Fall BEDS Staff New and Updated for 2025-26

Function/Feature	Description
Comments	The comments feature has been enhanced to view and leave comments from the errors list and from staff members' pages. You will see the last comment date and person in the column; when you click on the voice bubble, you can see the comment history as well as edit. Please use this feature instead of email to communicate with Shelly and the BOEE staff. This is designed to improve error resolution timing and keep everyone at a district or school up-to-date with issues.
Business rules/validation checks	There are some additional checks for missing data before import files can be uploaded. You will see messages on the import page with row numbers, staff members, and error details to be resolved before importing again. New business rules are in effect for errors and warnings. You will find the details for these in the Definitions and Validations spreadsheet.
Export	You will be able to export current data from the application. This will export all STAFF data for the district (including demographics, district data, salary data, positions, and assignments). The format of the file allows it to be imported in the IMPORT - Replace Staff Data tab. This file may be VIEWED in Excel, but use the Import Wizard to import as tab-delimited with all text columns; save as a Text (Tab-delimited) file. Opening the export as an Excel spreadsheet only will reformat some of the text fields as numeric fields (eliminating leading zeros), which results in a file that cannot be imported.
Import	Imports to replace all staff data and update staff salaries will available. If you will only be updating staff, you can run an export, make changes, then import. Matches will be made based on local ID.
District Contacts	Please add one or two contacts; this will be used for communication and does not affect who has access to the application in the Portal.
BOEE Crosswalk	The BOEE Crosswalk has been updated to include SCED v12 courses (adding courses while deleting retired courses). The application has been updated to include these and resolve other course-endorsement issues
Hourly Wage	The hourly wage data will be collected again the year. Click the Hourly Wage link on the home page to take you to a new interface with the template and additional information. Local IDs in the files can be alpha or numeric.
Staff Assignment Report	A new Reports tab has been added. The Staff Assignment Report will create a file that can be downloaded to Excel which will provide demographic, position, assignment, and shared data stored in the data tables. Running this report prior to making changes will be a record of what was collected in 2024-25.
Appearance	The application has been updated to have a similar look to the other BEDS applications and improve visibility/screen real estate use.

Supporting Documents

- Definitions and Validations
- A to Z Topics
- User Guide