



## ASCENDER GUIDES



# teaching



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# Staff Teaching Assignments (Summer)

**State Reporting > Maintenance > Summer > Staff > Teaching Assignments**

Update data for the *TeacherSectionAssociationExtension* complex type as needed.

The *TeacherSectionAssociationExtension* complex represents a person employed by the LEA or other educational unit engaged in student instruction. These are instructional-type staff members.

This data must be tracked and reported beginning with course sections that were active on the last Friday in October of each school year and course sections that were completed prior to the last Friday in October.

## Modify a record:

### Select a staff person

To retrieve a staff person's records, select the staff person in one of the following ways:

<b>Staff</b>	Begin typing the staff ID. As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
<b>Texas Unique Staff ID</b>	Begin typing the staff person's Texas Unique Staff ID. As you begin typing the Texas Unique Staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
<b>Directory</b>	Click <b>Directory</b> to select a staff person from the <a href="#">Staff Directory</a> .

- If more students are retrieved than can be displayed on one page, you can [page through the list](#).
  - Click **|<** to go to the first page of the report.
  - Click **<** to go back one page.
  - Click **>|** to go forward one page.
  - Click **>** to go to the last page of the report.
  - Click **v** to select the page number in the list you want to view.
- Click **+Add** to add a blank row.

<b>Campus ID</b>	CAMPUS-ID-OF-ENROLLMENT (E0782)
	Type or select the three-digit campus ID.

<b>Class ID</b>	<p>CLASS-ID-NUMBER (E1056)</p> <p>Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus.</p> <p>The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save.</p> <p>When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.</p>
<b>Service ID</b>	<p>SERVICE-ID (E0724)</p> <p>Code table: C022</p> <p>Select the code indicating the services supplied by the employee. Service IDs that begin with SA, SE, SR, SS, 01, 8, or 9 are not reported. Service IDs for PK and KG that begin with 02 cannot be reported. Verify that all service IDs to be reported exist in code table 022 (C022) in the TEDS.</p>
<b>Sequence</b>	<p>COURSE-SEQUENCE-CODE (E0948)</p> <p>Code table: C135</p> <p>This is the order in which the course was scheduled. This should only be used if the course, or part of the course, is taught out of sequence. Leave blank if the course is not taught out of sequence.</p> <p>Rule 43415-0036: If a student passed a course where <b>Dual Credit</b> is selected and <b>Course Sequence</b> is 0, 2, 5, or 9, then <b>College Credit Hrs</b> must be greater than 0.</p>
<b>Role ID</b>	<p>ROLE-ID (E0721)</p> <p>Code table: C021</p> <p>Select the capacity in which the employee serves, such as instructor, therapist, superintendent, etc.</p> <p>Rule 30090-0117: If <b>Role ID</b> is not 033 or 036, there must be at least one staff payroll record with a matching <b>Texas Unique Staff ID</b> where <b>Obj</b> is 6119 or 6112. Click  to add or change the code for the field.</p>
<b>Population Served</b>	<p>POPULATION-SERVED-CODE (E0747)</p> <p>Code table: C030</p> <p>Select the student population for which the service has been designed or is intended.</p>
<b>Class Role</b>	Select the role served by the instructor in the class.
<b>Begin Date</b> <b>End Date</b>	Type or select the beginning and end dates for which the instructor was assigned to the class in the current school year.

Click **Save**.

	<p><b>Delete a row.</b></p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>
<b>Prev and Next</b>	<p><b>Scroll through staff.</b></p> <p>Once a staff person is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next staff person alphabetically.</p>
<b>Add</b>	<p>Add a staff record.</p>
<b>+Add</b>	<p>Add a teaching assignment record for the employee.</p>
<b>Delete</b>	<p><b>Delete all of the employee's records.</b></p> <p>Click <b>Delete</b> to delete all of the employee's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>
<b>Change ID</b>	<p><b>Change the staff ID.</b></p> <p>The <b>Change ID</b> button is disabled until an employee is retrieved on the page.</p> <p>Retrieve an employee, and click <b>Change ID</b>. The <b>Change Staff ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Staff ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Staff ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>



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