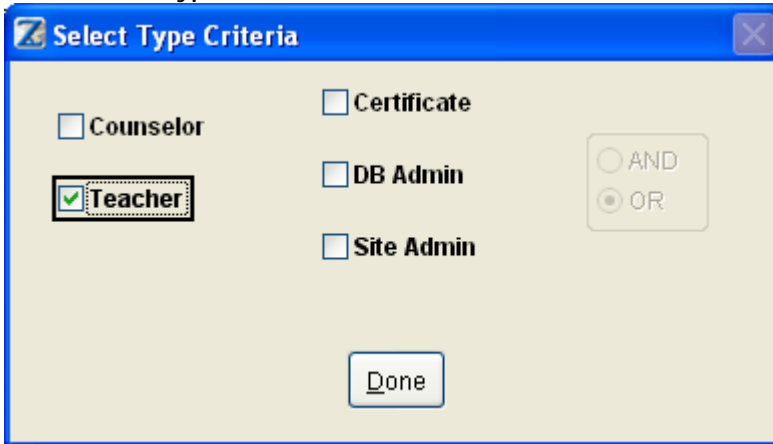


Cleaning Up Teacher Records

PRINTING A TEACHER LIST

Use these directions when you want to see a list of faculty that are flagged as teachers in your track.

1. Click **System**. Click **Reports**. Choose **Faculty Directory**.
2. When the report opens, click the **Select** tab.
3. Double-click **Type**. Click the **Teacher** checkbox. Then click **Done**.



4. Double-click **Track**. Select the track of your choice. Click **Done**.
5. Click **Preview**. You will see a list of all faculty checked as **Teacher** in the track that you selected.

CLOSING RECORDS

Use these directions to close the records of teachers (or other faculty) that no longer work at your school.

1. Click **System**. Click **Faculty Info**. Click **Faculty**.
2. Click **Find**. Find the desired teacher (or other faculty).
3. Click the **Status** tab. Review the list of records.
4. Click once on the record that you want to close. There should be a black triangle next to the left of the record. For instance, you may want to select next year's track if the teacher will not be working at your school next year. Click **Edit**. A new screen will appear.
5. In the **Exit Date** field, enter the last day that you want this faculty to access this track. In the example below, the last day of the school year was entered as the exit date.

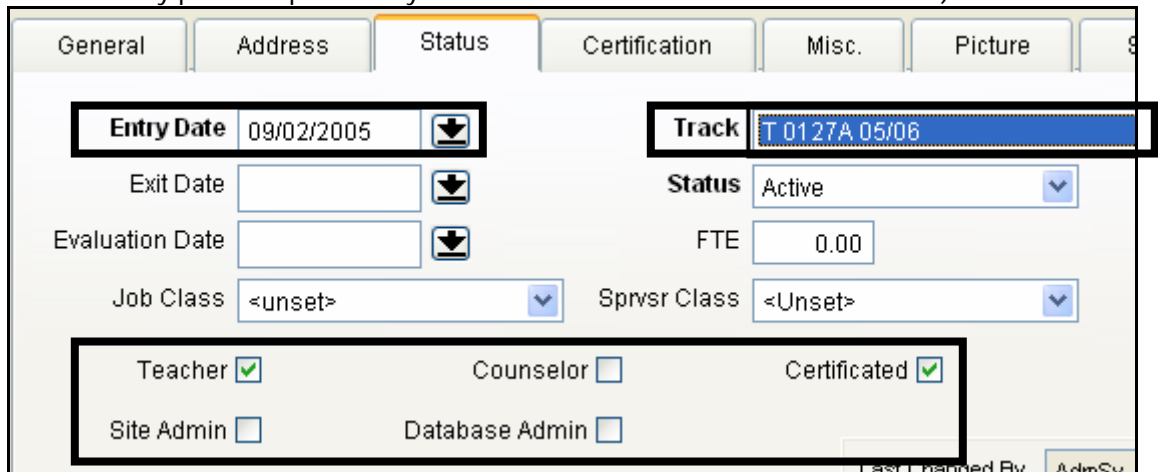
General	Address	Status	Certification	Misc.	Picture	State
Entry Date	03/22/2005	▼	Track	T 0127A 05/06	▼	
Exit Date	06/17/2005	▼	Status	Active	▼	

6. Click **Save**. You will return to the original screen. You should see that the record has is "closed out" with an exit date.

ADDING A NEW TEACHER

Use these directions if you have a new teacher (or other faculty) that need to be added to your track.

1. **Log in to the district track!** This is the track called "SDUSD San Diego Unified School Distr." If you cannot log in, you will need to ask your school's power user to complete these steps for you.
2. Click **System**. Click **Faculty Info**. Click **Faculty**.
3. Click **Find**. Find the desired teacher (or other faculty). If you cannot find the teacher, it may indicate that his/her PAR is not processed.
4. Click the **Status** tab. Click **Edit**. A new screen will appear.
5. Click **New** (the button in blue text) to create a new status record for your school.
6. Do the following:
 - a. In the **Entry Date** field, enter the first day that you want this faculty to access your track.
 - b. From the **Track** menu, select the appropriate track. The tracks are organized by school number.
 - c. Set the appropriate checkboxes. If this is a teacher, click **Teacher** and **Certificated**. (This automatically puts this person in your master schedule for the selected track.)



The screenshot shows a web form with tabs: General, Address, Status, Certification, Misc., and Picture. The 'Status' tab is active. The form contains the following fields and controls:

- Entry Date:** 09/02/2005 (highlighted)
- Exit Date:** (empty)
- Evaluation Date:** (empty)
- Job Class:** <unset>
- Track:** T 0127A 05/06 (highlighted)
- Status:** Active
- FTE:** 0.00
- Sprvsr Class:** <Unset>
- Teacher:** (highlighted)
- Counselor:**
- Certificated:** (highlighted)
- Site Admin:**
- Database Admin:**

7. Click **Save**. You will return to the original screen. You should see the record that you created.
8. If you now log in to your track, you will be able to find this faculty in Faculty Editor.