

# Course Instructor Template (New Mexico)

Last Modified on 06/06/2024 8:55 am CDT

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Tool Search: CRSE\_INSTRUCT

The Course Instructor Template identifies the instructor(s) of each course/section (unique classroom) in which students are enrolled. The Course Instructor template must be submitted at each reporting period.

*Course Instructor Template Editor*

## Report Logic

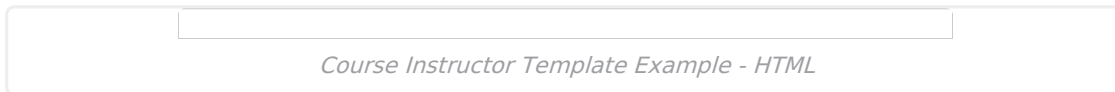
- One record reports per Primary Instructor for each class that is scheduled at least one instructional day during the reporting range.
  - The Course must have a State Course Code to report.
  - Instructors must have their active District Assignment selected on Section Staff History and a Social Security Number entered to report.
  - Instructors with a Role of Not State Reported selected on Section Staff History do not report.
  - When the Submission Schedule of Open Yr Round is selected, to report the class must be scheduled with at least one student rostered on the Snapshot Date.
- The **Section** of record must be active on at least one date in the reporting range for connected teaching staff to report. Up to three teachers may report per section, even if that teacher was not actively teaching the class on at least one date during the reporting range. Teachers with a Role of NSR: Not State Reported do not report.
  - **40D** - Calendar Start Date through the 2nd Weds of October
  - **80D** - The first instructional day after the 2nd Weds of October through the first M-F Date in December
  - **120D** - The first instructional day after the first M-F Date in December through the 2nd Weds of February
  - **EOY** - The first instructional day after the 2nd Weds of February through the last instructional day in the Calendar.
  - **K5P** - Must report ACTIVE on at least one day at any time in the calendar/s selected.
  - **OYR** - Must report ACTIVE on the date selected on the extract editor
- Logic for reporting the **Primary Instructor** element is as follows:
  - The ACTIVE Teacher on the Standardized Date of the Submission Schedule selected on the extract editor reports.
    - **40D** - 2nd Wednesday of October
    - **80D** - First M-F Date in December
    - **120D** - 2nd Wednesday of February
    - **EOY** - The last instructional day in the Calendar
    - **K5P** - The last instructional day in the Calendar

- **OYR** - The date selected on the extract editor.
- Reports the Staff ID (Staff ID is the teacher's Social Security Number formatted without dashes).
- Reports the staff member that is marked as the Primary Teacher for the section in the Section Staff History.
- If there is more than one teacher and none are marked as the Primary Teacher, the teacher currently active in the section reports. A teacher is considered active based on the Submission Schedule selected on the report editor.
  - If more than one teacher is active, the teacher with the earliest start date in the section reports.

## Report Editor

Field	Description
<b>Submission Schedule</b>	The Submission Schedule for which data is being submitted to the state.
<b>Snapshot Date</b>	This date field is only available if the Submission Schedule is <b>Open Yr Round</b> .
<b>Staff Ad Hoc Filter</b>	The Staff Ad Hoc Filter allows you to limit report results to staff included in the filter.
<b>Course Ad Hoc Filter</b>	The Course Ad Hoc Filter allows you to limit report results to courses included in the filter.
<b>Format</b>	The format in which the report will generate. Options include <b>HTML</b> and <b>State Format (CSV)</b> .
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report.

## Report Example



## Report Layout

Element Name	Logic	Location
<b>District Code</b>	A three character district code.  Numeric, 3 digits	District Information > State District Number  District.number

Element Name	Logic	Location
<b>Location Code</b>	<p>The state school number.</p> <p>Numeric, 5 digits</p>	<p>School Information &gt; State School Number</p> <p>School.number</p>
<b>School Year</b>	<p>The end year of the selected calendar(s) plus the date 06-30. For example, 2016-06-30.</p> <p>Date field, 10 characters YYYY-MM-DD</p>	N/A
<b>Filler</b>	N/A	N/A
<b>Primary Instructor</b>	<p>The Staff State ID. See the <a href="#">Report Logic</a> for more information about this element.</p> <p>Numeric, 11 digits</p>	<p>Identities &gt; SSN Section &gt; Section Staff History</p> <p>Identity.ssn</p>
<b>Other Instructor 1</b>	<p>The Staff ID of additional active staff member on the instructional team. A teacher is considered active based on the Submission Schedule selected on the report editor.</p> <p>Other Instructor 1 only reports when there is more than 1 active teacher.</p> <p>Staff ID is the staff member's SSN formatted without dashes.</p> <p>If there are multiple teachers in the Section Staff History, the State Staff ID NOT marked as Primary reports</p> <p>Numeric, 11 digits</p>	<p>Identities &gt; SSN Section &gt; Section Staff History</p> <p>Identity.ssn</p>

Element Name	Logic	Location														
<b>Other Instructor 2</b>	<p>The Staff ID of additional active staff member on the instructional team. A teacher is considered active based on the Submission Schedule selected on the report editor.</p> <p>Other Instructor 2 only reports when there are more than 2 active teachers.</p> <p>Staff ID is the staff member's SSN formatted without dashes.</p> <p>If there are multiple teachers in the Section Staff History, the State Staff ID NOT marked as Primary reports.</p> <p>Numeric, 11 digits</p>	<p>Identities &gt; SSN Section &gt; Section Staff History</p> <p>Identity.ssn</p>														
<b>Filler</b>	<p>N/A</p>	<p>N/A</p>														
<b>Staff Name</b>	<p>The concatenated Last and First Name of the teacher reported in the Primary Instructor field.</p> <p>Alphanumeric, 23 characters</p>	<p>Demographics &gt; Person Identifiers</p>														
<b>Semester</b>	<p>Indicates the reporting period. The value that reports is based on the <b>Submission Schedule</b> selected on the extract editor.</p> <table border="1" data-bbox="400 1303 890 1740"> <thead> <tr> <th>Submission Schedule</th> <th>Reports</th> </tr> </thead> <tbody> <tr> <td>40D</td> <td>1</td> </tr> <tr> <td>80D</td> <td>2</td> </tr> <tr> <td>120D</td> <td>3</td> </tr> <tr> <td>EOY</td> <td>4</td> </tr> <tr> <td>K5P</td> <td>5</td> </tr> <tr> <td>Open Yr Round</td> <td>9</td> </tr> </tbody> </table> <p>Alphanumeric, 1 character</p>	Submission Schedule	Reports	40D	1	80D	2	120D	3	EOY	4	K5P	5	Open Yr Round	9	<p>N/A</p>
Submission Schedule	Reports															
40D	1															
80D	2															
120D	3															
EOY	4															
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Open Yr Round	9															
<b>Class Period</b>	<p>The selected Class Period Type code reports or a default value reports when set in the data dictionary.</p> <p>Alphanumeric</p>	<p>Section &gt; Class Period Type</p> <p>Section.classType</p>														

Element Name	Logic	Location
<b>Course Code Long</b>	<p>The State Code of the course.</p> <p>Numeric, 11 digits</p>	<p>Course &gt; State Code</p> <p>Course.stateCode</p>
<b>Filler</b>	N/A	N/A
<b>Alternate Instruction Language</b>	<p>When a course is taught in a language other than English, this element reports the code selected in the Alt. Instruction Language field selected on the Course. If that field is null/blank, the Alternate Instruction Language selected on the Section. Otherwise, this element reports blank.</p> <p>Alphanumeric, 15 characters</p>	<p>Course &gt; Alternate Instruction Language Section &gt; Alternate Instruction Language</p> <p>CoursealternateLanguage Section.altInstructionLanguage</p>
<b>Section Code Long</b>	<p>Reports the Campus generated sectionID value.</p> <p>Alphanumeric, 24 characters</p>	<p>Section &gt; Section ID</p> <p>Section.sectionID</p>
<b>Filler</b>	N/A	N/A

Element Name	Logic	Location																					
<p><b>Snap Shot Date</b></p>	<p>The report date using the current year and hard coded values.  <b>Examples</b></p> <table border="1" data-bbox="400 434 986 1140"> <thead> <tr> <th data-bbox="400 434 683 535">Submission Schedule</th> <th data-bbox="683 434 831 535">Reports</th> <th data-bbox="831 434 986 535">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 535 683 636">40D</td> <td data-bbox="683 535 831 636">10-01</td> <td data-bbox="831 535 986 636">YYYY-10-1</td> </tr> <tr> <td data-bbox="400 636 683 736">80D</td> <td data-bbox="683 636 831 736">12-15</td> <td data-bbox="831 636 986 736">YYYY-12-15</td> </tr> <tr> <td data-bbox="400 736 683 837">120D</td> <td data-bbox="683 736 831 837">03-01</td> <td data-bbox="831 736 986 837">YYYY-03-01</td> </tr> <tr> <td data-bbox="400 837 683 938">EOY</td> <td data-bbox="683 837 831 938">06-01</td> <td data-bbox="831 837 986 938">YYYY-06-01</td> </tr> <tr> <td data-bbox="400 938 683 1039">K5P</td> <td data-bbox="683 938 831 1039">09-01</td> <td data-bbox="831 938 986 1039">YYYY-09-01</td> </tr> <tr> <td data-bbox="400 1039 683 1140">Open Yr Round</td> <td data-bbox="683 1039 831 1140">07-15</td> <td data-bbox="831 1039 986 1140">YYYY-07-15</td> </tr> </tbody> </table> <p>Date field, 10 characters YYYY-MM-DD</p>	Submission Schedule	Reports	Example	40D	10-01	YYYY-10-1	80D	12-15	YYYY-12-15	120D	03-01	YYYY-03-01	EOY	06-01	YYYY-06-01	K5P	09-01	YYYY-09-01	Open Yr Round	07-15	YYYY-07-15	<p>N/A</p>
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<p><b>Filler</b></p>	<p>N/A</p>	<p>N/A</p>																					
<p><b>Course Special Program Code</b></p>	<p>Identifies teachers and classes that are part of the state’s BEP (funded program). Reports BEP only if the Course Special Program Code is <b>BEP</b>. Otherwise, the element reports blank.</p> <p>Alphanumeric, 3 characters</p>	<p>Course &gt; Course Special Program Code</p> <p>Course.programType</p>																					
<p><b>Filler</b></p>	<p>N/A</p>	<p>N/A</p>																					
<p><b>Honors Indicator</b></p>	<p>Identifies whether the course is an Honors class. If HR: Honors is selected in the Content Level Indicator dropdown list, Y reports. Otherwise, this element reports N.</p> <p>Alphanumeric, 1 character</p>	<p>Course &gt; Content Level Indicator</p> <p>Course.honorsCourse</p>																					

Element Name	Logic	Location
<b>Advance Placement Indicator</b>	<p>Identifies whether the course is an Advanced Placement class. If <i>AP: Advanced Placement</i> is selected in the Course Indicator dropdown list, <b>Y</b> reports. Otherwise, this element reports <b>N</b>.</p> <p>Alphanumeric, 1 character</p>	<p>Course &gt; Course Indicator</p> <p>Course.honorsCode</p>
<b>Career Tech Indicator</b>	<p>Identifies whether the course is a Career and Technical class. If the CIP Code contains a value, <b>Y</b> reports. If the CIP Code field is null, <b>N</b> reports.</p> <p>Alphanumeric, 1 character</p>	<p>Course &gt; CIP Code</p> <p>Course.cipCode</p>
<b>Gifted Indicator</b>	<p>Identifies whether the course is a Gifted Class. If <i>GT: Gifted</i> is selected in the Course Indicator dropdown list, <b>Y</b> reports. Otherwise, this element reports <b>N</b>.</p> <p>Alphanumeric, 1 character</p>	<p>Course &gt; Course Indicator</p> <p>Course.honorsCode</p>
<b>Filler</b>	N/A	N/A
<b>Remedial Indicator</b>	<p>Identifies whether the class is a Remedial class. If <i>R: Remedial</i> is selected in the Content Level Indicator dropdown list, <b>Y</b> reports. Otherwise, this element reports <b>N</b>.</p> <p>Alphanumeric, 1 character</p>	<p>Course &gt; Content Level Indicator</p> <p>Course.honorsCourse</p>
<b>Basic General Indicator</b>	<p>Identifies whether the class is a General class. If <i>BG: Basic/General</i> is selected in the Content Level Indicator dropdown list, <b>Y</b> reports. Otherwise, this element reports <b>N</b>.</p> <p>Alphanumeric, 1 character</p>	<p>Course &gt; Content Level Indicator</p> <p>Course.honorsCourse</p>
<b>Sped Indicator</b>	<p>Identifies whether the class is a Special Education class. If <i>SE: Special ED</i> is selected in the Course Indicator dropdown list, <b>Y</b> reports. Otherwise, this element reports <b>N</b>.</p> <p>Alphanumeric, 1 character</p>	<p>Course &gt; Course Indicator</p> <p>Course.honorsCode</p>

Element Name	Logic	Location
<b>International Bacc Indicator</b>	Identifies whether the class is an International Baccalaureate (IB) class. If <i>IB: International Baccalaureate</i> is selected in the Course Indicator dropdown list, Y reports. Otherwise, this element reports <b>N</b> .  Alphanumeric, 1 character	Course > Course Indicator  Course.honorsCode
<b>Filler</b>	N/A	N/A
<b>Elective Indicator</b>	Identifies whether the class is an Elective class. If the Course > Elective checkbox is marked, Y reports. Otherwise, this element reports <b>N</b> .  Alphanumeric, 1 character	Course/Section > Course > Elective  Course.elective
<b>Filler</b>	N/A	N/A
<b>Lab Component Indicator</b>	Identifies whether this class has a lab component. If the Lab Component Indicator checkbox is marked, <b>Y</b> reports. Otherwise this element reports <b>N</b> .  Alphanumeric, 1 character	Course > Lab Component Indicator Course.labComponentIndicator
<b>Filler</b>	N/A	N/A
<b>Advanced Indicator</b>	Identifies whether this class is an Advanced class. If the <i>A: Advanced</i> is selected in the Content Level Indicator dropdown list, <b>Y</b> reports. Otherwise this element reports <b>N</b> .  Alphanumeric, 1 character	Course > Content Level Indicator  Course.honorsCourse
<b>Course Section</b>	<b>HTML Only</b> Reports the concatenated course number AND section number only in the HTML output.	Course/Section > Course > Course Number Course/Section > Section > Section Number  Course.number Section.number