

Modifying a Teacher Schedule

This document details the method to modify a:

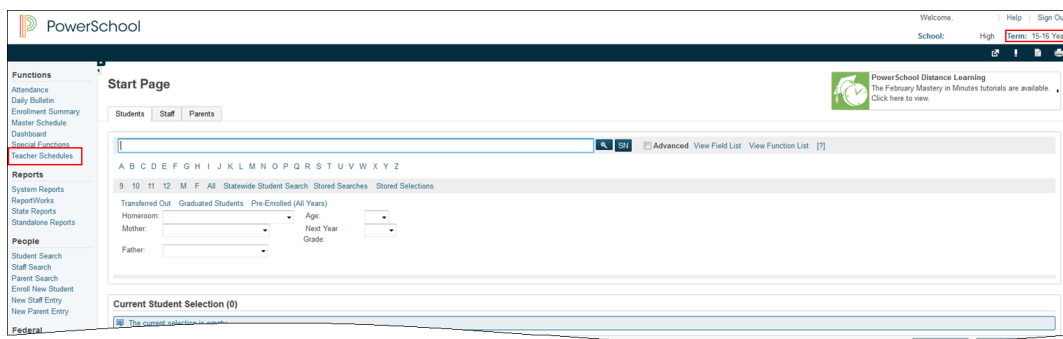
- Teacher's course section schedule [before the first day of school](#).
- Teacher scheduled to a course section [after school has begun](#).

Before the First Day of School

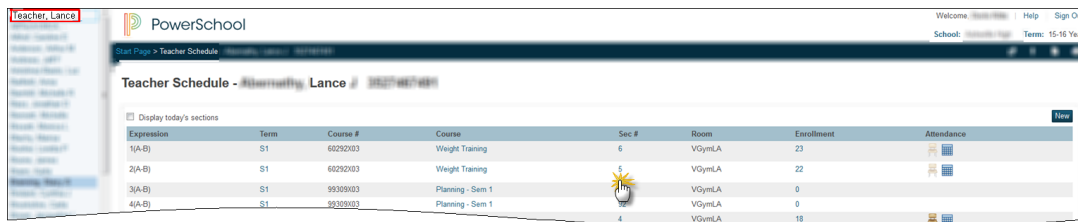
To change a teacher's course section schedule:

Navigation: Select School > Start Page > **Teacher Schedules**

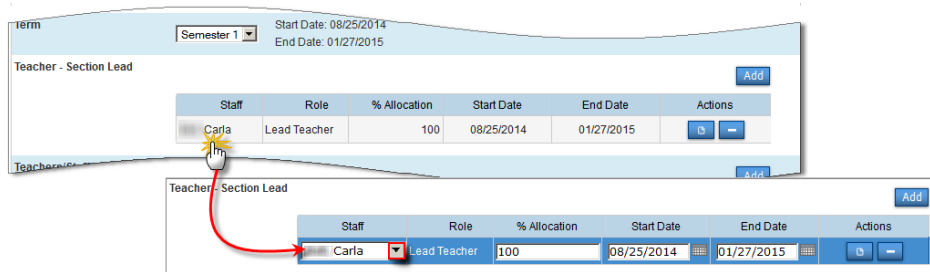
CAUTION: Ensure the correct school year is selected in the **Term** field.



1. On the left menu, click the name of the teacher's schedule to be modified.



2. Under **Sec #**, click the section that needs to be modified.
3. **Staff** – Click in the field to activate the dropdown; then select the new teacher-of-record.



4. Click **Submit** to save the change.

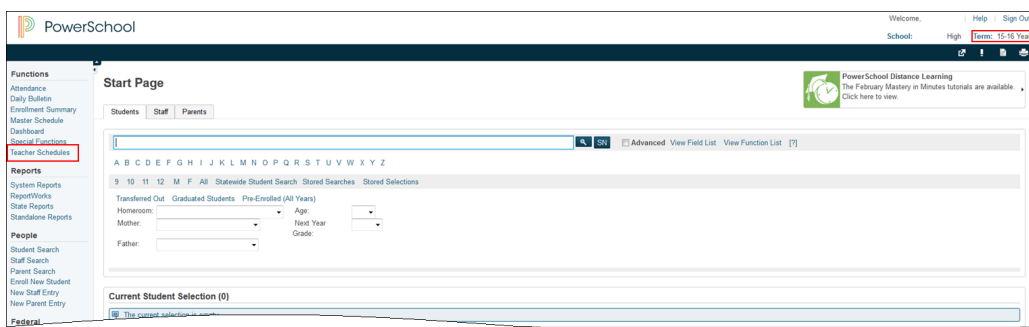
Modifying a Teacher Schedule

After the First Day of School

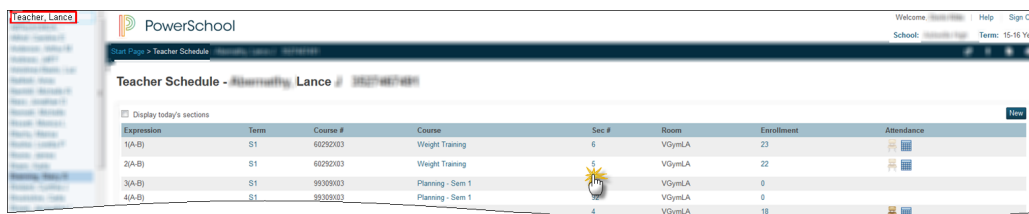
To change a teacher scheduled to a course section:

Navigation: Select School > Start Page > Teacher Schedules

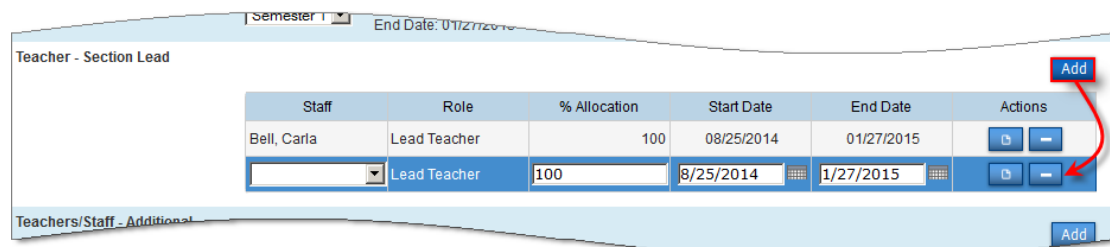
CAUTION: Ensure the correct school year is selected in the **Term** field.



1. On the left menu, click the name of the teacher's schedule to be modified.



2. Under **Sec #**, click the section that needs to be modified.
3. Under the **Teacher – Section Lead** section, click **Add** to add the new teacher with the following details:



- a. **Staff** – Select the new teacher from the drop-down.
- b. **Start Date** – Change the **Start Date** to the date the new teacher begins.

Modifying a Teacher Schedule

4. Change the following information for the previous teacher-of-record:
 - a. **End Date** – Change the teacher’s end date to reflect the last day they were the teacher-of-record.

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
Carla	Lead Teacher	100	08/25/2014	12/16/2014	
Jac	Lead Teacher	100	12/17/2014	1/27/2015	

5. Click **Submit** to save the change.

Important: Once class has started, NEVER delete a **Lead Teacher**.

Change the **End Date** to reflect the date the old teacher-of-record leaves; the dates must be consecutive calendar dates. The new teacher-of-record **Start Date** should reflect the first day they take over the class.

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.