# Technology Need-to-Knows for Short-Term Substitutes

The Department of Technology welcomes you to ACPS!  As a short term sub in a building, you may encounter sub plans or lesson materials that need to be retrieved or delivered using a laptop and/or display panel.  Below you will find information on how to access these materials.

## Technology Resources Available to Substitutes:

### ACPS Login Credentials
These credentials, consisting of an email address, username, and password, will allow you to login to your computer, email, and Google Drive (see below).  This information will be automatically sent to your personal email provided to HR during the hiring process.  Please note that your username matches the portion of your email address which precedes "*@k12albemarle.org*."  If you cannot access your credentials, please call our service desk at 434.975.9444.

### ACPS Laptop
A laptop will be loaned to you from the school.  Please check in with the school's substitute coordinator (usually an Office Assistant) in the morning for instructions on obtaining this laptop, and return this laptop following the duration of your time in the building.  Login credentials for any ACPS laptop match your *username* and *password* (see above).

### Email
Your ACPS email account can be accessed via Microsoft Outlook by visiting http://owa.k12albemarle.org using any web browser and using your ACPS *username* and *password* (see above) to login.  If for any reason you need to communicate with the teacher you are subbing for, or any other ACPS staff member, you can easily do so through email.

### Google Drive
While some teachers will provide paper-only sub plans and lesson materials, many will opt to share these digitally.  This will typically be done via Google Drive.  Please see below for more information on accessing these materials.

### Promethean Display Panel
All ACPS classrooms are equipped with a Promethean Panel, a large display with touch capabilities, easily identified as a large television with a series of circular buttons at the bottom center.  Many sub plans may have you display and interact with materials using this panel.  Please see below for more information.

## Accessing Materials Using Google Drive

Any sub plans or lesson materials that need to be accessed via Google Drive should be provided via a link.  Simply click this link to access the materials.  If you have not logged in to Google Drive on the computer you are using, you will be prompted to do so with your *username* and *password* after clicking the link.

Note that sub plans meant to be accessed via drive will be shared with you in an email.  Further lesson materials may be found as a link within these plans.

If you have been provided with paper plans, you may need to open a web browser and type in the link in the URL bar. Substitutes without sub plans should check in with their school's substitute coordinator.

# Displaying Materials Using a Promethean Panel

In some cases, you may need to display materials for students directly using the Promethean Panel in the classroom.

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| **Turning on the Promethean Panel**<br>Press the **"power"** button on the bottom-center of the panel once and wait for it to light up white. | **Logging in to the Promethean Panel**<br>Tap the **"Guest"** account icon on the screen of the panel and wait.. |
| **Displaying Materials on the Promethean Panel**<br>1. Connect the HDMI and USB combo cable on the back of the panel to the matching ports on your ACPS laptop.<br>2. Tap the **"source"** button on the bottom-center on the panel.<br>3. Tap the **"HDMI"** option that appears on the screen. This will mirror your laptop display on the panel.<br>4. Use your laptop as normal - materials will be duplicated on the panel display. | **Adjust the Promethean Panel's Volume**<br>1. Tap the **"volume up"** icon on the bottom-center of the panel to increase volume.<br>2. Tap the **"volume down"** icon on the bottom-center of the panel to decrease volume.<br>3. If you still are not receiving sound, be sure that the volume on your computer is also up by selecting the speaker icon on the bottom-right of your computer screen. |
| **Other Promethean Panel Considerations**<br>● Panels in K-2 classrooms are height adjustable. Simply slide the panel up and down on the stand by using the handles on the back.<br>● If your panel is not matching the computer display, make sure you follow the "displaying materials" directions above, and then try switching to "duplicate" mode by pressing "Windows+P" on your keyboard and selecting the duplicate option.<br>● If you're having further issues, please see the section below on technology assistance. | |

# A Note About Schoology & Seesaw

Materials for students are typically delivered via Schoology (Middle and High Schools) or occasionally delivered via Seesaw (Elementary Schools). While substitutes do not have direct access to these resources, students should be familiar with how to access what they need as directed. If you have any issues with Schoology or Seesaw while in the classroom, please reach out to your school's Learning Technology Integrator (see below).

# What if I need technology assistance?

If you are having difficulty with your technology in or out of the classroom, please contact the following based on your need:

**Building Substitute Coordinators**
*For:* broken computers, inaccessible materials

**Service Desk**
*For:* login issues, computer errors
*Contact:* Call 434.975.9444, or put in a ticket via email at servicedesk@k12albmarle.org.

**LTI (Learning Technology Integrator)**
*For:* instructional technology questions, clarification of technology steps in sub plans
*Contact:* Email addresses can be found on LTI/TSS Support Assignments document