



SUB PLANS DURING HYBRID & REMOTE LEARNING

Plattsburgh City School District

- Teacher will attach sub plans in AESOP. Sub plans will include meeting links.
- Sub plans should include Digital Learning Expectations and Routines for students. This may vary teacher to teacher and would be difficult to enter a “virtual classroom” not knowing those routines.
- The teacher will manage the meeting details to enable the sub to enter and start the meeting.
- If a teacher has a teaching assistant or teacher that supports the class this staff member may run the online meeting with the students.
- Teachers may add substitute teachers to the team as a guest (not full access and you will find information on how to do that and what it means later in this document.)

How to attach plans in AESOP:

- Click **Choose File**
- Find file and open/double click
- It will appear in **Notes to Sub** (see below)

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

255 character(s) left

Notes to Sub

File Attachments

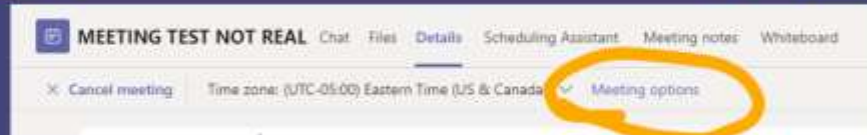
DRAG AND DROP FILES HERE

Uploaded Files

Choose File No file chosen

✓ Create Absence Cancel

Settings for Sub Teams Meeting:

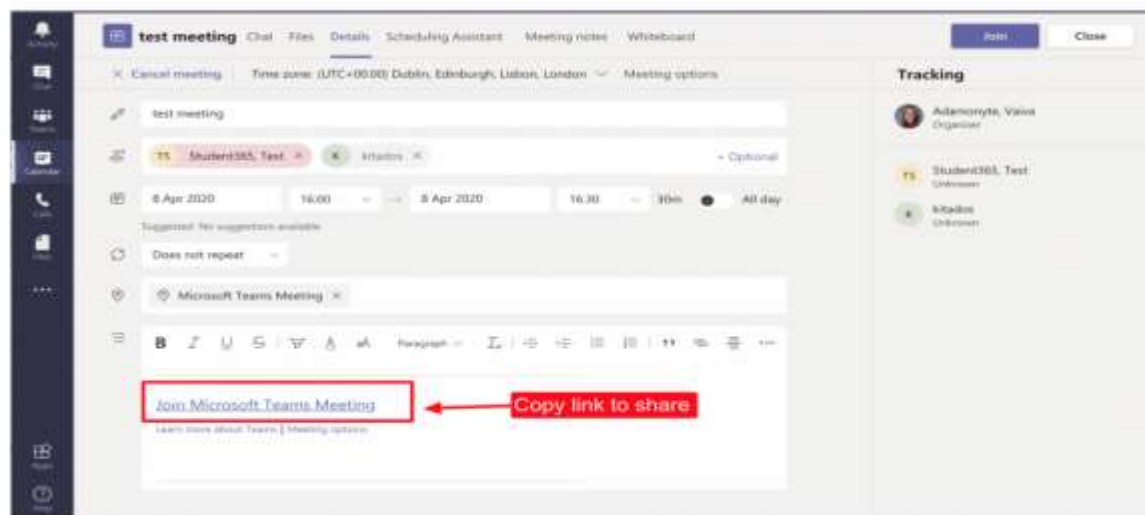


Sub is the specific person!

How to invite people to a meeting via a link

Once you have set up a meeting and it's in your calendar in Microsoft Teams, you can grab the link from the event description (see below) and share it with people.

The link you need is the 'Join Microsoft Teams Meeting' which you will need to copy from the description.



Meeting description page in Microsoft Teams

To copy the link rather than text right click on the 'Join Microsoft Teams Meeting' and select 'Copy link'.

What happens when people receive this link?

People who receive this link will need to open it using Microsoft Teams (either Teams app or in Chrome browser) and sign in to access the meeting.

SUBS WILL NOT NEED THE TEAMS APP, Teachers will enable subs to enter meetings. It is important to remember that guests will be using the web-based application. Screen sharing by a sub will not be possible.

This is to explain the sub experience below:

All you need to join a Teams meeting is a link.

Join Microsoft Teams Meeting



Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

How to ADD A SUB TO THE TEAM AS A GUEST using the sub's Personal Email. (optional)

Pirate Middle School T...

General

- 1. Pirate Pride Channel
- 2. Instructional Staff Channel

Manage team

Add channel

Add member

Add members to Pirate Middle School Team

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email address.

fakeemail@gmail.com



Add **fakeemail@gmail.com** as a guest

Click here [Information here on what guests can do in Teams.](#)

FYI: Nearpod has many virtual sub plans that can be student or teacher paced and PCSD renewed with Nearpod for teachers.

[Click here to find out more!](#)