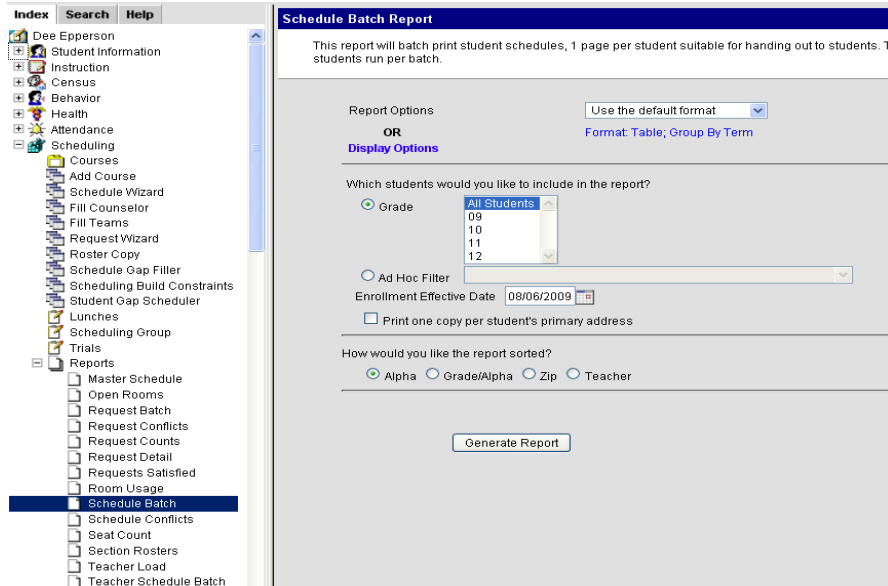
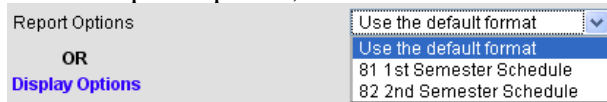


How to print a schedule for 1<sup>st</sup> semester OR 2<sup>nd</sup> semester:

1. Under Index, open Scheduling and Reports
2. Choose Schedule Batch



3. Under Report Options, choose the 1<sup>st</sup> Semester or 2<sup>nd</sup> Semester Report



4. After selecting the report, if you would like, you can choose for a particular grade level, enrollment effect, and how you would like to sort the document.

Example report:

	Term 1st 9 week (08/03/09-10/05/09)	Term 2nd 9 week (10/06/09-12/18/09)
00	EMPTY	EMPTY
01	25.5610070-11 Nursing Essentials Reid, Y Rm: 418	25.5610070-11 Nursing Essentials Reid, Y Rm: 418
02	25.5610070-12 Nursing Essentials Reid, Y Rm: 418	25.5610070-12 Nursing Essentials Reid, Y Rm: 418
03	45.0610060-13 Economics Criswell, D Rm: 216	45.0610060-13 Economics Criswell, D Rm: 216
07	35.0630060-20 Study Skills III Reid, Yvonne Rm: 418	35.0630060-20 Study Skills III Reid, Yvonne Rm: 418
04	27.0640060-14 Algebra II Roberts, Amberly Rm: 314	27.0640060-14 Algebra II Roberts, Amberly Rm: 314
05	23.0520060-25 English Lit Smith, K Rm: 206	23.0520060-25 English Lit Smith, K Rm: 206
06	35.0610060-16 Study Skills Powell, L Rm: 305	35.0610060-16 Study Skills Powell, L Rm: 305