

# Generating Last Year's Staff Responsibility Report



2021-2022

08/05/2021

## Table of Contents

INTRODUCTION.....	1
CHANGE TO LAST YEAR'S DATABASE.....	1
GENERATING THE REPORT .....	3

# Generating Staff Responsibility Report

## Introduction

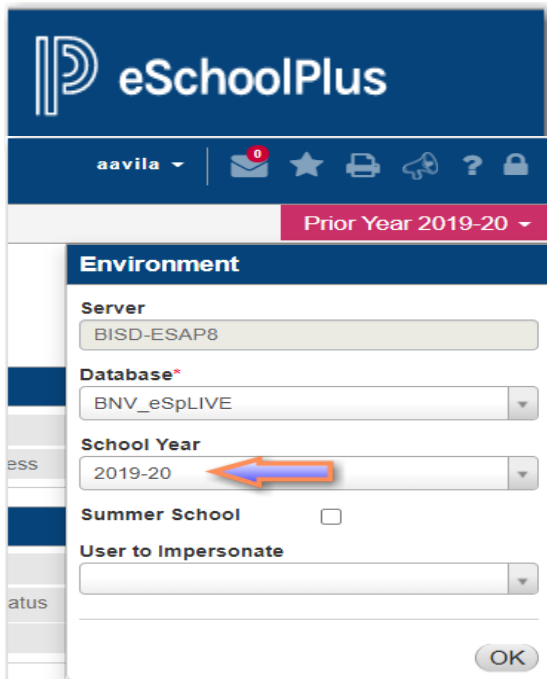
This document describes the steps to follow in order to properly generate last year's Staff Responsibility report in order that it may be used to assist in the coding of this year's Staff Responsibility records for the PEIMS snapshot submission.

## Change to Last Year's Database

The report should be generated from last year's database. Change the current school year to reflect last year's database by clicking on the school year link at the top right hand corner of the screen as illustrated below:



Select the school year from the drop down menu. See example below:

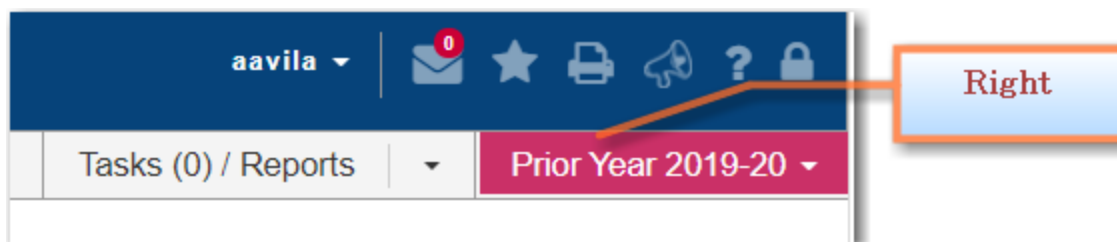


**NOTE:** Make sure you are in the LIVE database, that's to say, DO NOT CHANGE the database name.

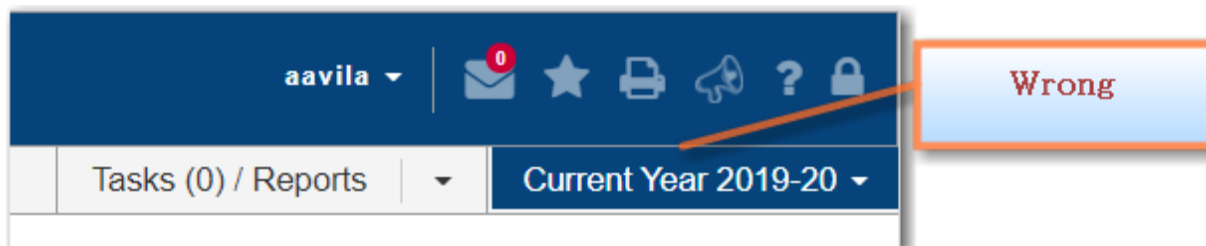
The screenshot shows the 'Environment' configuration window. The 'Database\*' field is set to 'BNV\_eSpLIVE'. A callout box highlights this field with the instruction: 'Do not change this. Make sure you are in Live'. Other fields include 'Server' (BISD-ESAP8), 'School Year' (2019-20), 'Summer School' (unchecked), and 'User to Impersonate'. An 'OK' button is located at the bottom right of the dialog.

Click on the  button.

The top right hand corner of the screen will now look like this:



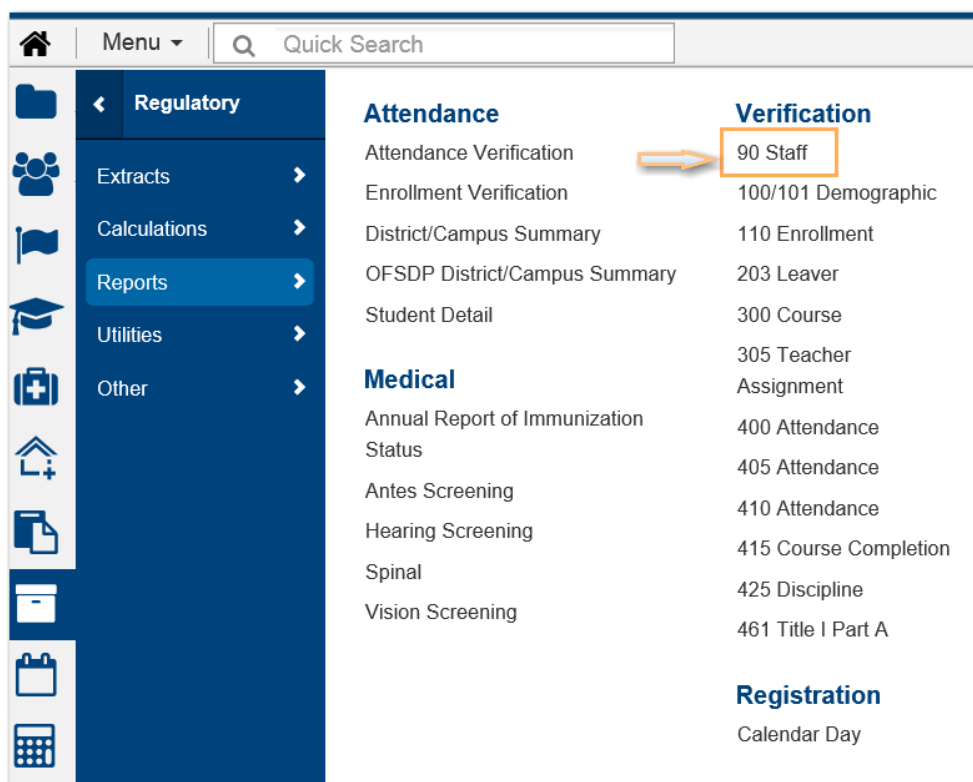
**NOTE:** If you see “Current Year 2019-20” at the top right hand corner of the screen, you are in the WRONG database.



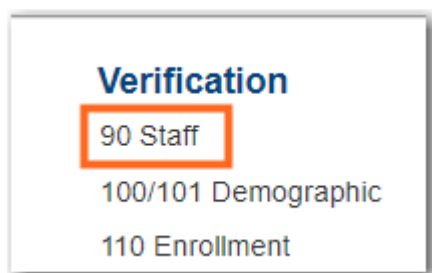
## Generating the Report

Follow these steps to generate the report:

1. Click on "Menu."
2. Click on "Regulatory"
3. Click on "Reports."
4. Click on "90 Staff"



5. Click on "90 Staff".



- Type your building number next to the “Building List”. Include “All Staff”, and “Report” on Report Type. See example below. The following should remain as is: “Include Staff”, “Include Staff w/No State ID”, and “Report Type”.

#### TX 090 Staff Verification Report

Prompts

Report Options

Building List\*

×

134 - Hudson Elementary

Include Staff\*

All Staff

Include Staff w/No State ID

☒

ReportType\*

☒ Report
 ☐ Excel

Log Statistics

☐

Task/Report Name\*

Staff 090 Verification Report

Enter Campus Here

- Press the  button to generate the report.

aavila

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Tasks (0) / Reports




Prior Year 2019-20



- The system will display the status of your report on your home page. Wait till the report disappears from the “Scheduled Tasks” section of the screen.

Scheduled Tasks			
			Total Scheduled Tasks:1
Task ↕	Run Time	Status	
Staff 090 Verification Report Staff 090 Verification Report	09/30/2020 09:59:00 AM	Waiting	
<div> <span>⏪</span> <span>⏩</span> Page 1 of 1 <span>⏪</span> <span>⏩</span> 10 </div>			

- Once the report has finished running, the system will place the completed report under your “Reports” section of the home page. See example below:

Reports			
Total Reports:1058		Using: 354.60 Mb	
File Name	Modified Date ↕	Size	
Staff 090 Verification Report	09/30/2020 09:59:40 AM	192.45 kb	
Change Student ID20200922 112349	09/22/2020 11:23:50 AM	20.35 kb	
Change Student ID20200911 090350	09/11/2020 09:03:50 AM	21.13 kb	

The report Log will print first.

9/30/2020

TX Staff 090 Verification Report Statistics Log

Started:

09/30/2020 09:59:26 AM

Completed:

09/30/2020 09:59:39 AM

File Name:

Staff\_090\_Verification\_Report\_20200930\_095939.pdf

Run By User:

aavila

Working School Year:

2021

Prompts

SAVEIFVALID

TRUE

RUN\_DOT\_NET

TRUE

PERFORMVALIDATION

FALSE

CUSTOM\_TASK\_NAME

Staff 090 Verification Report

BUILDING

102

SELECTEDBLDGS

SELECTED

LOGFILE

Y

REPORT\_TYPE

R

INCLUDESTAFF

all

INCLUDENOID

Y

TOTAL COURSE STAFF/RESPONSIBILITY RECORDS

446

TOTAL STAFF 090 RECORDS

0

The report will show below:

9/30/2020

TX Staff 090 Verification Report

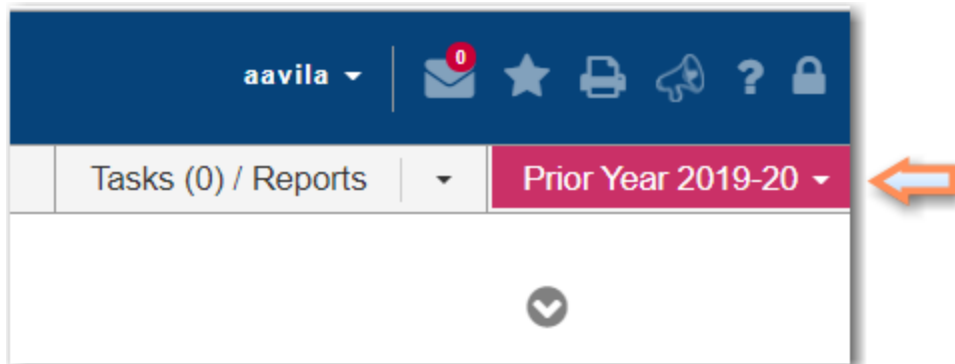
Page 5 of 40

Staff: Perez, [REDACTED]											Staff ID: [REDACTED]		State ID: 4 [REDACTED]						
COURSE / RESPONSIBILITY DATA											STAFF / 090 RECORD DATA								
Building	Course	Service ID	Class ID	Student Count	Pop Served	Class Type	Monthly Minutes	Role ID	Minutes Override	Unique Class ID	Campus	Service ID	Class ID	Role ID	Student Count	Pop Served	Class Type	Monthly Minutes	
102	E11300-101	02540006	00000001864460	20	01	01	N/A	087		N									
Description: Thea Arts 1											Periods: 10		Cycle Days: W		Start/End Dates: 8/25/2020 / --				
102	E10900-101	02550030	00000001864458	20	01	01	N/A	087		N									
Description: Health 1											Periods: 9		Cycle Days: M, T, W, R, F		Start/End Dates: 8/25/2020 / --				
102	E10303-101	02560010	00000001864463	11	02	01	N/A	087		N									
Description: ESL/English 1											Periods: 3		Cycle Days: M, T, W, R, F		Start/End Dates: 8/25/2020 / --				
102	E10100-101	02620010	00000001864449	15	01	01	N/A	087		N									
Description: Read 1											Periods: 1		Cycle Days: M, T, W, R, F		Start/End Dates: 8/25/2020 / --				
102	E10101-101	02620010	AUTO	5	04	01	N/A	087	900	N									
Description: Read 1 Gt											Periods: 1		Cycle Days: M, T, W, R, F		Start/End Dates: 8/25/2020 / --				
102	E10300-101	02630010	00000001864451	6	01	01	N/A	087		N									
Description: English 1											Periods: 3		Cycle Days: M, T, W, R, F		Start/End Dates: 8/25/2020 / --				

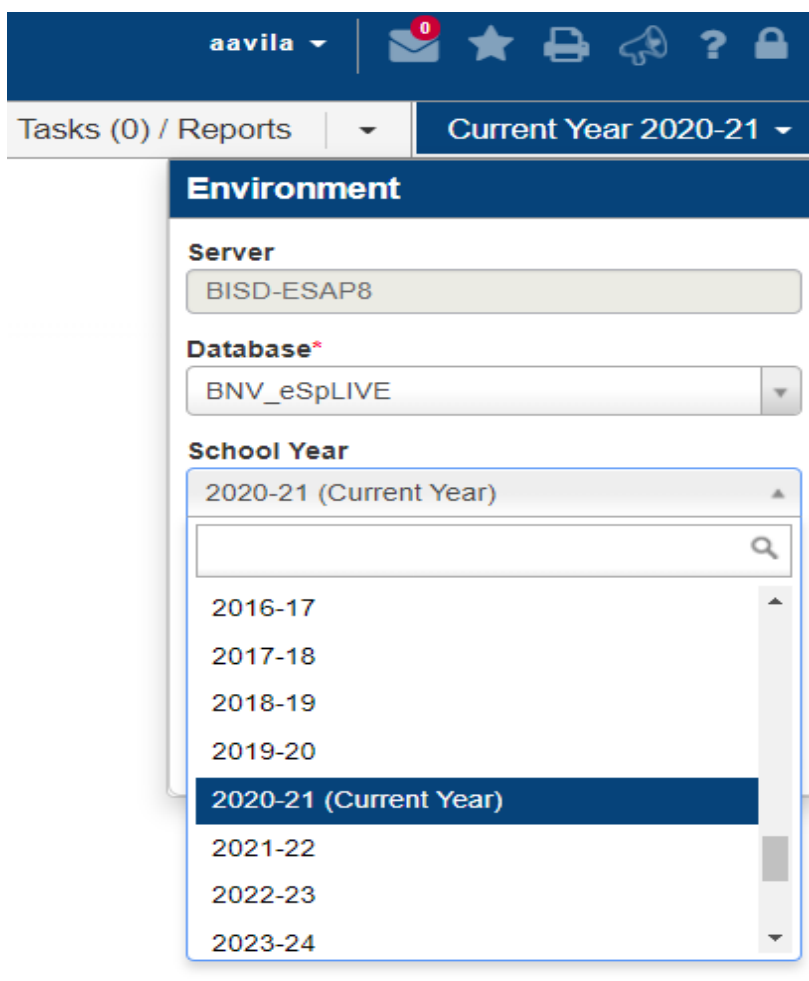


10. Change back to the current year

Click on the school year link at the top right hand corner of the screen as illustrated below:



- Select the school year from the drop down menu. See example below:



Click on the  button.

The top right hand corner of the screen will now look like this:

