

## Short Term Substitute Teachers and Additional Staff Middle and High Schools

When a short term substitute teacher or additional staff member needs TeacherVUE access, do the following steps:

- Teacher completes a Synergy Application
- Add teacher to Staff in Synergy

Line	Staff Name	Staff Type	Class Role	Badge Num	Start Date	End Date	EL Language	Defined Class Type	Contributions		TeacherVUE Security				Exclude
									Responsibility	Amount	Attendance	Grades	Grade Book	State Reporting	
1	Annissa Craig	Teacher		163787	09/10/2014			Regular Class			Update	Update	Post Grades	<input checked="" type="checkbox"/>	

- On Section > Additional Staff tab, use Chooser to select a staff member
- Enter the Start Date and End Date if known
- Make a selection for Attendance, Grades and Grade Book (see below)
- Exclude from State Reporting must be checked.

Grade and Grade Book settings:

- Grade = “None” and Grade Book = “None”, provides no Grade Book access for the class.
- Grade = “View Only” and Grade Book = “View”, provides read-only access to Grade Book for the class.
- Grade = “View Only” and Grade Book = “Manage Assignments”, allows the additional staff to create/score assignments. Grade functionality is view-only.
- Grade = “Update” and Grade Book = “Post Grades”, allows the same permissions as Manage Assignments, plus allows the additional staff to post grades on report cards.
- Grade = “Update” and Grade Book = “All Class Tasks”, allows the same permissions as Post Grades, plus allows for the changing of any class-based settings (category weighting, term weighting, final grade configuration, etc.).

Note: Short Term substitute assignments are 1 to 59 days. Assignments over 59 days are Long Term assignments and need to be added to the section as the Teacher of Record.

I/As only need to be set up as Additional Staff if they are to enter attendance.