

Teacher Class Reassignment

How to reassign a teacher from one course section to another.

Sometimes school administrators are required to reassign a teacher from one course section to another course section of the same course in the middle of a session (for various reasons that are irrelevant to this article).

After such reassignment, the new teacher gets access to all the attendance and gradebook information of the enrolled students in the class.

To reassign a teacher from one course section to another, go to **Main menu >> Scheduling>> Reassign Teacher**.

You can search by teacher or by course section. If you search by teacher, the system will list all the course sections that the teacher is scheduled to. You can select one or more course sections to reassign. If you search by course section, then it will list all the teachers who are scheduled to that course section (CrownSIS allows multiple teachers to be scheduled to one course section). Select the teacher you want to reassign and then click on **Select New Teacher**. You can search for a teacher or blank submit to get list of available teacher. After you select the new teacher, click on **Check Availability**. The system will check for conflicts and if there are none, you will be allowed to assign the course section to the new teacher. Click **Reassign Teacher** to complete the reassignment.



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