The Use of Guest (Substitute) Teachers

2020-2021 School Year

Guest (Substitute) Teachers will be utilized as available to support staff absences. In the event a Guest Teacher isn’t available, buildings should have a plan to cover classes internally.  If you are using this option, please make sure to have the staff member report the absence in Frontline Absence Management and indicate “no sub needed.”

If a teacher will be out for an extended length of time please make sure they are working with Employee Benefits AND also notifying Guest Staff (Substitute) Services to begin looking for long term coverage. Please email Guest Staff (Substitute) Services (bburkhart@usd259.net AND smckay@usd259.net) with staff member’s name and start date to verify need for coverage. Guest Staff Services will enter these assignments in Absence Management. If the absence is being covered internally and no Guest Teacher is needed, please indicate this information.

IMPORTANT NOTES!

For Day-to-Day Guest (Substitute) Teachers:

- It is IMPERATIVE that Front Office Staff have access to every teachers’ JOIN CODES in Microsoft Teams. This is the only way the guest teacher will be able to access the virtual classrooms, lessons and students.

- Please have technical assistance available at the start of each day to assist Guest Teachers with access issues. This will ensure the Guest Teacher will be available to the students when they log in.

For Long-Term Guest (Substitute) Teachers:

- Teachers need to appoint a buddy teacher to be an owner to their Teams Class. The buddy teacher will assist in adding the Guest Teacher as a co-owner. This is the only way the guest teacher will be able to access the virtual classrooms, lessons and students on an on-going basis. Please avoid having a single person being the co-owner of all Teams Classes as this would be very difficult to manage.

General Notes for all Guest (Substitute) Teachers:

- All Guest Teachers will sign-in in the front office. Please make sure they have access to a device with appropriate software installed for MySchool Remote learning and printing capabilities, lesson plans, and any electronic media files necessary for virtual presentation of lessons to students.

- Guest Teachers may not have the content knowledge or technology experience that staff has, so please design lesson plans with this in mind. The plans should be easily implemented and can include live instruction, asynchronous lessons prepared in advance, or a mixture of both as appropriate to the classroom.
**Coverage Without Guest (Substitute) Teacher Available**

If a Guest Teacher is not available, the use of non-classroom teacher(s) can be used to cover classes as appropriate.

If this is not an option, voluntary Overload Teaching can be implemented as per the Negotiated Agreement.

**Please note:** If MySchool Remote classes are being split, teachers may need to add students to their TEAMS class or teach from multiple devices at the same time.

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**Long Term – Guest (Substitute) Teacher Procedures**

**How to Add a Co-Teacher or Guest (Substitute) Teacher to a Class Team**

Teachers can add up to 10 additional teachers to a class team. Each additional teacher will have the same permissions to:

- Set team members’ permissions for channels and conversations
- Control @[team name] mentions that will notify everyone on the team
- Allow document share

Navigate to the class team you would like to add your co-teacher or Guest Teacher to.

1. Select the Teachers tab, then type in the teacher’s name or email and then select Add.
Remove a Co-teacher or Guest Teacher from a Class Team

Teachers are team owners and can remove co-teachers or Guest Teachers from a class team. Removing a co-teacher or Guest Teacher removes their owner permissions in the team.

1. Navigate to a class team and select **More options**  >  **Manage team**.

1. Navigate to the co-teacher or Guest Teacher you are removing and change their role from **Owner or Member** by selecting the down arrow. Then select the **X** at the end of the co-teacher/Guest Teacher’s row underneath **Members and guests**. The person will be removed from your class.
DAY-TO-DAY- GUEST (SUBSTITUTE) TEACHER PROCEDURES

ACCESSING VIRTUAL CLASSES AS A GUEST (SUBSTITUTE) TEACHER

It is very important that the following instructions are followed exactly. Missing a step could lead to students having unlimited access to the virtual class.

Step 1 – Access to Classes

1. Open the TEAMS app on the laptop by typing “TEAMS” in the search bar in the bottom left.

2. In TEAMS, you will be adding yourself to the teacher’s classes by using the JOIN CODES given by the front office.

   Click “Join or Create Team” in the upper right

   Find the “Join a team with a code” box and enter the code.

   ← Completing this step will allow you access to the teacher’s class.

Step 2 – Find Your First Class

1. Click on the TEAMS icon on the left of the page. You should see each of the classes you are assigned to. Click on the first class you will be teaching today.

2. Click on the “Meet” and then “Schedule a Meeting” in the upper right.
Step 3 – Schedule Your Meeting

1. Type in your **Block # - Course Title - Teacher**

2. Check to make sure date/time is correct. (The daily schedule is included with your materials.)

3. Select “Response Options” and UNSELECT “Allow forwarding” and “Request Responses”.

4. Create the meeting by clicking this “Send” in the upper right corner

5. You will now see the meeting in the “Post” area of the TEAM.

6. By clicking on the meeting in my “Post” you can set the “Meeting Options”.
7. Set the “Who can bypass the lobby?” and “Who can present?” to **ONLY ME**
8. Save the Meeting.
9. You can now join the meeting from that TEAM’s home page. Students will enter on their own and you will be notified to admit them to the meeting.
10. **REPEAT THESE INSTRUCTIONS FOR EACH CLASS.**
TAKE ATTENDANCE - GUEST (SUBSTITUTE) TEACHER PROCEDURES

For Long-Term Guest (Substitute) Teachers:

- **Long term Guest Teachers will take attendance using Synergy.** (Synergy access is granted by the building Administrator through their PeopleSoft dashboard, under “Additional Resources”.) Long term Guest Teachers will follow the same building protocols and expectations as General Classroom Teachers for submitting attendance.

For Day to Day (Substitute) Teachers:

- **Day to Day Guest Teachers will take attendance using Microsoft TEAMS.** Step by step instructions follow below.

Please Note: Attendance should be taken, following the instructions below, at both the beginning and the end of the day at the elementary level, and the beginning and end of each class period at the middle and high school level. This will track students who left class early or came late.

1. After joining the class, click on the ‘Show participants’ option on the toolbar.
2. The participant (student) list will appear on the right side of your screen and there will be a “Download attendees list” option (download icon) towards the top of the list. Click to download the attendance list for the class.

![Image of download icon]

**Viewing the Attendance List**

Microsoft TEAMS will save the attendance report on the computer in a “.CSV” file format which can be opened in Excel or any compatible program. It will contain the names of all students in attendance, along with their ‘Join time’ and ‘Leave time’.

**To access the student list file in the TEAMS app:**

1. Go to the ‘Files’ tab from the navigation bar on the left in Microsoft TEAMS.

2. Then go to ‘Downloads’. The file will be listed there. Please print and take it to the office to be recorded in Synergy.