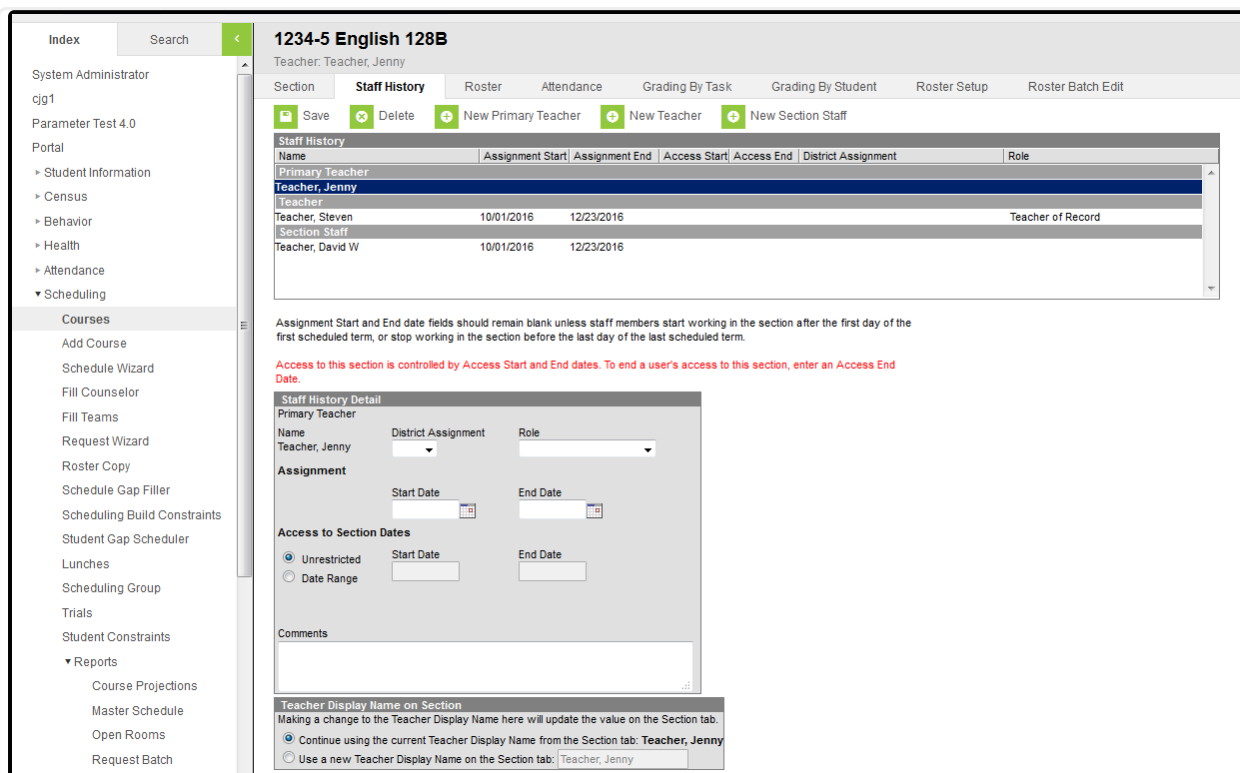# Staff History [.2211 - .2319]

Last Modified on 07/24/2023 2:31 pm CDT

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Classic View: Scheduling > Courses > Sections > Staff History

Search Terms: 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.

ISection Staff History Editor

As part of the America COMPETES Act (America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science Act of 2007), school districts need to track which teachers were teaching which students at any point in time.

A [Staff History Report](#) is available to quickly find course sections that do not have a Primary Teacher assigned.

Active primary teacher, teacher and section staff information display on the Section tab as read-only fields.
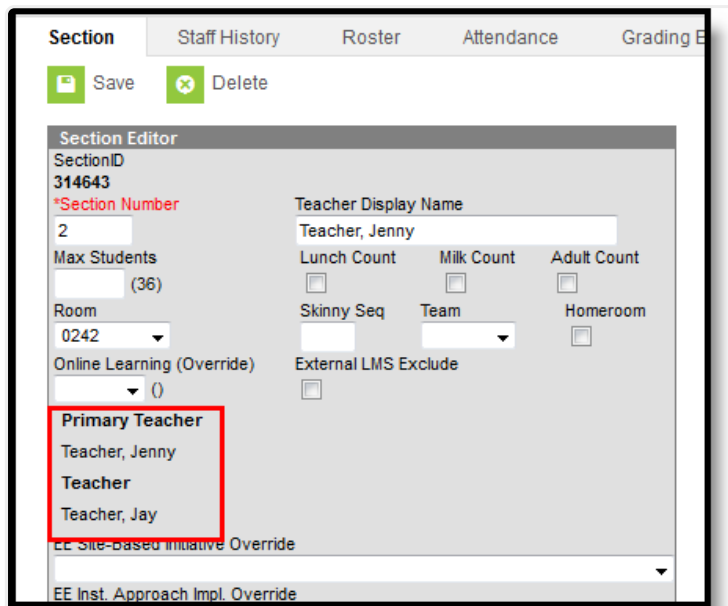
Image 2: Course Section Detail - Read-Only Fields

State Edition

For District Edition users that sync data to a State Edition, all section staff records will sync even though those records are not visible in the interface.

A message indicating there is no primary teacher assigned displays when the current date is before the start of a term and there is no primary teacher assigned for at least the first date of the term.

Staff History Information in Ad hoc Query Wizard

Staff History information is available in the Query Wizard for Student data types and Course/Section data types.

When building Student data type filters, the fields are available in the **Learner > Schedule > Course/Section > Staff History** folder. When building Course/Section data type filters, the fields are available in the **Section Information > Staff History** folder. The same fields are available in each location.

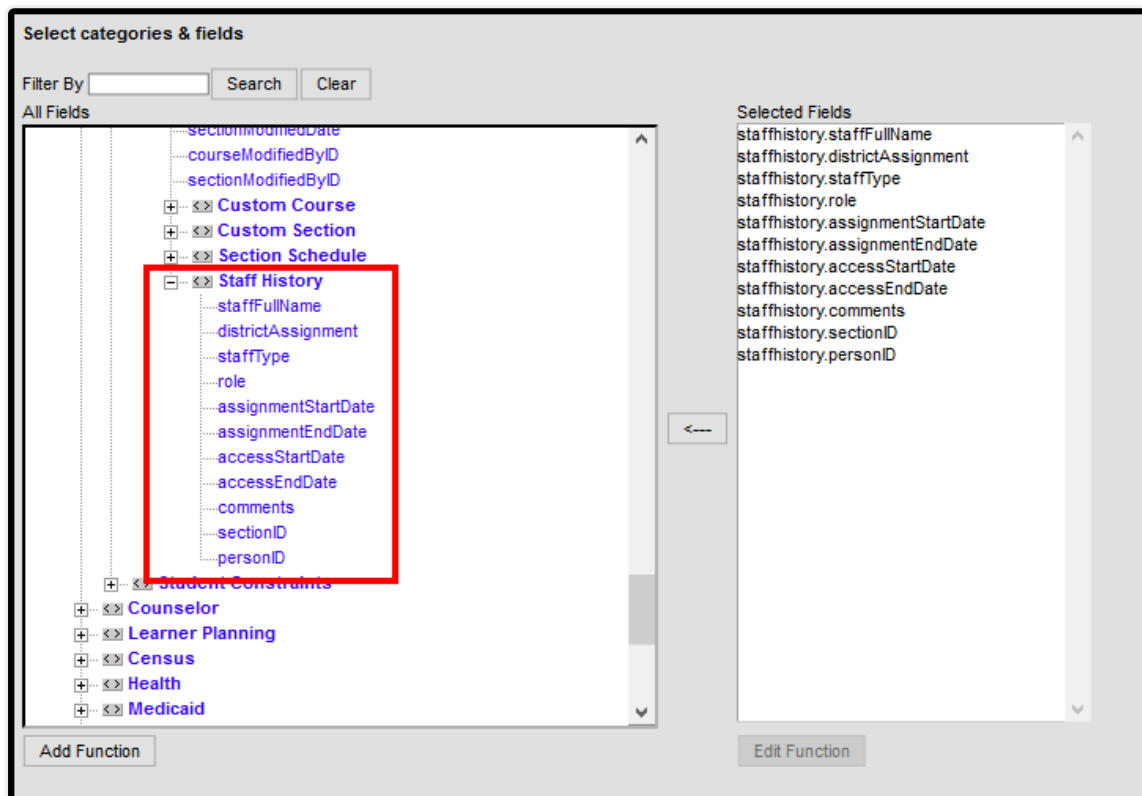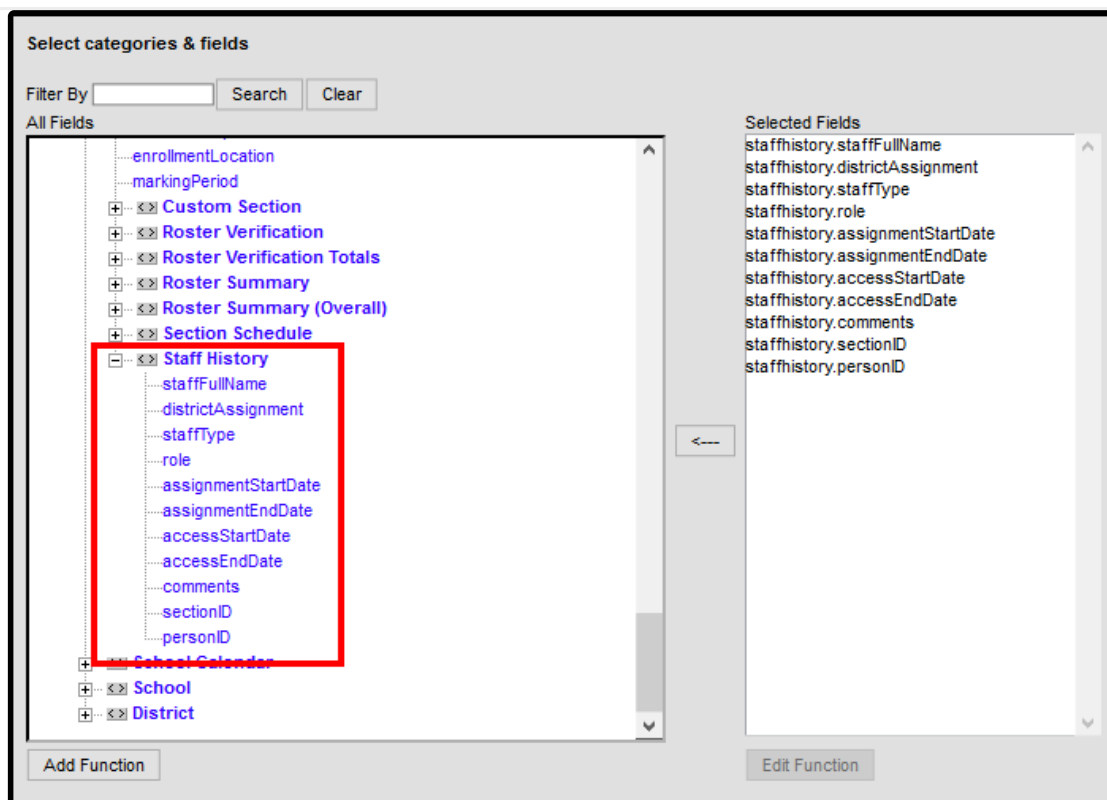*Image 3: Staff History Ad hoc Fields for Student Data Type Filters*

Image 4: Staff History Ad hoc Fields for Course/Section Data Type Filters

See the Staff History Editor section below for the related Ad hoc field and information on how that

field returns data.

The following Ad hoc fields are not included on the Staff History Editor but are part of the Staff History table, and return the following information:

- staffhistory.staffType - Reports values of P (Primary Teacher, T (Teacher) or S (Section Staff), depending on the type of staff the person is for that section.
- staffhistory.sectionID - Returns the numeric value of the Course Section ID, located on the Section Editor.
- staffhistory.personID - Returns the numeric value of the staff person's Identity record in Campus, located on the Identities or Demographics editors.

Staff History Editor

Only core fields are defined here. Fields used for localized state reporting are not included.

The Staff History editor consists of the following areas:

- Staff History list of teachers and staff past and present, listing their start and end dates and the District Assignment.
- Staff History Detail that notes selected teacher/staff person's start and end dates (if any) of the section. This includes current start dates and future states.
- Teacher Display Name on Section that determines what teacher name displays on the Sections tab.

In addition to these areas, text explanation of the use of the Start and End Date field exists. The action bar provides options for adding a new primary teacher, new teacher or new section staff, as well as saving and deleting assigned staff.

Image 5: Staff History Editor Breakouts

The following 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.

Data Element	Description	Ad hoc Field Name

Data Element	Description	Ad hoc Field Name
Name	Name of the teacher assigned to the course. Primary Teacher, Teacher and Section Staff names display if assigned to the section. • A **Primary** teacher is the main teacher assigned to the section, spends the most time instructing the students, and is often responsible for organizing lesson plans, grading assignments, and performs the main duties of a teacher in the classroom.This person's name is usually the name entered in the Teacher Display Name field and included in classroom reports. • A **Teacher** is the second instructor in the room, still leads instruction time, but not as much as the Primary Teacher. This could be a para teacher, or a rotating elective teacher, or in some instances when the classroom population is higher, a second teacher is assigned to balance instruction time. • A **Section Staff** does not instruct the students, but is in the classroom and assists the primary teacher and teacher with classroom management.	staffhistory.staffFullName Reports staff in First Name, Last Name order

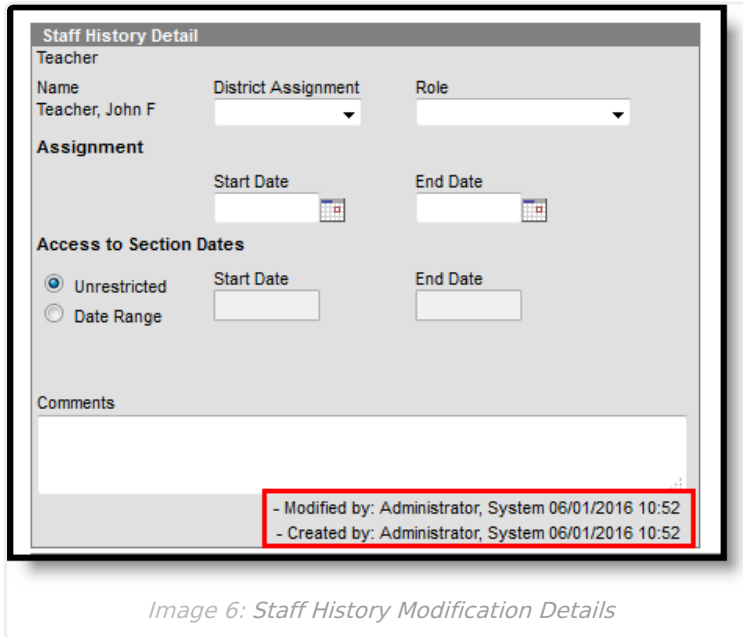| Data Element	Description	Ad hoc Field Name
District Assignment	Displays the staff person's district assignment record as entered on the District Assignment tab. This field pulls the Title (or, in some locations, the State Title) assigned to the selected staff person on the District Assignment record. Only assignments within the current school will be available for selection. This field is not required. Once a District Assignment selection has been made on the Staff History Editor, the following logic is applied: • Users may not remove a District Assignment when that staff person has a section assignment. A warning message will appear indicating that the District Assignment is linked to a Course Section. • Users may not remove the Title/State Title selection from the District Assignment when the staff person has a section assignment. A warning message will appear indicating that the District Assignment is linked to a Course Section. • Users may not remove the Teacher checkbox selection when that staff person has a section assignment. A warning message will appear indicating the District Assignment is linked to a Course Section. When a District Assignment is ended for a teacher, the start and end dates of the District Assignment display in the selected District Assignment option.	staffhistory.districtAssignment

Data Element	Description	Ad hoc Field Name
Role	*This field is not available in all states and options may vary per state.* Determines the assigned position of the primary teacher, teacher or section staff. This is used in state reports and indicates the teacher of record for the section or indicates the assignment is not state reported.	staffhistory.role Reports assigned code (TR, NR, etc.).
Assignment Start and End Dates	Dates the staff person began and ended the teaching assignment on the course section. Dates can be entered in *mmddyy* format or can be selected using the calendar icon. 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. 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. 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. Note that assignment dates for primary teachers cannot overlap.	staffhistory.assignmentStartDate staffhistory.assignmentEndDate Returns the entered date in MM/DD/YYYY format.

Data Element	Description	Ad hoc Field Name
Access to Section Dates	Entered dates determine when a primary teacher or teacher can access course information in Campus Instruction (Grade Book, Planner, etc.). There are two options: • **Unrestricted** - 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. • **Date Range** - Specific dates do need to entered in *mmddyy* 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. 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.	staffhistory.accessStartDate staffhistory.accessEndDate Returns the entered date in MM/DD/YYYY format.
Comments	Indicates why the teacher was added, what changed were made to the teaching assignment, etc.	staffhistory.comments

Modification Alerts

When Staff History information is modified, a record of the change is available at the bottom of the **Staff History Detail** editor. This change alert displays the name of the user who made the

modification, the date of the modification and the time.

Image 6: Staff History Modification Details

Teacher Display Name on Section

The Teacher Display Name may be modified on the Staff History tab. Users can select one of the following options:

- **Continue using the current Teacher Display Name from the section tab.** This selection will continue to display the primary teacher's name as it is currently entered.
- **Use a new Teacher Display Name on the Section tab.** When this option is selected, the person making the change can enter in the display name. This is helpful in elementary schools where the primary teacher name is displayed along with breakout section teachers, like music teacher or the art teacher.

When choosing **Continue using the current Teacher Display Name from the Section tab**, the Section tab displays the teacher's name as entered on the Staff History tab.

When choosing **Use a New Teacher Display Name** on the Section tab, enter the name of how it should display and click the Save button. The Section tab will display the teacher's name as entered on the Staff History tab.

Image 7: Teacher Display Name

For the addition of a **New Primary Teacher**, the default option is *Use a new Teacher Display Name on the Section tab*. For the addition of a **New Teacher** or a **New Section Staff**, the default option is *Continue using the current Teacher Display Name from the Section tab*.

Add 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. The **Staff History Detail** editor appears.
2. Select the primary teacher's **Name** from the dropdown list.
3. Select the **District Assignment** from the dropdown list.
4. If necessary, select the primary teacher's **Role** from the dropdown list.
5. If this primary teacher is started after the start of the term or ending before the end of the term, enter the **Assignment Start Date** or **Assignment End Date** (best practice is to leave it blank).
6. Choose the appropriate option for this primary teacher's **Access to Section Dates** by choosing the **Unrestricted** radio button or the **Date Range** radio button, and enter dates if appropriate.
7. Enter any necessary **Comments** for this staff history entry.

8. Determine how the **Primary Teacher's** name should display on the Section Tab.
9. Click the **Save** icon when finished. The primary teacher will appear in the Staff History list and be viewable on the Course Sections tab.

Add 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. Select the **District Assignment** from the dropdown list.
4. If necessary, select the teacher's **Role** from the dropdown list.
5. If this teacher is started after the start of the term or ending before the end of the term, enter the **Assignment Start Date** or **Assignment End Date** (best practice is to leave it blank).
6. Choose the appropriate option for this teacher's **Access to Section Dates** by choosing the **Unrestricted** radio button or the **Date Range** radio button, and enter dates if appropriate.
7. Enter the **Start Date** (best practice is to leave it blank).
8. Enter any necessary **Comments** for this staff history entry.
9. Determine how the Teacher's name should display on the Section Tab.
10. Click the **Save** icon when finished.

Add 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.

> Section Staff data is used for reporting purposes in some states. Users who are Section Staff do not have access to the course tools for this section under Campus Instruction.

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. Select the **District Assignment** from the dropdown list.
4. If necessary, select the section staff's **Role** from the dropdown list.
5. If this section staff started after the start of the term or ending before the end of the term, enter the **Assignment Start Date** or **Assignment End Date** (best practice is to leave it blank).
6. Enter any necessary **Comments** for this staff history entry.
7. Determine how the section staff's name should display on the Section Tab.
8. Click the **Save** icon when finished.
9. Click the **Save** icon when finished.

End 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 **Assignment End** Date.
3. Enter an **Access End Date**.
4. Click the **Save** icon when finished.

Staff History Validations

The following validations occur when entering data on the Staff History tab.

Validation	Logic
Automatic End Date Behavior for Primary Teacher	This validation occurs when the section has an existing active primary teacher and a new primary teacher is added to the section. A section can only have one active Primary Teacher for any given day.
Automatic End Date Adjustment Behavior for the Primary Teacher Record	If the primary teacher has been ended on some date and a new primary teacher is created, but the start date is before the end date of the previous primary teacher, the result in an adjustment of the previous primary teacher end date).
Historical Record Overlap	A historical primary teacher record exists for a person and a new primary teacher record exists for the same date range.
Self Overlap	A primary teacher record exists for a staff person. Adding a non-primary teacher record for the same person during the same date range causes two records for the same section at the same time.