



TEACHER DATA ENTRY TRAINING

Bright from the Start: Georgia Department of Early Care and Learning
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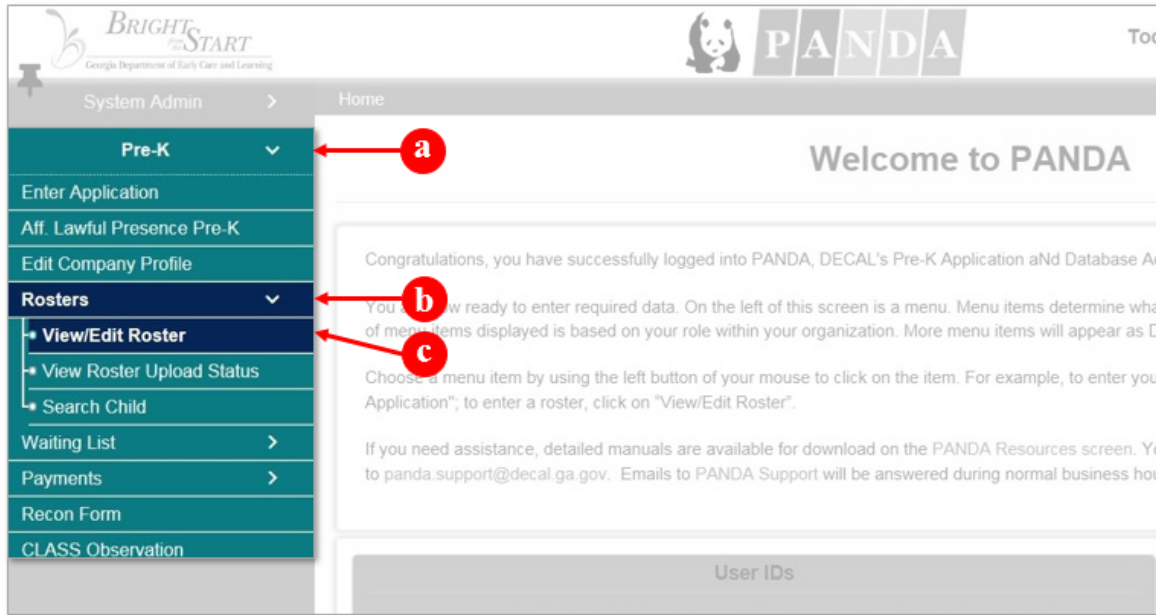


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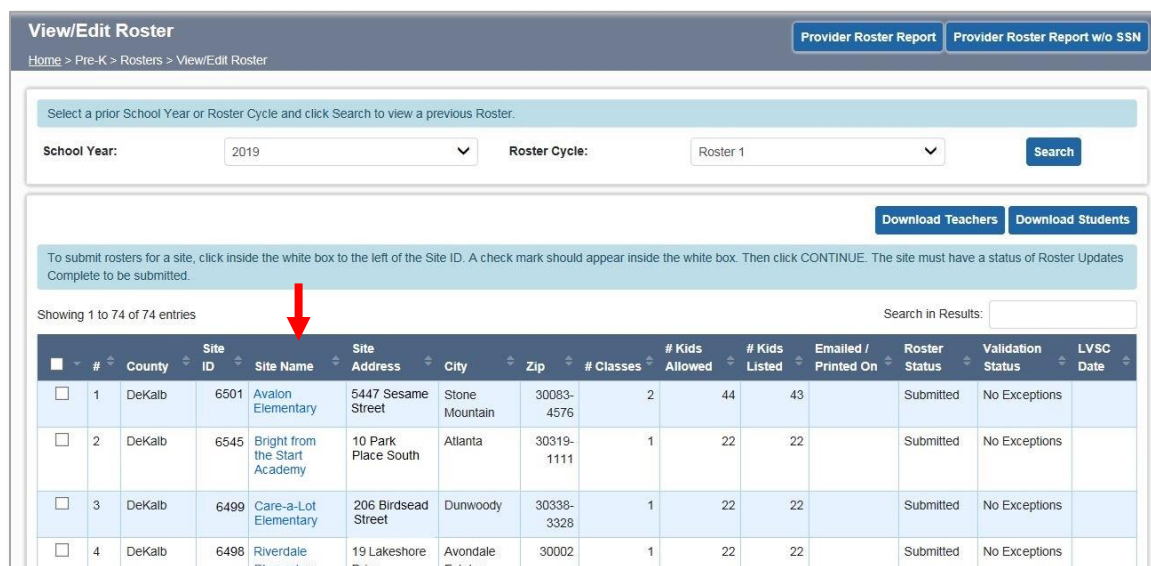
Viewing Current Teacher Information

1. Launch [PANDA](#) and login with your Pre-K Provider credentials.
 - For information about PANDA login accounts, refer to the [PANDA Provider User Management document](#) found on the PANDA Resources page located at www.dec.al.gov under the Providers tab.
2. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then click on (c) **View/Edit Roster**.



The Roster Provider Site List displays. The Site Name column displays each Site Name as a hyperlink.

3. To choose a site, click the **Site Name**.



The Roster Class List displays. The Class ID column displays each Class ID as a hyperlink.

- To choose a class, click on the desired Class ID.

Roster Class List

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List

Return to Site List Reports

Site Details

Provider Name: DeKalb County Board of Education Site Name: Bright from the Start Academy
 Region: 03 Address: 10 Park Place South, Atlanta, GA 30319-1111
 County: DeKalb Phone: (770)888-9999
 Consultant: Emily Dickinson

School Year: 2019 Roster Cycle: Roster 1 Search

Download Teachers Download Students

Showing 1 to 2 of 2 entries Search in Results:

Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
80004	Austen, Jane	GaPSC Certification, T4	22	21		Submitted	No Exceptions	
80005	Bronte, Charlotte	No GaPSC Certification, ECE Bachelor or higher	22	22		Submitted	No Exceptions	

The roster detail window for the selected teacher is displayed. The Last Name Column displays each teacher’s last name as a hyperlink.

Important

For **Continuation** classes, the teacher data automatically carries over from the previous school year to the current school year. Please be aware that teacher data, with the exception of Creditable Years of Experience (CYE), may be changed at any time during the school year regardless of the roster cycle. Because the teacher data impacts provider payments, it is important that Providers make any necessary changes to teacher information as soon as possible and not wait until a specific roster cycle date.

- To view the current teacher(s) information, click on the Lead or Assistant Teacher’s last name.

Lead Teacher Information

Select Status: Active

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience
PD-BFTS-47471	Austen	Jane	111-11-1111	GaPSC Certification, T4	Other Non-ECE Degree	5.00

Assistant Teacher Information

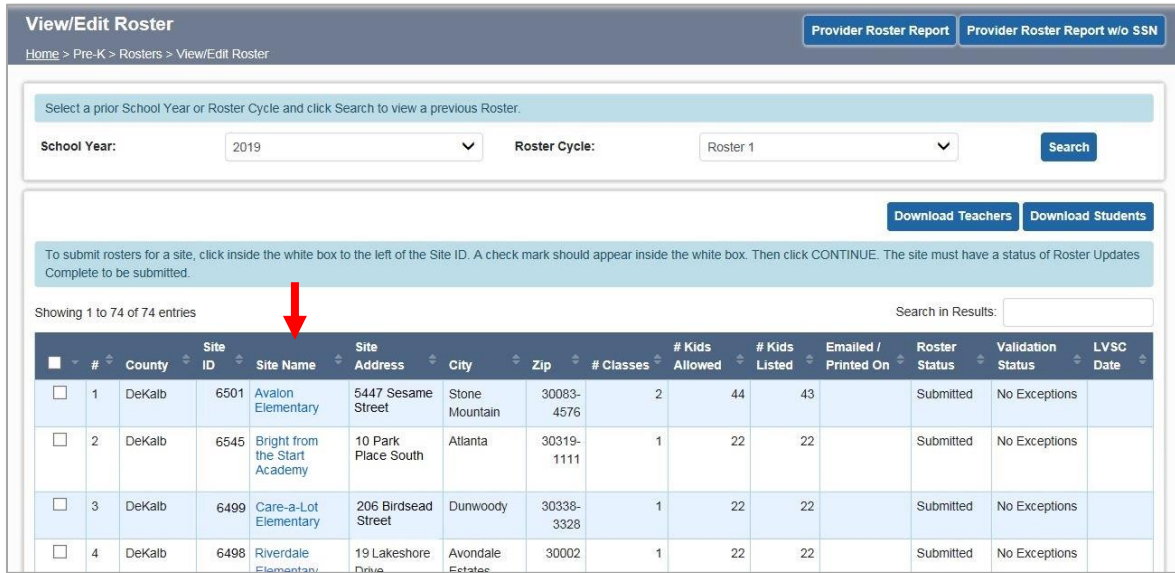
Select Status: Active

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience
PD-BFTS-72721	Frost	Robert	222-22-2222	Child Development Associate		1.00

Note: Student names are not displayed on the first roster of the school year. Providers will enter student information on Roster 1 and then update it each subsequent roster to reflect any changes that have occurred since the prior Count Date.

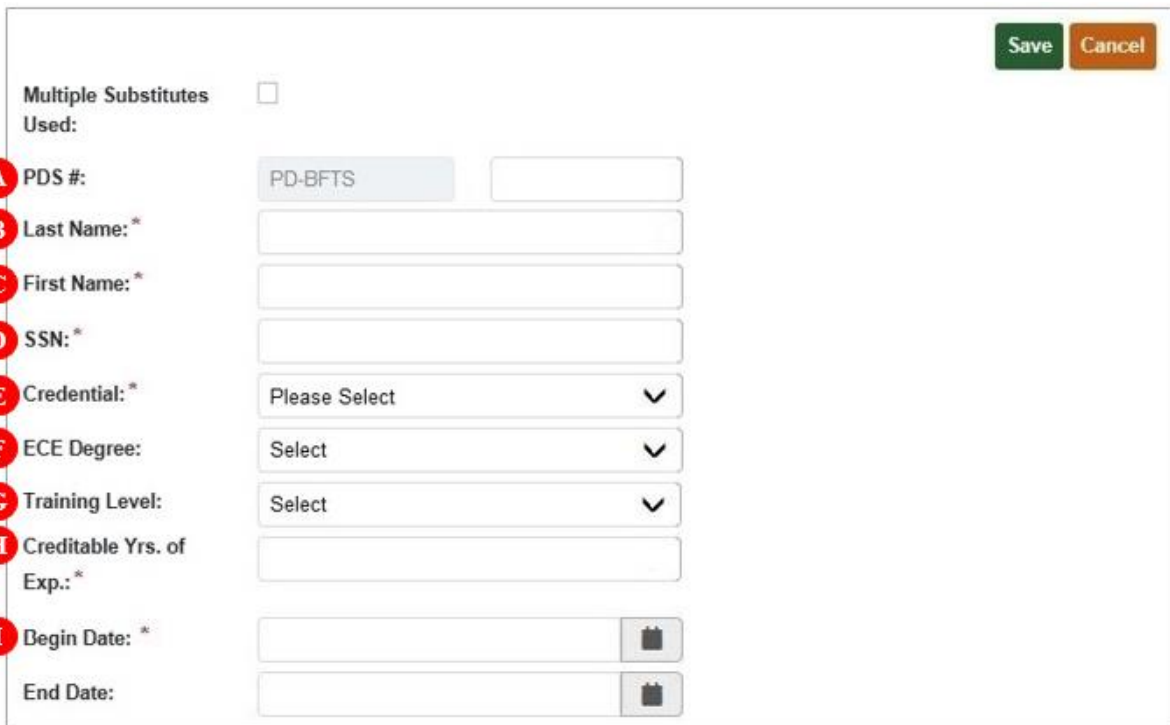
Adding a Lead or Assistant Teacher

1. Log into Panda and navigate to the Roster Provider Site List by selecting **Pre-K, Rosters**, and then **View/Edit Roster**. The Roster Provider Site List page opens. The Site Name column displays each Site Name as a hyperlink.
2. Click on the name of the site you want to view or edit.



#	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
1	DeKalb	6501	Avalon Elementary	5447 Sesame Street	Stone Mountain	30083-4576	2	44	43		Submitted	No Exceptions	
2	DeKalb	6545	Bright from the Start Academy	10 Park Place South	Atlanta	30319-1111	1	22	22		Submitted	No Exceptions	
3	DeKalb	6499	Care-a-Lot Elementary	206 Birdsead Street	Dunwoody	30338-3328	1	22	22		Submitted	No Exceptions	
4	DeKalb	6498	Riverdale Elementary	19 Lakeshore Drive	Avondale Estates	30002	1	22	22		Submitted	No Exceptions	

3. On the Roster Class List window, click the **Add** button next to the Lead or Assistant Teacher Status.
4. The **Teacher Information** window displays.



Multiple Substitutes Used:

A PDS #: PD-BFTS

B Last Name: *

C First Name: *

D SSN: *

E Credential: * Please Select

F ECE Degree: Select

G Training Level: Select

H Creditable Yrs. of Exp.:


I Begin Date: *

End Date:

Save Cancel

5. Complete the following fields:

Field	Action Required
A PDS #	Enter the teacher's GaPDS profile number.
B Last Name	Enter the teacher's Last Name exactly as it appears in their GaPDS profile.
C First Name	Enter the teacher's First Name exactly as it appears in their GaPDS profile.
D SSN	Enter the teacher's Social Security Number (SSN) exactly as it appears in their GaPDS profile.
E Credential	<p>Select the teacher's credential from the drop-down list.</p> <p>Note: <i>Associate of Science/Arts</i> is not a valid credential choice for a lead teacher unless the teacher was approved in the 2009-2010 school year with an approved ECE Associate Degree or Montessori Diploma.</p> <ul style="list-style-type: none"> Refer to the Pre-K Providers' Operating Guidelines for additional information regarding credential/certification requirements for lead and assistant teachers. Refer to Appendix A for details about the various credential options.
F ECE Degree	If the selected credential is an Associates of Science/Arts or higher, select the appropriate ECE (Early Childhood Education) Degree.
G Training Level	If the credential selected is either ' <i>Out-of-State Certification, T5 or higher</i> ' or ' <i>PSC Certification, T5 or higher</i> ', a training level of T-5 (Masters), T-6 (Specialist) or T-7 (Doctorate) must be selected.
H Creditable Yrs. of Exp.	Enter the teacher's verified years of teaching experience (see important notes below).
I Begin Date	<p>Enter the date that the teacher began teaching in this class using the following format: MM/DD/YYYY.</p> <p>Note: This date must be in the current school year.</p>

6. Review the record to confirm all data is correct, make any needed adjustments, and then click  to add the new teacher.

Important Notes Regarding Creditable Years of Experience for Lead Teachers:

Note (1): For Georgia’s Pre-K Program, *Creditable Years of Experience* (CYE) is defined as all years taught as a full-time lead teacher in a Georgia’s Pre-K Program (public or private) with an approved credential and/or all years taught as a certified lead teacher in a K-12 public school.

- A teacher must have taught full-time for at least six (6) months of the school year (60% of the year) to receive credit for one (1) full year.
- Years taught in a public school in another state will count toward CYE if the teacher held a valid, in-field state education certificate related to the field of employment and was under contract during the period in which the experience was earned.
- CYE does not have to be consecutive.

Note (2): When determining a teacher’s CYE, the provider should count all prior years at the current program, the years the teacher taught in another Georgia’s Pre-K Program (public or private) with approved credential(s), and/or all the years taught as a certified teacher in a K-12 public school.

- Credit should not be given for teaching experience associated with substitute teaching, student teaching, teacher aide/assistant teacher experience, or part-time/temporary teaching positions.
- Only **PRIOR** completed years of experience are valid, therefore the 2017-2018 school year should not be included when determining CYE.

Please note before the start of the 2018-2019 school year, PANDA will add one (1) year of experience for teachers that taught in the 2017-2018 school year.

Important Notes Regarding CYE Continued:

Note (3): Pre-K providers will be responsible for verifying a teacher’s CYE.

- Written processes and/or policies regarding verification of CYE for providers programs should be developed and kept on site.
 - Written policies should include what the program will use to verify a teacher’s CYE.

Can this resource be used to verify CYE?	Response
Teacher Contracts	Yes
PANDA Roster Information	Yes
Letters from Human Resources or Former Employers	Yes
Employment Applications/Resumes	No
Teaching Certificates	No
Training Certificates	No
Data from the GaPDS	No

Bright from the Start will conduct audits to verify program reported CYE and may request verification documentation used by the program. If verification documentation is not available to support the reported CYE, Pre-K funding will be impacted.

Editing Current Teacher Information

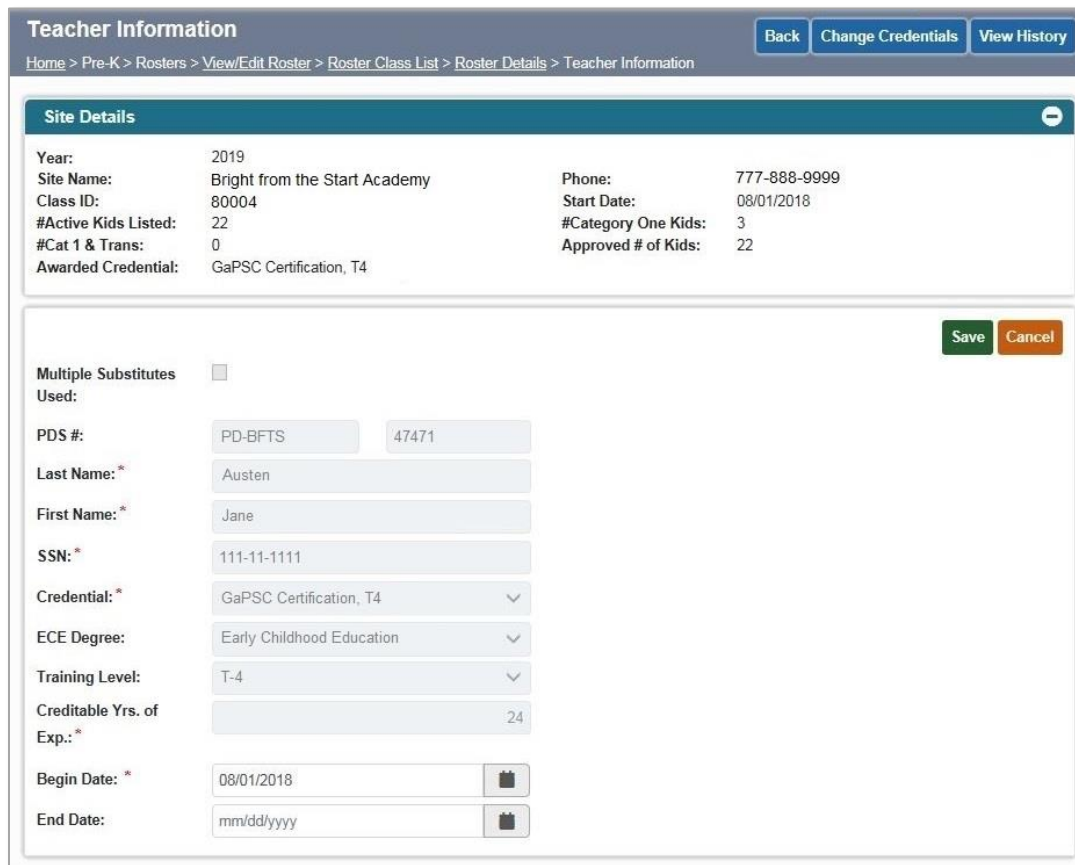
Providers may edit teacher information (e.g., Credential, ECE Degree, Training Level, etc.) that is carried over from the last roster of the previous school year.

Important

Providers cannot edit CYE data. To request a change in CYE, providers should submit the Creditable Years of Experience Verification Response Form located under the Project Director Resource List at <http://www.decal.ga.gov/PreK/ProjectDirectors.aspx>.

To edit a Lead or Assistant Teacher record, complete the following steps:

1. Log into Panda and navigate to the Roster Class List where the teacher’s record is located. The Last Name column displays each teacher’s last name as a hyperlink.
2. Click on the Lead or Assistant Teacher’s last name. The **Teacher Information** window opens.



3. The table below describes the buttons available on the Teacher Information window:

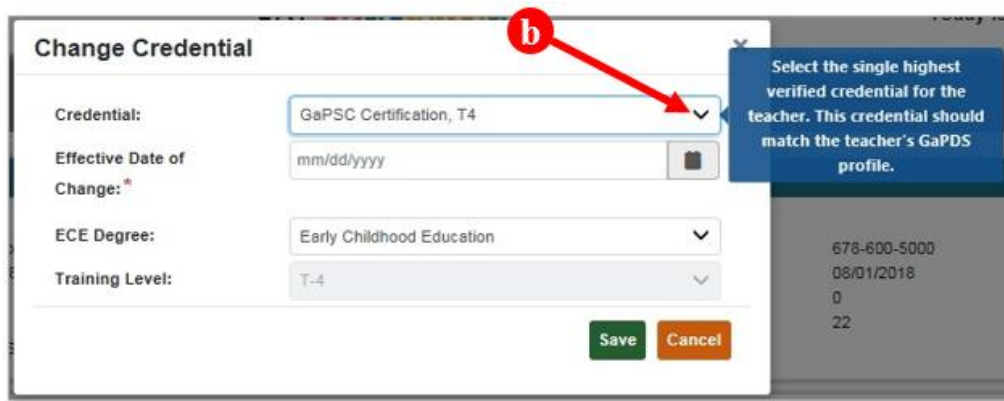
Button	Purpose
Back	Takes the user back to the Roster Details page.
Change Credentials	Provides ability for a user to change the credentials for a teacher.
View History	Displays a summary of the teacher’s employment history.

Button	Purpose
Save	Saves a teacher's record.
Cancel	Discards changes without saving the record.
Delete	Deletes a teacher's record.

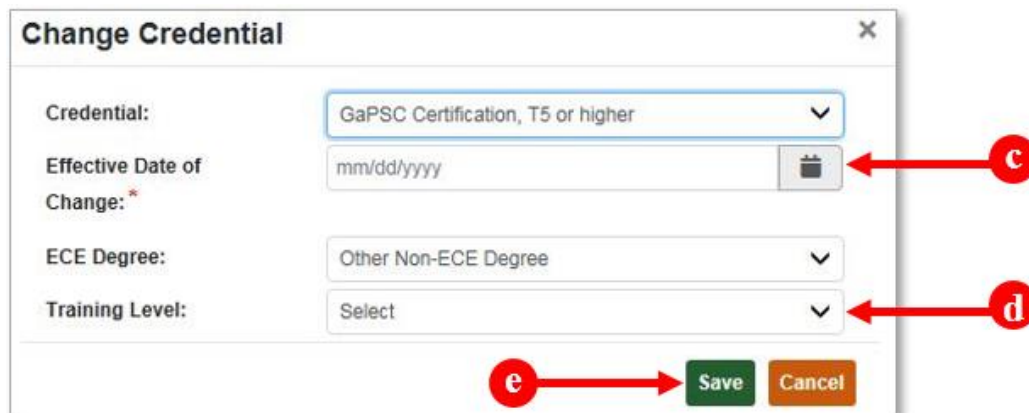
Note: Refer to [Appendix B](#) for additional details about the specific user credentials and conditions that determine whether the buttons are displayed.

4. To change the teacher's credentials, complete the following steps:

- (a) Click on the **Change Credentials** button and the Change Credential window opens.
- (b) Click on the **Credential** drop-down to update the teacher's credential.



(c) Enter the **Effective Date of Change**.



- (d) Select the appropriate **Training Level**.
- (e) Click **Save** to apply the changes.
- (f) A message is displayed to confirm the updates to the teacher's record were successfully saved.

Deleting a Teacher Who Did Not Return

Providers may delete, close, or end a teacher's record if the teacher did not return to the program. The **Delete** button will be available to remove a record *only* if the program has not received a payment for the teacher.

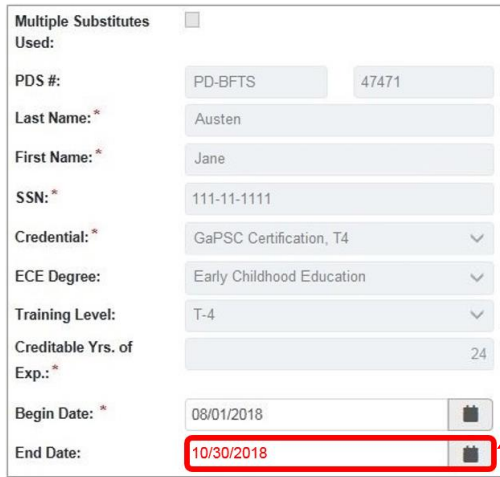
To delete a teacher's record on roster 1, complete the following steps:

1. Log into Panda and navigate to the Roster Class List where the teacher's record is located.
5. Click on the hyperlinked Lead or Assistant Teacher's last name. The **Teacher Information** window opens.
2. Click on the **Delete** button. A confirmation message that the record was successfully deleted displays.
3. Click **Back** to proceed to the next screen.
4. On the Roster Class List window, the **Add** button is now available. Follow the steps outlined in [Adding a Lead or Assistant Teacher](#) to enter the replacement teacher's information.

Replacing a Teacher Once School has Started

Complete the following steps to replace a teacher once the school year has started.

1. Log into Panda and navigate to the Roster Class List where the teacher's record is located.
2. On the Roster Class List window, click on the hyperlinked Lead or Assistant Teacher's last name. The **Teacher Information** window opens.
3. Enter an **End Date** specifying when the teacher last taught in this class using the following format: MM/DD/YYYY.



Multiple Substitutes Used:

PDS #: PD-BFTS 47471

Last Name: * Austen

First Name: * Jane

SSN: * 111-11-1111

Credential: * GaPSC Certification, T4

ECE Degree: Early Childhood Education

Training Level: T-4

Creditable Yrs. of Exp.: * 24

Begin Date: * 08/01/2018

End Date: 10/30/2018

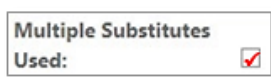
Note: The End Date must be in the current school year.

4. Click **Save**. A confirmation message displays that the record was saved successfully.
5. Click **Back** to return to the Roster Class List window. The **Add** button is now available in the teacher information section; as well as, the End Date entered and saved in the previous step.
6. Click **Add** to enter the new replacement teacher's (Lead or Assistant) information.
7. In the Teacher Information window, enter the replacement teacher's information, including the appropriate Credential, ECE Degree, Training Level, CYE, and a valid Begin Date.

Important

The new teacher's Begin Date should immediately follow the former teacher's End Date.

8. If a substitute or multiple substitutes (with insufficient credentials) are used, click the **Multiple Substitutes Used** checkbox.

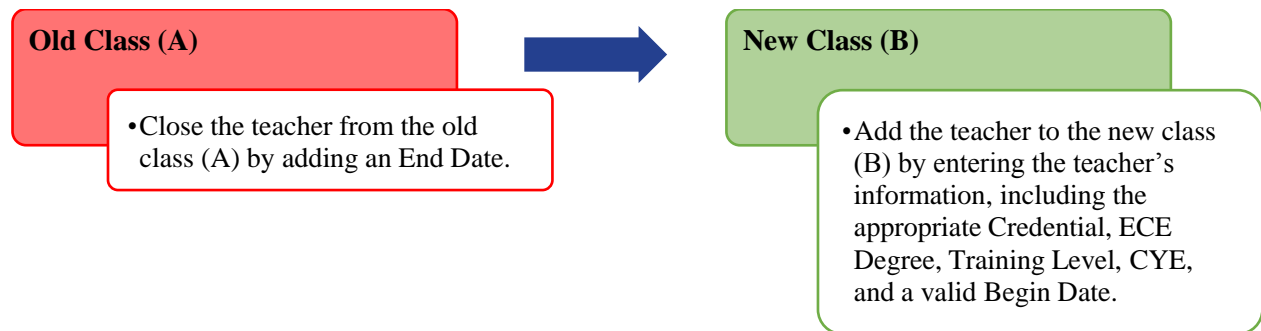


Multiple Substitutes Used:

9. Review the record to confirm all data is correct, make any needed adjustments, and then click **Save** to add the new teacher. A confirmation message displays.

Moving a Teacher from one Class to Another

To move a teacher from an old class (A) to a new class (B), follow the steps in [Replacing a Teacher Once School has Started](#).



Changing Credentials after a Payment has Processed

Providers may change a teacher's credential after the payment has processed.

1. Log into Panda and navigate to the Roster Class List where the teacher's record is located.
2. On the Roster Class List window, click the yellow **Select** box next to the desired Lead or Assistant Teacher's name. The **Teacher Information** window displays.
3. Click **Change Credentials** and a popup window will appear.
4. In the **Change Credential** window, enter the (a) new credential, (b) effective date of the new credential, (c) degree major, and the (d) training level, if applicable.



5. Review the changes to confirm all data is correct, make any needed adjustments, and click **Save** to update the record.

Frequently Asked Questions

Q. Can I change the Creditable Yrs. of Exp. (CYE) field?

A. No. To request a change in CYE, submit the *Creditable Years of Experience Verification Response Form* and verification documentation to Panda.Teachers@dec.al.ga.gov. The form is located under the Project Director Resource List at <http://www.dec.al.ga.gov/PreK/ProjectDirectors.aspx>.

Q. My assistant teacher has been promoted to a lead teacher. How do I update her record in Panda?

A. Go to [Replacing a Teacher Once School has Started](#) and follow the instructions to (1) enter an end date for the former assistant and then (2) add the teacher as a lead. If the teacher has a change in credential, confirm that the teacher has updated his or her Georgia Professional Development System (GaPDS) profile and submitted required credential documentation to the GaPDS. Teachers that are qualified to serve in the lead teacher role will see “Qualifies for GA Pre-K Lead” in the Account Information Summary section.

Appendix A – Credential Options

All credentials for both Lead and Assistant Teachers must be verified through the GaPDS process. **If the credential entered in PANDA does not reflect the verified credential, the roster will be automatically updated to reflect the verified credential in the GaPDS. If no qualifying credential has been verified, the teacher credential will be updated to Insufficient.**

Individuals enrolled in GaPDS can review their profile to see if they meet the credential requirements for a Pre-K Lead Teacher. Teachers that are qualified to serve in the lead teacher role will see “Qualifies for GA Pre-K Lead” in the Account Information Summary section. Teachers that are qualified to serve as an the assistant teacher role must have a PDR career level of 4 or higher.

Lead Teacher Credential Options:

- **No GaPSC Certification, ECE Bachelor or higher** – Use this option if the teacher has a degree major related to Early Childhood Education yet does not have a teacher certificate from the Georgia Professional Standards Commission (GaPSC). This is regardless of the degree level as long as it is Bachelor or higher.
- **GaPSC Certification, T4** – Use this option if the teacher has a GaPSC teacher certificate at the T4/Cert4 level (Bachelor)
- **GaPSC Certification, T5 or higher** – Use this option if the teacher has a GaPSC teacher certificate at the T5/Cert5 through T7/Cert7 level (Masters, Specialist or Doctorate)
- **Out-Of-State Certification, T4** – Use this option if the teacher has a teaching certificate (at the Bachelor level) from a state other than Georgia that has been verified through the GaPDS process. The teacher has temporary teacher certification in Georgia that is effective on the date of verification in the GaPDS and valid only for the current school year based on the date of verification.
- **Out-Of-State Certification, T5 or higher** – Use this option if the teacher has a teaching certificate (at the Masters level and higher) from a state other than Georgia that has been verified through the GaPDS process. The teacher has temporary teacher certification in Georgia that is effective on the date of verification in the GaPDS and valid only for the current school year based on the date of verification.
- **Associate of Science/Arts** – A valid choice only for those teachers without one of the above credentials **and** that have been approved by DECAL to be in a waived credential status.
- **Insufficient** – Use this option when the Lead Teacher has none of the above credentials.

Assistant Teacher Credential Options:

- Any of the first six Lead Teacher credentials listed above, or
- Associate Technical Degree (ECE, ELEM)
- Montessori Diploma (from institution accredited by The Montessori Accreditation Council for Teacher Education)
- Technical College Diploma (ECE, ELEM)
- Technical Certificate of Credit (ECE, ELEM)
- Non Early Childhood Education Degree (Two year or higher level)
- GaPSC Paraprofessional Certificate
- Child Development Associate Certificate issued by The Council for Professional Recognition (AKA “CDA Council”) in Washington, D.C.
- Insufficient (use when the Assistant Teacher has none of the above verified credentials)

Appendix B – Panda Command Buttons

Button	Purpose	Specific Rule
Back	Takes the user back to the Roster Form page	This button is viewable to all Panda users.
Change Credential	Provides ability to change the credentials for the teacher	<ul style="list-style-type: none"> • This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. • This button is not displayed when either one of the following conditions exists: <ul style="list-style-type: none"> ○ the Multiple Substitutes Used box is checked <li style="text-align: center;">– or – ○ the teacher’s record has been closed.
Save	Saves the Teacher record	<ul style="list-style-type: none"> • This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. • This button is not displayed when the teacher’s record has been closed.
Cancel	Discards changes without saving the record.	<ul style="list-style-type: none"> • This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. • This button is not displayed when the teacher’s record has been closed.
Delete	Deletes the teacher record	<ul style="list-style-type: none"> • This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. • This button is not displayed when the program has received a payment for the teacher.