

Instructor Assignment Report

Path: Admin Toolbar > Advanced > Faculty Management > Instructor Assignment Report > Select Program > Select Academic Year

The screenshot shows the Leo Admin Toolbar with the following elements:

- Leo Logo** in the top left corner.
- Navigation Menu** on the left with the following items:
 - Faculty Management (highlighted with an orange box)
 - Faculty Type
 - Faculty Event Role
 - Faculty Event Discipline
 - Instructor Assignment Report (highlighted with an orange box)
- Top Bar** with the following items:
 - Calendar
 - Courses
 - Search
 - Mail icon
 - Notification bell icon
 - Star icon
 - Monitor icon with a red '3' badge
 - User profile icon
- Main Content Area** titled "Instructor Assignment Report" with a "Close" button in the top right corner.
 - Get Program** section with a "Select Program" dropdown menu (highlighted with an orange circle).
 - Please select a year from the list below** section with a "Select Year" dropdown menu (highlighted with an orange circle).

Specify Date Range for Report

1. **Begin Date and End Date:** Select from pop-up calendar
2. Select **All Instructors** (with/Without Dept) or select specific Instructors
3. **Run Report**

The screenshot shows the "Instructor Assignment Report" form with the following elements:

- Header:** "Specify Date Range for Instructor Assignment Report" and "Program: MEDICINE".
- 1:** "Begin Date" (2018-08-01) and "To Date" (2019-07-31) fields, both with "(Click for pop-up calendar)" text below them. These fields are highlighted with an orange box.
- 3:** "Run Report" button, highlighted with an orange box and an arrow pointing to it from the number 3.
- 2:** "Select Users:" section, highlighted with an orange box. It includes a checkbox for "All Instructors (With/Without Dept)" and a list of instructors with checkboxes:
 - Agosto, Vannesa
 - Alexandra, Jane
 - Alvarado, Sherman
 - Asner, Julia
 - Barnes, Mark
 - Bohlson, Suzanne
 - Dean, Faculty
 - Dean, Frank
 - Faculty, Duke
 - Loose, Richard

Report Grouped by Instructor


This report will display data grouped by Instructor, that will return the following columns:

- Date of event
- Start Time to End Time
- Rooms used (all for linked event set)
- Event Name
- Student Groups (all for linked event set)
- Event Type
- Faculty - Event Role (all for linked event set)
- Course Name
- Hours

Detail Faculty Activity Report

View by Page

Close



Report grouped by instructor

Ln#	Date	From	To	Rooms Used	Event Name	Groups	Activity Type	Instructors	Course	Hours	Credit
1	2020-01-08:10 AM	10:10 AM	student union	(T) (L) test events	test groups-2, test groups-3	Lunch	u. 7186(x0.00) u. 7186 - *NO ROLE* u. 8535 - *NO ROLE*	Medical Science 2.00 5 SOM 2019/2020 R1 - Main Campus	0		
2	2020-01-18:10 AM	10:10 AM	student union	(T) (L) chris test - 2018-02-23	test groups-2, test groups-3	Lunch	u. 7186(x0.00) u. 7186 - *NO ROLE* u. 8535 - *NO ROLE*	Medical Science 2.00 5 SOM 2019/2020 R1 - Main Campus	0		
3	2020-06-12:10 AM	10:10 AM	1120A MSB	(T) (L) Clinical Problem Solving	CARDIOMED2019Small Group CPS-2, CPS-3, CPS-4, CPS-5, CPS-6, CPS-7, CPS-1		u. 7186(x2.00) u. 7186 - *NO ROLE* J. Abbott - Facilitator	Cardiovascular 2.00 Medicine SOM 2019/2020 R1 - Main Campus	4		

The report will be available in PDF format to download (download arrow above).