Pull a Scheduling Report

Step 1: Click on My Responsibilities

Step 2: Click on the area depicted by the red circle

Step 3: Click on System

Step 4: Click on Reporting

Step 4: Click on Reports Console
Pull a Scheduling Report

Step 5: Type in scheduling for the Search Text and then click search

Step 6: Click on Classroom Course Scheduling

Step 7: Click select
Pull a Scheduling Report

Step 8: Type in the start and end date you desire. Click run report.