

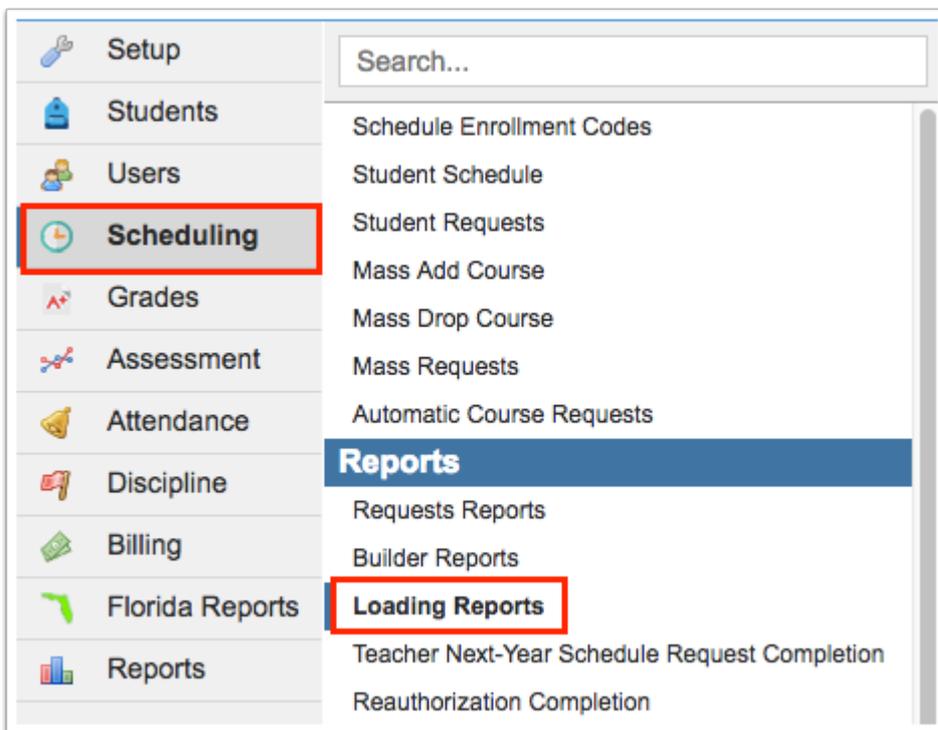
Loading Reports

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				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
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				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
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

THEATRE 1 [List Students in this Course](#) [List Unfilled Requests in this Course](#) **Search** [Copy](#) [Delete](#) [Save](#)

0400310 THEATRE 1 Performing Fine Arts - - 1.0 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	18 Courses	1 Section																			
<ul style="list-style-type: none"> Electives English Exceptional Student Math No Credit <li style="background-color: #0056b3; color: white;">Performing Fine Arts Physical Education 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Course</th> <th>Course Num</th> </tr> </thead> <tbody> <tr><td>ACTING 4 HON</td><td>0400400</td></tr> <tr><td>AP ART/DRAW PORT</td><td>0104300</td></tr> <tr><td>BAND 1</td><td>1302300</td></tr> <tr><td>BAND 2</td><td>1302310</td></tr> <tr><td>BAND 3</td><td>1302320</td></tr> <tr><td>BAND 5 HON</td><td>1302340</td></tr> <tr><td>BAND 6 HON</td><td>1302350</td></tr> </tbody> </table>	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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Section</th> </tr> </thead> <tbody> <tr> <td>Period 5 - 001 - Zarina L Borchert</td> </tr> <tr> <td style="text-align: center;">+</td> </tr> </tbody> </table>	Section	Period 5 - 001 - Zarina L Borchert	+
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																				
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						
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			
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
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

<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"/>	ENG 1 (1001310)	1.00	1001310	<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>	ALG 1 (1200310)	1.00	1200310	<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>	WORLD HIST (2109...)	1.00	2109310	<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"/>	BAND 1 (1302300)	1.00	1302300	<input type="checkbox"/>	2		<input type="checkbox"/>					
<input type="checkbox"/>	THEATRE 1 (0400310)	1.00	0400310	<input type="checkbox"/>	3		<input type="checkbox"/>					
<input type="checkbox"/>	TEAM SPRTS 1 (150...)	1.00	1503350	<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](#)

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

6 Classes [Add Section](#)

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	MTWTF	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	MTWTF	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	MTWTF	2 215	Full Year	Aug 10, 2023	...	1.00	Ashley Weiss Mar 06, 2023 03:26 PM
<input type="checkbox"/>	TEAM SPORTS 1	Period 4 - 001 - Tiffany B Capote	1503350	001	MTWTF	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	MTWTF	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	MTWTF	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](#) [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.

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

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

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

HOPE-PE V **List Students in this Course** **List Unfilled Requests in this Course** **Search** **Copy** **Delete** **Save**

1506320 HOPE-PE V Physical Education - - 1.0 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	11 Courses	3 Sections
Subject	Course	Section
Electives	COMPRE FIT	1501390
English	FIT ISSUES FOR ADOL	1501320
Exceptional Student	FIT LIFST DESIGN	1501310
Math	HOPE-PE V	1506320
No Credit	INDIV/DUAL SPRTS 1	1502410
Performing Fine Arts	INDIV/DUAL SPRTS 2	1502420
Physical Education	TEAM SPRTS 1	1503350
		Period 3 - 005 - Guillen
		Period 5 - 004 - Guillen
		Period 7 - 006 - Guillen
		+

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.

Students with Incomplete Schedules		Students with Conflicting Schedules				
Courses with Unfilled Requests		Overfilled Sections	Underfilled Sections	Unfilled Requests	Percentage of Students Scheduled	
9 Overfilled Sections						
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

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, 2 203 Display Room Optional Period 5 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

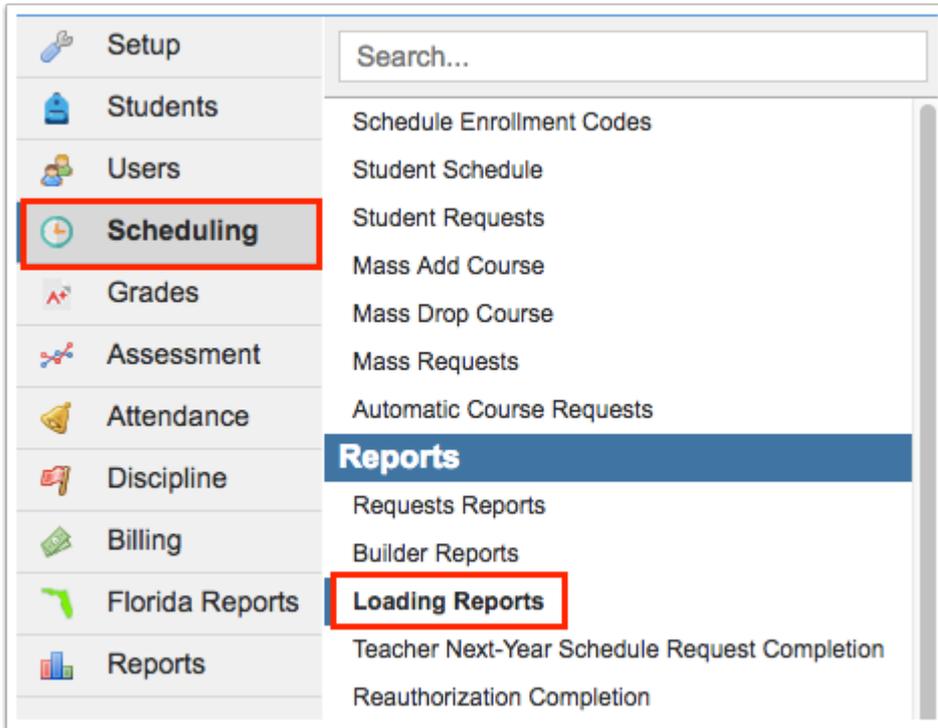
12 Subjects	16 Courses	1 Section													
Electives English Exceptional Student Math	<table border="1"> <thead> <tr> <th>Course</th> <th>Course Num</th> </tr> </thead> <tbody> <tr><td>AVID 1</td><td>1700390</td></tr> <tr><td>AVID 2</td><td>1700400</td></tr> <tr><td>AVID 3</td><td>1700410</td></tr> <tr><td>AVID 4</td><td>1700420</td></tr> </tbody> </table>	Course	Course Num	AVID 1	1700390	AVID 2	1700400	AVID 3	1700410	AVID 4	1700420	<table border="1"> <thead> <tr> <th>Section</th> </tr> </thead> <tbody> <tr> <td>Period 5 - 001 - Garcia</td> </tr> <tr> <td>+</td> </tr> </tbody> </table>	Section	Period 5 - 001 - Garcia	+
Course	Course Num														
AVID 1	1700390														
AVID 2	1700400														
AVID 3	1700410														
AVID 4	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.

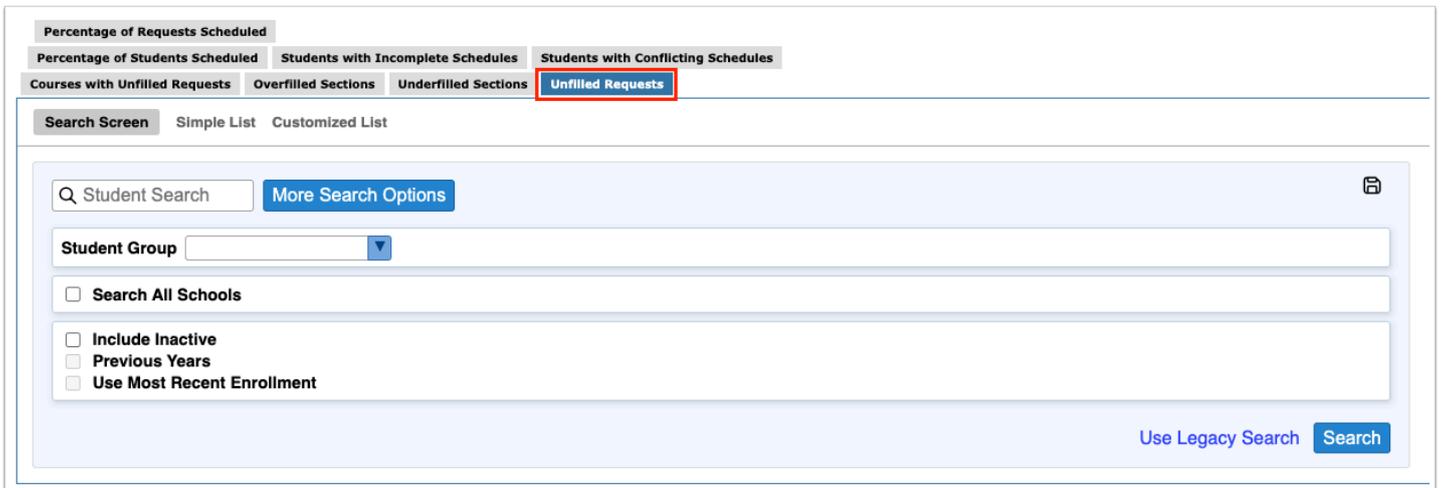
Viewing the Unfilled Requests Report

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
Abrego, Justin Victor	00019940	11	AP PSYCH	2107350	58	3	5		Full Year	
Abrego, Justin Victor	00019940	11	TEAM SPRTS 1	1503350	16	2	1		Full Year	
Abrego, Justin Victor	00019940	11	US HIST	2100310	2	5			Full Year	
Abrego, Justin Victor	00019940	11	JOURN 1	1006300	8	2	3		Full Year	
Abrego, Justin Victor	00019940	11	WEIGHT TRAIN 3	1501360	87	5	4		Full Year	
Acevedo, Caetano Patrick	00007089	11	WEIGHT TRAIN 1	1501340	47	5	4		Full Year	
Acevedo, Caetano Patrick	00007089	11	TEAM SPRTS 1	1503350	16	2	2		Full Year	

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

Students with Incomplete Schedules		Students with Conflicting Schedules									
Courses with Unfilled Requests		Overfilled Sections		Underfilled Sections		Unfilled Requests		Percentage of Students Scheduled			
<input checked="" type="checkbox"/> Exclude Elective Alternate Requests											
Search Screen Simple List Customized List											
18 Unfilled Requests											
Search <input type="text"/>											
Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term	Teacher Restrictions	Period Restr
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		

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			
<input checked="" type="checkbox"/> Exclude Elective Alternate Requests											
Search Screen Simple List Customized List											
18 Unfilled Requests											
Search <input type="text"/>											
Student	Student ID	Grade	Request	Course Num	Available Seats	Sections	Elective Priority	Inclusion	Term	Teacher Restrictions	Period Restr
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		

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 Teach
<input type="checkbox"/>	INDIVIDUAL SPRTS ...	1.00	1502410	<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>					
<input type="checkbox"/>	GEO (1206310)	1.00	1206310	<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"/>	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"/>	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"/>					

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"/>	INDIVIDUAL 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	
<input checked="" type="checkbox"/> 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 Restrict		
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 Course HIST US History - - 1.0 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	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**.

The screenshot shows a navigation menu with the following items:

- Setup
- Students
- Users
- Scheduling** (highlighted with a red box)
- Grades
- Assessment
- Attendance
- Discipline
- Billing
- Florida Reports
- Reports

Under the 'Scheduling' menu, the following options are listed:

- Schedule Enrollment Codes
- Student Schedule
- Student Requests
- Mass Add Course
- Mass Drop Course
- Mass Requests
- Automatic Course Requests

Under the 'Reports' menu, the following options are listed:

- Requests Reports
- Builder Reports
- Loading Reports** (highlighted with a red box)
- 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.

Gradelevels: Go

63 schools Search

School	School Num	Fully Scheduled Units	Number of Students	Underscheduled Students	Percent Scheduled	Percent Scheduled S2
Orange Groves School - 0321	0321	2	400	<u>47</u>	88.25%	88.25%
Owl Elementary - 0161	0161	16	541	<u>68</u>	87.43%	87.43%
Focus Charter School - 0341	0341	2	458	<u>184</u>	59.83%	59.83%
Orange High School - 0131	0131	14	670	<u>297</u>	55.67%	45.67%
Applicants	0291	2	754	<u>492</u>	34.75%	34.75%
Owl School - 0111	0111	14	1129	<u>897</u>	20.55%	20.55%
Focus Mont. Charter Schl - 0351	0351	2	138	<u>120</u>	13.04%	13.04%
Home Educated Students - N998	N998	0	47	<u>0</u>	100%	100%
Non-Public In State Schools N999	N999	0	1	<u>0</u>	100%	100%
Owl High School - 0101	0101	0	1200	<u>0</u>	100%	100%
Owl Montessori - 0371	0371	0	236	<u>0</u>	100%	100%
John McKay Scholarship - 3518	3518	0	31	<u>0</u>	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.

Gradelevels: 12 Go

7 schools

Search

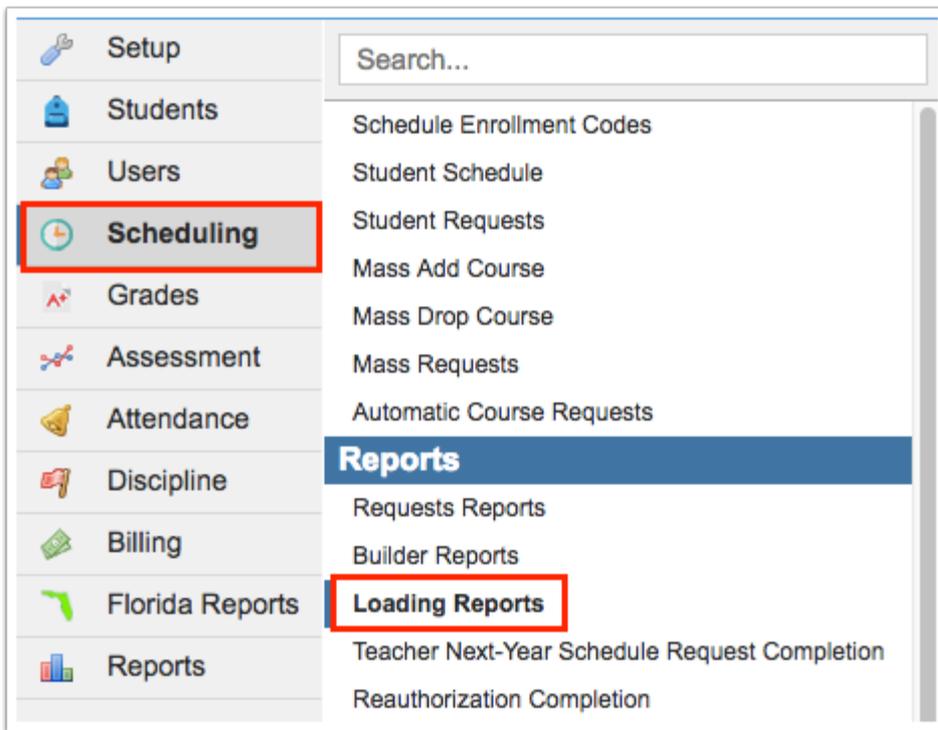
School	School Num	Fully Scheduled Units	Number of Students	Underscheduled Students	Percent Scheduled	Percent Scheduled S2
Focus Collegiate School - 0382	0382	8	23	<u>22</u>	4.35%	4.35%
Orange High School - 0131	0131	14	85	<u>52</u>	38.82%	16.47%
Home Educated Students - N998	N998	0	8	<u>0</u>	100%	100%
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

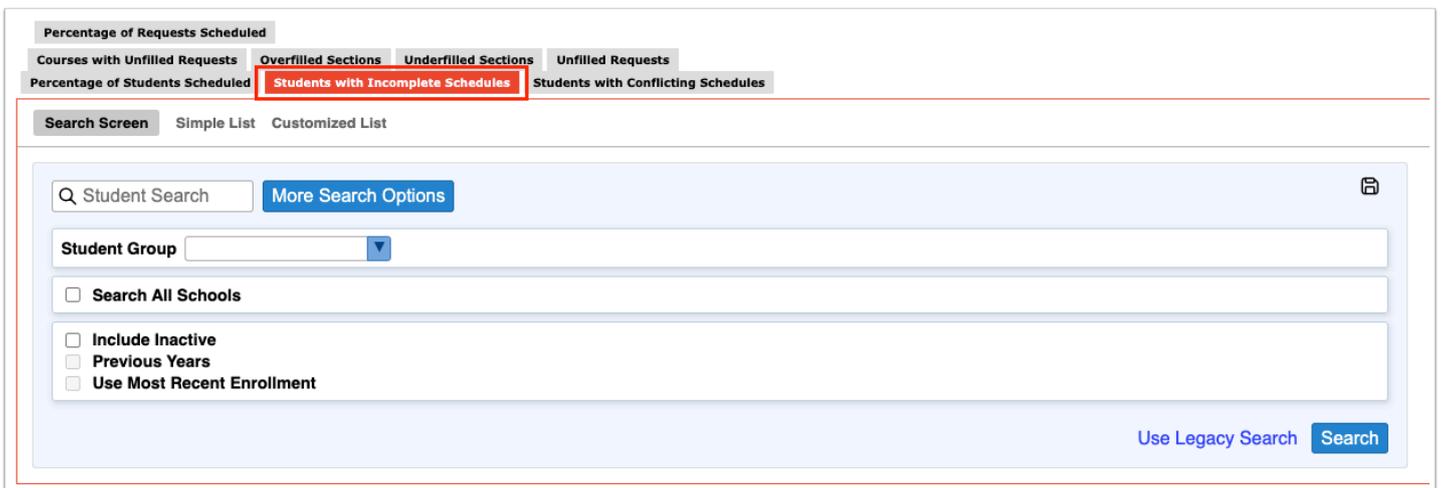
The Students with Incomplete Schedules report displays students who have one or more periods in which no courses are scheduled. This report is used once the Scheduler is no longer being run and student schedules need to be manually completed. After manually adjusting student schedules, re-running the 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, Emerald 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, Emarald 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 **Rotation Day** All Days A Day B Day Marking Period: 1st 9 Weeks

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

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, Emarald 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"/>	Abc, 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"/>	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

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"/>	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

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 [Send Messages](#) [Customize Columns](#) [Mass Update](#)

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"/>	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](#)

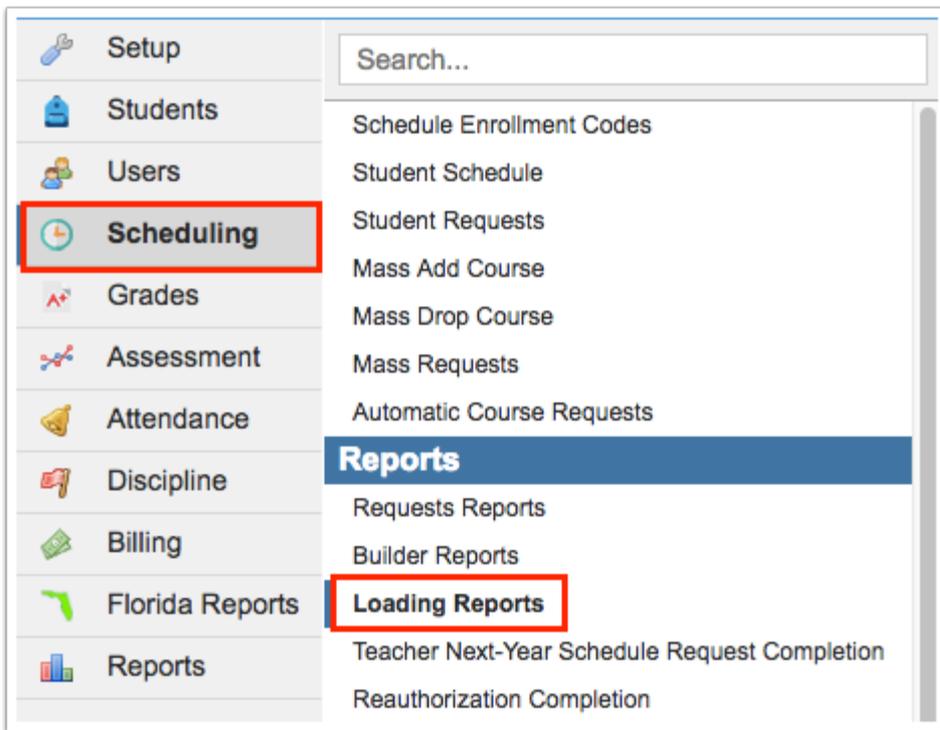
Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
+ 2-D STUDIO ART 1	75	3	2				
+ ALG 1	73	3					
+ PEER COUN 1	75	3	3				

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

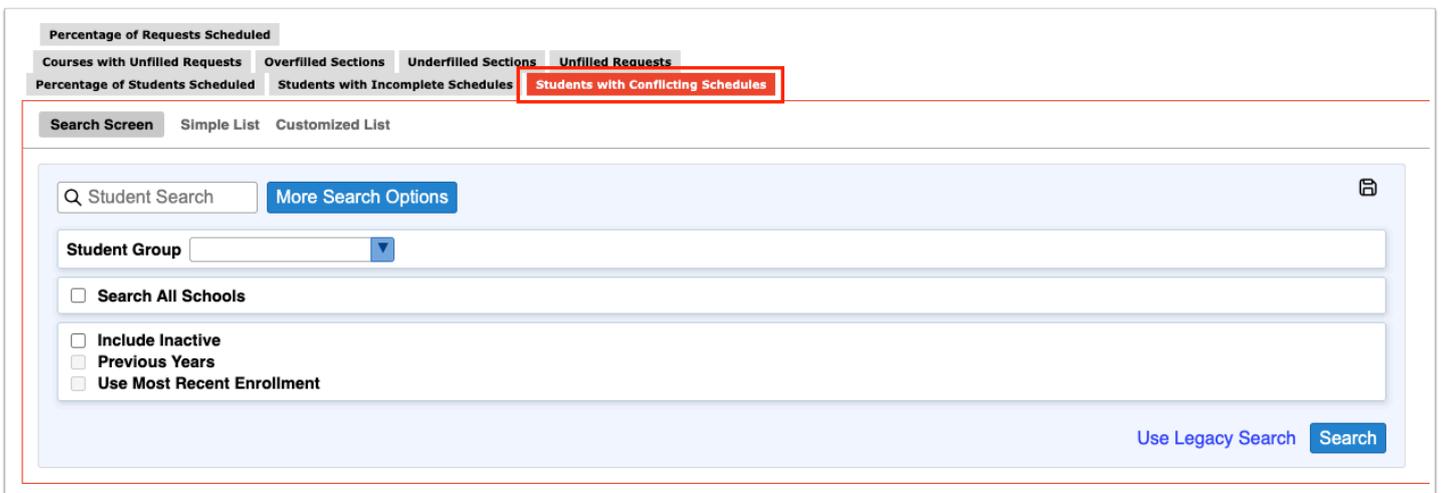
Viewing the Students with Conflicting Schedules Report

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**

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	

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.

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	

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

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

Percentage of Requests 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	

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Page 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

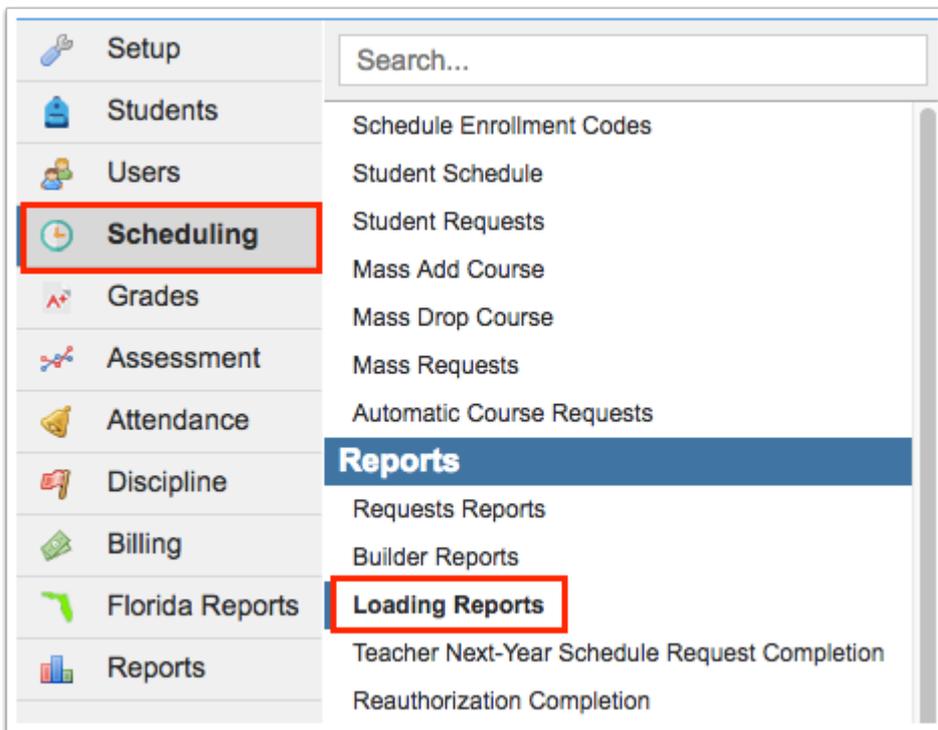
Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Credits	Last Modified
<input type="checkbox"/>	AP CALCULUS AB	Period 1 - 001 - Kramer Mickey Heller	1202310	001	MTWHF	4 214	Full Year	Aug 10, 2023	-	1.00	Ashley Weiss Mar 06, 2023 04:19 PM
<input type="checkbox"/>	INDIVIDUAL 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: <input type="text"/> <input type="button" value="Go"/>
20 schools								Search <input type="text"/> <input type="button" value="Go"/>
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 <input type="button" value="Go"/>
6 schools								Search <input type="text"/> <input type="button" value="Go"/>
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%