



eHR

**Highly Qualified Substitute Teacher
Quick Sheets**

01-25-2013



HQ Substitute Teacher Report

Description: This process is used to generate a report of highly qualified substitute teachers based on district and N.C.L.B. (No Child Left Behind) act core subject areas.

For detailed navigational instructions, refer to the General Navigation Quick Sheet.

Important Note: The report of highly qualified substitute teacher is based on data from T.-S.E.A.S. (Teacher Substitute Employee Automated System). T.-S.E.A.S. is limited to districts level preference. Substitute teachers included in the report may or may not be in your complex area.

1. Under the **Module** drop down menu, select **Reports**.
2. Click on the **Run Reports** tab. **A**
3. Using the **Report Category** pull-down filter, select **Highly Qualified Teacher Report** and in the **Description** text box, type *Highly Qualified Substitute Teachers*. **B**
4. Click on **Filter** button to narrow the displayed reports. **C**
5. Press the Run Report button. **D**

6. Enter a **Process Case Label**. **E** Suggested example: **Substitute for (Posn#)**
7. Enter the Parameters:
 - Select the **District** from the pull-down menu. **F**
 - Enter **N.C.L.B. Core Subject ID** (see table below for ID codes), or click on the flashlight icon to choose a subject area. **G**

Id	Description
ALES	Elementary Special Education
ALLE	Elementary
ARTS	Arts
FORE	Foreign Language
MATH	Math
READ	English / Language Arts
SCIE	Science
CIVI	Civics / Government
ECON	Economics
GEOG	Geography
HIST	History

- Keep **Report Destination** as **Save Output to DB** from the pull-down menu. **H**
8. Click on the **Submit Parameters** button. **I**



Process Case

Cancel Submit Parameters

Highly Qualified Substitute Teachers

• **Process Case Label:** **E**

Parameters

Prompt Text	Parameter Value
District	Leeward District 30 F
NCLB Core Subject	MATH <input type="text" value="Math"/> G
Report Output Type	XLS (XLS - Microsoft Excel Format)
Report Destination	Save Output to DB H

Cancel Submit Parameters **I**

9. The process graphic will appear while the report is created.



10. Upon report creation an entry will be add to the Report Cases tab. **J**

Run Reports Report Cases Rep

Report Cases

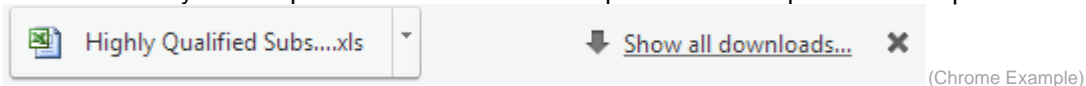
Filter By:

Show All Cases

Select	Details	Process Description	Report Case	Process Case Label	Begin Date	Report Status	Run By	Document Image
<input checked="" type="radio"/>	<input type="button" value="Show"/>	Highly Qualified Substitute Teachers	R628330	Substitutes for 72557	01/28/2013 09:23:25	Completed	Mr. [Name]	Download File K

11. Click on the **Download File** link text to download your report. **K**

12. Depending on which internet browser you are using, you will see an Excel spreadsheet downloaded to your computer. Click on the file to open the Excel spreadsheet report.



13. Open your report in Excel.

	A	B	C	D	E	F	G	H	I	J
1	District	Sub Type	PCES ID	Last Name	First Name	QUALIFICATION	GRADE LEVEL	SUBJECT	Other Job Location	Other Job Title
2	Leeward District	SS182	48191975	Bolton	Tranfer	Highly Qualified for Mathematics	Middle/High/Elem (6-9)	Math	Leeward Dist	Class 3
3	Leeward District	SS182	48191998	Davis	Carol	Highly Qualified for Mathematics	21k to 22k Grade	Math	Leeward Dist	Class 3
4	Leeward District	SS182	48191923	Lee	Reinal	Highly Qualified for Mathematics	21k to 22k Grade	Math	Leeward Dist	Class 3