

Teacher Checklist When Preparing for Subs

□ Enter absence into the sub system (Frontline/Absence Management)

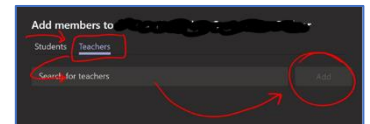
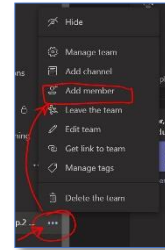
There has been no change to how a teacher enters an absence into Frontline. As always, subs must apply to work in LWSD and complete a training/background check before they can work in our schools.

If you have prearranged with a sub to take the job, create the absence in Frontline and select “create absence & assign sub”. If you don’t have a prearranged sub, create the absence in Frontline and select “create absence” and the system will allow a sub to pick up the job.

□ Ensure the sub has access to your Classroom Teams site

If you have multiple Classroom Teams sites(s), you’ll need to do this for each one.

- If you know who your sub will be, **add the sub as a teacher (owner) in your Classroom Teams site.** → → →
- If you don’t know who your sub will be, your building admin will add the sub to your Classroom Teams site each morning using the Generic Admin account.
**It might be helpful to confirm with your admin that they will do this.*



□ Prepare and distribute sub plans

If you have multiple Classroom Teams sites(s), you’ll need to do this for each one.

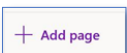
The district suggests that teachers share sub plans via the embedded Class Notebook in your Teams site. Here are the steps to take:

1. **Create a Substitute sub-section in your Teams embedded Class Notebook.** *Once the sub is added as a teacher (owner) to your Teams site(s), they will have access to your embedded Class Notebook.*



- a. Teams>Class Notebook>Teacher Only
- b. + Add Section: Substitute

2. **Add your documents:**



- a. + Add page: **Sub plans**
- b. + Add page: **Substitute Teacher guide to Classroom Teams:** a link to that document is on pg. 3 of this document.

□ Communicate that you will be out of the building

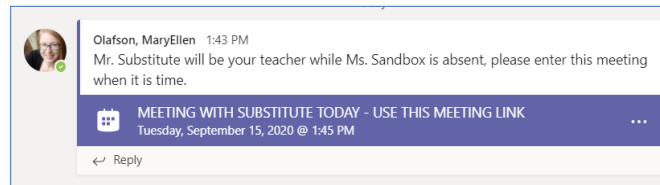
- **YES: building admin.** Admin (or designee) will help subs troubleshoot any Teams issues on the day of the job and should be able to help with classroom management concerns.
- **MAYBE: teaching colleagues, students/families.** When you have a sub, students/families will see two meetings for the day: the existing (recurring) class meeting(s) that you have created & ON THE MORNING OF THE JOB the class meeting(s) that the sub must create so that they can control and manage the meeting as the “organizer”. You could communicate your absence to students/families so they know to attend the class meeting called by the sub, and not your existing one, on a particular day.

1. **Have subs been trained on Teams?**

Anyone substituting in LWSD has completed a Teams training prior to taking jobs in our schools.

2. **How will the Teams classroom meetings occur if I'm not there?**

The **Substitute Teacher Guide to Classroom Teams**, which you added to the Substitute page in your Class Notebook, walks subs through the process of gaining access to your Classroom Teams site(s) and setting up class meetings for the day. Subs have been asked to set up the class meetings for the day with a title that will differentiate it from your existing class meetings.



3. **What if a sub doesn't pick up the job in Frontline?**

As always, if a sub doesn't pick up the job in Frontline, building admin will work to cover the building in-house.

4. **What do I need to include in Frontline?**

There has been no change to how a teacher enters an absence into Frontline. However, because our circumstances are so different, you might consider adding some information into Frontline (this is optional). This is optional:

- Notes to Admin: enter the account code.
- Notes to Sub: indicate where the sub plans are located (in your Class Notebook).

5. **Where can I get access to the Substitute Teacher guide to Classroom Teams?**

On the next page we've included a memo from the district titled Preparing for Substitutes within Classroom Teams. You'll find the Substitute Teacher guide linked in the "Resource Documents" section, along with directions for teachers on adding substitutes in Classroom Teams.

Preparing for Substitutes within Classroom Teams



To: Staff

RE: Classroom Teams Access for Substitutes

Date: 09/18/20

Preparing for Substitutes within Classroom Teams

- The best way to manage sub plans within the remote environment is for the classroom teacher to set up a “**Substitute**” sub-section within the **Teacher Only** section of the embedded Class Notebook within Classroom Team site.
- If a teacher knows who their sub will be, they can **add the sub as a teacher (owner)** within their classroom Team site, which will allow the sub access to the substitute section within the Class Notebook. If the teacher is unable to add the substitute for some reason, the building administrator or their designee, can add substitutes to Classroom Team sites each morning via their Generic Admin account.
- Each teacher will need to post the attached document, **Substitute Teacher guide to Classroom Teams** within their Classroom Team sites in the section titled “**Substitute**”.
- Please note that even when a substitute is added as an “owner” within the Teacher’s Classroom team site, the substitute will need to view the teacher’s meeting schedule for the day and create new meetings within each Classroom Team site so they are the “organizer” of the meeting(s) . This will allow them to control and manage the meeting(s) (*directions for subs are included in the attached document*).
- Directions for substitutes provide instruction to title the meeting to differentiate it as a substitute meeting so students see that they have a sub. Both meetings will stay on the calendar.
- Adding a school staff team member to your Classroom Team site is another way to ensure that substitutes have an in-building contact should they have difficulty locating content resources.

Resource Documents:

[Adding Substitutes to Classroom Teams](#)

Directions for staff for adding substitutes to Classroom Team sites.

[Substitute Teacher Guide to Classroom Teams](#)

The Substitute Teacher Guide was developed to provide step by step directions for substitutes on the following:

- Gaining access to Classroom Teams
- Scheduling and starting class meetings in Classroom Teams
- Managing behaviors in Classroom Teams
- Getting support using Classroom Teams

The **Substitute Teacher Guide to Classroom Teams** will be sent to substitutes through an Alert within AESOP. Required Classroom Teams training has been made available for substitutes through PLMS Cornerstone. Once a substitute has completed the training, they become available in the system to sub to fill positions.

Remote substitutes affirm they have their own computer to be scheduled as a sub. On site special education substitutes will use a building provided substitute laptop loaner. All schools have loaner inventories of 10, 15, 20 laptops, elementary, middle and high school, respectively.