

Staff Planner Tool Rights

Last Modified on 12/01/2025 11:23 am CST

The Staff Planner is used to set restrictions for teachers regarding:

- Courses they're allowed to teach
- Periods during the day when they can/cannot teach
- Rooms they can teach in
- Number of sections they can teach

See the [Staff Planner](#) article to learn how to use this tool.

Staff Planner ☆

Scheduling & Courses > Scheduling > Staff Planner

Filter ^

Show Details ON

Filter by Name

Select Items...

Filter by Department

Science

Filter by Ad Hoc

No Filter

Aarons, Mitchell | Science (11/25/2019)

Max Periods: (8)	Max Courses: (8)	Max Con Periods: (8)	FTE %: 100	Courses: 5	Min Sections: 0	Max Sections: 24	Rooms: 0
				4100 Physical Science A	0	7	
				4150 Physical Science B	0	7	
				5415 German I B	0	7	
				8300 MS Office Applications I	0	2	
				8320 MS Office Applications II	0	1	

Baum, Henry | Science (06/23/2024)

Max Periods: (8)	Max Courses: (8)	Max Con Periods: (8)	FTE %: 100	Courses: 0	Min Sections: 0	Max Sections: 0	Rooms: 0
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Boult, Dom | Science (12/08/2012)

Max Periods: (8)	Max Courses: (8)	Max Con Periods: (8)	FTE %: 100	Courses: 5	Min Sections: 0	Max Sections: 15	Rooms: 0
				4540 Human Anatomy	0	3	
				4545 Human Physiology	0	2	

Batch Edit Staff

Batch Edit Constraints

Print

Feedback

Scheduling Staff Planner

Users with access to [Scheduling Center](#) and **Staff Planner** can navigate to the Course Planner tool from the Scheduling Center.

Users with the necessary rights can toggle back and forth between the Scheduling Board and the Course Planner, Staff Planner, and Requests & Rosters tools when accessed initially through the Scheduling Board.

Available Tool Rights

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R	W	A	D
<ul style="list-style-type: none"> • Switch between Detail and non-Detail view in the Staff Planner Tool. • Access Side Panels (where Course, Room, and Period restrictions are set). • Print a CSV download of courses assigned to staff. 	<ul style="list-style-type: none"> • Use the Filter By fields in Staff Planner. • Edit and save changes in the Side Panel. • Use the Batch Edit/Batch Edit Constraints options. 	N/A	N/A

Suggested User Groups

- [Counselors](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.