

Substitute Teacher Guidelines

Laptop:

Substitute teachers can use the teacher's laptop if it has been left in the room for the substitute's use. If not, the substitute teacher can check out a laptop from the building LMC. Two laptops are available in each building's LMC for this purpose.

Login:

The Novell substitute teacher's login and password are:

- HS User Name: **hssub** Password: **shmlbus**
- MS User Name: **mssub** Password: **bussm**
- ES User Name: **essub** Password: **busse**

Software that has been loaded on a teacher's laptop specifically for use by that teacher in the classroom, for example, math software, can also be set to be seen and used with the substitute teacher login. Please log in as a sub and, if specific software is not visible, submit a Helpdesk ticket requesting applicable changes to the laptop. When submitting a Helpdesk ticket, please allow two to three business days for completion.

If the teacher's laptop is not available for use by the substitute teacher and classroom specific software is to be used for a lesson, other arrangements must be made. Some options include a)submitting a Helpdesk ticket requesting that the software be loaded on the two substitute laptops in the LMC, b)leaving instructions for the substitute to use another computer that has the same software, e.g., laptop cart machine, etc., c)revising the lesson plans to accommodate technology the substitute can access, or d)visiting with the Building Technology Coordinator for an alternative solution.

Lesson Plans:

Lesson plans, SMART Board files, word documents with any necessary online links to be used by the substitute, and other pertinent information can be saved by the teacher in the Subfolder on the Shared on 'Lmfps\Data' (H:) drive. This is the only folder on the (H:) drive that is visible to the substitute teacher. To access the folder:

- Click H:\Subfolder, the applicable building (ES, HS, or MS) folder, and your folder. If there is not a folder with your name, please add one by right clicking on the center white area, select New>Folder and type in your name. Save lesson plans to be used by the substitute teacher to that folder.

Grade Book:

At this time, only one person can be assigned access to a teacher's Grade Book. Consequently, if the substitute is expected to use Grade Book, the substitute should use the teacher's login and a

newly created password to be used by both the teacher and the substitute during the teacher's absence. Upon returning, the teacher should change the password. To change the password:

- Open Grade Book, click **Change Password** and complete the necessary fields.
- Please share the new password with the Building Technology Coordinator in the event assistance is needed by the substitute teacher.

Workstation Locked:

Many computers are set to automatically lock if the computer has not been used within a specified number of minutes. This action is indicated by a Novell Unlock Computer window. To unlock the workstation, enter the password of the last known user. If that user is not available to enter the password, simply shut down the computer by holding down the power button, restart the computer and login.

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