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Nova Scotia Student Information System

Nova Scotia Public Education System

# Mass Update Course Staff

User Guide

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*(Note: Staff names appearing in this document are fictitious names)*

## 1 OVERVIEW

It is now easier to update staff assigned to your course sections with the new Update Course Staff page. Whether you need to:

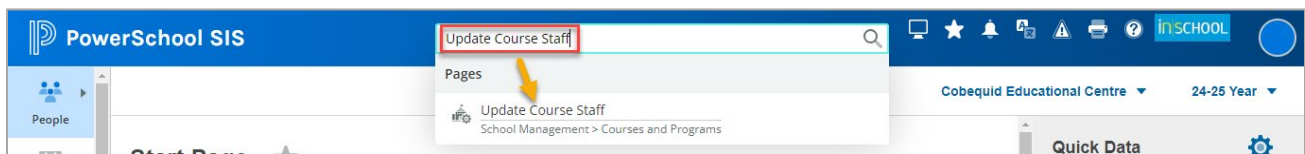
1. reassign lead teachers,
2. add additional staff,
3. or update additional staff end dates,

you can now make those changes quickly and accurately - all in one place. Use this page to make bulk updates, saving you time and reducing errors. This simplified process helps you manage course staffing more efficiently than ever.

## 2 NAVIGATION

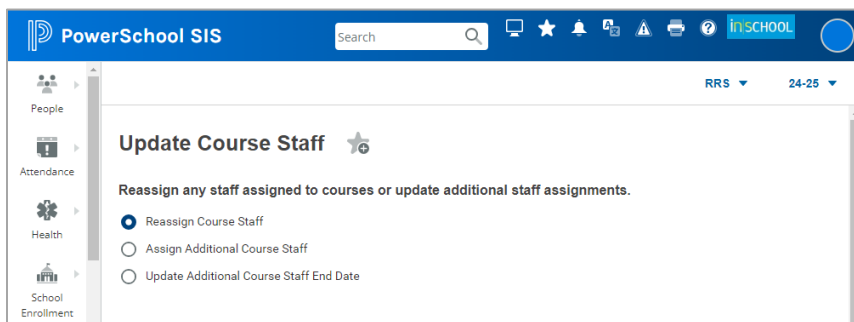
### Method 1:

From the Start Page, use the quick search bar at the top of the page to enter '**Update Course Staff**' and click the hyperlink.



### Method 2:

1. From the Start Page, choose **School Management**, then **Courses and Programs**.
2. Choose **Update Course Staff**.



Once you are on the **Update Course Staff** page, click the STAR to save the page in your Favorites menu for quick and easy future use.

### 3 REASSIGN COURSE STAFF

Use this page to reassign lead teachers assigned to course sections.

1. From the [Update Course Staff](#) page, choose [Reassign Course Staff](#) and then click [Next](#).

2. Select the staff member who will **no longer** be assigned to the course.section(s).
3. Enter the staff member's end date.
4. Click [Next](#).

**Find staff to reassign**  
 Select current staff to reassign and an end date, if applicable.

Current staff required  

AT

Teem, Aaron

▼

Current staff end date ?  

1/31/2025

📅

5. Select the staff member to replace the current staff. You can assign the same replacement staff for all selected sections or choose replacements by section.

Current staff: Teem, Aaron  
Current staff end date: 01/31/2025

<input checked="" type="checkbox"/> Course number	Course name	Section	Expression	Role	Term	Course start	Course end
<input checked="" type="checkbox"/> ENG10	ENGLISH 10	8	13-16(A)	Lead Teacher	S2	05/28/2025	06/30/2025
<input checked="" type="checkbox"/> ENG11	ENGLISH 11	4	1-4(A)	Lead Teacher	S2	05/28/2025	06/30/2025
<input checked="" type="checkbox"/> ENG11	ENGLISH 11	5	5-8(A)	Lead Teacher	S2	05/28/2025	06/30/2025
<input checked="" type="checkbox"/> ENG12	ENGLISH 12	3	9-12(A)	Lead Teacher	S2	05/28/2025	06/30/2025

6. Click [Next](#).
7. Select the replacement staff. If you need to select different replacement staff for the sections, check the [Select different replacement staff for each course section box](#).

☐ Select different replacement staff for each course section.

Course number	Course name	Section	Expression	Role	Replacement staff	Replacement start
All	All	All	All	All	<div> <div>BH</div> <div>Hanks, Brett</div> <div>▼</div> </div>	02/01/2025

8. Click [Next](#).
9. Review the details of the reassignment for accuracy. You can add notes for each section to include relevant information about the update. Any notes added are available for review on the [Course Section](#) page (see Section 6) next to the staff record.
10. If applicable, select the box [Copy this note to the following sections](#).
11. Click [Reassign](#). When the process is complete, you will receive a confirmation message.

✓

Staff successfully reassigned

×

Reassigned 5 course sections for Teem, Aaron

## 4 ASSIGN ADDITIONAL COURSE STAFF

Assigning additional course staff adds staff to course sections for the specified role and allocation. Since every course section requires a lead teacher to be assigned at creation, you cannot assign lead teachers for course sections using this page. To change the lead teachers, use the [Reassign Course Staff](#) option.

1. From the [Update Course Staff](#) page, choose [Assign Additional Course Staff](#) and then click [Next](#).

2. Select the [Term](#) for the assignment. This will determine what course sections are available in the section selection step.
3. Choose the [Additional staff](#) member to assign, and then enter the [Role](#), their [Allocation](#) to the course, and the [Staff start](#) and [Staff end](#) dates. The start and end dates default to the start and end dates of the selected term.
4. If applicable, click to [+ Add Staff](#) to add additional staff members.
5. Click [Next](#).
6. Use the filters to narrow the list of displayed course sections, then select the course section(s) to which the staff will be assigned.

**Example:** If you're assigning additional staff to a teacher's existing sections, use the dropdown to filter by the [Lead Teacher](#) name. This will display only the relevant course sections associated with that teacher.

7. Click [Next](#).
8. Review the details of the reassignment for accuracy. You can add notes for each section to include relevant information about the update. Any notes added are available for review on the [Course Section](#) page (see Section 6) next to the staff record.
9. If applicable, select the box [Copy this note to the following sections](#).
10. Click [Reassign](#). When the process is complete, you will receive a confirmation message.



## 5 UPDATE ADDITIONAL COURSE STAFF END DATE

This page allows you to update the end dates for **additional staff** assigned to course sections. This page does not allow you to update end dates for lead teachers.

1. From the [Update Course Staff](#) page, choose [Update Additional Course Staff End Date](#) and then click [Next](#).
2. Select the [Additional staff](#) member, then click [Next](#).
3. Use the checkboxes to select the course sections assignments to update for the selected additional staff.

Additional staff: Angell, Amelia

<input checked="" type="checkbox"/>	Course number	Course name	Section	Expression	Term	Role	Lead Teacher
<input checked="" type="checkbox"/>	FR11IM	FRANCAIS IMMERSION 11	1	1-4(A)	S2	Co-teacher	Johnston, Edward
<input checked="" type="checkbox"/>	FR12IM	FRANCAIS IMMERSION 12	1	5-8(A)	S2	Co-teacher	Johnston, Edward

4. Select the new [Staff end](#) date. If you need set a different end date for each section, check the [Set different staff end dates for each course section](#) box. Click [Next](#).

Additional staff: Angell, Amelia

☐ Set different staff end dates for each course section.

Course number	Course name	Section	Expression	Term	Role	Staff end
All	All	All	All	All	All	MM/DD/YYYY

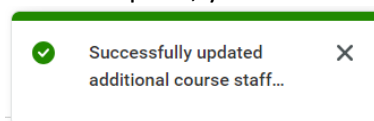
5. Review the changes. You can add notes for each section to include relevant information about the update. Any notes added are available for review on the [Course Section](#) page (see Section 6) next to the staff record.
6. If applicable, select the box [Copy this note to the following sections](#).

**Important Note:** If the staff end date is set to a date that occurs before the course start date or is set before the staff start date for the course, the staff's record will be removed from the section. In this case, any notes will not be available because there will be no record for the assignment.

Additional staff: Angell, Amelia

FR11IM FRANCAIS IMMERSION 11 -Sec #1 Exp 1-4(A)  
 Role: Co-teacher  
 Current end date: 06/30/2025  
 New end date: 01/06/2025  
 End date is before section term. Staff record will be removed from section.

7. Click [Update](#). When the process is complete, you will receive a confirmation message.



## 6 HOW TO ACCESS THE UPDATE COURSE STAFF NOTES

Any notes added after reassigning lead teachers, adding additional staff, or updating additional staff end dates can be accessed from the [Course Sections](#) page.

### Method 1:

1. From the Start Page, choose [School Management](#), then [Courses and Programs](#).
2. Choose [Course Sections](#), then select the course from the list on the left side of the page.

### Method 2:

1. From the Start Page, choose [People](#), then [Staff](#), then [Teacher Schedules](#).
2. Select the teacher from the list on the left side of the page.
3. From among the list of course sections displayed on the page, click the section number under the Section Number column (i.e., [Sec #](#)) for the desired section to view that section's details.

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock
<input type="checkbox"/>	17(A)	24-25	MUSIC10B	MUSIC 10	1	Rm97	10				
<input type="checkbox"/>	17(A)	24-25	MUSIC11B	MUSIC 11	1	Rm97	6				

4. Depending on the note to view – whether for the lead teacher or for additional staff – click on the caret ( ^ ) button under the [Actions](#) column.

Teacher - Section Lead						Add
Staff	Role	% Allocation	Start Date	End Date	Actions	
Barmore, Patricia	Lead Teacher	100	09/03/2024	03/03/2025	<div><div></div><div></div></div>	
Florence, Gloria	Lead Teacher	100	03/04/2025	06/30/2025	<div><div></div><div></div></div>	

Tip: If you see a page symbol (i.e., ) rather than the caret symbol, this means that the selected section has no note.

5. The note will appear in a pop-up window. Click [Ok](#) to close the window.

