Sub Setup for Distance Learning

You will need to email your sub the following:

1. Your class schedule (subs only receive the begin and end time for school)

2. A Google Meet nickname (Ad Hoc) for each of your classes:

   a. **Note**: The Google Meet Code CANNOT be the code generated by Google Classroom or Google Calendar that you typically use for class. When a sub logs into a Google Meet set up via Google Classroom or Google Calendar they are unable to control the microphones and remove students from class. ***If you already use a nickname for your class you may keep this nickname, just make sure to share it with the sub***

   b. If teachers set up a class with a nickname it will allow subs to enter the meeting before the students, and have control over the class.

   c. Suggested code: Teacher last name + period # + school initials + 2020

   For Example: KennebrewP1HMS2020

   d. This nickname should be given to your class ahead of time. Nicknames are not case sensitive. You can tell them in class, put it in an announcement, or an email. Don't give them the link; just give them the nickname.

   e. This nickname also needs to be sent to the front office and your supervisor, so they have access to the meet as well..

3. A copy of the class assignment/Lesson instructions/Cheat sheet

4. Class rosters so they can check to make sure only students assigned to that class are in the Google Meet, and take attendance.

5. Optional- You can attach the how-to guide for subs too. It walks them through how Google Meets work and other procedures they will need.

How-to Information for Sub Assignments

1. Accept a sub job on SmartFindExpress website/App

2. Go to your CCSD email and compose a letter to the assigned teacher. If you type in the teacher's first and last name you should be able to locate their email address.

3. In the email you will include the information you will need in order to sub for the teacher:

   a. The teacher's class schedule

   b. Google Meet codes for each class (The Google Meet CANNOT be their Google Classroom Meet that they typically use for the class. When a sub logs into one of these meets they are unable to control the microphones and remove students from class.) If teachers set up a class with a nickname it will allow subs to enter the meeting before the students, and have control over the class. Suggested code: Teacher last name + period # + school initials + 2020

      KennebrewP1HMS2020

   The teacher should give this code to their students as well. If you give students the link instead of the nickname they will be able to get into the meeting before the sub.

   c. A copy of the class assignment/Lesson instructions/Cheat sheet

   d. Class roster for checking that only students in this class join the meeting

4. You will be using Google Meet to interact with the classes you're subbing for. To make this easier you may want to download the following Google Meet Extensions to make the Meets go smoothly:

   a. **Google Meet Grid View -** This will allow you to shrink the student boxes down so you can see all of the students on one screen. They have the option to turn their cameras on or to leave them off. You will see their name listed at the bottom of their box.

   b. **Google Meet Attendance -** This will keep track of the names of students who enter and leave the Google Meet. This will make keeping track of attendance much easier.

   c. **Meet for Teachers -** This extension will prevent join requests to the Google Meet from users outside of the school district class.

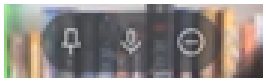
5. Log into Google Meet 5 minutes before.

a. Open the chat in the upper right hand corner.

b. Click on the shield icon in the lower left hand corner. Make sure that "Share their Screen" is turned to the off position.

c. The class attendance list will pop up on the left hand side when you log in. This is the attendance extension. It will automatically keep track of students' attendance.

d. The class will fill up with students, go to your Grid icon in the upper right hand corner and select "Enable Grid view"to make sure you can see all the student boxes.

e.  Be sure to remind students that their microphones should be muted unless they have a question. (You have the ability to mute a student by putting the mouse over their box. You will see these options. Selecting the microphone in the middle will mute the student. They will still be able to unmute themselves if they have a question. If a student becomes disruptive or they don't belong in this class, they can be removed from the class by selecting the button on the right.)

6. When class begins:

a. Go over their assignment with them. They should know how to get into Google Classroom or Canvas without your help. At this time you will not be logging on to either Google Classroom or Canvas, but you will still be able to assist them with their assignments since you were emailed a copy by the teacher. (Access to Google Classroom and Canvas is something the district is still working out.)

b. You and the students will stay on the video while they work. This way they can ask questions or get help if they need it.

7. When class is over:

a. Say goodbye and allow students to log off. For security purposes you must be the last person out of the meeting. If you have a couple students who are not logging out in a timely manner you can remove them from the class.

b. When you close the meet the attendance list will automatically download a .csv file with a list of all the students who attended. This can be attached to the class report you email to the teacher. When your next class begins select the down arrow on Class List and choose Reset to take the next class' attendance.