



## 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.

Del	Details	Instr_Id	Staff_ID	Grade_Lvl	Section	Name_L	Name_F	Name_M	Gen_Cd	Dept_Nbr	Homeroom	Reserved_Room	Excl_From_Fall_PEIMS
<input type="checkbox"/>	<input type="checkbox"/>	041				THECB	COLLEGE						<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	042				THECB	PB						<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	098	000098			PATIL	PARVATI						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	108	000108			CHANG	CHO						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	112	000112			THOMAS	DEAN						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	216	000216			FINNIGAN	SEAMUS						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	248	000248			ABBOTT	HANNAH						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	305	000305			PATIL	PADMA						<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	365	000365			DIGGORY	CEDRIC						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	368	000368			FINCH-FLETCHLEY	JUSTIN						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	370	000370			BULSTRODE	MILICENT						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	371	000371			LOVEGOOD	LUNA						<input type="checkbox"/>

Save      Student Information      School Year: 2021-2022

COURSE SELECTION    COURSE    SECTION    **INSTRUCTOR**    COPY COURSE SECTION

First    <    1    /2    >    Last    +    Add

Instr Nbr: 112    Staff ID: 000112    Home Room:    Instructor Status: Active

Name: DEAN    First    Middle    Last    Generation

Instructor Schedule

Maximum Values    Restrictions    Designators    Elementary

Study Halls/Day:  Sections/Sem:  Department:  1:   
 Periods/Day:  Preps/Sem:  Subject Area:  2:   
 Contact Periods/Year:  Reserved Room:  3:   
 Exclude from Fall PEIMS:

- 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  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.
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Click **Retrieve**.

The complete list is displayed.

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

A pop-up window opens.

New Substitute Record X

**Substitute:**  
933 - FEIND, ELIDA CRAWFORD ▼

**Teacher:**  
204 - BRATTON, BERTHA MARIE ▼

**Beginning Date:**  
01/15/2020 ▼

**Ending Date:**  
04/01/2020 ▼

Cancel Save

<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> . Leave blank if the begin date is unknown.

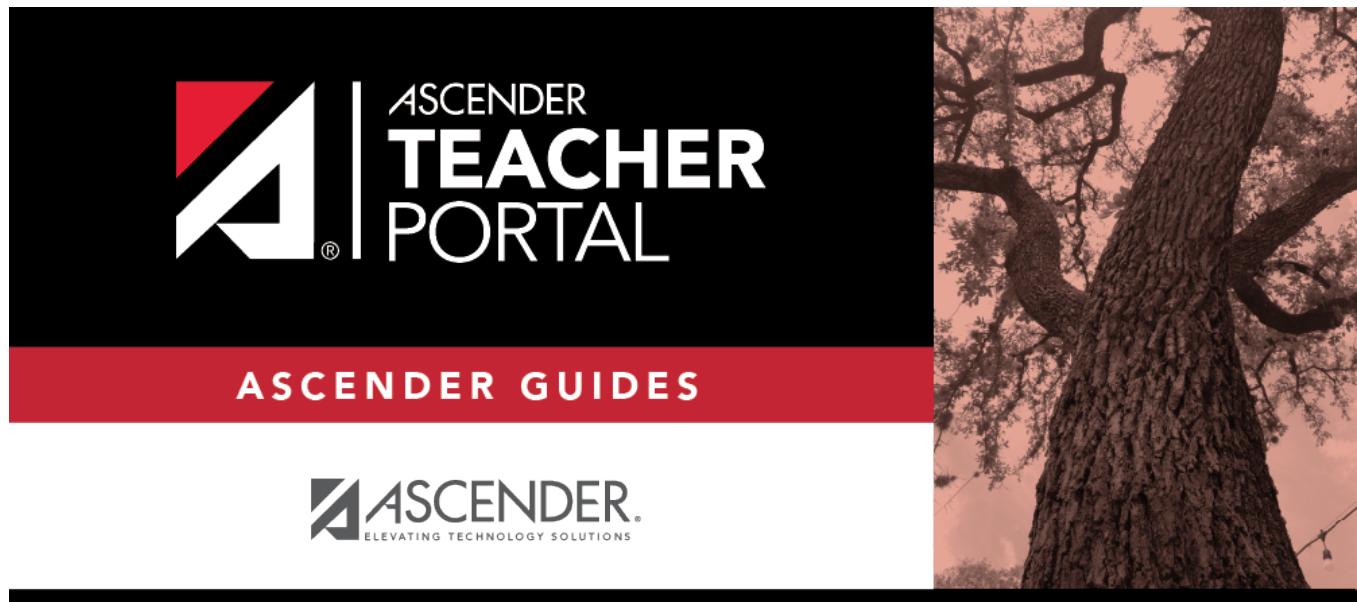
<b>Ending Date</b>	Enter the final date the long-term substitute will be teaching, or click  to <a href="#">select a date from the calendar</a> Leave blank if the ending date is unknown.
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Click **Save**.

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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