



**scheduling\_campus\_ms\_instructors\_body\_scheduling\_elem\_before\_mtgr**



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Existing instructors are displayed in order by instructor ID.

- If there are multiple pages, [page through the list](#).

☐ Click **+Add** to add an instructor.


The fields below the grid are enabled.

<b>Instr ID</b>	Type the three-digit instructor number to add to the campus master schedule.
<b>Staff ID</b>	<p>Do one of the following depending on the district's HR settings:</p> <ul style="list-style-type: none"><li>• If the field is set to <i>Employee Number</i>, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number.</li><li>• If the field is set to <i>Employee Number</i>, and the employee demographic table contains employee number information, you must click  to <a href="#">select an instructor's employee number</a>. Employees and non-employees will be available in the lookup if the employee demographic table contains values for their social security number, date of birth, and sex.</li></ul> <p>If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID.</p>
<b>Home Room</b>	Type the instructor's home room number, up to four characters.
<b>Name</b>	The employee's name is displayed once the <b>Staff ID</b> is selected. If the employee has not yet been hired, leave blank or enter a placeholder until the new employee's name is known.

☐ Under **Elementary**:

<b>Grade</b>	Type the grade level the instructor will be teaching next year.
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☐ Click **Save**.

 [Edit a record](#).  
The data is displayed in fields below the grid allowing you to make changes.  
Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.

**NOTE:** You cannot delete an instructor who is assigned to a section. If an instructor is tied to a section, you must delete the instructor from the section on [Scheduling > Maintenance > Master Schedule > Campus > Sections](#).



Click to delete an instructor record.



## Back Cover