

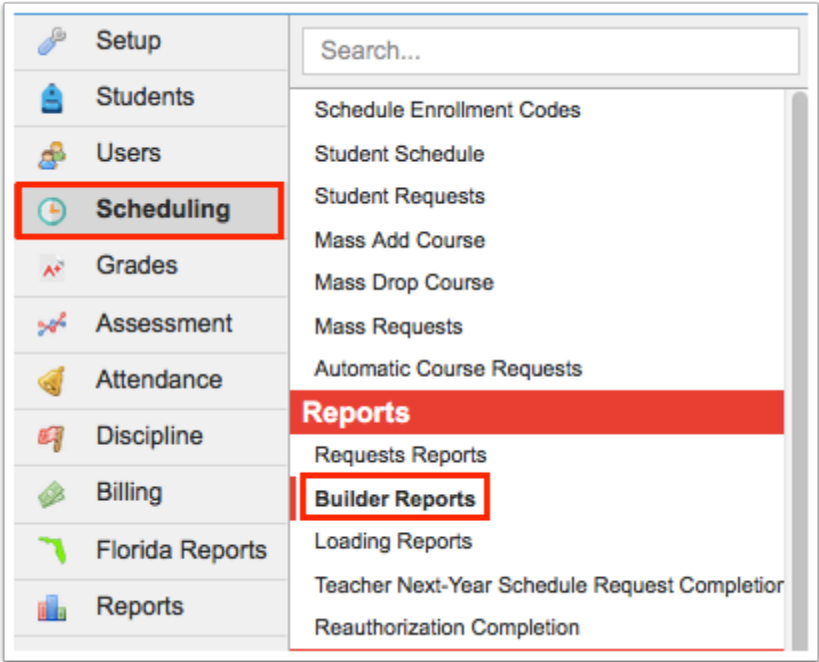
Builder Reports

The Builder Reports are used to determine the changes that need to be 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		<input type="text" value="Search"/> <div>23 13%</div>			
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
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		<input type="text" value="Search"/> <div>23 13%</div>			
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.

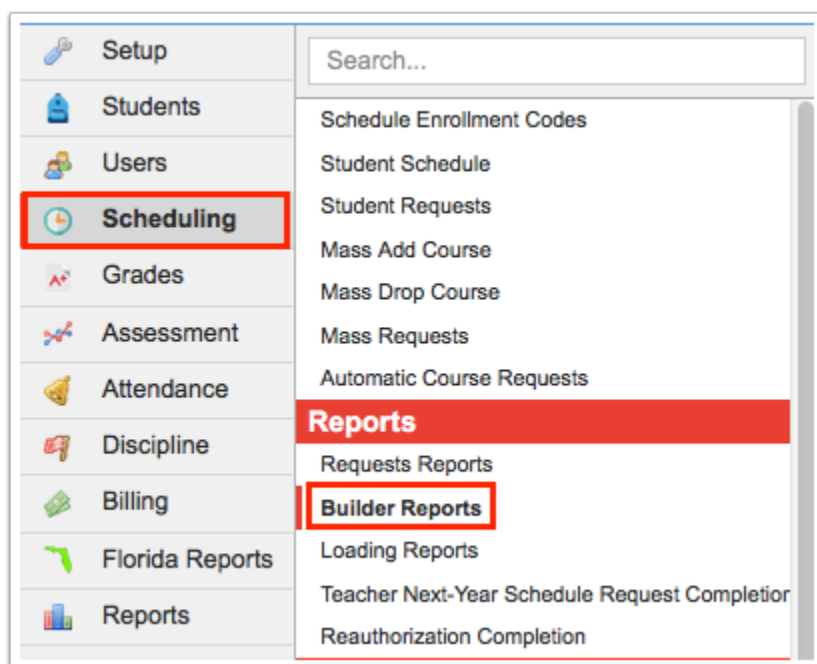
FIT ISSUES FOR ADOL		List Students in this Course	List Unfilled Requests in this Course	Search	Copy	Delete
1501320	FIT ISSUES FOR ADOL		Physical Education	0.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Number	Title		Graduation Requirements Subject 2	Credits per Course History Term	Allow Students to Request this Course	Allow Teachers to Approve Requests
Prerequisites			Graduation Requirements Subject 3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* one Course Number per line						0 WDIS OCP Hours
12 Subjects		11 Courses		5 Sections		
Subject	Course	Course Num	Section			
Electives	COMPRE FIT	1501390	Period 1 - S2 - 001 - Dioscoro S. Castellanos			
English	FIT ISSUES FOR ADOL	1501320	Period 2 - S2 - 002 - Dioscoro S. Castellanos			
Exceptional Student	FIT LIFST DESIGN	1501310	Period 3 - S2 - 003 - Dioscoro S. Castellanos			
Math	HOPE-PE V	1506320	Period 5 - S2 - 004 - Dioscoro S. Castellanos			
No Credit	INDIV/DUAL SPRTS 1	1502410	Period 7 - S2 - 005 - Dioscoro S. Castellanos			
Performing Fine Arts	INDIV/DUAL SPRTS 2	1502420	+			

! 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.

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

210 Courses

Search

Only Singletons

Course	Course #	Requests	1st Most Common	2nd Most Common	3rd Most Common	4th Most Common	5th Most Common	6th Most Common
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 (68)
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 (22)

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.

AP 2-D ART & DESIGN [List Students in this Course](#) [List Unfilled Requests in this Course](#) [Search](#) [Copy](#) [Delete](#) [Save](#)

0109350 AP 2-D ART & DESIGN DRAW 2 - 0104350 DRAW 3 HON - 0104360 PAINT 2 - 0104380 PAINT 3 HON - 0104390 - -

Course Number Title Prerequisites 1 Prerequisites 2 Prerequisites 3

Approved Practical/ Performing Fine Arts - 0.5 ☒ Allow Students to Request this Course

Graduation Requirements Subject Graduation Requirements Subject 2 Graduation Requirements Subject 3 Credits per Course History Term

☒ Allow Teachers to Approve Requests ☒ Schedule this Course first ☐ WDIS OCP Hours OCP Course Sequence CAPE Performing Fine Arts Subject Grade Level(s) Automatic Course Length

☒ Allow Teachers to Request This Course Requests Subject

14 Subjects	22 Courses	1 Section
Subject	Course	Section
Dual Enrollment	2-D STUDIO ART 1	Period 1 - 001 - Benton K Snow
Electives	2-D STUDIO ART 2	+
English	2-D STUDIO ART 3 HON	
Exceptional Student	3-D STUDIO ART 1	
Math	3-D STUDIO ART 2	
No Credit	3-D STUDIO ART 3 HON	
Performing Fine Arts	AP 2-D ART & DESIGN	
Physical Education	AP 3-D ART & DESIGN	
Practical Arts	AP DRAWING	
Science	BAND 1	
Social Studies	BAND 2	

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.

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

66 Courses

☒ Only Singletons
 ☒ Only Singletons in the Same Period

56

56

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 Most Common
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)						

Search Screen Simple List Customized List Customize Student List			
Overlapping Course Requests: AP 2-D ART & DESIGN (0109350) & AP CALCULUS AB (1202310)			
Student: <input type="text"/>			
16 Students			
<div> <input type="text" value="Search"/> <input type="button" value="GO"/> </div>			
Photo	Student	Student ID	Grade
	Baker, Duane Marie	00060028	12
	Baker, Lucie	00083102	12
	Barajas, Joy Jane	00077066	12
	Bass, Ignacio	00047235	12
	Belcher, John Fernando	00075133	12
	Bell, Daphne Lawrence	00076931	12
	Beltran, Betty	00082099	12

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.

Search Screen Simple List Customized List Customize Student List			
Overlapping Course Requests: AP 2-D ART & DESIGN (0109350) & AP CALCULUS AB (1202310)			
Student: <input type="text"/>			
16 Students			
<div> <input type="text" value="Search"/> <input type="button" value="GO"/> </div>			
Photo	Student	Student ID	Grade
	Baker, Duane Marie	00060028	12
	Baker, Lucie	00083102	12
	Barajas, Joy Jane	00077066	12
	Bass, Ignacio	00047235	12



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






































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

7 Requests And 2 Alternates

Prior Primary School: 2023-2024 (Grade 12) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

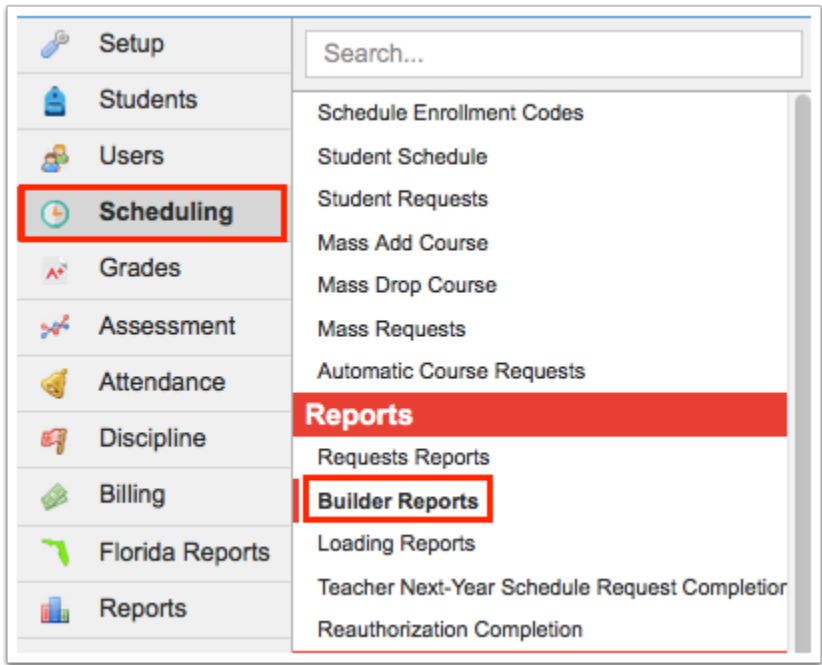
Export   Filter: ON

		 <input type="text"/>	 <input type="text"/>		 <input type="text"/>	 <input type="text"/>		 <input type="text"/>	 <input type="text"/>	 <input type="text"/>	 <input type="text"/>	
	<input type="checkbox"/>	Course 	Course # 	Schedule First 	Elective Priority 	Term 	Inclusion 	With Teacher	Without Teacher	With Period 	Without Period 	Last Modified 
		<input type="text"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	HSE DIR STUDY (84...	8400100 	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	Spanish 5 Hon (0708...	0708380 	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	AP STUDIO ART/3-D ...	0109360 	<input type="checkbox"/>	3	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	AP STUDIO ART/2-D ...	0109350 	<input type="checkbox"/>	2	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	Theatre 4 Hon (04003...	0400340 	<input type="checkbox"/>	1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	AP U.S. HIST (2100330)	2100330 	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	AP BIO (2000340)	2000340 	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	AP CALCULUS AB (1...	1202310 	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="checkbox"/>	Eng 4: FI Coll Prep (1...	1001405 	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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.

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

Overlapping Singletons are two courses with only one section that both meet on the same period. Students who request both courses can be scheduled into only one of them. Click the course to add a section or change the period on which it meets.

7 Periods

Go

Print

Period	Singletons
Period 1	<div> <div>◊ 1700370 - CRIT THINK ST SKLS</div> <div>◊ 1700410 - AVID 3</div> <div>◊ 2500510 - TEMP INSTR PLACEMENT</div> </div> <div> <div>◊ 7910111 - ACCESS ENGLISH 1/2</div> <div>◊ 7963170 - U SKLS: CURR&LRN9-12</div> <div>◊ 8751210 - COMM FISH 1</div> </div>
Period 2	<div> <div>◊ 1006300 - JOURN 1</div> <div>◊ 1006310 - JOURN 2</div> <div>◊ 1006320 - JOURN 3</div> <div>◊ 1006330 - JOURN 4</div> <div>◊ 2003421 - AP PHYSICS 1</div> <div>◊ 2500510 - TEMP INSTR PLACEMENT</div> <div>◊ 7921015 - ACCESS US GOVT</div> </div> <div> <div>◊ 7921022 - ACCESS ECON FIN LIT</div> <div>◊ 7963140 - SELF-DETERMINATION</div> <div>◊ 8751220 - COMM FISH 2</div> <div>◊ 8751230 - COMM FISH 3</div> <div>◊ 8751240 - COMM FISH 4</div> <div>◊ 9504220 - OUTBOARD MARINE 2</div> </div>
Period 3	<div> <div>◊ 1502410 - INDIV/DUAL SPRTS 1</div> <div>◊ 1502420 - INDIV/DUAL SPRTS 2</div> <div>◊ 1700380 - CAR RESA&DECI MAK</div> <div>◊ 2003370 - AP CHEM</div> </div> <div> <div>◊ 2003380 - PHYS 1</div> <div>◊ 2106370 - COMPRE LAW STUDIES</div> <div>◊ 7912065 - ACCESS GEOMETRY</div> <div>◊ 7912080 - ACCESS ALGEBRA 1A</div> </div>
Period 4	<div> <div>◊ 0104370 - PAINT 1</div> <div>◊ 0104380 - PAINT 2</div> <div>◊ 1700420 - AVID 4</div> <div>◊ 2500510 - TEMP INSTR PLACEMENT</div> <div>◊ 7920020 - ACCESS E/S SCI</div> </div> <div> <div>◊ 7963010 - PREP AD LIV</div> <div>◊ 8800530 - CULINARY ARTS 3</div> <div>◊ 8800540 - CULINARY ARTS 4</div> <div>◊ 9504130 - AUTO MAINT/LT RPR 3</div> </div>
Period 5	<div> <div>◊ 0400700 - MUSIC THEATRE 1</div> <div>◊ 0400710 - MUSIC THEATRE 2</div> <div>◊ 1202320 - AP CALCULUS BC</div> <div>◊ 2000340 - AP BIO</div> <div>◊ 2002500 - MARINE SCI 1</div> </div> <div> <div>◊ 2003340 - CHEM 1</div> <div>◊ 7912090 - ACCESS ALGEBRA 1B</div> <div>◊ 8772430 - DIG VID PROD 3</div> <div>◊ 8772440 - DIG VID PROD 4</div> <div>◊ 9504120 - AUTO MAINT/LT RPR 2</div> </div>

3. 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

Overlapping Singletons are two courses with only one section that both meet on the same period. Students who request both courses can be scheduled into only one of them. Click the course to add a section or change the period on which it meets.

7 Periods

Period	Singletons
Period 1	<ul style="list-style-type: none"> ◦ 1700370 - CRIT THINK ST SKLS ◦ 1700410 - AVID 3 ◦ 2500510 - TEMP INSTR PLACEMENT ◦ 7910111 - ACCESS ENGLISH 1/2 ◦ 7963170 - U SKLS: CURR&LRN9-12 ◦ 8751210 - COMM FISH 1
Period 2	<ul style="list-style-type: none"> ◦ 1006300 - JOURN 1 ◦ 1006310 - JOURN 2 ◦ 1006320 - JOURN 3 ◦ 1006330 - JOURN 4 ◦ 2003421 - AP PHYSICS 1 ◦ 2500510 - TEMP INSTR PLACEMENT ◦ 7921015 - ACCESS US GOVT ◦ 7921022 - ACCESS ECON FIN LIT ◦ 7963140 - SELF-DETERMINATION ◦ 8751220 - COMM FISH 2 ◦ 8751230 - COMM FISH 3 ◦ 8751240 - COMM FISH 4 ◦ 9504220 - OUTBOARD MARINE 2
Period 3	<ul style="list-style-type: none"> ◦ 1502410 - INDIV/DUAL SPRTS 1 ◦ 1502420 - INDIV/DUAL SPRTS 2 ◦ 1700380 - CAR RESA&DECI MAK ◦ 2003370 - AP CHEM ◦ 2003380 - PHYS 1 ◦ 2106370 - COMPRE LAW STUDIES ◦ 7912065 - ACCESS GEOMETRY ◦ 7912080 - ACCESS ALGEBRA 1A
Period 4	<ul style="list-style-type: none"> ◦ 0104370 - PAINT 1 ◦ 0104380 - PAINT 2 ◦ 1700420 - AVID 4 ◦ 2500510 - TEMP INSTR PLACEMENT ◦ 7920020 - ACCESS E/S SCI ◦ 7963010 - PREP AD LIV ◦ 8800530 - CULINARY ARTS 3 ◦ 8800540 - CULINARY ARTS 4 ◦ 9504130 - AUTO MAINT/LT RPR 3
Period 5	<ul style="list-style-type: none"> ◦ 0400700 - MUSIC THEATRE 1 ◦ 0400710 - MUSIC THEATRE 2 ◦ 1202320 - AP CALCULUS BC ◦ 2000340 - AP BIO ◦ 2002500 - MARINE SCI 1 ◦ 2003340 - CHEM 1 ◦ 7912090 - ACCESS ALGEBRA 1B ◦ 8772430 - DIG VID PROD 3 ◦ 8772440 - DIG VID PROD 4 ◦ 9504120 - AUTO MAINT/LT RPR 2

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

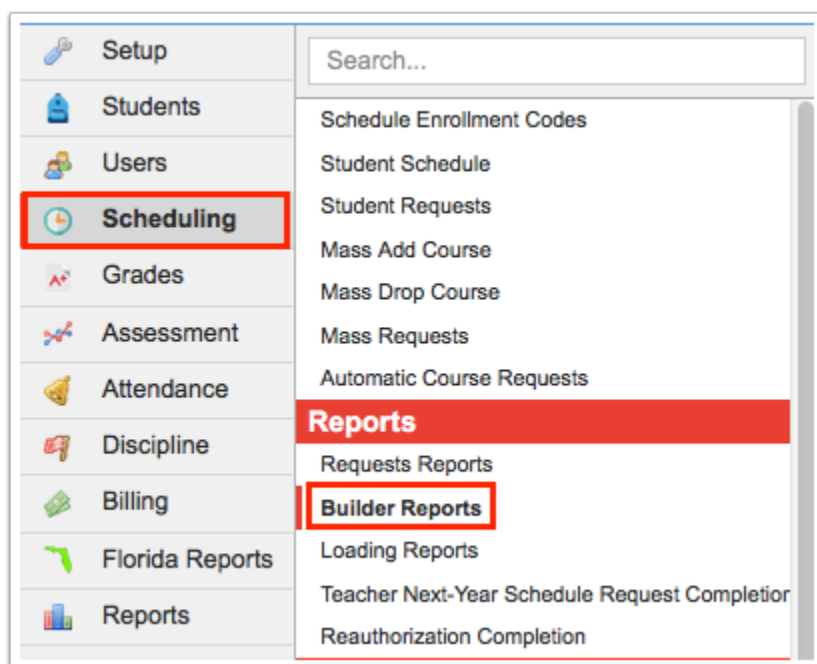
AP BIO	List Students in this Course	List Unfilled Requests in this Course	Search	Copy	Delete
2000340 Course Number	AP BIO Title	Equally Rigorous course that counts for Science credits Graduation Requirements Subject	- Graduation Requirements Subject 2	- Graduation Requirements Subject 3	1.0 Credits per Course History Term
Prerequisites *** * one Course Number per line		<input checked="" type="checkbox"/> Allow Students to Request this Course <input checked="" type="checkbox"/> Allow Teachers to Approve Requests <input checked="" type="checkbox"/> Schedule this Course first		0 WDIS OCP Hours	CAPE

12 Subjects	16 Courses	1 Section
Subject Electives English Exceptional Student Math No Credit Performing Fine Arts Physical Education Practical Arts Science	Course AP BIO AP CHEM AP ENV SCI AP PHYSICS 1 BIO 1 BIO 1 HON CHEM 1 CHEM 1 HON EARTH/SPA SCI	Course Num 2000340 2003370 2001380 2003421 2000310 2000320 2003340 2003350 2001310
Section Period 2 - 003 - Mindy Susan Hilton +		

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.

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

These sections don't have any available seats, so no students will be scheduled into them.

1 section

Search

26/30

Course	Course Num	Section	Section Num
GEO	1206310	Period 7 - 006 - Tais Douglas Renteria	006

3. Click the section name link to open the section 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

These sections don't have any available seats, so no students will be scheduled into them.

1 section

Course

Course Num

Section

Section Num

GEO

1206310

Period 7 - 006 - Tais Douglas Renteria

006

Search

25/26

26/26

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

GEO 1206310: Period 7 - 006 - Tais Douglas Renteria

List Students in this Section

List Unfilled Requests in this Section

Search

Renteria, Tais Douglas
Teacher

2 215
Room

-
Display Room Optional

Period 7
Period

MTWTHF
Meeting Days

Full Year
Marking Period

0
Seats

-
SPED Seats

006
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

12 Subjects

Subject

Electives

English

Exceptional Student

Math

No Credit

Performing Fine Arts

Physical Education

Practical Arts

13 Courses

Course

Course Num

ALG 1
1200310

ALG 2
1200330

ALG 2 HON
1200340

ANALYSIS OF FUNC HON
1201315

AP CALCULUS AB
1202310

AP STAT
1210320

GEO
1206310

GEO HON
1206320

4 Sections

Section

Period 4 - 008 - Pia J Austin

Period 5 - 005 - Pia J Austin

Period 6 - 007 - Nicholas Rhine

Period 7 - 006 - Tais Douglas Renteria

+

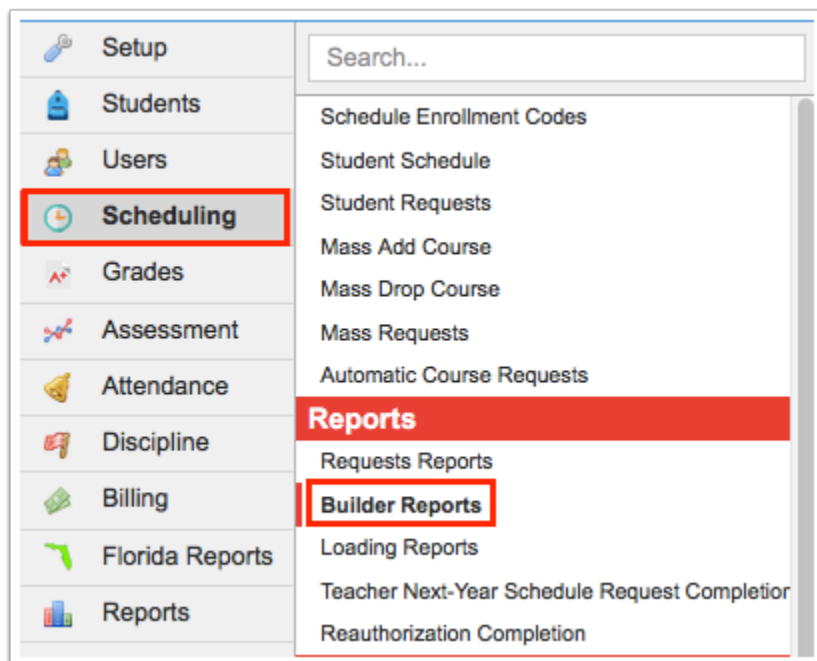
Viewing the Period Counts Report

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**.



Builder Reports

Page 15




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

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

Courses with too many Requests			
Courses with too few Requests			
Overlapping Requests			
Overlapping Singletons			
Sections with 0 Seats			
Period Counts			
Overscheduled Teachers			
<p>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.</p> <p>7 Periods </p> <p>Search <input type="text"/> </p>			
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

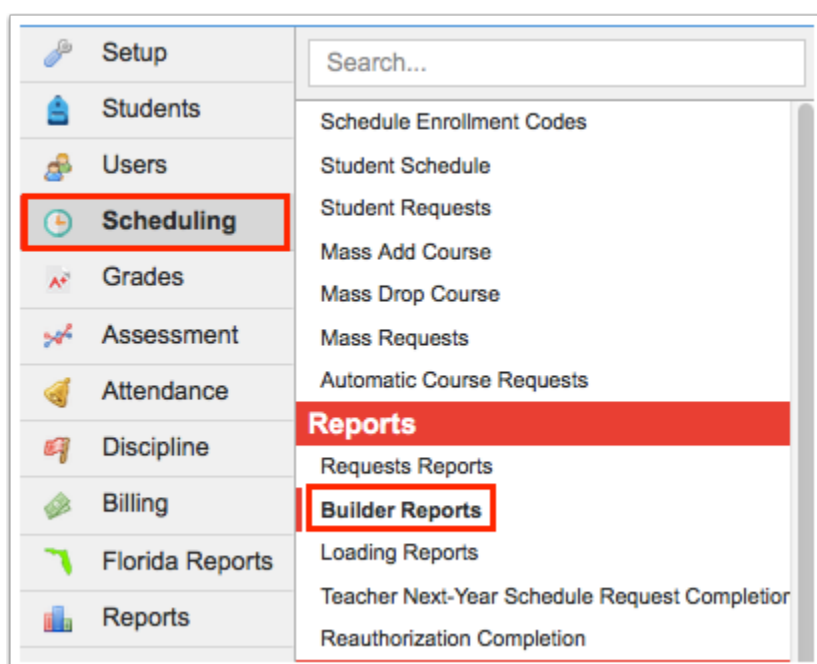
For schools who use rotation days, a Rotation Day column is added to the report. The report displays the period counts broken down by rotation day.

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 				
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.

Courses with too many RequestsCourses with too few RequestsOverlapping RequestsOverlapping SingletonsSections with 0 Seats

Period CountsOverscheduled Teachers

Sections Per DaySections Per PeriodConsecutive Periods

The following report will find the teachers who have more than the following amount of sections per day: 1 Run

88 Teachers with more than 1 sections per day Search

Teacher

[Esquibel, Geoffrey](#)
[Quinones, Princesa](#)
[Cadena, Amber](#)
[Ontiveros, Lioba](#)
[McFadden, Alisa](#)
[Schlichting, Goldie](#)
[Cunningham, Julian](#)
[Ballesteros, Filebert](#)
[Cook, Lesmes](#)
[Padron, Rotrauda](#)
[Monroy, Delta](#)

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.

Courses with too many RequestsCourses with too few RequestsOverlapping RequestsOverlapping SingletonsSections with 0 Seats

Period CountsOverscheduled Teachers

Sections Per DaySections Per PeriodConsecutive Periods

The following report will find the teachers who have more than the following amount of sections per day: 7 Run

30 Teachers with more than 7 sections per day Search

Teacher

[Bailey, Desiree](#)
[Edmonds, Claudia](#)
[Cadena, Amber](#)
[Valentin, Brunella](#)
[McFadden, Alisa](#)
[Leonard, Lillian](#)
[Espinosa, Arielle](#)
[Padron, Rotrauda](#)
[Menendez, Steven](#)
[Saucedo, Ferdinand](#)
[Acosta, Johnathan](#)

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

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

Period Counts
Overscheduled Teachers

Sections Per Day
Sections Per Period
Consecutive Periods

The following report will find the teachers who have more than the following amount of sections per day: 7 Run

30 Teachers with more than 7 sections per day

Teacher

Search

Bailey, Desiree
Edmonds, Claudia
Cadena, Amber
Valentin, Brunella
McFadden, Alisa
Leonard, Lillian
Espinosa, Arielle
Padron, Rotrauda
Menendez, Steven
Saucedo, Ferdinand
Acosta, Johnathan

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

Writerscurr
nt

Edmonds, Claudia G
(Local ID:)

User Info

Ashley Weiss
Windy High School
2024-2025
Quarter 4
SIS
ERP

Audit Trail
User Files

Filter fields...

PI Primary Info
A Address
CEI Charter/Contracted Emp ...
G General
I ITS
Permissions
Teacher Schedule
T Teachers

Teacher Schedule
Weekly Planner
Marking Period: 2024 - Windy High School - Semester 1

Classes this teacher is teaching

Export
Filter: ON

Course	Course Number	Section	School	Period	Meeting Days	Room	Marking Period	Seats
AP US GOVT/POL	2106420	001	Windy High School	Period 1	MTWHF	801	Semester 1	25
AP US GOVT/POL	2106420	05000	Windy High School	Period 5	MTWHF	801	Semester 1	25
AP US GOVT/POL	2106420	02000	Windy High School	Period 2	MTWHF	801	Semester 1	25
US GOVT	2106310	06000	Windy High School	Period 6	MTWHF	801	Semester 1	25
AP US GOVT/POL	2106420	04000	Windy High School	Period 4	MTWHF	801	Semester 1	25
AP US GOVT/POL	2106420	03000	Windy High School	Period 3	MTWHF	801	Semester 1	25

Classes this teacher is co-teaching

No Records Found

Inclusion Classes

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

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

Period Counts
Overscheduled Teachers

Sections Per Day
Sections Per Period
Consecutive Periods

The following report will find the teachers who have more than the following amount of sections per period: 1 Run

40 Teachers with more than 1 sections per period Search

Teacher	Period
Acosta, Johnathan	Period 2, Period 4, Period 5, Period 1, Period 6, Period 3
Allison, Melvin	Period 8
Aranda, Brian	Period 2
Bailey, Desiree	Period 8
Betancourt, Magali	Period 2, Period 4, Period 5, Period 1, Period 6, Period 3
Caballero, Marc	Period 6
Cadena, Amber	Period 4, Period 5, Period 6
Castaneda, Floriana	Period 4
Clary, Caren	Period 2
Collado, Ezekiel	Period 4, Period 3
Collazo, Alcmena	Period 4

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.

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

Period Counts
Overscheduled Teachers

Sections Per Day
Sections Per Period
Consecutive Periods

The following report will find the teachers who have more than the following amount of sections per period: 2 Run

22 Teachers with more than 2 sections per period Search

Teacher	Period
Allison, Melvin	Period 8
Bailey, Desiree	Period 8
Betancourt, Magali	Period 2, Period 4, Period 1, Period 6, Period 3
Caballero, Marc	Period 6
Cadena, Amber	Period 6
Castaneda, Floriana	Period 4
Collado, Ezekiel	Period 4, Period 3
Collazo, Alcmena	Period 4
Cortes, Rebecca	Period 6
Daugherty, Frederick	Period 2, Period 4, Period 5, Period 1, Period 6, Period 3
Espinosa, Arielle	Period 6

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

[Courses with too many Requests](#)
[Courses with too few Requests](#)
[Overlapping Requests](#)
[Overlapping Singletons](#)
[Sections with 0 Seats](#)

[Period Counts](#)
[Overscheduled Teachers](#)

[Sections Per Day](#)
[Sections Per Period](#)
[Consecutive Periods](#)

The following report will find the teachers who have more than the following amount of sections per period:

22 Teachers with more than 2 sections per period

Teacher	Period
Allison, Melvin	Period 8
Bailey, Desiree	Period 8
Betancourt, Magali	Period 2, Period 4, Period 1, Period 6, Period 3
Caballero, Marc	Period 6
Cadena, Amber	Period 6
Castaneda, Floriana	Period 4
Collado, Ezekiel	Period 4, Period 3
Collazo, Alcmena	Period 4
Cortes, Rebecca	Period 6
Daugherty, Frederick	Period 2, Period 4, Period 5, Period 1, Period 6, Period 3
Espinosa, Arielle	Period 6

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

Writerscore Allison, Melvin Ashley Weiss Windy High School SIS 2024-2025 Quarter 4 ERP

Audit Trail User Files

Filter fields...

Teacher Schedule Weekly Planner Marking Period: 2024 - Windy High School - Semester 1

Classes this teacher is teaching

Export Filter: ON

Course	Course Number	Section	School	Period	Meeting
LOGIC	PHI2100	01GH0	Windy High School	Period 8	MTWHF
BAS ANATOMY/PHYSIO L	BSC1080	01GH0	Windy High School	Period 8	MTWHF
BASIC ANATOMY/PHYS	BSC1080	01GH0	Windy High School	Period 8	MTWHF
CAL II/ANALYTIC GEOM	MAC2312	01GH0	Windy High School	Period 8	MTWHF
INTRO TO GEOGRAPHY	GEA2000	01GH0	Windy High School	Period 8	MTWHF
MANAGERIAL ACCT PRIN	ACG2071	001	Windy High School	Period 8	MTWHF
WHITE COLLAR CRIMES	CCJ2645	002	Windy High School	Period 8	MTWHF
CYBER INVESTIGATION	CJE2686	01GH0	Windy High School	Period 8	MTWHF
SECURITY AWARENESS	CIS1350	01GH0	Windy High School	Period 8	MTWHF
INTRO TO NETWORKS	CET1020	01GH0	Windy High School	Period 8	MTWHF


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


[Courses with too many Requests](#)
[Courses with too few Requests](#)
[Overlapping Requests](#)
[Overlapping Singletons](#)
[Sections with 0 Seats](#)

[Period Counts](#)
[Overscheduled Teachers](#)

[Sections Per Day](#)
[Sections Per Period](#)
[Consecutive Periods](#)

The following report will find the teachers who have more than the following amount of periods in a row: 1 ▾ Run

77 Teachers with more than 1 consecutive periods 

Search 

Teacher
Acosta, Johnathan
Agosto, Charles
Armijo, Brian
Arteaga, Suzanne
Balderas, Rosina
Betancourt, Magali
Caballero, Marc
Cadena, Amber
Caldera, Jerry

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.


[Courses with too many Requests](#)
[Courses with too few Requests](#)
[Overlapping Requests](#)
[Overlapping Singletons](#)
[Sections with 0 Seats](#)

[Period Counts](#)
[Overscheduled Teachers](#)

[Sections Per Day](#)
[Sections Per Period](#)
[Consecutive Periods](#)

The following report will find the teachers who have more than the following amount of periods in a row: 3 ▾ Run

66 Teachers with more than 3 consecutive periods 

Search 

Teacher
Acosta, Johnathan
Agosto, Charles
Arteaga, Suzanne
Betancourt, Magali
Caballero, Marc
Cadena, Amber
Caldera, Jerry
Camacho, Gioseppina
Castaneda, Floriana
Caudill, Rebecca

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

[Courses with too many Requests](#)
[Courses with too few Requests](#)
[Overlapping Requests](#)
[Overlapping Singletons](#)
[Sections with 0 Seats](#)

[Period Counts](#)
[Overscheduled Teachers](#)

[Sections Per Day](#)
[Sections Per Period](#)
[Consecutive Periods](#)

The following report will find the teachers who have more than the following amount of periods in a row:

66 Teachers with more than 3 consecutive periods

Teacher

[Acosta, Johnathan](#)
[Agosto, Charles](#)
[Arteaga, Suzanne](#)
[Betancourt, Magali](#)
[Caballero, Marc](#)
[Cadena, Amber](#)
[Caldera, Jerry](#)
[Camacho, Gioseppina](#)
[Castaneda, Floriana](#)
[Caudill, Rebecca](#)

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

Writerscurrent **Acosta, Johnathan BRANDON** **User Info** **Ashley Weiss** **Windy High School** **2024-2025**

[Audit Trail](#) [User Files](#)

Filter fields... Marking Period: **2024 - Windy High School - Semester 1**

Classes this teacher is teaching

	Course	Course Number	Section	School	Period	Meeting Days	Room	Marking Period
	ECONOMICS HONORS	2102320	02000	Windy High School	Period 2	MTWHF	803	Semester
	ECONOMICS HONORS	2102320	05000	Windy High School	Period 5	MTWHF	803	Semester
	ECONOMICS	2102310	06100	Windy High School	Period 6	MTWHF	803	Semester
	ECONOMICS	2102310	01000	Windy High School	Period 1	MTWHF	803	Semester
	ECONOMICS HONORS	2102320	03000	Windy High School	Period 3	MTWHF	803	Semester
	ECONOMICS HONORS	2102320	04000	Windy High School	Period 4	MTWHF	803	Semester

Classes this teacher is co-teaching

No Records Found