



SchoolPointe Sample

[CMS Home](#) ▶ [Staff Homepage](#)

 [logout](#)

The staff members of your district are available and searchable on the main website in many ways. Use this administrative area to manage your staff members and organize them in ways that make sense to your district.

Use this feature to add a new staff member for the district:

[Add New Staff Member](#) **1**

If you would like a list of staff members for a building, please select it from the list below and click on the 'Go' button.

SchoolPointe Sample **2**

Actions/Activities:

- [Add Staff Member](#)
- [Find A Staff Member](#) **3**
- [Staff Listing](#)
- [Staff Permissions](#)
- [Staff OLC](#)
- [Staff Bulk Import](#) **5**

Staff Name Quick Search

4

Also See:

[Security & Access](#)

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 support


Staff Management

- 1) Add New Staff Member – click here to add a new staff member screen (this is detailed in the next section).
 - 2) Location Selection – select your location from the drop down box to view all staff members associated to that building/location. Once you select the location there are edit/delete options next to each staff member for quick edits.
 - 3) Find A Staff Member – detailed search to find staff members. Use this option or use #4 for a quick search.
 - 4) Staff Name Quick Search – type in the last name of a staff member and click go. It will display all the staff members with the last name on the next screen. You can type in one character or multiple characters of the last name (i.e. “sm” for “smith”).
- Click here to download the staff bulk import template and upload the completed template. This functionality works very similar to the events bulk

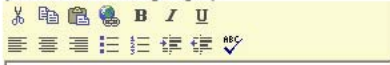


SchoolPointe Sample

[CMS Home](#) ▶ [Staff Home](#) ▶ Add A Staff Member

 [logout](#)

Add A New Staff Member

Basic Information	Qualifications	Assignments
First Name:	<input type="text"/>	
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Title:	<input type="text"/>	
1 Email Addr:	<input type="text"/>	
Phone Num:	<input type="text"/>	
Fax Num:	<input type="text"/>	
Large Photo:	<input type="text"/>	<input type="button" value="Browse..."/> 2
Image size: 250 X 250 (Used in Online Classroom)		
Small Photo:	<input type="text"/>	<input type="button" value="Browse..."/> 3
Image size: 100 X 100 (Used in Staff Listing Pages)		
Bio Text:		
	<div style="border: 1px solid gray; height: 150px; width: 100%; text-align: center; vertical-align: middle;">4</div>	
	HTML <input type="checkbox"/>	
	<input type="button" value="save"/> 5	

Actions/Activities:

[Add Staff Member](#)
[Find A Staff Member](#)
[Staff Listing](#)
[Staff Permissions](#)
[Staff OLC](#)
[Staff Bulk Import](#)

Also See:
[Security & Access](#)

Add A New Staff Member

1) Basic Information – text boxes to enter information about the staff member. First name, last name and email are required before you click on save at the bottom.

2 & 3) Large Photo & Small Photo – not required, but photos can be added for each staff member. Photos should be added from the superintendent, principals and department heads as they will show up on pages designated for each of these people. Large photo should only be added for the Online Classroom while the small photo area is used for the other photos (staff directory, department pages, etc.).

4) Bio Text – area to enter additional information for the staff member. If the staff member has an existing external web address this can also be entered in the bio area.

5) Save – click save and proceed to the Assignments tab at the top of the page. **THIS IS CRITICAL** because you need to assign the staff member or they will not be found in the staff directory since the system will not know how to find them.



SchoolPointe Sample

[CMS Home](#) ▶ [Staff Home](#) ▶ [Staff Member Listing](#) ▶ [Staff Member Detail](#)

[logout](#)

Edit Existing Staff Member: Roger Ahlberg

1

Basic Information | **Assignments** | Qualifications | Delete

Building/District Staff Assignment

Location: SchoolPointe Sample 2

Department: About the District 3

4

Existing Staff Assignments/Departments:

Location	Dept Name	
Pickerington High School Central	Faculty	Delete
Ridgeview Junior High	Faculty	Delete
Harmon Middle School	Faculty	Delete

5

Actions/Activities:

- [Add Staff Member](#)
- [Find A Staff Member](#)
- [Staff Listing](#)
- [Staff Permissions](#)
- [Staff OLC](#)
- [Staff Bulk Import](#)

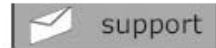
Staff Name Quick Search

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Assignments Tab

- 1) Assignments tab – click on the Assignments tab after you save Basic Information from previous section. This tab is CRITICAL because you always need to assign a new staff member to a location and department or they will be lost in the system if you navigate to another page!
- 2) Location – this drop down will contain the district location and all buildings also. You must first select a location then the second drop down for departments will populate with the correct departments (this might take a second or two).
- 3) Department – this drop down will contain the departments for the location that is selected from the locations drop down located above it. Select the correct department and save (#4)
- 4) Save – pressing this save button will add this staff member to the location and department that you specify above. You can add staff members to multiple buildings by repeating Steps 1-4. This is handy if the staff member works at multiple buildings within the district as they can be found from each location in the staff directory on the public side.
- 5) Existing Staff Assignments – as you click save you staff assignments will appear in this area. As you notice in this example this staff member is assigned to three buildings. Each assignment can be deleted by clicking on the delete to the right of each assignment.



SchoolPointe Sample

[CMS Home](#) ▶ Building Detail Page

[logout](#)

There are many features you can work with to modify your district's school buildings. Through this system you can manage and maintain information about your building's forms, links, and current news articles. In addition you can modify the principal's message, school achievement sections, the building phone directory and school events.

Also See:

Please begin by selecting a school below.

Name	Address	City	Zip	
Pickerington High School Central	300 Opportunity Way	Pickerington	43147	Select
Pickerington High School North	7800 Refugee Road	Pickerington	43147	Select
Ridgeview Junior High	130 Hill Road South	Pickerington	43147	Select
Lakeview Junior High	12445 Ault Road	Pickerington	43147	Select
Diley Middle School	750 Preston Trails Drive	Pickerington	43147	Select
Harmon Middle School	12410 Harmon Road	Pickerington	43147	Select
Fairfield Elementary	13000 Coventry Avenue	Pickerington	43147	Select
Heritage Elementary	100 East Street	Pickerington	43147	Select
Pickerington Elementary	775 Long Street	Pickerington	43147	Select
Violet Elementary	8855 Education Drive	Pickerington	43147	Select
Tussing Elementary	7117 Tussing Road	Reynoldsburg	43068	Select
Learning Steps Preschool	130 Hill Road South	Pickerington	43147	Select

1

1) Clicking on Building Management from the CMS will bring you to this page that lists the buildings that you are assigned to currently. Logged in as a system administrator you should be able to click on select next to each building to edit building information.

Building Details



Pickerington High School Central
300 Opportunity Way

Pickerington OH 43147
General School Email:
School Hours of operation 7:15 A.M. -5:00 P.M.

[edit](#)

1

Actions/Activities:

- [Building Forms](#)
- [Building Links](#)
- [Building Events](#)
- [Building News](#)
- [Building Photo Gallery](#)
- [Newsletters](#)
- [School Achievement](#)
- [Building Food Service](#)
- [Principal's Msg](#)
- [Content Pages](#)

5

Building Phone Directory

Phone Number	Type	
614-798-8921	Absence Hotline:	Edit
(614) 833-3046	Athletic Office:	Edit
(614) 833-3036	Attendance:	Edit
614-798-2199	DSN Fax	Edit
(614) 833-3067	Fax Guidance:	Edit
(614) 833-3062	Fax:	Edit
(614) 833-3038	Guidance:	Edit
(614) 833-3025	Main:	Edit
(614) 833-3040	Media Center:	Edit

2

[add](#)

(To add a new phone number to the directory.)

Building Departments

Name	Email	Dept Head	
Faculty		andy Canter	Edit
Math			Edit
Principal		Chuck Kemper	Edit
School Profile		andy Canter	Edit
Science			Edit

3

[add](#)

(To add a new department to this school)

Building Principal & Asst's

First Name	Last Name	Type	
Chuck	Kemper	Principal	Delete
Tammy	Bader	Asst. Principal	Delete

4

[add](#)

(To assign a new building principal or assistant principal)



SchoolPointe Sample

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[logout](#)

Actions/Activities:

- [Building Forms](#)
- [Building Links](#)
- [Building Events](#)
- [Building News](#)
- [Building Photo Gallery](#)
- [Newsletters](#)
- [School Achievement](#)
- [Building Food Service](#)
- [Principal's Msg](#)
- [Content Pages](#)

Edit Building Details

School Name: **1**

Address Line 1:

Address Line 2:

City, State, Zip:

General Email:

School Hours:

School Hours of operation 7:15 A.M.
-5:00 P.M. **2**

HTML


School Image:

**3****4**



SchoolPointe Sample

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Building Phone Directory **1**

Phone #:

Directory Category: **2** [New Category](#)


3

Actions/Activities:

- [Building Home](#)
- [Forms](#)
- [Links](#)
- [Events](#)
- [Current News](#)
- [Newsletters](#)
- [Principal Msg](#)
- [Achievement](#)



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SchoolPointe Sample



Manage Building Departments

1

Department Is Active
Department Name:

2

Staff Contact: [Find Staff Member](#)

Dept Page Content:

B *I* U x²
x₂ ABC ABC ✓

HTML

Department Email:

Department Photo:

Remove Existing Photo

3

Actions/Activities:

- [Building Forms](#)
- [Building Links](#)
- [Building Events](#)
- [Building News](#)
- [Building Photo Gallery](#)
- [Newsletters](#)
- [School Achievement](#)
- [Building Food Service](#)
- [Principal's Msg](#)
- [Content Pages](#)



Pickerington High School Central
300 Opportunity Way

Pickerington OH 43147

General School Email:

School Hours of operation 7:15 A.M. -5:00 P.M.

[edit](#)

- [School Achievement](#)
- [Building Food Service](#)
- [Principal's Msg](#)
- [Content Pages](#)

Building Phone Directory

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(614) 833-3038	Guidance:	Edit
(614) 833-3025	Main:	Edit
(614) 833-3040	Media Center:	Edit

[add](#)

(To add a new phone number to the directory)

Building Departments

Name	Email	Dept Head	
Faculty		andy Canter	Edit
Math			Edit
Principal		Chuck Kemper	Edit
School Profile		andy Canter	Edit
Science			Edit

[add](#)

(To add a new department to this school)

Building Principal & Asst's

First Name	Last Name	Type	
Chuck	Kemper	Principal	Delete
Tammy	Bader	Asst. Principal	Delete

2 [add](#)

(To assign a new building principal or assistant principal)

Assign A New Principal

Staffmember: **3** **Select A Staff Member**

Last Name: **4**

Type: **5**