

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) > **Staff Reports**. Enter **Search Criteria** and click **Submit**.
- Point to **Staff** (menu) > **Active Staff**. Click the **Weekly Schedule Calendar** 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**.
