

Moving Teachers to a New Course/Section

1. Create the new section, if needed

Path: Scheduling > Courses > Key in name of course that needs a new section > Section Tab > Add New Section

- o Enter a Section Number and set Section Placement

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2. IF section already exists, but only the Teachers are moving (NOT students), Assign the new teacher from the Staff History Tab

- a. Add New teacher to the section

Path: Scheduling > Courses > Section Tab > Edit Section > Staff History > New Primary Teacher

Teacher: [Redacted]

Section | **Staff History** | Roster | Attendance | Grading By Task

Save | Delete | + New Primary Teacher | + New Teacher | + I

Primary teacher

[Redacted]

Start Date and End Date fields should remain blank unless staff members start working in the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Staff History Detail
Primary Teacher

Name	Start Date	End Date	District Assignment
[Redacted]			

Comments

No need to enter a Start Date – LEAVE it blank

3. Delete the previous teacher's name

Do NOT delete/remove the Section until the students have been moved. Students DO need Start/End Dates to keep any Attendance and/or other records associated to the section – See previous How to document on Moving students