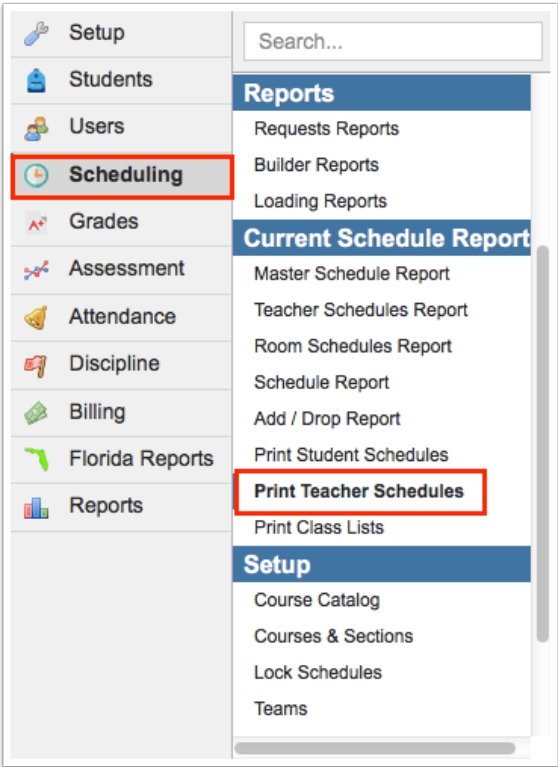


Print Teacher Schedules

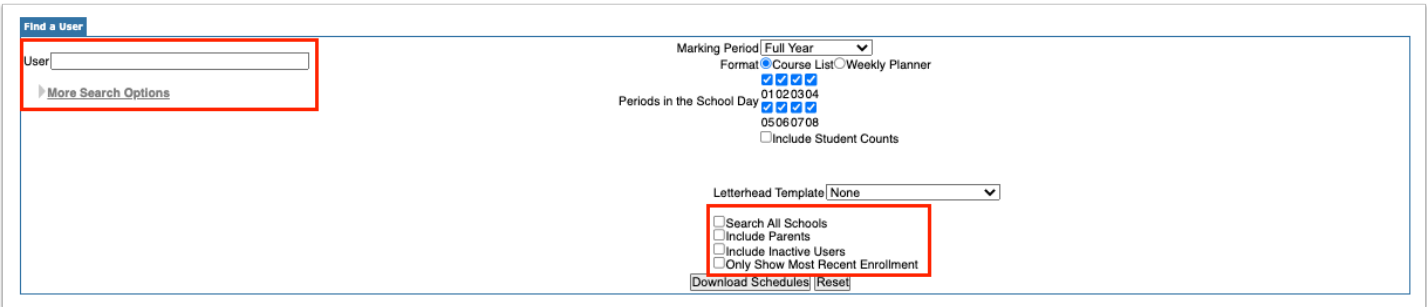
The Print Teacher Schedules screen is used to print one or more teacher schedules. The marking period, format, school periods, and other options can be defined.

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:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00am							
8:00am							
9:00am							
10:00am							

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.

Find a User

User:abernathy

More Search Options

Marking Period: Full Year

Format: Course List Weekly Planner

Periods in the School Day: 01020304 05060708

Include Student Counts

Letterhead Template: None

Search All Schools

Include Parents

Include Inactive Users

Only Show Most Recent Enrollment

Download Schedules Reset

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

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

Find a User

User:

[More Search Options](#)

Marking Period: Full Year

Format: ☒ Course List ☐ Weekly Planner

Periods in the School Day: ☒ 01020304 ☒ 05060708 ☐ Include Student Counts

Letterhead Template: None

☐ Search All Schools ☐ Include Parents ☐ Include Inactive Users ☐ Only Show Most Recent Enrollment

Download Schedules

Reset

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.

Return To Focus

Modules.php

1 / 1 | 80% +

Live Demo - Focus Teacher Schedule

Abernathy, Nora Robin

6 Courses

Period	Course	Room	Term	Course Num	Section Num
Period 2	WORLD HIST	1 207	Full Year	2109310	004
Period 3	WORLD HIST	1 207	Full Year	2109310	006
Period 4	AP WORLD HIST:MODERN	1 207	Full Year	2109420	002
Period 5	AP US GOVT/POL	1 207	Full Year	2106420	001
Period 7	WORLD HIST	1 207	Full Year	2109310	005
Period 8	After Care		Full Year	1111111	001