



## **scheduling\_msg\_instructors\_body**



# Table of Contents



Existing instructors are displayed in the grid.

- If there are multiple pages, [page through the list](#).

Click  to view data for an instructor.

<b>Instr ID</b>	The instructor's three-digit ID is displayed.	
<b>Staff ID</b>	The instructor's social security number or staff ID is displayed.	
<b>Home Room</b>	The instructor's home room number is displayed.	
<b>Name</b>	The instructor's first, middle, and last names and generation code are displayed.	
<b>Maximum Values</b>	<b>Study Halls/Day</b>	The maximum number of study halls per day that can be assigned to the instructor is displayed.
	<b>Sections/Sem</b>	The maximum number of sections per semester that can be assigned to the instructor is displayed. The field is blank or 0 if the instructor is not assigned to any classes.
	<b>Periods/Day</b>	The maximum number of periods per day the instructor can teach is displayed. The field is blank or 0 if the instructor is not assigned to any classes.
	<b>Preps/Sem</b>	The maximum number of unique courses (preparations) per semester that can be assigned the instructor is displayed. Unique courses usually require the instructor to do a separate preparation. The field is blank or 0 if the instructor is not assigned to any classes.
	<b>Contact Periods/Year</b>	The maximum total contact periods the instructor can be assigned for the year is displayed. The field is blank or 0 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.
<b>Restrictions</b>	<b>Department</b>	The code indicating the academic department with which the instructor is associated is displayed. Departments are set up on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Departments</a> .
	<b>Subject Area</b>	The code indicating the academic area with which the instructor is associated is displayed. Subject areas are set up on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Subject Areas</a> .
	<b>Rsrvd Room</b>	If the instructor has a reserved classroom, the room number is displayed. If used, the instructor is assigned only to this room. Rooms are set up on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Rooms</a> .
<b>Designators</b>	The codes for up to three designators for the instructor are displayed. Designators may be characteristics or equipment (e.g., C = computers available). They can also designate an instructor's skills or characteristics (e.g., S = sign language). Designators are set up on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Designators</a> .	
<b>Elementary</b>	<b>Grade</b>	The grade level the instructor teaches is displayed.
	<b>Section</b>	The two-digit section number the instructor teaches is displayed.
<b>Exclude from PEIMS</b>	The field is selected the instructor is excluded from fall PEIMS reporting.	

Click **Schedule** to print the schedule for the selected instructor. [Review, save, or print the report.](#)



## Back Cover