

# TLC Operations Guide: Upload New Teacher Leader Teams in GHR

DESIGNED FOR: *Principals*

In the 2016-17 school year, **Senior / Team Leads'** SchoolNet access will be set based upon the teachers who are assigned to them in GHR. Please update GHR with all Senior / Team Lead Team information to ensure timely SchoolNet access. Follow this step by step guide below to ensure accuracy; email [teacherleader@dpsk12.org](mailto:teacherleader@dpsk12.org) with questions and comments.

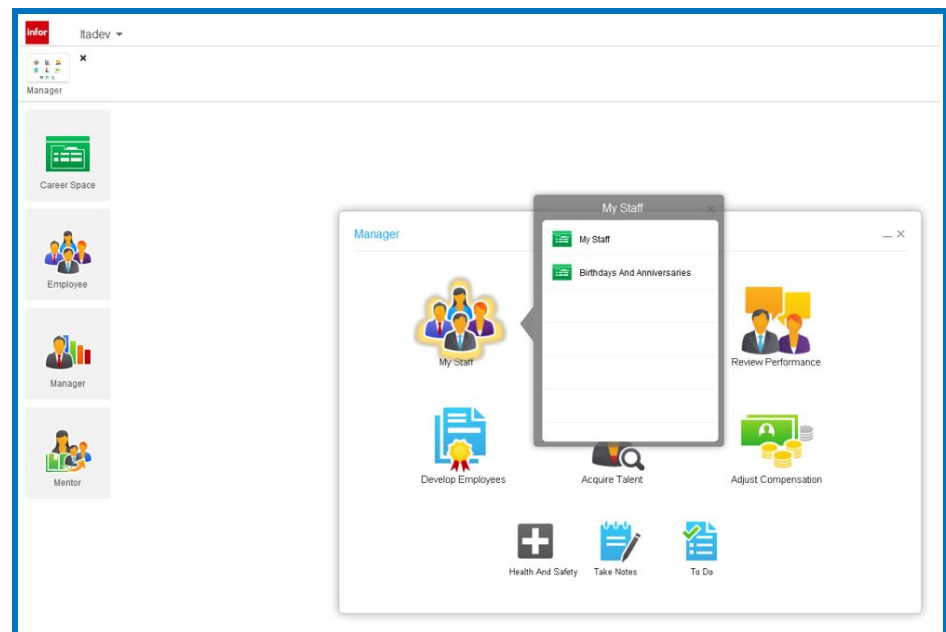
## Please note:

- This process works best with **Chrome** or **Firefox**. Please do *not* use Internet Explorer.
- Within this system, **Senior / Team Leads** are identified as **"Mentors"** and the **teachers** within their teams are referred to as **"Mentees."**
- This process is **only for Senior / Team Leads**; other teacher leader roles such as Team Specialists, Regional Team Specialists, and New Teacher Ambassadors will **not** have teachers assigned to them in GHR.
- Principals must complete this action through their own GHR portal. **Proxies do not have access** to this functionality in GHR.

## Step 1

Navigate to your GHR portal and login as usual. Click **Manager**, then click the **My Staff** icon and **My Staff** again in the menu.

Continued on the next page.



## Step 2

On the left side, double click the Senior / Team Lead name who's team you are updating.

On the left, notice **At A Glance** highlighted in blue, this indicates you are on the correct page.

In that teacher's information, find the heading **Current Mentor Information** and click **Mass Assign Mentees**. In this system, "Mentors" are Senior / Team Leads and "Mentees" are teachers.

*NOTE: When you click this button, your browser will open and the site will authenticate. This may take a few minutes to load; please be patient.*

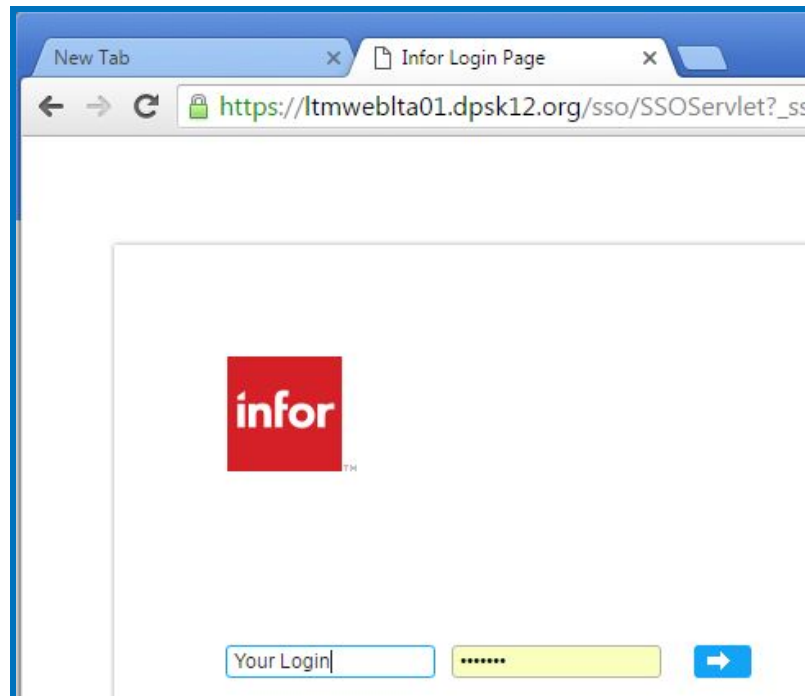
The screenshot displays the Infor Itadev interface for a user named 'MENTOR (SENIOR / TEAM LEAD) NAME'. The left sidebar shows a navigation menu with 'At A Glance' highlighted. The main content area includes a profile card with a placeholder for a photo, email address '@dpsk12.org', and various identifiers like Employment ID 100019615 and Location ELEMENTARY. Below the profile card, there are sections for 'Dates & Service' (listing Birthdate, Start Date, Years Of Service, etc.), 'Teacher Leadership - Projected Eligibility' (showing Team Lead, Specialist, and New Teacher Ambassador as eligible), 'Current Mentor Information' (with a 'Mass Assign Mentees' button highlighted by a red arrow), and 'Work Preferences' (with dropdown menus for Travel, Relocate, and International Assignment, all set to 'Not Applicable').

Continued on the next page.



### Step 3

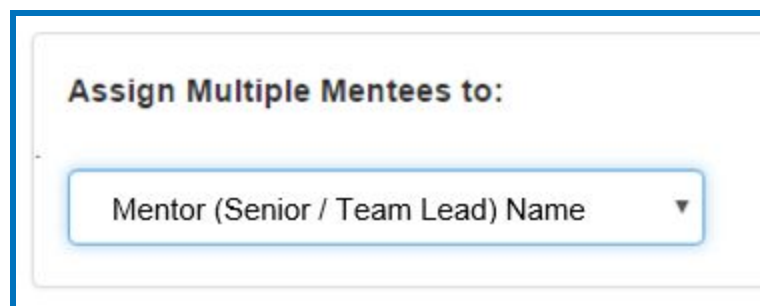
In your new browser window, login to GHR with your regular credentials



### Step 4

When your login authenticates, you will have access to assign teachers to your Senior / Team Leads through the “Assign Multiple Mentees” function.

In the dropdown menu at the top of the page, choose the **Mentor Teacher** (Senior Team Lead or Team Lead) to whom you would like to assign **Mentees** (the teachers this Senior / Team Lead coaches and evaluates). **Select the Senior / Team Lead name.**



## Step 5

In the **Mentees List**, use the checkboxes to select all of the teachers on that Senior / Team Lead's Team.

**For schools with more than one page of teachers**, you must click the **"SAVE THIS PAGE"** button for each page of teachers.

*(For example, if you put checks next to two names on page one, save page one, then navigate to page two and put checks next to additional names, then save page two.)*

Assign Multiple Mentees to:

Mentor (Senior / Team Lead) Name

Mentees List			
	Name	DPS ID	Title
<input type="checkbox"/>	TEACHER	000000000	TEACHER, INTERVENTION
<input checked="" type="checkbox"/>	TEAM TEACHER #1	000000000	TEACHER, ELEMENTARY
<input checked="" type="checkbox"/>	TEAM TEACHER #2	000000000	TEACHER, ELEMENTARY
<input type="checkbox"/>	TEACHER	000000000	TEACHER, ELEMENTARY
<input type="checkbox"/>	TEACHER	000000000	TEACHER, INTERVENTION
<input type="checkbox"/>	TEACHER	000000000	TEACHER, ELEMENTARY

Page 1 of 1 50 View 1 - 6 of 6

**SAVE THIS PAGE**

## Step 6

Repeat Steps 2 through 5 for every Senior Team Lead and Team Lead teacher in your school.

**NOTE:** *Team Specialists, Regional Team Specialists, and New Teacher Ambassadors will not have teachers assigned to them in GHR.*

