Instructor Scheduled Time Report

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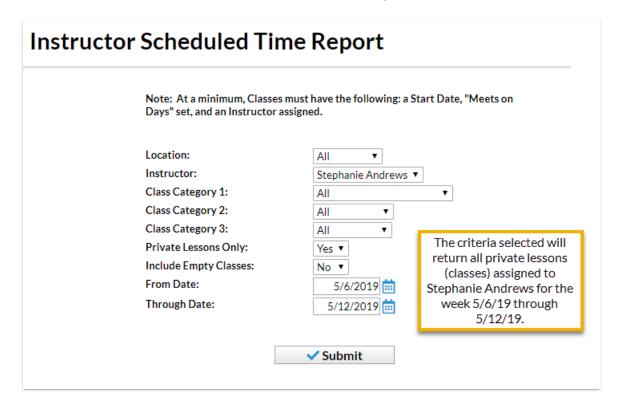
The Instructor Scheduled Time Report displays a summary of classes for each instructor.

From the *Reports* menu > *Staff*, the Instructor Scheduled Time Report can be found under the *Staff* tab.

- ★ 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.





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**.

The Report Results

Instructor Time Report 5/6/2019 - 5/12/2019

Stephanie Andrews

					(First Student)	(Private Lessons only)	
<u>Date</u>	Start-End Times	Duration	Class	Current Size	Student	Elig. MakeupName	
5/8/2019	6:00pm-6:45pm	0:45	Advanced Tumbling Private Wed	1	Jeffrey Dixon		
Total classes: 1		0:45					



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