

scheduling_msg_instructors_body

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Existing instructors are displayed in the grid.

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

❑ Click to view data for an instructor.

Instr ID	The instructor's three-digit ID is displayed.
Staff ID	The instructor's social security number or staff ID is displayed.
Home Room	The instructor’s home room number is displayed.
Name	The instructor's first, middle, and last names and generation code are displayed.

❑ Under **Maximum Values**:

Study Halls/Day	The maximum number of study halls per day that can be assigned to the instructor is displayed.
Sections/Sem	The maximum number of sections per semester that can be assigned to the instructor is displayed. The field is blank or 0 if the instructor is not assigned to any classes.
Periods/Day	The maximum number of periods per day the instructor can teach is displayed. The field is blank or 0 if the instructor is not assigned to any classes.
Preps/Sem	The maximum number of unique courses (preparations) per semester that can be assigned the instructor is displayed. Unique courses usually require the instructor to do a separate preparation. The field is blank or 0 if the instructor is not assigned to any classes.
Contact Periods/Year	The maximum total contact periods the instructor can be assigned for the year is displayed. The field is blank or 0 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.

❑ Under **Restrictions**:

Department	The code indicating the academic department with which the instructor is associated is displayed. Departments are set up on Maintenance > Master Schedule Generator > Tables > Departments.
Subject Area	The code indicating the academic area with which the instructor is associated is displayed. Subject areas are set up on Maintenance > Master Schedule Generator > Tables > Subject Areas.
Rsrvd Room	If the instructor has a reserved classroom, the room number is displayed. If used, the instructor is assigned only to this room. Rooms are set up on Maintenance > Master Schedule Generator > Tables > Rooms.

Designators	The codes for up to three designators for the instructor are displayed. 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	The grade level the instructor teaches is displayed.
Section	The two-digit section number the instructor teaches is displayed.

Exclude from PEIMS	The field is selected the instructor is excluded from fall PEIMS reporting.

❑ Click **Schedule** to print the schedule for the selected instructor.

- Review, save, or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ 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 **Close Report**, **Exit**, or **Cancel** button instead.


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