



## **SGR2550 - Teaching Assignments**



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

# SGR2550 - Teaching Assignments

**Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2550 - Teaching Assignments**

This report lists instructors and their teaching assignments with begin and end dates and area of responsibility (i.e., service ID). All past, present, and future teaching assignments for the **current** school year are included.

Up to 18 periods are printed, based on the **Beginning Period** and **Ending Period** on [Maintenance > Tables > Campus Control Options > Parameters](#).

## Run the report:

Parameter	Description
<b>Campus ID (Blank for All)</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> . Leave blank to select all campuses in the district.  <b>NOTE:</b> If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the <b>Exclude from District Reporting</b> field selected on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a> ) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
<b>Semester (Blank for All)</b>	Type the one-digit semester. Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.  Leave blank to select all semesters.
<b>Print Staff ID (Y, N)</b>	Y - Print the staff ID. If employee number are used at the campus, the six-digit employee number is printed. If social security numbers are used, the staff ID is masked (e.g., XXXXX1234)  N - Do not print the staff ID.
<b>Sort (A=Instr, B=Campus/Instr, C=Crs/Section, D=Subject Area)</b>	A - Sort by instructor name. Records for an instructor who teaches at multiple campuses are grouped.  B - Sort by campus and then instructor name.  C - Sort by campus and then course-section.  D - Sort by campus and then subject area.
<b>Control Nbrs (Blank for All)</b>	Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click  to <a href="#">select the instructor IDs</a> . Leave blank to select all instructor IDs.



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