




## report\_sch2500\_body



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Parameter	Description
<b>Campus ID (Blank for All)</b>	<p>Type the three-digit campus ID, or click  to <a href="#">select the campus</a>. Leave blank to select all campuses in the district.</p> <p><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.</p>
<b>Semester (1, 2, 3, 4, Blank for All)</b>	<p>Type the one-digit semester. Valid semesters are 1 and 2.</p> <p>For a four-semester campus, valid semesters are 1, 2, 3, and 4.</p> <p>Leave blank to select all semesters.</p>
<b>Print Staff ID (Y, N)</b>	<p>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)</p> <p>N - Do not print the staff ID.</p>
<b>Sort Order (A = Instructor Name, B = Control Nbr)</b>	<p>A - Sort the report by instructor name.</p> <p>B - Sort the report by instructor ID.</p>



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