

Resource Master

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This section describes the tasks for maintaining non-employee resources.

Search for Non-employee Resources

Before you can work with a resource in the Resource Master, you must search for the person using the Search Resource tool.

To search for resources, enter their first or last name in the **Search Resource** field. If you do not know the full spelling of the first or last name, you can enter just the first few letters. The Search Resource tool displays names that match the letters you enter.



The screenshot shows a search interface. At the top, there is a label 'Search Resource:' followed by a text input field containing the text 'Lee'. Below this, there is a label 'To search, enter a name' followed by a dropdown menu. The dropdown menu is open and displays the text 'Lee, Alex K'.

Search Resource Field

Manage Non-employee Resources

After you search for a resource, you can manage their Contact Information and Assignments. From here you can update the person's name, phone number, email address, and Organization. The **Organization** field is set up using the [Resource Codes](#) tool.

If a non-employee resource becomes an employee in the Human Resources module, Campus automatically ends the person's assignment.

See the following [field descriptions](#) for information about each field in the Assignment Information section.

Scott Jones

Save

Contact Information

PersonID
82

***First Name** **Middle Name** ***Last Name**

Organization

Phone **Email**

Assignment Information

New Assignment

Speech - 03/10/2017 -
[Hide Details](#)

***Title**

***Start Date** **End Date**

Add Work Location

***Roles (CTRL click to select multiple)**

- Advisor
- Behavior Admin
- Behavior Response Approver
- Counselor
- Exclude Behavior Referral
- Health
- Response to Intervention
- Special Ed
- Teacher

Comments

Example Non-employee Resource in the Resource Master

Assignment Information Field Descriptions

Field	Description
Title	The Title field is set up using the Resource Codes tool and identifies the activity to which the person is assigned.
Start Date	The date on which the person started this assignment.

Field	Description
End Date	The date on which the person's assignment ends.
Add Work Location	All location(s) where this person will be working. You may select more than one location.

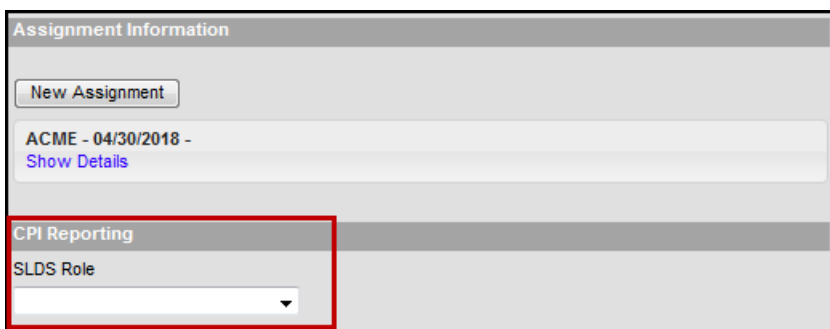
Field	Description																				
Roles	The responsibilities associated with this assignment.																				
	<table border="1"> <thead> <tr> <th data-bbox="363 324 579 376">Role</th> <th data-bbox="579 324 1423 376">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 376 579 562">Advisor</td> <td data-bbox="579 376 1423 562">Selecting the Advisor checkbox allows the staff member's name to appear in the Advisor dropdown list on the student's Team Members tab when adding team members for PLP purposes.</td> </tr> <tr> <td data-bbox="363 562 579 815">Behavior Admin</td> <td data-bbox="579 562 1423 815">Selecting the Behavior Admin checkbox makes the staff member's name appear in the Behavior Admin Staff dropdown list on the student's Behavior tab when adding new behavior events and on the Behavior Management Resolution editor. It is also used to display the staff person's name in the Notify list on the Behavior Referral tool.</td> </tr> <tr> <td data-bbox="363 815 579 954">Behavior Response Approver</td> <td data-bbox="579 815 1423 954">When marked, the staff person can be selected in the Behavior Response Approver dropdown list on the Response editor.</td> </tr> <tr> <td data-bbox="363 954 579 1093">Counselor</td> <td data-bbox="579 954 1423 1093">Selecting the Counselor checkbox places the staff member's name in the Counselor dropdown list on the Fill Counselor Wizard in Scheduling.</td> </tr> <tr> <td data-bbox="363 1093 579 1232">Exclude Behavior Referral</td> <td data-bbox="579 1093 1423 1232">Eliminates that user's name from the Submitted By dropdown list on the Incident Detail editor.</td> </tr> <tr> <td data-bbox="363 1232 579 1408">Health</td> <td data-bbox="579 1232 1423 1408">Selecting the Health checkbox allows the staff member's name to appear in the Administered By dropdown list on the student's Health Office Visits tab when adding new health events.</td> </tr> <tr> <td data-bbox="363 1408 579 1547">Response to Intervention</td> <td data-bbox="579 1408 1423 1547">Selecting the Response to Intervention checkbox allows the employee's name to appear as a Team Member on student's RTI plan.</td> </tr> <tr> <td data-bbox="363 1547 579 1724">Special Ed</td> <td data-bbox="579 1547 1423 1724">Selecting the Special Education checkbox makes the staff member's name appear in the Special Ed Staff dropdown list on the student's Team Members tab when adding new team members.</td> </tr> <tr> <td data-bbox="363 1724 579 1863">Teacher</td> <td data-bbox="579 1724 1423 1863">Selecting the Teacher checkbox makes the staff member's name available in the Teacher dropdown lists on the Staff History tab.</td> </tr> </tbody> </table>	Role	Description	Advisor	Selecting the Advisor checkbox allows the staff member's name to appear in the Advisor dropdown list on the student's Team Members tab when adding team members for PLP purposes.	Behavior Admin	Selecting the Behavior Admin checkbox makes the staff member's name appear in the Behavior Admin Staff dropdown list on the student's Behavior tab when adding new behavior events and on the Behavior Management Resolution editor. It is also used to display the staff person's name in the Notify list on the Behavior Referral tool.	Behavior Response Approver	When marked, the staff person can be selected in the Behavior Response Approver dropdown list on the Response editor.	Counselor	Selecting the Counselor checkbox places the staff member's name in the Counselor dropdown list on the Fill Counselor Wizard in Scheduling.	Exclude Behavior Referral	Eliminates that user's name from the Submitted By dropdown list on the Incident Detail editor.	Health	Selecting the Health checkbox allows the staff member's name to appear in the Administered By dropdown list on the student's Health Office Visits tab when adding new health events.	Response to Intervention	Selecting the Response to Intervention checkbox allows the employee's name to appear as a Team Member on student's RTI plan.	Special Ed	Selecting the Special Education checkbox makes the staff member's name appear in the Special Ed Staff dropdown list on the student's Team Members tab when adding new team members.	Teacher	Selecting the Teacher checkbox makes the staff member's name available in the Teacher dropdown lists on the Staff History tab.
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Field	Description
Comments	This button hides and displays comments entered for the assignment.

State Specific Field Descriptions

CPI Reporting (Georgia Only)

The CPI Reporting section is only available to districts in Georgia. Information from this field is used in the Certified/Classified Personnel Information (CPI) data collection.



The screenshot shows a web form titled "Assignment Information". It includes a "New Assignment" button, a section for "ACME - 04/30/2018" with a "Show Details" link, and a "CPI Reporting" section. The "CPI Reporting" section contains a dropdown menu labeled "SLDS Role", which is highlighted with a red rectangular box.

CPI Reporting Example (GA Only)

Field	Description
SLDS Role	Identifies the person's role for the Statewide Longitudinal Data System (SLDS).