

Other functions and features:

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❑ Existing instructors are displayed in order by instructor ID.

- If there are multiple pages, page through the list.

❑ Click **+Add** to add an instructor. The fields below the grid are enabled:

Instr ID	Type the three-digit instructor number to add to the campus master schedule.
Staff ID	Do one of the following depending on whether the district uses staff IDs or social security numbers (i.e., the setting for **Student Applications Staff ID** on Registration > Maintenance > District Profile > District Maintenance > Control Info): • If the field is still set to *SSN*, type the instructor's social security number. • If the field is set to *Employee Number*, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number. • If the field is set to *Employee Number*, and the employee demographic table contains employee number information, you must click ⋮ to select an instructor's employee number. Employees and non-employees will be available in the lookup if the employee demographic table contains values for their social security number, date of birth, and sex. If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID. If you have run the Set Staff ID to Employee Number utility, and an employee needs to have a temporary login (e.g., for TeacherPortal), you can assign him a temporary staff ID by selecting the **Create Temp Staff ID** field and clicking **Search**. The next available temporary staff ID (T followed by five digits) is displayed. Click the number to assign it to the employee.
Home Room	Type the instructor’s home room number, up to four characters.
Name	Type the employee's first, middle, and last names and generation code. Name Edits In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages. In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters. Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9.

Under **Maximum Values**:

Study Halls/Day	Type the maximum number of study halls per day that can be assigned to the instructor.
Periods/Day	Type the maximum number of periods per day the instructor can teach. Type 0 or leave blank if the instructor is not assigned to any classes.

Sections/Sem	Type the maximum number of sections per semester that can be assigned to the instructor. Type 0 or leave blank if the instructor is not assigned to any classes.
Preps/Sem	Type the maximum number of unique courses (preparations) per semester that can be assigned to the instructor. Unique courses usually require the instructor to do a separate preparation. Type 0 or leave blank if the instructor is not assigned to any classes.
Contact Periods/Year	Type the maximum total contact periods the instructor can be assigned for the year, up to four digits. Type 0 or leave blank if the instructor is not assigned to any classes. A contact period is defined as a single class on a single day during one semester. Total contact periods = semesters x days x periods

NOTE:

• The Resource Allocator Record Creation utility can be used to update maximum values for all instructors at one time.

• The Master Schedule Generator uses these values to determine how many sections, etc. to assign an instructor. The recommended value is 99, because values that are too small will prevent an instructor from being assigned a class.

Under **Restrictions**:

Department	Type the code indicating the academic department with which the instructor is associated, up to three characters. Departments are set up on Maintenance > Master Schedule Generator > Tables > Departments.
Subject Area	Type the one-character code indicating the academic area with which the instructor is associated. Subject areas are set up on Maintenance > Master Schedule Generator > Tables > Subject Areas.
Rsrvd Room	Type a room number if the instructor has a reserved classroom, up to four characters. If used, the instructor is assigned only to this room. The reserved room is not necessarily the same as the Home Room. Rooms are set up on Maintenance > Master Schedule Generator > Tables > Rooms.

Designators	(Optional) Enter one-digit codes for up to three designators for the instructor. Designators may be characteristics or equipment (e.g., C = computers available). They can also designate an instructor's skills or characteristics (e.g., S = sign language). Designators are set up on Maintenance > Master Schedule Generator > Tables > Designators.

Under **Elementary**:

Grade	Type the grade level the instructor will be teaching next year.
Section	Type the two-digit section number the instructor teaches. Each instructor for each grade level must have a unique section number. If there is a duplicate section, the master schedule utility will not run, and will not generate an error message indicating a duplicate section numbers.

Exclude from PEIMS	Select if you want to exclude the instructor from PEIMS reporting. If blank, the instructor is extracted for PEIMS reporting.

❑ Click **Save**.

	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.
	Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). You cannot delete an instructor who is assigned to a section.
Schedule	View instructor's schedule. **Review the report using the following buttons**: Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. **NOTE:** If the campus section information does not exist, the district information is used and displayed in bold type.


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