

# Staff History (New York)

Last Modified on 10/21/2024 8:21 am CDT

## Field Descriptions

This article is specific for New York districts. For additional information on the functionality of this tool, see the [Staff History](#) documentation.

**Classic View:** [Scheduling](#) > [Courses](#) > [Sections](#) > [Staff History](#)

**Search Term:** [Staff History](#)

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

Infinite Campus

### Staff History ☆

Scheduling > Section Information > Staff History

Save
Delete
New Primary Teacher
New Teacher
New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher <b>Smith, Nicole</b>						Teacher

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: Smith, Nicole | District Assignment: Teacher | Teacher Role: Teacher

Assignment

Start Date:  | End Date:

Access to Section Dates

Unrestricted |  Date Range

State Reporting Fields

Percent:

Incidental Teaching Assignment:  

Comments:

- Modified by: Moseley, Rachel 04/29/2019 21:31  
- Created by: Moseley, Rachel 04/29/2019 21:31

**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: **Smith**  
 Use a new Teacher Display Name on the Section tab: Smith, Nicole

*Section Staff History Tool*

## Field Descriptions

The following table defines the data elements available on the Staff History tab. The same elements available in the Staff History view also display when a teacher's name is selected and displayed in the Staff History Detail area.

Field	Description	Incl. in Report
<b>Name</b>	Name of the teacher assigned to the course. Primary Teacher, Teacher and Section Staff names display if assigned to the section.	Staff Student Course Template
<b>District Assignment</b>	Displays the staff person's district assignment record as entered on the <a href="#">District Assignment</a> tab.	Staff Student Course Template

Field	Description	Incl. in Report
<b>Teacher Role</b>	<p>Determines the assigned position of the primary teacher, teacher or section section staff. Indicates the teacher of record for the section or indicates the assignment is not state reported.</p> <ul style="list-style-type: none"> <li>• <b>02</b> Primary Sped</li> <li>• <b>03</b> Additional Primary Instructor</li> <li>• <b>04</b> Primary Sped/Additional Primary Instructor</li> <li>• <b>05</b> Primary ENL</li> <li>• <b>06</b> Primary ENL/Additional Primary Instructor</li> <li>• <b>07</b> Primary Sped/ENL</li> <li>• <b>08</b> Primary Sped/ENL/Additional Primary Instructor</li> <li>• <b>99</b> Exclude from State Reporting</li> </ul>	<p><a href="#">Staff Student Course Template</a></p> <p><a href="#">Course Instructor Assignment</a></p>
<b>Assignment Start and End Dates</b>	<p>Dates the staff person began and ended the teaching assignment on the course section. Dates can be entered in <i>mmdyy</i> format or can be selected using the calendar icon.</p> <p>In most situations, these fields will be left blank. They are only populated if the primary teacher, teacher or section staff are assigned to the section after the first day of the first schedule term, or if the primary teacher, teacher or section staff are no longer assigned to the section before the end of the last scheduled term.</p> <p>Assignment start dates are inclusive of the date entered. Like other date fields in Campus, a start date of September 15 means the assignment starts at 12:00am on September 15, and an end date of October 15 means the assignment ends at 11:59pm on October 15.</p> <p>Assignment dates cannot exceed the section's term start or end dates. If a section meets for multiple terms, the earliest term start date and latest term end date is used. For example, an assignment start date of November 1 cannot be entered for a section that meets January-March.</p>	<p><a href="#">Staff Student Course Template</a></p>

Field	Description	Incl. in Report
<b>Access to Section Dates</b>	<p>Entered dates determine when a primary teacher or teacher can access course information in Campus Instruction (Grade Book, Planner, etc.). There are two options:</p> <ul style="list-style-type: none"> <li>• <b>Unrestricted</b> - No specific dates need to be entered (the date fields cannot be populated). Allows access to Campus Instruction tools without restriction for the duration of the calendar year.</li> <li>• <b>Date Range</b> - Specific dates do need to be entered in <i>mmddyy</i> format or by using the calendar icon to select a date. Access to Campus Instruction tools is limited to the time between the entered dates. For example, a primary teacher is going on Family Leave for a 12 week period. The teacher taking over that section (a long-term substitute) would be assigned as the staff person during that time. This teacher would also be assigned Access Dates during that time period. When the primary teacher returns, the substitute would no longer have access to Campus Instruction for that section.</li> </ul> <p>Access dates can be used to prevent a teacher who already has calendar access to the upcoming school year from accessing Campus Instruction tools before a specific date. Access dates can also be used to provide a teacher or staff person access to Campus Instruction tools only for a certain date range.</p>	<a href="#">Staff Student Course Template</a>
<b>Percent</b>	<p>If there is more than one teacher assigned to a course, the Percent field indicates the amount of time the teacher is assigned to the course. The percent reports as a decimal. For example, 50% equals .5. On the extract, this value reports in the <b>Instructional Responsibility Weight (Linkage Duration Adjustment)</b> field.</p>	<a href="#">Staff Student Course Template</a>