Scheduling Reports

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

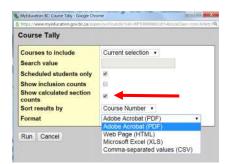
Course Tally Report

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.

| | | urses Student Sta | ff Rooms Rules Global | | | | |
|--|---|--------------------|-----------------------|-----------------|----------|------------|----------|
| Options | Reports Help | | | Search on CraNo | Q. Y | 1 CES 11 | |
| Courses | Course Catalog Course Conflict Analysi | is | | | | | |
| Details | Course Request List Course Request Verific | ation | 0 of 375 selected Ø | | (| Courses To | Schedule |
| and the second | Course Schedule Attrib | | | | Sections | PPC | TPY |
| Requests | Course Tally | UNTING 11 | | | 0 | 1.0 | 1/1 |
| Sections | Student Grouping Anal | JINTING 12 | | | 0 | 1.0 | 1/1 |
| occuento | Quick Chart | DUNDATIONS 11 | | | 2 | 1.0 | 1/1 |
| Rules | Quick Report | DUNDATIONS 12 | | | 2 | 1.0 | 1/1 |
| | | ED SKILLS 11 | | | 0 | 1.0 | 1/1 |
| Snapshots | My Job Queue | ED SKILLS 11A | | | 0 | 1.0 | 171 |
| | MASK-1B | APPLIED SKILLS 11B | | | 0 | 1.0 | 1/1 |
| | EI MAWM-10 | APPRENTICESHIP AND | WORKPLACE MATH 10 | | 2 | 1.0 | 1/1 |
| | C MAWM-11 | APPRENTICESHIP AND | WORKPLACE MATH 11 | | 2 | 1.0 | 121 |
| | MBCA-11 | BUSINESS COMPUTER | APPLICATIONS 11 | | 0 | 1.0 | 1/1 |
| | III MBE08 | BUSINESS EDUCATION | 8 | | 0 | 0.0 | 0/0 |

Build View \rightarrow Courses Top Tab \rightarrow 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.



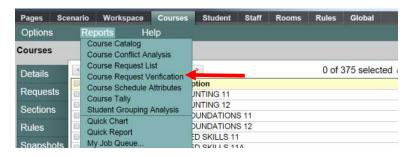
The report will look like the picture below. The section count is based on the primary requests and anything over .5 will round up and create a new section. Example: MBI—12 would have 3 sections created while MAWM—10 will have 1 section created.

| Number | Description | Department | Lvi | Primary | Alternate | Total | Enrollment Max | Section Count |
|-------------|---|-------------|---------|---------|-----------|-------|-------------------|------------------|
| MAF11 | ART FOUNDATIONS 11 | Fine Arts | Regular | 35 | 31 | 66 | 30 | 1.17 |
| MAF12 | 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 |
| MBI12 | BIOLOGY 12 | Science | Regular | 68 | 2 | 70 | 30 | 2.27 |
| MBSP-11 | INTRODUCTORY SPANISH 11 | Languages | Regular | 69 | 13 | 82 | 30 | 2.3 |

Course Request Verification

This report has a few options that will allow you to see student's course request and identify students who are missing courses and have incomplete timetables.

Build view \rightarrow Student Top Tab <u>or</u> Courses Top Tab <u>or</u> Global top tab (request side tab) \rightarrow Reports: Course Request Verification



In the pop up window **Students to include**: use all or YOG for a particular grade level. Do not use the counsellor as this feature is not linked up. **Only show students with:** It is suggested to use **show all students or no requests**. The feature of **too many or too few** are not user friendly because we use 12-15 periods in a day and its looking for those to be filled. **Format:** Select either Adobe for a PDF or CSV for an excel document.

| Course Request Ve Students to include Search value Only show students | All Show all students |
|--|--|
| with Sort results by Scheduled students only Format | Show all students Show all students No requests Too many requests Too few requests Adobe Acrobal (PDF) |

You can see students with missing courses and you can see the credit count for students in the 2^{nd} to last column.

| | 6.0 | 12 | - | | | | 6 | | | | | |
|----------------|----------|-------|-------|----------|-------|-------|------|-------|-------|--------|----------|--------|
| Gage | 2017 | MAF | MCAFT | MCOM | MGT | | | | | YPSYC | 36.00 | 37.50 |
| | E anno 1 | 12 | 12 | -12 | | P12 | 2B | 2D-SA | 2A-AL | 2A-PS | I I mult | |
| limenez, Lucia | 2018 | MEN- | MSS | | | | | | | | 8.00 | 8.33 |
| | | 11 | 11 | | / / | | 0 | | ÷ | 9 9 BT | | |
| Ashley | 2018 | MEN | MSS | | | | 1 | | | | 8.00 | 8.33 |
| | | 11 | 11 | <u> </u> | | | 3 | S | W | 2 1 N | | |
| Allysiah | 2018 | MEN | MSS | | | | | | | | 8.00 | 8.33 |
| | | 11 | 11 | | | | | | 7 | | | |
| Jackson | 2018 | MCH | MEN | MFNS- | MIMG- | MJA | MPRE | YLAW- | | | 28.00 | 29.17 |
| | | 11 | 11 | 12 | 11 | 11 | C11 | 2A-CR | | | | |
| , Liam | 2018 | MAWM | MBI | MEN- | MINT- | MPE | MSS | YCAIS | | | 28.00 | 29.17 |
| | | -11 | 11 | 11 | 11 | 11 | 11 | 1A-DV | 2 | | | |
| II, Mackenzie | 2018 | MBI- | MEN | MFNS- | MFOM- | MIMG- | MPE | YIPS- | YIPS- | | 32.00 | 33.33 |
| | | 11 | 11 | 12 | 11 | 12 | 11 | 1D-SA | 1D-SA | | | |
| II, Morgan | 2018 | MEN- | MSS | | | | | | | | 8.00 | 8.33 |
| | | 11 | 11 | | | | 10 | | | a | | 10 |
| cio, Jeremy | 2018 | MCH | MDFT- | MEN- | MPE | MPH | MPRE | MSS | MWEX- | YCAIS | 36.00 | 37.50 |
| | | 11 | 12 | 11 | 11 | 11 | C11 | 11 | 2A | 1A-DV | | |
| uignon, Megan | 2018 | IPHL- | MBI | MEN- | MFOM- | MFR- | MHS- | MSS | YPSYC | | 32.00 | 33.33, |

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.

| Pages S | cenario Workspace | Courses | Student | Staff R | Rooms Rules | Global | | | | | | | Í |
|----------|--|---------|---------|------------|-----------------|-------------------|-----------------------------|-------------------|---------------|--------|------------|--|----------|
| Options | Reports H | lelp | | | | | Search | on Name | Q Y | | a-z- | th t | a . |
| | | | | | | | Manag | e Filters | | | | | |
| Requests | | | | | | | Primary | y Requests | | | | | |
| | < 1:Adams, Gregory N | • | > | | 0 of 3 | 3118 selected 🥔 | All Rec | ords | _ | | Prim | anv R | equests |
| Pattern | Internet in the second se | | | | | | Studen | t Request Tally I | y Course | | 0110033550 | 1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1. | |
| Library | Name | | | CrsNo Sect | No SchoolCourse | e > Description | | Termcode | bec type oraf | f > Na | me Alt | ternate | e? Alt 1 |
| | Adams, Gregory | 08 MDF | R09 | | DRAMA 9 | | | | | | N | | |
| Pa Se | Adams, Gregory | 08 MEN | I09-HN | | ENGLISH LAN | IGUAGE ARTS 9 HOI | NOURS | | | | N | | |
| Se | Adams, Gregory | 08 MFD | N-09 | | FOODS AND I | | | | | N | | | |
| Re | Adams, Gregory | 08 MMA | 409 | | MATHEMATIC | S 9 | | | | | N | | |
| | Adams, Gregory | 08 MMU | J09-CB | | MUSIC 9 CON | ICERT BAND | | | | | N | | |
| | Adams, Gregory | 08 MPE | 09 | | PHYSICAL ED | UCATION 9 | | | | | N | | |
| Ba | Adams, Gregory | 08 MSC | -09-HN | | SCIENCE 9 H | ONOURS | | | | | N | | |
| Er | Adams, Gregory | 08 MSS | 09-HN | | SOCIAL STUE | IES 9 HONOURS | | | | | N | | |
| | Adams, Gregory | 08 MTE | 09 | | TECHNOLOG | Y EDUCATION 9 | | | | | N | | |
| 10 | | | 1.10 | | ENGLISHI IS | | | | | | 100 | | |

Build View \rightarrow Global Top Tab \rightarrow Request Side Tab \rightarrow Filter: All Records

Reports: Quick report \rightarrow Saved Reports: Students Request by Course \rightarrow Finish

| | | MyEducation BC: Quick Report - Google Chrome | 25 |
|---|-----------------------------|--|-----|
| | | https://www.myeducation.gov.bc.ca/aspen/quickReport0.do?deploymentId~aspen | Q |
| | Reports Help | Quick Report: Source Step 1 o | f 8 |
| | | Source | |
| | Course Request Verification | New report Saved report | |
| | Course Tally | 1 record 2 | |
| - | Student Requests | Name OwnerType Student Requests by Course District | |
| < | | Delete | |
| | Quick Chart | | |
| ų | Quick Report | | |
| | | <u></u> | |
| | My Job Queue | C < Back Next > Finish Can | cel |

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)**

| lame | | Student > Grade | Alternate | | |
|------|------------|-----------------|-----------|--|--|
| | Adrian | 09 | N | | |
| | arbara n | 10 | N | | |
| | nzhe | 10 | N | | |
| | Taylor | 10 | N | | |
| | utong | 10 | N | | |
| | o, Jeremy | 10 | Y | | |
| | ami | 10 | Y | | |
| | iy, Nathan | 10 | Y | | |

| Summary SchoolCourse > CrsNo: MMK11 | | | | | | | | | |
|-------------------------------------|-----------------------------|---|--|--|--|--|--|--|--|
| Totals | SchoolCourse > CrsNo: MMK11 | 8 | | | | | | | |

Students Request

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

Build View \rightarrow Student Top Tab or Global Top Tab (Request Side Tab) \rightarrow Reports: Student Request

| Pages | Scenario | Workspace | Courses | Student | Staff | Rooms | Rules Globa | al | | | |
|----------|----------|--|------------|---------|-------|-------|----------------------|--------------------------|--------------------------|-------|--|
| Options | Re | ports He | elp | | | | | Search on Name | an 🔨 🍸 🎫 🖽 🕬 | 1 B 1 | |
| Students | S | course Request V tudent Schedule | Attributes | | | | | | | | |
| Details | | tudents Not Fully tudents Without F | | > | | | Students To Schedule | | | | |
| | | itudents | requests | Pupil # | YOG | Schd? | LockSchd? | Schedule > StudentsTotal | Schedule > RequestsTotal | | |
| Requests | | tudents | | | 2020 | Y | N | 0 | 0 | | |
| Schedule | | uick Chart | | | 2019 | Y | N | 0 | 0 | | |
| Scheuule | | | | | 2019 | Y | N | 0 | 0 | | |
| Schools | | uick Report | | | 2017 | Y | N | 0 | 0 | | |
| | | ly Job Queue | | | 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.

| School | Garibaldi Secondary SD42 |
|---------------------|--------------------------|
| Students to include | Current selection + |
| Search value | |
| Sort students by | Name • |
| Recommendation only | 8 |
| Alternate mailings | 0 |
| ormat | Adobe Acrobat (PDF) • |

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

| ge 1 | C | ourse Requ | ests | | 3/1/2 |
|--------------|---------------------------------|-------------|---|--------------------------------|--------|
| Ali, | | C | furrent Grade: furrent School Gender: D: | 09 Garibaldi Secon \$D42 | ndary |
| Course | Description | Recommended | Alternate | Alternate Courses | Credit |
| MDRG- | DRAMA 10: GENERAL | N | N | | 4.0000 |
| MEN10 | 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 |
| MFR10 | FRENCH 10 | N | N | | 4.0000 |
| MMGR- | MUSIC 10: GUITAR | N | Y | | 4.0000 |
| MPE | PHYSICAL EDUCATION 10 | N | N | | 4.0000 |
| | PHYSICAL EDUCATION 10 | N | N | | 4.0000 |
| MPE | | | N | | 4,0000 |
| MPE MSC10 | SCIENCE 10 | N | IN | | 1.0000 |
| | SCIENCE 10 SOCIAL STUDIES 10 | N N | N | | 4.0000 |

Students Without Requests

This report will display students who have no course requests.

Build View \rightarrow Student Top Tab \rightarrow Reports: Students without Requests

| Pages 3 | Scenario | Workspace | Courses | Student | Staff | Rooms | Rules | Global | | |
|-----------|------------------------------|--------------------------------------|----------|---------|---------|-------|-------|---------------|--------------------------|--------------------------|
| Options | Re | ports He | elp | | | | | | Search on Name | 🔍 🍸 🏢 💷 ılı 🚔 |
| Students | | ourse Request V udent Schedule | | | | | | | | |
| Details | Southers | udents Not Fully udents Without I | | > | | | 0 0 | f 586 selecte | d 🥔 | Students To Schedu |
| | | udents without i | Requests | | Pupil # | YOG | Schd? | LockSchd? | Schedule > StudentsTotal | Schedule > RequestsTotal |
| Requests | 10 | udent Requests | | | | 2020 | Y | N | 0 | 0 |
| Schedule | | uick Chart | 2 | | | 2019 | Y | N | 0 | 0 |
| ochequie | | Contraction of the second second | | | | 2019 | Y | N | 0 | 0 |
| Schools | 1-1 000 A | uick Report | | | | 2017 | Y | N | 0 | 0 |
| | 10000 | y Job Queue | | | | 2017 | Y | N | 0 | 0 |
| Transcrip | | drusyshyn, Dana | 1 | | | 2017 | Y | N | 0 | 0 |

Leave all the check boxes that are checked. Click run

| | sts | | |
|---|---------------------|---|--|
| Active students only Scheduled students only Primary students only Snapshot name | 8 | | |
| Snapshot owner | School • | | |
| Ignore studies | 0 | | |
| Format | Adobe Acrobat (PDF) | * | |

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

| Name | YO | Gender | House Code | Platoon Code | Team Code | Included |
|-----------------------------|------|--------|------------|--------------|-----------|----------|
| Imeh, Lama | 2017 | F | | | | Y |
| , Etienne Francois Ghislain | 2018 | М | | | | Y |
| Fernanda | 2017 | F | | | | Y |
| pigail | 2020 | F | | | | Y |
| Sebastian | 2017 | м | | | | Y |
| ongming | 2019 | м | | | | Y |
| r, Alyssa | 2017 | F | | | | Y |
| r, Brooke | 2019 | F | | | | Y |
| jie | 2017 | м | | | | Y |
| Maria | 2018 | F | | | | Y |
| Nilhelm | 2017 | м | | | | Y |
| ıbin | 2020 | F | | | | Y |
| bei | 2018 | м | | | | Y |
| erger, Ellie | 2020 | F | | | | Y |
| , Natsuko | 2018 | F | | | | Y |
| Jan | 2019 | м | | | | Y |
| Fernando | 2020 | M | | | | Y |

Students Without Requests

1, 2016