



# **ASCENDER TeacherPortal Administrator Guide: Long Term Substitutes**



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# TeacherPortal Administrator Guide

## Long Term Subs

### Before You Begin:

**NOTE:** This step must be performed by an administrator with access to Grade Reporting.

**Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor**

You must add a record for the long-term substitute teacher at each campus they will be teaching at. Only the teacher name, instructor number, and staff ID are required.

The screenshot displays the 'INSTRUCTOR' tab in the TeacherPortal. At the top, there are navigation tabs: COURSE SELECTION, COURSE, SECTION, **INSTRUCTOR**, and COPY COURSE SECTION. A 'Save' button is in the top left, and 'Student Information' and 'School Year: 2021-2022' are in the top right. The main area contains a table of instructors. The table has columns: Del, Details, Instr Id, Staff ID, Grade Lvl, Section, Name L, Name F, Name M, Gen Cd, Dept Nbr, Homeroom, Reserved Room, and Excl From Fall PEIMS. The row for Instr Id 112 and Staff ID 000112 is highlighted in green. Below the table, there are navigation buttons: First, 1 / 2, Last, and Add. A form below the table contains: Instr Nbr: 112, Staff ID: 000112, Home Room: [empty], Instructor Status: Active. Name: DEAN THOMAS, with sub-labels First, Middle, Last, and Generation. There are also sections for Maximum Values, Restrictions, Designators, and Elementary.

Ensure that you are logged on to the campus at which the long-term substitute teacher will be teaching.

- Click **+Add** to add a record for the long-term substitute teacher.

The fields in the free-form area below the grid are enabled.

|                  |   |
|------------------|---|
| <b>Instr Nbr</b> | Type the three-digit instructor number for the substitute teacher.  |
| <b>Staff ID</b>  | Type either the substitute teacher's social security number or employee number, depending on the district-level settings. Or, click <b>...</b> to select the employee number from a list. The employee ID should already have been assigned to the substitute teacher by the Human Resources department. The substitute teacher will use his staff ID to create a TeacherPortal user account. |
| <b>Name</b>      | The fields are populated once you enter the staff ID.   |

- Click **Save**.

- Repeat these steps for any other campus at which the long-term substitute teacher will be teaching.

## Long-Term Sub Creates TeacherPortal Account

Long-term subs must create their own TeacherPortal account. See the [Long-Term Sub](#) tab of the [Teacher Guide to TeacherPortal](#) .

## Add Substitute Record in TeacherPortal

The TeacherPortal Admin Long-Term Substitutes page allows you to maintain a list of long-term substitute teachers who are granted access to use TeacherPortal on behalf of a teacher who is out for an extended period of time.

When substitutes log in to TeacherPortal, the welcome page displays a field allowing the substitute teachers to select the teacher for whom they substitute teaching. Then, the substitute teachers can proceed to use TeacherPortal as if they were the teacher.

- A long-term substitute can be assigned to more than one teacher.

- A long-term substitute can be assigned to an teacher who teaches at more than one campus. In this case, the substitute will be able to select the campus, just as the regular teacher does.
- Teacher who teach their own classes can also be assigned as a long-term substitute for another teacher.

### Admin - Manage Long-Term Substitutes

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to maintain a list of long-term substitute teachers who are granted access to use TeacherPortal on behalf of a teacher who is out for an extended period of time. This is set up at the campus level.

When the substitute logs in to TeacherPortal as the teacher, the welcome page will display a field allowing the substitute to select the teacher for whom he is substitute teaching. Then, the substitute can proceed to use TeacherPortal as the teacher.

- A long-term substitute can be assigned to more than one teacher.
- A long-term substitute can be assigned to a teacher who teaches at more than one campus. In this case, the substitute will be able to select the campus, just as the regular teacher does.
- A teacher who teaches their own classes can also be assigned as a long-term substitute for another teacher.

Show Non-Current Records
 Retrieve

### Admin - Manage Long-Term Substitutes

| Edit | Substitute         | Teacher               | Begin Date  | End Date    |
|------|--------------------|-----------------------|-------------|-------------|
|      | (933) FEIND, ELIDA | (204) BRATTON, BERTHA | 15 Jan 2020 | 01 Apr 2020 |

Add Substitute

Any existing, current long-term substitute teachers are listed.

|                                 |   |
|---------------------------------|---|
| <b>Show Non-Current Records</b> | By default, only current records (i.e., those that have already started and have not yet ended) are displayed. Select the field to view all records, including those that have ended or have not yet started. |
|---------------------------------|---|


Click **Retrieve**.

The complete list is displayed.

Click **Add Substitute** to add a long-term substitute.

A pop-up window opens.





|                       |   |
|-----------------------|---|
| <b>Substitute</b>     | Select the substitute teacher.  |
| <b>Teacher</b>        | Select the teacher for whom the long-term substitute will be teaching.  |
| <b>Beginning Date</b> | Enter the first date the long-term substitute will be teaching, or click  to <a href="#">select a date from the calendar</a> .<br><br>Leave blank if the begin date is unknown. |

|                    |   |
|--------------------|---|
| <b>Ending Date</b> | Enter the final date the long-term substitute will be teaching, or click  to <a href="#">select a date from the calendar</a><br>Leave blank if the ending date is unknown. |
|--------------------|---|

Click **Save**.

The long-term substitute teacher is added to the grid.

**NOTE:** If you specified a future date for the begin date, the record will not be displayed in the grid unless you select Show **Non-Current Records** and click **Retrieve**.

|   |   |
|---|---|
|  | Click  to view and update information for an existing long-term substitute. A pop-up window opens allowing you to update the data as needed. Click <b>Save</b> . |
|  | Click  to delete a long-term substitute from the grid.   |



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