

## Select Teacher Query Screen

Access the Select Teacher screen by clicking:



1. Enter surname

2. Click, Requery

The screenshot shows the 'Select Teacher' window. The 'Name' field contains 'Bancks'. The 'Only this school' checkbox is checked. The 'Staff with this role' dropdown is set to 'All'. The 'Requery' button is highlighted with a red box labeled '2'. The table below is empty.

Initials	Staff Name	Staff Role	School Name

3. Highlight the correct staff member

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The screenshot shows the 'Select Teacher' window after a query. The 'Name' field contains 'Bancks'. The 'Only this school' checkbox is checked. The 'Staff with this role' dropdown is set to 'All'. The 'Requery' button is visible. The table below shows the results, with the row for 'Bancks, Marilyn' highlighted in blue.

Initials	Staff Name	Staff Role	School Name
JEB	Bancks, Jerry	Teacher	Selkirk Secondary School
JBA	Bancks, Jerry	Teacher	McKim Middle School (4-7)
MBA	Bancks, Marilyn	Teacher	Selkirk Secondary School

4. Click, Select

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