

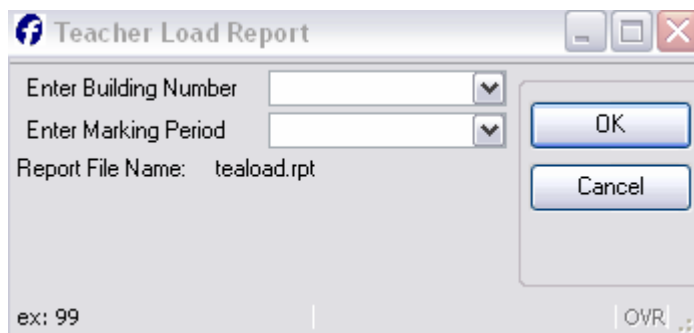
## Teacher Load Report

This program was created to replace the teacher load IQ report. It will list all the teachers in your building and the number of students that they have per class period. It also gives each teachers total per day. This report can be used for any of the four marking periods. It does not include resolved conflicts in with the class totals.

### Menu Path:

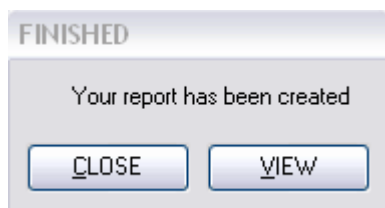
Fort Smith Applications > Teacher Load Report (run this after the first day of school) -or--

Fort Smith Applications > Teacher Load - Before School Starts (run this before the first day of school)



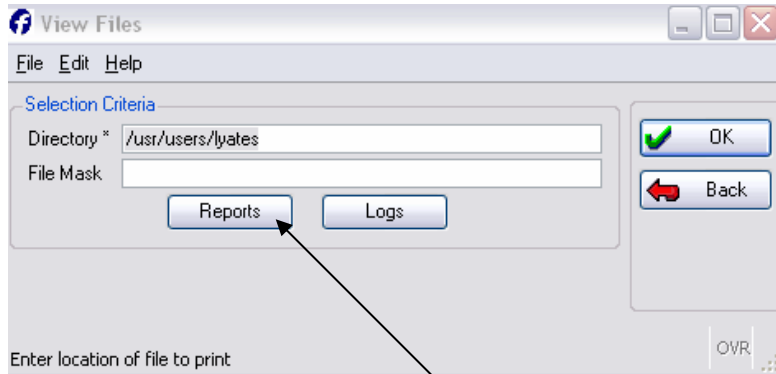
- Select the building number ▼
- Select the Marking Period ▼
- Click OK

After the report has finished creating the following window will appear.



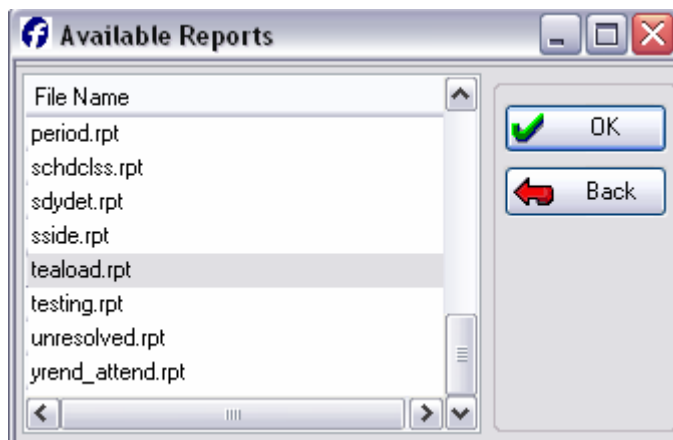
- Click Close to close the window (Choosing this will still save the report in your report directory)
- Click View to view and print the report

The following screen will appear after the View button has been clicked.



- Select **Reports** from this window
- Click **OK**

The following screen will appear.



- Select teaload.rpt
- Click **OK**

You may also access the teacher load report at any time by going to

**Reports > View Files**