

# TEAMS Teacher Class Extract

Last Modified on 10/22/2022 10:28 am CDT

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**PATH:** *MT State Reporting > TEAMS Extract > Extract Type > Teacher Class*

The TEAMS Teacher Class Extract reports detailed teacher information for each course and section within the calendar(s) and date range specified.

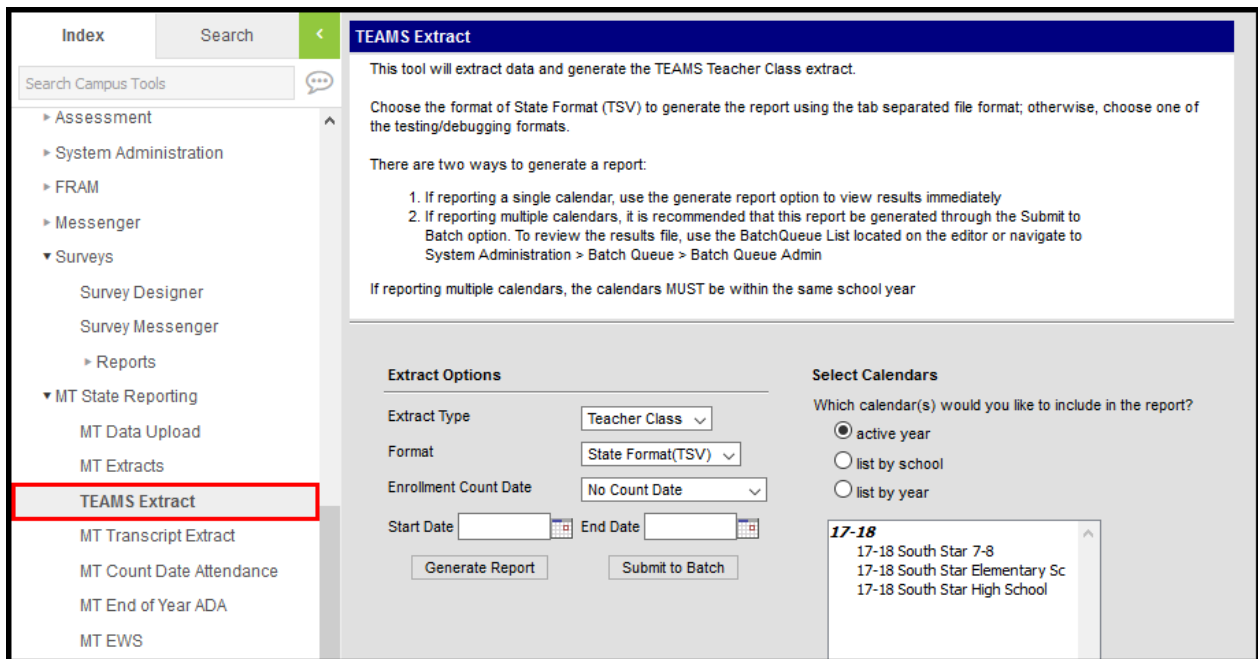


Image 1: TEAMS Extract Editor

## Selection Criteria

- The course/section must take place within the selected calendar and within the Start and End Dates indicated on the extract editor.
- A course must have the Active checkbox marked.
- The section must have a staff member or teacher with a state Teacher Role of 00-12 (Scheduling > Courses > Sections > Section > Staff History > Teacher Role).
- The teacher's role must occur within the Start and End Dates entered on the extract editor. If there are no start and end dates on the teacher's role, the section schedule placement is used (the start date of the earliest scheduled term and the end date of the latest scheduled term for the selected section).
- If a person is assigned multiple roles within start and end dates, logic will report the record that encompasses the Enrollment Count Date selected.
- If no record encompasses the selected count date, logic reports the record that occurs on the last instructional day of the course.
- If an Enrollment Count Date value of *No Count Date* is selected, the extract will report all records that fall within the start and end dates entered on the extract editor.
- SCED Subject Area and SCED Course Identifier fields on the course must be populated.

- If a course is marked as Exclude, the course and all sections tied to the course are ignored by the extract.
- If a calendar is marked as State Exclude, all courses and sections tied to the calendar are ignored by the extract.

## Generating the TEAMS Extract

1. Select an **Extract Type** of *Teacher Class*.
2. Select the desired **Format**. For submission to the state, select the State Format (TSV).
3. Select an **Enrollment Count Date** value.

Option	Description
<b>No Count Date</b>	The extract will report all records that fall within the start and end dates entered on the extract editor.
<b>1st Monday in October</b>	Record data is reported from the 1st Monday in October for records active within the calendar(s) selected and the Start and End dates entered on the extract editor.

4. Enter the **Start Date**. Records active on this date or later (and meet selection criteria) will report data.
5. Enter the **End Date**. Records active on this date or earlier (and meet selection criteria) will report data.
6. Select which **Calendar(s)** to report data.
7. Select how the report will be generated:

Option	Description
<b>Generate Report</b>	The report will generate immediately and display in a new window in the designated format.
<b>Submit to Batch</b>	Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract by clicking the <b>Get the report</b> link in the Batch Queue List. Users can also access the extract via the Batch Queue tool or by selecting the link within the Process Inbox message that appears once the extract is generated.

TEAMS Teacher Class Extract Records:34								
TeacherLastName	TeacherFirstName	FiscalYear	OwnersLegalEntityCode	OwnersSchoolCode	LocationsLegalEntityCode	LocationSchoolCode	SEID	CourseCode
Elizabeth	Elizabeth	2013	12348	1410	12348	1410	5252	5252
Meggan	Meggan	2013	987654	0358	987654	0358	01051	01051
Meggan	Meggan	2013	987654	0358	987654	0358	01002	01002
Matt	Matt	2013	12348	1410	12348	1410	9876	9876
Matt	Matt	2013	12348	1410	12348	1410	1258	1258
Matt	Matt	2013	12348	1410	12348	1410	89632	89632
Candice	Candice	2013	12348	1410	12348	1410	1234	1234

Image 2: TEAMS Teacher Class - HTML Format

## Understanding the Warning Report

A Warning Report generates prior to the extract. This report includes the following warnings:

- [Warning 1](#)
- [Warning 2](#)

## Warning 1

**Teacher or staff member is assigned to an active section but is not assigned a state teacher role.**

This warning displays all teacher or staff members who are assigned to an active section within the reporting calendar but do not have a teacher Role value selected (Scheduling > Courses > Sections > Section > Staff History > Role). Teachers assigned a Role of 02 or 05 are reported. Teachers with a Role of 13 are not included in this report.

**Warning 1: Teacher or staff member is assigned to an active section but is not assigned a state teacher role.**

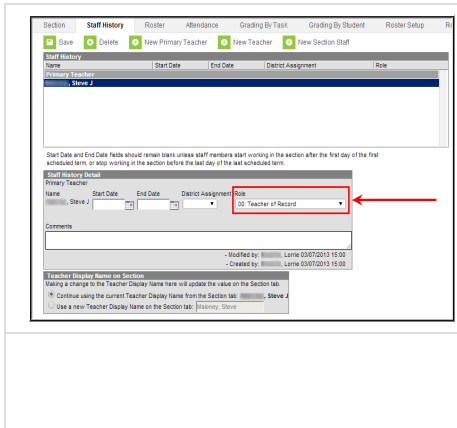
Number of Records:36

CalendarNumber	CalendarName	CourseNumber	SectionNumber	TeacherLastName	TeacherFirstName
	12-13 Lewistown 7-8	0651	12	[REDACTED]	Kim
	12-13 Lewistown 7-8	0711	4	[REDACTED]	Kim
	12-13 Lewistown 7-8	0711	5	[REDACTED]	Kim
	12-13 Lewistown 7-8	0712	4	[REDACTED]	Kim
	12-13 Lewistown 7-8	0712	5	[REDACTED]	Kim
	12-13 Lewistown 7-8	0811	3	[REDACTED]	Candice
	12-13 Lewistown 7-8	0811	4	[REDACTED]	Candice

Image 3: Warning 1

To look up the the teacher Role value for a teacher included in this warning:

1. Go to Scheduling > Courses
2. Enter the Course Number (identified in the warning) in the Search field and hit the **Go** button.
3. Select the course from search results.
4. Select the [Sections tab](#).
5. Click the **Edit** button next to the section in which the teacher is assigned.
6. Select the [Staff History tab](#).
7. Select the teacher's name in the Staff History window. The **Role** field will be available in the Staff History Detail editor below (for example, see the image below).



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Calendar Number</b>	The calendar number tied to the course and teacher.	Numeric	Calendar.number	System Administration > Calendar > Calendar > Number
<b>Calendar Name</b>	The name of the calendar tied to the course and teacher.	Alphanumeric	Calendar.name	System Administration > Calendar > Calendar > Name
<b>Course Number</b>	The course number of the course missing a teacher role.	Alphanumeric	Course.number	Scheduling > Courses > Course > Course Number
<b>Section Number</b>	The section number of the section missing a primary teacher role.	Alphanumeric	Section.sectionNumber	Scheduling > Courses > Section > Section Number
<b>Teacher Last Name</b>	The last name of the teacher missing a teacher role.	Alpha	Identity.lastName	Census > People > Identities > Last Name
<b>Teacher First Name</b>	The first name of the teacher missing a teacher role.	Alpha	Identity.firstName	Census > People > Identities > First Name

## Warning 2

The following courses and sections have a credit amount that is greater than 2.0.

This warning reports all courses and sections with credit greater than 2.0.

**Warning 2: The following courses and sections have a credit amount that is greater than 2.0.**

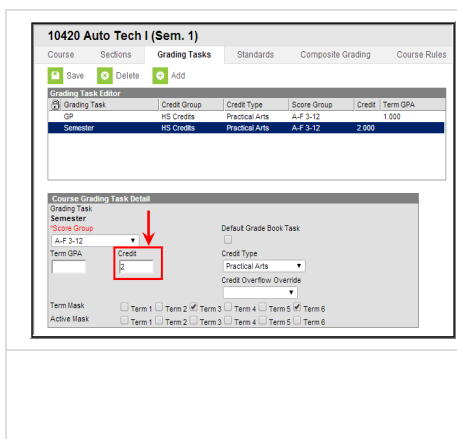
**Number of Records:3**

CalendarNumber	CalendarName	CourseNumber	SectionNumber
	12-13 Lewistown 7-8	0712	3
	12-13 Lewistown 7-8	0712	41
	12-13 Lewistown 7-8	2782	2250

Image 4: Warning 2

To review a course reported in this warning:

1. Go to Scheduling > Courses
2. Enter the Course Number (identified in the warning) in the Search field and hit the **Go** button.
3. Select the **Grading Tasks** tab.
4. Select a grading task within the Grading Task Editor window. The Course Grading Task Detail editor will appear below, showing the current Credit value for the course (see image below).



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Calendar Number</b>	The calendar number tied to the course and teacher.	Numeric	Calendar.number	System Administration > Calendar > Calendar > Number
<b>Calendar Name</b>	The name of the calendar tied to the course and teacher.	Alphanumeric	Calendar.name	System Administration > Calendar > Calendar > Name

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Course Number</b>	The course number of the course which has a credit greater than 2.	Alphanumeric	Course.number	Scheduling > Courses > Course > Course Number
<b>Section Number</b>	The section number of the section which has a credit greater than 2.	Alphanumeric	Section.sectionNumber	Scheduling > Courses > Section > Section Number

## TEAMS - Teacher Class Extract Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Teacher Last Name</b>	<p>The last name of the teacher tied to the section and role being reported.</p> <p>This element is only reported in the HTML version of the extract.</p>	Alphanumeric	Identity.lastname	Scheduling > Courses > Staff History > Name
<b>Teacher First Name</b>	<p>The first name of the teacher tied to the section and role being reported.</p> <p>This element is only reported in the HTML version of the extract.</p>	Alphanumeric	Identity.firstname	Scheduling > Courses > Staff History > Name
<b>Fiscal Year</b>	The end year of the reporting calendar (i.e., 2013 is reported for the 2012-2013 school year).	Numeric	Calendar.endDate	System Administration > Calendar > Calendar > End Year

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Owners Legal Entity Code</b>	Data is pulled from the legal entity selected on the school record. If multiple reporting entities exist, the most recent entity is reported.	Numeric	School.entityID	System Administration > Resources > School > Legal Entity
<b>Owners School Code</b>	The owners school code (the school where the teacher is assigned).	Numeric	School.number	System Administration > Resources > School > State School Number
<b>Location's Legal Entity Code</b>	Data is pulled from the legal entity selected on the school record. If multiple reporting entities exist, the most recent entity is reported.	Numeric	School.entityID	System Administration > Resources > School > Legal Entity
<b>Location School Code</b>	The location's school code (the school the course/section is tied to).	Numeric	School.number	System Administration > Resources > School > State School Number
<b>SEID</b>	The reporting staff member's State Staff ID number.	Numeric	Person.staffStateID	Census > People > Demographics > Staff State ID
<b>NCES Code</b>	The NCES course code.	Alphanumeric	Course.ncesCode	Scheduling > Courses > Course > NCES Code

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Session Type Code</b>	<p>Reports the session type code.</p> <ul style="list-style-type: none"> <li>◦ <b>IS</b> = InterSession</li> <li>◦ <b>LS</b> = Long Session</li> <li>◦ <b>MT</b> = Mini Term</li> <li>◦ <b>QN</b> = Quinmester</li> <li>◦ <b>SM</b> = Quarter</li> <li>◦ <b>ST</b> = Semester</li> <li>◦ <b>SY</b> = Full School Year</li> <li>◦ <b>TM</b> = Trimester</li> <li>◦ <b>TW</b> = 12 Month</li> </ul> <p>Please see the <a href="#">Section Session Type and Session Number Roll Forward</a> section for important information about ensuring Session Type is marked for end of year roll over.</p>	Alpha	Section.sessionType	Scheduling > Courses > Sections > Section > Session Type
<b>Session Number</b>	<p>The session number. Please see the <a href="#">Section Session Type and Session Number Roll Forward</a> section for important information about ensuring Session Number is marked for end of year roll over.</p>	Numeric	Section.sessionNumber	Scheduling > Courses > Sections > Section > Session Number



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Section Code</b>	The local section code (sectionID).	Numeric	Section.sectionID	Scheduling > Courses > Sections > Section > SectionID
<b>Teacher of Record Flag</b>	Indicates if the teacher being reported for the course/section has the role of Teacher for the record being reported. See the <a href="#">Teacher Role Reporting Logic</a> section below for more information.	Alpha Y or N	Teacher.role	Scheduling > Courses > Sections > Section > Staff History > Teacher Role
<b>Support Staff Type Code</b>	Indicates if the person being reported is a type of support staff. See the <a href="#">Teacher Role Reporting Logic</a> section below for more information.	Alpha	Teacher.role	Scheduling > Courses > Sections > Section > Staff History > Teacher Role
<b>Co-Teacher Type Code</b>	Indicates if the person being reported is a co-teacher. See the <a href="#">Teacher Role Reporting Logic</a> section below for more information.	Alpha	Teacher.role	Scheduling > Courses > Sections > Section > Staff History > Teacher Role
<b>Instructional Para Type Code</b>	Indicates if the person being reported is an instructional Para. See the <a href="#">Teacher Role Reporting Logic</a> section below for more information.	Alpha	Teacher.role	Scheduling > Courses > Sections > Section > Staff History > Teacher Role

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Academic Level Code</b>	<p>The academic code level of the reporting course.</p> <ul style="list-style-type: none"> <li>◦ <b>BE</b> = Basic Education</li> <li>◦ <b>EE</b> = Enriched Education</li> <li>◦ <b>GE</b> = General Education</li> <li>◦ <b>HO</b> = Honors</li> <li>◦ <b>RE</b> = Remedial Education</li> <li>◦ <b>SE</b> = Special Education</li> </ul>	Alpha	Course.scedCourseLevel	Scheduling > Courses > Course > SCED Course Level

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Credit Amount</b>	<p>The potential credit amount a student could earn by completing the section.</p> <p>For each section being reported, from the Grading Tasks assigned to the course where the credit value is not null and of those tasks, find the grading tasks marked as State Reported and have at least 1 term mask checked.</p> <p>Using the section schedule placement, logic finds the number of unique terms (regardless of the number of periods or period schedules) the section takes place in. For each of the grading tasks that meet the criteria mentioned in the first bullet point, logic determines how many scheduled terms overlap the terms marked on the grading task. This number is then multiplied by the credit amount placed in the grading task. If null, a value of 0 is reported.</p>	Numeric	Course.creditAmount	Scheduling > Courses > Grading Tasks > Credit Amount Scheduling > Courses > Sections > Section > Section Schedule Placement

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Course Sequence</b>	The course sequence.	Numeric	Course.scedSequence	Scheduling > Courses > Course > NCES Data > SCED Sequence > Part N
<b>Course Sequence Total</b>	The course sequence total (SCED).	Numeric	Course.scedSequence	Scheduling > Courses > Course > NCES Data > SCED Sequence > Part M
<b>District Course Name</b>	The course name.	Alphanumeric	Course.name	Scheduling > Courses > Course > Name
<b>District Course Number</b>	The course number.	Alphanumeric	Course.number	Scheduling > Courses > Course > Number
<b>Grade Low Code</b>	The lowest grade level that could be served in this course. This field will only display within Campus if the SCED Subject Area selected is any value and a SCED Course ID is selected.	Alphanumeric	Course.scedLowestGrade	Scheduling > Courses > Course > NCES Data > SCED Lowest Grade
<b>Grade High Code</b>	The highest grade level that could be served in this course. This field will only display within Campus if the SCED Subject Area selected is any value and a SCED Course ID is selected.	Alphanumeric	Course.scedHighestGrade	Scheduling > Courses > Course > NCES Data > SCED Highest Grade

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Class Start Date</b>	The start date of the section. This is the start date of the earliest term the section is scheduled into.	Date field, 10 characters MM/DD/YYYY	Calculated value, not dynamically stored	Scheduling > Courses > Section > Section Schedule Placement
<b>Class End Date</b>	The end date of the section. This is the end date of the latest term the section is scheduled into.	Date field, 10 characters MM/DD/YYYY	Calculated value, not dynamically stored	Scheduling > Courses > Section > Section Schedule Placement

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Class Enroll</b>	<p>The number of students enrolled on the first Monday in October or the last instructional day of the term, depending on the value selected in the Enrollment Count Date field on the extract editor.</p> <ul style="list-style-type: none"> <li> <b>1st Monday in October</b> - Logic will count the number of students enrolled in the reporting section on the first Monday in October. If the section is scheduled to start after the 1st Monday in October, the number of students enrolled as of the last instructional date of the section is reported. </li> <li> <b>No Count Date</b> - Logic looks at the last instructional day of the term and reports the number of students that are or would be enrolled on the last day of the section. </li> </ul>	Numeric	Calculated value, not dynamically stored	System Administration > Calendar > Calendar > Days Scheduling > Courses > Section > Roster (number of students on the roster as of the date) Scheduling > Courses > Section > Section Placement System Administration > Calendar > Calendar > Terms > End Date (of the latest term)

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Class Minutes</b>	<p>The number of instructional minutes the section is scheduled. Logic looks for the number of days marked as Instructional and Attendance for the days the section is scheduled. Logic then multiplies this number by the number of minutes in the period(s) selected. If there are multiple period schedules or shortened days and multiple equations are needed, the sum of all the products of each equation is used to determine the number of potential class minutes. If the day is shortened, only the minutes of the period which fall within the start and end dates of the day will count towards the total minutes. If null, a value of 0 is reported.</p>	Numeric	Calculated value, not dynamically stored	Scheduling > Courses > Section > Section Schedule Placement System Administration > Calendar > Calendar > Days > Instructional, Attendance System Administration > Calendar > Calendar > Terms
<b>Distance Learning</b>	Indicates if the reporting course is a distance learning course.	Alpha N or Y	Course.distanceCode	Scheduling > Courses > Course > Distance Class
<b>Dual Enrollment Credit</b>	Indicates if the reporting course is a dual enrollment course.	Alpha N or Y	Course.dualEnrollmentCourse	Scheduling > Courses > Course > Dual Enrollment Credit

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
<b>Alternative EdPrg</b>	Indicates if the reporting course is an alternative education program.	Alpha N or Y	Customcourse. alternativeEdProgram	Scheduling > Courses > Course > Alternative Ed Program

## Teacher Role Reporting Logic

The following table describes what value is reported in each extract field based on the reporting teacher's Teacher Role value:

Teacher Role Code	Extract Field	Reported Value
00: Teacher of Record	Teacher of Record Flag	Y
	Support Staff Type Code	NA
	Co-Teacher Type Code	NA
	Instructional Para Type Code	NA
02: Co-Teacher General ED	Teacher of Record Flag	N
	Support Staff Type Code	TE
	Co-Teacher Type Code	GE
	Instructional Para Type Code	NA
03: Co-Teacher SPED	Teacher of Record Flag	N
	Support Staff Type Code	TE
	Co-Teacher Type Code	SE
	Instructional Para Type Code	NA
04: Co-Teacher Title 1	Teacher of Record Flag	N
	Support Staff Type Code	TE
	Co-Teacher Type Code	TI
	Instructional Para Type Code	NA
05: Co-Teacher AE	Teacher of Record Flag	N
	Support Staff Type Code	TE
	Co-Teacher Type Code	AE
	Instructional Para Type Code	NA



Teacher Role Code	Extract Field	Reported Value
07: Instructional Para General Ed	Teacher of Record Flag	N
	Support Staff Type Code	IP
	Co-Teacher Type Code	NA
	Instructional Para Type Code	GE
08: Instructional Para-SPED	Teacher of Record Flag	N
	Support Staff Type Code	IP
	Co-Teacher Type Code	NA
	Instructional Para Type Code	SE
09: Instructional Para-Title 1	Teacher of Record Flag	N
	Support Staff Type Code	IP
	Co-Teacher Type Code	NA
	Instructional Para Type Code	TI
10: Instructional Para - AE	Teacher of Record Flag	N
	Support Staff Type Code	IP
	Co-Teacher Type Code	NA
	Instructional Para Type Code	AE
12: Facilitator	Teacher of Record Flag	N
	Support Staff Type Code	FA
	Co-Teacher Type Code	NA
	Instructional Para Type Code	NA
13: Not Applicable/Not State Reported	Record would not report.	

## Section Session Type and Session Number Roll Forward

In order to ensure section Session Type and Session Number data properly reports on the TEAMS Extract after an end of year roll over is performed, users are **highly encouraged** to mark the Copies Forward checkbox on both the Session Type and Session Number attributes within the Attribute Dictionary (see images below).

Index Search < Attribute Dictionary

Save

Campus Attributes/Dictionary Editor

- System Administration
  - Attendance
  - Auditing
  - Batch Queue
    - Batch Queue Admin
  - Calendar
  - Census
  - Counseling
  - Form Documents
  - Custom
- Attribute Dictionary
  - Custom Attribute
  - Custom Help Articles
  - Custom Tab
  - Outline Links
    - Reports
  - Data Defining Tools
  - Data Interchange
  - Data Utilities

Campus Attribute Detail (System Attribute)

Display Name: Session Number Screen Location: Section

Field Name: Session Number Data Type: drop-down list

Max Size: 0 Sec:  Hide:  Required:  Copies Forward:

Default Value:

Comments:

Index Search < Attribute Dictionary

Save

Campus Attributes/Dictionary Editor

- System Administration
  - Attendance
  - Auditing
  - Batch Queue
    - Batch Queue Admin
  - Calendar
  - Census
  - Counseling
  - Form Documents
  - Custom
- Attribute Dictionary
  - Custom Attribute
  - Custom Help Articles
  - Custom Tab
  - Outline Links
    - Reports
  - Data Defining Tools
  - Data Interchange
  - Data Utilities

Campus Attribute Detail (System Attribute)

Display Name: Session Type Screen Location: Section

Field Name: Session Type Data Type: drop-down list

Max Size: 0 Sec:  Hide:  Required:  Copies Forward:

Default Value:

Comments: