Managing Teacher Class Assignments

To allow for more accurate tracking of teacher class assignments, the Class Schedule panel in SIM has been enhanced. In the Class Schedule panel on the Master Schedule page for high schools and on the Class Setup page for elementary schools, schedulers can assign multiple teachers to a class, indicate what type of role each teacher plays in the class, and view a history of teachers who were assigned to the class.

**IMPORTANT:** For the initial roll out of this enhancement, CPS will be tracking the “Teacher of Record” only in this panel. Any other teachers assigned to a class will be set to “N/A” for teacher role.

Assigning a Teacher to a Class

**Note:** If an Elementary School is assigning a teacher to a homeroom, continue to use the School Setup > Homerooms page to make this assignment. Do not use the Class Setup page for assigning a teacher to a homeroom.

The following steps detail how to assign a teacher to a class:

1. On the Home Page, on the horizontal Menu bar, under Admin, click Scheduling.

   ![Menu Bar](image)

2. On the Scheduling page, under Step 5, click Master Schedule. The Master Schedule page appears.

   ![Master Schedule](image)

   Or, if logged into an elementary school, under Step 4, click Class Setup. The Class Setup page appears.

3. Click Display All Records.

   ![Display All Records](image)

   Or, under Course Search or Subject Search, search for the class in question using the available criteria.

4. Under Course Search Results or Subject Search Results, select the checkbox for the class in question.
5. Scroll down to the *Class Schedule* panel and complete the applicable information:

<table>
<thead>
<tr>
<th>No.</th>
<th>Button/Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Add Row</td>
<td>Click <em>Add Row</em> to add a teacher to the teacher assignment grid.</td>
</tr>
</tbody>
</table>
| 2   | Teacher Order         | Click *Teacher Order* to change the order in which teacher assignments appear in the grid. *Important:* the active teacher of record must always be in the first row of the teacher assignment grid.  
   *Note:* CPS has added a “teacher sort synch” which will run every 15 minutes and move the active teacher of record to the first row (in the event that the record was not moved manually by the school). |
| 3   | Teacher Class Role    | For the initial roll out of this enhancement, CPS is tracking “Teacher of Record” only. All other teachers will be “N/A.”                      |
| 4   | Start Date / End Date | The start and end dates must fall within the term dates, as stated in the *Term* field.                                                     
   *The* Start Date *is the date the teacher is assigned to the class.*  
   *The* End Date *is the date the teacher stopped performing the role in the class.*  
   *Note:* the system has built-in rules to prevent more than one teacher of record within the same start date and end date. |
| 5   | Conflict Messages     | Teacher conflict information displays here. The class record can be saved even when there are teacher class assignment conflicts.             |

*Note: Elementary Schools will have one full year term, titled FYT (Jul 01 – Jun 30).*