Generating Last Year's Staff Responsibility Report



2022-2023

07/14/2022

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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:

	eSchoolPlus
	aavila - 🛛 🛸 🛧 🖨 📣 ? 🖴
	Prior Year 2019-20 👻
	Environment
	Server BISD-ESAP8
	Database*
	School Year
ess	2019-20
	Summer School
	User to Impersonate
atus	
	ОК

Page 1 Staff Responsibility **<u>NOTE</u>**: Make sure you are in the LIVE database, that's to say, DO NOT CHANGE the database name.

	aavila - 🛛 🗳 ★ 🖨 📣 ? 🔒
	Prior Year 2019-20 -
	Environment
	Server
	Do not change batabase* Database* Do not change this. Make sure you are in Live
	School Year
ess	2019-20
	Summer School
atus	
	OK

Click on the OK button.

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

aavila - 🚽 🛨 🖶 📣 ? 🔒	Right
Tasks (0) / Reports - Prior Year 2019-20 -	

<u>NOTE</u>: If you see "Current Year 2019-20" at the top right hand corner of the screen, you are in the WRONG database.

	aavila 🗕 ╞	🖁 ★ 🖶 📣 ? 🔒	Wrong
Tasks (0) / Re	eports -	Current Year 2019-20 -	

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".



6. 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".

Report Options Building List* (* 134 - Hudson Elements)	ementary
Building List*	ementary
Include Staff* All Staff	
Include Staff w/No State ID	
ReportType* Report Exce	
Log Statistics	
Task/Report Name* Staff 090 Verification	n Report

TX 090 Staff Verification Report

7. Press the Solution to generate the report.



8. 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 So	cheduled Tasks:1
Task‡	Run Time	Status	Ī
Staff 090 Verification Report Staff 090 Verification Report	09/30/2020 09:59:00 AM	Waiting	
	₩ ≪ Page 1 of 1 >> > > 1 10 ∨		

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

		Using: 354.60 Mb
Modified Date \$	Size	Ē
09/30/2020 09:59:40 AM	192.45 kb	
09/22/2020 11:23:50 AM	20.35 kb	
09/11/2020 09:03:50 AM	21.13 kb	
	Modified Date 09/30/2020 09:59:40 AM 09/22/2020 11:23:50 AM 09/11/2020 09:03:50 AM	Modified Date \$ Size 09/30/2020 09:59:40 AM 192.45 kb 09/22/2020 11:23:50 AM 20.35 kb 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:	09/30/2020 09:59:26 AM						
Completed:	09/30/2020 09:59:	09/30/2020 09:59:39 AM						
File Name:	Staff_090_Verification	tion_Report_20200930_095939.pdf						
Run By User:	aavila							
Working School Year:	2021							
Promots								
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/RES	SPONSIBILITY RECORI	446						
TOTAL STAFF 090 RECORD	S	0						

The report will show below:

9/30/2020						Ţ	X Staff	090	Verifica	ation R	eport				Pa	age d	5 of	40
Staff:	Perez,			Staff ID	: 111		\$	itate	D: 4									
	COURSE / RESPONSIBILITY DATA										STAFF / 090	RECOR	RD 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	0000001864460	20	01	01	N/A	087		N								
Description:	Thea Arts 1		Periods: 10	Cycle Da	ays: W		Start/End Da	ates: 8	/25/2020 /	-								
102	E10900-101	02550030	0000001864458	20	01	01	N/A	087		N								
Description:	Health 1		Periods: 9	Cycle Da	ays: M, T, I	W, R, F	Start/End Da	ates: 8	/25/2020 /	-								
102	E10303-101	02560010	0000001864463	11	02	01	N/A	087		N								
Description:	ESL/English 1		Periods: 3	Cycle Da	ays: M, T, I	W, R, F	Start/End Da	ates: 8	/25/2020 /	-								
102	E10100-101	02620010	0000001864449	15	01	01	N/A	087		N								
Description:	Read 1		Periods: 1	Cycle Da	ays: M, T, I	W, R, F	Start/End Da	ates: 8	/25/2020 /	-								
102	E10101-101	02620010	AUTO	5	04	01	N/A	087	900	N								
Description:	Read 1 Gt		Periods: 1	Cycle Da	ays: M, T, I	W, R, F	Start/End Da	ates: 8	/25/2020 /	-								
102	E10300-101	02630010	0000001864451	6	01	01	N/A	087		N								
Description:	English 1		Periods: 3	Cycle Di	ays: M, T, I	W, R, F	Start/End Da	ates: 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:

aavila 👻	9	*	₽	, 0	?		
Tasks (0) / Reports	•	Pri	or Ye	ar 20	19-2	20 -	
		0)				

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

aavila 🗕 🎴 ★ 🖨 📣 ? 🖴
Tasks (0) / Reports - Current Year 2020-21 -
Environment
Server
BISD-ESAP8
Database*
BNV_eSpLIVE *
School Year
2020-21 (Current Year)
٩
2016-17
2017-18
2018-19
2019-20
2020-21 (Current Year)
2021-22
2022-23
2023-24

Click on the OK button.



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

aavila 👻	2	*	₽	⊊®	?	
Tasks (0) / Reports	•	Curre	ent Ye	ar 20	20-2	1 -