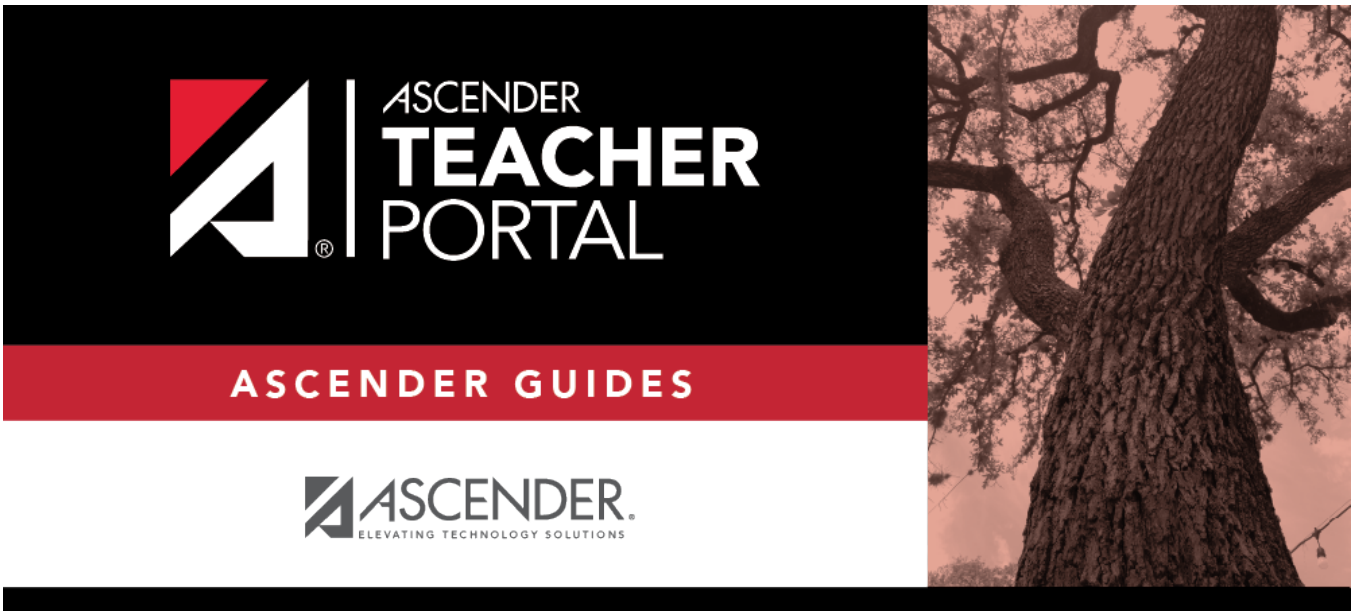

Long Term Subs

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TeacherPortal Administrator Guide

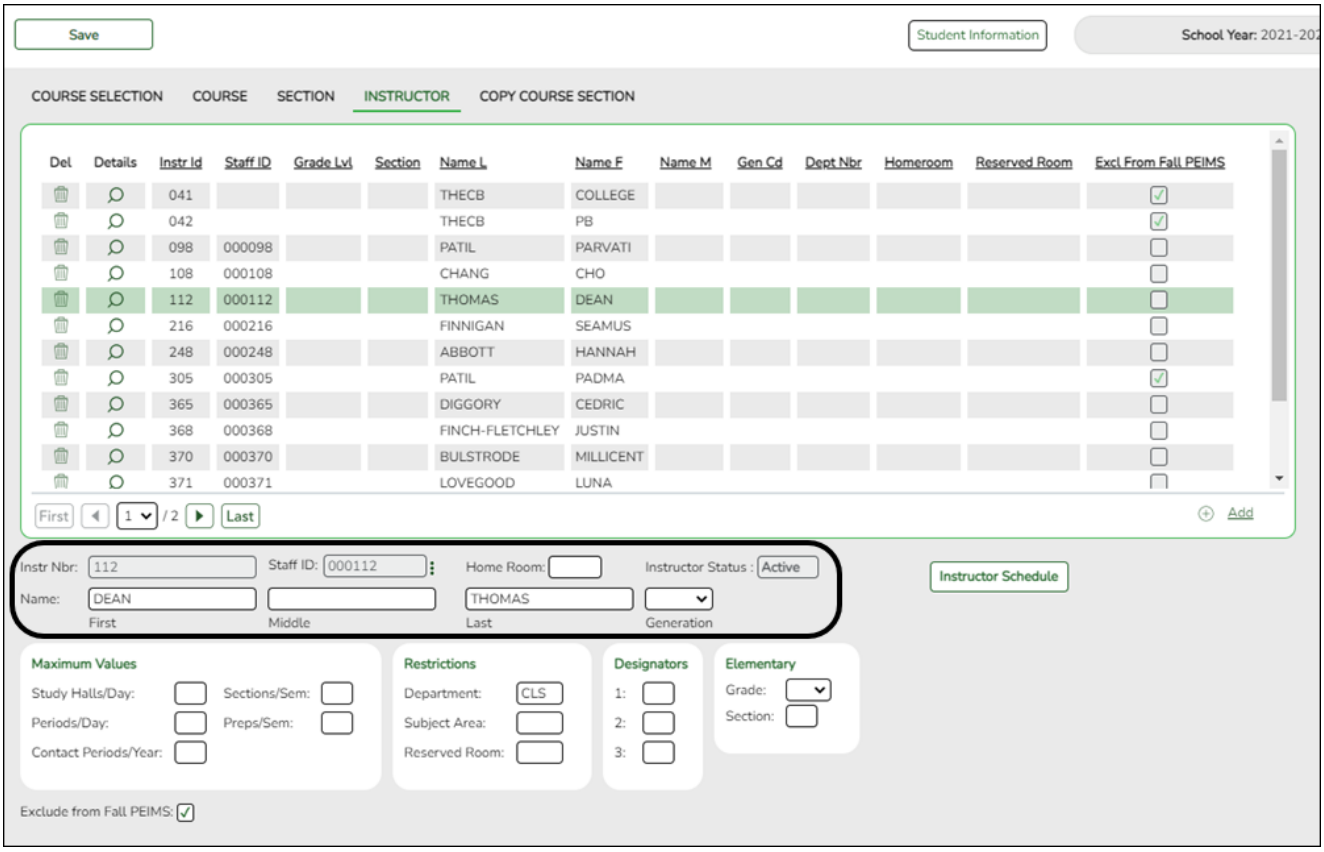
Long Term Subs

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.



❑ 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.

Instr Nbr	Type the three-digit instructor number for the substitute teacher.
Staff ID	Type either the substitute teacher's social security number or employee number, depending on the district-level settings. Or, click ··· 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.
Name	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.

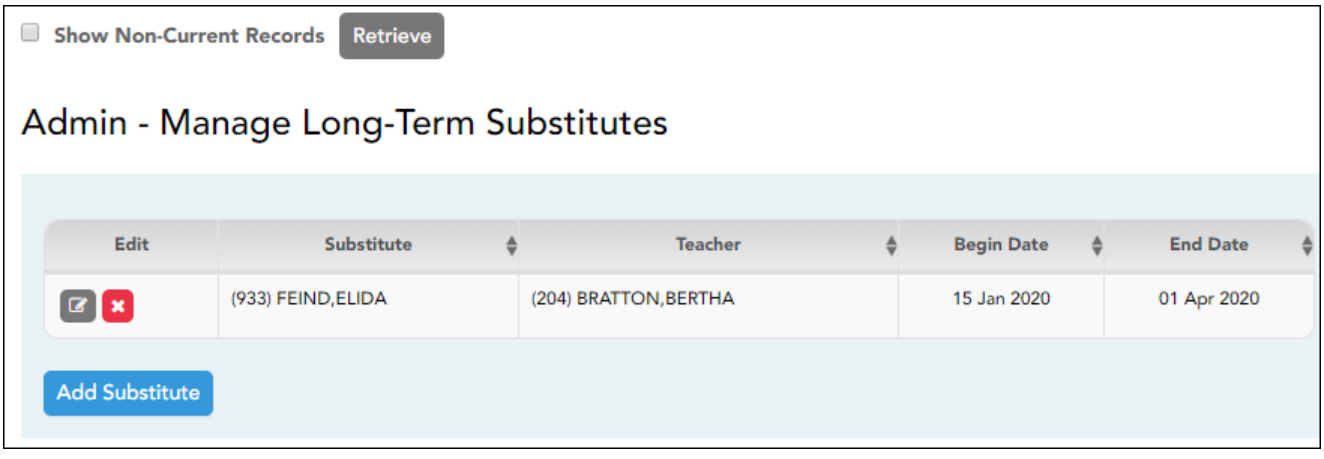
Admin - Manage Long-Term Substitutes

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.



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

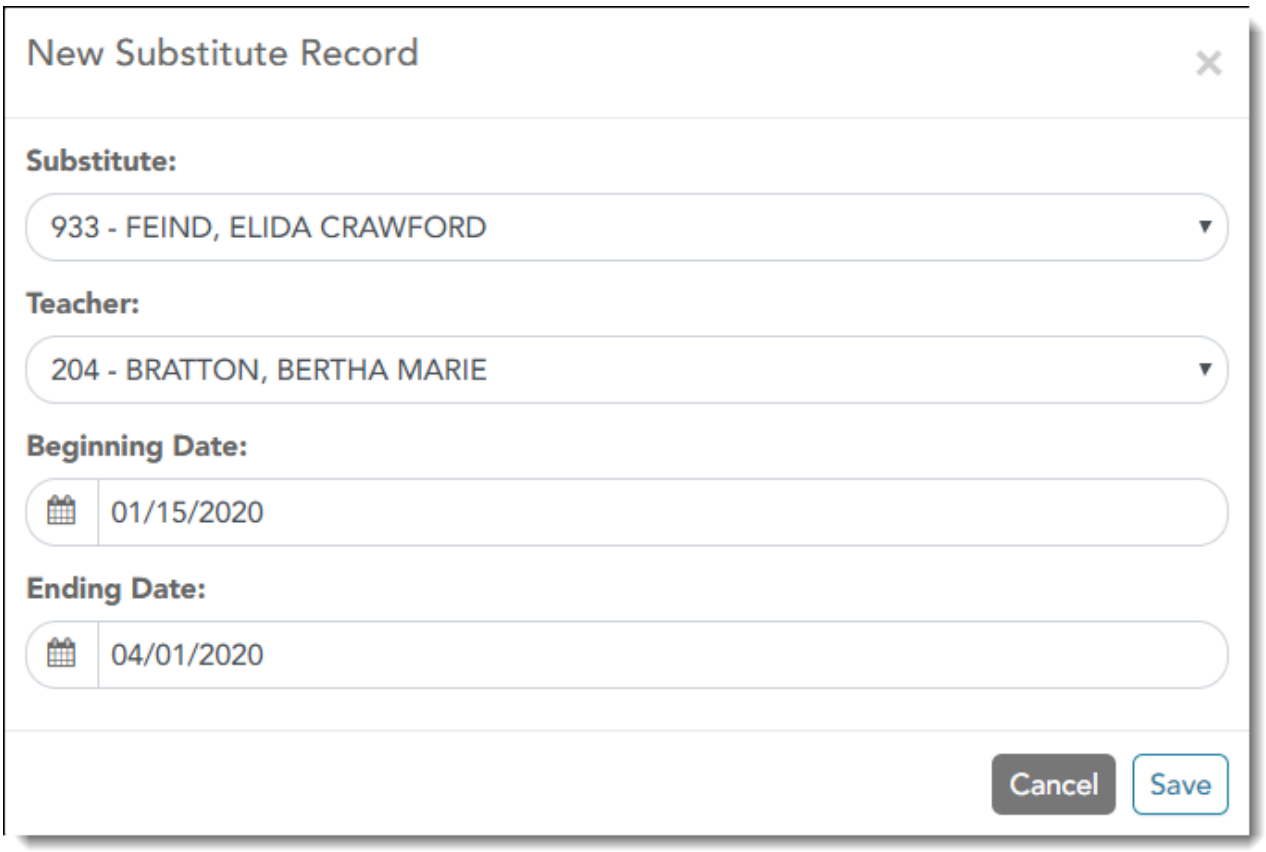
Show Non-Current Records	By default, only current records (i.e., those that have already started and have not yet ended) are displayed. Select the field to view all records, including those that have ended or have not yet started.

❑ Click **Retrieve**.

The complete list is displayed.

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

A pop-up window opens.



Substitute	Select the substitute teacher.
Teacher	Select the teacher for whom the long-term substitute will be teaching.
Beginning Date	Enter the first date the long-term substitute will be teaching, or click to select a date from the calendar. Leave blank if the begin date is unknown.

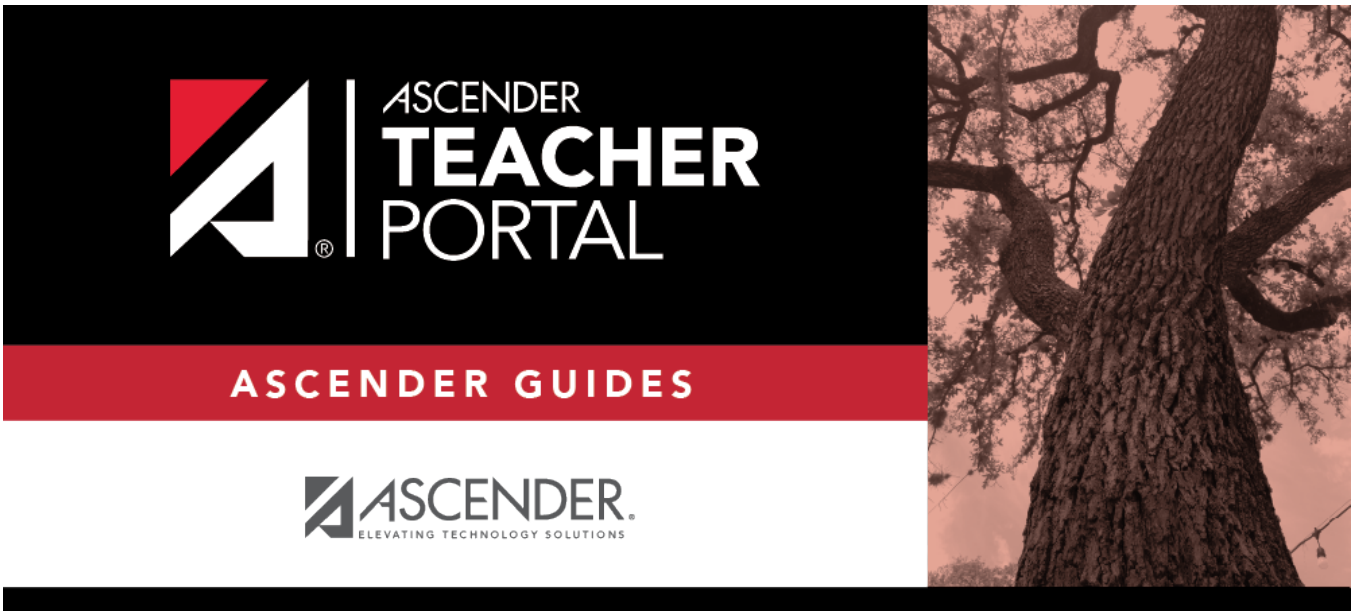
Ending Date	Enter the final date the long-term substitute will be teaching, or click to select a date from the calendar Leave blank if the ending date is unknown.

❑ 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 **Save**.
	Click to delete a long-term substitute from the grid.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