

\*Communication from PPS

## **Substitute Access to Systems Updates Beginning November 9**

We have received your feedback about substitutes 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 will be able to directly link substitutes to the teacher's classroom. The expectation is that teachers assign the substitute to their class(es) when setting up an absence, as well as remove the substitute from the class(es) when the assignment has ended.

### ❖ **Access to Seesaw**

Teachers can set up their substitute to have access to their classroom in Seesaw. Teachers will also need to remove the substitute from the class with the assignment is over. To add a substitute as a teacher to the class, please follow these [instructions](#). The substitute will then have immediate access to the classroom.

### ❖ **Access to Canvas**

Teachers can add a substitute to their Canvas courses for daily assignment and provide them immediate access, but access will not be granted until the substitute accepts the invitation. To add or remove a substitute, follow these [instructions](#). Teachers will also be responsible for removing the substitute from their courses when they are no longer in the assignment.

### ❖ **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 and substitutes do not have access to District Zoom accounts. Please be sure to set up and share the Google Meet Nickname with the students for when there is a substitute and be sure to share the Google Meet link with the substitute. Please note, for security purposes you should set up a Google Meet Nickname to provide to students and you **should not** schedule a Meet through Google Calendar or provide a link to students. Setting up a Google Meet Nickname ensures that substitutes are able to have host controls for the Meet giving them more control over chat features, muting students, removing/adding participants to the meeting, etc. If a Google Meet is set up through Google Calendar or if the students have the link to a Meet, these host controls are not present for the substitute.

Please continue to notify families when you will be absent via email or Remind or School Messenger. This is asked to be done so that parents are aware of someone else being in the classroom while in the virtual environment. **In addition, please continue to include link(s) to lesson plans and the link to Google Meets in Absence Management when entering in the absence for easy access for the substitute.** It is still recommended that you share the lesson plans with your Principal Secretary as well, for back up.

PPS Substitute Office

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