTRL GEOG			+				
Vocational			WORLD HIST							

## 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**.



Setup

Students

Users

**Scheduling**

Grades

Assessment

Attendance

Discipline

Billing

Florida Reports

Reports

Search...

Schedule Enrollment Codes

Student Schedule

Student Requests

Mass Add Course

Mass Drop Course

Mass Requests

Automatic Course Requests

**Reports**

Requests Reports

Builder Reports

**Loading 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).

Students with Incomplete Schedules

Students with Conflicting Schedules

Courses with Unfilled Requests

Overfilled Sections

Underfilled Sections

Unfilled Requests

Percentage of Students Scheduled

This report lists the percentage of students fully scheduled. The units required is calculated based on the periods marked "Required for Scheduling" in School Setup -> Periods.

63 schools

Gradelevels:

Go

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	68	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	0	100%	100%
Non-Public In State Schools N999	N999	0	1	0	100%	100%
Owl High School - 0101	0101	0	1200	0	100%	100%
Owl Montessori - 0371	0371	0	236	0	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).

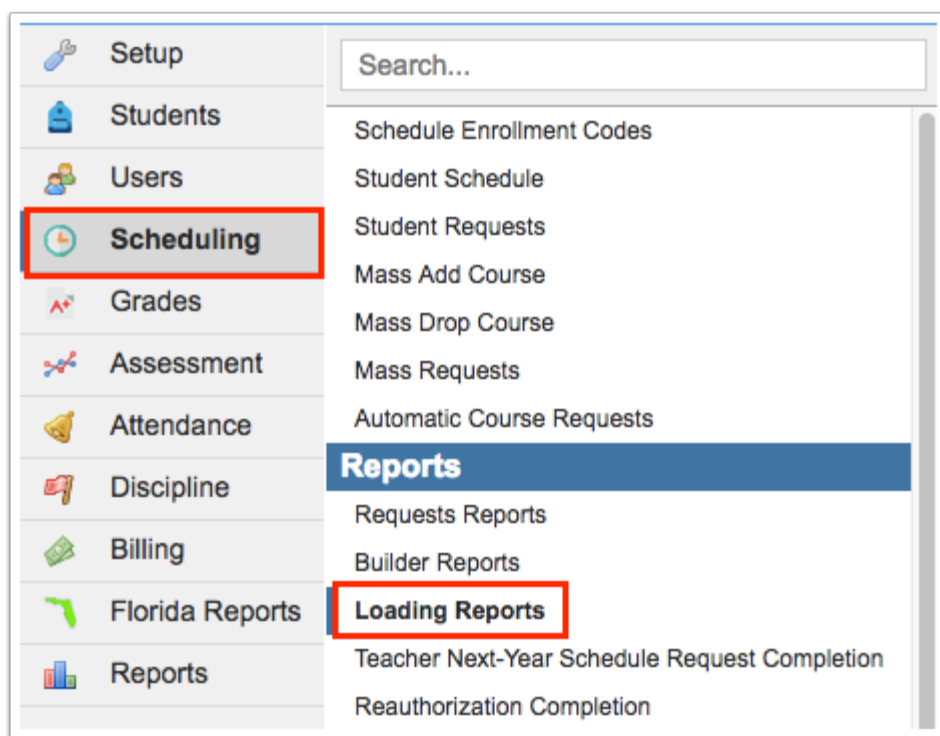
Students with Incomplete Schedules		Students with Conflicting Schedules				
Courses with Unfilled Requests	Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled		
This report lists the percentage of students fully scheduled. The units required is calculated based on the periods marked "Required for Scheduling" in School Setup -> Periods.						<b>Gradelevels:</b> 12 <span>Go</span>
7 schools						Search
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	<u>9</u>	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**.



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

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 [Searching for Students](#) for detailed instructions on the various ways to search for students.

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 More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

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.

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

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023 Marking Period: 1st 9 Weeks

Periods to Check: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update

Hide Dismissed Students Save Dismissed Students

Search Screen Simple List Customized List

749 Students with incomplete schedules

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input type="checkbox"/>	Abe, Charlie Noel	00055879	10						X	X
<input type="checkbox"/>	Abott, Charlie Christopher	00082221	09				X		X	
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	10	X				X		
<input type="checkbox"/>	Acevedo, Diem Donna	00023057	09			X				
<input type="checkbox"/>	Acevedo, Emarald Vonn	00056443	12						X	
<input type="checkbox"/>	Acosta, Dexter D	00086685	10	X	X	X	X	X	X	X

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 Requests Scheduled

Courses with Unfilled Requests Overfilled Sections Underfilled Sections Unfilled Requests

Percentage of Students Scheduled **Students with Incomplete Schedules** Students with Conflicting Schedules

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023 Marking Period: 1st 9 Weeks

Periods to Check: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update

Hide Dismissed Students Save Dismissed Students

Search Screen **Simple List** Customized List

749 Students with incomplete schedules Search

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input type="checkbox"/>	Abe, Charlie Noel	00055879	10						X	X
<input type="checkbox"/>	Abbott, Charlie Christopher	00082221	09				X		X	
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	10	X				X		
<input type="checkbox"/>	Acevedo, Diem Donna	00023057	09			X				
<input type="checkbox"/>	Acevedo, Emerald Vonn	00056443	12						X	
<input type="checkbox"/>	Acosta, Dexter D	00086685	10	X	X	X	X	X	X	X

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 Underfilled Sections Unfilled Requests

Percentage of Students Scheduled **Students with Incomplete Schedules** Students with Conflicting Schedules

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023 Marking Period: 1st 9 Weeks

Rotation Day: **A Day** ☐ All Days ☐ B Day

Check: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update

Hide Dismissed Students Save Dismissed Students

Search Screen **Simple List** Customized List

749 Students with incomplete schedules Search

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input type="checkbox"/>	Abe, Charlie Noel	00055879	10						X	X
<input type="checkbox"/>	Abbott, Charlie Christopher	00082221	09				X		X	
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	10	X				X		
<input type="checkbox"/>	Acevedo, Diem Donna	00023057	09			X				
<input type="checkbox"/>	Acevedo, Emerald Vonn	00056443	12						X	
<input type="checkbox"/>	Acosta, Dexter D	00086685	10	X	X	X	X	X	X	X

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 Requests Scheduled

Courses with Unfilled Requests Overfilled Sections Underfilled Sections Unfilled Requests

Percentage of Students Scheduled **Students with Incomplete Schedules** Students with Conflicting Schedules

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023 Marking Period: 1st 9 Weeks

Periods to Check: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update

Hide Dismissed Students **Save Dismissed Students**

Search Screen **Simple List** Customized List

749 Students with incomplete schedules Search

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input checked="" type="checkbox"/>	Abe, Charlie Noel	00055879	10						X	X
<input type="checkbox"/>	Abbott, Charlie Christopher	00082221	09				X		X	
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	10	X				X		
<input type="checkbox"/>	Acevedo, Diem Donna	00023057	09			X				
<input type="checkbox"/>	Acevedo, Emerald Vonn	00056443	12						X	
<input type="checkbox"/>	Acosta, Dexter D	00086685	10	X	X	X	X	X	X	X

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 Requests Scheduled

Courses with Unfilled Requests   Overfilled Sections   Underfilled Sections   Unfilled Requests

Percentage of Students Scheduled   **Students with Incomplete Schedules**   Students with Conflicting Schedules

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023   Marking Period: 1st 9 Weeks

Periods to Check: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08   Update

**Show Dismissed Students**   Save Dismissed Students

Search Screen   **Simple List**   Customized List

749 Students with incomplete schedules   Search

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input type="checkbox"/>	Abott, Charlie Christopher	00082221	09				X		X	
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	10	X				X		
<input type="checkbox"/>	Acevedo, Diem Donna	00023057	09			X				
<input type="checkbox"/>	Acevedo, Emerald Vonn	00056443	12						X	
<input type="checkbox"/>	Acosta, Dexter D	00086685	10	X	X	X	X	X	X	X

The dismissed students are re-displayed on the report.

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

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023   Marking Period: 1st 9 Weeks

Periods to Check: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08   Update

Hide Dismissed Students   Save Dismissed Students

Search Screen   **Simple List**   Customized List

749 Students with incomplete schedules   Search

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input checked="" type="checkbox"/>	Abe, Charlie Noel	00055879	10						X	X
<input type="checkbox"/>	Abott, Charlie Christopher	00082221	09				X		X	
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	10	X				X		
<input type="checkbox"/>	Acevedo, Diem Donna	00023057	09			X				
<input type="checkbox"/>	Acevedo, Emerald Vonn	00056443	12						X	
<input type="checkbox"/>	Acosta, Dexter D	00086685	10	X	X	X	X	X	X	X

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

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

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023

Marking Period: 1st 9 Weeks

Periods to Check: 01 02 03 04 05 06 07 08 Update

Hide Dismissed Students Save Dismissed Students

Search Screen Simple List Customized List

749 Students with incomplete schedules

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input checked="" type="checkbox"/>	<a href="#">Abe, Charlie Noel</a>	00055879	10						X	X
<input type="checkbox"/>	<a href="#">Abott, Charlie Christopher</a>	00082221	09				X		X	
<input type="checkbox"/>	<a href="#">Abregan, Kenna Joy</a>	00061843	10	X				X		
<input type="checkbox"/>	<a href="#">Acevedo, Diem Donna</a>	00023057	09			X				
<input type="checkbox"/>	<a href="#">Acevedo, Emerald Vonn</a>	00056443	12						X	
<input type="checkbox"/>	<a href="#">Acosta, Dexter D</a>	00086685	10	X	X	X	X	X	X	X

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.

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

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023

Marking Period: 1st 9 Weeks

Periods to Check: 01 02 03 04 05 06 07 08 Update

Hide Dismissed Students Save Dismissed Students

Search Screen Simple List Customized List

749 Students with incomplete schedules

Dismiss Student	Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<input checked="" type="checkbox"/>	<a href="#">Abe, Charlie Noel</a>	00055879	10						X	X
<input type="checkbox"/>	<a href="#">Abott, Charlie Christopher</a>	00082221	09				X		X	
<input type="checkbox"/>	<a href="#">Abregan, Kenna Joy</a>	00061843	10	X				X		
<input type="checkbox"/>	<a href="#">Acevedo, Diem Donna</a>	00023057	09			X				
<input type="checkbox"/>	<a href="#">Acevedo, Emerald Vonn</a>	00056443	12						X	
<input type="checkbox"/>	<a href="#">Acosta, Dexter D</a>	00086685	10	X	X	X	X	X	X	X

Demographic
Enrollment
**Schedule**
Requests
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing

Effective Date:
August
10
2023
☐ Include Inactive Courses
Print Schedule
Course List
Weekly Planner
☐ Show Florida Fields
☐ Show Vocational/WDIS Fields
Save

Prior Primary School: 2022-2023 (Grade 09) Focus High School - 0041
Send Messages
Customize Columns
Mass Update

5 Classes

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term		Enrolled	Dropped	Credits	Last Modified
<input type="checkbox"/>	BIO 1	Period 1 - 002 - Pauline Skiles	2000310	002	MTWHF	4 205	Full Year		Aug 10, 2023	..	1.00	Ashley Weiss Mar 15, 2023 11:01 AM
<input type="checkbox"/>	INDIVIDUAL SPRTS 1	Period 2 - 001 - Varya Klara Cano	1502410	001	MTWHF	2 109	Full Year		Aug 10, 2023	..	1.00	Ashley Weiss Mar 15, 2023 11:01 AM
<input type="checkbox"/>	WORLD HIST	Period 3 - 006 - Nora Robin Abernathy	2109310	006	MTWHF	1 207	Full Year		Aug 10, 2023	..	1.00	Ashley Weiss Mar 15, 2023 11:01 AM
<input type="checkbox"/>	ENG 1	Period 5 - 001 - Carlo Blake Burgess	1001310	001	MTWHF	4 203	Full Year		Aug 10, 2023	..	1.00	Ashley Weiss Mar 15, 2023 11:01 AM
<input type="checkbox"/>	SPANISH 1	Period 7 - 004 - Dawkins R Carson	0708340	004	MTWHF	2 202	Full Year		Aug 10, 2023	..	1.00	Ashley Weiss Mar 15, 2023 11:01 AM

+ Add a Section

Search for a section to add

Any Subject
Course Number
Course Title
Section ID
Any Period
Any Teacher
Full Year
Search

3 Unscheduled Requests
Auto-Schedule this Student
Search

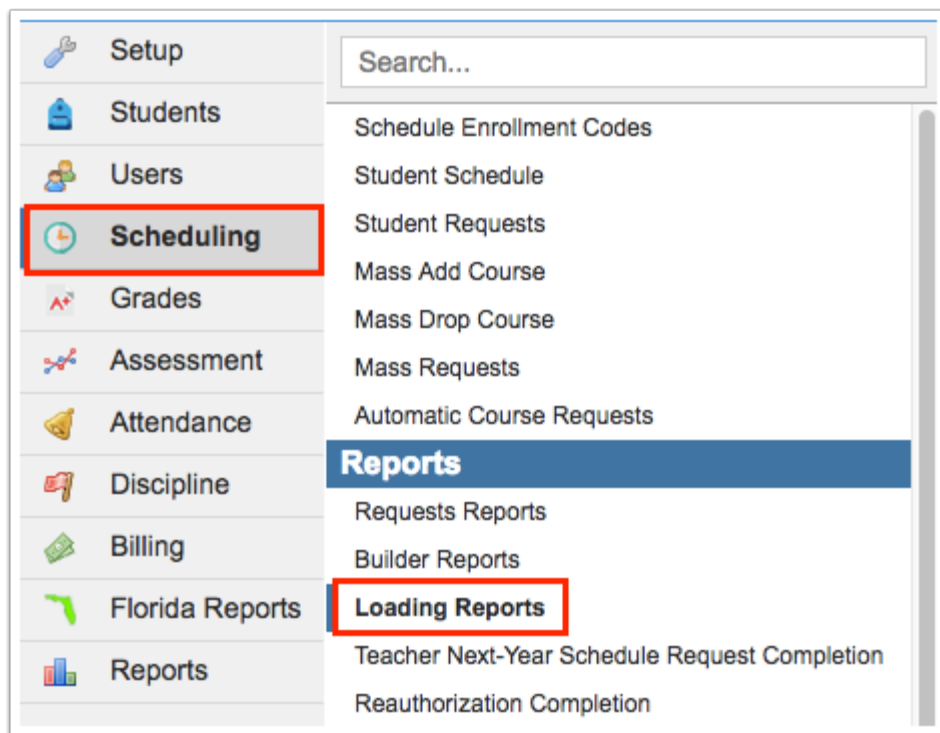
Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
+ 2-D STUDIO ART 1	75	3	2				
+ ALG 1	73	3					
+ PEER COUN 1	75	3	3				

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

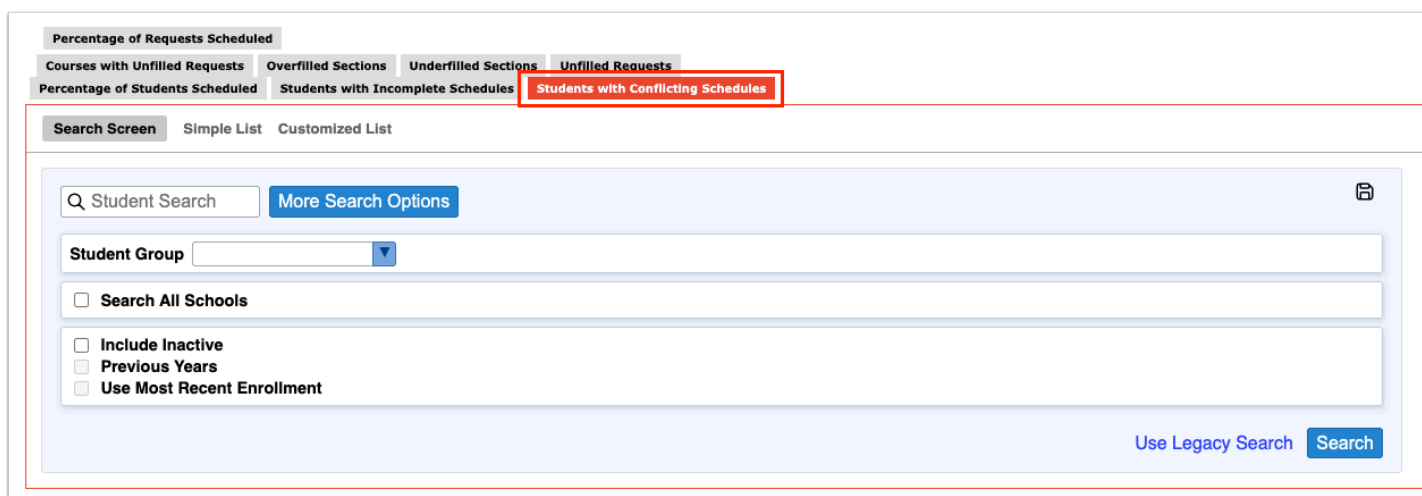
## Viewing the Students with Conflicting Schedules Report

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

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



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



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 [Searching for Students](#) for detailed instructions on the various ways to search for students.



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 More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

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.

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**

Students with conflicting schedules are students who have two sections scheduled into any period in their schedule. If some periods allow students to be enrolled in two sections, you can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023

Marking Period: 1st 9 Weeks

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update

Search Screen Simple List Customized List

☐ Include Sections That Do Not Take Attendance

3 Students with conflicting schedules

Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Acevedo, Emerald Vonn	00056443	12				X			
Baker, Duane Marie	00060028	12					X		
Elliott, Torcuato Rose	00060838	12						X	

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 Scheduled

Courses with Unfilled Requests Overfilled Sections Underfilled Sections Unfilled Requests

Percentage of Students Scheduled Students with Incomplete Schedules **Students with Conflicting Schedules**

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3 Students with conflicting schedules

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Acevedo, Emerald Vonn	00056443	12				X			
Baker, Duane Marie	00060028	12					X		
Elliott, Torcuato Rose	00060838	12						X	

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

**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**

Students with conflicting schedules are students who have two sections scheduled into any period in their schedule. If some periods allow students to be enrolled in two sections, you can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

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Search Screen **Simple List** Customized List ☒ Include Sections That Do Not Take Attendance

**3 Students with conflicting schedules**

Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<a href="#">Acevedo, Emerald Vonn</a>	00056443	12				X			
<a href="#">Baker, Duane Marie</a>	00060028	12					X		
<a href="#">Elliott, Torcuato Rose</a>	00060838	12						X	

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.

- 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 Scheduled**

**Courses with Unfilled Requests** **Overfilled Sections** **Underfilled Sections** **Unfilled Requests**

**Percentage of Students Scheduled** **Students with Incomplete Schedules** **Students with Conflicting Schedules**

Students with conflicting schedules are students who have two sections scheduled into any period in their schedule. If some periods allow students to be enrolled in two sections, you can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 10 2023 Marking Period: 1st 9 Weeks

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update

Search Screen **Simple List** Customized List ☒ Include Sections That Do Not Take Attendance

**3 Students with conflicting schedules**

Student	Student ID	Grade	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
<a href="#">Acevedo, Emerald Vonn</a>	00056443	12				X			
<a href="#">Baker, Duane Marie</a>	00060028	12					X		
<a href="#">Elliott, Torcuato Rose</a>	00060838	12						X	

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search...

Effective Date: August 10 2023 ☐ Include Inactive Courses **Print Schedule** **Course List** Weekly Planner ☐ Show Florida Fields ☐ Show Vocational/WDIS Fields Save

Prior Primary School: 2022-2023 (Grade 12) Focus High School - 0041

**7 Classes** **Send Messages** **Customize Columns** **Mass Update**

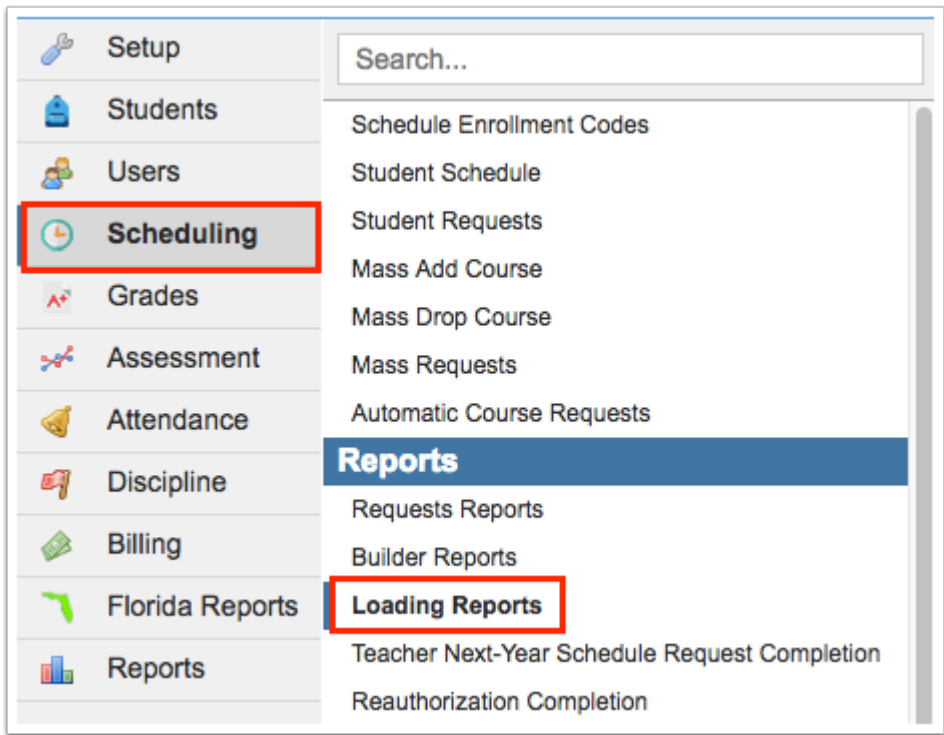
Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Credits	Last Modified
<input type="checkbox"/>	AP CALCULUS AB	Period 1 - 001 - Kramer Mickey Heller	1202310	001	MTWHF	4 214	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 04:19 PM
<input type="checkbox"/>	INDIV/DUAL SPRTS 1	Period 2 - 001 - Varya Klara Cano	1502410	001	MTWHF	2 109	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 04:19 PM
<input type="checkbox"/>	AP BIO	Period 3 - 002 - Marty Bryde Ceballos	2000340	002	MTWHF	4 206	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 04:19 PM
<input type="checkbox"/>	AP SPANISH LIT & CU	Period 4 - 001 - Henry V Alanis	0708410	001	MTWHF	2 205	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 04:03 PM
<input type="checkbox"/>	NC STUDY HALL 1	Period 4 - 003 - Bibiana Maria Quinones	2200300	003	MTWHF	4 101K	Full Year	Aug 10, 2023	-	0.00	Ashley Weiss Mar 06, 2023 04:19 PM
<input type="checkbox"/>	ENG 4	Period 5 - 002 - Ginnie Hermione Romero	1001400	002	MTWHF	4 202	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 04:19 PM
<input type="checkbox"/>	BAND 5 HON	Period 7 - 001 - Kathy Doucet Nino	1302340	001	MTWHF	5 108	Full Year	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

Courses with Unfilled Requests

Overfilled Sections


Underfilled Sections




Unfilled Requests

Percentage of Requests Scheduled

This report lists the percentage of requests scheduled (number requests fulfilled / number requests submitted).

Gradelevels:  Go

20 schools 

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

Overfilled Sections

Underfilled Sections

Unfilled Requests

Percentage of Requests Scheduled

This report lists the percentage of requests scheduled (number requests fulfilled / number requests submitted).

Gradelevels: 09, 10, 11, 12

Go

6 schools

Search

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
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%