

*Communication from PPS

Substitute Updates Beginning November 9

We have received your feedback about needing access to the main learning platforms, Seesaw and Canvas. We are happy to announce that effective Monday, November 9, when substitutes are assigned to a pre-arranged daily absence or long-term absence, the teacher/school will be able to directly link substitutes to the teacher's classroom. In addition, substitutes will have access to the main learning platforms generally to allow more hands-on experience using them prior to being in an assignment.

Below you will find more information regarding the two main systems being used, as well as some overall reminders during the virtual learning environment.

❖ **Access to Seesaw**

If you have not already, substitutes may set up a free Seesaw account at app.seesaw.me using their PPS email. After creating an account, substitutes will then be able to create a demo classroom and get used to the system.

Refresher videos on using Seesaw can be found in [Pepper: Seesaw for Distance Learning](#) or [Seesaw Advanced Tips & Tricks](#).

❖ **Access to Canvas**

On Monday (11/9) you will receive an email from PPS K-12 Canvas Admin with the subject "Course Invitation" saying that you have been invited to participate in the course, "(your name)'s Sandbox". Each substitute will have a "sandbox" course created specifically for them so that you may get more familiar with the learning platform.

- Open the invitation sent to your PPS email account that says "You've been invited to participate in the course, (your name)'s Sandbox" and select "Get Started".
- Log into Canvas using your PPS user ID and password.
- After logging into Canvas, you will receive a message that says "You have been invited to join (your name)'s Sandbox as a teacher" - select Accept
- Scroll down to your Dashboard and you will see under "Unpublished Courses" the "(your name)'s Sandbox"
- Once in "(your name)'s Sandbox" you will be able to navigate around with setting up an Announcement, creating Assignments, etc.

Please do not click "Publish" when you are working in the sandbox course. Publishing the sandbox will make it public and everyone will be able to see it.

Refresher video on using Canvas can be found in [Pepper: Intro to Canvas \(Grade Level 6-12\)](#).

❖ **Google Meet vs Zoom**

As a reminder, substitutes are required to use Google Meet for their meetings with students. This is the District's preferred method of virtual communication, as well as substitutes do not have access to District Zoom accounts.

❖ **Google Meet Reminders, Tips & Tricks**

1. Host Controls (allows for muting students, removing students that should not be in the class, etc.). To ensure you have Host Control, you must be the first person to enter a Google Meet.
2. [Using Google Meet as a Substitute - How to Guide](#)
3. [New Features](#)

❖ **Access to Buildings**

As a reminder, all substitute jobs will be taught virtually and not at the school. While your email from Absence Management confirming the job will say the location as the Main Office, please note your job will be virtual. In the event that you are in a long-term job, you *may* be able to access the classroom, but you will need to obtain approval from the Principal and coordinate when you will be going in, following the schools guidelines for accessing the building.

❖ **Incentive Pay**

As outlined in Article 13 Section D, if a substitute fulfills an assignment at designated schools, they will receive an additional \$10 for a full day and \$5 for a half day.

We are continuing to offer incentive pay for the 2020-2021 school year as outlined above and the 18 schools are: Boise-Eliot/Humboldt, Chavez, George, Harriet Tubman, James John, Kelly, Lane, Lent, MLK Jr., Ockley Green, Pioneer Program, Rigler, Rosa Parks, Roseway Heights, Scott, Sitton, Vestal, and Woodmere.

❖ **Point of Contact When in Assignments**

While school is being taught in the virtual environment, all jobs in Absence Management will now include a "CDL Contact for Subs" document attachment which provides 2 points of contacts for the school: daily job point of contact (if you need necessary information for the assignment) and emergency point of contact (who to contact in case of an emergency during the assignment hours). Please look for this if you encounter any issues while substituting in an assignment.

❖ **Minimum Work Day for Master List Substitutes**

As stated in Article 8 Section E, substitutes on the Master List need to work a minimum of 20 days per school and of the 20 days, at least five (5) days must be worked from the first day of school through January 31 and at least five (5) days from February 1 through the last day of school. **We will be waiving the minimum 5 day requirement from the first day of school through January 31.**

At this time, the full- year minimum work day requirement for substitute teachers on the master list remains 20 full days. The District will continue to review this as we move through the year.

❖ **Minimum Work Day for Health Insurance Eligibility for 2021-2022 School Year**

As stated in Article 12 Section C Subsection 1, eligibility for full year insurance coverage for the next school year (2021-2022) a substitute must have worked the equivalent of 70 full work days in the 2020-2021 school year.

At this time, the minimum work day for health insurance eligibility for the 2021-2022 school year remains 70 full days.

❖ **Want to Substitute During CDL (Comprehensive Distance Learning)?**

If your plans have changed and you would like to substitute in the virtual environment, you still can complete the additional 12 hours of required paid CDL training. All courses have been loaded into your Pepper account under “My Current Courses”. Once you have completed all of them, please email the Substitute Office to confirm verification and receive confirmation you are cleared to begin accepting jobs.

If you have any questions, please feel free to contact the Substitute Office at ppssub@pps.net.

PPS Substitute Office

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