

Instructors (Master Schedule Generator)

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Instructors

Scheduling > Maintenance > Master Schedule Generator > Generate Campus Schedule > Instructors

This tab allows you to view the instructors assigned to the course sections and meeting times created by the Master Schedule Generator. You can also print the instructor's schedule.

The page only displays instructors who have data in all **Maximum Values** fields (except **Study Halls/Day**) on Maintenance > Master Schedule Generator > Resource Allocator > Instructors.

View data:

Existing instructors are displayed in the grid.

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

- Click  to view data for an instructor.

Field	Description
Instr ID	The instructor's three-digit ID is displayed.
Staff ID	The instructor's social security number or staff ID is displayed.
Home Room	The instructor’s home room number is displayed.
Name	The instructor's first, middle, and last names and generation code are displayed.

<table>
<tr><th>Field</th><th colspan="2">Description</th></tr>
<tr><td>Maximum Values</td><td colspan="2">
<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.
</td></tr>
<tr><td>Restrictions</td><td colspan="2">
<table>
<tr><td>Department</td><td>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.</td></tr>
<tr><td>Subject Area</td><td>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.</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. The reserved room is not necessarily the same as the Home Room.

Rooms are set up on Maintenance > Master Schedule Generator > Tables > Rooms.</td></tr>
</table>
</td></tr>
</table>

Field	Description	
Designators	**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.
Elementary	**Grade**	Type the grade level the instructor will be teaching next year.
	Section	Type the two-digit section number the instructor teaches. Each instructor for each grade level must have a unique section number. If there is a duplicate section, the master schedule utility will not run, and will not generate an error message indicating a duplicate section numbers.


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