



Class Choice



User Manual

ClassChoice is a product of Phoenix Learning Systems (www.phoenixlearning.com).
ClassChoice v. 2.2.2

The information in this manual is distributed on an “AS IS” basis, without warranty. While every precaution has been taken in the preparation of the manual, neither the author nor Phoenix Learning Systems shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this manual or by the computer software and hardware in it.

No part of this book may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher. For information on getting permission for reprints and excerpts, contact Phoenix Learning Systems.

PowerSchool™ is a trademark of Pearson School Systems.
All other trademarks are the property of their respective owners.

© 2005-2007 Phoenix Learning Systems, All Rights Reserved



Table of Contents

Chapter 1: Download and Install ClassChoice

Download ClassChoice	1-1
Install ClassChoice	1-2

Chapter 2: Initial Setup

Overview.....	2-1
Administrator Functions	2-1
Login.....	2-2
Login For The First Time.....	2-2
Administrative Login Options.....	2-3
Server Setup.....	2-4
Overview.....	2-4
Configure Server Settings.....	2-5
Email Settings Overview.....	2-7
Import Course and Student Data.....	2-8
Setup Automated Student Information Import	2-9
Graduation Requirements	2-10
Requesting	2-10
Scheduling.....	2-10



Table of Contents

Chapter 3: Setting Up Course Parameters (Filters)

Overview.....	3-1
Display the Course Browser	3-1
List of Filters	3-2
Identify Course Parameters	3-4
Identify Section Parameters (Filters)	3-5

Chapter 4: Identifying Graduation Requirements

Overview.....	4-1
Requesting and Graduation Requirements	4-2
Scheduling and Graduation Requirements.....	4-2
Graduation Requirement Sets	4-3
Create a New Graduation Requirement Set	4-3
Using a Duplicate Set	4-4
Edit a Graduation Requirement Set.....	4-4
Delete a Graduation Requirement Set.....	4-5
Graduation Requirements	4-6
Create a New Graduation Requirement	4-7
Edit a Graduation Requirement	4-8
Delete a Graduation Requirement.....	4-8

Chapter 5: Using ClassChoice for Requesting

Overview.....	5-1
Request Admin Settings	5-2
Set Schedule Request Collection Settings	5-3
Course Groups	5-4
Create a New Course Group	5-5
Core Setup	5-6
Create a New Core Group	5-6
Electives Setup.....	5-7
Create an Electives Group.....	5-8



Alternates Setup5-9
 Create an Alternates Group5-10
 Special Setup5-11
 Create a Special Group5-11
 Export Requests5-12
 Export Request5-12

Chapter 6: Creating Request Reports

Overview6-1
 Under and Over Schedule Students6-4
 Requests By Course6-5
 Course Request Tally6-6
 Course Group Report6-7
 Core Setup Reports6-8
 Elective Setup Report6-9
 Alternate Setup Report6-10
 Special Setup Report6-11
 Prerequisite Courses Report6-12
 Grade Restricted Courses By Course Report6-13
 Grade Restricted Courses By Grade Report6-14
 Export Requests6-15
 Export Request6-15

Chapter 7: Using ClassChoice for Scheduling

Overview7-1
 Import Current Master Schedule7-2
 Prepare to Import a Master Schedule7-2
 Day Setup7-2
 Term Setup7-3
 Import Your Master Schedule7-4
 Import Your Student Schedules7-5



Table of Contents

Schedule Settings.....	7-6
Setup Schedule Settings	7-6
Lock Schedules	7-9
To Lock or Unlock Schedules	7-9
Export Schedules	7-10
Export a Schedule	7-10

Chapter 8: Using ClassChoice as a Staff Member

Overview.....	8-1
Login as a Staff Member.....	8-2
Functions Available to Staff	8-3
Select Student	8-4
Historical Grades	8-5
View a Student's Requests.....	8-6
Find a Class.....	8-7
Schedule a Student	8-8
To Schedule a Student or Change the Student's Schedule.....	8-8
View a Student Schedule.....	8-9
View and Print Student Schedule Information	8-10
View and Print the Audit Trail.....	8-11
Create Scheduling Reports	8-12
Student Summary	8-15
Full Schedule Students.....	8-16
Open Schedule Students.....	8-17
Full Sections	8-18
Open Sections	8-19
Empty Seats By Period.....	8-20
Enrollment By Course.....	8-21
Room Utilization.....	8-22



Chapter 9: Creating Schedule Reports

Overview.....9-1

Student Summary.....9-6

 Create a Student Summary9-6

Full Schedule Students.....9-7

 Create a Full Schedule Students Report9-7

Open Schedule Students.....9-8

 Create an Open Schedule Students Report9-8

Full Sections9-9

 Create a Full Sections Report.....9-9

Open Sections9-10

 Create an Open Sections Report.....9-10

Empty Seats By Period.....9-11

 Create an Empty Seats By Period Report9-11

Enrollment By Course.....9-12

 Create an Enrollment By Course Report9-12

Room Utilization9-13

 Create a Room Utilization Report.....9-13

Double Booked Students.....9-14

Prerequisites Not Met9-15

Schedule Audit Report.....9-16

Master Schedule By Teacher.....9-17

Master Schedule By Room.....9-19

Export Schedules9-21

 Export a Schedule9-21

Chapter 10: Search and Modify Information

Overview.....10-1

Search and Modify.....10-2

 Using Search and Modify.....10-2

Course Browser10-12



Table of Contents

Chapter 11: Adding Course, Section, Student and Staff

Overview.....	11-1
Add Course.....	11-2
Add Section	11-3
Add Student.....	11-4
Add Staff.....	11-5

Chapter 12: Data Administration Functions

Overview.....	12-1
Functions	12-2
Recalculate Enrollment.....	12-2
Add Authorized Students	12-3
Verify Sections	12-4
Delete Duplicate Schedules.....	12-5
Delete Orphan Schedules.....	12-6
Backup Now.....	12-7
Restore From Backup.....	12-8

Chapter 13: Reference Section

Overview.....	13-1
Export Files From SIS	13-1
Student Information	13-1
Staff	13-2
Courses	13-3
Historical Grades	13-4
Schedule.....	13-4
Section.....	13-5

Index



Chapter 1: Download and Install ClassChoice

Download ClassChoice

Once you have purchased your ClassChoice license, you will receive an email that contains information you will need during the installation of ClassChoice.

Your registration code will be needed during installation. You may copy and paste the code into the field when it is requested.

Thank you for purchasing the ClassChoice registration system.

This product is registered to: xxxxx
Your Registration Code is: xxxxx

Place the enclosed "_key.txt" file in the same folder as your application before you launch the application.

You can download the application by clicking here:
Macintosh <http://www.phoenixlearning.com/downloads/classchoice.sit>
Windows <http://www.phoenixlearning.com/downloads/classchoice.zip>

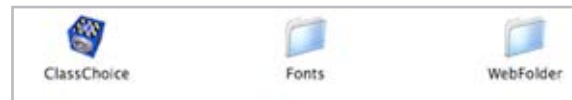
Select the correct link for your operating system. The link will automatically download the software from the PhoenixLearning site.

Phoenix Learning Systems

.....
_key.txt (0.5 KB)

The _key.txt file will need to be saved to the folder created by your installation of ClassChoice. It should be placed in the same folder as the application.

Once you have downloaded the files, unpackage the zipped file, if necessary. The application, fonts folder and web folder will display.



Once the software is downloaded, place the _key.txt file in the same folder as your ClassChoice application.

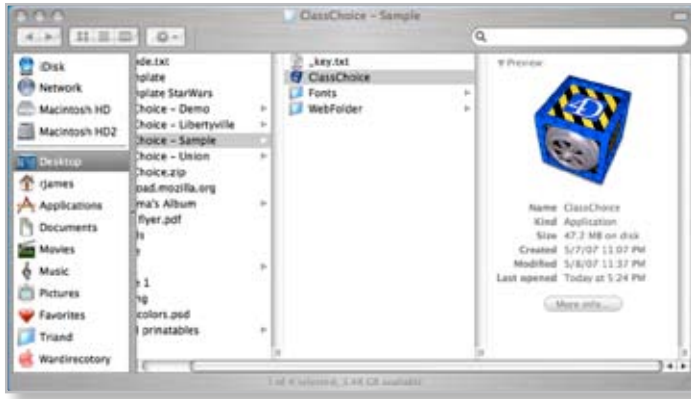


Chapter 1: Download and Install ClassChoice

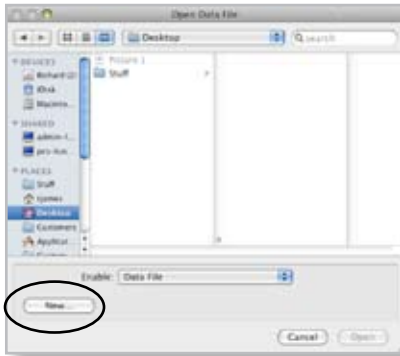
1-2

Install ClassChoice

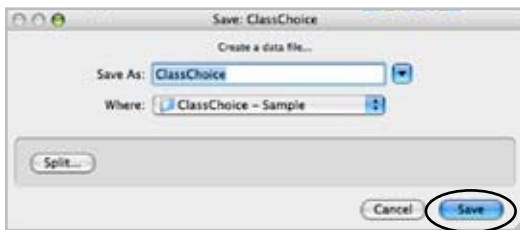
1. Browse to the ClassChoice folder.



2. Open the application.

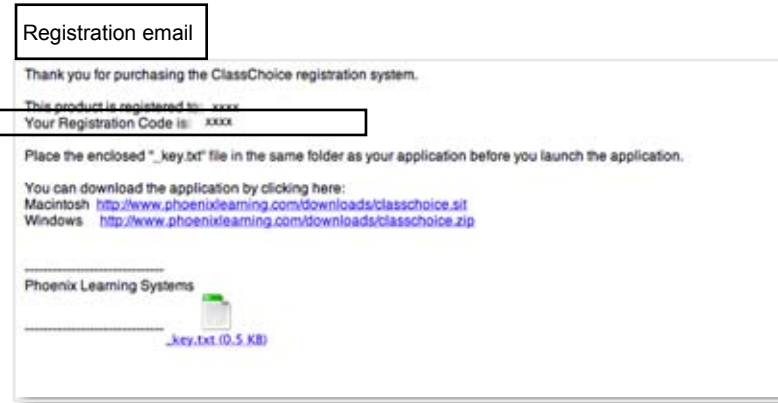
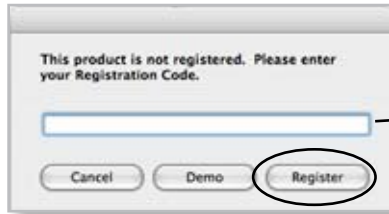


3. Select NEW.

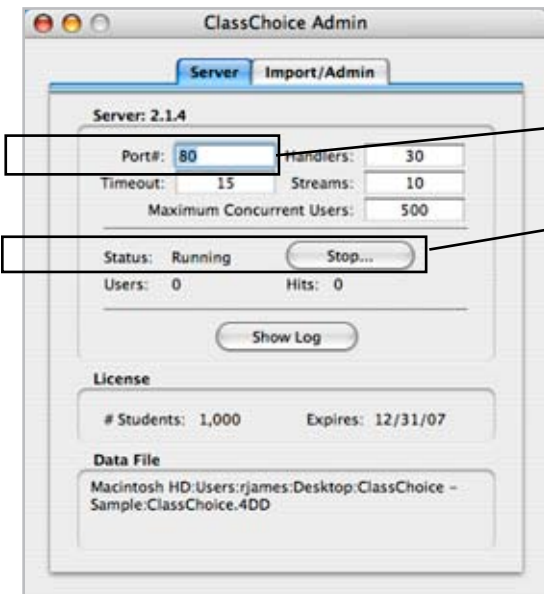


Provide a new title to the data file if you do not want to use the default title. Verify the location to place the file is in the same folder with ClassChoice.

4. Select SAVE. This creates a new data file in your folder for ClassChoice and opens the registration screen.



5. Copy the registration code form the email you received and paste it into the field.
6. Select REGISTER.



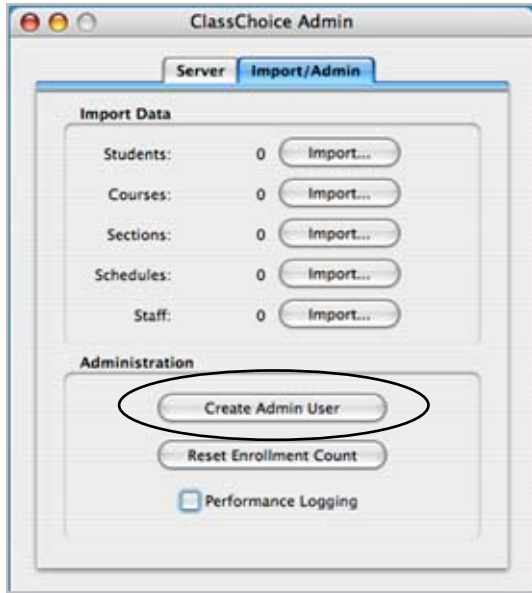
Once you have selected STOP to stop the processes, you may change the Port.

Select STOP first!

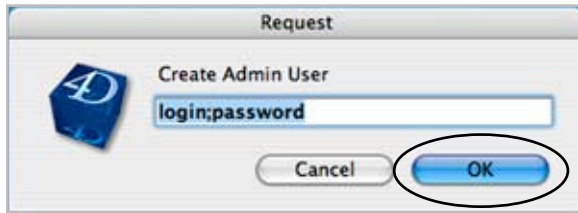
7. Select STOP to make adjustments to the server port information. You must identify the port through which you will access ClassChoice on your server. Once changes are made, you may restart the server by selecting START.
8. Select the Import/Admin tab to create an admin user.



Chapter 1: Download and Install ClassChoice



9. Select **CREATE ADMIN USER**.



10. Enter the login username and associated password in the format described “login;password”. For example, if the login username was going to be “admin” and the password “school,” then you would enter “admin;school.”
11. Select OK to create the admin user. You are now ready to setup ClassChoice.

At this point, you can import student, staff and course information. Student, staff and course information is usually imported during initial setup as described in [Chapter 2: Initial Setup](#).

It is highly recommended that import of student and course information be performed as part of the initial setup described in Chapter 2.

To import staff information:

1. Select the IMPORT button next to Staff.
2. Browse to your file location.
3. Select the tab delimited file to import.
4. Select OPEN.



Chapter 2: Initial Setup

Overview

ClassChoice was primarily designed to allow students to register themselves for school and create their own schedule. Many schools also use ClassChoice to collect student requests for building a master schedule in conjunction with a Student Information System (SIS). ClassChoice individualizes each student screen to match the needs and choices for each student.

Student/Course Information: ClassChoice allows you to import existing student and course information, automate student enrollment updates and add/delete students and courses.

Requesting: Students may request their courses in advance in order to setup a tentative master schedule. Using organization groups such as course groups, core groups, elective and alternate setups, ClassChoice allows you the greatest control to present information to the students in a succinct and clear fashion, enabling them to easily request their courses online, independently.

Scheduling: With the ability to import an already existing master schedule, ClassChoice allows you to begin using its powerful features for scheduling at any time during the year.

This manual will help you to learn to setup your organization in a clear, concise fashion, prepare reports, import and export information and perform searches in assisting students.

NOTE: Class and student information need only be imported initially from the SIS. All modifications after the initial import will be made within ClassChoice unless the entire catalog changes.

Administrator Functions

The Administrator user can configure the options available through ClassChoice and how that information is displayed to the staff and student. This manual covers the administrator functions of ClassChoice, but will also contain descriptive screen captures to show what displays to staff and students.



Chapter 2: Initial Setup

Login

Login For The First Time

Note: An Admin User should have been created when ClassChoice was installed.

1. Open a browser window.



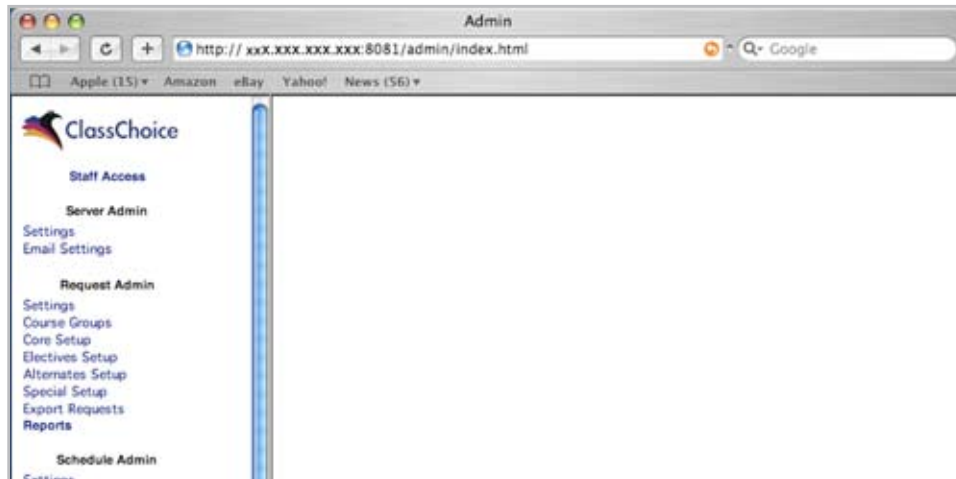
2. Enter the address of the ClassChoice server in the following format: `http(s)://xxx.xxx.xxx.xxx:80xx/`.



The initial login page will be blank except for the ClassChoice login. The login screen can include detailed information for students as well as instructions on how to login.

Each school determines the content to be included on the login page. As you setup ClassChoice, you will populate this page with login instructions and messages to the students and staff.

3. Enter the admin login you created when ClassChoice was installed.
4. Select LOGIN. The Administrator page will display.





Administrative Login Options

The screenshot shows the ClassChoice Admin interface with the following callouts:

- Staff Access:** The administrator can transition between working as an administrator and a staff member by using the staff access link.
- Server Admin:** Use Server Admin to configure opening page display, access permissions and email settings. Chapter 2
- Request Admin:** Use Request Admin to identify the parameters for course selection and availability for requesting. Within Request Admin the administrator creates the organizational groups of courses that display to the students when they are requesting a schedule. Request Admin provides features that allow the administrator to restrict courses, group courses, and allow specific students to request courses normally not available to them. Chapters 5 & 6
- Schedule Admin:** Use Schedule Admin to identify the parameters for course selection and availability for scheduling. Within Schedule Admin, the administrator defines how a term/semester is setup, the scheduling and graduation requirements. Within Schedule Admin the administrator can lock and unlock schedules during open enrollment and closed enrollment times, create reports and export schedule information. Chapters 4, 7, 8 & 9
- Data Admin:** Data Admin provides the basic abilities to create courses and sections that can be used to add courses, sections, students and staff. Data Admin can also be used to search and modify information. Special Functions within Data Admin provide the ability to backup the database information as well as performing data cleanup. Chapters 3, 10, 11 & 12
- Import/Export:** ClassChoice provides automated processes to move students and schedules between ClassChoice and an SIS. Chapter 2



Chapter 2: Initial Setup

Server Setup

Server Admin functions allow the administrator to set login permissions, email settings and configure the look of the login page that displays when logging into the server. Welcome and Login Instruction messages may be edited as needed at any time.

Overview

Server Settings

Access

Grade Level Access: 0 1 2 3 4 5 6 7 8 9 10 11 12

Staff Access: Request Schedule Set Student Passwords

Student Access: Request Schedule

Class Finder: Show Class Finder

School

School Name: Timpview High School

Welcome: `

 Welcome to Phoenix Learning Class Verification
 2006-2007 for 2nd Semester.

Please verify that you have a complete schedule for 2nd Semester.
Class Choice will be open from December 18th to January 4th.

`

Login Instructions: `

To login to Class Choice please use your school ID and your Birth date.
For example, if your Student ID is <u> 12345 </u>and your Birthday is <u>01/02/1991</u>
You would enter the following:
User ID: 12345
`

Password

Students Can Modify:

Minimum Length: 0

Maximum Length: 0

Use Dates: (If checked password must be a valid date and length values will not be used)

Password Instructions:

Initial Login Screen

Welcome to Phoenix Learning Class Verification
2006-2007 for 2nd Semester

Please verify that you have a complete schedule for 2nd Semester.
Class Choice will be open from December 18th to January 4th.

To login to Class Choice please use your school ID and your Birth date.

For example, if your Student ID is 12345 and your Birthday is 01/02/1991
You would enter the following:
User ID: 12345
Password: 01/02/1991
(Enter date exactly as shown using forward slashes)

ClassChoice

User ID:

Password:

Submit

Callout 1: Login permissions and access to specified information may be set for any grade 0-12 for students and staff. Selecting a checkbox here allows students in that grade to login to the system.

Callout 2: Selecting Request or Schedule allows the student or staff member to have permission to perform Requesting or Scheduling of classes. Activating Set Student Passwords allows individuals with Staff Access to ClassChoice functions to modify and set student passwords

Callout 3: Enabling the Class Finder allows the student to search the master schedule when scheduling.

Callout 4: The Welcome and Login Instructions are entered in HTML.

Callout 5: Unique changeable passwords are allowed by selecting the "Students Can Modify" checkbox. When this checkbox is activated, students can change their password at will. A minimum and maximum length must be identified.

Callout 6: The password may be restricted to using the student's birthdate by selecting the Use Dates checkbox. You may not use Students Can Modify and Use Dates together.

Callout 7: A separate instruction area is provided to include password specific instructions. These instructions would display below the Login Instructions.

Configure Server Settings

1. Select **Server Admin Settings** to display the page shown on 2-4 and identify your settings.
2. Set Student and Staff access permissions. Activate the checkboxes next to the student grade levels in order to allow students in those grades to login to ClassChoice (see detail page 2-4).

Grade Level Access
 0 1 2 3 4 5 6 7 8
 9 10 11 12

Staff Access
 Request Schedule Set Student Passwords

Student Access
 Request Schedule

Class Finder
 Show Class Finder

To allow a staff member to request or schedule courses for a student, activate the checkbox next to Request or Schedule.

If student passwords are not going to be restricted to their birth dates, activate the checkbox next to Set Student Passwords if you want staff members in the system to be able to change student passwords.

If the student password is going to be restricted to their birth date, then activate the checkbox next to Use Dates at the bottom of this page.

Activate the checkbox next to Show Class Finder to allow students to search the master schedule when using the scheduling function.

If you are using the Requesting function, activate the checkbox next to Request.

If you are using the Scheduling function, activate the checkbox next to Schedule.

3. Identify School opening page content.

Welcome information usually contains school name and general information. Specific login instructions are provided in the Login Instructions section.

Information is entered in HTML.

School

School Name: Phoenix Learning

Welcome: `
Welcome to Phoenix Learning Class Verification
 2006-2007 for 2nd Semester.
Please verify that you have a complete schedule for 2nd Semester.
Class Choice will be open from December 18th to January 4th.
</code>`

Login Instructions: `

To login to Class Choice please use your school ID and your Birth date.

For example, if your Student ID is <u>12345</u> and your Birthday is <u>01/02/1991</u>
You would enter the following.
User ID: 12345
</code>`

Welcome to Phoenix Learning Class Verification 2006-2007 for 2nd Semester

Please verify that you have a complete schedule for 2nd Semester. Class Choice will be open from December 18th to January 4th.

To login to Class Choice please use your school ID and your Birth date.

For example, if your Student ID is 12345 and your Birthday is 01/02/1991.
 You would enter the following:
 User ID: 12345
 Password: 1/2/91
 (enter date exactly as shown using forward slashes)

ClassChoice

User ID:
 Password:

ClassChoice provides for password instructions to be given separately so the password feature may be turned off without having to change the general instructions.



Chapter 2: Initial Setup

4. Passwords can be changeable or restricted to the student's birthdate. To allow modification of the student password, activate the checkbox next to Students Can Modify and identify a minimum and maximum length for the password. To allow staff members to be able to modify or set the student password, activate the Set Student Password checkbox in Staff Access at the top of this page.

Password	
Students Can Modify	<input type="checkbox"/>
Minimum Length	<input type="text" value="0"/>
Maximum Length	<input type="text" value="0"/>
Use Dates	<input checked="" type="checkbox"/> (if checked password must be a valid date and length values will not be used)
Password Instructions	<div style="border: 1px solid gray; height: 60px;"></div>
<input type="button" value="Submit"/>	

Allow Modification of Student Password

1. Activate the checkbox next to Students Can Modify.
2. Set the minimum allowable length of the password.
3. Set the maximum allowable length of the password.
4. Uncheck the Use Dates Checkbox.
5. Enter the password instructions using HTML.
6. Activate the Set Student Password checkbox next to Staff Access at the top of the page to allow staff members to modify or set student passwords.

To restrict the students from changing their passwords, activate the checkbox next to Use Dates. Use Dates will restrict the password to the student birthdate.

Students Can Modify and Use Dates cannot be activated at the same time.

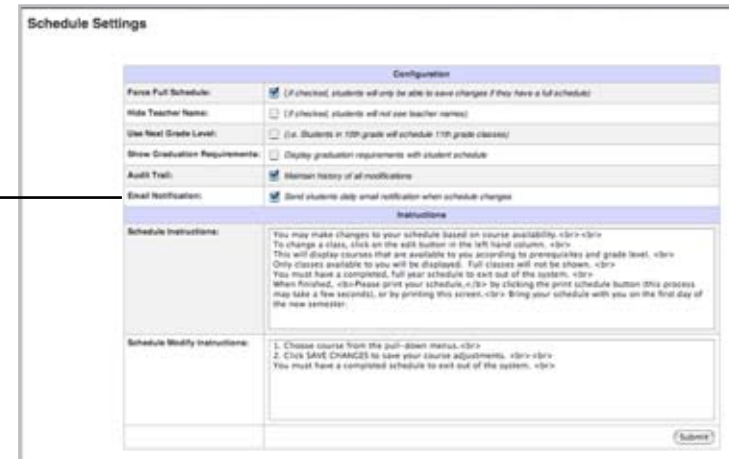
5. Select SUBMIT.

Email Settings Overview

ClassChoice can be set to email the student schedule to the student or guardian email address(es) each time there is a change made to the schedule. **Server Admin Email Settings** is where that function is set up.

To enable email notification, you must activate the checkbox next to the *Email Notification* in the **Configuration** section **Schedule Admin Settings** page. Instructions are included in **Chapter 7: Using ClassChoice for Scheduling** later in this manual as this does not need to be setup prior to importing your SIS information.

Server Admin Email Settings identifies the settings for using the Email Notification feature. To enable the feature, select **Schedule Admin Settings** and activate the checkbox next to Email Notification.



Schedule Settings

Configuration

Force Full Schedule: (If checked, students will only be able to see changes if they have a full schedule)

Hide Teacher Name: (If checked, students will not see teacher names)

Use Next Grade Level: (i.e. Students in 11th grade will schedule 11th grade classes)

Show Graduation Requirements: Display graduation requirements with student schedule

Audit Trail: Maintain history of all modifications

Email Notification: Send students daily email notification when schedule changes

Instructions

Schedule Instructions: You may make changes to your schedule based on course availability.
 To change a class, click on the edit button in the left hand column.
 This will display courses that are available to you according to prerequisites and grade level.
 Only classes available to you will be displayed. Full classes will not be shown.
 You must have a completed, full year schedule to exit out of the system.
 When finished,
 Please print your schedule.
 by clicking the print schedule button (this process may take a few seconds), or by printing this screen.
 Bring your schedule with you on the first day of the new semester.

Schedule Modify Instructions: 1. Choose course from the pull-down menu.
 2. Click SAVE CHANGES to save your course adjustments.
 You must have a completed schedule to exit out of the system.

Submit

Configure Email Settings

1. Select **Server Admin Email Settings** to display this page and identify your settings.



Email Settings

Settings

SMTP Server:

From:

Save

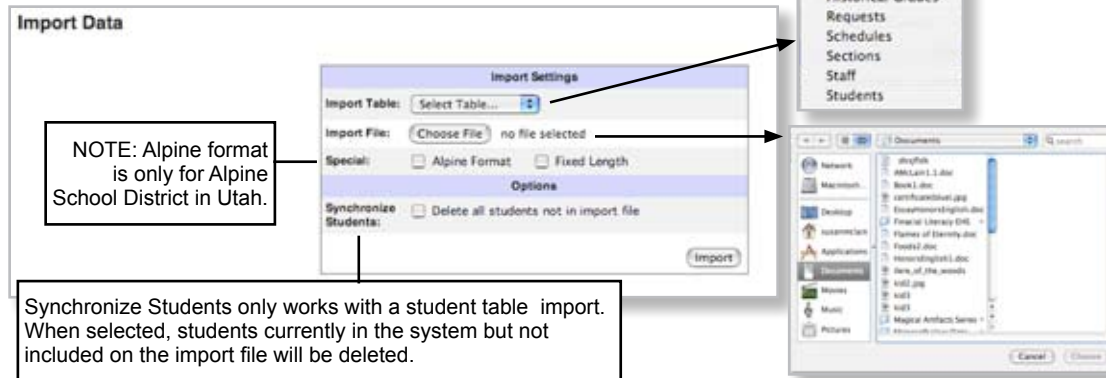
2. Identify the SMTP server that will be sending the schedule change notification.
3. Identify the email address sending the information (for example: Administrator@PhoenixLearning.edu).
4. Select SAVE.

Chapter 2: Initial Setup

Import Course and Student Data

Refer to **Chapter 13: Reference Section** for details on what information the tab delimited file from the SIS must contain in order to be properly imported.

1. Select **Import/Export Local Import**.



Course and Student tables should be imported before any of the other tables, except staff. The staff table can be imported at installation or at this point.

Sections must be imported after courses.

Schedules: If schedules will be imported, follow the directions in "Using ClassChoice for Scheduling" for importing a Master Schedule.

2. Select the type of table to import. At this point, you will be selecting Courses and Students. If you have not already imported the Staff table, you may do that at this time as well. You will need to follow these steps for each table you are going to import.
3. Select **CHOOSE FILE** and browse to the location of the file to import. Select the file.
4. Select Fixed Length or Alpine Format, if applicable. These formats are specific to particular schools and are not used by other districts.
5. Since there are currently no students in ClassChoice, you don't need to synchronize students.
6. Select **IMPORT**.

Tables that can be imported to ClassChoice:

Courses - populates the course catalog information in ClassChoice.

Historical Grades - populates the student information with historical grade information.

Requests - populates ClassChoice with any current schedule requests--any duplicate or erroneous information can be repaired within ClassChoice.

Schedules - populates ClassChoice with all current student schedules.

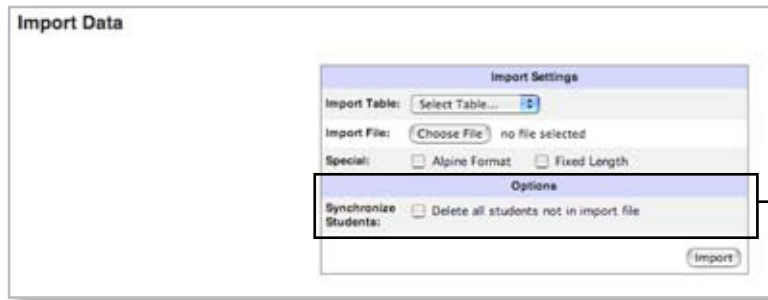
Sections - populates ClassChoice with available course/class information. For example, a master schedule.

Staff - populates ClassChoice with current staff, providing them with the login access privileges defined in **Server Admin Settings**.

Students - populates ClassChoice with student information.

Setup Automated Student Information Import

ClassChoice provides an automated import feature in order to easily pass current student information from your SIS to ClassChoice. The Local Import feature can be used at any time to import files, however, the FTP import can be setup for a more automated process as shown here.



If the checkbox is activated next to Synchronize Students, all students who are not included in the newly imported file will be deleted from ClassChoice.

If there is a reason for students not currently in the SIS to remain in ClassChoice, deactivate the checkbox and no students will be deleted.

To use the FTP Import feature, the SIS should be set to automate export of a student tab delimited file to a static FTP location before the scheduled import time. Refer to **Chapter 13: Reference Section** for details of what information the tab delimited file from the SIS must contain in order to import properly.

1. Select **Import/Export FTP Import**.
2. Identify the host, username and password for the FTP server save location of the SIS student tab delimited file. *If this location is changed for any reason, you will need to update the export information in the SIS and the import information here for ClassChoice.*
3. Select the day and time for the file to be imported. *Active* means to perform this automatically on a daily basis. It is best to define a time that is not during regular school hours.
4. Select the Student File Path on the host. Activate the Run Now checkbox in order to perform this action immediately when you select SAVE.
5. Activate the checkbox next to any pre-defined special format. For example, Alpine format is a pre-defined special format for a specific school district.
6. Select SAVE. This defines the FTP Import settings for the automated import function.





Chapter 2: Initial Setup

2-10

Graduation Requirements

If you will be using graduation requirements and sets, refer to [Chapter 4: Identifying Graduation Requirements](#) to set up your requirement sets and groups.

Requesting

If you will be using ClassChoice for requesting schedules, please refer to [Chapter 5: Using ClassChoice for Requesting](#) for instructions on how to set up ClassChoice for requesting.

Scheduling

If you will be using ClassChoice for scheduling, please refer to [Chapter 7: Using ClassChoice for Scheduling](#) for instructions on how to set up ClassChoice for scheduling.



Chapter 3: Setting Up Course Parameters (Filters)

Overview

ClassChoice uses filters to control which choices display to students and staff during requesting and scheduling. These filters are defined by the administrator.

The section and schedule information must be imported into ClassChoice before you can set parameters (filters).

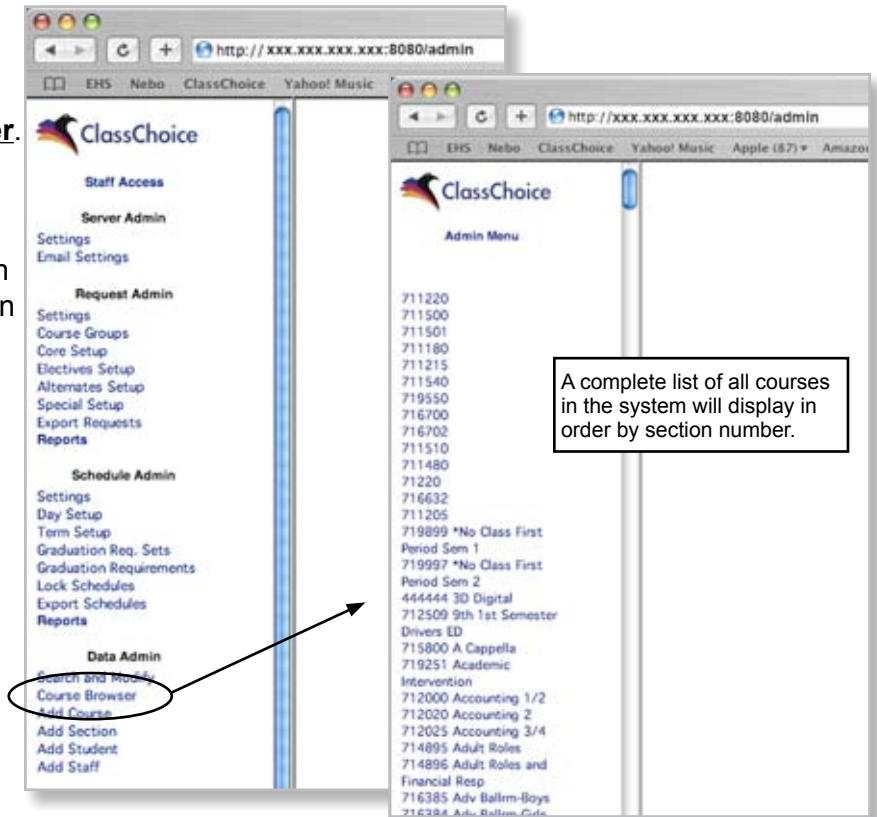
In order to change what the student sees, the ClassChoice administrator must go to the Course Browser, select the course and modify the filters.

Display the Course Browser

1. Login to ClassChoice.
2. Select **Data Admin Course Browser**.

The Course Browser may be used to view and edit course information. You can verify and define information such as credit type, gender restriction (such as in Girl's PE), prerequisites and student/teacher restrictions.

See pages 3-2 through 3-3 for detailed information about the filters available in ClassChoice.





Chapter 3: Setting Up Course Parameters (Filters)

List of Filters

Below is a list of filters available in ClassChoice. This information can be imported with the course file or set at any time.

Parameter/Filter	Description
Grade Point Average (GPA)	Prevents a student from scheduling a class without the specified minimum GPA.
Prerequisite	Identifying a prerequisite in this field restricts the class to students who have completed or will have completed the specified course. Only those students who have filled the prerequisite will be able to view and schedule this course.
Prerequisite with grade level	Identifying a grade level in this field restricts the class to students who have fulfilled the prerequisite and are in the specified grade level. Only students in the grades identified are required to meet the prerequisite.
Prerequisite with percentage required	Identifying a percentage restricts the class to students who have passed the prerequisite class by at least the percentage noted. For example: 80% All students who passed the prerequisite class with 80% or more are able to view and schedule this class.
Prerequisite with a grade level and percentage cutoff	Identifying this information restricts the class to students who meet all three of the qualifications mentioned above. Only students meeting those qualifications will be able to view and schedule this class.
Birthdate	Student won't see a class as available until they have met a certain age. Driver's Education would have this restriction.
Grade Level	Identify the grade levels that may select this course. Some courses may be restricted to a specific grade-level only that grade in this field in order to allow only students in that grade to view and select this course. For example: 8th Grade Choir is only available to 8th grade students and therefore should only display for scheduling to 8th grade students.
Gender	Certain courses may be restricted to male or female students. For example: Girl's Choir or Girl's PE is limited to enrollment by only female students.
Repeatable	Activating this option allows the student to view a course they may have previously taken. For example: a student may be a Teacher's Aide in fall semester. The student can view and schedule a class period as a Teacher's Aide for spring semester.

Chapter 3: Setting Up Course Parameters (Filters)



3-3

Multiple Period	Activating this option allows a student to schedule a single course more than once in a school day. For example: Teacher's Aide or "School-to-work" may be scheduled for more than one period during a school day.
Repeatable Term	Activating this option allows the student to view and schedule a course they may already be scheduled for in the current term. The student may then schedule this course in second term.
Teacher Restriction	<p>Filling in specific information in this field forces the student to schedule this class with a specific teacher as identified in this field. This field restricts students from taking a course from Teacher A in first semester and registering for the second half of the course with a specific teacher in the second semester.</p> <p>For example: Mr. Jones teaches Biology I, a year-long course. Student A registers for Biology I, Section 1601 with Mr. Jones. Student A is then restricted to registering for Biology I with Mr. Jones during second semester.</p> <p>If Mr. Jones teaches several sections in the second semester, Student A can change the class period that he takes for Biology, but not the teacher.</p>
Restrict to Students	<p>Identifying specific students in this field prevents any other students from viewing and selecting this course. Only the specified students in this field will be able to view and schedule this course.</p> <p>For example: Audition Choir cannot be scheduled unless a student has auditioned the prior year. By entering the student's numbers, only the students that auditioned can view Audition Choir as a selection when they request or schedule.</p>
Section Packet Request Packet	<p>Section/Request Packet allows you to identify courses that should be concurrently scheduled.</p> <p>For example: Biology I is scheduled for fall semester. Biology I is a year long course so the student is automatically registered for spring semester Biology I to fulfill their year of Biology requirement.</p>
Lock Flag	<p>NONE - Turned off and this filter does not function.</p> <p>LOCKED ON - This option automatically "locks" a student in a class when scheduled. For example, some schools will automatically schedule students for their core classes prior to allowing them to schedule their elective courses. With "on" selected, students will only be able to schedule their open class periods. They will not be able to move a class to another period to rearrange their day.</p> <p>MOVE NOT DROP - This option allows a student with a "locked" schedule to add a core course in another period during the same day. The course will be automatically removed from its current location to the new period, freeing up that class period for another class.</p>



Chapter 3: Setting Up Course Parameters (Filters)

Identify Course Parameters

1. Open the Course Browser.

715100 Algebra 1
 715090 Algebra 1
 715106 Algebra 1 AB HF
 715200 Algebra 2
 713303 American Literature Honors
 713301 American Literature I
 713302 American Literature II

2. Select the Course name.
3. Complete or modify the information about the course.
4. Select SAVE.

Course: American Literature Honors

Course

Course Number*: 713303

Course Name*: American Literature Honors

Credit Hours: 1

Credit Type: E (comma separated)

Description:

Gender Restriction: None

Grade Levels: 8
Only students in listed grade levels may request or schedule this course

Prerequisites: (comma separated)

Prerequisite Grade Levels: (comma separated)
Only require prerequisites for these grade levels. Leave blank.

Minimum GPA: 0

Birthdate Range: 00/00/00 to 00/00/00

Restrict to Students: (comma separated Student Numbers)
Only listed students may request or schedule this course

Request Packet: (comma separated)
Listed courses are automatically added to this course request

Teacher Restricted Courses: (comma separated)
Student may only select sections from this course list that are taught by the same teacher as this course

Repeatable: Allow enrollment in course comp

Multiple Periods: Allow concurrent scheduling in same term

Multiple Terms: Allow concurrent scheduling in different terms

Lock Flag: None

*Required Fields

Save

Course Name and Course Number may be modified in this screen, if necessary.

Identify the number of credit hours this course provides and the type of credit. Provide a description, if desired.

Gender Restriction: None
 Female
 Male

Select a gender restriction if this class can only be taken by male or female students such as Girl's Choir or Girl's PE.

Identify the grade levels that can register for this course. If there are no grade levels identified, the course will not display to any students.
 Only students in the grade levels identified and that fulfill any other restrictions will be able to view this course as a selection.

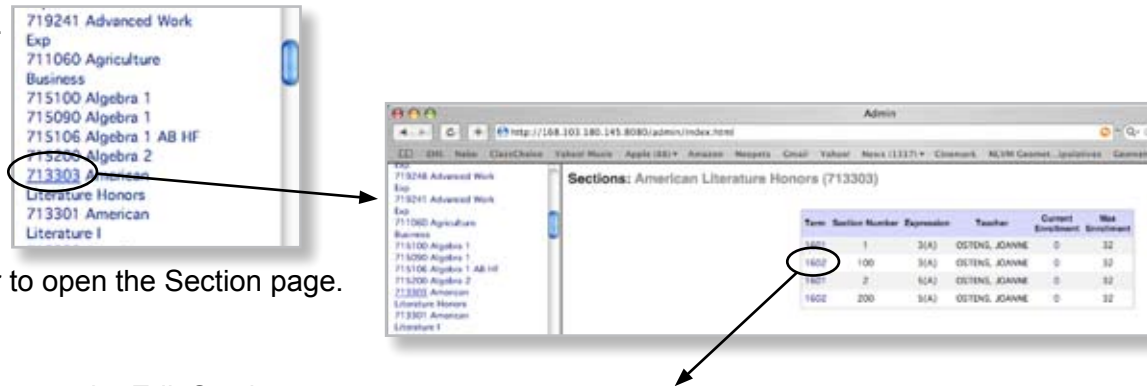
Prerequisite and Prerequisite Grade Level are explained in the Filters Table. Enter course numbers separated by commas. Only enter the specific grade levels that require the prerequisite. If the prerequisite is required by all grades, leave this field blank.

If a student must be a specific age prior to participating in this course, identify the birthdate range.

Identify Section Parameters (Filters)

Some settings can be adjusted at the section level. To make adjustments to a single section, follow these instructions:

1. Open the Course Browser.
2. Select the Section number to open the Section page.
3. Select the Term number to open the Edit Section page.



Edit Section: American Literature Honors

Section	
Course Name:	American Literature Honors
Course Number (section):	713303 (100)
Teacher:	OSTENS, JOANNE
Term:	1602
Expression (Section):	3(A)
Gender Restriction:	None
Grade Levels: (comma separated)	8 <small>Only students in listed grade levels may request or schedule this course</small>
Section Packet (comma separated course# section#):	
Room:	U-26
Max Enrollment:	32
Current Enrollment:	0
Seats Available:	32

Course Name and Number may be edited in the course page (see next page). This information can be hid from students when they register.

Restricting to a specific grade level will allow only students in this grade to view and schedule this course. Leaving this field blank allows all grades to view and schedule this course.

Room assignment and maximum enrollment can be identified here. This information will display to the student and on the schedule.

Expression represents the day and class period of the course. Select from the drop down menu to restrict this class to male or female students.

Identify the course and section number of any course that should be concurrently scheduled when this course is scheduled.

Gender Restriction None
 Female
 Male

ClassChoice: Administration



Chapter 4: Identifying Graduation Requirements

Overview

Graduation Requirements are many times specific to each graduating class, therefore, ClassChoice allows for a set of graduation requirements to be defined for each school class year. If graduation requirements are the same for several class years, you can tie one set to many grade levels.

There are two parts to organizing graduation requirements:

GRADUATION REQ. SETS	Create graduation requirement sets for each graduating year. Requirement Sets consist of the list of requirements for a graduating class of students.
GRADUATION REQUIREMENTS	Create a Graduation Requirement for each required credit such as English, Science, Math and other course groups that require a specific number of credits be fulfilled for graduation.



Chapter 4: Identifying Graduation Requirements

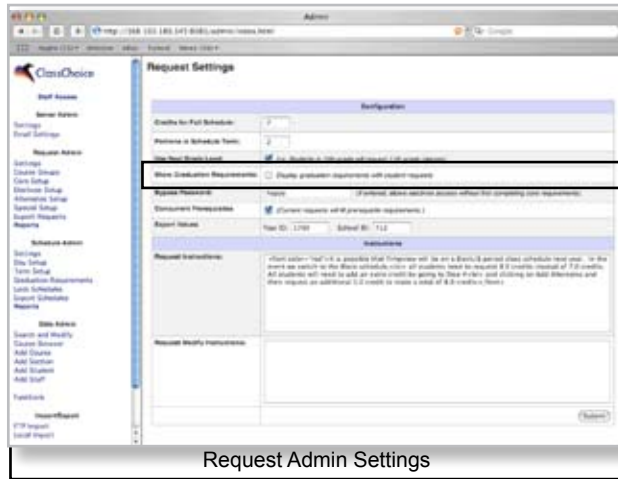
Graduation Requirements can be displayed to the student when requesting or scheduling classes.

When this feature is activated, the student will be able to view the graduation requirement set for their grade level. It will include what they have completed and what they still need to complete in order to graduate.

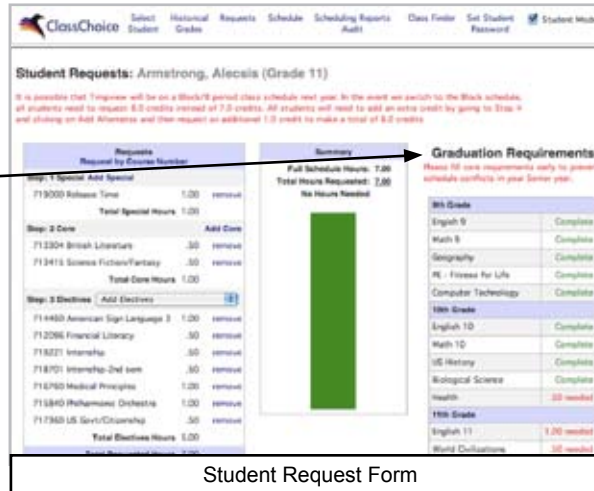
This feature must be activated in **Request Admin Settings*** and/or **Schedule Admin Settings*** in order for the graduation requirements to display to the students.

***NOTE:** If you are not using Student Requesting, you will only need to activate this feature in **Schedule Admin Settings.**

Requesting and Graduation Requirements

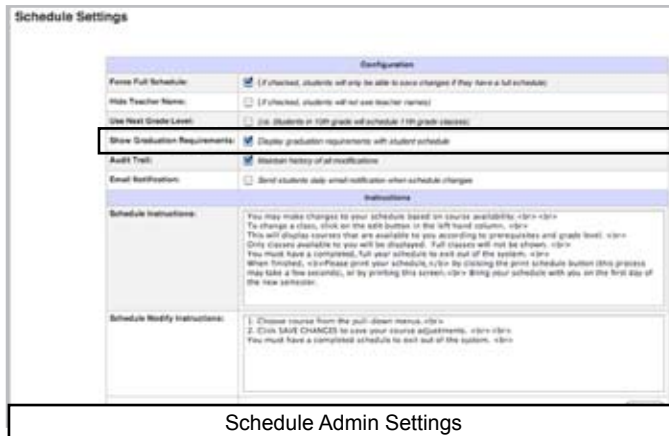


Request Admin Settings

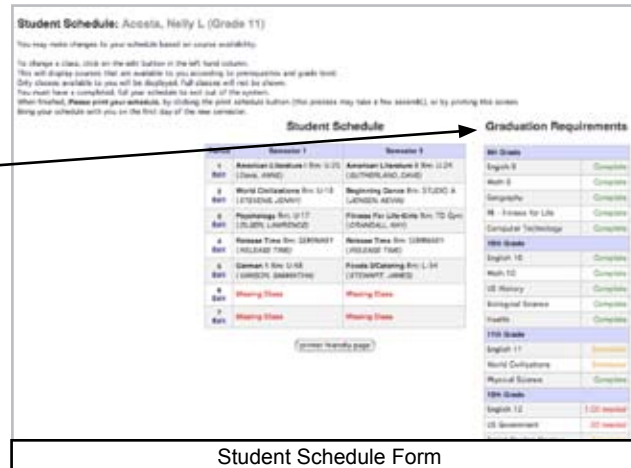


Student Request Form

Scheduling and Graduation Requirements



Schedule Admin Settings



Student Schedule Form

Graduation Requirement Sets

Identifying a Graduation Requirement Set aids in organizing the requirements for a given set of students. Only one graduation requirement set per grade level is allowed. If graduation requirements are the same for the 11th and 12th grade graduating classes, then you can identify the graduation requirement set for both those classes in one set.

When creating graduation requirements, you should create the set first, then create the requirements. The system comes with a default set that has no requirements in it.

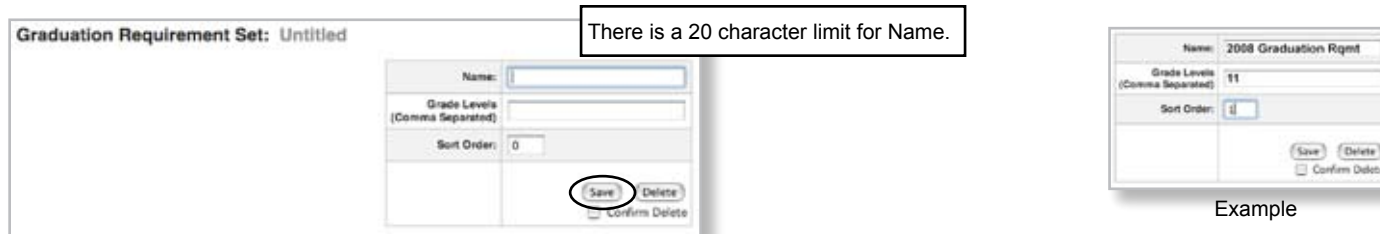
Create a New Graduation Requirement Set

1. Select **Schedule Admin Graduation Req. Sets**.



#	Name	Grade Levels	
1.	Default	9,10,11,12	Duplicate Set
2.	Primary School	1, 2, 3, 4, 5, 6	Duplicate Set

2. Select **New Graduation Req. Set**.



There is a 20 character limit for Name.

Example

3. Fill in the name of the graduation set, the grade level to which this set is tied and the sort order (if desired).
4. Select SAVE. The new Graduation Requirement Set will be added to your list.



#	Name	Grade Levels	
1.	2007 Graduation Rqmt	12	Duplicate Set
2.	2008 Graduation Rqmt	11	Duplicate Set
3.	2009/10 Grad Rqmts	9, 10	Duplicate Set

Once you have created the graduation sets, fill out the Graduation Requirements section to identify all the required courses for this grade. The core class requirements can also be pre-populated by the initial import from your SIS.



Chapter 4: Identifying Graduation Requirements

Using Duplicate Set

Using the Duplicate Set link allows you to copy all the information from the selected set into a new set. Once selected, you are given the opportunity to name the new set, provide the grade levels the requirements apply to and set the sort order.

Create a Duplicate Set

1. Select **Duplicate Set** in the same row as the Graduation Requirement Set you want to duplicate.

The screenshot shows two parts of the interface. On the left is a table titled 'New Graduation Req. Set' with columns '#', 'Name', 'Grade Levels', and 'Duplicate Set'. The table contains three rows: '1. 2007 Graduation Rqmt 12 Duplicate Set', '2. 2008 Graduation Rqmt 11 Duplicate Set', and '3. 2009/10 Grad Rqmts 9, 10 Duplicate Set'. The 'Duplicate Set' link in the third row is circled in red, with an arrow pointing to the right. On the right is a form titled 'Duplicate Graduation Requirement Set: 2009/10 Grad Rqmts'. The form has three input fields: 'New Set Name:', 'Grade Levels:', and 'Sort Order:'. Below these fields is a 'Save Duplicate Set' button.

2. Enter the new name and grade levels that apply to the new set and identify a sort order.
3. Select SAVE DUPLICATE SET. A new set will be created with the same members of that set, only a new name and grade level assignments. You can then edit the information within the set to accommodate the different requirements of the new set.

Edit a Graduation Requirement Set

1. Select the Name of the Graduation Requirement Set. *The name will be highlighted and underlined to indicate it is a link.*

The screenshot shows two parts of the interface. On the left is a table titled 'New Graduation Req. Set' with columns '#', 'Name', 'Grade Levels', and 'Duplicate Set'. The table contains three rows: '1. 2007 Graduation Rqmt 12 Duplicate Set', '2. 2008 Graduation Rqmt 11 Duplicate Set', and '3. 2009/10 Grad Rqmts 9, 10 Duplicate Set'. The '2008 Graduation Rqmt' name in the second row is circled in red, with an arrow pointing to the right. On the right is a form titled 'Edit Graduation Requirement Set: 2008 Graduation Rqmt'. The form has three input fields: 'Name: 2008 Graduation Rqmt', 'Grade Levels (Comma Separated): 11', and 'Sort Order: 1'. Below these fields are 'Save' and 'Delete' buttons. The 'Save' button is circled in red.

2. Make changes as required.
3. Select SAVE.

Delete a Graduation Requirement Set

1. Select the Name of the Graduation Requirement Set.



2. Activate the checkbox next to Confirm Delete.
3. Select DELETE.



Chapter 4: Identifying Graduation Requirements

Graduation Requirements

Graduation Requirements lists the sets of required courses necessary to graduate. Within the information displayed, you can open the set or the group and see the list of course numbers used within that set or the credit types used.

Selecting a link in either of these columns opens the list of classes in that Course Group within the Graduation Requirement Set.

The screenshot shows the 'Graduation Requirements' interface. At the top, there is a 'New Graduation Requirement' table with columns: #, Set Name, Name, Grade Level, Required Credits, and Sort Order. The table lists 23 requirements, with the last one, '23. Primary School - First Level', circled. An arrow points from this row to a detailed view of the requirement.

#	Set Name	Name	Grade Level	Required Credits	Sort Order
1.	Default	English 10	10	1	1
2.	Default	English 11	11	1	1
3.	Default	English 12	12	1	1
4.	Default	English 9	9	1	1
5.	Default	Math 10	10	2	2
6.	Default	Math 9	9	2	2
7.	Default	US Government	12	2	2
8.	Default	World Civilizations	11	2	2
9.	Default	Geography	9	1	1
10.	Default	Social Studies Elective	12	3	3
11.	Default	US History	10	3	3
12.	Default	Biological Science	10	4	4
13.	Default	Physical Education Elective	12	4	4
14.	Default	Physical Science	11	4	4
15.	Default	Health	10	5	5
16.	Default	PE - Fitness for Life	9	5	5
17.	Default	Computer Technology	9	6	6
18.	Default	Fine Arts	12	6	6
19.	Default	Practical Arts	12	7	7
20.	Default	Practical Arts/Fine Arts	12	8	8
21.	Default	Advanced Studies	12	9	9
22.	Default	Electives	12	10	10
23.	Primary School	First Level	1	1	1

The detailed view for 'Graduation Requirement: First Level' shows:

- Requirement Set: Primary School
- Requirement Name: First Level
- Grade Level: 1
- Courses (Comma Separated): 106,493,661,824,414,444,399,672
- Required Credits: 25
- Sort Order: 1
- Buttons: Save, Delete, Confirm Delete



Create a New Graduation Requirement

1. Select **Schedule Admin Graduation Requirements**.

#	Set Name	Name	Grade Level	Required Credit	Sort Order
1.	Default	English 10	10	1	1
2.	Default	English 11	11	1	1

2. Select **New Graduation Requirement**.

The Graduation Requirement Set should have already been created.

Enter the requirement name.

Enter the grade level(s) this requirement serves. If there is more than one grade, separate by commas.

Enter course numbers separated by a comma to identify the courses that fulfill this requirement.

Enter the number of credit hours required from this group in order to graduate.

3. Select the Graduation Requirements Set using the drop down menu list of the sets created in “Graduation Requirements Sets.” Name the requirement (see below), identify the grade level, courses and required credits. You may also identify a sort order for this set of required courses.

Requirement Set: Middle School

Requirement Name: English 9

Grade Level: 9

Courses (Comma Separated): 4016, 41705, 41900, 40166, 40718

Required Credits: 3

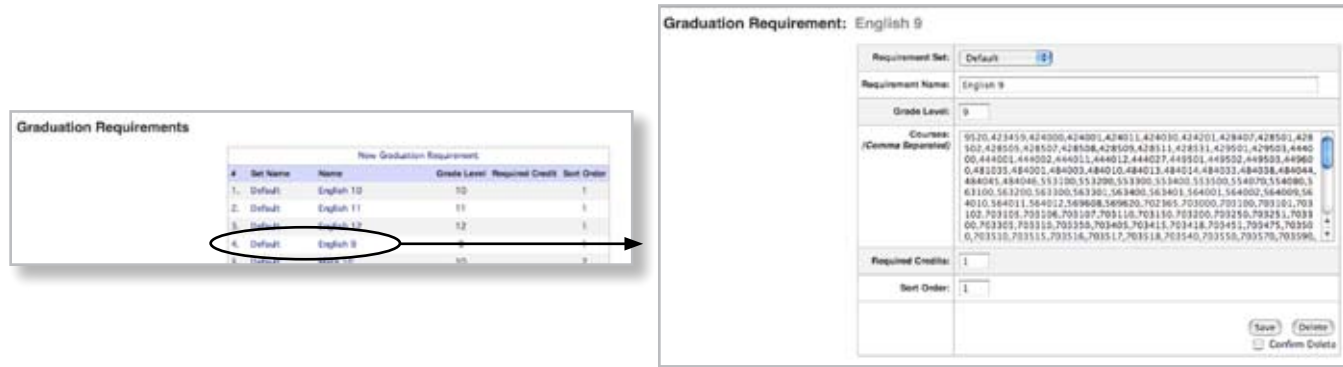
Sort Order: 2

4. Select **SAVE**.

Chapter 4: Identifying Graduation Requirements

Edit a Graduation Requirement

1. Select the column link of the requirements you want to edit.



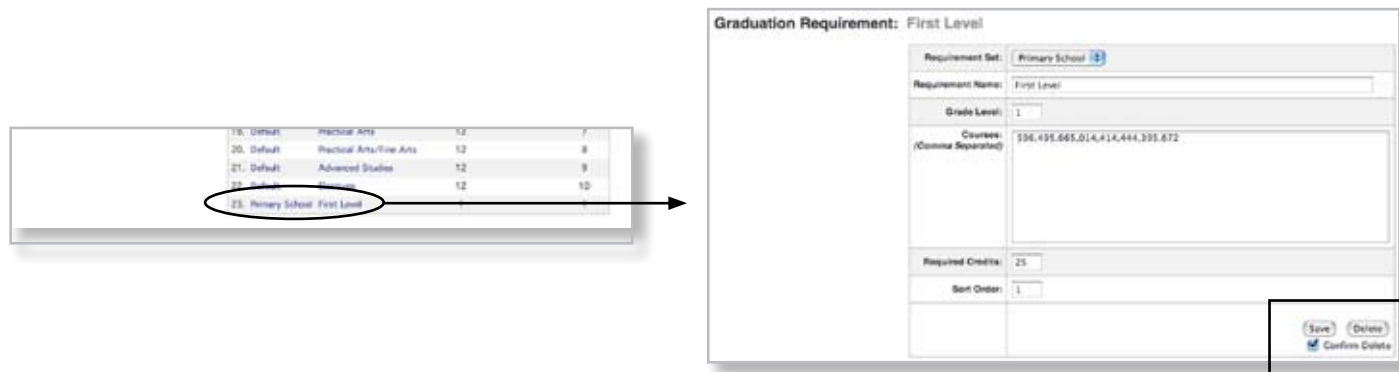
The first screenshot shows a table titled "Graduation Requirements" with columns: Set Name, Name, Grade Level, Required Credits, and Sort Order. The row for "English 9" is circled, and an arrow points to the edit form.

The second screenshot is the "Graduation Requirement: English 9" form. It includes fields for Requirement Set (Default), Requirement Name (English 9), Grade Level (9), Courses (comma-separated list), Required Credits (1), and Sort Order (1). Buttons for Save, Delete, and Confirm Delete are at the bottom.

2. Make the desired changes to the information available.
3. Select SAVE.

Delete a Graduation Requirement

1. Select the column link of the requirements you want to delete.



The first screenshot shows a table titled "Graduation Requirements" with columns: Set Name, Name, Grade Level, Required Credits, and Sort Order. The row for "Primary School First Level" is circled, and an arrow points to the delete form.

The second screenshot is the "Graduation Requirement: First Level" form. It includes fields for Requirement Set (Primary School), Requirement Name (First Level), Grade Level (1), Courses (comma-separated list), Required Credits (25), and Sort Order (1). Buttons for Save, Delete, and Confirm Delete are at the bottom.

2. Activate the checkbox next to Confirm Delete.
3. Select DELETE.



Chapter 5: Using ClassChoice for Requesting

Overview

In ClassChoice, filters have been designed to individualize each student screen matching the needs and choices in order to make requesting courses easier. Creating course and core requirement groups that are used in requesting organizes course availability in a way that is less confusing to the student.

Request Admin provides the ability to configure the functions of the software for setting up all the necessary parameters to collect requests.

SETTINGS	Configure options for requesting classes.
COURSE GROUPS	Course groups are used for pre-determining lists of elective and alternate courses selectable by the student.
CORE SETUP	Core groups can be identified by grade. These core groups define the core requirements for each grade level. Core groups are usually grade level specific. If core requirements are different for the graduating class of 2008, versus 2007, then the grade intended to graduate in 2008 will have a different core group of requirements than the grade of students intended to graduate in 2007.
ELECTIVES SETUP	Electives are courses that may be selected to fulfill requirements beyond the core requirements for graduation.
ALTERNATES SETUP	Alternates are requests that are used to fill a students schedule when an elective request is not available.
SPECIAL SETUP	Setup Special is used for unique or special selections of courses that do not fall into the core, electives or alternates category within a school. Teacher's aide, library aide, released time and study periods are examples of time periods that might fall within the school day but not be given credit or qualify as an elective or alternate course.
EXPORT REQUESTS*	Export Requests to a tab delimited file.

* Export requests is also described in "Creating Request Reports."



Chapter 5: Using ClassChoice for Requesting

Request Admin Settings

The functions defined in **Request Admin Settings** define the parameters for collecting course requests from students.

Request Settings

Requests can be restricted to core courses, electives, alternates or special groups or you can allow all class groups to be used in requesting a schedule.

Configuration

Request Types: Core Electives Alternates Special

Credit Range for Full Schedule: 6th 0 - 0 7th 0 - 0 8th 0 - 0 9th 7 - 7 10th 7 - 7 11th 7 - 7 12th 7 - 7

Portions in Schedule Term: 2

Use Next Grade Level: (i.e. Students in 10th grade will request 11th grade classes)

Show Graduation Requirements: Display graduation requirements with student requests

Graduation Requirements Message:

Bypass Password: happy (If entered, allows electives access without first completing core requirements)

Concurrent Prerequisites: (Current requests will fill prerequisite requirements)

Export Values Year ID: 1700 School ID: 712

Instructions

Request Instructions: `It is possible that Phoenix will be on a Block/8 period class schedule next year. In the event we switch to the Block schedule,
 all students need to request 8.0 credits instead of 7.0 credits. All students will need to add an extra credit by going to Step 4
 and clicking on Add Alternates and then clicking on Add Alternates 1.0 credit to make a total of 8.0 credits `

A range of credit hours that are considered a full schedule is allowed. Enter the minimum and maximum credit hours considered full time for each grade.

If a set number of credit hours is required in order to be considered full time, that same number should be entered in the minimum and maximum fields as shown.

Use Next Grade Level. If students have not been promoted to the next grade level, selecting "Use Next Grade Level" promotes them automatically to the correct grade level for requesting purposes.

Graduation Requirements Messages appear just below the Graduation Requirements heading on the Student Request Page.

Student Requests: Acosta, Nelly L. (Grade 11)

Requests

Request for Choice Number	Hours	Remove
Step 1 Special Add Special		
F13000 Science Time	1.00	remove
Total Special Hours	1.00	
Step 3 Core Add Core		
F13400 AP English 12	1.00	remove
Total Core Hours	1.00	
Step 3 Electives Add Electives		
F18010 Auto 1	.50	remove
F11000 Cosmics 2	.50	remove
F15420 College Algebra/Tig	1.00	remove
Total Electives Hours	2.00	
Step 4 Alternates Add Alternates		
F11480	1.00	remove
Total Alternates Hours	1.00	

Summary

Full Schedule Requested: 7.00

Total Hours Requested: 5.00

Hours Needed: 2.00

Graduation Requirements

Please fill core requirements early to prevent schedule conflicts in your Senior year.

9th Grade	10th Grade	11th Grade	12th Grade
English 9	Completed		
Math 9	Completed		
Geography	Completed		
PE - Fitness for Life	Completed		
Computer Technology	Completed		
10th Grade			
English 10	Completed		
Math 10	Completed		
US History	Completed		
Biological Science	Completed		
Health	Completed		
11th Grade			
English 11	Completed		
World Cultures	Completed		
Physical Science	Completed		
12th Grade			
English 12	Completed		
US Government	Completed		
Social Studies Elective	Completed		
Education Elective	Completed		

Selecting Concurrent Prerequisites allows the system to count classes that are requested as if they are completed for other prerequisite purposes.

For example, a student needs to request Foods 1 for the first semester and Foods 2 for the second semester. Foods 1 is a prerequisite for Foods 2. Activating Concurrent Prerequisites allows the student to request both classes as if Foods 1 has been completed.

Student Request Screen

NOTE: If you did not define graduation requirements, then they will not display.



Set Schedule Request Collection Settings

1. Select **Request Admin Settings**.
2. Identify schedule request collection configuration settings.

Configuration	
Request Types:	<input checked="" type="checkbox"/> Core <input checked="" type="checkbox"/> Electives <input checked="" type="checkbox"/> Alternates <input checked="" type="checkbox"/> Special
Credit Range for Full Schedule:	6th <input type="text" value="0"/> - <input type="text" value="0"/> 7th <input type="text" value="0"/> - <input type="text" value="0"/> 8th <input type="text" value="0"/> - <input type="text" value="0"/> 9th <input type="text" value="7"/> - <input type="text" value="7"/> 10th <input type="text" value="7"/> - <input type="text" value="7"/> 11th <input type="text" value="7"/> - <input type="text" value="7"/> 12th <input type="text" value="7"/> - <input type="text" value="7"/>
Portions in Schedule Term:	<input type="text" value="2"/>
Use Next Grade Level:	<input checked="" type="checkbox"/> (i.e. Students in 10th grade will request 11th grade classes)
Show Graduation Requirements:	<input checked="" type="checkbox"/> Display graduation requirements with student requests
Graduation Requirements Message:	<input type="text"/>
Bypass Password:	happy <input type="text"/> (if entered, allows electives access without first completing core requirements)
Concurrent Prerequisites	<input checked="" type="checkbox"/> (Current requests will fit prerequisite requirements)
Export Values	Year ID: 1700 School ID: 712

3. Enter Request Instructions with HTML formatting codes.

Instructions	
Request Instructions:	<pre>It is possible that Phoenix will be on a Block/8 period class schedule next year. In the event we switch to the Block schedule,
 all students need to request 8.0 credits instead of 7.0 credits. All students will need to add an extra credit by going to Step 4
 and clicking on Add Alternates and then request an additional 1.0 credit to make a total of 8.0 credits</pre>
<input type="button" value="Submit"/>	

4. Select **SUBMIT**.



Chapter 5: Using ClassChoice for Requesting

Course Groups

Course Groups are used for creating predetermined lists of courses for elective and alternate selections by the student. Course Groups help categorize the courses into manageable sets. Course Groups must be entered manually and need very little maintenance after initial setup.

Course Groups will display on one page to the student for easy selection.

The screenshot shows the 'Admin' interface for ClassChoice. The browser address bar shows 'http://168.103.180.145:8081/admin/index.html'. The main content area is titled 'Course Groups' and contains a table with the following data:

#	Course Group
1.	10th Grade Elective - Art
2.	10th Grade Elective - Bio Scie
3.	10th Grade Elective - Drama
4.	10th Grade Elective - Foreign
5.	10th Grade Elective - Math
6.	10th Grade Elective - Music
7.	10th Grade Elective - Phys Sci
8.	10th Grade Elective - Prct Ar
9.	10th Grade Elective - Soc Stdy
10.	10th Grade Electives - Other
11.	11th Gr Elective - Financial L
12.	11th Grade Elective - Bio Scie
13.	11th Grade Elective - English
14.	11th Grade Elective - Fine Art
15.	11th Grade Elective - Math
16.	11th grade Elective - Music
17.	11th Grade Elective - Phy Sci
18.	11th Grade Elective - Prct Art
19.	11th Grade Elective - Sc.Stdy
20.	11th Grade Elective - Vocatio
21.	11th Grade Electives - Other
22.	12th Gr Elective - Financial L
23.	12th grade Elective - Adv stdy
24.	12th Grade Elective - Bio Scie
25.	12th Grade Elective - Fine Art
26.	12th Grade Elective - Prct Art

Course Groups may be modified by selecting the title of the course group. The link will open the Course Group page where courses may be added or removed from the list.

NOTE: Course Groups are used to create groups of electives and alternates. The Core Group of required courses and the selections that qualify to fulfill those requirements are created in the Core Setup.

Most courses will already have been imported from your SIS on initial setup of ClassChoice. In the event that you have added courses, those courses must first be created in **Data Admin Add Course** before they can be identified in a Course Group.

The screenshot shows the 'Electives: Armstrong, Alecsis (Grade 11)' page. It lists several elective options, including '12th Grade Elective - Bio Scie' with checkboxes for '716620 AP Biology (1.0)', '716600 Biology (1.0)', and '716750 Physiology Honors (1.0)'. A 'Save Requests' button is visible at the bottom right of the page.

Student Request Electives Page Display
From this course elective group, the student may select from any of the displayed courses.
To exit the screen without selecting, select SAVE REQUESTS.



Create a New Course Group

1. Select **Request Admin Course Groups**.

Course Groups

- New Course Group
- 1. 10th Grade Elective - Art
- 2. 10th Grade Elective - Bio Scie
- 3. 10th Grade Elec
- 4. 10th Grade Elec
- 5. 10th Grade Elec
- 6. 10th Grade Elec
- 7. 10th Grade Elec
- 8. 10th Grade Elec
- 9. 10th Grade Elec
- 10. 10th Grade Elec
- 11. 11th Gr Elective
- 12. 11th Grade Elec
- 13. 11th Grade Elec
- 14. 11th Grade Elec

Enter the name of the new course group such as "10th Grade Elective - Art". There is a 50 character limit for the course group name.

Course Group: Untitled

Name

Sort By Course Name

Courses

Sort By Course Name (checked) Course Number

Select how the list should be sorted when it displays to the student -- by name or by number.

Enter the course numbers that fall into this group such as: 711215, 711250, 711340 which represent Drawing 1, Art Foundations 1, Art History 1....

2. Select **New Course Group**.
3. Enter the information required.
4. Select **SAVE**.

Course Group: 10th Grade Elective - Art

Name 10th Grade Elective - Art

Sort By Course Name

Courses 711215,711250,711340,711380,711390,711510,711480,

This Course Group may now be used in the appropriate electives group.

Electives Group: 10th Grade Electives

Name 10th Grade Electives

Title 10th Grade Electives

Grade Levels 10

Course Groups

- 10th Grade Elective - Art
- 10th Grade Elective - Bio Scie
- 10th Grade Elective - Drama
- 10th Grade Elective - Foreign
- 10th Grade Elective - Health
- 10th Grade Elective - Music
- 10th Grade Elective - Phys. Sci.
- 10th Grade Elective - Post Art
- 10th Grade Elective - Soc. Stud.
- 10th Grade Elective - Other
- 11th Grade Elective - Visual
- 11th Grade Elective - Practical
- 11th Grade Elective - Science
- 12th Grade Elective - Financial L.
- 12th Grade Elective - Other
- 12th Grade Elective - Adm. Info.
- 12th Grade Elective - Bus. Sci.
- 12th Grade Elective - Foreign Language
- 12th Grade Elective - Fine Art
- 12th Grade Elective - Post Art

Electives Setup identifies the electives groups to be shown to a specific grade level of students as shown here.

Request Admin Electives Setup creates grade appropriate groups of electives to display to the student. When a 9th grade student goes to request his or her 10th grade schedule, only the 10th grade electives groups will be available for that student to select from (see above). A student may be allowed to request a course outside of their selections by being added to the Authorized Student list in **Data Admin Functions > Add Authorized Students**.



Chapter 5: Using ClassChoice for Requesting

Core Setup

Each school has a set of core required courses for each grade based on district or school requirements. A core group can be used to define the choices students can select to fulfill requirements. Core groups are usually grade level specific.

Example

A 9th grader must take an English class. A new core group should be set up which will allow the 9th graders to choose an acceptable English class to fulfill the requirement.

Create a New Core Group

1. Select **Request Admin Core Setup**.

Core Setup

#	Name	Grade Levels	Sort Ord
1.	10th Grade Health	10	0
2.	10th Grade English	10	1
3.	11th Grade English	11	1
4.	12th Grade English	12	1
5.	12th Grade Govt.	12	1
6.	9th Grade English	9	1
7.	9th		
8.	10		
9.	9th		
10.	10		
11.	9th		
12.	9th		

Core Group: Untitled

Name: _____
 Title: _____
 Description: _____
 Grade Levels: _____
 Courses: _____
 Exclude Completed Courses: (Requirement must be met by current request)
 Minimum Credits: 0 Credits Are: Optional **Optional**
 Maximum Credits: 0
 Sort Order: 0

Annotations:

- The Name and Title may be the same. The Title displays to the students. For example: Name - "Health 1010" Title - "10th Grade Health"
- The description does NOT have to be in HTML. Enter plain text. The description helps provide an explanation of the requirement and provides options.
- Core Groups usually apply to a specific grade level, listing the core requirements for that graduating class. For example: 10th Grade Health is a requirement for the graduating class of 2010, 2009 and 2008. Enter 10, 11 and 12 next to Grade Levels to identify this group as a requirement for those three graduating classes.
- List the courses by number that will be included in this core group separated by a comma as follows: 72543, 73249, 35238
- Sort Order determines the display order of the Core Group in the Core Setup main page.

Final Core Setup Table:

#	Name	Grade Levels	Sort Order
1.	10th Grade Health	10	0
2.	10th Grade English	10	1
3.	11th Grade English	11	1

2. Select **New Core Group**.
3. Fill out the required information.
4. Select **SAVE**.

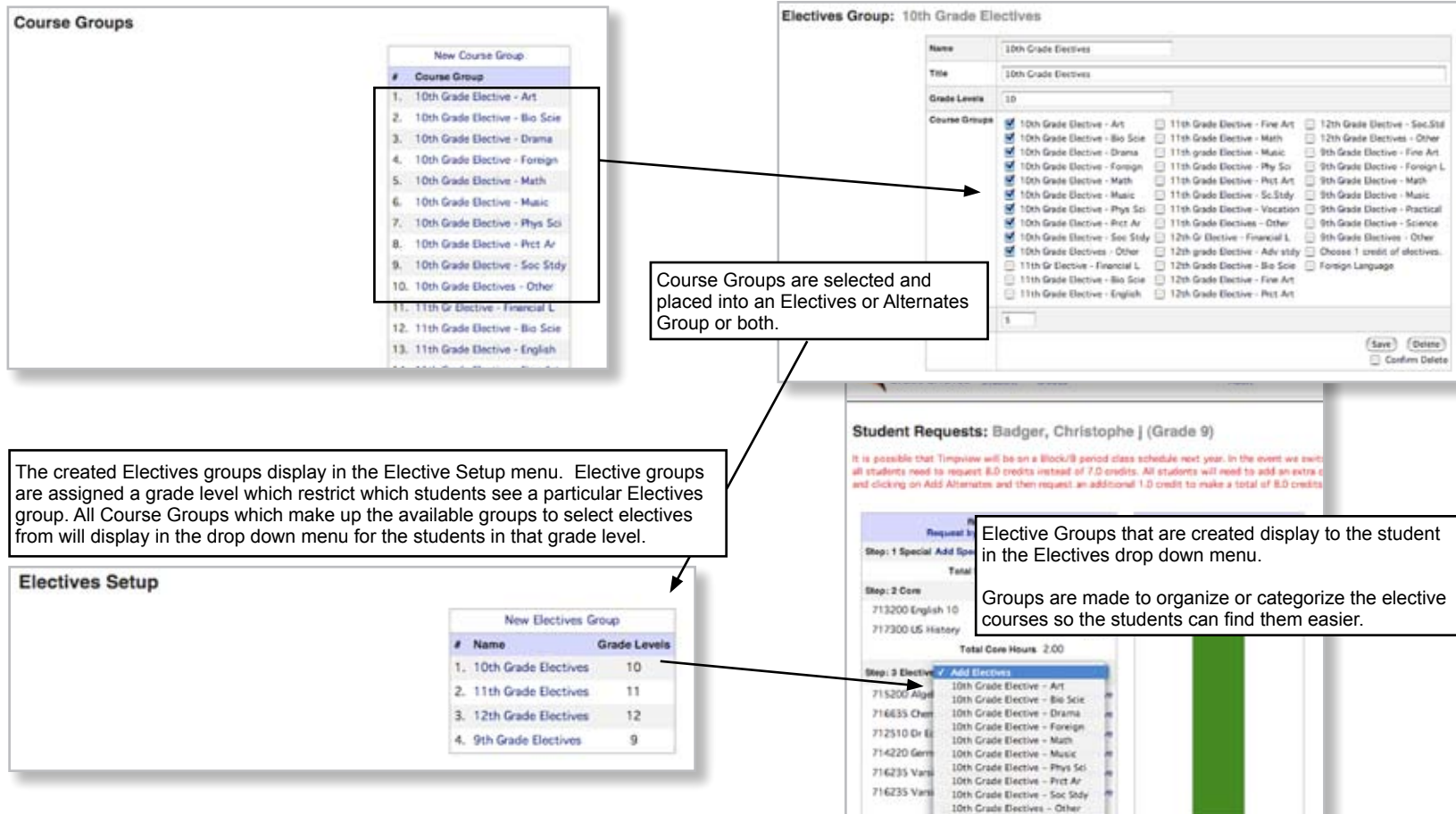


Electives Setup

An Electives Group is made up of course groupings. Course groups are made to organize or categorize the elective courses. Grouping elective courses in this manner enable them to be presented in a clear and accessible fashion to the student making the request.

Example

A 9th grader must take a specified number of electives to fulfill graduation requirements. An elective group should be set up which will allow the 9th graders to choose an acceptable elective to fulfill the requirement.



Course Groups

#	Course Group
1.	10th Grade Elective - Art
2.	10th Grade Elective - Bio Scie
3.	10th Grade Elective - Drama
4.	10th Grade Elective - Foreign
5.	10th Grade Elective - Math
6.	10th Grade Elective - Music
7.	10th Grade Elective - Phys Sci
8.	10th Grade Elective - Prct Ar
9.	10th Grade Elective - Soc Stdy
10.	10th Grade Electives - Other
11.	11th Grade Elective - Financial L
12.	11th Grade Elective - Bio Scie
13.	11th Grade Elective - English

Electives Group: 10th Grade Electives

Name: 10th Grade Electives
Title: 10th Grade Electives
Grade Levels: 10

Course Groups:

- 10th Grade Elective - Art
- 10th Grade Elective - Bio Scie
- 10th Grade Elective - Drama
- 10th Grade Elective - Foreign
- 10th Grade Elective - Math
- 10th Grade Elective - Music
- 10th Grade Elective - Phys Sci
- 10th Grade Elective - Prct Ar
- 10th Grade Elective - Soc Stdy
- 10th Grade Electives - Other
- 11th Grade Elective - Financial L
- 11th Grade Elective - Bio Scie
- 11th Grade Elective - English
- 11th Grade Elective - Fine Art
- 11th grade Elective - Music
- 11th Grade Elective - Phy Sci
- 11th Grade Elective - Prct Art
- 11th Grade Elective - Soc.Stdy
- 11th Grade Electives - Other
- 11th Grade Elective - Vocation
- 11th Grade Electives - Other
- 12th Grade Elective - Soc.Stud
- 12th Grade Electives - Other
- 9th Grade Elective - Fine Art
- 9th Grade Elective - Foreign L
- 9th Grade Elective - Math
- 9th Grade Elective - Music
- 9th Grade Elective - Practical
- 9th Grade Elective - Science
- 9th Grade Elective - Other
- Choose 1 credit of electives.
- Foreign Language

Course Groups are selected and placed into an Electives or Alternates Group or both.

The created Electives groups display in the Elective Setup menu. Elective groups are assigned a grade level which restrict which students see a particular Electives group. All Course Groups which make up the available groups to select electives from will display in the drop down menu for the students in that grade level.

Electives Setup

#	Name	Grade Levels
1.	10th Grade Electives	10
2.	11th Grade Electives	11
3.	12th Grade Electives	12
4.	9th Grade Electives	9

Student Requests: Badger, Christophe | (Grade 9)

It is possible that Timphine will be on a Block/B period class schedule next year. In the event we switch all students need to request 8.0 credits instead of 7.0 credits. All students will need to add an extra credit and clicking on Add Alternates and then request an additional 1.0 credit to make a total of 8.0 credits

Elective Groups that are created display to the student in the Electives drop down menu.

Groups are made to organize or categorize the elective courses so the students can find them easier.

Add Electives

- 715200 Algebr
- 716235 Chem
- 712510 Dr Ed
- 714220 Germ
- 716235 Vars
- 716235 Vars
- 10th Grade Elective - Art
- 10th Grade Elective - Bio Scie
- 10th Grade Elective - Drama
- 10th Grade Elective - Foreign
- 10th Grade Elective - Math
- 10th Grade Elective - Music
- 10th Grade Elective - Phys Sci
- 10th Grade Elective - Prct Ar
- 10th Grade Elective - Soc Stdy
- 10th Grade Electives - Other



Chapter 5: Using ClassChoice for Requesting

Create an Electives Group

1. Select **Request Admin Electives Setup**.

Electives Setup

#	Name	Grade Levels
1.	10th Grade Electives	10
2.	11th Grade Electives	11
3.	12th Grade Electives	12
4.	9th Grade Electives	9

2. Select **New Electives Group**.
3. Provide a Name and a Title. The Title will display to the student. Enter the grade level this Elective Group applies to. Generally, an elective group applies to only one grade level.
4. Activate the checkboxes next to each Course Group that should be in this Elective Group.
5. Identify a sort order.
6. Select **SAVE**.

Electives Group: Untitled

Name:

Title:

Grade Levels:

Course Groups

<input type="checkbox"/> 10th Grade Elective - Art	<input type="checkbox"/> 11th Grade Elective - Fine Art	<input type="checkbox"/> 12th Grade Elective - Soc.Std
<input type="checkbox"/> 10th Grade Elective - Bio Scie	<input type="checkbox"/> 11th Grade Elective - Math	<input type="checkbox"/> 12th Grade Electives - Other
<input type="checkbox"/> 10th Grade Elective - Drama	<input type="checkbox"/> 11th grade Elective - Music	<input type="checkbox"/> 9th Grade Elective - Fine Art
<input type="checkbox"/> 10th Grade Elective - Foreign	<input type="checkbox"/> 11th Grade Elective - Phy Sci	<input type="checkbox"/> 9th Grade Elective - Foreign L
<input type="checkbox"/> 10th Grade Elective - Math	<input type="checkbox"/> 11th Grade Elective - Prct Art	<input type="checkbox"/> 9th Grade Elective - Math
<input type="checkbox"/> 10th Grade Elective - Music	<input type="checkbox"/> 11th Grade Elective - Sc.Stdy	<input type="checkbox"/> 9th Grade Elective - Music
<input type="checkbox"/> 10th Grade Elective - Phys Sci	<input type="checkbox"/> 11th Grade Elective - Vocation	<input type="checkbox"/> 9th Grade Elective - Practical
<input type="checkbox"/> 10th Grade Elective - Prct Ar	<input type="checkbox"/> 11th Grade Electives - Other	<input type="checkbox"/> 9th Grade Elective - Science
<input type="checkbox"/> 10th Grade Elective - Soc Stdy	<input type="checkbox"/> 12th Gr Elective - Financial L	<input type="checkbox"/> 9th Grade Electives - Other
<input type="checkbox"/> 10th Grade Electives - Other	<input type="checkbox"/> 12th grade Elective - Adv stdy	<input type="checkbox"/> Choose 1 credit of electives.
<input type="checkbox"/> 11th Gr Elective - Financial L	<input type="checkbox"/> 12th Grade Elective - Bio Scie	<input type="checkbox"/> Foreign Language
<input type="checkbox"/> 11th Grade Elective - Bio Scie	<input type="checkbox"/> 12th Grade Elective - Fine Art	
<input type="checkbox"/> 11th Grade Elective - English	<input type="checkbox"/> 12th Grade Elective - Prct Art	

Sort Order:

Confirm Delete

Electives Group: 10th Grade Electives

Name:

Title:

Grade Levels:

Course Groups

<input checked="" type="checkbox"/> 10th Grade Elective - Art	<input type="checkbox"/> 11th Grade Elective - Fine Art	<input type="checkbox"/> 12th Grade Elective - Soc.Std
<input checked="" type="checkbox"/> 10th Grade Elective - Bio Scie	<input type="checkbox"/> 11th Grade Elective - Math	<input type="checkbox"/> 12th Grade Electives - Other
<input checked="" type="checkbox"/> 10th Grade Elective - Drama	<input type="checkbox"/> 11th grade Elective - Music	<input type="checkbox"/> 9th Grade Elective - Fine Art
<input checked="" type="checkbox"/> 10th Grade Elective - Foreign	<input type="checkbox"/> 11th Grade Elective - Phy Sci	<input type="checkbox"/> 9th Grade Elective - Foreign L
<input checked="" type="checkbox"/> 10th Grade Elective - Math	<input type="checkbox"/> 11th Grade Elective - Prct Art	<input type="checkbox"/> 9th Grade Elective - Math
<input checked="" type="checkbox"/> 10th Grade Elective - Music	<input type="checkbox"/> 11th Grade Elective - Sc.Stdy	<input type="checkbox"/> 9th Grade Elective - Music
<input checked="" type="checkbox"/> 10th Grade Elective - Phys Sci	<input type="checkbox"/> 11th Grade Elective - Vocation	<input type="checkbox"/> 9th Grade Elective - Practical
<input checked="" type="checkbox"/> 10th Grade Elective - Prct Ar	<input type="checkbox"/> 11th Grade Electives - Other	<input type="checkbox"/> 9th Grade Elective - Science
<input checked="" type="checkbox"/> 10th Grade Elective - Soc Stdy	<input type="checkbox"/> 12th Gr Elective - Financial L	<input type="checkbox"/> 9th Grade Electives - Other
<input checked="" type="checkbox"/> 10th Grade Electives - Other	<input type="checkbox"/> 12th grade Elective - Adv stdy	<input type="checkbox"/> Choose 1 credit of electives.
<input type="checkbox"/> 11th Gr Elective - Financial L	<input type="checkbox"/> 12th Grade Elective - Bio Scie	<input type="checkbox"/> Foreign Language
<input type="checkbox"/> 11th Grade Elective - Bio Scie	<input type="checkbox"/> 12th Grade Elective - Fine Art	
<input type="checkbox"/> 11th Grade Elective - English	<input type="checkbox"/> 12th Grade Elective - Prct Art	

Sort Order:

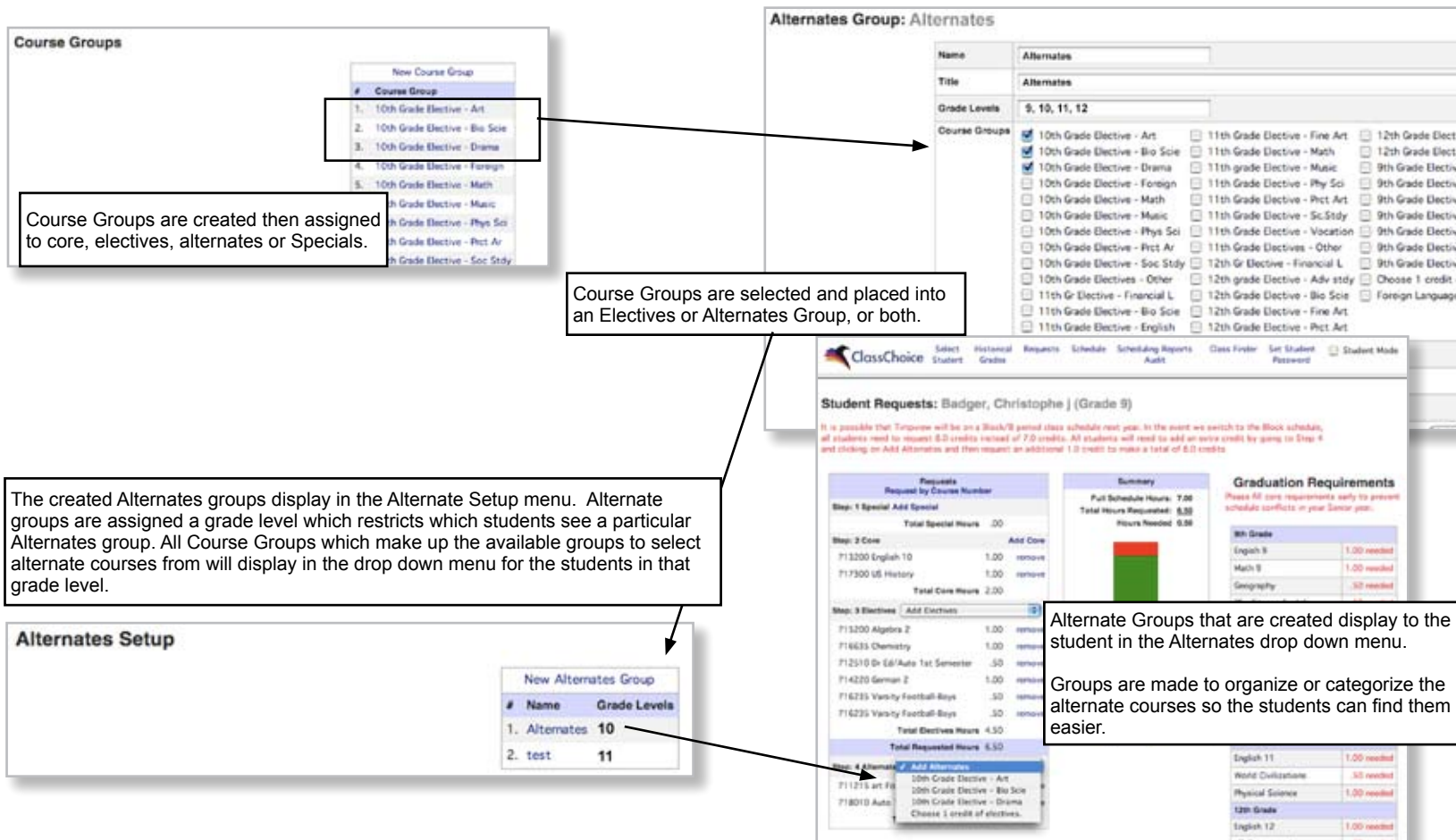
Confirm Delete

Alternates Setup

When scheduling, arrangements can be made for alternate selections in case the original electives or selections are not available when the schedules are finally created. The Alternates Setup is where these course groupings are identified in order to have them offered to the student on their request form.

Example

A 9th grader must have selections that can be used to fill their electives group if their first selection is not available. An alternates group should be set up which will allow the 9th graders to choose an acceptable alternate to substitute.



Course Groups

New Course Group

#	Course Group
1.	10th Grade Elective - Art
2.	10th Grade Elective - Bio Scie
3.	10th Grade Elective - Drama
4.	10th Grade Elective - Foreign
5.	10th Grade Elective - Math
6.	10th Grade Elective - Music
7.	10th Grade Elective - Phys Sci
8.	10th Grade Elective - Pct Ar
9.	10th Grade Elective - Soc Study

Course Groups are created then assigned to core, electives, alternates or Specials.

Alternates Group: Alternates

Name: Alternates

Title: Alternates

Grade Levels: 9, 10, 11, 12

Course Groups:

- 10th Grade Elective - Art
- 10th Grade Elective - Bio Scie
- 10th Grade Elective - Drama
- 10th Grade Elective - Foreign
- 10th Grade Elective - Math
- 10th Grade Elective - Music
- 10th Grade Elective - Phys Sci
- 10th Grade Elective - Pct Ar
- 10th Grade Elective - Soc Study
- 10th Grade Electives - Other
- 11th Grade Elective - Fine Art
- 11th Grade Elective - Math
- 11th Grade Elective - Music
- 11th Grade Elective - Phy Sci
- 11th Grade Elective - Pct Art
- 11th Grade Elective - Sc.Study
- 11th Grade Elective - Vacation
- 11th Grade Electives - Other
- 11th Grade Elective - Bio Scie
- 11th Grade Elective - English
- 12th Grade Elective - Financial L
- 12th Grade Elective - Adv study
- 12th Grade Elective - Bio Scie
- 12th Grade Elective - Fine Art
- 12th Grade Elective - Pct Art
- Choose 1 credit of Foreign Language

Course Groups are selected and placed into an Electives or Alternates Group, or both.

Student Requests: Badger, Christophe J (Grade 9)

It is possible that Timpano will be on a Block/9 period class schedule next year. In the event we switch to the Block schedule, all students need to request 6.0 credits instead of 7.0 credits. All students will need to add an extra credit by going to Step 4 and clicking on Add Alternates and then request an additional 1.0 credit to make a total of 6.0 credits.

Requests

Request by Course Number	Hours	Action
Step: 1 Special Add Special	Total Special Hours: .00	
Step: 2 Core	Total Core Hours: 2.00	
713200 English 10	1.00	remove
717300 US History	1.00	remove
Step: 3 Electives	Total Electives Hours: 4.50	
713200 Algebra 2	1.00	remove
716633 Chemistry	1.00	remove
712510 Dr-Ed/Auto 1st Semester	.50	remove
714220 German 2	1.00	remove
716233 Varsity Football-Boys	.50	remove
716233 Varsity Football-Boys	.50	remove
Total Requested Hours: 6.50		
Step: 4 Alternates	Total Alternates Hours: 0.00	
711215 art FA	1.00	remove
718010 Auto	1.00	remove

The created Alternates groups display in the Alternate Setup menu. Alternate groups are assigned a grade level which restricts which students see a particular Alternates group. All Course Groups which make up the available groups to select alternate courses from will display in the drop down menu for the students in that grade level.

Alternates Setup

New Alternates Group

#	Name	Grade Levels
1.	Alternates	10
2.	test	11

Alternate Groups that are created display to the student in the Alternates drop down menu.

Groups are made to organize or categorize the alternate courses so the students can find them easier.



Chapter 5: Using ClassChoice for Requesting

Create an Alternates Group

1. Select **Request Admin Alternates Setup**.

#	Name	Grade Levels
1.	Alternates	10
2.	test	11

2. Select **New Alternates Group**.
3. Provide a Name and a Title. The Title will display to the student. Enter the grade level this Alternate Group applies to. Generally, an alternate group applies to only one grade level.
4. Activate the checkboxes next to each Course Group that should be in this Alternate Group.
5. Enter the minimum and maximum credits that can be taken from the Alternates Group.
6. Identify a sort order.
7. Select **SAVE**.

Alternates Group: Untitled

Name:

Title:

Grade Levels:

Course Groups:

<input type="checkbox"/> 10th Grade Elective - Art	<input type="checkbox"/> 11th Grade Elective - Fine Art	<input type="checkbox"/> 12th Grade Elective - Soc.Stud
<input type="checkbox"/> 10th Grade Elective - Bio Scie	<input type="checkbox"/> 11th Grade Elective - Math	<input type="checkbox"/> 12th Grade Electives - Other
<input type="checkbox"/> 10th Grade Elective - Drama	<input type="checkbox"/> 11th grade Elective - Music	<input type="checkbox"/> 9th Grade Elective - Fine Art
<input type="checkbox"/> 10th Grade Elective - Foreign	<input type="checkbox"/> 11th Grade Elective - Phy Sci	<input type="checkbox"/> 9th Grade Elective - Foreign L
<input type="checkbox"/> 10th Grade Elective - Math	<input type="checkbox"/> 11th Grade Elective - Prct Art	<input type="checkbox"/> 9th Grade Elective - Math
<input type="checkbox"/> 10th Grade Elective - Music	<input type="checkbox"/> 11th Grade Elective - Sc.Stdy	<input type="checkbox"/> 9th Grade Elective - Music
<input type="checkbox"/> 10th Grade Elective - Phys Sci	<input type="checkbox"/> 11th Grade Elective - Vocation	<input type="checkbox"/> 9th Grade Elective - Practical
<input type="checkbox"/> 10th Grade Elective - Prct Ar	<input type="checkbox"/> 11th Grade Electives - Other	<input type="checkbox"/> 9th Grade Elective - Science
<input type="checkbox"/> 10th Grade Elective - Soc Stdy	<input type="checkbox"/> 12th Gr Elective - Financial L	<input type="checkbox"/> 9th Grade Electives - Other
<input type="checkbox"/> 10th Grade Electives - Other	<input type="checkbox"/> 12th grade Elective - Adv stdy	<input type="checkbox"/> Choose 1 credit of electives.
<input type="checkbox"/> 11th Gr Elective - Financial L	<input type="checkbox"/> 12th Grade Elective - Bio Scie	<input type="checkbox"/> Foreign Language
<input type="checkbox"/> 11th Grade Elective - Bio Scie	<input type="checkbox"/> 12th Grade Elective - Fine Art	
<input type="checkbox"/> 11th Grade Elective - English	<input type="checkbox"/> 12th Grade Elective - Prct Art	

Min. Credits:

Max. Credits:

Sort Order:

Save Delete Confirm Delete

Alternates Group: Alternates

Name: Alternates

Title: Alternates

Grade Levels: 9, 10, 11, 12

Course Groups:

<input checked="" type="checkbox"/> 10th Grade Elective - Art	<input type="checkbox"/> 11th Grade Elective - Fine Art	<input type="checkbox"/> 12th Grade Elective - Soc.Stud
<input checked="" type="checkbox"/> 10th Grade Elective - Bio Scie	<input type="checkbox"/> 11th Grade Elective - Math	<input type="checkbox"/> 12th Grade Electives - Other
<input checked="" type="checkbox"/> 10th Grade Elective - Drama	<input type="checkbox"/> 11th grade Elective - Music	<input type="checkbox"/> 9th Grade Elective - Fine Art
<input type="checkbox"/> 10th Grade Elective - Foreign	<input type="checkbox"/> 11th Grade Elective - Phy Sci	<input type="checkbox"/> 9th Grade Elective - Foreign L
<input type="checkbox"/> 10th Grade Elective - Math	<input type="checkbox"/> 11th Grade Elective - Prct Art	<input type="checkbox"/> 9th Grade Elective - Math
<input type="checkbox"/> 10th Grade Elective - Music	<input type="checkbox"/> 11th Grade Elective - Sc.Stdy	<input type="checkbox"/> 9th Grade Elective - Music
<input type="checkbox"/> 10th Grade Elective - Phys Sci	<input type="checkbox"/> 11th Grade Elective - Vocation	<input type="checkbox"/> 9th Grade Elective - Practical
<input type="checkbox"/> 10th Grade Elective - Prct Ar	<input type="checkbox"/> 11th Grade Electives - Other	<input type="checkbox"/> 9th Grade Elective - Science
<input type="checkbox"/> 10th Grade Elective - Soc Stdy	<input type="checkbox"/> 12th Gr Elective - Financial L	<input type="checkbox"/> 9th Grade Electives - Other
<input type="checkbox"/> 10th Grade Electives - Other	<input type="checkbox"/> 12th grade Elective - Adv stdy	<input type="checkbox"/> Choose 1 credit of electives.
<input type="checkbox"/> 11th Gr Elective - Financial L	<input type="checkbox"/> 12th Grade Elective - Bio Scie	<input type="checkbox"/> Foreign Language
<input type="checkbox"/> 11th Grade Elective - Bio Scie	<input type="checkbox"/> 12th Grade Elective - Fine Art	
<input type="checkbox"/> 11th Grade Elective - English	<input type="checkbox"/> 12th Grade Elective - Prct Art	

Min. Credits:

Max. Credits:

Sort Order:

Save Delete Confirm Delete



Special Setup

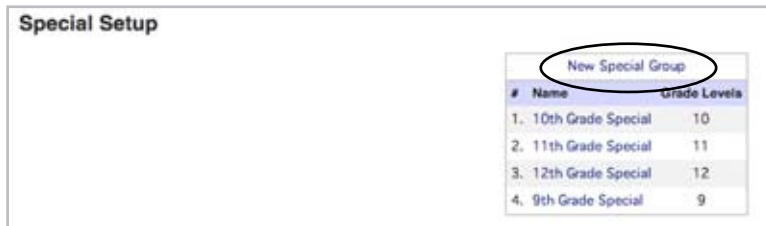
When scheduling, arrangements need to be made for unique, or special selections that do not fall into the Core, Electives or Alternates category within a school, this can be done using Special Setup. Some courses may not apply to regular credit for graduation.

Example

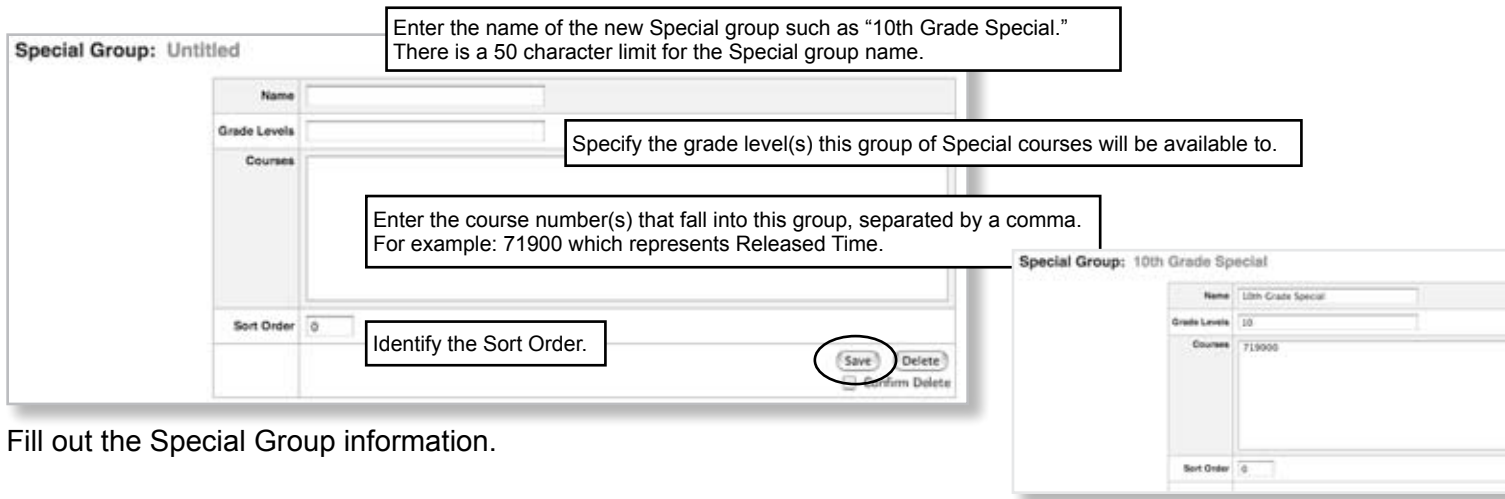
A 9th grader must attend a study period during the school day. These course periods are offered within the school day, but not given credit by the district. This course can fill the student’s class schedule, but does not apply to graduation credits. Creating a Special Group can provide for these types of courses to be selected by the student.

Create a Special Group

1. Select **Request Admin Special Group**.



2. Select **New Special Group**.



3. Fill out the Special Group information.



5-12

Chapter 5: Using ClassChoice for Requesting

Export Requests

Requests may be exported to a tab delimited file that can be opened in Excel or some other spreadsheet software or imported into the Student Information System (SIS).

Export Request

Select **Export Request** from the navigation menu on the left hand side of the page.

The screenshot shows the ClassChoice administration interface. On the left, a navigation menu is visible with the following items: Staff Access, Server Admin, Settings, Email Settings, Request Admin, Settings, Course Groups, Core Setup, Electives Setup, Alternative Setup, Special Setup, **Export Requests**, Reports, Schedule Admin, Settings, Day Setup, Term Setup, Graduation Requirements, Lock Schedules, Export Schedules, Reports, Data Admin, Search and Modify, Course Browser, Add Course, Add Section, Add Student, Add Staff, Functions, Import/Export, and FTP Account. The main content area displays 'Special Group: 10th Grade Special' with a table of courses. A 'Downloads' window is open, showing a file named 'requests.txt' (1.2 KB) being downloaded. A separate window titled 'requests.txt' displays a tab-delimited table of request data.

CourseNumber	Student_Number	AllternateGroupCode	YearID	SchoolID	Student_Request_ID	
710601	190503	E	False	1700	732	60874
710602	190503	E	False	1700	732	60875
713674	190503	R	False	1700	732	60876
715280	190503	E	False	1700	732	60877
716635	190503	E	False	1700	732	60878
712254	190503	E	False	1700	732	60879
714880	190503	E	False	1700	732	60880
714820	190503	E	False	1700	732	60881
718138	190503	E	False	1700	732	60882
712805	190503	E	True	1700	732	60883
716408	190503	E	True	1700	732	60884
713381	201100	R	False	1700	732	60885
713382	201100	R	False	1700	732	60886
715420	201100	E	False	1700	732	60887
715950	201100	E	False	1700	732	60888
715820	201100	E	False	1700	732	60889
717825	201100	E	False	1700	732	60890
714320	201100	E	False	1700	732	60891
717360	201100	R	False	1700	732	60892
714896	201100	E	False	1700	732	60894
712355	201100	E	True	1700	732	60895
719800	109495	E	False	1700	732	60896
713381	109495	R	False	1700	732	60897
712384	109495	R	False	1700	732	60898
715280	109495	E	False	1700	732	60899
712380	109495	E	False	1700	732	60900
714460	109495	E	False	1700	732	60901
716304	109495	E	False	1700	732	60902

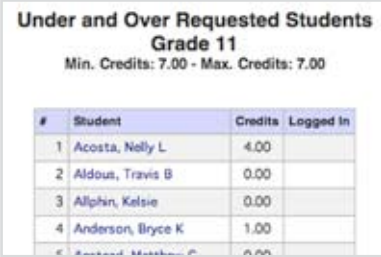
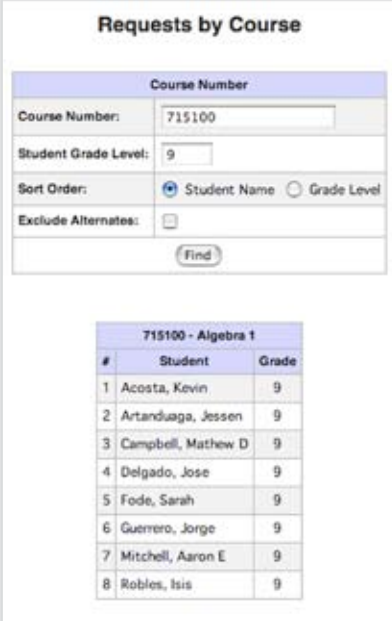
The report will immediately export to a tab delimited file and be saved on your hard drive.



Chapter 6: Using Request Reports

Overview

Reports can be generated to gather information on student requests, core groups, course requests and other criteria.

Name of Report	Description	Example																														
Under and Over Requested Students	List of students who have requested less than or greater than the required number of credits for a schedule. This list is provided in alphabetical order.	 <p>Under and Over Requested Students Grade 11 Min. Credits: 7.00 - Max. Credits: 7.00</p> <table border="1"> <thead> <tr> <th>#</th> <th>Student</th> <th>Credits</th> <th>Logged In</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Acosta, Nelly L.</td> <td>4.00</td> <td></td> </tr> <tr> <td>2</td> <td>Aldous, Travis B.</td> <td>0.00</td> <td></td> </tr> <tr> <td>3</td> <td>Alphin, Kelsie</td> <td>0.00</td> <td></td> </tr> <tr> <td>4</td> <td>Anderson, Bryce K.</td> <td>1.00</td> <td></td> </tr> <tr> <td>5</td> <td>Arturo, Mathew D.</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	#	Student	Credits	Logged In	1	Acosta, Nelly L.	4.00		2	Aldous, Travis B.	0.00		3	Alphin, Kelsie	0.00		4	Anderson, Bryce K.	1.00		5	Arturo, Mathew D.	0.00							
#	Student	Credits	Logged In																													
1	Acosta, Nelly L.	4.00																														
2	Aldous, Travis B.	0.00																														
3	Alphin, Kelsie	0.00																														
4	Anderson, Bryce K.	1.00																														
5	Arturo, Mathew D.	0.00																														
Requests by Course	Allows you to search by course and return a list of students who have requested that course for the next year. You may restrict the list to a specific grade level or include all grades.	 <p>Requests by Course</p> <p>Course Number: 715100</p> <p>Student Grade Level: 9</p> <p>Sort Order: <input checked="" type="radio"/> Student Name <input type="radio"/> Grade Level</p> <p>Exclude Alternates: <input type="checkbox"/></p> <p>Find</p> <table border="1"> <thead> <tr> <th colspan="3">715100 - Algebra 1</th> </tr> <tr> <th>#</th> <th>Student</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Acosta, Kevin</td> <td>9</td> </tr> <tr> <td>2</td> <td>Artanduaga, Jesson</td> <td>9</td> </tr> <tr> <td>3</td> <td>Campbell, Mathew D.</td> <td>9</td> </tr> <tr> <td>4</td> <td>Delgado, Jose</td> <td>9</td> </tr> <tr> <td>5</td> <td>Fode, Sarah</td> <td>9</td> </tr> <tr> <td>6</td> <td>Guerrero, Jorge</td> <td>9</td> </tr> <tr> <td>7</td> <td>Mitchell, Aaron E.</td> <td>9</td> </tr> <tr> <td>8</td> <td>Robles, Isis</td> <td>9</td> </tr> </tbody> </table>	715100 - Algebra 1			#	Student	Grade	1	Acosta, Kevin	9	2	Artanduaga, Jesson	9	3	Campbell, Mathew D.	9	4	Delgado, Jose	9	5	Fode, Sarah	9	6	Guerrero, Jorge	9	7	Mitchell, Aaron E.	9	8	Robles, Isis	9
715100 - Algebra 1																																
#	Student	Grade																														
1	Acosta, Kevin	9																														
2	Artanduaga, Jesson	9																														
3	Campbell, Mathew D.	9																														
4	Delgado, Jose	9																														
5	Fode, Sarah	9																														
6	Guerrero, Jorge	9																														
7	Mitchell, Aaron E.	9																														
8	Robles, Isis	9																														



Chapter 6: Using Request Reports

<p>Course Request Tally</p>	<p>Use this report to request a tally of course requests sorted by course name or course number.</p>	<div style="text-align: center;"> <h3>Course Request Tally</h3> <table border="1"> <thead> <tr> <th>#</th> <th>Course</th> <th>Total Requests</th> <th>8th Grade</th> <th>9th Grade</th> <th>10th Grade</th> <th>11th Grade</th> <th>12th Grade</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>711215 - Art Foundations</td> <td>27</td> <td>0</td> <td>9</td> <td>14</td> <td>4</td> <td>0</td> </tr> <tr> <td>2</td> <td>711250 - Drawing/Painting</td> <td>42</td> <td>0</td> <td>7</td> <td>13</td> <td>22</td> <td>0</td> </tr> <tr> <td>3</td> <td>711340 - Commercial Photo 1</td> <td>65</td> <td>0</td> <td>18</td> <td>21</td> <td>26</td> <td>0</td> </tr> <tr> <td>4</td> <td>711380 - Ceramics 1</td> <td>148</td> <td>0</td> <td>36</td> <td>65</td> <td>47</td> <td>0</td> </tr> <tr> <td>5</td> <td>711390 - Ceramics 2</td> <td>55</td> <td>0</td> <td>10</td> <td>25</td> <td>20</td> <td>0</td> </tr> <tr> <td>6</td> <td>711460 - Yearbook</td> <td>34</td> <td>0</td> <td>7</td> <td>9</td> <td>18</td> <td>0</td> </tr> </tbody> </table> </div>	#	Course	Total Requests	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade	1	711215 - Art Foundations	27	0	9	14	4	0	2	711250 - Drawing/Painting	42	0	7	13	22	0	3	711340 - Commercial Photo 1	65	0	18	21	26	0	4	711380 - Ceramics 1	148	0	36	65	47	0	5	711390 - Ceramics 2	55	0	10	25	20	0	6	711460 - Yearbook	34	0	7	9	18	0
#	Course	Total Requests	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade																																																			
1	711215 - Art Foundations	27	0	9	14	4	0																																																			
2	711250 - Drawing/Painting	42	0	7	13	22	0																																																			
3	711340 - Commercial Photo 1	65	0	18	21	26	0																																																			
4	711380 - Ceramics 1	148	0	36	65	47	0																																																			
5	711390 - Ceramics 2	55	0	10	25	20	0																																																			
6	711460 - Yearbook	34	0	7	9	18	0																																																			
<p>Course Group</p>	<p>This report displays all the course groups in the system. This can be helpful in determining that all the courses in a group have been added to that group as well as verifying availability of the course within the group. Groups may be displayed by group name or group number.</p>	<div style="text-align: center;"> <h3>Course Groups</h3> <p>10th Grade Elective - Art</p> <p>711215 - Art Foundations 711340 - Commercial Photo 1 711480 - Honors Art 2 711380 - Ceramics 1 711250 - Drawing/Painting 711390 - Ceramics 2 711510 - Honors Art 1</p> <p>10th Grade Elective - Bio Scie</p> <p>716600 - Bioloov 716605 - Human Bioloov 716750 - Physioloov Honors</p> </div>																																																								
<p>Core Setup</p>	<p>Core course requirements for each grade level grouped by grade level and courses available. The results can be sorted by name or by number.</p>	<div style="text-align: center;"> <h3>Core Setup</h3> <p>9th Grade Math - Grade Levels: 9</p> <p>715100 - Algebra 1 715300 - Geometry 715200 - Algebra 2 715320 - Geometry/Trig Honors</p> <p>9th Grade English - Grade Levels: 9</p> </div>																																																								
<p>Elective Setup</p>	<p>Electives for each grade level and courses available in each group. The results can be sorted by name or by number.</p>	<div style="text-align: center;"> <h3>Elective Setup</h3> <p>9th Grade Electives - Grade Levels: 9</p> <p>9th Grade Elective - Music: 715872 - Concert Band 715920 - Mixed Chorus 715984 - Sinfonia 715910 - Concert Chorus 715865 - Percussion 712306 - Sp Ed Info Processing 715860 - Jazz Band 715840 - Philharmonic Orchestra 715980 - Symphony Orchestra</p> <p>9th Grade Elective - Foreign L 714450 - American Sign Language 1 714130 - French 3 714240 - German 3 Honors 714250 - AP German 4 714200 - German 1 714300 - Spanish 1 714100 - French 1 714220 - German 2 714320 - Spanish 2 714120 - French 2 714230 - German 3 714340 - Spanish 3 Honors</p> </div>																																																								
<p>Alternate Setup</p>	<p>Alternates for each grade level and courses available in each group. The results can be sorted by name or by number.</p>	<div style="text-align: center;"> <h3>Alternate Setup</h3> <p>Alternates - Grade Levels: 9,10,11,12</p> <p>Choose 1 credit of electives.</p> <table border="0"> <tr> <td>719999 - *** PENDING</td> <td>719785 - ES-PE</td> <td>715099 - SS-Algebra 1B/A</td> </tr> <tr> <td>719899 - *No Class First Period Sem 1</td> <td>719783 - ES-Science</td> <td>715085 - SS-Algebra 2</td> </tr> <tr> <td>719997 - *No Class First Period Sem 2</td> <td>713670 - ESL English - Adv</td> <td>716610 - SS-Biology</td> </tr> <tr> <td>712265 - 3D Digital</td> <td>713671 - ESL English - Beg</td> <td>712126 - SS-Computer Literature</td> </tr> <tr> <td>712509 - 9th 1st Semester Drivers ED</td> <td>713674 - ESL English - Intrm</td> <td>712303 - SS-Computer Technology</td> </tr> <tr> <td>715800 - A Cappella</td> <td>713677 - ESL-English Senior</td> <td>712530 - SS-Drivers Ed</td> </tr> <tr> <td>719251 - Academic Intervention</td> <td>715110 - ESOL Algebra 1</td> <td>716632 - SS-Earth Systems</td> </tr> </table> </div>	719999 - *** PENDING	719785 - ES-PE	715099 - SS-Algebra 1B/A	719899 - *No Class First Period Sem 1	719783 - ES-Science	715085 - SS-Algebra 2	719997 - *No Class First Period Sem 2	713670 - ESL English - Adv	716610 - SS-Biology	712265 - 3D Digital	713671 - ESL English - Beg	712126 - SS-Computer Literature	712509 - 9th 1st Semester Drivers ED	713674 - ESL English - Intrm	712303 - SS-Computer Technology	715800 - A Cappella	713677 - ESL-English Senior	712530 - SS-Drivers Ed	719251 - Academic Intervention	715110 - ESOL Algebra 1	716632 - SS-Earth Systems																																			
719999 - *** PENDING	719785 - ES-PE	715099 - SS-Algebra 1B/A																																																								
719899 - *No Class First Period Sem 1	719783 - ES-Science	715085 - SS-Algebra 2																																																								
719997 - *No Class First Period Sem 2	713670 - ESL English - Adv	716610 - SS-Biology																																																								
712265 - 3D Digital	713671 - ESL English - Beg	712126 - SS-Computer Literature																																																								
712509 - 9th 1st Semester Drivers ED	713674 - ESL English - Intrm	712303 - SS-Computer Technology																																																								
715800 - A Cappella	713677 - ESL-English Senior	712530 - SS-Drivers Ed																																																								
719251 - Academic Intervention	715110 - ESOL Algebra 1	716632 - SS-Earth Systems																																																								

Chapter 6: Using Request Reports



<p>Special Setup</p>	<p>Displays the list of special courses either by number or name, as selected. Special courses are any course that is outside the normal requirements, electives and alternates available.</p>	<p>Special Setup</p> <table border="1"> <thead> <tr> <th colspan="2">9th Grade Special - Grade Levels: 9</th> </tr> </thead> <tbody> <tr> <td>719000 - Release Time</td> <td></td> </tr> </tbody> <thead> <tr> <th colspan="2">10th Grade Special - Grade Levels: 10</th> </tr> </thead> <tbody> <tr> <td>719000 - Release Time</td> <td></td> </tr> </tbody> <thead> <tr> <th colspan="2">11th Grade Special - Grade Levels: 11</th> </tr> </thead> <tbody> <tr> <td>719000 - Release Time</td> <td>719999 - *No Class First Period Sem 1</td> </tr> <tr> <td></td> <td>719997 - *No Class First Period Sem 2</td> </tr> </tbody> </table>	9th Grade Special - Grade Levels: 9		719000 - Release Time		10th Grade Special - Grade Levels: 10		719000 - Release Time		11th Grade Special - Grade Levels: 11		719000 - Release Time	719999 - *No Class First Period Sem 1		719997 - *No Class First Period Sem 2																																		
9th Grade Special - Grade Levels: 9																																																		
719000 - Release Time																																																		
10th Grade Special - Grade Levels: 10																																																		
719000 - Release Time																																																		
11th Grade Special - Grade Levels: 11																																																		
719000 - Release Time	719999 - *No Class First Period Sem 1																																																	
	719997 - *No Class First Period Sem 2																																																	
<p>Prerequisite Courses</p>	<p>Displays the list of required prerequisites for requested courses.</p>	<p>Courses with Prerequisites</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Prerequisites</th> </tr> </thead> <tbody> <tr> <td>716344 - Adv Weight Trng Male</td> <td>716140 - Adv Weight Training 716340 - Weight Training-Boys</td> </tr> <tr> <td>711396 - Ceramic Sculpture</td> <td>711380 - Ceramics 1 711390 - Ceramics 2</td> </tr> </tbody> </table>	Course	Prerequisites	716344 - Adv Weight Trng Male	716140 - Adv Weight Training 716340 - Weight Training-Boys	711396 - Ceramic Sculpture	711380 - Ceramics 1 711390 - Ceramics 2																																										
Course	Prerequisites																																																	
716344 - Adv Weight Trng Male	716140 - Adv Weight Training 716340 - Weight Training-Boys																																																	
711396 - Ceramic Sculpture	711380 - Ceramics 1 711390 - Ceramics 2																																																	
<p>Grade Restricted Courses By Course</p>	<p>Displays the list of courses restricted by grade and listed by name or number.</p>	<p>Grade Restricted Courses by Course</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Grade Levels</th> </tr> </thead> <tbody> <tr> <td>719999 - *** PENDING</td> <td>8</td> </tr> <tr> <td>719899 - *No Class First Period Sem 1</td> <td>9,10,11,12</td> </tr> <tr> <td>719997 - *No Class First Period Sem 2</td> <td>9,10,11,12</td> </tr> <tr> <td>712265 - 3D Digital</td> <td>8</td> </tr> </tbody> </table>	Course	Grade Levels	719999 - *** PENDING	8	719899 - *No Class First Period Sem 1	9,10,11,12	719997 - *No Class First Period Sem 2	9,10,11,12	712265 - 3D Digital	8																																						
Course	Grade Levels																																																	
719999 - *** PENDING	8																																																	
719899 - *No Class First Period Sem 1	9,10,11,12																																																	
719997 - *No Class First Period Sem 2	9,10,11,12																																																	
712265 - 3D Digital	8																																																	
<p>Grade Restricted Courses By Grade</p>	<p>Displays the list of courses restricted by grade and listed by name or number. Groups the courses restricted into grades.</p>	<p>Grade Restricted Courses by Grade</p> <table border="1"> <thead> <tr> <th colspan="3">Grade 8</th> </tr> </thead> <tbody> <tr> <td>710050 - Moving</td> <td>716410 - Drill Team</td> <td>719650 - Reading 2</td> </tr> <tr> <td>711060 - Agriculture Business</td> <td>716604 - Biology HF</td> <td>719651 - Res Read A Prog</td> </tr> <tr> <td>711180 - Art</td> <td>716606 - Intro Health Sci (Human Biolog</td> <td>719655 - Reading 1 Res</td> </tr> <tr> <td>711205 - Visual Arts</td> <td>716610 - SS-Biology</td> <td>719660 - Reading 3</td> </tr> <tr> <td>711220 - Commercial Art</td> <td>716632 - SS-Earth Systems</td> <td>719671 - Read 180</td> </tr> <tr> <td>711240 - Drawing 1</td> <td>716634 - SS-Science Project</td> <td>719672 - Writing 3</td> </tr> <tr> <td>711360 - Commercial Photo 2</td> <td>716645 - CP CHEM-Girls</td> <td>719680 - Res Physical Ed</td> </tr> <tr> <td>711365 - Photography Advanced</td> <td>716650 - CP Chemistry Honors</td> <td>719756 - Resource Work Training</td> </tr> <tr> <td>711396 - Ceramic Sculpture</td> <td>716685 - Geology</td> <td>719760 - US History Team</td> </tr> <tr> <td>711501 - AP Art II</td> <td>716702 - Earth Systems HF</td> <td>719776 - LIFE SKILLS</td> </tr> <tr> <td>711520 - Design</td> <td>716705 - ESOL Physical Science</td> <td>719777 - Communication Class</td> </tr> <tr> <td>712020 - Accounting 2</td> <td>716708 - Astronomy</td> <td>719778 - E. S. Unit</td> </tr> <tr> <td>712100 - Desktop Publishing</td> <td>716785 - Science Explor Mangement</td> <td>719780 - ES-English</td> </tr> <tr> <td>712125 - Computer Management</td> <td>716820 - Zoology</td> <td>719781 - ES-Math</td> </tr> <tr> <td>712126 - SS-Computer Literature</td> <td>717020 - Ancient World</td> <td>719782 - ES-History</td> </tr> </tbody> </table>	Grade 8			710050 - Moving	716410 - Drill Team	719650 - Reading 2	711060 - Agriculture Business	716604 - Biology HF	719651 - Res Read A Prog	711180 - Art	716606 - Intro Health Sci (Human Biolog	719655 - Reading 1 Res	711205 - Visual Arts	716610 - SS-Biology	719660 - Reading 3	711220 - Commercial Art	716632 - SS-Earth Systems	719671 - Read 180	711240 - Drawing 1	716634 - SS-Science Project	719672 - Writing 3	711360 - Commercial Photo 2	716645 - CP CHEM-Girls	719680 - Res Physical Ed	711365 - Photography Advanced	716650 - CP Chemistry Honors	719756 - Resource Work Training	711396 - Ceramic Sculpture	716685 - Geology	719760 - US History Team	711501 - AP Art II	716702 - Earth Systems HF	719776 - LIFE SKILLS	711520 - Design	716705 - ESOL Physical Science	719777 - Communication Class	712020 - Accounting 2	716708 - Astronomy	719778 - E. S. Unit	712100 - Desktop Publishing	716785 - Science Explor Mangement	719780 - ES-English	712125 - Computer Management	716820 - Zoology	719781 - ES-Math	712126 - SS-Computer Literature	717020 - Ancient World	719782 - ES-History
Grade 8																																																		
710050 - Moving	716410 - Drill Team	719650 - Reading 2																																																
711060 - Agriculture Business	716604 - Biology HF	719651 - Res Read A Prog																																																
711180 - Art	716606 - Intro Health Sci (Human Biolog	719655 - Reading 1 Res																																																
711205 - Visual Arts	716610 - SS-Biology	719660 - Reading 3																																																
711220 - Commercial Art	716632 - SS-Earth Systems	719671 - Read 180																																																
711240 - Drawing 1	716634 - SS-Science Project	719672 - Writing 3																																																
711360 - Commercial Photo 2	716645 - CP CHEM-Girls	719680 - Res Physical Ed																																																
711365 - Photography Advanced	716650 - CP Chemistry Honors	719756 - Resource Work Training																																																
711396 - Ceramic Sculpture	716685 - Geology	719760 - US History Team																																																
711501 - AP Art II	716702 - Earth Systems HF	719776 - LIFE SKILLS																																																
711520 - Design	716705 - ESOL Physical Science	719777 - Communication Class																																																
712020 - Accounting 2	716708 - Astronomy	719778 - E. S. Unit																																																
712100 - Desktop Publishing	716785 - Science Explor Mangement	719780 - ES-English																																																
712125 - Computer Management	716820 - Zoology	719781 - ES-Math																																																
712126 - SS-Computer Literature	717020 - Ancient World	719782 - ES-History																																																



Chapter 6: Using Request Reports

Under and Over Schedule Students

An Under Schedule Student is a student who had requested less than the required number of credits. An Over Schedule Student is a student who has requested more than the allowed number of credits for a schedule. These two are grouped in the Open Schedule Students report. This report provides the list of students who have too few or too many credits in the schedule request. The list is provided in alphabetical order by student last name.



Select the grade number to run a report on a specific grade. The report will display students in that grade in alphabetical order.

Select **Request Admin Reports > Under and Over Schedule Students [Grade Number]**

Under and Over Requested Students Grade 11
Min. Credits: 7.00 - Max. Credits: 7.00

#	Student	Credits	Logged In
1	Acosta, Nelly L	4.00	
2	Aldous, Travis B	0.00	
3	Alphin, Kelsie	0.00	
4	Anderson, Bryce K	1.00	
5	Anstead, Matthew C	0.00	
6	Arana, Ana M	0.00	
7	Ashton, Kim	0.00	
8	Bagley, Stephanie	0.00	
9	Bailey, Jonathan Thomas	3.50	
10	Barney, Lindsay A	0.00	
11	Baxter, Colin	0.00	
12	Bogay, Kirk	0.00	
13	Bergmann, Chelsey V	3.50	
14	Bornier, Corey A	0.00	

The student name, number of periods they have scheduled and whether they have logged in will display.
Select the student name to display the student's request schedule page.

Student Requests: Acosta, Nelly L (Grade 11)

It is possible that Phoenix will be on a Block/B period class schedule next year. In the event we switch to the Block schedule, all students need to request 8.0 credits instead of 7.0 credits. All students will need to add an extra credit by going to Step 4 and clicking on Add Alternates and then request an additional 1.0 credit to make a total of 8.0 credits.

Requests	Summary	Graduation Requirements
Requested by Course Number Step: 1 Special Add Special 719000 Release Time 1.00 remove Total Special Hours 1.00 Step: 2 Core Add Core 719430 AP English 1,2 1.00 remove Total Core Hours 1.00 Step: 3 Electives Add Electives 718010 Auto 1 .50 remove 711380 Computers 2 .50 remove 719420 College Algebra/Trig 1.00 remove Total Electives Hours 2.00 Total Requested Hours 4.00 Step: 4 Alternates Add Alternates 711480 1.00 remove Total Alternates Hours 1.00	Summary Full Schedule Hours: 7.00 Total Hours Requested: 6.00 Hours Needed: 3.00	Graduation Requirements Please fill core requirements early to prevent schedule conflicts in your Senior year. 9th Grade English 9 Complete Math 9 Complete Geography Complete PE - Fitness for Life Complete Computer Technology Complete 10th Grade English 10 Complete Math 10 Complete US History Complete Biological Sciences Complete Health Complete 11th Grade English 11 Scheduled World Qualifications Scheduled Physical Science Complete 12th Grade English 12 Scheduled US Government Scheduled Social Studies Elective Scheduled Physical Education Elective Scheduled

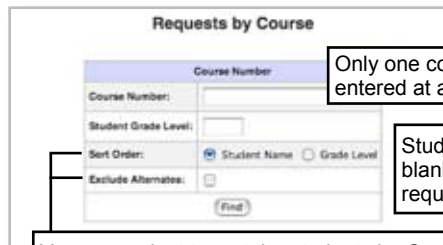
As an administrator, you may select or delete courses for the student.

Requests By Course

ClassChoice gives you the opportunity to search by course and return a list of students who have requested that course for the next year.



1. Select **Request Admin Reports > Request by Course**.



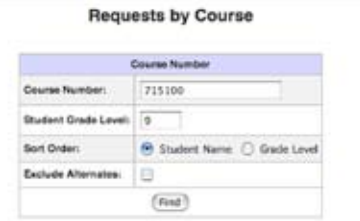
Only one course number may be entered at a time.

Student Grade Level may be left blank if more than one grade can request the course listed.

You may select to sort the students by Grade Level if the grade level has not been restricted to a single grade. Select the radio button Student Name to sort by student name or select the radio button for Grade Level to sort by grade level.

Students requesting the class as an alternate may be excluded by activating the checkbox next to Exclude Alternates.

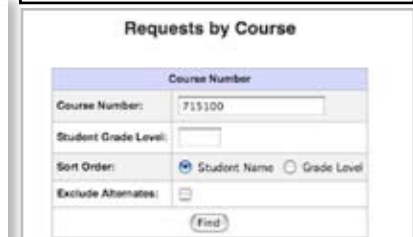
Sorted by Student Name with the Grade Level defined.



#	Student	Grade
1	Acosta, Kevin	9
2	Artandujaga, Jesson	9
3	Campbell, Matthew D	9
4	Delgado, Jose	9
5	Fode, Sarah	9
6	Guerrero, Jorge	9
7	Mitchell, Aaron E	9
8	Robles, Isis	9

Sorted by Grade Level, with no Student Grade Level restriction.

Students will be listed alphabetically in each grade displayed.



#	Student	Grade
1	Acosta, Kevin	9
2	Artandujaga, Jesson	9
3	Campbell, Matthew D	9
4	Delgado, Jose	9
5	Fode, Sarah	9
6	Guerrero, Jorge	9
7	Mitchell, Aaron E	9
8	Robles, Isis	9
9	Bates, Ian	10
10	Blair, Tiffany L	10
11	Carter, Rachel A	10
12	Holt, Rebecca A	10

2. Enter the course number and (optional) student grade level. Select whether to sort by grade level or student name and whether to exclude displaying students who have selected the course as an alternate.
3. Select FIND.

NOTE: The Sort Order radio button will default back to Student Name once you select FIND. This does not affect the sort order you selected, if you selected to sort by Grade Level.



Chapter 6: Using Request Reports

Course Request Tally

You can request a tally of the course request by course name or number.

1. Select **Request Admin Reports > Course Request Tally**.



Request Tally Report

Options

Sort Order: Course Name Course Number

Exclude Alternates:

Submit

By Course Name

Request Tally Report

Options

Sort Order: Course Name Course Number

Exclude Alternates:

Submit

By Course Number

2. Select Sort Order and whether to Exclude Alternates.
3. Select SUBMIT. The Course Request Tally provides a detailed listing of information on each course available for the next year. Select the number in the column next to the course in order to display a detailed listing of students who have requested this course.

Course Request Tally

#	Course	Total Requests	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
1	711215 - Art Foundations	27	0	9	14	4	0
2	711250 - Drawing/Painting	42	0	7	13	22	0
3	711340 - Commercial Photo 1	65	0	18	21	26	0
4	711380 - Ceramics 1	148	0	36	65	47	0
5	711390 - Ceramics 2	55	0	10	25	20	0
6	711460 - Yearbook	34	0	7	9	18	0
7	711480 - Honors Art 2	9	0	0	7	2	0
8	711500 - AP Art	16	0	0	0	16	0
9	711510 - Honors Art 1	4	0	4	0	0	0
10	711540 - Commercial Art 1	28	0	3	11	14	0
11	712000 - Accounting 1/2	24	0	0	4	20	0
12	712025 - Accounting 3/4	9	0	0	2	7	0
13	712080 - Economics	40	0	0	19	21	0
14	712085 - Leadership Principles	12	0	1	3	8	0
15	712090 - Marketing	21	0	0	5	16	0
16	712095 - Business Management	21	0	3	3	15	0
17	712096 - Financial Literacy	217	0	0	55	162	0
18	712155 - Multi Media Development	27	0	3	17	7	0

Each column (Total Requests and grade level columns) provides the number of student requests for that course.

The number in the column is selectable and returns a secondary page with a detailed listing of the students who have requested that course.

Course Requests

712096 - Financial Literacy

#	Student	Grade
1	Ang, Isabella	10
2	Ashby, Colton W	10
3	Bacon, Jeffrey K	10
4	Bindraban, Rebecca	10
5	Bounous, James	10
6	Brown, Margaret I	10
7	Brummer, Shayla L	10
8	Byon, Jennifer B	10
9	Christensen, Ariel	10
10	Christensen, Kai M	10
11		

10th Grade column number selected.

Course Requests

712096 - Financial Literacy

#	Student	Grade
1	Alisa, Michael	11
2	Ang, Isabella	10
3	Armstrong, Aleccis	11
4	Armstrong, Joseph T	11
5	Ashby, Colton W	10
6	Austin, Christian M	11
7	Bacon, Jeffrey K	10
8	Bahme, Bret	11
9	Baird, David	11
10	Ballard, Jameson S	11
11	Beaumont, Shane M	11

Total Requests column number selected.

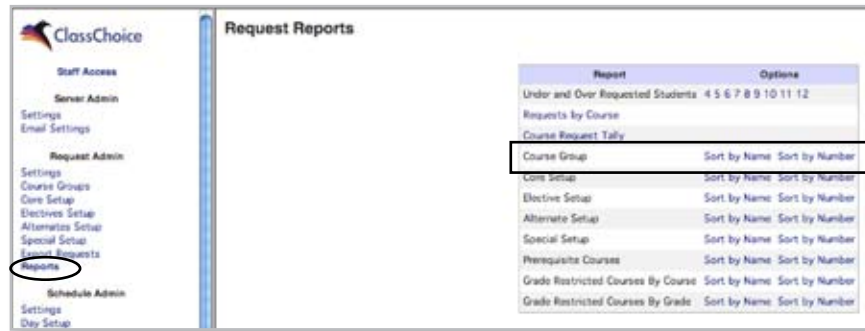


Course Group Report

A report can be run to display all the course groups in the system. This is especially helpful in determining that all the courses in a group have been added to that group and verifying the availability of the course within that group. Groups are used to assist students in quickly finding the needed course or alternative course to request.

When selecting a report, you can display the report sorted by the course group name or number. Selecting name or number will identify how the courses within the course group are organized and displayed.

Select **Request Admin Reports > Course Group [Sort By Name or Sort By Number]**



Sorted by Name.

Course Groups	
10th Grade Elective - Art	
711215 - Art Foundations 711340 - Commercial Photo 711480 - Honors Art 2	
711380 - Ceramics 1 711250 - Drawing/Painting	
711390 - Ceramics 2 711510 - Honors Art 1	
10th Grade Elective - Bio/Sci	
716400 - Biology 716605 - Human Biology 716750 - Physiology Honors	
10th Grade Elective - Drama	
717720 - Drama 1 717730 - Drama 2 717715 - Film History & Apprec	
10th Grade Elective - Foreign	
714450 - American Sign Language 1 714350 - AP Spanish 4 714220 - German 2	
714455 - American Sign Language 2 714100 - French 1 714230 - German 3	
714460 - American Sign Language 3 714120 - French 2 714240 - German 3 Honors	
714150 - AP French 4 714130 - French 3 714300 - Spanish 1	
714250 - AP German 4 714140 - French 3 Honors 714320 - Spanish 2	
714260 - AP German 3 714200 - German 1 714340 - Spanish 3 Honors	
10th Grade Elective - Math	
715100 - Algebra 1 715420 - College Algebra/Trig 715450 - Pre Calculus Honors	
715200 - Algebra 2 715300 - Geometry 715105 - Self Paced Algebra 1	
715530 - AP Statistics 715320 - Geometry/Trig Honors	
10th Grade Elective - Music	
715800 - A Cappella 715860 - Jazz Band 715840 - Philharmonic Orchestra	
715930 - AP Music 715920 - Mixed Chorus 715884 - Sinfonia	
715872 - Concert Band 715990 - Music Ind.Study 715820 - Symphony Band	
715910 - Concert Chorus 715865 - Percussion 715880 - Symphony Orchestra	
10th Grade Elective - Phys/Sci	
716635 - Chemistry 716740 - Physics	
716640 - OI Chemistry 716710 - Principle of Physics	
10th Grade Elective - Post Ar	

Sorted by Number.

Course Groups	
10th Grade Elective - Art	
711215 - Art Foundations 711380 - Ceramics 1 711510 - Honors Art 1	
711250 - Drawing/Painting 711390 - Ceramics 2	
711340 - Commercial Photo 711480 - Honors Art 2	
10th Grade Elective - Bio/Sci	
716400 - Biology 716605 - Human Biology 716750 - Physiology Honors	
10th Grade Elective - Drama	
717715 - Film History & Apprec 717720 - Drama 1 717730 - Drama 2	
10th Grade Elective - Foreign	
714100 - French 1 714200 - German 2 714320 - Spanish 2	
714120 - French 2 714230 - German 3 714340 - Spanish 3 Honors	
714130 - French 3 714240 - German 3 Honors 714350 - AP Spanish 4	
714140 - French 3 Honors 714250 - AP German 4 714450 - American Sign Language 1	
714150 - AP French 4 714260 - AP German 5 714455 - American Sign Language 2	
714200 - German 1 714300 - Spanish 1 714460 - American Sign Language 3	
10th Grade Elective - Math	
715100 - Algebra 1 715300 - Geometry 715450 - Pre Calculus Honors	
715105 - Self Paced Algebra 1 715320 - Geometry/Trig Honors 715320 - AP Statistics	
715200 - Algebra 2 715420 - College Algebra/Trig	
10th Grade Elective - Music	
715800 - A Cappella 715863 - Percussion 715930 - AP Music	
715820 - Symphonic Band 715872 - Concert Band 715990 - Symphony Orchestra	
715840 - Philharmonic Orchestra 715910 - Concert Chorus 715984 - Sinfonia	
715840 - Jazz Band 715920 - Mixed Chorus 715990 - Music Ind.Study	
10th Grade Elective - Phys/Sci	
716635 - Chemistry 716710 - Principle of Physics	
716640 - OI Chemistry 716740 - Physics	
10th Grade Elective - Post Ar	
711460 - Yearbook 712320 - Certified Novell Adm OIA 718130 - Vocational Architect 1	



Chapter 6: Using Request Reports

Core Setup Reports

Core course requirements for each grade level can be reviewed by running this report. This setup groups the requirements into grade level and courses available.

Select **Request Admin Reports > Core Setup [Sort By Name or Sort By Number]**.



Sort By Name

9th Grade Math - Grade Levels: 9	
713100 - Algebra 1 715300 - Geometry	
715200 - Algebra 2 715320 - Geometry/Trig Honors	
9th Grade English - Grade Levels: 9	
713100 - English 9	713671 - ESL English - Beg
713670 - ESL English - Adv 713674 - ESL English - Intrm	
9th Grade PE - Grade Levels: 9	
716110 - Fitness For Life-Boys 716115 - Fitness For Life-Girls	
9th Grade Geography - Grade Levels: 9	
717100 - Geography 717105 - Geography Honors	
9th Grade Computer - Grade Levels: 9	
712300 - Computer Technology 712180 - Word Processing Basic	
12th Grade English - Grade Levels: 12	
717740 - Advanced Drama	713306 - Contemporary Literature
713302 - American Literature II	713440 - CP English: Intro to Writing 713420 - Media Literacy
713450 - AP English 12	713550 - Creative Writing
713304 - British Literature	713670 - ESL English - Adv
712260 - Business Communication 713671 - ESL English - Beg	713305 - Shakespears
10th Grade English - Grade Levels: 10	
713200 - English 10	713671 - ESL English - Beg
713670 - ESL English - Adv 713674 - ESL English - Intrm	
10th Grade PE Recommended - Grade Levels: 10	
716300 - PE Skills-Boys 716305 - PE Skills-Girls	

Sort By Number

9th Grade Math - Grade Levels: 9	
715100 - Algebra 1 715300 - Geometry	
715200 - Algebra 2 715320 - Geometry/Trig Honors	
9th Grade English - Grade Levels: 9	
713100 - English 9	713671 - ESL English - Beg
713670 - ESL English - Adv 713674 - ESL English - Intrm	
9th Grade PE - Grade Levels: 9	
716110 - Fitness For Life-Boys 716115 - Fitness For Life-Girls	
9th Grade Geography - Grade Levels: 9	
717100 - Geography 717105 - Geography Honors	
9th Grade Computer - Grade Levels: 9	
712180 - Word Processing Basic 712300 - Computer Technology	
12th Grade English - Grade Levels: 12	
712260 - Business Communication 713415 - Science Fiction/Fantasy	713670 - ESL English - Adv
713302 - American Literature II	713420 - Media Literacy
713304 - British Literature	713440 - CP English: Intro to Writing 713674 - ESL English - Intrm
713305 - Shakespeare	713450 - AP English 12
713306 - Contemporary Literature 713550 - Creative Writing	717740 - Advanced Drama
10th Grade English - Grade Levels: 10	
713200 - English 10	713671 - ESL English - Beg
713670 - ESL English - Adv 713674 - ESL English - Intrm	
10th Grade PE Recommended - Grade Levels: 10	



Elective Setup Report

Electives can also be organized in their appropriate groups. The Elective Setup Report displays the list of groups of electives and their courses included in each group. This format also assists the students in finding all the course information they require easily at hand when they are making requests.

Select **Request Admin Reports > Elective Setup [Sort By Name or Sort By Number]**



Elective Setup Sort By Name

8th Grade Elective - Grade Levels: 8		
8th Grade Elective - Music		
715872 - Concert Band	715920 - Mixed Chorus	715984 - Sinfonia
715910 - Concert Chorus	715865 - Percussion	712306 - Sp Ed Info Processing
715860 - Jazz Band	715840 - Philharmonic Orchestra	715980 - Symphony Orchestra
8th Grade Elective - Foreign L		
714450 - American Sign Language 1	714130 - French 3	714240 - German 3 Honors
714250 - AP German 4	714200 - German 1	714300 - Spanish 1
714100 - French 1	714220 - German 2	714320 - Spanish 2
714120 - French 2	714230 - German 3	714340 - Spanish 3 Honors
8th Grade Elective - Practical		
718110 - Architecture 1	714751 - Fashion Design	718115 - Rendering
718010 - Auto 1	714752 - Fashion Strategies	718585 - Small Engines - M/T
718020 - Auto 2	714800 - Foods 1	714755 - Sports Sewing/Cloth 1
718150 - Cad	714820 - Foods 2	718030 - Voc Auto
714740 - Clothing 1	714880 - Interior Design 1	718582 - Wood Turning
714742 - Clothing 2	714881 - Interior Design 2	718500 - Woods 1
712170 - Desktop Publishing	714882 - Interior Design Sewing	718510 - Woods 2
718100 - Drafting 1	718430 - Metals 1	712180 - Word Processing Basic
8th Grade Elective - Fine Art		
716385 - Adv Ballroom-Boys	717720 - Drama 1	715860 - Jazz Band
716370 - Advanced Dance Company	711250 - Drawing/Painting	715920 - Mixed Chorus
711215 - Art Foundations	717715 - Film History & Apprec	715865 - Percussion
716381 - Ballroom Dance 1-Boys	711510 - Honors Art 1	715984 - Sinfonia
716380 - Ballroom Dance 1-Girls	716360 - Intermediate Dance 1	715980 - Symphony Orchestra
716350 - Beginning Dance	716362 - Intm Ballroom-Boys	
715872 - Concert Band	716383 - Intm Ballroom-Girls	
8th Grade Electives - Other		
716140 - Adv Weight Training	711250 - Drawing/Painting	716020 - Life Time Sports
711215 - Art Foundations	714751 - Fashion Design	716300 - PE Skills-Boys
718020 - Auto 2	714752 - Fashion Strategies	716320 - Run Fitness
716381 - Ballroom Dance 1-Boys	714800 - Foods 1	715120 - Self Paced Algebra 1
716380 - Ballroom Dance 1-Girls	714820 - Foods 2	718585 - Small Engines - M/T
716350 - Beginning Dance	711510 - Honors Art 1	716120 - Swim Team

Elective Setup Sort By Number

8th Grade Elective - Grade Levels: 8		
8th Grade Elective - Music		
715872 - Concert Band	715920 - Mixed Chorus	715984 - Sinfonia
715910 - Concert Chorus	715865 - Percussion	712306 - Sp Ed Info Processing
715860 - Jazz Band	715840 - Philharmonic Orchestra	715980 - Symphony Orchestra
8th Grade Elective - Foreign L		
714450 - American Sign Language 1	714130 - French 3	714240 - German 3 Honors
714250 - AP German 4	714200 - German 1	714300 - Spanish 1
714100 - French 1	714220 - German 2	714320 - Spanish 2
714120 - French 2	714230 - German 3	714340 - Spanish 3 Honors
8th Grade Elective - Practical		
718110 - Architecture 1	714751 - Fashion Design	718115 - Rendering
718010 - Auto 1	714752 - Fashion Strategies	718585 - Small Engines - M/T
718020 - Auto 2	714800 - Foods 1	714755 - Sports Sewing/Cloth 1
718150 - Cad	714820 - Foods 2	718030 - Voc Auto
714740 - Clothing 1	714880 - Interior Design 1	718582 - Wood Turning
714742 - Clothing 2	714881 - Interior Design 2	718500 - Woods 1
712170 - Desktop Publishing	714882 - Interior Design Sewing	718510 - Woods 2
718100 - Drafting 1	718430 - Metals 1	712180 - Word Processing Basic
8th Grade Elective - Fine Art		
716385 - Adv Ballroom-Boys	717720 - Drama 1	715860 - Jazz Band
716370 - Advanced Dance Company	711250 - Drawing/Painting	715920 - Mixed Chorus
711215 - Art Foundations	717715 - Film History & Apprec	715865 - Percussion
716381 - Ballroom Dance 1-Boys	711510 - Honors Art 1	715984 - Sinfonia
716380 - Ballroom Dance 1-Girls	716360 - Intermediate Dance 1	715980 - Symphony Orchestra
716350 - Beginning Dance	716362 - Intm Ballroom-Boys	
715872 - Concert Band	716383 - Intm Ballroom-Girls	
8th Grade Electives - Other		
716140 - Adv Weight Training	711250 - Drawing/Painting	716020 - Life Time Sports
711215 - Art Foundations	714751 - Fashion Design	716300 - PE Skills-Boys
718020 - Auto 2	714752 - Fashion Strategies	716320 - Run Fitness
716381 - Ballroom Dance 1-Boys	714800 - Foods 1	715105 - Self Paced Algebra 1
716380 - Ballroom Dance 1-Girls	714820 - Foods 2	718585 - Small Engines - M/T
716350 - Beginning Dance	711510 - Honors Art 1	716120 - Swim Team



Chapter 6: Using Request Reports

Alternate Setup Report

The Alternate Setup Report displays the list of alternate courses either by number or name, as selected.

Select **Request Admin Reports > Alternate Setup [Sort By Name or Sort By Number]**



Alternate Setup Sort By Name

Alternates - Grade Levels: 9,10,11,12		
Choose 1 credit of electives.		
719999 - *** PENDING	719785 - ES-PE	715099 - SS-Algebra 1B/A
719899 - *No Class First Period Sem 1	719783 - ES-Science	715085 - SS-Algebra 2
719997 - *No Class First Period Sem 2	713670 - ESL-English - Adv	716610 - SS-Biology
712265 - 3D Digital	713671 - ESL-English - Beg	712126 - SS-Computer Literature
712509 - 9th 1st Semester Drivers ED	713674 - ESL-English - Interm	712303 - SS-Computer Technology
715800 - A Cappella	713677 - ESL-English Senior	712530 - SS-Drivers Ed
719251 - Academic Intervention	715110 - ESOL Algebra 1	716632 - SS-Earth Systems
712000 - Accounting 1/2	713673 - ESOL Amer Culture	713000 - SS-English
712020 - Accounting 2	713672 - ESOL Geography	714101 - SS-French 1/Enrichment
712025 - Accounting 3/4	716705 - ESOL Physical Science	717103 - SS-Geography
714895 - Adult Roles	713675 - ESOL Study Skills	715096 - SS-Geometry
714896 - Adult Roles and Financial Resp	719219 - Extended Learning II	714201 - SS-German 1/Honors
716385 - Adv Ballm-Boys	715885 - Fall Marching Band	716001 - SS-Health
716384 - Adv Ballm-Girls	717465 - Family Science	719230 - SS-Intership
716140 - Adv Weight Training	714751 - Fashion Design	712177 - SS-KeyBoard 1
716370 - Advanced Dance Company	714750 - Fashion Merchant	715880 - SS-Marching Band
717740 - Advanced Drama	714752 - Fashion Strategies	715883 - SS-Marching Band
712150 - Advanced Word Processing	717715 - Film History & Apprc	716286 - SS-PE Skills
719242 - Advanced Work Exp	712096 - Financial Literacy	712178 - SS-Quattro Pro
719243 - Advanced Work Exp	718615 - Fire Science-7th prd	716634 - SS-Science Project
719244 - Advanced Work Exp	718573 - Fire Science6th prd	717303 - SS-US History
719245 - Advanced Work Exp	716110 - Fitness For Life-Boys	712176 - SS-Word Processing
719246 - Advanced Work Exp	710115 - Fitness For Life-Girls	717410 - SS-World History
719247 - Advanced Work Exp	714800 - Foods 1	716035 - Step Aerobics
719248 - Advanced Work Exp	714820 - Foods 2	717050 - Student Government
719241 - Advanced Work Exp	714825 - Foods 3/Catering	713630 - Study skills
711500 - Agriculture Business	714100 - French 1	713636 - Study Skills HF
715100 - Algebra 1	714120 - French 2	713635 - Study skills T
715090 - Algebra 1	714125 - French 2 Honor	716120 - Swim Team
715106 - Algebra 1 AB HF	714130 - French 3	715820 - Symphonic Band
715200 - Algebra 2	714140 - French 3 Honors	715980 - Symphony Orchestra
713303 - American Literature Honors	714160 - French 6	719128 - Teacher Assistant
713301 - American Literature I	717100 - Geography	719932 - Teacher assistant
713302 - American Literature II	717105 - Geography Honors	719933 - Teacher assistant
714450 - American Sign Language 1	717106 - Geography T	719935 - Teacher assistant
714455 - American Sign Language 2	716685 - Geology	719937 - Teacher assistant
		719939 - Teacher assistant
		719934 - Teacher assistant
		719935 - Teacher assistant

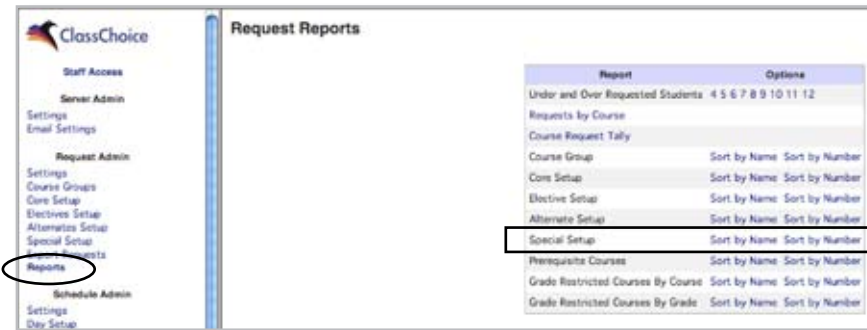
Alternate Setup Sort By Number

Alternates - Grade Levels: 9,10,11,12		
Choose 1 credit of electives.		
719999 - *** PENDING	719785 - ES-PE	715099 - SS-Algebra 1B/A
719899 - *No Class First Period Sem 1	719783 - ES-Science	715085 - SS-Algebra 2
719997 - *No Class First Period Sem 2	713670 - ESL-English - Adv	716610 - SS-Biology
712265 - 3D Digital	713671 - ESL-English - Beg	712126 - SS-Computer Literature
712509 - 9th 1st Semester Drivers ED	713674 - ESL-English - Interm	712303 - SS-Computer Technology
715800 - A Cappella	713677 - ESL-English Senior	712530 - SS-Drivers Ed
719251 - Academic Intervention	715110 - ESOL Algebra 1	716632 - SS-Earth Systems
712000 - Accounting 1/2	713673 - ESOL Amer Culture	713000 - SS-English
712020 - Accounting 2	713672 - ESOL Geography	714101 - SS-French 1/Enrichment
712025 - Accounting 3/4	716705 - ESOL Physical Science	717103 - SS-Geography
714895 - Adult Roles	713675 - ESOL Study Skills	715096 - SS-Geometry
714896 - Adult Roles and Financial Resp	719219 - Extended Learning II	714201 - SS-German 1/Honors
716385 - Adv Ballm-Boys	715885 - Fall Marching Band	716001 - SS-Health
716384 - Adv Ballm-Girls	717465 - Family Science	719230 - SS-Intership
716140 - Adv Weight Training	714751 - Fashion Design	712177 - SS-KeyBoard 1
716370 - Advanced Dance Company	714750 - Fashion Merchant	715880 - SS-Marching Band
717740 - Advanced Drama	714752 - Fashion Strategies	715883 - SS-Marching Band
712150 - Advanced Word Processing	717715 - Film History & Apprc	716286 - SS-PE Skills
719242 - Advanced Work Exp	712096 - Financial Literacy	712178 - SS-Quattro Pro
719243 - Advanced Work Exp	718615 - Fire Science-7th prd	716634 - SS-Science Project
719244 - Advanced Work Exp	718573 - Fire Science6th prd	717303 - SS-US History
719245 - Advanced Work Exp	716110 - Fitness For Life-Boys	712176 - SS-Word Processing
719246 - Advanced Work Exp	710115 - Fitness For Life-Girls	717410 - SS-World History
719247 - Advanced Work Exp	714800 - Foods 1	716035 - Step Aerobics
719248 - Advanced Work Exp	714820 - Foods 2	717050 - Student Government
719241 - Advanced Work Exp	714825 - Foods 3/Catering	713630 - Study skills
711500 - Agriculture Business	714100 - French 1	713636 - Study Skills HF
715100 - Algebra 1	714120 - French 2	713635 - Study skills T
715090 - Algebra 1	714125 - French 2 Honor	716120 - Swim Team
715106 - Algebra 1 AB HF	714130 - French 3	715820 - Symphonic Band
715200 - Algebra 2	714140 - French 3 Honors	715980 - Symphony Orchestra
713303 - American Literature Honors	714160 - French 6	719128 - Teacher Assistant
713301 - American Literature I	717100 - Geography	719932 - Teacher assistant
713302 - American Literature II	717105 - Geography Honors	719933 - Teacher assistant
714450 - American Sign Language 1	717106 - Geography T	719935 - Teacher assistant
714455 - American Sign Language 2	716685 - Geology	719937 - Teacher assistant
		719939 - Teacher assistant
		719934 - Teacher assistant
		719935 - Teacher assistant

Special Setup Report

The Special Setup Report displays the list of Special courses either by number or name, as selected. Special courses are any course that is outside the normal requirements, electives and alternate courses available.

Select **Request Admin Reports > Special Setup [Sort By Name or Sort By Number]**



Sort By Name

Special Setup	
9th Grade Special - Grade Levels: 9	
719000 - Release Time	
10th Grade Special - Grade Levels: 10	
719000 - Release Time	
11th Grade Special - Grade Levels: 11	
719899 - *No Class First Period Sem 1	719997 - *No Class First Period Sem 2
719000 - Release Time	
12th Grade Special - Grade Levels: 12	
719899 - *No Class First Period Sem 1	719997 - *No Class First Period Sem 2
719000 - Release Time	

Sort By Number

Special Setup	
9th Grade Special - Grade Levels: 9	
719000 - Release Time	
10th Grade Special - Grade Levels: 10	
719000 - Release Time	
11th Grade Special - Grade Levels: 11	
719000 - Release Time	719899 - *No Class First Period Sem 1
719997 - *No Class First Period Sem 2	719997 - *No Class First Period Sem 2
12th Grade Special - Grade Levels: 12	
719000 - Release Time	719899 - *No Class First Period Sem 1
719997 - *No Class First Period Sem 2	719997 - *No Class First Period Sem 2



Chapter 6: Using Request Reports

Prerequisite Courses Report

The Prerequisite Courses Report displays the list of required prerequisites for requested courses. As with the other reports, you may sort these by name or number. Prerequisites must be completed prior to taking the requested course.

Select **Request Admin Reports > Prerequisite Courses [Sort By Name or Sort By Number]**

Report	Options
Under and Over Requested Students	4 5 6 7 8 9 10 11 12
Requests by Course	
Course Request Tally	
Course Group	Sort by Name Sort by Number
Core Setup	Sort by Name Sort by Number
Elective Setup	Sort by Name Sort by Number
Alternate Setup	Sort by Name Sort by Number
Special Setup	Sort by Name Sort by Number
Prerequisite Courses	Sort by Name Sort by Number
Grade Restricted Courses by Course	Sort by Name Sort by Number
Grade Restricted Courses by Grade	Sort by Name Sort by Number

Sort By Name

Course	Prerequisites
716344 - Adv Weight Trng Male	716140 - Adv Weight Training 716340 - Weight Training-Boys
711396 - Ceramic Sculpture	711380 - Ceramics 1 711390 - Ceramics 2
711360 - Commercial Photo 2	711340 - Commercial Photo 1
714125 - French 2 Honor	714100 - French 1
714140 - French 3 Honors	714125 - French 2 Honor
714160 - French 6	714155 - AP French 5
716025 - Gpe Fit/basketball	716300 - PE Skills-Boys 716305 - PE Skills-Girls
712310 - Intro to JAVA programming	715200 - Algebra 2
715450 - Pre Calculus Honors	715200 - Algebra 2 715300 - Geometry
712166 - Video Production 2	712165 - TV Broadcasting/Video Producti
718441 - Voc Metals B	718440 - Voc Metals
718581 - Voc Woods B	718580 - Voc Woods

Sort By Number

Course	Prerequisites
716344 - Adv Weight Trng Male	716140 - Adv Weight Training 716340 - Weight Training-Boys
711396 - Ceramic Sculpture	711380 - Ceramics 1 711390 - Ceramics 2
711360 - Commercial Photo 2	711340 - Commercial Photo 1
714125 - French 2 Honor	714100 - French 1
714140 - French 3 Honors	714125 - French 2 Honor
714160 - French 6	714155 - AP French 5
716025 - Gpe Fit/basketball	716300 - PE Skills-Boys 716305 - PE Skills-Girls
712310 - Intro to JAVA programming	715200 - Algebra 2
715450 - Pre Calculus Honors	715200 - Algebra 2 715300 - Geometry
712166 - Video Production 2	712165 - TV Broadcasting/Video Producti
718441 - Voc Metals B	718440 - Voc Metals
718581 - Voc Woods B	718580 - Voc Woods

Grade Restricted Courses By Course Report

The Grade Restricted Courses By Course Report displays the list of courses restricted by grade and listed by course name or number, as selected.

Select **Request Admin Reports > Grade Restricted Courses By Course [Sort By Name or Sort By Number]**



Sort By Name

Grade Restricted Courses by Course

Course	Grade Levels
719999 - *** PENDING	8
719899 - *No Class First Period Sem 1	9,10,11,12
719997 - *No Class First Period Sem 2	9,10,11,12
712265 - 3D Digital	8
712509 - 9th 1st Semester Drivers ED	8
715800 - A Cappella	11,12
719251 - Academic Intervention	8
712000 - Accounting 1/2	10,11,12
712020 - Accounting 2	8
712025 - Accounting 3/4	11,12
714895 - Adult Roles	11,12
714896 - Adult Roles and Financial Resp	11,12
716385 - Adv Ballrm-Boys	9,10,11,12
716384 - Adv Ballrm-Girls	9,10,11,12
716140 - Adv Weight Training	10,11,12

Sort By Number

Grade Restricted Courses by Course

Course	Grade Levels
710050 - Moving	8
711060 - Agriculture Business	8
711180 - Art	8
711205 - Visual Arts	8
711215 - Art Foundations	9,10,11,12
711220 - Commercial Art	8
711240 - Drawing 1	8
711250 - Drawing/Painting	10,11,12
711340 - Commercial Photo 1	10,11,12
711360 - Commercial Photo 2	8
711365 - Photography Advanced	8
711380 - Ceramics 1	10,11,12
711390 - Ceramics 2	10,11,12
711396 - Ceramic Sculpture	8
711460 - Yearbook	10,11,12



Chapter 6: Using Request Reports

Grade Restricted Courses By Grade Report

The Grade Restricted Courses By Grade Report displays the list of courses restricted by grade and listed by course name or number, as selected. This report groups the courses restricted into grades.

Select **Request Admin Reports > Grade Restricted Courses By Course [Sort By Name or Sort By Number]**



Sort By Name

Grade Restricted Courses by Grade		
Grade 8		
719999 - *** PENDING	712200 - Intro Word Processing	719900 - Teacher assistant
712265 - 3D Digital	714400 - Japanese 1	719901 - Teacher assistant
712509 - 9th 1st Semester Drivers ED	714410 - Japanese 2	719970 - Teacher assistant
719251 - Academic Intervention	714420 - Japanese 3 Honors	719971 - Teacher assistant
712020 - Accounting 2	714425 - Japanese 4 AP	719972 - Teacher assistant
716344 - Adv Weight Trng Male	719135 - Library Aide	719973 - Teacher assistant
712150 - Advanced Word Processing	719776 - LIFE SKILLS	719974 - Teacher assistant
711060 - Agriculture Business	718250 - Linear Electron	719975 - Teacher assistant
715090 - Algebra 1	712515 - Maintenance Tech / Auto	719977 - Teacher assistant
715106 - Algebra 1 AB HF	712516 - Maintenance Tech / Auto	719978 - Teacher assistant
713303 - American Literature Honors	717160 - Modern World	719979 - Teacher assistant
717020 - Ancient World	710050 - Moving	719976 - Teacher assistant
711501 - AP Art B	715990 - Music Ind.Study	719940 - Teacher assistant
712307 - AP Computer Programming	717472 - Normandy Project	719941 - Teacher assistant
711180 - Art	714840 - Nutrition/Food	719942 - Teacher assistant
716708 - Astronomy	719102 - Office Aide	719943 - Teacher assistant
718165 - Autodesk Inventor	719134 - Office Aide Attendance	719944 - Teacher assistant
718210 - Basic Electronics 1	719133 - Office Aide Book Store	719945 - Teacher assistant
715060 - Basic General Math	719131 - Office Aide Counseling	719946 - Teacher assistant
716212 - Basketball	719132 - Office Aide Main	719947 - Teacher assistant
719203 - Beg Work Experience	719191 - Parent Release	719948 - Teacher assistant
719204 - Beg Work Experience	719194 - Parent Release	719949 - Teacher assistant
719205 - Beg Work Experience	719195 - Parent Release	719910 - Teacher assistant
719206 - Beg Work Experience	719196 - Parent Release	719911 - Teacher assistant
716604 - Biology HF	719197 - Parent Release	719912 - Teacher assistant
715886 - Brass 2	719192 - Parent Release	719913 - Teacher assistant
718571 - Building Construction AM	719198 - Parent Release	719918 - Teacher assistant
718572 - Building Construction PM	719193 - Parent release	719915 - Teacher assistant
712500 - Career Guidance	716301 - PE Skills T	719914 - Teacher assistant

Sort By Number

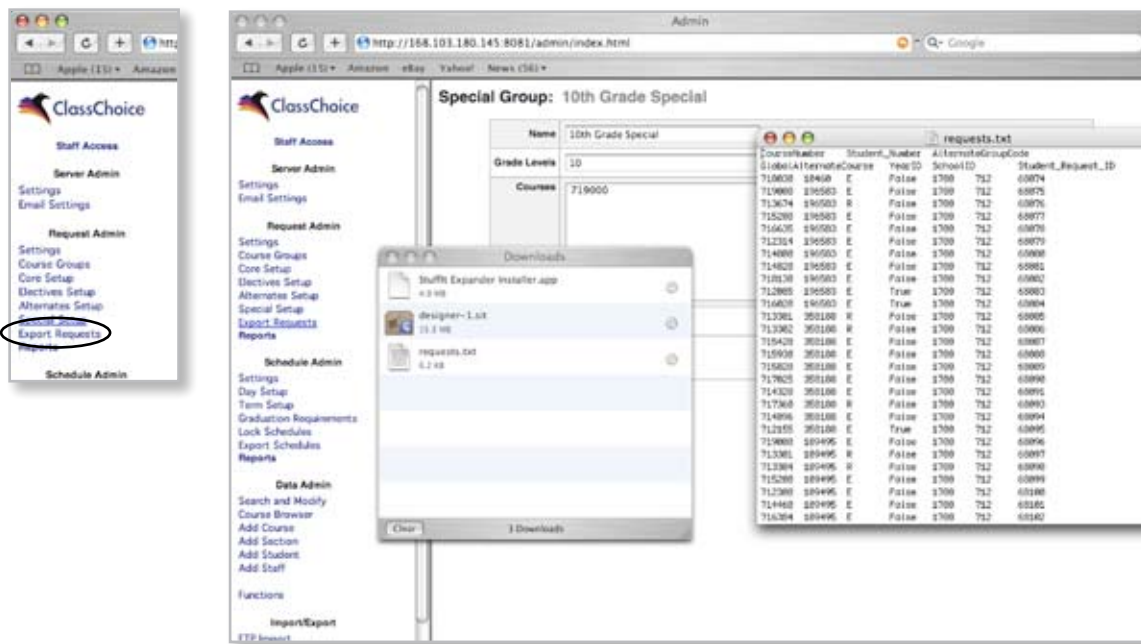
Grade Restricted Courses by Grade		
Grade 8		
710050 - Moving	716410 - Drill Team	719650 - Reading 2
711060 - Agriculture Business	716604 - Biology HF	719651 - Res Read A Prog
711180 - Art	716606 - Intro Health Sci (Human Biolog	719655 - Reading 1 Res
711205 - Visual Arts	716610 - SS-Biology	719660 - Reading 3
711220 - Commercial Art	716634 - SS-Earth Systems	719671 - Read 180
711240 - Drawing 1	716634 - SS-Science Project	719672 - Writing 3
711360 - Commercial Photo 2	716645 - CP CHEM-Girls	719680 - Res Physical Ed
711365 - Photography Advanced	716650 - CP Chemistry Honors	719756 - Resource Work Training
711396 - Ceramic Sculpture	716685 - Geology	719760 - US History Team
711501 - AP Arts B	716702 - Earth Systems HF	719776 - LIFE SKILLS
711520 - Design	716705 - ESOL Physical Science	719777 - Communication Class
712020 - Accounting 2	716708 - Astronomy	719778 - E. S. Unit
712100 - Desktop Publishing	716785 - Science Explor Mangement	719780 - ES-English
712125 - Computer Management	716820 - Zoology	719781 - ES-Math
712126 - SS-Computer Literature	717020 - Ancient World	719782 - ES-History
712150 - Advanced Word Processing	717050 - Student Government	719783 - ES-Science
712166 - Video Production 2	717103 - SS-Geography	719784 - ES-Health
712176 - SS-Word Processing	717106 - Geography T	719785 - ES-PE
712177 - SS-Keyboad 1	717115 - PHASE	719800 - Enrich Study
712178 - SS-Quattro Pro	717160 - Modern World	719851 - Tut P.E. Core
71220 - Commercial Art	717220 - Warfare - 20th Century	719855 - PHASE
712200 - Intro Word Processing	717301 - US History Team	719861 - Sc Math
712255 - Computer Science II	717303 - SS-US History	719900 - Teacher assistant
712265 - 3D Digital	717307 - US History HF	719901 - Teacher assistant
712301 - Pers Computer Literacy	717380 - Independent Research	719902 - Teacher assistant
712303 - SS-Computer Technology	717410 - SS-World History	719903 - Teacher assistant
712305 - Comp Tech/Concurrent Enroll	717465 - Family Science	719904 - Teacher assistant
712306 - Sp Ed Info Processing	717470 - Social Studies 10-11	719905 - Teacher assistant
712307 - AP Computer Programming	717471 - Pearl Harbor Proj	719906 - Teacher assistant
712310 - Intro to JAVA programming	717472 - Newspaper Project	719907 - Teacher assistant

Export Requests

Requests may be exported to a tab delimited file that can be opened in Excel or some other spreadsheet software or imported into the Student Information System (SIS).

Export Request

Select **Request Admin** **Export Request** from the navigation menu on the left hand side of the page.



The report will immediately export to a tab delimited file and be saved on your hard drive.



Chapter 6: Using Request Reports



Chapter 7: Using ClassChoice for Scheduling

Overview

The primary function of ClassChoice is to allow students to register and create their own schedule. Schedule Admin is used to configure the information needed for schedule creation. The options to define graduation requirements and sets are found in the Schedule Admin section. Graduation Requirements are covered in **Chapter 4: Identifying Graduation Requirements.**

Schedule Admin provides the following features:

SETTINGS	Turns features on and off. Setup for Scheduling settings will be discussed in this chapter.
DAY SETUP	Day setup must be configured prior to importing schedule information from the SIS. Day and Term setup are described as part of “Prepare to Import a Master Schedule.” Modifying or deleting Day and Term information is described after the “Import a Master Schedule” instructions.
TERM SETUP	Term setup must be configured prior to importing schedule information from the SIS. Day and Term setup are described as part of “Prepare to Import a Master Schedule.” Modifying or deleting Day and Term information is described after the “Import a Master Schedule” instructions.
LOCK SCHEDULES	Lock and unlock schedules. Locking schedules prevents any changes to be made by the students to existing schedules while they are in a locked condition.
EXPORT SCHEDULES	Export schedules to a tab delimited file.

If you currently have a master schedule that needs to be imported, this is the next step in setting up ClassChoice. Please follow the next steps in order to import your master schedule.

If you are using requesting and/or there is no master schedule to import, you may skip the section on importing a master schedule.



Chapter 7: Using ClassChoice for Scheduling

Import Current Master Schedule

ClassChoice provides a way to import your master schedule from the SIS.

In order to import your master schedule information, you must setup specific information in ClassChoice prior to import. Refer to “Prepare to Import a Master Schedule” and the related sections after that in this chapter to setup ClassChoice and import your current master schedule.

If you are using Requesting and have not begun to schedule classes yet, you will not need to import a master schedule because there will not be one.

Prepare to Import a Master Schedule

Before a Master Schedule can be imported, day and terms must be configured properly.

NOTE: Days and Terms MUST be setup prior to importing a master schedule.

Day Setup

ClassChoice allows you to define how many class periods are in a day. Up to 10 different day settings are allowed. You define the different daily class periods that occur on any given day.

1. Select **Schedule Admin Day Setup** to display the current day setup.

2. Select **New Day**.

3. Select the day from the drop down menu.

4. Assign the number of class periods for that day.

5. Select **SAVE**.

ClassChoice only allows letter days and number periods. 0 (zero) cannot be used for a period identification.

Term Setup

There are a number of ways for schools to setup their terms. ClassChoice provides you the opportunity to identify your term setup in quarters, semesters or whatever term value you use for the way the school year is organized and grading occurs.

IDs are unique numbers that identify the term.

Portion identifies whether the term identifier is twice a year, 4 times a year, 3 times a year based on whether you are set up with quarters (4 times a year) or semesters (2 times a year) or both.

A term can be divided and named according to the school's naming convention.

Locked means the term information is read-only. Usually this means it is the current term.

Term	Term ID	Abbreviation	Portion	Sort Order	Locked
Semester 1	1601		2	1	Yes
Semester 2	1602		2	2	No
Quarter 1	1603		4	1	Yes
Quarter 2	1604		4	2	Yes
Quarter 3	1605		4	3	No
Quarter 4	1606		4	4	No

Sort Order identifies which term comes before the other.

1. Select **Schedule Admin Term Setup**.
2. Select **New Term**.

Name:

Term ID:

Portion:

Sort Order:

Locked: (schedules for this term are read only)

Confirm Delete

3. Enter the Term Name, ID, Portion, Sort Order and select whether the term information should be locked (read-only).
4. Select SAVE.



Chapter 7: Using ClassChoice for Scheduling

Import Your Master Schedule

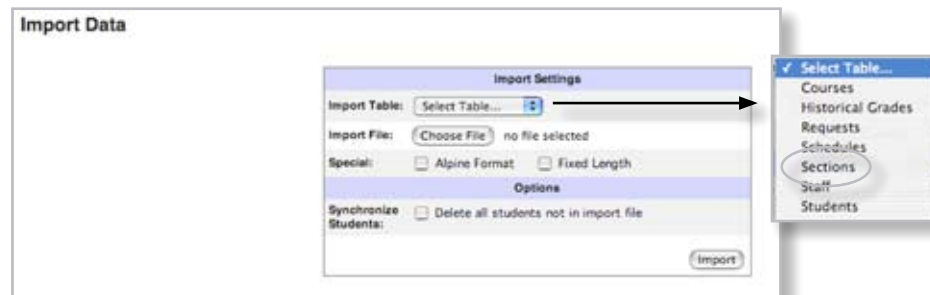
Once your server settings, day and term are defined, you can now import your SIS schedule data. The student and course information should have been imported during initial setup.

The exported SIS tab delimited files (tables) should be saved to the FTP location before import.

The Sections file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Course_Number	Course_Number	11	Yes	
Section_Number	Section_Number	10	Yes	
Teacher	Teacher	10	Yes	Teacher ID number.
LastFirst	LastFirst	40	Yes	Teacher's Last and First name. The title need only contain "LastFirst"
Expression	Expression	20	Yes	
TermID	TermID	10	Yes	
MaxEnrollment	MaxEnrollment	10	Yes	
Room	Room	10	No	

1. Select **Import/Export Local Import**.
2. Select Sections from the drop down menu.
3. Select **CHOOSE FILE**. Browse to the file that contains the information shown above and select the file.
4. Special and Synchronize Students options should already have been selected during initial setup.
5. Select **IMPORT**.



Import Your Student Schedules

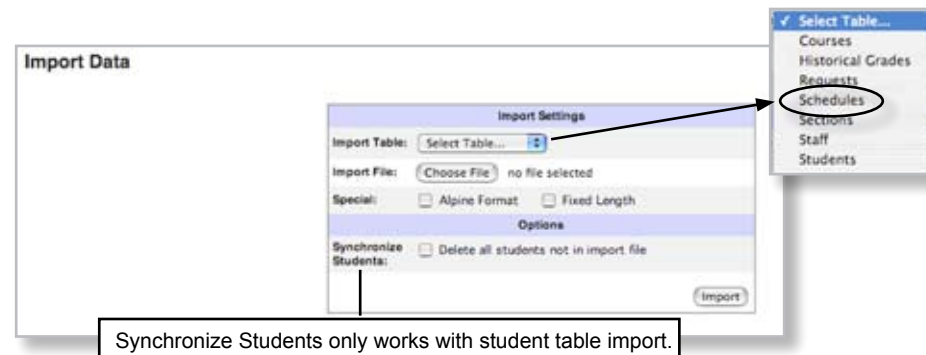
Once your server settings, day and term are defined, you can now import your SIS schedule data. The student and course information should have been imported during initial setup.

The exported SIS tab delimited files (tables) should be saved to the FTP location before import.

The Schedules file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Student_Number	[Students]student_number	10	Yes	
Course_Number	[Courses]Course_Number	11	Yes	
Section_Number	[Sections]Section_Number	10	Yes	
Locked	Locked - (custom field)	1	No	Enter Y to lock enrollment.

1. Select **Import/Export Local Import**.
2. Select Schedules from the drop down menu.
3. Select **CHOOSE FILE**. Browse to the file location and select the file.
4. Special and Synchronize Students options should already have been selected during initial setup. If you wish to change these selections at this time.
5. Select **IMPORT**.





Chapter 7: Using ClassChoice for Scheduling

Schedule Settings

Schedule Settings turns scheduling features on and off.

Setup Schedule Settings

1. Select Schedule Admin Settings.

The screenshot shows the 'Schedule Settings' page with a 'Configuration' section containing several options:

- Force Full Schedule:** (If checked, students will only be able to save changes if they have a full schedule.)
- Hide Teacher Name:** (If checked, students will not see teacher names.)
- Use Next Grade Level:** (i.e. Students in 10th grade will schedule 11th grade classes.)
- Show Graduation Requirements:** Display graduation requirements with student schedule.
- Audit Trail:** Maintain history of all modifications.
- Email Notification:** Send students daily email notification when schedule changes.

Below the configuration section are two text areas for instructions:

- Schedule Instructions:** You may make changes to your schedule based on course availability. To change a class, click on the edit button in the left hand column. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, Please print your schedule, by clicking the print schedule button (this may take a few seconds), or by printing this screen. Bring your schedule with you on the first day of the new semester.
- Schedule Modify Instructions:** 1. Choose course from the pull-down menus. 2. Click SAVE CHANGES to save your course adjustments. You must have a completed schedule to exit out of the system.

Callout boxes on the right provide detailed explanations for the configuration options:

- Force Full Schedule:** Select this option if you do not want a partial schedule to be able to be saved. This feature forces the student to fill their schedule before saving their selections.
- Hide Teacher Name:** Select this option if you do not want the teacher's name displayed to the student when scheduling.
- Use Next Grade Level:** Select this option to allow students to schedule courses for their next year grade.
- Show Graduation Requirements:** Select this option if you want graduation requirements to display to the student.
- Audit Trail:** Select this option to save all changes as revisions in order to be able to review the changes made to the schedule.
- Email Notification:** Select this option to send an email to the student whenever the student's schedule is changed or updated.
- Schedule Instructions:** Enter the general instructions you want the students to follow as they create and make changes to their schedules. Instructions can include anything you feel is pertinent for the student to know in using ClassChoice.
- Schedule Modify Instructions:** Enter the specific instructions the students should follow in order to make any modifications to their schedules.

2. Select the settings and enter the instructions to the students creating or modifying a schedule.
3. Select SUBMIT.

Schedule Admin Configuration

Schedule Settings

Configuration

- Force Full Schedule: (If checked, students will only be able to save changes if they have a full schedule)
- Hide Teacher Name: (If checked, students will not see teacher names)
- Use Next Grade Level: (If Students in 10th grade will schedule 11th grade classes)
- Show Graduation Requirements: Display graduation requirements with student schedule
- Audit Trail: Maintain history of all modifications
- Email Notification: Send students daily email notification when schedule changes

Instructions

You may make changes to your schedule based on course availability. To change a class, click on the edit button in the left hand column. This will display courses that are available to you according to prerequisites and grade level. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, please print your schedule. By clicking the print schedule button this process may take a few seconds, or by printing this screen. Bring your schedule with you on the first day of the new semester.

Schedule Modify Instructions:

1. Choose course from the pull-down menus.
2. Click SAVE CHANGES to save your course adjustments.

You must have a completed schedule to exit out of the system.

What Student Sees

Student Schedule: Acosta, Nelly L. (Grade 11)

You may make changes to your schedule based on course availability.

To change a class, click on the edit button in the left hand column. This will display courses that are available to you according to prerequisites and grade level. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, please print your schedule. By clicking the print schedule button this process may take a few seconds, or by printing this screen. Bring your schedule with you on the first day of the new semester.

Period	Semester 1	Semester 2
1	American Literature I (M. J. 25)	American Literature II (M. J. 24)
2	World Civilizations (M. J. 18)	Beginning Science (M. J. 20)
3	Psychology (M. J. 17)	Physical Science (M. J. 20)
4	Research (M. J. 16)	Research (M. J. 16)
5	Computer I (M. J. 15)	Computer II (M. J. 15)
6	Missing Class	Missing Class
7	Missing Class	Missing Class

Graduation Requirements

10th Grade	11th Grade	12th Grade
English 9	English 10	English 11
Math 9	Math 10	Math 11
Geography	US History	US History
PE - Fitness for Life	Biological Science	Biological Science
Computer Technology	Health	Health
World Languages	Physical Science	Physical Science
Foreign Languages	English 12	English 12
Computer Science	US Government	US Government
Computer Science	Social Studies (Senior)	Social Studies (Senior)

Schedule Settings

Configuration

- Force Full Schedule: (If checked, students will only be able to save changes if they have a full schedule)
- Hide Teacher Name: (If checked, students will not see teacher names)
- Use Next Grade Level: (If Students in 10th grade will schedule 11th grade classes)
- Show Graduation Requirements: Display graduation requirements with student schedule
- Audit Trail: Maintain history of all modifications
- Email Notification: Send students daily email notification when schedule changes

Instructions

You may make changes to your schedule based on course availability. To change a class, click on the edit button in the left hand column. This will display courses that are available to you according to prerequisites and grade level. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, please print your schedule. By clicking the print schedule button this process may take a few seconds, or by printing this screen. Bring your schedule with you on the first day of the new semester.

Schedule Modify Instructions:

1. Choose course from the pull-down menus.
2. Click SAVE CHANGES to save your course adjustments.

You must have a completed schedule to exit out of the system.

Edit Schedule: Acosta, Nelly L. (Grade 11)

1. Choose course from the pull-down menus.
2. Click SAVE CHANGES to save your course adjustments.

You must have a completed schedule to exit out of the system.

Modify Schedule: 9(A)

Semester 1	German I (WASON, SAMANTHA) (11 open)	3	Restricted Sections
Semester 2	French I/Catering (STEWART, JAMES) (25 open)	15	Restricted Sections

Once a student has created their schedule, an EDIT link displays on the left hand side of the schedule (see schedule - upper right).

To modify a student's schedule, select the EDIT link.

Modify instructions configured in **Schedule Admin Settings** Schedule Modify Instructions display on the edit page.



Chapter 7: Using ClassChoice for Scheduling

Schedule Admin Configuration

Schedule Settings

Configuration

Force Full Schedule: (If checked, students will only be able to save changes if they have a full schedule)

Hide Teacher Name: (If checked, students will not see teacher names)

Use Next Grade Level: (If Students in 10th grade will schedule 11th grade classes)

Class Prerequisite Requirements: Display prerequisite requirements on student schedule

Audit Trail: Maintain history of all modifications

Clear Notifications: Alert students only when notification about schedule changes

Instructions

Schedule Instructions:
You may make changes to your schedule based on course availability. To change a class, click on the edit button in the left hand column. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, please print your schedule by clicking the print schedule button (this process may take a few seconds), or by printing this screen. Bring your schedule with you on the first day of the new semester.

Schedule Modify Instructions:
1. Choose course from the pull-down menus.
2. Click **SAVE CHANGES** to save your course adjustments. You must have a completed schedule to exit out of the system.

What Staff Sees

Activating Audit Trail allows staff and admin access to reports that show the number of changes made by the student.

ClassChoice [Select Student](#) [Historical Grades](#) [Requests](#) [Schedule](#) **Scheduling Reports** [Class Finder](#) [Set Student Password](#) [Student Mode](#)

Schedule Audit Trail: Acosta, Nelly L (Grade 11)

Audit Trail						
DateTime	Action	Term	Exp.	Course	Section	User
8/20/07 - 11:55:06	Add	1801	6(A)	717363 - US Gov./Citizenship	10	James, Richard
8/20/07 - 11:55:06	Add	1802	6(A)	716306 - Basketball/Volleyball	2	James, Richard
8/25/07 - 20:15:32	Add	1801	5(A)	714200 - German I	2	James, Richard
8/25/07 - 20:15:32	Add	1802	5(A)	714825 - Foods 3/Catering	400	James, Richard
8/25/07 - 20:14:17	Add	1802	4(A)	719000 - Release Time	11	James, Richard
8/25/07 - 20:14:17	Add	1801	4(A)	719000 - Release Time	4	James, Richard
8/25/07 - 20:13:09	Add	1802	3(A)	714115 - Fitness For Life-Girls	3	James, Richard
8/25/07 - 20:12:46	Add	1801	3(A)	717200 - Psychology	1	James, Richard

The Audit Trail can be viewed by staff and administrators using the staff login.

1. Login with your staff login.
2. Select the student.
3. Select **Audit Trail**.

Lock Schedules

Lock Schedules is the administrative function that allows you to control when “Open Enrollment” or “Open Request” time periods occur by allowing you to lock all schedules and unlock all schedules.

To Lock or Unlock Schedules

1. Select **Schedule Admin Lock Schedules**.



Lock Schedules

Lock Schedules

This action will apply to all existing student schedules

Lock All Schedules

Unlock All Schedules

Apply Lock

2. Activate the lock or unlock radio button.
3. Select **APPLY LOCK**. The page will refresh and the radio buttons will clear.



7-10

Chapter 7: Using ClassChoice for Scheduling

Export Schedules

Export Schedules* allows you to export the schedules that are completed or partially completed for the selected term.

Select the term you want to export. If you want to export all of the term schedules, then select ALL.

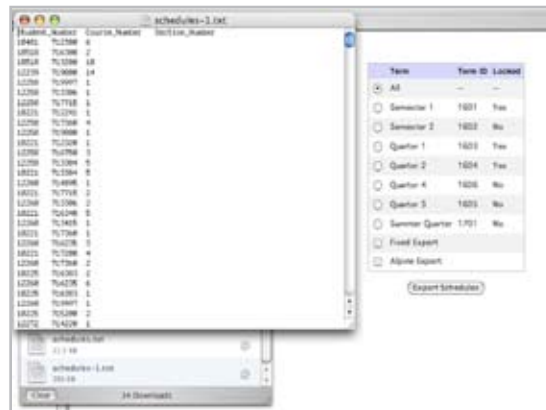
You cannot make a multiple selection. Select each individual schedule and export if you do not wish to export all of the schedules at once.

Term	Term ID	Locked
All	—	—
<input type="radio"/> Semester 1	1601	Yes
<input type="radio"/> Semester 2	1602	No
<input type="radio"/> Quarter 1	1603	Yes
<input type="radio"/> Quarter 2	1604	Yes
<input type="radio"/> Quarter 4	1606	No
<input type="radio"/> Quarter 3	1605	No
<input type="radio"/> Summer Quarter	1701	No
<input type="checkbox"/> Fixed Export		
<input type="checkbox"/> Alpine Export		

Export Schedules

Export a Schedule

1. Select **Schedule Admin Export Schedules**.
2. Select the radio button for the term you want to export (see above).
3. Select **EXPORT SCHEDULES**.



The schedules will export to a tab delimited text file.



Chapter 8: Using ClassChoice as a Staff Member

Overview

Staff members can be given permissions to schedule students, login as a student or staff member to schedule, search for a class, view schedules and historical grades and create reports.

This chapter covers the following staff member responsibilities:

- How to view historical grades.
- How to view a student's requests.
- How to find a class or view course information.
- How to schedule a student.
- How to view a student schedule.
- How to view the audit trail.
- How to create schedule reports.

Staff access can be gained in a couple of ways. You can, of course, login with your staff ID and password from the initial login screen, or if you are already logged in as an administrator, you may select the Staff Access link at the top of the left navigation menu.





Chapter 8: Using ClassChoice as a Staff Member

Login as a Staff Member

To login as a staff member, the administrator must have imported or setup the staff member login. If unsure what your login is, please check with your ClassChoice administrator.


1. Enter the ClassChoice address into your browser window.

Welcome to Phoenix Learning Class Verification
2006-2007 for 2nd Semester

Please verify that you have a complete schedule for 2nd Semester.
Class Choice will be open from December 18th to January 4th.

To login to Class Choice please use your school ID and your Birth date.

For example, if your Student ID is 12345 and your Birthday is 01/02/1991
You would enter the following:
User ID: 12345
Password: 1/2/91
(enter date exactly as shown using forward slashes)



User ID:

Password:

2. Enter your User ID and Password.
3. Select **LOGIN**.

Admin

http://194.103.146.145:8080/staff/index.html

Select Student Historical Grades Requests Schedule Scheduling Reports Class Finder Set Student Password Student Mode Admin Logout

Select Student: (Grade)

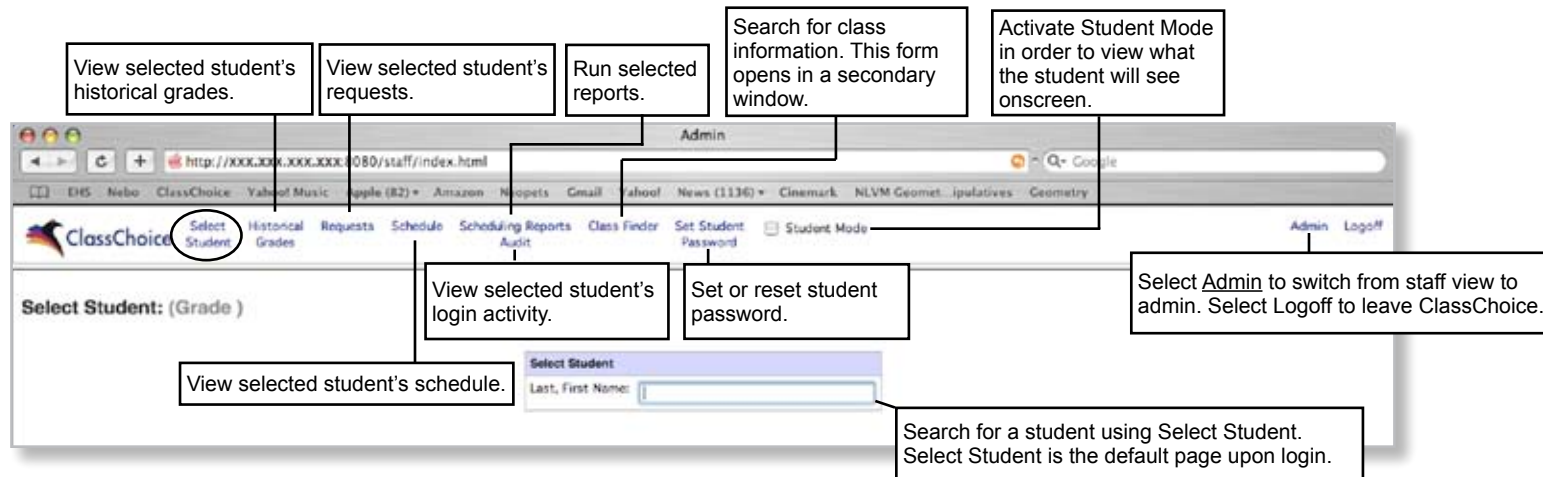
Select Student

Last, First Name:

ClassChoice: Administration

Functions Available to Staff

Initial login brings you to the Select Student screen.



The screenshot shows the ClassChoice staff interface with the following callouts:

- Select Student:** Search for a student using Select Student. Select Student is the default page upon login.
- Historical Grades:** View selected student's historical grades.
- Requests:** View selected student's requests.
- Schedule:** View selected student's schedule.
- Scheduling Reports:** Run selected reports.
- Class Finder:** Search for class information. This form opens in a secondary window.
- Set Student Password:** Set or reset student password.
- Student Mode:** Activate Student Mode in order to view what the student will see onscreen.
- Admin:** Select Admin to switch from staff view to admin. Select Logoff to leave ClassChoice.
- Admin Logoff:** Select Admin to switch from staff view to admin. Select Logoff to leave ClassChoice.
- Admin:** View selected student's login activity.

Scheduling Reports Available

- Student Summary by grade, name or group
- Full Schedule Students list
- Open Schedule Students list
- Full Sections list
- Open Sections list
- Empty Seats by Period list
- Enrollment list by course
- Room Utilization list



The screenshot shows the 'Schedule Reports' page with the following reports listed:

- Student Summary: 4 5 6 7 8 9 10 11 12 By Last Name: [dropdown] By Report Group: [dropdown]
- Full Schedule Students: 406789101112 By Last Name: [dropdown] By Report Group: [dropdown]
- Open Schedule Students: 406789101112 By Last Name: [dropdown] By Report Group: [dropdown]
- Full Sections
- Open Sections
- Empty Seats by Period
- Enrollment by Course
- Room Utilization



Chapter 8: Using ClassChoice as a Staff Member

Select Student

In order to make any changes to a schedule or create a schedule, you must find and select the student in the database. Select Student is the default screen when entering the staff access pages. If you are on another screen, select the **Select Student** link in the upper left hand corner of the screen.

The screenshot shows a web browser window titled 'Admin' with the URL 'http://168.103.180.145:8080/staff/index.html'. The browser's address bar and search bar are visible. Below the browser, there is a navigation menu with the ClassChoice logo and several links: 'Select Student', 'Historical Grades', 'Requests', 'Schedule', 'Scheduling Reports', 'Class Finder', 'Set Student Password', 'Student Mode', 'Admin', and 'Logout'. The main content area is titled 'Select Student: (Grade)' and contains a form with a label 'Select Student' and a text input field labeled 'Last, First Name:'.

Enter the last, then first name of the student. Names are not case sensitive. Once the student name is typed in, you may be provided with student name options.

This close-up screenshot shows the 'Select Student' form. The text input field for 'Last, First Name:' is active, and a dropdown menu is open below it, displaying the option 'Armstrong, Alecsis (11)'. The dropdown menu is a simple rectangular box with a vertical scrollbar on the right side.

Select the name of choice if there is more than one student name listed. Once the student name is selected, the student historical grades will display.



Historical Grades

Historical Grades is the default screen when selecting a student. You can return to this view by selecting the Historical Grades link.

Classes						
Grade Level	Term	Course Name	Course Number	Grade	Percent	Credit
9	T1	Computer Technology	712300	A	0	0.25
9	T1	English 9	713100	A	0	0.25
9	T1	GEOMETRY	715300	A	0	0.25
9	T1	Girls Fitness For Life	716115	A	0	0.25
9	T1	Human Biology - Health Science	716605	B	0	0.25
9	T1	Symphonic Orchestra	715980	A	0	0.25
9	T2	Computer Technology	712300	B	0	0.25
9	T2	English 9	713100	B	0	0.25
9	T2	GEOMETRY	715300	B	0	0.25
9	T2	Girls Fitness For Life	716115	A	0	0.25
9	T2	Human Biology - Health Science	716605	C-	0	0.25
9	T2	Symphonic Orchestra	715980	B	0	0.25
9	T3	Beginning Dance	716350	A-	0	0.25
9	T3	English 9	713100	A-	0	0.25
9	T3	Geography	717100	C	0	0.25
9	T3	GEOMETRY	715300	B	0	0.25
9	T3	Human Biology - Health Science	716605	C+	0	0.25
9	T3	Symphonic Orchestra	715980	B	0	0.25
9	T4	Beginning Dance	716350	A	0	0.25
9	T4	English 9	713100	B-	0	0.25
9	T4	Geography	717100	B	0	0.25
9	T4	GEOMETRY	715300	B	0	0.25

Historical grades may be viewed or printed out.



Chapter 8: Using ClassChoice as a Staff Member

View a Student's Requests

After login and selecting a student, select **Requests** in the navigation menu.

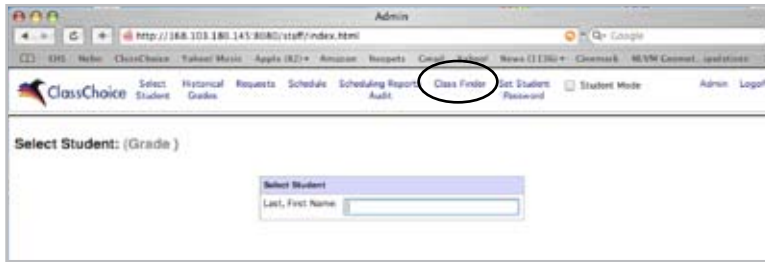
The screenshot displays the ClassChoice interface for a staff member. The navigation menu at the top includes 'ClassChoice', 'Select Student', 'Historical Grades', 'Requests' (circled), 'Schedule', 'Scheduling Reports', 'Class Finder', 'Set Student Password', and 'Student Mode'. The main content area is titled 'Student Requests: Bastian, Christine J (Grade 12)'. A red warning message states: 'It is possible that Timview will be on a Block/8 period class schedule next year. In the event we switch to the Block schedule, all students need to request 8.0 credits instead of 7.0 credits. All students will need to add an extra credit by going to Step 4 and clicking on Add Alternates and then request an additional 1.0 credit to make a total of 8.0 credits'. The 'Requests' section on the left has four steps: Step 1 Special Add Special (Total Special Hours: .00), Step 2 Core (Total Core Hours: .00), Step 3 Electives (Total Requested Hours: .00), and Step 4 Alternates (Total Alternates Hours: .00). The 'Summary' section shows 'Full Schedule Hours: 7.00', 'Total Hours Requested: 8.00', and 'Hours Needed: 7.00' with a red bar. The 'Graduation Requirements' section lists requirements for 9th, 10th, 11th, and 12th grades, with some items marked as 'needed' or 'complete'.

Grade	Requirement	Status
9th Grade	English 9	1.00 needed
	Math 9	Complete
	Geography	.25 needed
	PE - Fitness for Life	Complete
10th Grade	Computer Technology	Complete
	English 10	Complete
	Math 10	Complete
	US History	1.00 needed
11th Grade	Biological Science	.25 needed
	Health	.50 needed
	Physical Science	1.00 needed
12th Grade	English 12	Scheduled
	PE - Fitness for Life	.25 needed

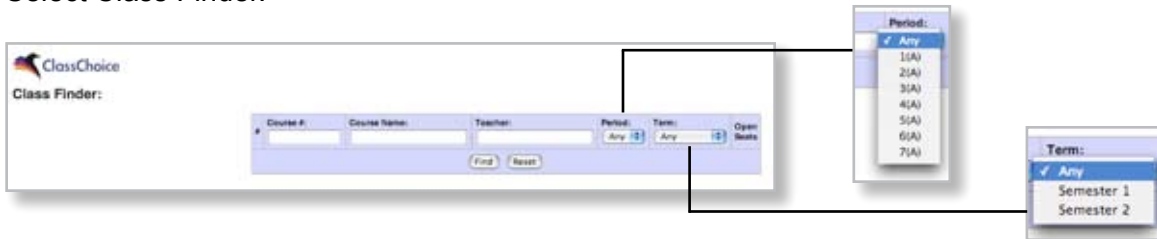


Find a Class

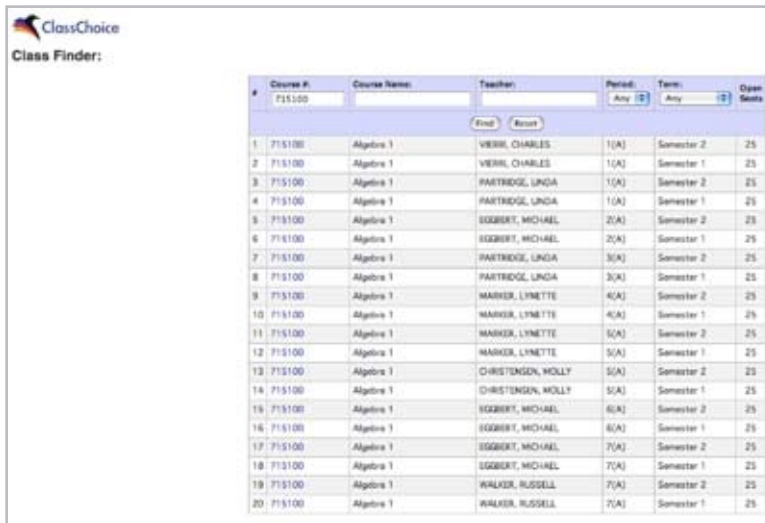
1. Login as a staff member.



2. Select Class Finder.



3. Enter as much information as you can in the fields available. Select the period and semester, if desired.





Chapter 8: Using ClassChoice as a Staff Member

Schedule a Student

ClassChoice uses extensive filters to allow only the courses available to the student to display in the drop down selections of the Student Schedule.

To Schedule a Student or Change the Student's Schedule

1. After login and selecting a student, select **Schedule**.

Student Schedule: Armstrong, Alecia (Grade 12)

You may make changes to your schedule based on course availability.

To change a class, click on the edit button in the left hand column. This will display courses that are available to you according to prerequisites and grade level. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, Please print your schedule, by clicking the print schedule button (this process may take a few seconds), or by printing this screen. Bring your schedule with you on the first day of the new semester.

Period	Semester 1	Semester 2
1 Edit	Algebra 2 Bm: U:1E (MAYNER, ANNETTE)	American Literature B Bm: U:2A (SOUTHBRIDGE, DAVID)
2 Edit	Missing Class	Missing Class
3 Edit	Missing Class	Missing Class
4 Edit	Missing Class	Missing Class
5 Edit	Missing Class	Missing Class
6 Edit	Missing Class	Missing Class
7 Edit	Missing Class	Missing Class

Graduation Requirements

9th Grade	10th Grade	11th Grade	12th Grade
English 9 (1.00 needed)	English 10	English 11	English 12
Math 9	Math 10	World Civizations	Physical Science
Geography	US History	Biological Science	Health
PE - Fitness for Life	Computer Technology		

primary friendly page

Selecting Schedule displays the current list of courses scheduled for the selected student.

In this example, the Graduation Requirements are displayed.

Graduation Requirement Sets may be created and graduation requirements defined. This information enables the system to record and display whether the course is still needed, already scheduled or completed.

2. Select **Edit** in the Period column to edit the associated semesters.

Edit Schedule: Armstrong, Alecia (Grade 12)

1. Choose course from the pull-down menu.
2. Click SAVE CHANGES to save your course adjustments.

You must have a completed schedule to exit out of the system.

Modify Schedule: 8(A)

Semester 1	Semester 2
College Algebra/Trig (EUTLER, ANNETTE) (M3 open)	Restricted Sections
Comp Prog 3 (ANTONETTE, MARI) (L25 open)	Restricted Sections

Save Changes Cancel

Edit Schedule: Armstrong, Alecia (Grade 12)

1. Choose course from the pull-down menu.
2. Click SAVE CHANGES to save your course adjustments.

You must have a completed schedule to exit out of the system.

Modify Schedule: 8(A)

Semester	Available Courses	Restricted Sections	Manual Sections
	<ul style="list-style-type: none"> ENGLISH: TORRANCE(2) (26 open) ENGLISH: WARD(2) (24 open) ENGLISH: WARD(1) (24 open) ENGLISH 1 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 2 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 3 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 4 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 5 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 6 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 7 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 8 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 9 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 10 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 11 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 12 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 13 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 14 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 15 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 16 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 17 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 18 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 19 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 20 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 21 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 22 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 23 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 24 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 25 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 26 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 27 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 28 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 29 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 30 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 31 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 32 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 33 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 34 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 35 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 36 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 37 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 38 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 39 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 40 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 41 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 42 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 43 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 44 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 45 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 46 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 47 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 48 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 49 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 50 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 51 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 52 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 53 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 54 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 55 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 56 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 57 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 58 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 59 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 60 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 61 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 62 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 63 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 64 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 65 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 66 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 67 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 68 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 69 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 70 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 71 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 72 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 73 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 74 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 75 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 76 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 77 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 78 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 79 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 80 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 81 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 82 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 83 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 84 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 85 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 86 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 87 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 88 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 89 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 90 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 91 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 92 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 93 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 94 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 95 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 96 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 97 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 98 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 99 (SOUTHBRIDGE, ANNETTE) (21 open) ENGLISH 100 (SOUTHBRIDGE, ANNETTE) (21 open) 		

Chapter 8: Using ClassChoice as a Staff Member



3. Select from the drop down link next to the semester in order to add or change a course selection. The courses displayed will be the only courses available to this student during that time period.
4. Select SAVE CHANGES when courses are selected. If a course may not be scheduled during that time period, a warning will display explaining why you may not schedule that course at that time.

When a course is scheduled or completed, the status will change appropriately as shown below.

Student Schedule: Armstrong, Alecis (Grade 12)

You may make changes to your schedule based on course availability.

To change a class, click on the edit button in the left hand column. This will display courses that are available to you according to prerequisites and grade level. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, Please print your schedule, by clicking the print schedule button (this process may take a few seconds), or by printing this screen. Bring your schedule with you on the first day of the new semester.

Period	Semester 1	Semester 2
1	Algebra 2 Rm: L-1E (MAYNER, LINETTE)	American Literature 9 Rm: U-24 (SUTHERLAND, DAVID)
2	Missing Class	Missing Class
3	Missing Class	Missing Class
4	Missing Class	Missing Class
5	Missing Class	Missing Class
6	Missing Class	Missing Class
7	Missing Class	Missing Class

9th Grade	10th Grade	11th Grade	12th Grade
English 9	English 10	English 11	World Cultuations
1.00 needed	Complete	Complete	Scheduled
Math 9	Math 10	World Cultuations	Physical Science
Complete	Complete	Scheduled	Complete
PE - Fitness for Life	US History	Physical Science	12th Grade
Complete	Complete	Complete	Complete
Computer Technology	Biological Science	Health	
Complete	Complete	Scheduled	

Student Schedule: Armstrong, Alecis (Grade 12)

You may make changes to your schedule based on course availability.

To change a class, click on the edit button in the left hand column. This will display courses that are available to you according to prerequisites and grade level. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, Please print your schedule, by clicking the print schedule button (this process may take a few seconds), or by printing this screen. Bring your schedule with you on the first day of the new semester.

Period	Semester 1	Semester 2
1	Algebra 2 Rm: L-1E (MAYNER, LINETTE)	American Literature 9 Rm: U-24 (SUTHERLAND, DAVID)
2	College Algebra/Tig Rm: L-44 (CUTLER, ANNETTE)	Comp Prog 1 Rm: U-21 (ANTONETTE, MARK)
3	CP English: Intro to Writing Rm: U-38 (DUNNE, ALAN)	Extended Learning Rm: M-10 (JOHNSON, JAMES)
4	US Govt/Citizenship Rm: U-20 (HARRIS, JENNIFER)	College Algebra/Tig Rm: L-44 (CUTLER, ANNETTE)
5	English 9 Rm: U-27 (WHYLOCK, ANDREW)	British Literature Rm: U-38 (ANDERSON, MICHAEL)
6	American Sign Language 3 Rm: U-44 (BEACH, CAROL)	English 8 Rm: U-30 (JACOBS, STEPHANIE)
7	Office Aide Counseling Rm: COUNG (TAYLOR, ANNVIVE)	Teacher assistant Rm: 1-10 (SMITH, GLORIA)

9th Grade	10th Grade	11th Grade	12th Grade
English 9	English 10	English 11	World Cultuations
Scheduled	Complete	Complete	Scheduled
Math 9	Math 10	World Cultuations	Physical Science
Complete	Complete	Scheduled	Complete
PE - Fitness for Life	US History	Physical Science	12th Grade
Complete	Complete	Complete	Complete
Computer Technology	Biological Science	Health	
Complete	Complete	Scheduled	

View a Student Schedule

1. Login as a staff member.
2. Identify and select the student.

Student Classes: Armstrong, Alecis (Grade 11)

Grade Level	Term	Course Name	Course Number	Grade	Percent	Credit
9	T1	Computer Technology	712300	A	0	0.25

Student Schedule: Armstrong, Alecis (Grade 12)

You may make changes to your schedule based on course availability.

To change a class, click on the edit button in the left hand column. This will display courses that are available to you according to prerequisites and grade level. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, Please print your schedule, by clicking the print schedule button (this process may take a few seconds), or by printing this screen. Bring your schedule with you on the first day of the new semester.

Period	Semester 1	Semester 2
1	Algebra 2 Rm: L-1E (MAYNER, LINETTE)	American Literature 9 Rm: U-24 (SUTHERLAND, DAVID)
2	College Algebra/Tig Rm: L-44 (CUTLER, ANNETTE)	Comp Prog 1 Rm: U-21 (ANTONETTE, MARK)
3	CP English: Intro to Writing Rm: U-38 (DUNNE, ALAN)	Extended Learning Rm: M-10 (JOHNSON, JAMES)
4	US Govt/Citizenship Rm: U-20 (HARRIS, JENNIFER)	College Algebra/Tig Rm: L-44 (CUTLER, ANNETTE)
5	English 9 Rm: U-27 (WHYLOCK, ANDREW)	British Literature Rm: U-38 (ANDERSON, MICHAEL)
6	American Sign Language 3 Rm: U-44 (BEACH, CAROL)	English 8 Rm: U-30 (JACOBS, STEPHANIE)
7	Office Aide Counseling Rm: COUNG (TAYLOR, ANNVIVE)	Teacher assistant Rm: 1-10 (SMITH, GLORIA)

9th Grade	10th Grade	11th Grade	12th Grade
English 9	English 10	English 11	World Cultuations
Scheduled	Complete	Complete	Scheduled
Math 9	Math 10	World Cultuations	Physical Science
Complete	Complete	Scheduled	Complete
PE - Fitness for Life	US History	Physical Science	12th Grade
Complete	Complete	Complete	Complete
Computer Technology	Biological Science	Health	
Complete	Complete	Scheduled	

3. Select **Schedule**.

ClassChoice: Administration



Chapter 8: Using ClassChoice as a Staff Member

8-10

View and Print Student Schedule Information

1. Login as a staff member.
2. Identify and select the student.
3. Select **Schedule**.
4. Select **PRINTER FRIENDLY PAGE**.

ClassChoice Select Student Historical Grades Requests Schedule Scheduling Reports Audit Class Finder Set Student Password Student Mode

Student Classes: Armstrong, Alecsis (Grade 11)

Grade Level	Term	Course Name	Course Number	Gr
9	T1	Computer Technology	712300	A

Student Schedule: Armstrong, Alecsis (Grade 12)

You may make changes to your schedule based on course availability. To change a class, click on the edit button in the left hand column. We will display courses that are available to you according to prerequisites and grade level. Only classes available to you will be displayed. Full classes will not be shown. You must have a completed, full year schedule to exit out of the system. When finished, please print your schedule, by clicking the print schedule button (this process may take a few seconds), or by printing the screen. Your schedule with you on the first day of the new semester.

Period	Semester 1	Semester 2
1	Algebra 2 Rm: L-16 (MARNER, LYNETTE)	American Literature 9 Rm: U-24 (SUTHERLAND, DAVID)
2	College Algebra/Trig Rm: L-44 (CUTLER, ANNETTE)	Comp Prog 1 Rm: U-21 (ANTONETTE, MARV)
3	CP English: Intro to Writing Rm: U-36 (DUMAS, ALAN)	Extended Learning R Rm: M-10 (JOHNSON, JAMES)
4	US Govt/Citizenship Rm: U-20 (WARR, JENNIFER)	College Algebra/Trig Rm: L-44 (CUTLER, ANNETTE)
5	English 9 Rm: U-27 (WHITLOCK, ANDREW)	British Literature Rm: U-38 (ANDERSON, MICHEAL)
6	American Sign Language 3 Rm: U-44 (BEACHEM, CAROLIE)	English 9 Rm: U-50 (JACOBS, SUZANNE F)
7	Office Aide Counseling Rm: COLNS (TAYLOR, MARVIN)	Teacher assistant Rm: I-16 (SMITH, GLORIA)

Graduation Requirements

9th Grade	10th Grade	11th Grade	12th Grade
English 9	English 10	English 11	English 12
Math 9	Math 10	World Civilizations	Physical Science
Geography	US History	Biological Science	Health
PE - Fitness for Life	Computer Technology	Health	Health
Computer Technology	Computer Technology	Health	Health

5. Select **PRINT SCHEDULE**.
6. Select the printer. Select **PRINT**.

Schedule Scheduling Reports Class Finder Set Student Student Mode

Print

Printer: Officejet 6200 series

Presets: Standard

Copies & Pages

Copies: 1 Collated

Pages: All From: 1 to: 1

PDF Preview Supplies... Cancel **Print**

Period	Semester 1	Semester 2
5	English 9 Rm: U-27 (WHITLOCK, ANDREW)	British Literature Rm: U-38 (ANDERSON, MICHEAL)
6	American Sign Language 3 Rm: U-44 (BEACHEM, CAROLIE)	English 9 Rm: U-50 (JACOBS, SUZANNE F)
7	Office Aide Counseling Rm: COLNS (TAYLOR, MARVIN)	Teacher assistant Rm: I-16 (SMITH, GLORIA)

Print Schedule



View and Print the Audit Trail

1. Login as a staff member.
2. Identify and select the student.

Grade Level	Term	Course Name	Course Number	Grade	Percent	Credit
9	T1	Computer Technology	712300	A	0	0.25

3. Select **Audit**.

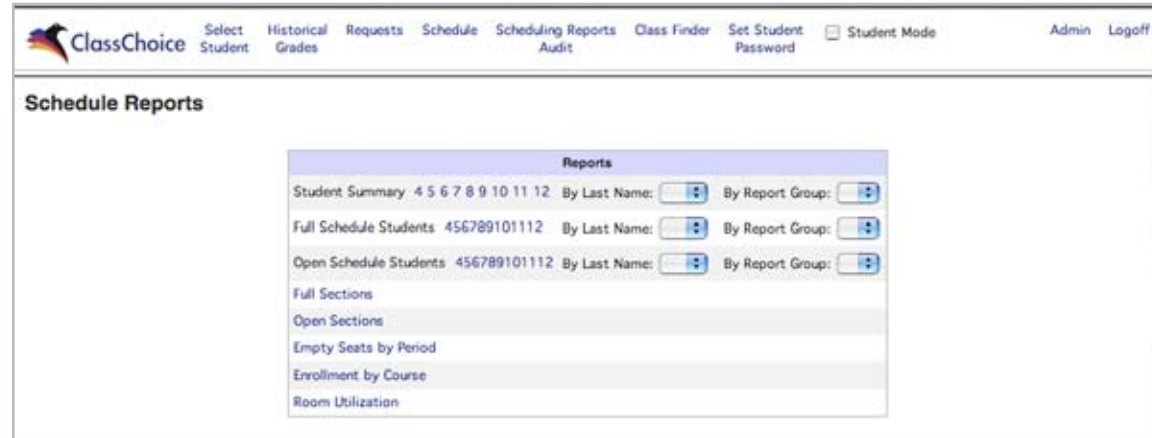
Date/Time	Action	Term	Exp.	Course	Section	User
8/14/07 - 21:02:29	Add	1601	7(A)	219131 - Office Aide Counseling	7	rustin, rustin
8/14/07 - 21:02:29	Add	1602	7(A)	219127 - Teacher assistant	50	rustin, rustin
8/14/07 - 21:01:51	Add	1601	6(A)	214460 - American Sign Language 3	1	rustin, rustin
8/14/07 - 21:01:25	Add	1602	6(A)	213100 - English 9	300	rustin, rustin
8/14/07 - 21:01:07	Add	1601	5(A)	213100 - English 9	12	rustin, rustin
8/14/07 - 21:00:30	Add	1601	4(A)	217360 - US Govt/Citizenship	8	rustin, rustin
8/14/07 - 21:00:08	Add	1602	3(A)	213304 - British Literature	4	rustin, rustin
8/14/07 - 20:58:34	Add	1602	4(A)	215420 - College Algebra/Tig	200	rustin, rustin
8/14/07 - 20:58:15	Add	1602	3(A)	219219 - Extended Learning II	300	rustin, rustin
8/14/07 - 20:58:15	Add	1601	3(A)	213440 - CP English Intro to Writing	1	rustin, rustin
8/14/07 - 20:58:12	Add	1601	2(A)	215420 - College Algebra/Tig	1	rustin, rustin
8/14/07 - 20:58:12	Add	1602	2(A)	212314 - Comp Prog 1	100	rustin, rustin
7/4/07 - 17:46:11	Add	1602	1(A)	213302 - American Literature II	3	James, Richard
7/4/07 - 17:46:11	Add	1601	1(A)	215200 - Algebra 2	3	James, Richard



Chapter 8: Using ClassChoice as a Staff Member

Create Scheduling Reports

ClassChoice has provided a list of available reports as shown below:



Name of Report	Description	Example																																																
Student Summary	Summary of students by grade, student last name or report group.	<div style="text-align: center;"> <p>Student Summary Last Name: I</p> <table border="1"> <thead> <tr> <th>#</th> <th>Student</th> <th>Grade</th> <th>Periods</th> <th>Logged In</th> <th>Modified Schedule</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Idos, Nario Mariano</td> <td>11</td> <td>0</td> <td></td> <td>Yes</td> </tr> <tr> <td>2</td> <td>Ige, Jonathan</td> <td>9</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Improta, Alessandro</td> <td>11</td> <td>0</td> <td></td> <td>Yes</td> </tr> <tr> <td>4</td> <td>Ingar, Claudia A</td> <td>8</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Iongi, Lolie</td> <td>8</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Iracheta, Ana Karen</td> <td>9</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>I... ..</td> <td>8</td> <td>0</td> <td></td> <td>Yes</td> </tr> </tbody> </table> </div>	#	Student	Grade	Periods	Logged In	Modified Schedule	1	Idos, Nario Mariano	11	0		Yes	2	Ige, Jonathan	9	0			3	Improta, Alessandro	11	0		Yes	4	Ingar, Claudia A	8	0			5	Iongi, Lolie	8	0			6	Iracheta, Ana Karen	9	0			7	I... ..	8	0		Yes
#	Student	Grade	Periods	Logged In	Modified Schedule																																													
1	Idos, Nario Mariano	11	0		Yes																																													
2	Ige, Jonathan	9	0																																															
3	Improta, Alessandro	11	0		Yes																																													
4	Ingar, Claudia A	8	0																																															
5	Iongi, Lolie	8	0																																															
6	Iracheta, Ana Karen	9	0																																															
7	I... ..	8	0		Yes																																													

Chapter 8: Using ClassChoice as a Staff Member



<p>Full Schedule Students</p>	<p>Summary of students with schedules that are not missing a class nor over-scheduled.</p>	<p style="text-align: center;">Students With Full Schedules Grade 12</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Student</th> <th>Grade Level</th> <th>Login</th> <th>DOB</th> </tr> </thead> <tbody> <tr><td>1</td><td>Adair, Rena L</td><td>12</td><td>38726</td><td>06/18/1989</td></tr> <tr><td>2</td><td>Adams, Chase</td><td>12</td><td>687770</td><td>07/23/1989</td></tr> <tr><td>3</td><td>Anderson, Aimee L</td><td>12</td><td>13818</td><td>03/09/1989</td></tr> <tr><td>4</td><td>Arteta, Robert J</td><td>12</td><td>13524</td><td>08/03/1989</td></tr> <tr><td>5</td><td>Ashton, Thomas E</td><td>12</td><td>781865</td><td>04/23/1989</td></tr> <tr><td>6</td><td>Askren, Rebecca S</td><td>12</td><td>17088</td><td>07/15/1989</td></tr> </tbody> </table>	#	Student	Grade Level	Login	DOB	1	Adair, Rena L	12	38726	06/18/1989	2	Adams, Chase	12	687770	07/23/1989	3	Anderson, Aimee L	12	13818	03/09/1989	4	Arteta, Robert J	12	13524	08/03/1989	5	Ashton, Thomas E	12	781865	04/23/1989	6	Askren, Rebecca S	12	17088	07/15/1989																																																																											
#	Student	Grade Level	Login	DOB																																																																																																												
1	Adair, Rena L	12	38726	06/18/1989																																																																																																												
2	Adams, Chase	12	687770	07/23/1989																																																																																																												
3	Anderson, Aimee L	12	13818	03/09/1989																																																																																																												
4	Arteta, Robert J	12	13524	08/03/1989																																																																																																												
5	Ashton, Thomas E	12	781865	04/23/1989																																																																																																												
6	Askren, Rebecca S	12	17088	07/15/1989																																																																																																												
<p>Open Schedule Students</p>	<p>Summary of students who have open schedules and need to add more courses.</p>	<p style="text-align: center;">Students Without Full Schedules Last Name: E</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Student</th> <th>Grade Level</th> <th>Login</th> <th>DOB</th> </tr> </thead> <tbody> <tr><td>1</td><td>Engelbretsen, Amanda J</td><td>12</td><td>10303</td><td>04/25/1989</td></tr> <tr><td>2</td><td>Ercanbrack, Mark L</td><td>11</td><td>767342</td><td>11/21/1989</td></tr> <tr><td>3</td><td>Escobar, Dallan A</td><td>8</td><td>390820</td><td>03/30/1993</td></tr> <tr><td>4</td><td>Escobar, Daniela</td><td>11</td><td>894106</td><td>02/08/1990</td></tr> <tr><td>5</td><td>Esparza, Antonia</td><td>9</td><td>10524</td><td>01/15/1991</td></tr> </tbody> </table>	#	Student	Grade Level	Login	DOB	1	Engelbretsen, Amanda J	12	10303	04/25/1989	2	Ercanbrack, Mark L	11	767342	11/21/1989	3	Escobar, Dallan A	8	390820	03/30/1993	4	Escobar, Daniela	11	894106	02/08/1990	5	Esparza, Antonia	9	10524	01/15/1991																																																																																
#	Student	Grade Level	Login	DOB																																																																																																												
1	Engelbretsen, Amanda J	12	10303	04/25/1989																																																																																																												
2	Ercanbrack, Mark L	11	767342	11/21/1989																																																																																																												
3	Escobar, Dallan A	8	390820	03/30/1993																																																																																																												
4	Escobar, Daniela	11	894106	02/08/1990																																																																																																												
5	Esparza, Antonia	9	10524	01/15/1991																																																																																																												
<p>Full Sections</p>	<p>List of all course sections that are full.</p>	<p style="text-align: center;">Full Sections</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Course Name</th> <th>Course #</th> <th>Term</th> <th>Section#</th> <th>Expression</th> <th>Teacher</th> <th>Max Enrollment</th> <th>Current Enrollment</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td>1601</td><td>97</td><td>9(A)</td><td>Bingham, Clay</td><td>0</td><td>5</td></tr> <tr><td>2</td><td></td><td></td><td>1601</td><td>81</td><td>9(A)</td><td>WHITCOMB, ANDREA R.</td><td>0</td><td>5</td></tr> <tr><td>3</td><td></td><td></td><td>1601</td><td>26</td><td>9(A)</td><td>POLAND, ALLAN G.</td><td>0</td><td>4</td></tr> <tr><td>4</td><td></td><td></td><td>1601</td><td>67</td><td>9(A)</td><td>BEADLEY, CAROL A</td><td>0</td><td>5</td></tr> <tr><td>5</td><td></td><td></td><td>1601</td><td>78</td><td>9(A)</td><td>WARD, JEFFREY K.</td><td>0</td><td>5</td></tr> <tr><td>6</td><td></td><td></td><td>1601</td><td>22</td><td>9(A)</td><td>DODDS, DEBORAH J</td><td>0</td><td>5</td></tr> <tr><td>7</td><td></td><td></td><td>1601</td><td>17</td><td>9(A)</td><td>CRAGUN, KAYLENE DIANE</td><td>0</td><td>4</td></tr> <tr><td>8</td><td></td><td></td><td>1601</td><td>8</td><td>9(A)</td><td>BASCOM, KRESTON R.</td><td>0</td><td>6</td></tr> <tr><td>9</td><td></td><td></td><td>1601</td><td>7</td><td>9(A)</td><td>BARNES, KATY K</td><td>0</td><td>5</td></tr> <tr><td>10</td><td></td><td></td><td>1601</td><td>87</td><td>9(A)</td><td>McAdams, Whitney</td><td>0</td><td>5</td></tr> <tr><td>11</td><td></td><td></td><td>1601</td><td>98</td><td>9(A)</td><td>Gilman, Summer</td><td>0</td><td>5</td></tr> </tbody> </table>	#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	1			1601	97	9(A)	Bingham, Clay	0	5	2			1601	81	9(A)	WHITCOMB, ANDREA R.	0	5	3			1601	26	9(A)	POLAND, ALLAN G.	0	4	4			1601	67	9(A)	BEADLEY, CAROL A	0	5	5			1601	78	9(A)	WARD, JEFFREY K.	0	5	6			1601	22	9(A)	DODDS, DEBORAH J	0	5	7			1601	17	9(A)	CRAGUN, KAYLENE DIANE	0	4	8			1601	8	9(A)	BASCOM, KRESTON R.	0	6	9			1601	7	9(A)	BARNES, KATY K	0	5	10			1601	87	9(A)	McAdams, Whitney	0	5	11			1601	98	9(A)	Gilman, Summer	0	5		
#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment																																																																																																								
1			1601	97	9(A)	Bingham, Clay	0	5																																																																																																								
2			1601	81	9(A)	WHITCOMB, ANDREA R.	0	5																																																																																																								
3			1601	26	9(A)	POLAND, ALLAN G.	0	4																																																																																																								
4			1601	67	9(A)	BEADLEY, CAROL A	0	5																																																																																																								
5			1601	78	9(A)	WARD, JEFFREY K.	0	5																																																																																																								
6			1601	22	9(A)	DODDS, DEBORAH J	0	5																																																																																																								
7			1601	17	9(A)	CRAGUN, KAYLENE DIANE	0	4																																																																																																								
8			1601	8	9(A)	BASCOM, KRESTON R.	0	6																																																																																																								
9			1601	7	9(A)	BARNES, KATY K	0	5																																																																																																								
10			1601	87	9(A)	McAdams, Whitney	0	5																																																																																																								
11			1601	98	9(A)	Gilman, Summer	0	5																																																																																																								
<p>Open Sections</p>	<p>List of all course sections that still have room for additional students.</p>	<p style="text-align: center;">Open Sections</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Course#</th> <th>Course</th> <th>Term</th> <th>Section#</th> <th>Expression</th> <th>Teacher</th> <th>Max Enrollment</th> <th>Current Enrollment</th> <th>Seats Open</th> </tr> </thead> <tbody> <tr><td>1</td><td>719899</td><td>*No Class First Period Sem 1</td><td>1601</td><td>1</td><td>1(A)</td><td>Assigned, Staff</td><td>999</td><td>189</td><td>810</td></tr> <tr><td>2</td><td>719997</td><td>*No Class First Period Sem 2</td><td>1602</td><td>1</td><td>1(A)</td><td>Assigned, Staff</td><td>500</td><td>219</td><td>281</td></tr> <tr><td>3</td><td>713800</td><td>A Coppola</td><td>1601</td><td>1</td><td>5(A)</td><td>LARSON, PAUL B</td><td>175</td><td>155</td><td>20</td></tr> <tr><td>4</td><td>712000</td><td>Accounting 1/2</td><td>1601</td><td>1</td><td>6(A)</td><td>JARDINE, JAN R</td><td>32</td><td>20</td><td>12</td></tr> <tr><td>5</td><td>712000</td><td>Accounting 1/2</td><td>1602</td><td>100</td><td>6(A)</td><td>JARDINE, JAN R</td><td>32</td><td>18</td><td>17</td></tr> <tr><td>6</td><td>714895</td><td>Adult Roles</td><td>1601</td><td>1</td><td>6(A)</td><td>MASON, C LARAE</td><td>35</td><td>30</td><td>5</td></tr> <tr><td>7</td><td>714895</td><td>Adult Roles</td><td>1602</td><td>2</td><td>1(A)</td><td>MASON, C LARAE</td><td>35</td><td>29</td><td>6</td></tr> <tr><td>8</td><td>714896</td><td>Adult Roles and Financial Resp</td><td>1601</td><td>1</td><td>7(A)</td><td>MASON, C LARAE</td><td>32</td><td>30</td><td>2</td></tr> <tr><td>9</td><td>714896</td><td>Adult Roles and Financial Resp</td><td>1602</td><td>100</td><td>7(A)</td><td>MASON, C LARAE</td><td>32</td><td>31</td><td>1</td></tr> <tr><td>10</td><td>714385</td><td>Adv Ballm-Boys</td><td>1601</td><td>1</td><td>7(A)</td><td>Shelton, Adam</td><td>30</td><td>17</td><td>13</td></tr> </tbody> </table>	#	Course#	Course	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open	1	719899	*No Class First Period Sem 1	1601	1	1(A)	Assigned, Staff	999	189	810	2	719997	*No Class First Period Sem 2	1602	1	1(A)	Assigned, Staff	500	219	281	3	713800	A Coppola	1601	1	5(A)	LARSON, PAUL B	175	155	20	4	712000	Accounting 1/2	1601	1	6(A)	JARDINE, JAN R	32	20	12	5	712000	Accounting 1/2	1602	100	6(A)	JARDINE, JAN R	32	18	17	6	714895	Adult Roles	1601	1	6(A)	MASON, C LARAE	35	30	5	7	714895	Adult Roles	1602	2	1(A)	MASON, C LARAE	35	29	6	8	714896	Adult Roles and Financial Resp	1601	1	7(A)	MASON, C LARAE	32	30	2	9	714896	Adult Roles and Financial Resp	1602	100	7(A)	MASON, C LARAE	32	31	1	10	714385	Adv Ballm-Boys	1601	1	7(A)	Shelton, Adam	30	17	13
#	Course#	Course	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open																																																																																																							
1	719899	*No Class First Period Sem 1	1601	1	1(A)	Assigned, Staff	999	189	810																																																																																																							
2	719997	*No Class First Period Sem 2	1602	1	1(A)	Assigned, Staff	500	219	281																																																																																																							
3	713800	A Coppola	1601	1	5(A)	LARSON, PAUL B	175	155	20																																																																																																							
4	712000	Accounting 1/2	1601	1	6(A)	JARDINE, JAN R	32	20	12																																																																																																							
5	712000	Accounting 1/2	1602	100	6(A)	JARDINE, JAN R	32	18	17																																																																																																							
6	714895	Adult Roles	1601	1	6(A)	MASON, C LARAE	35	30	5																																																																																																							
7	714895	Adult Roles	1602	2	1(A)	MASON, C LARAE	35	29	6																																																																																																							
8	714896	Adult Roles and Financial Resp	1601	1	7(A)	MASON, C LARAE	32	30	2																																																																																																							
9	714896	Adult Roles and Financial Resp	1602	100	7(A)	MASON, C LARAE	32	31	1																																																																																																							
10	714385	Adv Ballm-Boys	1601	1	7(A)	Shelton, Adam	30	17	13																																																																																																							



Chapter 8: Using ClassChoice as a Staff Member

<p>Empty Seats By Period</p>	<p>List of courses that have empty seats, sorted by period. Lists the number of open seats by semester as well as maximum seat availability.</p>	<p>Empty Seats by Period</p> <table border="1"> <thead> <tr> <th>Semester 2 Filled Seats</th> <th>Semester 2 Open Seats</th> <th>Quarter 1 Max Seats</th> <th>Quarter 1 Filled Seats</th> <th>Quarter 1 Open Seats</th> <th>Quarter 2 Max Seats</th> <th>Quarter 2 Filled Seats</th> <th>Quarter 2 Open Seats</th> <th>Quarter 3 Max Seats</th> <th>Quarter 3 Filled Seats</th> <th>Quarter 3 Open Seats</th> <th>Quarter 4 Max Seats</th> <th>Quarter 4 Filled Seats</th> <th>Quarter 4 Open Seats</th> </tr> </thead> <tbody> <tr><td>1,627</td><td>735</td><td>32</td><td>30</td><td>2</td><td>32</td><td>35</td><td>-3</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,661</td><td>747</td><td>64</td><td>43</td><td>21</td><td>64</td><td>45</td><td>19</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,655</td><td>588</td><td>64</td><td>53</td><td>11</td><td>64</td><td>56</td><td>8</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,671</td><td>688</td><td>0</td><td>0</td><td>0</td><td>0</td><td>1</td><td>-1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,678</td><td>705</td><td>0</td><td>0</td><td>0</td><td>0</td><td>4</td><td>-4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,660</td><td>676</td><td>0</td><td>0</td><td>0</td><td>0</td><td>1</td><td>-1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,616</td><td>697</td><td>0</td><td>0</td><td>0</td><td>0</td><td>8</td><td>-8</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>32</td><td>160</td><td>0</td><td>219</td><td>-219</td><td>0</td><td>152</td><td>-152</td><td>0</td><td>30</td><td>-30</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>-435</td><td>-435</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table>	Semester 2 Filled Seats	Semester 2 Open Seats	Quarter 1 Max Seats	Quarter 1 Filled Seats	Quarter 1 Open Seats	Quarter 2 Max Seats	Quarter 2 Filled Seats	Quarter 2 Open Seats	Quarter 3 Max Seats	Quarter 3 Filled Seats	Quarter 3 Open Seats	Quarter 4 Max Seats	Quarter 4 Filled Seats	Quarter 4 Open Seats	1,627	735	32	30	2	32	35	-3	0	0	0	0	0	0	1,661	747	64	43	21	64	45	19	0	0	0	0	0	0	1,655	588	64	53	11	64	56	8	0	0	0	0	0	0	1,671	688	0	0	0	0	1	-1	0	0	0	0	0	0	1,678	705	0	0	0	0	4	-4	0	0	0	0	0	0	1,660	676	0	0	0	0	1	-1	0	0	0	0	0	0	1,616	697	0	0	0	0	8	-8	0	0	0	0	0	0	32	160	0	219	-219	0	152	-152	0	30	-30	0	0	0	-435	-435	0	0	0	0	0	0	0	0	0	0	0	0
Semester 2 Filled Seats	Semester 2 Open Seats	Quarter 1 Max Seats	Quarter 1 Filled Seats	Quarter 1 Open Seats	Quarter 2 Max Seats	Quarter 2 Filled Seats	Quarter 2 Open Seats	Quarter 3 Max Seats	Quarter 3 Filled Seats	Quarter 3 Open Seats	Quarter 4 Max Seats	Quarter 4 Filled Seats	Quarter 4 Open Seats																																																																																																																																	
1,627	735	32	30	2	32	35	-3	0	0	0	0	0	0																																																																																																																																	
1,661	747	64	43	21	64	45	19	0	0	0	0	0	0																																																																																																																																	
1,655	588	64	53	11	64	56	8	0	0	0	0	0	0																																																																																																																																	
1,671	688	0	0	0	0	1	-1	0	0	0	0	0	0																																																																																																																																	
1,678	705	0	0	0	0	4	-4	0	0	0	0	0	0																																																																																																																																	
1,660	676	0	0	0	0	1	-1	0	0	0	0	0	0																																																																																																																																	
1,616	697	0	0	0	0	8	-8	0	0	0	0	0	0																																																																																																																																	
32	160	0	219	-219	0	152	-152	0	30	-30	0	0	0																																																																																																																																	
-435	-435	0	0	0	0	0	0	0	0	0	0	0	0																																																																																																																																	
<p>Enrollment By Course</p>	<p>List of course enrollment information. This list can provide a student only list for teachers as well as be organized by course and section number for other purposes (as shown).</p>	<p>ClassChoice Enrollment by Course</p> <p>Course Number Section Number: 711100 <input type="button" value="Find"/> <input type="checkbox"/> Student List Only</p> <table border="1"> <thead> <tr> <th>#</th> <th>Term ID</th> <th>Expression</th> <th>Section</th> <th>Teacher</th> <th>Student</th> <th>Grade Level</th> <th>Student ID</th> <th>Enrollment</th> <th>Max Enrollment</th> </tr> </thead> <tbody> <tr><td>1</td><td>0</td><td></td><td></td><td></td><td></td><td>9</td><td>384016</td><td>0</td><td>0</td></tr> <tr><td>2</td><td>0</td><td></td><td></td><td></td><td></td><td>9</td><td>384016</td><td>0</td><td>0</td></tr> <tr><td>3</td><td>0</td><td></td><td></td><td></td><td>Albertson, Tiana L.</td><td>9</td><td>985296</td><td>0</td><td>0</td></tr> <tr><td>4</td><td>0</td><td></td><td></td><td></td><td>Albertson, Tiana L.</td><td>9</td><td>985296</td><td>0</td><td>0</td></tr> <tr><td>5</td><td>0</td><td></td><td></td><td></td><td>Alman, Andree</td><td>9</td><td>152055</td><td>0</td><td>0</td></tr> <tr><td>6</td><td>0</td><td></td><td></td><td></td><td>Alman, Andree</td><td>9</td><td>152055</td><td>0</td><td>0</td></tr> <tr><td>7</td><td>0</td><td></td><td></td><td></td><td>Ammons, Hilary Elva</td><td>9</td><td>32053</td><td>0</td><td>0</td></tr> <tr><td>8</td><td>0</td><td></td><td></td><td></td><td>Ammons, Hilary Elva</td><td>9</td><td>32053</td><td>0</td><td>0</td></tr> <tr><td>9</td><td>0</td><td></td><td></td><td></td><td>Anquero, Eric</td><td>10</td><td>17421</td><td>0</td><td>0</td></tr> <tr><td>10</td><td>0</td><td></td><td></td><td></td><td>Anquero, Eric</td><td>10</td><td>17421</td><td>0</td><td>0</td></tr> <tr><td>11</td><td>0</td><td></td><td></td><td></td><td>Andeberg, Kirstyn Taylor</td><td>9</td><td>10621</td><td>0</td><td>0</td></tr> </tbody> </table>	#	Term ID	Expression	Section	Teacher	Student	Grade Level	Student ID	Enrollment	Max Enrollment	1	0					9	384016	0	0	2	0					9	384016	0	0	3	0				Albertson, Tiana L.	9	985296	0	0	4	0				Albertson, Tiana L.	9	985296	0	0	5	0				Alman, Andree	9	152055	0	0	6	0				Alman, Andree	9	152055	0	0	7	0				Ammons, Hilary Elva	9	32053	0	0	8	0				Ammons, Hilary Elva	9	32053	0	0	9	0				Anquero, Eric	10	17421	0	0	10	0				Anquero, Eric	10	17421	0	0	11	0				Andeberg, Kirstyn Taylor	9	10621	0	0																				
#	Term ID	Expression	Section	Teacher	Student	Grade Level	Student ID	Enrollment	Max Enrollment																																																																																																																																					
1	0					9	384016	0	0																																																																																																																																					
2	0					9	384016	0	0																																																																																																																																					
3	0				Albertson, Tiana L.	9	985296	0	0																																																																																																																																					
4	0				Albertson, Tiana L.	9	985296	0	0																																																																																																																																					
5	0				Alman, Andree	9	152055	0	0																																																																																																																																					
6	0				Alman, Andree	9	152055	0	0																																																																																																																																					
7	0				Ammons, Hilary Elva	9	32053	0	0																																																																																																																																					
8	0				Ammons, Hilary Elva	9	32053	0	0																																																																																																																																					
9	0				Anquero, Eric	10	17421	0	0																																																																																																																																					
10	0				Anquero, Eric	10	17421	0	0																																																																																																																																					
11	0				Andeberg, Kirstyn Taylor	9	10621	0	0																																																																																																																																					
<p>Room Utilization</p>	<p>Details room use by period and day.</p>	<p>Room Utilization</p> <table border="1"> <thead> <tr> <th>Room</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> </tr> </thead> <tbody> <tr><td></td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td><td>X</td><td>X</td><td>X</td></tr> <tr><td>A 19</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td></tr> <tr><td>A-16</td><td></td><td></td><td>X</td><td>X</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A-18</td><td></td><td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td><td>X</td></tr> <tr><td>A-19</td><td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr> <tr><td>A-21</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td>X</td><td></td></tr> <tr><td>ATTEND</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td></tr> </tbody> </table>	Room	1	2	3	4	5	6	7	8	9		A	A	A	A	A	A	A	A	A			X					X	X	X	A 19									X	A-16			X	X						A-18			X	X	X	X	X		X	A-19		X	X	X	X	X	X	X	X	A-21	X	X	X	X	X			X		ATTEND									X																																																		
Room	1	2	3	4	5	6	7	8	9																																																																																																																																					
	A	A	A	A	A	A	A	A	A																																																																																																																																					
		X					X	X	X																																																																																																																																					
A 19									X																																																																																																																																					
A-16			X	X																																																																																																																																										
A-18			X	X	X	X	X		X																																																																																																																																					
A-19		X	X	X	X	X	X	X	X																																																																																																																																					
A-21	X	X	X	X	X			X																																																																																																																																						
ATTEND									X																																																																																																																																					

Student Summary

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select the grade level next to Student Summary or a last name initial from the drop down list next to By Last Name. If a Report Group is created and available, you may select from the By Report Group drop down list.

**Student Summary
Grade 11**

#	Student	Grade	Periods	Logged In	Modified Schedule
1	Acosta, Nelly L	11	5		Yes
2	Adair, Taylor E	11	0		Yes
3	Aldous, Travis B	11	0		
4	Alisa, Michael	11	0		
5	Alvarez, Edwin E	11	0		
6	Ammons, Elizabeth	11	0		
7	Anderson, Ashley	11	0		
8	Anderson, Bryce K	11	0		
9	Anderson, Chellyn	11	0		
10	Aranda, Dalmer S	11	0		
11	Armstrong, Aleccis	11	0		
12	Armstrong, Joseph T	11	0		
13	Ashton, Kim	11	0		
14	Astle, Taper J	11	0		

By Grade

**Student Summary
Last Name: M**

#	Student	Grade	Periods	Logged In	Modified Schedule
1	Maasson, Alyssa K	12	0		
2	Maccabe, John L	10	0		Yes
3	Mace, Dallas E	10	0		
4	Mace, Dillon R	9	0		
5	Mack, James C	10	0		
6	Mack, Shanell L	10	0		
7	Mackay, Caitlin	11	0		
8	Mackay, Mallory	9	0		
9	Mackie, Nathan	11	0		
10	MacLennan, Brody	12	0		Yes
11	MacLennan, Kurt	10	0		Yes
12	Macuer, Bryan	9	0		
13	Madewell, Clinton E	9	0		
14	Madsen, Cody	11	0		
15	Madsen, David B	11			
16	Madsen, Karl D W	11			

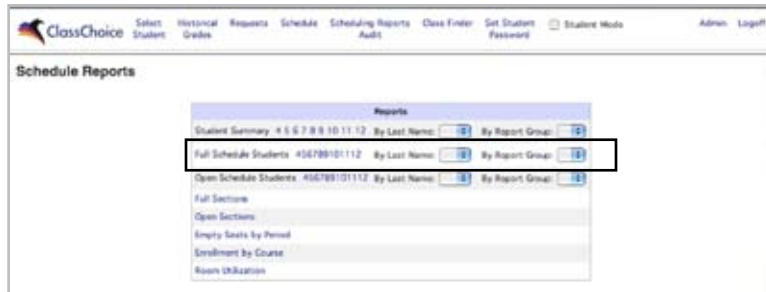
By Student Last Name



Chapter 8: Using ClassChoice as a Staff Member

Full Schedule Students

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select the grade level next to Full Schedule Students or a last name initial from the drop down list next to By Last Name. If a Report Group is created and available, you may select from the By Report Group drop down list.

#	Student	Grade Level	Login	DOB
1	Abbott, Tyler R	10	493229	03/05/1991
2	Adair, Ryan	10	358188	07/15/1991
3	Agle, Katherine S	10	12527	01/05/1991
4	Agrada, Luis R	10	14841	06/05/1991
5	Alger, Caleb K	10	410070	05/16/1991
6	Alius, Brenna E	10	354909	03/17/1991
7	Allred, Alli A	10	109495	08/18/1991
8	Alvarez, Felix H	10	541448	08/26/1991
9	Alvarez, Ian C	10	575292	11/04/1990
10	Amesse, Celeste L	10	948519	10/12/1990
11	Ampuero, Eric	10	17421	11/09/1990
12	Anderson, Erika J	10	309610	06/07/1991
13	Andrews, Dennis R	10	436706	02/12/1991
14	Ang, Isabella	10	615952	08/20/1991
15	Arcia, Bertha	10	17420	09/07/1990
16	Arellano, Jessica A	10	11899	06/07/1991

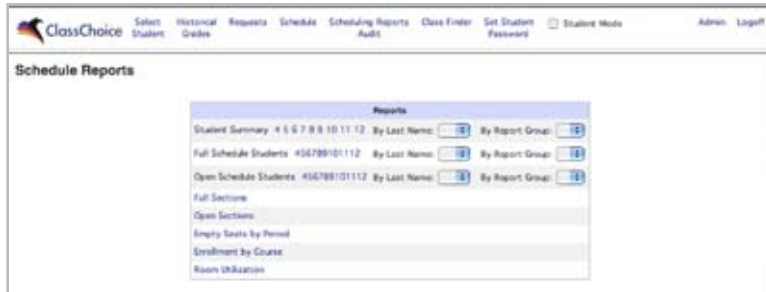
By Grade

#	Student	Grade Level	Login	DOB
1	Armstrong, Alecsis	12	982310	05/01/1990

By Student Last Name

Open Schedule Students

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select the grade level next to Open Schedule Students or a last name initial from the drop down list next to By Last Name. If a Report Group is created and available, you may select from the By Report Group drop down list.

**Students Without Full Schedules
Grade 11**

#	Student	Grade Level	Login	DOB
1	Anderson, Bryce K	11	10460	07/19/1989
2	Arana, Ana M	11	134722	01/15/1990
3	Bahme, Bret	11	5344	08/10/1990
4	Barajas, Martin	11	720242	07/07/1990
5	Bear, Jonathan M	11	342687	05/28/1989
6	Beaumont, Shane M	11	884881	09/09/1989
7	Begay, Kirk	11	18648	05/29/1990
8	Bemier, Corey A	11	124970	09/30/1989
9	Bradford, Louisa C	11	767839	03/06/1990
10	Brailsford, kaylee M	11	18685	07/20/1989
11	Cardon, Jeremy	11	12262	06/15/1989
12	Castelli, Justin	11	18149	04/10/1989
13	Chantry, Austin R	11	239105	06/26/1989
14	Chavez, Dorian	11	14417	11/22/1989
15	Choe, Raymond	11	18295	06/25/1990
16	Choi, Wonsuk	11	11969	04/03/1990
17	Christensen, Sarah N	11	436004	09/...
18	Cipres, Carlos	11	17981	11/...

By Grade

**Students Without Full Schedules
Last Name: D**

#	Student	Grade Level	Login	DOB
1	Dabczynski, Elizabeth H	12	75349	10/26/1989
2	Dahl, Eric J	10	10591	01/11/1992
3	Dahl, Kelsey	12	10631	08/31/1989
4	Daley, Malissa A	12	500902	09/15/1988
5	Daley, Matthew J	10	832759	06/12/1992
6	Dalton, Francesca M	9	20383	06/16/1993
7	Dalton, Tasha	11	106597	06/16/1991
8	Dalton, Tiffany	11	953395	06/16/1991
9	Dame, Erika	12	17480	10/04/1989
10	Dame, Phillip	12	18113	10/04/1989
11	Damron, Leah M	9	306249	07/24/1993
12	Daniel, Bennett J	11	15093	12/21/1990
13	Daniel, James F	10	15...	...

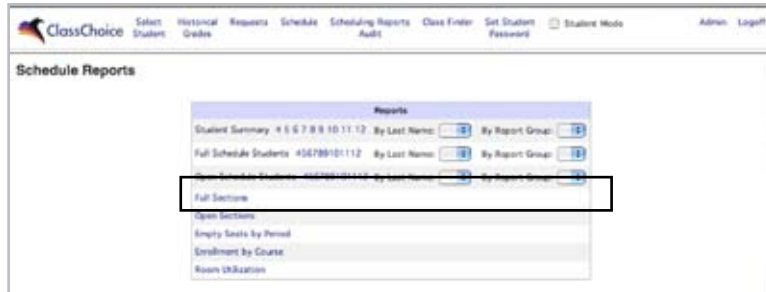
By Student Last Name



Chapter 8: Using ClassChoice as a Staff Member

Full Sections

1. Login as a staff member.
2. Select **Scheduling Reports**.



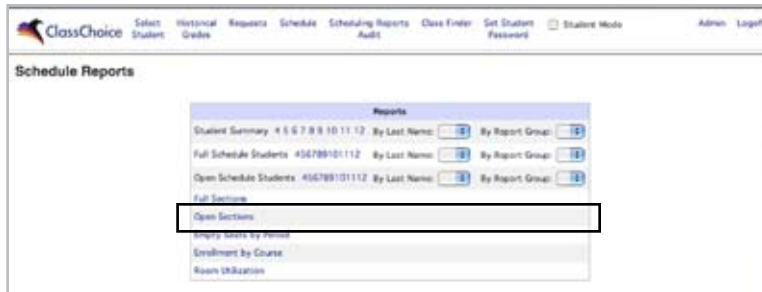
3. Select **Full Sections**.

Full Sections

#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment
1		1601	86	9(A)		WOOD, TERRANCE	0	0
2		1601	85	9(A)		WING, LINDA	0	0
3		1601	84	9(A)		WINDERS, KATHY	0	0
4		1601	83	9(A)		WILD, PENOALINE	0	0
5		1601	82	9(A)		WHITE, BILLY	0	0
6		1601	81	9(A)		WHITLOCK, ANDREW	0	0
7		1601	80	9(A)		WATTS, ANDREA	0	0
8		1601	79	9(A)		WARNER, NATALIE	0	0
9		1601	78	9(A)		WARD, JENNIFER	0	0
10		1601	77	9(A)		VERONA, SOPHIA	0	0
11		1601	76	9(A)		VANSON, SAMANTHA	0	0
12		1601	75	9(A)		VIERRI, CHARLES	0	0
13		1601	74	9(A)		VAN HELSING, ALISON	0	0
14		1601	73	9(A)		VILNI, WILLIAM	0	0
15		1601	72	9(A)		TERRY, STEVEN	0	0
16		1601	71	9(A)		TAYLOR, MARVIN	0	0
17		1601	70	9(A)		SUTHERLAND, DAVE	0	0
18		1601	69	9(A)		STEWART, JAMES	0	0
19		1601	98	9(A)		STEVENS, JENNY	0	0
20		1601	68	9(A)		STEADMAN, MARCUS	0	0
21		1601	65	9(A)		SMITH, JOHN	0	0
22		1601	64	9(A)		SMITH, GLORIA	0	0
23		1601	63	9(A)		STILES, KURT	0	0

Open Sections

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select **Open Sections**.

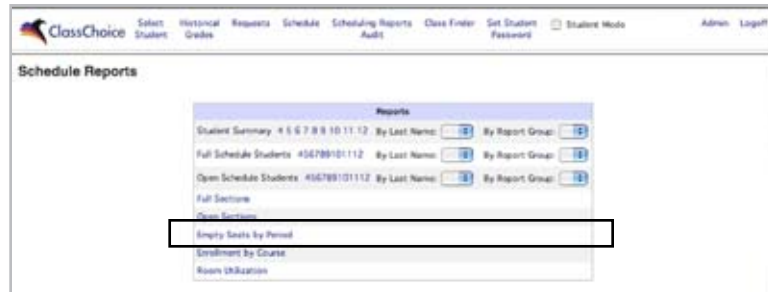
#	Course#	Course	Term	Sections	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open
1			1602	1	2(A)	WOOD, TERRANCE	2	0	2
2			1602	2	3(A)	WOOD, TERRANCE	2	0	2
3			1602	3	4(A)	WOOD, TERRANCE	2	0	2
4			1602	4	5(A)	WOOD, TERRANCE	2	0	2
5			1602	5	6(A)	WOOD, TERRANCE	2	0	2
6			1602	6	7(A)	WOOD, TERRANCE	2	0	2
7			1602	1	7(A)	KANA, ROBERT K	20	0	20
8	719899	*No Class First Period Sem 1	1601	1	1(A)	Assigned, Staff	999	0	999
9	719987	*No Class First Period Sem 2	1602	1	1(A)	Assigned, Staff	500	0	500
10	715800	A Capovella	1601	1	5(A)	LARSON, PAULETTE	175	0	175
11	715800	A Capovella	1602	3	5(A)	LARSON, PAULETTE	80	0	80
12	715800	A Capovella	1602	2	5(A)	LARSON, PAULETTE	80	0	80
13	715800	A Capovella	1602	100	5(A)	LARSON, PAULETTE	175	0	175
14	712000	Accounting 1/2	1601	1	6(A)	JARMINE, JACOB	32	0	32
15	712000	Accounting 1/2	1602	100	6(A)	JARMINE, JACOB	32	0	32
16	714895	Adult Roles	1601	1	6(A)	MASON, ONDY	35	0	35
17	714895	Adult Roles	1602	2	1(A)	MASON, ONDY	32	0	32
18	714896	Adult Roles and Financial Resp	1601	1	7(A)	MASON, ONDY	32	0	32
19	714896	Adult Roles and Financial Resp	1602	100	7(A)	MASON, ONDY	32	0	32
20	716385	Adv Ballm-Boys	1601	1	7(A)	SHELL, ADRIANNE	30	0	30
21	716385	Adv Ballm-Boys	1602	2	7(A)	SHELL, ADRIANNE	30	0	30
22	716384	Adv Ballm-Girls	1601	1	7(A)	SHELL, ADRIANNE	30	0	30
23	716384	Adv Ballm-Girls	1602	2	7(A)	SHELL, ADRIANNE	30	0	30



Chapter 8: Using ClassChoice as a Staff Member

Empty Seats By Period

1. Login as a staff member.
2. Select Scheduling Reports.

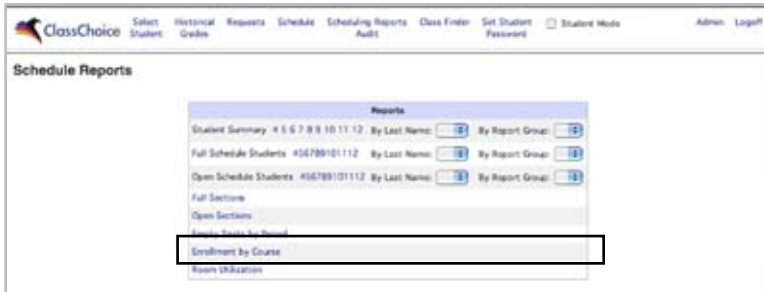


3. Select Empty Seats by Period.

Expression	Semester 1 Max Seats	Semester 1 Filled Seats	Semester 1 Open Seats	Semester 2 Max Seats	Semester 2 Filled Seats	Semester 2 Open Seats
1(A)	2,840	1	2,839	2,290	1	2,289
2(A)	2,148	1	2,147	2,342	1	2,341
3(A)	2,082	1	2,081	2,139	1	2,138
4(A)	2,306	1	2,305	2,306	1	2,305
5(A)	2,227	1	2,226	2,597	1	2,596
6(A)	2,174	0	2,174	2,330	0	2,330
7(A)	2,183	0	2,183	2,306	0	2,306
8(A)	172	0	172	196	0	196
9(A)	50	0	50	50	0	50

Enrollment By Course

1. Login as a staff member.
2. Select **Scheduling Reports**.

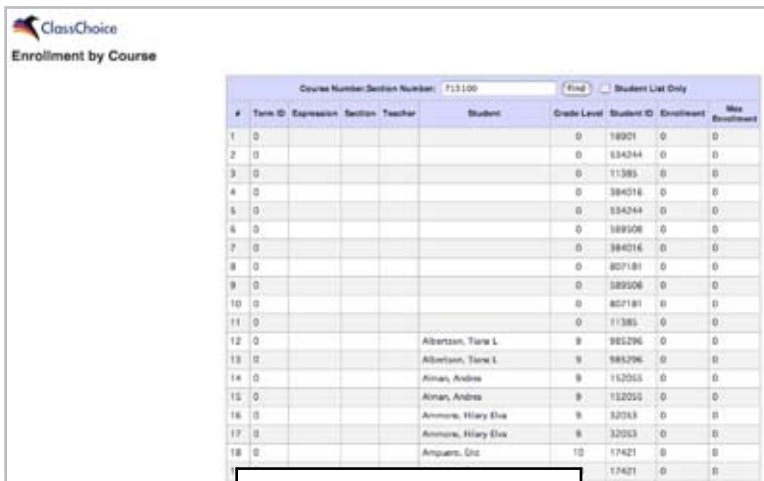


3. Select **Enrollment By Course**.



Activate the checkbox next to Student List Only to display a list that can be printed and used as a class list.

4. Enter the course number. You may further define the information displayed by including the section number.



#	Term ID	Expression	Section	Teacher	Student	Grade Level	Student ID	Enrollment	Max Enrollment
1	0					0	18901	0	0
2	0					0	834344	0	0
3	0					0	11385	0	0
4	0					0	384016	0	0
5	0					0	834344	0	0
6	0					0	389508	0	0
7	0					0	384016	0	0
8	0					0	807181	0	0
9	0					0	389508	0	0
10	0					0	807181	0	0
11	0					0	11385	0	0
12	0			Albertson, Tara L.		9	981296	0	0
13	0			Albertson, Tara L.		9	985796	0	0
14	0			Alman, Andre		9	112055	0	0
15	0			Alman, Andre		9	112055	0	0
16	0			Annors, Hilary Elia		9	32053	0	0
17	0			Annors, Hilary Elia		9	32053	0	0
18	0			Amquart, Eric		10	17421	0	0
							17421	0	0

By Course and Section Number



Albertson, Tara L.
 Albertson, Tara L.
 Alman, Andre
 Alman, Andre
 Annors, Hilary Elia
 Annors, Hilary Elia
 Amquart, Eric
 Amquart, Eric
 Andersburg, Kristin Taylor
 Andersburg, Kristin Taylor
 Archuleta, Max A
 Archuleta, Max A
 Arroyo, Katie A
 Arroyo, Katie A
 Arvik, Arnon N
 Arvik, Arnon N
 Auble, Kaitly L
 Auble, Kaitly L
 Austin, Amelia
 Austin, Amelia

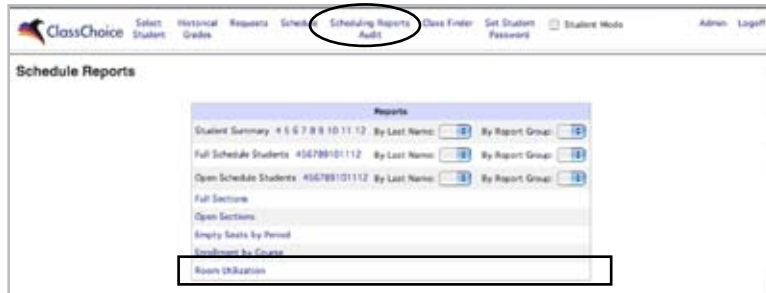
Student Only List



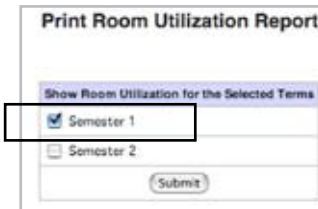
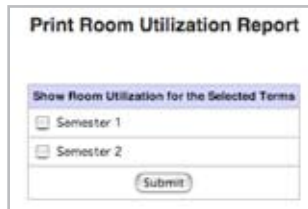
Chapter 8: Using ClassChoice as a Staff Member

Room Utilization

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select **Room Utilization**.



4. Activate the checkbox next to the semester.

Room Utilization									
Room	1	2	3	4	5	6	7	8	9
	A	A	A	A	A	A	A	A	A
						X	X	X	
A-19									X
A-16			X	X					
A-18			X	X	X	X	X		X
A-19		X	X	X	X	X	X	X	X
A-21	X	X	X	X	X				X
ATTEND									X
ATTENDANCE	X	X	X	X	X	X	X		X

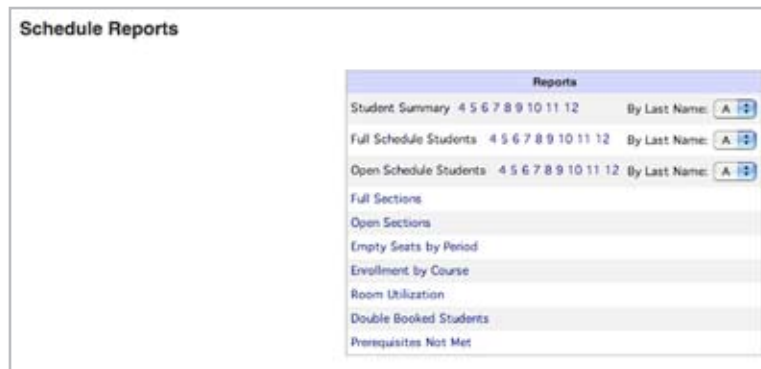


Chapter 9: Using Schedule Reports

Overview

Reports can be generated to gather student scheduling information.

Select **Schedule Admin Reports** to display the list of reports available.



The next few pages provide a table of reports available, a brief description and an example of the report. The rest of the chapter goes into more detail about creating each report.



Chapter 9: Using Schedule Reports

9-2

Name of Report	Description	Example																																								
Student Summary	Quick detail of each student or a group of students by last name. Student summary includes student name, grade, periods registered for, and whether they have logged in and modified their schedule since its creation.	<p style="text-align: center;">Student Summary Last Name: I</p> <table border="1"> <thead> <tr> <th>#</th> <th>Student</th> <th>Grade</th> <th>Periods</th> <th>Logged In</th> <th>Modified Schedule</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Idos, Nario Mariano</td> <td>11</td> <td>0</td> <td></td> <td>Yes</td> </tr> <tr> <td>2</td> <td>Ige, Jonathan</td> <td>9</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Improta, Alessandro</td> <td>11</td> <td>0</td> <td></td> <td>Yes</td> </tr> <tr> <td>4</td> <td>Ingar, Claudia A</td> <td>8</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>longi, Lolie</td> <td>8</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table>	#	Student	Grade	Periods	Logged In	Modified Schedule	1	Idos, Nario Mariano	11	0		Yes	2	Ige, Jonathan	9	0			3	Improta, Alessandro	11	0		Yes	4	Ingar, Claudia A	8	0			5	longi, Lolie	8	0						
#	Student	Grade	Periods	Logged In	Modified Schedule																																					
1	Idos, Nario Mariano	11	0		Yes																																					
2	Ige, Jonathan	9	0																																							
3	Improta, Alessandro	11	0		Yes																																					
4	Ingar, Claudia A	8	0																																							
5	longi, Lolie	8	0																																							
Full Schedule Students	List of students who currently have a full schedule. List is provided by grade or by student last name.	<p style="text-align: center;">Students With Full Schedules Grade 12</p> <table border="1"> <thead> <tr> <th>#</th> <th>Student</th> <th>Grade Level</th> <th>Login</th> <th>DOB</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Adair, Rena L</td> <td>12</td> <td>38726</td> <td>06/18/1989</td> </tr> <tr> <td>2</td> <td>Adams, Chase</td> <td>12</td> <td>687770</td> <td>07/23/1989</td> </tr> <tr> <td>3</td> <td>Anderson, Aimee L</td> <td>12</td> <td>13818</td> <td>03/09/1989</td> </tr> <tr> <td>4</td> <td>Arteta, Robert J</td> <td>12</td> <td>13524</td> <td>08/03/1989</td> </tr> <tr> <td>5</td> <td>Ashton, Thomas E</td> <td>12</td> <td>781865</td> <td>04/23/1989</td> </tr> <tr> <td>6</td> <td>Askren, Rebecca S</td> <td>12</td> <td>17088</td> <td>07/15/1989</td> </tr> </tbody> </table>	#	Student	Grade Level	Login	DOB	1	Adair, Rena L	12	38726	06/18/1989	2	Adams, Chase	12	687770	07/23/1989	3	Anderson, Aimee L	12	13818	03/09/1989	4	Arteta, Robert J	12	13524	08/03/1989	5	Ashton, Thomas E	12	781865	04/23/1989	6	Askren, Rebecca S	12	17088	07/15/1989					
#	Student	Grade Level	Login	DOB																																						
1	Adair, Rena L	12	38726	06/18/1989																																						
2	Adams, Chase	12	687770	07/23/1989																																						
3	Anderson, Aimee L	12	13818	03/09/1989																																						
4	Arteta, Robert J	12	13524	08/03/1989																																						
5	Ashton, Thomas E	12	781865	04/23/1989																																						
6	Askren, Rebecca S	12	17088	07/15/1989																																						
Open Schedule Students	List of students who currently do not have a full schedule. List is provided by grade or by student last name.	<p style="text-align: center;">Students Without Full Schedules Last Name: E</p> <table border="1"> <thead> <tr> <th>#</th> <th>Student</th> <th>Grade Level</th> <th>Login</th> <th>DOB</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Engelbretsen, Amanda J</td> <td>12</td> <td>10303</td> <td>04/25/1989</td> </tr> <tr> <td>2</td> <td>Ercanbrack, Mark L</td> <td>11</td> <td>767342</td> <td>11/21/1989</td> </tr> <tr> <td>3</td> <td>Escobar, Dallan A</td> <td>8</td> <td>390820</td> <td>03/30/1993</td> </tr> <tr> <td>4</td> <td>Escobar, Daniela</td> <td>11</td> <td>894106</td> <td>02/08/1990</td> </tr> <tr> <td>5</td> <td>Esparza, Antonia</td> <td>9</td> <td>10524</td> <td>01/15/1991</td> </tr> <tr> <td>6</td> <td>Esteban, Jose F</td> <td>9</td> <td>219766</td> <td>11/05/1991</td> </tr> <tr> <td>7</td> <td>Esteban, Maria G</td> <td>8</td> <td>983859</td> <td>10/28/1992</td> </tr> </tbody> </table>	#	Student	Grade Level	Login	DOB	1	Engelbretsen, Amanda J	12	10303	04/25/1989	2	Ercanbrack, Mark L	11	767342	11/21/1989	3	Escobar, Dallan A	8	390820	03/30/1993	4	Escobar, Daniela	11	894106	02/08/1990	5	Esparza, Antonia	9	10524	01/15/1991	6	Esteban, Jose F	9	219766	11/05/1991	7	Esteban, Maria G	8	983859	10/28/1992
#	Student	Grade Level	Login	DOB																																						
1	Engelbretsen, Amanda J	12	10303	04/25/1989																																						
2	Ercanbrack, Mark L	11	767342	11/21/1989																																						
3	Escobar, Dallan A	8	390820	03/30/1993																																						
4	Escobar, Daniela	11	894106	02/08/1990																																						
5	Esparza, Antonia	9	10524	01/15/1991																																						
6	Esteban, Jose F	9	219766	11/05/1991																																						
7	Esteban, Maria G	8	983859	10/28/1992																																						

Chapter 9: Using Schedule Reports



<p>Full Sections</p>	<p>List of all sections that are considered “full” with no room for additional students to schedule the course.</p>	<p style="text-align: center;">Full Sections</p> <table border="1"> <thead> <tr> <th>#</th> <th>Course Name</th> <th>Course #</th> <th>Term</th> <th>Section#</th> <th>Expression</th> <th>Teacher</th> <th>Max Enrollment</th> <th>Current Enrollment</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td>1601</td><td>97</td><td>9(A)</td><td>Bingham, Clay</td><td>0</td><td>5</td></tr> <tr><td>2</td><td></td><td></td><td>1601</td><td>81</td><td>9(A)</td><td>WHITCOMB, ANDREA R.</td><td>0</td><td>5</td></tr> <tr><td>3</td><td></td><td></td><td>1601</td><td>26</td><td>9(A)</td><td>ROLAND, ALLAN G.</td><td>0</td><td>4</td></tr> <tr><td>4</td><td></td><td></td><td>1601</td><td>67</td><td>9(A)</td><td>BEACHLEY, CAROL A</td><td>0</td><td>5</td></tr> <tr><td>5</td><td></td><td></td><td>1601</td><td>78</td><td>9(A)</td><td>WARD, JEFFREY K.</td><td>0</td><td>5</td></tr> <tr><td>6</td><td></td><td></td><td>1601</td><td>22</td><td>9(A)</td><td>DODDS, DEBORAH J</td><td>0</td><td>5</td></tr> <tr><td>7</td><td></td><td></td><td>1601</td><td>17</td><td>9(A)</td><td>DRAGUN, KAYLENE DIANE</td><td>0</td><td>4</td></tr> <tr><td>8</td><td></td><td></td><td>1601</td><td>8</td><td>9(A)</td><td>BASCOM, KRESTON R.</td><td>0</td><td>6</td></tr> <tr><td>9</td><td></td><td></td><td>1601</td><td>7</td><td>9(A)</td><td>BARNES, KATY K</td><td>0</td><td>5</td></tr> <tr><td>10</td><td></td><td></td><td>1601</td><td>87</td><td>9(A)</td><td>McAdams, Whitney</td><td>0</td><td>5</td></tr> <tr><td>11</td><td></td><td></td><td>1601</td><td>28</td><td>9(A)</td><td>Gillette, Spencer</td><td>0</td><td>5</td></tr> <tr><td>12</td><td></td><td></td><td>1601</td><td>77</td><td>9(A)</td><td>Morse, Kevin</td><td>0</td><td>5</td></tr> </tbody> </table>	#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	1			1601	97	9(A)	Bingham, Clay	0	5	2			1601	81	9(A)	WHITCOMB, ANDREA R.	0	5	3			1601	26	9(A)	ROLAND, ALLAN G.	0	4	4			1601	67	9(A)	BEACHLEY, CAROL A	0	5	5			1601	78	9(A)	WARD, JEFFREY K.	0	5	6			1601	22	9(A)	DODDS, DEBORAH J	0	5	7			1601	17	9(A)	DRAGUN, KAYLENE DIANE	0	4	8			1601	8	9(A)	BASCOM, KRESTON R.	0	6	9			1601	7	9(A)	BARNES, KATY K	0	5	10			1601	87	9(A)	McAdams, Whitney	0	5	11			1601	28	9(A)	Gillette, Spencer	0	5	12			1601	77	9(A)	Morse, Kevin	0	5																																																			
#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment																																																																																																																																																																		
1			1601	97	9(A)	Bingham, Clay	0	5																																																																																																																																																																		
2			1601	81	9(A)	WHITCOMB, ANDREA R.	0	5																																																																																																																																																																		
3			1601	26	9(A)	ROLAND, ALLAN G.	0	4																																																																																																																																																																		
4			1601	67	9(A)	BEACHLEY, CAROL A	0	5																																																																																																																																																																		
5			1601	78	9(A)	WARD, JEFFREY K.	0	5																																																																																																																																																																		
6			1601	22	9(A)	DODDS, DEBORAH J	0	5																																																																																																																																																																		
7			1601	17	9(A)	DRAGUN, KAYLENE DIANE	0	4																																																																																																																																																																		
8			1601	8	9(A)	BASCOM, KRESTON R.	0	6																																																																																																																																																																		
9			1601	7	9(A)	BARNES, KATY K	0	5																																																																																																																																																																		
10			1601	87	9(A)	McAdams, Whitney	0	5																																																																																																																																																																		
11			1601	28	9(A)	Gillette, Spencer	0	5																																																																																																																																																																		
12			1601	77	9(A)	Morse, Kevin	0	5																																																																																																																																																																		
<p>Open Sections</p>	<p>List of all sections that do not have full enrollment.</p>	<p style="text-align: center;">Open Sections</p> <table border="1"> <thead> <tr> <th>#</th> <th>Course#</th> <th>Course</th> <th>Term</th> <th>Section#</th> <th>Expression</th> <th>Teacher</th> <th>Max Enrollment</th> <th>Current Enrollment</th> <th>Seats Open</th> </tr> </thead> <tbody> <tr><td>1</td><td>719899</td><td>*No Class First Period Sem 1</td><td>1601</td><td>1</td><td>1(A)</td><td>Assignm, Staff</td><td>999</td><td>189</td><td>810</td></tr> <tr><td>2</td><td>719997</td><td>*No Class First Period Sem 2</td><td>1602</td><td>1</td><td>1(A)</td><td>Assignm, Staff</td><td>500</td><td>219</td><td>281</td></tr> <tr><td>3</td><td>715800</td><td>A Cappella</td><td>1601</td><td>1</td><td>5(A)</td><td>LARSON, PAUL B.</td><td>175</td><td>155</td><td>20</td></tr> <tr><td>4</td><td>712000</td><td>Accounting 1/2</td><td>1601</td><td>1</td><td>6(A)</td><td>JARDINE, JAN R</td><td>32</td><td>20</td><td>12</td></tr> <tr><td>5</td><td>712000</td><td>Accounting 1/2</td><td>1602</td><td>100</td><td>6(A)</td><td>JARDINE, JAN R</td><td>32</td><td>15</td><td>17</td></tr> <tr><td>6</td><td>714895</td><td>Adult Roles</td><td>1601</td><td>1</td><td>6(A)</td><td>MASON, C LARAE</td><td>35</td><td>30</td><td>5</td></tr> <tr><td>7</td><td>714895</td><td>Adult Roles</td><td>1602</td><td>2</td><td>1(A)</td><td>MASON, C LARAE</td><td>35</td><td>29</td><td>6</td></tr> <tr><td>8</td><td>714896</td><td>Adult Roles and Financial Resp</td><td>1601</td><td>1</td><td>7(A)</td><td>MASON, C LARAE</td><td>32</td><td>30</td><td>2</td></tr> <tr><td>9</td><td>714896</td><td>Adult Roles and Financial Resp</td><td>1602</td><td>100</td><td>7(A)</td><td>MASON, C LARAE</td><td>32</td><td>31</td><td>1</td></tr> <tr><td>10</td><td>714385</td><td>Adv Ballm-Boys</td><td>1601</td><td>1</td><td>7(A)</td><td>Shelton, Adam</td><td>30</td><td>17</td><td>13</td></tr> <tr><td>11</td><td>714385</td><td>Adv Ballm-Boys</td><td>1602</td><td>2</td><td>7(A)</td><td>Shelton, Adam</td><td>30</td><td>16</td><td>14</td></tr> <tr><td>12</td><td>714384</td><td>Adv Ballm-Girls</td><td>1601</td><td>1</td><td>7(A)</td><td>Shelton, Adam</td><td>30</td><td>17</td><td>13</td></tr> <tr><td>13</td><td>714384</td><td>Adv Ballm-Girls</td><td>1602</td><td>2</td><td>7(A)</td><td>Shelton, Adam</td><td>30</td><td>17</td><td>13</td></tr> <tr><td>14</td><td>714140</td><td>Adv Weight Training</td><td>1601</td><td>1</td><td>4(A)</td><td>CLARK, GARY A</td><td>25</td><td>14</td><td>11</td></tr> <tr><td>15</td><td>714140</td><td>Adv Weight Training</td><td>1602</td><td>2</td><td>5(A)</td><td>CLARK, GARY A</td><td>20</td><td>12</td><td>8</td></tr> </tbody> </table>	#	Course#	Course	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open	1	719899	*No Class First Period Sem 1	1601	1	1(A)	Assignm, Staff	999	189	810	2	719997	*No Class First Period Sem 2	1602	1	1(A)	Assignm, Staff	500	219	281	3	715800	A Cappella	1601	1	5(A)	LARSON, PAUL B.	175	155	20	4	712000	Accounting 1/2	1601	1	6(A)	JARDINE, JAN R	32	20	12	5	712000	Accounting 1/2	1602	100	6(A)	JARDINE, JAN R	32	15	17	6	714895	Adult Roles	1601	1	6(A)	MASON, C LARAE	35	30	5	7	714895	Adult Roles	1602	2	1(A)	MASON, C LARAE	35	29	6	8	714896	Adult Roles and Financial Resp	1601	1	7(A)	MASON, C LARAE	32	30	2	9	714896	Adult Roles and Financial Resp	1602	100	7(A)	MASON, C LARAE	32	31	1	10	714385	Adv Ballm-Boys	1601	1	7(A)	Shelton, Adam	30	17	13	11	714385	Adv Ballm-Boys	1602	2	7(A)	Shelton, Adam	30	16	14	12	714384	Adv Ballm-Girls	1601	1	7(A)	Shelton, Adam	30	17	13	13	714384	Adv Ballm-Girls	1602	2	7(A)	Shelton, Adam	30	17	13	14	714140	Adv Weight Training	1601	1	4(A)	CLARK, GARY A	25	14	11	15	714140	Adv Weight Training	1602	2	5(A)	CLARK, GARY A	20	12	8								
#	Course#	Course	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open																																																																																																																																																																	
1	719899	*No Class First Period Sem 1	1601	1	1(A)	Assignm, Staff	999	189	810																																																																																																																																																																	
2	719997	*No Class First Period Sem 2	1602	1	1(A)	Assignm, Staff	500	219	281																																																																																																																																																																	
3	715800	A Cappella	1601	1	5(A)	LARSON, PAUL B.	175	155	20																																																																																																																																																																	
4	712000	Accounting 1/2	1601	1	6(A)	JARDINE, JAN R	32	20	12																																																																																																																																																																	
5	712000	Accounting 1/2	1602	100	6(A)	JARDINE, JAN R	32	15	17																																																																																																																																																																	
6	714895	Adult Roles	1601	1	6(A)	MASON, C LARAE	35	30	5																																																																																																																																																																	
7	714895	Adult Roles	1602	2	1(A)	MASON, C LARAE	35	29	6																																																																																																																																																																	
8	714896	Adult Roles and Financial Resp	1601	1	7(A)	MASON, C LARAE	32	30	2																																																																																																																																																																	
9	714896	Adult Roles and Financial Resp	1602	100	7(A)	MASON, C LARAE	32	31	1																																																																																																																																																																	
10	714385	Adv Ballm-Boys	1601	1	7(A)	Shelton, Adam	30	17	13																																																																																																																																																																	
11	714385	Adv Ballm-Boys	1602	2	7(A)	Shelton, Adam	30	16	14																																																																																																																																																																	
12	714384	Adv Ballm-Girls	1601	1	7(A)	Shelton, Adam	30	17	13																																																																																																																																																																	
13	714384	Adv Ballm-Girls	1602	2	7(A)	Shelton, Adam	30	17	13																																																																																																																																																																	
14	714140	Adv Weight Training	1601	1	4(A)	CLARK, GARY A	25	14	11																																																																																																																																																																	
15	714140	Adv Weight Training	1602	2	5(A)	CLARK, GARY A	20	12	8																																																																																																																																																																	
<p>Empty Seats By Period</p>	<p>List of the enrollment totals for each period in each quarter or semester.</p>	<p style="text-align: center;">Empty Seats by Period</p> <table border="1"> <thead> <tr> <th>Semester</th> <th>Semester</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> <th>Quarter</th> </tr> <tr> <th>2</th> <th>2</th> <th>1</th> <th>1</th> <th>1</th> <th>2</th> <th>2</th> <th>2</th> <th>3</th> <th>3</th> <th>3</th> <th>4</th> <th>4</th> <th>4</th> </tr> <tr> <th>Filled Seats</th> <th>Open Seats</th> <th>Max Seats</th> <th>Filled Seats</th> <th>Open Seats</th> <th>Max Seats</th> <th>Filled Seats</th> <th>Open Seats</th> <th>Max Seats</th> <th>Filled Seats</th> <th>Open Seats</th> <th>Max Seats</th> <th>Filled Seats</th> <th>Open Seats</th> </tr> </thead> <tbody> <tr><td>1,627</td><td>735</td><td>32</td><td>30</td><td>2</td><td>32</td><td>35</td><td>-3</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,661</td><td>747</td><td>64</td><td>43</td><td>21</td><td>64</td><td>45</td><td>19</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,655</td><td>588</td><td>64</td><td>53</td><td>11</td><td>64</td><td>56</td><td>8</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,671</td><td>688</td><td>0</td><td>0</td><td>0</td><td>0</td><td>1</td><td>-1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,678</td><td>705</td><td>0</td><td>0</td><td>0</td><td>0</td><td>4</td><td>-4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,660</td><td>676</td><td>0</td><td>0</td><td>0</td><td>0</td><td>1</td><td>-1</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1,616</td><td>697</td><td>0</td><td>0</td><td>0</td><td>0</td><td>8</td><td>-8</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>32</td><td>160</td><td>0</td><td>219</td><td>-219</td><td>0</td><td>152</td><td>-152</td><td>0</td><td>30</td><td>-30</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>-435</td><td>-435</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table>	Semester	Semester	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	2	2	1	1	1	2	2	2	3	3	3	4	4	4	Filled Seats	Open Seats	Max Seats	Filled Seats	Open Seats	Max Seats	Filled Seats	Open Seats	Max Seats	Filled Seats	Open Seats	Max Seats	Filled Seats	Open Seats	1,627	735	32	30	2	32	35	-3	0	0	0	0	0	0	1,661	747	64	43	21	64	45	19	0	0	0	0	0	0	1,655	588	64	53	11	64	56	8	0	0	0	0	0	0	1,671	688	0	0	0	0	1	-1	0	0	0	0	0	0	1,678	705	0	0	0	0	4	-4	0	0	0	0	0	0	1,660	676	0	0	0	0	1	-1	0	0	0	0	0	0	1,616	697	0	0	0	0	8	-8	0	0	0	0	0	0	32	160	0	219	-219	0	152	-152	0	30	-30	0	0	0	-435	-435	0	0	0	0	0	0	0	0	0	0	0	0
Semester	Semester	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter	Quarter																																																																																																																																																													
2	2	1	1	1	2	2	2	3	3	3	4	4	4																																																																																																																																																													
Filled Seats	Open Seats	Max Seats	Filled Seats	Open Seats	Max Seats	Filled Seats	Open Seats	Max Seats	Filled Seats	Open Seats	Max Seats	Filled Seats	Open Seats																																																																																																																																																													
1,627	735	32	30	2	32	35	-3	0	0	0	0	0	0																																																																																																																																																													
1,661	747	64	43	21	64	45	19	0	0	0	0	0	0																																																																																																																																																													
1,655	588	64	53	11	64	56	8	0	0	0	0	0	0																																																																																																																																																													
1,671	688	0	0	0	0	1	-1	0	0	0	0	0	0																																																																																																																																																													
1,678	705	0	0	0	0	4	-4	0	0	0	0	0	0																																																																																																																																																													
1,660	676	0	0	0	0	1	-1	0	0	0	0	0	0																																																																																																																																																													
1,616	697	0	0	0	0	8	-8	0	0	0	0	0	0																																																																																																																																																													
32	160	0	219	-219	0	152	-152	0	30	-30	0	0	0																																																																																																																																																													
-435	-435	0	0	0	0	0	0	0	0	0	0	0	0																																																																																																																																																													



Chapter 9: Using Schedule Reports

9-4

<p>Enrollment By Course</p>	<p>List of enrollment for the defined course and section number or simply a list of students enrolled in that course.</p>	<p>ClassChoice Enrollment by Course</p> <p>Course Number Section Number: 711200 Find Student List Only</p> <table border="1"> <thead> <tr> <th>#</th> <th>Term ID</th> <th>Expression</th> <th>Section</th> <th>Teacher</th> <th>Student</th> <th>Grade Level</th> <th>Student ID</th> <th>Enrollment</th> <th>Max Enrollment</th> </tr> </thead> <tbody> <tr><td>1</td><td>1601</td><td>1(A)</td><td>1</td><td>VAN ORDEN, DIAD</td><td>Albertson, Tiana L.</td><td>9</td><td>885296</td><td>24</td><td>25</td></tr> <tr><td>2</td><td>1601</td><td>1(A)</td><td>1</td><td>VAN ORDEN, DIAD</td><td>Andberg, Kristyn Taylor</td><td>9</td><td>10821</td><td>24</td><td>25</td></tr> <tr><td>3</td><td>1601</td><td>1(A)</td><td>1</td><td>VAN ORDEN, DIAD</td><td>Barry, Allan B.</td><td>9</td><td>10481</td><td>24</td><td>25</td></tr> <tr><td>4</td><td>1601</td><td>1(A)</td><td>2</td><td>PARTRIDGE, LEZLEE M</td><td>Beggs, Tawasha</td><td>10</td><td>18647</td><td>24</td><td>25</td></tr> <tr><td>5</td><td>1601</td><td>1(A)</td><td>2</td><td>PARTRIDGE, LEZLEE M</td><td>Bahari, Muna P.</td><td>9</td><td>284201</td><td>24</td><td>25</td></tr> <tr><td>6</td><td>1601</td><td>1(A)</td><td>2</td><td>PARTRIDGE, LEZLEE M</td><td>Christianson, Reuben D.</td><td>9</td><td>17086</td><td>24</td><td>25</td></tr> <tr><td>7</td><td>1601</td><td>1(A)</td><td>1</td><td>VAN ORDEN, DIAD</td><td>Crat, Diane</td><td>11</td><td>12325</td><td>24</td><td>25</td></tr> <tr><td>8</td><td>1601</td><td>1(A)</td><td>1</td><td>VAN ORDEN, DIAD</td><td>Donahue, Heather</td><td>12</td><td>351883</td><td>24</td><td>25</td></tr> <tr><td>9</td><td>1601</td><td>1(A)</td><td>1</td><td>VAN ORDEN, DIAD</td><td>Erwin, Chancellor A.</td><td>9</td><td>936974</td><td>24</td><td>25</td></tr> <tr><td>10</td><td>1601</td><td>1(A)</td><td>2</td><td>PARTRIDGE, LEZLEE M</td><td>Fukuda, Kanako</td><td>9</td><td>18029</td><td>24</td><td>25</td></tr> <tr><td>11</td><td>1601</td><td>1(A)</td><td>2</td><td>PARTRIDGE, LEZLEE M</td><td>Genie, Marie B.</td><td>9</td><td>190062</td><td>24</td><td>25</td></tr> </tbody> </table>	#	Term ID	Expression	Section	Teacher	Student	Grade Level	Student ID	Enrollment	Max Enrollment	1	1601	1(A)	1	VAN ORDEN, DIAD	Albertson, Tiana L.	9	885296	24	25	2	1601	1(A)	1	VAN ORDEN, DIAD	Andberg, Kristyn Taylor	9	10821	24	25	3	1601	1(A)	1	VAN ORDEN, DIAD	Barry, Allan B.	9	10481	24	25	4	1601	1(A)	2	PARTRIDGE, LEZLEE M	Beggs, Tawasha	10	18647	24	25	5	1601	1(A)	2	PARTRIDGE, LEZLEE M	Bahari, Muna P.	9	284201	24	25	6	1601	1(A)	2	PARTRIDGE, LEZLEE M	Christianson, Reuben D.	9	17086	24	25	7	1601	1(A)	1	VAN ORDEN, DIAD	Crat, Diane	11	12325	24	25	8	1601	1(A)	1	VAN ORDEN, DIAD	Donahue, Heather	12	351883	24	25	9	1601	1(A)	1	VAN ORDEN, DIAD	Erwin, Chancellor A.	9	936974	24	25	10	1601	1(A)	2	PARTRIDGE, LEZLEE M	Fukuda, Kanako	9	18029	24	25	11	1601	1(A)	2	PARTRIDGE, LEZLEE M	Genie, Marie B.	9	190062	24	25
#	Term ID	Expression	Section	Teacher	Student	Grade Level	Student ID	Enrollment	Max Enrollment																																																																																																																	
1	1601	1(A)	1	VAN ORDEN, DIAD	Albertson, Tiana L.	9	885296	24	25																																																																																																																	
2	1601	1(A)	1	VAN ORDEN, DIAD	Andberg, Kristyn Taylor	9	10821	24	25																																																																																																																	
3	1601	1(A)	1	VAN ORDEN, DIAD	Barry, Allan B.	9	10481	24	25																																																																																																																	
4	1601	1(A)	2	PARTRIDGE, LEZLEE M	Beggs, Tawasha	10	18647	24	25																																																																																																																	
5	1601	1(A)	2	PARTRIDGE, LEZLEE M	Bahari, Muna P.	9	284201	24	25																																																																																																																	
6	1601	1(A)	2	PARTRIDGE, LEZLEE M	Christianson, Reuben D.	9	17086	24	25																																																																																																																	
7	1601	1(A)	1	VAN ORDEN, DIAD	Crat, Diane	11	12325	24	25																																																																																																																	
8	1601	1(A)	1	VAN ORDEN, DIAD	Donahue, Heather	12	351883	24	25																																																																																																																	
9	1601	1(A)	1	VAN ORDEN, DIAD	Erwin, Chancellor A.	9	936974	24	25																																																																																																																	
10	1601	1(A)	2	PARTRIDGE, LEZLEE M	Fukuda, Kanako	9	18029	24	25																																																																																																																	
11	1601	1(A)	2	PARTRIDGE, LEZLEE M	Genie, Marie B.	9	190062	24	25																																																																																																																	
<p>Room Utilization</p>	<p>List of room information by class period and day.</p>	<p>Room Utilization</p> <table border="1"> <thead> <tr> <th>Room</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> </tr> </thead> <tbody> <tr> <td></td> <td>A</td> <td>A</td> <td>A</td> <td>A</td> <td>A</td> <td>A</td> <td>A</td> <td>A</td> <td>A</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>A 19</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>A-16</td> <td></td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A-18</td> <td></td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td>X</td> </tr> <tr> <td>A-19</td> <td></td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </tbody> </table>	Room	1	2	3	4	5	6	7	8	9		A	A	A	A	A	A	A	A	A			X					X	X	X	A 19									X	A-16			X	X						A-18			X	X	X	X	X		X	A-19			X	X	X	X	X	X	X																																																		
Room	1	2	3	4	5	6	7	8	9																																																																																																																	
	A	A	A	A	A	A	A	A	A																																																																																																																	
		X					X	X	X																																																																																																																	
A 19									X																																																																																																																	
A-16			X	X																																																																																																																						
A-18			X	X	X	X	X		X																																																																																																																	
A-19			X	X	X	X	X	X	X																																																																																																																	
<p>Double Booked Students</p>	<p>List of students who were double booked due to the import of information.</p>	<p>Double Booked Students</p> <p>There are no double-booked students.</p>																																																																																																																								
<p>Prerequisites Not Met</p>	<p>List of students with courses scheduled where they have not met the prerequisite requirement for taking that course.</p>	<p>Prerequisites Not Met</p> <table border="1"> <thead> <tr> <th>#</th> <th>Student</th> <th>Course Number</th> <th>Course Name</th> <th>Prerequisite (cutoff) - Pct. Earned</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A'Yannah, Jonathan Todd (35607)</td> <td>11203</td> <td>English IV-World Literature-A</td> <td>11103 English II-British Literature-A (60%) - Not taken</td> </tr> <tr> <td>2</td> <td>Adair, Julian Antoine (36234)</td> <td>41121</td> <td>Chemistry II-4I</td> <td>40901 Physical Science-II (83%) - Not taken 40902 Physical Science-CP (90%) - Pct. 86% 41001 Biology-II (83%) - Not taken 41002 Biology-CP (90%) - Pct. 89%</td> </tr> <tr> <td>3</td> <td>Adasavage, Ashley Ann (41205)</td> <td>11203</td> <td>English IV-World Literature-A</td> <td>11103 English II-British Literature-A (60%) - Pct. 41.4%</td> </tr> <tr> <td>4</td> <td>Agostinelli, Anthony John (37119)</td> <td>72022</td> <td>Architectural Drawing</td> <td>72013 Technical Drawing (60%) - Not taken</td> </tr> <tr> <td>5</td> <td>Agostinelli, Anthony John (37119)</td> <td>72053</td> <td>Computer Aided Drafting (C.A.D.)</td> <td>30011 Algebra I-CP (70%) - Not taken 30014 Algebra I B (70%) - Not taken</td> </tr> </tbody> </table>	#	Student	Course Number	Course Name	Prerequisite (cutoff) - Pct. Earned	1	A'Yannah, Jonathan Todd (35607)	11203	English IV-World Literature-A	11103 English II-British Literature-A (60%) - Not taken	2	Adair, Julian Antoine (36234)	41121	Chemistry II-4I	40901 Physical Science-II (83%) - Not taken 40902 Physical Science-CP (90%) - Pct. 86% 41001 Biology-II (83%) - Not taken 41002 Biology-CP (90%) - Pct. 89%	3	Adasavage, Ashley Ann (41205)	11203	English IV-World Literature-A	11103 English II-British Literature-A (60%) - Pct. 41.4%	4	Agostinelli, Anthony John (37119)	72022	Architectural Drawing	72013 Technical Drawing (60%) - Not taken	5	Agostinelli, Anthony John (37119)	72053	Computer Aided Drafting (C.A.D.)	30011 Algebra I-CP (70%) - Not taken 30014 Algebra I B (70%) - Not taken																																																																																										
#	Student	Course Number	Course Name	Prerequisite (cutoff) - Pct. Earned																																																																																																																						
1	A'Yannah, Jonathan Todd (35607)	11203	English IV-World Literature-A	11103 English II-British Literature-A (60%) - Not taken																																																																																																																						
2	Adair, Julian Antoine (36234)	41121	Chemistry II-4I	40901 Physical Science-II (83%) - Not taken 40902 Physical Science-CP (90%) - Pct. 86% 41001 Biology-II (83%) - Not taken 41002 Biology-CP (90%) - Pct. 89%																																																																																																																						
3	Adasavage, Ashley Ann (41205)	11203	English IV-World Literature-A	11103 English II-British Literature-A (60%) - Pct. 41.4%																																																																																																																						
4	Agostinelli, Anthony John (37119)	72022	Architectural Drawing	72013 Technical Drawing (60%) - Not taken																																																																																																																						
5	Agostinelli, Anthony John (37119)	72053	Computer Aided Drafting (C.A.D.)	30011 Algebra I-CP (70%) - Not taken 30014 Algebra I B (70%) - Not taken																																																																																																																						

Chapter 9: Using Schedule Reports



<p>Schedule Audit Report</p>	<p>You can export the schedule audit report to a text file.</p>	
<p>Master Schedule By Teacher</p>	<p>You can view the Master Schedule organized by teacher name (last). This report allows you to view course information and enrollment as well as a teacher schedule.</p>	
<p>Master Schedule By Room</p>	<p>You can view the Master Schedule organized by room. This report allows you to view course information and enrollment as well as room schedule.</p>	



Chapter 9: Using Schedule Reports

Student Summary

Student Summary provides a quick detail of each student or a group of students by last name. The Student Summary includes, student name, grade, periods registered for, whether they have logged in and have modified their schedule since its creation.

Create a Student Summary Report

1. Select **Schedule Admin Reports**.
2. Select the summary report to be presented. You can select to see a summary by grade, which will list the students alphabetically by last name or you can further restrict the report by selecting the first initial of the group of last names you wish to review.

The screenshot shows the 'Reports' menu with 'Student Summary' selected. An arrow points from the 'Student Summary' option to the resulting report table.

#	Student	Grade	Periods	Logged In	Modified Schedule
1	Idos, Nario Mariano	11	0		Yes
2	Ige, Jonathan	9	0		
3	Improta, Alessandro	11	0		Yes
4	Ingar, Claudia A	8	0		
5	longi, Lolie	8	0		
6	Iracheta, Ana Karen	9	0		
7	Ivens, Shoney L	9	0		Yes
8	Izatt, Christina S	11	0		
9	Izatt, Jeffrey D	8	0		



Full Schedule Students

Full Schedule Students provides a list of students who currently have a full schedule. The list by grade will return all students in alphabetical order by last name or you may select the first initial of the last name from the drop down menu.

When you select a letter from the drop down menu, it will automatically create the report. Information displayed: Student name, grade level, login number and date of birth.

Create a Full Schedule Students Report

1. Select **Schedule Admin Reports**.
2. Select the grade to display or the first letter of the last name from the drop down menu next to Full Schedule Students.

Reports

Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A

Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A

Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A

Full Sections

Open Sections

Empty Seats by Period

Enrollment by Course

Room Utilization

Double Booked Students

Prerequisites Not Met

Students With Full Schedules Grade 12

#	Student	Grade Level	Login	DOB
1	Adair, Rena L.	12	38726	06/18/1989
2	Adams, Chase	12	687770	07/23/1989
3	Anderson, Aimee L.	12	13818	03/09/1989
4	Arteta, Robert J.	12	13524	08/03/1989
5	Ashton, Thomas E.	12	781865	04/23/1989
6	Askren, Rebecca S.	12	17088	07/15/1989
7	Austin, Kristina	12	13497	03/31/1989
8	Baird, Kathryn E.	12	695668	06/13/1989

Example of selecting Full Schedule Students by grade

Reports

Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A

Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: E

Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A

Full Sections

Open Sections

Empty Seats by Period

Enrollment by Course

Room Utilization

Double Booked Students

Prerequisites Not Met

- A
- B
- C
- D
- E**
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W
- X
- Y
- Z

Students With Full Schedules Last Name: E

#	Student	Grade Level	Login	DOB
1	Edwards, Ricky	12	917316	06/09/1989
2	Ellertson, Amy L.	12	711489	07/05/1989
3	Ellertson, Anna Marie	9	218562	08/23/1992
4	Ells, Joseph T.	12	64818	01/18/1989
5	Elsmore, Stephny D.	9	250730	09/28/1992
6	Engebretsen, Karli Kay	9	162608	06/15/1991
7	Engemann, Austin G.	10	28029	01/26/1991
8	Erwin, Chancellor A.	9	936974	03/01/1992
9	Escamilla, Connor	9	12455	03/04/1993
10	Escobar, Jennifer	9	534244	06/30/1992
11	Espana, Adrian	12	14739	05/23/1989

Example of selecting E for Full Schedule Students



Chapter 9: Using Schedule Reports

Open Schedule Students

Open Schedule Students provides a list of students who currently do not have a full schedule. The list by grade will return all students in alphabetical order by last name or you may select the first initial of the last name from the drop down menu.

When you select a letter from the drop down menu, it will automatically create the report. Information displayed: Student name, grade level, login number and date of birth.

Create an Open Schedule Students Report

1. Select **Schedule Admin Reports**.
2. Select the grade to display or the first letter of the last name from the drop down menu next to Open Schedule Students.

Reports

Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A

Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A

Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A

Full Sections

Open Sections

Empty Seats by Period

Enrollment by Course

Room Utilization

Double Booked Students

Prerequisites Not Met

**Students Without Full Schedules
Grade 11**

#	Student	Grade Level	Login	DOB
1	Anderson, Bryce K	11	10460	07/19/1989
2	Arana, Ana M	11	134722	01/15/1990
3	Bahme, Bret	11	5344	08/10/1990
4	Barajas, Martin	11	720242	07/07/1990
5	Bean, Jonathan M	11	342687	05/28/1989
6	Beaumont, Shane M	11	884881	09/09/1989
7	Bogay, Kirk	11	18648	05/29/1990
8	Borner, Corey A	11	124970	09/30/1989
9	Bradford, Louisa C	11	767839	03/06/1990

Example of selecting Open Schedule Students by grade.

Reports

Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A

Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A

Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A

Full Sections

Open Sections

Empty Seats by Period

Enrollment by Course

Room Utilization

Double Booked Students

Prerequisites Not Met

**Students Without Full Schedules
Last Name: E**

#	Student	Grade Level	Login	DOB
1	Engebretsen, Amanda J	12	10303	04/25/1989
2	Ercanbrack, Mark L	11	767342	11/21/1989
3	Escobar, Dallan A	8	390820	03/30/1993
4	Escobar, Daniela	11	894106	02/08/1990
5	Esparza, Antonia	9	10524	01/15/1991
6	Esteban, Jose F	9	219766	11/05/1991
7	Esteban, Maria G	8	983859	10/28/1992
8	Estrada, Isai	8	13774	01/08/1993
9	Evans, Jake A	8	579236	12/05/1992
10	Evans, Shaulana R	10	789551	03/04/1991

Example of selecting E for Open Schedule Students



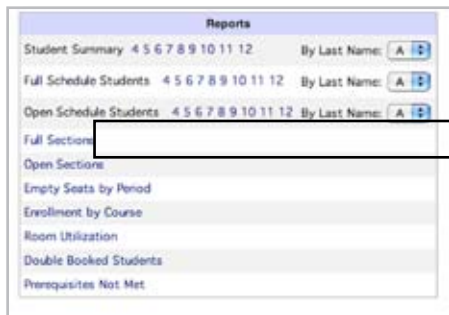
Full Sections

Selecting Full Sections returns a report of all sections that are considered “full” with no room for additional students to schedule the class.

The information displayed is: Course name, course number, term, section number, expression, teacher name, maximum enrollment allowed and current enrollment number.

Create a Full Sections Report

1. Select **Schedule Admin Reports**.



Expression is the period and day of a class.

#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment
1			1601	97	9(A)	Brigham, Clay	0	5
2			1601	81	9(A)	WHITCOMB, ANDREA R.	0	5
3			1601	26	9(A)	POLAND, ALLAN G.	0	4
4			1601	67	9(A)	BLADHLEY, CAROL A	0	5
5			1601	78	9(A)	WARD, JEFFREY K.	0	5
6			1601	22	9(A)	DODDS, DEBORAH J.	0	5
7			1601	17	9(A)	ORAGUN, KAYLENE DIANE	0	4
181	Algebra 1	715100	1601	4	3(A)	PARTRIDGE, LEZLEE M.	25	27
182	Algebra 1	715100	1601	12	7(A)	Cottrell, Russell	25	26
183	Algebra 1	715100	1601	9	7(A)	ESSELMAN, MICHAEL	25	26
184	Algebra 1	715100	1602	200	1(A)	PARTRIDGE, LEZLEE M.	25	25
185	Algebra 1	715100	1602	100	1(A)	VAN ORDEN, CHAD	25	25
186	Algebra 1	715100	1602	400	3(A)	PARTRIDGE, LEZLEE M.	25	27
187	Algebra 1	715100	1602	500	4(A)	MARKER, THOMAS L.	25	25
188	Algebra 1	715100	1602	1200	7(A)	Cottrell, Russell	25	25
189	Algebra 2	715200	1601	3	1(A)	MARKER, THOMAS L.	32	33
190	Algebra 2	715200	1601	9	1(A)	CHRISTENSEN, BART	32	32
191	Algebra 2	715200	1601	1	3(A)	VAN ORDEN, CHAD	32	32
192	Algebra 2	715200	1601	7	5(A)	JOHNSON, CARLA J.	32	34
193	Algebra 2	715200	1602	300	1(A)	MARKER, THOMAS L.	32	33
194	Algebra 2	715200	1602	900	1(A)	CHRISTENSEN, BART	32	32
195	Algebra 2	715200	1602	400	2(A)	MARKER, THOMAS L.	32	32
196	Algebra 2	715200	1602	100	3(A)	VAN ORDEN, CHAD	32	34
197	Algebra 2	715200	1602	1000	3(A)	CHRISTENSEN, BART	32	32
198	Algebra 2	715200	1602	200	4(A)	VAN ORDEN, CHAD	32	32
199	Algebra 2	715200	1602	700	5(A)	JOHNSON, CARLA J.	32	34
200	Algebra 2	715200	1602	800	6(A)	JOHNSON, CARLA J.	32	32
201	American Literature Honors	713303	1601	1	3(A)	OSTENSON, JONATHAN W.	32	33
202	American Literature Honors	713309	1602	100	3(A)	OSTENSON, JONATHAN W.	32	32
203	American Literature I	713301	1601	6	7(A)	GLEASON, ELIZABETH M.	32	32
204	American Literature I	713301	1601	2	7(A)	VAN ORDEN, ALISON M.	32	32
205	American Literature II	713302	1602	7	3(A)	JONAS, SUZANNE P.	34	34
206	American Literature II	713302	1602	4	4(A)	SUTHERLAND, DAVID R.	34	34



9-10

Chapter 9: Using Schedule Reports

Open Sections

Selecting Open Sections returns a report of all sections that do not have full enrollment. The information displayed is: Course number, course name, term, section number, expression, teacher name, maximum enrollment allowed and current enrollment number.

Create an Open Sections Report

1. Select Schedule Admin Reports.



2. Select Open Sections.

The number of seats available in a given period and time slot is calculated for you.

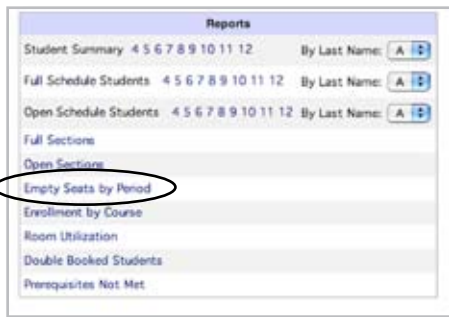
Open Sections									
#	Course#	Course	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open
1	719899	*No Class First Period Sem 1	1601	1	1(A)	Assigned, Staff	999	189	810
2	719997	*No Class First Period Sem 2	1602	1	1(A)	Assigned, Staff	500	219	281
3	715800	A Cappella	1601	1	5(A)	LARSON, PAUL B	175	155	20
4	712000	Accounting 1/2	1601	1	6(A)	JARDINE, JAN R	32	20	12
5	712000	Accounting 1/2	1602	100	6(A)	JARDINE, JAN R	32	15	17
6	714895	Adult Roles	1601	1	6(A)	MASON, C LARAE	35	30	5
7	714895	Adult Roles	1602	2	1(A)	MASON, C LARAE	35	29	6
8	714895	Adult Roles and Financial Resp	1601	1	7(A)	MASON, C LARAE	32	30	2
9	714895	Adult Roles and Financial Resp	1602	100	7(A)	MASON, C LARAE	32	31	1
10	716385	Adv Ballm-Boys	1601	1	7(A)	Shelton, Adam	30	17	13
11	716385	Adv Ballm-Boys	1602	2	7(A)	Shelton, Adam	30	16	14
12	716384	Adv Ballm-Girls	1601	1	7(A)	Shelton, Adam	30	17	13
13	716384	Adv Ballm-Girls	1602	2	7(A)	Shelton, Adam	30	17	13
14	716140	Adv Weight Training	1601	1	4(A)	CLARK, GARY A	25	14	11
15	716140	Adv Weight Training	1602	2	5(A)	CLARK, GARY A	20	12	8
16	716344	Adv Weight Trng Male	1602	1	2(A)	CLARK, GARY A	20	9	11
17	716370	Advanced Dance Company	1601	1	6(A)	JENSEN, KAREN	50	25	27
18	716370	Advanced Dance Company	1602	100	6(A)	JENSEN, KAREN	50	25	27
19	717740	Advanced Drama	1601	1	3(A)	BROWER, CHRIS H	32	21	11
20	717740	Advanced Drama	1602	100	3(A)	BROWER, CHRIS H	32	22	10
21	715100	Algebra 1	1601	2	1(A)	PARTRIDGE, LESLEE M	25	24	1
22	715100	Algebra 1	1601	1	1(A)	VAN ORDEN, CHAD	25	24	1
23	715100	Algebra 1	1601	3	2(A)	ESSELMAN, MICHAEL	25	24	1
24	715100	Algebra 1	1601	5	4(A)	MARKER, THOMAS L	25	21	4
25	715100	Algebra 1	1601	6	5(A)	MARKER, THOMAS L	25	23	2

Empty Seats By Period

Empty Seats By Period provides a quick view of the totals for each period in each quarter or semester, depending on how your school day is defined.

Create an Empty Seats By Period Report

1. Select **Schedule Admin Reports**.



2. Select **Empty Seats By Period**.

Expression	Summer Quarter Max Seats	Summer Quarter Filled Seats	Summer Quarter Open Seats	Semester 1 Max Seats	Semester 1 Filled Seats	Semester 1 Open Seats	Semester 2 Max Seats	Semester 2 Filled Seats	Semester 2 Open Seats	Quarter 1 Max Seats	Quarter 1 Filled Seats	Quarter 1 Open Seats	Quarter 2 Max Seats	Quarter 2 Filled Seats	Quarter 2 Open Seats	Quarter 3 Max Seats	Quarter 3 Filled Seats	Quarter 3 Open Seats	Q 1
1(A)	0	0	0	2,840	1,559	1,281	2,362	1,627	735	32	30	2	32	35	-3	0	0	0	0
2(A)	0	0	0	2,148	1,639	509	2,408	1,661	747	64	43	21	64	45	19	0	0	0	0
3(A)	0	0	0	2,084	1,630	454	2,243	1,655	588	64	53	11	64	56	8	0	0	0	0
4(A)	0	0	0	2,306	1,683	623	2,359	1,671	688	0	0	0	0	1	-1	0	0	0	0
5(A)	0	0	0	2,227	1,679	548	2,383	1,678	705	0	0	0	0	-4	-4	0	0	0	0
6(A)	0	0	0	2,186	1,679	507	2,336	1,660	676	0	0	0	0	1	-1	0	0	0	0
7(A)	0	0	0	2,183	1,665	518	2,313	1,616	697	0	0	0	0	8	-8	0	0	0	0
8(A)	0	0	0	172	52	120	192	32	160	0	219	-219	0	152	-152	0	30	-30	0
9(A)	0	0	0	0	440	-440	0	435	-435	0	0	0	0	0	0	0	0	0	0

The columns divide the report information into semester and quarters.

The rows divide the report into the day and time period of each class.

Room Utilization

Room Utilization displays the following information:

Room	1	2	3	4	5	6	7	8	9
A 19							X	X	X
A-16			X	X					
A-18			X	X	X	X	X	X	X

Labels: Room Number (points to A 19), Period (points to 1-9), Day (points to A)

Create a Room Utilization Report

1. Select **Room Utilization**.



Print Room Utilization Report

Show Room Utilization for the Selected Terms

- Summer Quarter
- Semester 1
- Semester 2
- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

2. Select the radio button next to the semester or quarter for the report.
3. Select SUBMIT.

Room	1	2	3	4	5	6	7	8	9
A 19							X	X	X
A-16			X	X					
A-18			X	X	X	X	X	X	X
A-19		X	X	X	X	X	X	X	X
A-21	X	X	X	X	X				X
ATTEND									X
ATTENDANCE	X	X	X	X	X	X	X	X	X
C-11		X	X	X	X	X	X		
COUNS	X	X	X	X	X	X	X	X	X
COUNSELING				X					X
Financial	X					X			X
football							X		
I-10	X	X	X	X				X	X
I-12		X	X		X	X	X	X	X
I-14	X				X	X	X		X
I-16	X	X		X	X	X	X		X
I-18		X	X	X	X	X	X		X
I-19				X					
I-20	X	X	X	X	X	X	X	X	X
I-21	X	X	X	X	X	X	X		X
I-22	X	X	X	X	X	X	X		X
I-23	X	X	X	X	X	X	X		X

The Room Utilization report will display the room information by class period and day. If you are using more than one day setup for your school, then the 'B' day will display further down the report.



Chapter 9: Using Schedule Reports

Double Booked Students

ClassChoice prevents students from double-booking their courses, however, some Student Information Systems allow students to become double booked and this information may be imported into ClassChoice.

1. Select **Schedule Admin Reports**.



2. Select **Double Booked Students**.



Prerequisites Not Met

1. Select **Schedule Admin Reports**.



The screenshot shows a 'Reports' menu with several options. The option 'Prerequisites Not Met' is circled in red. Other options include Student Summary, Full Schedule Students, Open Schedule Students, Full Sections, Open Sections, Empty Seats by Period, Enrollment by Course, Room Utilization, Double Booked Students, Schedule Admin Report, Master Schedule by Teacher, and Master Schedule by Room.

2. Select **Prerequisites Not Met**.

Prerequisites Not Met				
#	Student	Course Number	Course Name	Prerequisite (cutoff) - Pct. Earned
1	A'Yimah, Jonathan Todd (35607)	11203	English IV-World Literature-A	11103 English III-British Literature-A (60%) - Not taken
2	Adair, Julian Antoine (36234)	41121	Chemistry II -H	40901 Physical Science-H (83%) - Not taken 40902 Physical Science-CP (90%) - Pct. 86% 41001 Biology-H (83%) - Not taken 41002 Biology-CP (90%) - Pct. 89%
3	Adasavage, Ashley Ann (41205)	11203	English IV-World Literature-A	11103 English III-British Literature-A (60%) - Pct. 41.4%
4	Agostinelli, Anthony John (37119)	72022	Architectural Drawing	72013 Technical Drawing (60%) - Not taken
5	Agostinelli, Anthony John (37119)	72053	Computer Aided Drafting (C.A.D.)	30011 Algebra I-CP (70%) - Not taken 30014 Algebra I B (70%) - Not taken
6	Ahern, Nicole Claire (37478)	22061	European History - AP	21002 United States History-CP (83%) - Not taken 21010 United States History - II (93%) - Not taken 21011 History American Experience-II (93%) - Pct. 86% 21101 Western Civilization-H (93%) - Not taken 21102 Western Civilization-CP (83%) - Not taken

If no students have outstanding prerequisite requirements, then the screen will display just the title of the page as shown below.

Prerequisites Not Met



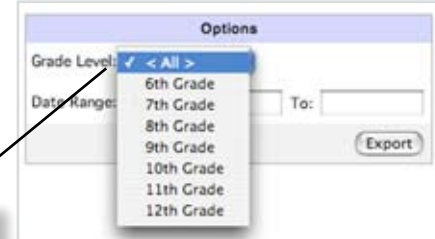
Chapter 9: Using Schedule Reports

Schedule Audit Report

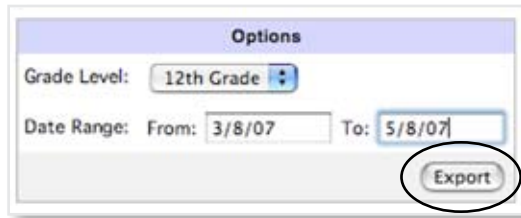
1. Select **Schedule Admin Reports**.



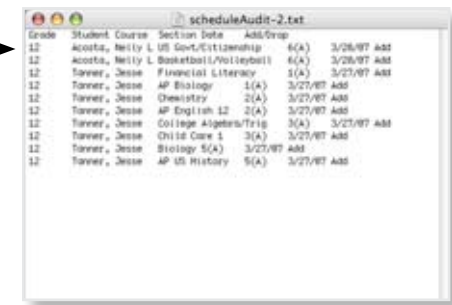
2. Select **Schedule Audit Report**.



3. Select the grade from the drop down menu and enter in the date range for audits in 00/00/00 format.



4. Select EXPORT.
The audit report will immediately export to a tab delimited file.



Master Schedule By Teacher

1. Select **Schedule Admin Reports**.



2. Select **Master Schedule By Teacher**.

Master Schedule							
Teacher	1	2	3	4	5	6	
ARNOLD DENNIS	S1	716750-Physiology Honors (1) Rm: L-24 O/35	716750-Physiology Honors (2) Rm: L-24 O/35	716750-Physiology Honors (3) Rm: L-24 O/35	716760-Medical Principles (1) Rm: L-24 O/35	716760-Medical Principles (2) Rm: L-24 O/36	716750-Physiology Honors (4) Rm: L-24 O/35
	S2	716750-Physiology Honors (100) Rm: L-24 O/35	716750-Physiology Honors (200) Rm: L-24 O/35	716750-Physiology Honors (300) Rm: L-24 O/35	716760-Medical Principles (100) Rm: L-24 O/35	716760-Medical Principles (200) Rm: L-24 O/35	716750-Physiology Honors (400) Rm: L-24 O/35 719126-Teacher assistant (44) Rm: L-24 O/2
ARNOLD ELANE	S1		715840-Philharmonic Orchestra (1) Rm: A-19 O/60	715884-Sinfonia (1) Rm: A-16 O/50 715990-Music Ind.Study (39) Rm: A-19 O/D	715980-Symphony Orchestra (1) Rm: A-16 O/60 715990-Music Ind.Study (38) Rm: A-19 O/D		
	S2		715840-Philharmonic Orchestra (100) Rm: A-19 O/60	715884-Sinfonia (100) Rm: A-16 O/50 715990-Music Ind.Study (48) Rm: A-19 O/S	715980-Symphony Orchestra (100) Rm: A-16 O/60 715990-Music Ind.Study (51) Rm: A-19 O/D		
KIM MCNEAL	S1		713304-British Literature (1) Rm: U-38 O/34	713100-English 9 (1) Rm: U-38 O/26	713304-British Literature (2) Rm: U-38 O/34		713100-English 9 (2) Rm: U-38 O/26 713100-English 9 (3) Rm: U-38 O/26
	S2			713100-English 9 (100) Rm: U-38 O/26	713304-British Literature (3) Rm: U-38 O/34	713304-British Literature (4) Rm: U-38 1/34	713100-English 9 (200) Rm: U-38 O/26 713100-English 9 (300) Rm: U-38 O/26
			712214-Camp Prog 1 (1) Rm: U-38 O/26	712240-Web Page Design (1) Rm: U-38 O/26	712320-Certified Novel (1) Rm: U-38 O/26		719125-Teacher assistant (1) Rm: U-38 O/26

3. Select a teacher's name in the Teacher column to view the detailed information about that individual teacher's



Chapter 9: Using Schedule Reports

schedule. Selecting the teacher link in the master schedule provides an overview of the course information for that teacher and displays his or her daily schedule.

Master Schedule

Teacher	1	2	3	4	5	6	7
ARMOND, DENNIS	S1 716750-Physiology Honors (1) Rm: L-24 G/35	716750-Physiology Honors (2) Rm: L-24 G/35	716750-Physiology Honors (3) Rm: L-24 G/35	716760-Medical Principles (1) Rm: L-24 G/35	716760-Medical Principles (2) Rm: L-24 G/35	716750-Physiology Honors (4) Rm: L-24 G/35	
	S2 716750-Physiology Honors (100) Rm: L-24 G/35	716750-Physiology Honors (200) Rm: L-24 G/35	716750-Physiology Honors (300) Rm: L-24 G/35	716760-Medical Principles (100) Rm: L-24 G/35	716760-Medical Principles (200) Rm: L-24 G/35	716750-Physiology Honors (400) Rm: L-24 G/35	716750-Physiology Honors (400) Rm: L-24 G/35
			719123-Teacher assistant (53) Rm: L-24 G/1			719126-Teacher assistant (44) Rm: L-24 G/2	

You may select other links from this screen such as the course and classroom enrollment links shown below.

Course link

Enrollment link

4. Select the Course link to view course information.

Course: Physiology Honors

Course	
Course Number:	716750
Course Name:	Physiology Honors
Credit Hours:	1
Credit Type:	BS,AS (comma separated)
Description:	
Gender Restriction:	None
Grade Levels:	11,12 <small>Only students in listed grade levels may request or schedule this course</small>
Prerequisites:	
Prerequisite Grade Levels:	<small>Only require prerequisites for these grade levels. Leave blank for all grade levels</small>
Minimum GPA:	0
Birthdate Range:	00/00/00 to 00/00/00
Restrict to Students:	<small>Only listed students may request or schedule this course</small>
Request Pocket:	

NOTE: The detailed information screens will open in a new window. To return to the main Master Schedule display, either reduce or close the window.

5. Select the Enrollment link to view enrollment details.

ClassChoice
Enrollment by Course

Course Number:Section Number: 716750.200 Find Student List Only

716750 - Physiology Honors

#	Term ID	Expression	Section	Teacher	Student	Grade Level	Student ID	Enrollment	Max Enrollment
Enrollment details will display in the appropriate columns shown in this graphic. This course and section currently does not have any enrollment.									



Master Schedule By Room

1. Select **Schedule Admin Reports**.

The screenshot shows a 'Reports' menu with several options. The option 'Master Schedule by Room' is circled in red. Other options include Student Summary, Full Schedule Students, Open Schedule Students, Full Sections, Open Sections, Empty Seats by Period, Enrollment by Course, Room Utilization, Double Booked Students, Prerequisites Not Met, Schedule Audit Report, Master Schedule by Teacher, and Master Schedule by Room.

2. Select **Master Schedule By Room**.

Room link

Master Schedule by Room							
Room	1	2	3	4	5	6	7
A-19	S1						
A-16	S1		715984-Sinfonia (1) ALMOND, ELANE G/30	715980-Symphony Orchestra (1) ALMOND, ELANE G/60			
A-18	S1		717740-Advanced Drama (1) BROWN, CHRISTINE G/32	717715-Film History & Apprec (1) BROWN, CHRISTINE G/35	717720-Drama 1 (1) BROWN, CHRISTINE G/37	717720-Drama 1 (2) BROWN, CHRISTINE G/37	717720-Drama 2 (1) BROWN, CHRISTINE G/32
	S2		715840-Pihermonic Orchestra (1) ALMOND, ELANE G/60	715310-Concert Chorus (1) LARSON, PAULETTE G/60	715320-Mixed Chorus (1) LARSON, PAULETTE G/60	715800-A Cappella (1) LARSON, PAULETTE G/175	715910-Wedgical Singers (1) LARSON, PAULETTE G/60
	S1	715990-Music Ind.Study (37) LARSON, PAULETTE G/0	715990-Music Ind.Study (29) ALMOND, ELANE G/0	719125-Teacher assistant (48) LARSON, PAULETTE G/0	715990-Music Ind.Study (44) LARSON, PAULETTE G/0		715990-Music Ind.Study (32) LARSON, PAULETTE G/10
A-19	S2	715840-Pihermonic Orchestra (100) ALMOND, ELANE G/60	715310-Concert Chorus (100) LARSON, PAULETTE G/60	715320-Mixed Chorus (100) LARSON, PAULETTE G/60	715800-A Cappella (100) LARSON, PAULETTE G/175	715910-Wedgical Singers (100) LARSON, PAULETTE G/60	715930-AP Music (100) LARSON, PAULETTE G/30
		715990-Music Ind.Study (44) LARSON, PAULETTE G/0	715990-Music Ind.Study (27) ALMOND, ELANE G/0	715990-Music Ind.Study (27) ALMOND, ELANE G/0	715800-A Cappella (2) LARSON, PAULETTE G/90	715990-Music Ind.Study (25) LARSON, PAULETTE G/0	715990-Music Ind.Study (34) LARSON, PAULETTE G/0
		715990-Music Ind.Study (48) ALMOND, ELANE G/5	715990-Music Ind.Study (48) ALMOND, ELANE G/5	719125-Teacher assistant (23) LARSON, PAULETTE G/0	715800-A Cappella (2) LARSON, PAULETTE G/90	715990-Music Ind.Study (42) LARSON, PAULETTE G/0	

Course link

Enrollment link

3. Select the Room link for more information.



Chapter 9: Using Schedule Reports

Master Schedule by Room

Room		1	2	3	4	5	6	7
A-1B	S1			717740-Advanced Drama (1) BROWN, CHRISTINE 0/32	717715-Film History & Apprec (1) BROWN, CHRISTINE 0/35	717720-Drama 1 (1) BROWN, CHRISTINE 0/37	717720-Drama 1 (2) BROWN, CHRISTINE 0/37	717730-Drama 2 (1) BROWN, CHRISTINE 0/32
	S2			717740-Advanced Drama (100) BROWN, CHRISTINE 0/32	717715-Film History & Apprec (2) BROWN, CHRISTINE 0/35	717720-Drama 1 (100) BROWN, CHRISTINE 0/37	717720-Drama 1 (200) BROWN, CHRISTINE 0/37	717730-Drama 2 (100) BROWN, CHRISTINE 0/32

Selecting the classroom link displays detailed information about the classroom schedule.

- Select the Course link for more information.

Course: Physiology Honors

Course	
Course Number:	716750
Course Name:	Physiology Honors
Credit Hours:	1
Credit Type:	BS,AS (comma separated)
Description:	
Gender Restriction:	None
Grade Levels: (comma separated)	11,12 <small>Only students in listed grade levels may request or schedule this course</small>
Prerequisites: (comma separated)	
Prerequisite Grade Levels: (comma separated)	<small>Only require prerequisites for these grade levels. Leave blank for all grade levels</small>
Minimum GPA:	0
Birthdate Range:	00/00/00 to 00/00/00
Restrict to Students: (comma separated Student Numbers)	<small>Only listed students may request or schedule this course</small>
Request Packet: (comma separated)	<small>Listed courses are automatically added to this course request</small>

NOTE: The detailed information screens will open in a new window. To return to the main Master Schedule display, either reduce or close the window.

- Select the Enrollment link for more information.

ClassChoice
Enrollment by Course

Course Number:Section Number: 716750.200 Find Student List Only

716750 - Physiology Honors

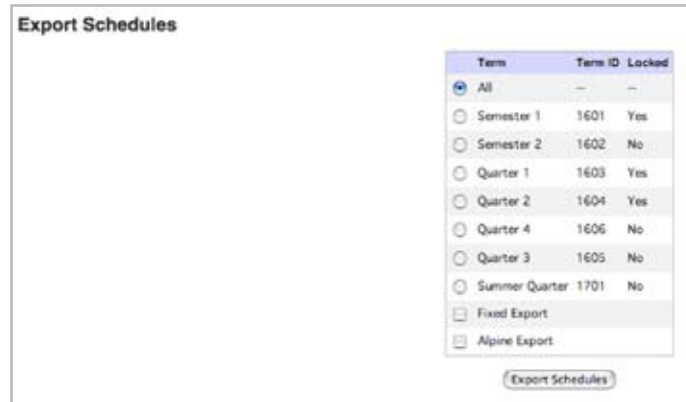
#	Term ID	Expression	Section	Teacher	Student	Grade Level	Student ID	Enrollment	Max Enrollment
Enrollment details will display in the appropriate columns shown in this graphic. This course and section currently does not have any enrollment.									

Enrollment details will display in the appropriate columns shown in this graphic. This course and section currently does not have any enrollment.

Export Schedules

Export Schedules allows you to export the schedules that are completed or partially completed for the selected term.

Note: This information is also covered in [Chapter 7: Using ClassChoice for Scheduling](#).

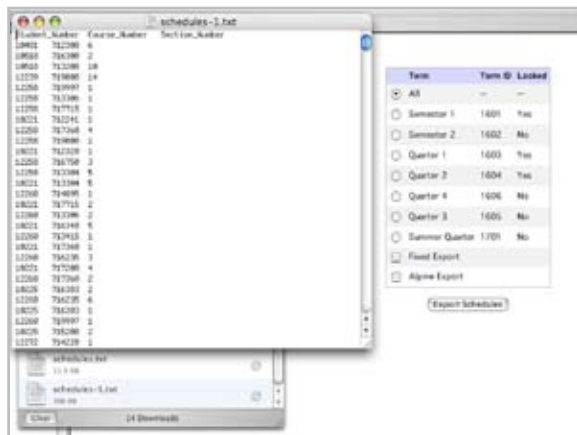


Select the term you want to export. If you want to export all of the term schedules, then select ALL.

You cannot make a multiple selection. Select each individual schedule and export if you do not wish to export all of the schedules at once.

Export a Schedule

1. Select **Schedule Admin Export Schedules**.
2. Select the radio button for the term you want to export.
3. Select EXPORT SCHEDULES.



The schedules will export to a tab delimited text file.

ClassChoice: Administration



Chapter 10: Search and Modify Information

Overview

Proceed With Caution!

The Data Admin features are permanent. Functions performed such as “Delete Duplicate Schedules” occur immediately and cannot be undone.

Data Admin provides the following capabilities:

- Search and Modify information within the database
- Display a course browser

Covered in this chapter.

- Add a course
- Add a section
- Add a student
- Add staff

Covered in Chapter 11.

- Perform defined functions to maintain the database information

Covered in Chapter 12.

This chapter covers Search & Modify information and displaying a course browser.



Chapter 10: Search and Modify Information

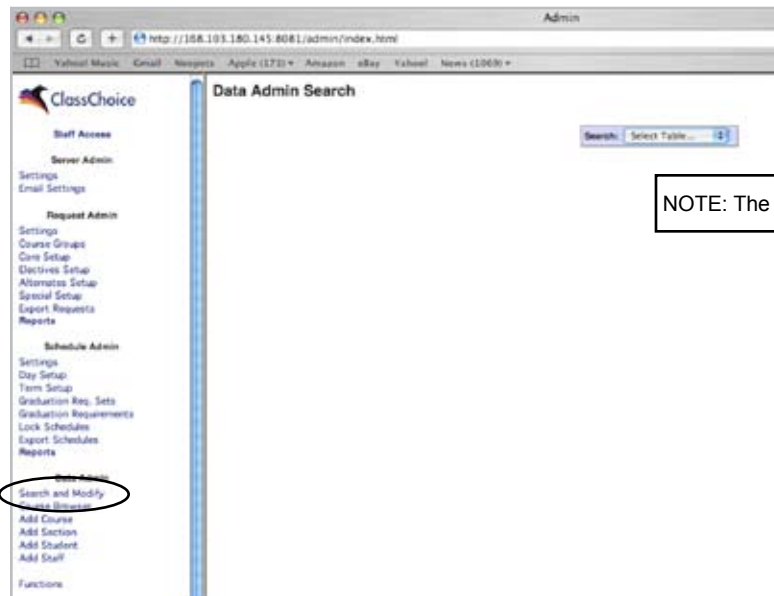
10-2 Search and Modify

Search and Modify provides a means for the administrator to find specific information and edit, if necessary. Search can be performed on any field in the following tables:

- Course
- Hist_Grade
- Schedule
- Section
- Staff
- Student
- Student_Request
- Any table created by the administrator

Using Search and Modify

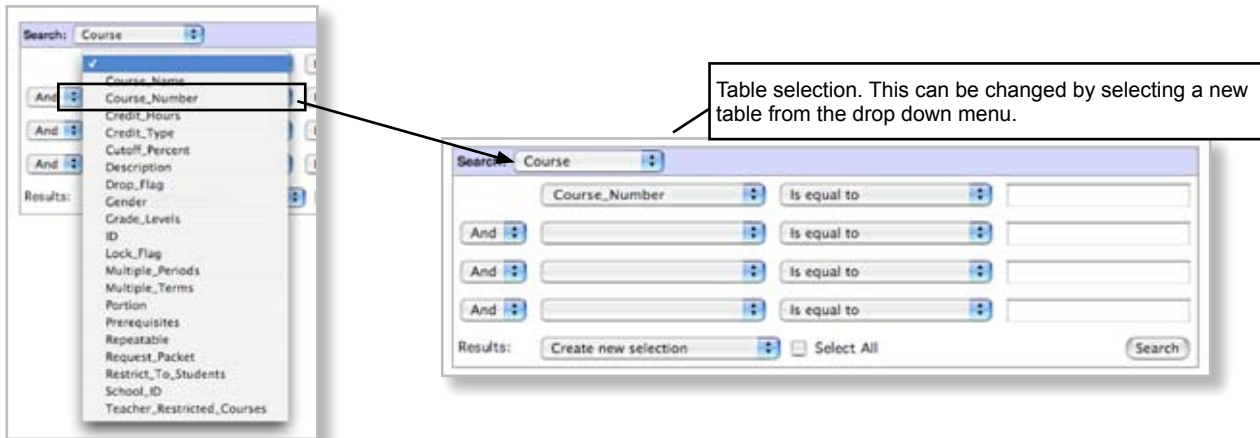
1. Select **Search and Modify**.



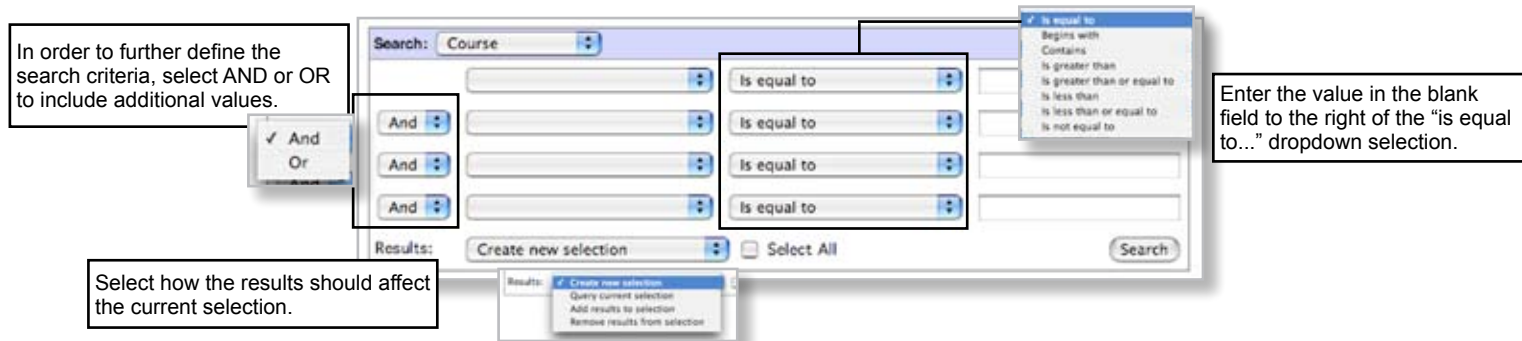
2. Select the arrow next to “Select Table...” and select a table to search in.



3. Select a specific field in the table to search in.



4. Select from the dropdown menus to identify your search criteria for this table.





Chapter 10: Search and Modify Information

- Select SEARCH when all criteria have been identified.

- At this point, you can now make selections to manipulate the data that has been extracted from the table you selected.

View and Modify [Data Admin Search and Modify]

To view the selection of records, select **View and Modify**.

#	ID	Course_Number	Course_Name	Credit_Type	Credit_Hours	Grade_Levels	School_ID	Prerequisites	Portion	Repeatable	Multiple_Periods	Gender	Lock_Flag
1	1	719999	*** PENDING	TYPE	0	8	0		0	No	No		0
2	2	719899	*No Class First Period Sem 1		0.5	9,10,11,12	0		0	No	No		0
3	3	712000	Accounting 1/2	PA	1	10,11,12	712		0	No	No		0
4	4	719600	Directed Studies	EL	0.5	8	0		0	Yes	No		0
5	5	714895	Adult Roles	PA/PASS	0.5	11,12	0		0	No	No		0
6	6	712000	Accounting 1/2	PA	1	10,11,12	712		0	No	No		0
7	7	712020	Accounting 2	PA	1	8	0		0	No	No		0
8	589	719600	Directed Studies	EL	0.5	8	0		0	Yes	No		0
9	9	714895	Adult Roles	PA/PASS	0.5	11,12	0		0	No	No		0
10	10	716384	Adv Ballm-Girls	PE/FA	1	9,10,11,12	0		0	Yes	No	F	0
11	11	713670	ESL English - Adv	E	1	9,10,11,12	0		0	Yes	No		0
12	582	714896	Adult Roles and Financial Resp	FL/PASS	1	11,12	0		0	No	No		0
13	13	716385	Adv Ballm-Boys	PE/FA	1	9,10,11,12	0		0	Yes	No	M	0

Each of the table selections have different options (see next page). With each table, the column headings (except for the # heading) may each be selected in order to sort the order of the data according to that column information.

Chapter 10: Search and Modify Information



List: Schedule

#	ID	Course_Number	Student_ID	Section_ID	Section_Name
1	207970	712300	10481	9409	6
2	207971	716300	10518	9517	2
3	207972	713200	10518	9949	10

List: Section

#	ID	Teacher_ID	Course_Number	Section_Number	Term_ID	Expression	Max_Enrollment	Room	Teacher_Name	Period	Current_Enrollment	Seats_Available	Grade_Level	School
1	9844	4346	716115	1	1601	2(A)	40	TD Gym	CRAGIN, KAYLENE DIANE	2	37	3	9,10,11,12	0
					1601	3(A)	40	TD Gym	CRAGIN, KAYLENE DIANE	3	37	3	9,10,11,12	0
					1602	3(A)	40	TD Gym	CRAGIN, KAYLENE DIANE	3	24	16	9,10,11,12	0
					1602	4(A)	40	TD Gym	CRAGIN, KAYLENE DIANE	4	31	9	9,10,11,12	0
											17	9,10,11,12	0	
											17	9,10,11,12	0	
					1601	1(A)	40	S. Gym	CRAGIN, KAYLENE DIANE	1	13	27	9,10,11,12	0
								S. Gym	CRAGIN, KAYLENE DIANE	2	6	34	9,10,11,12	0
								TD Gym	DODDS, DEBORAH J	2	13	27	9,10,11,12	0

List: Student_Request

#	ID	Student_ID	Group_Type	Course_Number	Request_Group_ID
1	68074	10460	2	718030	0
2	68075	196583	4	719000	21
3	76872	196583	1	713301	35

List: Staff

#	ID	Login	Password	Has_Access	Name_First	Name_Last	Name_Middle_Initial	Name_Prefix	Name_Suffix	Name_LastFirst	Name_FirstLast	Phone_Work	Phone_Home	Phone_Mobile
1	53	susan	susan	Yes	susan	susan				susan.susan	susan.susan			
8	68081	196583	2	714820	26									
9	76874	196583	2	714895	24									
10	68083	196583	3	712085	96									

List: Student

#	ID	Student_Number	SSN	DOB	Name_First	Name_Middle_Initial	Name_Last	Name_Suffix	Name_LastFirst	Name_FirstLast	Gender	Ethnicity	Street	City	St
1	953395	953395		06/16/1991	Tiffany		Dalton		Dalton.Tiffany	Tiffany.Dalton	F				
2	877012	877012		03/09/1991	Linda		Fernandez								
3	416111	416111		11/15/1988	Aubrey		Yorgason								
4	925399	925399		03/16/1989	Christine J		Bastian								
5	305170	305170		03/12/1989	Candice A		Orr								
6	930493	930493		02/09/1990	Alisha M		Majors								
7	506683	506683		04/13/1990	Katlyn		Tanner								
8	857832	857832		02/18/1989	Chelsea		Young								
9	309610	309610		06/07/1991	Erka J		Anderson								
10	761125	761125		12/11/1989	Kara N		Gaultney								
11	968395	968395		10/18/1989	Sharise L		Hopkins								
12	746363	746363		10/16/1990	Rzai		Valdez								
13	106597	106597		06/16/1991	Tasha		Dalton								
14	115424	115424		08/25/1990	Jessica		Farnsworth								
15	323484	323484		11/13/1989	Cherissa J		Magley								
16	556805	556805		04/25/1990	Molly Jane		Moon								
17	587861	587861		12/16/1989	Kimberl		Munzy								
18	473041	473041		04/26/1987	Luan		Newsome								

List: Hist_Grade

#	ID	School_ID	Student_ID	Course_Number	Course_Name	Grade	Earned_Credit	Grade_Level	Store_Code	Credit_Type	Earned_Percent
1	384994	0	22613	717025	World Civilization	C-	0.25	11	T3	WC	0
2	385154	0	473041	717025	World Civilization	C-	0.25	12	T3	WC	0
3	385160	0	473041	717025	World Civilization	C-	0.25	12	T4	WC	0
4	385231	0	35417	717025	World Civilization	B	0.25	11	T1	WC	0
5	385240	0	35417	717025	World Civilization	C+	0.25	11	T2	WC	0
6	385452	0	506285	717025	World Civilization	P	0.25	11	T3	WC	0
7	385489	0	133044	717025	World Civilization	P	0.25	11	T1	WC	0
8	385700	0	154689	717025	World Civilization	C	0.25	9	T3	WC	0
9	385701	0	154689	717025	World Civilization	B	0.25	9	T4	WC	0
10	386046	0	465991	717025	World Civilization	A	0.25	9	T3	WC	0
11	386052	0	465991	717025	World Civilization	A	0.25	9	T4	WC	0
12	386139	0	305170	717025	World Civilization	A	0.25	11	T4	WC	0
13	386143	0	305170	717025	World Civilization	A-	0.25	11	T3	WC	0
14	386210	0	895104	717025	World Civilization	A	0.25	11	T3	WC	0
15	386212	0	895104	717025	World Civilization	A	0.25	11	T4	WC	0
16	386229	0	879783	717025	World Civilization	A	0.25	9	T3	WC	0
17	386239	0	879783	717025	World Civilization	A	0.25	9	T4	WC	0
18	386389	0	355319	717025	World Civilization	C-	0.25	11	T3	WC	0
19	386395	0	355319	717025	World Civilization	B-	0.25	11	T4	WC	0
20	386449	0	695668	717025	World Civilization	C	0.25	11	T3	WC	0
21	386451	0	695668	717025	World Civilization	C-	0.25	11	T4	WC	0
22	386460	0	420011	717025	World Civilization	A	0.25	9	T1	WC	0
23	386469	0	420011	717025	World Civilization	A	0.25	9	T2	WC	0
24	386552	0	969691	717025	World Civilization	B-	0.25	11	T1	WC	0

In each table, an ID number may be selected in the row of the record you wish to modify. Selecting the ID number opens that record for editing or modification. See the next segment "Edit a Record" for more information.



Chapter 10: Search and Modify Information

To Edit a Record [Data Admin Search and Modify > View and Modify]

Once you have further refined your search, submitted and selected View and Modify, you can then select the specific record you wish to edit. Each table will return information that is specific to that set of records, and therefore will each provide different information that can be edited.

1. Perform the desired search.
2. Select **View and Modify**.

Options: 580 Records Selected	
View and Modify	Edit the current selection of records
Apply to Selection	Set a field value for all selected records
Search and Replace	Search and replace within a field for all selected records
Delete Selected Records	Delete all records in selection
Export Selected Records	

List: Course														
#	ID	Course Number	Course Name	Credit Type	Credit Hours	Grade Levels	School ID	Prerequisites	Portion	Repeatable	Multiple Periods	Gender	Lock Flag	Descr
1	1	719999	*** PENDING	TYPE	0	B	0		0	No	No		0	
2	2	719899	*No Class First Period Sem 1		0.5	9,10,11,12	0		0	No	No		0	
3	3	712265	3D Digital		0	B	0		0	No	No		0	
4	4	719251	Academic Intervention	EL	0	B	0		0	No	No		0	
5	5	715800	A Cappella	FA,FWA	1	11,12	0		0	Yes	No		0	
6	6	712000	Accounting 1/2	FA	1	10,11,12	712		0	No	No		0	
7	7	712020	Accounting 2	FA	1	B	0		0	No	No		0	
8	8	9600	Directed Studies	EL	0.5	B	0		0	Yes	No		0	
9	9	714895	Adult Roles	FA,FWASS	0.5	11,12	0		0	No	No		0	
10	10	716384	Adv Ballm-Girls	PL,FA	1	9,10,11,12	0		0	Yes	No	F	0	
11	11	713670	ESL English - Adv	E	1	9,10,11,12	0		0	Yes	No		0	
12	12	714896	Adult Roles and Financial Resp	FL,FA,SS	1	11,12	0		0	No	No		0	

3. Select the record to be modified.

This information may now be edited.

Edit Record: Course

Field	Value
ID	189
Course Number	719600
Course Name	Directed Studies
Credit Type	EL
Credit Hours	0.5
Grade Levels	8
School ID	0
Prerequisites	
Portion	0
Repeatable	Yes
Multiple Periods	No
Gender	
Lock Flag	0
Description	
Drop Flag	0
Restrict To Students	
Cutoff Percent	0
Teacher Restricted Courses	
Request Packet	
Multiple Terms	No

Confirm Delete

The information displayed here is the information entered when this course was created.

4. Make changes. Select SAVE.

To Delete a Record [Data Admin Search and Modify > View and Modify]

1. Perform the desired search.
2. Select **View and Modify**.
3. Select the record to delete.
4. Activate the checkbox next to Confirm Delete.
5. Select DELETE.



Chapter 10: Search and Modify Information

Apply to Selection [Data Admin Search and Modify]

1. Perform the Data Admin Search to reduce your results to the record desired.

Options: 580 Records Selected	
View and Modify	Edit the current selection of records
Apply to Selection	Set a field value for all selected records
Search and Replace	Search and replace within a field for all selected records
Delete Selected Records	Delete all records in selection
Export Selected Records	

2. Select **Apply to Selection**.

Apply to Selection: Course

Apply to selection: 2 Records Selected

Set Course Name =

Apply To Selection

3. Select the field type from the drop down menu.

Apply to selection: 2 Records Selected

Course Name =

Apply To Selection

- Course_Name
- Course_Number
- Credit_Hours
- Credit_Type
- Cutoff_Percent
- Description
- Drop_Flag
- Gender
- Grade_Levels
- ID
- Lock_Flag
- Multiple_Periods
- Multiple_Terms
- Portion
- Prerequisites
- Repeatable
- Request_Packet
- Restrict_To_Students
- School_ID
- Teacher_Restricted_Courses

4. Enter the change to apply to the selected record.
5. Select APPLY TO SELECTION. You may check the change that was made by returning to Search and Modify and selecting **View and Modify** to view the modified record information.

Search and Replace [Data Admin Search and Modify]

1. Perform the Data Admin Search to reduce your results to the record desired.

Options: 580 Records Selected	
View and Modify	Edit the current selection of records
Apply to Selection	Set a field value for all selected records
Search and Replace	Search and replace within a field for all selected records
Delete Selected Records	Delete all records in selection
Export Selected Records	

2. Select **Search and Replace**.



3. Select the field type from the drop down menu.




4. Fill in the Find and Replace fields.
5. Select REPLACE.



Chapter 10: Search and Modify Information

Delete Selected Records [Data Admin Search and Modify]

1. Perform the Data Admin Search to reduce your results to the record desired.



2. Select **Delete Selected Records**.



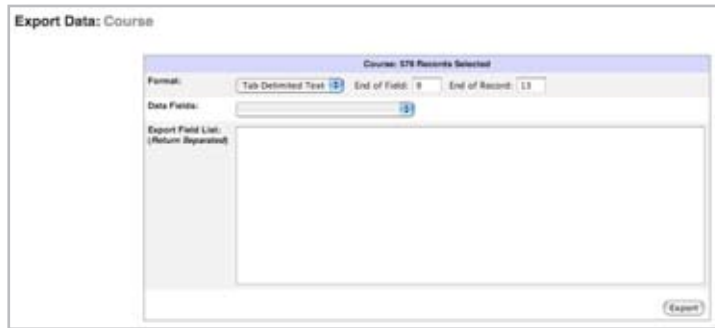
3. Activate the checkbox next to Confirm Delete.
4. Select DELETE.

Exported Selected Records

1. Perform the Data Admin Search to reduce your results to the record desired.



2. Select **Export Selected Records**.



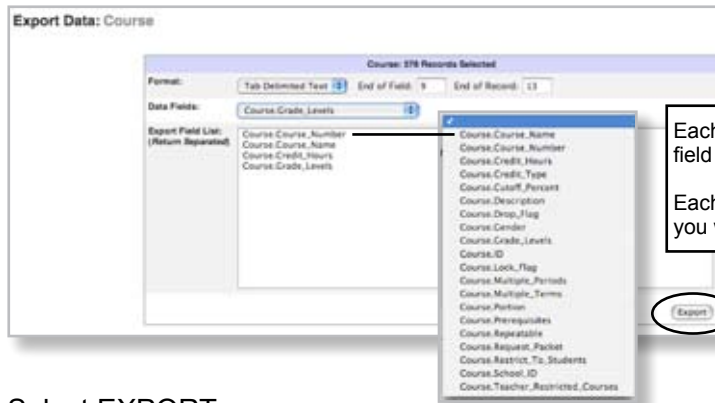
3. Select the Format from the drop down menu.



Two format options are available:
Tab Delimited Text and Fixed Length.

Identify the End of Field and End of Record length.

4. Select the Fields to export from the selected records.



Each selection you make from the Data Fields drop down menu will add that field to the list of fields to be exported from the records.

Each selection will be placed below the previous selection. Select the fields you wish displayed in the order that you want them displayed.

5. Select EXPORT.





Chapter 10: Search and Modify Information

Course Browser

Select **Data Admin Course Browser**.

ClassChoice
Admin Menu

- 719999 *** PEN...
- 719899 *No Clas...
- Period Sem 1
- 719997 *No Clas...
- Period Sem 2
- 712265 3D Digit...
- 712509 9th 1st S...
- Drivers ED
- 715800 A Cappella
- 719251 Academic Intervention
- 712000 Accounting 1/2
- 712025 Accounting 1/2
- 714895 Adult Rom...
- 714896 Adult Rom...
- Financial Resp
- 716385 Adv Ballet
- 716384 Adv Ballet
- 716140 Adv Weig...
- Training
- 716344 Adv Weig...
- Male
- 716370 Advanced Company
- 717740 Advanced
- 712150 Advanced Processing
- 719242 Advanced Exp
- 719243 Advanced Exp
- 719244 Advanced Exp
- 719245 Advanced Exp
- 719246 Advanced Work Exp
- 719247 Advanced Work Exp

Select the Course Name and the Course screen will display and allow you to view and edit course information.
See ADD COURSE for more information about this screen.

Select the Course Number and the brief overview of the sections will display.

Sections: Accounting 1/2 (712000)

Term	Section Number	Expression	Teacher	Current Enrollment	Max Enrollment
1601	1	6(A)	JARDINE, JAN R	20	32
1602	100	6(A)	JARDINE, JAN R	15	32

Select the Term Number and the Edit Section screen will display allow you to edit that section.
See ADD SECTION for more information about this screen.

Course: Accounting 1/2

Course	
Course Number:	712000
Course Name:	Accounting 1/2
Credit Hours:	1
Credit Type:	As
Description:	
Gender Restriction:	None
Grade Levels: (comma separated)	10,11,12 <small>Only students in listed grade levels may request or schedule the course</small>
Prerequisites: (comma separated)	
Restrict to Students: (comma separated Student Numbers)	
Request Packet: (comma separated)	
Teacher Restricted Courses: (comma separated)	
Repeatable:	<input type="checkbox"/> Allow enrollment in course again
Multiple Periods:	<input type="checkbox"/> Allow concurrent scheduling in same term
Multiple Terms:	<input type="checkbox"/> Allow concurrent scheduling in different terms
Lock Flag:	None
*Required Fields	

Edit Section: Accounting 1/2

Section	
Course Name:	Accounting 1/2
Course Number:	712000
Teacher:	JARDINE, JAN R
Term:	1601
Expression (Section):	6(A)
Gender Restriction:	None
Grade Levels: (comma separated)	10,11,12 <small>Only students in listed grade levels may request or schedule this course</small>
Section Packet: (comma separated course# section#)	
Room:	U-11
Max Enrollment:	32
Current Enrollment:	20
Seats Available:	12
<input type="button" value="Submit"/>	



Chapter 11: Adding Course, Section, Student and Staff

Overview

Proceed With Caution!

The Data Admin features are permanent. Functions performed such as “Delete Duplicate Schedules” occur immediately and cannot be undone.

Data Admin provides the following capabilities:

- Search and Modify information within the database
- Display a course browser

Covered in Chapter 10.

- Add a course
- Add a section
- Add a student
- Add staff

Covered in this chapter.

- Perform defined functions to maintain the database information

Covered in Chapter 12.

This chapter covers adding information to the database.



Chapter 11: Adding Course, Section, Student and Staff

11-2 Add Course



To edit a course in the system, go to Course Browser. See Chapter 3: Setting Up Course Parameters.

1. Select **Data Admin Add Course**.

Course: Untitled

Course

Course Number:

Course Name:

Credit Hours:

Credit Type:

Description:

Gender Restriction:
 None
 Female
 Male

Grade Levels:
Only students in listed grade levels may request or schedule the course

Prerequisites:
(comma separated)

Restrict to Students:
(comma separated Student Numbers)
Only listed students may request or schedule this course

Request Period:
(comma separated)
Listed courses are automatically added to this course request

Teacher Restricted Courses:
(comma separated)
Student may only select sections from this course list that are taught by the same teacher as this course

Repeatability: Allow enrollment in course comp

Multiple Periods: Allow concurrent scheduling in same term

Multiple Terms: Allow concurrent scheduling in different terms

Lock Flag:
 None
 Locked (Cannot drop or move)
 Cannot Drop (Can move period)

*Required Fields

Callout Boxes:

- Enter the Course Number, Name, number of Credit Hours, Credit Type and a Description of the course.
- If the course is restricted to certain gender, such as girl's PE or boy's PE, select the gender from the drop down menu.
- Some courses may be restricted to specific students qualified to take that course or meeting the criteria (For example: Special Ed, Concurrent enrollment, Honors). Enter those student ID numbers in this section.
- Identify the courses in this section that must be taken with the same teacher for consistency.
- Identify restrictions such as required grade level to request a course or courses that must be completed prior to this course being taken.
- Identify if this course is one in a group of courses that must be taken concurrently.
- Select parameters regarding concurrent enrollment.

2. Enter the information for the course.
3. Select SAVE.

Add Section



1. Select **Data Admin Add Section**.

Section: Untitled

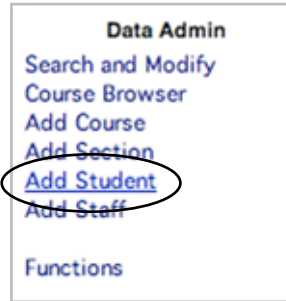
Section	
Course Number*:	<input type="text"/>
Section Number*:	<input type="text"/>
Expression (Section)*:	<input type="text"/>
Teacher ID*:	<input type="text" value="0"/>
Teacher Name*:	<input type="text"/>
Term*:	<input type="text" value="0"/>
Max Enrollment*:	<input type="text" value="0"/>
Room:	<input type="text"/>
Gender Restriction:	None <input type="button" value="v"/>
Grade Levels: (comma separated)	<input type="text"/> <small>Only students in listed grade levels may request or schedule this course</small>
Section Packet (comma separated course#,section#):	<input type="text"/>
*Required Fields	<input type="button" value="Submit"/>

2. Enter the information for this section.
3. Select SUBMIT.



Chapter 11: Adding Course, Section, Student and Staff

11-4 Add Student



1. Select **Data Admin Add Student**.

Student: Untitled

Student	
Student Number:	<input type="text" value="0"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Gender:	Female
Grade Level:	0
DOB:	00/00/00
Web ID:	<input type="text"/>
Password:	<input type="password"/>
*Required Fields	<input type="button" value="Save"/>

NOTE: Student login access is defined in Server Admin Settings (Access Section).

2. Enter Student information.
3. Select SAVE.

Add Staff



1. Select **Data Admin Add Staff**.



A screenshot of a web form titled "Staff: Untitled". The form contains the following fields: First Name*, Last Name*, Login*, Password*, User Type (dropdown menu showing "Admin"), and Override (checkbox). At the bottom left, there is a red asterisk and the text "*Required Fields". At the bottom right, there is a "Save" button circled in blue.

NOTE: Staff login access is defined in Server Admin Settings (Access Section).

Override allows this staff member the ability to add students to full classes.

2. Enter the new staff information.
3. Select SAVE.



Chapter 12: Data Administration Functions

Overview

Proceed With Caution!

The Data Admin features are permanent. Functions performed such as “Delete Duplicate Schedules” occur immediately and cannot be undone.

Data Admin provides the following capabilities:

- Search and Modify information within the database
- Display a course browser

Covered in Chapter 10.

- Add a course
- Add a section
- Add a student
- Add staff

Covered in Chapter 11.

- Perform defined functions to maintain the database information

Covered in this chapter.

This chapter covers data admin functions for maintaining the database.



12-2

Chapter 12: Data Administration Functions

Functions

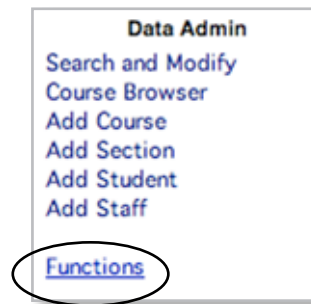


The Functions section contains administrator functions that are permanent.

Functions such as Delete Duplicate Schedules and Delete Orphan Schedules occur automatically once you select the link. There is no recovery or opportunity given to step back from the selection. Once the schedules are deleted, the only way to recover them would be to restore the database from a backup that was saved previously.

Recalculate Enrollment

Recalculate Enrollment re-adds the number of students in each section and sets the number on the section record.



1. Select **Data Admin** **Functions** > **Data Admin Functions**.

Admin Functions

Function	Description
<u>Recalculate Enrollment</u>	Recalculate current enrollment and sections available.
Add Authorized Students	Add specific students as authorized to request and/or schedule specific courses
Verify Sections	Locate sections with missing course number
Delete Duplicate Schedules	Delete duplicate schedule records
Delete Orphan Schedules	Delete schedule records with missing sections
Backup Now	Perform immediate backup
Restore From Backup	Replace all current data with values from user-selected backup

2. Select **Recalculate Enrollment**.

Add Authorized Students

Students may be authorized to request a course that they normally would be locked from requesting. Use the Add Authorized Students function to allow one or more students to request a course(s). You may list as many students or courses as needed.

1. Select **Data Admin Functions > Add Authorized Students**.

Admin Functions

Function	Description
Recalculate Enrollment	Recalculate current enrollment and sections available.
Add Authorized Students	Add specific students as authorized to request and/or schedule specific courses
Verify Sections	Locate sections with missing course number
Delete Duplicate Schedules	Delete duplicate schedule records
Delete Orphan Schedules	Delete schedule records with missing sections
Backup Now	Perform immediate backup
Restore From Backup	Replace all current data with values from user-selected backup

The Add Authorized Students feature is the easy way to add students to the Restrict to Students field in the course screen after the course is created.

Add Authorized Students

Authorize the following students to request and/or schedule the following courses

Student Numbers (comma separated)	<input type="text"/>
Course Numbers (comma separated)	<input type="text"/>
	<input type="button" value="Submit"/>

2. Enter the student ID number of each student that is authorized to request a specific course that normally would be locked from their requesting. Separate the student ID numbers by a comma.
3. Enter the course number of the course(s) that these students may request. Separate the course numbers by a comma.
4. Select SUBMIT.



Chapter 12: Data Administration Functions

Verify Sections

Select Data Admin Functions > Verify Sections.

Admin Functions

Function	Description
Recalculate Enrollment	Recalculate current enrollment and sections available.
Add Authorized Students	Add specific students as authorized to request and/or schedule specific courses
Verify Sections	Locate sections with missing course number
Delete Duplicate Schedules	Delete duplicate schedule records
Delete Orphan Schedules	Delete schedule records with missing sections
Backup Now	Perform immediate backup
Restore From Backup	Replace all current data with values from user-selected backup

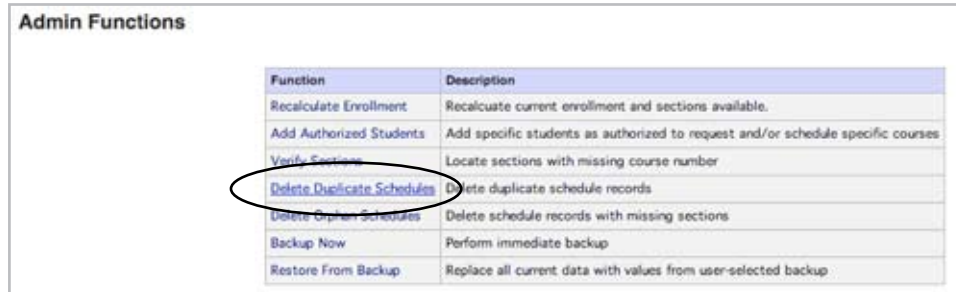
Verify Sections: Sections with missing courses

#	Section ID	Term	Course Number	Section Number	Expression	Teacher	Current Enrollment	Max Enrollment
1.	8655	1601	710040	1	S(A)	ABBOTT, DENISE J	5	0
2.	8662	1602	710040	100	S(A)	ABBOTT, DENISE J	5	0
3.	8670	1601	710040	2	S(A)	ADAMS, MICHELLE A	5	0
4.	8674	1602	710040	200	S(A)	ADAMS, MICHELLE A	5	0
5.	8678	1601	710040	3	S(A)	ALLRED, ALAN	5	0
6.	8686	1602	710040	300	S(A)	ALLRED, ALAN	5	0
7.	8687	1601	710040	9	S(A)	BAYLES, GEORGE W	6	0
8.	8688	1602	710040	900	S(A)	BAYLES, GEORGE W	6	0
9.	8713	1601	710040	10	S(A)	BLAKESLEY, SUZANNE	6	0
10.	8714	1602	710040	1000	S(A)	BLAKESLEY, SUZANNE	6	0
11.	8721	1601	710040	11	S(A)	BROWER, CHRIS H	5	0
12.	8726	1602	710040	1100	S(A)	BROWER, CHRIS H	5	0
13.	8736	1601	710040	13	S(A)	CHERRY, SCOTT CLAW	5	0
14.	8742	1602	710040	1300	S(A)	CHERRY, SCOTT CLAW	5	0
15.	8750	1601	710040	14	S(A)	CHRISTENSEN, BART	5	0
16.	8757	1602	710040	1400	S(A)	CHRISTENSEN, BART	5	0
17.	8765	1601	710040	16	S(A)	COURT, MONT O	5	0
18.	8774	1602	710040	1600	S(A)	COURT, MONT O	5	0
19.	8790	1601	710040	18	S(A)	CREER, DAVID S	6	0
20.	8795	1602	710040	1800	S(A)	CREER, DAVID S	6	0
21.	8832	1601	710040	21	S(A)	DECKER, ANN L	5	0
22.	8835	1602	710040	2100	S(A)	DECKER, ANN L	5	0
23.	8841	1601	710040	23	S(A)	DRUMMOND, DEBRA J	6	0
24.	8848	1602	710040	2300	S(A)	DRUMMOND, DEBRA J	6	0
25.	8854	1601	710040	24	S(A)	DURIHAM, LOUISE G	5	0
26.	8860	1602	710040	2400	S(A)	DURIHAM, LOUISE G	5	0

Delete Duplicate Schedules

Delete Duplicate Schedules allows you to “clean up” the database and remove duplicate student schedules or classroom schedules that were imported with the original SIS course schedules. ClassChoice prevents duplicate schedules from being created within the system once all schedules and requests are being made using ClassChoice.

1. Select **Data Admin Functions** > **Delete Duplicate Schedules**.



Function	Description
Recalculate Enrollment	Recalculate current enrollment and sections available.
Add Authorized Students	Add specific students as authorized to request and/or schedule specific courses
Verify Sections	Locate sections with missing course number
Delete Duplicate Schedules	Delete duplicate schedule records
Delete Orphan Schedules	Delete schedule records with missing sections
Backup Now	Perform immediate backup
Restore From Backup	Replace all current data with values from user-selected backup



The ALERT message window will state how many duplicates have been deleted or display “No duplicate schedules found.”

2. Select BACK to return to the Functions menu.



Chapter 12: Data Administration Functions

Delete Orphan Schedules

1. Select **Data Admin Functions** > **Delete Orphan Schedules**.

Admin Functions

Function	Description
Recalculate Enrollment	Recalculate current enrollment and sections available.
Add Authorized Students	Add specific students as authorized to request and/or schedule specific courses
Verify Sections	Locate sections with missing course number
Delete Duplicate Schedules	Delete duplicate schedule records
Delete Orphan Schedules	Delete schedule records with missing sections
Backup Now	Perform immediate backup
Restore From Backup	Replace all current data with values from user-selected backup



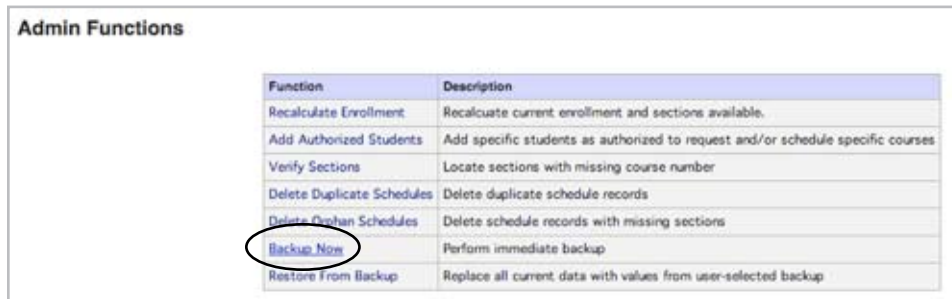
The ALERT message window will state how many Orphan schedules have been deleted or display “No Orphan schedules found.”

2. Select BACK to return to the Functions menu.

Backup Now

You may want to regularly backup your ClassChoice data. Data Admin Functions makes this task easy and convenient.

1. Select **Data Admin Functions** > **Backup Now**.



Function	Description
Recalculate Enrollment	Recalculate current enrollment and sections available.
Add Authorized Students	Add specific students as authorized to request and/or schedule specific courses
Verify Sections	Locate sections with missing course number
Delete Duplicate Schedules	Delete duplicate schedule records
Delete Orphan Schedules	Delete schedule records with missing sections
Backup Now	Perform immediate backup
Restore From Backup	Replace all current data with values from user-selected backup

Once you have selected Backup Now, it will take some time -- anywhere from a minute to several minutes -- for the backup to be performed. If you select the link a second time, you will have the following message displayed and the backup may be interrupted and need to be performed again after waiting 30 seconds.



Once the backup has completed, the following message will display:



2. Select BACK to return to the Functions menu.



Chapter 12: Data Administration Functions

Restore From Backup

There may be various reasons why you would need to restore the database information from your backup copy. It is important to note when you backup your database information so you can be aware of how recent the information is that you are restoring.

Restore from Backup allows you to restore as little or as much information as you require. You can select all or only a few of the following items:

- Course
- Course_Group
- Grad_Req
- Hist_Grade
- Request_Group
- Schedule
- Section
- Section_Meeting
- Settings
- Staff
- Student
- Student_Request
- Term

1. Select **Data Admin Functions** > **Restore From Backup**.

Function	Description
Recalculate Enrollment	Recalculate current enrollment and sections available.
Add Authorized Students	Add specific students as authorized to request and/or schedule specific courses
Verify Sections	Locate sections with missing course number
Delete Duplicate Schedules	Delete duplicate schedule records
Delete Orphan Schedules	Delete schedule records with missing sections
Backup Now	Perform immediate backup
Restore From Backup	Replace all current data with values from user-selected backup

Restore from Backup

Select Backup to Restore

- Monday, February 12, 2007
- Sunday, February 11, 2007
- Tuesday, February 6, 2007
- Monday, February 5, 2007
- Sunday, February 4, 2007
- Saturday, February 3, 2007
- Thursday, February 1, 2007
- Wednesday, January 31, 2007
- Monday, January 29, 2007

Continue

2. Select the date of the backup information that you wish to restore to the database.
3. Select CONFIRM.

Restore from Backup

Select Backup Files to Restore
Backup Folder: 2007_02_12

- Course
- Course_Group
- Grad_Req
- Hist_Grade
- Request_Group
- Schedule
- Section
- Section_Meeting
- Settings
- Staff
- Student
- Student_Request
- Term

Warning
All data for the selected files will be replaced with data from the 2007_02_12 backup.
Check the Confirm Checkboxes and click Restore to continue.
This cannot be undone.

Confirm

4. Activate the checkboxes of the information you wish to restore.
5. Activate the checkbox next to Confirm on the bottom of the page.



12-10

Chapter 12: Data Administration Functions

6. Select RESTORE. The restore process may take anywhere from one minute to several minutes depending on how much database information is being restored. Do not select the RESTORE button again while waiting or you may have to perform the action a second time.



7. Select BACK to return to the Functions menu.



Chapter 13: Reference Section

Overview

This section of the manual provides additional information as you work with database objects and importing and exporting of files.

Export Files From SIS

Files exported from the SIS that are intended to be imported into ClassChoice must contain specific information and columns. This section will detail the listed columns required for the import to work correctly. The columns listed are the minimum required.

Student Information

The Student file exported from the SIS **must** contain (in this order):

Column Title	PS Student Field	Length	Required	Notes
Student_Number	Student_Number	10	Yes	
LastFirst	LastFirst	40	Yes	
Grade	Grade	2	Yes	Title need only contain "Grade" The fields will contain the grade level number.
Gender	Gender	1	Yes	M - Male, F - Female Only one character allowed.
DOB	DOB	10	Yes	Date of birth in mm/dd/yy format.
Web_ID	Web_ID	20	Yes	
Password	Password	20	No	
Password_Date	Password_Date	10	No	Import DOB if you want to use it as a password.
Email	Email	60	No	Student email.
Counselor	Counselor	60	No	Counselor email
GPA			No	Current GPA - used for prerequisites.

PowerSchool fields are used for example only. The column headings must be changed to match the required column title for importing to ClassChoice.



Chapter 13: Reference Section

1. Student_Number
2. LastFirst
3. Grade_level (#)
4. Gender (M or F)
5. DOB (Date of Birth in mm/dd/yy format)
6. Guardianemail
7. web_id
8. password or password_date

If the names differ slightly from these titles, change them to match the column names listed here prior to importing into ClassChoice.

Staff

The Staff file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
First_Name	First_Name	30	Yes	Title must contain the word "First"
Last_Name	Last_Name	30	Yes	Title must contain the word "Last"
Login	Login	10	Yes	
Password	Password	10	Yes	
Override	Override	1	No	Enter a Y to grant override access.



Courses

The courses file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Course_Number	Course_Number	11	Yes	
Course_Name	Course_Name	40	Yes	
Description		200	No	
Credit_Hours	Credit_Hours	10	No	
RegGradeLevels	RegGradeLevels	20	Yes	The column heading need only contain string "grade". To restrict a course to sepcific grade levels, enter a comma-separated list of valid grade levels. Leave blank to allow access to all grade levels.
Prerequisites	Prerequisites	30	No	Enter a comma separated list of prerequisite course numbers.
Gender	Gender	1	No	Enter an M or F to restrict course to males or females, otherwise, leave blank.
Repeatable	Repeatable (custom field)	1	No	Enter a Y to allow courses to be repeated.
Multiple	Multiple (custom field)	1	No	Enter a Y to allow students to schedule multiple occurrences in the same term.
Students	Student_Number	30	No	Enter a comma separated list of student numbers to restrict course entry to specified students.
Cutoff	N/A	10	No	Enter a minimum percentage earned for prerequisites.
LockFlag	N/A	1	No	Leave blank or send zero.
DropFlag	N/A	1	No	Enter a value of 1 to notify student's counselor via email is this course is dropped by a student.
Request_Packet	N/A	80	No	Comma separated list of course numbers that will be auto-requested.



Chapter 13: Reference Section

Historical Grades

The Historical Grades file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Student_Number	Student_Number	10	Yes	
Course_Number	Course_Number	11	Yes	
Course_Name	Course_Name	30	Yes	
Grade	Grade	10	Yes	
Grade_Level	Grade_Level	2	Yes	
EarnedCrHrs	EarnedCrHrs	10	Yes	Title need only contain string "earned"
Percent	Percent	10	No	
Credit_Type	Credit_Type	10	Yes	
StoreCode	Store_Code	10	Yes	

Schedule

The Schedules file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Student_Number	[Students]student_number	10	Yes	
Course_Number	[Courses]Course_Number	11	Yes	
Section_Number	[Sections]Section_Number	10	Yes	
Locked	Locked - (custom field)	1	No	Enter Y to lock enrollment.



Section

The Sections file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Course_Number	Course_Number	11	Yes	
Section_Number	Section_Number	10	Yes	
Teacher	Teacher	10	Yes	Teacher ID number.
LastFirst	LastFirst	40	Yes	Teacher's Last and First name. The title need only contain "LastFirst"
Expression	Expression	20	Yes	
TermID	TermID	10	Yes	
MaxEnrollment	MaxEnrollment	10	Yes	
Room	Room	10	No	



Chapter 13: Reference Section

Section Files

The Section file exported from the SIS must contain (in this order):

1. Course_number
2. Section_number
3. Teacher (must be a number)
4. lastfirst (names should be last, first format)
5. expression (Expression format is a number followed by a letter in parentheses. For example: period (day) would be 1(A) for period 1 the identified day.)
6. maxenrollment (a number)
7. room
8. termid (a number)



Index

Index

A

- Add a Course 11-2
- Add Authorized Students 12-3
- Add Section 11-3
- Add Staff 11-5
- Add Students 11-4
- Administrator functions 2-1
- Admin User 1-4, 2-1
 - Functions 2-1
 - Login 2-2
- ALTERNATES 5-1
 - Create Group 5-10
- Alternate Setup
 - Report 6-10
- Alternates Setup 5-9
 - Create New 5-10
 - Overview 5-1
- Apply Changes to Selection 10-8
- Audit
 - Schedule Audit Report 9-16
- Audit Trail
 - Print 8-11
 - View 8-11

B

- Backup 12-7

C

- ClassChoice
 - Download 1-1
 - purpose 2-1
- Class Finder 8-7
- Configure
 - Email Settings 2-7
- Configure ClassChoice 2-1
 - Email Settings 2-7
 - Login Page 2-4
 - Look of Login Page 2-4
 - Server Settings 2-5
 - Welcome Page 2-4
- Core groups 5-1
- Core Setup 5-1, 5-6
 - Create New 5-6
- Course Browser 3-1
 - Overview 10-12
- Course Group Report 6-7
- Course Groups 5-1, 5-4
 - Create New 5-5
- Course Information
 - Import 2-1
- Course Parameters
 - Identify 3-3
 - Set 3-3
 - Settings 3-1, 3-3
- Course Request Tally 6-6
- Courses
 - Adding 11-1, 11-2
 - Export From SIS 13-3
 - Create Admin User 1-4
 - Create an Alternates Group 5-10
 - Create an Electives Group 5-8
 - Create a New Core Group 5-6

- Create a New Course Group 5-5
- Create a Special Group 5-11

D

- Data Admin
 - Add Course 11-2
 - Adding Courses, Sections, Student and Staff 11-1
 - Adding Staff 11-5
 - Add Section 11-3
 - Add Student 11-4
 - Courses
 - Add 11-2
 - Delete a Record 10-7
 - Delete Selected Records 10-10
 - Edit a Record 10-6
 - Search and Modify 10-1
 - Apply Changes 10-8
 - Search and Replace 10-9
 - View and Modify Data 10-4
- Data Admin Functions 10-1, 12-1
 - Add Authorized Students 12-3
 - Backup 12-7
 - Delete Duplicate Schedules 12-5
 - Delete Orphan Schedules 12-6
 - Restore From Backup 12-8
 - Verify Sections 12-4
- Day Setup 7-1
- Delete a Record 10-7
- Delete Duplicate Schedules 12-5
- Delete Orphan Schedules 12-6
- Delete Selected Records 10-10
- Double Booked Students Report 9-14
- Download 1-1

**E**

- Edit a Record 10-6
- Electives 5-1
- Electives Setup 5-7, 6-9
 - Create New 5-8
 - Overview 5-1
- Email
 - Guardian 2-7
 - Student Schedule 2-7
- Email Server Setup 2-7
- Email Settings 2-4, 2-7
 - Guardian Email 2-7
- Empty Seats By Period 8-20
- Empty Seats By Period Report 9-11
- Enrollment By Course 8-21
- Enrollment By Course Report 9-11
- Export
 - Courses From SIS 13-3
 - From SIS 13-1
 - Historical Grades From SIS 13-4
 - Schedules From SIS 13-4
 - Sections From SIS 13-5
 - Staff Files From SIS 13-2
- Export Files From SIS 13-1
- Export Requests 5-12, 6-15
 - Overview 5-1
- Export Schedules 7-1, 7-10, 9-21
- Export Student Information
 - From SIS 13-1

F

- Filters 3-1
 - Birthdate 3-2
 - Course Browser 3-1
 - Gender 3-2
 - GPA 3-2
 - Grade Level 3-2
 - List of 3-2
 - Lock Flag 3-2
 - Multiple Period 3-2

- Prerequisite 3-2
- Prereq with cutoff 3-2
- Prereq with grade level 3-2
- Prereq with percentage 3-2
- Repeatable 3-2
- Repeatable Term 3-2
- Request Packet 3-2
- Restrict to Students 3-2
- Section Packet 3-2
- Settings 3-1
- Teacher Restriction 3-2
- Find a Class 8-7
- Full Schedule Students Report 8-16, 9-7
- Full Sections Report 8-18
- Full Sections Reports 9-9
- Functions 12-2
 - Data Admin 12-2
 - Add Authorized Students 12-3
 - Backup 12-7
 - Delete Duplicate Schedules 12-5
 - Delete Orphan Schedules 12-6
 - Recalculate Enrollment 12-2
 - Restore From Backup 12-8
 - Verify Sections 12-4
 - Staff Member 8-3

G

- Grade Restricted Courses
 - Report 6-13, 6-14
- Graduation Requirements 2-10, 4-1
 - Create 4-7
 - Delete 4-8
 - Edit 4-8
 - Overview 4-6
 - Requesting and 4-2
 - Scheduling and 4-2
 - Sets 4-1
- Graduation Requirement Set
 - Create 4-3
 - Delete 4-4

- Graduation Requirement Sets 4-3
 - Edit 4-4
 - Using a duplicate set 4-4

H

- Historical Grades 8-5
 - Export From SIS 13-4

I

- Import
 - Course and Student Data 2-8
 - Course Data 2-8
 - Course Information 2-1, 2-8
 - Master Schedule 7-2, 7-4
 - Student Data 2-8
 - Student Information 2-1, 2-8
 - Student Schedules 7-5
- Import/Export 2-9
- Initial Setup 2-1
- Install 1-1
 - Create Admin User 1-4
 - key.txt file 1-1
 - Register 1-3
 - registration code 1-3
- Install ClassChoice
 - Register 1-3
 - registration code 1-3

K

- key.txt 1-1

L

- List of Filters 3-2
- Lock Schedules 7-1, 7-8
- Login 2-2, 8-2
 - Staff Member 8-2
- Login Page 2-4
- Login Permissions
 - Set 2-4

**M**

- Master Schedule 7-2
 - By Room Report 9-19
 - Day Setup 7-2
 - Prepare to Import 7-2
 - Report 9-17
 - Term Setup 7-3

O

- Opening Page
 - Content 2-5
- Open Schedule Students 8-17
- Open Schedule Students Report 9-8
- Open Sections 9-10
- Open Sections Report 8-19

P

- Password
 - Set Changeable 2-6
 - Set Restricted 2-6
 - Student Birthdate 2-6
 - Student Can Modify 2-6
- Permissions
 - Login 2-4
 - Staff Access 2-5
 - Student Access 2-5
- Prerequisite Courses
 - Report 6-12
- Prerequisites
 - Not Met Report 9-15
- Print
 - Student Schedule Information 8-10
- Print Audit Trail 8-11

R

- Recalculate Enrollment 12-2
- Reference
 - Export Files From SIS 13-1
 - Reference Section 13-1

- Register ClassChoice 1-3
- Registration 1-1
 - registration code 1-3
- Reports
 - Alternate Setup 6-10
 - By Room 9-19
 - Core Setup 6-8
 - Course Group Report 6-7
 - Course Request Tally 6-6
 - Double Booked Students 9-14
 - Electives 6-9
 - Empty Seats By Period 8-20, 9-11
 - Enrollment By Course 8-21, 9-11
 - Full Schedule Students 9-7
 - Full Sections 8-18, 9-9
 - Grade Restricted Courses 6-13, 6-14
 - Master Schedule 9-17
 - Master Schedule By Room 9-19
 - Open Schedule Students 8-17, 9-8
 - Open Sections 8-19, 9-10
 - Prerequisite Courses 6-12
 - Prerequisites Not Met 9-15
 - Requests By Course 6-5
 - Room Utilization 9-13
 - Room Utilization Report 8-22
 - Schedule Audit Report 9-16
 - Scheduling 8-12
 - Special Setup 6-11
 - Student Summary 9-6
 - Under-Over Schedule Students 6-4
- Request Admin 5-1
 - Settings 5-2
- Request Collection Settings 5-3
- Requesting 2-1, 2-10, 5-1
 - Filters 5-1
 - Overview 5-1
 - Welcome Page 5-3
- Request Instructions 5-3
- Request Reports 6-1
 - Alternate Setup 6-10
 - By Course 6-5

- Core Setup 6-8
- Course Group 6-7
- Course Request Tally 6-6
- Electives 6-9
- Grade Restricted Courses 6-13, 6-14
- Prerequisite Courses 6-12
- Special Setup 6-11
- Requests
 - Export 6-15
- Request Settings 5-2
- Requirements
 - Graduation 4-2
 - Requesting and Graduation 4-2
- Requirement Sets
 - Graduation 4-3
- Restore From Backup 12-8
- Room Utilization Report 8-22
- Room Utilization Report 9-13

S

- Schedule
 - Request Collection Settings 5-3
- Schedule a Student 8-8
- Schedule Audit
 - Report 9-16
- Schedule Reports 9-1
 - By Room 9-19
 - Creating 9-1
 - Double Booked Students 9-14
 - Empty Seats By Period 9-11
 - Enrollment By Course 9-11
 - Full Schedule Students 9-7
 - Full Sections 9-9
 - Master Schedule 9-17
 - Master Schedule By Room 9-19
 - Open Schedule Students 9-8
 - Open Sections 9-10
 - Prerequisites Not Met 9-15
 - Room Utilization 9-13
 - Schedule Audit Report 9-16



Index

- Student Summary 9-6
 - Schedule Request Collection 5-3
 - Schedules
 - Export From SIS 13-4
 - Schedule Settings 7-1, 7-6
 - Setup 7-6
 - Scheduling 2-1, 2-10
 - Day Setup 7-1
 - Export Schedules 7-1
 - Lock Schedules 7-1
 - Overview 7-1
 - Settings 7-1
 - Term Setup 7-1
 - Scheduling Reports 8-12
 - Available to Staff 8-3
 - Create 8-12
 - Empty Seats By Period 8-20
 - Enrollment By Course 8-21
 - Full Schedule Students 8-16
 - Full Sections 8-18
 - Open Schedule Students 8-17
 - Open Sections 8-19
 - Room Utilization Report 8-22
 - Student Summary 8-15
 - Search and Modify 10-1, 10-2
 - Search and Replace 10-9
 - Section Parameters 3-5
 - Identify 3-5
 - Sections
 - Adding 11-1, 11-3
 - Export From SIS 13-5
 - Select Student 8-4
 - Server
 - Settings 2-5
 - Setup 2-4
 - Server Admin
 - Email Settings 2-7
 - Server Settings 2-5
 - Email 2-7
 - Set Login Permissions 2-4
 - Settings
 - Email 2-4
 - Request Admin 5-2
 - Request Collection 5-3
 - Schedule 7-1, 7-6
 - Schedule Setup 7-6
 - Setup 2-1
 - Special Group
 - Create New 5-11
 - SPECIAL SETUP 5-1
 - Special Setup 5-11
 - Create New Group 5-11
 - Report 6-11
 - Staff
 - Adding 11-1, 11-5
 - Export Files From SIS 13-2
 - Staff Access
 - Permissions 2-5
 - Staff Access Permissions 2-5
 - Staff Functions 8-3
 - Staff Member 8-1
 - Login 8-2
 - Scheduling Reports Available 8-3
 - Staff Member Login
 - Find a Class 8-7
 - Historical Grades View 8-5
 - Print Audit Trail 8-11
 - Print Student Schedule Information 8-10
 - Schedule a Student 8-8
 - Select Student 8-4
 - View a Student Schedule 8-9
 - View Audit Trail 8-11
 - View Student's Requests 8-6
 - View Student Schedule Information 8-10
 - Student
 - Audit Trail
 - Print 8-11
 - View 8-11
 - Summary Report 8-15
 - Student Access
 - Permissions 2-5
 - Student Access Permissions 2-5
 - Student Information
 - Automated Import 2-9
 - Export From SIS 13-1
 - Import 2-1
 - Import/Update 2-9
 - Students
 - Adding 11-1, 11-4
 - Student Schedules
 - Import 7-5
 - Student Summary
 - Create Report 9-6
 - Student Summary Report 8-15
- ## T
- Term Setup 7-1, 7-3
- ## U
- Under Over Schedule
 - Report 6-4
 - Using ClassChoice
 - Staff Member 8-1
- ## V
- Verify Sections 12-4
 - View
 - Student Schedule 8-9
 - Student Schedule Information 8-10
 - View and Modify Data 10-4
 - View Audit Trail 8-11
 - View Student's Requests 8-6
- ## W
- Welcome Page 2-4





1103 E. 350 S. Springville, UT 84663
www.phoenixlearning.com
F: 801.489.1947
email: info@phoenixlearning.com