

## CIMS SECONDARY SCHEDULING CHEAT SHEET

### CIMS REPORTS, PROGRAMS & MAINTENANCE SCREENS –

SCH.101	Scheduling Options	ATT.101	Attendance Options
STU.240	Teachers	STU.215	Rooms
SCH.310	Course Definitions	SCH.550	Print Course Listing
SCH.320	Master Schedule/Sections	SCH.560	Print Master Schedule by Course
AOS.920	Print Master Schedule by Teacher	SCH.567	Print Master Schedule Matrix
SCH.410	Student Course Requests	SCH.510	Course Request Tally
SH.660	Update Course Request Type	SX.225	Maintain Scheduler Codes
SCH.684	Re-establish Link Definitions	SCH.606	Auto Generate Course Requests
SCH.650	Mass Change Course Requests – Be sure to Print Audit!		
SCH.588	Print Student Requests by Student	SCH.590	Print Request List – 1 student per page
SC.520	Custom Conflict Matrix – can optionally limit to up to six courses		
SCH.520	Print Potential Conflicts by Course – for single course		
SCH.521	Print Course Requests for a specific course	AOS.990	Status of Scheduled Students
AOS.660	Singleton/Doubleton Conflict Matrix	Students with NO Requests:	
SCH.515	CIMS Standard Potential Conflict Matrix	-- Current Year	STU.513
SCH.584	Print Scheduling Errors by Student	-- Next Year	STU.523
SCH.585	Print Scheduling Errors by Course	AOS.925	Mass Change Course ID
SCH.583	Print Incomplete Schedules – Detail = No; Sort by Class		
SC.320	Course Availability by Period Inquiry		
SCH.611	Reset Enrollment Count – use this if a course says no seats available but you can see there are; this “re-calculates” the number enrolled field on SCH.320		
SCH.638	Assign Homerooms from Scheduling	SCH.538	Teacher Rolls/Class Lists
SCH.581	Print Student Schedules	AOS.560	Index Card Schedules
SCH.582	List of Student Schedules – <i>New Year</i> prints one per page, sorting issues if printed before promotions		
SCH.630	Remove Unscheduled Requests – do not run if you may need any alternates for later changes		

### USEFUL MENUS IN CIMS –

GRDRPT	Grade Reports menu – everything to do with grades and transcripts
GRDREQ	Grad Requirements menu
SCH250	CIMS Registration Reports menu

### QUERIES available from MAISD Technology –

COURSECRDT	Course Listing with all Course Credits and Purge Information
COURSEINFO	Course Listing with SRSD fields and Scheduler Codes
COURSEINF2	Course Listing with Auto-generate Instructions
COURSEINF3	Course Listing with Link Information
COURSEREQS	Course Listing with all Grad Requirements Information
GRADREQS	Listing of all Graduation Plans (STU.310) and Descriptions
SCHEDCODES	Listing of all Scheduler Codes (SX.225) with Descriptions