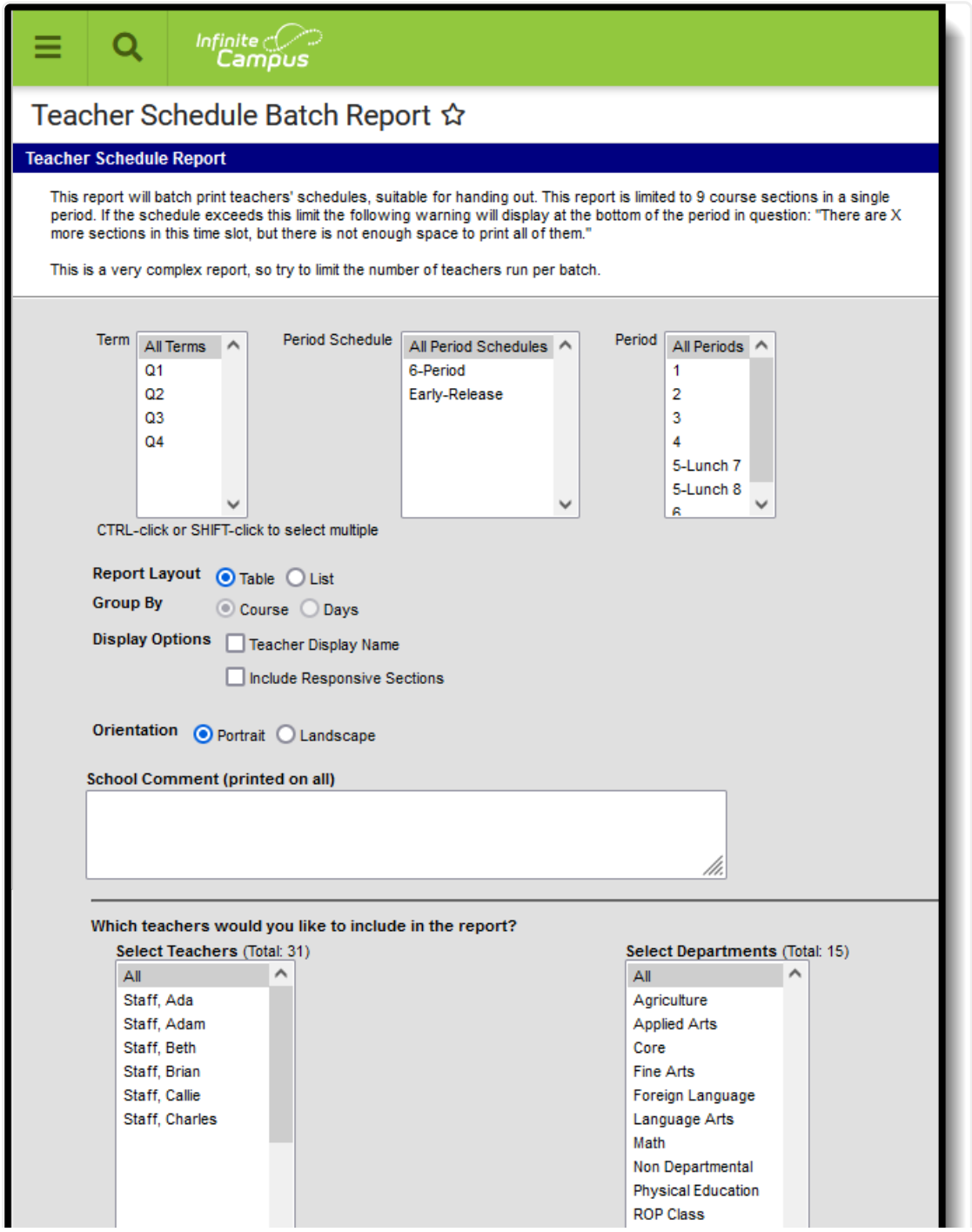
Teacher Schedule Batch Report

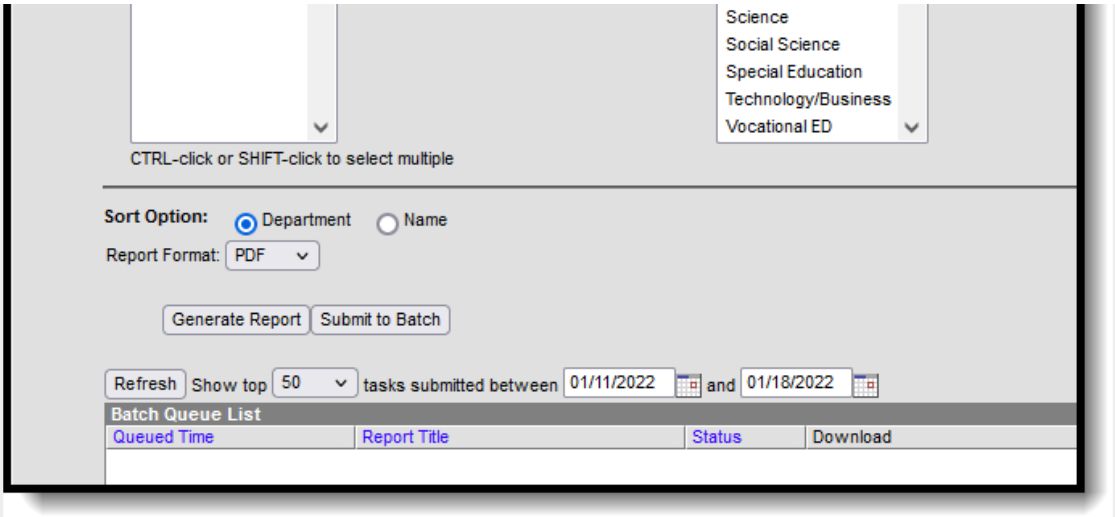
Last Modified on 12/14/2025 8:45 pm CST

Report Editor | Generate the Report

Tool Search: Teacher Schedule Batch

The **Teacher Schedule Batch** Report batch prints teachers' schedules, one page per teacher. This report can be used to give to teachers letting them know when their course sections meet. Course sections print for the terms in which the teacher is the active Primary Teacher or Teacher, based on the start and end dates on the Section Staff History editor.





Teacher Schedule Batch

This is a very complex report. It is recommended that the number of teachers selected for the report is limited. Select teachers for the report in sets.

See the Scheduling & Courses Reports Tool Rights article for information about rights needed to use this tool.

Report Editor

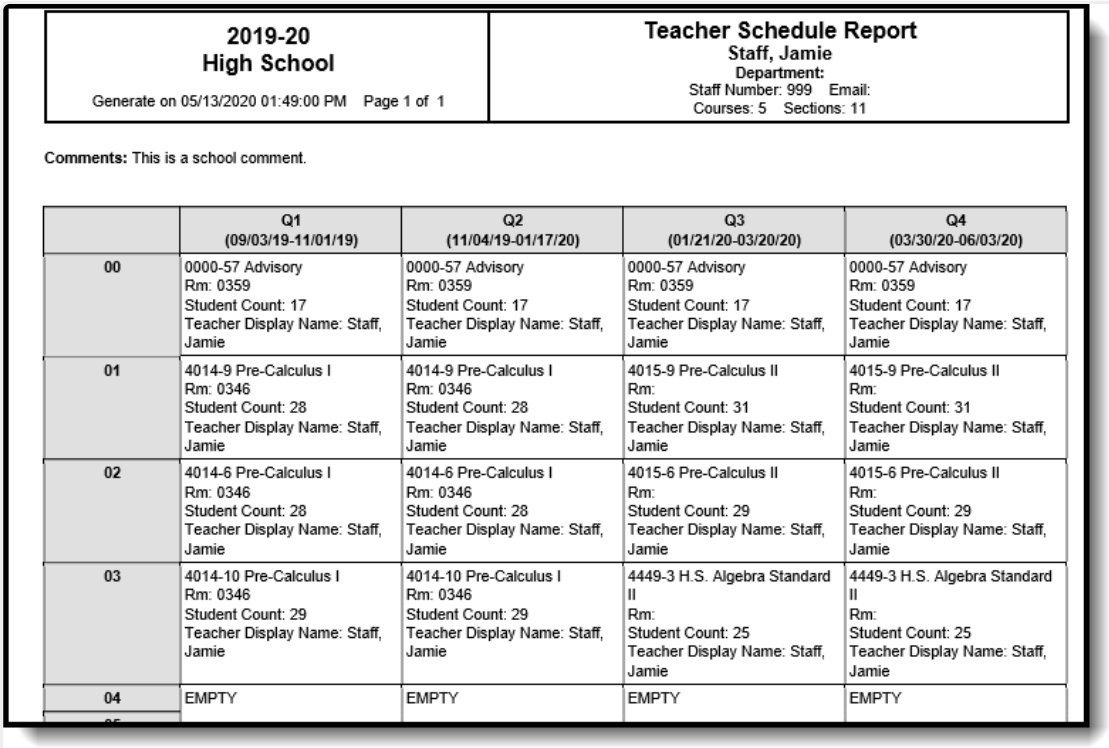
Field	Description
Term, Period Schedule, Periods	Lists the Term(s) (quarter, trimester, etc.), Period Schedule(s) and Period(s) included in the report.
Report Layout	Determines the printed layout of the report - in a Table format or in a List format. When using the Table format, the report is limited to nine course sections in a single period. If the schedule exceeds this limit, a warning message displays at the end of the period in question.

Field	Description
Group By	Allows the results of the report to be organized by Course or by Days. • Grouping by Course lists the name of the Course first, and uses the teacher's Staff History record to determine in which term/period the course is listed. • Grouping by Day lists the name of Period Schedule first - A Day, B Day, etc. When the Report Layout option is Table, the report can only be grouped by Days. When the Report Layout option is List, the report can be grouped by either Course or Days.
Display Options	When marked, the following prints on the Report: • **Teacher Display Name** - prints the name of the teacher as entered in the Teacher Display Name field on the Section Editor • **Include Responsive Sections** - Includes responsive offerings taught by the teacher to the printed report
Orientation	Indicates the layout of the report - Portrait or Landscape.
School Comment	Allows users to include a comment which displays at the top of all printed teacher schedules. School comments can be modified at any time and should be applicable to those people receiving the schedule.
Select Teachers	Lists the teachers for which teacher schedules can be printed. Both active and inactive teachers are available for selection; inactive teachers display in red in the Select Teachers list.
Select Departments	Lists the departments for which teacher schedules can be printed. Department, in this context, refers to the Department of the teacher, not the Department of the Course, and requires the Department field to be populated on the teacher's District Assignment record.
Sort Option	Determines how the report sorts - by Department or by Teacher Name. Teachers who are not assigned a Department on their District Assignment record print at the end of the report when choosing to sort by department.
Report Format	Indicates how the report generates - in PDF or DOCX format.
Report Generation	Two buttons are available for report generations: • **Generate Report** - displays the report instantly. • **Submit to Batch** - allows the user to choose when the report generates. This option is helpful when choosing many schedules to print.

Generate the Report

1. Select the **Terms**, **Period Schedules** and **Periods** to include in the report.
2. Choose the desired **Report Layout** option.
3. Select the desired **Group by** option.
4. Mark the desired **Display Options**.
5. Select the desired **Orientation.**
6. If desired, enter a **School Comment**.
7. Select the **Teachers** and/or **Departments** to include on the report.
8. Select the desired **Sort Option.**
9. Select the desired **Report Format**.
10. Click the **Generate Report** button to display the results of the report immediately, or click the **Submit to Batch** button to choose when the report generates.

The student count total is the number of students enrolled in the section on the last day of the term. The teacher name that prints on the report is the Teacher Display Name (assigned on the Section Staff History editor).



2019-20 High School Generate on 05/13/2020 01:49:00 PM Page 1 of 1	Teacher Schedule Report Staff, Jamie Department: Staff Number: 999 Email: Courses: 5 Sections: 11

Comments: This is a school comment.

	Q1 (09/03/19-11/01/19)	Q2 (11/04/19-01/17/20)	Q3 (01/21/20-03/20/20)	Q4 (03/30/20-06/03/20)
00	0000-57 Advisory Rm: 0359 Student Count: 17 Teacher Display Name: Staff, Jamie	0000-57 Advisory Rm: 0359 Student Count: 17 Teacher Display Name: Staff, Jamie	0000-57 Advisory Rm: 0359 Student Count: 17 Teacher Display Name: Staff, Jamie	0000-57 Advisory Rm: 0359 Student Count: 17 Teacher Display Name: Staff, Jamie
01	4014-9 Pre-Calculus I Rm: 0346 Student Count: 28 Teacher Display Name: Staff, Jamie	4014-9 Pre-Calculus I Rm: 0346 Student Count: 28 Teacher Display Name: Staff, Jamie	4015-9 Pre-Calculus II Rm: Student Count: 31 Teacher Display Name: Staff, Jamie	4015-9 Pre-Calculus II Rm: Student Count: 31 Teacher Display Name: Staff, Jamie
02	4014-6 Pre-Calculus I Rm: 0346 Student Count: 28 Teacher Display Name: Staff, Jamie	4014-6 Pre-Calculus I Rm: 0346 Student Count: 28 Teacher Display Name: Staff, Jamie	4015-6 Pre-Calculus II Rm: Student Count: 29 Teacher Display Name: Staff, Jamie	4015-6 Pre-Calculus II Rm: Student Count: 29 Teacher Display Name: Staff, Jamie
03	4014-10 Pre-Calculus I Rm: 0346 Student Count: 29 Teacher Display Name: Staff, Jamie	4014-10 Pre-Calculus I Rm: 0346 Student Count: 29 Teacher Display Name: Staff, Jamie	4449-3 H.S. Algebra Standard II Rm: Student Count: 25 Teacher Display Name: Staff, Jamie	4449-3 H.S. Algebra Standard II Rm: Student Count: 25 Teacher Display Name: Staff, Jamie
04	EMPTY	EMPTY	EMPTY	EMPTY

Teacher Schedule Batch - Table Layout, PDF Format

2019-20
High School
Generated on 05/13/2020 02:59:24 PM Page 1 of 2

Teacher Schedule Report
Staff, Jamie
Department:
Staff Number: 999 Email:
Course count: 5 Section Count: 11

Term: Q1 (2019-09-03 00:00:00.0 - 2019-11-01 00:00:00.0)					
Day	Begin	End	Time	Course	Room
1	00	00	-	0000-57 Advisory (Student Count: 22)	0359
	01	01	7:20 AM-8:11 AM	4014-9 Pre-Calculus I (Student Count: 34)	0346
	02	02	8:18 AM-9:05 AM	4014-6 Pre-Calculus I (Student Count: 33)	0346
	03	03	9:12 AM-9:59 AM	4014-10 Pre-Calculus I (Student Count: 34)	0346
	04	04	10:06 AM-10:53 AM	Empty	
	05	05	11:00 AM-12:19 PM	Empty	
	06	06	12:26 PM-1:13 PM	4448-3 H.S. Algebra Standard I (Student Count: 40)	0346
	07	07	1:20 PM-2:10 PM	4448-4 H.S. Algebra Standard I (Student Count: 39)	0346
	08	08	-	Empty	
	09	09	-	Empty	
	10	10	-	Empty	

Term: Q2 (2019-11-04 00:00:00.0 - 2020-01-17 00:00:00.0)					
Day	Begin	End	Time	Course	Room
1	00	00	-	0000-57 Advisory (Student Count: 22)	0359
	01	01	7:20 AM-8:11 AM	4014-9 Pre-Calculus I (Student Count: 34)	0346
	02	02	8:18 AM-9:05 AM	4014-6 Pre-Calculus I (Student Count: 33)	0346
	03	03	9:12 AM-9:59 AM	4014-10 Pre-Calculus I (Student Count: 34)	0346
	04	04	10:06 AM-10:53 AM	Empty	
	05	05	11:00 AM-12:19 PM	Empty	
	06	06	12:26 PM-1:13 PM	4448-3 H.S. Algebra Standard I (Student Count: 40)	0346
	07	07	1:20 PM-2:10 PM	4448-4 H.S. Algebra Standard I (Student Count: 39)	0346
	08	08	-	Empty	
	09	09	-	Empty	
	10	10	-	Empty	

Teacher Schedule Batch - List Layout, DOCX Format

2021-22
High School
Generated on 08/26/21 11:56:43 AM Page 1 of 1

Teacher Schedule Report
Staff, Jill
Department:
Staff Number: 9991 Email:
Courses: 2 Sections: 6

Term: Q1 (07/01/21 - 09/30/21)						
Course	Teacher	Room	Day	Begin	End	Time
1700-13 English 9 I (Student Count: 0)	Staff, Lynn		A	01	02	07:20 AM - 08:40 AM
1700-15 English 9 I (Student Count: 0)	Staff, Lynn		B	01	02	07:20 AM - 08:40 AM
1700-19 English 9 I (Student Count: 0)	Staff, Lynn		A	05	06	11:22 AM - 12:42 PM
1700-14 English 9 I (Student Count: 0)	Staff, Lynn		B	07	08	12:50 PM - 02:10 PM
1702-8 English 10 I (Student Count: 0)	Staff, Lynn		A	03	04	08:47 AM - 11:22 AM
1702-9 English 10 I (Student Count: 0)	Staff, Lynn		B	03	04	08:47 AM - 11:22 AM

Term: Q2 (10/01/21 - 12/31/21)						
Course	Teacher	Room	Day	Begin	End	Time
1700-13 English 9 I (Student Count: 0)	Staff, Lynn		A	01	02	07:20 AM - 08:40 AM
1700-15 English 9 I (Student Count: 0)	Staff, Lynn		B	01	02	07:20 AM - 08:40 AM
1700-19 English 9 I (Student Count: 0)	Staff, Lynn		A	05	06	11:22 AM - 12:42 PM
1700-14 English 9 I (Student Count: 0)	Staff, Lynn		B	07	08	12:50 PM - 02:10 PM
1702-8 English 10 I (Student Count: 0)	Staff, Lynn		A	03	04	08:47 AM - 11:22 AM
1702-9 English 10 I (Student Count: 0)	Staff, Lynn		B	03	04	08:47 AM - 11:22 AM

Term: Q3 (01/03/2022 - 03/31/2022)						
Course	Teacher	Room	Day	Begin	End	Time

Term: Q4 (04/01/2022 - 06/30/2022)						
Course	Teacher	Room	Day	Begin	End	Time

Teacher Schedule Batch - List Format, Group by Courses

2021-22 High School Generated on 08/26/21 11:57:13 AM Page 1 of 2	Teacher Schedule Report Staff, Jill Department: Staff Number: 9991 Email: Courses: 2 Sections: 6

Term: Q1 (07/01/21 - 09/30/21)

Day	Begin	End	Time	Course	Teacher	Room
A	00	00	-	Empty		
	01	02	7:20 AM-8:40 AM	1700-13 English 9 I (Student Count: 0)	Staff, Lynn	
	03	04	8:47 AM-11:22 AM	1702-8 English 10 I (Student Count: 0)	Staff, Lynn	
	05	06	11:22 AM-12:42 PM	1700-19 English 9 I (Student Count: 0)	Staff, Lynn	
	07	07	12:50 PM-1:20 PM	Empty		
	08	08	1:20 PM-2:10 PM	Empty		
	09	09	-	Empty		
	10	10	-	Empty		
B	00	00	-	Empty		
	01	02	7:20 AM-8:40 AM	1700-15 English 9 I (Student Count: 0)	Staff, Lynn	
	03	04	8:47 AM-11:22 AM	1702-9 English 10 I (Student Count: 0)	Staff, Lynn	
	05	05	11:22 AM-12:00 PM	Empty		
	06	06	12:00 PM-12:42 PM	Empty		
	07	08	12:50 PM-2:10 PM	1700-14 English 9 I (Student Count: 0)	Staff, Lynn	
	09	09	-	Empty		
	10	10	-	Empty		

Term: Q2 (10/01/21 - 12/31/21)

Day	Begin	End	Time	Course	Teacher	Room
A	00	00	-	Empty		
	01	02	7:20 AM-8:40 AM	1700-13 English 9 I (Student Count: 0)	Staff, Lynn	
	03	04	8:47 AM-11:22 AM	1702-8 English 10 I (Student Count: 0)	Staff, Lynn	
	05	06	11:22 AM-12:42 PM	1700-19 English 9 I (Student Count: 0)	Staff, Lynn	
	07	07	12:50 PM-1:20 PM	Empty		
	08	08	1:20 PM-2:10 PM	Empty		
	09	09	-	Empty		
	10	10	-	Empty		
B	00	00	-	Empty		
	01	02	7:20 AM-8:40 AM	1700-15 English 9 I (Student Count: 0)	Staff, Lynn	
	03	04	8:47 AM-11:22 AM	1702-9 English 10 I (Student Count: 0)	Staff, Lynn	
	05	05	11:22 AM-12:00 PM	Empty		
	06	06	12:00 PM-12:42 PM	Empty		
	07	08	12:50 PM-2:10 PM	1700-14 English 9 I (Student Count: 0)	Staff, Lynn	
	09	09	-	Empty		
	10	10	-	Empty		

Teacher Schedule Batch - List Format, Group by Days