Assigning Job Functions

ProgressBook® DataMap

> *Only users with appropriate security access in StudentInformation can assign job functions, which are assigned in StudentInformation.*

Log in to StudentInformation and navigate to **StudentInformation > Management > Security > View Staff Members**.

1 On the **View Staff Members** screen, to search for a staff member, enter their **Staff Member Name** and/or their **Assigned Username**.

2 Click **Search**.

3 In the search results grid, click ✏ to the left of a staff member's last name to edit their record.

The **Security - Staff Member** screen displays.

4 Click the **Staff Member Schools** tab.

5 To edit the staff member's job function, in the row of the correct school year, click ✏. Or, to add a new job function, click **Add**.

A dual listbox displays.

6 If you are adding a new job function, select the **School** and **School Year** for this job function from the drop-down lists. If you are editing an existing job function, these fields are already selected.

7 To add the desired job functions to this staff member, select a job function from the **Available Job Functions** box on the left and click ➡ to move it to the **Selected Job Functions** box on the right. *(For a complete list of job functions, reference the DataMap Job Functions QRC.)*

8 Click **Save**.

ProgressBook ▾ ≡

StudentInformation > Management > Security > View Staff Members

View Staff Members

Staff Member Name: _____   Assigned Username: _____   Show Active Only: ☑   Search

Add Staff Member To: SATraining1 ▾   Go

View Staff Members

Staff Member Name: smiles   Assigned Username: Teacher1   Show Active Only: ☑   Search

Add Staff Member To: SATraining1 ▾   Go

		Last Name	First Name	Staff Code	District	Domain	Username	Active
🗑	✏	Smiles	Vicki	TW1001	SATraining1	SATraining1	Teacher1001	🟢
🗑	✏	Smiles	Mary	TW1	SATraining1	SATraining1	Teacher1	🟢

Security - Staff Member: Mary Smiles

Staff Members | **Staff Member Schools**

Staff Code:* `TW1`

Social Security Number: `015-12-3401`

First Name:* `Mary`

Last Name:* `Smiles`

Address: `8001 1st Street`

Staff Members | **Staff Member Schools**

Add ← Click to add new job function

		School	School Year	Job Functions	Active
🗑	✏	SATraining1 Elementary School	2018-2019	Teacher	🟢
🗑	✏	SATraining1 High Sch	Click to edit existing job function		🟢

School: `- SATraining1 Elementary School` ▾   School Year: `2018-2019` ▾

Allow Staff Member to view all Students in EZ Query: ☐   Is Active: ☑

Available Job Functions
All
Principal
Superintendent
Secretary
Media Specialist
EMIS Coordinator
Technology Coordinator
Curriculum Coordinator
Bus Driver
Cafeteria Worker

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Selected Job Functions
Teacher

Save   **Cancel**