

## Next Year Scheduling – Student Scheduler Reports

The following reports can be run out of eSchool to help you analyze your scheduling run and run your student scheduler. These reports are run prior to running the Student Scheduler.

### Running the Error Scan

Run this report prior to running the Student Scheduler to find any errors in your master schedule or student requests.

#### Step 1 – Navigate to Error Scan

- Go to Menu | Scheduling | Student Schedules | Student Scheduler | **Scheduler Error Scan** OR  
Type “Error” in the quick search bar and select **Scheduler Error Scan**

**Scheduler Error Scan**

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**Prompts**

Building\*

Interval\*

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	<input type="text" value="Pre-Registered"/> <input type="text" value="Active"/>

#### Step 2 – Enter Prompts

- Make sure the **Building** and **Interval** are correct
- Check the boxes for the options that you want to have scanned
- Add additional filter if necessary
- 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**



## Running the Student Conflict Analysis

This report prints each student’s schedule, including their unscheduled time. It also prints each possible section for unscheduled request, with the reason each course section could not be scheduled. The report prints one student per page.

### Step 1 – Navigate to Student Conflict Analysis

- Click on Menu | Scheduling | Student Schedules | Post Scheduler Reports | **Student Conflict Analysis** OR  
Type “Conflict” in the Quick Search bar and select **Student Conflict Analysis**

### Step 2 – Enter Criteria

- The following prompt and filter selects are commonly used

Prompts

Building*	3043 - Catoclin High School	Include MBS Students	<input checked="" type="checkbox"/>
Scheduling Interval*	Y - Yearly	Print Conflicting Courses	<input checked="" type="checkbox"/>
Regular Requests	<input checked="" type="checkbox"/>	Include Blockettes	<input checked="" type="checkbox"/>
Student Alternate Requests	<input checked="" type="checkbox"/>	Print Study Halls As Free Time	<input type="checkbox"/>
Student Course Alternate Requests	<input checked="" type="checkbox"/>	Print Phone Numbers	Never
Print Students Without Requests And Courses	<input checked="" type="checkbox"/>	Include FERPA Information	<input type="checkbox"/>
		Log Statistics	<input type="checkbox"/>

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Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	is in	Active Pre-Registered
	AND	2	Demographic	Grade	<>	13 - Graduated
	AND	3	Schedule Status	Schedule Status	<>	F - Filled Schedule
	AND	4				

- 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 Conflict Analysis**



**Note:** When the Student Scheduler runs, it sets the **Schedule Status** to **F – Filled** for all students who were fully scheduled by the Student Scheduler.

Since you don’t normally need the Student Conflict Analysis report to show students who have a filled schedule, the last filter shown above can be used to eliminate these students from the report.

## Running the Unscheduled Request Summary

This report provides the total number of students who were not scheduled into a course, along with the total number of sections in the master schedule.

### Step 1 – Navigate to Unscheduled Request Summary

- Click on Menu | Scheduling | Student Schedules | Post-Scheduler Reports | **Unscheduled Request Summary** OR  
Type “Unscheduled” 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:

**Prompts**

Building*	3043 - Catoctin High School
Scheduling Interval*	Y - Yearly
Regular Requests	<input checked="" type="checkbox"/>
Student Alternate Requests	<input checked="" type="checkbox"/>
Student Course Alternate Requests	<input checked="" type="checkbox"/>
Log Statistics	<input checked="" type="checkbox"/>

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**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
	AND	2				

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**Sort**

Actions	#	Area	Field Name	Sort Order
	1	Course Catalog	Course	Ascending
	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 **Unscheduled Request Summary**

Tasks (0) / Reports
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Note: This report provides the **Number** of students that did not get scheduled into a course. Run the **Unscheduled Request Detail** for a list of students that didn't get their requests filled.

## Running the Free Period Analysis

This report shows how many students have not course scheduled by period

Step 1 – Navigate to Free Period Analysis

- Click on Menu | Scheduling | Student Schedules | Post-Scheduler Reports | **Free Period Analysis**  
OR  
Type “Free” in the Quick Search bar and select **Free Period Analysis**

**▲ Prompts**

**Building\*** 3043 - Catoctin High School

**Marking Period(s)\*** 
 M1 - M1  M2 - M2  M3 - M3  M4 - M4

Show Non-Standard Periods

Print Study Halls As Free Time

Log Statistics

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**▲ Filter**

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

## Running the Free Time Detail

This report lists the open periods in each student’s schedule

Step 1 – Navigate to Free Period Analysis

- Click on Menu | Scheduling | Student Schedules | Post-Scheduler Reports | **Free Time Detail** OR  
Type “Time” in the Quick Search bar and select **Free Time Detail**
- Enter Prompts as desired

**▲ Prompts**

**Building\*** 2084 - Urbana Middle School

**Marking Period\*** 
 M1 - M1  M2 - M2  M3 - M3  M4 - M4

**Report Order** 
 Registration  
  
 Period  
 Registration

Show Non-Standard Periods

Print Student Halls As Free Time

Log Statistics

