

How to Manage Long-term Substitute Teachers & Conferences

Applies to: ☒ Standalone Conference Manager System Admin and Office Admin
☒ PowerSchool Conference Manager System Admin and Office Admin

When a regular staff teacher has a long-term substitute teacher covering during their absence, the school must make a decision on how to handle the parents who will be booking appointments with the long term substitute rather than the on-leave teacher.

Standalone/District Version of the Conference Manager

If your school uses the Standalone or District Configuration of the Conference Manager, the process is relatively simple. In advance of parents booking conferences you can create an account for the long-term substitute teacher (CONFERENCES tab > ADD NEW STAFF MEMBER) and add be sure to add that staff member to the pertinent Conference Sessions.

PowerSchool Integrated version of the Conference Manager

If your school's Conference Manager is integrated with PowerSchool, and the long-term substitute teacher is not currently in the Conference Manager, you will need to make decision as to whether you want the long-term substitute to simply access the account already set up for the on-leave teacher they are covering for or if you want them to have an account of their own.

The decision will likely be guided by whether the long-term substitute is currently listed in PowerSchool as the Lead teacher for the course sections they are covering for the on-leave teacher.

If the long-term substitute is already in PowerSchool as the lead teacher of the course that is normally taught by the on-leave teacher

If in advance of setting up the Conference Manager, the long-term substitute teacher is already in PowerSchool and has been identified as the teacher of the course sections normally taught by the on-leave teacher then the long-term substitute teacher can be imported from PowerSchool into the Conference Manager but going to STAFF tab > IMPORT STAFF. The account will be created for the teacher, who will receive an email with their log-in credentials. The long-term substitute teacher will need to then log into the Conference Manager and complete the missing information in their profile. This includes Teaching Assignment, Location of Conferences, and entering the virtual conference online meeting URL they set up for conferences (if applicable).

Since the substitute teacher has been made the lead teacher of the course sections normally taught by the on-leave teacher, when parents whose children are taught by the substitute teacher book an appointment, the substitute teacher will appear in

the filtered “MY TEACHERS” list a parent sees (this assumes that teacher filtering has been checked as a preference in the School Profile).

If the long-term substitute is not in PowerSchool or is in PowerSchool but not listed as the teacher of the courses/sections taught by on-leave teacher

If the long-term substitute is not in PowerSchool as the teacher of the course sections they are covering, the recommended course of action is to edit the on-leave teacher account so that their long-term substitute teacher can access it.

To do this go to the STAFF tab > small EDIT button to the right of the on-leave teacher’s name. Then change the first and last name in the account from the on-leave teacher’s name to that of the long-term substitute teacher. You should also change the password to one you can share with the substitute teacher. Share Conference Manager URL, the username for the on-leave teacher as well as the new password you created for the substitute teacher.

The long-term substitute can then use the on-leave teacher’s username with the password you provide to access the Conference Manager. If you do this, the parents should see the long-term substitute teacher’s name (which as you changed it in the on-leave teacher’s account) in their MY TEACHERS list. (This is assuming the Filter Teacher List is checked in the preferences of the School Profile.)

If the long-term substitute is not in PowerSchool and is not covering for an on-leave teacher

If the long-term substitute is not listed in PowerSchool and is teaching a section of a course in PowerSchool that did not have an on-leave teacher teaching, then you can manually create an account for the substitute teacher by STAFF tab > ADD STAFF MEMBER button. The teacher will automatically be sent an email with the URL to the Conference Manager as well as their login credentials (username and password). You will need to be sure that add the teacher to any Conference Sessions in the Conference Manager that are already set up in which they will be involved.

Be aware that the parents will not see this teacher’s name in the filtered MY TEACHERS list, because the Conference Manager uses the information in PowerSchool to generate that list. For parents to book this teacher the parent will need to click the SHOW ALL TEACHERS above the filtered MY TEACHERS list.