District - Propagating Staff Records to Schools

Staff members can be created in the district and sent to the schools that make up the district. Using this method allows you to create the staff record once and send data to any school that staff member is associated with.

I. Create Staff Record and Choose Schools to Propagate

- Step 1. In the district SIS go to Admin>Staff Info>Find/Add Staff
- Step 2. Search the name of the staff member you are looking for, if they are not in the system already, create a file for them by clicking Add New Staff and completing the staff information.
- Step 3. Click Save when you are done.
- Step 4. Click on the Info link for the staff member.
- Step 5. In the bottom left corner of the staff page, you will see a box labeled "Propagate records to:" and a list of schools in the district, check the box or boxes next to the school or schools you want to send that staff record to.
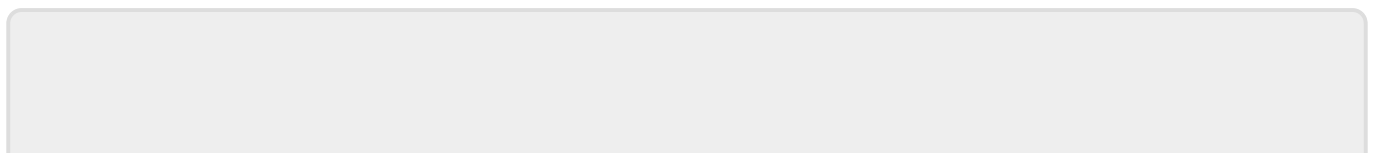- Step 6. Click Save.

II. Staff Assignments and Credentialing

- Step 1. Click on the Job Class/Assignments tab
- Step 2. Click Add a new job classification
- Step 3. Complete all relevant information on this page and click save
- Step 4. Click on the Credentials/NCLB tab
- Step 5. Complete all relevant information on this page and click save
- Step 6. Click on Edit NCLB status
- Step 7. Click on each subject category to expand the list below to select how this staff member is Highly Qualified to teach a subject course
- Step 8. When done, scroll to the bottom and click save.

III. Pushing Staff Info to Schools

- Step 1. Go to District>Staff Info>Push from District
- Step 2. Choose staff member and data you would like to push to their respective sites
- Step 3. Click Push.

— *Last Updated by Alexandria Barbato on 2016/03/07 22:06*

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

Permanent link:
https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:staff_push&rev=1457389691

Last update: **2016/03/07 22:28**