

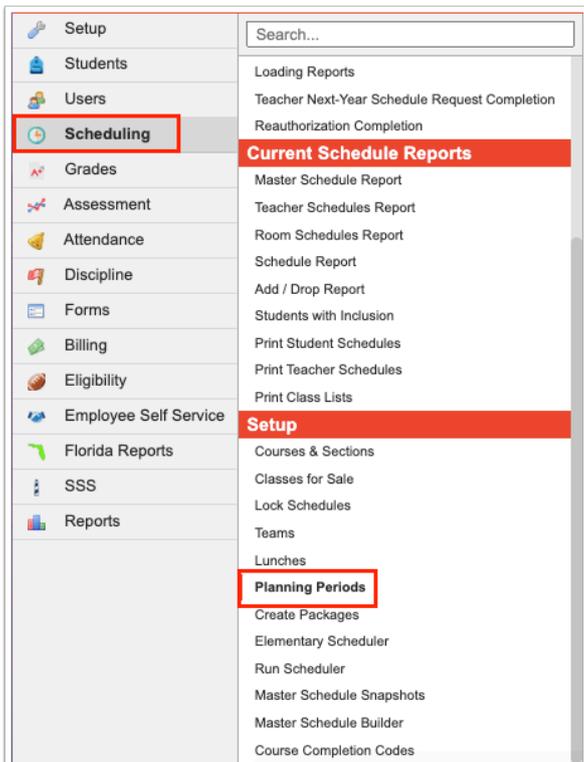
Planning Periods

The Planning Periods screen is used to set up individual planning periods, department planning periods, duty periods, and unavailable periods for teachers so that they display as blocked out on the [Teacher Schedules Report](#). Planning periods may also be imported on the Teacher Constraints tab of the [Master Schedule Builder](#) so that teachers are only scheduled into the periods they are available.

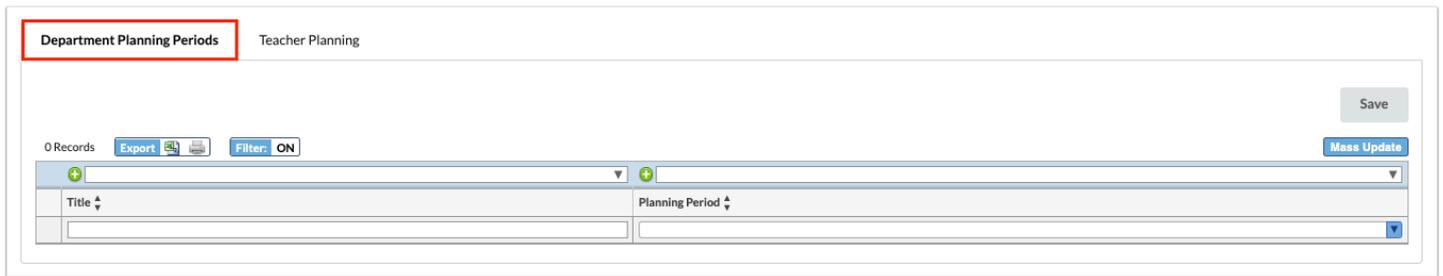
Setting Up Department Planning Periods

The Department Planning Periods tab is used to set up planning periods by department, which can be linked to teachers in the [Teacher Planning Periods](#) tab. For example, if the Math department at the school has a planning period during period 3, this can be set up in the Department Planning Periods tab, and then linked to all the math teachers in the Teacher Planning Periods tab.

1. In the **Scheduling** menu, click **Planning Periods**.

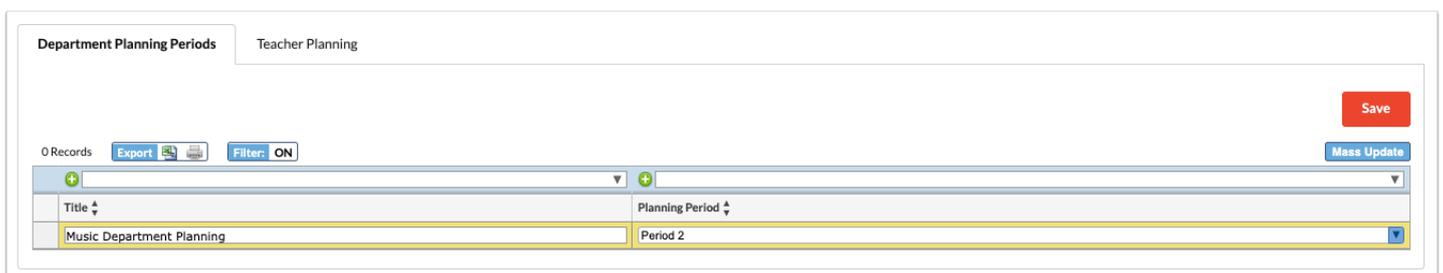


The Department Planning Periods tab is opened by default.

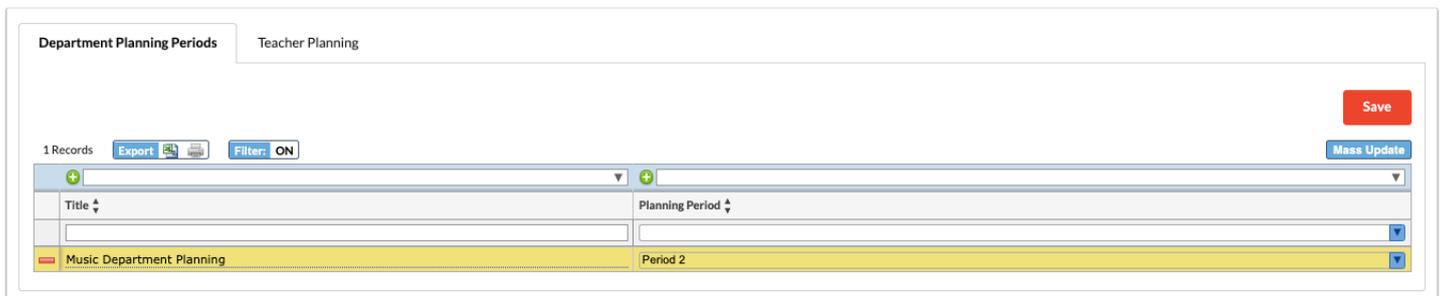


2. To add a new entry, enter a **Title** in the blank row. This title will display on the planning period block on the [Teacher Schedules Report](#).

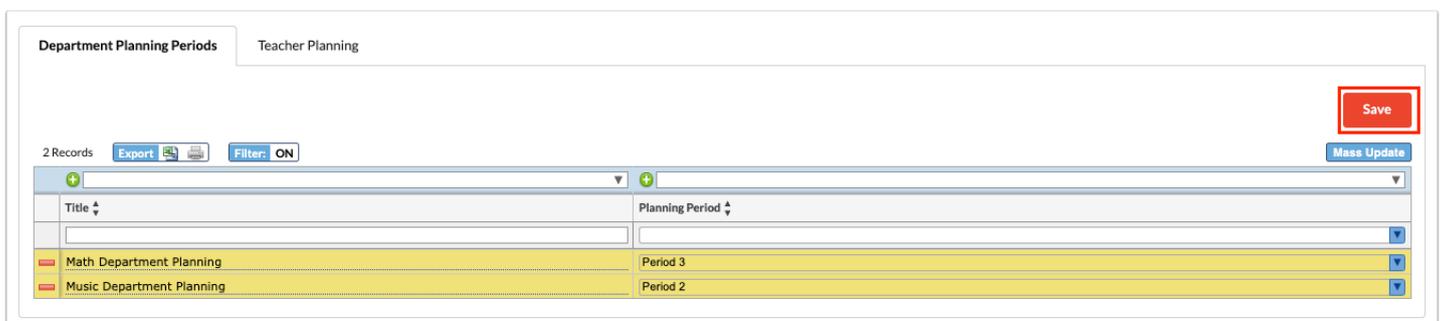
3. Select the **Planning Period**.



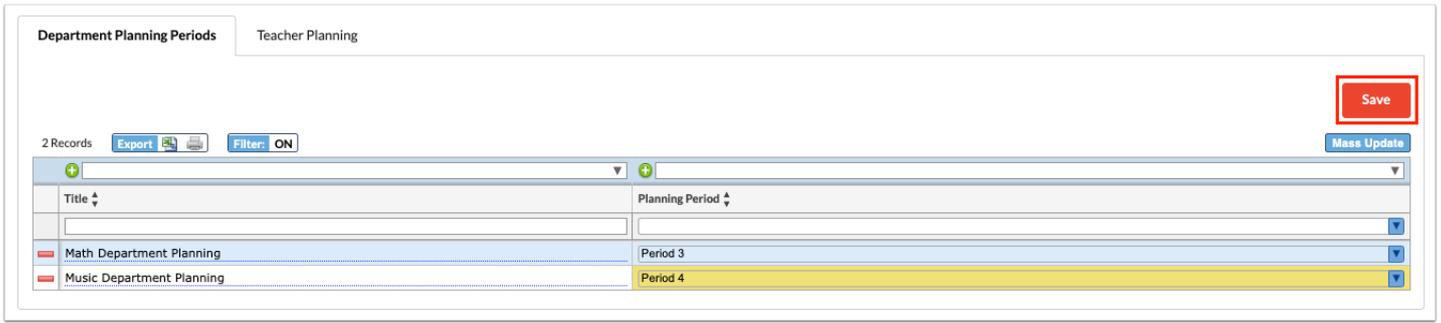
4. Press **Enter** to add the row. Continue adding additional entries as needed.



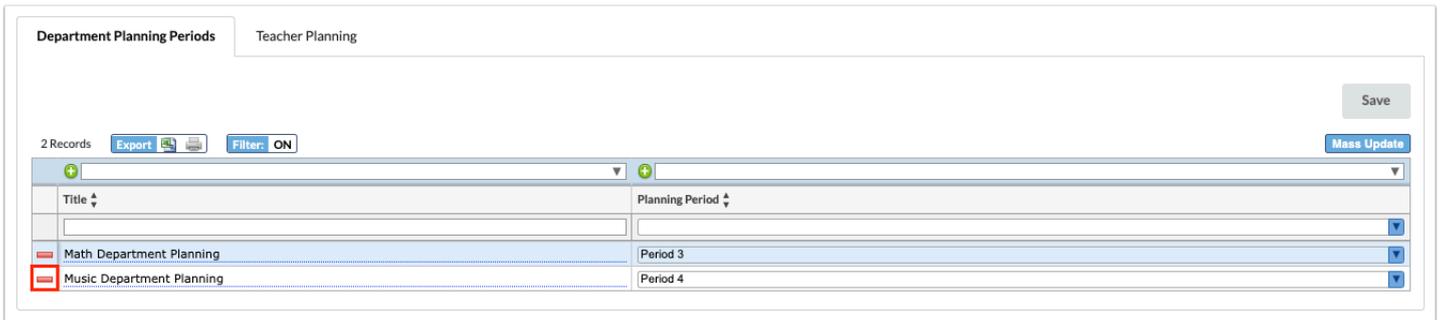
5. Click **Save**.



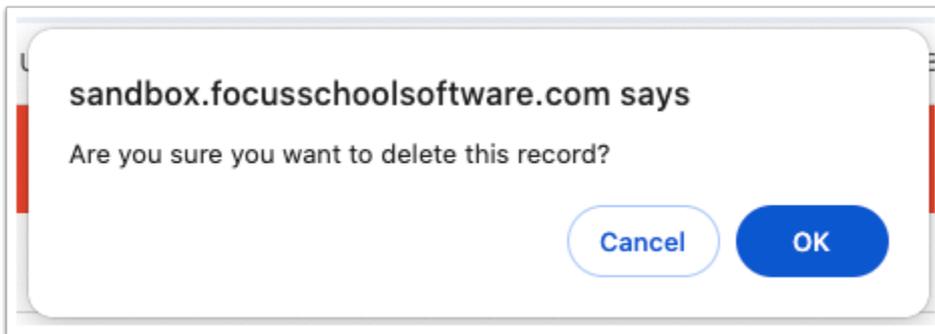
6. To edit the **Title** or **Planning Period** for a record, make your changes and click **Save**.



7. To delete a department planning period, click the **minus** sign next to the Title.

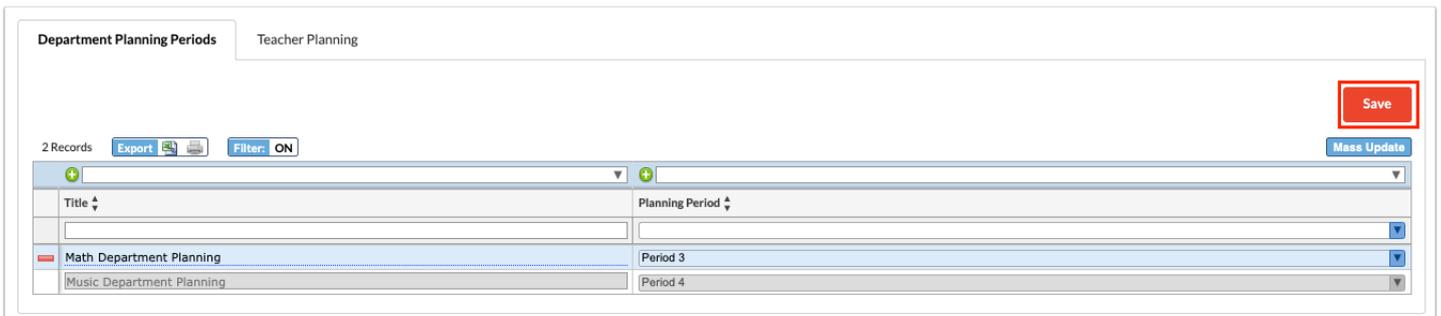


8. In the confirmation message, click **OK**.



The row is grayed out to indicate it will be deleted.

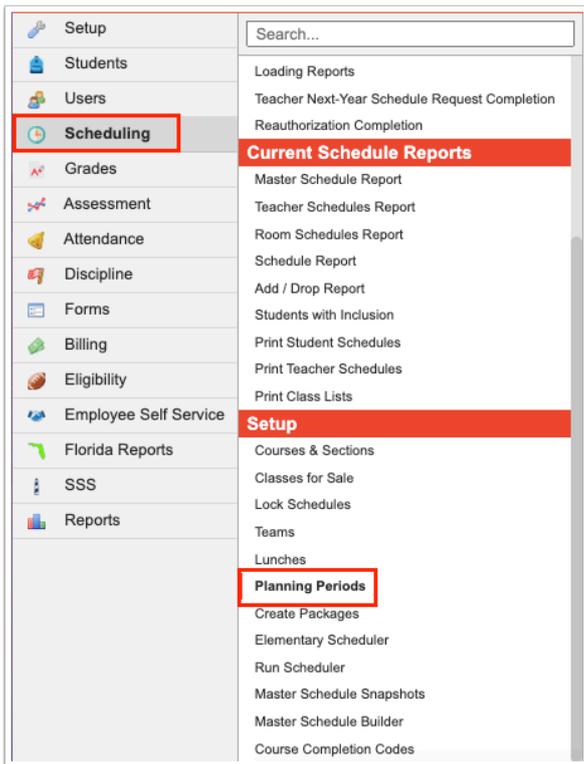
9. Click **Save** to complete deletion.



Setting Up Teacher Planning Periods

The **Teacher Planning** tab is used to assign individual planning periods, department planning periods, duty periods, and unavailable periods to teachers.

1. In the **Scheduling** menu, click **Planning Periods**.



2. Click the **Teacher Planning** tab.

Each active teacher at the school is listed. The Scheduled Subjects column will display the subjects of the teacher's assigned sections. This column may be useful for filtering the report and mass updating information. See [Additional Features](#) for more information on filtering and using Mass Update.

Department Planning Periods **Teacher Planning**

Save

Prev Page: 1 / 10 Next 190 Records Export Filter: ON Mass Update

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo,					
Acevedo,					
Acosta, J.					SOCIAL STUDIES
Agosto, C.					MATHEMATICS
Agosto,					
Ahrens,					
Alcala,					
Alejandro,					
Allison,					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo,					
Aranda,					PERFORMING FINE ARTS
Arellano,					
Armijo,					EXCEPTIONAL STUDENT

3. To assign individual planning periods to a teacher that may differ from the department planning periods, select the **Planning Period(s)** next to the teacher.

Department Planning Periods **Teacher Planning**

Save

Prev Page: 1 / 10 Next 190 Records Export Filter: ON Mass Update

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo,	Period 1				
Acevedo,					
Acosta,					SOCIAL STUDIES
Agosto,					MATHEMATICS
Agosto,					
Ahrens,					
Alcala,					
Alejandro,					
Allison,					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo,					
Aranda,					PERFORMING FINE ARTS
Arellano,					
Armijo,					EXCEPTIONAL STUDENT
Arteaga,					MATHEMATICS
Badillo,					
Bailey,					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Bailey,					

4. To assign department planning periods to a teacher, select an option in the **Department Planning** pull-down. Options are set up in the [Department Planning tab](#). Options display using the title with the period number in parentheses.

💡 It may be useful to filter on the Scheduled Subjects column to view only the teachers of a particular subject. You can then use **Mass Update** to add the Department Planning for those teachers. See [Additional Features](#) for more information on filtering and using Mass Update.

Department Planning Periods **Teacher Planning**

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Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo,	Period 1				
Acevedo,					
Acosta,					SOCIAL STUDIES
Agosto,		Math Department Plannin...			MATHEMATICS
Agosto,					
Ahrens,					
Alcala,					
Alejandro,					
Allison,					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo,					

5. To assign a duty period to a teacher, select the **Duty Period(s)** next to the teacher. One or multiple can be selected.

Department Planning Periods **Teacher Planning**

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Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo,	Period 1				
Acevedo,					
Acosta,					SOCIAL STUDIES
Agosto,		Math Department Plannin...			MATHEMATICS
Agosto,					
Ahrens,			Period 7		
Alcala,					
Alejandro,					
Allison,					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo,					
Aranda,					PERFORMING FINE ARTS

6. To assign an unavailable period to a teacher, select the **Unavailable Period(s)** next to the teacher. One or multiple can be selected.

Department Planning Periods **Teacher Planning**

Page: 1 / 10 190 Records Filter: ON Save Mass Update

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo,	Period 1				
Acevedo,					
Acosta,					SOCIAL STUDIES
Agosto,		Math Department Plannin...			MATHEMATICS
Agosto,					
Ahrens,			Period 7		
Alcala,				Period 1, Period 2	
Alejandro,					
Allison,					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo,					

7. Click **Save** to save your changes.

Department Planning Periods **Teacher Planning**

Save

Page: / 10 190 Records

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo, [REDACTED]	Period 1				
Acevedo, [REDACTED]					
Acosta, [REDACTED]					SOCIAL STUDIES
Agosto, [REDACTED]		Math Department Plannin...			MATHEMATICS
Agosto, [REDACTED]					
Ahrens, [REDACTED]			Period 7		
Alcala, [REDACTED]				Period 1, Period 2	
Alejandro, [REDACTED]					
Allison, [REDACTED]					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo, [REDACTED]					

Additional Features

1. Use the **Next** and **Prev** buttons to navigate through the pages of the report. To navigate to a specific page of the report, enter the **Page** number and press **Enter**.

Department Planning Periods **Teacher Planning**

Save

Page: / 10 190 Records

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo, [REDACTED]	Period 1				
Acevedo, [REDACTED]					
Acosta, [REDACTED]					SOCIAL STUDIES
Agosto, [REDACTED]		Math Department Plannin...			MATHEMATICS
Agosto, [REDACTED]					
Ahrens, [REDACTED]			Period 7		
Alcala, [REDACTED]				Period 1, Period 2	
Alejandro, [REDACTED]					
Allison, [REDACTED]					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo, [REDACTED]					
Aranda, [REDACTED]					PERFORMING FINE ARTS

2. To export the report to Excel, click the **Excel** icon.

3. To print the report, click the **Print** icon.

Department Planning Periods **Teacher Planning**

Save

Prev Page: 1 / 10 Next 190 Records **Export** Filter: ON Mass Update

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo,	Period 1				
Acevedo,					
Acosta,					SOCIAL STUDIES
Agosto,		Math Department Plannin...			MATHEMATICS
Agosto,					
Ahrens,			Period 7		
Alcala,				Period 1, Period 2	
Alejandro,					
Allison,					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo,					
Aranda,					PERFORMING FINE ARTS

4. Click on a column header to sort the report by that column. Click once to sort by ascending order. Click again to sort by descending order.

Department Planning Periods **Teacher Planning**

Save

Prev Page: 1 / 10 Next 190 Records **Export** Filter: ON Mass Update

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acosta,					SOCIAL STUDIES
Castaneda,					SOCIAL STUDIES
Edmonds,					SOCIAL STUDIES
Esquibel,					SOCIAL STUDIES
Gladney,					SOCIAL STUDIES
Leon,					SOCIAL STUDIES
Montanez,					SOCIAL STUDIES
Montenegro,					SOCIAL STUDIES
Skiles,					SOCIAL STUDIES
Camacho,					SCIENCE
Dames,					SCIENCE
Delong,					SCIENCE
Digregorio,					SCIENCE
Olsen,					SCIENCE
Powell,					SCIENCE
Smith,					SCIENCE
Sweeney,					SCIENCE

5. To filter the report, click the **Filter** button so that it displays **ON**.

Department Planning Periods **Teacher Planning**

Page: 1 / 10 190 Records **Filter: ON** **Mass Update** **Save**

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Acevedo, [REDACTED]	Period 1				
Acevedo, [REDACTED]					
Acosta, [REDACTED]					SOCIAL STUDIES
Agosto, [REDACTED]		Math Department Plannin...			MATHEMATICS
Agosto, [REDACTED]					
Ahrens, [REDACTED]			Period 7		
Alcala, [REDACTED]				Period 1, Period 2	
Alejandro, [REDACTED]					
Allison, [REDACTED]					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Angulo, [REDACTED]					
Aranda, [REDACTED]					PERFORMING FINE ARTS

6. Enter the filter criteria in the text box above the column. In this example, the Scheduled Subjects column is filtered to only display Mathematics teachers.

Department Planning Periods **Teacher Planning**

15 Records **Filter: ON** **Mass Update** **Save**

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Agosto, [REDACTED]		Math Department Planning ...			MATHEMATICS
Allison, [REDACTED]					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Arteaga, [REDACTED]					MATHEMATICS
Bailey, [REDACTED]					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Balderas, [REDACTED]					MATHEMATICS
Clary, [REDACTED]					MATHEMATICS
Coronado, [REDACTED]					MATHEMATICS
Espinosa, [REDACTED]					MATHEMATICS
Grant, [REDACTED]					MATHEMATICS
Hodges, [REDACTED]					MATHEMATICS
Lawson, [REDACTED]					MATHEMATICS
Mauzy, [REDACTED]					MATHEMATICS
Nicholson, [REDACTED]	Period 1		Period 7	Period 5	MATHEMATICS
Schlichting, [REDACTED]					MATHEMATICS
Urrutia, [REDACTED]					MATHEMATICS

7. Click the arrow to access other filter options.

Department Planning Periods **Teacher Planning**

15 Records **Filter: ON** **Mass Update** **Save**

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Agosto, [REDACTED]		Math Department Planning ...			MATHEMATICS
Allison, [REDACTED]					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE
Arteaga, [REDACTED]					MATHEMATICS
Bailey, [REDACTED]					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE
Balderas, [REDACTED]					MATHEMATICS
Clary, [REDACTED]					MATHEMATICS
Coronado, [REDACTED]					MATHEMATICS
Espinosa, [REDACTED]					MATHEMATICS

Contains Not

Equals Not

Starts with Not

Ends with Not

Has value Not

Greater Not

Greater or equal Not

Less Not

Less or equal Not

Between Not

8. To add an additional filter to a column, click the **plus** icon. To remove a filter, click the **minus** icon.

Department Planning Periods Teacher Planning

15 Records Export Filter: ON Mass Update Save

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Agosto		Math Department Planning ...			MATHEMATICS
Allison					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Arteaga					MATHEMATICS
Bailey					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Balderas					MATHEMATICS
Clary					MATHEMATICS
Coronado					MATHEMATICS
Espinosa					MATHEMATICS
Grant					MATHEMATICS
Hodges					MATHEMATICS
Lawson					MATHEMATICS
Mauzy					MATHEMATICS
Nicholson	Period 1		Period 7	Period 5	MATHEMATICS
Schlichting					MATHEMATICS
Urrutia					MATHEMATICS

9. To mass update the list of teachers, set your desired filters and click **Mass Update**.

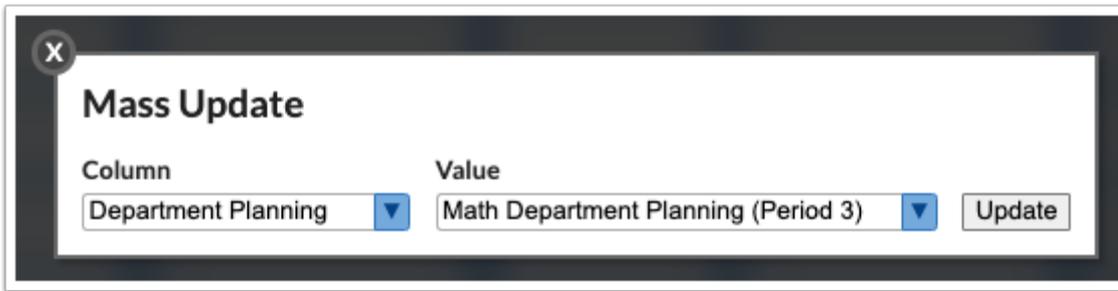
Department Planning Periods Teacher Planning

15 Records Export Filter: ON Mass Update Save

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Agosto		Math Department Planning ...			MATHEMATICS
Allison					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Arteaga					MATHEMATICS
Bailey					ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Balderas					MATHEMATICS
Clary					MATHEMATICS
Coronado					MATHEMATICS
Espinosa					MATHEMATICS
Grant					MATHEMATICS
Hodges					MATHEMATICS
Lawson					MATHEMATICS
Mauzy					MATHEMATICS
Nicholson	Period 1		Period 7	Period 5	MATHEMATICS
Schlichting					MATHEMATICS
Urrutia					MATHEMATICS

10. Select the **Column** to update, such as Department Planning. Select the **Value**.

11. Click **Update**.



The column is updated for the listed teachers.

12. Click Save.

Department Planning Periods **Teacher Planning**

15 Records Export Filters: ON **Save** Mass Update

Teacher	Planning Period(s)	Department Planning	Duty Period(s)	Unavailable Period(s)	Scheduled Subjects
Agosto,		Math Department Planning ...			MATHEMATICS
Allison,		Math Department Planning ...			ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Arteaga,		Math Department Planning ...			MATHEMATICS
Bailey,		Math Department Planning ...			ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses
Balderas,		Math Department Planning ...			MATHEMATICS
Clary,		Math Department Planning ...			MATHEMATICS
Coronado,		Math Department Planning ...			MATHEMATICS
Espinosa,		Math Department Planning ...			MATHEMATICS
Grant,		Math Department Planning ...			MATHEMATICS
Hodges,		Math Department Planning ...			MATHEMATICS
Lawson,		Math Department Planning ...			MATHEMATICS
Mauzy,		Math Department Planning ...			MATHEMATICS
Nicholson,	Period 1	Math Department Planning ...	Period 7	Period 5	MATHEMATICS
Schlichting,		Math Department Planning ...			MATHEMATICS
Urrutia,		Math Department Planning ...			MATHEMATICS

Teacher Schedules Report

On the [Teacher Schedules Report](#), planning periods, department planning periods, duty periods, and unavailable periods will be represented with a gray block.

0% fully scheduled Show: Filter by Subject: (Choose...) by Course(s): Apply

93 Teachers Customize Columns Filter Filters: ON Search

Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Monroy,		HOPE-PE V 0+	BASKETBALL 0+	HOPE-PE V 0+	HOPE-PE V 0+	BASKETBALL 0+			
Montanez,		WORLD HIST HON 0+	WORLD HIST HON 0+	WORLD HIST HON 0+	WORLD HIST HON 0+	WORLD HIST HON 0+			
Montenegro,		US HIST HON 0+	US HIST HON 0+	US HIST HON 0+	US HIST HON 0+	US HIST 0+	US HIST 0+		
Nicholson,		Planning Period	GEO HON 0+	GEO HON 0+	GEO HON 0+	GEO HON 0+		Duty	
Olsen,		BIO 1 0+	CHEM 1 0+	CHEM 1 0+	BIO 1 0+	BIO 1 0+	BIO 1 0+		
Ontiveros,		DIGITAL DESIGN 1 0+	DIGITAL DESIGN 2 0+	DIGITAL DESIGN 2 0+	DIGITAL DESIGN 1 0+	DIGITAL DESIGN 1 0+	DIGITAL INFO TECH 0+		
Ontiveros,				EXP CORE COMP: 9-12 0+ ORIENT & MOBIL: 9-12 0+					

If a planning period, department planning period, duty period, or unavailable period was assigned during the same period as a scheduled section for the teacher, the section will display within the gray block on the Teacher Schedules Report.

0% fully scheduled Show: Filter by Subject: Choose... by Course(s): Apply

93 Teachers Customize Columns Filter Filters: ON Search

Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Pr
Acosta,		ECONOMICS 0 +	ECONOMICS HONORS 0 +	ECONOMICS HONORS 0 +	ECONOMICS HONORS 0 +	ECONOMICS HONORS 0 +	ECONOMICS 0 +			
Acosta,		MATH COLL ALGEBRA 0 +	GEO 0 +	GEO 0 +	MATH COLL ALGEBRA 0 +	MATH COLL ALGEBRA 0 +	MATH COLL ALGEBRA 0 +			

Master Schedule Builder

In the [Master Schedule Builder](#) in the Teacher Constraints tab, the **Import From Planning Periods** button can be used to update the Periods Available column for all teachers (periods that are not planning periods, department planning periods, duty periods, or unavailable periods will display). Only users with the View permission to the Planning Periods screen will have access to the Import From Planning Periods button.

Scenarios Setup Courses Sections Assign Teachers Schedule Scenario: 1: Initial

Terms Periods Course Defaults **Teacher Constraints**

Import from Planning Periods Save

Prev Page: 1 / 10 Next Export Filters: ON Page Size: 20 Mass Update

Teacher	Rooms	Periods Available	Consecutive Periods Allowed	Max Periods	Allowed Courses	Allowed Subjects	Scheduled Subjects	Course Limits
Acosta,	803	01, 03, 04, 0...			2102310 ECONOMICS, ...		SOCIAL STUDIES	Edit
Nicholson,	309	02, 03, 04, 0...			1206320 GEO HON		MATHEMATICS	Edit
Acevedo,	550, 608				1500410 INTERSCH SS...			Edit
Acevedo,								Edit
Agosto,	301				1200710 MATH COLL AL...		MATHEMATICS	Edit
Agosto,		02, 03, 04, 0...						Edit
Ahrens,								Edit
Alcala,	411				1001310 Eng 1, 1001320...			Edit
Alejandro,		01, 03, 04, 0...						Edit
Allison,	PSC				ACG2001 Accounting, A...		ENGLISH LANGUAGE ARTS, MATHEMATICS, Z DE Courses	Edit