Staff History

December 2011

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Staff History

Overview | Staff History Editor | Data Elements | Modification Alerts | Date Logic | District Assignment Field | Adding a New Primary Teacher | Adding a New Teacher | Adding a New Section Staff | Ending Primary Teacher, Teacher or Section Staff Assignments Before the End of the Term | Staff History Validations

This tool added to Campus in the **E.1150 Release Pack (December 2011)**.

Overview

PATH: *Scheduling > Courses > Sections > Staff History*

The Staff History tab tracks the history of teachers for a particular course section. The Staff History tab lists active primary teachers, teachers and section staff in addition to former primary teachers, teachers and section staff.

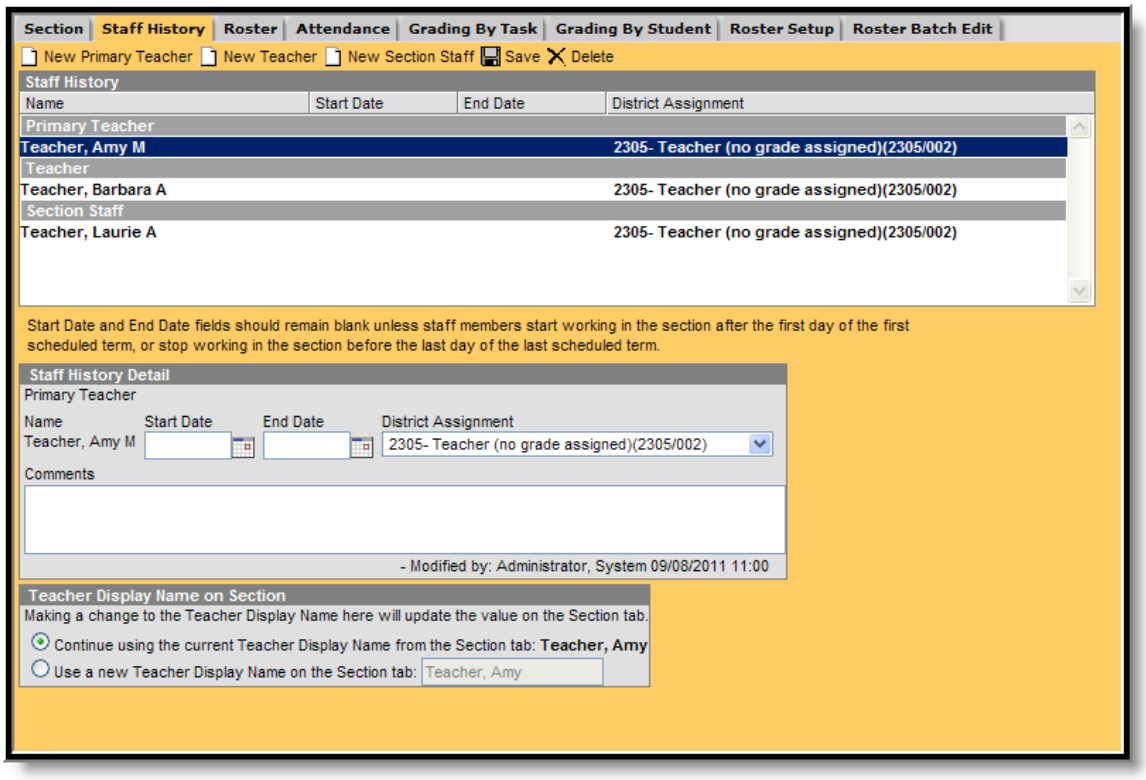

Image 1: Section Staff History Editor

As part of the America COMPETES Act (America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science Act of 2007), school districts need to track which teachers were teaching which students at any point in time.

A Staff History Report is available to quickly find course sections that do not have a Primary Teacher assigned.

Active primary teacher, teacher and section staff information display on the Section tab as read-only fields.

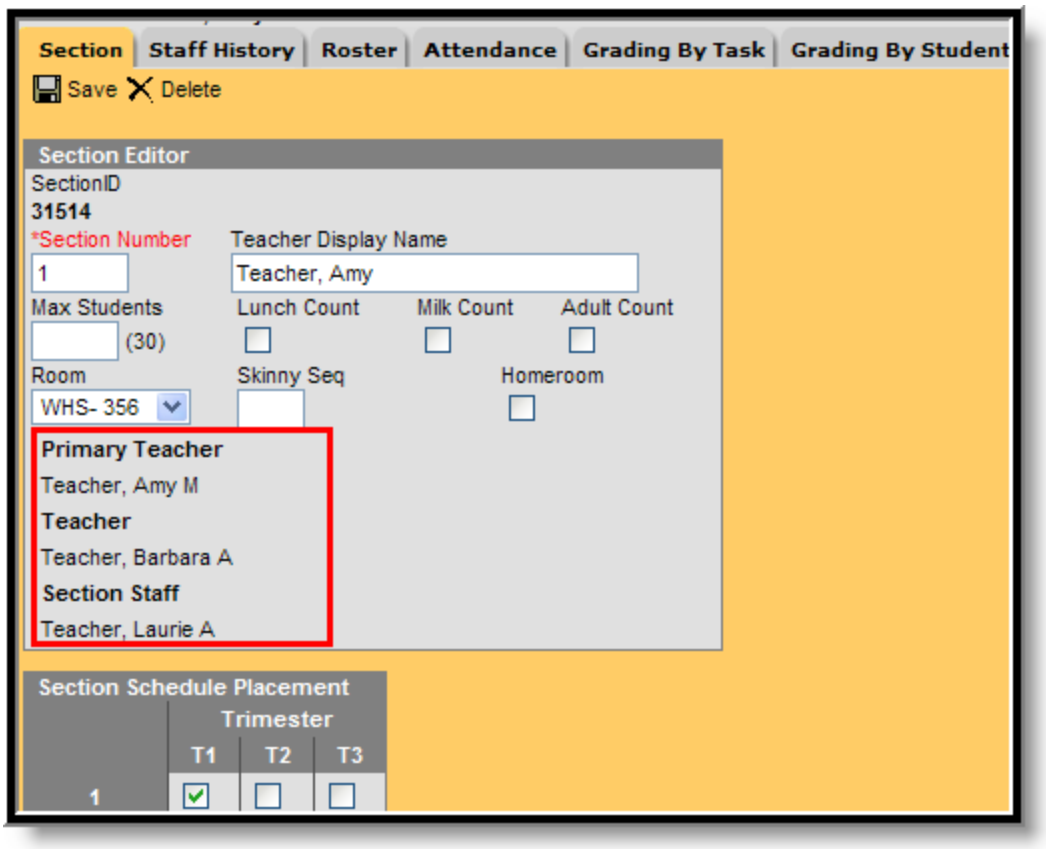

Image 2: Course Section Detail - Read-Only Fields

State Edition

For District Edition users that synch data to a State Edition, all section staff records will synch even though those records are not visible in the interface.

Staff History Editor

The Staff History editor consists of the following areas:

- Staff History list of teachers and staff past and present, listing their start and end dates and the District Assignment.
- Staff History Detail that notes selected teacher/staff person's start and end dates (if any) of the section.
- Teacher Display Name on Section that determines what teacher name displays on the Sections tab.

In addition to these areas, text explanation of the use of the Start and End Date field exists. The action bar provides options for adding a new primary teacher, new teacher or new section staff, as well as saving and deleting assigned staff.

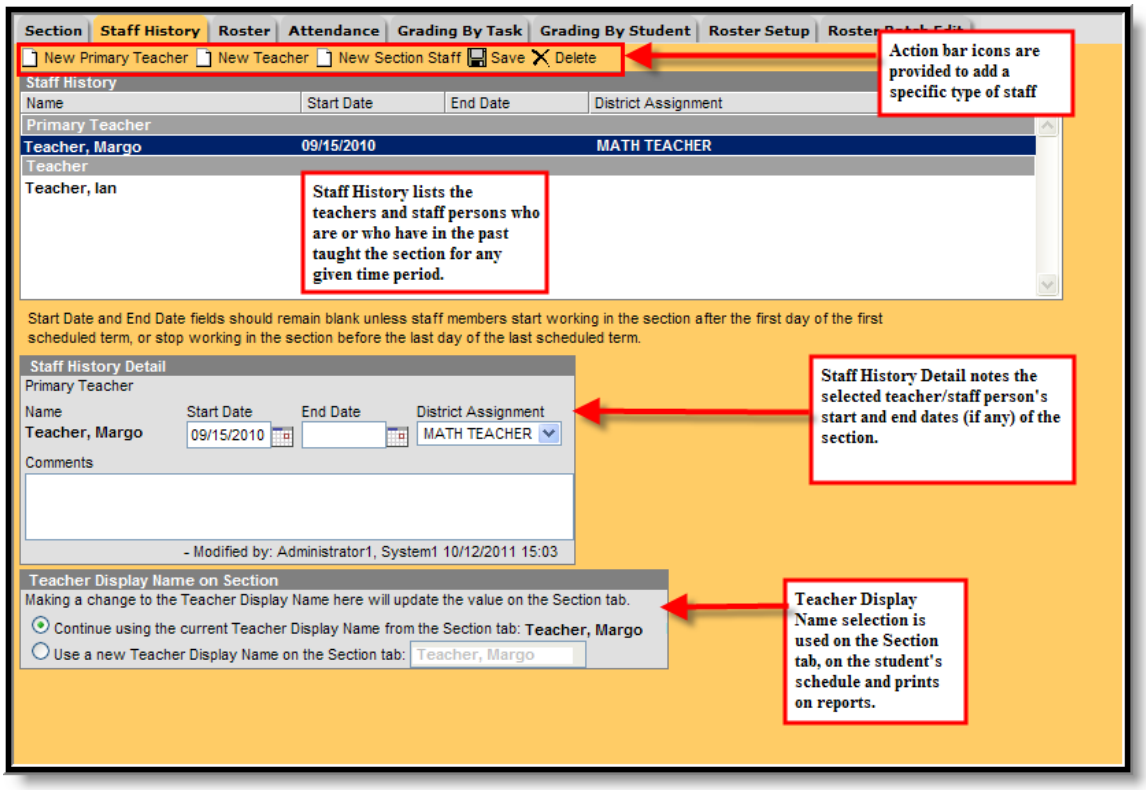

Image 3: Staff History Editor Breakouts

Data Elements

The following defines the data elements available on the Staff History tab. The same elements available in the Staff History view also display when a teacher's name is selected and displayed in the Staff History Detail area.

Data Element	Description
Name	Name of the teacher assigned to the course. Primary Teacher, Teacher and Section Staff names display if assigned to the section.
Start Date	Date the staff person started his/her teaching assignment on the course section.
End Date	Date the staff person ended his/her teaching assignment on the course section.
District Assignment	Displays the staff person's district assignment record as entered on the District Assignment tab.

A **Comments** field is available in the Staff History Detail editor. This field can be used to indicate why the teacher was changed on the section (temporary family leave, etc.).

Modification Alerts

When Staff History information is modified, a record of the change is available at the bottom of the **Staff History Detail** editor. This change alert displays the name of the user who made the modification, the date of the modification and the time.

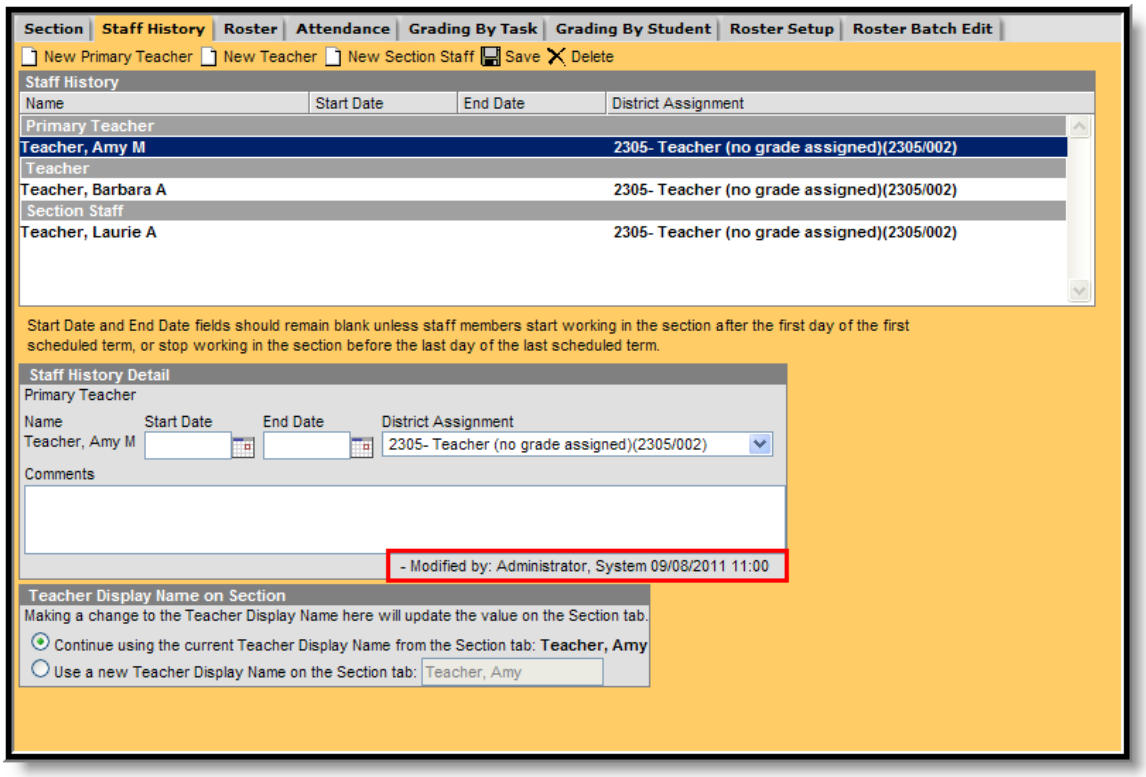

Image 4: Staff History - Modification Record

Teacher Display Name on Section

The Teacher Display Name may be modified on the Staff History tab. Users can select one of the following options:

- **Continue using the current Teacher Display Name from the section tab (this is the default option).** This selection will continue to display the primary teacher's name as it is currently entered.
- **Use a new Teacher Display Name on the Section tab.** When this option is selected, the person making the change can enter in the display name. This is helpful in elementary schools where the primary teacher name is displayed along with breakout section teachers, like music teacher or the art teacher.

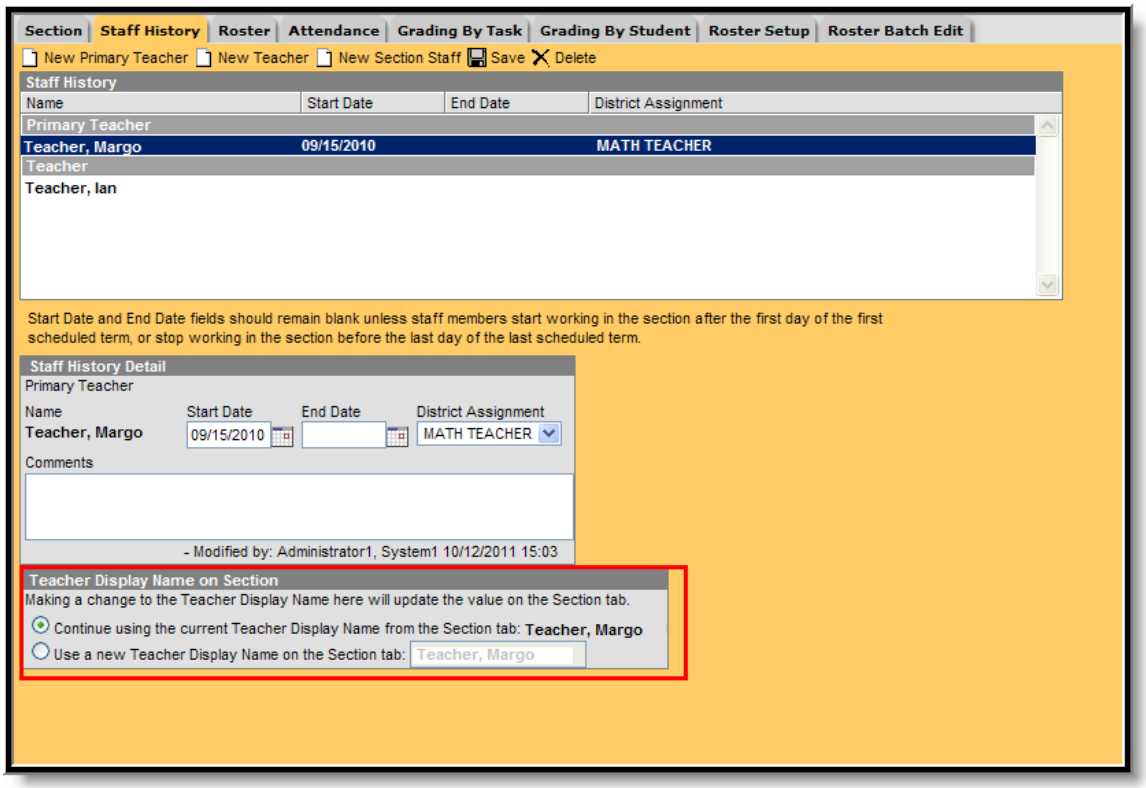

Image 5: Staff History - Teacher Display Name

When choosing **Continue using the current Teacher Display Name from the Section tab**, the Section tab displays the teacher's name as entered on the Staff History tab.

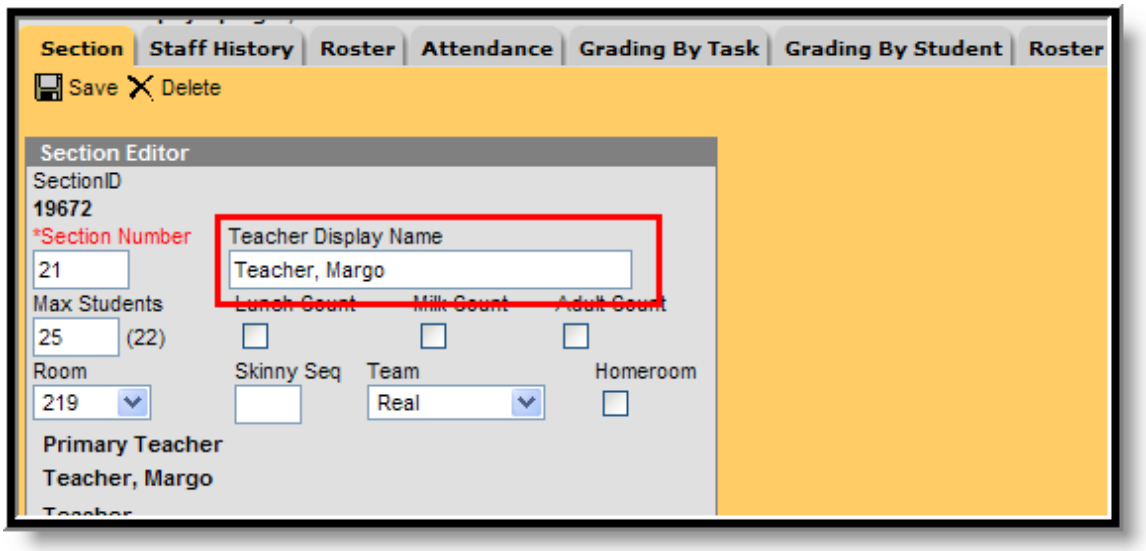

Image 6: Section Tab - Teacher Display Name

When choosing **Use a New Teacher Display Name** on the Section tab, enter the name of how it should display and click the Save button. The Section tab will display the teacher's name as entered on the Staff History tab.

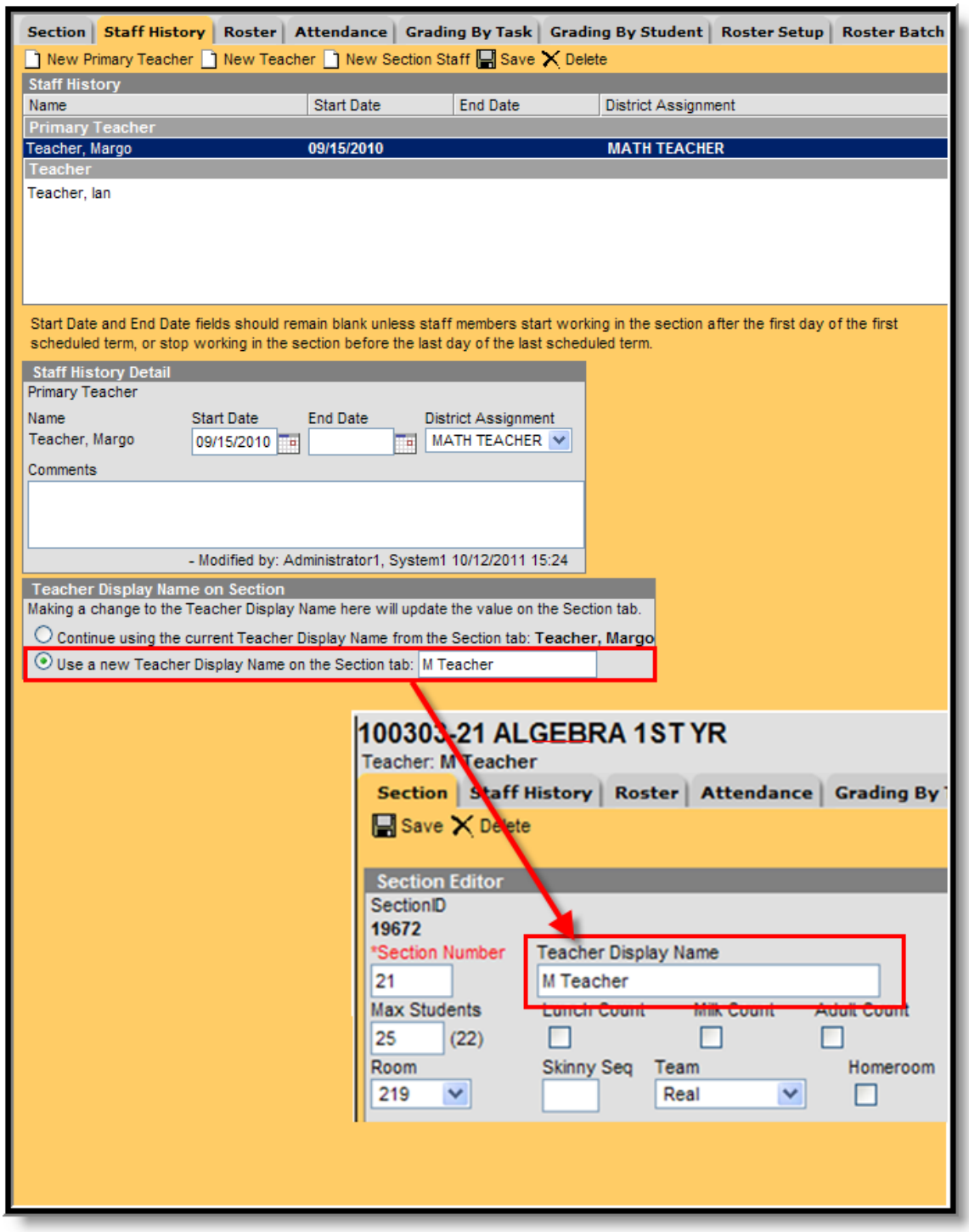

Image 7: Section Tab - Teacher Display Name entered New Option

Date Logic

The start and end date fields on the Staff History tab are based off of the calendar term dates and behave like the start and end date fields on the student's schedule tab when viewing the Walk-In Scheduler.

- A **Start Date** should only be entered on the Staff History Detail if the teacher, primary teacher or section staff begins teaching after the start date of the term.

- An **End Date** should only be entered on the Staff History Detail if the teacher, primary teacher or section staff no longer teaches that section before the end date of the term.

Future start dates cannot be entered. When entering a future start date, a warning message displays, indicating the start date must be on or before the current date.

When entering a future end date for an active teacher, that teacher remains an active teacher of the section until that future date.

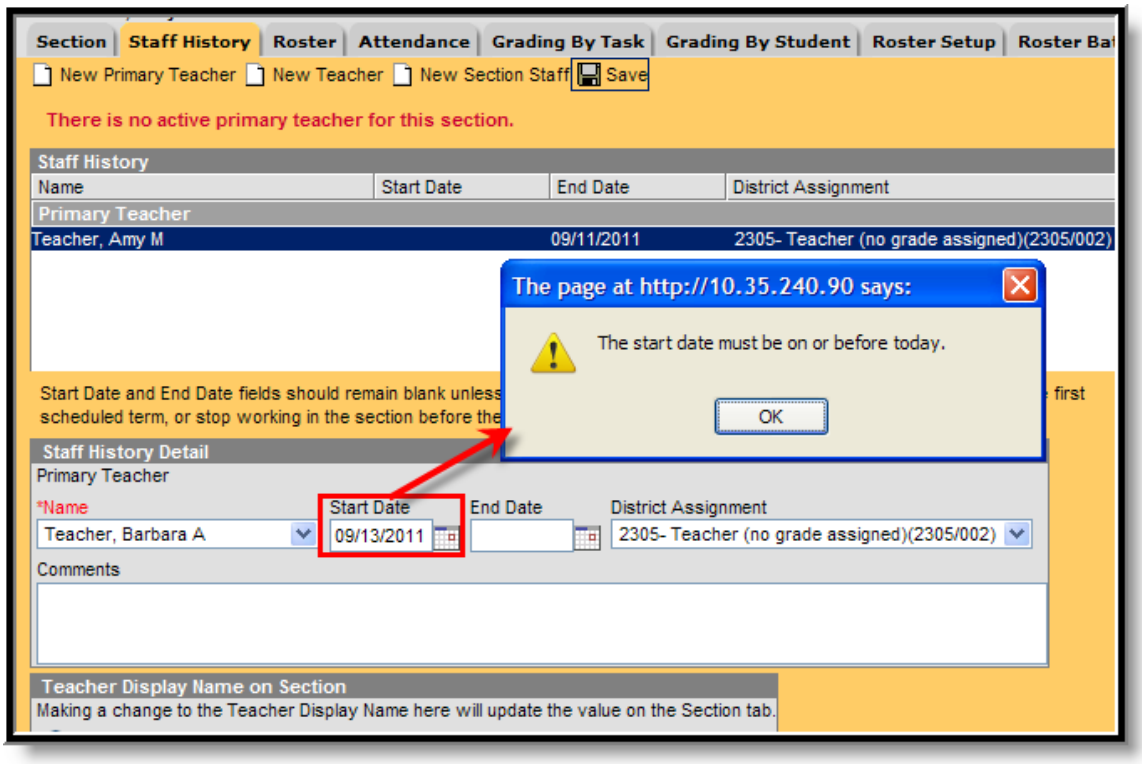

Image 8: Staff History Detail - Future Date Validation

If no Primary Teacher is assigned to the section, a note will be displayed on the top of the Staff History editor, as well as on the Section tab.

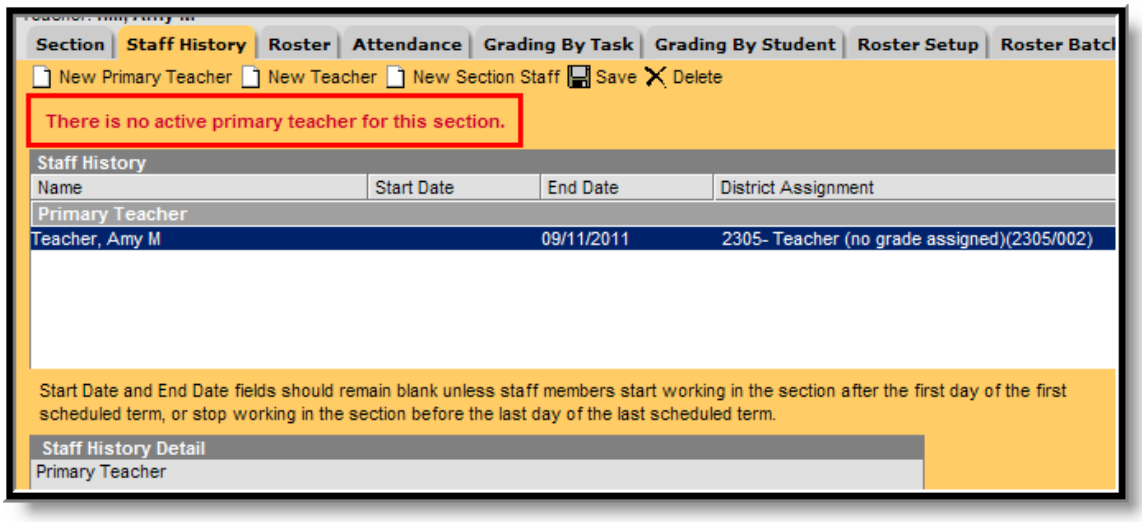

Image 9: No Primary Teacher - Staff History Display

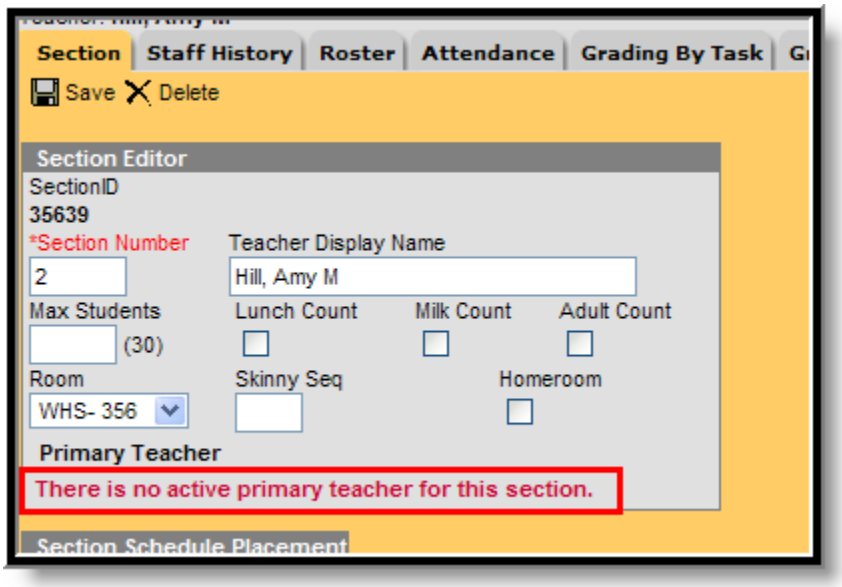

Image 10: No Primary Teacher - Section Display

District Assignment Field

This field pulls the Title (or, in some locations, the State Title) assigned to the selected staff person on the District Assignment record. Only assignments within the current school will be available for selection. This field is not required.

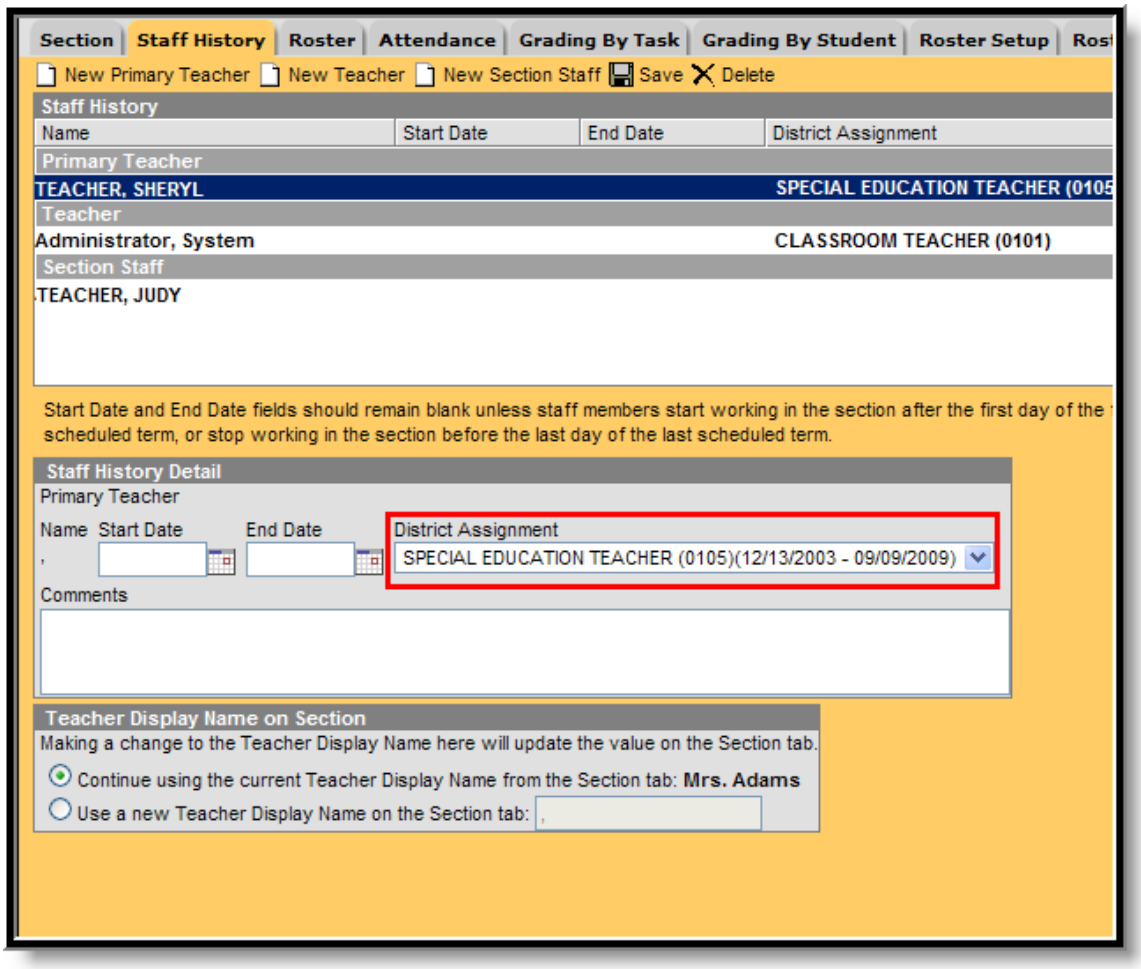

Image 11: District Assignment Field

Once a District Assignment selection has been made on the Staff History Editor, the following logic is applied:

- Users may not remove a District Assignment when that staff person has a section assignment. A warning message will appear indicating that the District Assignment is linked to a Course Section (see Image 12).
- Users may not remove the Title/State Title selection from the District Assignment when the staff person has a section assignment. A warning message will appear indicating that the District Assignment is linked to a Course Section (see Image 13).
- Users may not remove the Teacher checkbox selection when that staff person has a section assignment. A warning message will appear indicating the District Assignment is linked to a Course Section (see Image 14).

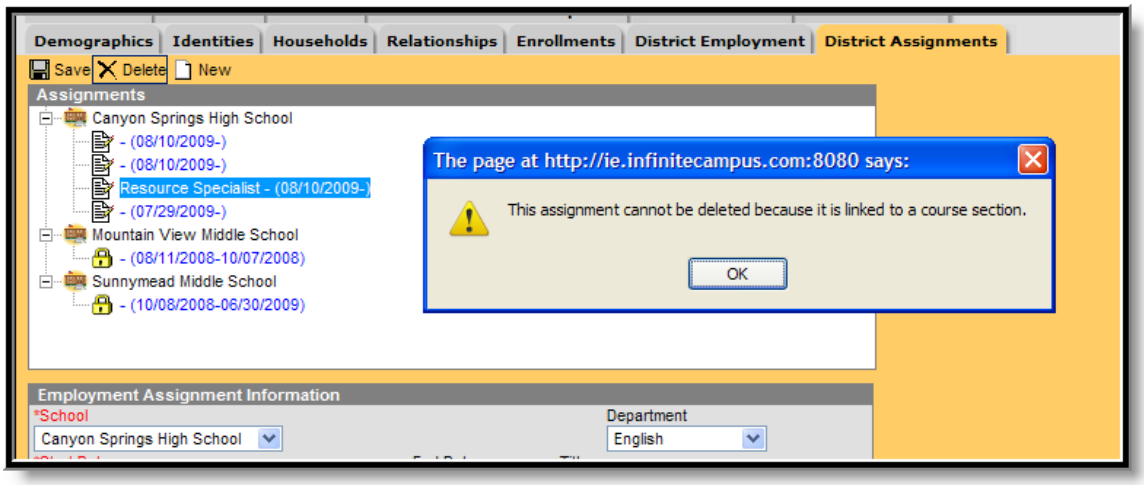

Image 12: District Assignment Deletion Message

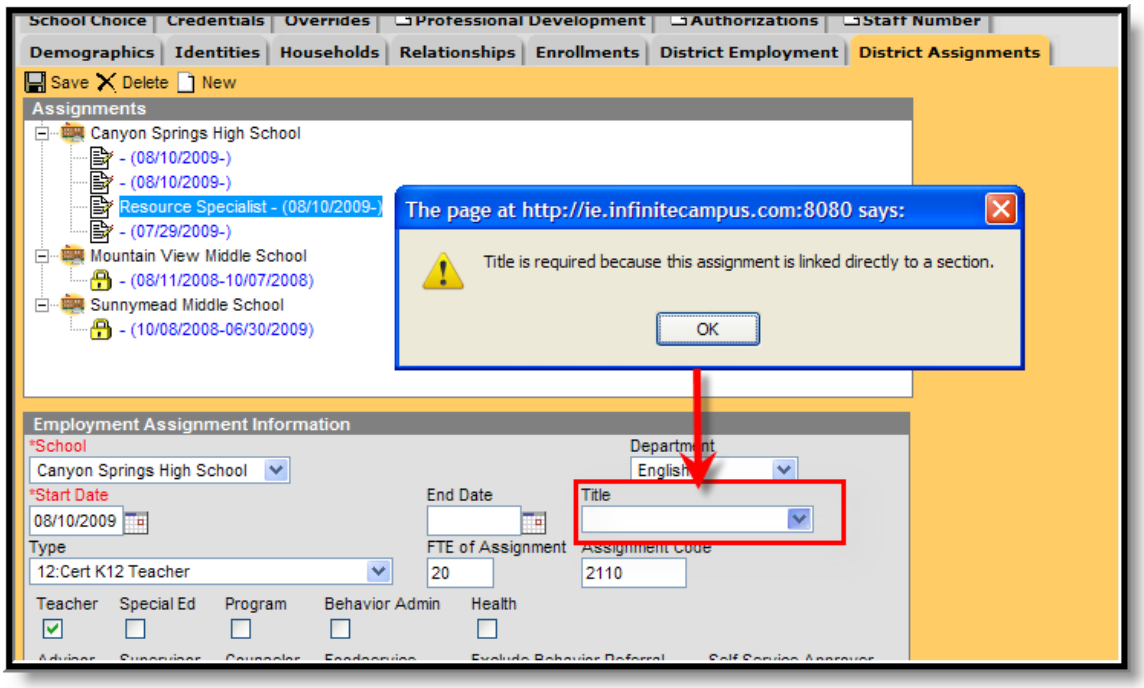

Image 13: Title Removal Message

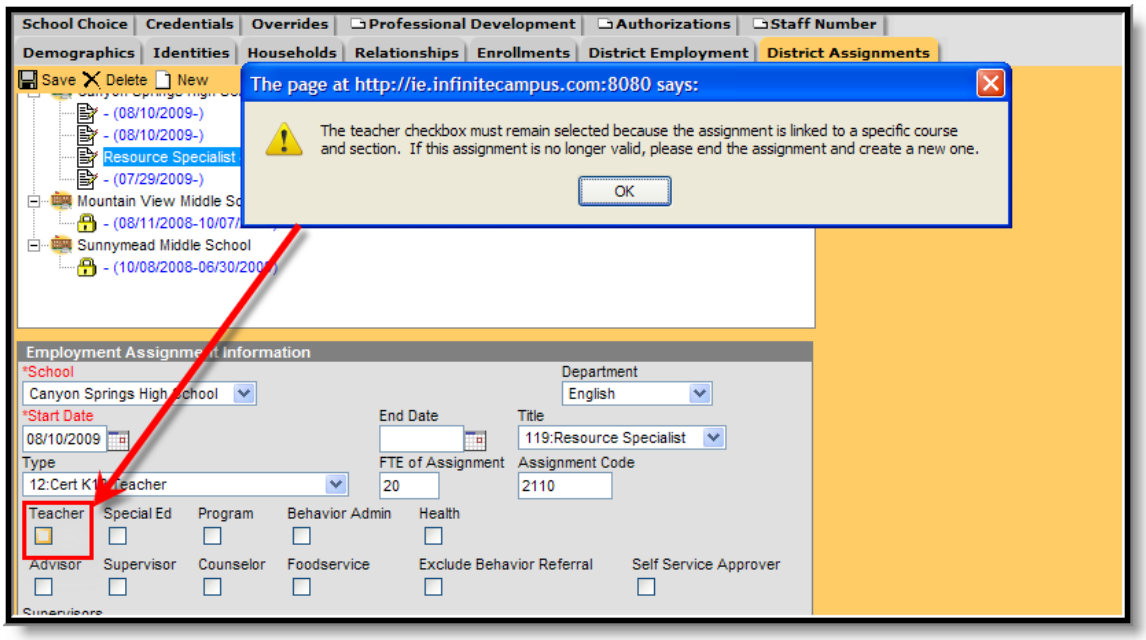

Image 14: Teacher Checkbox Removal

When a District Assignment is ended for a teacher, the start and end dates of the District Assignment display in the selected District Assignment option.

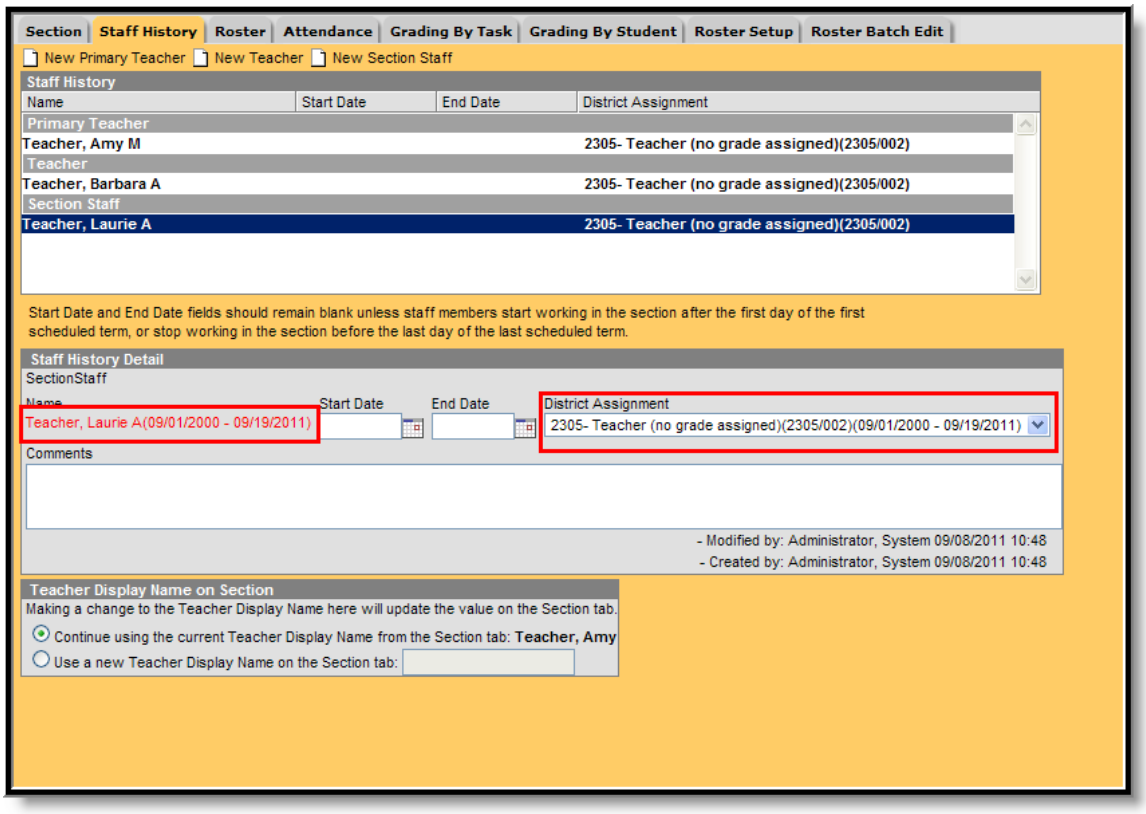

Image 15: Inactive Primary Teacher, Inactive District Assignment

Adding a New Primary Teacher

The process for adding section staff history is the same for all three types of staff (primary teacher, teacher, section staff). Because the Primary Teacher information is used in multiple areas of Campus for reporting and data entry, users should ensure each course section has an active primary teacher first.

1. Select the **New Primary Teacher** icon from the action row. A **Staff History Detail** appears.
2. Select the primary teacher's **Name** from the dropdown list.
3. Enter the **Start Date** (best practice is to leave it blank). See the Date Logic section for more information.
4. Select the **District Assignment** from the dropdown list.
5. Enter any necessary **Comments** for this staff history entry.
6. Determine how the **Primary Teacher's** name should display on the Section Tab.
7. Click the **Save** icon when finished. The primary teacher will appear in the Staff History list and be viewable on the Course Section tab.

Adding a New Teacher

The process for adding section staff history is the same for all three types of staff (primary teacher, teacher, section staff). Because the Primary Teacher information is used in multiple areas of Campus for reporting and data entry, users should ensure each course section has an active primary teacher first.

1. Select the **New Teacher** icon from the action row. A **Staff History Detail** appears.
2. Select the teacher's **Name** from the dropdown list.
3. Enter the **Start Date** (best practice is to leave it blank). See the Date Logic section for more information.
4. Select the **District Assignment** from the dropdown list.
5. Enter any necessary **Comments** for this staff history entry.
6. Determine how the Primary Teacher's name should display on the Section Tab - **Continue using the current teacher name display** or **Use a new Teacher Display Name**. This will not affect the display of the Teacher's name, just the Primary Teacher's name.
7. Click the **Save** icon when finished.

Adding a New Section Staff

The process for adding section staff history is the same for all three types of staff (primary teacher, teacher, section staff). Because the Primary Teacher information is used in multiple areas of Campus for reporting and data entry, users should ensure each course section has an active primary teacher first.

1. Select the **New Section Staff** icon from the action row. A **Staff History Detail** appears.
2. Select the Section staff's **Name** from the dropdown list.

3. Enter the **Start Date** (best practice is to leave it blank). See the Date Logic section for more information.
4. Select the **District Assignment** from the dropdown list.
5. Enter any necessary **Comments** for this staff history entry.
6. Determine how the Primary Teacher's name should display on the Section Tab - **Continue using the current teacher name display** or **Use a new Teacher Display Name**.This will not affect the display of the Teacher's name, just the Primary Teacher's name.
7. Click the **Save** icon when finished.

Ending Primary Teacher, Teacher or Section Staff Assignments Before the End of the Term

1. Select the teacher to end the section assignment.
2. Enter an **End Date** in the Staff History Detail.
3. Click the **Save** icon when finished.

Staff History Validations

The following validations occur when entering data on the Staff History tab.

Auto-End Date Behavior for Primary Teacher

This validation occurs when the section has an existing active primary teacher and a new primary teacher is added to the section.

A section can only have one active Primary Teacher for any given day.

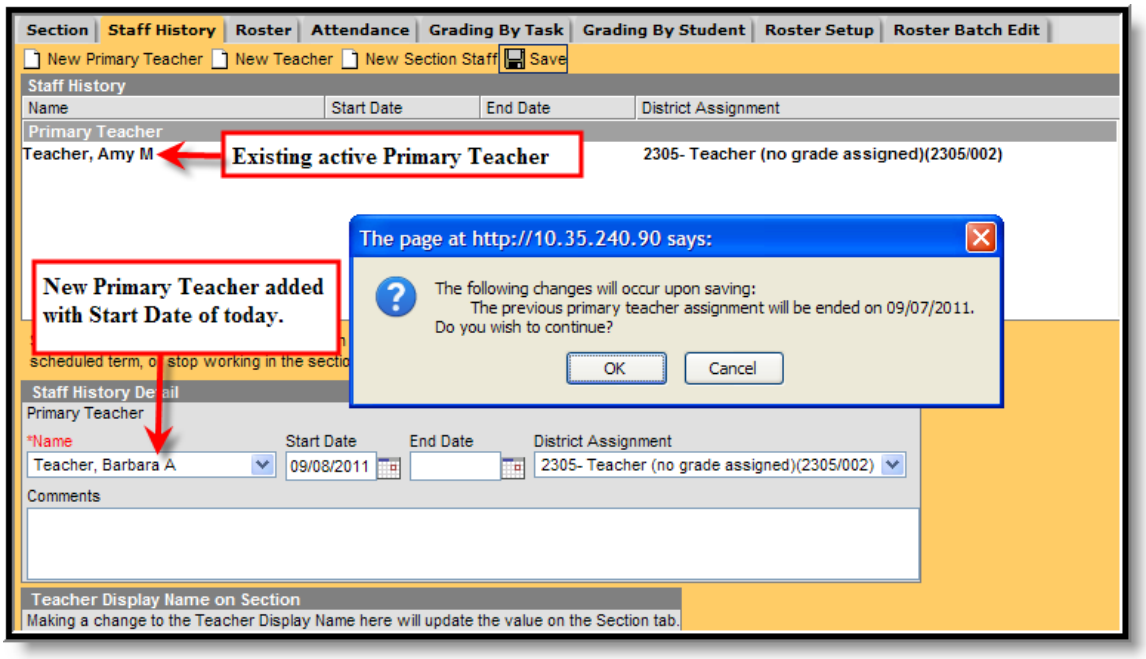

Image 16: Validation - Existing Primary Teacher ended with addition of New Primary Teacher

Auto end date adjustment behavior for the Primary Teacher record

If the primary teacher has been ended on some date (09/07/11) and a new primary teacher is created, but the start date is before the end date of the previous primary teacher (09/06/11), the result in an adjustment of the previous primary teacher end date).

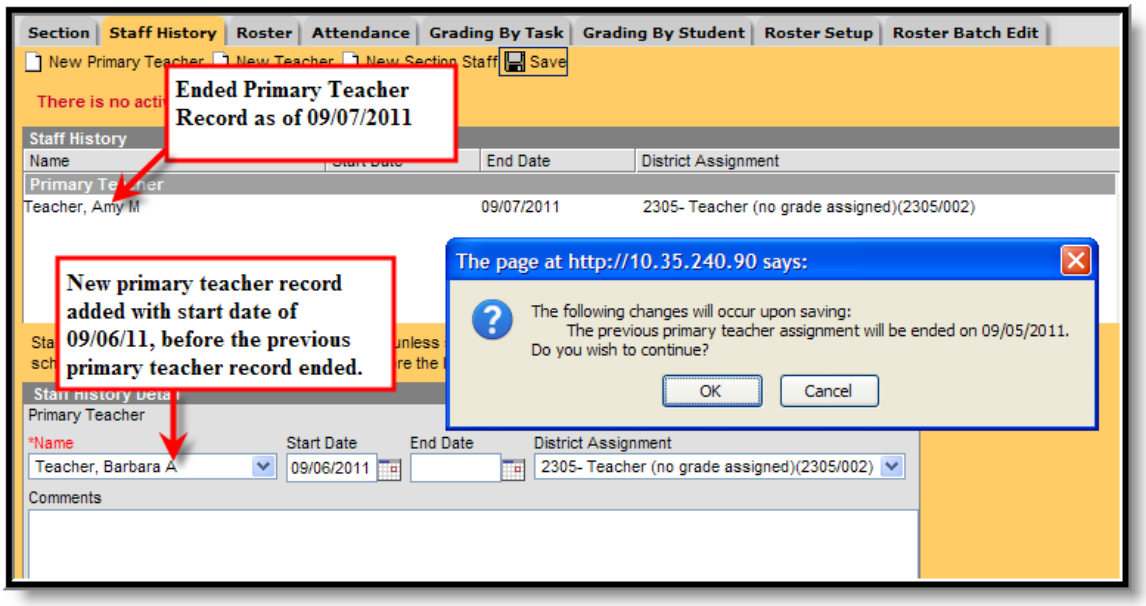

Image 17: Validation - Auto-end date adjustment based on start date of new primary teacher

Historical Record Overlap

A historical primary teacher record exists for a person and a new primary teacher record exists for the same date range.

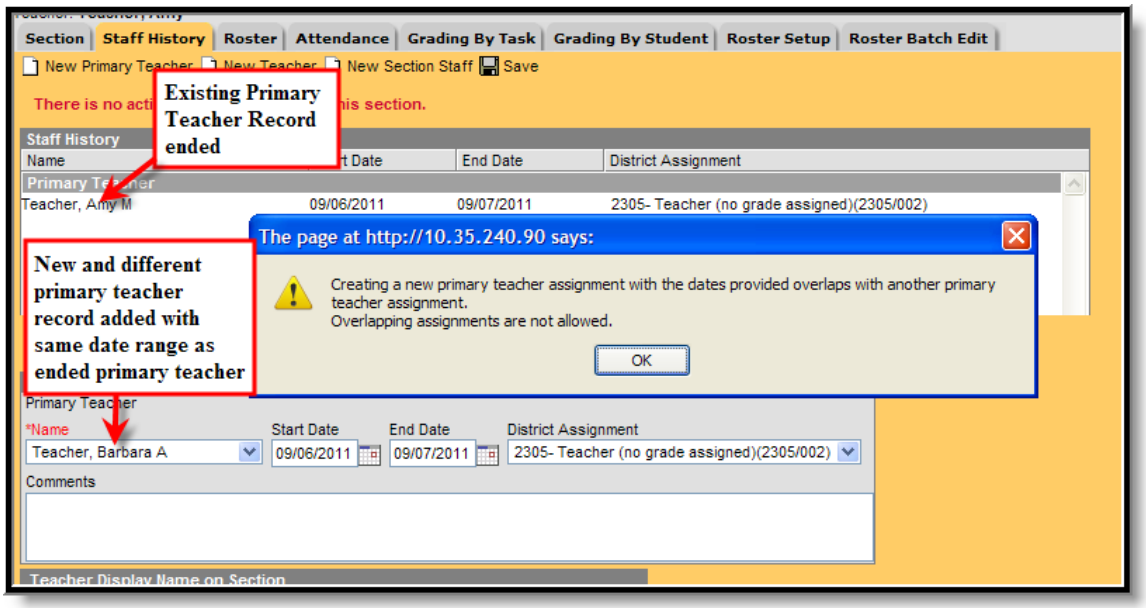

Image18: Validation - Primary Teacher Overlap

Self Overlap

A primary teacher record exists for a staff person. Adding a non-primary teacher record for the same person during the same date range causes two records for the same section at the same time.

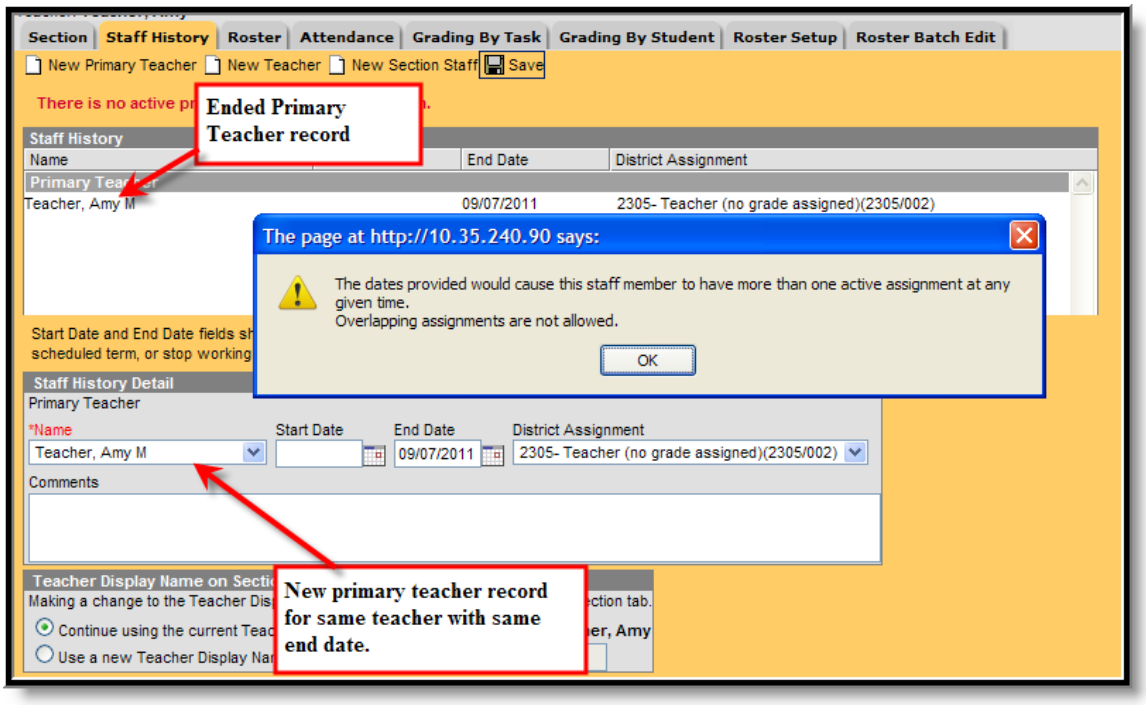

Image 19: Validation - Self Teacher Overlap