

MSG_Instructor View

[View Manager] Select Fields: StudentID, Last Name, First Name, Current FY Instr Hrs, Entry Level, Completed Level, Date Left

View
MSG_Instructor + ADD NEW STUDENT

74 of 85 and Current Fiscal Year + ADD SEARCH | X REMOVE SEARCH | ✓ SAVE SEARCH

> Searches

<input type="checkbox"/>	Student ID	Last Name	First Name	Current FY In...	Entry Level	Completed L...	Date Left
<input type="checkbox"/>	262921	Berendt	John	3.5	Level Not Def...	No	08/15/2016
<input type="checkbox"/>	263782	JOHNSON	JANNAI	37	High Beg ESL...	No	09/29/2016

[STUDENT] tab, select Add Search -> Overall Status = active. Filters for students who are being served.

Add Criteria

Students.Overall Status = active + ≡ X

Instructor Section: Identifying a tutor's students enrolled in their pairs or groups, and/or identifying staff and all students enrolled in their classes

[STUDENT] tab, select ADD Search with the following Criteria:

- Pairs.TutorID - select the dropdown under Pairs and select TutorID *
- Student Groups.TutorID - select the dropdown under Student Groups and select TutorID*
- Class Enrollments.StaffID - select the dropdown under Class Enrollments and select StaffID*

***Only select what's applicable to the instructor. You will need to know the TutorID and StaffID, generated by LACES, for the instructor. Their ID will be located in their files.**

Add Criteria

Pairs.Tutor ID = 123456 + ≡ X
 AND Student Groups.Tutor ID = 123456 + ≡ X
 AND Class Enrollments.Staff ID = 98756 + ≡ X

Click Apply. Save Search as Instructor Section.

Save Search Tiles X

Name

Share this search with your agency

SAVE CANCEL

Click on Export -> CSV. Enter data into the fields on the Instructor_MSG spreadsheet.

Complete for each instructor attending or for at least three instructors to show comparisons.