

TeachMT

Staff Assignments - District

<https://teachmontana.com>

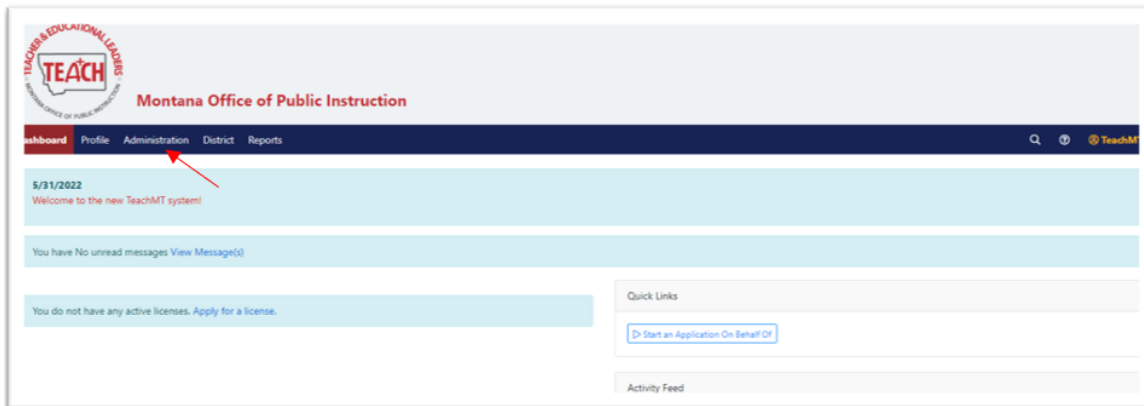
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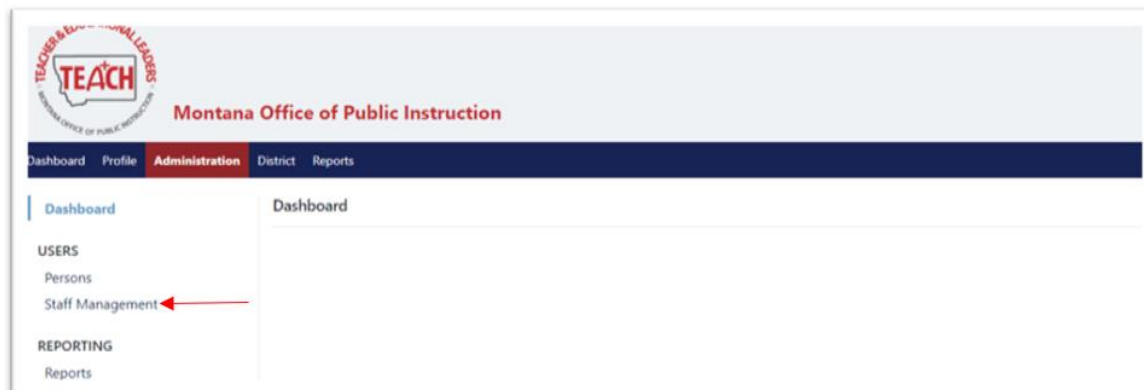
Staff can be managed at the District or School level.

Editing Existing Staff

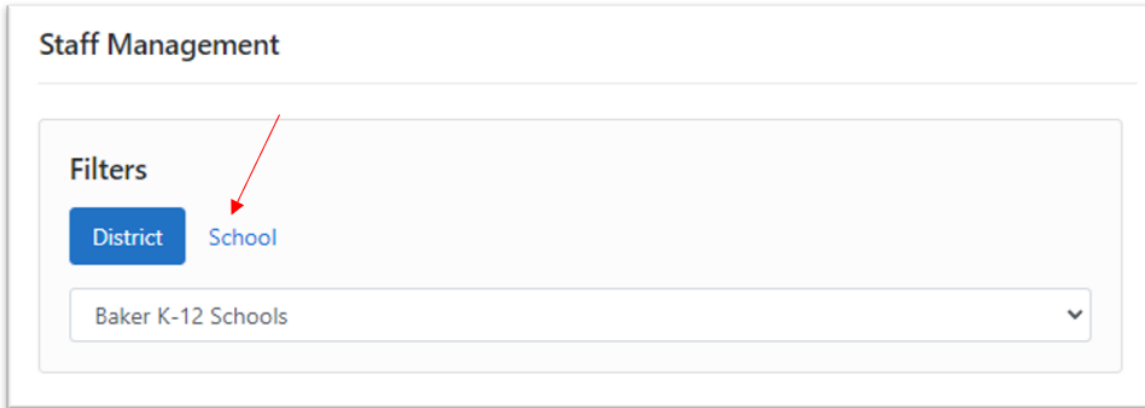
From the Dashboard, click **Administration**.



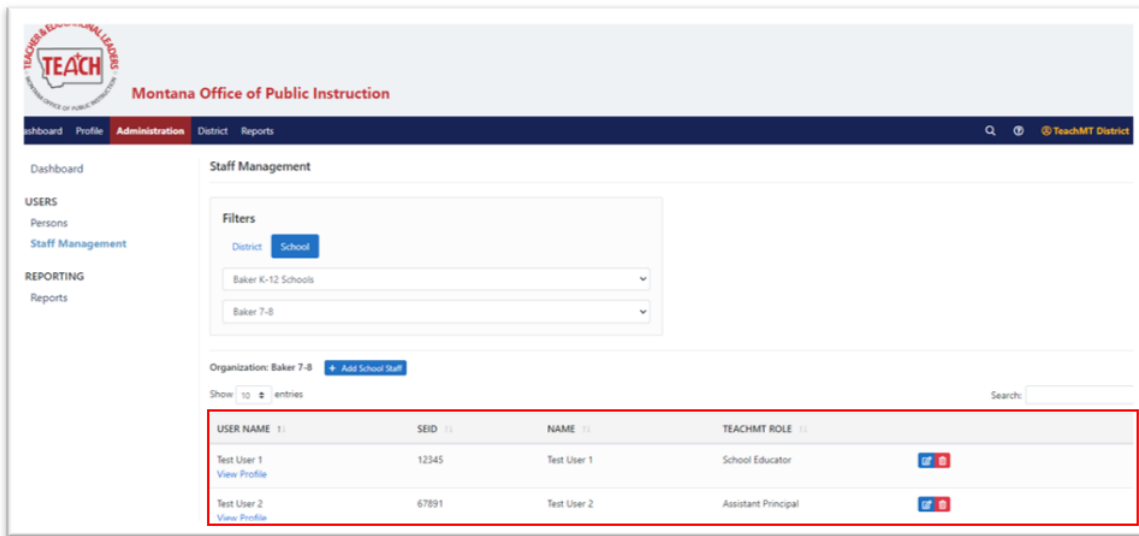
Click **Staff Management**.



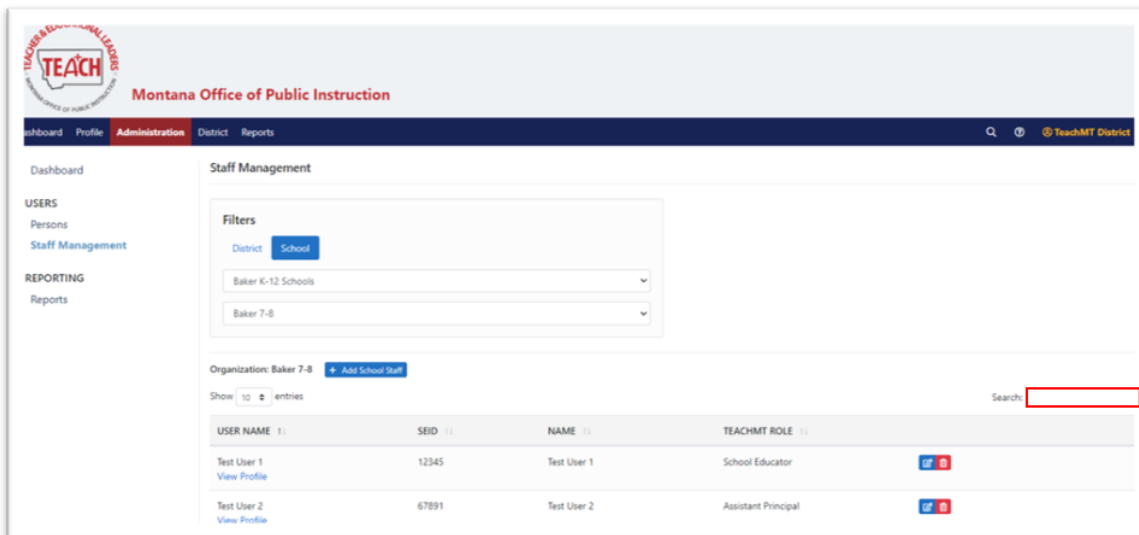
Select the District or School Filter.



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 10 entries

USER NAME	SEID	NAME	TEACHMT ROLE	
Test User 1 View Profile	12345	Test User 1	School Educator	 
Test User 2 View Profile	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

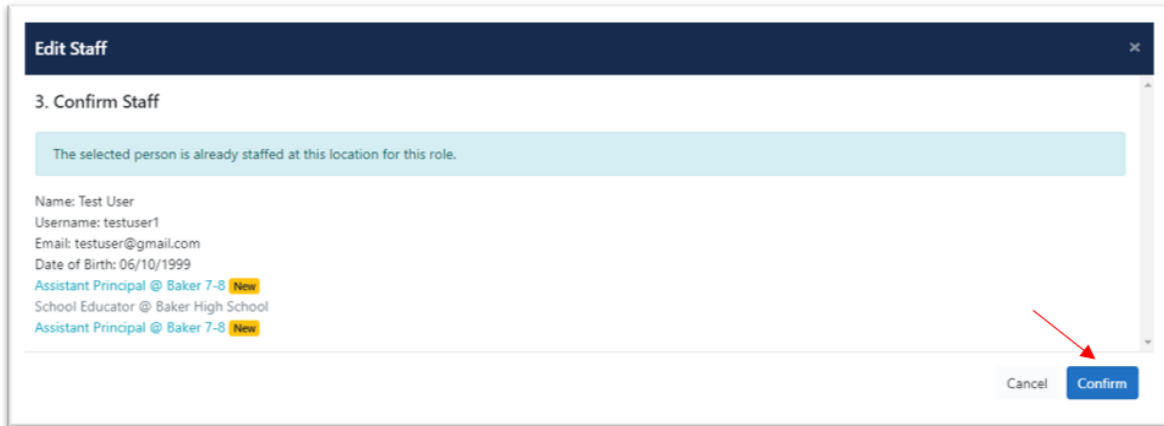
3. Confirm Staff

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**

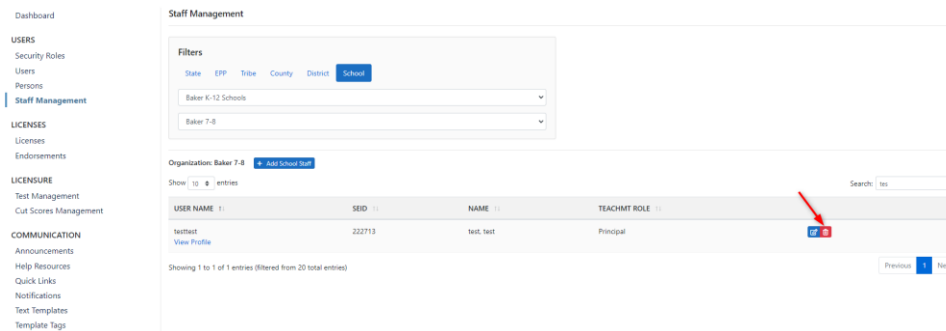
[Cancel](#) [Confirm](#)

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

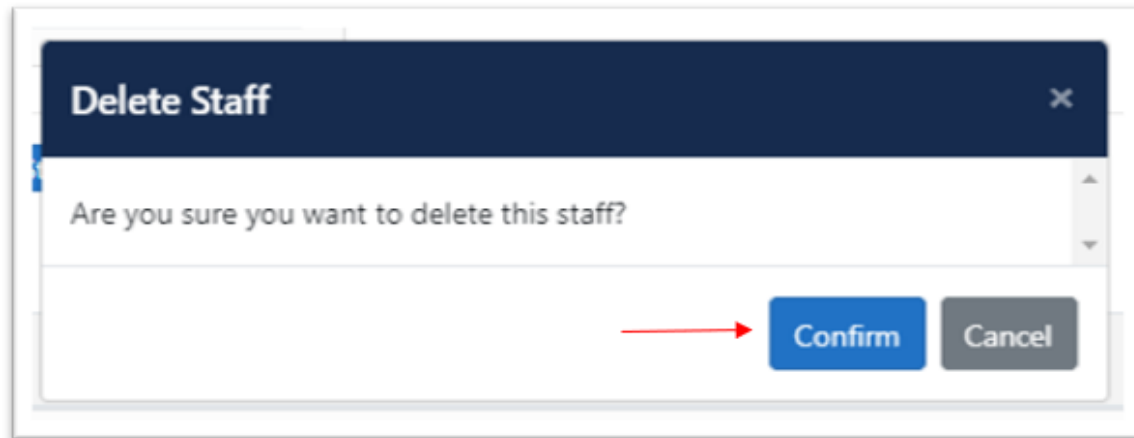


Deleting Staff

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

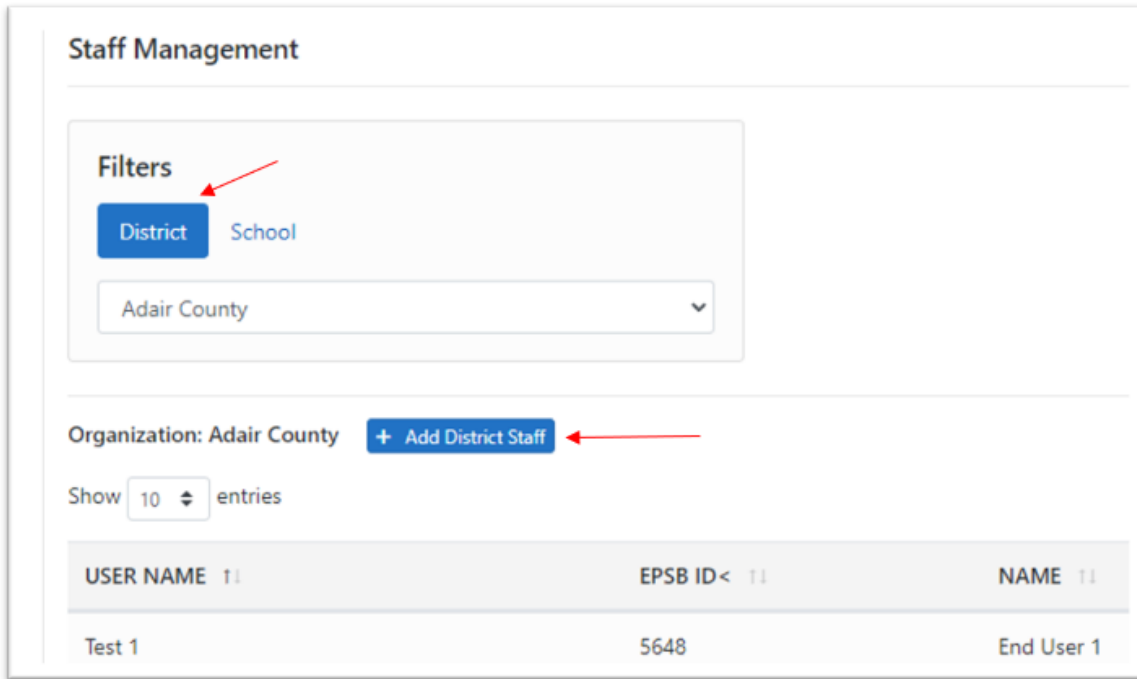


Click **Confirm**.



Adding Staff

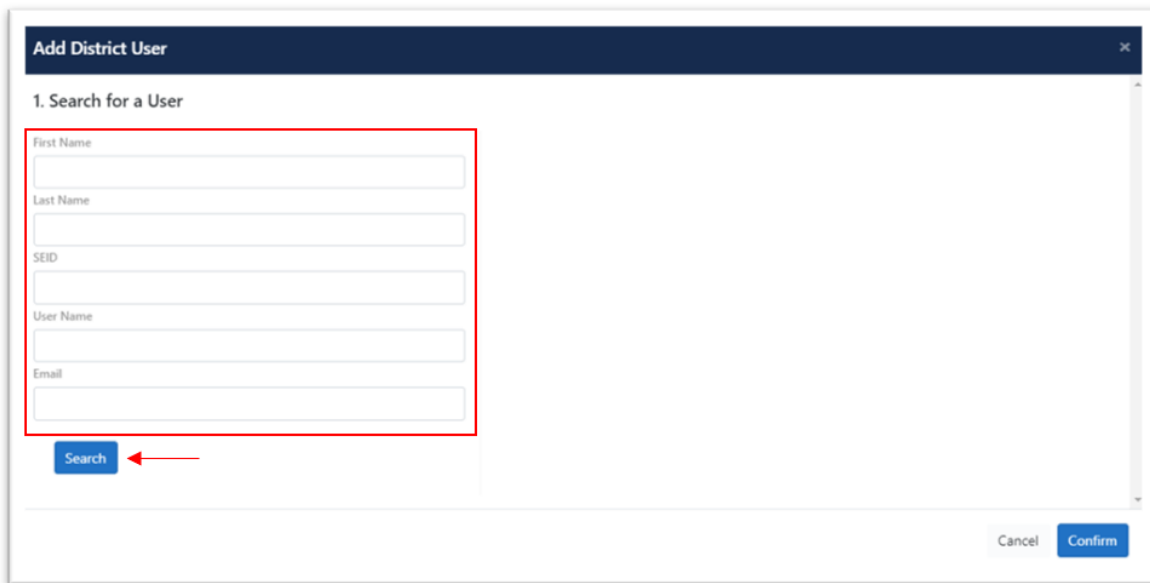
To add Staff at the District Level, click on **District** and then **+Add District Staff**.



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, the 'Organization: Adair County' is displayed, followed by a '+ Add District Staff' button (highlighted with a red arrow). Below this is a 'Show 10 entries' control. A table with three columns is shown: 'USER NAME', 'EPSB ID', and 'NAME'. The table contains one row with the values 'Test 1', '5648', and 'End User 1'.

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' search form. It has a title bar 'Add District User' with a close button. Below the title bar is the heading '1. Search for a User'. There are five input fields: 'First Name', 'Last Name', 'SEID', 'User Name', and 'Email'. A red box highlights these five input fields. Below the input fields is a 'Search' button (highlighted with a red arrow). At the bottom right of the form 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

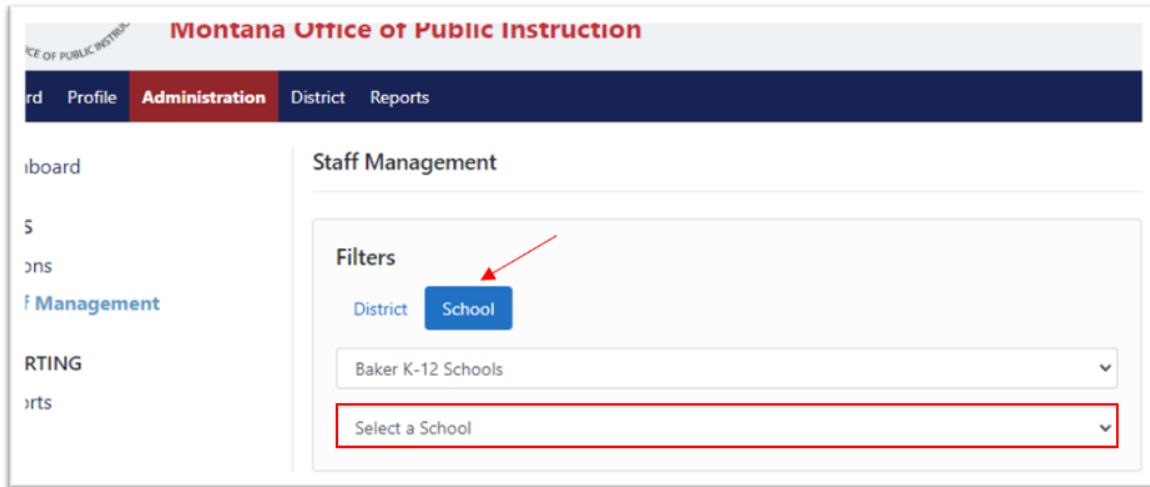
3. Confirm Staff

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

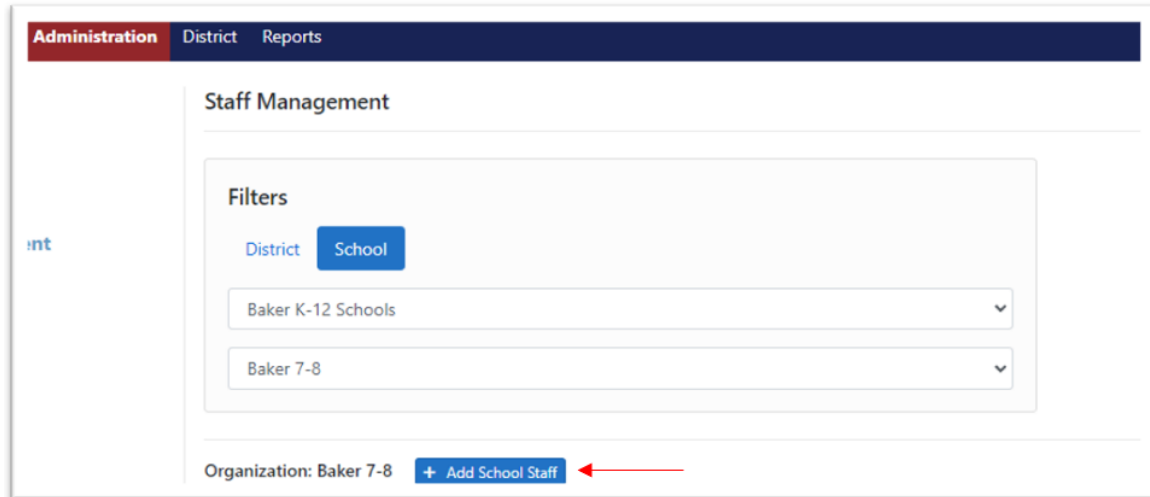
Name: Test User
Username: Testuser1
Email: testuser@gmail.com
Date of Birth: 11/23/1981
District Staff @ Philipsburg K-12 Schools
HR Designee @ Baker K-12 Schools **New**

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 six text input fields labeled "First Name", "Last Name", "SEID", "User Name", and "Email". A red rectangular box highlights these 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" field now contains the text "test" and the "Last Name" field contains "user". A red arrow points from the "Last Name" field to the search results. The search results are displayed on the right side of the dialog box, starting with the text "Here are the top 1 results for your search." followed by a radio button and the text "Test User". Below this, the following details are listed: "Date of Birth: 11/23/1981", "School Educator @ Granite High School", and "District Staff @ Philipsburg K-12 Schools". At the bottom right, a red arrow points to the blue "Confirm" button, which is next to a grey "Cancel" button.

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 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 message box at the top says "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.