

Section Staff History (New Jersey)

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Tool Search: Section Staff History

This documentation lists only the fields specific for New Jersey districts. For additional information on the functionality of this tool, see the [Staff History](#) documentation.

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The Section Staff History page tracks the history of teachers for a particular course section. It lists active primary teachers, teachers and section staff in addition to former primary teachers, teachers, and section staff.

Section Staff History

09-1 English Composition

Save

Delete

New Primary Teacher

New Teacher

New Section Staff

| Name | Assignment Start | Assignment End | Access Start | Access End | District Assignment | Role |
|------------------|------------------|----------------|--------------|------------|---------------------|-------------------|
| Primary Teacher | | | | | | |
| Teacher, Example | | | | | Teacher | Teacher of Record |

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail

Primary Teacher

Name
Teacher, Example

District Assignment
Teacher

Teacher Role
01: Teacher of Record

Assignment

Start Date
End Date

Percent
Minutes

Access to Section Dates

☒ Unrestricted
☐ Date Range

Start Date
End Date

Comments

- Modified by: System Administrator 06/02/2023 10:33
- Created by: System Administrator 06/22/2022 11:21

Teacher Display Name on Section

Making a change to the Teacher Display Name here will update the value on the Section tab.

☒ Continue using the current Teacher Display Name from the Section tab: Teacher, Example
☐ Use a new Teacher Display Name on the Section tab: Teacher, Example

Section Staff History Editor

Data Elements

| Data Element | Description |
|----------------------------|--|
| Name | Name of the teacher assigned to the course. Primary Teacher, Teacher and Section Staff names display if assigned to the section. |
| Start Date | Date the staff person started his/her teaching assignment on the course section. |
| End Date | Date the staff person ended his/her teaching assignment on the course section. If an End Date is entered, an Exit Reason must be selected. |
| District Assignment | Lists the teacher's district assignment record to which this section applies. |
| Teacher Role | Displays the staff person's district assignment record as entered on the District Assignment screen. See the list of available options in the Teacher Role table. Teacher Role is reported on the Staff Course Data Report . |

A **Comments** field is available in the Staff History Detail editor. This field can be used to indicate why the teacher was changed on the section (temporary family leave, etc.).

Teacher Role

| Code | Description |
|-----------|--------------------|
| 01 | Teacher of Record |
| 02 | Teacher |
| 03 | Substitute Teacher |
| 04 | Staff |

Adding a New Primary Teacher

The process for adding section staff history is the same for all three types of staff (primary teacher, teacher, section staff). Because the Primary Teacher information is used in multiple areas of Campus for reporting and data entry, users should ensure each course section has an active primary teacher first.

1. Select the **New Primary Teacher** icon from the action row. A **Staff History Detail** appears.
2. Select the primary teacher's **Name** from the dropdown list.
3. Enter the **Start Date** (best practice is to leave it blank).
4. Select the **District Assignment** from the dropdown list.
5. Select the **Teacher Role** from the dropdown list.

6. Enter any necessary **Comments** for this staff history entry.
7. Determine how the **Primary Teacher's** name should display on the Section Tab.
8. Click the **Save** icon when finished. The primary teacher will appear in the Staff History list and be viewable on the [Course Section](#) tab.

Adding a New Teacher

The process for adding section staff history is the same for all three types of staff (primary teacher, teacher, section staff). Because the Primary Teacher information is used in multiple areas of Campus for reporting and data entry, users should ensure each course section has an active primary teacher first.

1. Select the **New Teacher** icon from the action row. A **Staff History Detail** appears.
2. Select the teacher's **Name** from the dropdown list.
3. Enter the **Start Date** (best practice is to leave it blank).
4. Select the **District Assignment** from the dropdown list.
5. Select the **State Teacher Role** from the dropdown list.
6. Enter any necessary **Comments** for this staff history entry.
7. Determine how the Primary Teacher's name should display on the Section Tab - **Continue using the current teacher name display** or **Use a new Teacher Display Name**. This will not affect the display of the Teacher's name, just the Primary Teacher's name.
8. Click the **Save** icon when finished.

Adding a New Section Staff

The process for adding section staff history is the same for all three types of staff (primary teacher, teacher, section staff). Because the Primary Teacher information is used in multiple areas of Campus for reporting and data entry, users should ensure each course section has an active primary teacher first.

1. Select the **New Section Staff** icon from the action row. A **Staff History Detail** appears.
2. Select the Section staff's **Name** from the dropdown list.
3. Enter the **Start Date** (best practice is to leave it blank).
4. Select the **District Assignment** from the dropdown list.
5. Select the **State Teacher Role** from the dropdown list.
6. Enter any necessary **Comments** for this staff history entry.
7. Determine how the Primary Teacher's name should display on the Section Tab - **Continue using the current teacher name display** or **Use a new Teacher Display Name**. This will not affect the display of the Teacher's name, just the Primary Teacher's name.
8. Click the **Save** icon when finished.

Ending Primary Teacher, Teacher or Section Staff Assignments Before the End of the Term

1. Select the teacher to end the section assignment.
 2. Enter an **End Date** in the Staff History Detail.
 3. Select the **Exit Reason** from the dropdown list.
 4. Click the **Save** icon when finished.
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