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.

If you have questions or need assistance updating teacher data, email panda.teachers@decal.ga.gov.