

Administrative Functions - Remediation

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Initialize (this will add the days for teachers not already listed)

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#	Delete	Teacher	Department	Day	Room	Slot	Time	Comment
1	<input type="checkbox"/>	Albutt, K.	Math	2	215	2	Lunch Time	
2	<input type="checkbox"/>	Asmaklis, J.	Phys. Ed.	2	Gym	2	Lunch Time	
3	<input type="checkbox"/>	Asmaklis, J.	Phys. Ed.	4	Gym	2	Lunch Time	
4	<input type="checkbox"/>	Asmaklis, M.		3	116	2	Lunch Time	
5	<input type="checkbox"/>	Asmaklis, M.		6	116	2	Lunch Time	
6	<input type="checkbox"/>	Asmaklis, M.		8	116	2	Lunch Time	
7	<input type="checkbox"/>	Barrieau, J.	Social Science	3	203	2	Lunch Time	
8	<input type="checkbox"/>	Barrieau, J.	Social Science	8	203	2	Lunch Time	
9	<input type="checkbox"/>	Bellon, T.	Science	8	208	2	Lunch Time	

Remediation

The fields here are self-explanatory.

Initialize (this will add the days for teachers not already listed)

The initialize option will add teachers not already listed. This will add one entry per teacher per cycle day. Example: if there are 30 teachers and 10 days per cycle, up to 300

entries will be added. Information that is already there will NOT be deleted or changed. The teachers are taken from the staff list; therefore the Staff should be updated first.

Initialize should be used at the start of the process, but can be used any time new teachers have been added. You could also simply add the teachers here directly without initializing.

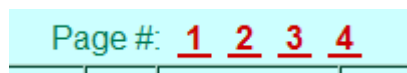
Teachers will only appear on the Remediation list if there is a Day and Slot specified. Therefore there is no need to delete teachers on the days they are not scheduled.

The Departments are taken from the Department list you specified when the web site was created. It is important that the Department list be finalized before adding staff or remediation tasks. Here are some sample department lists:

Administration, Arts, English Middle School, English Senior, E.R.C., French, Guidance, Health Services, Home Ec., Human Sciences, Library, Mathematics, Middle School, Natural Sciences, Phys Ed. & Health, Planning Room, Resource Room, Student Support, T.a.G., The Flat, Webmaster

Administration, Art, English, French, Math, Music, Professional, Phys. Ed., Resource, Science, Social Science, Special. Ed, Support, Technician, Webmaster

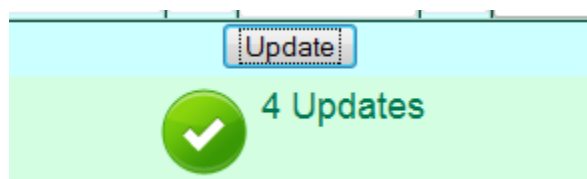
Administration,Teacher,Professional,Resource,Support,Technician,Webmaster



There are 25 teachers displayed per page, so you can edit 25 teachers per screen.

It is important to note that the Staff and Remediation are stored in separate data tables, and the teacher names can be different in each table. The initialize function was added for convenience. This function can be used without a Staff table if desired.

The time slots can be changed- you just have to let me know what each number should represent. The Time will be filled in automatically. The comment is optional; it will appear on the Remediation grid that will be displayed.



Once you have completed your updates on the screen, click on the Update button at the bottom. You will be notified about the results of the update.

After an update you must refresh the screen to ensure that the updated information appears on the screen.

You can do this by using your browser's REFRESH or by

clicking on one of the page numbers.

Initialize (this will add the days for teachers not already listed)

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