



Adding Additional Staff for Elementary

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When a short term substitute teacher, other additional teacher or staff person needs to have access to a class to enter attendance or grades for report cards, please follow these steps:

- If the substitute/additional teacher does not have a Synergy account, they must complete and send us their Synergy Account Application.
- If the substitute/additional teacher has an existing Synergy account but at a different school, they or secretary must send us a change of location request.
- Secretary assigns substitute/additional teacher to their school on the **Staff** screen.

Note: Short term substitute assignments are 1 to 59 days.

Assignments over 59 days are considered long term and you will need to replace the substitute teacher on the section as the Teacher of Record.

If you need assistance in those situations, please contact sis@4j.lane.edu.

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Navigate to the **Section** screen

> Go to the section where you want to add the substitute/additional teacher

> Go to the **Additional Staff** tab

> Click on **Chooser**

> Find and select the additional teacher in the **Chooser** window

The screenshot shows the 'Section' screen for Section ID 23012E-45-01, Course Title Elementary, School Year 2017-2018. The 'Additional Staff' tab is selected, and the 'Chooser' button is circled in red. The table below shows the current staff configuration:

Line	Staff Name	Staff Type	Class Role	Badge Num	Start Date	End Date	EL Language	Defined Class Type	Contributions Responsibility	Amount	TeacherVUE Security Attendance	Grades	Grade Book
1	Woodland, Vernon	Teacher						Regular Class	Update	Update			

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The screenshot shows the 'Section' screen for Section ID 23012E-45-01, Course Title Elementary, School Year 2017-2018. The 'Additional Staff' tab is selected, and the 'Staff Name' field is populated with 'Wingit, Jess'. The 'Start Date', 'End Date', 'Attendance', 'Grades', and 'Grade Book' fields are highlighted with red boxes. The table below shows the current staff configuration:

Line	Staff Name	Staff Type	Start Date	End Date	Contributions Responsibility	TeacherVUE Security Attendance	Grades	Grade Book	Exclude From State Reporting
1	Woodland, Vernon	Teacher			Regular Class	Update	Update		<input checked="" type="checkbox"/>

- Populate the **Start Date**.
- Populate the **End Date** if known.
- Select "Update" for **Attendance** if the teacher will be entering attendance, "View" if not.
- Select "Update" for **Grades** if the teacher will be entering grades for report cards, "View" or blank if not.

Next page for **Grade Book** selection

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- Select “View” for **Grade Book** if the teacher will be entering grades for report cards; or if the teacher is a PE or music specialist that needs access to Admin Reports.
Select “Post Grades” for **Grade Book** if the teacher will be entering grades for report cards, assignments and grades in grade book. *Currently, not many elementary teachers use the grade book; please check with the teacher of record.*
Select “All Class Tasks” for **Grade Book** if this is a teacher that shares section(s) or co-teaches with the teacher of record.
- Leave **Attendance**, **Grades** and **Grade Book** fields blank if the additional staff will not be entering attendance nor grades but just need to access demographic and health data for the students like PE and music specialists.
- **Exclude From State Reporting** box must be checked.
- Save.

Important Notes:

- When teachers are added to multiple sections as additional staff in Core Synergy, they will see all the students in all the sections together in one “merged” seating chart as well as on their Class Focus menu, including their own if they also have their own classroom section. There is a functionality that allows the teachers to separate the sections into separate seating charts with just a few steps. They can find the short video on the Synergy web page for elementary teachers.
This option should be chosen only if the additional teacher needs access to see student pictures, student and parent demographic information, ability to send emails to students and parents.
- If the additional teacher only needs access to the grade book and report cards, the teacher of record can give that additional teacher access through TeacherVUE. This method avoids the “merged” seating chart issue.
- If the additional teacher only needs access to enter grades for report cards, the teacher of record can delegate part or the whole report card to the additional teacher through TeacherVUE. This method avoids the “merged” seating chart issue.