

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) > Find Reports > Staff (left menu)*, 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.












Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!

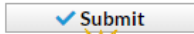

Search Criteria

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

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Note: At a minimum, Classes must have the following: a Start Date, "Meets on Days" set, and an Instructor assigned.

Location:	All 
Instructor:	Stephanie Andrews 
Class Category 1:	All 
Class Category 2:	All 
Class Category 3:	All 
Private Lessons Only:	No 
Include Empty Classes:	No 
From Date:	8/27/2020 
Through Date:	9/1/2020 

The criteria selected will return all classes assigned to Stephanie Andrews for 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

[Return to Search Criteria](#)

Page-break after each Instructor when printed? ☒

[Print](#)

Instructor Time Report

8/27/2020 - 9/1/2020

Stephanie Andrews

<u>Date</u>	<u>Start-End Times</u>	<u>Duration</u>	<u>Class</u>	<u>Current Size</u>	(First Student)	(Private Lessons only)
					<u>Student</u>	<u>Elig. MakeupName</u>
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	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.*