

# Staff Planner Tool Rights

Last Modified on 02/27/2025 10:15 am CST

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

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

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

Staff Planner ☆ Scheduling & Courses > Scheduling > Staff Planner

Filter ^ Show Details

Filter by Name  Filter by Department  Filter by Ad Hoc

| 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 |
|------------------|------------------|----------------------|------------|------------|-----------------|-----------------|----------|
|                  |                  |                      |            |            |                 |                 |          |

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 & Courses > Scheduling > Staff Planner - Main Screen*

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

Users with rights to do so can toggle back and forth between the [Scheduling Board](#) and the **Course Planner, Staff Planner, and Requests & Rosters** tools.

Scheduling & Courses > Scheduling > Scheduling Board

More Scheduling Tools

Course Planner Staff Planner Requests & Rosters

# Available Tool Rights

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

## Staff Planner - Side Panel Options (R/W)

▶ [Click here to expand...](#)

**Aarons, Mitchell | Science**

Max Periods (8) Max Courses (8) Max Consecutive Periods (8) Collapse All

**Courses & Rooms**

Add or remove a course or room by selecting their course name/room number.

Filter by Course Number, Name or Department

Filter by Room or Room Type

| COURSE                           | DEPARTMENT       | MIN | MAX* |
|----------------------------------|------------------|-----|------|
| ✓ 4100 Physical Science A        | Science          | 0   | 7    |
| ✓ 4150 Physical Science B        | Science          | 0   | 7    |
| ✓ 5415 German I B                | Foreign Language | 0   | 7    |
| ✓ 8300 MS Office Applications I  | Business/Career  | 0   | 2    |
| ✓ 8320 MS Office Applications II | Business/Career  | 0   | 1    |
| 1001 AP Statistics               | Mathematics      | (0) | (0)  |
| 1050 AP Calculus                 | Mathematics      | (0) | (0)  |
| 1100 Integrated Math I           |                  |     |      |

| ROOM | PRIORITY*            |
|------|----------------------|
| 100  | <input type="text"/> |
| 1001 | <input type="text"/> |
| 1002 | <input type="text"/> |
| 1004 | <input type="text"/> |
| 1005 | <input type="text"/> |
| 1006 | <input type="text"/> |
| 1007 | <input type="text"/> |

**Placement Restrictions**

Click on a box to restrict staff placement. Select an entire row or column by clicking the header.

Filter by Term  Filter by Period Schedule

|     | 1<br>Daily | 2<br>Daily | 3<br>Daily | 4<br>Daily |
|-----|------------|------------|------------|------------|
| 0   | ⊘          | ⊘          | ⊘          | ⊘          |
| 1   |            |            |            |            |
| 2   |            |            |            |            |
| 3   |            |            |            |            |
| 4   |            |            |            |            |
| 5   |            |            |            |            |
| 6   |            |            |            |            |
| 7   |            |            |            |            |
| ACT | ⊘          | ⊘          | ⊘          | ⊘          |

*Scheduling & Courses > Scheduling > Staff Planner - Set Restrictions for Teacher*

## Suggested User Groups

- Counselors
- Schedulers

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