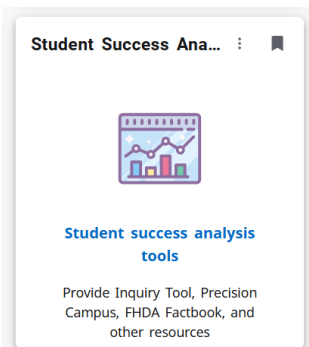


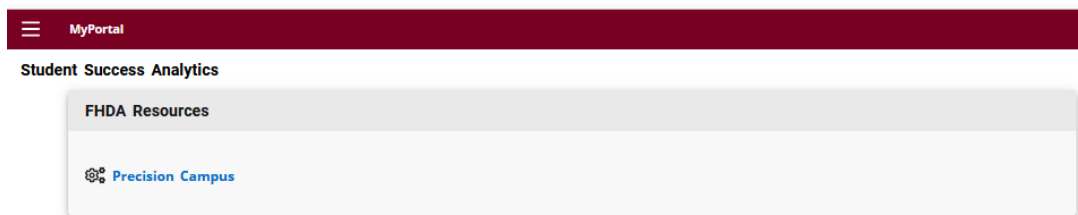
How to Access Load for FTES Generating Courses

Notes: This report provides users with a report on faculty load for courses that generate FTES. The data will be displayed at the end of each term. When applying the suggested filters, the report excludes load with 0.00 load, includes courses with 0 enrollment, excludes cancelled sections, excludes apprenticeship courses at Foothill which are not reported on the 320 report, and excludes faculty on release or reassigned time.

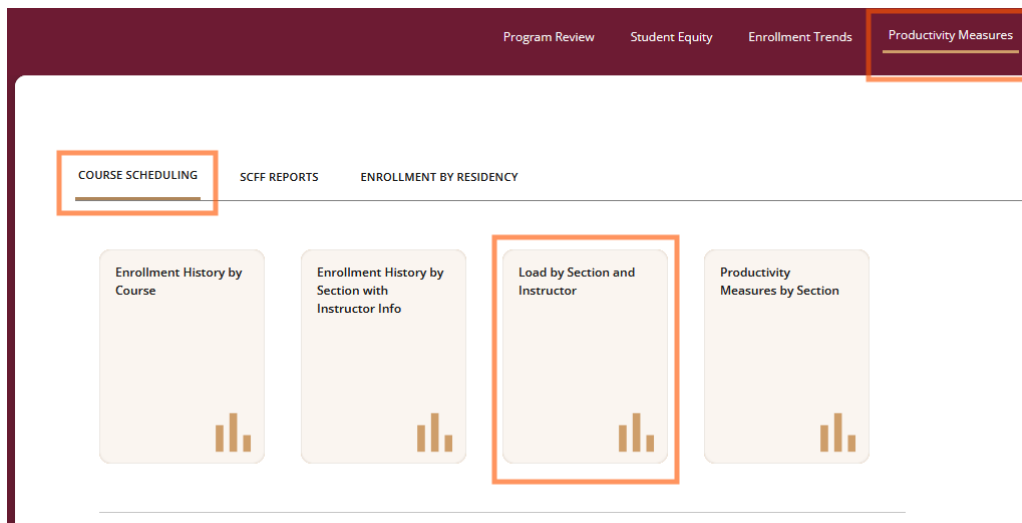
Step 1: In MyPortal, select the tile for Student Success Analytics



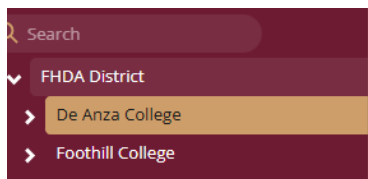
Step 2: Then select Precision Campus



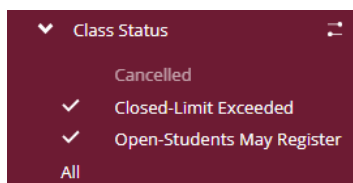
Step 3: Select Productivity Measures in the ribbon then select Course Scheduling and Load by Section and Instructor



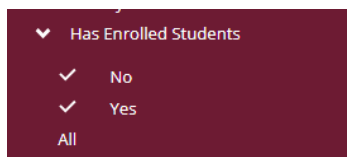
Step 4: Select a college or the district overall



Step 5: Under 'Course Section Characteristics' ensure Cancelled sections are excluded, this is the default when the report loads.



Step 6: Under 'Course Section Characteristics' ensure 'Has Enrolled Students' includes all students. The default is set to Yes when the report loads.



Step 7: Under 'Course Section Characteristics' ensure 'Release/Reassigned' is set to N. The default is set to Y and N when the report loads. 'N' includes faculty who are not on release or reassigned time.

▼

Release/Reassigned

✓

N

Y

All

Step 8: Under Year Range, select the years you would like to display

✓

Year Range

2011-12

2012-13

2013-14

2014-15

2015-16

2016-17

2017-18

2018-19

2019-20

2020-21

2021-22

2022-23

2023-24

2024-25

2025-26

Step 9: Under Faculty Contract, click on ‘Faculty Contract’ to add it to the display.

▶

Enrollment

▶

Faculty Contract

▼

Has Enrolled Students

✓

No

✓

Yes

All

▶

Instructional Modality (simple)

▼

Release/Reassigned

✓

N

Y

All

Faculty Contract

Full-Time Classified Employee

Full-Time Certif; Not Overload

Full-Time Certif; Overload

Part-Time Certif; Contract Pay

Full-Time Certif; No Pay

Total

Directions

Step 10: The display will now show load by assignment type for the years selected and the college or district. In this example, De Anza College is selected.

Load by Section and Instructor | De Anza College



Show Notes

Show

Limits: **Class Status** Closed-Limit Exceeded , Open-Students May Register **Release/Reassigned N**

Measures: Load

Faculty Contract	2023-24	2024-25	2025-26
Full-Time Classified Employee	0.79	0.64	0.94
Full-Time Certif: Not Overload	157.08	157.23	155.47
Full-Time Certif: Overload	64.44	64.18	66.11
Part-Time Certif: Contract Pay	217.24	229.36	233.80
Full-Time Certif: No Pay	0.02	0.07	0.02
Total	439.58	451.47	457.27

Directions

Methodology: This load report includes all assignments with load and does not filter out sections not reported on the 320 enrollment report for apportionment. This methodology is different from all other reports.