



# 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 TxEIS Grade Reporting.

**TxEIS 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 is a 'Save' button and 'Student Information' and 'School Year: 2021-2022' tabs. Below the tabs are 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION' options. The main area contains a table of instructors:

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
		041				THECB	COLLEGE						<input checked="" type="checkbox"/>
		042				THECB	PB						<input checked="" type="checkbox"/>
		098	000098			PATIL	PARVATI						<input type="checkbox"/>
		108	000108			CHANG	CHO						<input type="checkbox"/>
		112	000112			THOMAS	DEAN						<input type="checkbox"/>
		216	000216			FINNIGAN	SEAMUS						<input type="checkbox"/>
		248	000248			ABBOTT	HANNAH						<input type="checkbox"/>
		305	000305			PATIL	PADMA						<input checked="" type="checkbox"/>
		365	000365			DIGGORY	CEDRIC						<input type="checkbox"/>
		368	000368			FINCH-FLETCHLEY	JUSTIN						<input type="checkbox"/>
		370	000370			BULSTRODE	MILLICENT						<input type="checkbox"/>
		371	000371			LOVEGOOD	LUNA						<input type="checkbox"/>

Below the table, there are navigation buttons: 'First', '1 / 2', and 'Last'. An 'Add' button is also present. Below the table is a form for adding or editing an instructor:

Instr Nbr:  Staff ID:  Home Room:  Instructor Status:

Name:

First Middle Last Generation

Below the name fields are sections for 'Maximum Values', 'Restrictions', 'Designators', and 'Elementary'. There is also an 'Instructor Schedule' button and an 'Exclude from Fall PEIMS' checkbox which is checked.

- 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.

## 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.

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Admin > Admin Long-Term Substitutes Any existing long-term substitute teachers, currently teaching, are listed in the Long- Term Substitutes grid. Otherwise the message “No long term

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substitutes exist” is displayed. 1. Click Add Substitute Entry. The New Substitute Record section appears.

The Select a substitute and Select a teacher fields are populated with the data from the cr\_instr\_cyr table which is maintained in TxEIS Grade Reporting on the Maintenance > Master Schedule > Campus Schedule > Instructor tab. By default, both fields are set to the first teacher record alphabetically. The three-digit instructor number is also provided. zz In the Select a substitute field, select the name of the substitute teacher. zz In the Select a teacher field, select the name of the teacher for whom the substitute teacher will be teaching. The names cannot be the same in both fields; otherwise, an error message will be displayed when you click Save. zz In the Select a beginning date field, type the first date the long-term substitute will be teaching. You can leave the date blank if the begin date is unknown. zz In the Select an ending date field, type the last date the long-term substitute will be teaching. You can leave the date blank if the end 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 then click Retrieve. 3. Repeat these steps for any other campus at which the long-term substitute teacher will be teaching.

## View and Edit Substitute Records

On the txGradebook Admin Long-Term Substitutes page, only current records (i.e., those that have already started and have not yet ended) are displayed by default. 1. To view all records, including those that have ended or not yet started, click Show Non-Current Records, and then click Retrieve. The complete list is displayed. You can clear the field and click Retrieve again to revert back. If more than five records exist, numbered navigation links appear at the bottom of the grid allowing you to view the remaining records. 2. To view or update information for an existing long-term substitute, click . The data is displayed in the fields to the right.



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