

## Managing teacher class assignments

Teacher class assignments .....	1
Assigning a teacher to a class .....	1
Changing teacher class assignments.....	2

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This document describes the teacher class assignment capability in Chancery SMS 7.6.0. For information about scheduling in general, refer to the *Chancery SMS Scheduling Guide* available in the [Chancery SMS 7.6.0 eDocs Addenda](#).

## Teacher class assignments

School administrators can assign multiple teachers to a class [see [Assigning a teacher to a class, p. 1](#)], indicate what role each teacher plays in the class (for example, Teacher of Record, Support Teacher, Assistant Teacher) and view a history of teachers who were assigned to the class [Figure 1].

### Assigning a teacher to a class

One teacher can have multiple class assignments; Chancery SMS retains a history of past class assignments. When the school administrator creates a new class assignment for the same teacher with start and end dates that are different between class assignments, Chancery SMS retains the previous class assignment and a new assignment is added to the teacher class assignment grid [Figure 1].

If a school administrator changes the role the teacher plays in the class, how Chancery SMS handles the change depends on when the change is made relative to the scheduling term dates. That is, if the change is made during the class's scheduling term or after the term ends, Chancery SMS creates a new assignment and retains the previous assignment. However, if a teacher's role is changed before the scheduling term begins, since it is not necessary to keep a history of teachers outside the class's scheduling term, Chancery SMS does not retain the previous class assignment information.

To assign a teacher to a class:

- 1 In the control bar, click **Scheduling**. The Scheduling page appears.
- 2 Under **Step 5**, click **Master Schedule**. The Master Schedule page appears
  - ⓐ Or, if logged into an elementary school, under **Step 4**, click **Class Setup**. The Class Setup page appears.
- 3 Click **Display All Records**.
  - ⓐ Or, under **Course Search** or **Subject Search**, search for a class using the available criteria.
- 4 Under **Course Search Results** or **Subject Search Results**, select a class.

- 5 Under **Class Schedule**, enter or edit the following information:
  - ① **Teacher**: Select a teacher. **WARNING**: The teacher in the first row must always be the *active* Teacher of Record [see also [Changing teacher class assignments, p.2](#)].
  - ① **Teacher Class Role**: Select the role the teacher plays in the class, for example, Teacher of Record, Assistant Teacher, Support Teacher. **WARNING**: The teacher in the first row must always be the *active* Teacher of Record [see also [Changing teacher class assignments, p.2](#)].
    - If you change a teacher's class role during or after the scheduling term, Chancery SMS creates a new class assignment with the teacher's new role and a start date that is the date of the role change. Chancery SMS saves the previous class assignment and applies an end date that is one day before the date of the role change.
  - ① **Start Date**: By default, Chancery SMS displays the date the teacher is assigned to the class; however, if that date is outside the scheduling term date for the class, Chancery SMS displays the start date of the scheduling term. If you change the start date to a different date within the scheduling term, Chancery SMS displays the date in italics.
  - ① **End Date**: This is the date the teacher stopped performing their role in the class. By default, Chancery SMS displays the end date of the scheduling term for the class. If you change the end date to a date before the scheduling term end date, the new date appears in italics.
  - ① **Details**: When a teacher is added to the class and the class is saved, Chancery SMS displays the Details icon . Click this icon to view and adjust the class information.

## Changing teacher class assignments

You can change the order of teacher class assignments as well as remove teacher class assignments. **WARNING**: When you change the order of teacher class assignments, the *active* teacher of record must always be at the top of the teacher assignment grid [Figure 1].

### To change the order of the teachers' class assignments:

- 1 Under **Class Schedule**, click **Teacher Order**. The **Teacher Order** page appears.
- 2 Select the teacher and use the up and down arrows to change his or her order in the list. **Note**: The active teacher of record must always be at the top of the list so that he or she appears in the first row of the grid on the **Master Schedule** page.
- 3 Click **OK**. The **Master Schedule** page reappears and the order change is reflected in the grid under **Class Schedule**.

### To remove a teacher's class assignment:

- 1 Under **Class Schedule**, select the teacher.
- 2 In the **Actions** menu, click **Delete Teacher Assignments**.
  - ① When you delete a teacher class assignment, each class assignment below the deleted class assignment is moved up in the teacher class assignment grid.
- 3 Click **OK** to confirm.

FIGURE 1: Teacher Class Assignments

Class Schedule

Term: S2 (Jan 14 - Jul 13) ▼  
 Meeting pattern: A1B2 ▼  
 Room: N/A ▼

Ensure the active **B** Teacher of Record **C** is always entered in the first row.

Selected: 0   Add Row   Teacher Order   **A**

<input type="checkbox"/>	Teacher	Teacher Class Role	Start Date	End Date	Details
<input type="checkbox"/>	Zephyr, Glenna H	Teacher of Record	06/14/2011	7/13/2011	
<input type="checkbox"/>	Cluxston, German H	Teacher of Record	1/14/2011	06/13/2011	
<input type="checkbox"/>	Vienna, Fred	Special Ed Assistant	06/23/2011	7/13/2011	
<input type="checkbox"/>	Cluxston, German H	Support Teacher	06/23/2011	7/13/2011	
<input type="checkbox"/>	Aden, Laurie S	Special Ed Assistant	06/23/2011	7/13/2011	

*Italicized = Date has been changed so as not to fall on the scheduling term start or end date*

**D** Conflict: Teacher Aden, Laurie S is also scheduled for class CRD-Chemistry-21 for Yr in MP2.  
 Conflict: Teacher Aden, Laurie S is also scheduled for class CRD-Art-1 for Yr in MP1.

- A** Teacher class assignment grid.
- B** **Add Row**: Click to add a teacher assignment to the teacher assignment grid.
- C** **Teacher Order**: Click to change the order in which the teacher class assignments appear in the grid.

The *active* teacher of record *must always be in the first row* of the teacher assignment grid.

- D** Teacher conflict information displays here. The class record can be saved even when there are teacher class assignment conflicts.