Instructor Schedules

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** (menu) > **Find a Report** > **Staff** (left menu) > **Staff** (tab) > **Instructor Schedules**. Enter **Search Criteria** and click **Submit**.

- Point to **Staff** (menu) > **Active Staff**. Click the **Calendar** or **Weekly Schedule** link on the specific instructor's row.

- Point to **Staff** (menu) > **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.

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