

Teacher Schedule Batch

Last Modified on 10/22/2022 10:02 am CDT

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Classic View: Scheduling > Reports > Teacher Schedule Batch

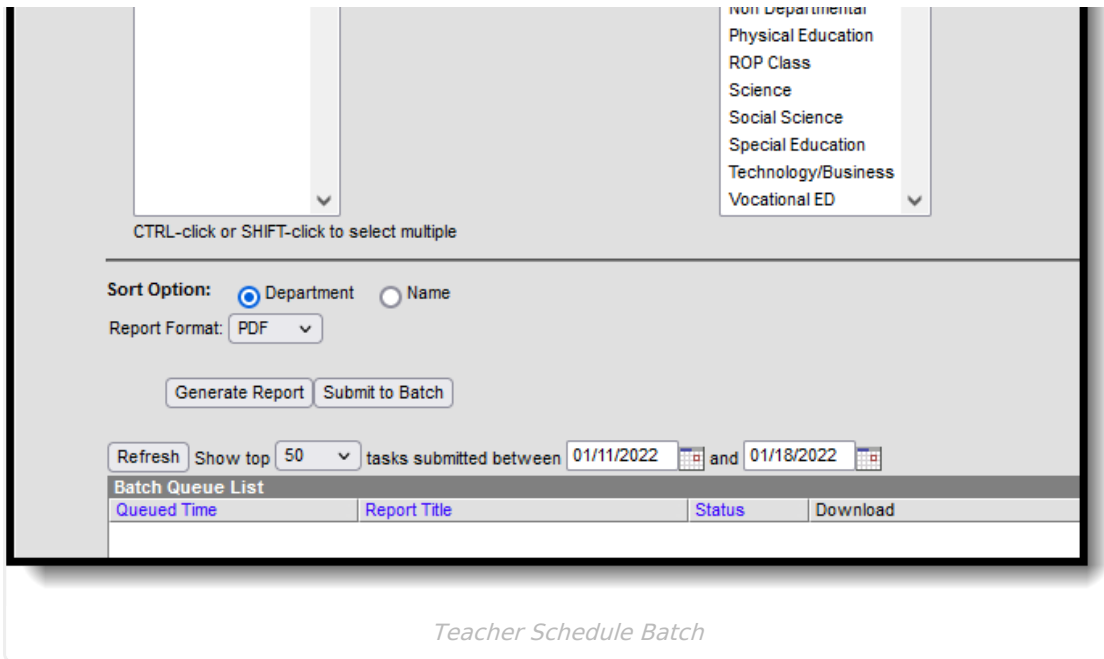
Search Terms: Teacher Schedule

The **Teacher Schedule Batch** Report batch prints teachers' schedules, one page per teacher. This report can be used to give to teachers letting them know when their course sections meet. Course sections print for the terms in which the teacher is the active Primary Teacher or Teacher, based on the start and end dates on the Section Staff History editor.

The screenshot shows the configuration interface for the Teacher Schedule Batch Report. At the top, there is a navigation bar with the Infinite Campus logo and a search icon. Below the navigation bar, the page title is "Teacher Schedule Batch Report" with a star icon. A blue header bar contains the text "Teacher Schedule Report".

The main content area contains the following sections:

- Introduction:** A paragraph explaining that the report is limited to 9 course sections per period and includes a warning if the limit is exceeded. Below this is a note: "This is a very complex report, so try to limit the number of teachers run per batch."
- Filters:** Three dropdown menus for "Term" (All Terms, Q1, Q2, Q3, Q4), "Period Schedule" (All Period Schedules, 6-Period, Early-Release), and "Period" (All Periods, 1, 2, 3, 4, 5-Lunch 7, 5-Lunch 8, 6). A note below states: "CTRL-click or SHIFT-click to select multiple".
- Report Layout:** Radio buttons for "Table" (selected) and "List".
- Group By:** Radio buttons for "Course" (selected) and "Days".
- Display Options:** Checkboxes for "Teacher Display Name" and "Include Responsive Sections", both currently unchecked.
- Orientation:** Radio buttons for "Portrait" (selected) and "Landscape".
- School Comment:** A text input field with the label "School Comment (printed on all)".
- Teacher Selection:** A section titled "Which teachers would you like to include in the report?" containing a dropdown menu "Select Teachers (Total: 31)" with options: All, Staff, Ada, Staff, Adam, Staff, Beth, Staff, Brian, Staff, Callie, Staff, Charles.
- Department Selection:** A dropdown menu "Select Departments (Total: 15)" with options: All, Agriculture, Applied Arts, Core, Fine Arts, Foreign Language, Language Arts, Math, Non-Departmental.



This is a very complex report. It is recommended that the number of teachers selected for the report is limited. Select teachers for the report in sets.

Report Editor

Field	Description
Term, Period Schedule, Periods	Lists the Term(s) (quarter, trimester, etc.), Period Schedule(s) and Period(s) included in the report.
Report Layout	<p>Determines the printed layout of the report - in a Table format or in a List format.</p> <p>When using the Table format, the report is limited to nine course sections in a single period. If the schedule exceeds this limit, a warning message displays at the end of the period in question.</p>
Group By	<p>Allows the results of the report to be organized by Course or by Days.</p> <ul style="list-style-type: none"> Grouping by Course lists the name of the Course first, and uses the teacher's Staff History record to determine in which term/period the course is listed. Grouping by Day lists the name of Period Schedule first - A Day, B Day, etc. <p>When the Report Layout option is Table, the report can only be grouped by Days.</p> <p>When the Report Layout option is List, the report can be grouped by either Course or Days.</p>

Field	Description
Display Options	<p>When marked, the following prints on the Report:</p> <ul style="list-style-type: none"> • Teacher Display Name - prints the name of the teacher as entered in the Teacher Display Name field on the Section Editor • Include Responsive Sections - Includes responsive offerings taught by the teacher to the printed report
Orientation	Indicates the layout of the report - Portrait or Landscape.
School Comment	Allows users to include a comment which displays at the top of all printed teacher schedules. School comments can be modified at any time and should be applicable to those people receiving the schedule.
Select Teachers	<p>Lists the teachers for which teacher schedules can be printed.</p> <p>Both active and inactive teachers are available for selection; inactive teachers display in red in the Select Teachers list.</p>
Select Departments	Lists the departments for which teacher schedules can be printed. Department, in this context, refers to the Department of the teacher, not the Department of the Course, and requires the Department field to be populated on the teacher's District Assignment record.
Sort Option	<p>Determines how the report sorts - by Department or by Teacher Name.</p> <p>Teachers who are not assigned a Department on their District Assignment record print at the end of the report when choosing to sort by department.</p>
Report Format	Indicates how the report generates - in PDF or DOCX format.
Report Generation	<p>Two buttons are available for report generations:</p> <ul style="list-style-type: none"> • Generate Report - displays the report instantly. • Submit to Batch - allows the user to choose when the report generates. This option is helpful when choosing many schedules to print.

Generate the Report

1. Select the **Terms**, **Period Schedules** and **Periods** to include in the report.
2. Choose the desired **Report Layout** option.
3. Select the desired **Group by** option.
4. Mark the desired **Display Options**.
5. Select the desired **Orientation**.
6. If desired, enter a **School Comment**.
7. Select the **Teachers** and/or **Departments** to include on the report.

8. Select the desired **Sort Option**.
9. Select the desired **Report Format**.
10. Click the **Generate Report** button to display the results of the report immediately, or click the **Submit to Batch** button to choose when the report generates.

The student count total is the number of students enrolled in the section on the last day of the term. The teacher name that prints on the report is the Teacher Display Name (assigned on the Section Staff History editor).

2019-20 High School		Teacher Schedule Report Staff, Jamie Department: Staff Number: 999 Email: Courses: 5 Sections: 11		
Generate on 05/13/2020 01:49:00 PM Page 1 of 1				
Comments: This is a school comment.				
	Q1 (09/03/19-11/01/19)	Q2 (11/04/19-01/17/20)	Q3 (01/21/20-03/20/20)	Q4 (03/30/20-06/03/20)
00	0000-57 Advisory Rm: 0359 Student Count: 17 Teacher Display Name: Staff, Jamie	0000-57 Advisory Rm: 0359 Student Count: 17 Teacher Display Name: Staff, Jamie	0000-57 Advisory Rm: 0359 Student Count: 17 Teacher Display Name: Staff, Jamie	0000-57 Advisory Rm: 0359 Student Count: 17 Teacher Display Name: Staff, Jamie
01	4014-9 Pre-Calculus I Rm: 0346 Student Count: 28 Teacher Display Name: Staff, Jamie	4014-9 Pre-Calculus I Rm: 0346 Student Count: 28 Teacher Display Name: Staff, Jamie	4015-9 Pre-Calculus II Rm: Student Count: 31 Teacher Display Name: Staff, Jamie	4015-9 Pre-Calculus II Rm: Student Count: 31 Teacher Display Name: Staff, Jamie
02	4014-6 Pre-Calculus I Rm: 0346 Student Count: 28 Teacher Display Name: Staff, Jamie	4014-6 Pre-Calculus I Rm: 0346 Student Count: 28 Teacher Display Name: Staff, Jamie	4015-6 Pre-Calculus II Rm: Student Count: 29 Teacher Display Name: Staff, Jamie	4015-6 Pre-Calculus II Rm: Student Count: 29 Teacher Display Name: Staff, Jamie
03	4014-10 Pre-Calculus I Rm: 0346 Student Count: 29 Teacher Display Name: Staff, Jamie	4014-10 Pre-Calculus I Rm: 0346 Student Count: 29 Teacher Display Name: Staff, Jamie	4449-3 H.S. Algebra Standard II Rm: Student Count: 25 Teacher Display Name: Staff, Jamie	4449-3 H.S. Algebra Standard II Rm: Student Count: 25 Teacher Display Name: Staff, Jamie
04	EMPTY	EMPTY	EMPTY	EMPTY

Teacher Schedule Batch - Table Layout, PDF Format

2019-20 High School		Teacher Schedule Report Staff, Jamie Department: Staff Number: 999 Email: Course count: 5 Section Count: 11			
Generated on 05/13/2020 02:59:24 PM Page 1 of 2					
Term: Q1 (2019-09-03 00:00:00.0 - 2019-11-01 00:00:00.0)					
Day	Begin	End	Time	Course	Room
00	00	00	-	0000-57 Advisory (Student Count: 22)	0359
01	01	01	7:20 AM-8:11 AM	4014-9 Pre-Calculus I (Student Count: 34)	0346
02	02	02	8:18 AM-9:05 AM	4014-6 Pre-Calculus I (Student Count: 33)	0346
03	03	03	9:12 AM-9:59 AM	4014-10 Pre-Calculus I (Student Count: 34)	0346
04	04	04	10:06 AM-10:53 AM	Empty	
05	05	05	11:00 AM-12:19 PM	Empty	
06	06	06	12:26 PM-1:13 PM	4448-3 H.S. Algebra Standard I (Student Count: 40)	0346
07	07	07	1:20 PM-2:10 PM	4448-4 H.S. Algebra Standard I (Student Count: 39)	0346
08	08	08	-	Empty	
09	09	09	-	Empty	
10	10	10	-	Empty	
Term: Q2 (2019-11-04 00:00:00.0 - 2020-01-17 00:00:00.0)					
Day	Begin	End	Time	Course	Room
00	00	00	-	0000-57 Advisory (Student Count: 22)	0359
01	01	01	7:20 AM-8:11 AM	4014-9 Pre-Calculus I (Student Count: 34)	0346
02	02	02	8:18 AM-9:05 AM	4014-6 Pre-Calculus I (Student Count: 33)	0346
03	03	03	9:12 AM-9:59 AM	4014-10 Pre-Calculus I (Student Count: 34)	0346
04	04	04	10:06 AM-10:53 AM	Empty	
05	05	05	11:00 AM-12:19 PM	Empty	
06	06	06	12:26 PM-1:13 PM	4448-3 H.S. Algebra Standard I (Student Count: 40)	0346
07	07	07	1:20 PM-2:10 PM	4448-4 H.S. Algebra Standard I (Student Count: 39)	0346
08	08	08	-	Empty	
09	09	09	-	Empty	
10	10	10	-	Empty	

Teacher Schedule Batch - List Layout, DOCX Format

2021-22 High School Generated on 08/26/21 11:56:43 AM Page 1 of 1	Teacher Schedule Report Staff, Jill Department: Staff Number: 9991 Email: Courses: 2 Sections: 6
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Term: Q1 (07/01/21 - 09/30/21)						
Course	Teacher	Room	Day	Begin	End	Time
1700-13 English 9 I (Student Count: 0)	Staff, Lynn		A	01	02	07:20 AM - 08:40 AM
1700-15 English 9 I (Student Count: 0)	Staff, Lynn		B	01	02	07:20 AM - 08:40 AM
1700-19 English 9 I (Student Count: 0)	Staff, Lynn		A	05	06	11:22 AM - 12:42 PM
1700-14 English 9 I (Student Count: 0)	Staff, Lynn		B	07	08	12:50 PM - 02:10 PM
1702-8 English 10 I (Student Count: 0)	Staff, Lynn		A	03	04	08:47 AM - 11:22 AM
1702-9 English 10 I (Student Count: 0)	Staff, Lynn		B	03	04	08:47 AM - 11:22 AM

Term: Q2 (10/01/21 - 12/31/21)						
Course	Teacher	Room	Day	Begin	End	Time
1700-13 English 9 I (Student Count: 0)	Staff, Lynn		A	01	02	07:20 AM - 08:40 AM
1700-15 English 9 I (Student Count: 0)	Staff, Lynn		B	01	02	07:20 AM - 08:40 AM
1700-19 English 9 I (Student Count: 0)	Staff, Lynn		A	05	06	11:22 AM - 12:42 PM
1700-14 English 9 I (Student Count: 0)	Staff, Lynn		B	07	08	12:50 PM - 02:10 PM
1702-8 English 10 I (Student Count: 0)	Staff, Lynn		A	03	04	08:47 AM - 11:22 AM
1702-9 English 10 I (Student Count: 0)	Staff, Lynn		B	03	04	08:47 AM - 11:22 AM

Term: Q3 (01/03/2022 - 03/31/2022)						
Course	Teacher	Room	Day	Begin	End	Time

Term: Q4 (04/01/2022 - 06/30/2022)						
Course	Teacher	Room	Day	Begin	End	Time

Teacher Schedule Batch - List Format, Group by Courses

2021-22 High School Generated on 08/26/21 11:57:13 AM Page 1 of 2	Teacher Schedule Report Staff, Jill Department: Staff Number: 9991 Email: Courses: 2 Sections: 6
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Term: Q1 (07/01/21 - 09/30/21)						
Day	Begin	End	Time	Course	Teacher	Room
A	00	00	-	Empty		
	01	02	7:20 AM-8:40 AM	1700-13 English 9 I (Student Count: 0)	Staff, Lynn	
	03	04	8:47 AM-11:22 AM	1702-8 English 10 I (Student Count: 0)	Staff, Lynn	
	05	06	11:22 AM-12:42 PM	1700-19 English 9 I (Student Count: 0)	Staff, Lynn	
	07	07	12:50 PM-1:20 PM	Empty		
	08	08	1:20 PM-2:10 PM	Empty		
	09	09	-	Empty		
	10	10	-	Empty		
	00	00	-	Empty		
	B	01	02	7:20 AM-8:40 AM	1700-15 English 9 I (Student Count: 0)	Staff, Lynn
03		04	8:47 AM-11:22 AM	1702-9 English 10 I (Student Count: 0)	Staff, Lynn	
05		05	11:22 AM-12:00 PM	Empty		
06		06	12:00 PM-12:42 PM	Empty		
07		08	12:50 PM-2:10 PM	1700-14 English 9 I (Student Count: 0)	Staff, Lynn	
09		09	-	Empty		
10		10	-	Empty		

Term: Q2 (10/01/21 - 12/31/21)						
Day	Begin	End	Time	Course	Teacher	Room
A	00	00	-	Empty		
	01	02	7:20 AM-8:40 AM	1700-13 English 9 I (Student Count: 0)	Staff, Lynn	
	03	04	8:47 AM-11:22 AM	1702-8 English 10 I (Student Count: 0)	Staff, Lynn	
	05	06	11:22 AM-12:42 PM	1700-19 English 9 I (Student Count: 0)	Staff, Lynn	
	07	07	12:50 PM-1:20 PM	Empty		
	08	08	1:20 PM-2:10 PM	Empty		
	09	09	-	Empty		
	10	10	-	Empty		
	00	00	-	Empty		
	B	01	02	7:20 AM-8:40 AM	1700-15 English 9 I (Student Count: 0)	Staff, Lynn
03		04	8:47 AM-11:22 AM	1702-9 English 10 I (Student Count: 0)	Staff, Lynn	
05		05	11:22 AM-12:00 PM	Empty		
06		06	12:00 PM-12:42 PM	Empty		
07		08	12:50 PM-2:10 PM	1700-14 English 9 I (Student Count: 0)	Staff, Lynn	
09		09	-	Empty		
10		10	-	Empty		

Teacher Schedule Batch - List Format, Group by Days

