

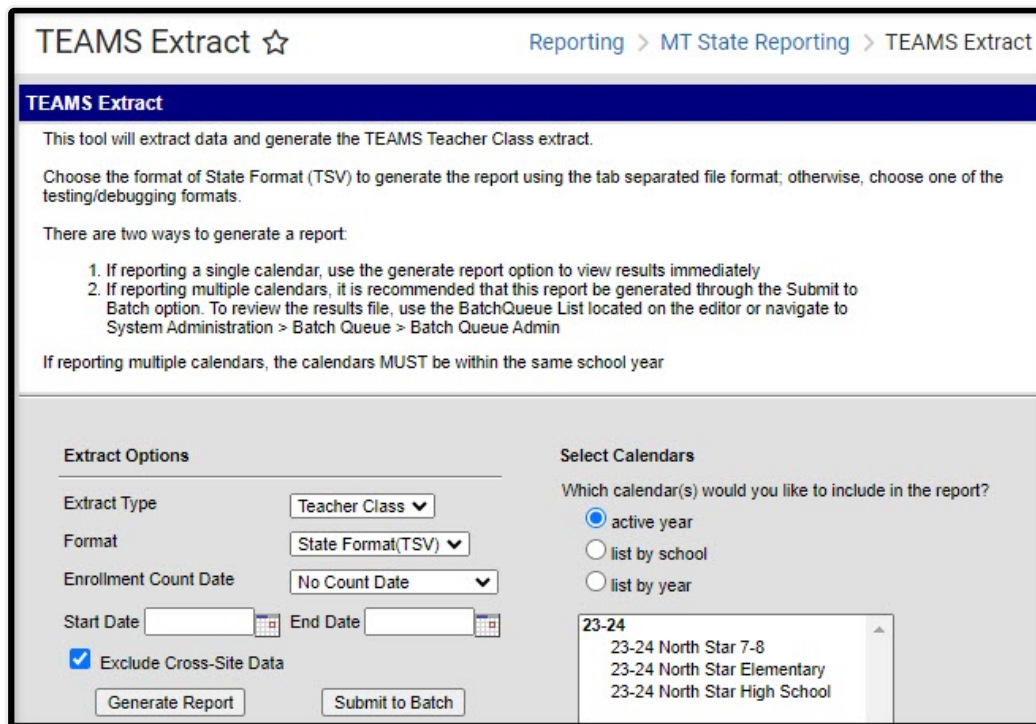
# TEAMS Teacher Class Extract

Last Modified on 09/10/2025 2:55 pm CDT

[Selection Criteria](#) | [Generating the TEAMS Extract](#) | [Understand the Warning Report](#) | [TEAMS - Teacher Class Extract Layout](#)

Tool Search: TEAMS Extract

The TEAMS Teacher Class Extract reports detailed teacher information for each course and section within the calendar(s) and date range specified.



The screenshot shows the 'TEAMS Extract' tool interface. At the top, there's a breadcrumb trail: 'Reporting > MT State Reporting > TEAMS Extract'. Below this is a header 'TEAMS Extract' with a star icon. The main content area contains instructions: 'This tool will extract data and generate the TEAMS Teacher Class extract.' and 'Choose the format of State Format (TSV) to generate the report using the tab separated file format; otherwise, choose one of the testing/debugging formats.' It also states 'There are two ways to generate a report:' followed by two numbered steps. Step 1 says to use the 'generate report' option for a single calendar. Step 2 says to use the 'Submit to Batch' option for multiple calendars, with a note to review the results file in the 'Batch Queue List'. A note below states 'If reporting multiple calendars, the calendars MUST be within the same school year'. The interface is divided into two main sections: 'Extract Options' and 'Select Calendars'. Under 'Extract Options', there are dropdowns for 'Extract Type' (set to 'Teacher Class'), 'Format' (set to 'State Format(TSV)'), and 'Enrollment Count Date' (set to 'No Count Date'). There are also 'Start Date' and 'End Date' fields with calendar icons. A checkbox 'Exclude Cross-Site Data' is checked. At the bottom of this section are 'Generate Report' and 'Submit to Batch' buttons. The 'Select Calendars' section asks 'Which calendar(s) would you like to include in the report?' with three radio button options: 'active year' (selected), 'list by school', and 'list by year'. Below these is a list of calendars for the '23-24' school year: '23-24 North Star 7-8', '23-24 North Star Elementary', and '23-24 North Star High School'.

TEAMS Extract Editor

## Selection Criteria

- The course/section must take place within the selected calendar and within the Start and End Dates indicated on the extract editor.
- A course must have the Active checkbox marked.
- The section must have a staff member or teacher with a state Teacher Role of 00-12 (Scheduling > Courses > Sections > Section > Staff History > Teacher Role).
- The teacher's role must occur within the Start and End Dates entered on the extract editor. If there are no start and end dates on the teacher's role, the section schedule placement is used (the start date of the earliest scheduled term and the end date of the latest scheduled term for the selected section).
- If a person is assigned multiple roles within start and end dates, logic will report the record that encompasses the Enrollment Count Date selected.
- If no record encompasses the selected count date, logic reports the record that occurs on the last instructional day of the course.

- If an Enrollment Count Date value of *No Count Date* is selected, the extract will report all records that fall within the start and end dates entered on the extract editor.
- SCED Subject Area and SCED Course Identifier fields on the course must be populated.
- If a course is marked as Exclude, the course and all sections tied to the course are ignored by the extract.
- If a calendar is marked as State Exclude, all courses and sections tied to the calendar are ignored by the extract.

## Generating the TEAMS Extract

1. Select an **Extract Type** of *Teacher Class*.
2. Select the desired **Format**. For submission to the state, select the State Format (TSV).
3. Select an **Enrollment Count Date** value.

Option	Description
<b>No Count Date</b>	The extract will report all records that fall within the start and end dates entered on the extract editor.
<b>1st Monday in October</b>	Record data is reported from the 1st Monday in October for records active within the calendar(s) selected and the Start and End dates entered on the extract editor.

4. Enter the **Start Date**. Records active on this date or later (and meet selection criteria) will report data.
5. Enter the **End Date**. Records active on this date or earlier (and meet selection criteria) will report data.
6. Optional: Unmark the **Exclude Cross-Site Data** checkbox. See the [Cross-Site Enrollment video series](#) for additional information.
7. Select which **Calendar(s)** to report data.
8. Select how the report will be generated:
  - **Generate Report** - Selecting this generates the extract immediately in a separate window in the designated format.
  - **Submit to Batch** - Selecting this sends the extract to the Batch Queue where it generates in the background when the system is able to process the request. Users can access the extract by clicking the **Get the report** link in the Batch Queue List. Users can also access the extract via the [Batch Queue](#) tool or by selecting the link within the Process Inbox message that appears once the extract is generated.

TEAMS Teacher Class Extract Records:34								
TeacherLastName	TeacherFirstName	FiscalYear	OwnersLegalEntityCode	OwnersSchoolCode	LocationsLegalEntityCode	LocationSchoolCode	SEID	CourseCode
Elizabeth		2013	12348	1410	12348	1410	5252	
Meggan		2013	987654	0358	987654	0358	01051	
Meggan		2013	987654	0358	987654	0358	01002	
Matt		2013	12348	1410	12348	1410	9876	
Matt		2013	12348	1410	12348	1410	1258	
Matt		2013	12348	1410	12348	1410	89632	
Candice		2013	12348	1410	12348	1410	1234	

HTML Example

# Understand the Warning Report

A Warning Report generates prior to the extract. This report includes the following warnings:

- [Warning 1](#)
- [Warning 2](#)

## Warning 1

**Teacher or staff member is assigned to an active section but is not assigned a state teacher role.**

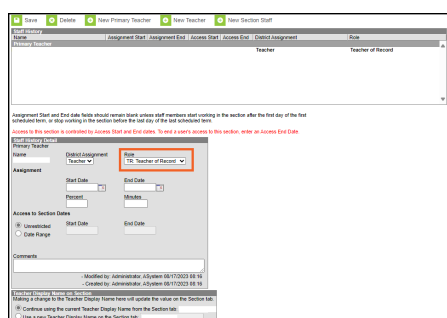
This warning displays all teacher or staff members who are assigned to an active section within the reporting calendar but do not have a teacher Role value selected (Scheduling > Courses > Sections > Section > Staff History > Role). Teachers assigned a Role of 02 or 05 are reported. Teachers with a Role of 13 are not included in this report.

Warning 1: Teacher or staff member is assigned to an active section but is not assigned a state teacher role.					
Number of Records:36					
CalendarNumber	CalendarName	CourseNumber	SectionNumber	TeacherLastName	TeacherFirstName
	12-13 Lewistown 7-8	0651	12	Kim	Kim
	12-13 Lewistown 7-8	0711	4	Kim	Kim
	12-13 Lewistown 7-8	0711	5	Kim	Kim
	12-13 Lewistown 7-8	0712	4	Kim	Kim
	12-13 Lewistown 7-8	0712	5	Kim	Kim
	12-13 Lewistown 7-8	0811	3	Candice	Candice
	12-13 Lewistown 7-8	0811	4	Candice	Candice

Warning 1

To look up the the teacher Role value for a teacher included in this warning:

1. Go to Scheduling > Courses
2. Enter the Course Number (identified in the warning) in the Search field and hit the **Go** button.
3. Select the course from search results.
4. Select the [Sections tool](#).
5. Click the **Edit** button next to the section in which the teacher is assigned.
6. Select the [Staff History tool](#).
7. Select the teacher's name in the Staff History window. The **Role** field will be available in the Staff History Detail editor below (for example, see the image below).



Data Element	Description	Location
<b>Calendar Number</b>	The calendar number tied to the course and teacher. <i>Numeric</i>	Calendar > Number Calendar.number
<b>Calendar Name</b>	The name of the calendar tied to the course and teacher. <i>Alphanumeric</i>	Calendar > Name Calendar.name
<b>Course Number</b>	The course number of the course missing a teacher role. <i>Alphanumeric</i>	Course > Course Number Course.number
<b>Section Number</b>	The section number of the section missing a primary teacher role. <i>Alphanumeric</i>	Section > Section Number Section.sectionNumber
<b>Teacher Last Name</b>	The last name of the teacher missing a teacher role. <i>Alphanumeric</i>	Identities > Last Name Identity.lastName
<b>Teacher First Name</b>	The first name of the teacher missing a teacher role. <i>Alphanumeric</i>	Identities > First Name Identity.firstName

## Warning 2

The following courses and sections have a credit amount that is greater than 2.0.

This warning reports all courses and sections with credit greater than 2.0.

**Warning 2: The following courses and sections have a credit amount that is greater than 2.0.**

Number of Records:3

CalendarNumber	CalendarName	CourseNumber	SectionNumber
	12-13 Lewistown 7-8	0712	3
	12-13 Lewistown 7-8	0712	41
	12-13 Lewistown 7-8	2782	2250

Warning 2

To review a course reported in this warning:

1. Go to Scheduling > Courses
2. Enter the Course Number (identified in the warning) in the Search field and hit the **Go** button.
3. Select the [Grading Tasks](#) tool.
4. Select a grading task within the Grading Task Editor window. The Course Grading Task Detail editor will appear below, showing the current Credit value for the course (see image below).

Data Element	Description	Location
<b>Calendar Number</b>	The calendar number tied to the course and teacher.  <i>Numeric</i>	Calendar > Number  Calendar.number
<b>Calendar Name</b>	The name of the calendar tied to the course and teacher.  <i>Alphanumeric</i>	Calendar > Name  Calendar.name
<b>Course Number</b>	The course number of the course which has a credit greater than 2.  <i>Alphanumeric</i>	Course > Course Number  Course.number
<b>Section Number</b>	The section number of the section which has a credit greater than 2.  <i>Alphanumeric</i>	Section > Section Number  Section.sectionNumber

## TEAMS - Teacher Class Extract Layout

Data Element	Description	Campus Interface
<b>Teacher Last Name</b>	<p>The last name of the teacher tied to the section and role being reported.</p> <p>This element is only reported in the HTML version of the extract.</p> <p><i>Alphanumeric</i></p>	<p>Staff History &gt; Name</p> <p>Identity.lastname</p>
<b>Teacher First Name</b>	<p>The first name of the teacher tied to the section and role being reported.</p> <p>This element is only reported in the HTML version of the extract.</p> <p><i>Alphanumeric</i></p>	<p>Staff History &gt; Name</p> <p>Identity.firstname</p>
<b>Fiscal Year</b>	<p>The end year of the reporting calendar (i.e., 2013 is reported for the 2012-2013 school year).</p> <p><i>Numeric</i></p>	<p>Calendar &gt; End Year</p> <p>Calendar.endDate</p>
<b>Owners Legal Entity Code</b>	<p>Data is pulled from the legal entity selected on the school record. If multiple reporting entities exist, the most recent entity is reported.</p> <p><i>Numeric</i></p>	<p>School Information &gt; Legal Entity</p> <p>School.entityID</p>
<b>Owners School Code</b>	<p>The owners school code (the school where the teacher is assigned).</p> <p><i>Numeric</i></p>	<p>School Information &gt; State School Number</p> <p>School.number</p>
<b>Location's Legal Entity Code</b>	<p>Data is pulled from the legal entity selected on the school record. If multiple reporting entities exist, the most recent entity is reported.</p> <p><i>Numeric</i></p>	<p>School Information &gt; Legal Entity</p> <p>School.entityID</p>
<b>Location School Code</b>	<p>The location's school code (the school the course/section is tied to).</p> <p><i>Numeric</i></p>	<p>School Information &gt; State School Number</p> <p>School.number</p>
<b>SEID</b>	<p>The reporting staff member's State Staff ID number.</p> <p><i>Numeric</i></p>	<p>Demographics &gt; Staff State ID</p> <p>Person.staffStateID</p>
<b>NCES Code</b>	<p>The NCES course code.</p> <p><i>Alphanumeric</i></p>	<p>Course &gt; NCES Code</p> <p>Course.ncesCode</p>

Data Element	Description	Campus Interface
<b>Session Type Code</b>	<p>Reports the session type code.</p> <ul style="list-style-type: none"> <li>• <b>IS</b> = InterSession</li> <li>• <b>LS</b> = Long Session</li> <li>• <b>MT</b> = Mini Term</li> <li>• <b>QN</b> = Quinmester</li> <li>• <b>SM</b> = Quarter</li> <li>• <b>ST</b> = Semester</li> <li>• <b>SY</b> = Full School Year</li> <li>• <b>TM</b> = Trimester</li> <li>• <b>TW</b> = 12 Month</li> </ul> <p>See the <a href="#">Section Session Type and Session Number Roll Forward</a> section for important information about ensuring Session Type is marked for end of year roll over.</p> <p><i>Alphanumeric</i></p>	<p>Scheduling &gt; Courses &gt; Sections &gt; Section &gt; Session Type</p> <p>Section.sessionType</p>
<b>Session Number</b>	<p>The session number.</p> <p>See the <a href="#">Section Session Type and Session Number Roll Forward</a> section for important information about ensuring Session Number is marked for end of year roll over.</p> <p><i>Numeric</i></p>	<p>Section &gt; Session Number</p> <p>Section.sessionNumber</p>
<b>Section Code</b>	<p>The local section code (sectionID).</p> <p><i>Numeric</i></p>	<p>Scheduling &gt; Courses &gt; Sections &gt; Section &gt; SectionID</p> <p>Section.sectionID</p>
<b>Teacher of Record Flag</b>	<p>Indicates if the teacher being reported for the course/section has the role of Teacher for the record being reported.</p> <p>See the <a href="#">Teacher Role Reporting Logic</a> section below for more information.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Staff History &gt; Teacher Role</p> <p>Teacher.role</p>
<b>Support Staff Type Code</b>	<p>Indicates if the person being reported is a type of support staff.</p> <p>See the <a href="#">Teacher Role Reporting Logic</a> section below for more information.</p> <p><i>Alphanumeric</i></p>	<p>Staff History &gt; Teacher Role</p> <p>Teacher.role</p>

Data Element	Description	Campus Interface
<b>Co-Teacher Type Code</b>	<p>Indicates if the person being reported is a co-teacher.</p> <p>See the <a href="#">Teacher Role Reporting Logic</a> section below for more information.</p> <p><i>Alphanumeric</i></p>	<p>Staff History &gt; Teacher Role</p> <p>Teacher.role</p>
<b>Instructional Para Type Code</b>	<p>Indicates if the person being reported is an instructional Para.</p> <p>See the <a href="#">Teacher Role Reporting Logic</a> section below for more information.</p> <p><i>Alphanumeric</i></p>	<p>Staff History &gt; Teacher Role</p> <p>Teacher.role</p>
<b>Academic Level Code</b>	<p>The academic code level of the reporting course.</p> <ul style="list-style-type: none"> <li>• BE = Basic Education</li> <li>• EE = Enriched Education</li> <li>• GE = General Education</li> <li>• HO = Honors</li> <li>• RE = Remedial Education</li> <li>• SE = Special Education</li> </ul> <p><i>Alphanumeric</i></p>	<p>Course &gt; SCED Course Level</p> <p>Course.scedCourseLevel</p>
<b>Credit Amount</b>	<p>The potential credit amount a student could earn by completing the section.</p> <p>For each section being reported, from the Grading Tasks assigned to the course where the credit value is not null and of those tasks, find the grading tasks marked as State Reported and have at least 1 term mask checked.</p> <p>Using the section schedule placement, logic finds the number of unique terms (regardless of the number of periods or period schedules) the section takes place in. For each of the grading tasks that meet the criteria mentioned in the first bullet point, logic determines how many scheduled terms overlap the terms marked on the grading task. This number is then multiplied by the credit amount placed in the grading task.</p> <p>When null, a value of 0 is reported.</p> <p><i>Numeric</i></p>	<p>Grading Tasks &gt; Credit Amount</p> <p>Section &gt; Section Schedule Placement</p> <p>Course.creditAmount</p>



Data Element	Description	Campus Interface
<b>Course Sequence</b>	The course sequence. <i>Numeric</i>	Course > NCES Data > SCED Sequence > Part N  Course.scedSequence
<b>Course Sequence Total</b>	The course sequence total (SCED). <i>Numeric</i>	Course > NCES Data > SCED Sequence > Part M  Course.scedSequence
<b>District Course Name</b>	The course name. <i>Alphanumeric</i>	Course > Name  Course.name
<b>District Course Number</b>	The course number. <i>Alphanumeric</i>	Course > Number  Course.number
<b>Grade Low Code</b>	The lowest grade level that could be served in this course.  This field will only display within Campus if the SCED Subject Area selected is any value and a SCED Course ID is selected. <i>Alphanumeric</i>	Course > NCES Data > SCED Lowest Grade  Course.scedLowestGrade
<b>Grade High Code</b>	The highest grade level that could be served in this course.  This field will only display within Campus if the SCED Subject Area selected is any value and a SCED Course ID is selected. <i>Alphanumeric</i>	Course > NCES Data > SCED Highest Grade  Course.scedHighestGrade
<b>Class Start Date</b>	The start date of the section. This is the start date of the earliest term the section is scheduled into.  <i>Date field, 10 characters, MM/DD/YYYY</i>	Section > Section Schedule Placement  Calculated value, not dynamically stored
<b>Class End Date</b>	The end date of the section. This is the end date of the latest term the section is scheduled into.  <i>Date field, 10 characters, MM/DD/YYYY</i>	Section > Section Schedule Placement  Calculated value, not dynamically stored

Data Element	Description	Campus Interface
<b>Class Enroll</b>	<p>The number of students enrolled on the first Monday in October or the last instructional day of the term, depending on the value selected in the Enrollment Count Date field on the extract editor.</p> <ul style="list-style-type: none"> <li>• <b>1st Monday in October</b> - Logic will count the number of students enrolled in the reporting section on the first Monday in October. If the section is scheduled to start after the 1st Monday in October, the number of students enrolled as of the last instructional date of the section is reported.</li> <li>• <b>No Count Date</b> - Logic looks at the last instructional day of the term and reports the number of students that are or would be enrolled on the last day of the section.</li> </ul> <p><i>Numeric</i></p>	<p>Calendar &gt; Days</p> <p>Section &gt; Roster (number of students on the roster as of the date)</p> <p>Section &gt; Section Section Placement</p> <p>Calendar &gt; Terms &gt; End Date (of the latest term)</p> <p>Calculated value, not dynamically stored</p>
<b>Class Minutes</b>	<p>The number of instructional minutes the section is scheduled.</p> <p>Logic looks for the number of days marked as Instructional and Attendance for the days the section is scheduled. Logic then multiplies this number by the number of minutes in the period(s) selected. When there are multiple period schedules or shortened days and multiple equations are needed, the sum of all the products of each equation is used to determine the number of potential class minutes. When the day is shortened, only the minutes of the period which fall within the start and end dates of the day will count towards the total minutes.</p> <p>When null, a value of 0 is reported.</p> <p><i>Numeric</i></p>	<p>Section &gt; Section Schedule Placement</p> <p>Calendar &gt; Days &gt; Instructional, Attendance</p> <p>Calendar &gt; Terms</p> <p>Calculated value, not dynamically stored</p>
<b>Distance Learning</b>	<p>Indicates if the reporting course is a distance learning course.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Course &gt; Distance Class</p> <p>Course.distanceCode</p>
<b>Dual Enrollment Credit</b>	<p>Indicates if the reporting course is a dual enrollment course.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Course &gt; Dual Enrollment Credit</p> <p>Course.dualEnrollmentCourse</p>

Data Element	Description	Campus Interface
<b>Alternative EdPrg</b>	Indicates if the reporting course is an alternative education program.  <i>Alphanumeric, Y or N</i>	Course > Alternative Ed Program  Customcourse. alternativeEdProgram

## Teacher Role Reporting Logic

The following table describes what value is reported in each extract field based on the reporting teacher's Teacher Role value:

Teacher Role Code	Extract Field	Reported Value
00: Teacher of Record	Teacher of Record Flag	Y
	Support Staff Type Code	NA
	Co-Teacher Type Code	NA
	Instructional Para Type Code	NA
02: Co-Teacher General ED	Teacher of Record Flag	N
	Support Staff Type Code	TE
	Co-Teacher Type Code	GE
	Instructional Para Type Code	NA
03: Co-Teacher SPED	Teacher of Record Flag	N
	Support Staff Type Code	TE
	Co-Teacher Type Code	SE
	Instructional Para Type Code	NA
04: Co-Teacher Title 1	Teacher of Record Flag	N
	Support Staff Type Code	TE
	Co-Teacher Type Code	TI
	Instructional Para Type Code	NA
05: Co-Teacher AE	Teacher of Record Flag	N
	Support Staff Type Code	TE
	Co-Teacher Type Code	AE
	Instructional Para Type Code	NA
07: Instructional Para General Ed	Teacher of Record Flag	N
	Support Staff Type Code	IP
	Co-Teacher Type Code	NA

Teacher Role Code	Extract Field	Reported Value
	Instructional Para Type Code	GE
08: Instructional Para-SPED	Teacher of Record Flag	N
	Support Staff Type Code	IP
	Co-Teacher Type Code	NA
	Instructional Para Type Code	SE
09: Instructional Para-Title 1	Teacher of Record Flag	N
	Support Staff Type Code	IP
	Co-Teacher Type Code	NA
	Instructional Para Type Code	TI
10: Instructional Para - AE	Teacher of Record Flag	N
	Support Staff Type Code	IP
	Co-Teacher Type Code	NA
	Instructional Para Type Code	AE
12: Facilitator	Teacher of Record Flag	N
	Support Staff Type Code	FA
	Co-Teacher Type Code	NA
	Instructional Para Type Code	NA
13: Not Applicable/Not State Reported	Record would not report.	

## Section Session Type and Session Number Roll Forward

In order to ensure section Session Type and Session Number data properly reports on the TEAMS Extract after an end of year roll over is performed, users are **highly encouraged** to mark the Copies Forward checkbox on both the Session Type and Session Number attributes within the Attribute Dictionary (see images below).

