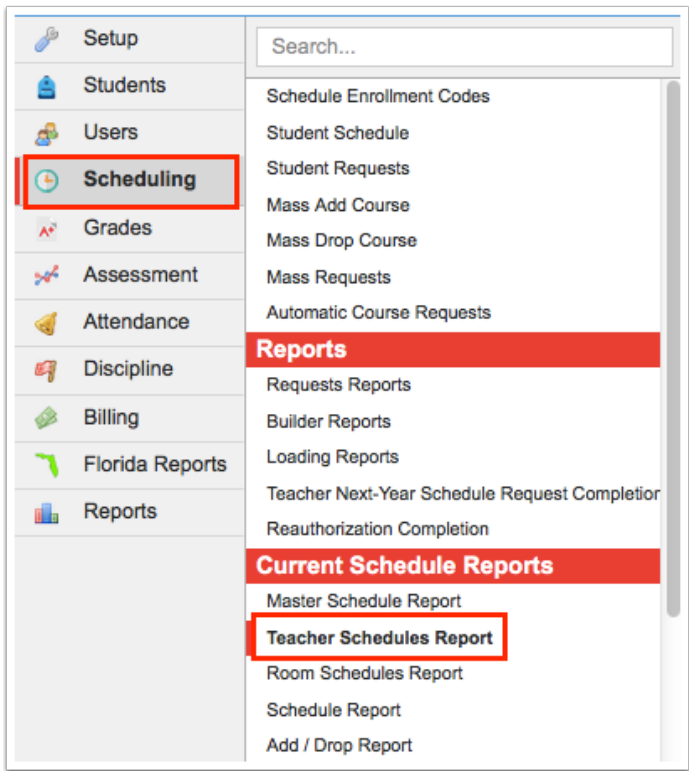# Teacher Schedules Report

The Teacher Schedules Report displays a list of teachers and their scheduled sections for each period of the school day. The report can be used to make changes to a teacher's schedule directly on the report. The Teacher Schedules Report can also be used for packaging sections.

Viewing the Teacher Schedules Report

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

The teachers are listed in the first column of the report, and the sections assigned to each teacher are listed in the Period columns across the report. The number next to a section indicates the number of students scheduled into the section. If there is more than one section scheduled into a period for a teacher, the sections are displayed in red when Highlight on Double Scheduled is selected from the Show pull-down. Click the teacher's name to open their record in User Info.

Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
				99.34% fully scheduled	Show: ▾	Filter by Subject: Choose... ▾	by Course(s): ▾	Apply	
93 Teachers						Customize Columns	Filter	Filters: OFF	Search
Aranda,		ORCH 1 16	CHORUS 1 21 CHORUS 2 8						
Armijo,		LRNG STRATEGIES 9-12 13	WORLD HIST 13	WORLD HIST 16	Eng 3 4	Eng 3 12	LRNG STRATEGIES 9-12 10		
Arteaga,		ALG 2 30	AP CALCULUS BC 29	AP CALCULUS AB 29	AP CALCULUS AB 25	ALG 2 25	ALG 2 30		
Bailey,									DEATH AND COMMUNICATION 0 ENGLISH COMP II 0 BEG JAP LANG/CULT II 0 COLLEGE ALGEBRA 0 ADVANCED SYMPHONY ORCHESTRA 0 INTRO TO SOCIOLOGY 0
Balderas,		Alg 1 26	Alg 1 28	Alg 1 26					
Ballesteros,		MATH DATA & FIN LIT 17	MATH DATA & FIN LIT 4	LRNG STRATEGIES 9-12 18	LRNG STRATEGIES 9-12 16	Eng 2 10	Eng 2 11		
Betancourt,		ACCESS ENGLISH 1 1 ACCESS ENGLISH 2 5 ACCESS ENGLISH 3 1 ACCESS ENGLISH 4 3	Eurhy 1 1 ACCESS ALGEBRA 1B 5 CAR EXERIENCES: 9-12 4	Eurhy 1 5 ACCESS ALGEBRA 1A 1 CAR EXERIENCES: 9-12 4	INTEG SCI 1 1 ACCESS GEOMETRY 0 ACCESS GEOMETRY 1 ACCESS MATH LIB ARTS 3 ACCESS INTEG SCI 1 6	ACCESS E/S SCI 1 Car Prep: 9-12 2	ACCESS BIOLOGY 1 1 ACCESS US HIST 5 LRNG STRATEGIES 9-12 2 ACCESS ECONOMICS 1		
Caballero,		AP U.S. HIST 28	AP U.S. HIST 31	AP U.S. HIST 35	AP U.S. HIST 34	AP U.S. HIST 34	POWER WEIGHT TRAIN 1 4 Indiv/Dual Sprts 2 0 Indiv/Dual Sprts 3 5		

Above the report, the percentage of teachers fully scheduled is displayed, which will update when sections are dragged and dropped on the report.

Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
				99.34% fully scheduled	Show: ▾	Filter by Subject: Choose... ▾	by Course(s): ▾	Apply	
93 Teachers						Customize Columns	Filter	Filters: OFF	Search
Aranda,		ORCH 1 16	CHORUS 1 21 CHORUS 2 8						
Armijo,		LRNG STRATEGIES 9-12 13	WORLD HIST 13	WORLD HIST 16	Eng 3 4	Eng 3 12	LRNG STRATEGIES 9-12 10		
Arteaga,		ALG 2 30	AP CALCULUS BC 29	AP CALCULUS AB 29	AP CALCULUS AB 25	ALG 2 25	ALG 2 30		
Bailey,									DEATH AND COMMUNICATION 0 ENGLISH COMP II 0 BEG JAP LANG/CULT II 0 COLLEGE ALGEBRA 0 ADVANCED SYMPHONY ORCHESTRA 0 INTRO TO SOCIOLOGY 0
Balderas,		Alg 1 26	Alg 1 28	Alg 1 26					
Ballesteros,		MATH DATA & FIN LIT 17	MATH DATA & FIN LIT 4	LRNG STRATEGIES 9-12 18	LRNG STRATEGIES 9-12 16	Eng 2 10	Eng 2 11		
Betancourt,		ACCESS ENGLISH 1 1 ACCESS ENGLISH 2 5 ACCESS ENGLISH 3 1 ACCESS ENGLISH 4 3	Eurhy 1 1 ACCESS ALGEBRA 1B 5 CAR EXERIENCES: 9-12 4	Eurhy 1 5 ACCESS ALGEBRA 1A 1 CAR EXERIENCES: 9-12 4	INTEG SCI 1 1 ACCESS GEOMETRY 0 ACCESS GEOMETRY 1 ACCESS MATH LIB ARTS 3 ACCESS INTEG SCI 1 6	ACCESS E/S SCI 1 Car Prep: 9-12 2	ACCESS BIOLOGY 1 1 ACCESS US HIST 5 LRNG STRATEGIES 9-12 2 ACCESS ECONOMICS 1		
Caballero,		AP U.S. HIST 28	AP U.S. HIST 31	AP U.S. HIST 35	AP U.S. HIST 34	AP U.S. HIST 34	POWER WEIGHT TRAIN 1 4 Indiv/Dual Sprts 2 0 Indiv/Dual Sprts 3 5		

When using the Planning Periods feature, planning periods, department planning periods, duty periods, and unavailable periods will be represented with a gray block.

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.

2. Click the **Show** pull-down to display different information in the report. You can select as many items as needed. Click **Apply** to display the selected options in the report.

    a. Select **Room Numbers** to display the room number the section is assigned on the report.

    b. Select **Co-Teachers** to display the sections the teacher is a co-teacher for on the report.

Co-teacher sections cannot be dragged and dropped to a different period or teacher. Changes must be made in Courses & Sections.

c. Select **Course/Section Numbers** to display the course number and the section short name on the report.

d. Select **Terms** to display both Semester 1 and Semester 2 classes on the report.

If Terms is not selected to display, only classes scheduled into the term selected at the top-right corner of the screen will display on the report.

e. If rotation days are enabled at your school, select **Rotation Days** to view the rotation days each section meets on the report.

f. Select **Total number of students for the entire period** to display the total number of students for each period at the bottom of the table, based on the content displayed in the report. For example, if you have the report filtered by subject to only display English sections, the period totals will only include those English sections.

g. Select **Totals** to display the total number of students scheduled in each period as well as the total number of students in all of the teacher's sections (the Total Students column displays on the right side of the report).

h. Select **Highlight on Double Scheduled** to highlight periods that have more than once section scheduled for a teacher in red.

i. Select **All Teacher Sections (when filtered by subject)** to display all of a teacher's sections when filtering the report by subject.

For example, when "Exceptional Student" is selected in the Filter by Subject pull-down, all of the Exceptional Student sections display on the report. Selecting "All Teacher Sections (when filtered by subject)" and applying it to the report displays the additional sections for those teachers that are not Exceptional Student sections.

j. Select **Limit to Singletons** to display all of the sections that are singletons (only one section of the course is offered).

k. Select **Limit to Doubletons** to display all of the sections that are doubletons (only two sections of the course are offered).

3. For schools using a rotation schedule, select the **Rotation Days** to view only the selected rotation day on the report. Click **Apply** to update the report.

4. To assign rotation days to a section, select one or multiple rotation days from the pull-down.

5. To filter the report by subject, select the subject in the **Filter by Subject** pull-down. Once the subject is selected, click **Apply** to update the report.

The report is refreshed and displays teacher schedules for the selected subject.

6. To filter the report by course, select the course in the **By Course(s)** pull-down. One or multiple courses can be selected. Once the courses are selected, click **Apply** to update the report.

The report is refreshed and displays teachers who have schedules including the selected course.

💡 The report can also be filtered by using either of the filter options, whichever method you prefer. The first **Filter** button allows you to add one or multiple filter rules to filter the report. The second **Filters** button allows you to filter on each column of the report, just as when using the Filters functionality on data tables throughout Focus.

7. To customize the columns that display on the report, click **Customize Columns**.

8. In the pop-up window, click the columns to hide on the report.

The hidden columns are struck out.

9. Click **Save**.

10. Click on a section to view the section information in the Courses & Sections screen, opened in a new tab. Edits can be made to the section information as needed.

Moving Sections to a Different Period or Teacher

Sections can be moved to a different period or teacher by clicking and dragging the blue cross next to the section on the report. Sections should only be moved prior to building packages or scheduling students. If a section is moved to a different period or teacher after you have run the Scheduler, you will need to re-run the Scheduler in order to re-distribute the students. Co-teacher sections cannot be moved to a different period or teacher by dragging and dropping. Changes to co-teacher sections must be made in Courses & Sections.

The system preference "Lock Dragging on Teacher Schedules Report as of date" in Setup > System Preferences > Scheduling tab is used to prevent moving sections on the Teacher Schedules Report as of the defined date. You will not be able to move sections on the report on or after the date.

Click the blue cross next to the section and drag the section to a different period or teacher. In this example, the section was moved from period 3 to period 4 for the same teacher.

Moving the section will update the teacher and period on the section.

> ℹ️ When multiple sections are changed from one teacher to another, any assignments that were linked to multiple sections remain linked.

Packaging Sections from the Teacher Schedules Report

> Sections are packaged for the purpose of linking the sections together for scheduling. This is most often used in elementary scheduling when sections for language arts, math, science, art, music, etc. are packaged together with the homeroom section as the parent section. This can also be done at the secondary level to link two sections together, such as Economics semester 1 section with Government semester 2 section. When scheduling students, students scheduled into the parent section will automatically be scheduled into the linked child sections.

> 💡 Sections can also be packaged together on the Create Packages or the Courses & Sections screen.

1. Locate the teacher to create a package for on the Teacher Schedules Report.

2. Click the first "child" section.

3. In the Courses & Sections tab, click the **Choose** link the **Parent Section** field.

4. In the pop-up window, click the subject, course, and the homeroom "parent" section.

The selected section will display in the Parent Section field in the Courses & Sections tab.

5. Click **Save**, and then close the tab.

6. Repeat this process for the rest of the child sections.

Saving the Teacher Schedules Report

The Teacher Schedules Report can be saved with the filters and parameters you have set so that the report can be run again at a later time with these settings intact. The saved report is available in the Reports menu under My Reports and in Reports > Saved Reports.

1. At the bottom of the screen, click **Create Report**.

2. Enter the **Report Title** and click **OK**.

The Saved Reports screen is displayed, with the report displayed in the My Reports list. From here, you can run the report, edit the report title, select profiles and schools to share the report with, and delete the report.

Printing and Exporting the Teacher Schedules Report

1. To export the report to Excel, click the **Export** icon above the table.

The report is downloaded to your computer.

2. To print the report, click the **Printer** icon above the table.

Follow your printer's prompts to print the report.