

Instructor Schedule

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Scheduling > Maintenance > Master Schedule Generator > Generate Campus Schedule > Instr Sched

This tab allows you to produce the Schedule of Classes (Next Yr) report (SCH2500) which provides a chart of courses scheduled for the next year and the instructors who will be teaching the courses (from the Resource Allocator and campus master schedule). The data is created by the master schedule generator.

The page only displays instructors who have data in all **Maximum Values** fields (except **Study Halls/Day**) on Maintenance > Master Schedule Generator > Resource Allocator > Instructors.

The enrollment counts are from the temporary schedules created by the trial scheduling load. If you do not run a trial scheduling load, no enrollment counts are displayed on the report.

View report:

❑ Enter the selection criteria:

Semester	Select the semester for which you want to run the report, or select **All Semesters** to run the report for all semesters. For four-semester campuses, options for semesters 3 and 4 are also displayed.
Sort	Select the sort order for the report.
Include Instructor SSN	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 First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last 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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