



MT 2020 Scheduling Reports

September 2009

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SCHEDULING REPORTS



OVERVIEW

Several canned reports may be used to analyze the active schedule and determine if it is ready for any manual clean-up.

Schedule Batch/Teacher Schedule Batch

The Schedule Batch & Teacher Schedule Batch may be used for two purposes:

- Spot checking students and teachers with complicated schedules
- Distributing to students and teachers to be ready for next year

Schedule Batch Report

This report will batch print student schedules. 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

Report Options: Format: Table, Group by Term

OR Display Options

Which students would you like to include in the report?

Grade:

Ad Hoc Filter: Enrollment Effective Date: 10/27/2007

Print one copy per student

How would you like the report sorted?
 Alpha Grade/Alpha Zip Teacher

Teacher Schedule Report

This report will batch print teachers' schedules. 1 page per teacher suitable for handing out to teachers. This is a very complex report, so try to limit the number of teachers run per batch.

Select Teachers (Total: 203):

Select Departments (Total: 12):

CTRL-click or SHIFT-click to select multiple

Sort Options: Department Name

07-08
4T4P Block - Harrison High
 185 Peabody Parkway, Metro City, MO 64516
 Generated on 10/27/2007 10:56:40:59 AM Page 1 of 1

Student Schedule For: **Abegg, Dylan**
 Grade: 10 Student Number: 100696
 Campus: 185118 Address: 2177 Aspen Rd., St. Paul, MO 63119

Term 1 (07/09/07-08/05/07)	Term 2 (08/06/07-09/01/08)	Term 3 (09/02/08-09/28/08)	Term 4 (09/29/08-09/29/08)
01 2023e-1 (Day A) English I L.Holman, Alan Rm. 102	2024e-15 English II L.Holman, Oliver Rm. 102	1004e-5 American Lit/Comp Smith, Susanna Rm. 300	1004e-5 American Lit/Comp Smith, Susanna Rm. 300
02 1000e-27 PE/Health/Comp Eysath, David Rm. 300	EMPTY	7502e-11 Career Technology DeLara, Will Rm. 300	1004e-17 American Lit/Comp Reserved Rm. 740
03 1004e-17 American Lit/Comp Reserved Rm. 740	04 0100e-7 Adv. Placement Smith, David Rm. 1222	ACT 100e-1 Debate L.Holman, Alan Rm. 102	ACT 100e-1 Volleyball Cane, L.Holman, Alan Rm. 102

07-08
4T4P Block - Harrison High
 185 Peabody Parkway, Metro City, MO 64516
 Generated on 10/27/2007 10:56:51 PM Page 1 of 1

Teacher Schedule Report
 Alex, Dawn
 Department: English
 Staff Number: 18011 Email: alex@hch.edu
 Campus: 185118 Section: 4 Student: 10

1	2	3	4
01 1000e-23 PE/Health/Comp Alex, Dawn Rm. 300 Student Count: 0	1210e-17 (Day A) PE/Health/Comp Alex, Dawn Rm. 300 Student Count: 22	1210e-17 (Day B) PE/Health/Comp Alex, Dawn Rm. 300 Student Count: 22	7502e-11 (Day B) Digital Media Technology Alex, Dawn Rm. 102 Student Count: 2
02 1000e-23 PE/Health/Comp Alex, Dawn Rm. 300 Student Count: 2	EMPTY		
03 EMPTY			

Open Rooms

The Open Rooms report will list the rooms that are not scheduled with a course section for the term and corresponding period.

To generate the report:

1. Select a Term for which to view open rooms from the dropdown list. This selection can be set to the ALL option to see open rooms for the entire calendar year.
2. Click the Generate Report button.

Rooms Open for Scheduling Report

This report will list the rooms that are not scheduled with a section per term per period.

Term:

Term: 1
 Schedule: B
 Period: 01

102	108	1107	112	1135	1151
1174	1175	1176	1178	118	1180
1211	1212	1213	1214	1222	1223

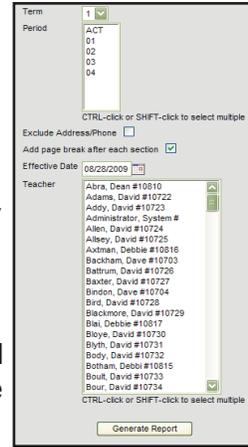
Scheduling Reports

Section Rosters

This report displays the rosters for each section taught by a specific teacher.

To generate the report:

1. Select the Term from the dropdown list.
2. Select the Period in the list of periods to include on the report.
3. Check the box to Exclude the address and phone number from the report.
4. Select the Date of the term by typing in *mmdyy* format or clicking the calendar link to select a date.
5. Select the Teacher(s) from the list.
6. Click the Generate Report button. The report will display in a PDF (Adobe) document that lists the students enrolled in each section.



Term: 1
 Period: ACT, 01, 02, 03, 04
 Exclude Address/Phone:
 Add page break after each section:
 Effective Date: 08/28/2009
 Teacher: Adams, Dean #10010, Adams, David #10722, Addy, David #10723, Administrator, System #, Allen, David #10724, Alley, David #10725, Aldman, Debbie #10016, Bachman, Dave #10703, Battram, David #10726, Barker, David #10727, Benden, Dave #10704, Bird, David #10728, Blackmore, David #10729, Bai, Debbie #10817, Bloye, David #10730, Byrth, David #10731, Body, David #10732, Botham, Debbi #10815, Boul, David #10733, Bour, David #10734
 Generate Report

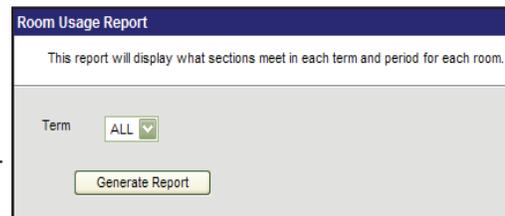
Student	Student#	Grade	Phone	Address
Aldred, Sandor	103854	11	(555)475-1424	
Buhling, Reid	107696	11	(555)844-9597	
Bundschuh, Freya	107794	11	(555)866-5497	
Camps, Howard	108198	11	(555)847-8855	
Camp, Judith	108263	11	(555)844-0516	
Clementz, Krysten	108759	11	(555)206-6238	
Coulson, Craig	109114	11	(555)844-9529	
Critten, Geraldine	109301	11	(555)847-0559	

Room Usage

The Room Usage Report will display what course sections meet in each term and period for each room.

To generate the report:

1. Click the Generate Report button.
2. The report will display in a PDF (Adobe) document, listing the room usage for the chosen calendar.



Room Usage Report
 This report will display what sections meet in each term and period for each room.
 Term: ALL
 Generate Report

Term: 1	Period	Course
Room 102		
Schedule: B		
01	-	
02	-	
03	-	
04	-	
Schedule: A		
01	1300-1	Integrated Math III A
02	1100-1	Integrated Math I A
03	2300-3	US History A
04	2450-2	Economics