

# Instructor Scheduled Time Report

Last Modified on 09/02/2020 3:31 pm EDT

The **Instructor Scheduled Time Report** displays a summary of classes for each instructor.

From the *Reports* menu > *Staff*, the Instructor Scheduled Time Report can be found under the *Staff* tab.

- ★ Ensure a balance of teaching hours for each instructor.
- ★ Use as class rolls for private lessons.



---

## Search Criteria

Use Search Criteria to narrow down results to the classes you want to work with.

### Instructor Scheduled Time Report

**Note:** At a minimum, Classes must have the following: a Start Date, "Meets on Days" set, and an Instructor assigned.

Location:	All ▾
Instructor:	Stephanie Andrews ▾
Class Category 1:	All ▾
Class Category 2:	All ▾
Class Category 3:	All ▾
Private Lessons Only:	Yes ▾
Include Empty Classes:	No ▾
From Date:	5/6/2019 
Through Date:	5/12/2019 

The criteria selected will return all private lessons (classes) assigned to Stephanie Andrews for the week 5/6/19 through 5/12/19.



The Instructor Scheduled Time Report is intended for viewing current enrollment. Future enrollments will not be displayed. To view future enrollments, see our [Help article Report/Track Future Enrollments](#).

## The Report Results

---

## Instructor Time Report

5/6/2019 - 5/12/2019

Stephanie Andrews

<u>Date</u>	<u>Start-End Times</u>	<u>Duration</u>	<u>Class</u>	<u>Current Size</u>	<u>Student</u>	<u>Elig. MakeupName</u>
5/8/2019	6:00pm-6:45pm	0:45	Advanced Tumbling Private Wed	1	Jeffrey Dixon	
Total classes: 1		0:45				



*A staff person with the Instructor field set to **No** on their **Staff record** will not have any scheduled time.*