

Course Instructor Template (New Mexico)

Last Modified on 09/17/2025 11:33 am CDT

[Report Logic](#) | [Report Editor](#) | [Report Example](#) | [Report Layout](#)

Article Archived as of Campus.2539

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.

CRSE_INSTRUCT ☆

Reporting > NM State Reporting > CRSE_INSTRUCT

Course Instructor Template

This tool will extract data to complete the Course Instructor Template. To report, a section must have at least one active Teacher with their active District Assignment selected on Section Staff History and at least one student rostered/enrolled during the selected reporting range. Choose the State Format to get the file in the state defined file format; otherwise, choose HTML for testing/debugging.

Extract Options

Submission Schedule: 40D

Staff Ad Hoc Filter

Course Ad Hoc Filter

Format: State Format(CSV)

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

23-24

23-24 Balaan Elementary
23-24 Bell Elementary
23-24 Chaparral Elementary
23-24 Columbus Elementary
23-24 Deming Cesar Chavez Char
23-24 Deming High School
23-24 Deming Intermediate
23-24 Early College High
23-24 Memorial Elementary
23-24 Mimbres Valley High
23-24 Misc Preschool Program
23-24 My Little School
23-24 Red Mountain Middle
23-24 Ruben S Torres ES
23-24 Summer Camp-CO
23-24 Summer Camp-DHS

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 05/30/2024 and 06/06/2024

Batch Queue List

Queued Time	Report Title	Status	Download

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
Submission Schedule	The Submission Schedule for which data is being submitted to the state.
Snapshot Date	This date field is only available if the Submission Schedule is Open Yr Round .
Staff Ad Hoc Filter	The Staff Ad Hoc Filter allows you to limit report results to staff included in the filter.

Field	Description
Course Ad Hoc Filter	The Course Ad Hoc Filter allows you to limit report results to courses included in the filter.
Format	The format in which the report will generate. Options include HTML and State Format (CSV) .
Select Calendars	The calendar(s) from which data is pulled for the report.

Report Example

Course Instructor Template Records:109									
DistrictCode	LocationCode	SchoolYear	Filler1	Filler2	Filler3	Filler4	PrimaryInstructor	Other1	Other2
042	005	2016-06-30					001455779		
042	005	2016-06-30					014455668		
042	005	2016-06-30					122455589		
042	005	2016-06-30					014455668		
042	005	2016-06-30					004456889		
042	005	2016-06-30					023446789		
042	005	2016-06-30					345667779		
042	005	2016-06-30					123445778		
042	005	2016-06-30					223555788		
042	005	2016-06-30					014455668		
042	005	2016-06-30					145568899		

Course Instructor Template Example - HTML

Report Layout

Element Name	Logic	Location
District Code	A three character district code. Numeric, 3 digits	District Information > State District Number District.number
Location Code	The state school number. Numeric, 5 digits	School Information > State School Number School.number

Element Name	Logic	Location
School Year	<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
Filler	N/A	N/A
Primary Instructor	<p>The Staff State ID. See the Report Logic for more information about this element.</p> <p>Numeric, 11 digits</p>	Identities > SSN Section > Section Staff History Identity.ssn
Other Instructor 1	<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>	Identities > SSN Section > Section Staff History Identity.ssn
Other Instructor 2	<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>	Identities > SSN Section > Section Staff History Identity.ssn
Filler	N/A	N/A

Element Name	Logic	Location														
Staff Name	<p>The concatenated Last and First Name of the teacher reported in the Primary Instructor field.</p> <p>Alphanumeric, 23 characters</p>	Demographics > Person Identifiers														
Semester	<p>Indicates the reporting period. The value that reports is based on the Submission Schedule selected on the extract editor.</p> <table border="1" data-bbox="398 646 886 1096"> <thead> <tr> <th data-bbox="398 646 727 702">Submission Schedule</th><th data-bbox="727 646 886 702">Reports</th></tr> </thead> <tbody> <tr> <td data-bbox="398 702 727 765">40D</td><td data-bbox="727 702 886 765">1</td></tr> <tr> <td data-bbox="398 765 727 828">80D</td><td data-bbox="727 765 886 828">2</td></tr> <tr> <td data-bbox="398 828 727 891">120D</td><td data-bbox="727 828 886 891">3</td></tr> <tr> <td data-bbox="398 891 727 954">EOY</td><td data-bbox="727 891 886 954">4</td></tr> <tr> <td data-bbox="398 954 727 1017">K5P</td><td data-bbox="727 954 886 1017">5</td></tr> <tr> <td data-bbox="398 1017 727 1080">Open Yr Round</td><td data-bbox="727 1017 886 1080">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	N/A
Submission Schedule	Reports															
40D	1															
80D	2															
120D	3															
EOY	4															
K5P	5															
Open Yr Round	9															
Class Period	<p>The selected Class Period Type code reports or a default value reports when set in the data dictionary.</p> <p>Alphanumeric</p>	Section > Class Period Type Section.classType														
Course Code Long	<p>The State Code of the course.</p> <p>Numeric, 11 digits</p>	Course > State Code Course.stateCode														
Filler	N/A	N/A														
Alternate Instruction Language	<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>	Course > Alternate Instruction Language Section > Alternate Instruction Language Course.alternateLanguage Section.altInstructionLanguage														

Element Name	Logic	Location																					
Section Code Long	<p>Reports the Campus generated sectionID value.</p> <p>Alphanumeric, 24 characters</p>	<p>Section > Section ID</p> <p>Section.sectionID</p>																					
Filler	N/A	N/A																					
Snap Shot Date	<p>The report date using the current year and hard coded values.</p> <p>Examples</p> <table border="1" data-bbox="398 676 981 1372"> <thead> <tr> <th data-bbox="398 676 700 770">Submission Schedule</th><th data-bbox="700 676 859 770">Reports</th><th data-bbox="859 676 981 770">Example</th></tr> </thead> <tbody> <tr> <td data-bbox="398 770 700 864">40D</td><td data-bbox="700 770 859 864">10-01</td><td data-bbox="859 770 981 864">YYYY-10-1</td></tr> <tr> <td data-bbox="398 864 700 959">80D</td><td data-bbox="700 864 859 959">12-15</td><td data-bbox="859 864 981 959">YYYY-12-15</td></tr> <tr> <td data-bbox="398 959 700 1053">120D</td><td data-bbox="700 959 859 1053">03-01</td><td data-bbox="859 959 981 1053">YYYY-03-01</td></tr> <tr> <td data-bbox="398 1053 700 1147">EOY</td><td data-bbox="700 1053 859 1147">06-01</td><td data-bbox="859 1053 981 1147">YYYY-06-01</td></tr> <tr> <td data-bbox="398 1147 700 1242">K5P</td><td data-bbox="700 1147 859 1242">09-01</td><td data-bbox="859 1147 981 1242">YYYY-09-01</td></tr> <tr> <td data-bbox="398 1242 700 1372">Open Yr Round</td><td data-bbox="700 1242 859 1372">07-15</td><td data-bbox="859 1242 981 1372">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	N/A
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																					
Filler	N/A	N/A																					
Course Special Program Code	<p>Identifies teachers and classes that are part of the state's BEP (funded program).</p> <p>Reports BEP only if the Course Special Program Code is BEP. Otherwise, the element reports blank.</p> <p>Alphanumeric, 3 characters</p>	<p>Course > Course Special Program Code</p> <p>Course.programType</p>																					
Filler	N/A	N/A																					

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

Element Name	Logic	Location
Sped Indicator	<p>Identifies whether the class is a Special Education class. If <i>SE: Special ED</i> is selected in the Course Indicator dropdown list, Y reports. Otherwise, this element reports N.</p> <p>Alphanumeric, 1 character</p>	<p>Course > Course Indicator</p> <p>Course.honorsCode</p>
International Bacc Indicator	<p>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 N.</p> <p>Alphanumeric, 1 character</p>	<p>Course > Course Indicator</p> <p>Course.honorsCode</p>
Filler	N/A	N/A
Elective Indicator	<p>Identifies whether the class is an Elective class. If the Course > Elective checkbox is marked, Y reports. Otherwise, this element reports N.</p> <p>Alphanumeric, 1 character</p>	<p>Course/Section > Course > Elective</p> <p>Course.elective</p>
Filler	N/A	N/A
Lab Component Indicator	<p>Identifies whether this class has a lab component. If the Lab Component Indicator checkbox is marked, Y reports. Otherwise this element reports N.</p> <p>Alphanumeric, 1 character</p>	<p>Course > Lab Component Indicator</p> <p>Course.labComponentIndicator</p>
Filler	N/A	N/A
Advanced Indicator	<p>Identifies whether this class is an Advanced class. If the <i>A: Advanced</i> is selected in the Content Level Indicator dropdown list, Y reports. Otherwise this element reports N.</p> <p>Alphanumeric, 1 character</p>	<p>Course > Content Level Indicator</p> <p>Course.honorsCourse</p>

Element Name	Logic	Location
Course Section	HTML Only 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