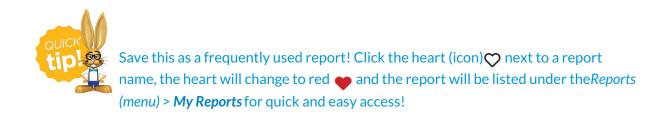
## **Instructor Scheduled Time Report**

Last Modified on 04/29/2021 7:49 am EDT

The **Instructor Scheduled Time** report, found under the *Staff (menu) > Staff Reports*, displays a summary of classes for each instructor.

- ★ Ensure a balance of teaching hours for each instructor.
- ★ Use as class rolls for private lessons.



## Search Criteria

Use Search Criteria to narrow down results to the classes you want to work with.

Note: At a minimum, Classes must hav	ve the following: a Start Date, "Meets or	n Days" set, and an Instructor assigned
Location:		
Instructor:	Stephanie Andrews 🗙	
Class Category 1:	All	~
Class Category 2:	All 🗸	
Class Category 3:	All 🗸	
Private Lessons Only:	No 🗸	The criteria selected will
Include Empty Classes:	No 🗸	return all classes assigned
From Date:	8/27/2020 🗰	to Stephanie Andrews for
Through Date:	9/1/2020	the date range selected.



The Instructor Scheduled Time Report is intended for viewing current enrollment. Future enrollments will not be displayed. To view future enrollments, see our Help article **Report/Track Future Enrollments**.

## **Report Results**

## Instructor Time Report

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Instructor Time Report								
8/27/2020 - 9/1/2020								
Stephanie Andrews								
					(First Student)	(Private Lessons only)		
<u>Date</u>	Start-End Times	<b>Duration</b>	<u>Class</u>	Current Size	<u>Student</u>	Elig. MakeupName		
8/27/2020	6:30pm-7:30pm	1:00	Cheer Essentials	3	Madison Harris			
8/28/2020	6:00pm-6:45pm	0:45	Cheer Ready - Fri 6pm	2	Cindy Zackmann			
8/31/2020	6:00pm-6:45pm	0:45	Tumbling L2 - Mon 6pm	า 7	Ashlee Owers			
Total classes:	3	2:30						



A staff person with the Instructor field set to **No** on their **Staff record** will not have any scheduled time.