

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

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.) *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.*

5. **Canvas**:

- 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.

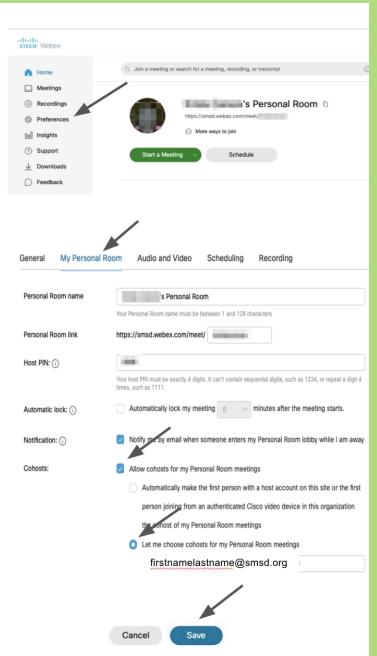
Building Sub Responsibility

- First time user: Create a WebEx account. (<u>Directions linked here</u>)
- 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.

- 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.
- 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."
- 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).
- Select save once you have entered all of the email addresses into the box.
- 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.



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

- 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.

No Substitute or Daily Sub

- 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.