



DELETING STAFF

Delete Staff

Before you delete a staff member, you should transfer any information that is in use by them to another staff member first. "Warning: Delete requires transfer" displays on the Update Staff window for a staff member if there is information in use that must be transferred. ProgressBook checks staff records for the following associated information:

- Classes
- Assignments
- Assignment types
- Lesson plans
- Homework
- Parent Access Web Site home pages
- SSEM Comments
- SSEM Locked Forms

1. On the Administrator Home Page under Annual Setup, click Staff.
2. On the Staff screen, [search for the staff member](#) whom you want to delete.
 - Type the staff member's identification number.
 - Type the last name or partial last name of the staff member for whom you are searching.
 - Type the staff member's ProgressBook user ID.
3. Click  in the row of the staff member you want to delete.
4. On the Update Staff window, click the X Delete link.
5. If there is information such as lesson plans or assignments in use by the staff member, the following message displays, "This staff member cannot be deleted for the following reasons: Assigned to XX classes, XX assignments in use, XX assignment types in use, XX lesson plans in use."
6. Click OK to close the message window, and then proceed to transfer the staff's activity.
7. If you do not want to transfer activity, click the X Delete link.
8. The message, "User has been deleted" displays.
9.  For support personnel who support multiple school districts on the same server, you can click Delete from all districts near the bottom of the window to delete the staff member with a Master role from all districts at once.
10. To view the changes, refresh the Staff screen.

Transfer Staff Activity

You can transfer classes, lesson plan banks, assignment banks and homework banks that are associated with one staff member to another staff member. Transferring changes ownership of activities to the new staff member. Once the transfer is complete, the activities are no longer be associated with the original staff member.



To delete a staff member that has classes and associated activities in use by them, you must transfer the activities to another staff member first before you delete them. "Warning: Delete requires transfer" displays on the Update Staff window for a staff member if there are activities in use that must be transferred. ProgressBook checks staff records for the following associated activities:

- Classes
- Assignments
- Assignment types
- Homework
- Lesson plans
- Parent Access Web Site home pages
- SSEM Comments
- SSEM Locked Forms

If your school district is integrated with a student information system, it is recommended to transfer activities in ProgressBook before making schedule changes in the student information system.

1. On the Administrator Home Page under Annual Setup, click Staff.
2. On the Staff screen, search for the staff member whom you want to transfer activities from.
 - a. Select the appropriate school in the School list, and then click Go.

A list of all the staff members in the entire school displays if you do not enter any information in the Staff ID, Last Name or User ID fields.

3. To narrow the search results, perform any of the following optional steps:
4. Type the staff member's identification number.
5. Type the last name or partial last name of the staff member for whom you are searching.
6. Type the staff member's ProgressBook user ID.
7. Click  in the row of the staff member you want to transfer activities from.
8. On the Update Staff window, click the  Transfer Activity link.
9. On the Transfer Staff Information window, select the school where the staff member to whom you are transferring information is located in the School list.
10. Select the staff member to whom you are transferring information in the Staff list.
11. The activity and the number of instances of each type of activity that is associated with the staff member is highlighted in the Select activity to transfer area.
12. Select the types of activities to transfer.
13. Click Transfer.
14. The message "Transfer of staff activity complete" displays when the transfer of information is complete.
15. Click Close.
16. On the Update Staff window, proceed to delete the staff member, if necessary.