

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.

Instr ID	Type the three-digit instructor number to add to the campus master schedule.
Staff ID	Do one of the following depending on the district's HR settings: • If the field is set to *Employee Number*, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number. • If the field is set to *Employee Number*, and the employee demographic table contains employee number information, you must click ⋮ to select an instructor's employee number. 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. 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.
Home Room	Type the instructor's home room number, up to four characters.
Name	The employee's name is displayed once the **Staff ID** 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**.

	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.


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