

CTAP² QuickTips for Site Administrators

CLEAN UP YOUR TEACHER LIST

Got a CTAP² session with your teachers coming up? Have teachers moved to a different school? Retired? Need to delete them off your list? Here's how to do it.

1. Log onto CTAP².
2. Click on the **Administrator Tab**.
3. Click on the **Schools (Left side of screen)**.
4. Search for your school.
5. Click on **View Users**. Select **View All**.
6. The next screen will bring up a list of your teachers.
7. Click the Edit button for the teacher you need to reclassify.
8. To “disassociate” them from your school, scroll down to current schools and put a checkmark in the box.
9. If you know what school they have transferred to, add that school site.
10. Scroll down to the bottom and save changes.

Note: if a teacher is on the list twice, contact your CTAP County specialist
And ask to have the files merged.