



**HAWAII DEPARTMENT OF EDUCATION**  
**Hawaii Qualified Teacher**  
*Assignments Preview in eHR for HQ*  
**School Year 2024-2025**

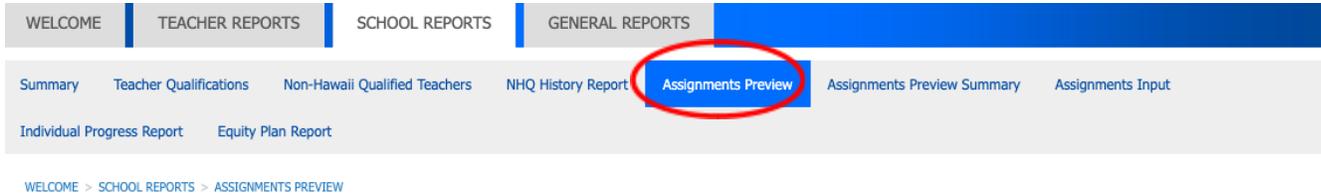
For instructions on accessing the eHR for HQ site, please refer to [Document 1f](#) of the ESSA HQT Handbook.

To ensure the accuracy of teacher assignments, the **Assignments Preview** report in the "School Reports" tab shows all teacher assignments in SIS or the eHQ Assignment Input. This report displays all teachers associated with the school, including those that do not have class/student assignments.

**Step 1: Login to eHR for HQ.**

**Step 2: Go to the Assignment Preview 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 - [School Name]**

State of Hawaii > Central District > CA [School Name] > Complex [Complex Name] > [School Name]

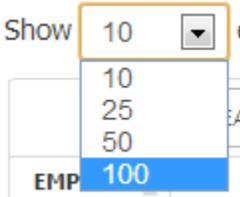
Show 10 entries Copy Screen Print Screen Download Options Search: [Search Box] Reset Filters

EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
12102015-CA	[Teacher Name]	[School]	Career and Academic Planning G		N	Year	12	9
12102016-CA	[Teacher Name]	[School]	Hawaiian Dance 1		N	Year	01	4
12102017-CA	[Teacher Name]	[School]	Hawaiian Dance 1		N	Year	02	6
12102018-CA	[Teacher Name]	[School]	Hawaiian Dance 2		N	Year	01	6
12102019-CA	[Teacher Name]	[School]	Hawaiian Dance 3		N	Year	01	6
12102020-CA	[Teacher Name]	[School]	Homeroom (Grades 9-12)-Year		N	Year	12	9
12102021-CA	[Teacher Name]	[School]	Participation in A Democracy	Civics / Government	N	Semester 1	08	2
12102022-CA	[Teacher Name]	[School]	Ukulele 1		N	Year	01	1
12102023-CA	[Teacher Name]	[School]	Ukulele 1		N	Year	02	5
12102024-CA	[Teacher Name]	[School]	Ukulele 2		N	Year	01	5

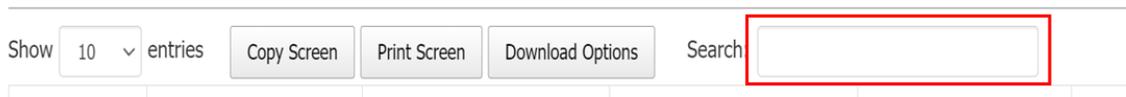
Showing 1 to 10 of 599 entries

← 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.



To find a specific teacher, class, or subject, you can also use the **search box**.



**Step 3: Verify that the assignments for all teachers is correct.**

To correct inaccurate teacher assignments, correct the assignment(s) in SIS or eHQ Assignment Input.

**It is important to check for teachers who do not have any assignments.** This check ensures that all teacher assignments are accurately reflected in the official baseline snapshot on October 1st.

The default sort is by teacher and class taught. To check for teachers without assignments in SIS or Assignment Input, sort the class taught column in descending order. .

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

EMPLOYEE ID	TEACHER	SCHOOL	CLASS TAUGHT	NCLB SUBJECT	SPED CLASS	TERM	SECTION	PERIOD
10000000	...	...	Career and Academic Planning G		N	Year	12	9
10000000	...	...	Hawaiian Dance 1		N	Year	01	4

The upper sort triangle for the “Class Taught” column is now colored, indicating the list is sorted ascending order.

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 sort in descending order.

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, the descending order shows there are two teachers who do not have assignments. If the teachers not assigned classes are correct, no further action is needed; however, if the teacher(s) should be assigned to class(es), check with your registrar or your registration/enrollment office assistant for the missing assignment(s) and have the assignment corrected in SIS or eHQ Assignment Input.

### Assignments Preview - [REDACTED]

State of Hawaii > Central District > CA [REDACTED] > Complex-[REDACTED] > [REDACTED]

Show 10 entries Copy Screen Print Screen Download Options Search: [REDACTED] Reset Filters

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