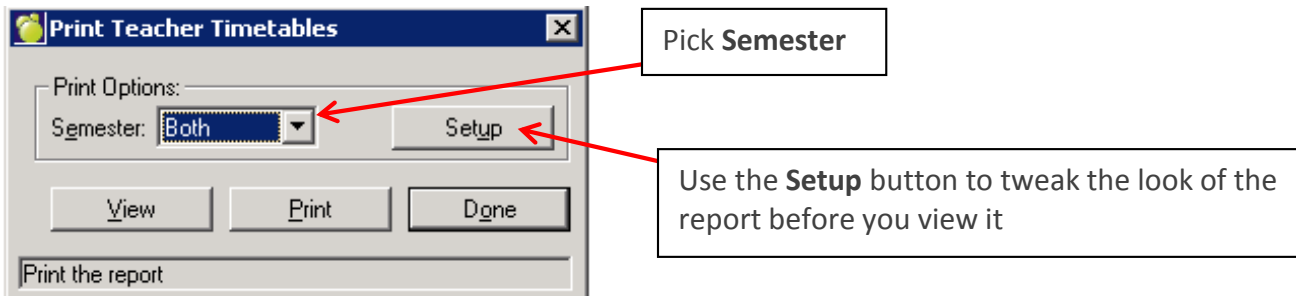


HOW TO PRINT TEACHER TIMETABLES

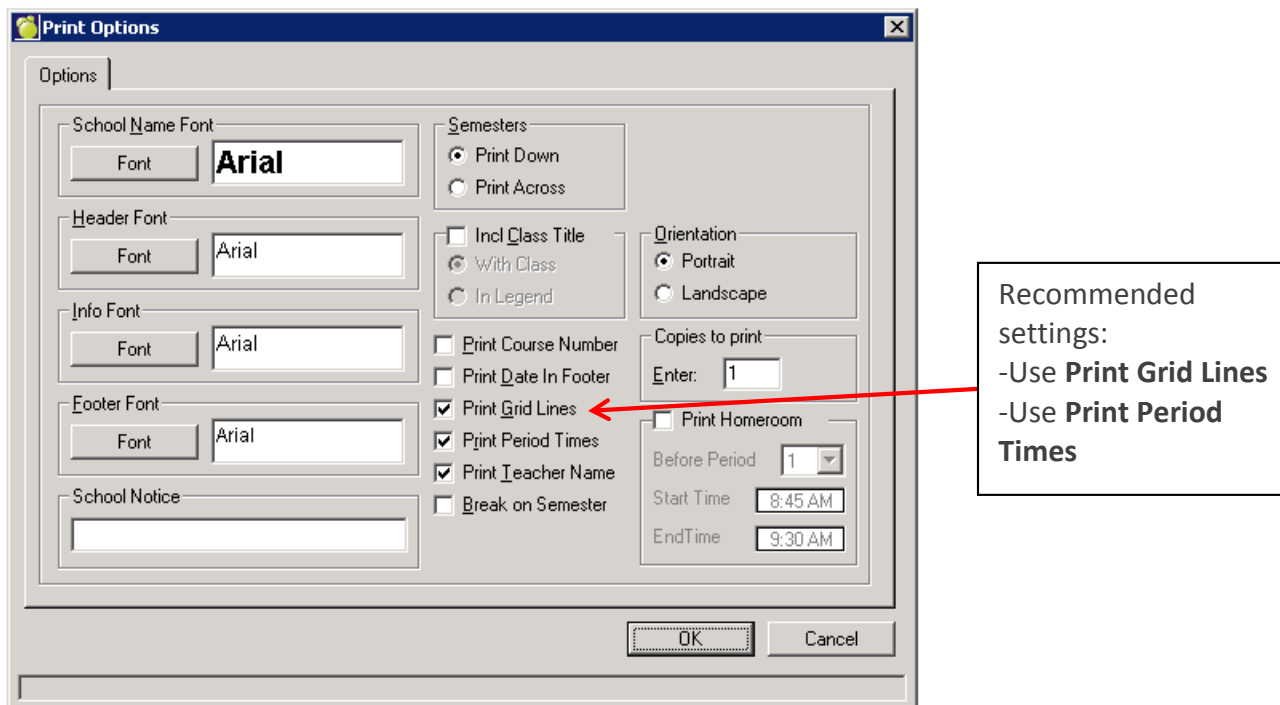
This document explains how to do print timetables for teachers from Maplewood. Note that this is only possible if your classes have been timetabled in the SIS. For most elementary schools, they are not – it depends whether the school wants to do it or not. Senior high school classes are typically always timetabled.

1. Go to **Staff -> Print Teacher Timetables**

2. In the **Print Teacher Timetables** screen that opens, select the **Semester** you want to print the timetables for. If you select **Both**, both semesters' timetables will be printed:

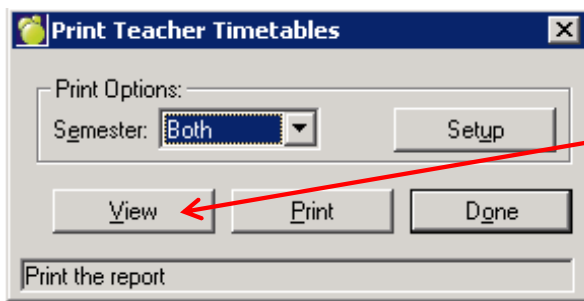


3. To change how the timetables print, click the **Setup** button. The **Print Options** screen opens up:



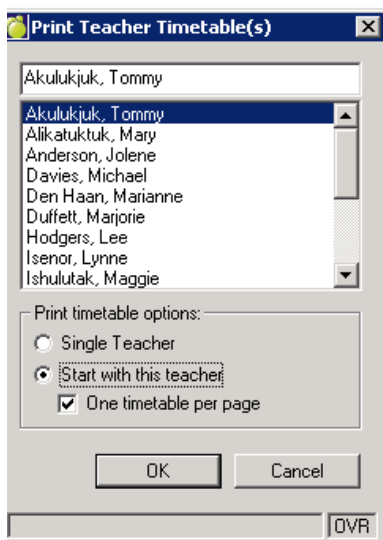
4. It is a good idea to at least check **Print Grid Lines**. Check any other boxes that you would like to apply to the report. You can also change the printing fonts here by clicking the **Font** buttons on the left. When done, click **OK**.

5. Back in the **Print Teacher Timetables** screen, click **View**:



Back in the Print Teacher Timetables window, click **View** to produce the report

6. In the next screen you will select the teachers for which you want to print the timetables. If you select **Single Teacher**, the timetable for the highlighted teacher will be printed. If you select **Start with this teacher**, you can print timetables for many teachers. Highlight the first teacher in the list and click **OK** to print timetables for everybody:



7. Print the resulting report or save it as a PDF to your remote desktop. If you then want to transfer the PDF file to your local computer, you can copy the PDF to your local desktop by using copy-paste: right-click the PDF file on remote desktop, select **Copy**. Minimize remote desktop window. Right-click your local desktop and select **Paste**.

8. Close the report and click **Done** on the Print Teacher Timetable dialog to close it.