

# Instructor Schedules

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There are several ways to view *Instructor Schedules*. **Note:** A staff person with the *Instructor* field set to **No** in their *Staff* record will not have a schedule.

- Point to **Staff** (menu) > **Staff Reports**. Enter **Search Criteria** and click **Submit**.
- Point to **Staff** (menu) > **Active Staff**. Click the **Weekly Schedule Calendar** link on the specific instructor's row.
- Point to **Staff** (menu) > **Active Staff**. Click the instructor's **First** or **Last Name**. In the instructor's *Staff* record, click the **Instructor Schedule** button, the **Instructor Calendar** button, or the **Weekly Schedule** button.



You can opt to display the *Instructor Schedule* report without the student names by changing the display setting *Show Student* to **No**.

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