

## Changing a Teacher Name on a Currently Scheduled Course

On the PowerSchool Start Page on the left hand side navigation under Functions menu click on Teachers Schedules



**Functions**

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- Daily Bulletin
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**Reports**

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**People**

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- Staff Search
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- Enroll New Student
- New Staff Entry
- New Parent Entry

**Setup**

**Start Page**

Students Staff Parents

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Stored Searches Stored Selections

**Current Student Selection (0)**

The current selection is empty.

**What's New**

See what's new in the latest feature release of PowerSchool. [Read more...](#)

All the teachers will appear on the left hand side. Go down to the Temp Teacher (or the teacher who you need to change) to open their schedule to access their assigned course sections.

Temp, TeacherA2513

Temp, TeacherB2513

Temp, TeacherD2513

Temp, TeacherE2513

Temp, TeacherF2513

Temp, TeacherG2513

Temp, TeacherH2513

Temp, TeacherI2513

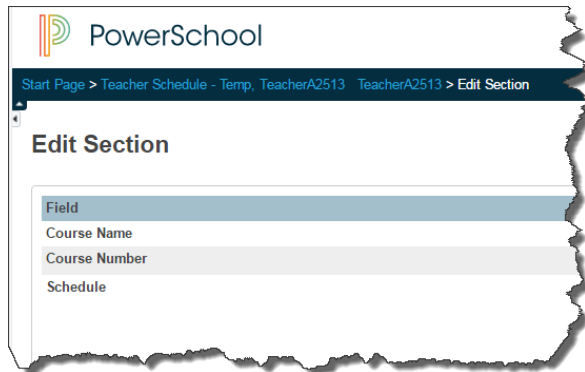
Temp, TeacherOS2513

Display today's sections

Expression	Term	Course #	Course	Sec #
HR(M-F)	16-17	NGHRA1308	Homeroom	1A
A1-A2(M-F)	16-17	EELAB0010	English Language Arts 1	1A
A2-A3(F) A4(Th)	16-17	FEARB0010	Art 1	1A
A3(M-F)	16-17	MEFMA0010	Mathematics 1	1A
A3(F) A4(M,W,Th)	16-17	HESSB0010	You and Your World 1	1A
A4(T)	16-17	FEMUD0010	Music 1	1A

Make all students listed above the current selector

Clicking on the section number (example 1A) opens the Edit Section Page. This is a page you will want to be familiar with from scheduling. From here you can change the period the course is offered, the room number, the lead teacher and much more.



Scroll down to the Lead Teacher Selection

Staff	Role	% Allocation	Start Date	End Date	Actions
Altman, K	Lead Teacher	100	08/01/2014	06/30/2015	<input type="button" value="edit"/> <input type="button" value="minus"/>
<input type="text" value=""/>	Lead Teacher	100	8/1/2014	6/30/2015	<input type="button" value="edit"/> <input type="button" value="minus"/>

**NOTE:** You can only add the new Lead Teacher if they have been added to

PowerSchool. If this is a Long Term Supply, access will have to be requested via the helpdesk.

We can only have one lead teacher at a time, so we will change the End Date for the current teacher and make the Start Date for the new teacher the next day.

Staff	Role	% Allocation	Start Date	End Date	Actions
[Redacted]	Lead Teacher	100	08/01/2014	12/19/2014	[Add] [Edit] [Delete]
St-Laurent, Peter	Lead Teacher	100	12/20/2014	6/30/2015	[Add] [Edit] [Delete]

**REMEMBER:** Only one lead can be active during the specified time frame. The End Date and Start Date for the two leads cannot overlap. Choose the next day, do not skip a date. Click Submit to Commit the Change

SectionID: 9877  
\* Section numbers must be unique among sections of the same course for a given school year.

[Delete Section](#) [Submit](#)

**REPEAT THE ABOVE STEPS FOR ALL CLASSES:** This procedure needs to be done for all courses/classes that the leaving teacher is assigned. This will make the grade book and all grade entries available to the new teacher.

If you are replacing a Temp Teacher that was used for scheduling then dates will not matter. You can remove the Temp Teacher by clicking on the arrow next to the name which opens the list of teachers in the school and choose the correct teacher name.

Staff	Role	% Allocation	Start Date	End Date	Actions
Temp, Teacher	Lead Teacher	100	07/13/2016	06/29/2017	[Add] [Edit] [Delete]

Again scroll to the bottom of the Edit Section Page and click Submit. As above repeat for all classes assigned to the Temp Teacher.