



SGR2550 - Teaching Assignments

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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 |
|--|---|
| Campus ID (Blank for All) | Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID. |
| Semester (Blank for All) | 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. |
| Print Staff ID (Y, N) | 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. |
| Sort (A=Instr, B=Campus/Instr, C=Crs/Section, D=Subject Area) | 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. |
| Control Nbrs (Blank for All) | Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click  to select the instructor IDs . Leave blank to select all instructor IDs. |



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