# Bulk Task: Reassign Section Instructors

WebSmart



# 03.14.2019

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# **Bulk Assign Section Instructors**

#### **Bulk Tasks**

The new bulk task is located on the "Bulk Tasks" tab in the Schedule Manager

Sti	Students > Scheduling > Schedule Manager								
	Offering	Periods	Homerooms	Attributes	Calendar	Skill Sets	Policies	Bulk Tasks	
ſ	Edit: Schedule #TEST								
	This view allows authorized users to perform select bulk update functions.								
	Bulk Task Editors								
<	Section Instructors								
	Seassign Section Classrooms								

### Select Role and Staff Member

The first step is to choose a role and staff member to narrow down the list of courses:

tudents > Scheduling > Schedule Manager								
Offering Periods Homerooms Attributes Calendar Skill Sets Policies Bulk Tasks								
Edit: Schedule # TEST								
Reassign Section Instructors								
This view allows you to reassign sections by instructor. First, choose a source instructor to view the rest of the fields. Once selected, you can view all applicable sections in which that instructor is assigned. Next, select the sections you wish to reassign and enter a date in which the reassignment is to take place. Finally, select a destination instructor to receive all selected sections.								
Page Size: 10 Class Role: Teacher Of Record + Name: None Assigned +								
Course Section Number Terms Classes Instructors Role Type								
No Classroom Sections Found								
Records: 0 Page 1 of 1 + O O								
Next SCancel								

For more information

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## Choose Course(s)

Select the course sections to modify or check the select all box if all course sections are to be changed.

Offering Periods Homerooms Attributes Calendar Skill Sets Policies Bulk Tasks														
Edit: Schedule #TEST														
Reassign Section Instructors														
This view allows you to reassign sections by instructor. First, choose a class role and a source instructor. Once selected, you can view all applicable sections in which that instructor is assigned. Next, select the sections you wish to reassign and press next.														
								Page	e Size: 10 🗘 Class Role: Teacher Of Rec	ord 🛊 Name: Smith	n, John		ŧ	
									Course	Section Number	<u>Terms</u>	<u>Classes</u>	Instructors	Role Type
	Physics	02B	1 (2)	8270	Smith	Teacher								
	Physics	03B	1 (2)	8271	Smith	Teacher								
	Concepts of Engineering and Technology	04	1 (1)	8240	Smith	Teacher								
	Concepts of Engineering and Technology	05	1 (1)	8241	Smith	Teacher								
		02 B	2 (2)	8340	Smith	Teacher								
	Physics	03 6												
	Physics All   A   B		IH II I	JIKIL										

Once your selections are complete, click the "Next" button at the bottom of the screen.

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#### Select Changes

On the second screen, choose what changes to make.

- Change role type (ex. 087-Teacher, 047-Substitute Teacher)
- Change staff member
- Unassign role set staff member to "Unassign"

Then select the effective date. Verify the changes you are requesting, and click "Save" at the bottom of the screen to save the changes.

Offering Periods Hom	erooms Attributes Calendar Skill Sets Policies Bulk Tasks							
Edit: Schedule # TEST			📕 Return to list					
Change Verification	hange Verification							
Please fill out the role type you will be assigning, the instructor you are assigning that role to, and the date you want that instructor's role to start for the selected sect								
Class Ro	le:* Teacher Of Record							
Original Instructo	ructor:* Smith, John							
Change to Role Typ	ype:* Teacher 🛟							
Change to Staff:* Unassign								
Effective Da	te* 09/13/2018							
Concepts of Engineering	g and Technology - 04							
Term 1 / 1 - First half o	f a two semester course							
Class Role	Instructor	Role Type	Date Range					
01 - Teacher Of Record	Smith, John	087 - Teacher	08/20/2018 - 11/09/2018					
Concepts of Engineering and Technology - 05								
Term 1 / 1 - First half o	Term 1 / 1 - First half of a two semester course							
Class Role	Instructor	Role Type	Date Range					
01 - Teacher Of Record	Smith, John	087 - Teacher	08/20/2018 - 11/09/2018					
	■Save Save Scancel							

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