

# Substitute Quick Help

## Logging In

From the main office you'll receive a school pass on a lanyard. Also on the lanyard will be your username and password for the day.

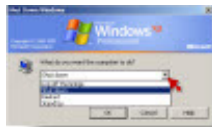
Notes:

- This password changes throughout the year
- Do *not* share this password with anyone for any reason



## Logging into the system

- When you're at a computer, hold the *ctrl* and *alt* keys while pressing the *delete* key once and releasing it.
- Log in as a sub using only the username and password on your lanyard
- The password is case-sensitive (*using capitals where indicated*)
- When you're done using a computer, please log off, even if you're leaving the room for a period (i.e. Lunch)



## Logging off a computer

- Go to *Start / shutdown*
- Choose *Log off* from the drop down

## Electronic files from teacher

- Double-click *My Documents* on the desktop
- You will see a list of teacher names. Navigate name of the teacher for whom you're subbing. Double-click the folder. This is where you will find files associated with the day's lessons. They could include lesson plans, notes, PowerPoint presentations, Promethean files, Notebook files, etc. Please carefully read all instructions from the teacher.



Other notes:

- Do not delete any items from the folder.
- Let the office know of any problems you have with files or instructions
- You do not have access to school email

4-1Lesson Plans	10 KB	Microsoft Office Wo...
4-1substitute plans	15 KB	Microsoft Office Wo...
science	2,024 KB	Notebook File

## Using the Projector

For lessons that have accompanying presentation files such as Promethean, Notebook, and PowerPoint, you will need to operate the classroom projector. Most classrooms have ceiling mounted projectors that operate as described below. If the following directions aren't successful, please see a teacher in adjacent classroom.



### Power On

On remote, press



### Power Off

On remote, press the *Standby* button *twice*. Note that when you turn off the projector in this way, to turn it back on, you must wait until the green light on the projector stops blinking. If you press Standby only once, it will not turn off.



### To get a black screen without turning the projector off:

On remote, press the *AV Mute*. Click it once more to get the screen back



### Can't see computer screen?

On remote, press the *computer* button.



### To see video screen

If you're using a DVD or VCR, on remote press the *video* button

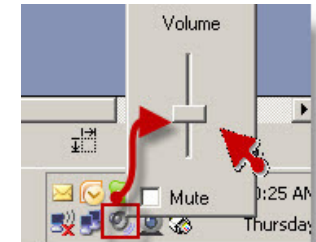
## Sound

Speakers are different in various rooms / buildings. Sound will be coming out of ceiling speakers or computer speakers. If possible, please check sound volume before class starts.

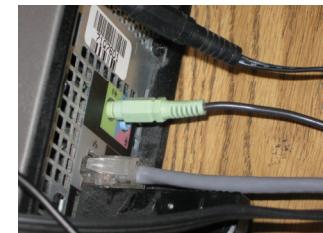
### Computer speakers

Most classrooms in the district have speakers attached to their computers.

Control the volume in 2 places—on the speakers themselves and also in the system tray (bottom right of your computer screen).



If you are still having trouble with volume, check that the wire from the stand-alone speakers is plugged into the back of the computer. The wire from the speakers with a mint green plug on the end should be inserted in the mint green port at the back of the computer.



### Ceiling speakers

*One or two* classrooms have a wall mounted volume control. If you are in one of those classrooms, you will see a switch, like the one below, to toggle between computer and video (DVD or VCR) sources

