

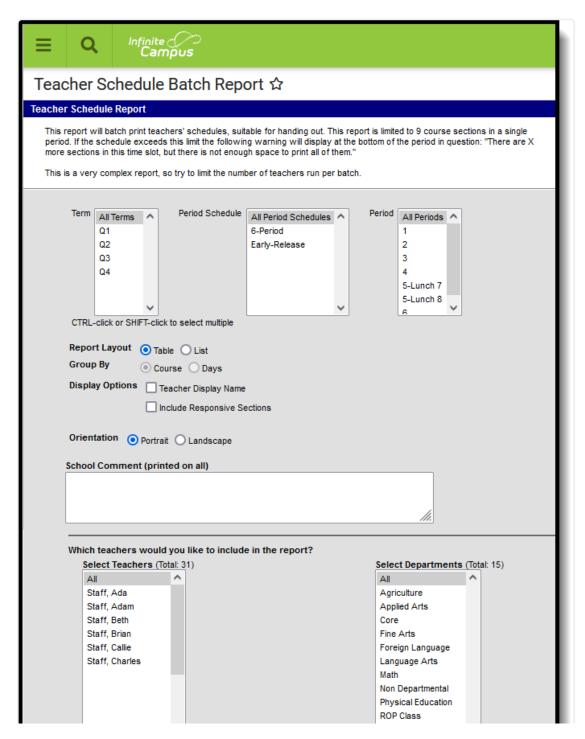
Teacher Schedule Batch Report

Last Modified on 10/21/2024 8:19 am CD7

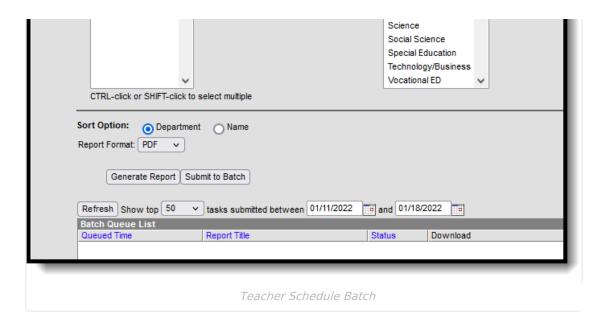
Report Editor | Generate the Report

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.







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.

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.
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.



Field	Description
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.

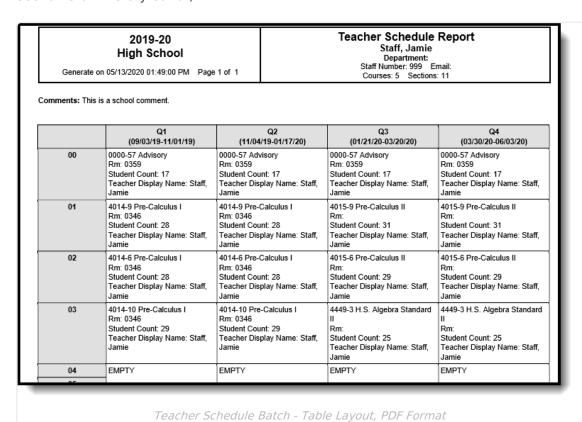
Generate the Report

- 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).



Teacher Schedule Report 2019-20 **High School** Department Staff Number: 999 Email rated on 05/13/2020 02:59:24 PM Page 1 of 2 Term: Q1 (2019-09-03 00:00:00.0 - 2019-11-01 00:00:00.0) Begin End 0000-57 Advisory (Student Count: 22) 4014-9 Pre-Calculus I (Student Count: 34) 4014-6 Pre-Calculus I (Student Count: 33) 4014-10 Pre-Calculus I (Student Count: 34) Room 7:20 AM-8:11 AM 8:18 AM-9:05 AM 9:12 AM-9:59 AM 10:06 AM-10:53 AM 11:00 AM-12:19 PM Empty
Empty
4448-3 H.S. Algebra Standard I (Student Count: 40)
4448-4 H.S. Algebra Standard I (Student Count: 39) 12:26 PM-1:13 PM 1:20 PM-2:10 PM 0346 0346 Term: Q2 (2019-11-04 00:00:00.0 - 2020-01-17 00:00:00.0) 0000-57 Advisory (Student Count: 22) 4014-9 Pre-Calculus I (Student Count: 34) 4014-6 Pre-Calculus I (Student Count: 33) 4014-10 Pre-Calculus I (Student Count: 34) Empty Empty 4448-3 H.S. Algebra Standard I (Student Count: 40) 4448-4 H.S. Algebra Standard I (Student Count: 39) Empty 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 11:00 AM-12:19 PM 12:26 PM-1:13 PM 12:26 PM-1:13 PM 1:20 PM-2:10 PM 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		Α	01	02	07:20 AM - 08:40 AM				
1700-15 English 9 I (Student Count: 0)	Staff, Lynn		В	01	02	07:20 AM - 08:40 AM				
1700-19 English 9 I (Student Count: 0)	Staff, Lynn		Α	05	06	11:22 AM - 12:42 PM				
1700-14 English 9 I (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: Q2 (10/01/21 - 12/31/21)									
Course	Teacher	Room	Day	Begin	End	Time			
1700-13 English 9 I (Student Count: 0)	Staff, Lynn		Α	01	02	07:20 AM - 08:40 AM			
1700-15 English 9 I (Student Count: 0)	Staff, Lynn		В	01	02	07:20 AM - 08:40 AM			
1700-19 English 9 I (Student Count: 0)	Staff, Lynn		Α	05	06	11:22 AM - 12:42 PM			
1700-14 English 9 I (Student Count: 0)	Staff, Lynn		В	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		В	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**

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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				
	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					
Α	05	06	11:22 AM-12:42 PM	1700-19 English 9 I (Student Count: 0)	Staff, Lynn					
A	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						
В	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				
	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					
Α	05	06	11:22 AM-12:42 PM	1700-19 English 9 I (Student Count: 0)	Staff, Lynn					
A	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						
В	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

