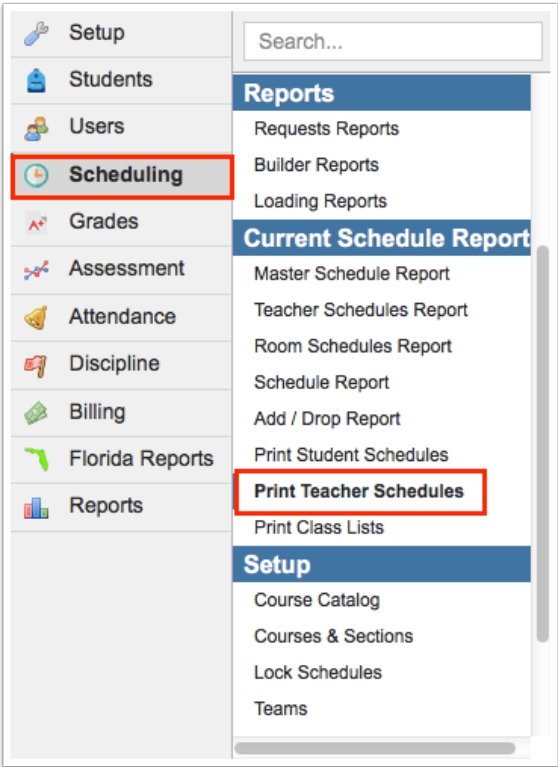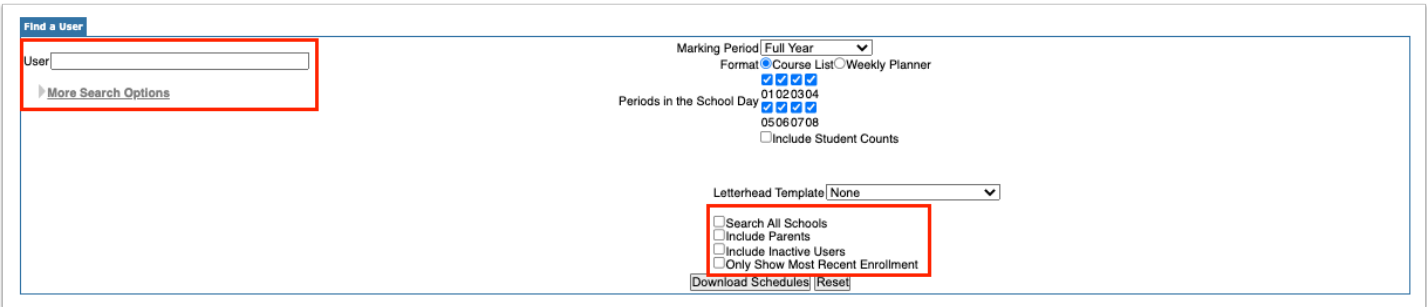# Print Teacher Schedules

The Print Teacher Schedules screen is used to print one or more teacher schedules. The marking period, format, school periods, and other options can be defined.

Printing Teacher Schedules

1. In the **Scheduling** menu, click **Print Teacher Schedules**.

2. On the left side of the screen, enter search criteria to locate the teacher or group of teachers. On the bottom of the screen, there are additional search options that you can define if needed.

3. Select the **Marking Period** for which to print schedules.

4. Select the **Format**, Course List or Weekly Planner.

Course List Example:

5 Courses							
Period	Course	Room	Term	Meeting Days	Course Num	Section Num	Number of Students
Period 1	ALG 2	2 204	Full Year	MTWHF	1200330	001	24
Period 2	ALG 2	2 204	Full Year	MTWHF	1200330	002	16
Period 4	GEO	2 204	Full Year	MTWHF	1206310	008	25
Period 5	GEO	2 204	Full Year	MTWHF	1206310	005	20
Period 6	ALG 2	2 204	Full Year	MTWHF	1200330	003	17

Weekly Planner Example:

5. Select the **Periods in the School Day** to include on schedules.

6. Select **Include Student Counts** to include a student count for each of the teacher's periods.

7. To print the schedules on district or school letterhead, select the **Letterhead Template**.

8. When finished setting the print options, click **Download Schedules**.

A pdf preview of the schedules is displayed, which can be saved to your computer or printed.

9. Click **Return to Focus** to go back to the Print Teacher Schedules screen.