

Course/Instructor

Table of Contents

Course/Instructor 1

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Scheduling > Maintenance > Master Schedule Generator > Resource Allocator > Crs/Instr

This tab allows you to view and print the Courses Assigned to Teachers report and the Teachers with Fixed Courses report. The reports display information entered in the **Courses** section of the Resource Allocator Instructors tab.

View report:

❑ Enter the report criteria:

Sort Report By	**Course**	Select to sort by course number then by instructor ID.
	Instructor	Select to sort by instructor ID then by course.
Course	Select a course, or select *All* to produce the report for all courses.	
Instructor	Select a instructor, or select *All* to produce the report for all instructors.	

❑ 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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Back Cover