

## scheduling\_campus\_ms\_instructors\_body\_scheduling

### **Table of Contents**

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.

he three-digit instructor	mpus master schedule.
e of the following depend ers (i.e., the setting for <b>S</b> enance > District Profile >	
e field is still set to SSN, t	al security number.
	yee demographic table does not ructor's employee number.
yee number information, er. Employees and non-er	yee demographic table contains ct an instructor's employee le in the lookup if the employee rity number, date of birth, and sex
	e changed across all applications ctors will only have one staff ID.
a temporary login (e.g., fo ecting the <b>Create Temp</b>	ility, and an employee needs to an assign him a temporary staff ID ng <b>Search</b> . The next available d. Click the number to assign it to
he instructor's home roo	aracters.
	generation code. for the first, middle, and last on the Registration Demo pages.
other student applications e: 14 characters, last: 25	as follows: First: 17 characters,
cters used can be a-z, A-Z cter cannot be a hyphen (	e ('), or 0-9. However, the last

Under **Maximum Values**:

<b>Study Halls/Day</b> Type the maximum number of study halls per day that can be assigned to the instructor.
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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.

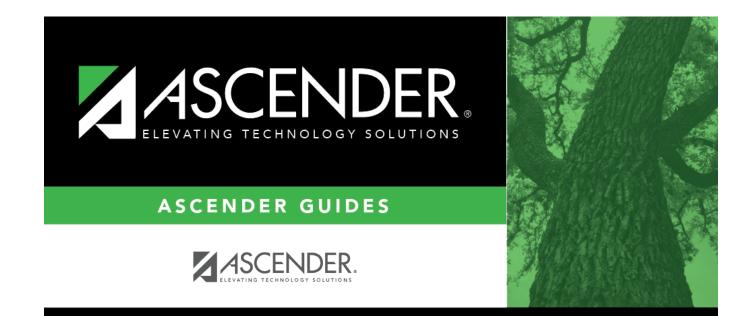
#### □ Under **Restrictions**:

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

#### Click Save.

Q	Edit a record. The data is displayed in fields below the grid allowing you to make changes.
	Update the fields as needed, click <b>OK</b> , and then click <b>Save</b> . The changes are displayed in the grid.
	Delete a row.
	1. Click $\square$ 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.
	<ol> <li>Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No.</li> </ol>
	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 I to go back one page.
	Click 🕨 to go forward one page.
	Click Last 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 <b>Close Report</b> , <b>Exit</b> , or <b>Cancel</b> button instead.
	<b>NOTE:</b> If the campus section information does not exist, the district information is used and displayed in bold type.



# **Back Cover**