



Setting Primary Staff for Elementary Report Cards

Notes:

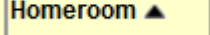

- 1. This strategy is not for "PREP" teachers.
- 2. Be careful in adding/removing homeroom values for staff members that work at multiple schools. Communication with the staff member's other school(s) is key.

In the school view:

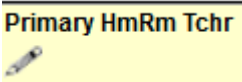

- 1. Click the **Staff** Top Tab
- 2. Change the filter to **Primary Active Staff**
- 3. Change the field set to **Default Fields**

<p>Scenario 1 -- one teacher for a homeroom</p> <ul style="list-style-type: none"> • Homeroom value is entered for that teacher • Primary HmRm Tchr box is checked 	<p>Scenario 2 – two teachers in 1 homeroom</p> <ul style="list-style-type: none"> • Homeroom value is entered for both teachers • Primary HmRm Tchr box is checked (for one teacher) • Primary HmRm Tchr box is not checked (for the other teacher) 	<p>Scenario 3 – three teachers in 1 homeroom</p> <ul style="list-style-type: none"> • Homeroom value is entered for all three teachers • Primary HmRm Tchr box is checked (for one teacher) • Primary HmRm Tchr is not checked (for the other 2 teachers)
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Part 1 – Adjust homeroom values as necessary

- 4. Click the **Homeroom** field to sort the staff list. 
- 5. Click **Options**, then **Modify List**
- 6. If staff members are missing the homeroom value, click on the pencil in **Homeroom** column
- 7. Enter in the homeroom value for the staff member
- 8. Click  when finished.

Part 2 – Adjust Primary Homeroom Teacher values as necessary

- 9. Click the pencil in the **Primary HmRm Tchr** column 
- 10. Use the scenarios above to check/uncheck boxes in the **Primary HmRm Tchr** column
- 11. Click  when finished

In SD73 we have many staff members that are part time teachers and part time TTOCs therefore this situation MAY arise at your school.

Ex. Mrs. Smith is appearing on the report card for DIV 003 but is NOT a teacher in your DIV 003 at your school

- 1. Staff top tab
- 2. Filter to Active Staff
- 3. Find "Mrs. Smith"
- 4. Remove the division from Mrs. Smith
- 5. Go to the student top tab
- 6. Print report cards for DIV 003
- 7. Go back to the staff top tab and RE ADD DIV 003 to Mrs. Smith