

## 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 <u>after school has begun</u>.

## **Before the First Day of School**

To change a teacher's course section schedule:

Navig	ation: Selec	ct School > Start	Page > Teacher Sc	hedules
CA	AUTION:	Ensure the cor	rrect school year is se	elected in the <b>Term</b> field.
PowerS	chool			Welcome,   Hetp   Sign Out   Schoot: High Terms: 15-16 Year 27 1 10 11
Punctions Alsendarics Describing Englishment Gummary Master Schedules Dashbowd Saecial Functions Teacher Schedules Reports System Reports State Reports	Start Page Students Staff Parents	udent Search Stored Searches Stored Selections Enrolled (All Years) Age: Heat Year Grade:	59 - Advanced View Pold List View 7	PowerSchool Distance Learning De February Matery in Mondes Latorials are available.
Parent Search Enroll New Student New Staff Entry New Parent Entry Federal	Current Student Selection (0)			

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

PowerS	chool						Welcome,	Help Sign O	
Clar Page > Teacher Sche Clar Page > Teacher Sche Display today's sec Expression 1(A-B) 3(A-B) 3(A-B)							School:	Term: 15-16 Ye	
Start Page > Teacher Sch	edule filmatic interes in	171459411							
Teacher Sche	Teacher Schedule - Human and Lance - Taken at the								
Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance		
1(A-B)	S1	60292X03	Weight Training	6	VGymLA	23	A 🖬		
2(A-B)	S1	60292X03	Weight Training	5	VGymLA	22	₩ 1		
3(A-B)	S1	99309X03	Planning - Sem 1	- Am	VGymLA	0			
4(A-B)	S1	99309X03	Planning - Sem 1	32	VGymLA	0			
					100	40	<b>— —</b>		

- 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.

Term	Semester 1 💌	Start Date: 08/2 End Date: 01/27						
Teacher - Section Lead						Add		
	Staff	Role	% Allocation	Start Date	End Date	Actions		
	Carla	Lead Teacher	100	08/25/2014	01/27/2015	• -		
Teachorete	Teacher- Section					Add		
	Teacher-Section	Lead						Add
		St	aff	Role % Allo	ocation Start	Date End D	ate Actions	
			la 🔽 Lead Te	eacher 100	08/25/20	014 01/27/20	15 🔲 🕒 –	3

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

## After the First Day of School

To change a teacher scheduled to a course section:

CAUTION:	Ensure the correct sch	ool year is selected in the <b>Term</b> field.
PowerSchool		Welcome, Help   Sign Oit School: High [term: 15 15 Yaa]
students Start Page		Power School Distance Learning The February Mantery in Montes Intensis are available Otch here to see
er Schedules A B C D E F G H I	J K L M N O P Q R S T U V W X Y Z	87 🖪 Advanced Vew Field List. View Function List. [7]
em Reports 9 10 11 12 M F A rtWorks Transferred Out Graduated Reports Homercom: dations Reports Mother:	Statewide Student Search Stored Selections Students Pre-Enrolled (JAl Yara) Age: Read Year Gasda:	
Father: Search It Search Il New Student		
W Staff Entry W Parent Entry	on (0)	

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

PowerS	chool						Welcome, Help	Sign (			
POwer3	P FOWEISCHOOL										
Start Page > Teacher Sche	Start Page > Teacher Schedule										
Teacher Sche		New									
	Display today's sections										
Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance				
1(A-B)	S1	60292X03	Weight Training	6	VGymLA	23	🚝 🥅 👘				
2(A-B)	S1	60292X03	Weight Training	5	VGymLA	22	<b>八 三</b>				
3(A-B)	S1	99309X03	Planning - Sem 1	(Im	VGymLA	0					
4(A-B)	S1	99309X03	Planning - Sem 1	372	VGymLA	0					
				- 4	VGvmLA	18	🚊 📖				

- 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:

	Semester E	nd Date: 0172772010-				
Teacher - Section Lead						Add
	Staff	Role	% Allocation	Start Date	End Date	Actions
	Bell, Carla	Lead Teacher	100	08/25/2014	01/27/2015	• -
		Lead Teacher	100	8/25/2014	1/27/2015	• • •
eachers/Staff - Additional						Add

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

- **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						Add
	Staff	Role	% Allocation	Start Date	End Date	Actions
	Carla	Lead Teacher	100	08/25/2014	12/ <mark>16</mark> /2014	· • ·
	Jac	Lead Teacher	100	12/ <mark>17</mark> /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 <u>consective</u> calendar dates. The new teacher-of-record **Start Date** should reflect the first day they take over the class.

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