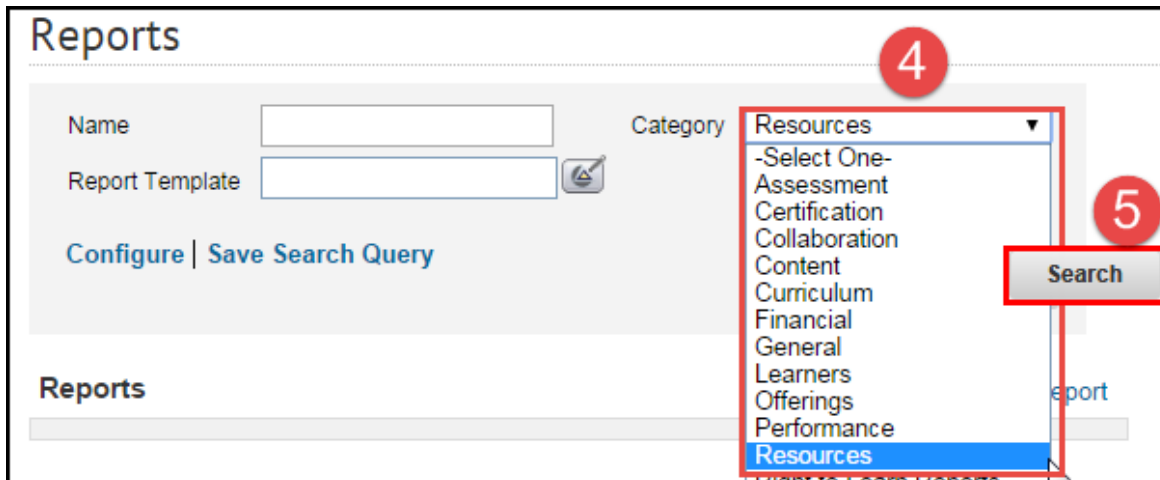
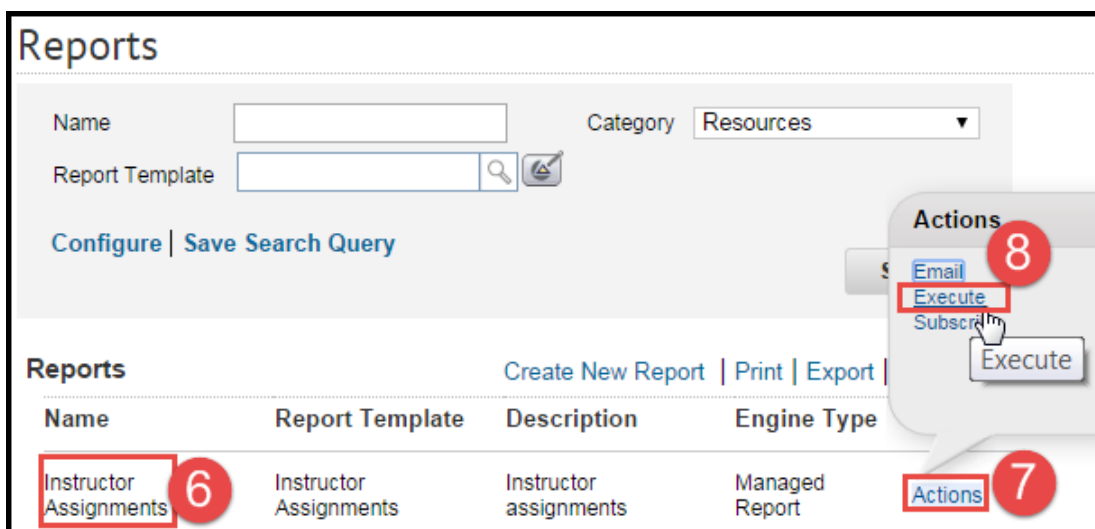


## Instructor: Printing an Instructor Schedule Using Reports

1. Click the **Admin** icon.
2. Click the **Instructor** tab on the top page navigation.
3. Click **Reports** in the left hand navigation.
4. Use the **Category** drop down to limit the report returns to a specific category  
**Note:** Choose **Resources** (for **Instructor Assignments** and any other available resource reports).
5. Click **Search**.



6. Find **Instructor Assignments** in the results.
7. Hover over the **Actions** hyperlink.
8. Click **Execute** in the pop-up bubble.



## Instructor: Printing an Instructor Schedule Using Reports

- Enter Instructor Uniqname and date ranges.
- Click **Generate Report**.

### Report Parameters - Instructor Assignments

Username\*  🔍 📄

Offering Start Date Beginning Range  📅 9

Offering Start Date Ending Range\*  📅 10

**Generate Report** Ca

- Report opens with all information within the date parameters.

Instructor Assignments									
For the period including 03/01/2014 to 03/31/2014									
Instructor	Demeester, Debra (DDEMEEST)								
Email	ddemeest@example.com								
Offering Title	Offering No	Offering Date Range	Session Template	Offering Status	Delivery Type	Location	Current Enrolls	Max Enrolls	Min Enrolls
Debbie's Super Power Course	DD02	3/4/2014 - 3/4/2014	Tue 01:00pm-02:00p m: 1 hr	Open - Normal	Instructor-Led	north campus research complex bldg 100	1	15	1
Erik's Test Course for ILT Reg process	DOES RDI UPDATE TRIGGER AN EMAIL?	3/5/2014 - 3/5/2014	Wed 01:00pm-02:00p m: 1 hr	Open - Normal	Instructor-Led	administrative services building	1	20	1
Erik's Test Course for ILT Reg process	TSH TEST 2	3/6/2014 - 3/6/2014	Thu 01:00am-05:00a m: 4 hrs	Open - Normal	Instructor-Led	university hospital	0	20	0
Debbie's Super Power Course	DD010	3/10/2014 - 3/10/2014	Mon 01:00pm-07:00p m: 6 hrs	Open - Normal	Instructor-Led	arbor lakes bldg 1	0	15	1
Debbie's Super Power Course	DD011	3/11/2014 - 3/11/2014	Tue 01:00pm-05:00p m: 4 hrs	Open - Normal	Instructor-Led	north campus research complex bldg 300	0	15	1

- Click the printer icon in the upper left hand corner to print the document.

🖨️ 10
100%

**Main Report**

### Instructor Assignments

For the period including 03/01/2014 to 03/31/2014

Instructor **Demeester, Debra (DDEMEEST)**

Email **ddemeest@example.com**

Offering Title	Offering No	Offering Date Range	Session Template	Offering Status	Delivery Type	Location	Current Enrolls	Max Enrolls	Min Enrolls
Debbie's Super Power Course	DD02	3/4/2014 - 3/4/2014	Tue 01:00pm-02:00p m: 1 hr	Open - Normal	Instructor-Led	north campus research complex bldg	1	15	1

- Click the **Export** button in the **Print to PDF** pop up.