

MISD PowerSchool Document

Post Build Reports in PowerScheduler

Check the box preceding the report title to use selected students

✓ Alternate Request Report

When you click on the reports that print to the screen, you cannot tell when they are running (there is no ball circling at the top, or hour glass tumbling, or any bars at the bottom of the screen). Some take several minutes to display on the screen.

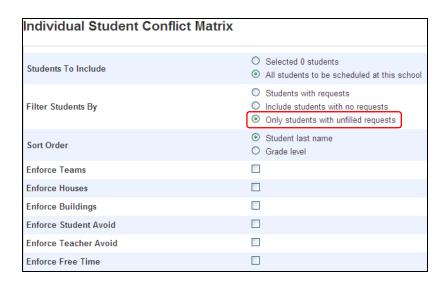
Also remember that anything in blue is a link and is clickable. Headings in blue will re-sort.

Reports that print to the screen can be printed by selecting the printer icon at the upper right area of the screen in the blue bar just under the Scheduling Year.

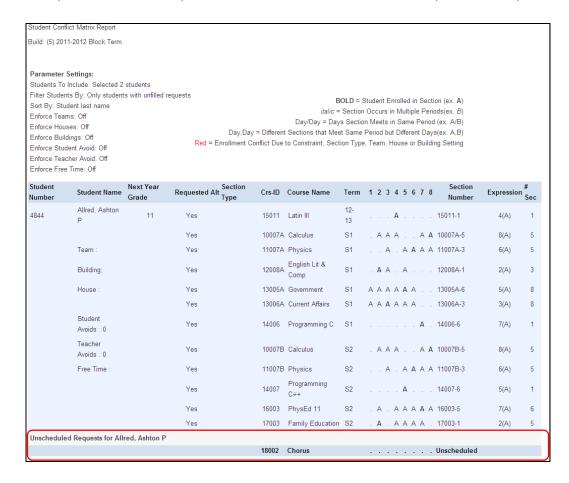
<u>Alternate Request Report</u> - This report lists all or selected group of student's Requests, Alternates, and Scheduled Courses. It prints directly to the screen.



<u>Individual Student Conflict Matrix</u> - You can select all students or a selection of students. This report is helpful in **finding the students with unfilled requests**. This report prints directly to the screen.



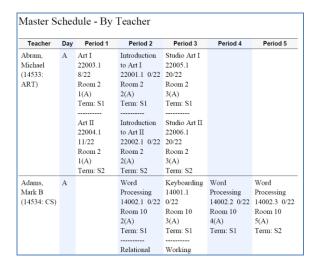
The parameters & key to the codes are listed at the top of the report.



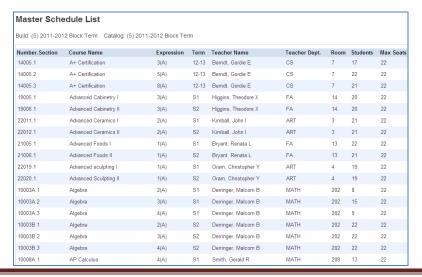
3 Master Schedule Reports:

The first one on the list is exactly the same as the one in the menu on the left. If you want **all** the information remember to select "All Periods, All Days, All Rooms, All Teachers and select a Sort option". This report prints directly to the screen.

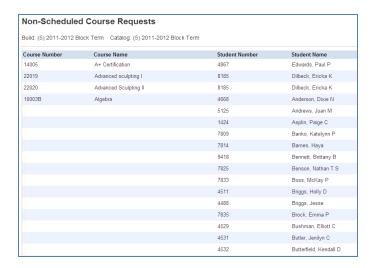
The second one listed is the <u>Master Schedule (PDF)</u> report in which you select your options and the output looks similar to the screen below. This Master Schedule (PDF) report can be setup to print one page for each teacher for easy distribution. This report is **not** sent directly to the screen but is sent to your Report Queue and when <u>Completed</u> you can View the report. **Note that you are now on the Live side of**PowerSchool and will need to check the Term at the top and then select PowerScheduler from the menu on the left.



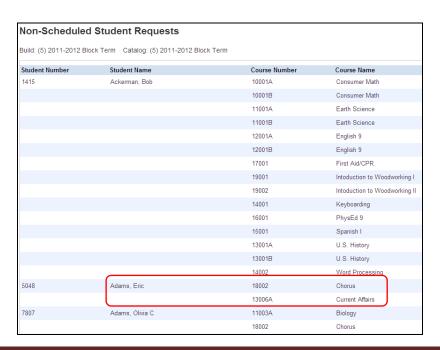
The third is the <u>List Report</u> that has the schedule in a concise list that includes very helpful data at a glance. This report prints directly to the screen.



Non-scheduled Course Requests/Exclude Alternates - You can select to run for all students or a group, and you can select to exclude alternates. If you don't want the Alternates to be included in this report, select the words Exclude Alternates to run this report. This report prints directly to the screen and shows each course that has outstanding requests. In the example below we see that Algebra has many outstanding requests.



Non-scheduled Student Requests/Exclude Alternates - Lists the requests that did not schedule for each student. If you don't want the Alternates to be included in this report, select the words Exclude Alternates to run this report. In the example below we selected to exclude alternates. Student Ackerman, Bob has a large number of classes that have not be scheduled, however Adams, Eric (circled in red) only has 2 classes that were not scheduled. This report prints to the screen.



Non-scheduled Student Requests for Scheduled Courses/Exclude Alternates - We feel this report is the same as the previous report and prints to the screen.

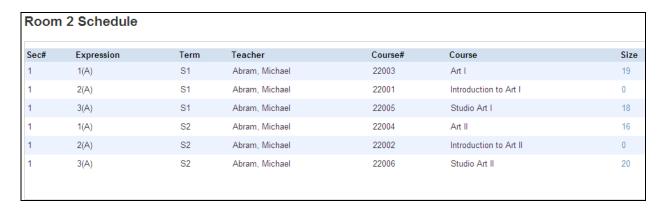
Non-Scheduled	Student Requests for S	Scheduled Courses	
Build: (5) 2011-2012 Blo	ock Term Catalog: (5) 2011-2012 Blo	ock Term	
Student Number	Student Name	Course Number	Course Name
1415	Ackerman, Bob	10001A	Consumer Math
		10001B	Consumer Math
		11001A	Earth Science
		11001B	Earth Science
		12001A	English 9
		12001B	English 9
		17001	First Aid/CPR
		19001	Intoduction to Woodworking I
		19002	Intoduction to Woodworking II
		14001	Keyboarding
		16001	PhysEd 9
		15001	Spanish I
		13001A	U.S. History
		13001B	U.S. History
		14002	Word Processing
5048	Adams, Eric	18002	Chorus
		13006A	Current Affairs
7807	Adams, Olivia C	11003A	Biology
		18002	Chorus

<u>Percent Schedule by Students</u> - Student level schedule percents. You can easily look down the # Classes Scheduled column to get an idea of how the students are scheduling. If your school offers 16 classes per year you easily run down the page to see how many have full schedules. This report prints to the screen.

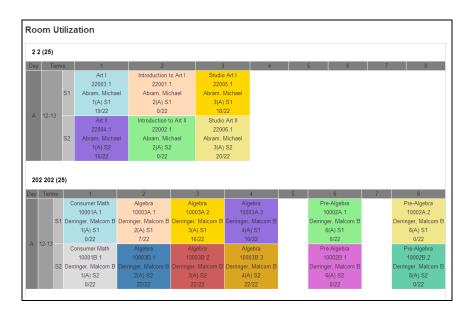
Percent Scheduled by Student							
Build: (5) 2011-2012 Block Periods: 8 Days: 1 Core Periods: 8	Term Catalog: (5) 2011-2012 B	lock Term					
Student Name	Next Year Grade# Requests	# Classes Scheduled	% Scheduled	% Core Periods	% Primary Requests	% All Requests	Ī
Ackerman, Bob	9	15	0	25	25	27	27
Adams, Olivia C	9	14	0	0	0	0	0
Almanza, Matthew C	9	15	0	75	75	20	20
Anderson, Gerald C	9	15	0	19	19	20	20
Arntson, Christopher C	9	15	0	0	0	0	0
Asplin, Paige C	9	14	0	0	0	0	0
Athmann, Leah S	9	15	0	0	0	0	0
Bamberg, Heather S	9	14	0	0	0	0	0
Banko, Katelynn P	9	14	0	0	0	0	0
Barnes, Haya	9	15	0	0	0	0	0
Bashir, Ashley S	9	15	0	50	50	13	13

<u>Room Schedule</u> - Lists sections scheduled in each room. You can only select one room at a time and the report contains of all the classes scheduled in that room and prints to the screen.





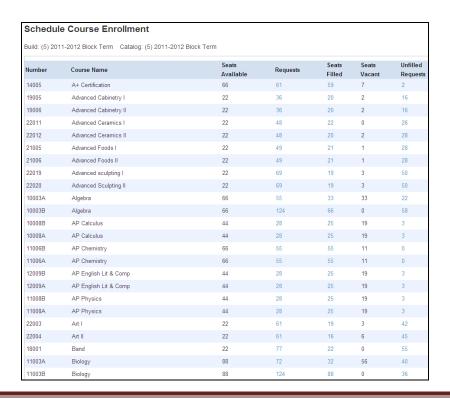
<u>Room Utilization</u> - Totals the number of seats and available seats in multiple rooms by period and prints a matrix to the screen. This report makes it easy to see open periods for rooms.



<u>Schedule Periods by Grade</u> - Displays to the screen the number of students scheduled/not scheduled/total number of students by grade level by term.

Numbers represent Unscheduled Students / Scheduled Students / Total Number of Students							
12-13							
Expressions	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12		
1(A)	0/0/0	102 / 22 / 124	88 / 20 / 108	118 / 44 / 162	3/0/3		
2(A)	0/0/0	102 / 22 / 124	108 / 0 / 108	98 / 64 / 162	3/0/3		
3(A)	0 / 0 / 0	115 / 9 / 124	74 / 34 / 108	140 / 22 / 162	3 / 0 / 3		
4(A)	0/0/0	123 / 1 / 124	90 / 18 / 108	145 / 17 / 162	3 / 0 / 3		
5(A)	0/0/0	104 / 20 / 124	84 / 24 / 108	140 / 22 / 162	3 / 0 / 3		
6(A)	0/0/0	102 / 22 / 124	108 / 0 / 108	162 / 0 / 162	3 / 0 / 3		
7(A)	0/0/0	124 / 0 / 124	87 / 21 / 108	161 / 1 / 162	3/0/3		
8(A)	0/0/0	103 / 21 / 124	68 / 40 / 108	161 / 1 / 162	3/0/3		
S1							
Expressions	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12		
1(A)	0/0/0	53 / 71 / 124	33 / 75 / 108	63 / 99 / 162	3/0/3		
2(A)	0/0/0	33 / 91 / 124	0 / 108 / 108	67 / 95 / 162	3/0/3		
3(A)	0/0/0	34 / 90 / 124	35 / 73 / 108	41 / 121 / 162	3 / 0 / 3		
4(A)	0/0/0	7 / 117 / 124	18 / 90 / 108	37 / 125 / 162	3/0/3		
5(A)	0/0/0	25 / 99 / 124	28 / 80 / 108	34 / 128 / 162	3/0/3		
6(A)	0/0/0	31 / 93 / 124	12 / 96 / 108	98 / 64 / 162	3/0/3		
7(A)	0/0/0	16 / 108 / 124	22 / 86 / 108	4 / 158 / 162	3 / 0 / 3		
8(A)	0/0/0	26 / 98 / 124	40 / 68 / 108	9 / 153 / 162	3/0/3		
S2							
Expressions	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12		
1(A)	0/0/0	46 / 78 / 124	34 / 74 / 108	56 / 106 / 162	3 / 0 / 3		
2(A)	0/0/0	26 / 98 / 124	0 / 108 / 108	78 / 84 / 162	3/0/3		
3(A)	0/0/0	16 / 108 / 124	36 / 72 / 108	67 / 95 / 162	3/0/3		

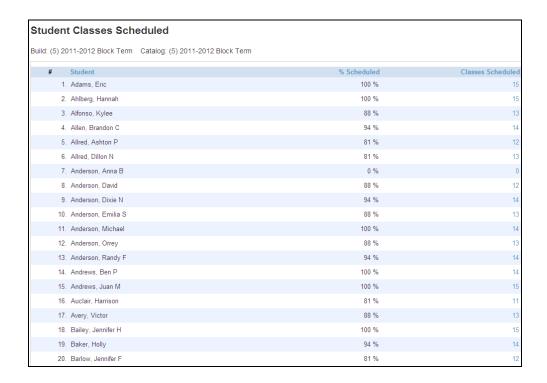
<u>Schedule Course Enrollment</u> - Seats available, taken, & requested by course. This report prints to the screen. This report has unfilled student requests in a blue link, however be careful it includes alternates.



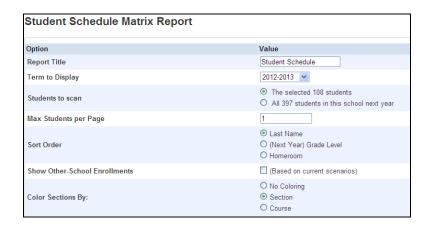
<u>Schedule Results by Grade</u> - Displays current school, percentages of scheduled & unscheduled students. This report prints to the screen.

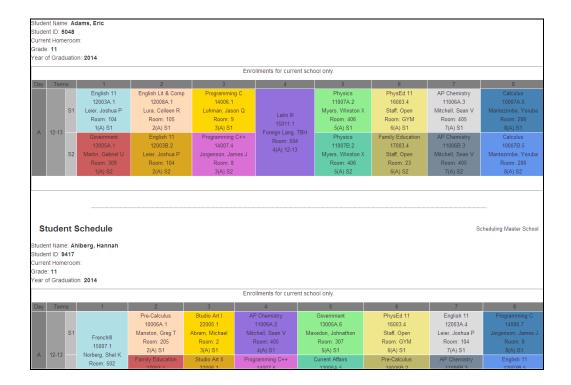
	sults By Grade								
uild: (5) 2011-2012 Blo eriods: 8 Days: 1 core Periods: 8	ck Term Catalog: (5) 2	2011-2012 Blo	ck Term						
Students	Scheduled		Al	I Periods			Core	Periods	
Next Year Grade	Total Students	Fully Scho	eduled	Not Fully S	cheduled	Fully Scheduled Not Fully Schedu			Scheduled
		#	%	#	%	#	%	#	%
9	81	0	0	81	100	0	0	81	100
10	124	82	66	42	34	82	66	42	34
11	108	81	75	27	25	81	75	27	25
12	162	1	1	161	99	1	1	161	99
Total	475	164	35	311	65	164	35	311	65
Requests	Scheduled		Includin	g Alternates			Primary Re	equests Only	
Next Year Grade	·		Fully Scheduled Not Fully Scheduled			Fully Scheduled Not Fully Scheduled			
		#	%	#	%	#	%	#	%
9	1183	67	6	1116	94	66	6	1117	94
12	12	0	0	12	100	0	0	12	100
Total	1195	67	6	1128	94	66	6	1129	94

<u>Student Schedule List</u> - Displays the number of scheduled classes by student for all or a selected group of students. This report prints to the screen.



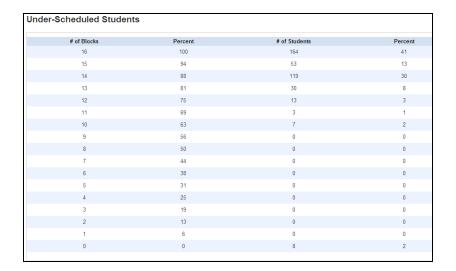
<u>Student Schedule Report</u> - Is a printable student schedule matrix report. Select your students first, then open the report interface and make your selections. This report prints to the screen.



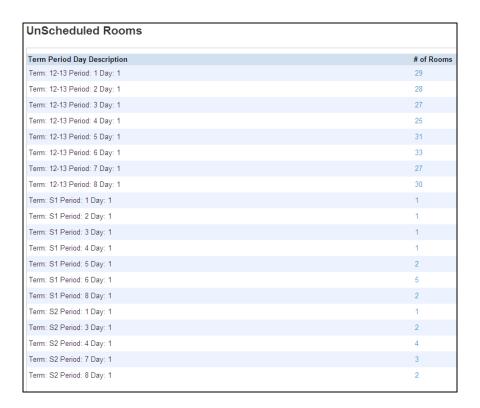


<u>Teacher Maximum Load Report</u> - Shows the number of student assigned to each teacher compared to a district maximum per teacher. This can only be used if the teachers have a maximum set. We do not use this report.

<u>Under-scheduled Students</u> - Lists the number of students scheduled for each period. You can use all students or a select group of students. This report prints to the screen.



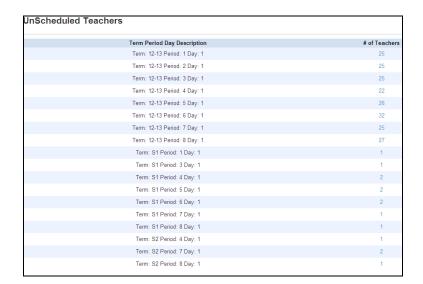
<u>Unscheduled Rooms</u> - Lists number of unscheduled rooms for each Term/Period/Day combination. This report prints to the screen.



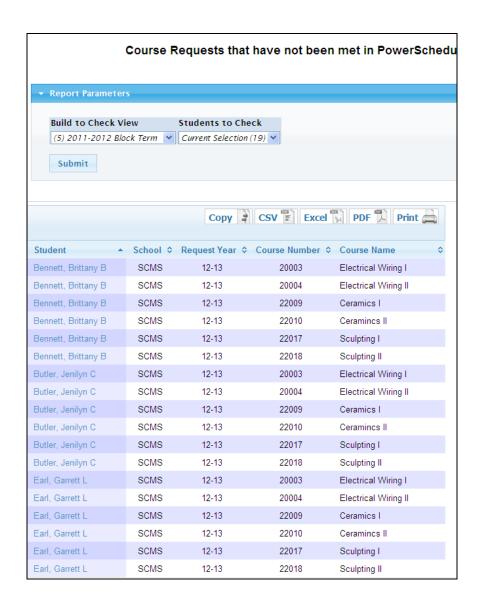
<u>Unscheduled Students</u> - Lists the number of unscheduled students for each Term/Period/Day combination. You can select a group of students or all students. This report prints to the screen.

UnScheduled Students	
Term Period Day Description	# of Students
Term: 12-13 Period: 1 Day: 1	473
Term: 12-13 Period: 2 Day: 1	475
Term: 12-13 Period: 3 Day: 1	475
Term: 12-13 Period: 4 Day: 1	475
Term: 12-13 Period: 5 Day: 1	475
Term: 12-13 Period: 6 Day: 1	475
Term: 12-13 Period: 7 Day: 1	475

<u>Unscheduled Teachers</u> - Lists number of unscheduled teachers for each Term/Period/Day combination. This report prints to the screen.



<u>Unfilled Course Requests</u> - Custom Report*: From the Start Page (Live side) select System Reports > Custom Reports tab > Schedule tab > Unfilled Course Requests. Select the Build that is active and All Students or Current Selection. This report produces a list of student requests that have not been filled. The headings can be sorted and they student are link that will take you to their Schedule on the PowerScheduler side.



^{*}Custom Reports are not Pearson/PowerSchool products and not supported by Pearson.