wednesday webinar, admin essential, staff records

Credential Authorization Data & Local Assignment Options

Step 1: Access Staff Credentials Tab



Step 2: Click on Add Credential Record

Search	List	Staff Info	Employment	Job Class	/ Assignments	Credentials	Notifications	Dashboa
	S I	S helly C	allahan -	· Staff	Credent Staff Numbe	ials / Loo r	cal Assig c	nmen ontact Ph
List of Add crede	f Cre	dential	s / Autho	orized	Areas			
_	De	ocument Title		Term	\$ Auth	or.Code 🔶		

Last update: 2019/10/15 products:admin:credentials https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:credentials&rev=1571158952 17:02

Step 3: Enter credential data from CTC document or access CTC for credential data

CTC Link provided Here

New Document						
Document #	190153059					
Document Title	Single Subject Teachi	ing Crev				
Term	Clear Credential			•		
Issue Date	08/01/2019	(Leave blank for toda	ay)			
Expiration Date	08/01/2024	(Leave blank if crede	ential never exp	ires)		
Original Issue Date	05/23/1996					
Current Document All Docu	ments Adverse and Co	mmission Actions				
▲ ▶ 1-3 of 3						
Expiration D Original Issue Date	Documen	it Title	Document Number	Status	Issue Date	Gra
> 8/1/20245/23/1996	Single Su	bject Teaching Credential	190153059	Valid	8/1/2019	
5/1/20224/12/2012	Multiple	Subject Teaching Credential	170056385	Valid	5/1/2017	

Step 4: Adding Authorization

- Enter the Authorization Code, Authorization Description will auto populate.
- Then enter Subject Code and Subject Description will auto populate.
- Enter Major/Minor then Click Save or add any additional authorization codes covered then SAVE



Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Delet
R1A	This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject.	CCA	Computer Concepts and Applications	Minor	Delete
118	This credential authorizes the holder to teach (in grades twelve and below, including preschool, and in classes organized primarily for adults) the subject matter content for the introductory* subject or subjects named above as supplementary authorizations which is typically included for that subject in curriculum guidelines and textbooks for study in grades nine and below.*	IM2	Introductory Mathematics	Minor	Delet
115	This document authorizes the holder to teach the subject area(s) listed above in grades twelve and below, including preschool, and in classes organized primarily for adults.	HSX	Health Science (Examination)	Major •	

When you have added all authorizations, click the SAVE button and the relevant details will show on the Entry Page:

List of Credenti	als / Au	thori	zed Areas				
Add credential record							
Document Title	▲ Term ¢	Author. Code	Authorization Description	Subject Code	Subject Description	Expiration Date	Edit 🗧
Single Subject Teaching Credential	Clear Credential	R1A	This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject.	CCA	Computer Concepts and Applications	08/01/2024	Edit
Single Subject Teaching Credential	Clear Credential	R1B	This credential authorizes the holder to teach (in grades twelve and below, including preschool, and in classes organized primarily for adults) the subject matter content for the introductory" subject or subjects named above as supplementary authorizations which is typically included for that subject in curriculum guidelines and textbooks for study in grades nine and below."	IM2	Introductory Mathematics	08/01/2024	Edit
Single Subject Teaching Credential	Clear Credential	R1S	This document authorizes the holder to teach the subject area(s) listed above in grades twelve and below, including preschool, and in classes organized primarily for adults.	HSX	Health Science (Examination)	08/01/2024	Edit

Step 5: Local Assignment Options/Authorized Areas

Click on the Edit Local Assignment/Authorized Areas button.



Default view will show Deprecated Codes The page is broken up by **Self-Contained**, **Academic Subjects**, and **CTE**.

Edit Local Assignment Option S	itatus
Click on each subject category to cool to the bottom and click save	expand the list below to select how this staff member is Highly Qualified to teach a subject course. When done, when done.
2019-20 Subject Codes	Update Subject Categories
Local Assignment Option/Authoriza	stion Area
- Self-Contained	
▼ Academic Subjects	
T CTE	
- OIL	

Dropdown Options:

2019-20 Subject Codes	•	Update Subject Categories
2019-20 Subject Codes		
Subject Codes that apply to this Teacher OLD Subject Codes that apply to this Teacher		

- Default View 2019-20 Subject Codes, this will show ALL new codes
- Subject Codes that apply to this Teacher, will show only codes that are currently in use, i.e. class created under that code.
- OLD Subject Codes that apply to this Teacher, will show the OLD state codes and OLD NCLB authorization such as HOUSSE, VSSP Option.

Page Tools

Local Assignment Option Descriptions can be shown for reference by clicking the **Local Assignment Option/Authorized Area** button.



To expand the codes, click the **Expand All** Button.



Step 6: Selecting Authorizations

Choose the **Subject Codes that apply to this Teacher** option from the dropdown. Codes that are currently in use will be shown in **Orange** for easy identification.

sect Codes that apply to this Teacher	Update Subject Categories	
Self-Contained		Local Assignme
✓ Self-Contained Class		Show A
Check all in category	Local Assignment Option/Authorized Area	
1000 Self-Contained Class	- SELECT -	•
- Paulia		Show Al
▼ English		Show AS
English Check all in category	Local Assignment Option/Authorized Area	Show Ad
English Check all in category #105 English 9	Local Assignment Option/Authorized Area	Show Al
English Check all in category S105 English 9 S106 English 10	Local Assignment Option/Authorized Area - SELECT SE	Show Ad
English Check all in category 9106 English 9 9106 English 10 9107 English 11	Local Assignment Option/Authorized Area - SELECT - • - SELECT - • - SELECT - •	Show A3
English Check all in category 9106 English 9 9106 English 10 9107 English 11 9108 English 12	Local Assignment Option/Authorized Area - SELECT - • - SELECT - • - SELECT - • - SELECT - •	Show A
English Check all in category Stock English 9 Stock English 10 Stock English 11 Stock English 12 History-Social Science	Local Assignment Option/Authorized Area - SELECT - • - SELECT - • - SELECT - • - SELECT - •	Show A
English Check all in category 9105 English 9 9106 English 10 9107 English 11 9108 English 12 History-Social Science Check all in category	Local Assignment Option/Authorized Area - SELECT - • - SELECT - • - SELECT - • - SELECT - • Local Assignment Option/Authorized Area	
English Check all in category Stock and in category Stock and in category History-Social Science Check all in category Stock all	Local Assignment Option/Authorized Area - SELECT - • - SELECT - •	Show A3

Select the appropriate authorization for the subject area from the drop down. **Authorized Area or choose a LAO**.

	Local Assignment Option/Authorized Area	
	SELECT T	1
	SELECT	ŀ
	Authorized Subject Area	1
	10. EC §44256(b)	
	11. EC §44258.2	
	12. EC §44258.3	
	13. EC §44258.7(c)(d) (Annual Renewal)	
	14. EC §44263 - Self-Contained (Annual Renewal)	
	15. EC §44263 - Departmentalized (Annual Renewal)	
	16. EC §44865	
	17. 15 §80005(b)	
	18. 15 §80020.4	d
	19. 15 §80020.4.1(a)	
	20. EC 948800	L
	21. EC §76004	
	Remove Local Assignment	

Users can also MASS Select, check the **Check All in Category** box on the left under the subject category and select option from the Local Assignments dropdown on the right.

- English		Academic S Show All Co
Check all in category	Local Assignment Option/Authorized Area	rassignments
	SELECT	Authorized Subject Area
2 9106 English 10	SELECT	10. EC §44256(b) 11. EC 644258.2
9107 English 11	SELECT	12. EC §44258.3
9108 English 12	- SELECT *	13. EC §44258.7(c)(d) (Ann
 History-Social Science 		Renewal) 14. EC §44263 - Self- Contained (Annual Renewal
Check all in category	Local Assignment Option/Authorized Area	15. EC §44263 -
9173 United States History	SELECT	Departmentalized (Annual
9174 Government/Civics	SELECT	Renewal)

The Authorization selected will auto populate in all courses in category.

▼ English		Academic S Show All Cod
Check all in category	Local Assignment Option/Authorized Area	Assignments
9105 English 9	Authorized Subject Area	Authorized Subject Area
9106 English 10	Authorized Subject Area	10. EC §44256(b) 11. EC §44258.2
9107 English 11	Authorized Subject Area	12. EC §44258.3
9108 English 12	Authorized Subject Area	13. EC §44258.7(c)(d) (Annu
- Materia Basial Balance		Renewal) 14. EC §44263 - Self-
 History-Social Science 		Contained (Annual Renewal
Check all in category	Local Assignment Option/Authorized Area	15. EC 844263 -

Then **SAVE**.

Local Assignment Option/Authorized Area View

• Closed View



• Open View

Last update: 2019/10/15 products:admin:credentials https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:credentials&rev=1571158952 17:02

State Subject Code ?	 Subject 	Local Assignment Option/Aut
9173	United States History	16. EC §44865
9174	Government/Civics	16. EC §44865
Interdisciplinary Co	ntent	
State Subject Code ?	 Subject 	Local Assignment Op
State Subject Code ?	Subject Skills Center/Study Skills/College Read	Local Assignment Op Iness 16. EC §44865
State Subject Code ?	Subject Skills Center/Study Skills/College Read	Local Assignment Op Iness 16. EC §44865
State Subject Code ?	Subject Skills Center/Study Skills/College Read	Local Assignment Op Iness 16. EC §44865
State Subject Code ?	Subject Skills Center/Study Skills/College Read Skills Center/Study Skills/College Read	Local Assignment Op Sness 16. EC §44665 Local Assignment Option/A
State Subject Code ? 9215 Mathematics State Subject Code ? 9243	Subject Skills Center/Study Skills/College Read Skills Subject Integrated Mathematics III Integrated Mathematics	Local Assignment Op Iness 16. EC §44665 Local Assignment Option/A CREDENTIALED. Authorized Subject A

Security Information

Permission Groups with Access

- Administration access everything EXCEPT security area
- Human Resources Enter Staff Credentials and Push
- Root Administrator
- Security Administrator

Security Element: /admin/credentials.php

From: https://schoolpathways.com/knowledgebase/ - School Pathways Knowledge Base

Permanent link: https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:credentials&rev=1571158952

Last update: 2019/10/15 17:02