

Instructor (Grade Reporting)

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Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor

This tab allows you to add and update information for instructors in the campus master schedule.

Maintain data:

- Existing instructors are displayed in order by instructor ID. The grid can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If more instructors are retrieved than can be displayed on one page, you can page through the list.

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

Field	Description
Instr ID	Type the three-digit instructor number to add to the campus master schedule.

Field	Description
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): **NOTE**: Employees are only included in the directory if they have an employment date (original employment date or latest re-employment date) in Personnel. If an employee does not have an employment date in Personnel or if the employee has a termination date that is greater than their latest employment date, then the employee is not included in the directory. • 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 Personnel 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. In the ellipsis directory, instructors are retrieved from Personnel for both the current year and next year. Next year instructors are only listed in the ellipsis directory if the following conditions are met: • The employee record contains a staff ID, date of birth, and gender. • The employee exists in the next year Personnel records and in a next year pay frequency. • The employee is employed through at least the first day of the next school year. • The employee is assigned a pay type and primary job code, and is contracted through at least the first day of the next school year. 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.
Instructor Status	*Active* is displayed if the instructor is currently assigned to any course-sections, whether or not students are assigned to the sections. Otherwise, *Inactive* is displayed.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Name</td><td>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.

NOTE: If the first or last name is changed on this tab, any corresponding Discipline records for the same school year and campus will have the Reported by Name field updated to match, as long as the instructor ID, original first name, original last name, school year, and campus from the instructor record match the existing Reported by Name information in the Discipline record.</td></tr>
<tr><td>Maximum Values</td><td>
<table>
<tr><td>Study Halls/Day</td><td>Type the maximum number of study halls per day that can be assigned to the instructor.</td></tr>
<tr><td>Periods/Day</td><td>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.</td></tr>
<tr><td>Sections/Sem</td><td>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.</td></tr>
<tr><td>Preps/Sem</td><td>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.</td></tr>
<tr><td>Contact Periods/Year</td><td>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</td></tr>
</table>
</td></tr>
<tr><td>Restrictions</td><td>
<table>
<tr><td>Department</td><td>Type the code indicating the academic department with which the instructor is associated, up to three characters.</td></tr>
<tr><td>Subject Area</td><td>Type the one-character code indicating the academic area with which the instructor is associated.</td></tr>
<tr><td>Rsrvd Room</td><td>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.</td></tr>
</table>
</td></tr>
<tr><td>Designators</td><td>(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).</td></tr>
</table>

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Elementary</td><td>These fields are only used for Scheduling after Move to Grade Reporting.
<table>
<tr><td>Grade</td><td>Type or select the grade level the homeroom instructor teaches.</td></tr>
<tr><td>Section</td><td>Type the two-digit section number the homeroom instructor teaches. Each homeroom instructor must have a unique section number. The section number must be unique to each grade level.</td></tr>
</table>
NOTE: These fields may be left blank for PE, elective teachers, and for instructors of grade levels scheduled prior to this process.</td></tr>
<tr><td>Exclude from PEIMS</td><td>Select if you want to exclude the instructor from PEIMS reporting. If blank and the instructor is active, the instructor is extracted for fall PEIMS reporting.

NOTE: If this field is blank, the instructor will have a Staff Data - Responsibilities record created in PEIMS if all of the following conditions are met:
• The instructor was active on the PEIMS as-of date (even if he is inactive after that date).

• Classroom Responsibilities from Master Schedule is selected on State Reporting > Extracts > Fall > Staff.

• At least one of the instructor's courses had at least one student enrolled.

Or, if the instructor is active on the PEIMS as-of date (even if he is inactive after that date), and Use Max Seats if No Students Enrolled is selected on State Reporting > Extracts > Fall > Staff, he will have a Staff Data - Responsibilities record created.

Selecting this field does not exclude the instructor from Classroom Link.</td></tr>
</table>

Click **Save**.

Other functions and features:

	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). The following instructors cannot be deleted: • *Active* instructors (i.e., instructors assigned to any sections, whether or not students are assigned. If no students are assigned to the section, you can delete the section, and then delete the instructor. Once all sections are removed, the **Instructor Status** field changes to *Inactive*, and the instructor can be deleted. • Any instructor who has ever been assigned to students. If the instructor is deleted, the program automatically checks for any TeacherPortal login records for the instructor based on the staff ID. The appropriate records are inactivated. • If the instructor teaches only at the campus from which he is being deleted, all TeacherPortal login records are inactivated. • If the instructor teaches at more than one campus, only TeacherPortal login records for the campus(es) from which he is being deleted are inactivated.
Instructor 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. **NOTE:** If the campus section information does not exist, the district information is used and displayed in bold type.


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