



Managing Teacher Class Assignments

To allow for more accurate tracking of teacher class assignments, the *Class Schedule* panel in SIM has been enhanced. In the *Class Schedule* panel on the *Master Schedule* page for high schools and on the *Class Setup* page for elementary schools, schedulers can assign multiple teachers to a class, indicate what type of role each teacher plays in the class, and view a history of teachers who were assigned to the class.

IMPORTANT: Beginning in Quarter 3 of the 2016-17SY, CPS will be tracking the following two (2) types of teachers assigned to a class:

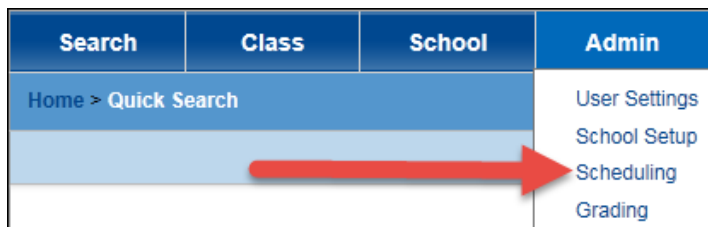
1. *Teacher of Record* – Continue to select this role for the teacher responsible for grades and attendance. There must always be a teacher designated as the “*Teacher of Record*”.
2. *Co-Teacher (SPED)* - Select this role to identify a Special Education Teacher providing instructional support to any Diverse Learner in an inclusion setting.
3. *N/A* - Continue to select “N/A” for any other teachers assigned to a class.

Assigning a Teacher to a Class

Note: If an Elementary School is assigning a teacher to a homeroom, continue to use the School Setup > Homerooms page to make this assignment. Do not use the *Class Setup* page for assigning a teacher to a homeroom.

The following steps detail how to assign a teacher to a class:

1. On the horizontal *Menu bar*, under *Admin*, click *Scheduling*.



2. On the *Scheduling* page, under **Step 5**, click *Master Schedule* (for high schools) OR under **Step 4**, click *Class Setup* (for elementary schools)
3. Click *Display All Records*.
 - ★ Or, under *Course Search* (for high schools) or *Subject Search* (for elementary schools), search for a specific class using the available criteria.
4. Under the *Search Results*, select the checkbox (to the left) for the class in question.



5. Scroll down to the *Class Schedule* panel and complete the applicable information:

Class Schedule ^

Term: S2 (Feb 03 - Jun 30) ▼

Meeting pattern: P1 ▼

Room: 325 ▼

Elementary Schools will have one full year term titled FYT (Jul 01 - Jun 30).

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

Selected: 0 1 Add Row 2 Teacher Order

	Teacher	Teacher Class Role	Start Date	End Date	Details
<input type="checkbox"/>		Teacher of Record	2/3/2017	04/28/2017	
<input type="checkbox"/>		Teacher of Record	04/29/2017	6/30/2017	
<input type="checkbox"/>		Co-Teacher (SPED)	2/3/2017	6/30/2017	
<input type="checkbox"/>		N/A	2/3/2017	6/30/2017	

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

5 No conflicts found

No.	Button/Field	Description
1	<i>Add Row</i>	Click <i>Add Row</i> to add a teacher to the teacher assignment grid.
2	<i>Teacher Order</i>	Click <i>Teacher Order</i> to change the order in which teachers appear in the grid. As noted, the <u>active</u> Teacher of Record <u>must always be in the first row</u> . Note: CPS has added a “teacher sort synch” which will run every 15 minutes and move the active Teacher of Record to the first row (in the event that the record was not moved manually by the school).
3	<i>Teacher Class Role</i>	Select the applicable role. As stated in the “Notes” box on page 1 of this document, CPS will now track two (2) types of teachers. Any other teachers must be listed as N/A.
4	<i>Start Date / End Date</i>	The start and end dates must fall within the term dates listed in the <i>Term</i> field. <ul style="list-style-type: none"> The <i>Start Date</i> is the date the teacher is assigned to the class. The <i>End Date</i> is the date the teacher stopped performing the role in the class. Note: the system has built-in rules to prevent more than one Teacher of Record within the same start date and end date.
5	<i>Conflict Messages</i>	Teacher conflict information displays here. The class record can be saved even when there are teacher class assignment conflicts.