



# **scheduling\_msg\_instructor\_schedule\_body**



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Enter the selection criteria:


<b>Semester</b>	Select the semester for which you want to run the report, or select <b>All Semesters</b> to run the report for all semesters.  For four-semester campuses, options for semesters 3 and 4 are also displayed.
<b>Sort</b>	Select the sort order for the report.
<b>Include Instructor SSN</b>	Select to print the instructor's social security number on the report.

Click **Retrieve Report**.


- [Review, save, or print the report.](#)

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)  
When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



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