

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"></td></tr>
<tr><td>Designators</td><td colspan="2"></td></tr>
<tr><td>Elementary</td><td colspan="2"></td></tr>
</table>


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