



## **scheduling\_campus\_ms\_instructors\_body\_scheduling\_prelim2**



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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.

Click **Save**.

 <a href="#">Edit a record</a> .
The data is displayed in fields below the grid allowing you to make changes.
Update the fields as needed, click <b>OK</b> , and then click <b>Save</b> . 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](#).

	<a href="#">Click to delete an instructor record</a> .
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