MOSIS Course Assignment (Missouri) [.2239 and previous]

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Report Logic | Generate the Report | MOSIS Course Assignment Layout

Classic View: MO State Reporting > MOSIS Extracts > Course Assignment

Search Terms: MOSIS Extracts

The Course Assignment extract contains educator identifiers and assignment data including regular instructional or administrative assignments, planning time and travel time between buildings, course number, sequence, grade, semester, program code, delivery system, minutes per week and units of credit. The Course Assignment extract requires a record for every educator assignment (all positions). The Course Assignment and the Student Assignment extracts are collected together as the Assignment Collection.

If a course section has multiple primary teachers associated with it, a record for each teacher who taught that section during the date range entered on the report editor will report.

MOSIS Course Assignment
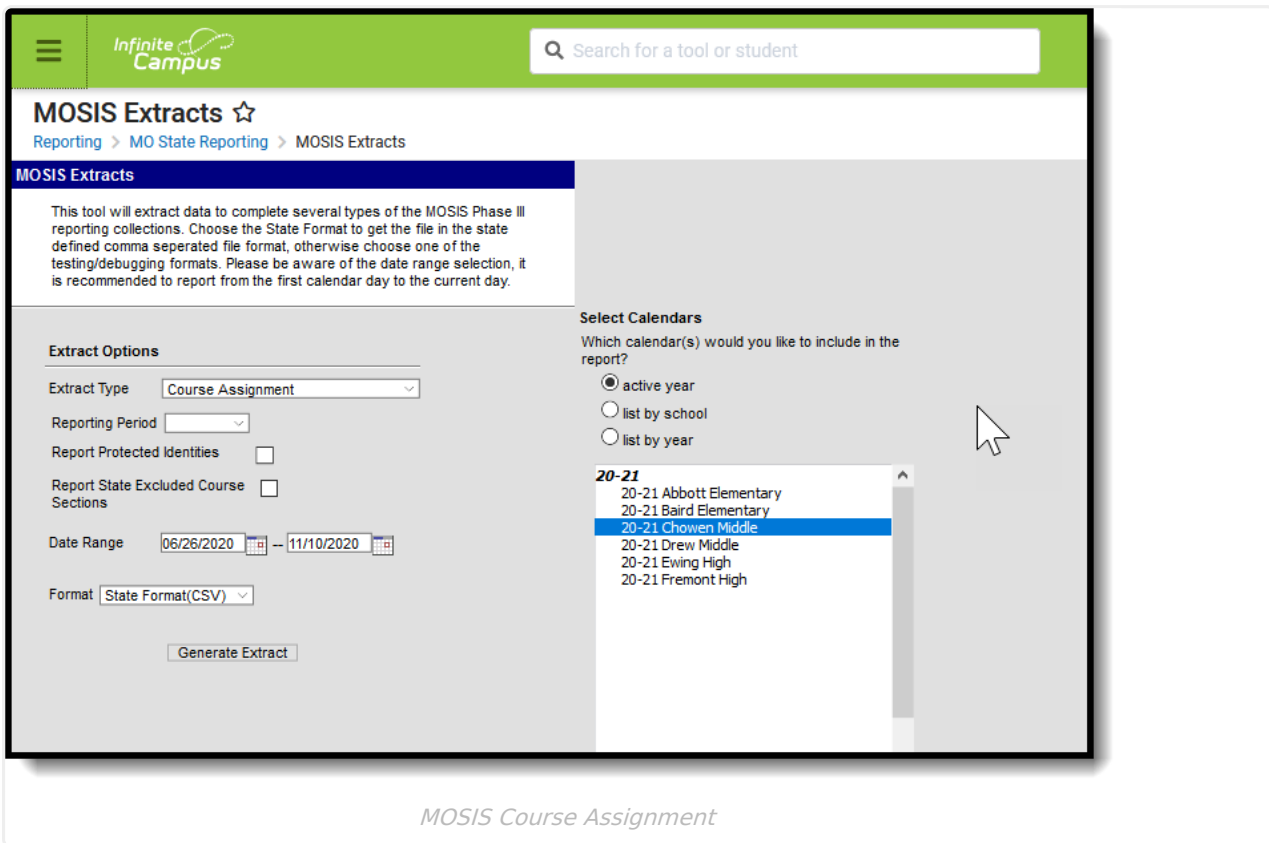
The Course Assignment Extract is collected during October and June. The October extract defines educator instruction and services information and the June extract defines certified staff and student information for state-approved and state-funded summer school programs. All active courses within the calendar(s) selected on the extract editor report.

Report Logic

Records are reported from the selected calendar(s) on the extract editor, regardless of those calendars being the active school year.

The following business rules exist for the Course Assignment Extract:

- Items reported:
    - Course Number
    - Sequence
    - Grade
    - Semester
    - Program Code
    - Delivery System
    - Minutes per week
    - Units of Credit

The following determines when an educator will be reported:

- The educator MUST be assigned as the Primary Teacher in order to report.

- If the educator's District Assignment or Personnel Record Start Date is on or before the State Date in the date range in the extract editor, **the record is reported**.
- If the Start and End Date of the educator's District Assignment or Personnel Record is within the date range of the extract editor, **the record is reported**.
- If the Start Date of the educator's District Assignment or Personnel Record is on or before the Start Date in the extract editor and the district assignment End Date is after the End Date in the Extract Editor, **the record is reported**.
- If the educator's District Assignment Start and End Dates are after the dates entered in the extract editor, **the record is not reported**.
- If the Start and End Dates of the educator's district assignment are before the Start Date in the date range of the extract editor, **the record is not reported**.

Course Assignment data is used to populate the following MOSIS Core Data Screens:

- 18 – Educator
- 20 – Course and Assignment Data
- 22 – Sending School Courses and Enrollment
- 24 – Summer School Courses and Enrollment

Any course marked as **Exclude from State Reporting** is not included. Any Course Section that has an **Assignment Number** value of 0 is not included.

Course Minutes Calculation

This value is reported for the October Reporting Period only.

If the Override field on the Section editor has a value, that value is used as an override of the calculation.

The average weekly course minutes are calculated for the course/section separately for each term in which it is scheduled as follows:

- For each period schedule in which the course/section is assigned in that term:
  - Total instructional minutes are calculated by the number of instructional minutes per day for the course/section times the number of instructional days to which the period schedule is assigned in the term.
  - Total instructional minutes divided by the number of weeks in the term = the average weekly course minutes for that period schedule in that term.
    - If the term is less than one week, instructional minutes are divided by 1.
  - This calculation is repeated for each period schedule to which the course/section is assigned in that term.
  - The weekly course minutes are then summed for each period schedule in the term to which the course/section is assigned, equaling the average weekly course minutes for that term.
- This is repeated for each term in which the course/section is scheduled.
- The average weekly course minutes are summed for each term, divided by the number of terms in which the course/section is scheduled.
- This result is reported, rounded to the nearest whole number.

Report Editor

The following fields are available for selection on the MOSIS Course Assignment Extract.

Extract Option	Description
Extract Type	Determines the extract that will generate. Selection should be Course Assignment.
Reporting Period	Indicates the section of the school year for which student data is being reported. Each selection contains the same layout, but certain fields may be required in certain extracts, and optional in others.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Report State Excluded Course Sections	When marked, course sections where the Assignment Number field on the Course Section editor has a value zero (0), those sections are included in the report, as long as the sections meet all other reporting population logic. Marking this checkbox will also includes courses where the Exclude from State Reporting checkbox are marked on the Course editor.
Date Range	Entered dates are used to return students enrolled during that time frame. Enter dates in *mmddyy* format or use the calendar icon to choose a date.
Ad hoc Filter	Selection includes only those students included in the filter.
Format	Determines how the extract will generate. Use the State Format (CSV) when submitting the final data to MOSIS. Use the other available formats (HTML, Tab Delimited, XML) for data review and testing.
Calendar	Selected calendar indicates which students will be included in the report. Multiple calendars can be selected at one time; it is recommended that all calendars in a district not be selected as this will increase the amount of time it takes to generate the extract. The calendar chosen in the Campus toolbar is already selected.
Generate Extract	Displays the selected calendar information and extract immediately for data review and printing purposes in one of the selected formats.

Generate the Report

1. Select the **Course Assignment Extract Type**.
2. Select the **Reporting Period**.
3. Mark the **Report Protected Identities** checkbox, if desired.
4. Mark the **Report State Excluded Course Sections**, if desired.
5. Enter the **Date Range**.

6. Select the **Format**.
7. Select which **Calendar(s)** to include within the extract. Selecting multiple calendars may impact generation times and overall Campus performance.
8. Select the **Generate Extract** button. The extract will appear in a separate window in the designated format.

MOSIS Course Assignment - CSV Format

MOSIS Course Assignment - Tab Delimited

MOSIS Course Assignment - HTML Format

MOSIS Course Assignment - XML Format

MOSIS Course Assignment Layout

Element	Description	Location

Element	Description	Location
CollectionVersion	Reports a value of 20XXOct1.0CrsAssign or 20XXJun1.0SumCrsAssign, depending on the reporting period selected. The June collection uses the start year of the summer school calendar, not the end year. *Alphanumeric, 50 characters*	Data not stored
CurrentSchoolYear	The ending year of the current school year (i.e., 2013 reports for the 2012-2013 school year). • The October Cycle uses the end year of the calendar selected. • The June Cycle uses the start year of the summer school calendar selected. *Numeric, 4 digits (YYYY)*	System Administration > Calendar > School Years > School Year Editor > School Year Detail > End Year Calendar.endYear
ReportingDistrictCode	DESE-assigned 6-digit county district code for the district reporting. *Alphanumeric, 6 characters*	System Administration > Resources > District Info > State District Number *District.number*
ReportingSchoolCode	DESE-assigned 4 digit school code where the student is being reported from. Reports first from the Reporting School Code field on the Course. If that field is not populated, reports from the State School Number field on the School Resources editors. *Alphanumeric, 4 characters*	Scheduling > Courses > Course > Reporting School Code Course.reporting SchoolCode System Administration > Resources > School > State School Number *School.number*

Element	Description	Location
EDSSN	The Social Security Number of the teacher teaching the section of the course. *Numeric, 9 digits*	Census > Person > Demographics > Person Information > Social Security Number Identity.ssn
LastName	The legal last name of the educator teaching the section of the course. When the Report Protected Identities checkbox is marked on the report editor, the educator's last name reports from the Legal Last Name field if populated. This field reports a blank value when the educator's last name's first three characters is DNR. When Report Protected Identities is marked, the last name reports blank. *Alphanumeric, 60 characters*	Census > Person > Demographics > Person Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
FirstName	The legal first name of the educator teaching the section of the course. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. This field reports a blank value when the educator's last name's first three characters is DNR. When Report Protected Identities is marked, the first name reports blank. *Alphanumeric, 60 characters*	Census > Person > Demographics > Person Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName

Element	Description	Location
PosCode	Position code of educator's assignment. See the Position Codes table for a list of options. If this field is null, the Assignment Code for the Primary Teacher reports. If both the Position Code field and the Assignment Code field are null, a value of 60 reports. *Alphanumeric, 2 characters*	Census > People > District Assignments > Employment Assignment Information > Assignment Code Enrollment.position Code Scheduling > Courses > Course/Section > Section Editor > Position Code
CTEProgType	Program type code of CTE approved program. *Alphanumeric, 4 characters*	Scheduling > Courses > Course > CTE Program Type Course.programType
AssignNum	The number used to uniquely identify an instance of an educator's course assignment also used to link that course to the records of students within the course. Every assignment must be identified by a course code except pre-kindergarten, kindergarten and elementary classes in self-contained classrooms. If a teacher has more than one grade in a self-contained elementary classroom or is teaching morning and afternoon pre-kindergarten or kindergarten classes, these report as separate assignments. The value reports from the Section Assignment Number field. If that field is not populated, a concatenated value of the course ID plus the section ID reports. *Integer, 20 characters*	Scheduling > Courses > Course > Section > Assignment Number Section.assignment Number

Element	Description	Location
LocCourseNum	Course code that identifies assignment *Alphanumeric, 12 characters*	Scheduling > Courses > Course > Number Course.number
LocCourseName	The course name. *Alphanumeric, 60 characters*	Scheduling > Courses > Course > Name Course.name
LocSecNum	The section number. *Alphanumeric, 6 characters*	Scheduling > Courses > Section > Section Number Section.number
CourseNum	The state course code. Alphanumeric, 6 characters	Scheduling > Courses > Course > State Code Course.stateCode
AssignStartDate	The date the course is added after beginning of school year or filled for first time after beginning of school year, or the date an individual replaces the original course educator after beginning of school year; otherwise, reports as NULL. This value must be between July 1 and June 30 of the calendar selected on the extract editor. The Assignment Start Date cannot be after the Assignment End Date. The Late Start Date field is compared to the Staff History Start Date. The latest start date reports. If only one field is populated, that populated date reports. If both fields are blank, a null value reports. *Date field, 10 characters (MM/DD/YYYY)*	Scheduling > Courses > Sections > Late Start CustomSection.assignStartDate Scheduling > Courses > Sections > Staff History > Start Date SectionStaffHistory. startDate

Element	Description	Location
AssignEndDate	The date the course is eliminated prior to the end of school year or the individual is transferred out of position prior to end of school year (leaving position vacant), or the individual is replaced in position with another individual prior to the end of school year; otherwise, reports as NULL. This value must be between July 1 and June 30 of the calendar selected on the extract editor. The Early End Date field is compared to the Staff History End Date. The earliest end date reports. If only one field is populated, that populated date reports. If both fields are blank, a null value reports. *Date field, 10 characters (MM/DD/YYYY)*	Scheduling > Courses > Sections > Early End CustomSection. assignEndDate Scheduling > Courses > Sections > Staff History > End Date SectionStaffHistory. endDate
CourseSeqNum	Sequence number that identifies the content of courses taught at more than one level. *Alphanumeric, 1 character*	Scheduling > Courses > Course > Sequence Course.coursePart
CourseGradeLevel	Grade level at which curriculum for the specific course is designed to be taught. *Alphanumeric, 2 characters*	Scheduling > Courses > Course > Grade Course.grade
CourseSem	The course length. Valid options include: - Full Year = Blank - First Semester = 1 - Second Semester = 2 *Alphanumeric, 1 character*	Scheduling > Courses > Section > Semester Code CustomSection.semCode

Element	Description	Location
CourseDeliverySys	The delivery system of the course. If Position Code is 60 and the Course Number begins with 19 and the Course Number is not 19300, 193100, 198600, the Course Delivery System must be in CO, IG, SC, LI, H, C0-C9. *Alphanumeric, 2 characters*	Scheduling > Courses > Section > Delivery Method Section.teachingMethod
CourseProgCode	Program code that identifies special funding or approval. A Program must be assigned to the course. • If the Course Program Code is 03, the school must have a targeted services or schoolwide Title 1 program assigned. • If the Course Program Code is 13, the school must have a schoolwide Title 1 program. • Reports from the Section > Program drop list. If there is no value entered, reports from the Course > Program drop list. If there is no value entered in the Program drop list in the Course tab and Section tab, reports a blank value. *Alphanumeric, 2 characters*	Scheduling > Courses > Course > Program Course.program Scheduling > Courses > Sections > Program
CourseMins	Minutes per week for class/assignment. Calculated based on the student's period schedule. See the Report Logic section for details on the calculation. *Numeric, 4 digits*	System Administration > Calendar > Calendar > Periods CustomSection.minutesPerWeek

Element	Description	Location
CourseCredit	Units of high school credit granted for the assignment. • If the Credit Level of HS: High School and no credit is assigned to a grading task, the course is still reported. • If the Credit Level is HS: High School, then the credit assigned to Grading Tasks will be reported. CourseCredit is calculated using the Grading Task term mask and credit assigned to the grading task. Each term mask selected will aggregate the credit assigned to the grading task for each term. *Alphanumeric, 4 characters*	Scheduling > Courses > Grading Tasks > Credit GradingTaskCredit.credit CourseCatalog.name

Element	Description	Location
Caseload	The number of students served in an education setting other than a regularly scheduled class. Reporting logic: • Logic identifies teachers with an Assignment Code = 60: Teachers and the Resource Teacher checkbox checked and then reports the number of students entered in the Caseload field on the Section of the Course the teacher is assigned. • Caseload is not allowed for CTE enrollments. • Caseload must be a positive integer. • If Caseload > 0, no records matching CurrentSchoolYear, ReportingDistrictCode, EDSSN, ReportingSchoolCode, CTEProgType, PosCode, or AssignNum should exist in the Student Assignment file. *Alphanumeric, 4 characters*	Scheduling > Courses > Sections > Caseload; Census > People > District Assignments > Assignment Code, Resource Teacher CustomSection.caseLoad

Element	Description	Location
CourseHours	Total hours the class meets during the full duration of the summer school program (normally 60 to 120 hours). This is only reported in the June Reporting Period and reports only Summer School calendars. The number of instructional hours the course was in session for the summer school period is calculated. All minutes of instruction are added up and converted to hours. *Numeric, 6 digits*	Data not stored
AssignComment	Reports any value entered in the Sections Assignment Comment field. *Alphanumeric, 70 characters*	Scheduling > Courses > Sections > Assignment Comment EmploymentAssignment.title
CombinedCourse	Indicates the course being reported contains curriculum for multiple subjects, or grade levels for self-contained elementary courses are taught during the same period by the same teacher. *Numeric, 2 digits*	Scheduling > Courses > Sections > Combined Course Section.combined Course

Position Codes

Code	Name	Description
10	**ADMIN**	Central Office Administration
20	**PRIN**	Building Principals
30	**SUPER**	Supervisors
40	**MEDIA**	Media Personnel

Code	Name	Description
50	**GUID**	Guidance Personnel/Placement Specialists
60	**TEACH**	Teachers
70	**PUPIL SERV**	Other Pupil Services Personnel
80	**AIDE**	Aides
90	**ANCIL**	Ancillary Personnel