

## Next Year Scheduling Reports – Pre-Scheduler

The following reports can be run out of eSchool to help you with your Master Schedule building to ensure a successful scheduler run. These reports are run prior to running the Student Scheduler.

### Printing a Course Catalog

To print a list of courses in the course catalog:

#### Step 1 – Navigate to Course Catalog

- Click on Menu | Scheduling | Courses | Building Courses | **Building Course Catalog** OR Type “Building” in the Quick Search bar and select **Building Course Catalog**

#### Step 2 - Enter Search Criteria for Courses in Your School

- Click on Advanced
  - Enter the following criteria to search for all courses in your building

The screenshot shows the 'Search Criteria' window with 'Advanced Search Criteria' selected. It contains one search rule with the following details:

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Course Catalog	Building	=	2016 - Monocacy Middle School

- Click on the Load Records icon
  - Enter the following search criteria to Search by Department
    - Place cursor in Value box for list of Departments

The screenshot shows the 'Search Criteria' window with two search rules. The second rule is for searching by department:

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Course Catalog	Building	=	2016 - Monocacy Middle School
	AND	2	Course Catalog	Department	=	13 - ENGLISH

- Click on the Load Records icon
- After records are loaded click on the Additional Options icon
- Select **Course Catalog List Report**

#### Step 3 – Open Report

- Click on the Tasks/Reports dropdown to retrieve your report
- Click on Report Title to open [Course Catalog List](#)

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### Course Catalog List

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2016 - Monocacy Middle School

Course	Description	Dept	Hs/ Team	Alt Course	Stdy Hall	Act ive	Smpl Vo Tally	Vo Tec	Credit	Avail R/S	Gen der	Cnfl Mtrx	Fee	Wgt	Prio	Blk Grd	Part of Typ	Block
6001	TARGETED READ SUPPRT	13			N	Y	Y	N	1	Y/N	B	Y	0	50	50		N	
6005	TIER IV READ INT B	13			N	Y	Y	N	0	Y/N	B	Y	0	30	10	06	N	
6006	LANGUAGE ARTS 4 GR 6	13			N	Y	Y	N	1	Y/N	B	Y	0	30	10	06	N	
6011	LANG ARTS 6 HONORS	13			N	Y	Y	N	1	Y/N	B	Y	0	30	10	06	N	

- To Print, click on Printer icon



- To Save, click on Save icon



## Identifying Students with NO Requests

The **Error Scan** report is used to produce a list of students who have no requests entered.

Step 1 – Navigate to Scheduler Error Scan

- Click on Menu | Scheduling | Student Schedules | Student Scheduler | **Scheduler Error Scan** OR Type “Scheduler” in the Quick Search bar and select **Scheduler Error Scan**

Step 2 – Enter Criteria

- Only check the **Scan Registration** box

### Scheduler Error Scan

Prompts

**Building\*** 2016 - Monocacy Middle School

**Interval\*** Y - Yearly

Scan Registration  Scan Course Catalog

Scan Student Requests  Scan Master Schedule

Include Sequence Check  Scan Blocked Courses

Import District Requests  Scan Sequenced Course

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Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	is in	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="border: 1px solid #ccc; padding: 2px;">x Pre-Registered</span>  <span style="border: 1px solid #ccc; padding: 2px;">x Active</span> </div>

- Click on the Run icon

Step 3 – Open Report

- Click on the Tasks/Reports dropdown to retrieve your report
- The report will be titled **Student Scheduler Error Scan**



- The report lists the students who have no requests

**Student Scheduler Error Scan**  
 2016 - Monocacy Middle School  
 Interval - Y  
 Scan Registration

Student ID	Student Name	Error Description
		Student does not have any course requests.
		Student does not have any course requests.
		Student does not have any course requests.

## Running the Simple Tally Report

This report provides a count of student requests for each course.

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\*  09 - 09  10 - 10  11 - 11  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	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> 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:

1. If a teacher wants to see which students requested a course he/she teaches, this report can be run for that course.
2. 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\*

Scheduling Interval\*

Request Type\*

Print Student Phone Number\*

Include FERPA Information

Log Statistics

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**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Student Requests	Course	=	131111
	AND	2	Demographic	Current Status	is in	<input type="text" value="Pre-Registered"/> <input type="text" value="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**



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**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
13004098	Aiken, Lovell Finae	09	231	Alexander, Christine	ZS	
13004314	Aksochik, Noel Maria	09	B-115	Alexander, Christine	ZS	
13004338	Appiah, Samuel	09	GYM	Alexander, Christine	AC	
13004802	Appiah Osei, Otyen Pokasa	09	231	Alexander, Christine	MM	

- To Print, click on Printer icon



- To Save, click on Save icon



## Running the Conflict Matrix Book (and Conflict Matrix Grid)

This report provides a count of how many students have requested any two courses in the Course Catalog. It is used to determine which courses should not have section scheduled to meet at the same time due to scheduling conflicts.

The **Conflict Matrix Book** shows each course as a heading, with all courses that have conflicts and the number of conflicts per course listed below.

The **Conflict Matrix Grid** shows every course along the horizontal and vertical axes of a grid, with the number of conflicts at the intersections in the grid.

### Step 1 – Navigate to Conflict Matrix (book/grid)

- Click on Menu | Scheduling | Student Schedules | Pre-Scheduler Reports | **Conflict Matrix (book/grid)** OR  
Type “Conflict” in the Quick Search bar and select **Conflict Matrix (book/grid)**

### Step 2 – Enter Criteria

- The report is generally run for Singletons and/or Doubletons. The following prompt and filter selections are commonly used

Conflict Matrix

**Prompts**

Building*	2064 - New Market Middle School	Conflict Threshold	2
Matrix Type	Book	Student Alternate Requests	<input type="checkbox"/>
Scheduling Interval*	Y - Yearly	Student Course Alternate Requests	<input type="checkbox"/>
Singletons Or Doubletons*	Singletons and Doubletons	Log Statistics	<input checked="" type="checkbox"/>

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Course Catalog	Conflict Matrix	is in	<input type="checkbox"/> S - Singletons <input type="checkbox"/> D - Doubletons
	AND	2				

**Sort**

Actions	#	Area	Field Name	Sort Order
	1			

- **Matrix Type** – Select Book or Grid
- **Singletons or Doubletons** - Select ALL, Doubletons Only, Singletons and Doubletons or Singletons Only
- **Conflict Threshold** – Select conflict of your choosing. In the example above, if at least 2 students taking Course A are also taking Course B, then this will show as a conflict for these two courses. When running the report for ALL courses, a higher threshold is normally used (perhaps 5 to 10)

Note: The **Conflict Matrix Grid** report is run in the same way, although there is no **Conflict threshold** option, so this report should never be run for ALL courses, or the grid report would be enormous. Run the report for Singletons and/or Doubletons only.

Step 3 – Open Reports

- Click on the Tasks/Reports dropdown to retrieve your report
- The report will be titled **Conflict Matrix Book or Conflict Matrix Grid**



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**Conflict Matrix Book**  
3077 - Tuscarora High School

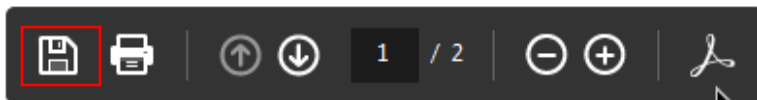
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Course	Description	Conflict	Course	Description	Conflict
<b>133310</b>	<b>FILM STUDY</b>				
134250	CREATIVE WRITING	3	134371	AP ENGLISH LIT & COMP	14
164030	PSYCHOLOGY	10	164051	AP GOV & POLITICS:US	4
164161	AP HUMAN GEOGRAPHY	5	192401	ENV/SCI SOCIET ISSUES	4
193511	AP ENVIRONMENTAL SCI	5	193901	EARTH SYS SC RESEARCH H 4	

- To Print, click on Printer icon



- To Save, click on Save icon



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**Conflict Matrix Grid**  
3077 - Tuscarora High School

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	FILM STUDY (133310)	MODERN ISSUES (136110)	READ WR WORKSHOP 1 (137200)	PSYCHOLOGY (164030)	AP SEMINAR HISTORY (164140)	AP US HISTORY (164141)	ALG BASED PHYSICS H (191901)	ENV/SCI SOCIET ISSUES (192401)	AP ENVIRONMENTAL SCI (193511)	PHYSICS 1 HONORS (194301)	AP CHEMISTRY 1 INT (196051)	AP CHEMISTRY 2 INT (196061)	COMMON CORE ALG 2 H (23211C)	AP STATISTICS (232281)
FILM STUDY(133310)														
MODERN ISSUES(136110)														
READ WR WORKSHOP 1(137200)														
PSYCHOLOGY(164030)	10						5	2	2	1	1	14		
AP SEMINAR HISTORY(164140)														

## Running the Student Request Summary

This report lists students and their requests. This report includes many students per page.

### Step 1 – Navigate to Student Request Summary

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

### Step 2 – Enter Criteria

- The following criteria is commonly used

Student Request Summary

**Prompts**

Building\* 2078 - Oakdale Middle School

Scheduling Interval\* Y - Yearly

Request Type\* A - All

Include Students With No Requests

Include Only Students Outside Min and Max Credits  Minimum Credits  Maximum Credits

Mark Scheduled Courses

Log Statistics

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**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	is in	Pre-Registered Active
	AND	2				

---

**Sort**

Actions	#	Area	Field Name	Sort Order
	1			

---

**Run**

Now   
  Once   
  Daily  
 Weekly   
  Monthly

- Click on the run icon

### Step 3 – Open Report

- Click on the Tasks/Reports dropdown to retrieve your report
- The report will be titled **Student Request Summary**



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Student Request Summary  
2078 Oakdale Middle School  
Scheduling Interval: Y

Student ID	Name	GR	HRM	Gen	Counselor	Pr	Course Requests							
201800001	John Doe	08	A225	M	John	50	8801	8802	8108	8207	8637	8931		
							8011	8331C						
201800002	Jane Smith	08	A210	F	Jane	50	8802	8108	8207	8011	8332C	8530		
							8637	8801						
201800003	Bob White	08	A118	F	Bob	50	8801	8802	8108	8207	8631	8931		
							8011	8330CA						
201800004	Alice Black	08	P1	M	Alice	50	8108	8207	8011	8330CA	8637	8931		
							8801	8802						



- To Print, click on Printer icon



- To Save, click on Save icon



## Running the Student Request Detail

This report lists students and their requests. This report includes one student per page.

Step 1 – Navigate to Student Request Summary

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

Step 2 – Enter Criteria

- The following criteria is commonly used

Student Request Detail

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**Prompts**

Building\* 3013 - Gov. Thomas Johnson High School

Scheduling Interval\* Y - Yearly

Print Course Fees

Log Statistics

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**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	=	Pre-Registered
	AND	2				

---

**Sort**

Actions	#	Area	Field Name	Sort Order
	1			

---

**Run**

Now
  Once
  Daily  
 Weekly
  Monthly

- Click on the run icon

Step 3 – Open Report

- Click on the Tasks/Reports dropdown to retrieve your report
- The report will be titled **Student Request Detail**



Student Request Detail

Student ID	Name	Grade	Homeroom	House/Team
<b>Regular Course Requests</b>				
Course	Department	Credit	Fee	
133211 - ENGLISH 11	13 - ENGLISH	1.0000		
183211 - AM STUDIES 2 M	18 - SOCIAL STUDIES	1.0000		
192211 - BIOLOGY	19 - SCIENCE	1.0000		
23220C - COMMON CORE GEOMETRY	23 - MATH	1.0000		
261030 - LATIN 1	26 - FOR LANGUAGE	1.0000		
262030 - LATIN 2	26 - FOR LANGUAGE	1.0000		
292061 - CERAMICS 2	29 - ART	1.0000		
362020 - INDEPENDENT LIVING	36 - FAMILY & CONSUMER SC	1.0000		
563000 - CONNECT	56 - SPECIAL PROGRAMS	0.0000		

- To Print, click on Printer icon



- To Save, click on Save icon



## Running the Student Request Verification Report

This report list student requests in a format that can be sent home for parent verification and approval.

Step 1 – Navigate to Student Request Summary

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

Step 2 – Enter Criteria

- The following criteria is commonly used

Student Request Verification

**Prompts**

Building: 3077 - Tuscarora High School

Scheduling Interval: Y - Yearly

Print Parent Signature Line:

Print Course Fees:


Print Addresses:

Message to Parents:  Print on left side of page  Print on right side of page

Log Statistics:

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
<input type="checkbox"/>	<input type="checkbox"/>	1	Demographic	Current Status	is in	<input checked="" type="checkbox"/> Pre-Registered <input checked="" type="checkbox"/> Active
<input type="checkbox"/>	<input type="checkbox"/>	2				

- Click on the run icon 

Step 3 – Open Report

- Click on the Tasks/Reports dropdown to retrieve your report
- The report will be titled **Student Request Verification**



1/5/2018 Student Request Verification 3077 - Tuscarora High School

Student ID	Name	Grade	Homeroom	Counselor	House/Team
		12	B225		

Regular Course Requests

Course	Description	Department	Credit
195110	FORENSIC SCIENCE	SCIENCE	1.0000
134121	ENGLISH 12	ENGLISH	1.0000
164030	PSYCHOLOGY	SOCIAL STUDIES	1.0000
23320C	COMMON CORE ALG 2	MATH	1.0000
164020	SOCIOLOGY	SOCIAL STUDIES	1.0000
292200	DIGITAL PHOTOGRAPHY 1	ART	1.0000
563000	FLEX	SPECIAL PROGRAMS	0.0000
193211	FUND OF CHEMISTRY	SCIENCE	1.0000
163211	AM STUDIES 2 M	SOCIAL STUDIES	1.0000
			8.0000

Student Alternate Requests

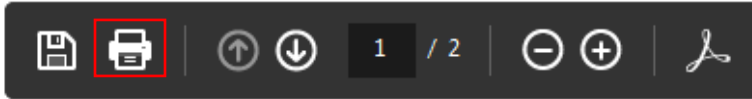
Course	Description	Department	Credit
133310	FILM STUDY	ENGLISH	1.0000
			1.0000

Sample Text: Please review the course requests for your student for next school year. If you agree with these requests, sign and date the bottom and send back with your student.

Parent/Guardian Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

To the Parents/Guardians of:  
 Thomas Anthony Cameron  
 2700 Hill Street West  
 Middletown, NJ 07940

- To Print, click on Printer icon



- To Save, click on Save icon

