

Teacher Assistant Class Transfer

Occasionally, there may be a need to transfer one teacher's preps and grade book information to another teacher. For example, Teacher A is leaving mid-year and Teacher B is assuming responsibility for Teacher A's classes. Instead of Teacher B having to create new preps, assignments, and other grade book information for Teacher A's classes, eSIS allows the transfer of this information from Teacher A to Teacher B.

This feature can also be used to delete grade book detail for a class.

Steps for completing a **TA Class Transfer** must occur in a certain order. The steps for completion are listed in order within this document.

1. eSIS School Setup for the Data Manager
2. Steps for Leaving Teacher
3. Steps for New Teacher
4. Performing TA Class Transfer
5. Matching Preps
6. Copying the Class
7. Final Steps for Data Manager

eSIS School Set Up Steps for the Data Manager

The following steps should be performed by the school data manager:

1. Add the New Teacher to **Staff Maintenance** within eSIS.
2. Add the New Teacher to Security in Webapps.

Warning: Do not type over the old teacher information. Add the New Teacher to **Staff Maintenance** and Security as if it were the first of the school year.

3. In **Course Section Maintenance** change the **Teacher Name** from the leaving teacher to the new teacher for all sections.

Steps for Leaving Teacher

The data manager must obtain a print screen of the **My Options** tab within TAM for the leaving teacher.

- If the leaving teacher is available, have them do a print screen of the **My Options** tab for future reference.

Teacher Assistant Class Transfer

- If the leaving teacher is unavailable, the password can be changed, and a screen shot can be taken by the data manager after logging in using the leaving teacher's user name and new password.

Steps for New Teacher

The new teacher can be referred to the TAM Guide for Teachers located in the library at www.ncwise.org.

1. Receive training including the understanding of choices made on the **My Options** tab and instructions for setting up **Preps**.
2. Create at least one **Prep**.
3. No classes should be selected on the **Prep Details**.
4. At least one **Category** and one **Assignment Type** must be added to the **Prep**.
5. Print a copy of the **Prep Detail** screen.
6. Sit down with the data manager for the **TA Class Transfer** process.

Performing TA Class Transfer

Navigation: eSIS Main Start screen > School > School Information > School Details > More Information > School TA Configuration

1. Click **TA Class Transfer**.
2. Choose the leaving teacher's name in the **From Teacher** drop-down. All classes the teacher is attached to and that have a **Prep** set up will be listed under **Classes**.
3. In the **To Teacher** drop-down, choose the new teacher's name. The new teacher's preps will display under **Preps**.
4. Select one **Class** and one **Prep** by clicking the checkbox.
Note: Classes must be transferred one at a time.
5. Click **Match Preps**.
 - a. On the left side of the screen, match the current associated **Categories** in the **From Teacher** table to the desired **Categories** of the new teacher in the **To Teacher** table.
 - i. The **To Teacher** drop-down **Categories** are brought in from the selected **Prep** of the **To Teacher** on the first screen.
Important: The new teacher should sit down with the data manager for this process.

Teacher Assistant Class Transfer

- b. On the right side of the screen, match the current associated **Assignment Types** in the **From Teacher** table to the desired **Assignment Types** of the new teacher in the **To Teacher** table.
The **Assignment Type** drop down list is populated based on the associated **Prep** of the **To Teacher** selected on the previous screen.
 - c. Once completed, click the **Back Arrow**.
6. Click **Copy Class** to activate the transfer of that class.
 7. Repeat Steps 4-6 for each class to be transferred.

CAUTION: When Transferring Grade book, if there are any Posted grades, they will remain untouched. If the teacher wishes to update the Posted grades with their Prep, then the teacher must obtain administrative approval and repost the reporting term(s). If the teacher does not repost, the average displayed in grade book may differ significantly to what has been posted. This is due to differing weights between teachers and the selections made on **My Options** in TAM.

Final Steps for Data Manager

1. Delete the leaving teacher from Security in Webapps.
2. Leave the leaving teacher in eSIS **Staff Maintenance**. Delete once teachers have been copied to **Next Year** in the Pre-Scheduling process.