

Campus Audit Prep

How to make your annual audit more effective
and accurate

Controllable Asset Management





Agenda

What we'll learn today

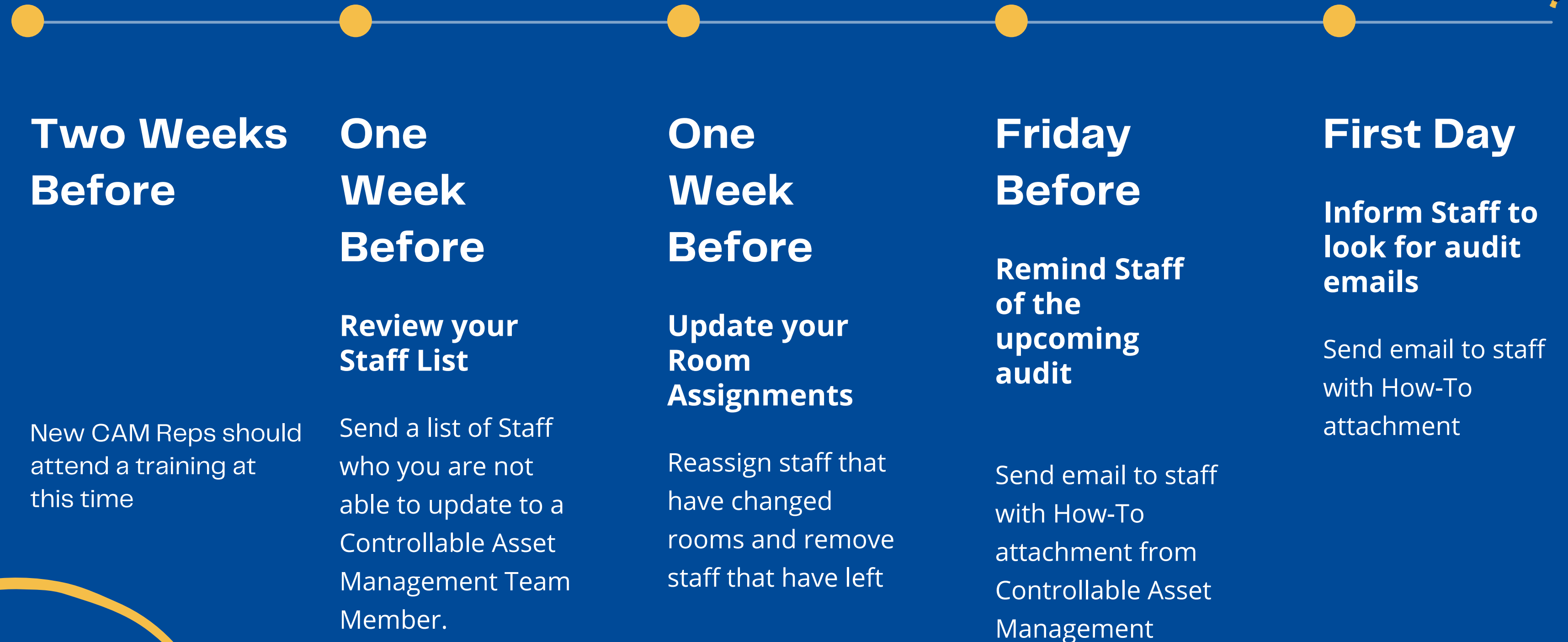
01

Updating your Staff List

02

Updating your Room
Assignments

Campus Audit Prep Timeline



Updating your Staff List

01

Make sure your Campus Staff Roster is up to date

02

Go to your Staff page in TIPWeb-IT

03

Using your updated roster, locate any staff members on your Staff page that have left your campus

04

If the staff member does not have a device assigned, click on the 🖱️ and uncheck the Active box. Click on 💾

05

If the staff member has a device assigned and turned it into your campus, Collect the device using the 📦 to the right of the device. Use Step 4 to then inactivate.

06

If you have staff members with devices assigned and they were not turned into your campus, send a list of those staff members to the CAM department



is located to the right of the device assigned to the staff member

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Updating your Room Assignments

01

Make sure your Campus Staff Roster is up to date

02

Go to your Room screen in TIPWeb-IT

03

Start with the first room on your roster. Go to the corresponding room in TIPWeb-IT.

04

Click on the Room Number to expand and then click on the Staff tab.

05

Any currently assigned active staff members will be displayed in the Staff tab.

06

To assign a staff member to the room, click on the  next to the Staff ID box. Search for the staff member and click on Select.

07

To remove a staff member, click on the  to the right of their name.

08

Go to the next room on your roster list.



TIPWeb-IT Room Page

When you add or remove a staff member, you do not need to Save the changes


114 Bryan Elementary
Rooms

Switch to site...

Site Tools

- Issue to Staff
- Issue to Students
- Print Tags
- Quick Collect
- Room to Room
- Tag Export

Transfer Tools

- Initiate Transfer
- Receive Transfer
- Transfer History

Management

- Department Settings
- Merge Rooms
- Room-Staff Import
- Vendors

Recent Activity

- Modified: WALKERIDF06
- Modified: WALKERIDF05
- Modified: WALKERLAB219AS01
- Modified: WALKERLAB207AS01
- Modified: WALKERLAB214AS01

[Support Center](#)
[Mobile Site](#)
[Mobile-IT Setup](#)

[Home](#) [Catalog](#) [Purchasing](#) [Rooms](#) [Staff](#) [Students](#) [Tags](#) [Audits](#) Tag / Serial

[Help](#) [Lyn Wilkerson](#)

[Add Record](#) ☐ Show Inactive

Please Select Room Report... [Refresh](#)

	Room Number	Description	Room Type	Other	Staff Assigned	Actions
>	764864 119	119-Dyslexia Room	Classroom		0	  
>	764865 221	221-CR	Classroom		0	  
>	764866 126	126-CR	Classroom		1	  
>	764867 117	117-Office	Office		1	  
>	764868 217	217-Data Room	Classroom		1	  
>	764869 206	206-Asst Principal (254)	Office		1	  
>	764870 212	212	Classroom		1	  
>	764871 116	116-Lab - General Use (20+ PCs)	Lab		0	  
>	764872 218	218-CR	Classroom		1	  

[Details](#) [Inventory](#) [Staff](#) [Audits](#)

Staff Assigned To Room

Staff ID:

[Reassign All Staff](#) ☐ Show Inactive [Refresh](#)

Staff ID	First	Middle	Last	Grade	Staff Type	Actions
						  
	MARIA	ELIZA			60F0.TEACHER.BILINGUAL.TEAC	  

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1 items in 1 pages

Last thing to check– Remove Inactive Staff assigned to a Room

01

Go to your Staff page

02

Check the *Show Inactive* box at the top

03

Click on *Homeroom* at the top of that column twice to sort

04

If a room is indicated and the room number is underlined, right click on that room number and click on *Open in New Tab*

05

Check the *Show Inactive* box and delete the assigned inactive staff member. Go back to the Room screen and repeat for any other underlined rooms



TIPWebIT

114 Bryan Elementary

Staff

Switch to site...

Site Tools

Issue to Staff

Issue to Students

Print Tags

Quick Collect

Room to Room

Tag Export

Transfer Tools

Initiate Transfer

Receive Transfer

Transfer History

Management

Department Settings

Grades

Staff Types

Staff Statuses

Vendors

Recent Activity

Modified: WALKERIDF06

Modified: WALKERIDF05

Modified: WALKERLAB219AS01

Modified: WALKERLAB207AS01

Modified: WALKERLAB214AS01

HomeCatalogPurchasingRoomsStaffStudentsTagsAudits

Tag / SerialSearch Tag or Serial Number

View Site AuditsReconcile Audits

Add RecordShow Inactive

	Staff ID	First	Middle	Last	Grade	Homeroom	Staff Type	Status
		SHANE	JOSEPH			764855 128	6062.TEACHER.SPEC ED/CENTRALIZED UNIT.TEAC	N/A
		JORGE	ANTONIO		1C	764855 128	60F0.TEACHER.BILINGUAL.TEAC	N/A
		HAROLD	M		PK-B	764854 124	60KB.TEACHER.PRE-K BILINGUAL.TEAC	N/A
		ELSY	MARGARITA			764854 124	None	
		CAMBREON	UNICE			764804 220	None	N/A
		DAMION	L			764802 115	2032.PRINCIPAL ASSISTANT.ES.APRN	
		DEBRA	DIANNE		Nurse	763779 Clinic	6750.NURSE.STAFF DEGREED.NURS	N/A
		OSCAR	FIDEL			763777 205	60F0.TEACHER.BILINGUAL.TEAC	N/A
		RAYMOND	D		4C / 5C	763776 203	61F0.TEACHER.BILINGUAL 5-6 GRADE.TEAC	N/A
		ZAILET			5C / 4C	763776 203	60F0.TEACHER.BILINGUAL.TEAC	N/A
		D'ANDRIA	L			763774 201	6000.TEACHER.CTU.TEAC	
		DANIELA			2C / 3C	763774 201	60F0.TEACHER.BILINGUAL.TEAC	N/A
		JANA	T		Instructional Coach - ELAR	763750 204	6777.CAMPUS INSTRUCTIONAL COACH.N/A.INSS	N/A
		ASHLEY	NATOYA		3B	763749 202	6000.TEACHER.CTU.TEAC	N/A
		FABIOLA	VEGA			763743 Lib, 763744 LibOff	6785.MEDIA SPECIALIST.N/A.LIBR	
		FLENIECIA	LAVERN			5A	6160.TEACHER.5-6.TEAC	
		CHRISTINA	MARIE			5A	6160.TEACHER.5-6.TEAC	
		ERICA	L			4C	61F0.TEACHER.BILINGUAL 5-6 GRADE.TEAC	
		CHARLOTTE	L.			4A	6160.TEACHER.5-6.TEAC	
		MELODY				4A	6000.TEACHER.CTU.TEAC	

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114 Bryan Elementary

Rooms

Switch to site...

Room NumberDescriptionRoom TypeOtherStaff Assigned

| 763779 Clinic | Clinic/Nurses Office | Office | | 1 |

DetailsInventoryStaffAudits

Staff Assigned To Room

Staff ID:

Reassign All StaffShow Inactive

Staff ID	First	Middle	Last	Grade	Staff Type
	DEBRA	DIANNE		Nurse	6750.NURSE.STAFF DEGREED.NURS

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Inactive Staff Assigned to Rooms

By removing inactive staff from your Room assignments, the *Staff Assigned* column on your Room screen will reflect the correct number of staff

When the CAM department comes to do Unassigned Rooms, those rooms should show "0" under *Staff Assigned*

Accurate Audit Prep = Accurate Audit Results

Updating your Staff screen

By removing inactive staff members from your staff screen, only your campus's staff will receive the Staff Audit emails. That will prevent staff members from receiving audit emails from the wrong campus and reduce questions you might receive.

Updating your Room Assignments

By ensuring only your current staff receive a Room Audit email for the room they are currently in, they are less likely to need to ask a question and more likely to complete the inventory the first time they open the email link.

Note:

Review these steps again after the District's Leveling process takes place.

