

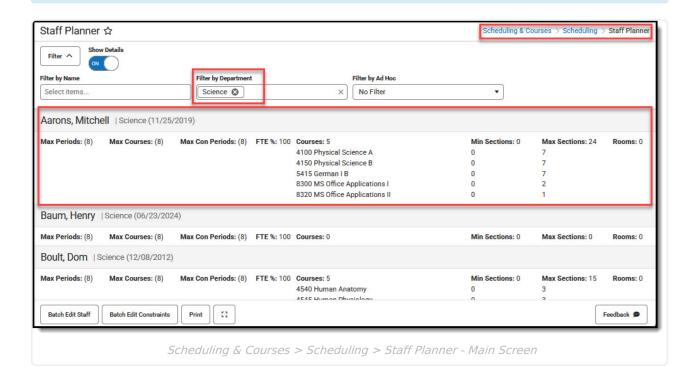
Staff Planner Tool Rights

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

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

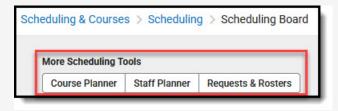
- Courses they're allowed to teach
- Periods during the day they can/cannot teach
- Rooms they can teach in
- Number of sections they can teach

To learn how to use this tool, see the **Staff Planner** article.



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.





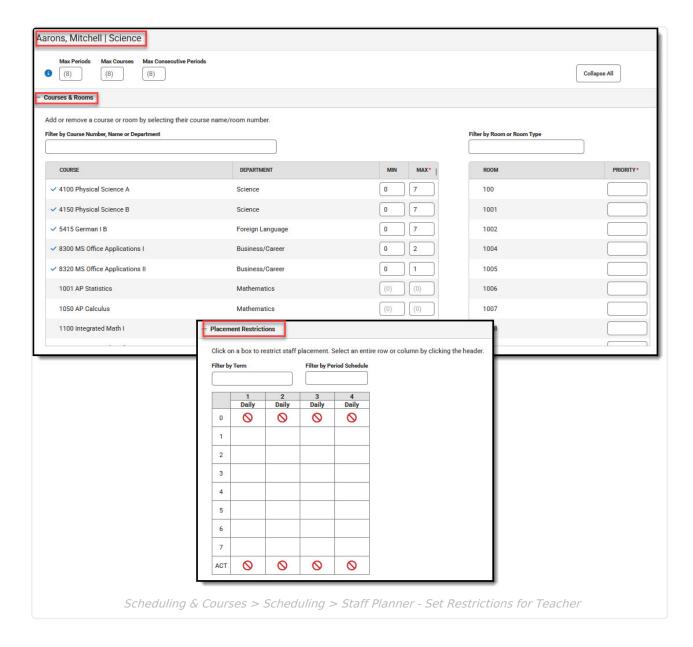
Available Tool Rights

R	W	A	D
 Switch between Detail and non- Detail view in Staff Planner Tool Access Side Panels (where Course, Room and Period restrictions are set) Print CSV download of courses assigned to staff 	 Use Filter By fields in Staff Planner Tool Edit and save changes in Side Panel Use Batch Edit/Batch Edit Constraints options 	N/A	N/A

Staff Planner - Side Panel Options (R/W)

▶ Click here to expand...





Suggested User Groups

- Counselors
- Schedulers

See User Groups and Suggested Roles for more information.