

# Scheduling Reports

This document will list different reports that could be useful when you are scheduling students.

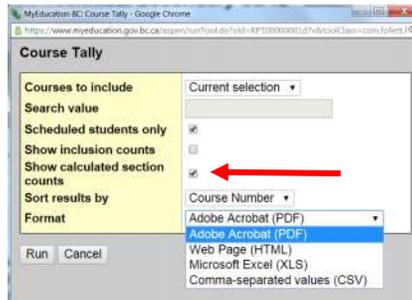
## Course Tally Report

This report will show how many students requested a particular section and how many sections will be built. Use this report to compare sections being built to sections needed. For example, if 63 students request a course, the build will create 3 sections, however a school may only want to create 2.

**Build View → Courses Top Tab → Reports: Course Tally**



In the pop up select the show calculated section counts and choose either adobe for a PDF or CSV for an excel document.



The report will look like the picture below. The section count is based on the primary requests and anything over .5 will round up and create a new section. Example: MBI—12 would have 3 sections created while MAWM—10 will have 1 section created.

Number	Description	Department	Lvl	Primary	Alternate	Total	Enrollment Max	Section Count
MAF--11	ART FOUNDATIONS 11	Fine Arts	Regular	35	31	66	30	1.17
MAF--12	ART FOUNDATIONS 12	Fine Arts	Regular	22	11	33	30	0.73
MAWM-10	APPRENTICESHIP AND WORKPLACE MATH 10	Mathematics	Regular	41	0	41	30	1.37
MAWM-11	APPRENTICESHIP AND WORKPLACE MATH 11	Mathematics	Regular	43	0	43	30	1.43
MBI--11	BIOLOGY 11	Science	Regular	81	6	87	30	2.7
MBI--12	BIOLOGY 12	Science	Regular	68	2	70	30	2.27
MBSP-11	INTRODUCTORY SPANISH 11	Languages	Regular	69	13	82	30	2.3



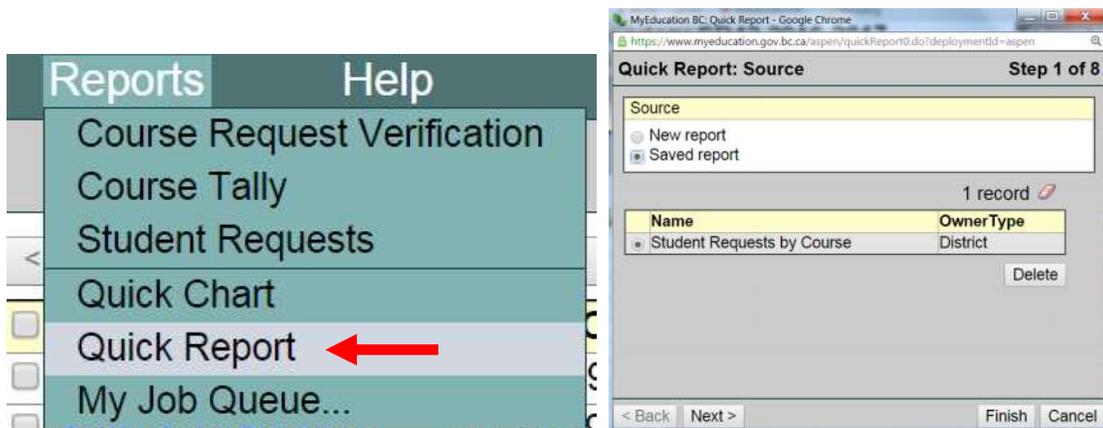
## Student Request by Course

This report will show all the primary and alternate request for a particular course. It will include a total count of how many students requested this course.

**Build View → Global Top Tab → Request Side Tab → Filter: All Records**



**Reports: Quick report → Saved Reports: Students Request by Course → Finish**



In the example below, the report shows that for MMK—11 there are 8 requests, 5 that are **Primary (N)** and 3 that are **Alternate (Y)**

SchoolCourse > CrsNo: MMK--11		
Name	Student > Grade	Alternate?
[Redacted] Adrian	09	N
[Redacted] Barbara [Redacted] m	10	N
[Redacted] nzhe	10	N
[Redacted] Taylor	10	N
[Redacted] utong	10	N
[Redacted] o, Jeremy	10	Y
[Redacted] ami	10	Y
[Redacted] y, Nathan	10	Y

Summary SchoolCourse > CrsNo: MMK--11		
Totals	SchoolCourse > CrsNo: MMK--11	8

## Students Request

This report will list all the requests that a student has made. This will include Primary and Alternate.

**Build View → Student Top Tab or Global Top Tab (Request Side Tab) → Reports: Student Request**

Pupil #	YOG	Schd?	LockSchd?	Schedule > StudentsTotal	Schedule > RequestsTotal
[Redacted]	2020	Y	N	0	0
[Redacted]	2019	Y	N	0	0
[Redacted]	2019	Y	N	0	0
[Redacted]	2017	Y	N	0	0
[Redacted]	2017	Y	N	0	0

You can choose a grouping (YOG) or run it for all your students. Current selection will run for all students you have on your screen. You can check off certain students and **Option: Show Selected** to run this report for a particular group. Leave the recommendation only and alternate mailing unchecked. Format choose Adobe or CSV.

This report displays both Primary and Alternate requests and gives a total credit count for the student's primary requests.

Ali, [Redacted] Current Grade: 09  
 [Redacted] Current School: Garibaldi Secondary  
 [Redacted] Gender: ♂D42  
 ID: [Redacted]

Course	Description	Recommended	Alternate	Alternate Courses	Credit
MDRG-	DRAMA 10: GENERAL	N	N		4.0000
MEN--10	ENGLISH 10	N	N		4.0000
MFDN-10	FOODS AND NUTRITION 10	N	N		4.0000
MFMP-10	FOUNDATIONS OF MATH	N	N		4.0000
MFR--10	FRENCH 10	N	N		4.0000
MMGR-	MUSIC 10: GUITAR	N	Y		4.0000
MPE--	PHYSICAL EDUCATION 10	N	N		4.0000
MPE--	PHYSICAL EDUCATION 10	N	N		4.0000
MSC--10	SCIENCE 10	N	N		4.0000
MSS--10	SOCIAL STUDIES 10	N	N		4.0000
MVAG-	VISUAL ARTS 10: GENERAL	N	Y		4.0000
Total Credits:			36.0000		

## Students Without Requests

This report will display students who have no course requests.

**Build View → Student Top Tab → Reports: Students without Requests**

Pupil #	YOG	Schd?	LockSchd?	Schedule > Students Total	Schedule > Requests Total
[Redacted]	2020	Y	N	0	0
[Redacted]	2019	Y	N	0	0
[Redacted]	2019	Y	N	0	0
[Redacted]	2017	Y	N	0	0
[Redacted]	2017	Y	N	0	0
[Redacted]	2017	Y	N	0	0

Leave all the check boxes that are checked. Click run

A list of the students who have no requests in the system will appear with a total count at the bottom.

### Students Without Requests

ID	Name	YO	Gender	House Code	Platoon Code	Team Code	Included
[Redacted]	Imeh, Lama	2017	F				Y
[Redacted]	Etienne Francois Ghislain	2018	M				Y
[Redacted]	[Redacted] Fernanda	2017	F				Y
[Redacted]	[Redacted] Bigail	2020	F				Y
[Redacted]	[Redacted] Sebastian	2017	M				Y
[Redacted]	[Redacted] Longming	2019	M				Y
[Redacted]	[Redacted] r, Alyssa	2017	F				Y
[Redacted]	[Redacted] r, Brooke	2019	F				Y
[Redacted]	[Redacted] jie	2017	M				Y
[Redacted]	[Redacted] Maria	2018	F				Y
[Redacted]	[Redacted] Wilhelm	2017	M				Y
[Redacted]	[Redacted] Rubin	2020	F				Y
[Redacted]	[Redacted] bei	2018	M				Y
[Redacted]	[Redacted] erger, Ellie	2020	F				Y
[Redacted]	[Redacted] Natsuko	2018	F				Y
[Redacted]	[Redacted] Juan	2019	M				Y
[Redacted]	[Redacted] Fernando	2020	M				Y

Total Students: 17