

## **Teacher Schedule Batch Report**

Last Modified on 04/01/2025 1:22 pm CDT

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.

≣	Infinite Contraction	
Teacher Sc	hedule Batch Report ☆	
Teacher Schedule	Report	
period. If the sche more sections in t	tch print teachers' schedules, suitable for handing out dule exceeds this limit the following warning will disple his time slot, but there is not enough space to print all o plex report, so try to limit the number of teachers run p	ay at the bottom of the period in question: "There are X of them."
Q1 Q2 Q3 Q4 CTRL-click Report Lay Group By Display Op	Include Responsive Sections     O Portrait O Landscape	Period All Periods
	nment (printed on all)	//.
	Adam Jeth Jrian Callie	Select Departments (Total: 15)

				opoolal Educatio		
	~			Technology/Bus Vocational ED	iness	
CTRL-click of	or SHIFT-click to s	elect multiple		Vocational ED	•	
Sort Option:	<ul> <li>Department</li> </ul>	○ Name				
Report Format:		0				
Gener	ate Report Subr	nit to Batch				
Gener		nic to batch				
Refresh Sho	w top 50 🗸 🗸	tasks submitted between	n 01/11/2022 💼 a	nd 01/18/2022	-	
	List	D	Sta	tus Dow	nload	
Batch Queue Queued Time		Report Title	518			

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	<ul> <li>Allows the results of the report to be organized by Course or by Days.</li> <li>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.</li> <li>Grouping by Day lists the name of Period Schedule first - A Day, B Day, etc.</li> <li>When the Report Layout option is Table, the report can only be grouped by Days.</li> <li>When the Report Layout option is List, the report can be grouped by</li> </ul>
	either Course or Days.
Display Options	<ul> <li>When marked, the following prints on the Report:</li> <li>Teacher Display Name - prints the name of the teacher as entered in the Teacher Display Name field on the Section Editor</li> <li>Include Responsive Sections - Includes responsive offerings taught by the teacher to the printed report</li> </ul>
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	<ul> <li>Two buttons are available for report generations:</li> <li>Generate Report - displays the report instantly.</li> <li>Submit to Batch - allows the user to choose when the report generates. This option is helpful when choosing many schedules to print.</li> </ul>



## **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				
ments: This	s is a school comment.						
	Q1 (09/03/19-11/01/19)	(11/04	Q2 /19-01/17/20)	Q3 (01/21/20-03/20/20)	Q4 (03/30/20-06/03/20)		
00	Rm: 0359 Student Count: 17 Teacher Display Name: Staff,	0000-57 Adv Rm: 0359 Student Cou Teacher Dis 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	Rm: 0346 Student Count: 28 Teacher Display Name: Staff,	4014-9 Pre- Rm: 0346 Student Cou Teacher Dis 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	Rm: 0346 Student Count: 28 Teacher Display Name: Staff,	4014-6 Pre- Rm: 0346 Student Cou Teacher Dis 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	Rm: 0346 Student Count: 29 Teacher Display Name: Staff,	4014-10 Pre Rm: 0346 Student Cou Teacher Dis 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		
05		_					

Teacher Schedule Batch - Table Layout, PDF Format



2019-20 High School					Teacher Schedule Report Staff, Jamie Department:				
Generated on 05/13/2020 02:59:24 PM Page 1 of 2			3/2020 02:59:24 PM Page	1 of 2	Staff Number: 999 Email: Course count: 5 Section Count: 11				
					22.00.00.00.0				
Day	Begin	End	Time	em: Q1 ( 2019-09-0	03 00:00:00.0 - 2019-11-01 00:00:00.0) Course	Room			
Day	00	00	-	0000-57 Advisory (Stur	0000-57 Advisory (Student Count: 22)				
	01	01	7:20 AM-8:11 AM	4014-9 Pre-Calculus I		0359 0346			
	02	02	8:18 AM-9:05 AM	4014-6 Pre-Calculus I		0346			
	03	03	9:12 AM-9:59 AM	4014-10 Pre-Calculus I		0346			
	04	04	10:06 AM-10:53 AM	Empty		0010			
1	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 S	tandard I (Student Count: 39)	0346			
	07	07	1:20 PM-2:10 PM	4448-4 H.S. Algebra Sl Empty	tandard I (Student Count: 39)	0346			
					tandard I (Student Count: 39)	0346			
	08	08	-	Empty	tandard I (Student Count: 39)	0346	Ι.		
	08 09 10	08 09 10	- - -	Empty Empty Empty	04 00:00:00.0 - 2020-01-17 00:00:00.0)				
Day	08 09 10 Begin	08 09 10 End	- - - Time	Empty Empty Empty Ferm: Q2 ( 2019-11-0	04 00:00:00.0 - 2020-01-17 00:00:00.0) Course	Room	L		
Day	08 09 10 <b>Begin</b> 00	08 09 10 <b>End</b> 00	- - - Time -	Empty Empty Empty erm: Q2 ( 2019-11-0 0000-57 Advisory (Stur	04 00:00:00.0 - 2020-01-17 00:00:00.0) Course	Room 0359	L		
Day	08 09 10 <b>Begin</b> 00 01	08 09 10 <b>End</b> 00 01	- - - Time 7:20 AM-8:11 AM	Empty Empty Empty Empty 0000-57 Advisory (Stur 4014-9 Pre-Calculus	04 00:00:00.0 - 2020-01-17 00:00:00.0) Course (Student Count: 22) (Student Count: 34)	<b>Room</b> 0359 0346			
Day	08 09 10 <b>Begin</b> 00 01 02	08 09 10 <b>End</b> 00 01 02	- - - Time 7:20 AM-8:11 AM 8:18 AM-9:05 AM	Empty Empty Empty Empty 0000-57 Advisory (Stur 4014-9 Pre-Calculus I 4014-6 Pre-Calculus I	24 00:00:00.0 - 2020-01-17 00:00:00.0) Course dent Count: 22) (Student Count: 34) (Student Count: 33)	Room 0359 0346 0346			
Day	08 09 10 <b>Begin</b> 00 01	08 09 10 <b>End</b> 00 01	- - - Time 7:20 AM-8:11 AM	Empty Empty Empty Empty 0000-57 Advisory (Stur 4014-9 Pre-Calculus I 4014-0 Pre-Calculus I 4014-10 Pre-Calculus I 4014-10 Pre-Calculus I	24 00:00:00.0 - 2020-01-17 00:00:00.0) Course dent Count: 22) (Student Count: 34) (Student Count: 33)	<b>Room</b> 0359 0346			
Day	08 09 10 <b>Begin</b> 00 01 02 03	08 09 10 <b>End</b> 00 01 02 03	- - - 7:20 AM-8:11 AM 8:18 AM-9:05 AM 9:12 AM-9:59 AM	Empty Empty Empty Empty 0000-57 Advisory (Stur 4014-9 Pre-Calculus I 4014-6 Pre-Calculus I	24 00:00:00.0 - 2020-01-17 00:00:00.0) Course dent Count: 22) (Student Count: 34) (Student Count: 33)	Room 0359 0346 0346			
Day 1	08 09 10 00 01 01 02 03 04	08 09 10 00 01 02 03 04	Time 7:20 AM-8:11 AM 8:18 AM-9:05 AM 9:12 AM-9:59 AM 10:06 AM-10:53 AM	Empty Empty Empty 0000-57 Advisory (Stur 4014-9 Pre-Calculus I 4014-10 Pre-Calculus I 4014-10 Pre-Calculus I Empty Empty	24 00:00:00.0 - 2020-01-17 00:00:00.0) Course dent Count: 22) (Student Count: 34) (Student Count: 33)	Room 0359 0346 0346			
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Teacher Schedule Batch - List Layout, DOCX Format

1

2021-22 High School Generated on 08/26/21 11:56:43 AM Pa	ge1of1	Teacher Schedule Report Staff, Jill Department: Staff Number: 9991 Email: Courses: 2 Sections: 6					
	Term: Q1 (	07/01/21 - 09/30/2	1)				
Course	Teacher	Room	Day	Begin	End	Time	
1700-13 English 91 (Student Count: 0)	Staff, Lynn		Α	01	02	07:20 AM - 08:40 AM	
1700-15 English 91 (Student Count: 0)	Staff, Lynn		В	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 91 (Student Count: 0)	Staff, Lynn		В	07	08	12:50 PM - 02:10 PM	
1702-8 English 10 I (Student Count: 0)	Staff, Lynn		Α	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: 02 (	10/01/21 - 12/31/2	1)				
Course	Teacher	Room	Day	Begin	End	Time	
1700-13 English 91 (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	
700-19 English 91 (Student Count: 0)	Staff, Lynn		Α	05	06	11:22 AM - 12:42 PM	
1700-14 English 91 (Student Count: 0)	Staff, Lynn		В	07	08	12:50 PM - 02:10 PM	
1702-8 English 10 I (Student Count: 0)	Staff, Lynn		Α	03	04	08:47 AM - 11:22 AM	
1702-9 English 10 I (Student Count: 0)	Staff, Lynn		В	03	04	08:47 AM - 11:22 AM	
	Term: Q3 (01)	03/2022 - 03/31/2	022)				
Course	Teacher	Room	Day	Begin	End	Time	
	Term: Q4 (04	01/2022 - 06/30/2	022)				
Course	Teacher	Room	Day	Begin	End	Time	

Teacher Schedule Batch - List Format, Group by Courses



High School Generated on 08/26/21 11:57:13 AM Page 1 of 2				Staff N	Teacher Schedule Report Staff, Jill Department: Staff Number: 9991 Email: Courses: 2 Sections: 6			
			1	Ferm: Q1 (07/01/21 - 09/30/21)				
Day	Begin	End	Time	Course	Teacher	Room		
	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			
Α	07	07	12:50 PM-1:20 PM	Empty				
	08	08	1:20 PM-2:10 PM	Empty				
	09	09	-	Empty				
	10	10	-	Empty				
	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			
в	05	05	11:22 AM-12:00 PM	Empty				
D	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				
			1	Term: Q2 (10/01/21 - 12/31/21)				
Day	Begin	End	Time	Course	Teacher	Room		
Day	00	00	-	Empty		Room		
Day	00	00 02	- 7:20 AM-8:40 AM	Empty 1700-13 English 9 I (Student Count: 0)	Staff, Lynn	Room		
Day	00 01 03	00 02 04	7:20 AM-8:40 AM 8:47 AM-11:22 AM	Empty 1700-13 English 9 I (Student Count: 0) 1702-8 English 10 I (Student Count: 0)	Staff, Lynn Staff, Lynn	Room		
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