# Assignment Input Instructions for Non-SIS Charter Schools

**<span style="color:red">The submission period for SY 2023-2024 teacher assignments via the Assignment Input screen is 8/01/2023 to midnight 9/01/2023</span>**

For instructions on How to Access the e.HR for HQ site refer to Document 1f of the ESSA HQT Handbook.

In the e.HR for HQ site, enter the following information on the sign in screen:

1. In the username box, enter either your **DOE Employee ID number** or your **First name (space) Last name**
2. Hit the "tab" key to move to the password box
3. In the password box, enter your **internet password**
4. Click on the Login button

FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday: 7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250
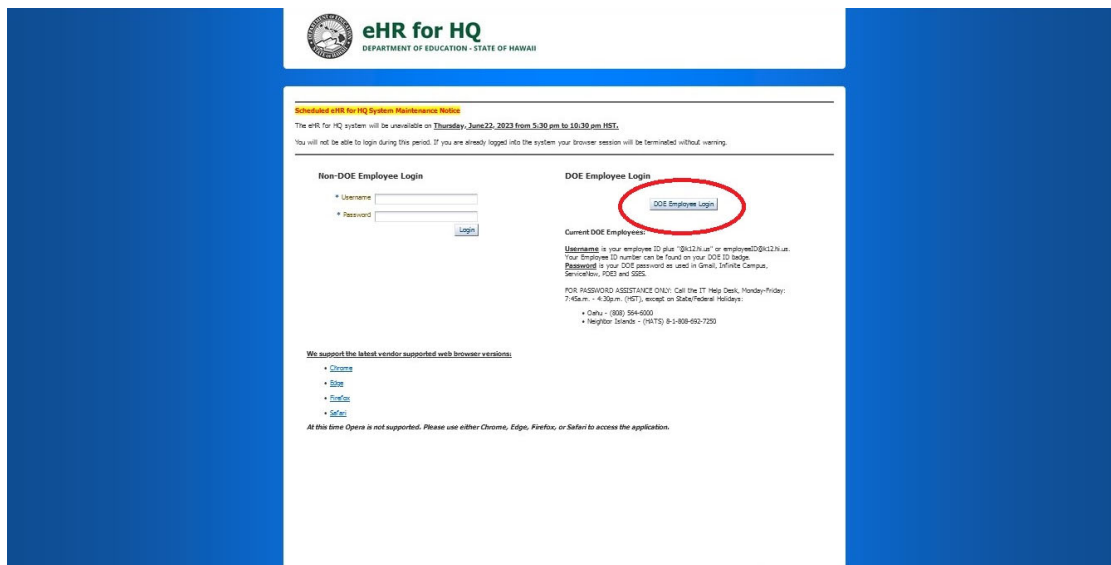
After clicking on the Login button, the welcome screen will appear with three types of reports. The reports available to Administrators are:

1. Teacher Reports – displays Individual Teacher Reports, HQ certificate
2. School Reports – provides reports on Teacher Assignments, Teacher Quality
3. General Reports – provides Federal Reports, Trend Reports
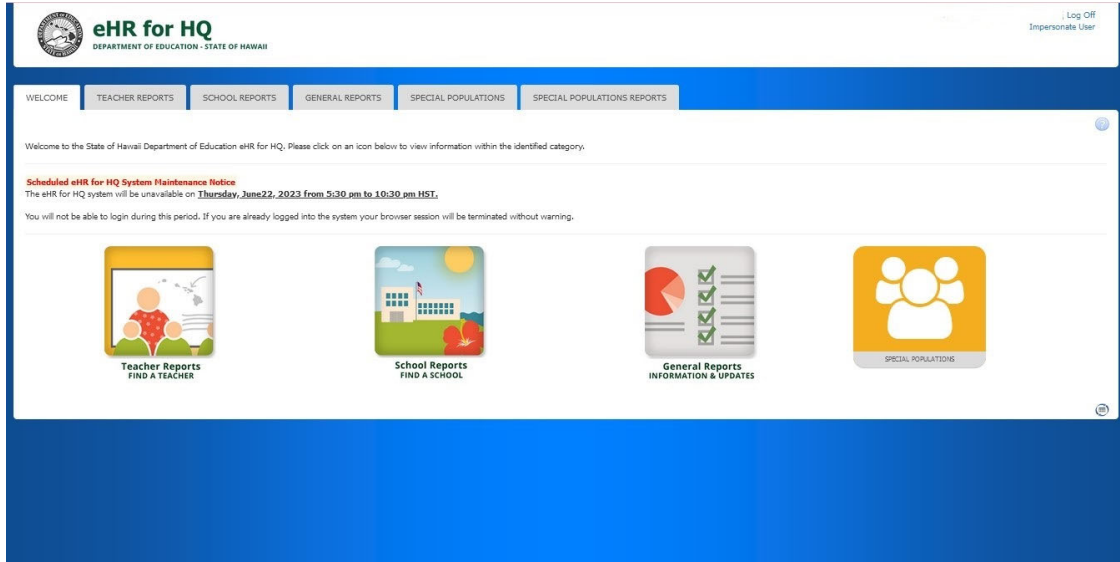


To enter teacher assignments in the **Assignment Input** screen, first access the **School Reports** by clicking on the school report image or school report tab.
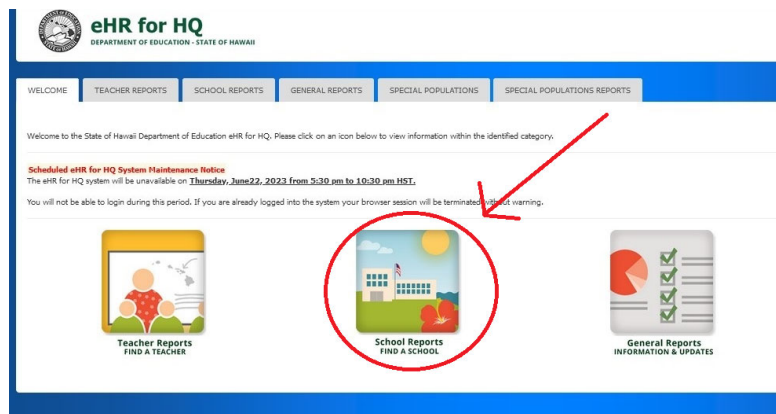
Next, click on the Assignments Input navigation link to launch the input screen.
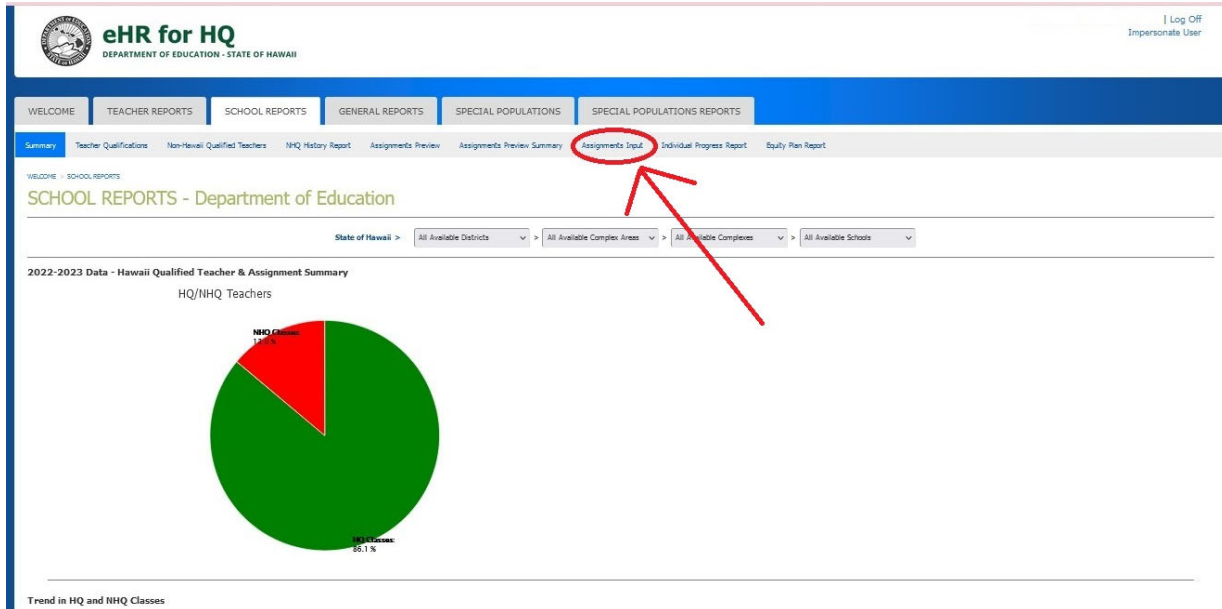


Once the Assignment Input screen opens, the teacher assignments from the previous year will be pre-loaded. If the teacher is still employed at the school, update the course assignment, if any, in the columns for the subject, SPED, grade level, term, section, and period. If the teacher is no longer employed at the school, the teacher assignment should be deleted by clicking on the "X" in that row.
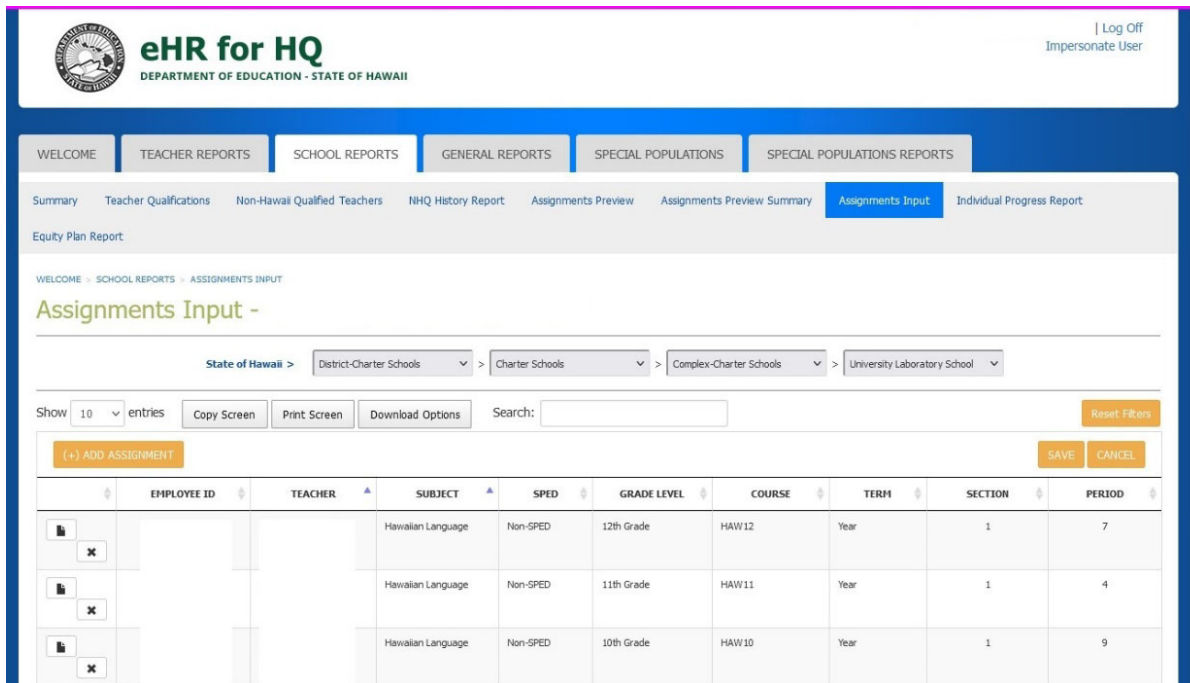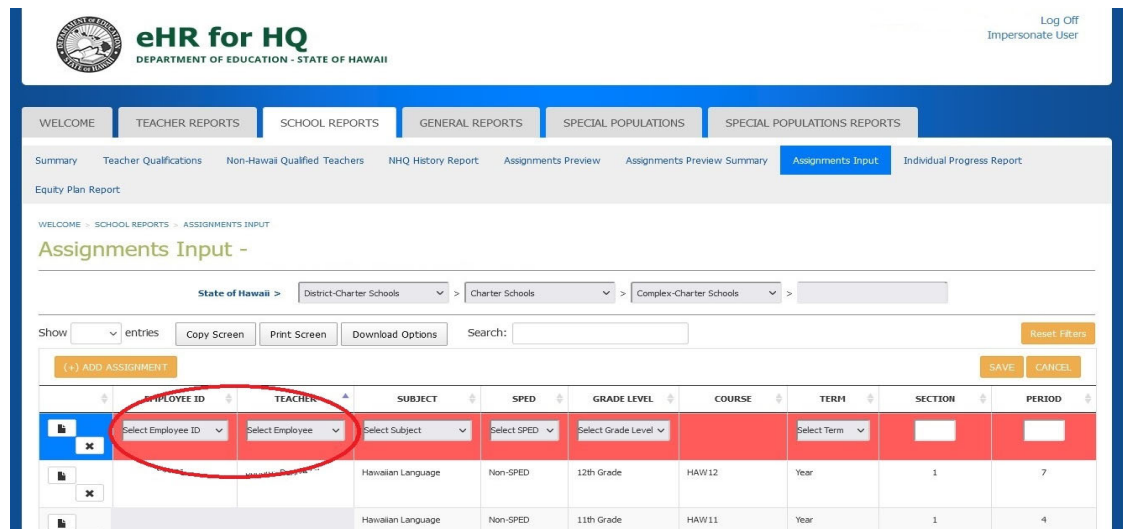
To enter a new teacher assignment, click on the "**Add Assignment**" button.

*Only Principal, Vice Principal and Registrar users will be able to see the "Add Assignment" button. The button will not be visible to other users.*
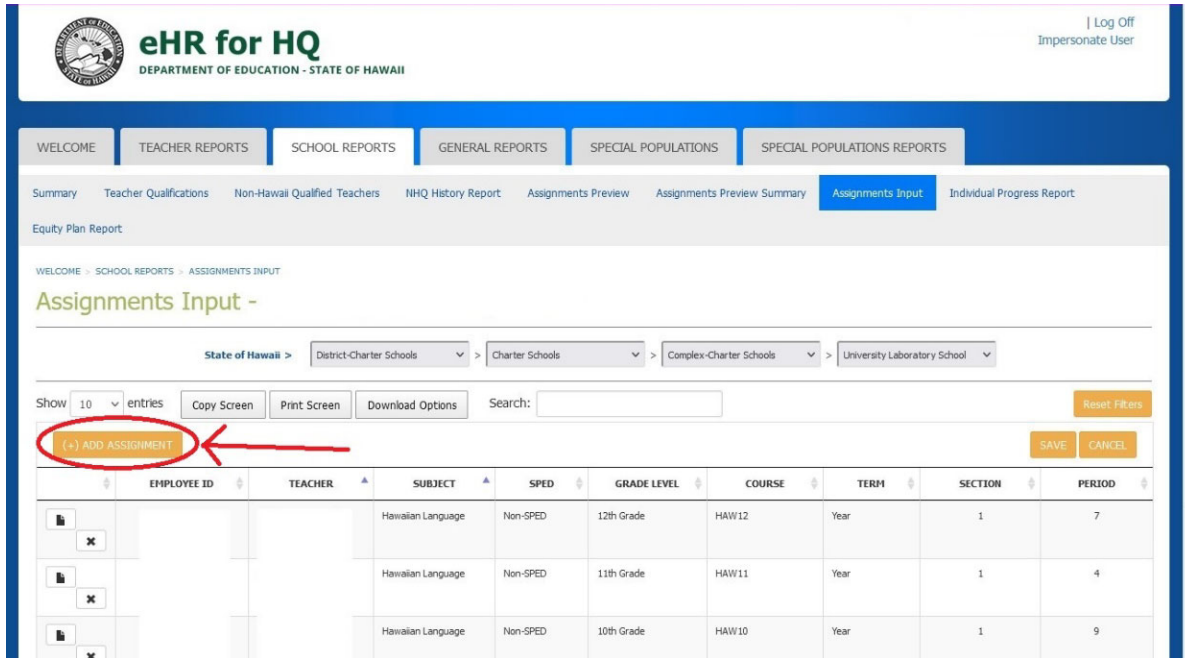


After clicking on the **Add Assignment** button, a data input row will appear. The columns that require a value will have a red background.

Click on the drop down arrow in each data column to select or enter the appropriate information. A teacher can be selected from either the EMPLOYEE ID column or the TEACHER column. Only one column needs to be entered with the teacher information, the system will automatically update the other column.

To enter another assignment, click on the **Add Assignment** button and repeat the same steps. Once again, it is recommended that you click on the **SAVE** button after each entry.



To duplicate a teacher row, click on the copy icon and make changes to the subject, grade level, etc. Click on "**SAVE**" after the changes.

## Assignment Scheduling Notes:

1. Under ESSA all primary teacher assignments including non-core subjects will need to be scheduled in Assignment Input.
2. Preschool assignments for ages 2-4 must be scheduled.
3. For CTE course descriptions please refer to the CTE Manual or view the link below:
   http://www.hawaiipublicschools.org/DOE%20Forms/CTE/CTEhandbook.pdf

## SPED Assignments:

1. Only the primary SPED teachers should be scheduled in Assignment Input.
   a. The Primary Teacher, is the teacher of Record for the course.
   b. If the SPED teacher is considered Teacher 2 for the course assignment, then the SPED teacher does not need to be entered in Assignment Input.

2. Under the "SPED" column, there are three course types to select: (1) Non-SPED, (2) SPED, or (3) Alternate Assessment – for secondary SPED teachers with a class of all Alternate Assessment students.
   a. For general education teachers, select **Non-SPED** for the course type.
   b. For all Elementary SPED teachers, regardless of whether or not students take the Hawaii State Alternate Assessments (HSA-Alt), select SPED for the course type.
      i. **Elementary SPED teachers need to be ESSA Hawaii Qualified for Elementary Education through one of the Hawaii Qualified Teacher options.**
   c. For Secondary SPED teachers assigned to classes where students earn credit towards a Hawaii high school diploma, select **SPED** for the course type.
      i. **SPED teachers of these classes will need to meet the content requirement for the subject through one of the Hawaii Qualified Teacher options.**
   d. For Secondary SPED teachers assigned to classes where students of significant cognitive disabilities take the Alternate Assessment (HSA-Alt), select **Alternate Assessment** for the course type.
      i. **SPED teachers of these classes will need to meet the Elementary Education content requirement through one of the Hawaii Qualified Teacher options.**

To delete a teacher record, click on the "X".   Then click on "save" to make the deletion permanent.
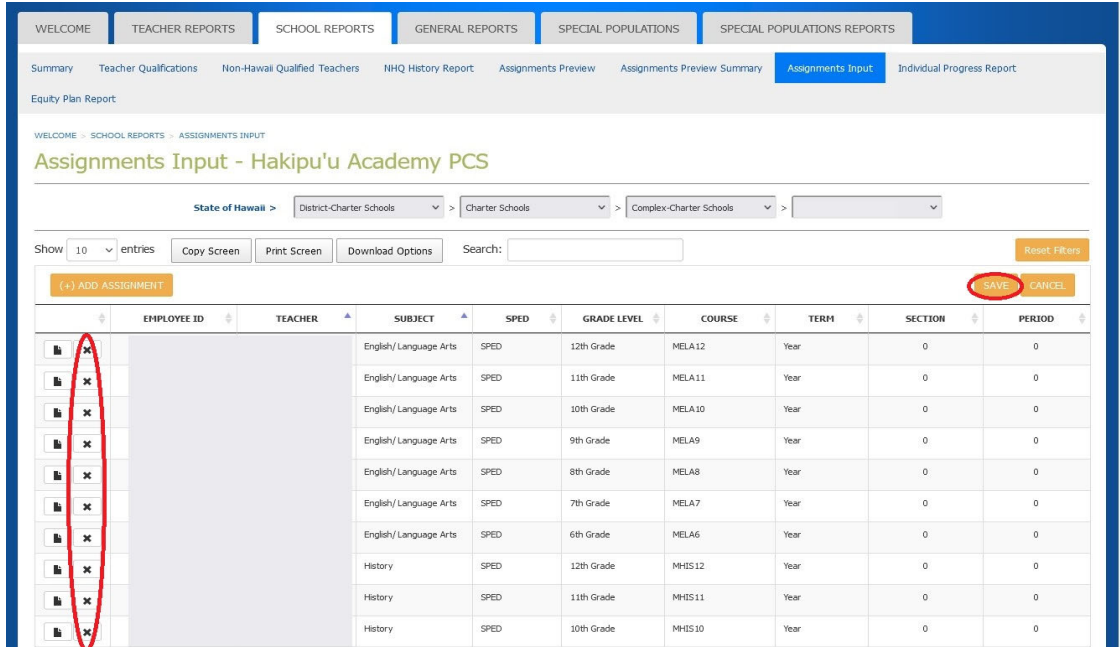


## Employee Id Note:

1. Employee ID number 88888888 should be used for Substitute Teachers.

2. Employee ID number 77777777 should be used for vacant positions.  Once the position has been filled by a regular teacher, replace the vacant employee ID or the Substitute employee ID with the teacher's actual employee ID number.  DO NOT CREATE A SEPARATE ROW FOR THE TEACHER.

3. Unidentified Employee ID numbers will increase the school's NHQ percentage.

To view more than the default 10 rows, use the "Show" pull-down menu to select 25, 50 or 100 rows.

When a required value is entered, the background color of the data column will turn blue, indicating an entry has been made but not saved. To ensure you do not lose any of your work, you should click on the **SAVE** button after each entry.



After all teacher assignments have been entered and reviewed for accuracy, hit the "**Submit**" button. By clicking the submit button it indicates the entries for teacher assignments are final and approved assignments that should be included in the ESSA Reporting for the upcoming school year.

*The SUBMIT button is limited to users with Principal or School Director access.*

After submitting the data, the Assignment Input data screen will change to green.

**Once the "Submit" button has been selected, only the School Director will be able to make corrections by clicking on "Reopen."**



To view the completed Assignment data, go to the Assignment Preview navigation link after the nightly refresh.

## Assignment Scheduling Reminder:

- Teacher Assignments should only be entered in one system, either the Assignment Input screen in e.HR for HQ or in the Student Information System.
- Assignments must be completed by September 1st in e.HR for HQ.
- The e.HR for HQ system will lock down on October 1st for the baseline snapshot.
- The e.HR for HQ system will re-open on October 2nd after the baseline snapshot is taken, to allow for schedule changes throughout the year.
- If the system is reopened for changes, the data must be resubmitted.