



SGR2550 - Teaching Assignments

Table of Contents

SGR2550 - Teaching Assignments	1
---	----------

SGR2550 - Teaching Assignments

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR2550 - Teaching Assignments

This report lists instructors and their teaching assignments with begin and end dates and area of responsibility (i.e., service ID). All past, present, and future teaching assignments for the **current** school year are included.

Up to 18 periods are printed, based on the **Beginning Period** and **Ending Period** on [Maintenance > Tables > Campus Control Options > Parameters](#).

Run the report:

Parameter	Description
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Semester (Blank for All)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4. Leave blank to select all semesters.
Print Staff ID (Y, N)	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) N - Do not print the staff ID.
Sort (A=Instr, B=Campus/Instr, C=Crs/Section, D=Subject Area)	A - Sort by instructor name. Records for an instructor who teaches at multiple campuses are grouped. B - Sort by campus and then instructor name. C - Sort by campus and then course-section. D - Sort by campus and then subject area.
Control Nbrs (Blank for All)	Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click  to select the instructor IDs . Leave blank to select all instructor IDs.



Back Cover