

scheduling_ra_instructors_body_scheduling

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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.
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.

If a different room number is specified for a section the instructor is teaching (i.e., the **Room** - **ID** field on Maintenance > Master Schedule Generator > Resource Allocator > Section Info), that room number will override the instructor's reserved classroom.

❑ Under **Free Time**, set up free times for the instructor::

Free time is the period when the instructor is not available for a class (e.g., conference periods, an assistant coach who helps at multiple campuses but is not the teacher of record, or instructors who are shared between campuses).

❑ Click **+Add** under **Free Time**. A blank row is displayed in the **Free Time** grid.

Type	Select the code indicating the type of free time. • F-Fixed free time cannot be changed during the master schedule generation process. • S-Selectable free time can be changed during the master schedule generation process.
Days	Select the code indicating the day or combination of days that the instructor will *not* teach.
Semesters	Select the code indicating the semesters during which the instructor will *not* teach.
Period From **Period To**	Select the beginning and ending periods of the instructor's free time. If **Period To** is blank or set to a period before **Period From**, the value in the **Period From** field is automatically used for both.
	Delete a free time period. 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).

❑ Under **Courses**, set up courses for the instructor:

IMPORTANT:
Enter all courses the instructor will be teaching, even if it was already created at the section level.

If the **Max Sections** for the teacher has changed since last year, it needs to be updated here as well.

❑ Click **+Add** under **Courses**. A blank row is displayed in the **Courses** grid.

Course	Click ⋮ to select the course. The course title is displayed in the **Title** field.
Max Sections	Type the maximum number of sections that can be assigned to the instructor per semester.
🗑	Remove a course assigned to the instructor. 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).

❑ 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 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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