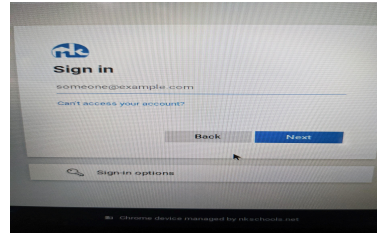


Substitute Accessing Google Classroom:

The Teacher of the Class has to make the substitute account a co-teacher!

Step 1: Log into your assigned substitute account.
Username: __substitute@nkschools.org
Password: auto changes (check with office manager at site).



Step 2: Open Google Chrome - Check to make sure you are logged into by looking for the (NH) = North High as an example icon. Initial of the school you are substituting at.

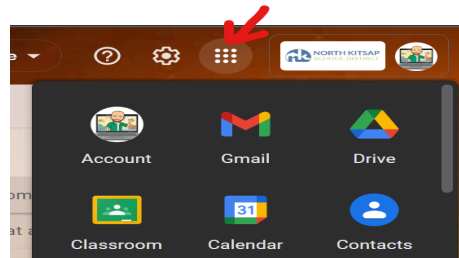


Could be either one of the above, but with your school's initials.
NH = North Kitsap H.S.

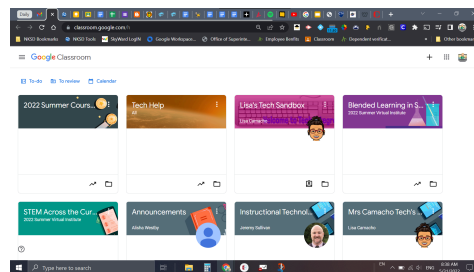
Step 3: You now are sharing with all other substitutes at your site the same Google account. This allows access to Google Tools - GMail, Drive, and Google Classroom.

Be Careful to access only the classes that you need to.

Step 4: To access any of these tools click on the waffle (arrow in red). Google Classroom and GMail will be the most regular occurring. Click on the icon for the tool that you need to access.



Step 5: The name of the class you are a substitute for should show up. Once you click on the class you can make sure that the teacher you are subbing for is the teacher of the class under the "People" tab at the top of the Classroom.



Finally: If you have any questions, reach out to the tech tosa at your site, or the office manager to get tech support.

Accessing the Google Classroom allows you to view what the students are working on, and view the student's progress. Most teachers have a Google Classroom for each Class Period.