Account for Students on Another Teacher's Roster in Web-Based Raptor

Mar 19, 2023 Knowledge

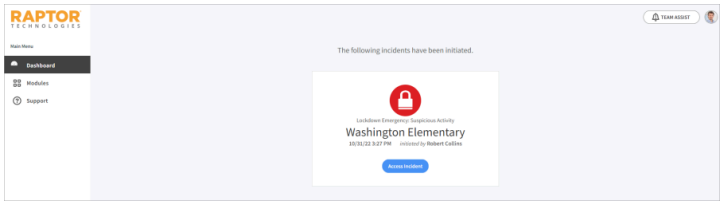
Knowledge Article Detail

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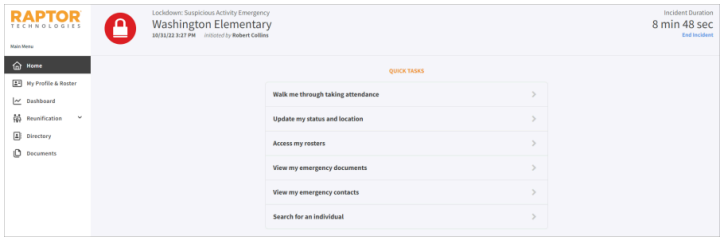
If you have the *Emergency Management User* role, then perform the following steps to account for another teacher's roster in Raptor.

> **Note:**
> Alternatively, you can access the incident by:
>
> 1. In the **Main** menu, select **Products > Emergency Management**.
> 2. In the **Emergency Management** menu, select **Incidents**.
> 3. On the **Active Incidents** tab, navigate to the **Emergencies and Drills** grid and click the button in the **Details** column.

1. From the **Dashboard** screen, click **Access Incident**.



2. From the navigation menu, select **Directory**.



3. Use the **Search for an Individual** field to search for the staff member.

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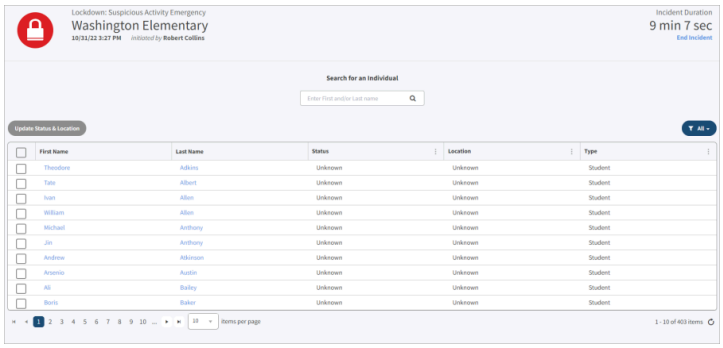
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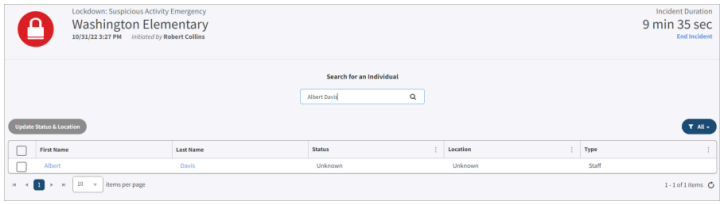
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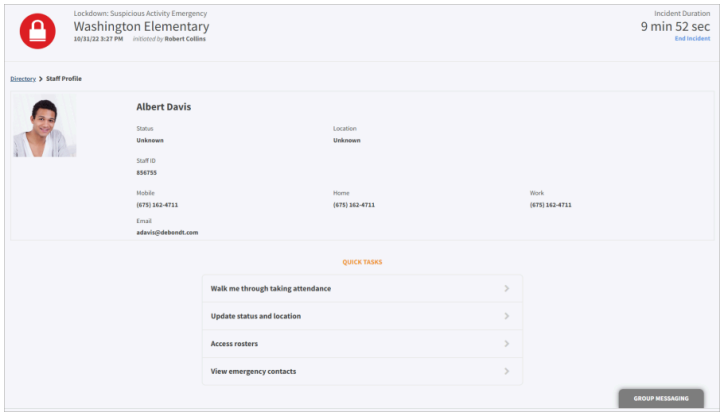
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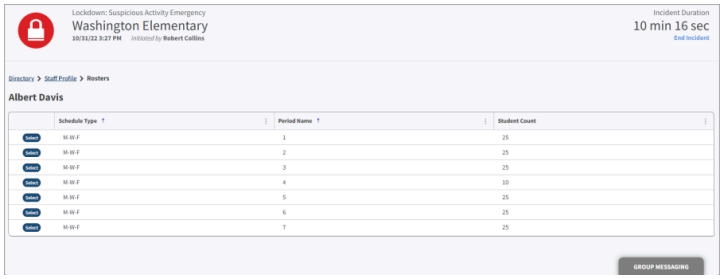
4. Click on the appropriate staff member's name to open their profile (do not select the check box).



5. Click **Access rosters**.



6. If applicable, click **Select** for the appropriate roster (**Schedule** and **Period**).

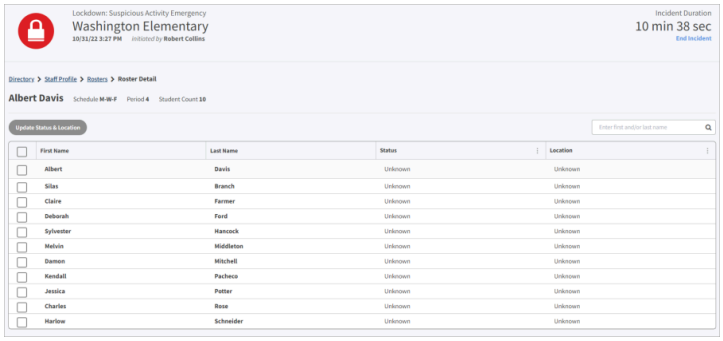


7. Select the appropriate check box(es).

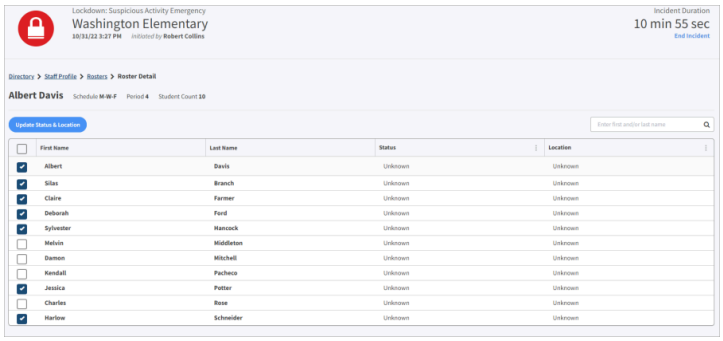
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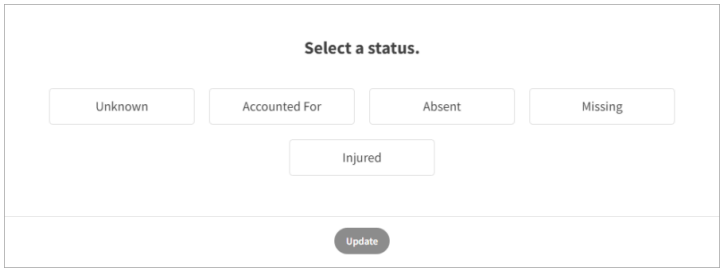
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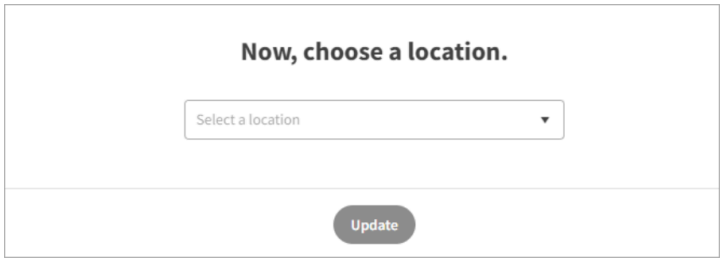
8. Click **Update Status & Location**.



9. Select the appropriate **Status**.

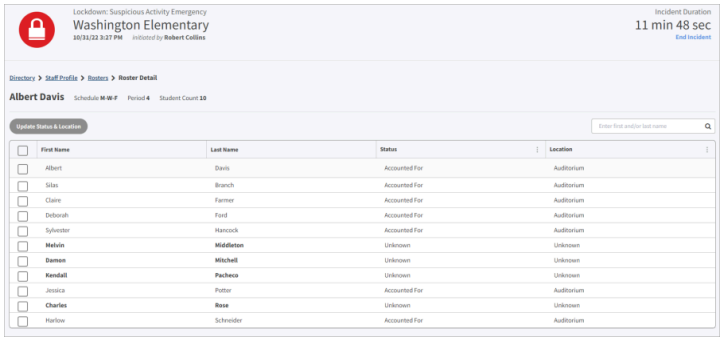


10. Select or add the appropriate **Location** and click **Update**.



11. Repeat **Steps**7 - 10 until all the students on the roster have been updated.

> **Note:**
>
> Individuals in bold have not had their status and location updated.



Title

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URL Name

Account-for-Students-on-Another-Teacher-s-Roster-in-Web-Based-Raptor-7696ec26

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