





# Editing Teacher of Record

For Gradebook access and proper reporting of Summer PEIMS 305 – Teacher Assignment Records, tracking the changes of the Teacher of Record is important. Accurate dates ensure accurate reporting to the state.

\*Be sure to set the date of the change date the new teacher starts to avoid overriding the original teacher's record.\*

Students > Scheduling > Schedule Manager

- Click the  for the Schedule
- Click the  for the Course
- Click the  for the Section that needs to be updated
- Click  **Edit Schedule Details**
- Use the first drop list for the **Teacher of Record** to select the new teacher
- Use the second drop list to set the **Role ID**: *087-Teacher* or *047-Substitute Teacher* (be sure this is valid)
- Use the date field to define the **Date** the new teacher starts

**Teacher Of Record**







- Click 

Term 1 / 1 - First half of a two semester course			
Class Role	Instructor	Role Type	Date Range
01 - Teacher Of Record	Teacher 1, Staff8309	087 - Teacher	08/27/2012 - 12/03/2012
	Teacher 2, Staff8312	087 - Teacher	12/04/2012 - 01/18/2013
Term 2 / 2 - Second half of a two semester course			
Class Role	Instructor	Role Type	Date Range
01 - Teacher Of Record	Teacher 2, Staff8312	087 - Teacher	01/22/2013 - 06/07/2013

You should see each Teacher of Record listed with their corresponding dates of instruction.

- 
- Click  **Return to section list** to go back to the list of sections for the course (same course)
  - Click  **Return to offering list** to go back to the list of course offerings (all courses)

Repeat these steps for each course affected.