

Oklahoma State Department of Education

Teacher Assignment System



Quick Reference Help Sheet

What You Need BEFORE You get Started

1. Every teacher in your schools' schedule by period
2. Pupil counts for period by grade
3. Certification guide
4. Teacher information to build HOUSSE (if needed)
5. New Class Codes sheet

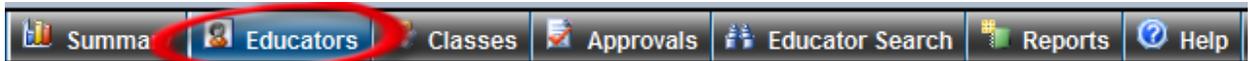
How to Log In

1. Go to the Wave
2. (We need instructions for them on how to get there and where it is)

(Image showing where it is and what the link looks like)

How to Add a Class Assignment for a Teacher

1. Click on the Educators tab on the tool bar



2. Now you will see a list of all educators you have on file through school personnel records. To add a new class assignment click on the **Add Class Assignment** link next to the educator of choice from the list.
3. Now you will see a teacher summary sheet listing the educators' certificate areas. Click on the **Click Here To Add New Class Assignment**.

4. Now you have started teacher assignment wizard.

The screenshot shows a web-based form titled "Add Teacher Assignment - Page 1 of 2". The form is divided into several sections, each with a red number indicating a step in the wizard. The first section, labeled "Add New Class Assignment", contains fields for "Teacher Name" (ADAMS PAMELA), "Class Code" (with a search box and a "class code list" link), "Periods" (checkboxes for All, 1, 2, 3, 4, 5, 6, 7), "Semesters" (checkboxes for All, 1, 2, 3, Summer), "Pupils" (text box), and "Units" (dropdown menu). The second section contains "Assistant Name" (dropdown), "Teacher Assistant Type" (dropdown), and "Volunteer" (text box). The third section contains "Schedule Type" (dropdown), "Lab" (radio buttons for Yes/No), "Adjunct" (radio buttons for Yes/No), and "Alternative Education" (radio buttons for Yes/No). A fourth section, "Distance Learning Options", is partially visible. At the bottom, there are two radio buttons: "SAVE - Verify Teacher Assignment" (selected) and "CANCEL - I do not want to continue the wizard". A "Next" button is at the bottom right.

5. Start typing in the class assignment box. You can use class names or numbers in this box.

6. Select the periods this class is taught by the educator

7. Select the semesters this class is taught

8. Enter the total number of pupils for the class being taught

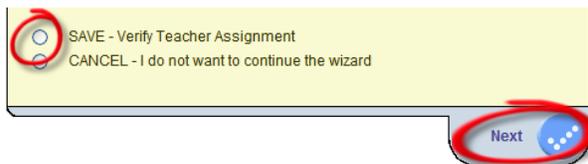
9. Enter the units of credit for this course

10. If needed, use the drop down box for adding a teacher assistant and assistant type

11. If needed, change the class from traditional to block

12. If needed, expand the distance learning box to enter the pertaining information

13. To finalize your entry select SAVE and click on the Next button



14.