

# 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 course sections taught by designated roles for that course 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 on 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 every section to which 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  |
|---|--|
| <b>Report Type</b>                          | Determines which Teacher Assignment report will generate. For this instance, select <b>Teacher Course Entry</b> .  |
| <b>File Identifier</b>                      | 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 + __ + MMDDYY_File Identifier).   |
| <b>Date Range (Start Date and End Date)</b> | Starting Date and Ending Date from which teaching data is pulled. Dates are entered in <i>mmddyy</i> format or use the calendar icon to select a date.   |
| <b>Strip Apostrophes</b>                    | When marked, the following marks are removed from student names and other reported data: <ul style="list-style-type: none"> <li>• Apostrophes (')</li> <li>• Commas (,)</li> <li>• Periods (.)</li> <li>• Umlaut (Ö)</li> <li>• Tilde (Ñ)</li> <li>• Grave Accents (Ò), Acute Accents (Ó)</li> <li>• Circumflex (Ô)</li> </ul> When not marked, these marks are not removed. |
| <b>Report Protected Identities</b>          | When marked, identity information (last name, first name, etc.) reports from the Protected Identity Information fields.  |

| Field                     | Description   |
|---------------------------|---|
| <b>Format</b>             | Selection determines how the report will generate. Options are <b>State Format (Comma Delimited)</b> , <b>HTML</b> and <b>Tab Delimited</b> . Use the HTML format or the Tab Delimited format for data review prior to sending to the state.  |
| <b>Ad hoc Filter</b>      | Select which students to include in the extract by choosing a filter that was created in the Filter Designer. When a filter is selected, only those students included in the filter are included in the report.<br>This is optional. Students can also be selected by grade level. Or choose both a grade level and an ad hoc filter. |
| <b>Calendar Selection</b> | 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.  |
| <b>Report Generation</b>  | The report can be marked to generate immediately using the <b>Generate Report</b> button or can be marked to generate at a later time using the <b>Submit to Batch</b> button. See the <a href="#">Batch Queue</a> 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.

| Header Records:1                |              |                             |            |                 |
|---------------------------------|--------------|-----------------------------|------------|-----------------|
| FileType                        | TotalRecords | FileName                    | FileDate   | RCDTS           |
| Teacher Course Assignment Entry | 43           | TE_31045300026_02062014.txt | 02/06/2014 | 310453000260000 |

  

| Records:1101 |                |          |           |           |            |                             |                 |
|--------------|----------------|----------|-----------|-----------|------------|-----------------------------|-----------------|
| iein         | localTeacherID | lastName | firstName | birthdate | schoolYear | teacherServingLocationRCDTS | employerRCDTS   |
|              | 12345          | Teacher  | Janice    |           | 2012       | 310453000260002             | 310453000260000 |
|              | 12345          | Teacher  | Janice    |           | 2012       | 310453000260002             | 310453000260000 |
|              | 12345          | Teacher  | Janice    |           | 2012       | 310453000260002             | 310453000260000 |
|              | 12345          | Teacher  | Janice    |           | 2012       | 310453000260002             | 310453000260000 |
|              | 12345          | Teacher  | Janice    |           | 2012       | 310453000260002             | 310453000260000 |
|              | 12345          | Teacher  | Janice    |           | 2012       | 310453000260002             | 310453000260000 |

*Teacher Course Entry Report, HTML Format*

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Teacher_Course_Entry_Win-1.txt - Notepad
File Edit Format View Help
Teacher Course Assignment Entry,43,TE_31045300026_02062014.
,12345,Teacher,Janice,,2012,310453000260002,310453000260000,
,12345,Teacher,Janice,,2012,310453000260002,310453000260000,
,12345,Teacher,Janice,,2012,310453000260002,310453000260000,
,12345,Teacher,Janice,,2012,310453000260002,310453000260000,
,12345,Teacher,Janice,,2012,310453000260002,310453000260000,
,12345,Teacher,Janice,,2012,310453000260002,310453000260000,
,12345,Teacher,Janice,,2012,310453000260002,310453000260000,
,678,Teacher,Deborah,,2012,310453000260002,310453000260000,
,678,Teacher,Deborah,,2012,310453000260002,310453000260000,
,678,Teacher,Deborah,,2012,310453000260002,310453000260000,
,678,Teacher,Deborah,,2012,310453000260002,310453000260000,
,9012,Teacher,Beatriz,,2012,310453000260002,310453000260000,
,9012,Teacher,Beatriz,,2012,310453000260002,310453000260000,
,9012,Teacher,Beatriz,,2012,310453000260002,310453000260000,
,9012,Teacher,Beatriz,,2012,310453000260002,310453000260000,
,9012,Teacher,Beatriz,,2012,310453000260002,310453000260000,
,9012,Teacher,Beatriz,,2012,310453000260002,310453000260000,
,9012,Teacher,Beatriz,,2012,310453000260002,310453000260000,

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Teacher Course Entry Report, State Format

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Teacher_Course_Entry_Win-2.txt - Notepad
File Edit Format View Help
FileType TotalRecords FileName FileDate RCDTS
Teacher Course Assignment Entry 43 TE_31045300026_02062014.txt 02/06/2014 3104530
iein localTeacherID lastName firstName birthdate schoolYear teachers
12345 Teacher Janice 2012 310453000260002 310453000260000
12345 Teacher Janice 2012 310453000260002 310453000260000
12345 Teacher Janice 2012 310453000260002 310453000260000
12345 Teacher Janice 2012 310453000260002 310453000260000
12345 Teacher Janice 2012 310453000260002 310453000260000
12345 Teacher Janice 2012 310453000260002 310453000260000
678 Teacher Deborah 2012 310453000260002 310453000260000
678 Teacher Deborah 2012 310453000260002 310453000260000
678 Teacher Deborah 2012 310453000260002 310453000260000
678 Teacher Deborah 2012 310453000260002 310453000260000
9012 Teacher Beatriz 2012 310453000260002 310453000260000
9012 Teacher Beatriz 2012 310453000260002 310453000260000
9012 Teacher Beatriz 2012 310453000260002 310453000260000
9012 Teacher Beatriz 2012 310453000260002 310453000260000
9012 Teacher Beatriz 2012 310453000260002 310453000260000
9012 Teacher Beatriz 2012 310453000260002 310453000260000

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Teacher Course Entry Report, Tab Delimited 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 <b>Teacher Course Assignment Entry</b> . | N/A      |
| Total Records | The total amount of records generated.   | N/A      |

| Element          | Description   | Location   |
|------------------|---|--|
| <b>File Name</b> | TE_RCDT Code_Date.extension<br>This must be the same file name used for the actual file name when the save as action is performed.                  | N/A  |
| <b>File Date</b> | The date the extract was generated.   | N/A  |
| <b>RCDTs</b>     | The Region-County-District-Type-School code that uniquely identifies the school generating the extract.<br><br><i>RRCCDDDDTTSSSS, 15 characters</i> | System Administration > Resources > District Information > State District Number, Type, Region Number, County<br><br>System Administration > Resources > School > State School Number;<br><br>District.districtID;<br>District.county<br>District.region<br>School.number; |

## Report Layout

| Data Elements                                      | Description  | Location   |
|--|--|--|
| <b>Illinois Educator Identifying Number (IEIN)</b> | Teacher's State Staff ID number.<br><br><i>Numeric, 10 digits</i>  | Census > People > Demographics > Staff State ID<br><br>Person.staffStateID   |
| <b>Local Teacher ID</b>                            | School- or District-assigned teacher number.<br><br><i>Numeric, up to 50 digits</i>  | Census > People > Demographics > Local Staff Number<br><br>Person.localStaffID   |
| <b>Teacher Last Name</b>                           | Teacher's last name.<br>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.<br><br><i>Alphanumeric, 30 characters</i> | Census > People > Identity Information > Last Name<br><br>Identity.lastName<br><hr/> Census > People > Identities > Protected Identity Information > Legal Last Name<br><br>Identity.legalLastName |

| Data Elements                          | Description   | Location  |
|--|---|---|
| <b>Teacher First Name</b>              | <p>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.</p> <p><i>Alphanumeric, 30 characters</i></p> | <p>Census &gt; People &gt; Identity Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.LegalfirstName</p>  |
| <b>Teacher Birth Date</b>              | <p>Teacher's date of birth.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>  | <p>Census &gt; People &gt; Demographics &gt; Birth Date</p> <p>Identity.birthDate</p>   |
| <b>School Year</b>                     | <p>End year of the calendar chosen in the extract editor.</p> <p><i>Numeric, 4 digits (YYYY)</i></p>  | <p>System Administration &gt; Calendar &gt; Calendar &gt; Calendar Info &gt; End Year</p> <p>Calendar.endYear</p>   |
| <b>Teacher Serving Location (RCDS)</b> | <p>The Region-County-District-Type-School code that uniquely identifies the school generating the extract.</p> <p><i>RRCCDDDDTTSSSS, 15 characters</i></p>  | <p>System Administration &gt; Resources &gt; District Information &gt; State District Number, Type, Region Number, County</p> <p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>District.districtID<br/>District.county<br/>District.region<br/>School.number</p> |
| <b>Employer RCDS</b>                   | <p>The Region-County-District-Type-School code that uniquely identifies the district that employs the teacher.</p> <p><i>RRCCDDDDTTSSSS, 15 characters</i></p>  | <p>System Administration &gt; Resources &gt; District Information &gt; State District Number, Type, Region Number, County</p> <p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>District.districtID<br/>District.county<br/>District.region<br/>School.number</p> |

| Data Elements             | Description   | Location  |
|---------------------------|---|---|
| <b>Term</b>               | <p>Identifies in which term the class was taken. Terms include quarters, semesters, trimesters or year long courses.</p> <ul style="list-style-type: none"> <li>• If no value is selected, a NULL value reports.</li> <li>• If the section is tied to a calendar with the Summer School checkbox marked, Y2, T4, or S3 reports.</li> </ul> <p>One of the following options reports based on the selected value on the <a href="#">Sections</a> editor for the Term Code field:</p> <ul style="list-style-type: none"> <li>• Y1 - Year Long</li> <li>• Y2 - Year Long Summer</li> <li>• S1 - Semester 1</li> <li>• S2 - Semester 2</li> <li>• S3 - Semester Summer</li> <li>• T1 - Trimester 1</li> <li>• T2 - Trimester 2</li> <li>• T3 - Trimester 3</li> <li>• T4 - Trimester Summer</li> <li>• Q1 - Quarter 1</li> <li>• Q2 - Quarter 2</li> <li>• Q3 - Quarter 3</li> <li>• Q4 - Quarter 4</li> </ul> <p><i>Numeric, 2 digits</i></p> | <p>Scheduling &gt; Courses &gt; Course &gt; Section &gt; Term Code</p> <p>Calendar.term</p> |
| <b>State Course Code</b>  | <p>The state code of the course to which the teacher has been assigned.</p> <p><i>Alphanumeric, 9 characters</i></p>  | <p>Scheduling &gt; Courses &gt; Course &gt; State Code</p> <p>Course.stateCode</p>          |
| <b>Local Course ID</b>    | <p>School- or District-assigned number of the course.</p> <p><i>Alphanumeric, up to 50 characters</i></p>   | <p>Scheduling &gt; Courses &gt; Course &gt; Number</p> <p>Course.Number</p>                 |
| <b>Local Course Title</b> | <p>Course Name.</p> <p><i>Alphanumeric, up to 100 characters</i></p>  | <p>Scheduling &gt; Courses &gt; Course &gt; Name</p> <p>Course.name</p>                     |

| Data Elements                       | Description   | Location  |
|-------------------------------------|---|---|
| <b>Section Number</b>               | <p>Course Section Number.</p> <p><i>Numeric, up to 10 digits</i></p>  | <p>Scheduling &gt; Course &gt; Course &gt; Sections &gt; Section Number</p> <p>Section.number</p>   |
| <b>Teacher Course Start Date</b>    | <p>First day of attendance for the teacher.</p> <p>If there is no start date, the earliest date in which the section is scheduled will report.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>   | <p>Scheduling &gt; Courses &gt; Course &gt; Sections &gt; Staff History &gt; Start Date</p> <p>StaffHistory.startDate</p>   |
| <b>EIS Position Code</b>            | <p>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.</p> <p>See the <a href="#">EIS Position Code Conversion</a> Table below.</p> <p><i>Numeric, 3 digits</i></p> | <p>Scheduling &gt; Courses &gt; Course &gt; Sections &gt; Staff History &gt; State Teacher Role</p> <p>SectionStaffHistory.role</p> <hr/> <p>Census &gt; People &gt; District Assignment &gt; EIS Position Code</p> <p>EmploymentAssignment.eisPositionCode</p> |
| <b>Teacher Commitment to Course</b> | <p>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.</p> <p>This value is pre-populated with 1.0 for every teacher.</p> <p><i>Numeric, 4 digits (X.XX)</i></p>    | <p>Calculated</p>   |

## 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      |



| If Staff History Role Is                 | Then Report EIS Position Code As       |
|--|--|
| 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            |