Reports (Schedule Wizard)

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Available Reports and Report Locations | Next Steps
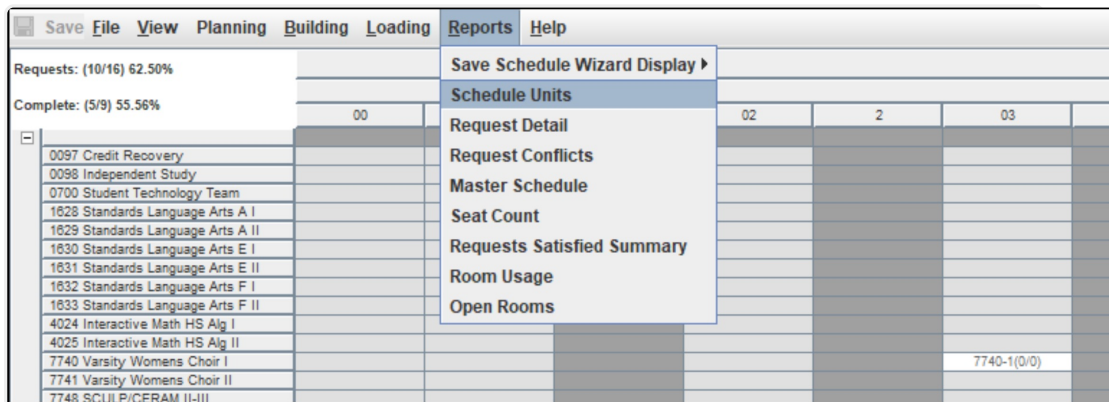
PATH: *Scheduling > Schedule Wizard > Reports*

The Schedule Wizard contains certain reports available to review the placed courses, requests and other information related to the master schedule.

- Generating reports from the Schedule Wizard reports data based on the selected trial.
- Generating reports from outside of the Schedule Wizard (from Scheduling > Reports) reports data based on the active trial of the selected calendar.

Available Reports and Report Locations

Because of the multiple places that scheduling reports reside, the following table divides the reports into a time frame of when they should be generated.
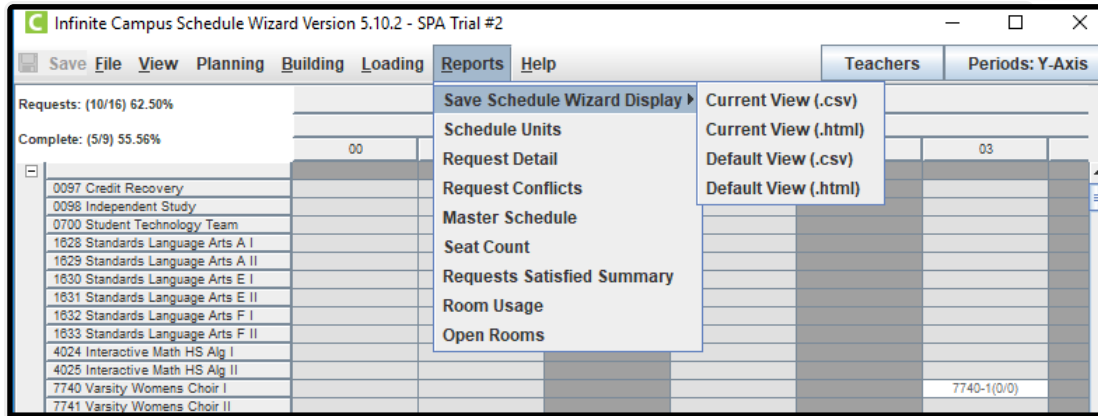
- Scheduling Reports are located in **Scheduling > Reports**.
- Schedule Wizard Reports are located in **Scheduling > Schedule Wizard > Reports**.

Available Reports in the Schedule Wizard

To generate the current layout of courses for the selected trial, use the **Save Schedule Wizard Display** to save the layout to the location of your choosing, in CSV or HTML. When one of these options is selected, follow the instructions for saving a report to your computer or other shared location.

- Selecting either **Current View** or **Default View** saves the course layout as it is right now.
- Selecting **Current View** saves the course layout as it is currently displayed (Course/Teachers and X-axis/Y-axis).
- Selecting **Default View** saves the course layout as it is currently displayed (Course/Teachers and X-axis/Y-axis), but displays the layout in a more simple format. When the X-axis is Teacher, the cell contains the Course Name (Seat Count) , Room Number. When the Y-axis is Course, the cell contains the Teacher Name (Seat Count) and Room Number.

Current View, Default View Options

When	Report Name	Location
Before	Request Batch	Scheduling Reports
	Master Schedule	Scheduling Reports, Schedule Wizard
	Schedule Units	Scheduling Reports
	Request Detail	Scheduling Reports, Schedule Wizard
	Request Conflicts	Scheduling Reports, Schedule Wizard
	Schedule Units	Schedule Wizard
During	Seat Count	Scheduling Reports, Schedule Wizard
	Room Usage	Scheduling Reports, Schedule Wizard
	Requests Satisfied	Scheduling Reports, Schedule Wizard
	Request Conflicts	Scheduling Reports, Schedule Wizard
	Schedule Conflicts	Scheduling Reports
	Master Schedule	Schedule Wizard, Scheduling Reports
	Open Rooms	Scheduling Reports, Schedule Wizard
After	Room Usage	Scheduling Reports, Schedule Wizard
	Seat Count	Scheduling Reports, Schedule Wizard
	Requests Satisfied	Scheduling Reports, Schedule Wizard
	Schedule Conflicts	Scheduling Reports
	Teacher Load	Scheduling Reports
	Schedule Batch	Scheduling Reports

When	Report Name	Location
	Teacher Schedule Batch	Scheduling Reports

Reports generated from the Schedule Wizard open in a new web window in the default browser. If the user accesses the Schedule Wizard in the Chrome browser but Firefox is set as the computer's default browser, reports generate in Firefox.

Next Steps

Review the Checklist for Scheduling and Other Scheduling Tools documentation.

- Generate Reports to review the placement of courses.
- If all scheduling items have been completed and any additional changes will be made in the Campus application, mark the Trial active.
- Use the Other Scheduling Tools to complete student schedules in the Campus application.