



## **ROSTER TIPS**

### **Moving a teacher from one class to another within your program**

- In the Teacher Information section, click the last name of the teacher you are moving.
- Click the Move Teacher button located at the top right corner of the screen.
- Select the site the teacher is moving to from the drop-down list.
- Select the class the teacher is moving to from the drop-down list.
- Select teacher type from the drop-down list.
- The credential information for the teacher is prepopulated. Enter changes if applicable.
- Enter the begin date in the new class.
- Click the Save button.
- Read the confirmation statement. Click yes to confirm the move.
- PANDA will close the teacher in the current class with an end date that is the day before the begin date entered in the new class.
- *Record moved successfully* will display once the teacher is moved to the new class.
- Click OK to return to the roster.
- Click the Add button to enter the replacement teacher's information.  
Please note that if you are moving a teacher from one class to another prior to 08/01/2022, you will not be able to enter the replacement teacher's information until 08/01/2022.

If you have questions or need assistance updating teacher data, email [panda.teachers@dec.al.ga.gov](mailto:panda.teachers@dec.al.ga.gov).