


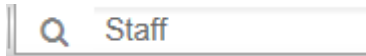
Entering Long Term Sub into eSchool

Long Term subs should be entered into the Master Schedule under the Secondary staff to give the Long-Term Sub (LTS) access to TAC and Schoology. If the sub will be on assignment longer than 4 weeks, they must be entered into the Master Schedule as the Teacher of Record


Adding a Long-Term Sub into the Master Schedule

Step 1 – Add LTS to the Staff Catalog

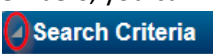
- Navigate to the Staff Catalog
- Click on the Menu dropdown | Scheduling  | Courses | Resources | **Staff** or
- Type **Staff** in the Search Quick Search bar and click on **Staff**





Step 2 – Search for your building

- Click on the Advanced Search Tab
- Enter your Building Number and select Active Staff by using the following criteria
- Click on the Load Records icon 

Search Criteria							
Advanced Search Criteria							
Actions	AND/OR	#	Area	Field Name	Condition	Value	
		1	Staff Building	Building	=	1018 - Orchard Grove Elementary School	
	AND	2	Staff Building	Active	=	Y - Yes	

Note: Once you've searched for your staff members, you can minimize the search criteria, by clicking on the triangle in the top left corner. 

Step 3 – Add a New Staff Member

- Click on the Plus sign in the top right corner 
- Enter teacher's Last Name in the Search Criteria of Duplicate Staff Search
- Click on Load Records icon 

Duplicate Staff Search

Search Criteria	
Last Name *	McClair
First Name	
Middle Name	
Social Security Number	
Login ID	

Search Results					
Page 1 of 1					View 1 - 3 of 3
Staff Name	Staff ID	Building	Add Building Staff Record	Social Security Number	Impersonate (TAC)
McClain, Patti	13718	3009 - Frederick High School	New Building		PATRICIA.MCCLAIN


Step 3A - Add a New Staff Member already in the School District

- If name appears on Duplicate Staff Search, reassign to your building
 - Click on the **New Building** link
 - Click on **Building** dropdown and select Building
 - Verify **Display Name** and change if needed (this is how the name will appear on report cards)
 - Update General Information
 - If Elementary Teacher, enter grade level in **House Team** field
 - Enter **Primary Homeroom** Number
 - Click on **Save**

Step 3B – Add a new Staff Member that is not in the School District


Staff Identification			
Staff ID	13718	Staff Name	Patti McClain
Building	3009 - Frederick High School	Display Name*	McClain, Patti

General Information			
Initials	PM	Active	<input checked="" type="checkbox"/>
Phone Number	(240) 236-7000	Staff Type	<input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Counselor <input type="checkbox"/> Advisor
House/Team		Staff Availability	<input checked="" type="checkbox"/> Regular Year <input type="checkbox"/> Summer School
Department		Primary Building	<input type="checkbox"/>
Primary Homeroom		Takes Lunch Counts	<input type="checkbox"/>
Secondary Homeroom		Allow Overrides	<input type="checkbox"/>
Room		Maximum Contiguous*	0
Group Code		Maximum Per Day*	0

- If name does not appear on Duplicate Staff Search
 - Click on the Plus sign 
 - Enter Staff ID - It is CRITICAL, that the staff ID matches the number assigned in PeopleSoft
 - Enter **First Name**
 - Verify **Last Name**

Staff Information			
Staff ID*	12345	Title	
First Name*	Patti	Birth/Maiden Name	
Middle Name		Social Security Number	
Last Name*	Meadows	State Staff ID	

Note: All items with a red * must be completed before saving and moving to the next page

- **Save**
- Click on the plus sign  on the Building Information panel to assign to a new building
 - Click on the Building drop down to select **Building**
 - Verify **Display Name**
 - Enter Primary Homeroom
 - Enter House Team if an Elementary Teacher
 - Make sure **Active** is checked
 - Make sure **Staff Type** is checked (Teacher, Counselor or Advisor)
 - **Staff Availability** is checked (Regular Year)
 - **Save**

Step 4 – Navigate to the Master Schedule

- Click on Menu | Scheduling | Courses | Course Section | Master Schedule OR Type 'Master' in the quick search bar and select Master Schedule
- Search for Course
 - Click on Advanced
 - Enter criteria

Master Schedule Search Simple Advanced

Search Criteria

Advanced Search Criteria

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Master Schedule	Building	=	2050 - Walkersville Middle School
	AND	2	Master Schedule	Course	=	6011

- Click on course to open
- Enter Substitute's name in the Secondary Staff field on the Session Information Panel
 - If the LTS will be in the position for more than 4 weeks, enter the LTS into the Primary Staff field

Staff and Room Information

Primary Staff*

Secondary Staff

- Save