

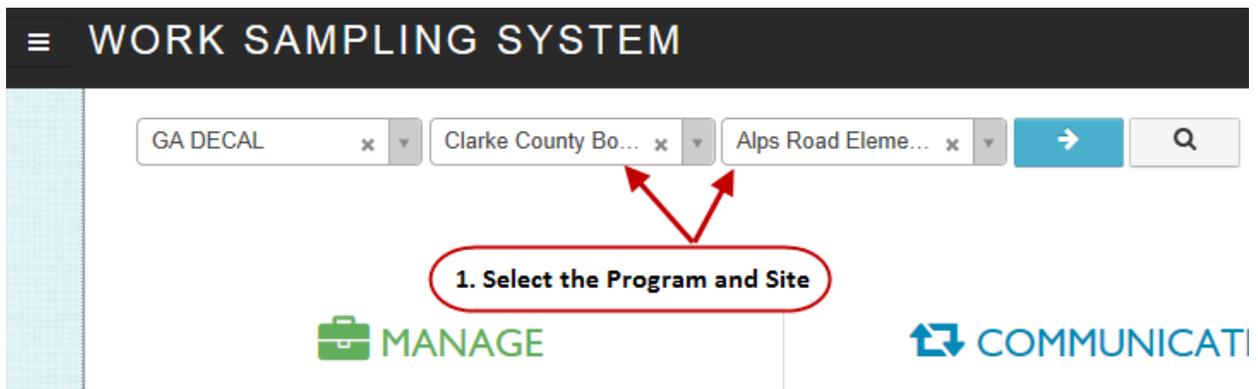
# HOW TO TRANSFER A TEACHER

(Updated 7/7/15)

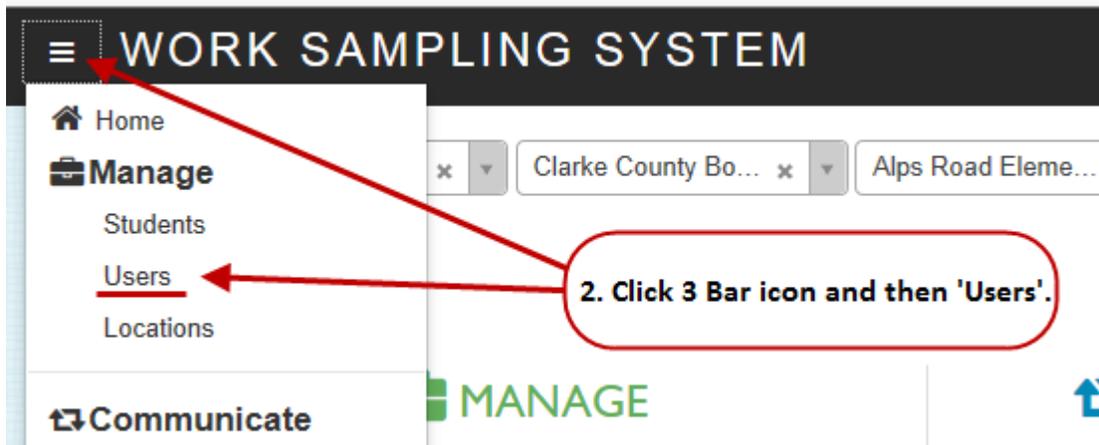
As a WSO administrator, you have the capability to transfer a teacher to a different school as needed. However, there is a difference in your transfer rights based on whether you are a Consultant or a Program Director. As a Consultant, you can transfer a teacher to any program/site within WSO. As a Program Director, you can **ONLY** transfer a teacher to another site within your own program.

In our examples below, we will use the fictitious teacher Jane Doe who will be initially located in the Clarke County program at Alps Road Elementary. To execute a transfer, follow the instructions below and refer to the corresponding screen prints:

- 1) Once logged into WSO, a CONSULTANT should choose the Program and Site from the drop down fields where the teacher to be transferred is located. PROGRAM DIRECTORS will be defaulted to their program and will only be able to choose a site.



- 2) Next click the '3 Bar' icon and then click the Users link under the 'Manage' heading.



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3) When the users display:

- a. Click the arrow next to the teacher to be transferred
- b. Click the blue 'Manage Location' button
- c. Click 'Transfer'

The screenshot shows the 'MANAGE USERS' interface. At the top, there are three dropdown menus for 'GA DECAL', 'Clarke County Bo...', and 'Alps Road Eleme...', followed by a search icon. Below this is a 'MANAGE USERS' header with a search box. A table of users is displayed with columns: Username, First Name, Last Name, Email, and User Type. The first user is 'jdoe987654', Jane Doe, with email 'prekassessment@dec.al.ga.gov' and User Type 'Teacher'. A red arrow points to a checkmark icon next to the first user. To the right of the table, there are two buttons: 'Add' and 'Manage Location'. A red arrow points to the 'Manage Location' button, which has a dropdown menu open showing the 'Transfer' option. Three red arrows with labels '3a. Click the arrow', '3b. Click 'Manage Location'', and '3c. Click 'Transfer'' point to the checkmark, the 'Manage Location' button, and the 'Transfer' option respectively.

	Username	First Name	Last Name	Email	User Type
✓	jdoe987654	Jane	Doe	prekassessment@dec.al.ga.gov	Teacher
	tdon572610	Rhonda	Tony	tdon@clark.k12.ga.us	Teacher

- 4) When the Transfer User pop up screen displays, choose the Organization (DECAL only option), Program, and Site to which the teacher is to be transferred (in the example, Dekalb County BOE and Allgood Elementary). THEN....click the blue 'Transfer' button. NOTE: Program Directors can only select a site within their program.

The screenshot shows the 'TRANSFER USER' pop-up screen. It has a title bar with a close button. Below the title are three dropdown menus: 'GA DECAL' (labeled 'Organization (GA DECAL)'), 'DeKalb County Board of Education' (labeled 'Program'), and 'Allgood Elementary' (labeled 'Site'). At the bottom of the screen are two buttons: 'Transfer' and 'Cancel'. A red arrow points to the 'Transfer' button, which is circled in red. A red oval with text 'Click the 'Transfer' button to complete the transaction.' is positioned below the 'Transfer' button.

**NOTE:** You can confirm a successful transfer by repeating Step #2 at the teacher's new location and ensuring she/he is listed as a user.