

Running the Simple Tally Report

This report provides a count of student requests for each course. Administration will rely heavily upon this report for building master schedule and making staffing decisions.

Step 1 – Navigate to Simple Tally

- Click on Menu | Scheduling | Student Schedules | Pre-Scheduler Reports | **Simple Tally** OR Type “Simple” in the Quick Search bar and select **Simple Tally**

Step 2 – Enter Criteria

- The following prompt and filter selects are commonly used

Simple Tally

Prompts

Building* 3077 - Tuscarora High School

Scheduling Interval* Y - Yearly




Grades* x 09 - 09 x 10 - 10 x 11 - 11 x 12 - 12


Request Type* R - Regular Requests Only

Group By* None

Log Statistics

Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
  		1	Demographic	Current Status	is in	x Active x Pre-Registered

- To count students by grade, change the **Group By** field to **Grade**
- To select or deselect grades in **Grades** field, click on ‘x’ to deselect grade and place cursor in field and highlight grade to select
- The filter shown includes only Active (A), and Pre-Registered (P) students. By using this filter, the report will only show courses with requests. Without this filter, all courses in the Course Catalog would show, including those without requests. Because of this, there is no need to check the Simple Tally box when working on courses in the Course Catalog. (See Course Catalog instructions for more detail)
- Click on the run icon 

Step 3 – Open Report

- Click on the Tasks/Reports dropdown to retrieve your report
- The report will be titled **Simple Tally**



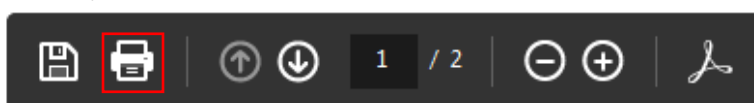
1/3/2018

Simple Tally

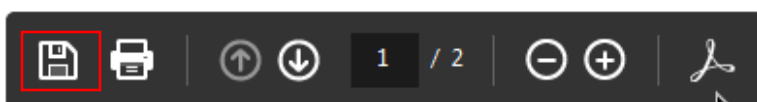
3077 - Tuscarora High School

Course	Description	Total
133310	FILM STUDY	61
160093	PSYCHOLOGY 101 FCC	21
193111	AP BIOLOGY 1	76
230092	ELEM STATS W/PROB FCC	26

- To Print, click on Printer icon



- To Save, click on Save icon



Running Pre-Assignment Class Lists

This report shows requested courses, listing the students who requested each course. It is normally used in two ways:

- If a teacher wants to see which students requested a course he/she teaches, this report can be run for that course.
- If a course is not going to be offered due to not enough requests, this report can be run to obtain a list of the students who requested the course (so that those students' requests can be updated).

Step 1 – Navigate to Class Lists

- Click on Menu | Scheduling | Student Schedules | Pre-Scheduler Reports | **Pre-Assignment Class Lists** OR
Type "Pre" in the Quick Search bar and select **Pre-Assignment Class Lists**

Step 2 - Enter Criteria

- The following prompt, filter and sort selections are commonly used:

Pre-Assignment Class Lists

Prompts

Building* 3009 - Frederick High School

Scheduling Interval* Y - Yearly

Request Type* A - All

Print Student Phone Number* N - Never

Include FERPA Information

Log Statistics

Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Student Requests	Course	=	131111
	AND	2	Demographic	Current Status	is in	Pre-Registered Active
	AND	3				

Sort

Actions	#	Area	Field Name	Sort Order
	1	Course Catalog	Course	Ascending
	2	Demographic	Last Name	Ascending
	3	Demographic	First Name	Ascending
	4	Demographic	Student ID	Ascending
	5			

- In the **Request Type** field, it is generally better to use **ALL** instead of **Regular Requests Only** so that Alternate requests are included
- In the Filter area, use the condition "is in" for more than one course number. Use "=" for one course number.
- Click on the run icon

Step 3 – Open Report

- Click on the Tasks/Reports dropdown to retrieve your report
- The report will be titled **Pre-Assignment Class Lists**



1/3/2018

Pre-Assignment Class Lists

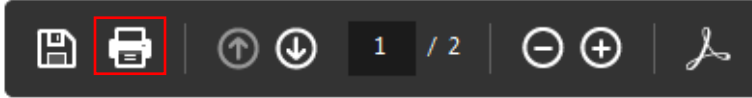
3009 Frederick High School

Scheduling Interval: Y

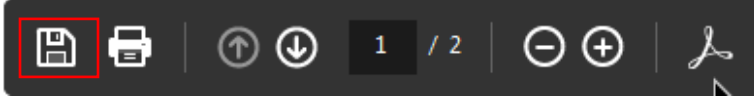
Course: 131111 ENGLISH 9 HONORS **Department:** ENGLISH

Student ID	Name	GR	HRM	Counselor	H/T	Phone
13008408	Aiken, Lovell Rose	09	231	Alexander, Christine	ZS	
13004314	Aksoholi, Noel Nanaa	09	B-115	Alexander, Christine	ZS	
13008218	Appiah, Samuel	09	GYM	Alexander, Christine	AC	
13008802	Appiah Osei, Ovison Pokusa	09	231	Alexander, Christine	MM	

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- To Save, click on Save icon



2078 Oakdale Middle School

Scheduling Interval: Y

Student ID	Name	GR	HRM	Gen	Counselor	Pr	Course Requests							
00000000	John, John (John)	08	A225	M	John	50	8801	8802	8108	8207	8637	8931		
							8011	8331C						
00000000	John, John (John)	08	A210	F	John	50	8802	8108	8207	8011	8332C	8530		
							8637	8801						
00000000	John, John (John)	08	A118	F	John	50	8801	8802	8108	8207	8631	8931		
							8011	8330CA						
00000000	John, John (John)	08	P1	M	John	50	8108	8207	8011	8330CA	8637	8931		
							8801	8802						

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- To Save, click on Save icon

