



Switching (Changing) Teachers

In the *School View*

1. Click the **Staff** Top Tab. Change your filter to **ALL Active Staff**. Ensure that the new/additional teacher is in this list.

Note: DO NOT ADD THE STAFF MEMBER IF THEY ARE NOT PRESENT! Contact the appropriate person to have them added to your school.

2. Click the **Schedule** top Tab, **Master** Side Tab
3. Find the class that you want to change/add the teacher

Elementary Schools: Use the filter: SD73 SecNo and type in the division number of the homeroom

Search criteria

Section number	<input type="text" value="003"/>
Search based on	<input type="text" value="All Records"/>

Submit Close

4. Select the courses by clicking the check box next to the course code
5. Click **Options**, then **Show Selected**
6. Click on the **Teachers** Leaf

Master Schedule

Sections

- Details
- Rebuild
- Teachers ←
- Roster

7. Click **Options**, then **Add**

Name *	<input type="text"/>	← Select the staff member from the list
Schedule Term > Code	<input type="text"/>	← Elementary schools select FY (Full Year)
Is primary teacher?	<input type="checkbox"/>	← Click this
Role	<input type="text"/>	
Gradebook access?	<input type="checkbox"/>	← Click this

Save Cancel



Finally, click here

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8. Click the **Teachers** Leaf Again.

Master Schedule

- Sections
- Details
- Rebuild
- Teachers ←
- Roster

<input type="checkbox"/>	Name	ScheduleTerm > Code
<input type="checkbox"/>	Epp, Bradley	FY
<input type="checkbox"/>	Mrs. Teacher	FY

You will see:

You will now have two teachers teaching this class. If you want to add additional staff go back to step 7 and start the process again.

9. Removing the staff (extra) member. Click the check box next to the staff member you want to remove from the course:

<input type="checkbox"/>	Name	ScheduleTerm > Code
<input type="checkbox"/>	Epp, Bradley	FY
<input checked="" type="checkbox"/>	Mrs. Teacher	FY

10. Click **Options**, then **Delete**

Review the information

1 of 2 selected

<input type="checkbox"/>	Name	ScheduleTerm > Code	PrimTch?
<input type="checkbox"/>	Epp, Bradley	FY	
<input checked="" type="checkbox"/>	Mrs. Teacher	FY	

Delete all 1 selected records?

<input type="checkbox"/>	Name	ScheduleTerm > Code
<input type="checkbox"/>	Epp, Bradley	FY



Only one teacher left