Instructors (Campus Master Schedule)

ii

Table of Contents

Instructors

Scheduling > Maintenance > Master Schedule > Campus > Instructors

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

Maintain data:

Existing instructors are displayed in order by instructor ID. 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 in the free-form area below the grid are enabled.

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

Field	Description
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.
Maximum Values	<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> **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.

Field	Description		
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.	

In the Department field, type the code indicating the academic department with which the instructor is associated. Departments are set up on the Maintenance > Master Schedule Generator > Tables page. The field can be up to three characters.

In the Subject Area field, type the code indicating the academic area with which the instructor is associated. Subject areas are set up on the Maintenance > Master Schedule Generator > Tables page. The field is one character.

In the Rsrvd Room field, type the room number for the instructor's reserved classroom. If used, the instructor is assigned only to this room. Rooms are set up on the Maintenance

Master Schedule Generator > Tables page. The field can be up to four characters.

Under Designators, three fields allow you to designate rooms according to certain criteria, characteristics, or equipment (e.g., C = computers available). The code can also can be used to designate instructors according to certain skills or characteristics (e.g., S = sign language). Designators are set up on the Maintenance > Master Schedule Generator > Tables > Designators tab. The fields are one character.

Under Elementary, add data in the following fields:

In the Grade field, type the grade level the instructor teaches. The field can be up to two characters.

If an instructor teaches a course with more than one grade level (e.g., physical education), create the course on Maintenance > Tables > Elementary > Elem Courses. The will be assigned to the homeroom instructor, but you can change that the instructor for a particular section on Maintenance > Master Schedule > Campus Schedule > Section.

In the Section field, type the section the instructor teaches. The field is two digits.

Note: Each instructor for each grade level must have a unique section number. If there is a duplicate, the master schedule utility will not run, and will not return an error indicating a duplicate section number for multiple instructors.

Select Exclude from PEIMS if you want to exclude the instructor from PEIMS reporting. If blank, the instructor is extracted for PEIMS reporting.

Click Save. The information is added to the grid.

To edit an instructor record, click . The data is displayed in the free-form area below the grid allowing you to make changes.

Update the fields in the free-form area below the grid, and then click Save to save the changes. The changes are displayed in the grid.

To delete an instructor record, click . 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.

Click Save. The selected rows are deleted.

Notes:

You cannot delete an instructor who is assigned to a section.

You can save changes and delete records in the same step (i.e., the changes are all committed when the record is saved). If any changes do not pass validation (i.e., cannot be deleted or have validation errors), none of the changes are saved.

Click Schedule to view the instructor's schedule. A report of the instructor's schedule is displayed. Review, save, or print the report.

Note: If the campus section information does not exist, the district information is used and displayed in bold type.

Back Cover