

Report Description:

This report provides a summary list of current course sections and the students scheduled into these sections.

Application:

Reporting Services

To run this report:

From the Reporting Services Home page:

Accessing the Report

1. Click the FOCUS icon.
2. Select the Schedule folder.
3. Select the School Sections Report.

Generating the Report

1. The Year field will default to the current school year. Click the drop-down to select the school year if you are generating the report for a school year other than the current.
2. Select your school type.
3. Select your school from the drop-down.
4. The Select Teacher(s) field will default to ALL. You can select an individual teacher (or multiple) if desired.
5. The Grade level field will default to ALL. You can select an individual grade level (or multiple) if desired.
6. The Select Period field will default to ALL. You can select an individual period (or multiple) if desired.

Note: Grade, Teacher, and Period must coincide. For example, if Ms. Jones is a 4th grade teacher and I select the grade level 5th grade and Ms. Jones as the teacher. I will get zero results.

7. The Include Student Detail will default to TRUE. This will include the students who are in each section. Simply click on the + symbol to expand the section and see the students. If you do not want to include the student detail on the report, select FALSE and the + symbol will not be visible.
8. Click View Report.
9. The report will generate and display at the bottom of the screen.

Collier District Schools Reporting Services
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?
Priester, Sheryl

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Home > Focus > Schedule > School Sections Report

Select Year: 2019-2020
Select School Type: Elementary School

Select School(s): Big Cypress Elementary School (0331)
Select Teacher(s): Boyd, Laura Morris (BCE), Brisc, Sarah Jessica

Select Grade(s): PK, KG, 01, 02, 03, 04, 05
Select Period(s): 00, 01, 02, 03, 04, 05, 06, 07, 08

Include Student Detail: ☒ True ☐ False

View Report

1 of 2
100%

Word
Excel
CSV (comma delimited)

Subject	Course	Teacher	Section
Big Cypress Elementary School (0331)			
000-Kindergarten	LANG ARTS GRADE K CAM	Brisc, Sarah Jessica	01 5010041C MTWH
003-Third Grade	LANG ARTS GRADE 3	Humphrey, Heather Lee	01 5010044 MTWH
003-Third Grade	LANG ARTS GRADE 3	Boyd, Laura Morris	02 5010044 MTWH

Download the PDF for printing or export as a csv comma delimited file for excel.