



Building Sub - Remote Or Hybrid Instruction

- Building subs will receive an SMSD email account
- Building subs will be able to create a WebEx account. ([See directions here](#))
- Building subs can be added as a co-host in a teacher's WebEx. (See directions below)

Teacher Responsibility	Building Sub Responsibility
<ol style="list-style-type: none"> 1. Report absence in Aesop "no sub" required. Inform principal of absence. 2. Plan: Provide a sub folder (physical or digital folder) with a class roster, schedule, routines, procedures, and expectations. 3. Provide directions for the content that will need to be delivered by the sub during "live" instruction. Ensure that asynchronous lessons are also ready for students to access in Canvas. 4. Webex: Email the substitute the link to your Personal Webex Room, only if you have set your preferences at smsd.webex.com to allow co-hosts. (See directions below.) <i>If you don't normally use your personal room, place a note to students on the homepage along with your link to your personal room.</i> 5. Canvas: <ol style="list-style-type: none"> a. Option 1: Add sub as a "TA" to the Canvas Courses that she/he will need for the day. (See Directions.) Substitutes can be removed after the absence. b. Option 2: Add sub as "Teacher" to the Canvas Courses. 	<ol style="list-style-type: none"> 1. First time user: Create a WebEx account. (Directions linked here) 2. Follow the schedule, routines, and procedures as outlined by the teacher in the sub folder provided. 3. Conduct "live" core instruction as outlined by the teacher using the teacher's Webex personal room meeting link. 4. Option: Log in to Canvas and accept the Course invitation from the teacher. (Option only if the teacher has added the substitute as a TA or Teacher.) 5. Take attendance using the class roster and submit absences to the building secretary or designee.



**Directions for adding the building substitute as a co-host in WebEx.

1. Classroom teacher will log into smsd.webex.com from Google Chrome.
2. Go to preferences on the left hand side of the page.
3. Go to My Personal Room tab.
4. Scroll to the bottom of the page and check the box that says "Allow cohosts for my Personal Room meetings"
5. Select "Let me choose cohosts for my Personal Room meetings."
6. Enter your building substitutes' email addresses in the box below (**make sure you separate each email address with a comma or semicolon or it will not work**).
7. Select **save** once you have entered all of the email addresses into the box.
8. Once you assign the building substitutes as hosts for your Personal Room, you will email them the link to your Personal Room the day before your absence.

The screenshot shows the Cisco Webex interface. On the left, the 'Preferences' menu item is highlighted. The main content area is titled 'My Personal Room' and contains several settings:

- Personal Room name:** A text field containing 'Personal Room'.
- Personal Room link:** A text field containing 'https://smsd.webex.com/join/PersonalRoom'.
- Host PIN:** A text field containing '1234'.
- Automatic lock:** A checkbox labeled 'Automatically lock my meeting' is unchecked.
- Notification:** A checkbox labeled 'Notify me by email when someone enters my Personal Room lobby while I am away' is checked.
- Cohosts:** A section with three options:
 - ☐ Automatically make the first person with a host account on this site or the first person joining from an authenticated Cisco video device in this organization the cohost of my Personal Room meetings
 - ☒ Let me choose cohosts for my Personal Room meetings

Below the cohost options is a text field containing 'firstnamelastname@smsd.org'. At the bottom right, there are 'Cancel' and 'Save' buttons.

WARNING *Please be aware: it is very important that you enter the email addresses of the people you want to be able to host the meeting. *****

If you select to allow anyone, students will be able to host your meeting.



Add Building Sub as TA or Teacher in your Canvas Courses

1. Open the desired course.
2. Select people in the Navigation sidebar.
3. Select + People
4. Enter the substitute's email address.
5. Select Role: TA or Teacher
6. Select Next
7. Select Add User

Daily Sub without SMSD email (i.e. no Webex, no Canvas access, etc)

- When and if daily subs become available, buildings will need to formulate a plan for an employee with an SMSD email to be designated as an "Co-Host" in the absent teacher's WebEx personal room. (See directions above for assigning co-hosts in Webex.) This will allow a Webex meeting to be started for the daily sub.

Teacher Responsibility	No Substitute or Daily Sub
<ol style="list-style-type: none"> 1. Report absence in Aesop. Inform principal of absence. 2. Plan: Provide a sub folder (physical folder) with schedule, routines, procedures, and expectations. 3. Provide directions for the content that will need to be delivered by the sub during "live" instruction. Ensure that asynchronous lessons are also ready for students to access in Canvas. 4. Webex: Absent teacher will email the designated employee the link to his/her Personal Webex Room. Remember that you must set your preferences at smsd.webex.com to allow co-hosts. (See directions above.) ***If you do not normally use your personal room, place a note to students on the homepage along with your link to your personal room for that day. 5. Provide directions for the content that will need to be delivered by the sub during "live" instruction. 	<ol style="list-style-type: none"> 1. Follow the schedule, routines, and procedures as outlined by the teacher in the sub folder provided. 2. Conduct "live" core instruction as outlined by the teacher using the teacher's Webex personal room meeting link. 3. Take attendance using the class roster and submit absences to the building secretary or designee.