

# 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** in the menu bar and click **Instructor Schedules**. Enter **Search Criteria** and click **Submit**.
- Point to **Staff** in the menu bar and click **List Active Staff**. Click the **Calendar** or **Weekly Schedule** link on the specific instructor's row.
- Point to **Staff** in the menu bar and click **List 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.
- Point to **Classes** in the menu bar and click **Search**. Select any criteria needed and click the **Weekly View** or the **Daily View** 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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