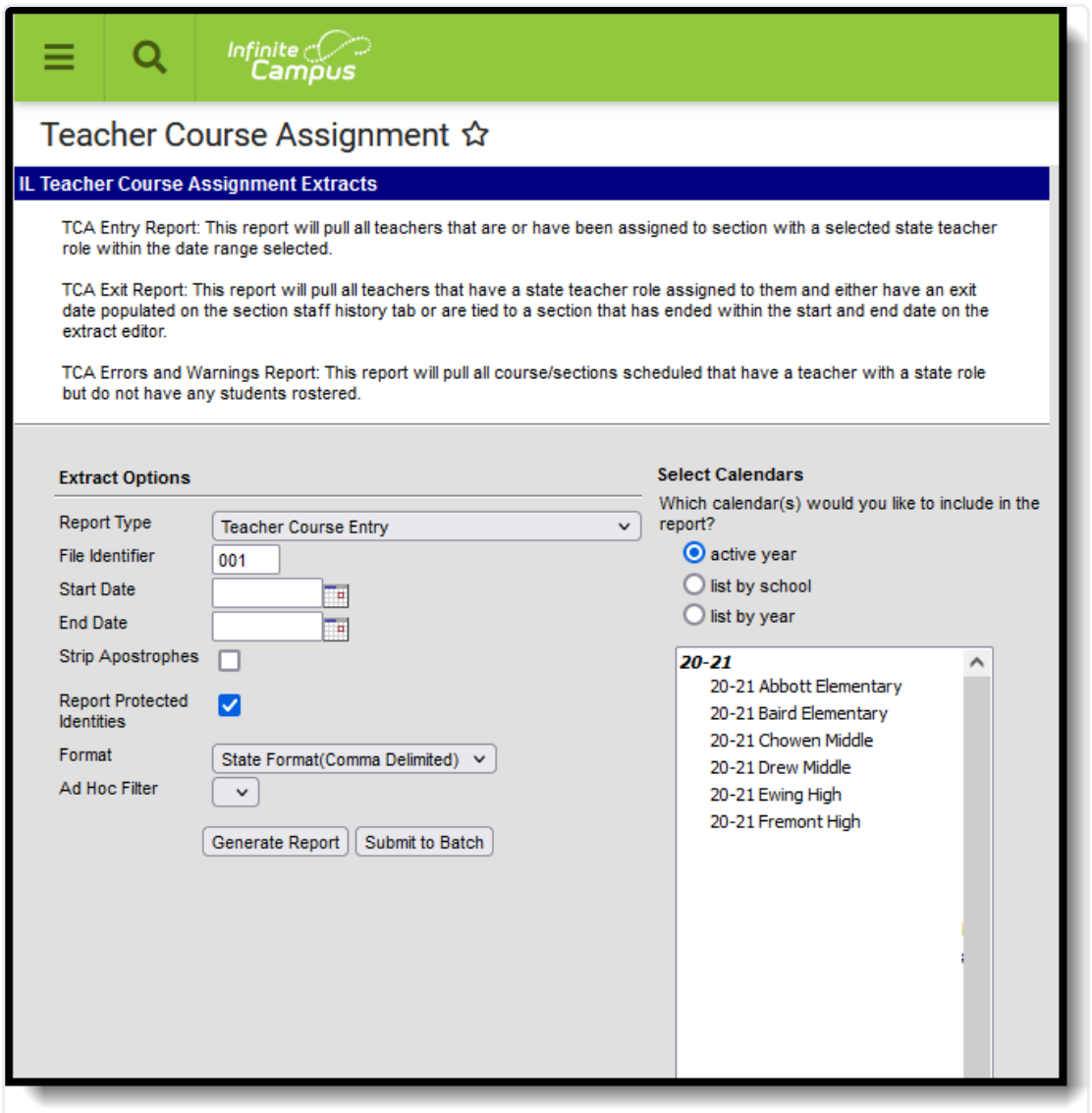
Teacher Course Assignment Reports - Teacher Course Entry (Illinois)

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Tool Search: Teacher Course Assignment

The Teacher Course Entry Report lists teachers and the course sections they teach, by designated role for each section. Information is pulled from the active Scheduling Trial of the selected calendar.



Teacher Course Entry Report

Report Logic

In order for a teacher to populate the Teacher Course Entry Report, the following must be true:

- The teacher must have one of the following selected in the State Teacher Role field on the Staff History tool to which they are assigned:
  - 200 - Teacher
  - 611 - Student Teacher
  - 201 - Reading Teacher
  - 207 - Speech Language Pathology Teacher
- AND Have a null **Start Date,** and the **End Date** is null or on or after the end date placed in the extract editor
- OR the start date is on or after the start date in the extract editor, but before the end date in the extract editor, and a null end date that is on or after the end date placed in the extract editor.

If the start or end date is null but the section is NOT active within the selected date range, the teacher will not be included in the report.

Teachers appear once for each section they are assigned that meets these requirements.

Sections associated with courses marked as State Exclude or inactive are not included.

Report Editor

The following defines the options available on the Teacher Course Entry editor.

Field	Description
Report Type	Determines which Teacher Assignment report will generate. For this instance, select **Teacher Course Entry**.
File Identifier	A numeric field that notes the number of times the report has been generated. This field is used in the File Naming Convention when submitting the extract in the State Format (RCDTS or District Name + __ + MMDDYYY_File Identifier).
Date Range (Start Date and End Date	Starting Date and Ending Date from which teaching data is pulled. Enter dates in *mmddyy* format, or use the calendar icon to select a date.
Strip Apostrophes	When marked, the following marks are removed from student names and other reported data: • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) When not marked, these marks are not removed.

Field	Description
Report Protected Identities	When marked, identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Format	Selection determines how the report will generate. Options are: **State Format (Comma-Delimited), HTML,** and **Tab-Delimited**. Use the HTML or Tab-Delimited format for data review prior to sending to the state.
Ad hoc Filter	Select which teachers to include in the extract by choosing a filter that was created in the Filter Designer. When a filter is selected, only the teachers included in the filter are included in the report.
Calendar Selection	Selection indicates from which school year and school teacher data is pulled. Multiple calendars may be selected. The calendar chosen in the Campus toolbar is automatically selected in the extract editor.
Report Generation	The report can be marked to generate immediately using the **Generate Report** button, or marked to generate later using the **Submit to Batch** button. See the Batch Queue information for additional guidance.

Generate the Report

1. Select **Teacher Course Entry** as the **Report Type.**
2. Enter the **File Identifier** value.
3. Enter the **Start Date** for the report.
4. Enter the **End Date** for the Report.
5. If desired, mark the **Strip Apostrophes** checkbox.
6. If desired, mark the **Report Protected Identities** checkbox.
7. Select the **Format** in which the report should be generated.
8. If desired, select an **Ad hoc Filter**.
9. Select the **Calendar(s)** from which to pull data.
10. Click the **Generate Report** button to display the information immediately or click the **Submit to Batch** button to display the report at a later time.

The report displays in the selected format.

Teacher Course Entry Report Layout

Report Header

Element	Description	Location
File Type	The name of the extract being generated. This will always report a value of **Teacher Course Assignment Entry**.	N/A

Element	Description	Location
Total Records	The total amount of records generated.	N/A
File Name	TE_RCDT Code_Date.extension This must be the same file name used for the actual file name when the save as action is performed.	N/A
File Date	The date the extract was generated.	N/A
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County System Administration > Resources > School > State School Number; District.districtID; District.county District.region School.number;

Report Layout

Data Elements	Description	Location
Illinois Educator Identifying Number (IEIN)	Teacher's State Staff ID number. *Numeric, 10 digits*	Census > People > Demographics > Staff State ID Person.staffStateID
Local Teacher ID	School- or District-assigned teacher number. *Numeric, up to 50 digits*	Census > People > Demographics > Local Staff Number Person.localStaffID

Data Elements	Description	Location
Teacher Last Name	Teacher's last name. When the Report Protected Identities checkbox is marked on the report editor, the teacher's last name reports from the Legal Last Name field if populated. *Alphanumeric, 30 characters*	Census > People > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Teacher First Name	Teacher's first name. When the Report Protected Identities checkbox is marked on the report editor, the teacher's first name reports from the Legal First Name field if populated. *Alphanumeric, 30 characters*	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName
Teacher Birth Date	Teacher's date of birth. *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Birth Date Identity.birthDate
School Year	End year of the calendar chosen in the extract editor. *Numeric, 4 digits (YYYY)*	System Administration > Calendar > Calendar > Calendar Info > End Year Calendar.endYear
Teacher Serving Location (RCDTS)	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County System Administration > Resources > School > State School Number District.districtID District.county District.region School.number

Data Elements	Description	Location
Employer RCDTS	The Region-County-District-Type-School code that uniquely identifies the district that employs the teacher. *RRCCCDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County System Administration > Resources > School > State School Number District.districtID District.county District.region School.number
Term	Identifies in which term the class was taken. Terms include quarters, semesters, trimesters or year long courses. • If no value is selected, a NULL value reports. • If the section is tied to a calendar with the Summer School checkbox marked, Y2, T4, or S3 reports. One of the following options reports based on the selected value on the Sections editor for the Term Code field: • Y1 - Year Long • Y2 - Year Long Summer • S1 - Semester 1 • S2 - Semester 2 • S3 - Semester Summer • T1 - Trimester 1 • T2 - Trimester 2 • T3 - Trimester 3 • T4 - Trimester Summer • Q1 - Quarter 1 • Q2 - Quarter 2 • Q3 - Quarter 3 • Q4 - Quarter 4 *Numeric, 2 digits*	Scheduling > Courses > Course > Section > Term Code Calendar.term

Data Elements	Description	Location
State Course Code	The state code of the course to which the teacher has been assigned. *Alphanumeric, 9 characters*	Scheduling > Courses > Course > State Code Course.stateCode
Local Course ID	School- or District-assigned course number. *Alphanumeric, up to 50 characters*	Scheduling > Courses > Course > Number Course.Number
Local Course Title	Course Name. *Alphanumeric, up to 100 characters*	Scheduling > Courses > Course > Name Course.name
Section Number	Course Section Number. *Numeric, up to 10 digits*	Scheduling > Course > Course > Sections > Section Number Section.number
Teacher Course Start Date	First day of attendance for the teacher. If there is no start date, the earliest date in which the section is scheduled will report. *Date field, 10 characters (MM/DD/YYYY)*	Scheduling > Courses > Course > Sections > Staff History > Start Date StaffHistory.startDate
Course Position Code	Report the selected code in EIS Position Code drop list from the Section Staff History State Teacher Role field. If there is no value selected, information reports from the District Assignment tab. See the EIS Position Code Conversion Table below. *Numeric, 3 digits*	Scheduling > Courses > Course > Sections > Staff History > State Teacher Role SectionStaffHistory.role Census > People > District Assignment > EIS Position Code EmploymentAssignment.eisPositionCode

Data Elements	Description	Location
Teacher Commitment to Course	Numeric value of the teacher's commitment during the duration of the course expressed in decimal form, where 1.00 represents full-time commitment. This value must be greater than 0 and less than 1. This value is pre-populated with 1.0 for every teacher. *Numeric, 4 digits (X.XX)*	Calculated

EIS Position Code Conversion

If Staff History Role Is	Then Report EIS Position Code As
01: Teacher	200: Teacher
02: Professional Contributor	305: Classroom/Library Aide
03: Student Teacher	611: Resource Teacher Other
04: Substitute Teacher	200: Teacher
05: Reading/Math Specialist	201: Reading Teacher
06: Technology Specialist	312: Technology Specialist
07: Social Worker/Psychologist/Counselor	379: School Social Worker
08: Speech/Language Pathologist	207: Speech Language Pathology Teacher
10: Proctor	305: Classroom/Library Aide