

# Instructor Scheduled Time Report

The **Instructor Scheduled Time** report, found under the *Staff (menu) > Staff Reports*, displays a summary of classes for each instructor.

- ★ 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.

### Instructor Scheduled Time Report

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>	<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				

(First Student)

(Private Lessons only)



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