Instructor Schedules

Last Modified on 11/03/2020 12:31 am EST

There are several ways to view *Instructor Schedules*. *Note: A staff person with the* Instructor *field set to* No *in their* Staff *record will not have a schedule.*

- Point to **Staff** in the menu bar and click **Instructor Schedules**. Enter **Search Criteria** and click **Submit**.

- Point to **Staff** in the menu bar and click **List Active Staff**. Click the **Calendar** or **Weekly Schedule** link on the specific instructor's row.

- Point to **Staff** in the menu bar and click **List Active Staff**. Click the instructor's **First** or **Last Name**. In the instructor's Staff record, click the **Instructor Schedule** button, the **Instructor Calendar** button, or the **Weekly Schedule** button.

- Point to **Classes** in the menu bar and click **Search**. Select any criteria needed and click the **Weekly View** or the **Daily View** button.

 You can opt to display the Instructor Schedule report without the student names by changing the display setting *Show Student* to **No**.