

**Iowa Department of Education
Fall BEDS Staff 2012 – Webcast
Staffing: Updating Staff Records**

Area	Topic	Talking Points	Required Action
Welcome	Welcome	<ol style="list-style-type: none"> 1. Thank you for joining us for this Fall BEDS Staff webcast entitled <i>Staffing: Updating Staff Records</i>. 2. My name is Mike Baethke and I'll be your host for this session. 3. The purpose of this session is to provide insight and guidance in updating staff data using the online Fall BEDS Staff application. 4. Let's get started by selecting Fall BEDS Staff from the application menu. 	Select Fall BEDS Staff Button
Overview	Home Page	<ol style="list-style-type: none"> 5. The Home Page is the default location for beginning to navigate the Fall BEDS Staff application. 6. Please review "What's New for 2012" for both Fall BEDS Staff and Fall BEDS prior to starting your data entry. 7. For Fall BEDS Staff, note that the position of School Business Official has been added as a result in a change in <i>Iowa Code</i>. 8. With regard to Long-term substitute teachers, the Department has added two new data elements to help in our reporting. 9. These additional elements will enable districts to include staff members on long-term leave in their Fall BEDS Staff report. 	Reference content of Home Page

		<p>10. For Fall BEDS, the reporting requirement for district-wide technology has been eliminated.</p> <p>11. However, a count of CPI students was added to the data submission form.</p> <p>12. Again, please review the contents of the Home Page and/or supporting documents found on the DE website prior to submitting these data.</p> <p>13. Note that Fall BEDS and Fall BEDS Staff will open on Wednesday, August 1th and close on Wednesday, October 31st.</p> <p>14. We encourage districts to begin the data entry process as soon as possible.</p> <p>15. As a school district you logon and are automatically linked with your district data.</p> <p>16. As a Department of Education consultant, I need to link to a specific school district by number.</p> <p>17. To do that, I'll select the District Staff tab.</p> <p>18. The Indianola Community School District has given us permission to use their site for this webcast, and we thank them for their participation.</p> <p>19. Fall BEDS Staff is built on a series of tabs across the top of the application.</p> <p>20. Each tab has different content and functionality. For this webcast we will focus on the District/Staff tab and its associated sub forms as they relate to updating staff records.</p>	
District Staff Tab	Deleting Staff	21. Districts may make staffing changes from a district perspective or from the building perspective by making a choice at the "School" drop-down menu.	Select District Staff Tab

		<p>22. For this webcast, our approach will be from the district level and “All” will be selected from the drop-down menu.</p> <p>23. This will bring up an alphabetical listing on all staff from the previous year.</p> <p>24. Recognizing that some staff will need to be deleted as a result of retirement, resignation or other situations.</p> <p>25. The Fall BEDS application makes this a very easy process.</p> <p>26. By selecting the red oval with the white x, the former staff member will be removed from the application.</p> <p>27. Once selected the application will ask you to validate your intent.</p> <p>28. Selecting “Ok” removes the individual from the district.</p>	
District Staff Tab	Adding Certified Staff	<p>29. Just as individuals need to be removed from the district, new staff members need to be added.</p> <p>30. To add new certified staff, select “Add Certified Staff” link.</p> <p>31. This opens a sub form which will require specific data to be entered.</p> <p>32. Each certified staff member must have an Iowa Folder Number.</p> <p>33. If you do not have a valid folder number for a certified employee, please scroll to the bottom and select “Cancel” this form.</p> <p>34. If the individual has a valid folder number, enter it in the top cell identified – Folder Number in black font.</p> <p>35. Select Go.</p>	

		<p>36. By entering a valid folder number many cells on the left-hand side will be filled from the BOEE database.</p> <p>37. On the right-hand side, at minimum, cells identified with red font must be filled.</p> <p>38. Identify Primary Building, District Experience and the number of Contract Work Days.</p> <p>39. If salary and benefit information are available, you may choose to enter them at this time or you may choose to enter this data using the Salary Mode feature of the application.</p> <p>40. Corrections in entered data may be modified here. For example, a change in last name is made on this sub form. Please be advised that changing a last name on this BEDS forms does not change BOEE records. This must be done through the BOEE website.</p> <p>41. Once all data has be updated or adjusted, scroll to the bottom of the page and select one of the three save options available.</p> <p>42. For this webcast, the Save and Return button will allow us to return to the District/Staff Tab page and search for the individual to validate the entry.</p> <p>43. If adjustments to the record need to be made, select the notepad and pencil and you will return to the sub form.</p> <p>44. Clear the search and return to the alphabetized list of staff.</p>	
District Staff Tab	Adding Non-certified Staff	<p>45. To add Non-certified staff, select "Add Non-Certified Staff.</p> <p>46. Once again, a sub form will open.</p>	

		<p>47. This sub form looks much the same as the Certified Staff form, but please notice there is no cell for a Folder Number.</p> <p>48. You will see a cell labeled “Local Staff ID.”</p> <p>49. Notice that it is in a gray font and is not required unless you are attempting to match a record electronically.</p> <p>50. Please do not enter individuals who have a folder number or those who are in the process of applying for a folder number using this sub form.</p> <p>51. You will not have access to appropriate positions and assignments if you do so.</p> <p>52. On this form, you will need to ensure that all cells highlighted in red font are filled.</p> <p>53. When the required data are entered, select one of the “Save Options” at the bottom of the page.</p> <p>54. At this point, I’m going to cancel this sub form and return to the District/Staff tab.</p>	
District Staff Tab	Validating Work	<p>55. Once all former staff have been removed, current staff updated and new staff added, data can be validated using the filtering structure at the top of the page.</p> <p>56. Select License Only and this should return a list of all licensed staff entered in the Fall BEDS Staff application.</p> <p>57. Select Non-licensed Only and it should produce a list of all non-licensed <u>personnel</u> in the application.</p> <p>58. Another method of validating date entry either at the district or building level would be to send a copy of the data file to other administrators.</p>	

		<p>59. Select a building from the school drop-down menu.</p> <p>60. Then select "Save Staff Assignment for Current View in Excel."</p> <p>61. This will produce an Excel like document that can be saved and sent to each building administrator for review.</p>	
Other Tabs	Certification Page	<p>62. The Certification Page will provide summary counts for your certified and non-certified employees.</p> <p>63. Counts can be found by selecting the down arrow on the blue bars on the right side of the form.</p>	
Closing	Thank You	<p>64. Our final stop for this webcast will be the hot link, Contact Us link.</p> <p>65. Again, my name is Mike Baethke and if you need additional information or clarification, please contact me using the data link or the phone number on this page.</p> <p>66. Marlene Dorenkamp and Betsy Lundy will also be able to address Fall BEDS questions.</p> <p>67. Please contact them based on the information provided here.</p> <p>68. Thank you for viewing this webcast.</p> <p>69. The other webcasts for Fall BEDS and Fall BEDS Staff can be found on the DE web site by using the A-Z Index structure and selecting Basic Educational Data Survey.</p> <p>70. Again, thank you very much watching this Fall BEDS Staff webcast!</p>	