

Teacher Course Assignment Report - Teacher Course Assignment Errors and Warnings (Illinois)

Last Modified on 10/21/2024 8:22 am CDT

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Tool Search: Teacher Course Assignment

The Teacher Course Assignment Errors and Warnings Report provides a list of all course sections scheduled where a teacher has a state role assigned but there are no students scheduled into the course section.

Report Logic

Teachers must have a value between **200-699** in the State Role field on the Section Staff History tab.

Teachers must also have a start date on the [Staff History](#) tab that is either NULL or within or before the dates entered on the extract editor. End dates (on the Staff History tab) must also be NULL or be within or after the dates entered on the extract editor.

Courses marked as State Exclude or are not active are NOT included.

The Course section cannot have any students actively scheduled in it within the dates entered on the extract editor.

Report Editor

| Field | Description |
|---|--|
| Report Type | Determines which Teacher Assignment report will generate. For this instance, select Teacher Course Assignment Errors and Warnings. |
| 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 + __ + MMDDYY_File Identifier). |
| Date Range (Start Date and End Date) | 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. |

| Field | Description |
|------------------------------------|--|
| Strip Apostrophes | <p>When marked, the following marks are removed from student names and other reported data:</p> <ul style="list-style-type: none"> • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) <p>When not marked, these marks are not removed.</p> |
| 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 format or the Tab Delimited format for data review prior to sending to the state. |
| Ad hoc Filter | <p>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.</p> <p>This is optional. Students can also be selected by grade level. Or choose both a grade level and an ad hoc filter.</p> |
| 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 can be marked to generate at a later time using the Submit to Batch button. See the Batch Queue information for additional guidance. |

Generate the Report

1. Select **Teacher Course Assignment Errors and Warnings** 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.

| | A | B | C | D | E | F | G | H | I |
|----|--|----------------|--------------------|------------------|-------|-----------|---------------------|---------------|---|
| 1 | Teacher Cour | 45 | TEW_31008300026_02 | 2/18/2015 | 3E+14 | | | | |
| 2 | Warning Records:45 | | | | | | | | |
| 3 | The following course/sections are scheduled and have a teacher with a state role but do not have any students rostered; they W | | | | | | | | |
| 4 | IEIN | LocalTeacherID | TeacherLastName | TeacherFirstName | Term | LocalCour | LocalCourseTitle | SectionNumber | |
| 5 | 123456 | 1234 | Teacher | Amber | 1 | E410 | Language Arts-Grad | E4103101 | |
| 6 | 123456 | 1234 | Teacher | Amber | 1 | E412 | Reading-Grade 4 | E4123101 | |
| 7 | 123456 | 1234 | Teacher | Amber | 1 | E414 | Writing-Grade 4 | E4143101 | |
| 8 | 123456 | 1234 | Teacher | Amber | 1 | E420 | Social Studies-Grad | E4203101 | |
| 9 | 123456 | 1234 | Teacher | Amber | 1 | E440 | Science-Grade 4 | E4403101 | |
| 10 | 234567 | 2345 | Teacher | Brian | 1 | E190 | PE-Grade 1 | E1903022 | |
| 11 | 234567 | 2345 | Teacher | Brian | 1 | E290 | PE-Grade 2 | E2903033 | |
| 12 | 234567 | 2345 | Teacher | Brian | 1 | E390 | PE-Grade 3 | E3903044 | |
| 13 | 234567 | 2345 | Teacher | Brian | 1 | E590 | PE-Grade 5 | E5903066 | |
| 14 | 234567 | 2345 | Teacher | Brian | 1 | K90 | PE-Kindergarten | K903011 | |
| 15 | 345678 | 3456 | Teacher | Cassie | 1 | E410 | Language Arts-Grad | E4103102 | |
| 16 | | | | | | | | | |

Errors and Warning Report, State Format (Comma Delimited)

Header Records:1

| ReportName | TotalRecords | FileName | Date | RCDTSC |
|--|--------------|-----------------------------------|------------|----------|
| Teacher Course Assignment Errors and Warnings Report | 45 | TEW_31008300026_02182015_001.html | 02/18/2015 | 31008300 |

Warning Records:45
The following course/sections are scheduled and have a teacher with a state role but do not have any students rostered; they WILL

| IEIN | LocalTeacherID | TeacherLastName | TeacherFirstName | Term | LocalCourseID | LocalCourseTitle | SectionNumber |
|--------|----------------|-----------------|------------------|------|---------------|------------------------|---------------|
| 123456 | 1234 | Teacher | Amber | 01 | E410 | Language Arts-Grade 4 | E4103101 |
| 123456 | 1234 | Teacher | Amber | 01 | E412 | Reading-Grade 4 | E4123101 |
| 123456 | 1234 | Teacher | Amber | 01 | E414 | Writing-Grade 4 | E4143101 |
| 123456 | 1234 | Teacher | Amber | 01 | E420 | Social Studies-Grade 4 | E4203101 |
| 123456 | 1234 | Teacher | Amber | 01 | E440 | Science-Grade 4 | E4403101 |
| 234567 | 2345 | Teacher | Brian | 01 | E190 | PE-Grade 1 | E1903022 |
| 234567 | 2345 | Teacher | Brian | 01 | E290 | PE-Grade 2 | E2903033 |
| 234567 | 2345 | Teacher | Brian | 01 | E390 | PE-Grade 3 | E3903044 |
| 234567 | 2345 | Teacher | Brian | 01 | E590 | PE-Grade 5 | E5903066 |

Errors and Warnings, HTML Format

TEW_31008300026_02182015_001 - Notepad

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File Edit Format View Help
ReportName TotalRecords FileName Date RCDTSCode
Teacher Course Assignment Errors and Warnings Report 45 TEW_31008300026_021
IEIN LocalTeacherID TeacherLastName TeacherFirstName Term LocalCourse
123456 1234 Teacher Amber 01 E410 Language Arts-Grade 4 E4103101
123456 1234 Teacher Amber 01 E412 Reading-Grade 4 E4123101
123456 1234 Teacher Amber 01 E414 Writing-Grade 4 E4143101
123456 1234 Teacher Amber 01 E420 Social Studies-Grade 4 E4203101
123456 1234 Teacher Amber 01 E440 Science-Grade 4 E4403101
234567 2345 Teacher Brian01 E190 PE-Grade 1 E1903022
234567 2345 Teacher Brian 01 E290 PE-Grade 2 E2903033
234567 2345 Teacher Brian 01 E390 PE-Grade 3 E3903044
234567 2345 Teacher Brian 01 E590 PE-Grade 5 E5903066
234567 2345 Teacher Brian 01 K90 PE-Kindergarten K903011
  
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Errors and Warnings Reports, Tab Delimited Format

Errors and Warnings Report Layout

| Element | Description | Campus Application |
|----------------------|---|---|
| Report Header | | |
| Report Name | The name of the extract being generated. This will always report a value of Teacher Course Assignment Errors and Warnings Report . | N/A |
| Total Records | The total amount of records generated. | N/A |
| File Name | TEW_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 |
| Date | The date the extract was generated. | N/A |
| RCDTSC Code | The Region-County-District-Type-School code that uniquely identifies the school generating the extract. <i>RRCCDDDDTTSSSS, 15 characters</i> | System Administration > Reso Information > State District Nu Number, County System Administration > Reso School Number District.districtID District.county District.region School.number |

| Element | Description | Campus Application |
|--|---|---|
| Report Layout | | |
| Illinois Educator Identifying Number (IEIN) | Teacher's State Staff ID number. <i>Numeric, 10 digits</i> | Census > People > Demograph Person.staffStateID |
| Local Teacher ID | School- or District-assigned teacher number. <i>Numeric, up to 50 digits</i> | Census > People > Demograph Number Person.localStaffID |
| 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. <i>Alphanumeric, 30 characters</i> | Census > People > Identity Inf Identity.lastName Census > People > Identities > 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. <i>Alphanumeric, 30 characters</i> | Census > People > Identity Inf Identity.firstName Census > People > Identities > Information > Legal First Name Identity.LegalfirstName |
| Term | Identifies the calendar term in which the section occurs. <i>Numeric, 2 digits</i> | Scheduling > Courses > Cours Section.term |
| Local Course ID | School-assigned or District-assigned number of the course. <i>Alphanumeric, up to 50 characters</i> | Scheduling > Courses > Cours Course.number |
| Local Course Title | Course Name. <i>Alphanumeric, up to 100 characters</i> | Scheduling > Courses > Cours Course.name |
| Section Number | Reports the concatenated value of the Course Number and Section Number. <i>Numeric, up to 10 digits</i> | Scheduling > Course > Course Number Section.number |