

Demographics Phase 2 - Room and Staff Information

Adding Room Information

Room information is used for attendance and scheduling purposes.

To add a room:

1. Select **Registration Center > Room Information**.
 2. Click **New**.
 3. Enter the building, room and any other necessary information. Click **Save**.
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Maintaining Room Information

To update an existing room:

1. Select **Registration Center > Room Information**.
 2. Use **Search** to locate the room.
 3. Select the room from the list.
 4. Make necessary changes and click **Save**.
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Creating A Report of Rooms

To create a listing of rooms:

1. Select **Registration Center > Room Information**.
 2. Use **Search** to create the list of rooms you want to print in the report.
 3. Click **Report**.
 4. From the **My Home** page, open the Room Catalog report and click  to send the report to the printer.
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Demographics Phase 2 - Room and Staff Information

Adding Staff Information

Each staff member will have one unique id in the district. A staff member can be assigned to more than one building.

To add staff members:

1. Select **Registration Center > Staff Information** from the main menu.
2. Click **New** on the Staff Information List page.
Note: You must have district-level security to add new teachers to the district.
3. Enter search data on the Duplicate Staff Search page.
4. Click **Search**.
5. Continue, based on your search results, as follows:
 - If one or more matches are found, the Duplicate Staff List page displays. Click **Select** to add a new building for an existing staff member (see Step 7) or click **New Staff** to add a district record (see Step 6).
 - If no match is found, the Staff District Information page displays for adding a new district record.
6. On the Staff District page, enter the staff ID number and other necessary information. Click **Save** to open the Staff Building Information page
7. Enter the building number and other necessary information and click **Save**.
8. To add the staff member to another building, click **New Staff Building**.

To add staff members to additional buildings:

1. Select **Registration Center > Staff Information** from the main menu.
 2. Use **Search** to locate the staff member.
 3. If the staff member is not assigned to any buildings, click **New** in the building column. Or, select the staff member by clicking on their name and click **New Staff Building** on the Staff District Information page.
 4. Enter the building number and other necessary information and click **Save**.
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Maintaining Staff Information


To update an existing staff member:

1. Select **Registration Center > Staff Information**.
2. Use **Search** to locate the staff member.
3. To update general staff information, select the staff person by clicking the name link and making the necessary changes on the Staff District Information page. Click **Save**.
4. To update building information, click on the building number the staff is assigned to and make the necessary changes on the Staff Building Information page. Click **Save**.

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Creating A Report of Staff Members

To create a listing of staff members:

1. Select **Registration Center > Staff Information**.
 2. Use **Search** to create the list of staff you want to print in the report.
 3. Click **Report**.
 4. From the Home page, open the Staff Catalog report and click  to send the report to the printer.
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