

How do we grant substitute teachers class permissions for the day?

Updated Jul 14, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

This functionality applies to the Employment module. If you do not have the Employment module, to add a substitute teacher to a class so they have access to the class in the portal, you need to add the substitute teacher to the "Permissions" tab of the class record, then remove the permission when they are done.

Navigate to the faculty member's attendance detail record for the date that they will be out. (Run a Find Staff/Faculty Master Attendance query to do so). On this record, turn on the Substitute Required flag and add the substitute teacher's name to the Substitute field if they will be covering for all of the teacher's classes that day. If it's only a couple of classes, select a substitute in the input grid and then click Update.

ALL

General

Substitute

GENERAL

Last Modified: Wed, Aug 02, 2017 at 6:54pm by @idrummond Audit Log

| | | | | | |
|-----------------|-------------|----------------------|--|---------------------|-------------------------------------|
| PERSON | Joseph, Ann | LATE ARRIVAL TIME | | SUBSTITUTE REQUIRED | <input checked="" type="checkbox"/> |
| ATTENDANCE DATE | 02/24/17 | EARLY DEPARTURE TIME | | TIME OFF HOURS | |
| STATUS | Present | RETURN TIME | | SUBSTITUTE | Ali, Stan |
| | | | | NOTES | |

| Class | Block | Class Begin Time | Class End Time | Substitute | Notes | Update User | Update Date |
|--|-------|------------------|----------------|---------------------------|-------|-------------|-------------|
| HAlg2.2: H. Algebra II | B2 | | | Ali, Stan | | @idrummond | 08/02/17 |
| 497.5: Algebra | B2 | | | Ali, Stan | | @idrummond | 08/02/17 |
| HAlg2.3: H. Algebra II | B3 | 10:16 am | 11:03 am | Ali, Stan | | @idrummond | 08/02/17 |
| APCalcAB.4: AP Calculus AB | B4 | 11:08 am | 11:55 am | Ali, Stan | | @idrummond | 08/02/17 |
| Geom.8: Geometry | B8 | 2:23 pm | 3:10 pm | Ali, Stan | | @idrummond | 08/02/17 |