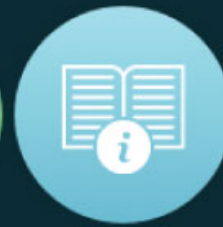


Bulk Task: Reassign Section Instructors

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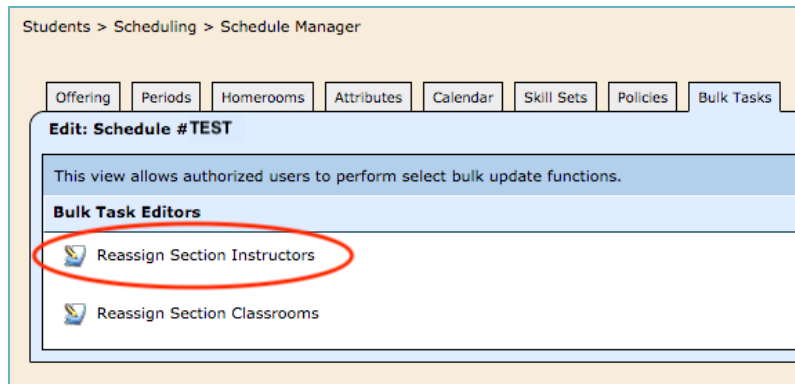
03.14.2019

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Bulk Assign Section Instructors

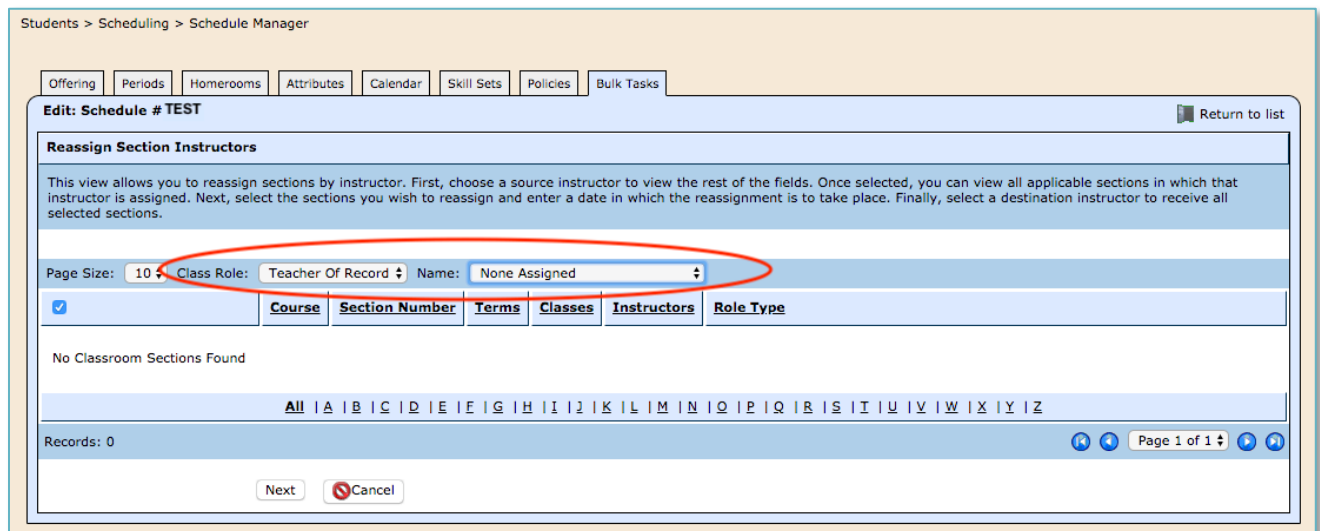
Bulk Tasks

The new bulk task is located on the "Bulk Tasks" tab in the Schedule Manager



Select Role and Staff Member

The first step is to choose a role and staff member to narrow down the list of courses:



Choose Course(s)

Select the course sections to modify or check the select all box if all course sections are to be changed.

Students > Scheduling > Schedule Manager

Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks

Edit: Schedule # TEST Return to list

Reassign Section Instructors

This view allows you to reassign sections by instructor. First, choose a class role and a source instructor. Once selected, you can view all applicable sections in which that instructor is assigned. Next, select the sections you wish to reassign and press next.

Select All

Page Size: 10 | Class Role: Teacher Of Record | Name: Smith, John

<input type="checkbox"/>	Course	Section Number	Terms	Classes	Instructors	Role Type
<input type="checkbox"/>	Physics	02B	1 (2)	8270	Smith	Teacher
<input type="checkbox"/>	Physics	03B	1 (2)	8271	Smith	Teacher
<input type="checkbox"/>	Concepts of Engineering and Technology	04	1 (1)	8240	Smith	Teacher
<input type="checkbox"/>	Concepts of Engineering and Technology	05	1 (1)	8241	Smith	Teacher
<input type="checkbox"/>	Physics	03 B	2 (2)	8340	Smith	Teacher

[All](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Records: 5 Page 1 of 1

Once your selections are complete, click the "Next" button at the bottom of the screen.



Select Changes

On the second screen, choose what changes to make.

- Change role type (ex. 087-Teacher, 047-Substitute Teacher)
- Change staff member
- Unassign role – set staff member to “Unassign”

Then select the effective date. Verify the changes you are requesting, and click “Save” at the bottom of the screen to save the changes.

Students > Scheduling > Schedule Manager

Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks

Edit: Schedule # TEST Return to list

Change Verification

Please fill out the role type you will be assigning, the instructor you are assigning that role to, and the date you want that instructor's role to start for the selected sections.

Class Role: * Teacher Of Record

Original Instructor: * Smith, John

Change to Role Type: * Teacher

Change to Staff: * Unassign

Effective Date: * 09/13/2018

Concepts of Engineering and Technology - 04

Term 1 / 1 - First half of a two semester course

Class Role	Instructor	Role Type	Date Range
01 - Teacher Of Record	Smith, John	087 - Teacher	08/20/2018 - 11/09/2018

Concepts of Engineering and Technology - 05

Term 1 / 1 - First half of a two semester course

Class Role	Instructor	Role Type	Date Range
01 - Teacher Of Record	Smith, John	087 - Teacher	08/20/2018 - 11/09/2018

Save Cancel

