

HOW TO ADD OR DELETE STAFF IN MAPLEWOOD

ADDING NEW STAFF MEMBERS

You need to add all the teaching staff into your school in Maplewood. The process is similar to adding a student but simpler. Below is a screenshot of the **Staff, Add New Staff Member** screen.

Enter the name of the staff member. It is not necessary to include both **Surname** and a **Legal Surname**. **Middle Name** and **Title** are optional as well. The **Usual Name** will automatically populate with the first name.

Gender has to be entered.

Birthdate is *not* necessary to include

Select a **connectEd** security group if the staff member will be connecting through connectEd. The default is **Teacher** and this works 99 % of the time.

The screenshot shows a dialog box titled "Add New Staff Member" with the following fields and values:

- Surname: Smith
- Legal Surname: (empty)
- Given Name: Tiktala
- Middle Name: (empty)
- Usual Name: Tiktala
- Employee Number: 0580100
- Teacher Cert. #: 939999
- Gender: Female (selected)
- Birthdate: MM/DD/YYYY
- Role: T
- Teach?:
- connectEd Security User Group: Teacher

An employee number must be created and must be unique. Use the following convention to create the number:

<School Number><4 digits>

For example at Jonah Amitnaaq Secondary School, 0580001 would be the first staff member, 0580002 would be the second staff member, etc.

The **Nunavut Teacher certificate number** should be entered here. If it is not known, there will be a message allowing you to skip on exit. See the Notes for more information.

The **Role** defaults to **T** for **Teacher** and the **Teach?** checkbox should be checked. Use **Role = P** for Principals and Vice-Principals. Consult the Notes for more information if this person has a different role.

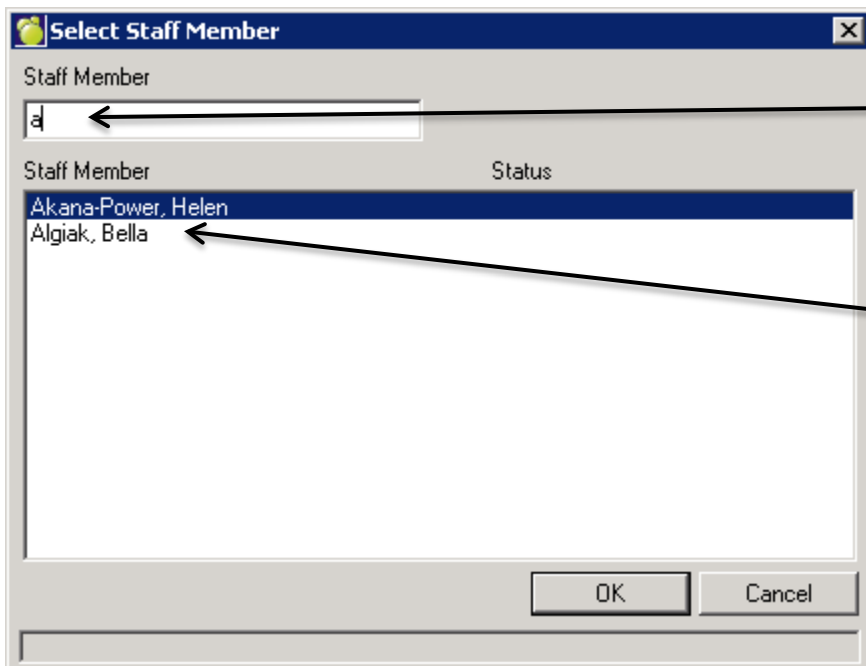
Notes

- **Roles** are predefined settings in the database which can affect what or how a user can access menu items and fields. The default is **T** for teacher. The following Roles are possible. The ones highlighted **blue** are relevant to schools.
 - **T = Teacher**
 - **P = Principal**
 - **D = SST (Student Support Teacher)**
 - **C = SCC (School Community Counselor)**
 - **H = HQ (HEADQUARTERS)**
 - **O = SOS (SUPERINTENDENT OF SCHOOLS) ROLE**
 - **S = SCHOOL ADMIN (SECRETARY) ROLE**
- *ConnectEd* is the service that Teachers access via a Web browser to connect to the database. **The ConnectEd Security User Group** will default to **Teacher** and is fine in most cases. However, there may be other user groups in the future.
- The **Teacher Certification Number** needs to be entered for school reporting if it's available.

HOW TO DELETE (REMOVE) STAFF MEMBERS

When staff leaves your school for good, you should remove their staff record.

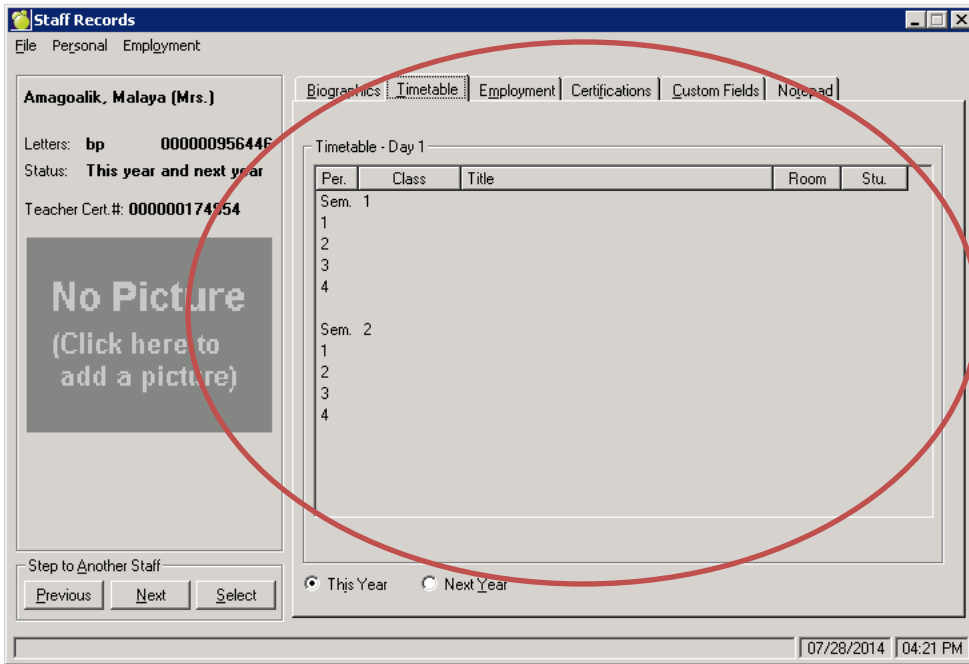
1. Go to **Staff, Staff Records**
2. Type the first letter of the last name of the staff member (e.g. 'a'). Double click the name of the staff member when you see it show up in the list.



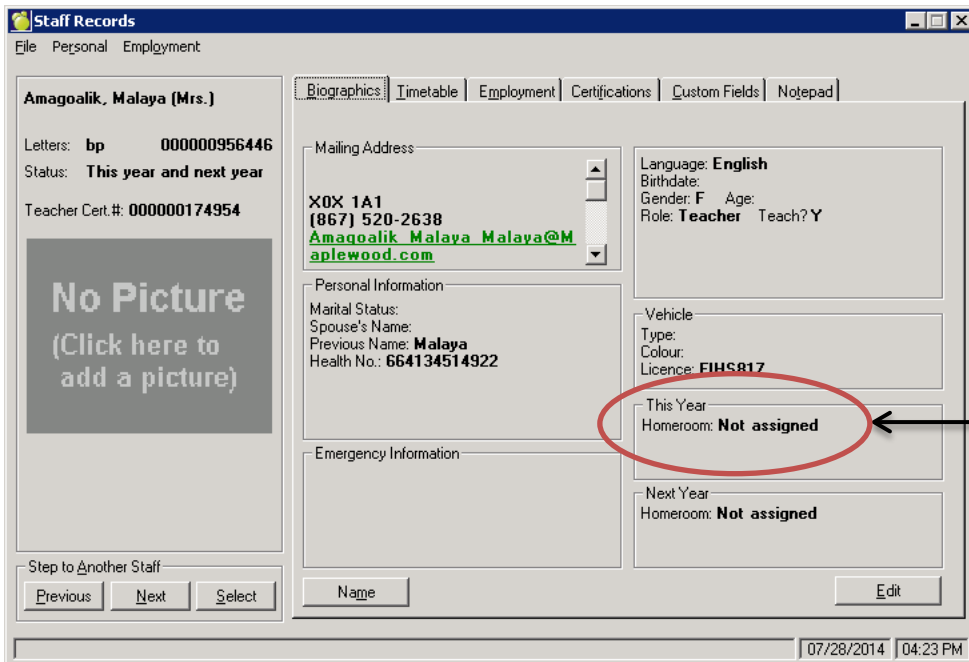
Type the first letter of the last name of the staff member

Double click the staff member's name to open his/her record

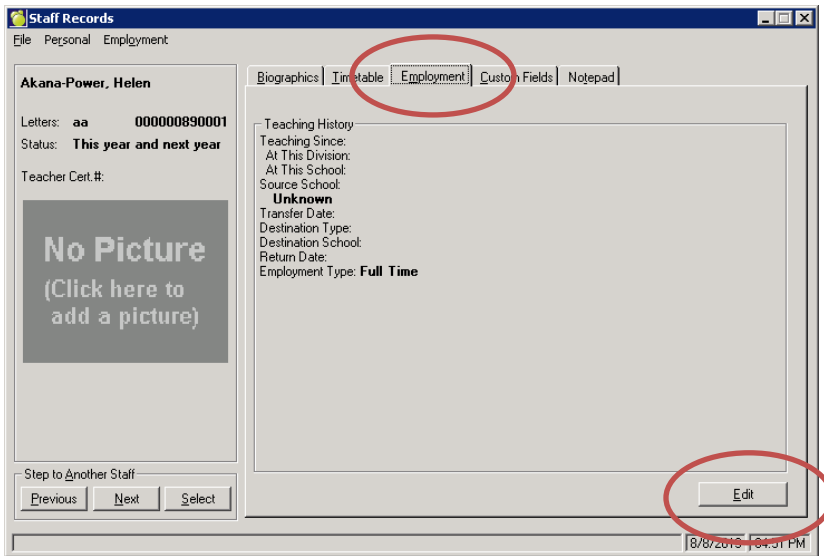
3. Go to **Timetable tab**. If there are Classes showing in the Timetable tab, then you cannot remove the staff member; you will first have to go to **File, School Setup, Classes** to unassign this teacher from any classes that she may be teaching. The teacher below has nothing and is ready to be removed from the staff records.



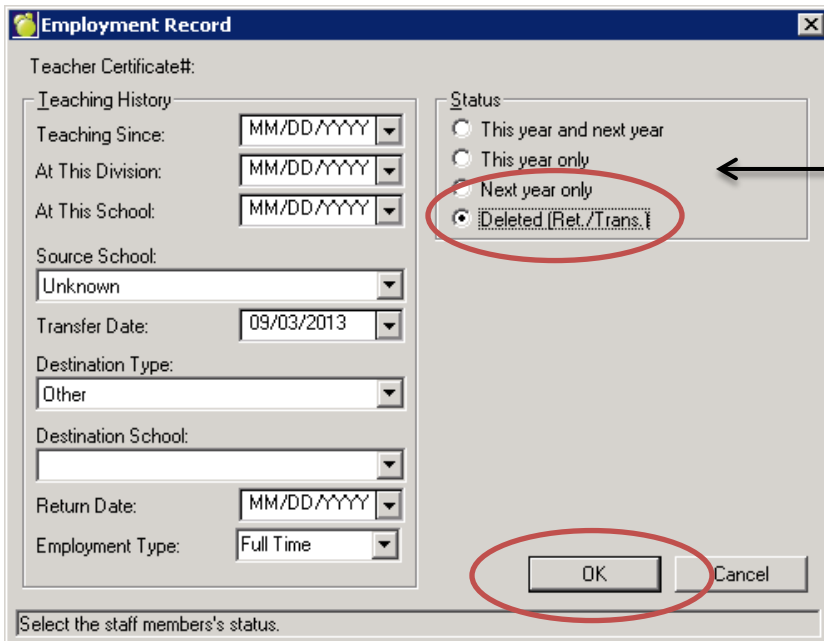
4. Go to **Biographics tab** to make sure the teacher has not been assigned to a **Homeroom**. If the teacher has been assigned to a Homeroom, then you must first go to **File, School Setup, Rooms/Homerooms** to unassign the teacher from the Homeroom. The teacher below has "Not Assigned" next to Homeroom. That is how it should look.



5. Finally, go to **Employment** tab and click **Edit**.



6. Select **Deleted (Ret./Trans.)** and click **OK**.



If this area is grayed out, it means that you cannot Delete the staff member yet because they have been assigned to homerooms or classes. If so, go back to steps 3 and/or 4 to fix this. Then come back here again.

That's it!