



Managing Teachers and Support Staff in TAD

*Tacoma Assessment Database (TAD)
Help Document*

**Department of Research and Evaluation
253-571-1193**

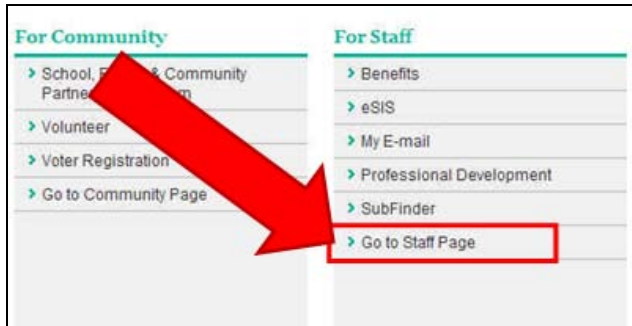
**Department of Instructional Technology
253-571-3528**

August 20, 2009

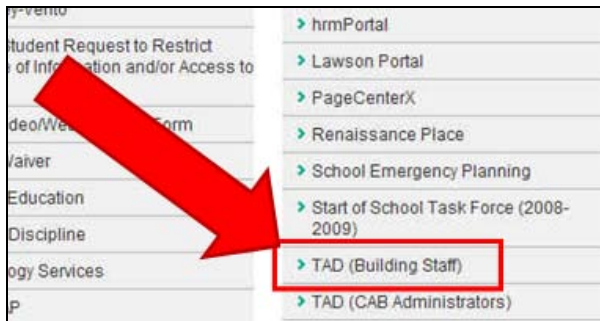
About This Help Document

This document is for principals or building level staff (including office managers) to show how to manage teachers accounts in TAD including adding and or deleting staff.

1. Select [Go to Staff Page](#) from District Web Page

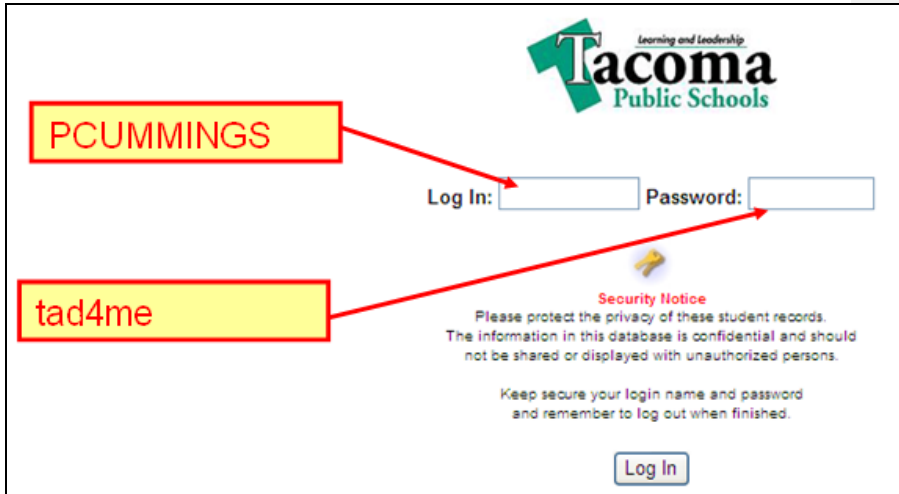


2. Select [TAD \(Building Staff\)](#) link



3. Login

If you forgot your Log In or Password then contact your office manager or staff in Research and Evaluation at 571-1193 or Technology Services at 571-2378.



PCUMMINGS

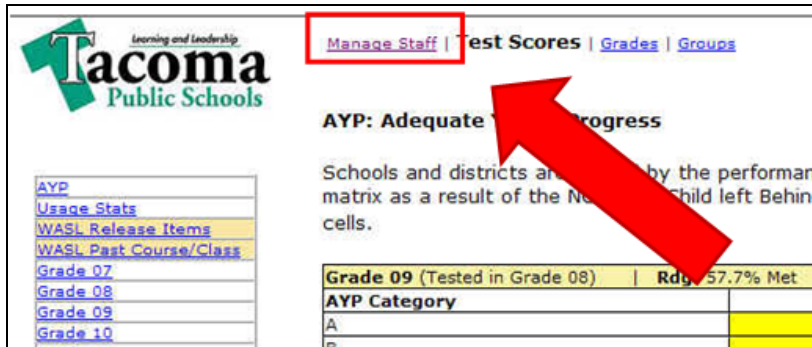
Log In: Password:

tad4me

Security Notice
Please protect the privacy of these student records.
The information in this database is confidential and should not be shared or displayed with unauthorized persons.
Keep secure your login name and password and remember to log out when finished.

Log In

4. Select [Manage Staff](#) link



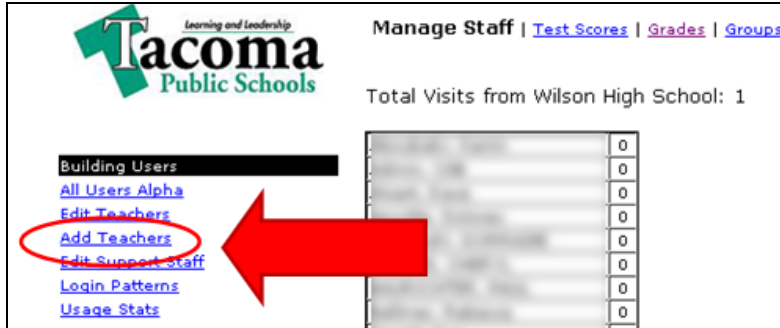
Manage Staff | Test Scores | Grades | Groups

AYP: Adequate Progress

Schools and districts are measured by the performance matrix as a result of the New York State Child left Behind cells.

Grade 09 (Tested in Grade 08)	Rdy	57.7% Met
AYP Category		
A		
B		

5. To add a teacher select [Add Teacher](#) link



6. Add teacher information in the form

The screenshot displays the 'Add Teacher' form in the Tacoma Public Schools system. The form includes the following fields and options:

- Salutation: Dr. (dropdown menu)
- First Name: Sigmund
- Last Name: Freud
- Test Data Access Level: Classroom Building
- Email Address: sfreud@tacoma.k12.wa.us
- District Teacher ID: 000014429 (Include the leading zeros)

Annotations include:

- A yellow box labeled 'Check Classroom access' with an arrow pointing to the 'Classroom' checkbox.
- A yellow box labeled 'Teacher ID (employee ID number on pay stub). You must include 4 leading zeros. This number can be in eSIS (ask your office coordinator)' with an arrow pointing to the 'District Teacher ID' field.
- A yellow box labeled 'To submit, click Add Teacher' with an arrow pointing to the 'Add Teacher' button.

Comment [JCL1]: Remove the word can from callout
Teacher ID (employee ID number on pay stub). You must include 4 leading zeros. You can find this number in eSIS if you need it is available from your office coordinator.

7. Teacher is added

The screenshot shows the 'Manage Staff' page in the Tacoma Public Schools system. A table lists staff members with columns for Name, Log In, Password, Access Level, and Teacher ID. A yellow callout box highlights the row for 'Freud, Sigmund', indicating that the password 'Freud9998' is automatically assigned.

Name	Log In	Password	Access Level	Teacher ID
Freud, Sigmund	SFreud	Freud9998	Classroom	000014429

Password is automatically assigned and can be changed later. Please note: **These passwords should be kept secure. Please take steps to protect the confidentiality of staff and student records.**

8. To change teacher information select [Edit Teacher](#) link

The screenshot shows the 'Manage Staff' page with a red arrow pointing to the 'Edit Teachers' link in the left sidebar. The sidebar also includes links for 'All Users Alpha', 'Add Teachers', 'Edit Support Staff', 'Login Patterns', and 'Usage Stats'. The main content area shows 'Total Visits from Wilson High School: 1' and a table with a single column of zeros.

0
0
0
0
0
0
0
0

9. Select [Teacher](#) link to edit classroom teacher information

The screenshot shows the Tacoma Public Schools Manage Staff interface. On the left, there is a sidebar with 'Building Users' and links for 'All Users Alpha', 'Edit Teachers', 'Add Teachers', 'Edit Support Staff', 'Login Patterns', and 'Usage Stats'. The main area contains a table with columns: Name, Log In, Password, Access Level, and Teacher ID. The row for 'Freud, Sigmund' is highlighted with a red border. A yellow callout box with the text 'Select Teacher' and a red arrow points to this row.

Name	Log In	Password	Access Level	Teacher ID
Freud, Sigmund	SFreud	Freud9998	Classroom	000014429

10. Edit staff information or delete staff no longer at your school.

The screenshot shows the 'Sigmund's Profile' page in the Tacoma Public Schools Manage Staff system. A red box highlights the profile information fields, which include: Salutation (Dr.), First Name (Sigmund), Last Name (Freud), Teacher ID (000014429), Log In (SFreud), Test Data Access Level (Classroom checked), Email Address (sfreud@tacoma.k12.wa.us), School (DeLong Elementary School), District Teacher ID (000014429), and Password fields. A blue link 'Delete Sigmund?' is circled in red in the top right corner. A 'Save Profile' button is at the bottom.

◆ = Required Information

◆ Salutation: ◆ First Name: ◆ Last Name:

Teacher ID: 000014429 Log In: SFreud

◆ Test Data Access Level: Classroom Building

◆ Email Address:

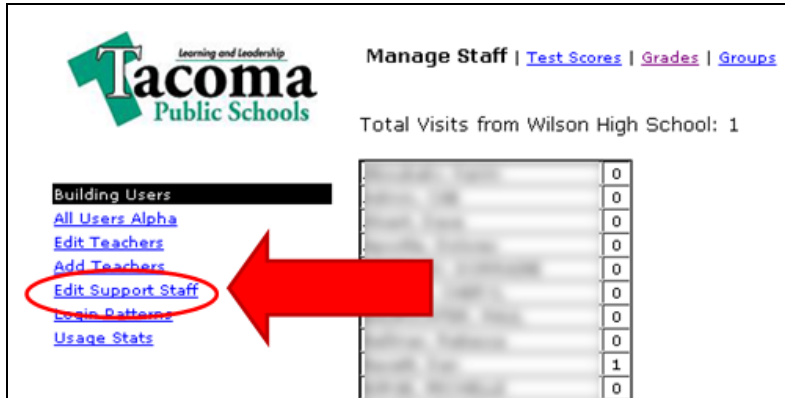
School: DeLong Elementary School

◆ District Teacher ID: (Include the leading zeros)

◆ Password: ◆ Confirm Password:

Password is limited to 50 characters.

11. To add or change *support staff* information select [Edit Support Staff](#) link



12. Input support staff information or select staff to [Edit Support Staff](#)

Salutation:

◆ First Name:

◆ Last Name:

◆ Email Address:

◆ Building Support Role:

Counselor: Access to assigned kids and building wide test scores. Only add staff **WHO ARE COUNSELORS!** with a role of counselor. This is a staff member that has kids assigned to them as a counselor. **Students can only HAVE ONE COUNSELOR!**

Other: Access same as a principal but no access to Manage Staff (School Psych, SPED Staff, etc.) They will have the ability to switch to other schools if they are itinerant.

◆ Password:

Name	Username	Support Role	Access Level
		Principal	Building
		Principal	Building
		Other	Building
		Principal	Building
		Principal	Building
		Principal	Building