

ReadyResults.net

2014

Teacher Assignments

For Administrators

For help, send email to:

help@readyresults.net

or call:

877-456-1547

Table of Contents

Overview	1
Defining Teacher Types	1
Adding Teacher Names	3
Assigning Students to a Teacher	3
Related Documents.....	5

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Overview

You can use online interfaces in the Utilities Console in ReadyResults to work with teachers and teacher assignments. This document provides detailed information on:

- Defining Teacher Types
- Entering teacher names
- Assigning students to teachers manually

You can also add teachers/Teacher Types and assign students to teachers by importing a data file containing teacher information. For details on doing that, refer to the document, *Importing Student Information*.

Defining Teacher Types

As an administrator, you should add appropriate Teacher Types to the database for your group. Teacher Types refer to the kinds of teachers you will have in the database. This is different than entering the actual teacher names, which is a step you will perform later on. The first step is to decide on the names of the Teacher Types/Fields.

One way to go about choosing names for the Teacher Types is to use grade levels. The idea behind the examples below is that each student has one unique teacher name in each of these fields during the course of his K–12 education. ReadyResults supports up to 50 teacher types. There is no limit to the number of teacher names, but a given student can only be assigned to one teacher name under each of the types. Therefore, each student can have up to 50 types of teachers, plus his or her Current Location teacher, and any teachers associated with tests that he or she has taken.

Here are examples of Teacher Types you could create:

- Grade 3 Teacher
- Grade 4 Teacher
- Grade 7 ELA Teacher
- Grade 7 Math Teacher
- HS Biology Teacher

Another way to define the Teacher Types is by year. For example:

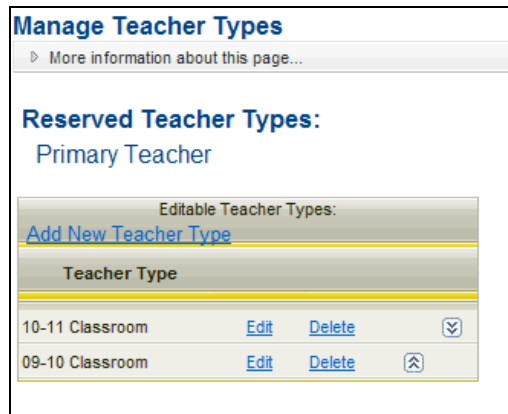
- 08/09 Homeroom Teacher
- 08/09 ELA Teacher (for middle and high school grades)
- 08/09 Math Teacher
- 08/09 Science Teacher
- Etc.

The problem with the latter scenario is that by the end of three or four years, you may be out of Teacher Types. You can then delete a Teacher Type and rename it to something more current.

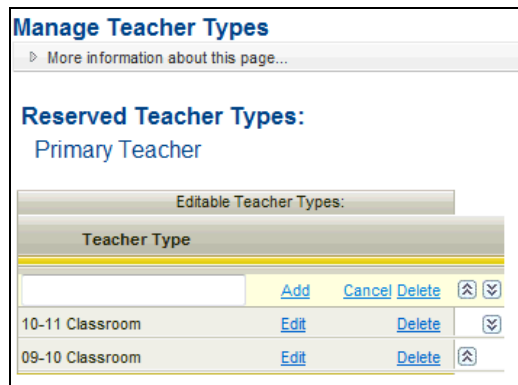
Creating Teacher Types

To define a new Teacher Type:

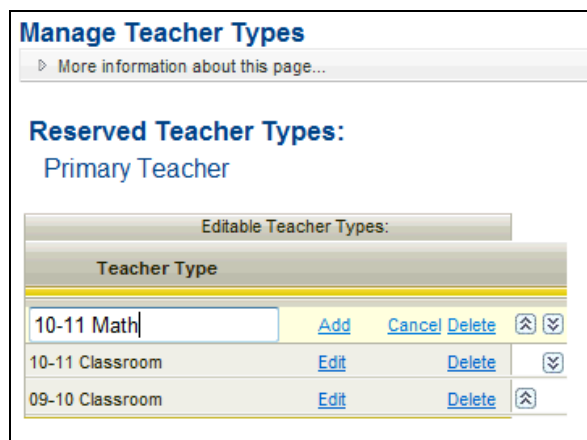
1. Click on **Utilities**.
2. Hover the cursor over the **Student Records** menu, then **Teacher**, and click on **Manage Teacher Types**. The Manage Teacher Types page appears.



3. Click the **Add New Teacher Type** link to open the text field.



4. Enter the name of the new Teacher Type in the text field.



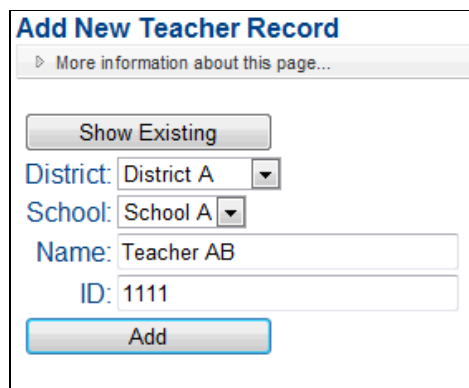
5. Click the **Add** link. The new Teacher Type is added to the list.

Note: If you see a red “System Message” on the menu bar after defining a Teacher Type, click on it and read the message there. Click **Reconcile** if you choose to do so.

Adding Teacher Names

Before assigning teachers to students as certain Teacher Types, you need to add actual teacher names. To add names of specific teachers:

1. Go to **Utilities**, click on the **Student Records** menu, and then highlight **Teacher** followed by **Add**.
2. At the Add New Teacher Record page, select a **District** and **School** from the drop-down menus.



The screenshot shows a web form titled "Add New Teacher Record". At the top, there is a link for "More information about this page...". Below that is a "Show Existing" button. The form contains four input fields: "District" (a dropdown menu with "District A" selected), "School" (a dropdown menu with "School A" selected), "Name" (a text box with "Teacher AB" entered), and "ID" (a text box with "1111" entered). At the bottom of the form is an "Add" button.

3. Enter the name of a teacher in the **Name** field. You may also enter the teacher’s ID if teachers IDs are being used in your ReadyResults.net database. **Note:** Click **Show Existing** to see all the teacher names already in the database for the selected District and School.
4. Click **Add** when you are finished enter a teacher name and ID, if applicable.

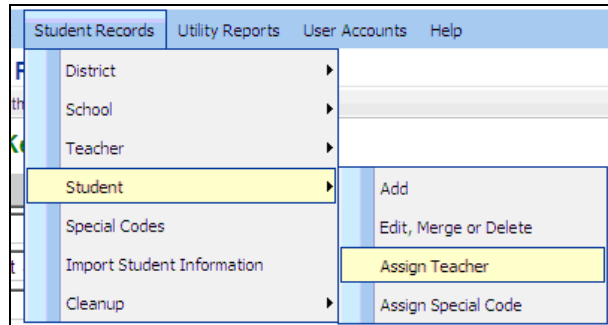
Assigning Students to a Teacher

There are two ways of assigning students to a teacher—by adding students, editing student records, or using the Assign Teacher option.

Adding students or editing student records. When you add students to the database manually, you must assign the students to teachers. You can also make or change teacher assignments when you edit a student’s record. Refer to the document, *Managing Student Records Online at the Building Level* for information on adding students and editing student records. If you are an administrator, you should also refer to *Managing Student Records Online at the Building Level* for more options.

Using the Assign Teacher option. If you are an administrator assigning students to a teacher, you can assign several students to a particular teacher by using the **Assign Teacher** option.

1. Click on **Utilities** and hover over the **Student Records** menu, then **Student**, and click on **Assign Teacher**.



2. Use the drop-down menus to select the current district, school, and grade of the students to whom you are assigning a teacher.

A screenshot of the 'Assign Teacher' page. The title is 'Assign Teacher' with a link to 'More information about this page...'. Below the title is the heading 'Step 1: Choose current location of students'. There are three drop-down menus: 'District' with 'A District' selected, 'School' with 'School AAA' selected, and 'Grade' with '5' selected. A 'Next' button is located at the bottom left.

3. Click **Next** to go to the next Assign Teacher page.
4. Choose a Teacher Type from the **Type** drop-down menu. Choose the teacher name from the **Teacher** drop-down menu.

A screenshot of the 'Assign Teacher' page. The title is 'Assign Teacher' with a link to 'More information about this page...'. Below the title is the heading 'Step 2: Choose new assignment of students'. There are four drop-down menus: 'District' with 'A District' selected, 'School' with 'School AAA' selected, 'Type' with '10-11 Classroom' selected, and 'Teacher' with 'Teacher A' selected. 'Previous' and 'Next' buttons are located at the bottom left.

- Select the specific students to assign to this teacher by clicking in the boxes next to their names. **Note:** To find specific students, enter names, letters, or numbers in any of the text boxes at the top and click on the filter icon to the right of the box.

Assign Teacher
 > More information about this page...

Step 3: Select Students
 District: A District School: School AAA Grade: 5
 Students will be assigned [Teacher A] from [School AAA] as their [10-11 Classroom] teacher

Select All

Select	Last	First	Middle	ID	Grade	Current Location
<input type="checkbox"/>	LastNameA	FirstNameA		88888888	5	Teacher B
<input type="checkbox"/>	LastNameA	FirstNameA	A	111111	5	Teacher B
<input type="checkbox"/>	LastNameB	FirstNameB	B	222222	5	Teacher A
<input type="checkbox"/>	LastNameB	FirstNameB		99999999	5	Teacher B
<input type="checkbox"/>	LastNameC	FirstNameC	C	333333	5	Teacher A

Previous Assign

- Click **Assign** located at the bottom of the list. A summary of the assignment appears.
- If you would like to send the summary to Microsoft Word or Excel, click one of the Export buttons. Click **Export to Word** or **Export to Excel** if you have Microsoft Word or Excel version 2003. Click **Export to Word 2007** or **Export to Excel 2007** if you have version 2007 or higher.

Related Documents

- Managing Student Records Online at the Building Level*—covers basic steps for editing a student record, adding students, and printing class rosters.
- Managing Student Records and the Database Online at the District Level*—provides administrators with options for managing student records at a high level and for performing other administrative tasks.
- Importing Student Information*—describes how to add teachers, Teacher Types, and make teacher assignments by importing a student information file.