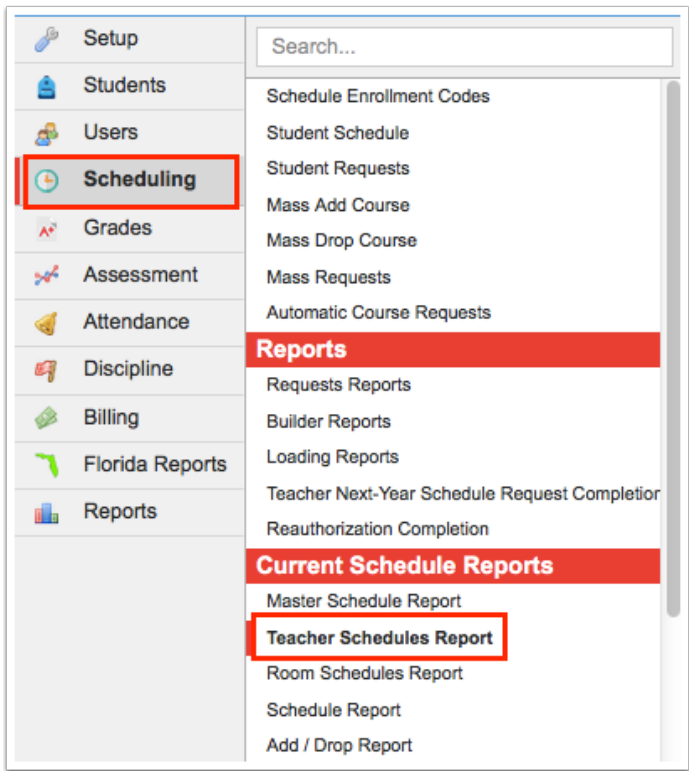


Teacher Schedules Report

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.

99.34% fully scheduled									
Show: Filter by Subject: Choose... by Course(s): Apply									
93 Teachers Customize Columns Filter Filters: OFF Search 									
Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
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		
Belancourt, 		ACCESS ENGLISH 1 1 + ACCESS ENGLISH 2 5 + ACCESS ENGLISH 3 1 + ACCESS ENGLISH 4 3 +	Eurhy 1 1 + ACCESS ALGEBRA 1B 5 + CAR EXPERIENCES: 9-12 4 +	Eurhy 1 5 + ACCESS ALGEBRA 1A 1 + CAR EXPERIENCES: 9-12 4 +	INTEG SCI 1 1 ACCESS GEOMETRY 0 + ACCESS GEOMETRY 1 + ACCESS MATH LIB 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 Sports 2 0 + Indiv/Dual Sports 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.

99.34% fully scheduled									
Show: Filter by Subject: Choose... by Course(s): Apply									
93 Teachers Customize Columns Filter Filters: OFF Search 									
Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
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		
Belancourt, 		ACCESS ENGLISH 1 1 + ACCESS ENGLISH 2 5 + ACCESS ENGLISH 3 1 + ACCESS ENGLISH 4 3 +	Eurhy 1 1 + ACCESS ALGEBRA 1B 5 + CAR EXPERIENCES: 9-12 4 +	Eurhy 1 5 + ACCESS ALGEBRA 1A 1 + CAR EXPERIENCES: 9-12 4 +	INTEG SCI 1 1 ACCESS GEOMETRY 0 + ACCESS GEOMETRY 1 + ACCESS MATH LIB 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 Sports 2 0 + Indiv/Dual Sports 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.

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
Monroy, M		HOPE-PE V 0 +	BASKETBALL 0 +	HOPE-PE V 0 +	HOPE-PE V 0 +	BASKETBALL 0 +				
Montanez, M		WORLD HIST HON 0 +	WORLD HIST HON 0 +	WORLD HIST HON 0 +	WORLD HIST 0 +	WORLD HIST HON 0 +	WORLD HIST HON 0 +			
Montenegro, M		US HIST HON 0 +	US HIST HON 0 +	US HIST HON 0 +	US HIST HON 0 +	US HIST 0 +	US HIST 0 +			
Nicholson, N		Planning Period	GEO HON 0 +	GEO HON 0 +	GEO HON 0 +	GEO HON 0 +		Duty		
Olsen, O		BIO 1 0 +	CHEM 1 0 +	CHEM 1 0 +	BIO 1 0 +	BIO 1 0 +	BIO 1 0 +			
Ontiveros, O		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, O				EXP CORE COMP: 9-12 0 +						
				Orien & 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, A		ECONOMICS 0 +	ECONOMICS HONORS 0 +	ECONOMICS HONORS 0 +	ECONOMICS HONORS 0 +	ECONOMICS HONORS 0 +	ECONOMICS 0 +			
Agosto, A		MATH COLL ALGEBRA 0 +	GEO 0 +	GEO 0 +	MATH COLL ALGEBRA 0 +	MATH COLL ALGEBRA 0 +	MATH COLL ALGEBRA 0 +			

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.

Show: Room Numbers Filter by Subject: Choose... by Course(s): Apply

Customize Columns Filter Filters: ON Search

	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
+ AP MACROECON	803 25 +	AP MACROECON 803 20 +	AP MACROECON 803 20 +	ECONOMICS 803 18 +			
+ GEO	301 26 +	MATH COLL ALGEBRA 301 25 +	MATH COLL ALGEBRA 301 26 +	MATH COLL ALGEBRA 301 18 +			

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

Show: Room Numbers Filter by Subject: Choose... by Course(s): Apply

Customize Columns Filter Filters: ON Search

	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
+ AP MACROECON	803 25 +	AP MACROECON 803 20 +	AP MACROECON 803 20 +	ECONOMICS 803 18 +			
+ GEO	301 26 +	MATH COLL ALGEBRA 301 25 +	MATH COLL ALGEBRA 301 26 +	MATH COLL ALGEBRA 301 18 +			

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

i Co-teacher sections cannot be dragged and dropped to a different period or teacher. Changes must be made in [Courses & Sections](#).

Show: Co-Teachers **Filter by Subject:** Choose... **by Course(s):** Apply

Customize Columns Filter Filters: ON Search

Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Eng 2 25 +	Eng 2 26 +	Eng 2 9	INTENS READ 2 19 Eng 2 26 +	INTENS READ 2 12 Eng 2 24 +		

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

Show: Course/Section Numbers **Filter by Subject:** Choose... **by Course(s):** Apply

Customize Columns Filter Filters: ON Search

Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
AP MACROECON 2102370-02000 28 +	AP MACROECON 2102370-03000 25 +	AP MACROECON 2102370-04000 20 +	AP MACROECON 2102370-05000 20 +	ECONOMICS 2102310-06000 18 +		
GEO 1206310- 04000 24 +	GEO 1206310- 03000 26 +	MATH COLL ALGEBRA 1200710-02000 25 +	MATH COLL ALGEBRA 1200710-05100 26 +	MATH COLL ALGEBRA 1200710- 06000 18 +		

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.

Show: Terms **Filter by Subject:** Choose... **by Course(s):** Apply

Customize Columns Filter Filters: ON Search

Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
ECONOMICS HONORS S1 28 + AP MACROECON S2 28 +	ECONOMICS HONORS S1 24 + AP MACROECON S2 25 +	ECONOMICS HONORS S1 25 + AP MACROECON S2 20 +	ECONOMICS HONORS S1 22 + AP MACROECON S2 20 +	ECONOMICS S1 17 + ECONOMICS S2 18 +		
GEO 24 +	GEO 26 +	MATH COLL ALGEBRA 25 +	MATH COLL ALGEBRA 26 +	MATH COLL ALGEBRA 18 +		

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

Show: Rotation Days ▼
 Rotation Days: ▼
 Filter by Subject: Choose... ▼
 by Course(s): ▼
 Apply

Customize Columns Filter Filters: OFF Search

03	04	05	06	07	00
M/J LANG ARTS 1 A ▼ 17 +	M/J LANG ARTS 1 A ▼ 16 +		M/J THEATRE 2 A ▼ 13 + M/J THEATRE 3 B ▼ 6 +		

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.

99.34% fully scheduled

Show: Total number of students for the entire period ▼ Filter by Subject: Choose... ▼ by Course(s): ▼ Apply

94 Teachers

Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	P
Urrutia			INTEG SCI 1 19 +	INTEG SCI 1 24 +	INTEG SCI 1 23 +	INTEG SCI 1 22 +	HOPE-PE V 44 +			
Valentin		Weight Train 2 12 +	HOPE-PE V 23 +	FIT LIFST DESIGN 31 +	PERS FIT TRAINER 20 +	HOPE-PE V 33 +				
Velez		ANAT PHYSIO HON 24 +	ANAT PHYSIO HON 27 +	BIO 1 HON 27 +	BIO 1 HON 26 +	ANAT PHYSIO HON 27 +	ANAT PHYSIO HON 17 +			
Verduzco		LEAD ED 1 3 +	At Aero Sci 2 28 +	At Aero Sci 1 28 +	At Aero Sci 4 18 +	At Aero Sci 1 23 +	At Aero Sci 3 17 +			
Wallace		PHYS 1 HON 27 +	PHYS 1 HON 27 +	PHYS 2 HON 22 +	PHYS 2 HON 17 +	PHYS 1 HON 27 +	PHYS 1 HON 23 +			
Woick		Eng Hon 2 28 +	Eng Hon 2 26 +	Eng Hon 2 28 +	Eng 3 23 +	Eng 3 26 +	Eng 3 21 +			
Wolf		BIO 1 HON 29 +	BIO 1 HON 27 +	AP BIO 25 +	AP BIO 17 +	AP ENV SCI 23 +	AP ENV SCI 27 +			
Wright		CHEM 1 HON 29 +	CHEM 1 HON 29 +	AP CHEM 25 +	CHEM 1 HON 28 +	AP CHEM 13 +	CHEM 1 HON 26 +			
Zepeda		COMPRI FIT 6 +								
...		NOT ON CAMPUS-NO CLS 38 +	NOT ON CAMPUS-NO CLS 16 +	NOT ON CAMPUS-NO CLS 10 +	NOT ON CAMPUS-NO CLS 23 +	NOT ON CAMPUS-NO CLS 45 +	NOT ON CAMPUS-NO CLS 93 +			
		OFF CAMPUS/VIRT HOME 49 +	OFF CAMPUS/VIRT HOME 13 +	OFF CAMPUS/VIRT HOME 15 +	OFF CAMPUS/VIRT HOME 30 +	OFF CAMPUS/VIRT HOME 73 +	OFF CAMPUS/VIRT HOME 130 +			
		LTC ON / OFF CAMPUS 1 +	LTC ON / OFF CAMPUS 1 +	LTC ON / OFF CAMPUS 1 +	LTC ON / OFF CAMPUS 5 +	LTC ON / OFF CAMPUS 6 +	LTC ON / OFF CAMPUS 6 +			
		ON COLLEGE CAMPUS 79 +	ON COLLEGE CAMPUS 65 +	ON COLLEGE CAMPUS 54 +	ON COLLEGE CAMPUS 45 +	ON COLLEGE CAMPUS 52 +	ON COLLEGE CAMPUS 61 +			
Total Students	0	2046	2028	2028	2037	2024	2015	0	0	0

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).

99.34% fully scheduled

Show: Totals ▼ Filter by Subject: Choose... ▼ by Course(s): ▼ Apply

93 Teachers

Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Total Students
Betancourt	ACCESS ENGLISH 1 1 + ACCESS ENGLISH 2 5 + ACCESS ENGLISH 3 1 + ACCESS ENGLISH 4 3 + 10	Eurhy.1 1 + ACCESS ALGEBRA 1B 5 + CAR EXPERIENCES: 9-12 4 + 10	Eurhy.1 5 + ACCESS ALGEBRA 1A 1 + CAR EXPERIENCES: 9-12 4 + 10	INTEG SCI 1 1 + ACCESS GEOMETRY 0 + ACCESS GEOMETRY 1 + ACCESS MATH LIB ARTS 3 + ACCESS INTEG SCI 1 6 + 11	ACCESS E/S SCI 1 + Car Prep: 9-12 2 + 3	ACCESS BIOLOGY 1 1 + ACCESS US HIST 5 + LING STRATEGIES 9-12 2 + ACCESS ECONOMICS 1 + 9				53

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

Show: Highlight on Double Scheduled

Filter by Subject: Choose...

by Course(s):

Apply

Customize Columns

Filter

Filters: ON

Search

Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
<div>Eurhy 1</div> <div>ACCESS ALGEBRA 1B</div> <div>CAR EXPERIENCES: 9-12</div> <div>1 +</div> <div>5 +</div> <div>4 +</div>	<div>Eurhy 1</div> <div>ACCESS ALGEBRA 1A</div> <div>CAR EXPERIENCES: 9-12</div> <div>5 +</div> <div>1 +</div> <div>4 +</div>	<div>INTEG SCI 1</div> <div>ACCESS GEOMETRY</div> <div>ACCESS GEOMETRY</div> <div>ACCESS MATH LIB ARTS</div> <div>ACCESS INTEG SCI 1</div> <div>1 +</div> <div>1 +</div> <div>0 +</div> <div>3 +</div> <div>6 +</div>	<div>ACCESS E/S SCI</div> <div>Car Prep: 9-12</div> <div>1 +</div> <div>2 +</div>	<div>ACCESS BIOLOGY 1</div> <div>ACCESS US HIST</div> <div>LRNG STRATEGIES 9-12</div> <div>ACCESS ECONOMICS</div> <div>1 +</div> <div>5 +</div> <div>2 +</div> <div>1 +</div>		

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.

99.34% fully scheduled

Show: All Teacher Sections (when filtered by subject)Filter by Subject: EXCEPTIONAL STUDENTby Course(s):

12 Teachers

Customize ColumnsFilterFilters: ONSearch

Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
Armijo, [img alt="teacher icon"]		LRNG STRATEGIES 9-12 13 +	WORLD HIST 13	WORLD HIST 16	Eng 3 4	Eng 3 12	LRNG STRATEGIES 9-12 10 +			
Ballesteros, [img alt="teacher icon"]		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			

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

99.34% fully scheduled

Show: Limit to Singletons

Filter by Subject: Choose...

by Course(s):

Apply

24 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	Period 9
Aranda,		ORCH 1 16 +	CHORUS 1 21 + CHORUS 2 8 +							
Arteaga,			AP CALCULUS BC 29 +							

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

Show: Limit to Doubletons

Filter by Subject: Choose...

by Course(s):

Apply

Customize Columns

Filter

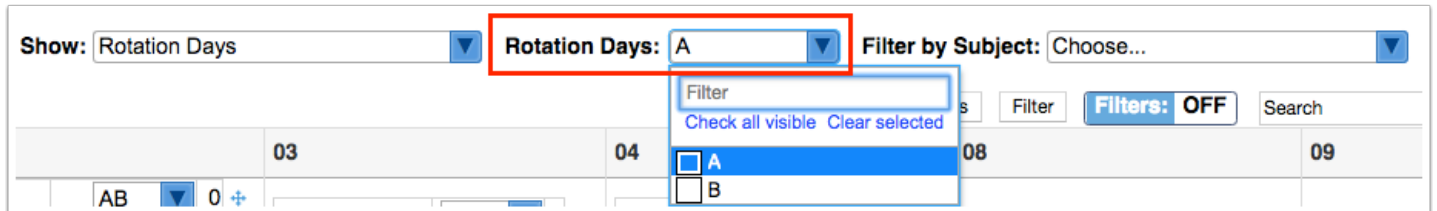
Filters: ON

Search

Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
	AP CALCULUS AB 29 +	AP CALCULUS AB 25 +					
	ACCESS ALGEBRA 1A 1 +	ACCESS GEOMETRY 0 +	Car Prep: 9-12 2 +	ACCESS US HIST 5 +			
		ACCESS GEOMETRY 1 +		ACCESS ECONOMICS 1 +			
	MEDICAL SKLS SERS 19 +	MEDICAL SKLS SERS 17 +	HEALTH SCI A & P 17 +	HEALTH SCI A & P 18 +			

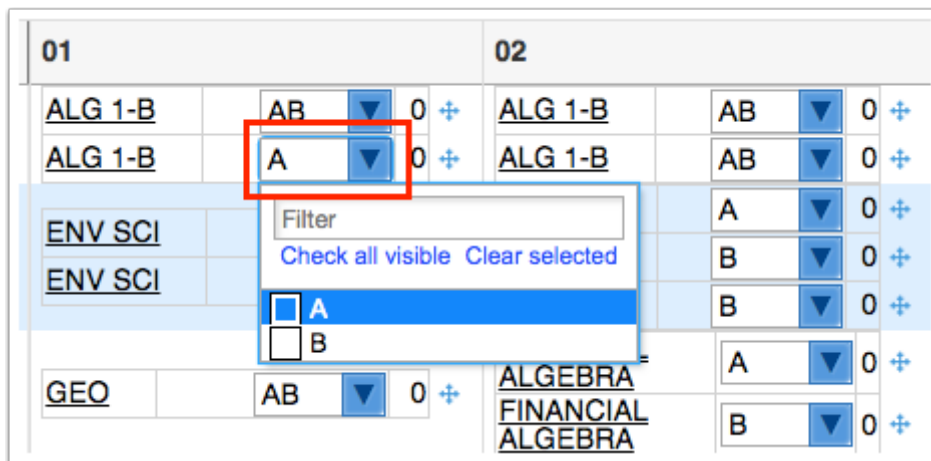
 The options selected from the **Show** pull-down are remembered and pre-loaded when you return to the Teacher Schedules Report screen.

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.



Show: **Rotation Days** **Rotation Days:** **A** **Filter by Subject:** Choose... **Filters:** OFF

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



01 02
 ALG 1-B AB 0 + ALG 1-B AB 0 +
 ALG 1-B A 0 + ALG 1-B AB 0 +
 ENV SCI A 0 +
 ENV SCI B 0 +
 GEO AB 0 + ALGEBRA A 0 +
 FINANCIAL B 0 +
 ALGEBRA

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.

99.34% fully scheduled

Show:

Filter by Subject: ENGLISH LANGUAGE ARTS

 by Course(s):

Apply

21 Teachers

Customize Columns

Filter

Filters: ON

Search

SS

PR

Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	
Allison									COMPOSITION I ENGLISH COMP II	0 + 0 +	
Armijo					Eng_3	4	Eng_3	12			
Bailey									ENGLISH COMP II	0 +	
Ballesteros						Eng_2	10	Eng_2	11		
Caldera		Eng_3	27 +	Eng_3	27 +	Eng_3	24 +	Eng_2	27 +	Eng_2	29 +
Caudill								Eng_3	9		
Caudill		AP ENG LIT COMPO	27 +	AP ENG LIT COMPO	25 +	Eng_Hon 1	25 +	Eng_Hon 1	30 +	Eng_Hon 1	26 +
Collado		Eng_Hon_2	28 +	Eng_Hon_2	26 +	JOURN 1 JOURN 2 JOURN 3 JOURN 4	15 + 3 + 1 + 0 +	JOURN 1 JOURN 2 JOURN 3 JOURN 4	12 + 16 + 7 + 3 +	Eng_Hon_2	26 +

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.

99.34% fully scheduled

Show: Filter by Subject: Choose...

by Course(s): 1001310 Eng 1, 1001320 Eng H...

Apply

5 Teachers

Customize Columns

Filter

Filters: ON

Search

OFF

Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
Caudill,		AP ENG LIT COMPO 27 +	AP ENG LIT COMPO 25 +	Eng Hon 1 25 +	Eng Hon 1 30 +	Eng Hon 1 26 +	AP ENG LIT COMPO 22 +			
Delvasus,		Eng Hon 1 30 +	Eng Hon 1 25 +	AP CAPSTONE SEMINAR 23 +	AP CAPSTONE SEMINAR 15 +	AP CAPSTONE RESEARCH 16 +	Eng Hon 1 28 +			
Lemus,		Eng 2 27 +	Eng 2 25 +	Eng 2 24 +	Eng 2 27 +	Eng Hon 1 27 +	Eng Hon 1 28 +			
Quinones,		Eng 4: FI Coll Prep 30 +	Eng 4: FI Coll Prep 26 +	Eng 4: FI Coll Prep 26 +	Eng 1 29 +	Eng 1 29 +	Eng 1 31 +			
Randall,		Eng 1 30 +	Eng 1 28 +	Eng 1 29	Eng 1 28	Eng 1 28	Eng 1 30 +			

💡 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.

Show: Rotation Days: A Filter by Subject: Choose...

FILTER RULES

02 Contains hon

Run Filter

Add Rule Clear Rules

Customize Columns

Filter

Filters: OFF

02	03	04	08	09	10
ENG HON 1 0 +	ENG HON 1 0 +	INTENS READ 0 +			
ENG HON 3 0 +	INTENS READ 0 +	ENG HON 3 0 +			
ENG HON 4 0 +	ENG 4: FL COLL PREP 0 +				
ENG HON 2 0 +	ENG 2 0 +	INTENS READ 0 +			
	ENG 1 CR 0 +				
ENG HON 3 0 +	ENG 2 CR 0 +	ENG HON 3 0 +			
	ENG 3 CR 0 +				
	ENG 4 CR 0 +				
ENG HON 2 0 +	ENG HON 2 0 +	ENG HON 2 0 +			

29 Teachers

Customize Columns Filter **Filters: ON**

Teacher	Contains	Not	02	03	04
Bartges,	Equals	Not	10T-R001 0 +	INTENS READ 1000410T-R002 0 +	INTENS READ 1000410T-R003 0 +
Boucher,	Starts with	Not	10NH-E001 0 +	INTENS READ 1000410NH-E002 0 +	ENG 3 1001370M-E007 0 +
Cappella,	Ends with	Not	10TH-001E 0 +	INTENS READ 1000410TH-002E 0 +	INTENS READ 1000410NH-E003 0 +
Clynes,	Has value	Not	10005 0 +	ENG HON 1 1001320-0006 0 +	ENG HON 1 1001320-0012 0 +
	Greater	Not	10JM-001E 0 +	INTENS READ 1000410JM-004E 0 +	INTENS READ 1000410A-0004 0 +
	Greater or equal	Not	04 0 +	INTENS READ 1000410JM-005E 0 +	ENG 3 1001370M-E001 0 +
	Less	Not			
	Less or equal	Not			
	Between	Not			

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

Show: Rotation Days Rotation Days: A, B Filter by Subject: Cr

Customize Columns Filter

01	02	03	04
INTENS READ AB 0 +	INTENS READ AB 0 +	INTENS READ AB 0 +	ENG HON 2
ENG 3 B 0 +	INTENS READ AB 0 +	ENG 3 A 0 +	
INTENS READ AB 0 +	INTENS READ AB 0 +	INTENS READ AB 0 +	
INTENS READ AB 0 +	INTENS READ AB 0 +	INTENS READ AB 0 +	

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

The hidden columns are struck out.


9. Click **Save**.

Customize Columns

01
02
03
04
08
09
10
11
12
13
35

Save Cancel


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.

116 Teachers 

Teacher	ITV	Period 1	Period 2
Aguilar,		MATH DATA & FIN LIT 26 +	GEO 25 +
Alcala,		BIO 1 18 +	BIO 1 17 +
Alejandro,		ALG 1 27	ALG 1 27 +
Alonso,		ENG 4: FL COLL PREP 25 +	ENG 4: FL COLL PREP 25 +


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.

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

 Customize Columns Filter Filters: ON Search


Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Pe
Balderas,		Alg 1 0	Alg 1 0		Alg 1 0 +					
Ballesteros,		MATH DATA & FIN LIT 0	MATH DATA & FIN LIT 0	LANG STRATEGIES 9-12 0 +	LANG STRATEGIES 9-12 0 +	Eng 2 0	Eng 2 0			

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



-  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.

0% fully scheduled														
Show: Filter by Subject: Choose... by Course(s): Apply														
53 Teachers 														
Customize Columns Filter Filters: OFF Search 														
Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
Cortes, 	THIRD GRADE 0 +	FNC BAS SKLS READ E 0 +	LANG ARTS GRADE 3 0 +		MATH GRADE THREE 0 +	SCIENCE GRADE THREE 0 +	SOC STUDIES 0 +	HEALTH GRADE 3 0 +						

2. Click the first "child" section.

0% fully scheduled														
Show: Filter by Subject: Choose... by Course(s): Apply														
53 Teachers 														
Customize Columns Filter Filters: OFF Search 														
Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
Cortes, 	THIRD GRADE 0 +	FNC BAS SKLS READ E 0 +	LANG ARTS GRADE 3 0 +		MATH GRADE THREE 0 +	SCIENCE GRADE THREE 0 +	SOC STUDIES 0 +	HEALTH GRADE 3 0 +						

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

FNC BAS SKLS READ E 5010020 3: Period 2 - 036 - Cortes

List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Cortes, (3497) 1 204 Room Display Room Optional Period 2 01 Bell Schedule MTWHF Meeting Days Full Year Marking Period 0 Seats IEP Seats ESOLELL Seats 036 Short Name Full Year Course History Term

Takes Attendance N/A Store Category Store Internal Section for Sale Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

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

Courses			
View/Edit this Course List Students in this Course List Unfilled Requests in this Course Search			
10 Subjects	14 Courses	8 Sections	
Subject	Course	Course Num	Section
Before/After Care	FNC BAS SKLS READ E	5010020 3	Period 1 - 001 - Posada
ESE Teachers	HEALTH - GRADE 3	5008050	Period 1 - 002 - Solano
Fifth Grade	LANG ARTS GRADE 3	50100443	Period 1 - 003 - Benavides
First Grade	MATH GRADE THREE	5012050	Period 1 - 200 - Roldan
Fourth Grade	MUSIC-INTERM 1	50130903	Period 1 - 302 - Cortes
Kindergarten	PHYSICAL EDUCATION 3	5015050	Period 1 - 603 - Delgadillo
Pre-K	SCIENCE GRADE THREE	5020040	Period 1 - 9013 - Barrios
Second Grade	SOC STUDIES 3	5021050	Period 1 - 907 - Bahena
Third Grade	THIRD GRADE	5100090	

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

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

FNC BAS SKLS READ E 5010020 3: Period 2 - 036 - Cortes

List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Cortes, (3497) 1 204 Room Display Room Optional Period 2 01 Bell Schedule MTWHF Meeting Days Full Year Marking Period 0 Seats IEP Seats ESOLELL Seats 036 Short Name Full Year Course History Term

Takes Attendance N/A Store Category Store Internal Section for Sale Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Standard District Calendar THIRD GRADE: Period 1 - 302 - Cortes Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

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**.

[illegible]

2. Enter the Report Title and click OK.

Create new Saved Report

Please enter a name for your new saved report.

This report will be a dynamic report available from the reports menu. All the criteria you entered on the previous screen will be saved so that you can run this report at any time. You will also be able to publish this report to other users once you've saved it.

Report Title

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.

My Reports

Published Reports

Your report "Third Grade" has been saved.

Save

Export

Filter: OFF

	Run	Title	Date Created	Program	Last Used	Allowed Profiles	Published	Allowed Schools	Comments
		Third Grade	05/10/2023	Teacher Schedules Report		<input type="text"/>		Focus Elem...	

Printing and Exporting the Teacher Schedules Report

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

0% fully scheduled														Show: <div></div>		Filter by Subject: <div>Choose...</div>		by Course(s): <div></div>		Apply			
53 Teachers <div><div></div><div></div></div>														Customize Columns		Filter		Filters: OFF		Search <div></div>		<div></div>	
Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14									
Cortes,	THIRD GRADE	0 + FNC BAS ARTS SKLS READ E	0 + LANG ARTS GRADE 3	0 +	MATH GRADE THREE	0 +	SCIENCE GRADE THREE	0 +	SOC STUDIES 3	0 +	HEALTH - GRADE 3	0 +											
Delgadillo,	THIRD GRADE	0 + FNC BAS ARTS SKLS READ E	0 + LANG GRADE THREE 3	0 +	MATH GRADE THREE	0 +	SCIENCE GRADE THREE	0 +	SOC STUDIES 3	0 +	HEALTH - GRADE 3	0 +											

The report is downloaded to your computer.

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

0% fully scheduled														
Show: <div></div> Filter by Subject: Choose... by Course(s): <div></div> Apply														
53 Teachers <div><div></div><div></div><div></div></div>														
<div>Customize Columns</div> <div>Filter</div> <div>Filters: OFF</div> <div>Search</div> <div></div>														
Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
<div>Cortes.</div>	THIRD GRADE	0 + <div>FNC BAS SKLS READ E</div>	0 + <div>LANG ARTS GRADE 3</div>		MATH GRADE THREE	0 +	SCIENCE GRADE THREE	0 +	SOC STUDIES	0 +	HEALTH - GRADE 3	0 +		
<div>Delgadillo.</div>	THIRD GRADE	0 + <div>FNC BAS SKLS READ E</div>	0 + <div>LANG ARTS GRADE 3</div>	0 +	MATH GRADE THREE	0 +	SCIENCE GRADE THREE	0 +	SOC STUDIES	0 +	HEALTH - GRADE 3	0 +		

Follow your printer's prompts to print the report.