# 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**.
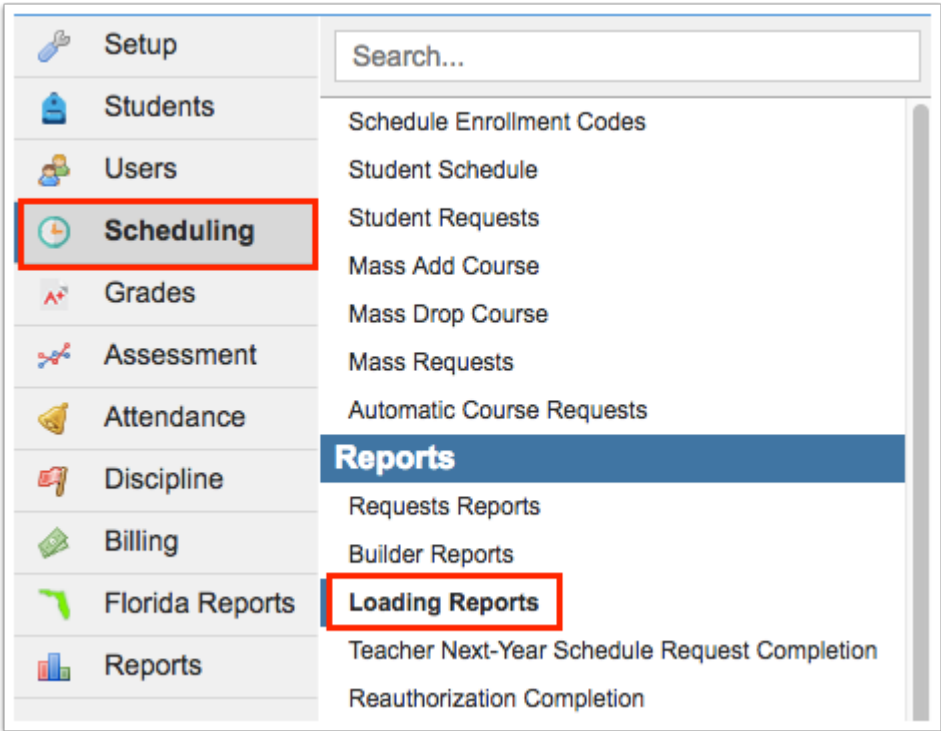
The Courses with Unfilled Requests tab is opened by default. This report displays the course name, course number, subject, number of unfilled requests, number of sections, number of available seats, and number of requested seats. If the number of unfilled requests equals the difference between the number 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.

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

Tabs: 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. Search.

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.

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
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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

Tabs: 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. Search.

THEATRE 1   List Students in this Course   List Unfilled Requests in this Course   **Search**   Copy   Delete   Save

0400310 — Course Number
THEATRE 1 — Title

Performing Fine Arts — Graduation Requirements Subject
- — Graduation Requirements Subject 2
- — Graduation Requirements Subject 3
1.0 — Credits per Course History Term
✓ Allow Students to Request this Course
✗ Allow Teachers to Approve Requests
✗ Schedule this Course first
0 — WDIS OCP Hours
CAPE

Prerequisites 💬
* one Course Number per line

12 Subjects

Subject
Electives
English
Exceptional Student
Math
No Credit
Performing Fine Arts
Physical Education

18 Courses

Course	Course Num
ACTING 4 HON	0400400
AP ART/DRAW PORT	0104300
BAND 1	1302300
BAND 2	1302310
BAND 3	1302320
BAND 5 HON	1302340
BAND 6 HON	1302350

1 Section

Section
Period 5 - 001 - Zarina L Borchert
+

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   Search

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
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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
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 🗒   Search [_____] 🔳

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

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   Prior Primary School: 2022-2023 (Grade 09) Focus High School - 0041
6.00 Credits And 6.00 Units

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 Teac
	☐	[▼]			☐		[▼]	☐	[▼]	[▼]	[▼]	[▼]	☐
▬	☐	ENG 1 (1001310) [▼]	1.00	1001310 ⓘ	☐		[▼]	☐	[▼]	[▼]	[▼]	[▼]	☐
▬	☐	ALG 1 (1200310) [▼]	1.00	1200310 ⓘ	☐		[▼]	☐	[▼]	[▼]	[▼]	[▼]	☐
▬	☐	BIO 1 (2000310) [▼]	1.00	2000310 ⓘ	☐		[▼]	☐	[▼]	[▼]	[▼]	[▼]	☐
▬	☐	WORLD HIST (2109... [▼]	1.00	2109310 ⓘ	☐		[▼]	☐	[▼]	[▼]	[▼]	[▼]	☐
▬	☐	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 ⓘ	☐		[▼]	☐	[▼]	[▼]	[▼]	[▼]	☐

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 | | 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 09) Focus High School - 0041

6 Classes 🗐   💬 Send Messages   Customize Columns   Mass Update

Delete ☐	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	🔓	Enrolled	Dropped	Credits	Last Modified
☐	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
☐	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
☐	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
☐	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
☐	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
☐	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 |
| Subject | | | | | Period | Teacher | Term | |

2 Unscheduled Requests Auto-Schedule this Student 🗐   Search [ ]

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**.

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.

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.

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

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.

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

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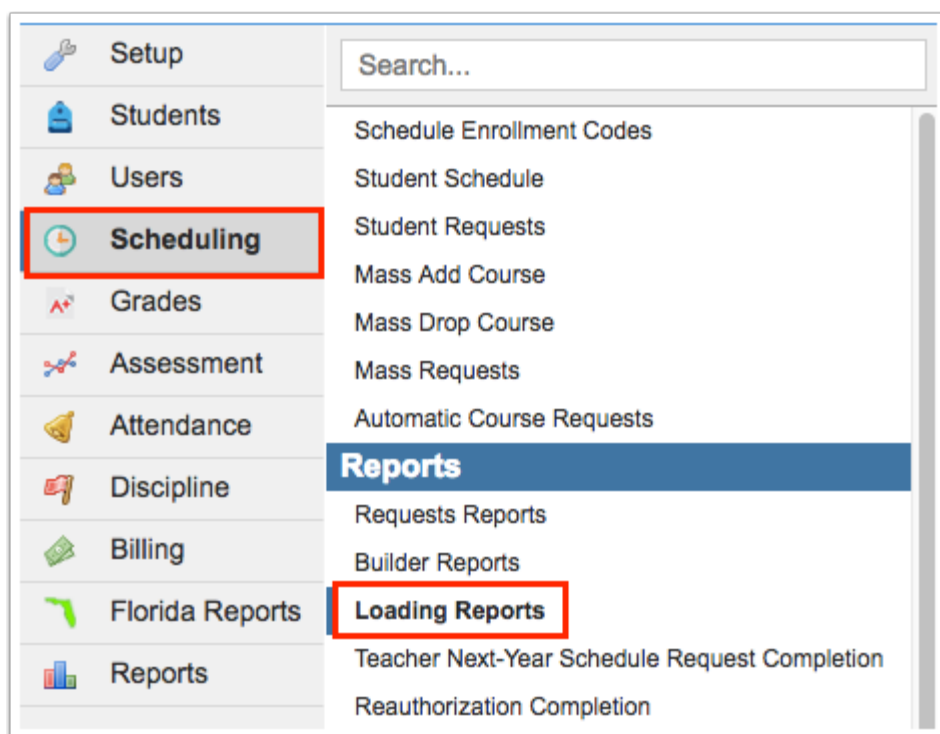
2. Click the **Underfilled Sections** tab.

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

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.

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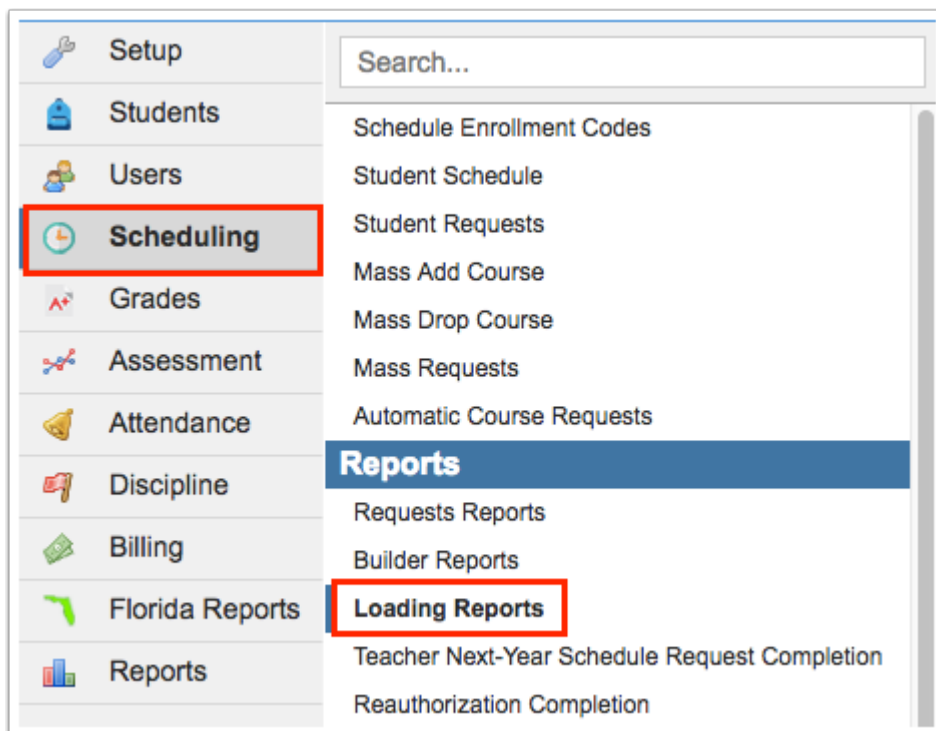
2. Click the **Unfilled Requests** tab.
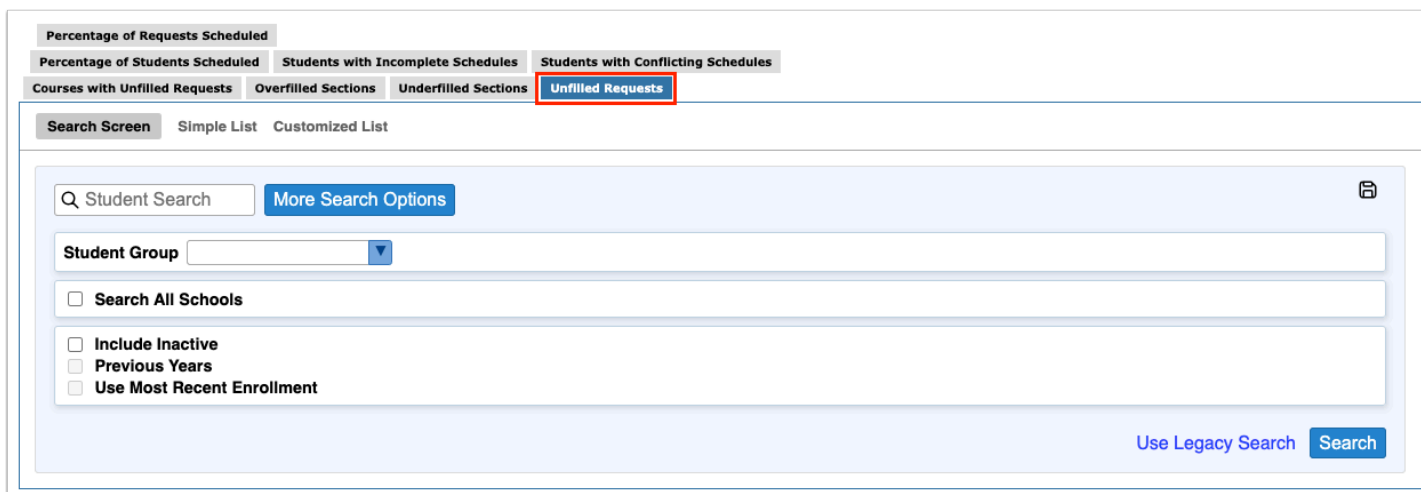
3. In the Search Screen, enter search criteria to locate a specific group of students and click **Search** or do not enter any search criteria and click **Search** to view a list of all students who have unfilled requests.

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

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.

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

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.

💡 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.

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.

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**.

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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).

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).

School	School Num	Fully Scheduled Units	Number of Students	Underscheduled Students	Percent Scheduled	Percent Scheduled S2
Focus Collegiate School - 0382	0382	8	23	22	4.35%	4.35%
Orange High School - 0131	0131	14	85	52	38.82%	16.47%
Home Educated Students - N998	N998	0	8	0	100%	100%
Owl High School - 0101	0101	0	267	0	100%	100%
John McKay Scholarship - 3518	3518	0	2	0	100%	100%
Focus High School - 0041	0041	14	175	172	1.71%	99.43%
Focus Center - 0106	0106	16	9	9	0%	0%

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.

7 schools

Tabs: Students with Incomplete Schedules | Students with Conflicting Schedules | Courses with Unfilled Requests | Overfilled Sections | Underfilled Sections | Unfilled Requests | Percentage of Students Scheduled

Gradelevels: 12 Go

Search

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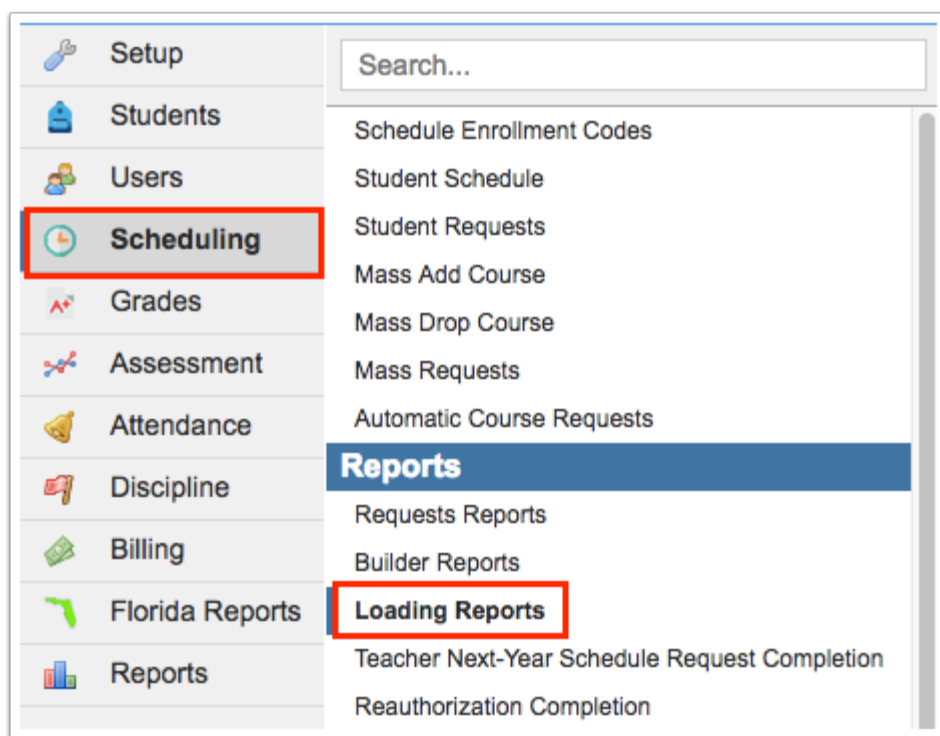
2. Click the **Students with Incomplete Schedules** tab.

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.

> ℹ️ See Searching for Students for detailed instructions on the various ways to search for students.

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.

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.

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.

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**.

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**.

The dismissed students are re-displayed on the report.

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

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.

> 💡 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.**
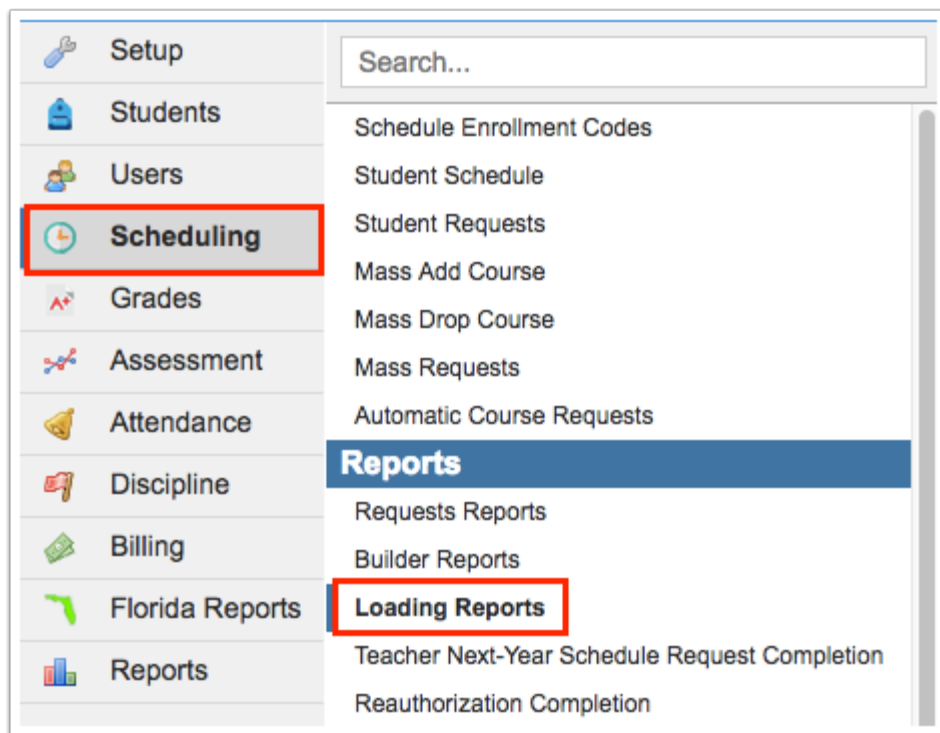
2. Click the **Students with Conflicting Schedules** tab.
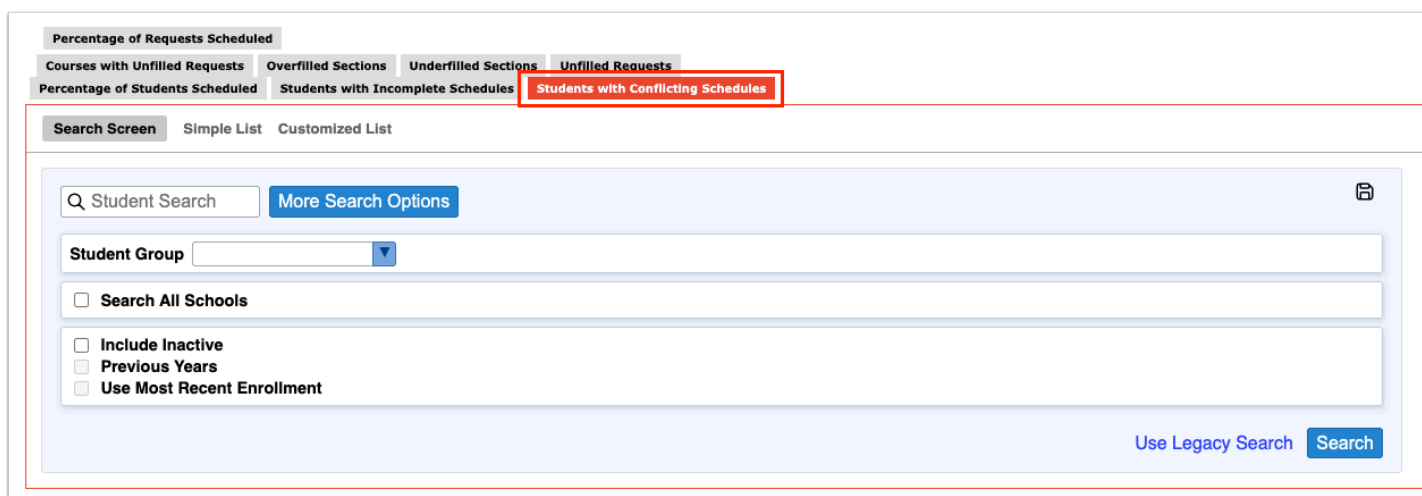
3. In the Search Screen, enter search criteria to locate a specific group of students and click **Search**, or do not enter any search criteria and click **Search** to view all students with conflicting schedules.

> ⓘ See Searching for Students for detailed instructions on the various ways to search for students.

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.

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.

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

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.

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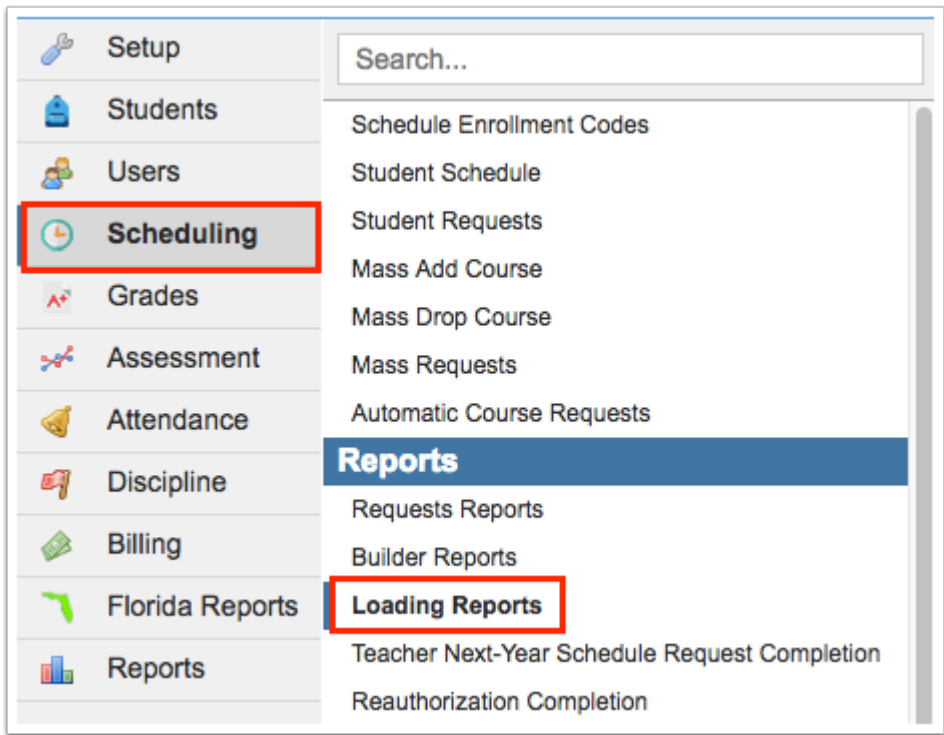
2. Click the **Percentage of Requests Scheduled** tab.

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).