

Charlotte Public Schools
Technology Access for Teacher Substitutes
February 24, 2006

Long and short term teacher subs may need access to phones, computers, Skyward modules, and e-mail communications. The following guidelines have been established to help everyone have access to what is needed.

FOR ALL SUBS – CONTROLLED BY THE REGULAR TEACHER:

Phones- Have the regular teacher change there VM message to include the subs name (EX: You have reached Mary Ellen Baker, substitute for Judy Butler, please leave a message and I will return your call...) have the regular teacher change the password on the VM box and give the new password to the sub. (This can be done remotely if necessary). When the regular teacher returns, they can change the password and voice mail message back and while gone can check the VM box for messages remotely if desired.

FOR LONG-TERM SUBS OF MORE THAN 10 DAYS (since it takes Tech Staff time to set-up and manage and is not efficient for short periods of time.)

e-Mail – Long term subs can be given a GW e-mail account. Please have them fill out a CharlotteNet Account request. They will have a mailbox set up so that you can communicate with them using e-mail and they will appear in the GW address book. This way both the regular teacher and long-term sub can receive messages from you and others.

Network login (Novell) - Long Term subs can be given a network login by filling out the CharlotteNet account request form – the same form used for requesting an e-mail account.

Skyward Attendance - Long term subs must use the regular teacher's Skyward login since this login is attached to a specific class, however, the password can be changed by Tech Staff so that the sub does not know the regular teacher's password. It can then be changed again when the regular teacher returns to work.

FOR SHORT-TERM SUBS – LESS THAN 10 DAYS

e-Mail - provide them with a printed copy of e-mail communications

Network login (Novell) – Have them mark the check box: WORKSTATION ONLY

Skyward Attendance - Have office staff, or teacher, provide a list of students in the class for the sub. Have sub submit attendance to the office staff for entry into Skyward.

Approved by DTC: April 20, 2006