TECHNOLOGY SERVICES

Adding Staff to the Teachers Table – Aeries

Staff members that must be added to the **Teachers** table:

- All teachers at your site
- Any staff member who refers students for discipline e.g. Administrators, campus supervisors, playground supervisors, etc.

1. From the **Navigation Tree**, select **School Info>Teachers**
2. Click on the **Add** button
3. *Select a **Tch #** (Teacher Number) from the dropdown menu (Spec Ed teachers should be assigned a number between 751-799)*
4. In the **Teacher Name** field, enter the staff member's full last name, comma, first name initial (i.e. Fuentes, S)
5. Enter the **First Name** and **Last Name** in the appropriate fields
6. If applicable, enter the teacher's room number in the **Room** field
7. Optional Fields: **Low Grd**, **High Grd**, and **Max** (maximum number of students)
8. Enter an Electronic Tag of **A** for Elementary teachers or **D** for Secondary teachers in the **Elec Tag** field
9. Enter staff member's district **Email Address** in the corresponding field
10. Enter the staff member's job title in the **Website** field
11. For teachers only, enter the **Staff ID** number. If unknown, use the magnifying glass to search by name.
12. For non-teachers, select code "X" in the **No Att** field
13. Click **Insert** to save

Teacher Data					
Tch#	Teacher Name	First Name	Last Name	Title	Tag
43	Fuentes, S	Somer	Fuentes		- Active
Room	Low Grd		High Grd	Track	Max
415	0		0		0
Elec Tag		Email Address			Website
D		sfuentes@rusd.k12.ca.us			
Staff ID	Staff ID 2		Staff ID 3		Multi Tchr
▓▓▓▓	0		0		
User1	CR Tch	No Att	User4	User5	User6 User7 User8
		Blank			
	Add	Change	Delete		

Teachers Table Query: LIST TCH TN TE TF TLN RM LO HI MS ET EM WS ID U3