

For instructions on accessing the eHR for HQ site, please refer to Document 1f of the ESSA HQT Handbook.

The assignments preview report replaces the non-highly qualified validation window activity conducted in previous years.

The assignments preview report in the "School Reports" tab is designed to show all assignments in SIS and the teacher associated with the assignment. This report will also display teachers who do not have assignments. This is to ensure that all teachers who should be scheduled in SIS have classes assigned to them, and that those without assignments in SIS do not have assignments in this report.

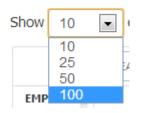
To view the assignments preview report, click on the "Assignments Preview" link in the "SCHOOL REPORTS" tab.



The assignments preview report is sorted by teacher name (last, first) then class taught (class title). Assignments Preview -

now 10	▼ entries Co	ppy Screen Print Scree	Download Options	Search:				Reset Filter
	TEACHER F	SCHOOL FIR		NCLB SUBJI	:	TERM		
	TEACHER	SCHOOL	CLASS TAUGHT		SPED	TERM	SECTION	PERIOD
10009/5146	ALTER PRESS		Career and Academic Planning G		N	Year	12	9
100000-46	in the linear birty of		Hawaiian Dance 1		N	Year	01	4
10038-46	in Ale - Installer of a	1993 (1997 (1997	Hawaiian Dance 1		N	Year	02	6
100000	Contract (Second Second		Hawaiian Dance 2		N	Year	01	6
100000-00	college descriptions:	(inter) (inter)	Hawaiian Dance 3		N	Year	01	6
100088-46	(1.16), (secoldary) (constraints)	·····	Homeroom (Grades 9- 12)-Year		N	Year	12	9
20000046	(1.16) (Secoldarity) (Secold		Participation in A Democracy	Civics / Government	N	Semester 1	08	2
100000-00	(1.48) (second or) (second	(Ukulele 1		N	Year	01	1
00000-46	inde-inerticipi.		Ukulele 1		N	Year	02	5
100000-46	resides - instantilization		Ukulele 2		N	Year	01	5

To view more than the default ten rows, use the "Show" pull-down menu to select 25, 50 or 100 rows.



You can also use the search box and filters to further isolate a specific teacher, class, or subject.

It is important for the assignments preview report that you check for teachers who do not have any assignments in SIS. This check ensures that we are capturing all teachers with assignments in our baseline snapshot on October 1st.

The default sort as mentioned previously is by teacher and class taught. To check for teachers without assignments in SIS you will need to do a descending sort on the class taught column.

From the default view of the assignments preview report, click on the "Class Taught" cell.

Show 10	■ entries Co	Print Scree	Download Options	Search:				Reset Filters
	TEACHER F				: •	TERM		
	TEACHER	SCHOOL			SPED CLASS	TERM		PERIOD
1000	Management (Management)							
1000		()	Career and Academic Planning G		Ν	Year	12	9

Notice that the upper sort triangle for the "Class Taught" column is now colored after the step above. This indicates that the list is in an ascending sort.

	TEACHER F	SCHOOL FIR:		NCLB SUBJE	:•	TERM		
EMPLOYEE ID	TEACHER 🔶	SCHOOL	CLASS TAUGHT		SPED CLASS	TERM	SECTION 🔶	PERIOD
100	910001-0011001	(***)	Advanced Placement (Ap) World	History	N	Year	01	1
100	(1000) (1010)	1912 Tear ()	Advanced Placement (Ap) World	History	N	Year	02	6

Click on the "Class Taught" cell again to get a descending sort.

	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM 🔶		PERIOD
100	(3108)/011201	()	Advanced Placement (Ap) World	History	N	Year	01	1
100	100000-001000	()	Advanced Placement (Ap) World	History	N	Year	02	6

In this example, we see the report after the descending score and find that there are two teachers who do not have assignments in SIS. If your teachers are not assigned classes, no further action is needed; however, if they are assigned classes, check with your registrar or your registration/enrollment office assistant for the missing assignment.

State	of Hawaii > Ce	ntral District > C/	A	> Complex-	>			
how 10	entries ⊂	opy Screen Print Scree	en Download Options	Search:				Reset Filters
	TEACHER F		COURSE FIRS	NCLB SUB.	: •	TERM		
	TEACHER	SCHOOL	CLASS TAUGHT		SPED	TERM 👙		PERIOD
100	AND ADDRESS	(;)						
100	Tate Note at	()						
200	-	(; _)	Yearbook Production 2		N	Year	01	5
200	dense. Hint series	(;)	Yearbook Production 1		N	Year	01	5
100	120000-01100	(; _)	World History and Culture B	History	N	Semester 1	01	3

Assignments Preview - Aiea High