

EXAMPLES OF TYPICAL POST BUILDING THE MASTER SCHEDULE REPORTS

A sampling of reports generated from a Student Information System Schedule Builder: *(Availability of a specific report will vary based on the Student Information System Software used or developed. Knowing your Student Information Manual well is highly recommended.)*

1. Alternate Request Report – Indicates requests and alternates filed for each student.
2. Build Master Schedule Queue – A list of each iteration of schedule built. Ability to import previously built schedules, even after changes to settings have been made.
3. Class Load Analysis – Analysis of sections and their attributes (meetings, teacher room) if assigned, as well as student count.
4. Individual Student Conflict Matrix – Analyzes student’s schedule and displays available sections, request results and scheduling constraints.
5. Load Performance by Grade – Lists the number of students processed, and the number and the percentage of students who are fully scheduled in each grade. Also, lists the number of course requests processed, the number and percentage of course requests that are fully scheduled in each grade, and the number of requests – by grade –that are not yet in the master schedule.
6. Master Room Schedule OR Room Schedule – Lists the sections scheduled in each room OR Lists all the room schedules by period. Typically, you can filter the results to view rooms in a specific department or select All Departments to view all rooms. Meeting times are columns and rooms are rows.
7. Master Schedule – Displays an interactive draft master schedule in year mode.
8. Master Schedule (PDF) – Creates a PDF document of the draft master schedule in year mode.
9. Master Schedule Classes – Lists all classes in the master schedule by Course. – Section ID. Also includes the meeting time, teacher’s name, room number, and seat count. Typically, you can filter the results by Term, Course Department, Teacher Department, Teacher Team, and/or Meeting Time.
10. Master Schedule List – Customizable Master Schedule in list format.

11. Master Schedule Matrix – Displays the master list of courses for each period by teacher. Typically, you can filter the results by Course Department , Teacher Department, Term and/or Team.
12. Non-scheduled Course Requests – Lists requests not scheduled for each course. Alternate course requests can be included/excluded.
13. Non-scheduled Student Requests – Lists requests not scheduled for each student. Alternate course requests can be included/excluded.
14. Non-scheduled Student Requests for Scheduled Courses – Lists requests not scheduled for each student for scheduled courses only. Alternate course requests can be included/excluded.
15. Percent Schedule by Students – Student level schedule percents for current school.
16. Room Free Period – Lists the number of open periods per term for each room in the master schedule. Typically, you can filter the results to view the schedule of one specific room, of the rooms in a specific department, or all rooms.
17. Room Schedule – Lists the class schedule for a room, including the meeting time, and teacher. You can filter the results to view the schedule of one specific room, of the rooms in a specific department, or of all rooms.
18. Room Utilization – Totals the number of seats and available seats in each room by period.
19. Schedule Periods by Grade – for current school, percentages of scheduled and unscheduled students.
20. Schedule Build Log – High-level results of build/load process that includes: Data, Time, Run Time, # of sections built/loaded.
21. Schedule Build Results Log – A detailed log indicating all stats for the schedule build. Also includes comprehensive lists of all warnings, alerting the user to possible gaps in data.
22. Schedule Course Enrollment – seats available, taken and requested by course
23. Schedule Failures by Course – Displays a list of students not scheduled for each course with at least one failure.

24. Schedule Results by Grade – For current school, percentages of scheduled and unscheduled students.
25. Student Schedule List – Number of scheduled classes by student.
26. Student Schedule Report – Creates a printable student matrix report for the selected students.
27. Student Scheduling Rules – Displays a list of student scheduling rules for scheduling students into classes.
28. Teacher Free Period – Lists the number of periods free by days for each teacher in the master schedule. Typically, you can filter the results by Teacher, Department, or Teacher Team.
29. Teacher Schedule – Displays details of the scheduled class sections for each teacher in the master schedule by term and meeting time, it also specifies the course, room number, and if the teacher is the primary instructor. Typically, you can filter results by Teacher Department, Teacher, and Term.
30. Teacher Maximum Load Report – Shows the number of students assigned to a teacher, compared against a district maximum per teacher.
31. Under-scheduled Students – Lists the number of students scheduled for each period.
32. Unscheduled Rooms – Lists number of unscheduled rooms for each Term/Period/Day Combination
33. Unscheduled Students – Lists number of unscheduled students for each Term/Period/Day Combination
34. Unscheduled Teachers – Lists number of unscheduled teachers for each Term/Period/Day Combination”