

To select a **Participant** for a Team, Meeting, Review, etc. in Student Services, and have the **Staff Position** populate, the staff person must have been assigned a role in Staff Maintenance. If you have checked the box, on the Staff Details screen (see below) to indicate the person is a teacher, the person will be able to perform all functions based on their assigned security. However, this will not auto-populate their position in any participant pick list:

Staff Details

LKE LAKE KATHLYN ELEMENTARY SCHOOL

Current Next

Teaching Staff Non-Teaching Staff All Staff

Basic

Teacher Id 98628

Last Name Rodriguez Initials RW

First Name Katia Prefix Ms.

Middle Name

Name Katia, Rodriguez 60050

Birthdate Gender Female

Ethnicity N/A

Employee # 056408427 SIN

Address 6555 Gordon Street

MEN Teacher Indicator

Sub Id

Cert Name

Experience

Service Provider #

Phone # (250) 555-0831 Unlisted

Voice Mail #

Work #

Cell Phone #

Pager #

E-Mail Katia.Rodriguez@sd.bc.ca

E-Mail Password

Contact Details

Name

Phone Home# Work#

Add Delete

Assigned Room [07] Room 07 Classroom

Grades Taught Grade 5 Add

Grade 6 Delete

Vehicles

Make	Model	Year	Colour	Plate #	Parking	Add
						Delete

Photo **Staff Roles** Qyal Timetabling ... Medical Info Trans

Curr Subject Access ADD DEL

To have the staff person's position populate in the lists, select the button **Staff Roles** indicated above and the following screen will appear:

Staff Roles	Percent of Time	Start Date	End Date

Note: Start and End dates are optional.

ADD DEL

Save/Exit

On the screen that comes up, select one or more roles for the staff person, and indicate a percentage of time for each role.
Save and exit.

This will translate to the tables in Student Services and will populate the participant's position. As illustrated below in the Select Teacher screen, this staff member has had the appropriate information entered under Staff Roles, as above, but the other has not:

Initials	Staff Name	Staff Role	Staff Role	School Name
WKL	Angelo, Upshaw 59780	Principal	Teacher	Lake Kathlyn Elementary School
M	Cynthia, McNabb 55657	Teacher		Lake Kathlyn Elementary School
AG	Elfi, Ott 20288	Teacher		Lake Kathlyn Elementary School
KB	Geraldine, Raine 20287	Teacher		Lake Kathlyn Elementary School
RW	Katia, Rodriguez 60050			Lake Kathlyn Elementary School
YL	Lily, Spilsbury 24003	Teacher		Lake Kathlyn Elementary School
FT	Mandy, Meadows 20294	Teacher		Lake Kathlyn Elementary School
SM	Roselyn, Bond 20290	Teacher		Lake Kathlyn Elementary School

While this does not prevent the user from selecting the staff person, it does eliminate the annoying message that pops up indicating the person selected does not have a position each time you select that staff person.