

How to Add a Teacher

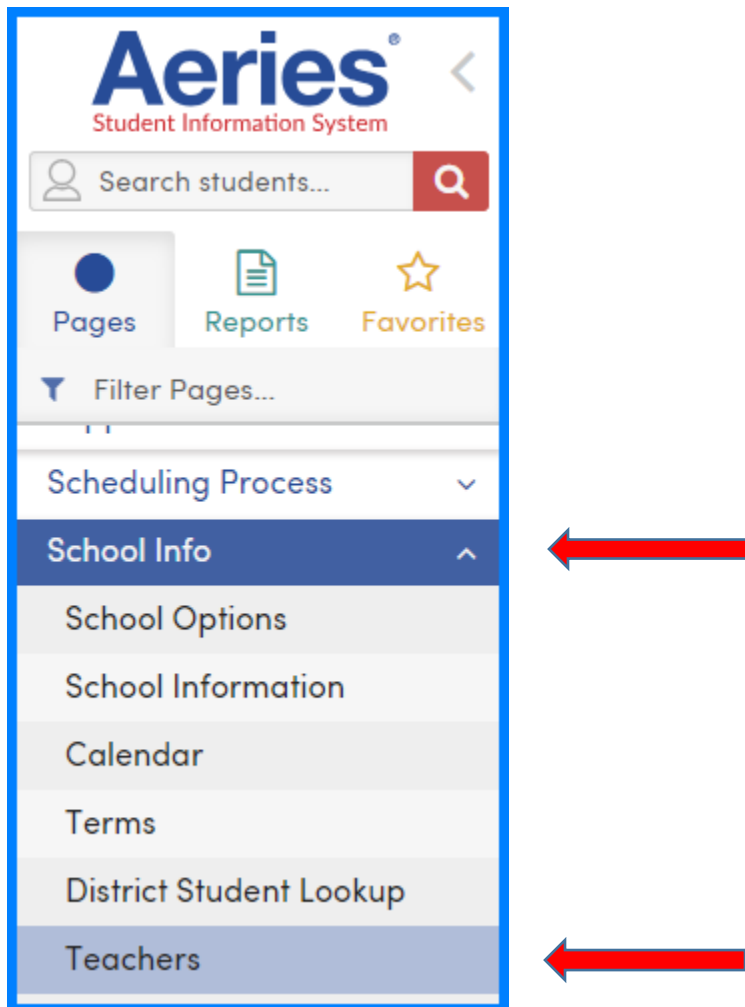
Bakersfield City School District

User Guide

July 2018

How to Search for a Teacher

- Set to the correct fiscal year and school setting.
- Navigate to Pages. Click [School Info](#). Click [Teachers](#).



- Search the list by **Teacher Number** or by **Teacher Name**.
- **Click on the name** you want to select and that teacher's information will appear under Teacher Data.

Search Sort Options

Number Name

Search Sort Options

Number Name

Teachers

Num Name

0	Unassigned
1	Br...
2	Ar...
3	Lu...
4	Fo...
5	Po...
6	Go...
7	Ar...
10	Lo...
11	Fr...
12	Br...
13	Re...
17	Zc...

Teachers

Num Name

40	Al...
30	Al...
35	Al...
7	Ar...
2	Ar...
39	Bo...
815	Bi...
37	Bo...
12	Br...
812	Br...
1	Br...
27	Co...
32	Ch...

Teachers

Go

Num	Name	First	Last
0	Unassigned		
1	Br...	Br...	Br...
2	Ar...	Ar...	Ar...
3	Lu...	Lu...	Lu...
4	Fo...	Fo...	Fo...
5	Po...	Po...	Po...
6	Gonzales	Gonzales	Gonzales
7	Arnc...	Arnc...	Arnc...

- You can also just type the Teacher Name or the Teacher ID in the search box.

Example:

Type the **Teacher Name** in the search box. Click **Go**.

Num	Name	First	Last
6	Gonzales	Amanda	Gonzales

Example:

Type the **Teacher ID** in the search box. Click **Go**.

Num	Name	First	Last
590	Chavez	Ginah	Chavez

- Click on the **name** to highlight and select. Click **Change**.

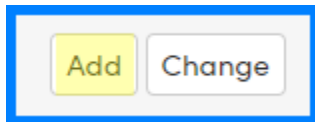
Add Change

- After you have updated the information, click **Update**.

Update Cancel

How to Add a Teacher

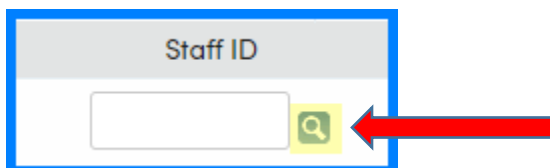
- Set to the correct fiscal year and school setting.
- Navigate to Pages. Click [School Info](#). Click [Teachers](#).
- Click the [Add](#) button under [Teacher Data](#).



- Select a Teacher ID that is not being used. *Remember to add your Teacher ID's in increments of 10. (10, 20, 30, 40, etc. and keep the last names alphabetical.) Enter the information in the highlighted areas.

A screenshot of the 'Teacher Data' form. The form has a blue header and a grey background. It contains several rows of input fields and dropdown menus. The 'Tch#' field is highlighted in yellow. The 'Teacher Name' field is highlighted in yellow. The 'First Name' field is highlighted in yellow. The 'Last Name' field is highlighted in yellow. The 'Status' field is a dropdown menu. The 'Next Year Status' field is a dropdown menu. The 'Room' field is a text input. The 'Low Grd' field is a dropdown menu. The 'High Grd' field is a dropdown menu. The 'Track' field is a dropdown menu. The 'Max Stu/Period' field is a text input. The 'Max Stu/Day' field is a text input. The 'Elec Tag' field is a dropdown menu. The 'Email Address' field is highlighted in yellow. The 'Website' field is a text input. The 'Staff ID' field is highlighted in yellow and has a magnifying glass icon. The 'Staff ID 2' field is a text input with a magnifying glass icon. The 'Staff ID 3' field is a text input with a magnifying glass icon. The 'Multi Tchr' field is a dropdown menu. The 'User1' through 'User8' fields are dropdown menus. The 'Photo File' field is a text input. At the bottom, there are 'Insert' and 'Cancel' buttons.

- If the Staff ID is unknown, click on the magnifying glass to search for the staff's ID.



- Type the name you would like to search for. Click [Search](#).

Staff ID	Staff Name	Primary School
201	Gonzales, L	ELEMENTARY (31)
200	Gonzales, A	MIDDLE SCHOOL (13)
201	Gonzales, A	ELEMENTARY (34)
199	Gonzales, B	MIDDLE SCHOOL (13)
200	Gonzales, B	ELEMENTARY (33)
200	Gonzales, C	ELEMENTARY (34)
201	Gonzales, C	WOMEN'S CENTER (45)

- Click to highlight the name you want to select. Click [Close](#).

Staff ID	Staff Name	Primary School
201	Gonzales, L	Sandbox - L ELEMENTARY (31)
200	Gonzales, A	MIDDLE SCHOOL (13)
201	Gonzales, A	Sandbox - L ELEMENTARY (34)

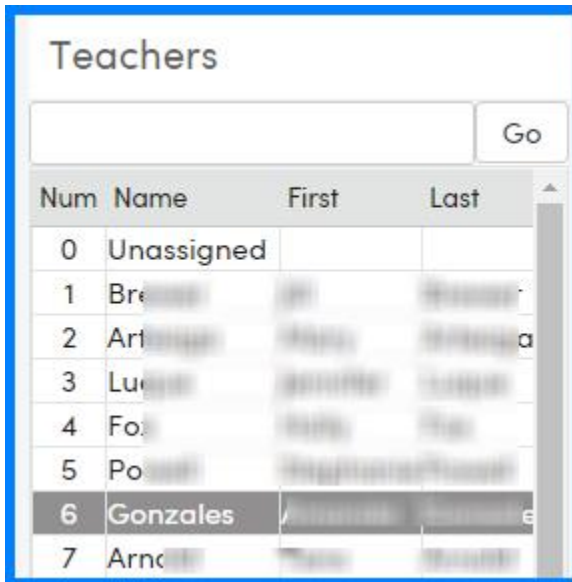
- Once all the information is entered for the new Teacher, click [Insert](#).

Note: If your Teacher Table is empty and no Teacher ID's have been added, you will need to click on the [Add New Record](#) button to begin adding your teacher's information.

Teachers

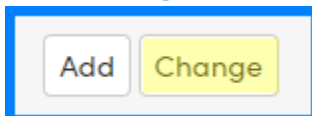
Change Information for an Existing Teacher

- Set to the correct fiscal year and school setting.
- Navigate to Pages. Click [School Info](#). Click [Teachers](#).
- [Click on the name](#) from the list for an existing teacher to highlight and select.

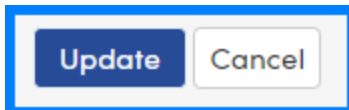


Num	Name	First	Last
0	Unassigned		
1	Bre...		
2	Art...		
3	Luc...		
4	Fo...		
5	Pol...		
6	Gonzales		
7	Arn...		

- Click [Change](#).



- After you have updated the information, click [Update](#).



Things to Keep in Mind When Creating Your Teacher Table

The following information will assist you in maintaining your **Teacher Table**. Assign your teachers to the table using increments of 10. You will list them in alpha as well as numeric order. Using increments of 10 allows space for new teachers to be added throughout the school year.

Example: 10 – Adams, 20 – Brown, 30 – Carrillo

If a teacher leaves during the school year, **do not** delete their teacher number. There is a **Status** field that you will update with an **“inactive”** code.

If a teacher changes their last name during the school year, and they have already changed their name in Human Resources, simply pull up their record in the **Teacher Table** and retype their employee id number. Their name will be changed to whatever is on file with Human Resources. **Do not** create a new number.