

Introduction to: School Educator Assignment by Class

April 2021



School Educator Assignment

This module allows your site ClassMate Administrator to assign Users to classes which enables **privileges to view and update student data in Teacher and Special Service modules.**

- Overview
- Key Terms
- Getting Started
- Class Personnel Tab
- Assignment/Removal Tab – Assign Educator
- History Tab
- Removal Tab – Remove Educator



School Educator Assignment

School Educator Assignment Key Words

Getting Started > Admin Grading > School Educator Assignment by Class

Class Personnel Tab Current personnel assignments are displayed.
Available assignment categories are listed.

Blue Teacher (Identified in Instructional Course Offerings)

Green Para-Educator (Identified In Instructional Course Offerings)

Black Other (Any additional staff that may need access to teacher functionality)

Assignment/Removal Tab Select Available Educators for class assignment. This is **NOT** the Primary Teacher or the Primary Para-Professional.

Remove Educators from a selected class . Primary Educator or Primary Para-Professional can not be deleted.

History Tab Enter Educator Assignment Information and flag Principal of Record.



School Educator Assignment

Class Personnel Tab

Indicates the educators **currently assigned** to the selected class. These educators have **privileges to view & enter/update Student data in the teacher and special service modules.**

Blue Font

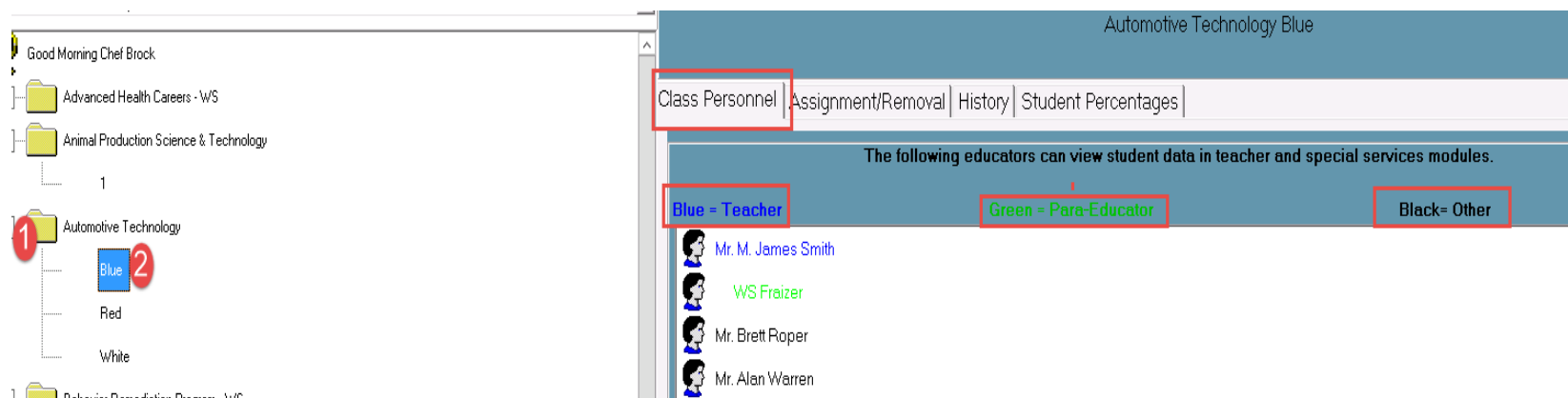
Green Font

Black Font

Teacher	Only ONE per class
Para- Educator	Only ONE per class
Other	Multiple allowed

1. Click on the + sign located next to the program to expand the folder
2. Click on the class to select

All staff currently assigned to the selected class will display



Automotive Technology Blue

Class Personnel | Assignment/Removal | History | Student Percentages

The following educators can view student data in teacher and special services modules.

Blue = Teacher Green = Para-Educator Black = Other

- Mr. M. James Smith
- WS Fraizer
- Mr. Brett Roper
- Mr. Alan Warren

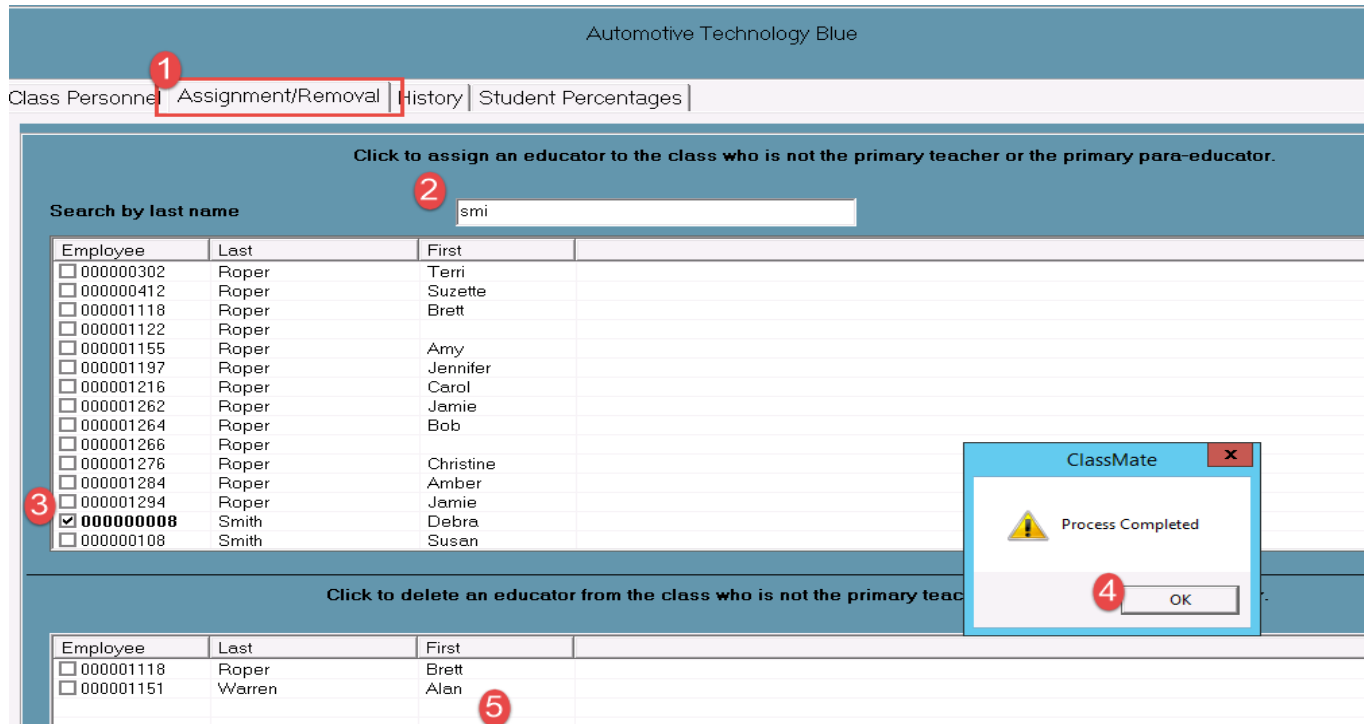


School Educator Assignment

Assignment/Removal Tab – Assign Educator

User assignment selection:

1. Click on the **Assignment/Removal Tab**
2. Enter last name to search easily
3. Click the box to the left of the Educator in the Employee Field to select. Selection Auto-Saves
4. Click **“OK”** to complete the process
5. Selected Educator will display in bottom grid once complete



Automotive Technology Blue

Class Personnel | **Assignment/Removal** | History | Student Percentages

Click to assign an educator to the class who is not the primary teacher or the primary para-educator.

Search by last name

Employee	Last	First	
<input type="checkbox"/> 000000302	Roper	Terri	
<input type="checkbox"/> 000000412	Roper	Suzette	
<input type="checkbox"/> 000001118	Roper	Brett	
<input type="checkbox"/> 000001122	Roper		
<input type="checkbox"/> 000001155	Roper	Amy	
<input type="checkbox"/> 000001197	Roper	Jennifer	
<input type="checkbox"/> 000001216	Roper	Carol	
<input type="checkbox"/> 000001262	Roper	Jamie	
<input type="checkbox"/> 000001264	Roper	Bob	
<input type="checkbox"/> 000001266	Roper		
<input type="checkbox"/> 000001276	Roper	Christine	
<input type="checkbox"/> 000001284	Roper	Amber	
<input type="checkbox"/> 000001294	Roper	Jamie	
<input checked="" type="checkbox"/> 000000008	Smith	Debra	
<input type="checkbox"/> 000000108	Smith	Susan	

Click to delete an educator from the class who is not the primary teacher or the primary para-educator.

Employee	Last	First	
<input type="checkbox"/> 000001118	Roper	Brett	
<input type="checkbox"/> 000001151	Warren	Alan	

ClassMate

Process Completed



Assignment/Removal Tab – Remove Educator

This tab allows the user an option to **Delete or remove** an educator from the class.

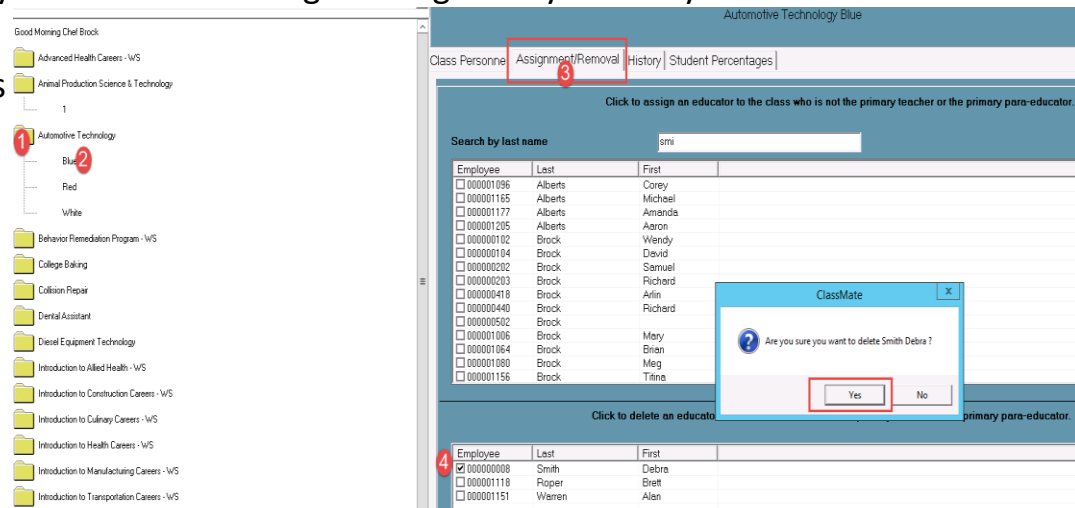
The process only removes personnel with a category of “Other”.

The Teacher and Para-Professional cannot be removed from the class using this module.

- 1 Click on the + sign located next to the program to expand the folder
- 2 Click on the class to select
- 3 Click on **Assignment/Removal** Tab
- 4 In BOTTOM grid click to **select** the checkbox in the Employee Field for the educator that is going to be removed.

When the educator is selected, you will see a message stating “Are you sure you want to delete?”
Click **YES** to delete.

Click **Ok** to complete the process



The screenshot shows the Harris School Solutions interface. On the left, a tree view shows the folder structure under 'Good Morning Chef Brock', with 'Automotive Technology' expanded and 'Blue' selected. The main window displays the 'Assignment/Removal' tab for 'Automotive Technology Blue'. A search bar is set to 'sme'. A table lists employees with checkboxes. The 'ClassMate' dialog box is open, asking 'Are you sure you want to delete Smith Debra?' with 'Yes' and 'No' buttons. A second table at the bottom shows the selected employee 'Smith Debra' with a checked checkbox.

Employee	Last	First
<input type="checkbox"/>	000001096	Alberts Corey
<input type="checkbox"/>	000001165	Alberts Michael
<input type="checkbox"/>	000001177	Alberts Amanda
<input type="checkbox"/>	000001205	Alberts Aaron
<input type="checkbox"/>	0000010102	Brock Wendy
<input type="checkbox"/>	0000010104	Brock David
<input type="checkbox"/>	000000202	Brock Samuel
<input type="checkbox"/>	000000203	Brock Richard
<input type="checkbox"/>	000000418	Brock Arlin
<input type="checkbox"/>	000000440	Brock Richard
<input type="checkbox"/>	000000502	Brock
<input type="checkbox"/>	0000010106	Brock Mary
<input type="checkbox"/>	000001064	Brock Brian
<input type="checkbox"/>	000001080	Brock Meg
<input type="checkbox"/>	000001156	Brock Trina

Employee	Last	First
<input checked="" type="checkbox"/>	000000008	Smith Debra
<input type="checkbox"/>	000001118	Roper Brett
<input type="checkbox"/>	000001151	Warren Alan

School Educator Assignment



History Tab

Add a New Educator Assignment History

1. Click on the **History Tab**
2. Click on an Educator in the Select an Assigned Educator Grid
3. Click the **Green** Next Num button
4. Click the Group drop down arrow to select a group for the Educator (ex: Teacher of Record)
5. Click the Status drop down arrow to select a status (ex: Current Instructor)
6. Enter the percentage of time for the educator in the % box (ex: 100.00)
7. Enter a Start Date must be in the MM/DD/YYYY format
8. Enter an End Date must be in the MM/DD/YYYY format, if the employee is still active do not enter an End Date leave 01/01/1900
9. ENL Instructor: Select Yes or No (default = No)
10. Technical Academic (if a TA Educator make appropriate selection from drop-down)
11. TA Period (if a TA Educator make appropriate selection from drop-down)
12. Click **Save** to complete the process



School Educator Assignment

History Tab

Add a New Educator Assignment History

Automotive Collision _ Refinishing Technology PM
 Jacqueline Carroll

Class Personnel | Assignment/Removal | **History** | Student Percentages

Assigned Educators

Employee	Last	First
000000271	Banach	Jamie
000000090	Carroll	Jacqueline
000000292	Einstein	Matthew
000000131	Jarvis	Adrienne
000000221	Kish	Christa
000000302	Kish	Eric
000000244	Motteau	Randolph
000000242	Reale	David
000000170	Stam	Frank

Educator Assignment History: To View/Update, select Assignment History

Employee	#	Last	First	StartDate	EndDate	%

Add New Assignment History: Select an Assigned Educator, Click Next Num

Group: %:

Status:

Start Date: End Date:

ENL Instructor: Yes No

Technical Academic: TA Period:



History Tab

Updating an Educator Assignment History

1. Click on the **History Tab**
2. Click on an Educator in the Select an Assigned Educator Grid
3. Click on the Educator in the View Educator Assignment History
4. Update the necessary data (ex: Status, or End Date)
5. Click **Save** to complete the process

Automotive Collision _ Refinishing Technology PM
Jacqueline Carroll

Class Personnel | Assignment/Removal | **History** | Student Percentages

Assigned Educators

Employee	Last	First
000000271	Banach	Jamie
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000000292	Einstein	Matthew
000000131	Jarvis	Adrienne
000000221	Kish	Christa
000000302	Kish	Eric
000000244	Mottau	Randolph
000000242	Reale	David
000000120	Step	Frank

Educator Assignment History: To View/Update, select Assignment History

Employee	#	Last	First	StartDate	EndDate	%
000000090	1	Carroll	Jacqueline	09/07/2018	01/01/1900	100

Add New Assignment History: Select an Assigned Educator, Click Next Num

1 Group: Teacher of Record %: 100.00

Status: Current Instructor

Start Date: 09/07/2018 End Date: 01/01/1900 ENL Instructor: Yes No

Technical Academic: TA Period: - Select A Period



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Questions? Contact us!

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