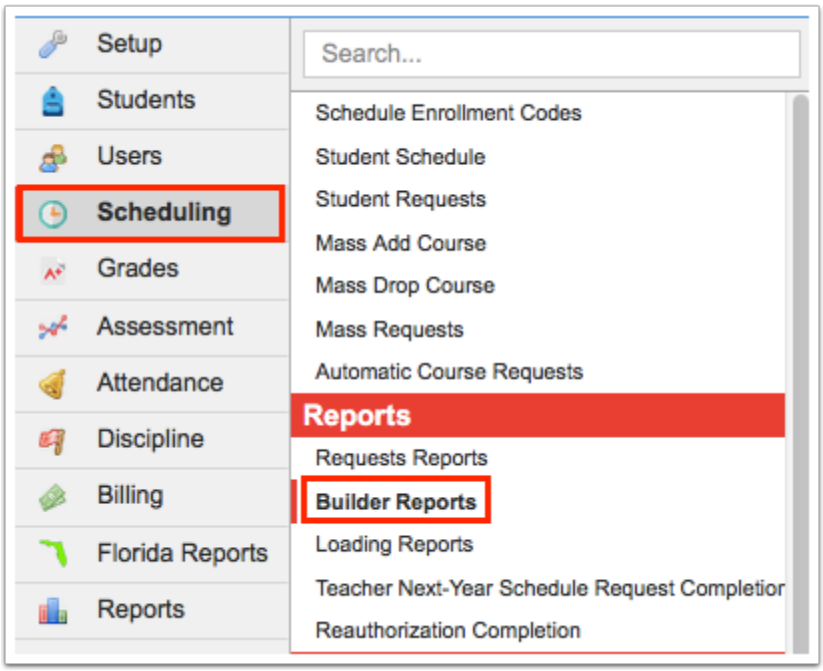
Builder Reports

The Builder Reports are used to determine the changes that need to made to the master schedule based on student requests. The two most commonly used Builder Reports are Courses with too many Requests and Courses with too few Requests. The Builder Reports help assess the demand for particular courses against actual availability. The Scheduler should not be run until most of the Builder Report issues have been resolved.

Viewing the Courses with Too Many Requests Report

The Courses with too many Requests report displays courses where the demand for seats exceeds the number of available seats. If possible, increase the number of seats within the sections or add new sections. If the Available Seats column is blank, then no seats were assigned to the sections or no sections were built.

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



The Courses with too many Requests tab is opened by default. This report includes the course name, course number, subject, number of sections, number of available seats, and number of requested seats.

Period Counts | Overscheduled Teachers

Courses with too many Requests | Courses with too few Requests | Overlapping Requests | Overlapping Singletons | Sections with 0 Seats

Courses with too many requests are courses with fewer available seats than requests. If possible, increase the available seats in the existing sections or add another section entirely by clicking the name of the course.

23 Courses with too many Requests

Search

Course	Course Number	Subject	Sections	Available Seats	Requested Seats
ACCESS INTEG SCI 1	7920025	Exceptional Student	0	0	2
ALG 1	1200310	Math	2	50	54
ALG 1 HON	1200320	Math	0	0	23
ALG 2 HON	1200340	Math	2	50	79
AP BIO	2000340	Science	1	33	52
AP CALCULUS AB	1202310	Math	1	25	37
AP ENG COMPO	1001420	English	2	62	67
AP EURO HIST	2109380	Social Studies	0	0	6
ART HIST & CRIT 1 H	0100330	Performing Fine Arts	0	0	1
AVID 1	1700390	Electives	2	51	73
AVID 2	1700400	Electives	1	25	37
AVID 3	1700410	Electives	1	25	29
CHORUS 1	1303300	Performing Fine Arts	0	0	5
CULINARY ARTS 1	8800510	Vocational	2	50	59
DIG VID PROD 2	8772420	Practical Arts	2	70	80
DIG VID PROD 3	8772430	Practical Arts	1	31	57
DIG VID PROD 4	8772440	Practical Arts	1	16	17
ENV SCI	2001340	Science	0	0	59

2. Click the course name link to open the course information in the Courses & Sections pop-up window.

Period Counts | Overscheduled Teachers

Courses with too many Requests | Courses with too few Requests | Overlapping Requests | Overlapping Singletons | Sections with 0 Seats

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23 Courses with too many Requests

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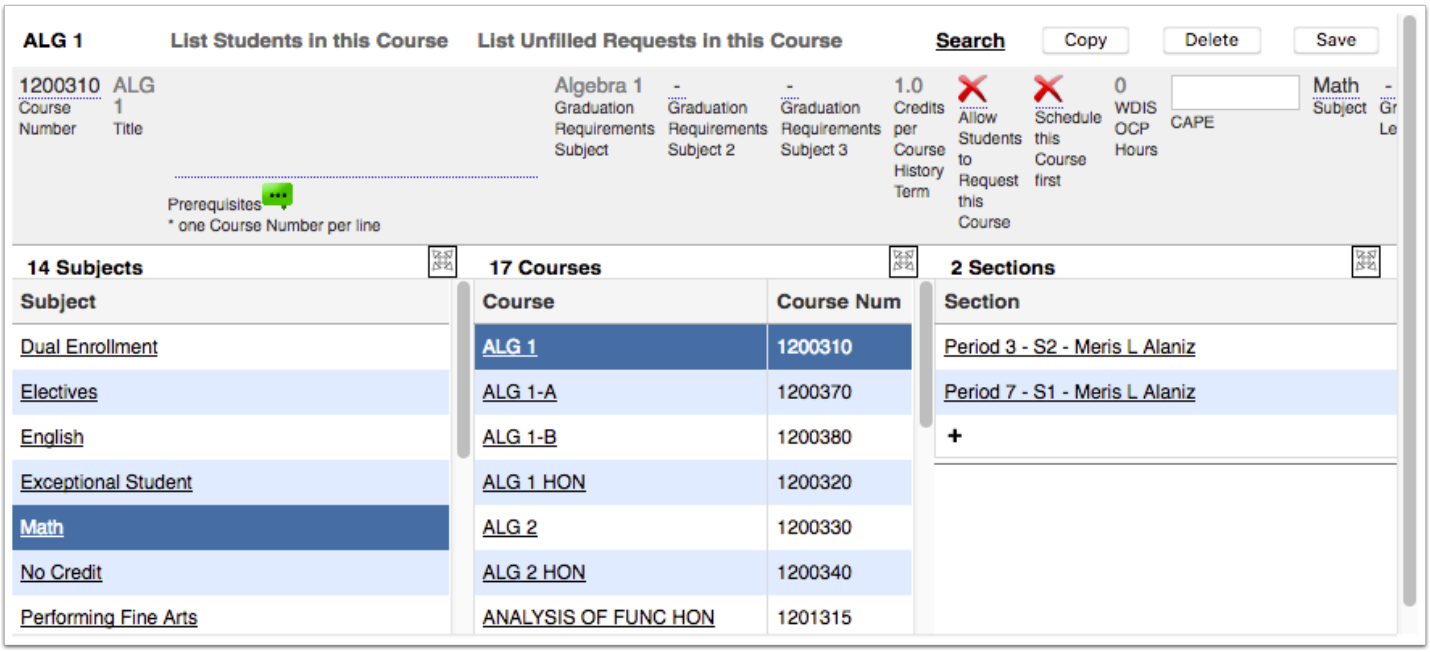
Course	Course Number	Subject	Sections	Available Seats	Requested Seats
ACCESS INTEG SCI 1	7920025	Exceptional Student	0	0	2
ALG 1	1200310	Math	2	50	54
ALG 1 HON	1200320	Math	0	0	23
ALG 2 HON	1200340	Math	2	50	79

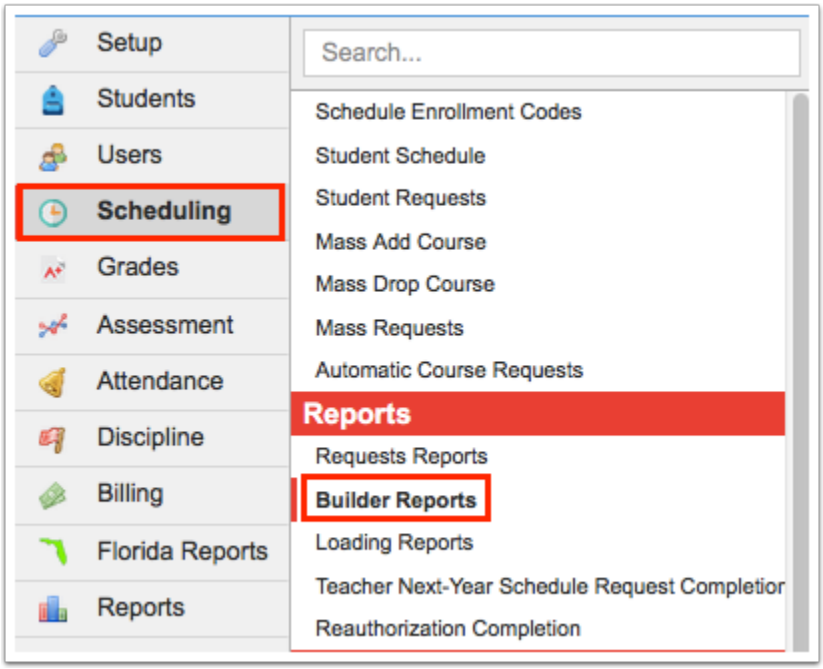
3. Add sections to the course or increase seat counts for the sections if needed. Save and close the window when finished.



Viewing the Courses with Too Few Requests Report

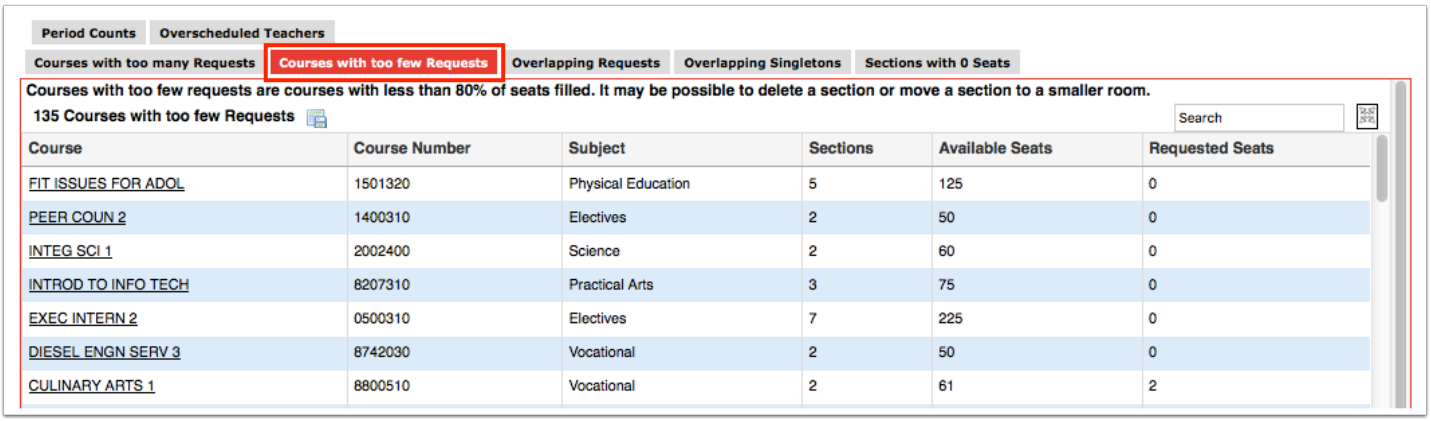
The Courses with too few Requests report displays courses with less than 80% of requested seats filled. Extra sections may be deleted or the course itself may be deleted. When removing a course offering, delete the student requests for the course first.

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



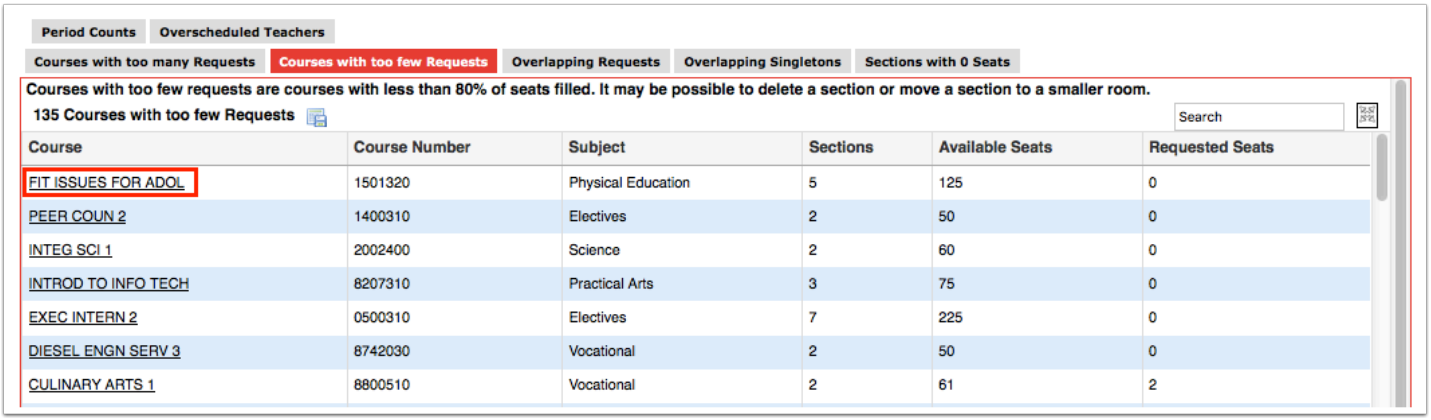
2. Click the **Courses with too few Requests** tab.

The report displays the course name, course number, subject, number of sections, number of available seats, and number of requested seats.



Course	Course Number	Subject	Sections	Available Seats	Requested Seats
FIT ISSUES FOR ADOL	1501320	Physical Education	5	125	0
PEER COUN 2	1400310	Electives	2	50	0
INTEG SCI 1	2002400	Science	2	60	0
INTROD TO INFO TECH	8207310	Practical Arts	3	75	0
EXEC INTERN 2	0500310	Electives	7	225	0
DIESEL ENGN SERV 3	8742030	Vocational	2	50	0
CULINARY ARTS 1	8800510	Vocational	2	61	2

3. Click the course name link to open the course information in the Courses & Sections pop-up window.



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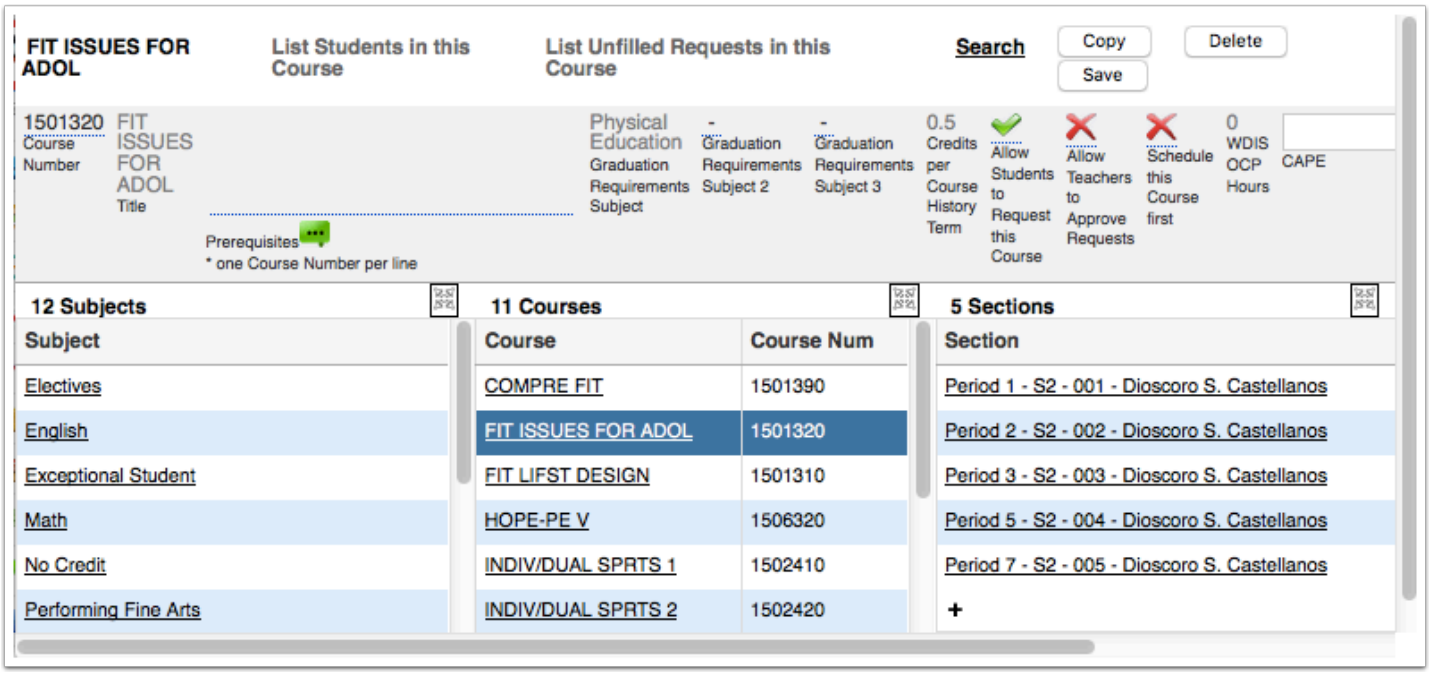
FIT ISSUES FOR ADOL	1501320	Physical Education	5	125	0
PEER COUN 2	1400310	Electives	2	50	0
INTEG SCI 1	2002400	Science	2	60	0
INTROD TO INFO TECH	8207310	Practical Arts	3	75	0
EXEC INTERN 2	0500310	Electives	7	225	0
DIESEL ENGN SERV 3	8742030	Vocational	2	50	0
CULINARY ARTS 1	8800510	Vocational	2	61	2

4. Delete extra sections or delete the course as needed. Save and close the window when finished.

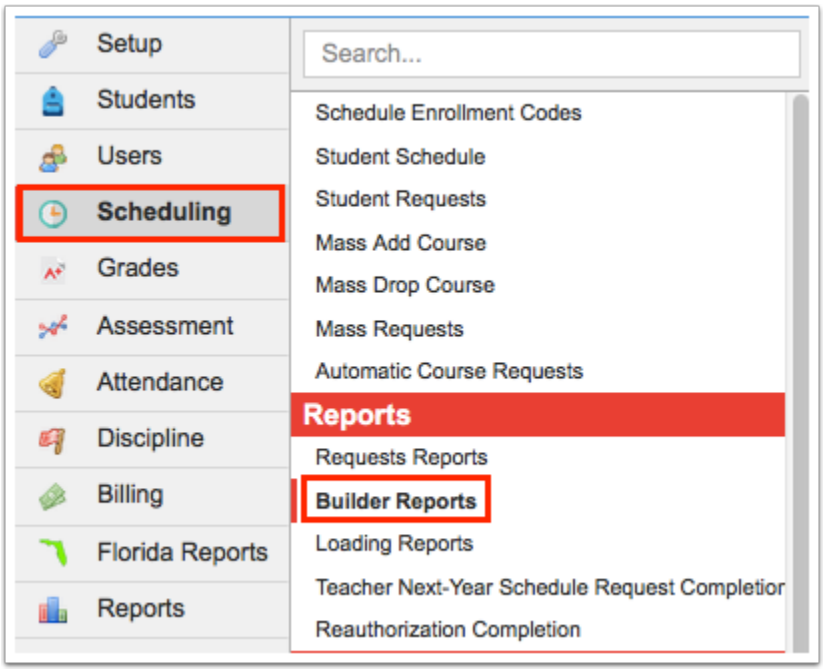


Delete course requests for a course before deleting the course itself.

Viewing the Overlapping Requests Report

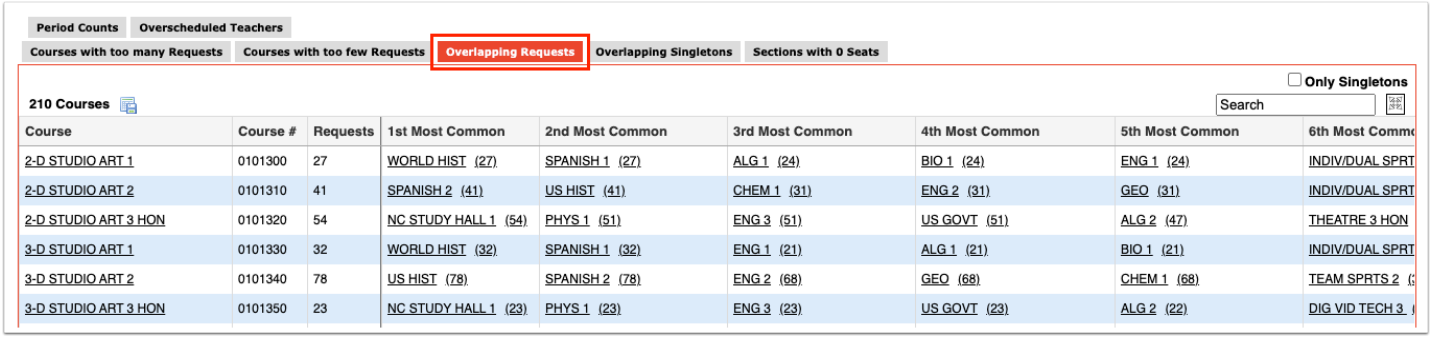
Overlapping requests occur when students request a that course conflicts with another course scheduled at the same time. If possible, move sections to different periods to make the courses available to students. Selecting the Only Singletons check box will only show overlapping requests for courses with only one section built. It is important to review overlapping singletons as these students will not be scheduled into both courses unless one is moved.

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



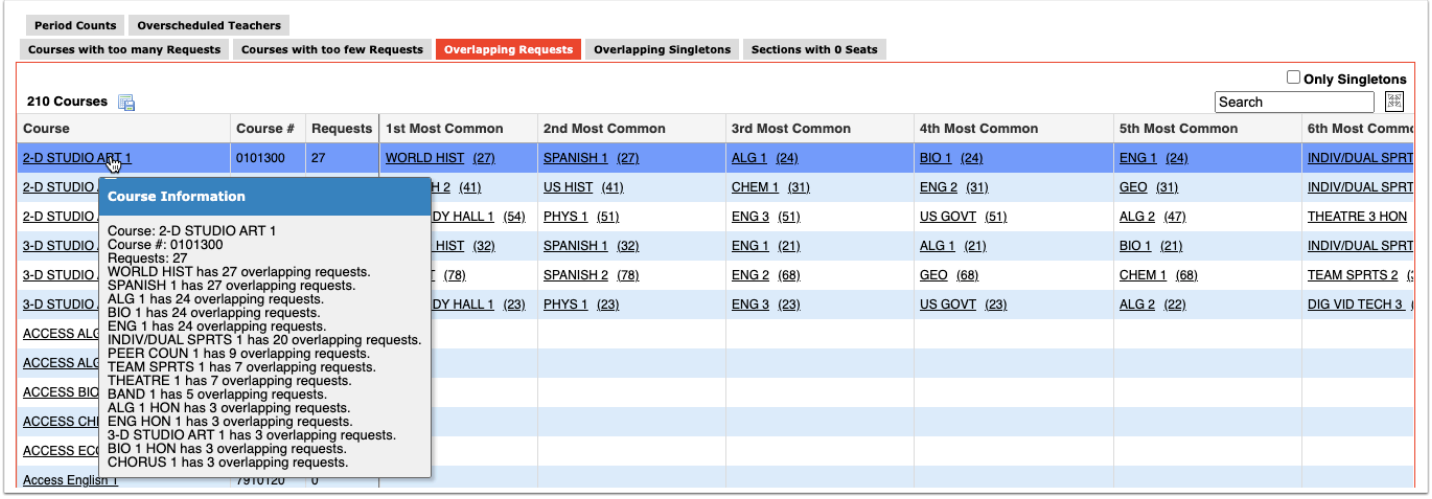
2. Click the **Overlapping Requests** tab.

The report displays the course name, course number, number of requests, and the most common conflicting courses. The number in parentheses indicates the number of overlapping requests.

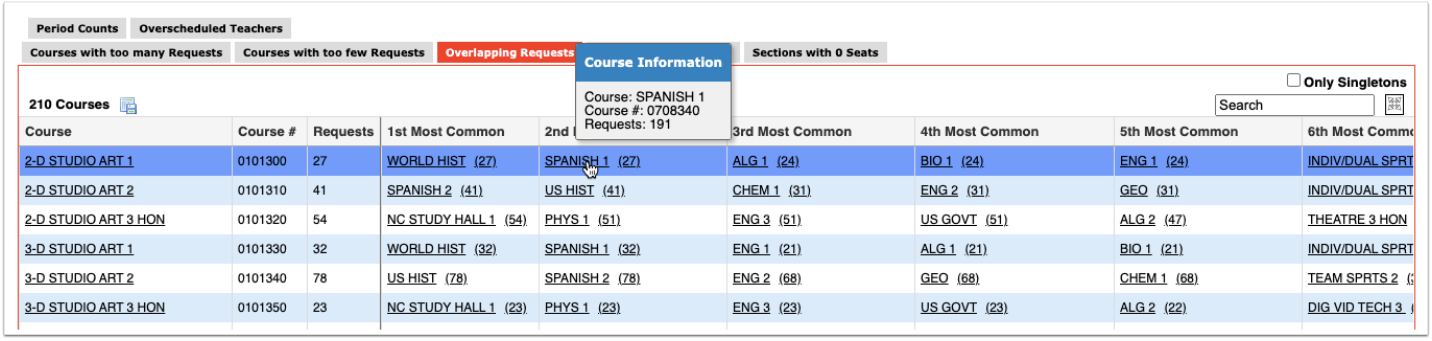


Course	Course #	Requests	1st Most Common	2nd Most Common	3rd Most Common	4th Most Common	5th Most Common	6th Most Comm
2-D STUDIO ART 1	0101300	27	WORLD HIST (27)	SPANISH 1 (27)	ALG 1 (24)	BIO 1 (24)	ENG 1 (24)	INDIV/DUAL SPRT
2-D STUDIO ART 2	0101310	41	SPANISH 2 (41)	US HIST (41)	CHEM 1 (31)	ENG 2 (31)	GEO (31)	INDIV/DUAL SPRT
2-D STUDIO ART 3 HON	0101320	54	NC STUDY HALL 1 (54)	PHYS 1 (51)	ENG 3 (51)	US GOVT (51)	ALG 2 (47)	THEATRE 3 HON
3-D STUDIO ART 1	0101330	32	WORLD HIST (32)	SPANISH 1 (32)	ENG 1 (21)	ALG 1 (21)	BIO 1 (21)	INDIV/DUAL SPRT
3-D STUDIO ART 2	0101340	78	US HIST (78)	SPANISH 2 (78)	ENG 2 (68)	GEO (68)	CHEM 1 (68)	TEAM SPRTS 2
3-D STUDIO ART 3 HON	0101350	23	NC STUDY HALL 1 (23)	PHYS 1 (23)	ENG 3 (23)	US GOVT (23)	ALG 2 (22)	DIG VID TECH 3

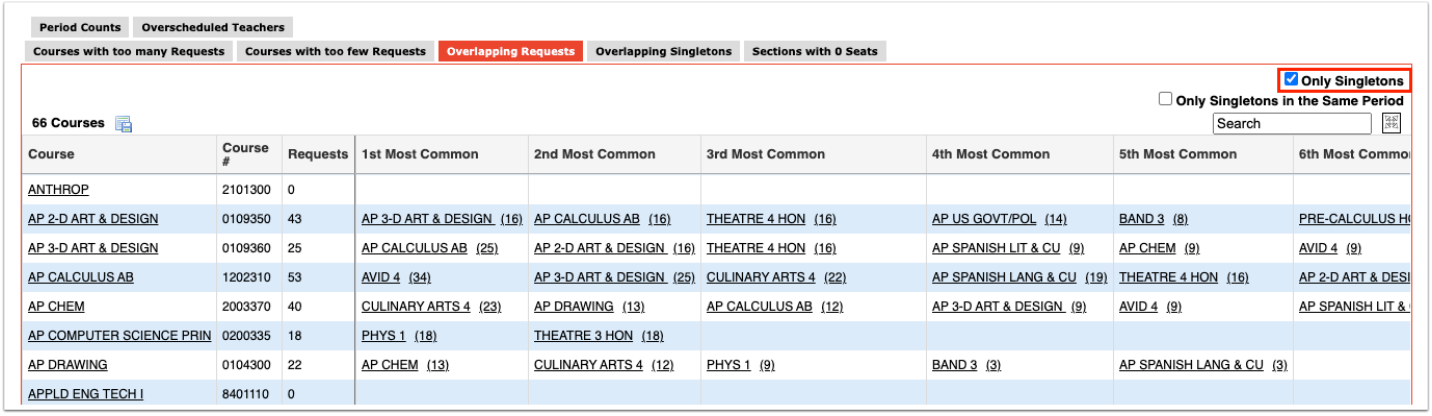
3. Hover the mouse over a course name on the left side of the screen to view a tool-tip containing the course name, course number, number of requests, and each of the courses it overlaps with.



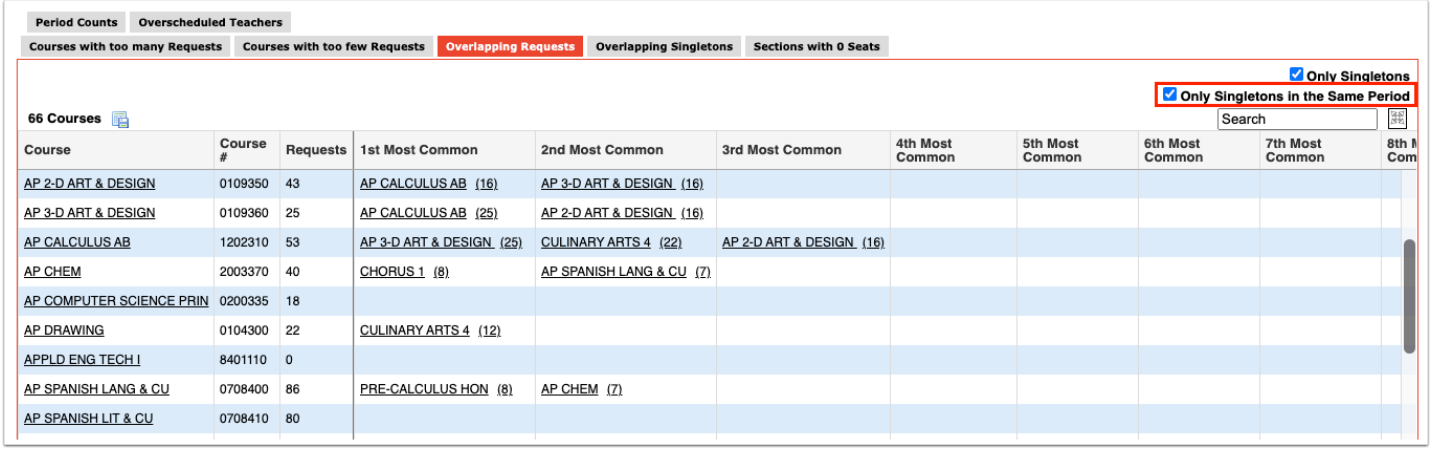
4. Hover the mouse over a course name on the right side of the screen to view the course name, course number, and total number of requests in a tool-tip.



5. Select the **Only Singletons** check box to only view overlapping requests for singleton courses.



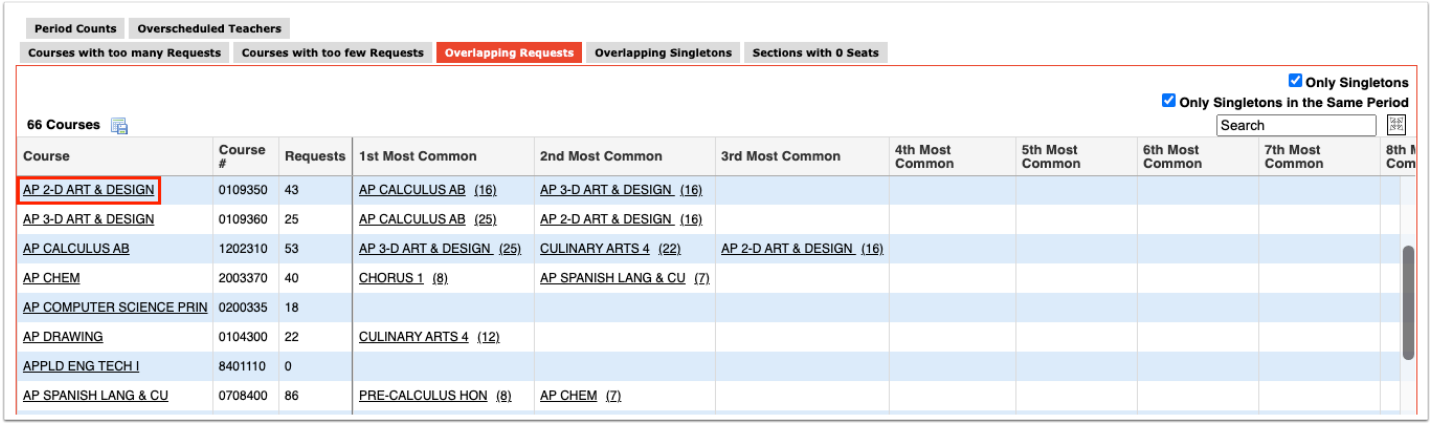
6. Select the **Only Singletons in the Same Period** check box to only view overlapping requests for singleton courses scheduled in the same period.



Course	Course #	Requests	1st Most Common	2nd Most Common	3rd Most Common	4th Most Common	5th Most Common	6th Most Common	7th Most Common	8th M Com
AP 2-D ART & DESIGN	0109350	43	AP CALCULUS AB (16)	AP 3-D ART & DESIGN (16)						
AP 3-D ART & DESIGN	0109360	25	AP CALCULUS AB (25)	AP 2-D ART & DESIGN (16)						
AP CALCULUS AB	1202310	53	AP 3-D ART & DESIGN (25)	CULINARY ARTS 4 (22)	AP 2-D ART & DESIGN (16)					
AP CHEM	2003370	40	CHORUS 1 (8)	AP SPANISH LANG & CU (7)						
AP COMPUTER SCIENCE PRIN	0200335	18								
AP DRAWING	0104300	22	CULINARY ARTS 4 (12)							
APPLD ENG TECH I	8401110	0								
AP SPANISH LANG & CU	0708400	86	PRE-CALCULUS HON (8)	AP CHEM (7)						
AP SPANISH LIT & CU	0708410	80								

If the number of overlapping singletons is small, the scheduling team may need to make a choice for the student. If the number of overlapping singletons is large, one of the courses should be moved to a different period.

7. Click a course name link to open the course information in the Courses & Sections pop-up window.



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AP CHEM	2003370	40	CHORUS 1 (8)	AP SPANISH LANG & CU (7)						
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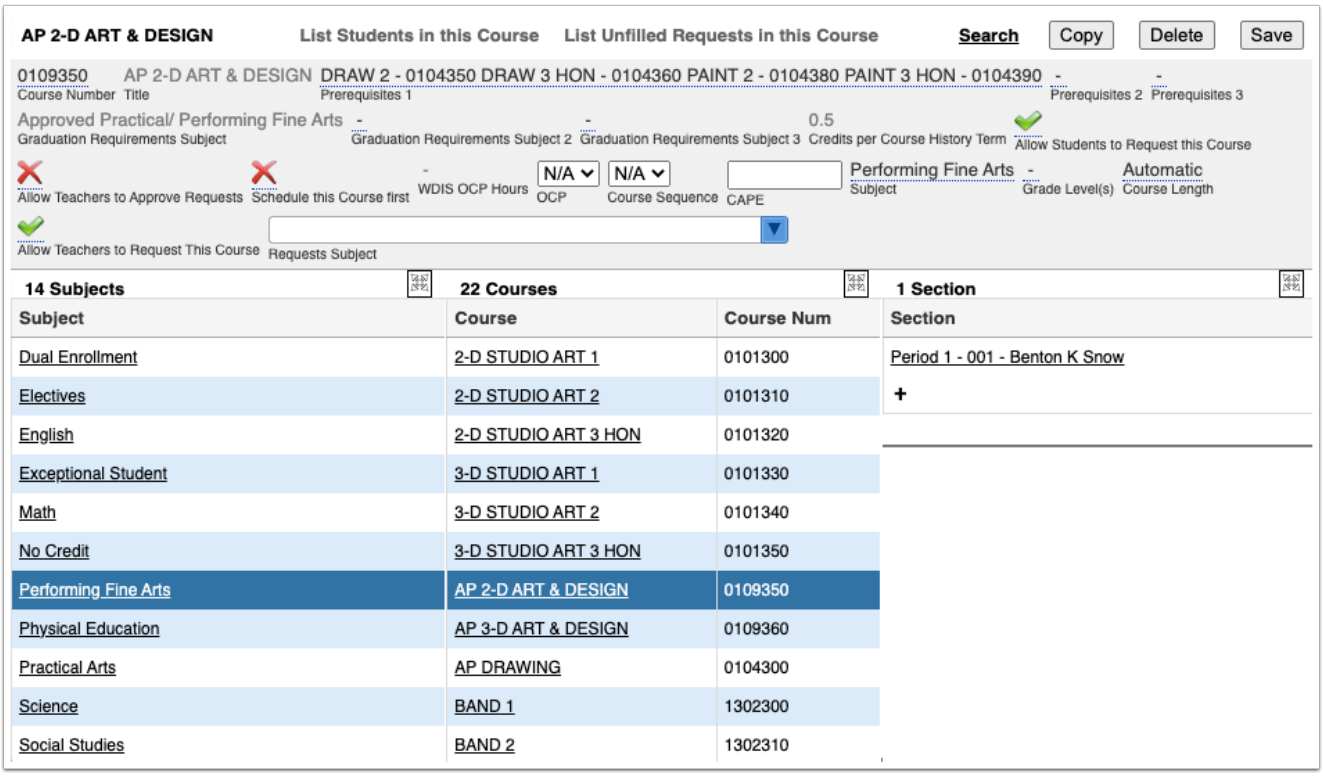
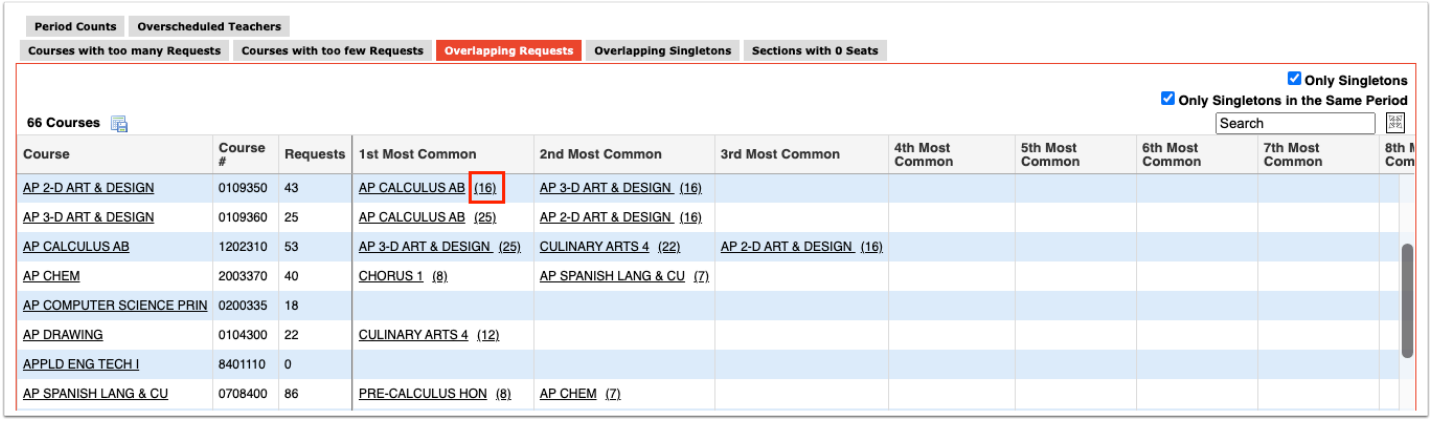
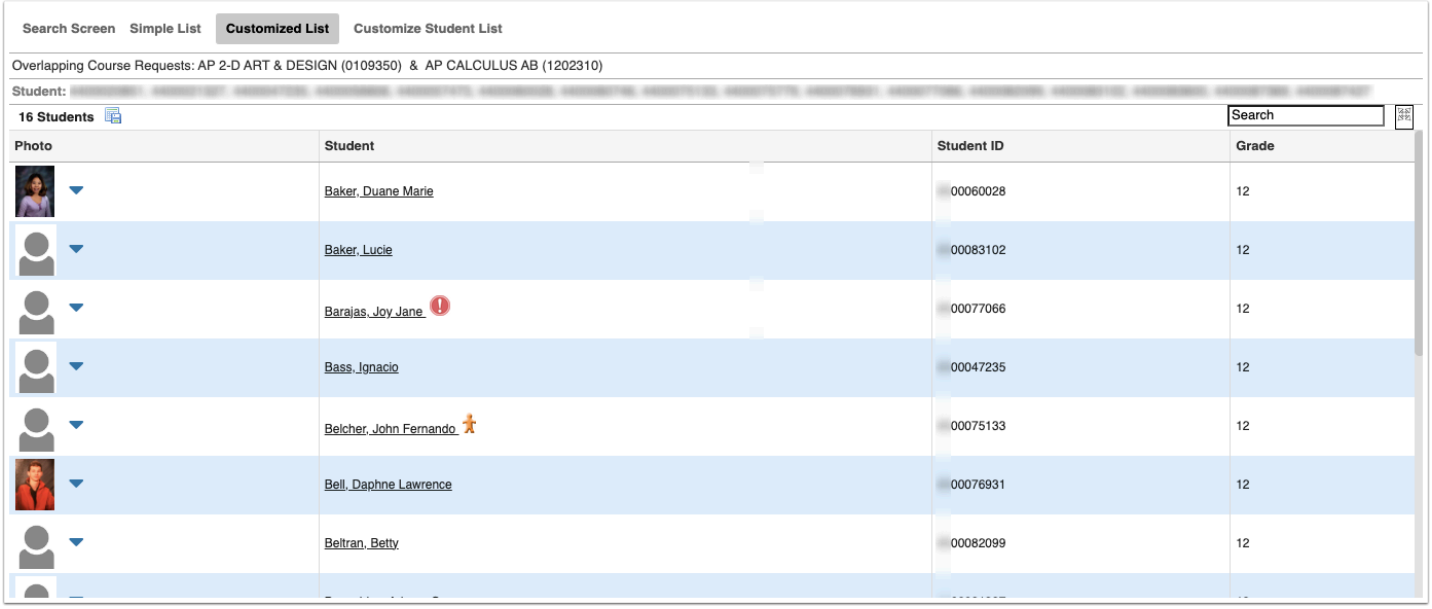
APPLD ENG TECH I	8401110	0								
AP SPANISH LANG & CU	0708400	86	PRE-CALCULUS HON (8)	AP CHEM (7)						

8. Change the period on sections if needed. Save and close the window when finished.

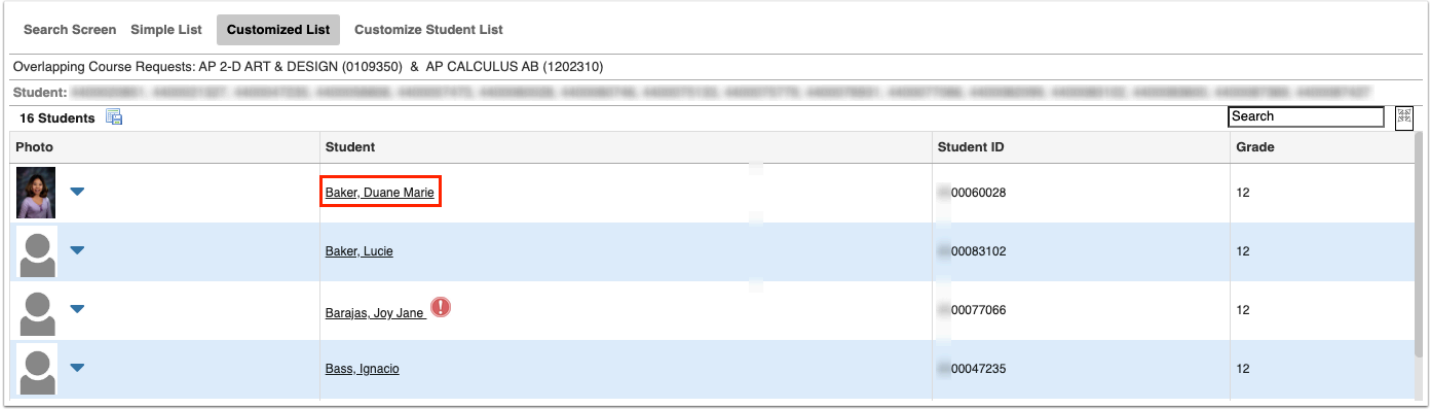


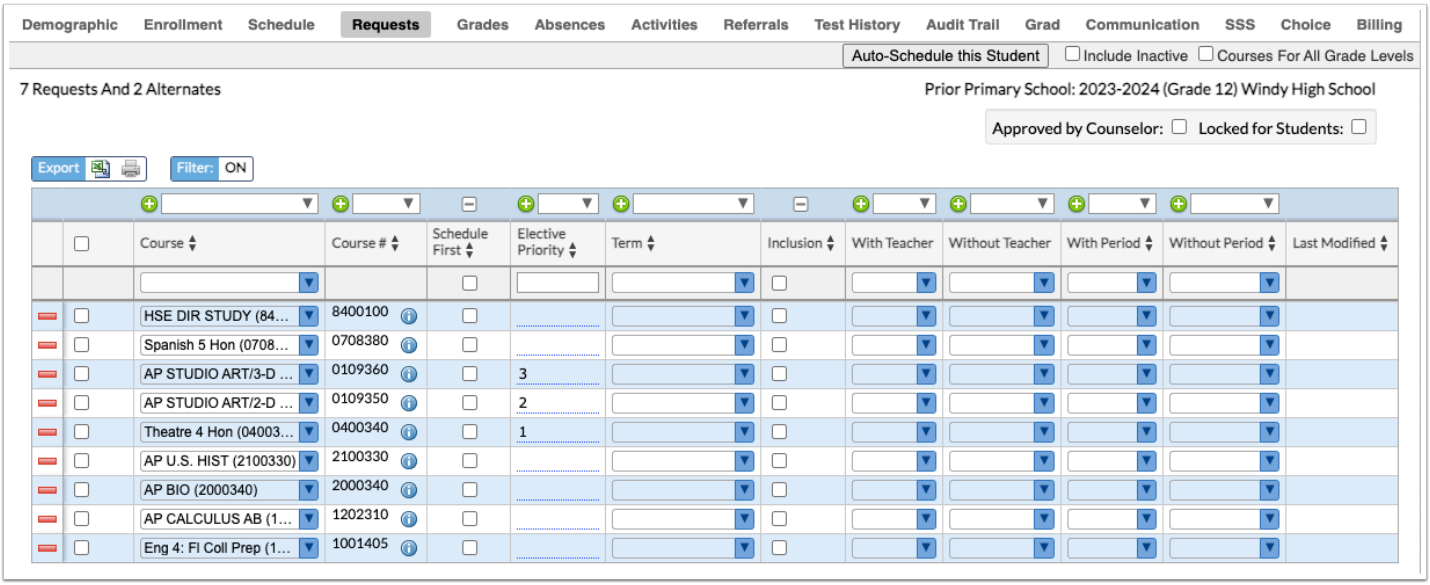
9. Click the number of overlapping requests link to open a list of students who have the overlapping course requests in a new tab or window.





10. Click the student's name to open the Student Requests screen for the student, where you can adjust the student's requests as needed.

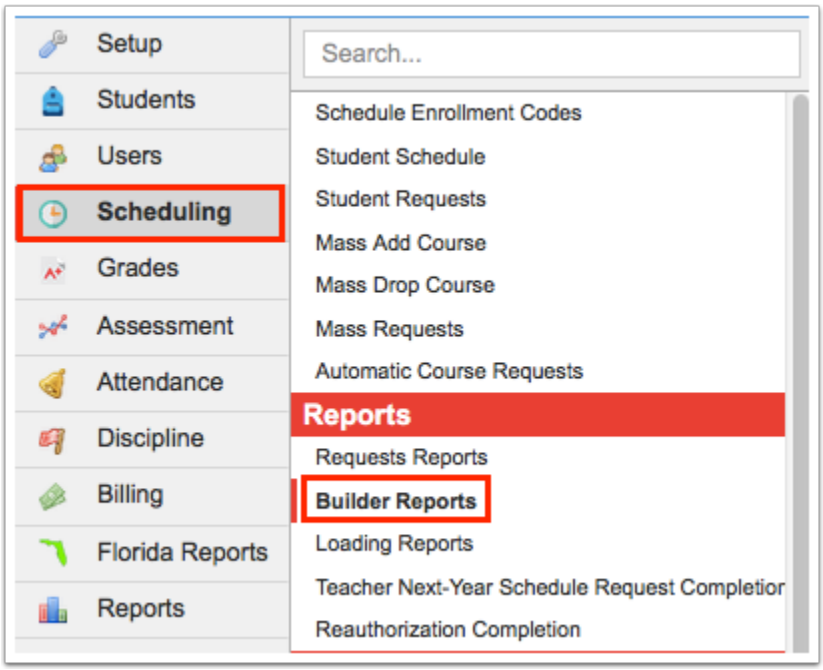




Viewing the Overlapping Singletons Report

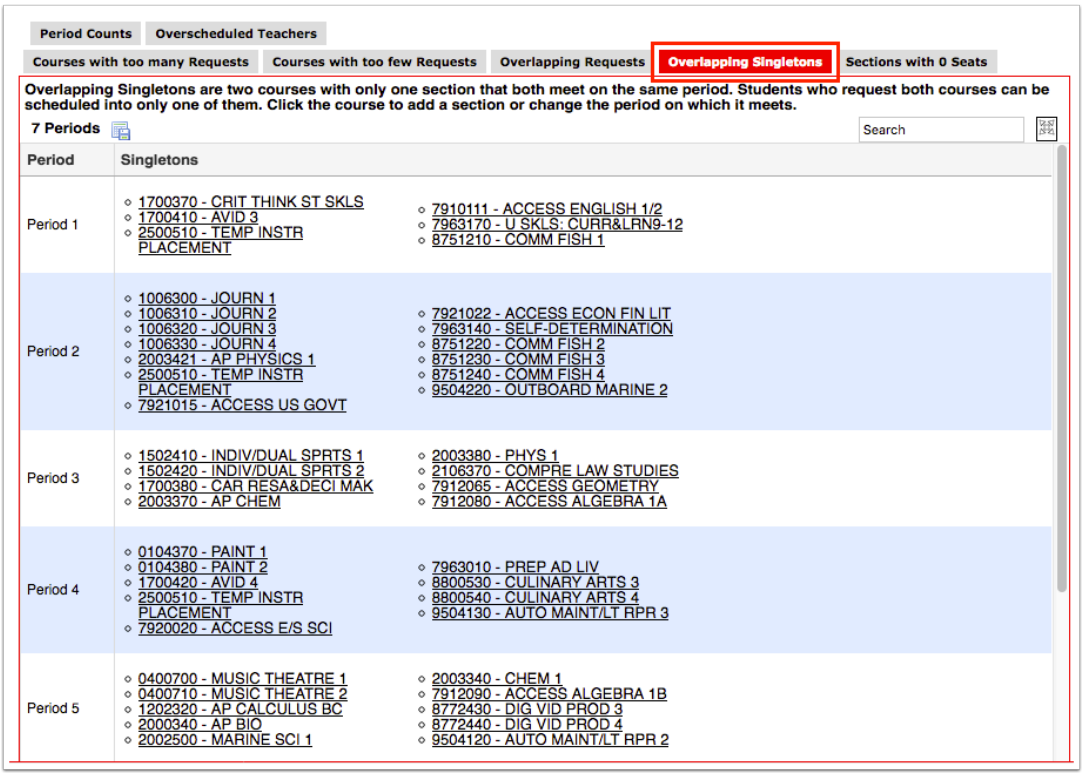
The Overlapping Singletons report displays courses that have only a single section that meets during the same period as other singleton sections. If a student requests both courses, the student will only be scheduled into one of them. If possible, add sections or change the period a section is scheduled. The report is beneficial at the high school level where there are a large number of singletons. The more singletons there are, the more difficult it is to schedule.

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

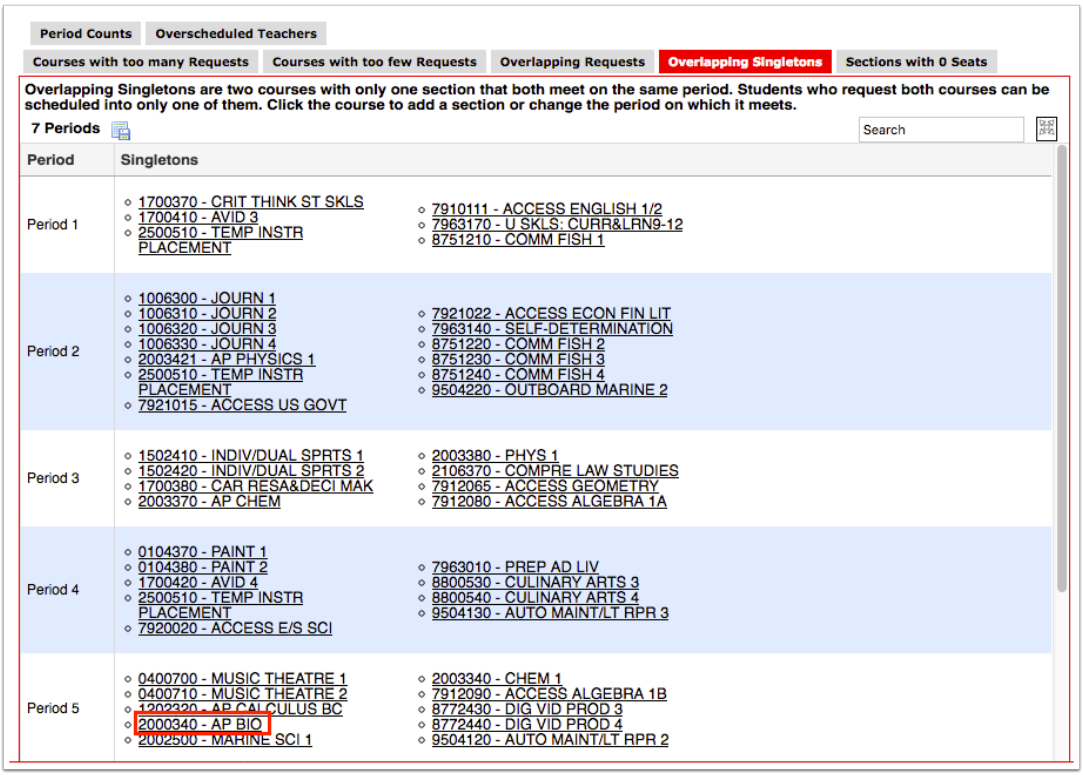


2. Click the **Overlapping Singletons** tab.

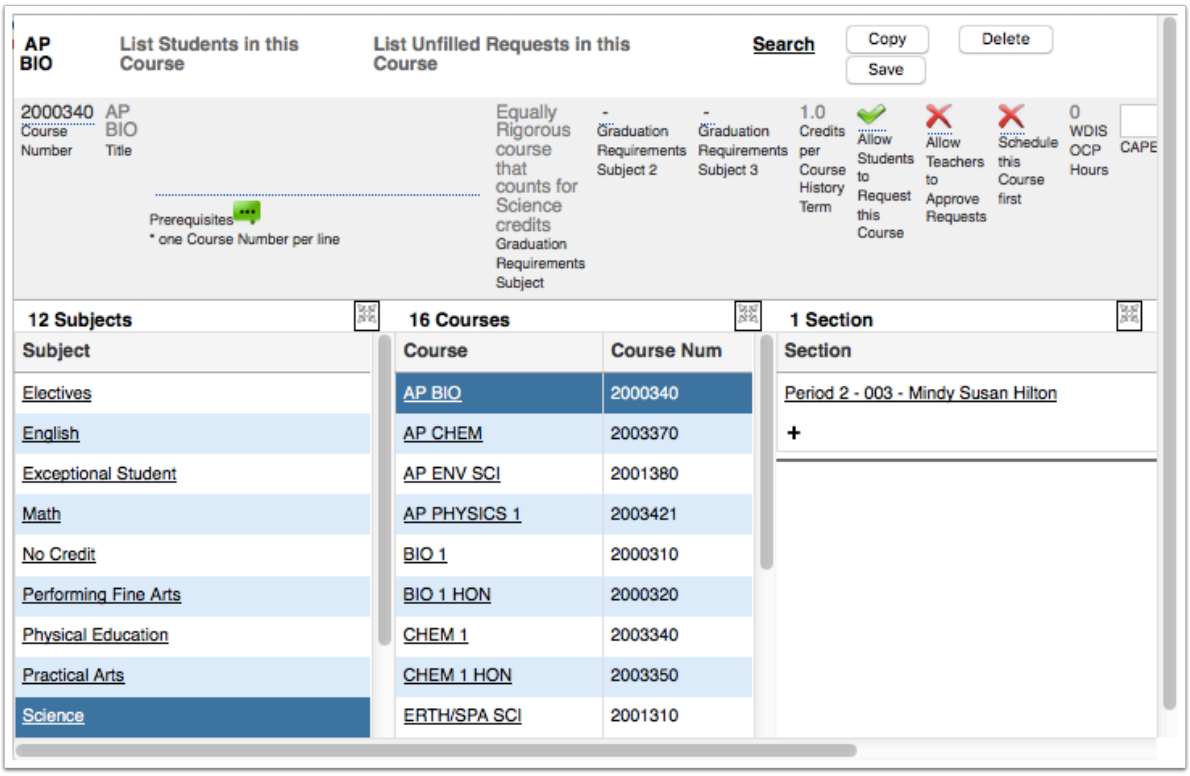
The report is organized by period, and lists the courses that have a singleton section scheduled.



3. Click the course name link to open the course information in the Courses & Sections pop-up window.



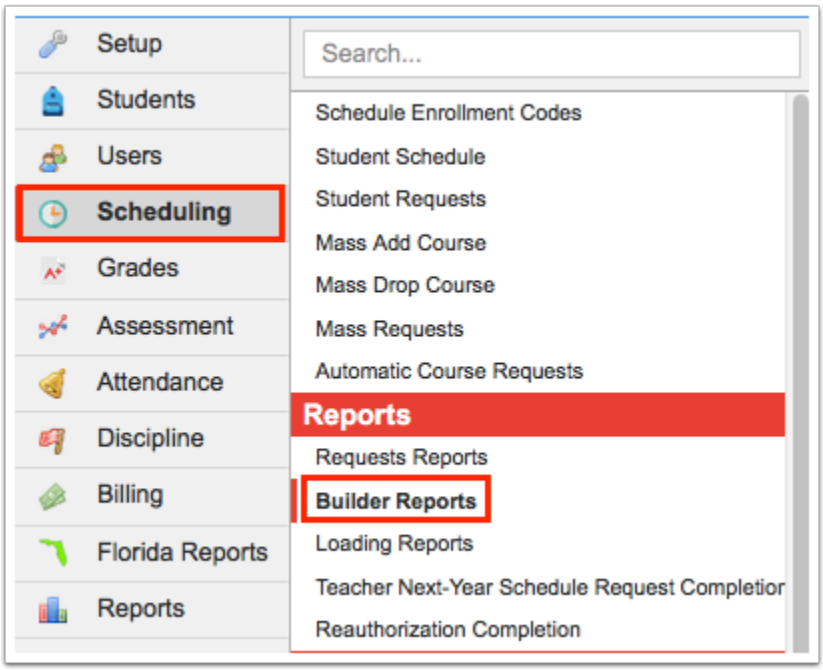
4. Add sections or change the period on sections as needed. Save and close the window when finished.



Viewing the Sections with 0 Seats Report

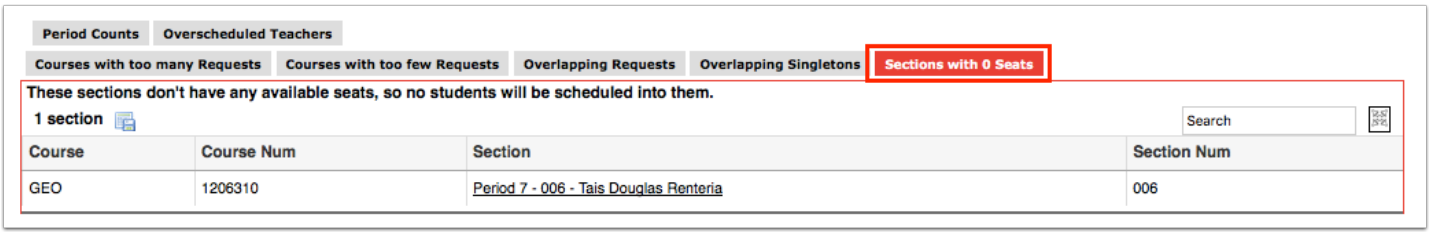
The Sections with 0 Seats report displays sections that do not have any available seats for courses that have requests. Students will not be scheduled into these sections. Assign seats to these sections so that the Scheduler can load students into the sections.

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

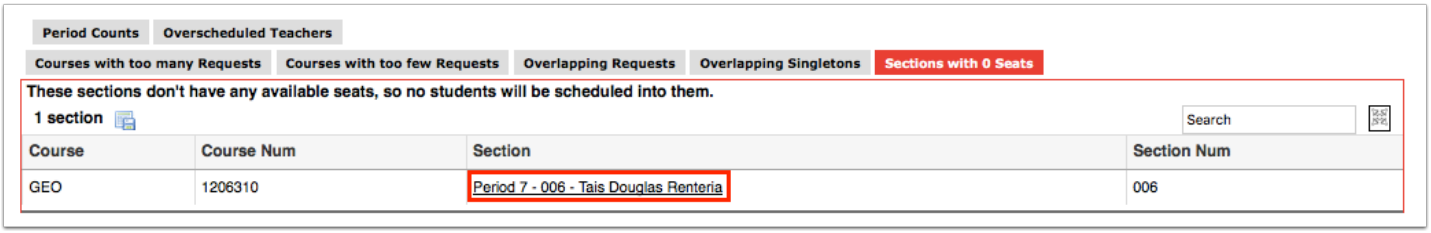


2. Click the **Sections with 0 Seats** tab.

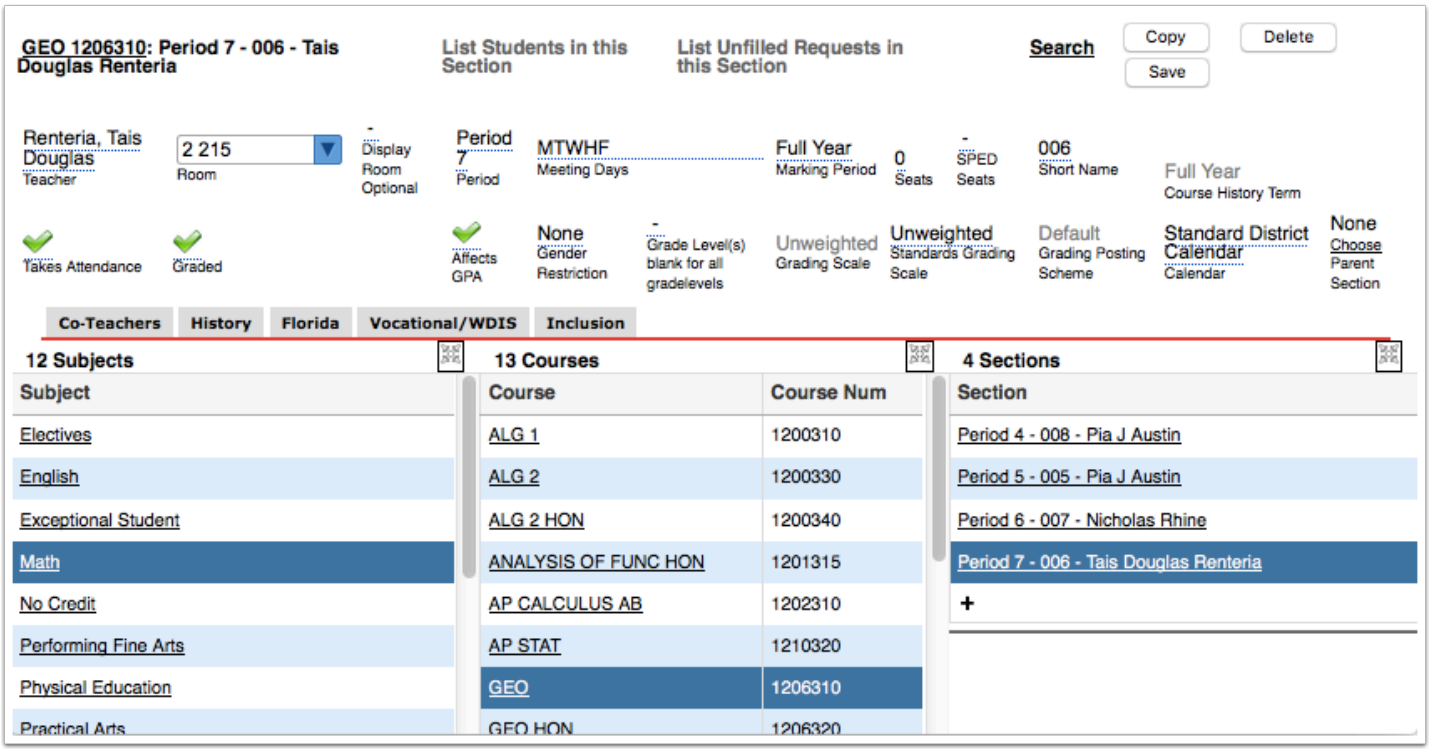
The report displays the course name, course number, section name, and section number for sections that do not have any seats available.



3. Click the section name link to open the section information in the Courses & Sections pop-up window.



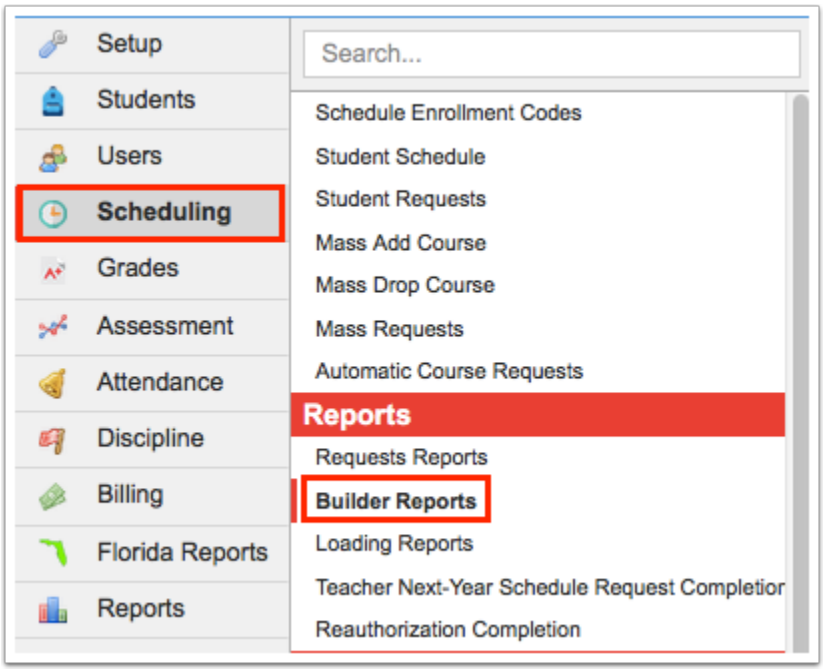
4. Edit the number of seats as needed. Save and close the window when finished.



Viewing the Period Counts Report

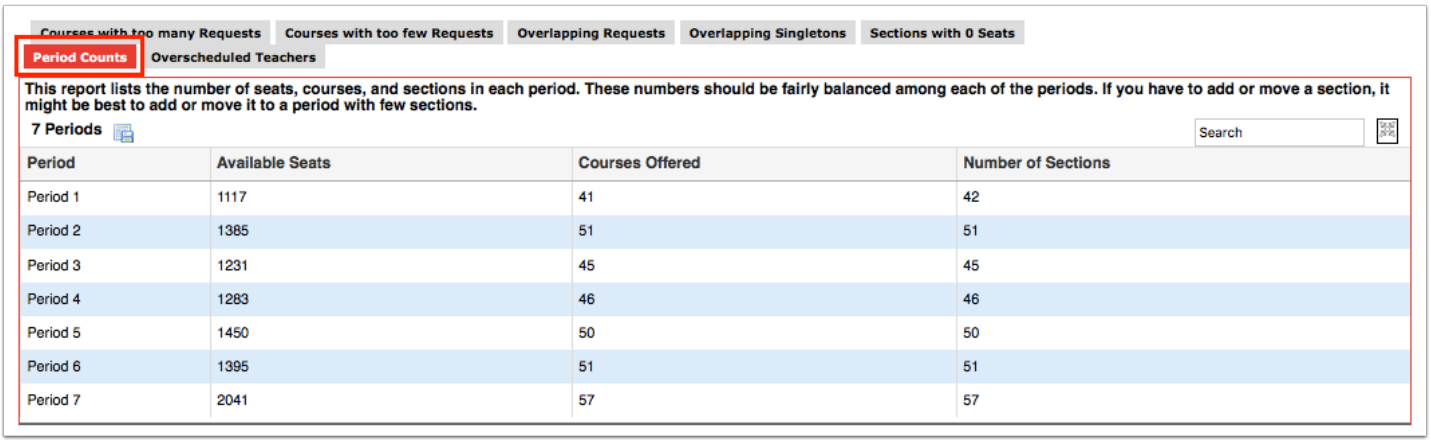
The Period Counts lists the number of seats, courses, and sections in each period. This report is helpful in assessing whether there are enough available seats based on the school population for each period.These numbers should be fairly balanced among the periods. If you need to add sections, it is recommended to add the sections to periods with fewer sections.

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



2. Click the **Period Counts** tab.

The report displays the period, number of available seats, number of courses offered, and number of sections.



Period	Available Seats	Courses Offered	Number of Sections
Period 1	1117	41	42
Period 2	1385	51	51
Period 3	1231	45	45
Period 4	1283	46	46
Period 5	1450	50	50
Period 6	1395	51	51
Period 7	2041	57	57

For schools who use rotation days, a Rotation Day column is added to the report. The report displays the period counts broken down by rotation day.

Courses with too many Requests | Courses with too few Requests | Overlapping Requests | Overlapping Singletons | Sections with 0 Seats

Period Counts | Overscheduled Teachers

This report lists the number of seats, courses, and sections in each period. These numbers should be fairly balanced among each of the periods. If you have to add or move a section, it might be best to add or move it to a period with few sections.

31 Periods

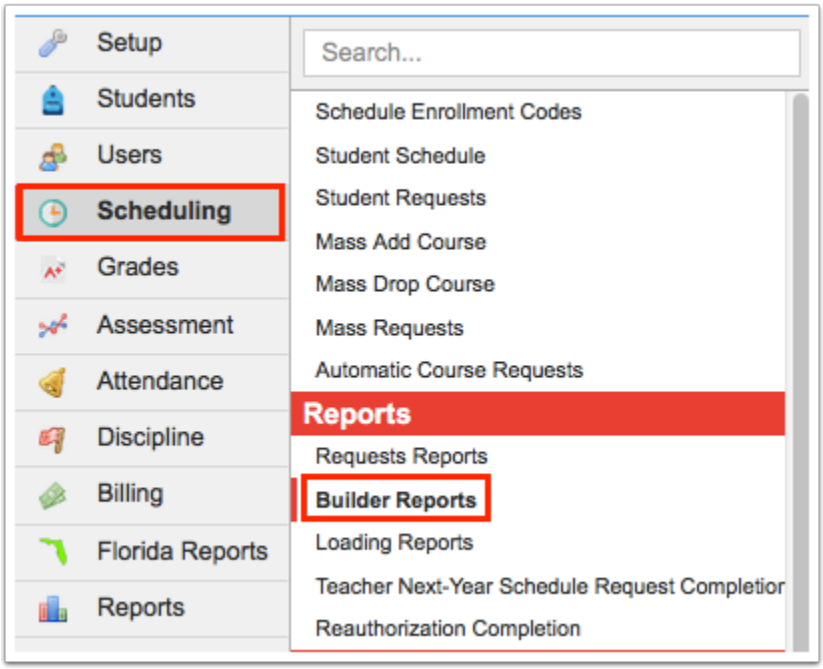
Search

Period	Rotation Day	Available Seats	Courses Offered	Number of Sections
Period 1		433	15	18
Period 1	A	155	5	6
Period 1	C	342	17	18
Period 1	B	187	12	12
Period 2		624	24	30
Period 2	A	58	3	3
Period 2	C	205	10	11
Period 2	B	147	7	8
Period 3		431	17	18
Period 3	A	222	10	11
Period 3	C	406	17	19
Period 3	B	184	7	8
Period 4		338	20	20
Period 4	A	179	9	9
Period 4	C	396	18	19
Period 4	B	217	9	10
Lunch A		0	1	1

Viewing the Overscheduled Teachers Report

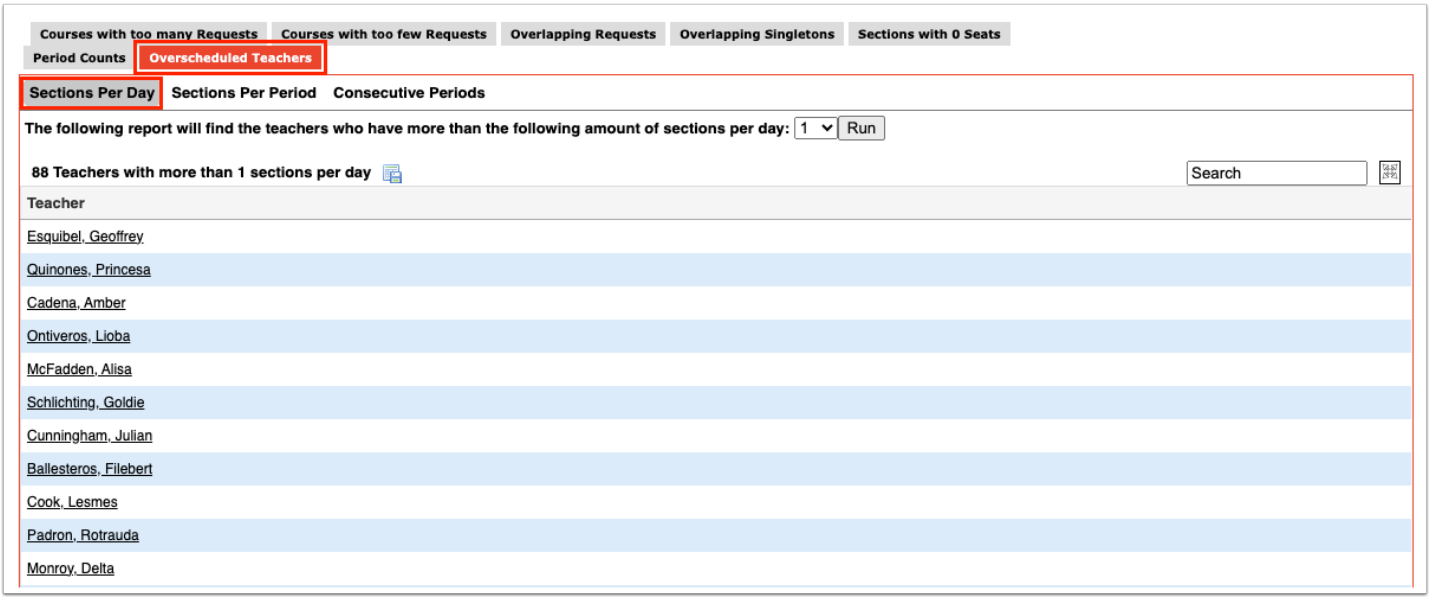
The Overscheduled Teachers report displays teachers with more than X sections scheduled in day, more than X sections per period, and more than X periods in a row. This report is useful in identifying teachers who may need their schedules adjusted.

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



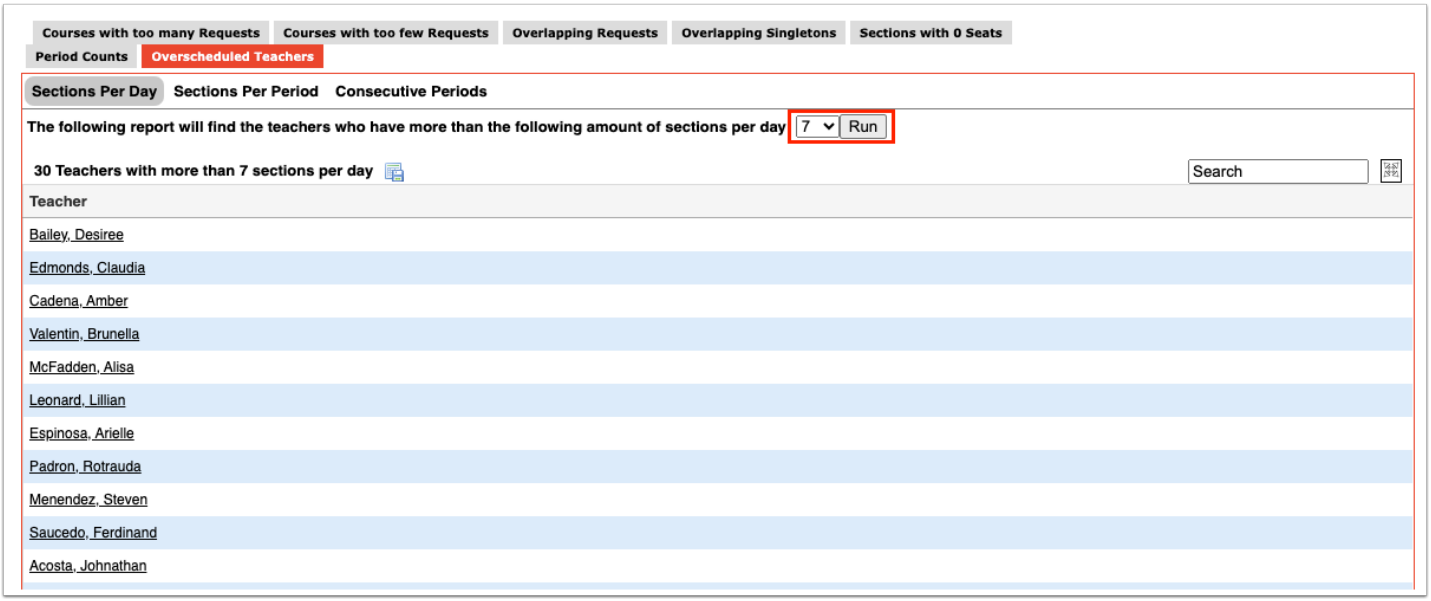
2. Click the **Overscheduled Teachers** tab.

The Sections Per Day tab is displayed by default.

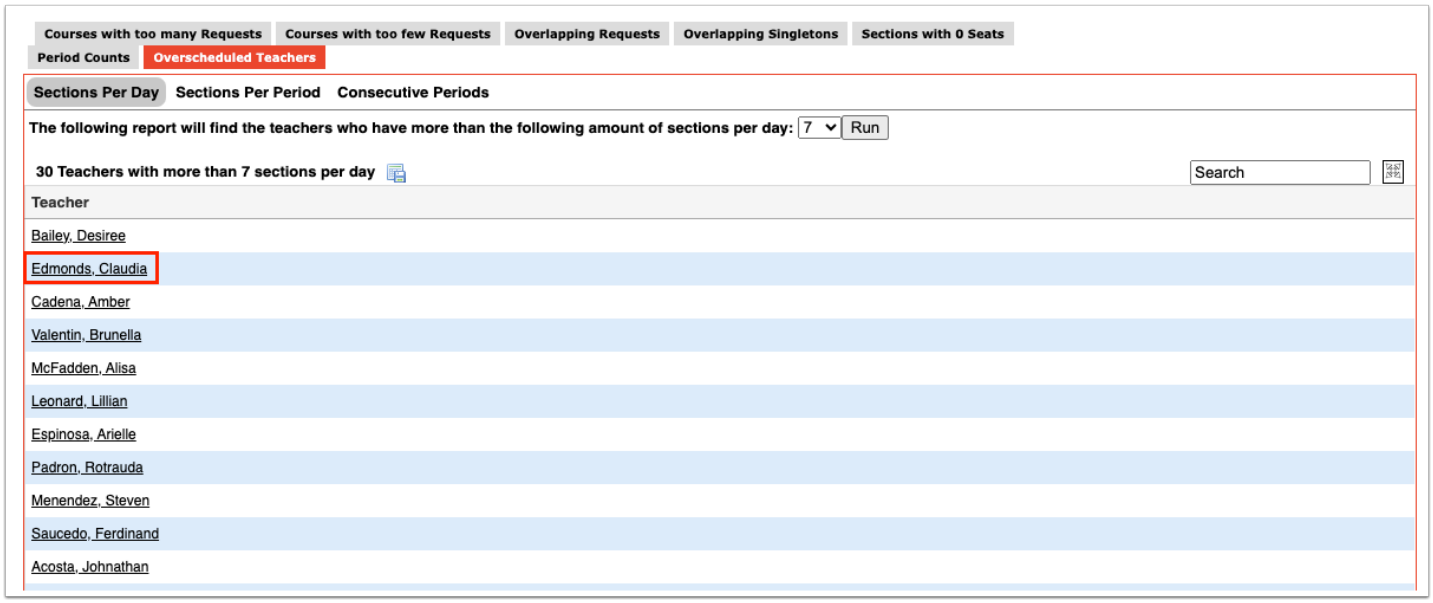


3. Select the number of sections per day to consider and click **Run.**

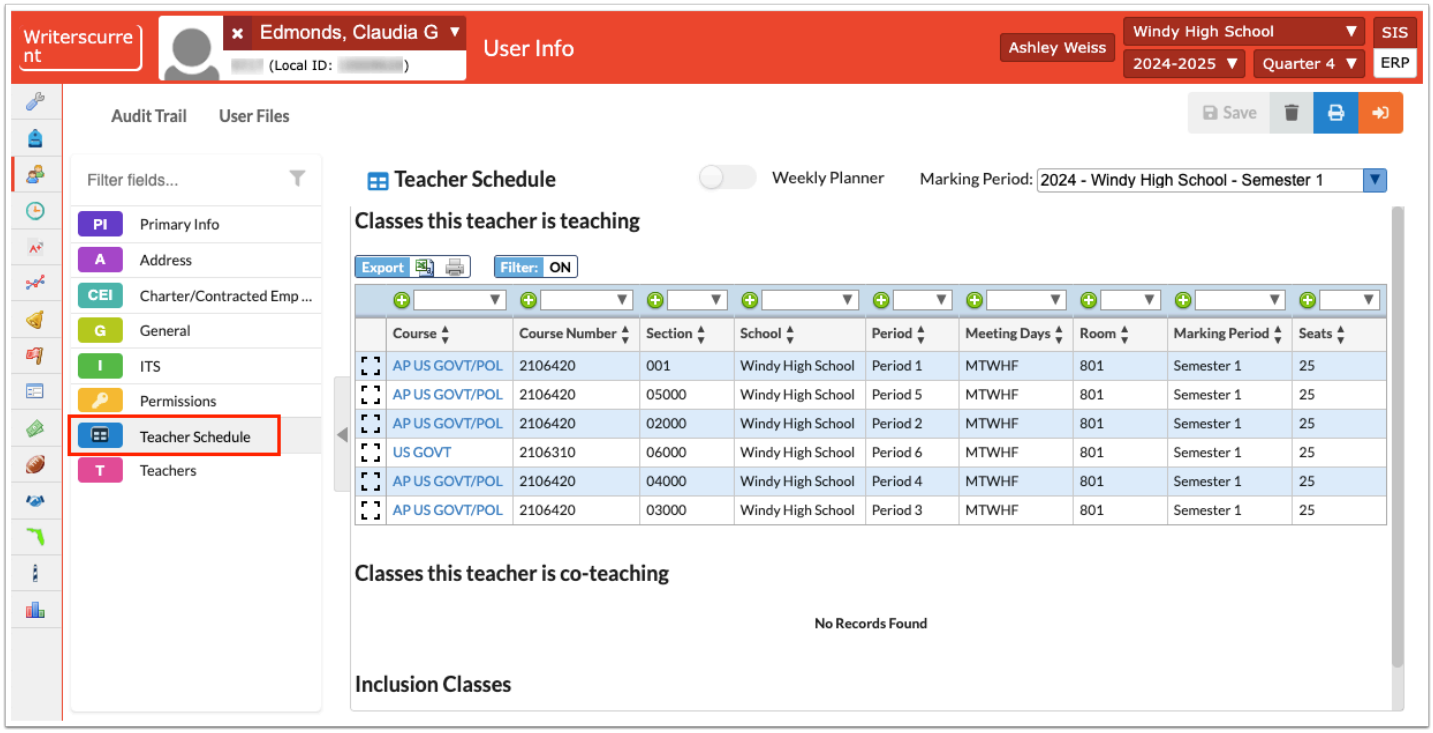
The teachers with more than the selected number of sections scheduled per day are listed.



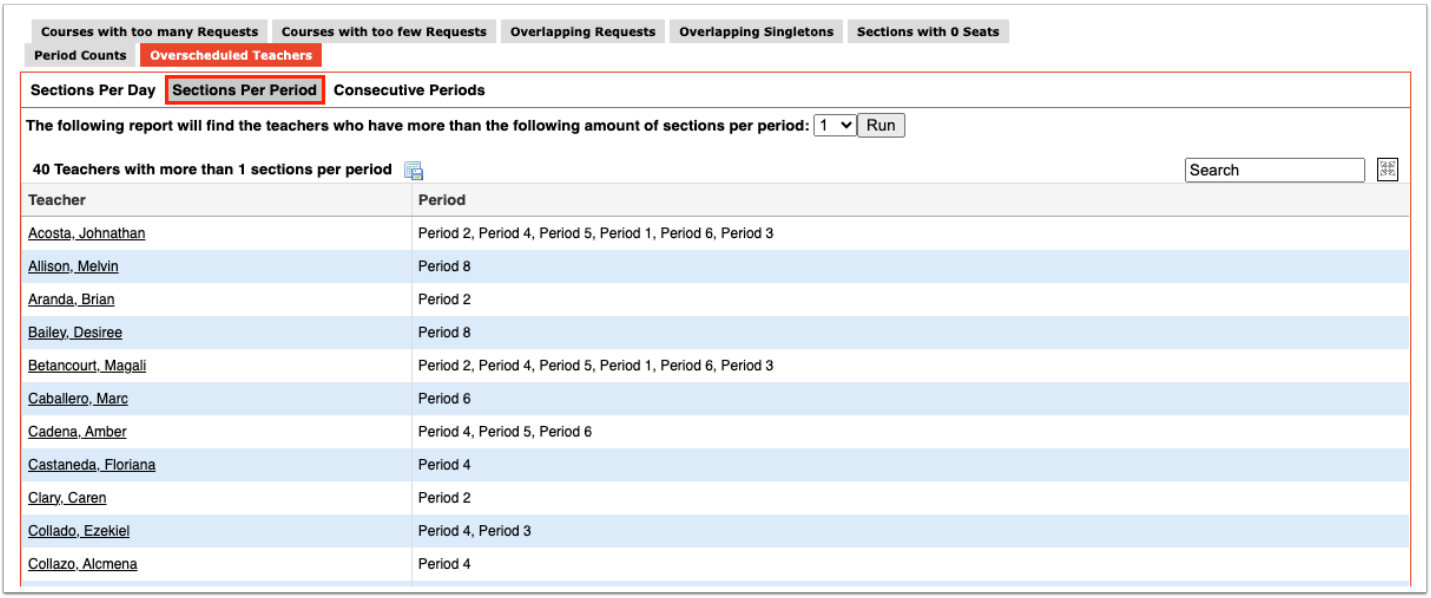
4. Click the teacher's name link to open the User Info screen for the teacher in a pop-up window.



5. The teacher's schedule can be reviewed in the Teacher Schedule category. Close the window when finished viewing the teacher's schedule.

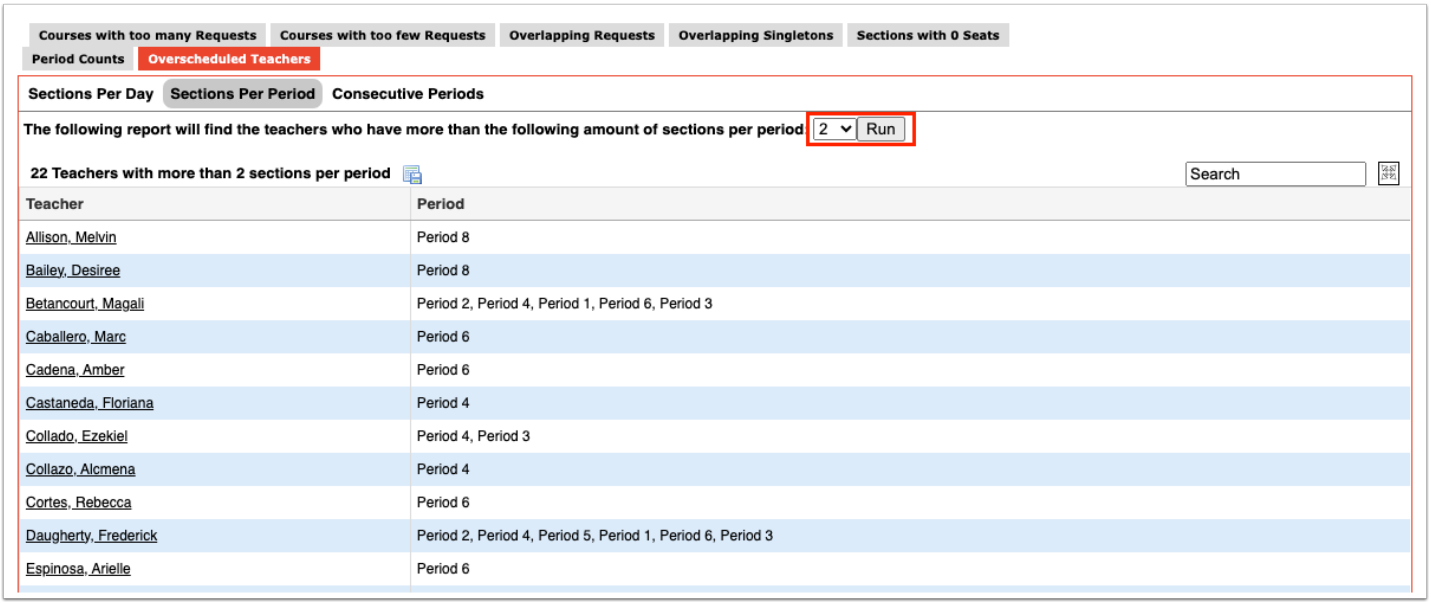


6. Click the **Sections per Period** tab to view teachers who have more than X sections scheduled in a period.

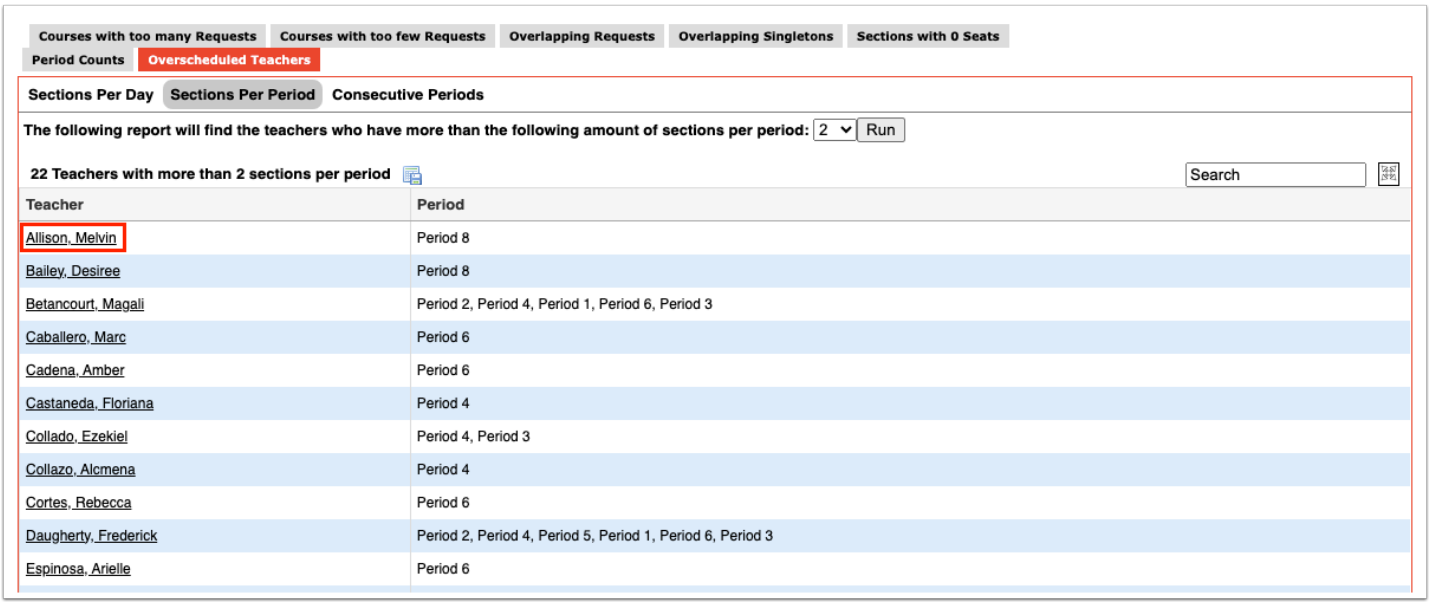


7. Select the number of sections per period to consider and click **Run**.

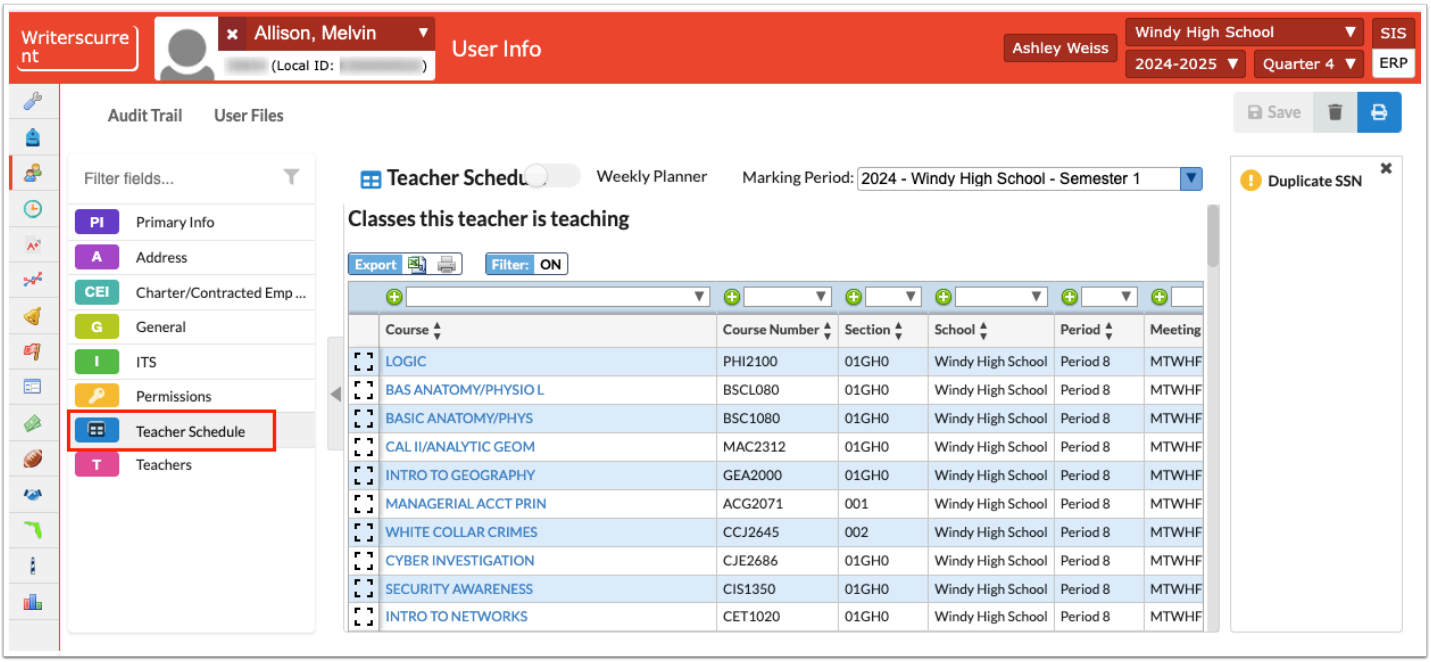
The teachers with more than the selected number of sections scheduled in a period are listed, along with the periods.



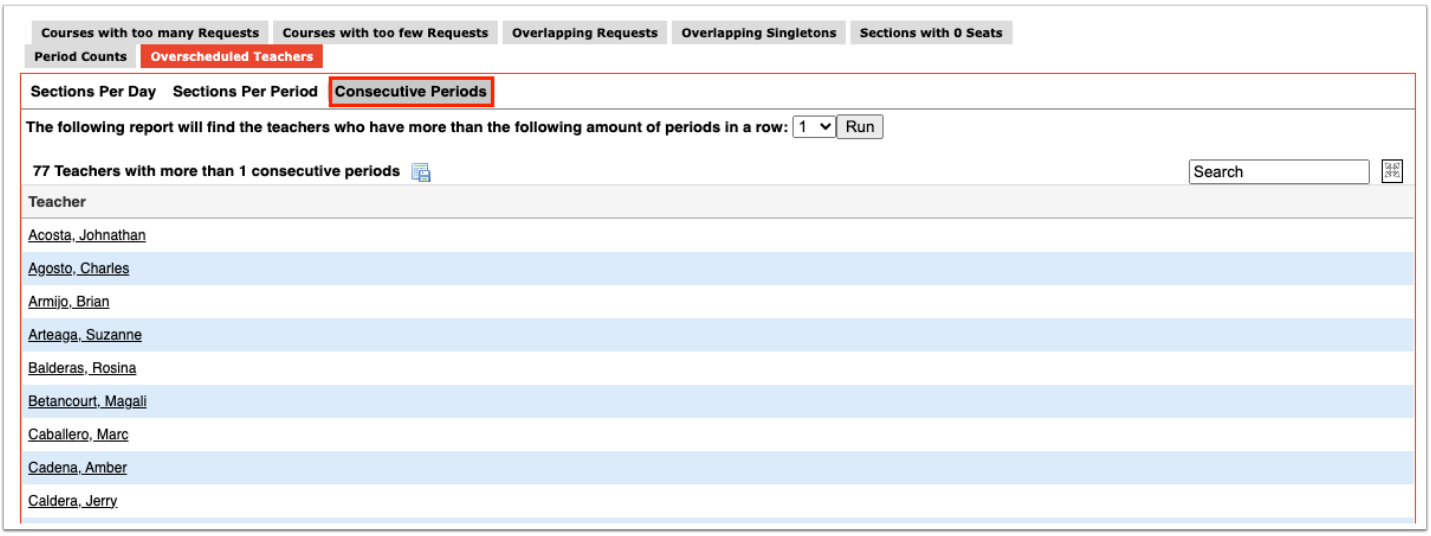
8. Click a teacher's name link to open the User Info screen for the teacher in a pop-up window.



9. The teacher's schedule can be reviewed in the Teacher Schedule category. Close the window when finished viewing the teacher's schedule.

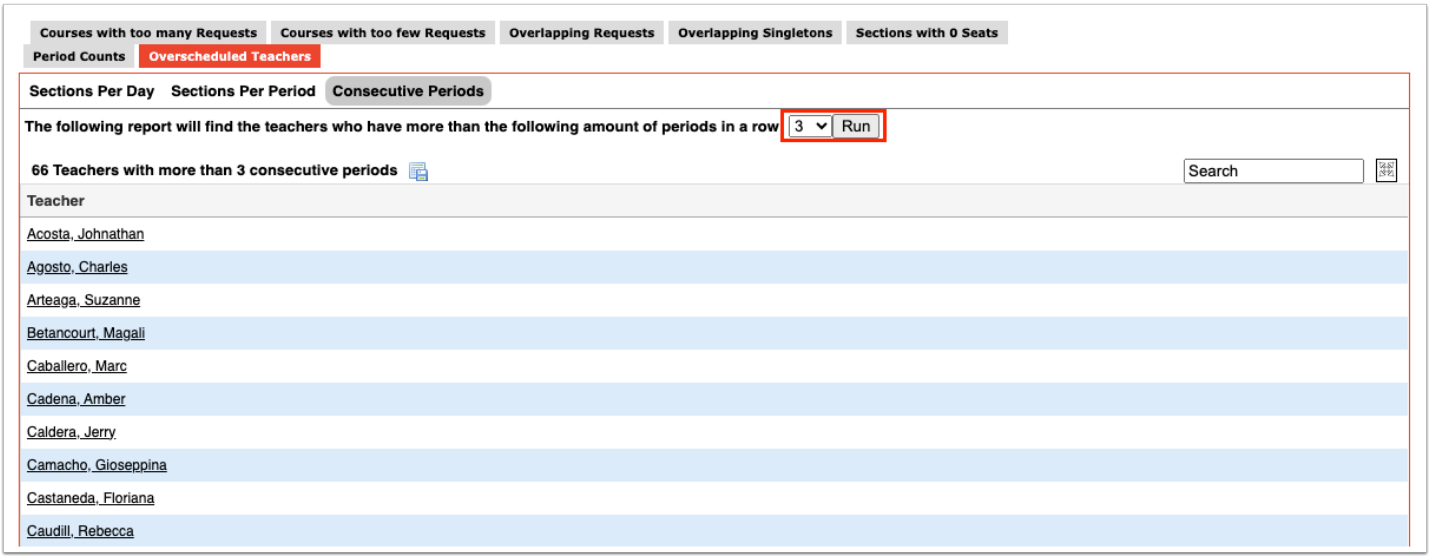


10. Click the **Consecutive Periods** tab to view teachers who have more than X sections scheduled consecutively.

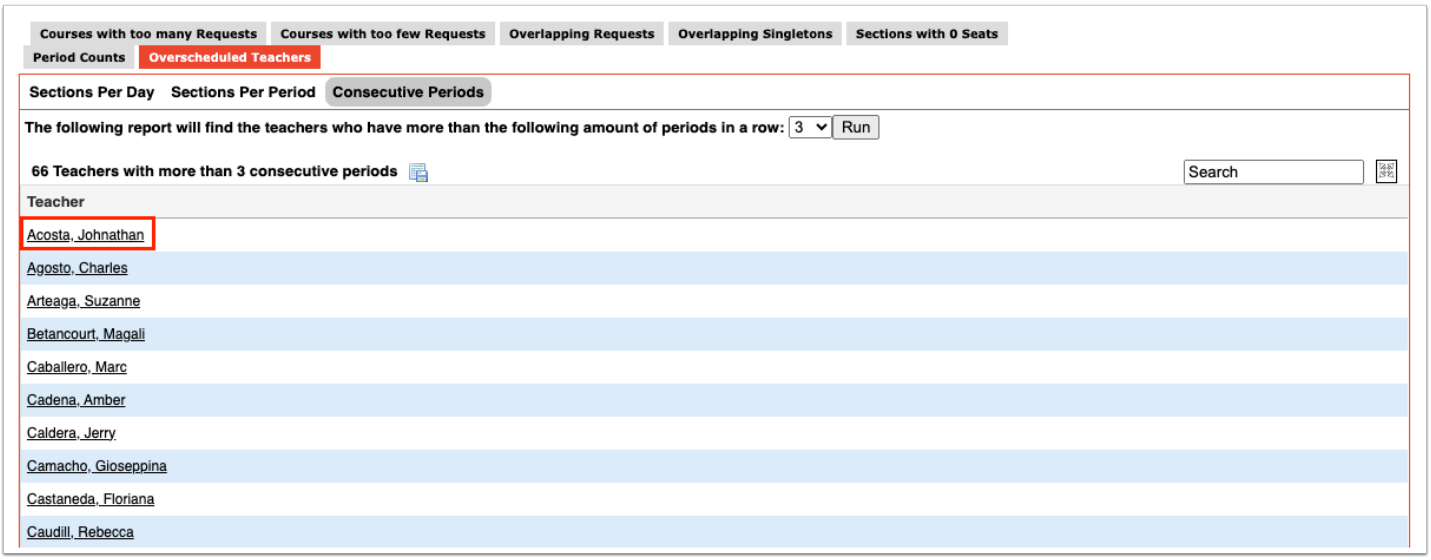
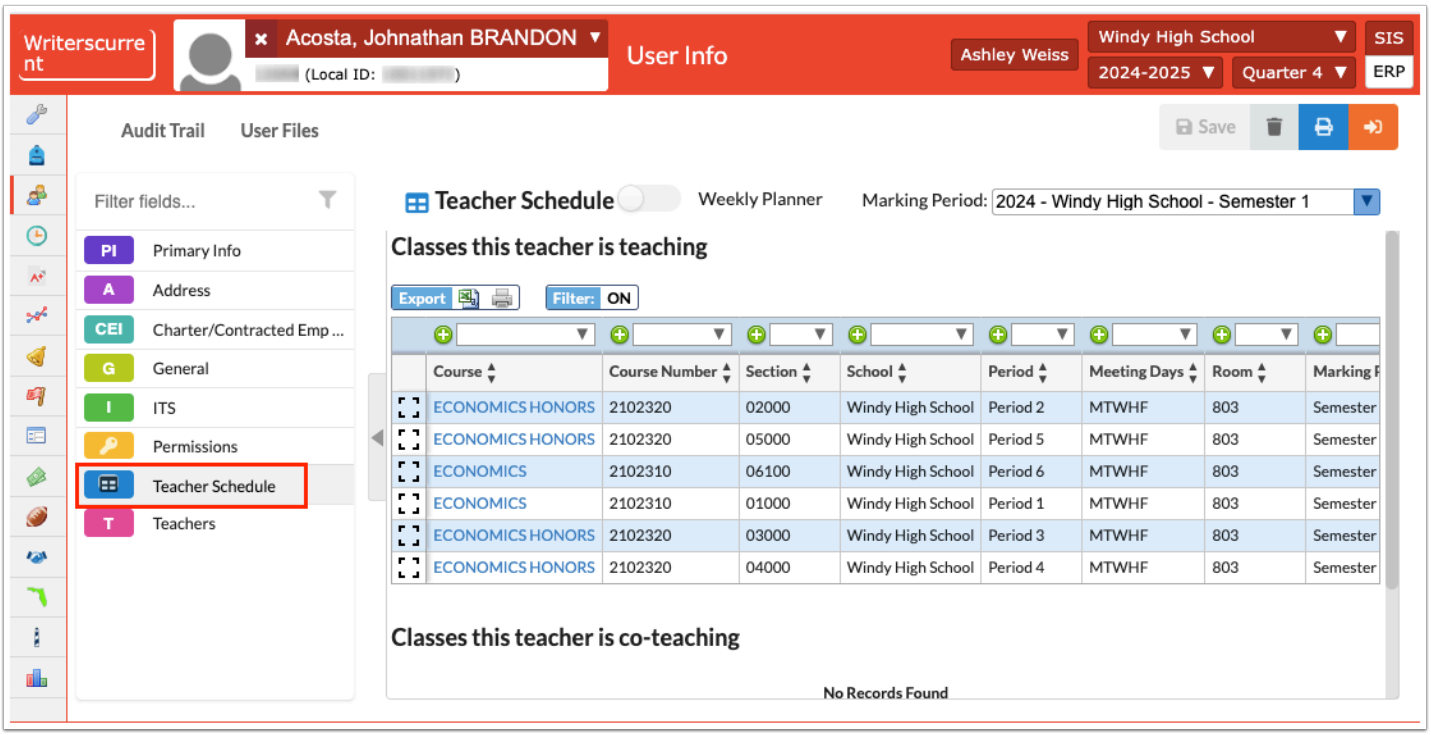


11. Select the number of sections to consider and click **Run**.

The teachers with more than X number of sections scheduled in a row are listed.



12. Click a teacher's name link to open the User Info screen for the teacher in a pop-up window.



13. The teacher's schedule can be reviewed in the Teacher Schedule category. Close the window when finished viewing the teacher's schedule.