

How do I delete a work assignment for a teacher that is incorrect?

You can delete non-course work assignment records right from the individual's screen. However, courses that are scheduled for a teacher in the Scheduling system>Course Catalog>Course Details Schedule will have to be deleted at that level.

To delete a teacher course assignment:

Go to Scheduling system>Course Catalog>Course Details>click on the section schedule and remove the teacher from the schedule. Please note: If there are students scheduled in this section, the teaching assignment cannot be left blank. Reassign to the correct teacher or contact the school that scheduled the course and section for clarification.

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