

# TeachMT

## Staff Assignments - District

<https://teachmontana.com>

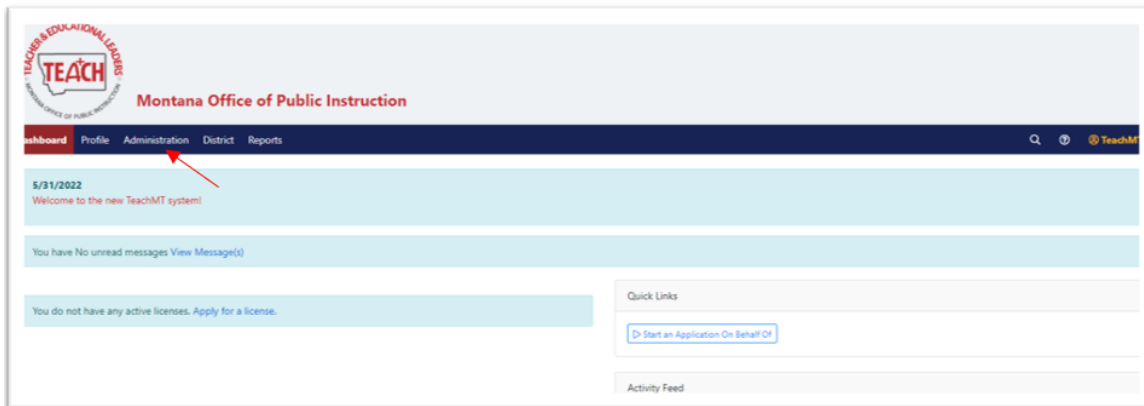
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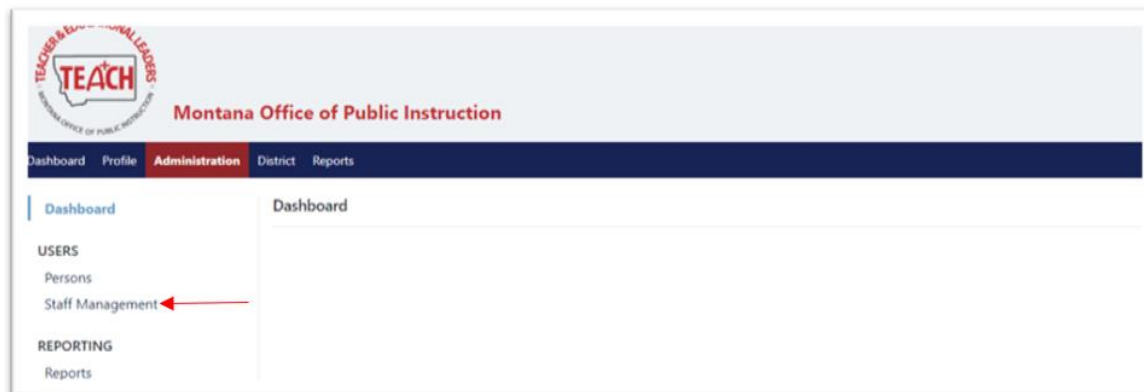
Staff can be managed on the District or School level.

### Editing Existing Staff

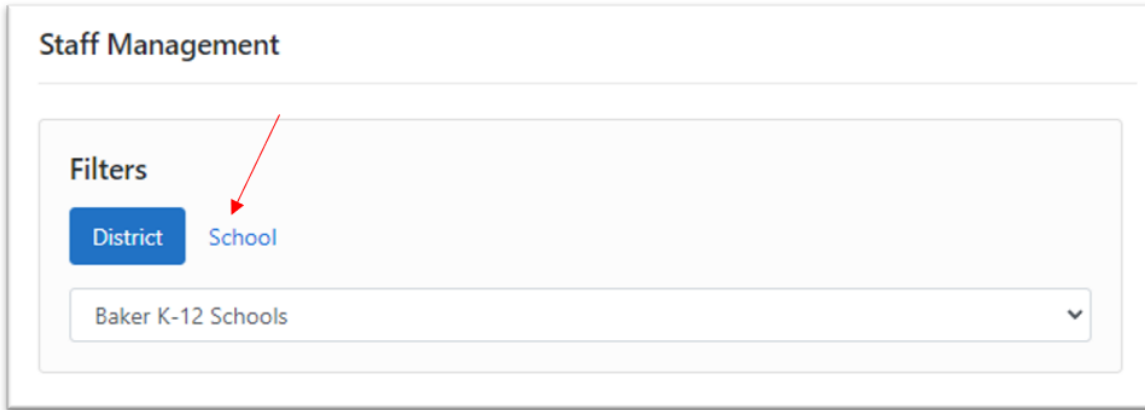
From the Dashboard, click **Administration**.



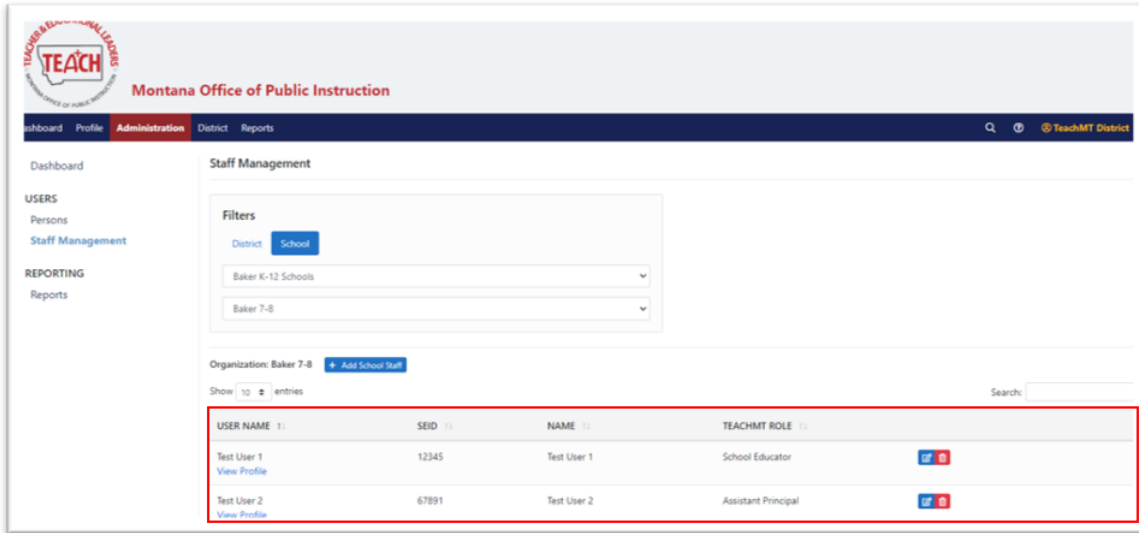
Click **Staff Management**.



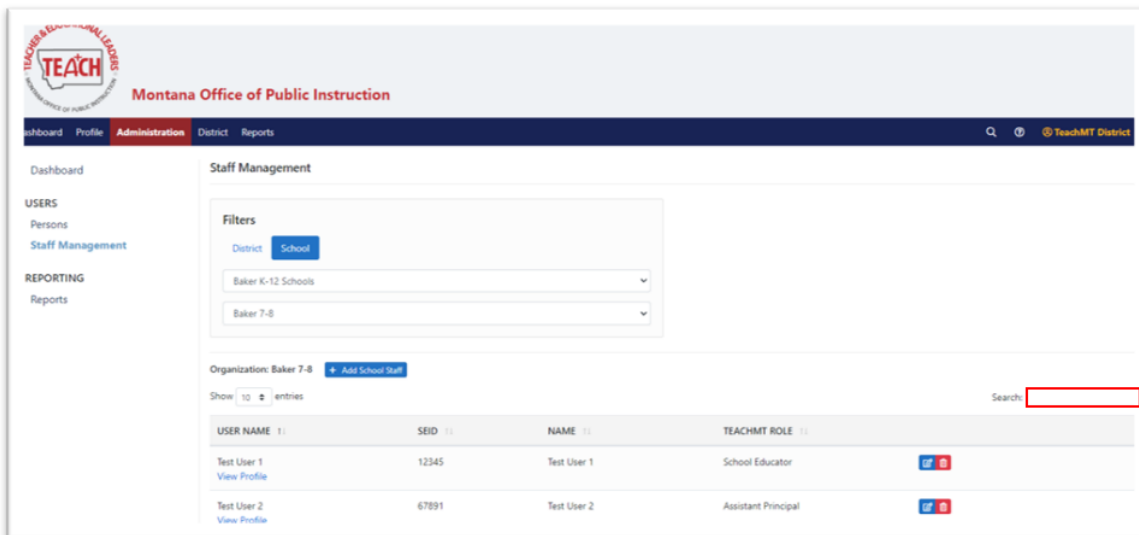
Select the District or School Filter.



A list of current staff will be shown.







You can filter the results using the Search bar to the right of the page.



To edit the staff record for a current educator, click on the edit icon to the right of the educator's name.

Organization: Baker 7-8 [+ Add School Staff](#)

Show  entries

USER NAME	SEID	NAME	TEACHMT ROLE	
Test User 1 <a href="#">View Profile</a>	12345	Test User 1	School Educator	 
Test User 2 <a href="#">View Profile</a>	67891	Test User 2	Assistant Principal	 

Choose the permitted TeachMT Role and click **Next**.

**Edit Staff**

2. Select TeachMT Role

Selected User

Name: Test User  
Username: testuser1  
Email: testuser1@gmail.com  
Date of Birth: 06/10/1999  
School Educator @ Baker 7-8 School Educator @ Baker High School

Permitted TeachMT Roles

- Principal
- Assistant Principal
- School Educator

[Cancel](#) [Next](#)

If you are changing the role of the educator, you will be asked to confirm your changes.

**Edit Staff**

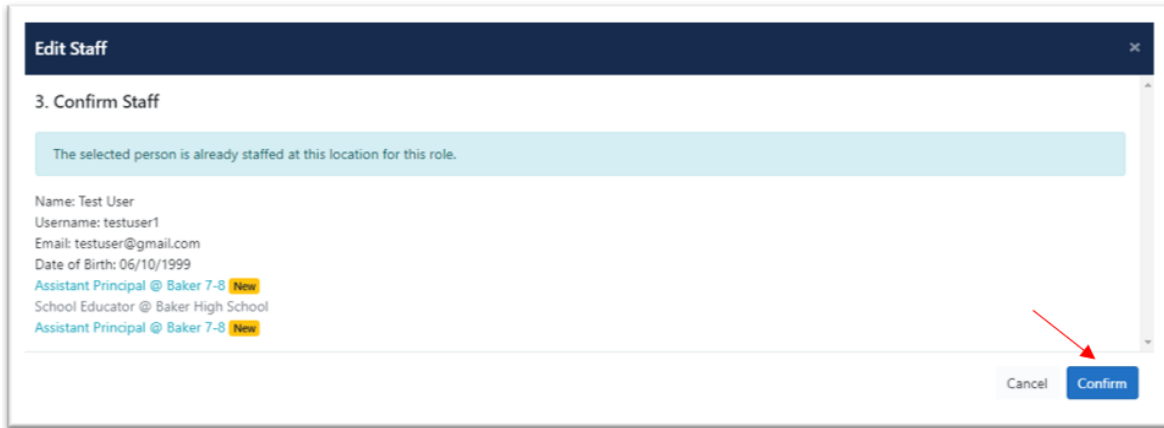
3. Confirm Staff

Please confirm that you are staffing the current user as listed below.

Name: Test User  
Username: testuser1  
Email: testuser@gmail.com  
Date of Birth: 06/10/1999  
School Educator @ Baker 7-8  
School Educator @ Baker High School  
Assistant Principal @ Baker 7-8 **New**

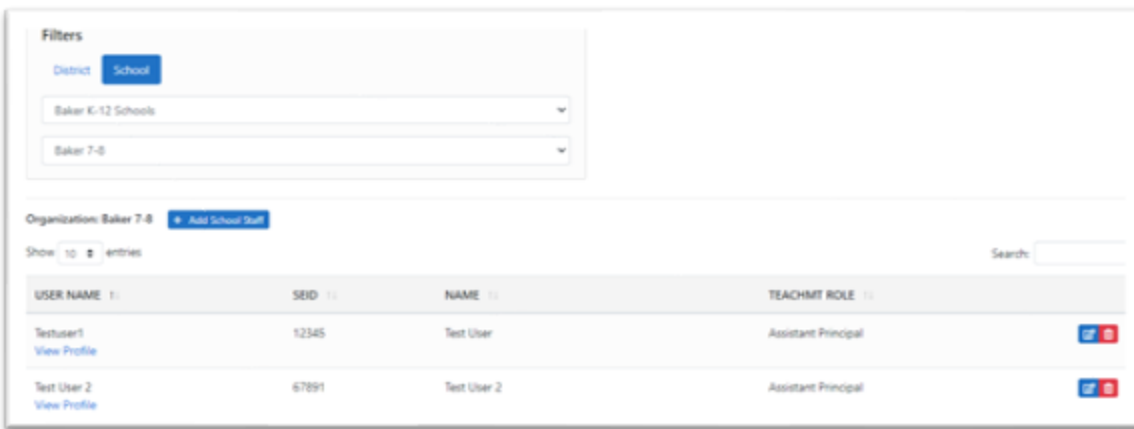
[Cancel](#) [Confirm](#)

If you are not making a change, you will get a message that the person is already staffed in this role. Click **Confirm**.

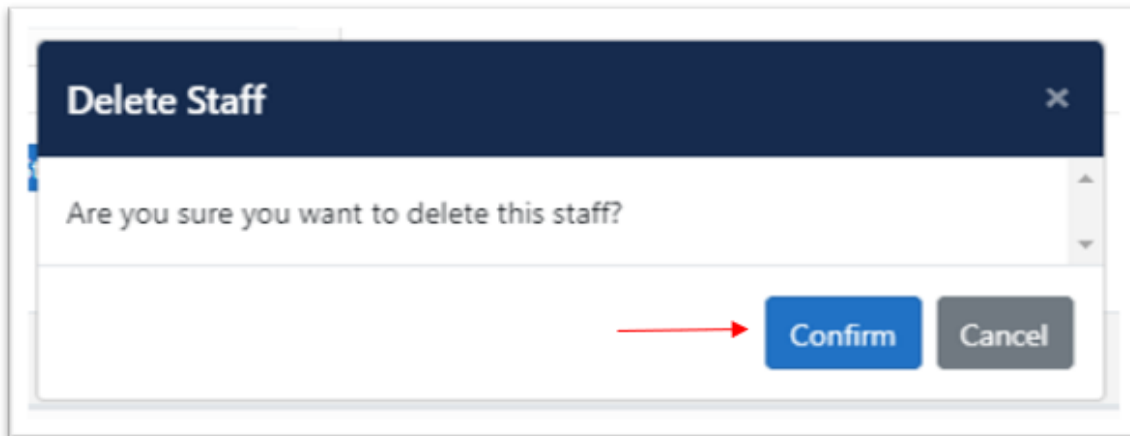


## Deleting Staff

To delete staff, click the red trash can icon next to the educator's name.

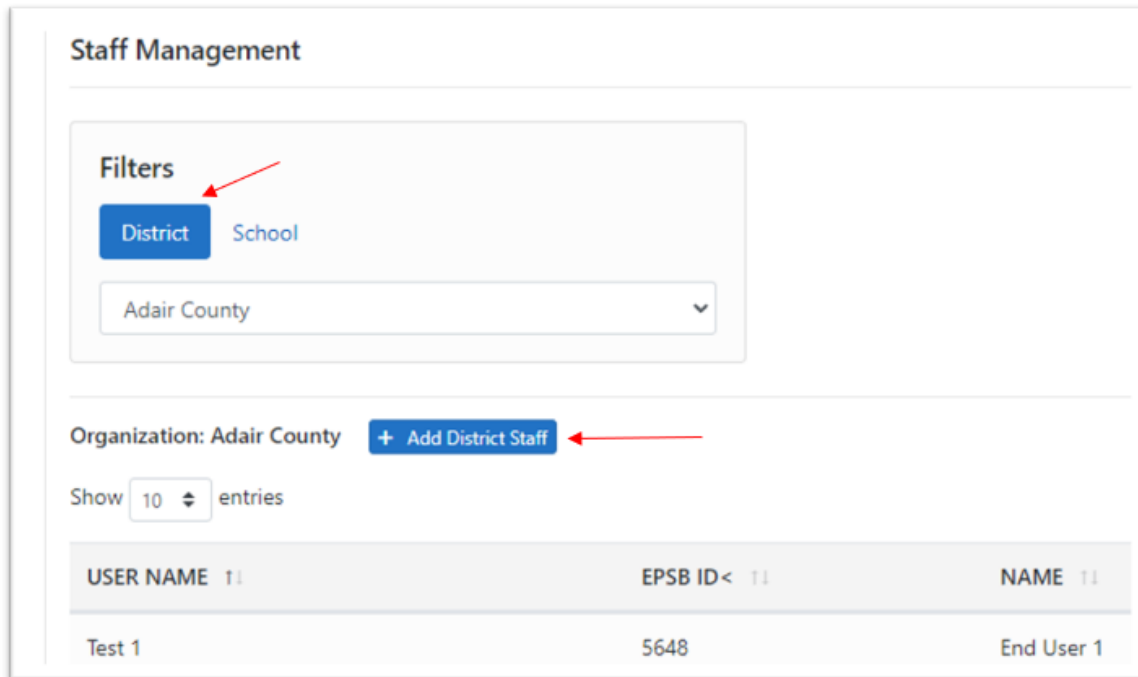


Click **Confirm**.



## Adding Staff

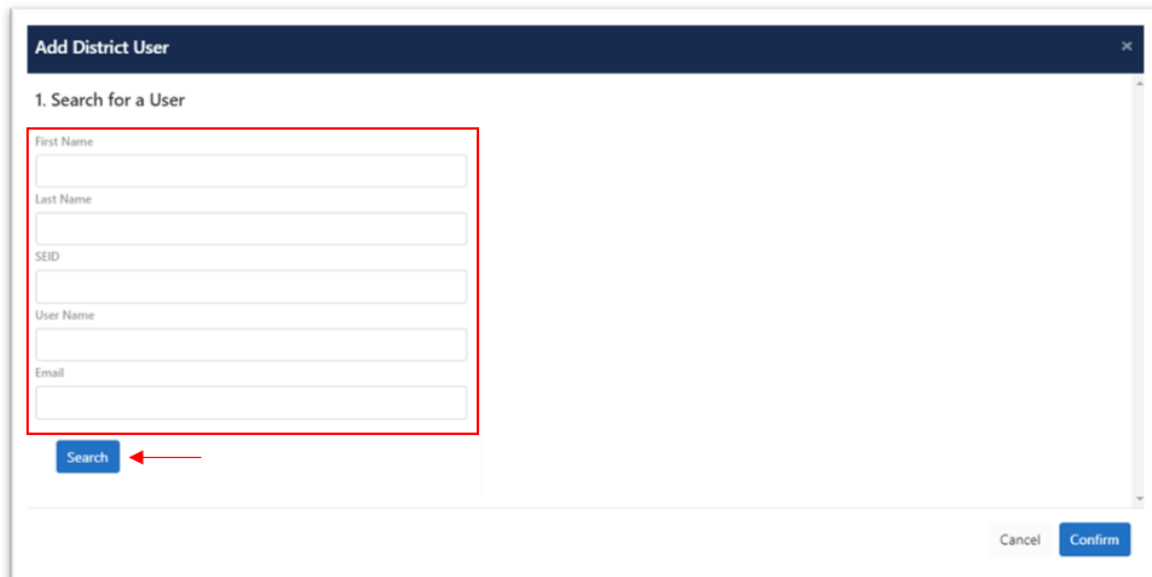
To add Staff at the District Level, click on **District** and then **+Add District Staff**.



The screenshot shows the 'Staff Management' interface. At the top, there is a 'Filters' section with two buttons: 'District' (highlighted with a red arrow) and 'School'. Below the filters is a dropdown menu showing 'Adair County'. Underneath, it says 'Organization: Adair County' followed by a '+ Add District Staff' button (also highlighted with a red arrow). Below this is a 'Show 10 entries' control. At the bottom, there is a table with the following data:

USER NAME ↑↓	EPSB ID< ↑↓	NAME ↑↓
Test 1	5648	End User 1

Search for the user by any combination of First Name, Last Name, EPSB ID, Username and Email. Click **Search**.



The screenshot shows the 'Add District User' dialog box. It has a title bar with 'Add District User' and a close button. Below the title bar, it says '1. Search for a User'. There is a search form with the following fields: 'First Name', 'Last Name', 'SEID', 'User Name', and 'Email'. A red box highlights these fields. Below the form is a 'Search' button (highlighted with a red arrow). At the bottom right, there are 'Cancel' and 'Confirm' buttons.

Choose the educator from the list on the right and click **Confirm**.

**Add District User**

1. Search for a User

First Name  
test

Last Name  
user

SEID

User Name

Email

Search

Here are the top 1 results for your search.

Test User  
Date of Birth: 11/23/1981  
School Educator @ Granite High School  
District Staff @ Philipsburg K-12 Schools

Cancel **Confirm**

Assign them a role from the Permitted TeachMT Roles and click **Confirm**.

**Add District User**

2. Select TeachMT Role

Selected User

Name: Test User  
Username: jgraham34  
Email: grahamj@pburg.k12.mt.us  
Date of Birth: 11/23/1981  
District Staff @ Philipsburg K-12 Schools

Permitted TeachMT Roles

Superintendent Designee  
 HR Director  
 HR Designee  
 District Staff  
 District Educator

Cancel **Confirm**

Confirm your selections by clicking **Confirm**.

**Add District User**

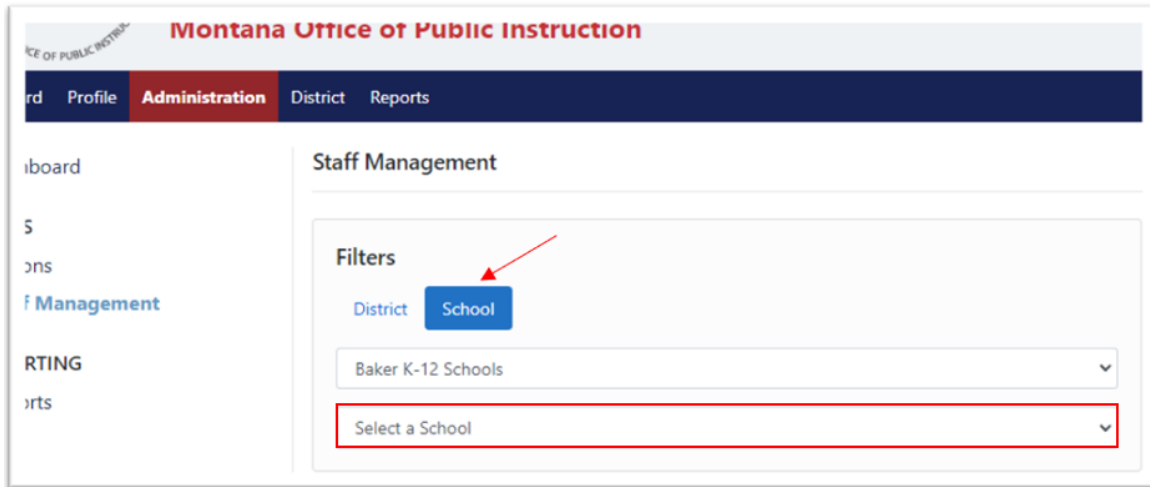
3. Confirm Staff

Please confirm that you are staffing the current user as listed below.

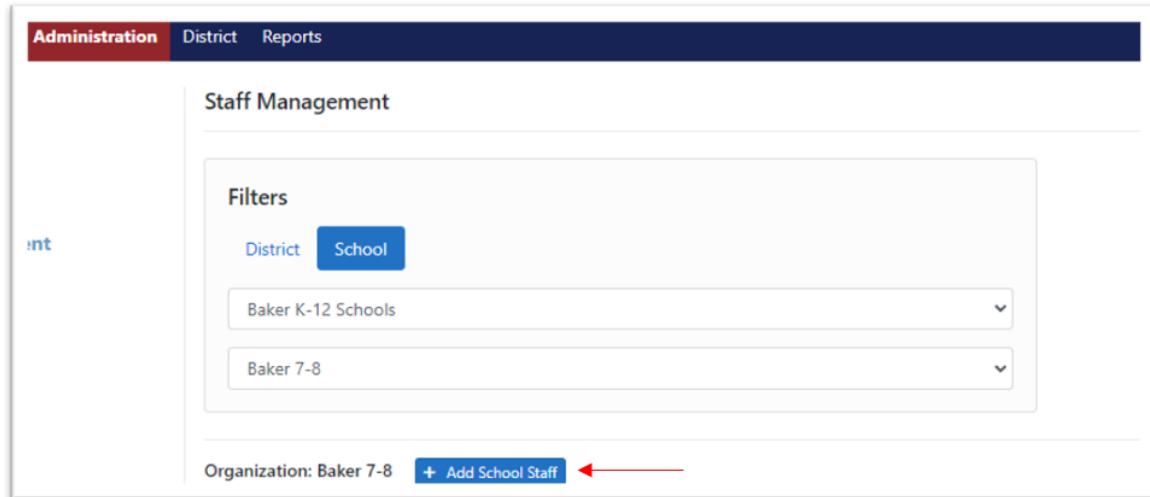
Name: Test User  
Username: Testuser1  
Email: testuser@gmail.com  
Date of Birth: 11/23/1981  
District Staff @ Philipsburg K-12 Schools  
HR Designee @ Baker K-12 Schools **New**

Cancel **Confirm**

To add School staff, the process will be very similar. Click on **School** and then select the School from the drop down list.



Click **+Add Staff**.

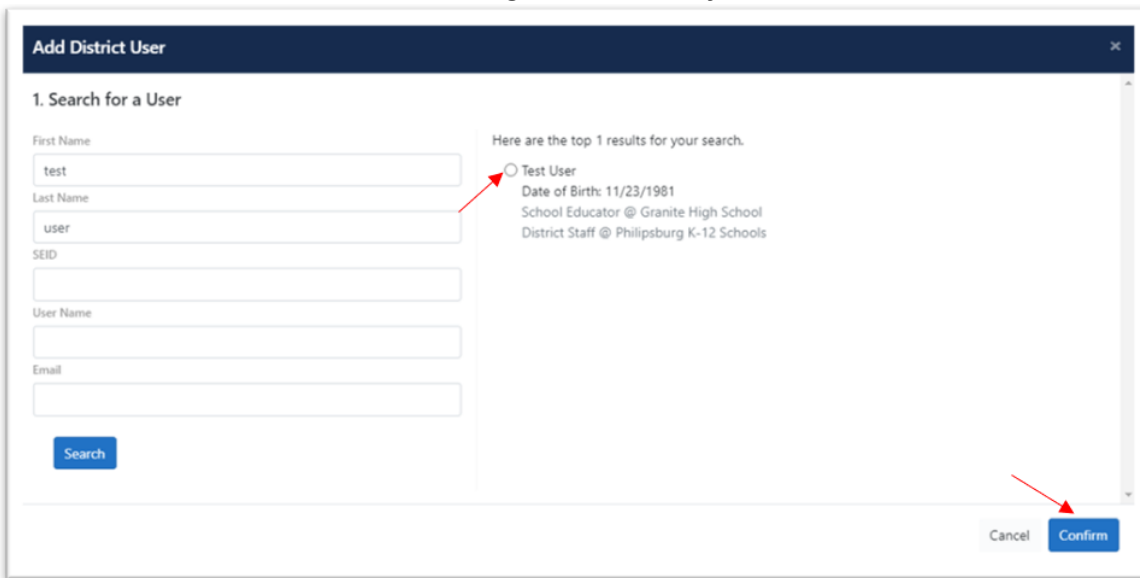


Search for the user by any combination of First Name, Last Name, EPSB ID, Username and Email. Click **Search**.



The screenshot shows a dialog box titled "Add District User" with a close button (X) in the top right corner. Below the title bar, the text "1. Search for a User" is displayed. On the left side, there is a vertical stack of five text input fields labeled "First Name", "Last Name", "SEID", "User Name", and "Email". A red rectangular box highlights these five input fields. Below the input fields is a blue "Search" button, with a red arrow pointing to it from the right. At the bottom right of the dialog box, there are two buttons: a grey "Cancel" button and a blue "Confirm" button.

Choose the educator from the list on the right and click **Confirm**.



The screenshot shows the same "Add District User" dialog box. The "First Name" input field now contains the text "test" and the "Last Name" input field contains "user". A red arrow points from the "Last Name" field to the search results. On the right side of the dialog box, the text "Here are the top 1 results for your search." is displayed above a list item. The list item is a radio button followed by the text "Test User", "Date of Birth: 11/23/1981", "School Educator @ Granite High School", and "District Staff @ Philipsburg K-12 Schools". A red arrow points to the radio button. At the bottom right, the "Confirm" button is highlighted with a red arrow.



Assign them a role from the Permitted TeachMT Roles and click **Confirm**.

The screenshot shows a dialog box titled "Add School User" with a close button (X) in the top right corner. The main heading is "2. Select TeachMT Role". On the left, under "Selected User", the following information is displayed: Name: test test, Username: testtest, Email: abc@abc.com, Date of Birth: 05/19/1980, and a note: "This user does not have a security role in this organization." On the right, under "Permitted TeachMT Roles", there are three radio button options: "Principal", "Assistant Principal", and "School Educator". A red arrow points to the "School Educator" option. At the bottom right, there are two buttons: "Cancel" and "Confirm". A second red arrow points to the "Confirm" button.

Confirm your selections by clicking **Confirm**.

The screenshot shows the same "Add School User" dialog box, now at step "3. Confirm Staff". A light blue banner at the top contains the text: "Please confirm that you are staffing the current user as listed below." Below this, the user information is repeated: Name: test test, Username: testtest, Email: abc@abc.com, Date of Birth: 05/19/1980, and the assigned role: "School Educator @ Baker 7-8" with a yellow "New" tag. At the bottom right, the "Cancel" and "Confirm" buttons are visible. A red arrow points to the "Confirm" button.