

Directions for Leaving Lesson Plans and FlipCharts for Substitutes

Renee has created a substitute profile, with a secure username and password, for each school so you can now leave your Lesson Plans, FlipCharts, PowerPoints and other electronic documents for substitutes to use. This way you can leave lesson plans without giving out your personal username and password.

The sub folders are located on your (T:)drive

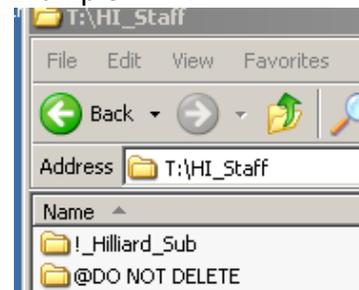
(T:)BA_Staff → !_Bassett_Sub

(T:)DO_Staff → !_Dover_Sub

(T:)HI_Staff → !_Hilliard_Sub

(T:)HL_Staff → !_HollyLane_Sub

Example:



Within each substitute folder is a folder for each teacher in the building.

You can create your lesson plans in Word, or scan your lesson plans, and save them directly to your substitute folder. You can also copy flipcharts and PowerPoints to your substitute folder for the sub to use. You can do all this from school or at home, via Citrix.

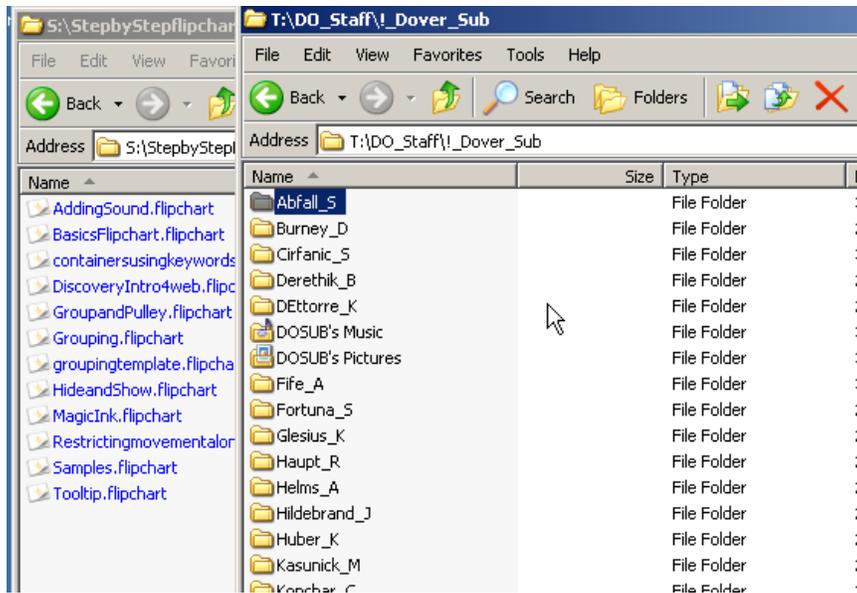
- You can move flipcharts from your regular drive into the file so that subs can access the flipcharts needed for your plans.

*****Do not store all your flipcharts on the substitute drive permanently.** The substitute drive should be thought of as a temporary place for sub plans for just a day or two. After the plans have been used, please delete the files from this folder. ***

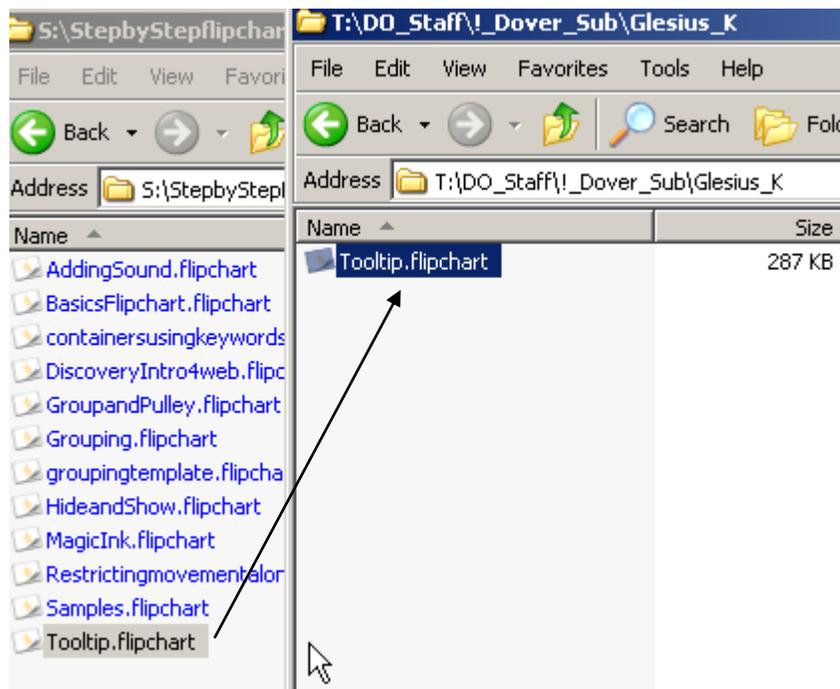
Note: If you are going to be out several days, you may want to create separate folders, within your substitute folder, for each days plans and flipcharts

- You can drag flipcharts to this drive from home using Citrix even though you cannot open flipcharts in Citrix. Here's how:
 - 1 . After logging on to Citrix, access your drive and the substitute drive so that a window is open for each drive. See next page:





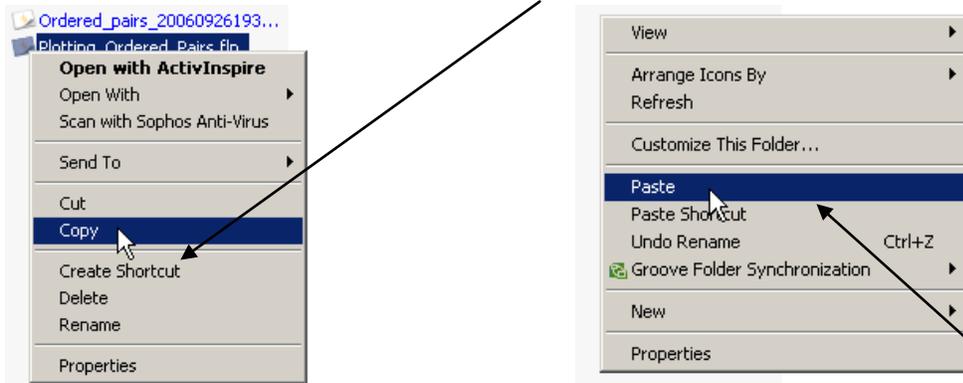
2. You can then click and drag flipcharts and other files from your drive to the substitute folder on the T drive. See below.



If you have standard sub plans or a template, keep them stored on your S: drive and move them to the sub folder on the T: drive only as needed .Please be sure to delete the plans from the substitute folder when you return to school.

Alternate file copying method:

To copy a flipchart from one folder to another, open the folder where the flipchart is stored, right-click on the flipchart icon and choose “copy”



Then, open the destination folder (your substitute folder), right-click and choose “paste”. This will create a copy of your flipchart in the substitute folder for your sub to use.

Substitutes will be able to leave notes from you but will not be able to make changes to existing files.

Please be sure to delete everything from your sub folder when you return to work.

In your written plans, include instructions for accessing the substitute drive. (See next page) The usernames will be the same but passwords will change. Usernames for all buildings appear below-check with your building secretary for the current password.

Make a copy of the **next page** to give to your sub or to leave in your permanent substitute folder

I suggest attaching a sticky note with the current password, for your substitute’s convenience.

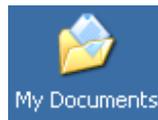
Building	Username
Bassett	BASUB
Dover	DOSUB
Hilliard	HISUB
Holly Lane	HLSUB
Parkside	PASUB
LBMS	BUSUB
WHS	HSSUB

Directions for Substitutes-How to Access the Substitute Drive

1. Press Ctrl + Alt + Delete on the computer keyboard.
2. Click OK
3. Enter the username and password for the substitute account. Be sure WLAKE is chosen in the “Log on to” space.
4. Click OK
5. Usernames appear below. **You can obtain the current password from the school secretary.**

Building	Username
Bassett	BASUB
Dover	DOSUB
Hilliard	HISUB
Holly Lane	HLSUB
Parkside	PASUB
LBMS	BUSUB
WHS	HSSUB

6. Once you’ve logged in, click on the My Documents folder on the desktop.



Find your teacher’s folder on the list to access the documents he or she has left for you.



