Educator Collection

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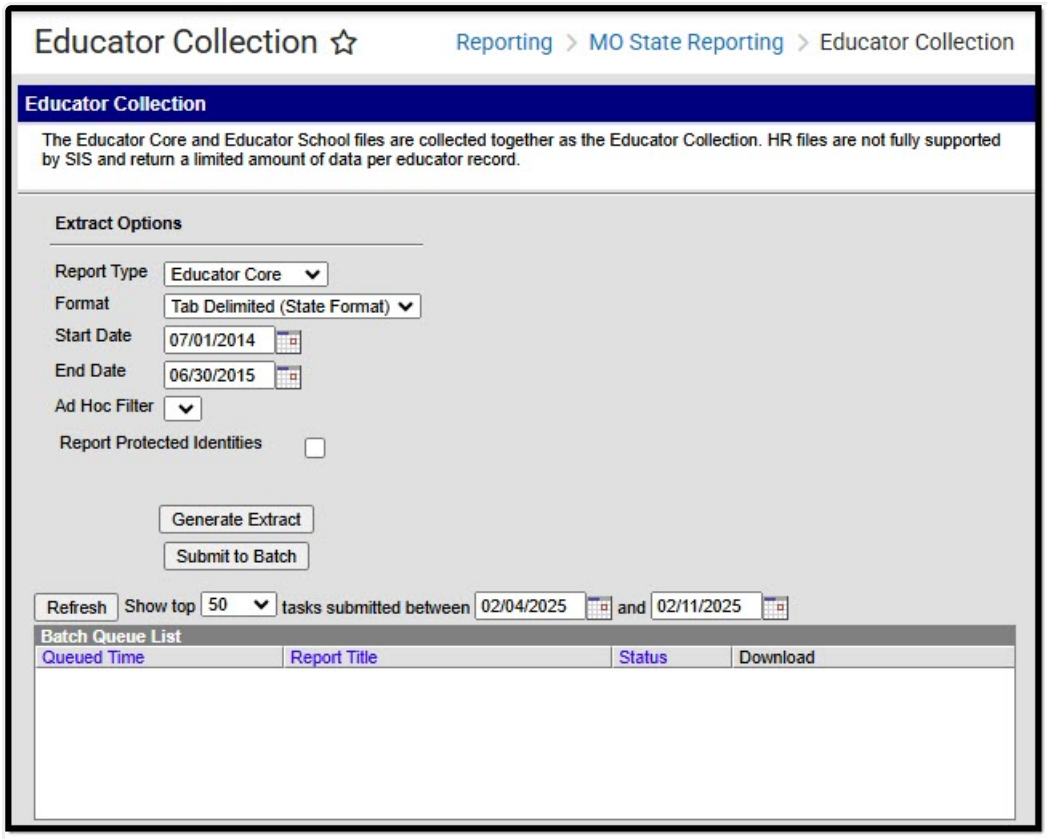
Tool Search: Educator Collection

The Educator Collection contains the Educator Core and the Educator School files that report limited educator degree, FTE, and position information data stored in Campus.



Educator Collection

Report Editor

Field	Description
Report Type *Required*	The file type generated, either the Educator Core (default selection) or Educator School.
File Format	Selection determines whether the extract generates in the Tab Delimited (State Format), Comma Separated (CSV), or HTML format.
Start Date	The first day used to return data. This date defaults to 07/01/YYYY where YYYY is the start year of the school year selected in the toolbar. Dates can be entered in *mmddyy* format or use the calendar icon to select a date.

Field	Description
End Date	The first day used to return data. This date defaults to 06/30/YYYY where YYYY is the end year of the school year selected in the toolbar. Dates can be entered in *mmddyy* format or use the calendar icon to select a date.
Ad hoc Filter	When chosen, only those staff included in the selected ad hoc filter are reported in the extract.
Report Protected Identities	When marked, the extract reports from the legal name and gender fields.
Calendar Selection *Educator School only*	At least one calendar needs to be selected in order to generate the report. Calendars can be selected by the active year, by school name or by year. This defaults to the school selected in the toolbar.
Report Generation	The extract can be generated immediately using the **Generate Report** button. Or, use the **Submit to Batch** button to select when the report is generated. See the Batch Queue article for more information on this functionality.

Generate the Report

1. Select a **Report Type**, either Educator Core or Educator School.
2. Choose a Format in which to generate the report, Tab Delimited (State Format), Comma Separated (CSV), or HTML.
3. Enter a **Start Date**.
4. Enter an **End Date**.
5. Optional: select an **Ad hoc Filter**.
6. Optional: mark the **Report Protected Identities** checkbox.
7. Educator School Only: select the **Calendar(s)** to include in the report.
8. Click the **Generate Extract** button or use the **Submit to Batch** button. The extract displays in the selected format.

Report Population, Logic, and Layout

For information on report population, logic, and layout for each report type, see this Educator Collection PDF link.