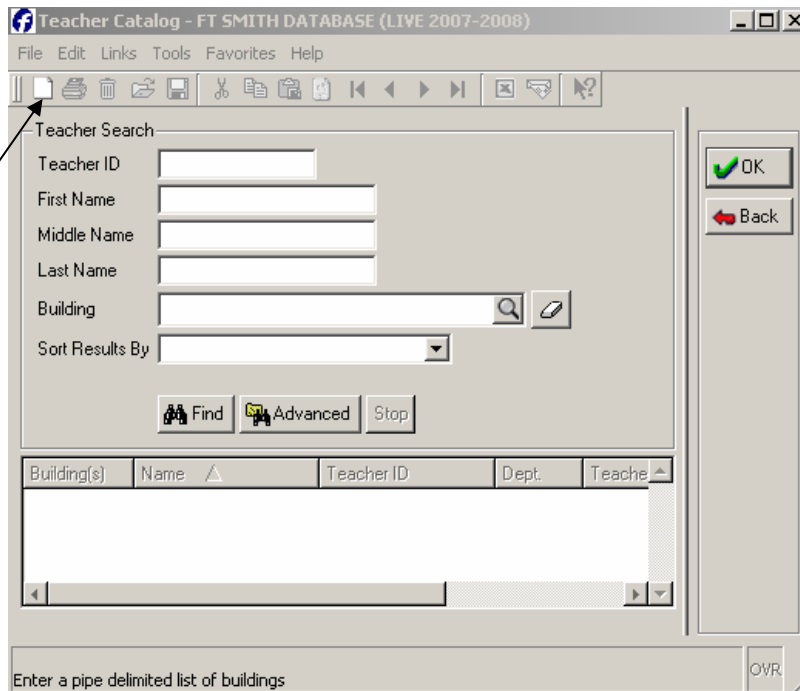


Adding a Teacher to the Teacher Catalog

1. Go to Applications > Building Administration > Teachers

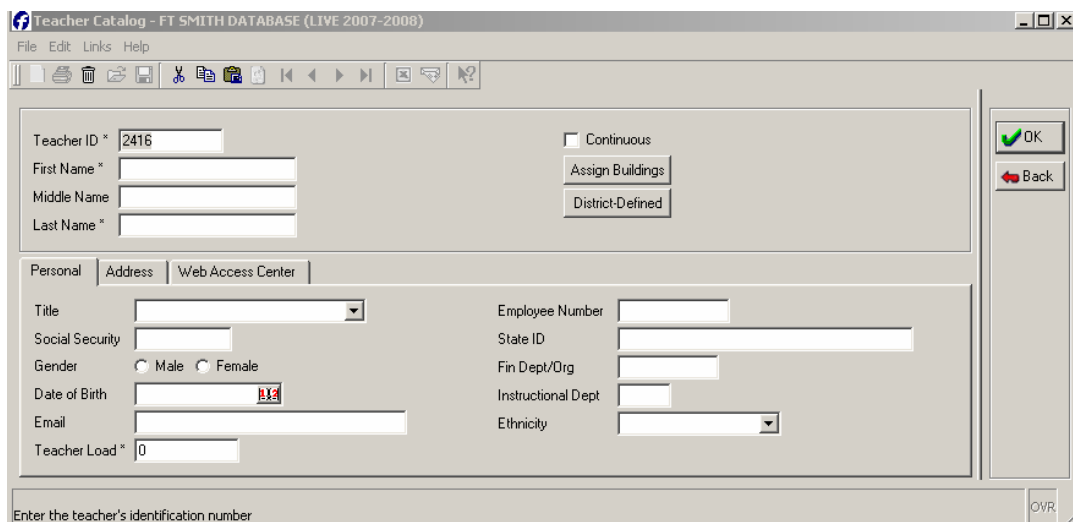
The following screen will appear.



The screenshot shows a web browser window titled "Teacher Catalog - FT SMITH DATABASE (LIVE 2007-2008)". The interface includes a menu bar (File, Edit, Links, Tools, Favorites, Help) and a toolbar with various icons. A search form titled "Teacher Search" contains the following fields: "Teacher ID", "First Name", "Middle Name", "Last Name", "Building" (with a search icon and a pencil icon), and "Sort Results By" (a dropdown menu). Below the search form are buttons for "Find", "Advanced", and "Stop". To the right of the search form are "OK" and "Back" buttons. Below the search form is a table with columns: "Building(s)", "Name", "Teacher ID", "Dept.", and "Teache". The table is currently empty. At the bottom of the window, there is a text input field with the placeholder "Enter a pipe delimited list of buildings" and an "OVR" button.

2. Click on the little white sheet of paper at the top left hand corner of the screen.

The following screen will appear.



The screenshot shows the "Teacher Catalog - FT SMITH DATABASE (LIVE 2007-2008)" window with the search form replaced by an add form. The "Teacher ID" field is populated with "2416". There are "Assign Buildings" and "District-Defined" buttons. A "Continuous" checkbox is present. Below this is a tabbed interface with "Personal", "Address", and "Web Access Center" tabs. The "Personal" tab is active, showing fields for "Title", "Employee Number", "Social Security", "State ID", "Gender" (radio buttons for Male and Female), "Fin Dept/Org", "Date of Birth" (with a calendar icon), "Instructional Dept", "Email", "Ethnicity", and "Teacher Load" (set to 0). To the right are "OK" and "Back" buttons. At the bottom, there is a text input field with the placeholder "Enter the teacher's identification number" and an "OVR" button.

*** The system will automatically assign a Teacher ID number.

3. Fill in all appropriate information. You **MUST** enter the Social Security Number and the Employee Number. The Employee Number is the same as the SSN.
4. Click on the **Assign Buildings** button.

The following screen will appear.

Teacher Catalog: Building - FT SMITH DATABASE (LIVE 2007-2008)

File Edit Links Help

Teacher
Teacher ID: 2416 Name: Y, Y

Building	Group Code	Report Name	Initials	Primary Homeroom	Secondary Homeroom

Building * 24 - NORTHSIDE HIGH SCHOOL Continuous District-Defined

Group Code

Report Name * Y, Y

Initials

Primary Homeroom

Secondary Homeroom

Room

House/Team

Department

Phone

Ext.

Period Restrictions

Change Stamp
Last modified by on at

Select the teacher's building

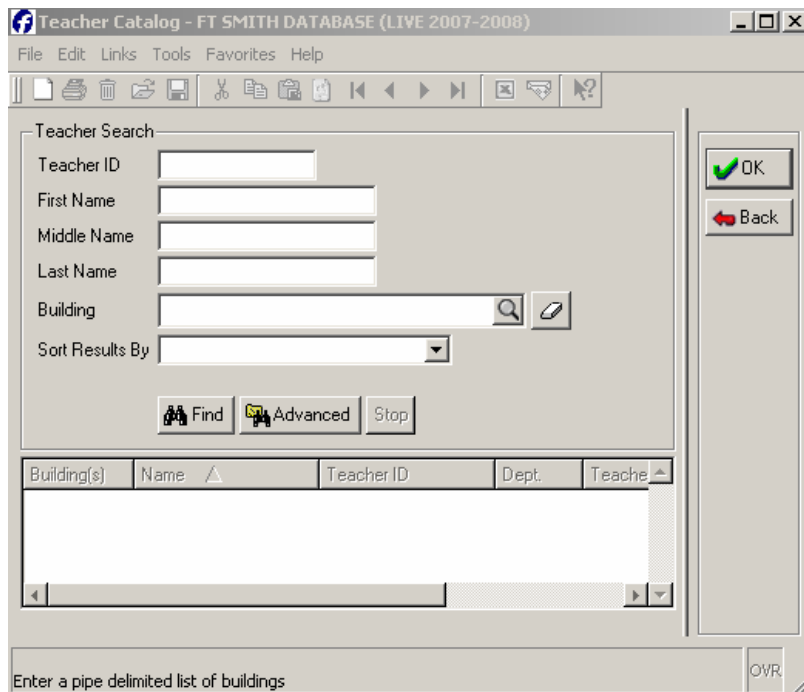
OK Back OyR

5. Select your building number and Click **OK**.
6. Click on the **Back** button to exit the current screen.
7. Click **OK** to Save.

Deleting a Teacher from the Teacher Catalog

1. Go to Applications > Building Administration> Teachers

The following screen will appear.



The screenshot shows a web browser window titled "Teacher Catalog - FT SMITH DATABASE (LIVE 2007-2008)". The interface includes a menu bar (File, Edit, Links, Tools, Favorites, Help) and a toolbar with various icons. The main area is divided into a search section and a results table.

Teacher Search

Teacher ID
First Name
Middle Name
Last Name
Building
Sort Results By

Building(s)	Name	Teacher ID	Dept.	Teache

Enter a pipe delimited list of buildings

2. Click **Find** to list all of the Teachers in your building.
3. Click on the Teacher that you want to delete and Click **OK**.
4. Click on the picture of the **trash can** at the top of the screen to delete.
5. Click **Yes** when is asks if you want to delete.