

# Schedule Report Preferences [.2124 - .2211]

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**Classic View:** System Administration > Preferences > Reports (Preferences) > Schedule (Type)

**Search Terms:** Report Setup

A student schedule is a list of courses and course sections for which the student is scheduled (appears on the teacher's roster) during a particular day. This course listing may vary from day to day, or term to term, depending on the school and the student's needs. Campus provides a schedule report for schools to print, or schools can create a schedule report with the options on this page. Saved schedules can be printed from the [Schedule Batch Report](#) and from the student's [Schedule](#) tab.

Report Setup - Schedule Preferences

## Create a Schedule Report

1. Select the **New** icon. A **Report Detail** and a **Report Options** table appears.
2. Enter a **Name** for this schedule. This name should reflect the type of schedule it is so that users can quickly generate the correct report.
3. Select the **Schedule** option from the **Type** dropdown list.
4. Determine whether or not this report should be available in Campus Parent/Campus Student. If so, mark the **Portal** checkboxes for **Available In**.
5. If desired, enter a **Description** for this schedule.
6. Select the appropriate **Report Options** for the schedule. Refer to the sections below for more information.
7. Click the **Save** icon when finished. The new schedule is listed in the **Reports Editor** and can also be selected on the [Schedule Batch](#) and on the student's Schedule.

## Report Options for Schedules

The following sections describe available Schedule Report Options.

Option	Description
<b>Report Format</b>	<p>The schedule can be printed in either a Table Format or a List Format.</p> <ul style="list-style-type: none"> <li>• The <b>Table</b> option prints the schedule listing the periods and time on the left side and the terms across the top in a grid format. Courses for each period are in the corresponding term.</li> <li>• The <b>List</b> option prints the courses by term and day. When List is selected, Term Options and Period Sequence cannot be selected.</li> </ul>
<b>Group By</b>	<p>The Schedule can be grouped by Course or Days. The Days option is useful for schools that have rotating schedules (A/B Days, etc.), where all courses for that day rotation are listed in a separate grid.</p> <ul style="list-style-type: none"> <li>• When Group by Course is selected and the Schedule Time Display Option is not selected, period times do not print on the schedule.</li> <li>• When Group by Days is selected and the Schedule Time Display Option is selected, period times do print on the schedule.</li> </ul>
<b>Courses</b>	<p>Only those courses in which the student is currently scheduled can be printed by selecting <b>Display Active Courses Only</b>. Or all courses, both actively scheduled ones and those the student has dropped, can display by selecting the <b>Display Active and Dropped Courses</b>.</p> <p>For both options, determine if responsive courses should also be displays, by marking the <b>Include Responsive Courses</b> checkbox. When marked, courses that are considered responsive also print on the report (Responsive Courses do not automatically display).</p> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>An <b>Active Course</b> is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course:</p> <ul style="list-style-type: none"> <li>• If the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term.</li> <li>• If the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date.</li> <li>• If the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date.</li> </ul> <p>Responsive courses follow the same logic for Active vs Dropped.</p> </div>
<b>Term Options</b>	<p>Select all terms to print on the report, or some terms. For some schools, printing schedules at the start of each term is easier than printing schedules at the beginning of the year, depending on how often students switch courses, drop courses, etc. Terms cannot be selected when the Report Format is List.</p>

Option	Description
<b>Period</b>	<p>Select which periods to print on the schedule. Often, non-instructional periods (zero period, after school activity periods, etc.) can be left off of the schedule. Period Sequence cannot be selected when the Report Format is List.</p> <ul style="list-style-type: none"> <li>• <b>Schedule Time</b> -(when the Report Format is set to List) Prints the period times of the selected periods</li> </ul>
<b>Display Options</b>	<p>Choose the following options to print on the schedule:</p> <ul style="list-style-type: none"> <li>• <b>Generated On Date/Time</b> - prints the date and time the schedule report was generated in the report header.</li> <li>• <b>Counselor</b> - prints the student's counselor name below the schedule grid.</li> <li>• <b>Student Username</b> - prints the student's Portal username below the schedule grid.</li> <li>• <b>Team</b> - prints the student's assigned Scheduling Team/Group Name below the schedule grid.</li> <li>• <b>Student Number</b> - prints the student's assigned Student Number in the report header.</li> <li>• <b>Bus Number</b> - prints the number of the bus the student rides below the schedule grid.</li> <li>• <b>Homeroom Teacher</b> - prints the name of the student's Homeroom teacher below the schedule grid.</li> <li>• <b>Lunch PIN</b> - Prints the student's Lunch Account PIN below the schedule grid. This option requires the <a href="#">POS Preference</a> of <i>Allow Student PIN to show on printed Student Schedules</i> to also be selected.</li> <li>• <b>Blended Learning Group</b> - prints the name of the student's <a href="#">Blended Learning Group</a> if the student is assigned to such a group.</li> <li>• <b>Locker</b> - prints the student's locker number below the schedule grid.</li> <li>• <b>Locker Type</b> - prints locker information for the selected type of locker below the schedule grid. (locker types display when the Locker option is selected)</li> <li>• <b>Location</b> - prints the locker location below the schedule grid.</li> <li>• <b>Lock Combo</b> - prints the student's locker combination for the assigned locker below the schedule grid.</li> </ul>

Option	Description
<b>Mailing Label Options</b>	<p>Determine how the schedule prints for mailing by choosing one of the following:</p> <ul style="list-style-type: none"> <li>• <b>One Copy per Mailing Address</b> - prints one schedule per mailing address (default selection)</li> <li>• <b>Student's Primary Mailing Address Only</b> - prints one schedule per primary mailing address (secondary mailing addresses do not print, primary addresses of secondary households do not print)</li> <li>• <b>Student's Primary Household(s) Only</b> - prints one schedule for the mailing address of the student's primary household</li> <li>• <b>No Mailing Label (prints one copy per student)</b> - prints one schedule for the student without any address information (suitable for handing out directly to students)</li> </ul> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>Selecting a mailing address option does not format the Schedule into an addressed letter format suitable for direct mailing; address information is printed as part of the report header only.</p> </div>
<b>Orientation</b>	<p>The schedule can be printed in either <b>Portrait</b> or <b>Landscape</b> format. Additional space for terms can also be added, if desired. This option is recommended for more than five terms in a year.</p>
<b>School Comment</b>	<p>The School Comment field allows users to include a comment which appears at the top of all printed schedules. School comments can be modified at any time and should be applicable to those people receiving the schedule.</p>

## Sample Schedule Reports

The following images show the options chosen for the Report Preferences and how the schedule prints using those options.

### Example 1: List Format

This example uses the List format type and courses are grouped by Days. Both Active and Dropped courses are displayed, and all Display Options are included. Counselor Name, Username, Lunch PIN, Team Name, Bus Information, Locker Information print AFTER the schedule grid (see Example 4: Display Options).

2018-19 High School				Student Schedule For Student, Ali		
Generate on 07/01/2019 09:09:22 AM Page 1 of 1				Grade: 12 Student Number: 123456 Term(s): Q1, Q2, Q3, Q4 Courses enrolled: 7 Mailing Address: 8143 Island Ave N Any Town, MN 55555		
Term Q1 (09/04/2018-11/02/2018)						
Day	Begin	End	Time	Course	Teacher	Room
1	00	00	-	0000-51 Advisory	Staff, Mark	0220
	01	01	07:20 AM-08:11 AM	4842-1 Calculus I	Staff, Mike J	0332
	02	02	08:18 AM-09:05 AM	2706-1 American Government	Staff, Jeni	0261
	03	03	09:12 AM-09:59 AM	3848-1 Physics I	Staff, Jay	0323
	08	08	-	0091-1 PSEO (Sem 1)	Staff, Winnie	
	09	09	-	X133-1 Tennis - Girls	Staff, Sharon	
Term Q2 (11/05/2018-01/18/2019)						
Day	Begin	End	Time	Course	Teacher	Room
1	00	00	-	0000-51 Advisory	Staff, Mark	0220
	01	01	07:20 AM-08:11 AM	4842-1 Calculus I	Staff, Mike	0332
	02	02	08:18 AM-09:05 AM	2706-1 American Government	Staff, Jeni	0261
	03	03	09:12 AM-09:59 AM Drop: 01/17/2019	3848-1 Physics I	Staff, Jay	0323
	08	08	-	0091-1 PSEO (Sem 1)	Staff, Winnie	
	09	09	-	X133-1 Tennis - Girls	Staff, Sharon	
Term Q3 (01/22/2019-03/22/2019)						
Day	Begin	End	Time	Course	Teacher	Room
	00	00	-	0000-51 Advisory	Staff, Mark	0220
	01	01	07:20 AM-08:11 AM	3849-1 Physics II	Staff, Leo	0323
	02	02	08:18 AM-09:05 AM	4842-2 Calculus II	Staff, Leo	

Schedule Print View - List Format

## Example 2: Table Format

This example uses the Table format type and courses are grouped by Course. Only Active courses are displayed, and no Display Options are included. No address information is selected to print, but a school comment prints on all schedules, and the Generated On Date/Time does not display.

<b>2018-19 High School</b> Page 1 of 1	<b>Student Schedule For Student, Ali</b> Grade: 12 Student Number: 123456 Term(s): Q1 Q2 Q3 Q4 Courses enrolled: 7			
Comments: For schedule changes, please see your counselor.				
	Term Q1 (09/04/18- 11/02/18)	Term Q2 (11/05/18- 01/18/19)	Term Q3 (01/22/19- 03/22/19)	Term Q4 (03/29/19- 07/01/19)
00	0000-51 (Day 1) Advisory Staff, Mark Rm: 0220	0000-51 (Day 1) Advisory Staff, Mark Rm: 0220	0000-51 (Day 1) Advisory Staff, Mark Rm: 0220	0000-51 (Day 1) Advisory Staff, Mark Rm: 0220
01	4842-1 (Day 1) Calculus I Staff, Mike J Rm: 0332	4842-1 (Day 1) Calculus I Staff, Mike J Rm: 0332	3849-1 (Day 1) Physics II Staff, Leo Rm: 0323	3849-1 (Day 1) Physics II Staff, Leo Rm: 0323
02	2706-1 (Day 1) American Government Staff, Jeni Rm: 0261	2706-1 (Day 1) American Government Staff, Jeni Rm: 0261	4843-2 (Day 1) Calculus II Staff, Jo	EMPTY
03	3848-1 (Day 1) Physics I Staff, Jay Rm: 0323	EMPTY	EMPTY	EMPTY
08	0091-1 (Day 1) PSEO (Sem 1) Staff, Winnie	0091-1 (Day 1) PSEO (Sem 1) Staff, Winnie	0092-2 (Day 1) PSEO (Sem 2) Staff, Winnie	0092-2 (Day 1) PSEO (Sem 2) Staff, Winnie
09	X133-1 (Day 1) Tennis - Girls Staff, Sharon	X133-1 (Day 1) Tennis - Girls Staff, Sharon	X133-1 (Day 1) Tennis - Girls Staff, Sharon	X133-1 (Day 1) Tennis - Girls Staff, Sharon

*Schedule Print View - Table Format*

### Example 3: Display Options

Some of the Display Options print after the schedule grid of the last term chosen to print. These options include the Homeroom Teacher, Counselor name, the student's Username and Lunch PIN, the Team Name, Bus Number (as Transportation Information), and Locker details.

08	No Scheduled Course	No Scheduled Course		
09	No Scheduled Course	No Scheduled Course		
<table style="width: 100%; border: 1px solid red;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Homeroom Teacher:</b> Staff, Kelly  <b>Counselor:</b> Staff, Ben  <b>Username:</b> Olivia_Andersen21 (disabled)  <b>Lunch Pin:</b> 123456  <b>Team:</b> C  <b>Blended Learning Group:</b> Blended Group 1                         </td> <td style="width: 50%; vertical-align: top;"> <b>Transportation Information</b>                              In Bus: 617 Out Bus:617 Late Bus:  <b>Locker Information</b>                              Academic: 1-727 Location: CMNS Combo: 15-19-45                         </td> </tr> </table>			<b>Homeroom Teacher:</b> Staff, Kelly <b>Counselor:</b> Staff, Ben <b>Username:</b> Olivia_Andersen21 (disabled) <b>Lunch Pin:</b> 123456 <b>Team:</b> C <b>Blended Learning Group:</b> Blended Group 1	<b>Transportation Information</b> In Bus: 617 Out Bus:617 Late Bus: <b>Locker Information</b> Academic: 1-727 Location: CMNS Combo: 15-19-45
<b>Homeroom Teacher:</b> Staff, Kelly <b>Counselor:</b> Staff, Ben <b>Username:</b> Olivia_Andersen21 (disabled) <b>Lunch Pin:</b> 123456 <b>Team:</b> C <b>Blended Learning Group:</b> Blended Group 1	<b>Transportation Information</b> In Bus: 617 Out Bus:617 Late Bus: <b>Locker Information</b> Academic: 1-727 Location: CMNS Combo: 15-19-45			

*Schedule Report Display Options*