Section Staff History (New Jersey)

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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.

> This article details fields specific to New Jersey districts. The Staff History article provides additional information on this tool's functionality.

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 in 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 in 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, and 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, and 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; it will only be 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, and 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; it will only be 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.