

Instructor Schedules

Last Modified on 05/22/2025 3:37 pm EDT

There are several ways to view Instructor Schedules.

- Staff menu > Staff Reports > Instructor Schedules
 - Enter your **Search Criteria** and click **Submit** to send the report to one of six output formats (PDF, Excel, HTML, Word, Text, Tiff).
- Staff record
 - Use the **Weekly Schedule** button to open the **Activity Calendar** filtered for that staff person for the current week.
 - Select the **Instructor Calendar** button to open the Classic Class Calendar - Monthly Schedule filtered for that staff person for the current month.
- Staff menu > Active Staff
 - Use the **Weekly Schedule** link on an instructor's row to open the Activity Calendar filtered for that staff person for the current week.
 - Select the **Calendar** link on an instructor's row to open the Classic Class Calendar - Monthly Schedule filtered for that staff person for the current month.
- Staff menu > Search
 - Enter your **Search Criteria** and click **Submit**.
 - Use the **Weekly Schedule** link on an instructor's row to open the Activity Calendar filtered for that staff person for the current week.
 - Select the **Calendar** link on an instructor's row to open the Classic Class Calendar - Monthly Schedule filtered for that staff person for the current month.

A staff person with the *Instructor* field set to No in their Staff record will not have a schedule.
