

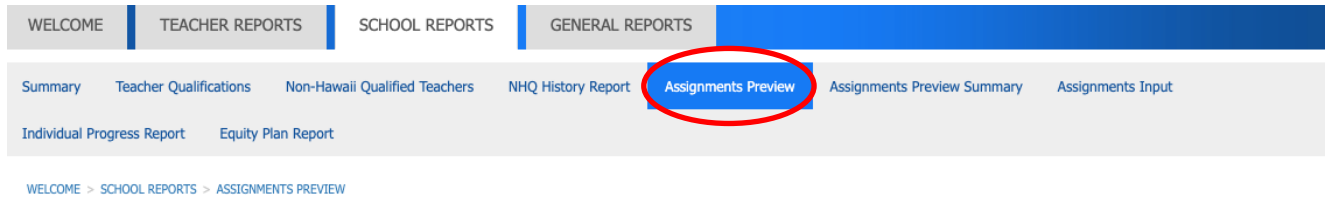
**HAWAII DEPARTMENT OF EDUCATION**  
**Hawaii Qualified Teacher**  
*Assignments Preview in eHR for HQ - SIS Schools*  
**School Year 2020-2021**

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 - [View Page](#)**

State of Hawaii > Central District > CA [View / Refresh](#) > Complex [View / Refresh](#) > [View / Refresh](#) >

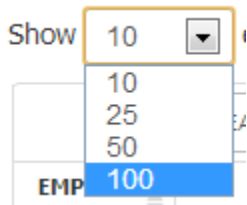
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EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
12000000	TEACHER NAME	SCHOOL NAME	Career and Academic Planning G		N	Year	12	9
12000000	TEACHER NAME	SCHOOL NAME	Hawaiian Dance 1		N	Year	01	4
12000000	TEACHER NAME	SCHOOL NAME	Hawaiian Dance 1		N	Year	02	6
12000000	TEACHER NAME	SCHOOL NAME	Hawaiian Dance 2		N	Year	01	6
12000000	TEACHER NAME	SCHOOL NAME	Hawaiian Dance 3		N	Year	01	6
12000000	TEACHER NAME	SCHOOL NAME	Homeroom (Grades 9-12)-Year		N	Year	12	9
12000000	TEACHER NAME	SCHOOL NAME	Participation in A Democracy	Civics / Government	N	Semester 1	08	2
12000000	TEACHER NAME	SCHOOL NAME	Ukulele 1		N	Year	01	1
12000000	TEACHER NAME	SCHOOL NAME	Ukulele 1		N	Year	02	5
12000000	TEACHER NAME	SCHOOL NAME	Ukulele 2		N	Year	01	5

Showing 1 to 10 of 599 entries

← First ← Previous 1 2 3 4 5 Next → Last →

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 1<sup>st</sup>.

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.

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EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
1000			Career and Academic Planning G		N	Year	12	9
1000			Hawaiian Dance 1		N	Year	01	4

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.

EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
100			Advanced Placement (Ap) World	History	N	Year	01	1
100			Advanced Placement (Ap) World	History	N	Year	02	6

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

EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
100			Advanced Placement (Ap) World	History	N	Year	01	1
100			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.

## Assignments Preview - Aiea High

State of Hawaii > Central District > CA > Complex- > Aiea High >

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EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
100		Aiea High ( )						
100		Aiea High ( )						
200		Aiea High ( )	Yearbook Production 2		N	Year	01	5
200		Aiea High ( )	Yearbook Production 1		N	Year	01	5
100		Aiea High ( )	World History and Culture B	History	N	Semester 1	01	3