Moving Teachers to a New Course/Section

1. Create the new section, if needed

    Path: Scheduling > Courses > Key in name of course that needs a new section > Section Tab > Add New Section

    o Enter a Section Number and set Section Placement

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2. IF section already exists, but only the Teachers are moving (NOT students), Assign the new teacher from the Staff History Tab
    a. Add New teacher to the section

    Path: Scheduling > Courses > Section Tab > Edit Section > Staff History > New Primary Teacher

    No need to enter a Start Date – LEAVE it blank

3. Delete the previous teacher's name

Do NOT delete/remove the Section until the students have been moved. Students DO need Start/End Dates to keep any Attendance and/or other records associated to the section – See previous How to document on Moving students